

INTEGRATING MOBILITY, DIGITAL TOOLS AND CLIMATE EDUCATION TO ADDRESS TERRESTRIAL PLANT DIVERSITY AND CONSERVATION IN A CHANGING CLIMATE: IMPACT-ED EU-MOBILITY NDICI MOBAF PROJECT

Student Mobility Agreement

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

Name _____

Date of birth: _____

Nationality: _____

Address: _____

Telephone number: _____

Email address: _____

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

has agreed to 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 under the Intra-Africa Academic Mobility Scheme, in the framework of NDICI-2024-MOBAF 101234251 (IMPACT-ED)

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 the start and end dates, shall be requested and agreed upon 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: _____

Area of study/work: _____

Maximum duration: _____

Target group (students only) _____

3. Duration of the mobility/scholarship

3.1 The maximum duration of the scholarship is stated in Article 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 as specified in the admission letter by the host university. The start date of the mobility period shall be the first day that the scholarship holder arrives at the host institution. The end date of the period abroad shall be the last day the scholarship holder departs 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 end period. The mobility must respect the maximum duration foreseen by the IMPACT-ED project, notably 24 months for Doctoral students, 24 months for Master's students, 3 months for Trainees and 2 months for Staff

3.4 The nomination letter 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. This also includes (1) travel costs to and from the host institution, (2) Visa costs, (3) accommodation, and (4) settling-in costs. The monthly subsistence allowance depends entirely on the type of mobility and will be transferred on a regular (monthly) basis. It will be calculated as follows:

- Student: EUR 890/month x _____¹⁾ months

¹⁾Add number of mobility months

5. Settling-in allowance

The total cost of settling in, should the host institution help cover such costs, will be deducted from the scholarship holder's monthly subsistence over a period not exceeding 4 months: these include visa fees, air tickets, permit charges.

IMPORTANT: The original travel documents (invoices, tickets, boarding passes, etc.) must be handed to the Host University.

6. Travel arrangements, travel insurance & visa costs

6.1. The project coordinator at the host institution shall be responsible for finding an adequate travel agency, which will be responsible for organizing travel for the student on mobility. The cost of travel from the home country to the host institution shall be recovered from the scholarship holder's scholarship contribution after the staff reports to the host institution. For this purpose, the scholarship holder should get in touch with the project contact person at the host institution to agree on travel arrangements.

6.2. The scholarship holder shall meet his/her visa costs.

6.3. The cost of travel from the host institution to the home country upon successful completion of the mobility period shall be paid by the scholarship holder from his/her monthly subsistence allowance.

6.4. The scholarship holders should arrive and leave the host university on dates as close as possible to those stated in Article 2 and provided by the Host University, within a margin of up to seven days.

6.5. The Project Coordinator, _____²⁾ – _____³⁾
at the host institution will provide the scholarship holder with administrative, individual and travel support on time.

²⁾ Add name of project coordinator

³⁾ Add e-mail of project coordinator

7. Payment arrangements

7.1. The host university is responsible for payment of the following costs related to the mobility from the funds provided by the project:

- (i) Monthly subsistence allowance;
- (ii) Health and accident insurance cover.

7.2 The Host University will provide the scholarship holder with administrative, individual and travel support on time.

7.3 Payments to the scholarship holder shall be made into the bank account of the scholarship holder upon arrival at the host institution. To this end, the scholarship holder is required to open

a local bank account in the host country shortly after arriving at the host institution. The student should thereafter provide the following:

- Confirmation by the bank of the bank account details to both the Host University and to the Coordinating Institution. It should indicate:
- Bank account where the financial support should be paid
- Name of bank account holder (if different than student)
- Bank name:
- Branch name and number:
- Clearing/BIC/SWIFT number
- Account/IBAN number

7.5 Any change of the bank account or the contact email of the scholarship holder during the mobility period needs to be communicated to the Host University contact person in due time.

7.6 Payment shall be made in the local currency of the host university/country in an amount equivalent to the EURO allowance. The conversion to local currency of the allowance amounts indicated in EURO will be done at the exchange rate applicable at the time the funds were paid to the host university making the payment.

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

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

7.9 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 Article 12.

7.9 The financial support shall be repaid by the scholarship holder in case of fraud or false declaration. In case of any repayment obligation, the scholarship holder has 30 days upon return to the home country to carry out such reimbursement to the host institution, following the instructions that will be provided. If the scholarship holder fails to do so, additional banking fees and interest may be charged, or legal steps may be taken by the project management team.

