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SCHOLARSHIP NOMINATION LETTER

Dear «Given_name» «Family_name»,

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 «name_Host_University». The details of the scholarship are as follows:

Programme:	Intra-Africa Academic Mobility Scheme
Title of the project	Grow Green Africa (Gr2A)
Host University:	«Host_University»
Host University Contact Person:	«contact_person_host_university»
	«E-mail»
Type of Mobility:	«Student Credit/Degree seeking mobility / Staff mobility»
Area of study/work:	«Subject»
Maximum duration:	«Duration» months
Target group (students only)	«Target Group1/Target Group 2»

The scholarship includes a monthly subsistence allowance (which covers travel and visa costs) as well as full insurance coverage (accident, health, fees) for the duration of the scholarship.

In the event that you are not able to fund your travel to the host institution, your host institution will assist you in purchasing your air ticket, and the travel costs will be recovered from your scholarship stipend on a staggered basis as agreed with your host institution.

The full details of the scholarship are provided in the enclosed scholarship 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 it and send it back to the Host University at «contact_person_host_university» («E-mail») and a copy to us (sibonile.moyo@nust.ac.zw) as soon as possible 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 «Host_University».

Yours sincerely,

«Name_Project_Coordinator»

Project Coordinator

«E-mail_Project_Coordinator»



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Grow Green Africa (Gr2A) Scholarship Agreement

Full official name of the Host Institution:

Address: [official address in full]

Called hereafter "the Host Institution", represented for the purposes of signature of this agreement by the project's contact person at the Host Institution, [name(s), forename(s) and function],

of the one part, and

Mr/Ms [Scholarship name and forename]

Date of birth:

Nationality:

Address: [official address in full]

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»

Host University Contact Person:

«contact_person_host_university»

«E-mail»

Type of Mobility:

«Scholarship Credit/Degree seeking mobility »

Area of study/work:

«Subject»

Maximum duration:

«Duration» months

Target group (students only)

«Target Group1/Target Group 2»

3. Duration of the mobility/scholarship



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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 [date] and end on [date]. 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 3 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 (calculated pro –rata of the actual number of days) will be provided to cover the costs during the mobility period. Costs covered include accommodation, living expenses and visa costs.

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

5. Travel arrangements

5.1 The scholarship will be assisted with travel arrangements. Travel funds will be recovered from their monthly stipends as arranged with their host institutional coordinator. For this purpose, the scholarship holder should get in touch with the project contact person, «Name_Project_Coordinator» - «E-mail_Project_Coordinator» in order to agree on travel arrangements.

5.2 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.

6. Payment arrangements

6.1 The (Home/Host) will provide the scholarship holder with individual and travel support in a timely manner.

6.3 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



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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.

6.4 The conversion in local currency of the allowances amounts indicated in EURO will be done at the exchange rate of the transaction day of the host country

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

6.6 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.

6.7 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. 13.

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

7. Insurance

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

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

7.3 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.

8. 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).

9. Tuition Fees

19.1 At the home university:

The scholarship holder will continue paying the registration/tuition fees at her/his Home University only if the mobility is less than 10 months.

9.2 At the Host University:

No tuition fees will be charged by the Host University. If applicable, the Intra-Africa scholarship scheme will cover the costs of the participation fees at the Host University following the rules and regulations agreed by the partnership.

10.2 Research costs

The costs of the research carried out during the mobility can be covered up to a maximum of EUR [...], depending on the availability of funds.



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11. Academic commitment

The scholarship holder must sign a **Learning Agreement or Study/Research Plan**. 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)

12 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).

13 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).

13.1 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).

13.2 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.



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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.

13.3 Early termination

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

14 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)

15 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