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Academic Mobility Scheme of
the European Union



ACADEMY



AFRICAN UNION



Guidelines for Applicants

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How to use this guide

Reading this Guide is crucial for a successful application procedure.

This guide is divided into **three** sections:

The first part includes **General information** of the **ACADEMY** project, namely the eligibility criteria for applying to scholarships, the categories of scholarships, the scholarship coverage, the eligible institutions and the eligible fields of study for this project.

In the second part, it is explained in detail how **to fill in and submit the Application Form**.

Finally, a general overview is given about the procedures for the **implementation of mobility** in case of selection, as well as the **contact details** of the coordinating institution for any additional information or clarification of doubts.

You should bookmark the ACADEMY webpage and read it together with this Guide: <https://academy.univ-tlemcen.dz/>



Introduction

The Intra-Africa Mobility Scheme programme

The Intra-Africa Academic Mobility Scheme supports higher education cooperation between countries in Africa. The scheme aims to promote sustainable development and ultimately contribute to poverty reduction by increasing the availability of trained and qualified high-level professional manpower in Africa.

The programme's objective is to improve the skills and competences of students and staff through enhanced mobility between African countries. Strengthening cooperation between Higher Education Institutions (HEIs) in Africa will increase access to quality education and will encourage and enable African students to undertake postgraduate studies in the African continent. Furthermore, mobility of staff (academic and administrative) will enhance the international cooperation capacity of HEIs in Africa. More precisely, the Intra-Africa Academic Mobility Scheme aims to:

- contribute to the improvement of the quality of higher education through the promotion of internationalization and harmonization of programmes and curricula within participating institutions;
- enable students, academics and staff to benefit linguistically, culturally and professionally from the experience gained in the context of mobility to another African country.

The Intra-Africa Academic Mobility Scheme is set up under the Pan-African Programme (Development Cooperation Instrument) and is based on the experience of the Intra-ACP Academic Mobility Scheme.

The Education, Audiovisual and Culture Executive Agency (EACEA) is responsible for managing this programme, in collaboration with the African Union Commission (AUC), and under the supervision of the Directorate-General for International Cooperation and Development of the European Commission.

About ACADEMY

The African Trans-Regional Cooperation through Academic Mobility (ACADEMY) project is designed to provide resources and opportunities for student and staff mobility from four regions of Africa, offering support for Masters, Doctoral and short research, teaching and administrative visits between the consortium partners.



The objective of ACADEMY is to contribute to the promotion of cross-regional continental integration, sustainable and inclusive development. It intends to create an open Platform as a key instrument for innovation, knowledge sharing and dissemination of good practices within the participating institutions.

ACADEMY focuses on the mobility of students, academic and administrative staff between the partner universities, as well as from all the other universities across the African continent.

ACADEMY encourages creating and sustaining Communities of Practice by students, academic and administrative staff, as well as developing opportunities for mutual learning, intercultural understanding, and exchange of know-how and best practices.

ACADEMY addresses the challenges of the African continent that arise from the rapid increase in the number of students, the need for improving the quality of higher education, shortage in job creation and brain drain, gender equality, environmental sustainability and poverty.



The partners in ACADEMY consortium are:

- Université de Tlemcen (Coordinator), Algeria
- University of Cape Coast (Partner), Ghana
- Kenyatta University (Partner), Kenya
- University of Ibadan (Partner), Nigeria
- University of KwaZulu-Natal (Partner), South Africa.
- Universidade do Porto (TechnicalPartner), Portugal
- Ministère de l'Enseignement Supérieur et de la Recherche Scientifique (Associate Partner), Algeria
- Pan African University for Water and Energy Sciences including Climate Change (Associate Partner), Algeria.



