



**Intra-Africa Academic Mobility Scheme: Homegrown Clean Energy Solutions
Project (HCE Solutions)
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: **(Insert Name and email of contact person)** of the one part, and

Name:
Date of birth:
Nationality:
Address:

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

Have 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 the **Project 101144179 — Homegrown Clean Energy Solutions Project (HCE Solutions), Neighbourhood, Development and International Cooperation Instrument – Global Europe (NDICI)-2023-MOBAF**

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:	
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 on [16th September 2024] and end on [15th September 2026]. 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, 36 months for PhD and 24 months for Masters.

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 [890/1230] and will be transferred on a regular basis to the scholarship holder.

5. Travel arrangements & visa costs

5.1 The scholarship holder is responsible for his/her travel ticket, but in a situation where he/she is unable to cater for it, a travel ticket in economy class will be provided and shall be deducted from the holder's stipend. 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, **(Insert name and Email of contact person)** in order to agree on travel arrangements.

5.2 The maximum amount for travel costs (return ticket(s) and visa costs) are defined based on the distance between on one side the Home University (for Target Group 1) or the location of origin (for Target Group 2) of the student and on the other side the Host University premises.

5.3 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 visa costs form must be signed. Without the original visa documents, the visa costs cannot be reimbursed.

6. Payment arrangements

6.1 Please indicate here which institution (Home/Host/Project Coordinating institution?) is responsible for making the payment of:

- the subsistence allowance; **Host Institution**
- the travel and visa costs; **Host Institution**

6.2 The host institution 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 submitted to the host institution once an account has been opened in the host country. 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 needs 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 local exchange rate: Scholarship holders will be paid at the conversion rate on the day the money was transferred to Coordinator's account

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 Article. 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 Host 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

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, **Prof. Caroline Alenoghena**

9. TUITION FEES [Article to be included only for doctoral candidates and for master students]

9.1 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 Research costs [Article to be included only for doctoral candidates and for master students with research needs – as defined by the partnership]

The scholarship has no research fund attached to it. However, the partners can facilitate your getting grants for research work by issuing supporting documents to show that you already have the scholarship.

11 Academic Commitment

Text to be used for students:

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**.

The Host University must submit a copy of this document to the contact person at the project Coordinating Institution, **Prof. Caroline Alenoghena, hce.solutions@futminna.edu.ng**

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 [hce.solutions@futminna.edu.ng].

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 (hce.solutions@futminna.edu.ng).

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.

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 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)

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



Funded by the Intra-Africa
Academic Mobility Scheme of
the European Union



HCE Solutions

Name of the Contact person of the Host University

Date

Signature of the contact person of the Host University