

Student Information and Agreement

Partnership for Training in Regional academic exchange for enhanced skills in fragile ecosystems management in Africa (REFORM)

START OF THE SCHOLARSHIP

Nomination Letter

The Nomination Letter specifies the details of the Intra-Africa - **Partnership for Training Regional academic exchange for enhanced skills in fragile ecosystems management in Africa (REFORM)** scholarship awarded to the grantee. It is an integral part of this agreement.

Duration of the scholarship

The maximum duration of the scholarship is stated in the Nomination Letter. By no means, the duration of the scholarship may exceed the maximum duration stated in the Nomination Letter nor that of the academic program itself.

Subsistence allowance

The monthly subsistence allowance depends entirely on the type of mobility and will be transferred on a regular basis. It will be calculated as follows:

600 € x month (Master)
900 € x month (Doctorates)
1.200 € x month (Staff)

Payment and management of the scholarship

The hosting university is responsible for the management of the payment of the subsistence allowance and the reimbursement of the travel and visa costs.

Changes of the bank account or the contact email during the stay abroad are not allowed. If such a change cannot be avoided due to *force majeure*, the grantee has to inform the host university and the Project Management Unit (prubaihayo@gmail.com/thomas.l.odong@gmail.com) as soon as possible.

Travel arrangements & visa costs

The travel costs will be reimbursed up to a limit that depends on the distance travelled according to the following table. On request, and only in duly justified cases, a prepaid flight ticket will be provided by the scholarship managing university. For this purpose, the grantees should get in touch with the contact person at the hosting university.

Distance (km)	Maximum amount (€)
< 500	275
500– 1.000	550
1.000– 1.500	825
1.500 – 2.500	1.100
2.500 – 5.000	1.650
5.000 – 10.000	2.200

The maximum amount for travel costs (including airfares and visa costs) is based on the distance between on one side the home university (for Target Group 1) or location of origin (for Target Group 2) of the student/staff and on the other side the hosting university premises. Please note that only an economy class flight ticket can be reimbursed.

The grantee should arrive and leave the host university on dates as close as possible to those stated in the Invitation Letter provided by the host university, within a margin of up to seven days. E.g. if the dates of the grantee's mobility are from June 15th to December 15th, the grantee should not arrive at the host university before June 9th and should have left by December 22nd.

IMPORTANT: In order to get reimbursed the incurred travel and visa costs the original travel documents (invoices, tickets, boarding passes, etc.) will have to be handed in to the hosting university. Furthermore, the *Request for reimbursement of travel and visa costs* form has to be signed. Without the original travel documents, the travel costs cannot be reimbursed.

Insurance

The coordinating/home or host university will organize and pay full insurance coverage (accident, travel, health) for the full length of the duration of the scholarship.

It is the personal responsibility of the grantee to assure insurance coverage for any period exceeding the official duration of Intra-Africa mobility scholarship.

STAYING ABROAD

Arriving at the host university

- 1) The grantee has to sign immediately this *student agreement*.
- 2) The grantee must open a bank account and fill in the *Bank Detail Form*. The *Bank Detail Form* must be handed in at the scholarship managing university.
- 3) The official contact person at the host university has to sign the *Confirmation of arrival/departure* form and to send it immediately to the Project Management Unit at Makerere University.

Tuition Fees

At the host university:

For short stays no tuition fees will be charged.

Degree seeking students will not pay tuition fees at the host university. If applicable, the Intra-Africa –scholarship scheme will cover the costs of the fees following the rules and regulations agreed by the partnership.

* A small fee might be applied to the incoming students in order to cover library fees, student trade unions fees, laboratory consumable costs, etc. which should be paid out of the scholarship from the grantee.

Academic commitment

For students (Master, Doctorate):

It is the responsibility of student to hand in Study/Research Plan signed by him/herself and the

- official project contact person at the host university
- academic coordinator at the host university

four weeks after the starting date of academic activities at the host university, at the latest. A copy of this document must be submitted to the Project Management Unit (thomas.l.odong@gmail.com/ ruthiemutyaba@gmail.com).

For Staff:

Staff grantees are responsible for submitting the Study/Research/Work Plan including possible changes made to the originally proposed Study/Research/Work Plan signed by them and the

- official contact persons at the home and host universities
- academic coordinator/head of department or faculty at the home and host universities

ten days after the starting date of mobility, at the latest. A copy must be submitted to the Project Management Unit (e-mail address of the coordinating HEI).

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 at the host university.

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 Project Management Unit (thomas.l.odong@gmail.com/ ruthiemutyaba@gmail.com).

Final report:

At the end of the mobility period at the host university, each grantee has to prepare a detailed final report which has to be submitted with the written consent of the supervisor and the official contact person at the host university to the Project Management Unit (thomas.l.odong@gmail.com/ruthiemutyaba@gmail.com).

Interruption of the mobility or drop out from the scholarship

If the grantee is not involved in any academic activity at the host university for more than 1 month, no subsistence allowance will be paid out for this period. This does not apply for regular vacation periods at the host university. As soon as academic activities continue at the host university, the grant will continue to get transferred.

However, if the duration of the academic activities plus the vacation periods, adds up to more than the maximum duration of the grant awarded, the vacation periods normally covered by the grant will necessarily be reduced to allow the grantee to successfully complete all the academic activities at the host institution.

If the grantee resigns from the scholarship or abandons the host university before the official end of the mobility period, the payment of the scholarship will be stopped immediately. In this case, the grantee might be requested to pay back the whole or a part of the grant already received.

END OF MOBILITY

Before leaving the host university

The following documents need to be submitted to the contact person at the scholarship managing university and the Project Management Unit (thomas.l.odong@gmail.com/ ruthiemutyaba@gmail.com) 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 grantee
4. *Only for staff:* Updated and signed Study/Research/Work Plan (only applicable if changes occurred since the start of mobility)
5. *Only for degree students:* all transcripts of records and all documents detailing the academic achievements including a copy of the degree awarded

Last instalment (not applicable for staff)

The last instalment of the scholarship may be retained and transferred only when the scholarship managing university has received all necessary documents which the grantee must submit no later than one month after the end of his/her mobility.

These documents are:

1. *Final report*
2. *Confirmation of Arrival and Departure* signed by the grantee and the official contact person at the host university
3. *Confirmation of Payment / Confirmation of Participation* signed by the grantee .

Hereby I confirm to have carefully read, be fully aware of and accept the scholarship guidelines laid down in the present agreement.

Name of grantee: _____

Host University: _____

_____ Date

_____ Signature of the grantee