General Information

ELIGIBILITY CRITERIA

Applicants for all types of scholarships must:

- Be nationals and residents in any of the eligible African countries.
- Have sufficient knowledge of the language of instruction of courses in the host country.
- Fulfill the criteria of one of the target groups below:

Note that:

- **The Consortium only supports applications in the chosen thematic fields.**
- **Applicants cannot apply for funding that does not support cross border mobility** (The organisation of mobility activities can be undertaken only at eligible African Partner Higher Education Institutions in a different country than the one of nationality and residence.
- **Students having previously benefitted from a scholarship under the Intra-ACP or the Intra-Africa Academic Mobility Schemes are NOT eligible.**

1. Target Groups

There are two Target Groups for the individual mobility flows for students and academic and administrative staff, defined by the European Commission in the framework of the Intra Africa Mobility Scheme.

a. Target Group 1 (TG1)

- For credit-seeking mobility applicants: Students must be registered in one of the five partner universities: Université de Tlemcen (Algeria), University of Cape Coast (Ghana), Kenyatta University (Kenya), University of Ibadan (Nigeria), and University of KwaZulu-Natal (South Africa).
- For Academic and Administrative Staff: Staff must be working in one of the five partner universities.

b. Target Group 2 (TG2)

- For credit-seeking mobility applicants: Students must be registered in a Higher Education Institution from an eligible African country.



2. Eligible countries

The eligible countries are presented in the table below:

Regions of Africa	Countries
Northern	Algeria, Egypt, Libya, Tunisia and Morocco
Eastern	Comoros, Djibouti, Eritrea, Ethiopia, Kenya, Madagascar, Mauritius, Rwanda, Seychelles, Somalia, Sudan, South Sudan, Uganda and Tanzania
Central	Burundi, Cameroon, Central African Republic, Chad, Congo, Congo (DRC), Equatorial Guinea, Gabon and São Tomé and Príncipe
Western	Benin, Burkina Faso, Ivory Coast, Cape Verde, Gambia, Ghana, Guinea, Guinea-Bissau, Liberia, Mali, Mauritania, Niger, Nigeria, Senegal, Sierra Leone and Togo
Southern	Angola, Botswana, Lesotho, Malawi, Mozambique, Namibia, South Africa, Swaziland, Zambia and Zimbabwe

CATEGORIES OF SCHOLARSHIP

The ACADEMY project is a student and staff mobility programme, intended to ensure an increase in Masters and PhD African graduates, in the selected academic fields, by providing funded academic opportunities to qualified applicants, and to support both academic and administrative staff mobility. The following scholarship categories are available:

1. Credit-seeking scholarships (for Masters and PHD students)

Students who are registered for full-degree studies at their home institution will be able to apply to spend a study period (**6 or 10 months**) at one of the partner institutions in the consortium and return to their home institution after the exchange period to complete their degree at the home institution.

The home higher education institution of the ACADEMY scholarship holder will guarantee the full academic recognition (including exams and other forms of evaluation) of the study/research period undertaken at the ACADEMY Consortium partner.



2. Academic and administrative staff scholarships

Staff employed at a partner African Higher Education Institution of the Consortium will be able to apply for short term mobility opportunities (**1, 2 or 3 months**) which could include benchmarking exercises, sabbatical research periods, guest lecturing, curriculum development, knowledge and resource sharing trips etc.

To check the list of “Academic Offer” per institution, please visit the “Courses” page on the ACADEMY website: <https://academy.univ-tlemcen.dz/courses/>.

SCHOLARSHIP COVERAGE

The Scholarship covers:

- Monthly subsistence allowance for the entire mobility period
- Settling in allowance (for students only)
- Roundtrip flight ticket and visa costs (arranged by the coordinating institution on behalf of students)
- Comprehensive insurance (Health, Accident and Travel) (arranged by the coordinating institution on behalf of students)
- Participation costs such as tuition fees, registration fees and service fees where applicable (paid directly to the hosting institutions)
- Research costs for students on mobility for 10 months (based on actual research needs and dependent on a request submitted by the students).

Type of Scholarships	Subsistence Allowance	Settling-in Allowance	Duration
Master	€ 600	1-time payment of € 600	6 months
PhD	€ 900	1-time payment of € 900	6 or 10 months
Staff	€ 1,200	Not applicable for Staff	Maximum 3 months



ELIGIBLE INSTITUTIONS

The partners in ACADEMY consortium are:

- Université de Tlemcen (UT), Algeria
- University of Cape Coast (UCC), Ghana
- Kenyatta University (KU), Kenya
- University of Ibadan (UI), Nigeria
- University of KwaZulu-Natal (UKZN), South Africa.

