

INTRA-ACP Mobility Scheme
Haagrim PROJECT: STUDENT AGREEMENT FORM

1. START OF THE PROGRAMME

Notification of award

The notification of award specifies the details of the Intra-ACP Mobility Scheme Scholarship, under the HAAGRIM Project, awarded to the student. And is an integral part of this agreement.

Duration of the scholarship

The maximum duration of the scholarship is stated in the notification letter. By no means, the duration of the scholarship may exceed the maximum duration stated in the notification letter.

Subsistence allowance

The monthly subsistence allowance depends entirely on the type of mobility and will be transferred on a regular basis according to the programme:

- 600 EUR x month (Master / MSc)
- 900 EUR x month (Doctorates /PhD)

In addition, the scholarship grantee will receive a settling allowance corresponding to one month scholarship.

Payment and management of the scholarship

The coordinating university is responsible for the payment of the scholarship. Changes of bank account or email address during the stay are not allowed. If such a change cannot be avoided, the scholarship grantee has to inform both the host university and the coordinating university.

Travel arrangements and visa costs

The coordinating university with the host university will be responsible for booking and paying the grantee's two way ticket (home and host towns). If the institutions are not located in a town with an airport, the grantee should keep the receipts for local transportation such as a bus or a train tickets taken during the journey, to be able to submit a reimbursement request. Travel costs will be reimbursed up to a limit that depends on the travel distance according to the following table.

Distance (km)	Maximum amount (EUR)
< 500	250
500– 1000	500
1000– 1500	750
1500 – 2500	1000
2500 – 5000	1500
5000 – 10000	2000
> 10000	2500

Insurance

The scholarship grantee will benefit from an insurance coverage only available during the mobility period in the host country.

2. STAYING ABROAD

Arrival at the host university

- The local coordinator has to sign the *Confirmation of arrival form*;
- The grantee must open a bank account and send the details to the coordinating institution.

Tuition Fees

AT THE HOME UNIVERSITY:

Students will continue paying the registration fees at their home university.

AT THE HOST UNIVERSITY:

No tuition fees will be charged for short stays.

For Master students (12 months) and PhD students (18 months), the projet will respectively transfer in the bank account of the host university 3500 and 4000 euros corresponding to tuition fees, library membership fees, etc.

Academic commitment

Students should sign the *Learning Agreement form*¹ once their research plan is validated by their supervisor at the latest four weeks after the beginning of academic activities at the host university. And a copy of the document sent at the coordinating institution.

Regular reports

Regular progress reports will have to be submitted every six months, if the stay is longer than one semester. In any case, a final report will have to be sent at the end of mobility.

Mobility interruption

If the grantee is not involved in any academic activity at the host university for more than a month, no scholarship will be paid out for this period. This does not apply for regular vacation periods at the host university.

If the grantee decides to abandon the fellowship programme before the official end of the programme, the payment of the scholarship will be stopped immediately. In this case, the student might be requested **to pay back the whole** or **a part of the grant already received**.

3. END OF MOBILITY

Before leaving the host university

Before leaving the host university the student should send to the coordinating institution:

- The final report;
- The *confirmation of scholarship payment*²;
- Scanned versions of the *transcripts of records* or equivalent proof of successful participation;
- The *confirmation of departure form*³;
- Copy of the passport page on which are stamped 'arrival and departure' *once back home*.

¹ Available from the local coordinator

² You will receive in due time

³ Available from the local coordinator

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:

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Date

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Signature of the scholarship grantee