



IMPACT-ED Mobility Scheme Project No. 101234251 Funded by the European Union
Trainee Agreement

Full official name of the Host Institution: _____

Address¹⁾: _____

Called hereafter "the Host Institution", represented for the purposes of signature of this agreement by the _____ project's contact person at the Host institution²⁾ _____, of the one part, and

Mr/Ms³⁾ _____

Date of Birth: _____

Nationality: _____

Passport number: _____

Address⁴⁾: _____

Phone: _____

E-mail: _____

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")

Sending institution details:

Sending institution name: _____

Faculty/Department: _____

Address: _____

Website: _____

Supervisor's name: _____

Position: _____

Email: _____

Phone: _____

1) Official address of Host Institution in full

2) Contact person names, and function

3) Trainee's full names

4) Scholarship holder's official address in full



1. THE AGREEMENT

- 1.1** The Host Institution shall provide support to the scholarship holder for undertaking a mobility programme for research/teaching/training (see Annex 1 for the programme plan) under the Intra-Africa Academic Mobility Scheme, in the framework of the IMPACT-ED Project (No. 101234251) – *“Mobility of Integrating Mobility, Tools, and Climate Education to Address Terrestrial Plant Diversity, and Conservation in a Changing Climate”*
- 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.
- 1.4** **The scholarship holder declares that they have not previously benefited from a student, trainee or staff scholarship under the projects selected in the framework of the Intra-Africa Academic Mobility Scheme 2025-2030.**
- 1.5** The scholarship holder commits not to benefit from another EU-funded scholarship scheme to implement the same activity during their Intra-Africa mobility period.
- 1.6** The scholarship holder commits to reimburse financial support in case of incomplete or false declaration.

2. DETAILS OF THE MOBILITY

Host University: _____

Host University contact person: _____

Type of Mobility : Trainee mobility _____

Nature of mobility⁵⁾: _____

Area of study/work⁶⁾: _____

Maximum duration (Months): _____

Mobility period start date⁷⁾: _____

Mobility period end date⁷⁾: _____

Target group⁸⁾: _____

Traineeship company name: _____

Address: _____

Area of work/programme: _____

Website: _____

Supervisor's name: _____

5) Research/teaching/training

6) Study programme

7) Give in format: date, month, year

8) Group 1 or group 2

Position: _____

Email: _____

Phone: _____

3. DURATION OF THE MOBILITY/SCHOLARSHIP

- 3.1** The maximum duration of the scholarship is stated in Article 2. By no means may the duration of the scholarship exceed the maximum duration nor the duration of the academic program itself.
- 3.2** The mobility period start and end dates are stated in Article 2. The start date of the mobility period shall be the first day that the scholarship holder needs to be present at the Host University. The end date of the period abroad shall be the last day the scholarship holder needs to be present at the Host University.
- 3.3** Requests 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.
- 3.4** The certificate on completion of mobility or training certificate shall provide the confirmed start and end dates of the mobility period.

4. SUBSISTENCE ALLOWANCE AND ACCOMMODATION

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:

- Trainee: **EUR 1230/month** x _____⁹⁾ months

9) Fill here number of scholarship months

5. TRAVEL ARRANGEMENTS, TRAVEL INSURANCE & VISA COSTS

5.1 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 staff 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.

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



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.

5.3 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.

5.4 The Project Coordinator, _____¹⁰⁾ — _____¹¹⁾
at the host institution will provide the scholarship holder with administrative, individual and travel support on time.

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

¹⁰⁾ Add name of project coordinator

¹¹⁾ Add e-mail of project coordinator

6. PAYMENT ARRANGEMENTS

6.1 The host institution shall be responsible for making the monthly payment of subsistence allowance.

6.2 Payments to the scholarship holder shall be made to the bank account indicated by the scholarship holder upon arrival at the host institution. Payments shall be made in accordance with the policies of the Host University.

- Confirmation by the bank of the bank account details shall be provided to 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 staff)
- Bank name:
- Branch name and code:
- Clearing/BIC/SWIFT number
- Account/IBAN number

6.3 Any change of bank account or the contact email of the scholarship holder during the mobility period must be communicated to the Host University contact person immediately.

6.4 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.



- 6.5** The financial support may not be used to cover similar costs already funded by EU funds.
- 6.6** 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.
- 6.7** 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

- 7.1** The 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 mobility action would not be possible without the special needs items or services.
- 7.2** 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

- 8.1** 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).
- 8.2** 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.