FIELDS OF STUDY

The eligible fields of study for the ACADEMY project are:

- Business, administration and law,
- Natural sciences,
- Information and Communication Technologies,
- Engineering, manufacturing and construction,
- Agriculture, forestry, fisheries and veterinary.



Application to the Project

PREPARING THE APPLICATION

In the phase of preparing the application, the candidate should follow the subsequent steps:

1. Verify the **eligibility criteria** previously indicated;
2. Read attentively the **Guidelines for Applicants** and the **FAQs** section;
3. Create a log in and password to be granted access to the **Application Form** available on the project's website (<https://academy.univ-tlemcen.dz/>);
4. Collect all **necessary information and documents** to fill in the Application form;

Note: Several documents are **mandatory**. If not uploaded in section 10 of the application form, the application cannot be submitted. In case of unreadable documents, the application will be considered invalid and will not be evaluated.

5. Select **at least one host institution** among the set of institutions of the project. It is highly recommended that the applicants select up to **3 host institutions, which must be different**, of the available options but always in respect of the language and background requirements defined by each host institution. However, 2nd and 3rd choice institutions may decide not to evaluate these applications depending on the total number of received applications. When selecting the host institution(s), it is crucial to:
 - **Ensure that you master the language of tuition or that the host institution provides support for applicants without the needed language skills for the country/course;**
 - Ensure that you have the necessary academic background in terms of study areas/degree to apply to the type of scholarship and to the selected activity;
 - Be aware of the real cost of living at each partner institution and analyse it considering the monthly amount of the scholarship, in case of selection;
 - Consider the need to adapt to different cultural realities and also to different climate conditions, in case of selection.
 - Consider the need to come to the host country with some financial support for the first days.
6. Prepare an **education/training project** describing the aims, activities and foreseen study/working plan and having into consideration the objectives and goals of the programme;
7. Ensure that the **project proposal is objective and specific** concerning its methodology and viability, impact and benefit, as well as the capacity of attaining the project's purposes



within the timeframe established by the duration of the scholarship. The lack of detailed information or objectivity will reduce the chances of success during the process of application's evaluation;

8. Make sure that the **motivation** presented in the application concerning the mobility's benefits and expected outcomes is **clear** and reflects **each one** of the options selected.

ONLINE SUBMISSION

To fill in the Application Form, the following steps must be considered:

1. The applicants should have a valid e-mail address and an internet connection.
2. As a way to access the form, the applicants should create a new login in the **"Apply"** section, selecting the **type of scholarship** they want to apply to (ex: Master mobility). **Only online applications are considered eligible.**
3. The form will open with a set of questions regarding:
 - **General eligibility criteria;**
 - **Identification of target group;**
4. The applicants must answer truthfully to all questions so as to ensure the fulfilment to all general eligibility criteria. In case one eligibility criteria is not fulfilled, the system will immediately inform the applicant through the following message: "Please verify the eligibility criteria."
5. The applicants should then fill in the online Application Form available on the project's website. The system will save a draft of the application every time the **"Save"** button is pressed, allowing it to be revised, edited and completed.

Note:

- The applicants should carefully prepare and revise the application before pressing the **"Submit"** button.
- **After selecting the "Submit" button, it is not possible to make any additional change to the already submitted proposal. Accordingly, if you would like to make any valid changes, you must create a new register and fill in another application form.**

The Application Form can be filled in English or French. However, the language used to fill in the application form **must agree with the institution(s) and programme(s) chosen**. In case you intend to apply to institutions from different countries (where different languages are used), we strongly recommend the use of the English language to fill in the form, as well as in all the attached



documents, so that all the host institutions may be able to analyse the submitted proposal. Please take into consideration that in case you submit your application form and/or documents in French, non-French speaking institutions will obviously **reject your application** since they will be unable to understand the contents.