7. Contribution to special needs

Special needs programme is eligible for mobility of a scholarship holder with disabilities whose long-term physical, mental, intellectual or sensory impairments are certified by a competent

national authority and of such nature that their participation in the action would not be possible without the special needs items or services.

The host institution will contribute a certain amount equivalent to the need to cover costs such as those related to the acquisition of special items or services (e.g., assistance by third persons, adaptation of work environment, additional travel/transportation costs).

8. Insurance

9.1 The project will provide the scholarship holder with adequate health and accident insurance coverage. Coverage will take effect from the time the scholarship holder starts his/her journey to participate in the mobility and will remain in effect and valid until one month after the end of the mobility-related activities (e.g. end of the course/research/placement/assignment, unless the scholarship holder leaves earlier).

9.2 The host university will organize and pay basic medical insurance coverage (travel, health including sickness, pregnancy/childbirth, and accident), in particular direct payment of hospital stays, outpatient care, at least 80% cover for doctor's fees, medicines, examinations and analyses prescribed by a physician, urgent dental care following an accident, all hospital expenses and surgical fees (including advances on hospital expenses), repatriation in the event of serious illness, accident, or death and costs for urgent dental care without accident up to 250 EUR per year, pregnancies of less than 6 months (at the time of departure from the home country to participate in the mobility), for the full length of the duration of the scholarship.

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

10. Obligations upon arrival at the host university

10.1 Prior to departing for the home country to undertake mobility activities, scholarship holders are obliged to complete a pre-departure survey (Survey 1).

10.2 The scholarship holder is required to sign the student agreement immediately upon arrival at the host institution.

10.3 The grantee must open a bank account and inform the Host University and the Coordinating Institution as indicated in Article 7.4.

10.4 The contact person at the Host University must sign a *Confirmation of arrival* form and send it immediately to the contact person at the Coordinating Institution : impact-ed@unam.na

10.5 Scholarship holders must comply with the rules and regulations of the host institution.

11. Tuition fees

11.1 At the home university:

The scholarship holder will be exempted from paying tuition at their home university, subject to the existing Bi-MoU. 1

11.2 At the Host University:

No tuition fees will be charged by the Host University. If applicable, the IMPACT-ED project will cover the costs of the participation fees at the Host University following the rules and regulations agreed by the partnership.

12 Research costs

The costs of the research carried out during the mobility are covered by the tuition, and only in exceptional cases will the project supplement the research cost where necessary and subject to funds availability and need.

13 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
- the responsible person at the Host University

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

The Host University must submit a copy of this document to the contact person at the project Coordinating Institution, Email: impact-ed@unam.na.

14 Regular reports

Midway through the mobility period or regularly at three months' intervals for longer duration mobilities, the scholarship holder is required to complete a mid-mobility survey.

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 progress report 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 [impact-ed@unam.na].

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 (email address of the coordinating HEI).

The scholarship holder is obliged to complete three more surveys upon completion of their mobility. These include an *end-of-mobility* survey covering academic and experiential outcomes, a *post-mobility check* six months post completion of your mobility and the *final questionnaire* related to your mobility implementation at 12–36 months after the completion of your mobility period.

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, family bereavement, temporary invalidity.) 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 resumes the academic activities at the host institution. However, if despite the temporary absence the scholarship holder can catch up with 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). Please note that no further changes should be made after one week from the start of the mobility to ensure that all mobility requirements are fulfilled within the established deadlines

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) or present a conference paper in another country. 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.

13.3 Early termination

If the scholarship holder withdraws during the mobility, the payment of the subsistence allowance is terminated 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, Email: impact-ed@unam.na, at the end of the 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).

15. Data protection clause

The European Education and Culture Executive Agency (EACEA), in the context of managing the Intra- Africa Academic Mobility Scheme, collects and processes the personal data of some of the candidates. In particular, certain data of the scholarship holders is shared with the Agency through the mobility tool under the EU Funding and Tenders Portal and treated according to the following [privacy statement](#).

We, the undersigned parties to the present agreement, hereby confirm to have carefully read, be fully aware of, and accept the provisions laid down in the present agreement. We further grant access to our results to EACEA, other EU institutions, bodies, offices or agencies, for developing, implementing and monitoring EU policies or programmes, on a royalty-free basis and limited to non-commercial and non-competitive use.

Signatures

The staff member/scholarship holder

Name:

Signature:

Date:



The sending institution

Name of the responsible person:

Signature:

Date:

The host institution

Name of the responsible person:

Signature:

Date: