

APPLICANT NOMINATION LETTER

Dear _____

We are pleased to inform you that your application for an *Intra-Africa – Grow Green Africa* scholarship was successful and you were selected for a stay at the _____ (host institution). The details of the scholarship are as follows:

Programme: _____

Title of the project **Grow Green Africa (Gr2A)**

Host University: _____

Host University Contact Person: _____

Email: _____

Type of Mobility: Degree/Credit/ seeking mobility/ Trainee/ Staff Mobility

Area of study/work: _____

Maximum duration: _____

Target group (students only) _____

The scholarship includes a settling-in allowance (for students only), a monthly subsistence allowance as well as full insurance coverage (accident, travel, health) for the duration of the scholarship.

The travel costs will also be reimbursed in line with the conditions set in the student agreement.

The full details of the scholarship are provided in the enclosed student agreement.

You will need to establish your place of stay at the location of the Host University. The welcome and housing services of the Host University will assist you to find suitable accommodation.

If you accept the scholarship and agree with the terms of the enclosed agreement, please sign and send it back to the Host University to _____ and a copy to us (sibonile.moyo@nust.ac.zw) within 14 days so that we can start taking the practical arrangements for your mobility.

Please note that some of the scholarship holders' personal data is collected and processed by the Education, Audiovisual and Culture Executive Agency (EACEA) in the context of managing the Intra-Africa Academic Mobility Scheme. Therefore, some of your personal data will be shared with the Agency through the [EACEA Mobility Tool \(EMT\)](#) and treated according to the privacy statement available in the section "Privacy" of the EMT. We wish you a successful stay at the National University of Science and Technology, Zimbabwe.

Yours sincerely,
Dr Sibonile Moyo
Project Coordinator
sibonile.moyo@nust.ac.zw

Grow Green Africa (Gr2A) Student Agreement

Full official name of the Host Institution:

Address:

Called hereafter "the Host Institution", represented for the purposes of signature of this agreement by
the project's contact person at the Host Institution,,

of the one part, and

Mr/Ms

Date of birth:.....

Nationality:

Address:

Phone:.....

E-mail:.....

Called hereafter "the scholarship holder" of the other part,

Have agreed the provisions below which form an integral part of this agreement ("the agreement"):

1. THE AGREEMENT

1.1 The Host Institution shall provide support to the scholarship holder for undertaking a mobility activity for [studies/research] under the Intra-Africa Academic Mobility Scheme, in the framework of the project [101144152 – Grow Green Africa (Gr2A)].

1.2 The scholarship holder accepts the mobility conditions and the individual and travel support as specified in this agreement.

1.3. Amendments to the agreement, including to the start and end dates, shall be requested and agreed by both parties through a normal notification by letter or by electronic message.

2. Details of the mobility

Host University:

Host University Contact Person:

Type of Mobility: Degree/Credit seeking mobility/Trainee/ Staff Mobility

Area of study/work:
Maximum duration:
Target group (students only) Target Group1/Group 2

3. Duration of the mobility/scholarship

3.1 The maximum duration of the scholarship is stated in Art. 2. The total duration of the scholarship may not exceed the maximum duration nor the duration of the academic program itself.

3.2 The mobility period shall start on and end on The start date of the mobility period shall be the first day that the scholarship holder needs to be present at the host institution. The end date of the period abroad shall be the last day the scholarship holder needs to be present at the host institution.

3.3 Demands to the institution to modify the duration should be introduced at least one month before the end of the originally planned mobility period. The mobility must respect the maximum duration foreseen by the Intra-Africa Programme, notably 6 months for staff mobility, 24 months for Master and 48 months for Doctorate.

3.4 The Transcript of Records or Teaching/traineeship certificate or statement shall provide the confirmed start and end dates of the mobility period.

4. Subsistence allowance

A monthly subsistence allowance will be provided to cover the costs during the mobility period.