The **deadline for the submission of the online applications for the Call** is indicated on the webpage of the project (<https://academy-univ-tlemcen.dz/>) and has as reference the **Central European Time (CET)**. The Coordination Office will do everything possible to avoid system failures, but cannot assume any responsibility if it is not possible to submit the application in the very last minutes before the deadline. Applicants must avoid the last minute applications so as to guarantee there will be no problems in the submission of the application form. It is reminded to all candidates that **applications sent by mail, fax or e-mail will not be accepted**.

By pressing the "Submit" button, the application is closed and sent to the Coordination Office, which gives it a code. A digital certificate that contains the date and hour of the submission is issued and sent to the applicant as well as a full copy of the application. **This digital certificate does not constitute a confirmation of eligibility or of selection**, it just confirms the submission of the application.

Please include a **valid e-mail address** in your application for communication purposes. Do not include in the application form the e-mail of another colleague or friend that is also applying as the communication of results will be done exclusively by e-mail and this could generate problems in interpreting the selection results.

The applicants should only have **one valid application** at the beginning of the selection procedure. Being so, if the same applicant submits several online forms, the informatics system will automatically consider the last one as the only valid and will disregard the other applications.

The articulation of the application procedure should always count with the support of the home institutions contact person responsible for providing the information about the local eligibility criteria that should be made available to the applicant.

FILLING IN THE APPLICATION FORM

This section will guide you through the main aspects to consider when filling an application form.

- Check that you have selected the right type of scholarship/mobility.
- Field « **Personal details** » refers to personal data the applicants must fill in. This information must be filled in **carefully**.
- Field « **Home institution** » refers to the home university contacts such as department, faculty, and the name and email of its responsible. For credit-seeking scholarships (mobilities), the names of the programmes or courses the applicants are enrolled in are **required**.
- Field « **Academic background** » refers to the main academic background/qualifications or training developed that are relevant to this application, starting with the most recent ones. Note that only the academic training achieved in a higher education institution can be included. Among the required information, the grade obtained must be filled together



with the maximum grade awarded by the home institution (**e.g. in a scale of 0-20, the maximum grade is 20**).

- Field «**Employment experience** » describes the nature of the previous employment experience, particularly the relevant details for the mobility proposal. In case, the applicant has no employment experience, he has to click on [Save] without writing any information. Note this field must be filled carefully by the Staff applicants.
- Field «**Language skills** » refers to the languages mastered by the applicant. They include listening, reading, writing and speaking aspects with the skills.

Note:

Applicants must pay attention to the fact that it may be possible that they are requested to undertake an interview to further assess their language skills during the evaluation phase. So they should be accurate when indicating their proficiency level;

- Field «**Publications** ». This can be filled in case the applicant has already published a scientific work or contributed to the publication of any paper. Only the most representative publications, maximum five, are required. The priority must be given to those most related with the mobility proposal. All the details concerning the publications must be included; namely authors, title, publisher, year, city, page number and other relevant bibliographical data. In case, the applicant has no publication, he must click on [Save] without writing any information.
- Field «**Mobility proposal** » refers to the **main aspects of your mobility proposal**. The mobility programme proposed must coherently describe the existing relation between the activities the applicant develops and those he intends to develop at the host institution. This mobility programme will be used as a mean for the host institution to evaluate the relevance and interest in its implementation. The final mobility proposal will be, in case of selection, articulated and defined by the scholarship holder, the coordinating and the host institution and, in specific cases, the home institution. If needed, the applicant can be helped by a supervisor or a responsible at the home institution as well by the contact person in charge of the ACADEMY project in the home or host institution.
- Field «**Proposed host universities** » refers to the host universities the applicant wants to apply. To enhance the chances of being selected, they are advised to select more than one host institution. The applicants must carefully select the institution(s) considering the following aspects; Field of studies/work, Language used in the host institution, and Minimum eligibility requirements.

Note:

The dates of the mobility can be different from one institution to another.

- Field « **Motivation and added value** ». In this section, the applicant must state briefly the main reasons why he wishes to participate in the ACADEMY project, as well as the added value he perceives to be attached to his/her mobility proposal.
- Field « **Documents upload** » refers to all required documents to be uploaded as proof for the previous fields. **In case a document is considered mandatory by the host**



institution it must be included online. If a candidate fails to do so the application will be immediately rejected without any possibility of appeal. Note Each uploaded document must have a maximum size of 5 MB.

Note:

- In case an applicant is claiming coming a disadvantage group (physical disability, socio-economic vulnerability ...), a **proof if required**. It must be issued by a recognized authority, signed and stamped.
- **Mandatory fields are clearly identified in electronic forms through a red star (*)**. They must be filled otherwise; the application can't be submitted.

DOCUMENTS TO BE SUBMITTED BY THE APPLICANTS

The applicants should submit in section 10, together with the online application, a digital copy of several documents. In case a document is considered mandatory by the host institution, it must also be included online. If a candidate fails to do so the application will be immediately excluded without any possibility of appeal.

1. **Passport size photo** (mandatory for all types of scholarships).
2. **Video** (optional)
3. **Formal National Identity Document** (mandatory for all types of scholarships) - Must be issued by a national authority otherwise it will not be considered valid and the application will be immediately excluded. In case your country does not issue such document it is mandatory to upload a copy of your passport.
4. **Passport** (optional when a formal identity document has been uploaded)
5. **Certificate(s) proving the previously obtained degree(s)** (mandatory for Master mobility, PhD mobility, and Staff mobility)- Must be issued by a university, dated, signed and stamped, otherwise it will not be considered valid and the application will be immediately excluded. In the case of having achieved more than one academic degree, the uploaded file must contain the scan of all documents.
6. **Transcript of Records** (mandatory for Master mobility and PhD mobility): must be issued by the home university, stating in detail the **registration form, all courses (units) offered and grades obtained**. This document must be dated, signed and stamped by the institution, or have an official digital certification, otherwise it will not be considered valid and the application will be immediately excluded.

Note: The Transcript of Records is the one of the course the students are **currently enrolled**.



All submitted documents must be translated and certified in English and French

7. **Statement of the Home Institution with a brief description of the applicant's main activity** (mandatory for Academic and Administrative Staff) This document must be dated, signed and stamped by the institution, otherwise it will not be considered valid and the application will be immediately excluded. The declaration should be written in the language of the host University or, in case of choosing several host Universities, in English, by the responsible person for the applicant's activities/project at the home institution.
8. **Statement of support from the Home Institution** (mandatory for Target Group 1, TG1) This document must be issued by a Professor or by the respective academic department of the applicant. It must be dated, signed and stamped by the home institution, otherwise it will not be considered valid and the application will be immediately excluded. Other applicants (TG2) are advised to include this statement of support but such document is not mandatory.
9. **Statement issued by the Home Institution confirming the applicant's registration** in the degree course (mandatory for Master mobility and PhD mobility).
10. **Proof of language proficiency** (mandatory for all types of scholarships) This document must be dated, signed and stamped by the issuing institution. If the host institutions you're applying to demand the presentation of a language certificate (eg. English or French), the document is mandatory. If this document is not uploaded, the application will be immediately excluded from the project without possibility of appeal. In other cases, when institutions do not require it, it is optional (So as to know whether the document is mandatory, please check the academic offer in the "Courses" section in the website).
11. **Declaration of Honour from the applicant** (mandatory for all types of mobility). The document is available in the application form for downloading. **This document must be dated and signed**
12. **Document that specifically proves your actual status of physical disability (if applicable)**. For example: Declaration of honor from a doctor; recent medical exam; etc. In case you fail to do so we will not consider you as a candidate with a physical disability.
13. **Document that specifically proves your vulnerable socio-economic situation (if applicable)**. This document must be dated, signed and stamped by the issuing entity. In case you fail to do so we will not consider you as a candidate in particularly vulnerable socio-economic situation.
14. **Motivation Letter**
15. **Other documents relevant for the application that you may consider.**

Note:



All documents abovementioned must be attached to the Application Form. It is important to highlight the fact that **incomplete applications or with blank or unreadable documents will not be considered eligible and will immediately be disregarded.**

In case you want to attach more than one document in the same field (ex: support letter of the home institution), the attached file should include the scanning of all documents, **up to maximum of 5MB.** Due to limitations in the webserver that hosts this website, the uploaded documents must have a maximum size of 5 MB.