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

9. OBLIGATION UPON ARRIVAL AT THE HOST UNIVERSITY/INSTITUTION

- 9.1** Prior to departing for the home country to undertake mobility activities, scholarship holders are obliged to complete a pre-departure survey (Survey 1).
- 9.2** The scholarship holder is required to sign the trainee agreement immediately upon arrival at the host institution.
- 9.3** The grantee must open a bank account and inform the Host University and the Coordinating Institution as indicated in Article 6.3.
- 9.4** 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
- 9.5** Scholarship holders must comply with the rules and regulations of the host institution.

10. ACADEMIC COMMITMENT

Trainee scholarship holders are responsible for signing and submitting their work plan, as well as any possible changes made to the originally proposed Work Plan; this document must also be signed by the

- person responsible at the Home University
- person responsible at the Host University
- The responsible person at the stakeholder organisation of traineeship, be it a private or public organization

This document must be signed 10 days after the starting date of academic activities at the Host University or assumption of duties at the business partner, at the latest, and a copy must be submitted by the Host University to the contact person at the Coordinating Institution, Email: impact-ed@unam.na.

11. REGULAR REPORTS

- 11.1** 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.

11.2 Regular progress reports will have to be submitted if the mobility flow is longer than one semester (i.e. 4 months). In any case, a final report will have to be submitted at the end of the mobility period.

11.3 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(s) and/or supervisor from the company where the trainee is attached and the official contact person at the Host University to the Project Management Unit, Email: impact-ed@unam.na.

12. INTERRUPTION OF THE MOBILITY OR WITHDRAWAL FROM THE SCHOLARSHIP

12.1 The mobility period must be fully respected; it is not possible to divide the duration of stay foreseen by the project into discontinuous periods. The staff mobility periods can only be interrupted if the staff has to temporarily suspend 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).

12.2 Any absence from host programme activities must be duly justified to the IMPACT-ED contact person at the host institution (e.g. a statement from a medical professional or acceptance of conference paper to be presented orally), with a copy to the Coordination Office.

12.3 Suspension/interruption for personal reasons: the scholarship payment will be interrupted until the scholarship holder resumes the academic/administrative activities at the host institution. However, if, despite the temporary absence, the scholarship holder can catch up with the training/work activities without needing to extend the originally agreed scholarship duration, the monthly allowances corresponding to the period of interruption could be paid to the staff upon agreement of the partnership.

12.4 If the scholarship holder cannot 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 the type of mobility (see Article 3.3 of this agreement).

12.5 Suspension/interruption for academic reasons: academic grounds may justify an interruption of a period of mobility, for instance to allow a staff member to carry out academic or administrative 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

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

12.7 Early termination: If the scholarship holder withdraws during the mobility, the payment of the subsistence allowance will be stopped at the time of termination.



13. OBLIGATIONS BEFORE LEAVING THE HOST INSTITUTION AND RECEIVING ORGANIZATION

13.1 Scholarship holders must complete their mobility period at the receiving organization as follows:

- Trainee-seeking mobility: all training and practice requirements must be met according to the rules and regulations of the host institution and receiving organization.

13.2 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 impact-ed@unam.na at the end of mobility:

- a) *Final Report*
- b) *Confirmation of arrival and departure duly completed and signed by the official contact person at the Host University*
- c) *Confirmation of Payment / Confirmation of Participation signed by the scholarship holder*
- d) *Updated and signed mobility programme Work Plan (only applicable if changes occurred after the start of mobility)*
- e) *Trainee Certificate signed by the supervisor at the receiving organization*

13.3 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.

13.4 The scholarship holder is obliged to submit, within 30 days of the end of the mobility period, an evaluation form provided online by the coordinating institution

14. 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 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.

The trainee



Name:

Signature:

Date:

The sending institution

Name of the responsible person:

Signature:

Date:

The host institution

Name of the responsible person:

Signature:

Date:

Annexes

Annex 1: Learning outcomes and training programme

Objectives of the mobility:

Participate in training online module unit: Yes ☐ No ☐

The host institution agrees to provide training and supervision enabling the trainee to achieve the following learning outcomes

Main activities:

Expected outcomes and impact (e.g. on the professional development of the trainee and on both institutions):

Monitoring and Evaluation

Regular meetings with the workplace supervisor

Mid-term review of progress

Final evaluation report at the end of the traineeship

Annex 2: Detailed work plan for the traineeship programme

Activity	Period(weeks)	Expected output