It amounts to EUR 1 230 and will be transferred on a regular basis to the scholarship holder.

5. Settling-in allowance

One extra month's subsistence allowance will be provided upon arrival for covering settling-in costs.

6. Allowance for female scholarship holders

7. Travel arrangements & visa costs

7.1 A travel ticket in economy class will be provided to the scholarship holder. The visa costs will also be covered by the project. For this purpose, the scholarship holder should get in touch with the project contact person, (Host institution) _____ in order to agree on travel arrangements.

7.2 The maximum amount for travel costs (return ticket(s) and visa costs) are defined based on the distance between the location of origin of the student and on the other side the Host University premises.

7.3 Only for mobility equal to or longer than 2 academic years, 2 return tickets can be purchased to allow for an additional travel back home during the long mobility. To be entitled to a second return ticket, students must have fulfilled all the academic obligations corresponding to 2 academic years and completed a mobility period of a minimum duration of 20 months.

7.4 The scholarship holders should arrive and leave the host university on dates as close as possible to those stated in Article 3.2 and provided by the Host University, within a margin of up to seven days.

IMPORTANT: The original travel documents (invoices, tickets, boarding passes, etc.) must be handed to the Host University. Furthermore, in case of advance payment by the scholarship holders, a *Request for reimbursement of travel and visa costs* form has to be signed. Without the original travel documents, the travel costs cannot be reimbursed.

8. Payment arrangements

8.1 The Host will provide the scholarship holder with individual and travel support in a timely manner.

8.3 Payments to the scholarship holder shall be made to the bank account indicated by the scholarship holder upon arrival at the Host Institution.

A copy of the bank document with the account details shall be attached to this agreement. It should indicate:

- Bank account where the financial support should be paid:.....
- Bank account holder (if different than student):.....
- Bank name:.....
- Clearing/BIC/SWIFT number.....
- Account/IBAN number:.....

Any change of the bank account or the contact email of the scholarship holder during the stay abroad need to be communicated to the Host University contact person in due time.

8.4 The conversion to local currency allowances amounts indicated in EURO will be done at the exchange rate of the day of payment.

8.5 The financial support may not be used to cover similar costs already funded by EU funds.

8.6 The scholarship holder declares not to have already benefited from a previous scholarship under the Intra-ACP Academic Mobility Scheme or the Intra-Africa Academic Mobility Scheme.

8.7 The financial support or part thereof shall be repaid by the scholarship holder if she/he does not carry out the mobility activity in compliance with the terms of the agreement. If the scholarship holder terminates the agreement before it ends, he/she shall have to refund the amount of the grant already paid, except under the circumstances indicated in Art. 15.

8.8 The financial support shall be repaid by the scholarship holder in case of fraud or false declaration.

9. Insurance

9.1 The project will provide the scholarship holder with adequate insurance coverage. Cover must take effect by the time the scholarship holder starts his journey to participate in the mobility and must be valid until one month after the end of the mobility.

9.2 The Host institution will organize and pay full insurance coverage (accident, travel, health) for the full length of the duration of the scholarship.

9.3 It is the personal responsibility of the scholarship holder to assure insurance coverage for any period exceeding the official duration of the Intra-Africa Academic Mobility Scheme mobility/scholarship.

10. Obligations upon arrival at the Host University

The contact person at the Host University has to sign a *Confirmation of arrival/departure* form and send it immediately to the contact person at the Coordinating Institution: **sibonile.moyo@nust.ac.zw**.

11. Tuition Fees

11.1 At the home university:

11.2 At the Host University:

The Intra-Africa scholarship scheme will cover the costs of fees at the (Host) following the rules and regulations agreed by the partnership.

12 Research costs

The costs of the research carried out during the mobility where applicable can be covered up to a maximum of EURO....., depending on funds availability. The research costs should be determined in liaison with the supervisor.