HOW TO UPLOAD A DOCUMENT?

You should follow the following steps for each of the required documents

Click in “Browse” and select the document

Click in “Upload”

After uploading all the documents you just need to click in “Back to the menu” and the section will become green (✓). **PDFbinder** are useful free software for handling PDF documents. You can download it from the application form.

You must start by putting in a folder all PDF documents you want to merge. Then you should use the “Join” command to merge them all in a new single PDF document. Afterwards you can upload the new document to the correspondent section.

EVALUATION AND SELECTION OF APPLICATIONS

All submitted applications will be included as read-only documents in a protected database. All the legal requisites concerning the manipulation of personal data will be observed and it will always be kept confidentiality of the information submitted online. The database will only be accessed and revised by authorized persons in the home and host institutions who have an access code. This is also the case of the offices of the Coordination Office, the technical experts that will participate in the evaluation process and the members of the Steering and Selection Committees.

1st Step: VALIDATION PROCESS

In case of **Target Group I applicants:** Before proceeding to the technical/scientific evaluation of applications, the contact person and/or responsible for the implementation of the project in the applicants’ home institution will verify all applications and will invalidate those that do not comply with the eligibility criteria established by the programme, the partnership and by the home institution. **A direct contact between the applicant and the contact person at the home**



institution is therefore crucial to determine which are the eligibility criteria defined locally.

In case of **Target Group II applicants:** The Coordinating Institution will be responsible for the verification of all uploaded documents and information provided.

2nd Step: EVALUATION PROCESS

The applications that comply with the eligibility criteria will be evaluated in scientific/academic terms by the host institutions indicated by the applicant. The evaluation panels composed by experienced academics, researchers and experts selected by each institution will have the responsibility to assess the applications and give a grade to the proposed mobility. Once all applications are assessed and graded, the host institution will then make a list with the position of the selected applicants. Keep in mind that depending on the number of applications received, some partner institutions may decide not to evaluate applications which have chosen those institutions as a 2nd and 3rd option. This is an internal decision of each partner and is fully respected by the project's coordination.

According to the type of scholarship, the evaluation of applications will comply with the following criteria and weighting factors (WF):

- **Master students:** Academic merit (WF 2); Motivation (WF 1); Language skills (WF 2).
- **Doctorate students:** Academic merit (WF 3); Research project (WF 2); Motivation (WF 1); Language skills (WF 2).
- **Academic and administrative staff:** Scientific Production/Previous experience (WF 3); Teaching/Working Plan (WF 2); Motivation (WF 1); Language skills (WF 2).

Each institution's evaluation panel will have experts of all thematic areas, according to the level and nature of the programme. These experts will assess and rank the applications. This ranking will be the basis for granting the scholarships, in full respect for the available mobility flows.

3rd Step: SELECTION PROCESS

The Selection Committee will supervise the evaluation activities. This supervision aims at validating the assessment procedures, as a way to ensure impartiality and transparency through a random sample and similar techniques. This Committee will also elaborate a proposal of the applicants to be selected, according to the established distribution of mobility flows, assuring that the criteria based mainly on academic success were considered. Only applicants who achieved very good/excellent grades, i.e. who were graded 80% or higher in the evaluation phase by the host institution will be selected (very specific exceptions may be authorized in order to comply with the ultimate goals of the project).

Apart from the final grade awarded by the host institution and based on the abovementioned criteria, other factors will also be taken into account in case of similar grades so as to better answer to the project and Intra-Africa Mobility Scheme programme goals. For example, balance



between partner institutions, gender balance, economically disadvantaged applicants, disabled applicants.

This selection proposal aims at a more fair distribution of the mobility opportunities.

4th Step: COMMUNICATION OF RESULTS

After the final selection of the applicants and its approval by the Steering Committee, the coordinating institution will send to the home and host institutions a list of the selected scholarship holders for participation in the ACADEMY mobility project. Immediately after, **all applicants will be informed by e-mail of the application's result** and these will be published on the project's website.