13 Academic commitment

The scholarship holder must sign a Learning Agreement. This document must be countersigned by:

- the responsible person at the Home University (for Target Group 1)
- the responsible person at the Host University

four weeks after the starting date of academic activities, **at the latest**.

A copy of this document must be submitted to the contact person at the project Coordinating Institution: **sibonile.moyo@nust.ac.zw**

14 Regular reports

Regular progress reports will have to be submitted if the mobility flow is longer than one semester. In any case a final report will have to be submitted at the end of the mobility period.

Progress report (for mobility flows longer than one semester):

The first one is due after one semester and the following reports have to be submitted at the end of the first and, if applicable, the second year. Each report has to be accompanied by a short standardized statement of the supervisor evaluating the grantee's performance and, based on that, recommending the renewal or termination of the scholarship. The reports will have to be sent to the contact person of the Coordinating Institution [Sibonile.moyo@nust.ac.zw].

Final report:

At the end of the mobility period at the Host University, each scholarship holder has to prepare a detailed final report which has to be submitted with the written consent of the academic supervisor and the official contact person at the Host University to the Project Management Unit (sibonile.moyo@nust.ac.zw).

15 Interruption of the mobility or withdrawal from the scholarship

The student mobility periods can only be interrupted if the student has to temporarily stop the academic activities at the host institutions for duly justified and well documented personal reasons (e.g. serious illness, parent loss, etc.) or academic reasons (e.g. research activities abroad).

15.1 Suspension/interruption for personal reasons: the scholarship payment will be interrupted until the scholarship holder has resumed the academic activities at the host institution. However, if despite the temporary absence the scholarship holder can catch up on the study/research activities without needing to extend the originally agreed scholarship duration, the monthly allowances corresponding to the period of interruption could be paid to the student upon agreement of the partnership.

If the scholarship holder could not catch up because of serious and justified reasons, her/his absence might lead to an extension of the mobility duration, within the maximum eligible duration for this type of mobility (see Article 3.3 of this agreement).

15.2 Suspension/interruption for academic reasons: academic grounds may justify an interruption of a period of mobility, for instance to allow a student to study or carry out research activities for a short period of time abroad (e.g. in his/her home country or any other institution outside the partnership). However, in this case, the scholarship will not be paid during the period of interruption.

The compulsory/institutional breaks in the academic calendar and the scholarship holders' holiday rights are not considered as suspension/interruption and are not concerned by the above provisions.

15.3 Early termination

If the scholarship holder withdraws during the mobility, the payment of the subsistence allowance is stopped at the time of termination.

16 Obligations before leaving the Host University

The following documents need to be submitted to the contact person at the host institution and to the contact person at the project Coordinating Institution **sibonile.moyo@nust.ac.zw** at the end of mobility:

1. *Final Report*
2. *Confirmation of arrival and departure* duly completed and signed by the official contact person at the Host University
3. *Confirmation of Payment / Confirmation of Participation* signed by the scholarship holder
4. For students: Updated and signed Learning Agreement or Study/Research Plan (only if changes occurred after the start of mobility), transcript of records and copy of the degree awarded (for degree seeking mobility only)
5. For staff: updated and signed Study/Research/Work Plan (only if changes occurred since the start of mobility).

17 Treatment of personal data

Some of the scholarship holder's personal data is collected and processed by the Education, Audiovisual and Culture Executive Agency (EACEA) in the context of managing the Intra-Africa Academic Mobility Scheme. Some of the scholarship holder's personal data is therefore shared with EACEA through the [EACEA Mobility Tool \(EMT\)](#) and treated according to the privacy statement available in the section "Privacy" of the EMT.

We undersigned, parties of the present agreement, hereby confirm to have carefully read, be fully aware of and accept the provisions laid down in the present agreement.

Signatures

Name of scholarship holder:

Date

Signature of the scholarship holder

Name of the Contact person of the Host University:

Date

Signature of the contact person of the Host University