The e-mail to be sent to all applicants is an automatic email generated by the website, in which the main body is a common text and in which some fields are automatically filled in with information from our database. In the case of non-selected applicants, the e-mail will include information on the most common reasons for the non-selection of applications, since it would not be possible to send an individual e-mail to each applicant. More detailed information may be obtained through the submission of an appeal (see below).

For the selected candidates the notification will include:

- Instructions for further steps (visa, guide for scholarship holders, etc.).
- A model of the Student Agreement.
- Other relevant information.

Please note that in case a selected applicant is afterwards identified as not eligible, (s)he will have to reimburse the costs that the partnership had with the mobility flow until that moment.

5th Step: PROCEDURE FOR APPEALS

All applicants that do not agree with the selection results will be granted the possibility to submit an appeal to the coordinating institution. Further details on the appeals procedure will be given later on in the e-mail to be sent to all applicants together with the selection results.



Implementation of Mobility

1. Obligations of the coordination and the scholarship holders' home and host institutions

TRAVEL – The project's coordination will be responsible for booking and paying the grantees' two-way travel ticket between the home University's city and the host University's city having as reference the maximum amounts foreseen by the EACEA for each travel¹. In case the home or host institutions are not located in a city with an international airport, the scholarship holders must keep the invoices of the local transportation such as bus, subway, or train used to undertake the travel, so as to be able to submit a reimbursement request to the coordination. This request should be made as soon as possible, in a proper form that will be available online in the Scholarship Holder's Section and that should be accompanied by the scanned original invoices of payment. The original documents must be sent to the coordinating institution that will analyse the possibility of reimbursement. Taxi expenses are strongly discouraged and will only be reimbursed in very exceptional cases. The coordination will carefully analyse each expense, not considering eligible taxi expenses between cities if there is other less expensive means of transportation. All the reimbursements will be made considering the exchange rate of the day in which the expenses were done.

In case the scholarship holders want to change the flight dates for individual purposes this may be allowed as long as the return date is not after the foreseen starting date of the programme of activities/mobility or before the foreseen ending date of the programme of activities/mobility. All changes should be paid by the scholarship holder and not by the project. Please note that it will not be possible to reimburse any accommodation expenses.

INSURANCE – The coordinating institution will provide directly to each scholarship holder a comprehensive health, travel and personal accidents insurance valid in the host country, in line with the demands of the EACEA – Education, Audiovisual and Culture Executive Agency. This insurance will be valid since the moment and place of departure to the mobility period until the return, when the mobility period is over. Such insurance may not be valid in other countries/regions therefore the travelling during the mobility must take this into consideration.

SCHOLARSHIPS – A scholarship contract (Student/Staff Agreement) that defines all the conditions, benefits and responsibilities related with the project implementation as well as the schedule of payments covered by the scholarships will be signed by each institution, the scholarship holder and the coordinating institution. Once this document is signed, it will be possible to transfer the scholarships. This will be done directly by the host institution: the grantee

¹In case of TG II students, travel is calculated from the city of origin.



will receive the monthly subsistence allowance **only as from the date of arrival and will cover each full month of the mobility**, based on academic grounds.

Apart from the first monthly allowance, the Master and PhD students will receive the payment of the settling-in allowance immediately upon their arrival to the host institution.

Please note

- that the scholarship holder can be paid either by the host institution's financial services or through his bank account in the host country (when it is possible).
- that the studying duration in months is equal to duration in days divided by 30 (which is the average number of calendar days between start and end). The result (2 decimals) is rounded to the nearest integer. If the decimals are < 49 , thus the number of months is rounded down. If the decimals are ≥ 50 , then the number of months is rounded up.

WORKING CONDITIONS – The host institution will assure that the scholarship holder (all types of mobility) benefits of the same studying/working conditions and the same health and security protection levels than the local students and members of the academic community. The host institution must provide support to the scholarship holder, particularly regarding the resolution of any administrative procedures required by the host countries' authorities. The scholarship holder should inform timely and immediately by e-mail the coordinating institution through the ACADEMY Team in case there is lack of necessary support by the host institution.

RECOGNITION – It is mandatory that, in the cases of Master and PhD scholarships, all partner institutions consider the study period undertaken abroad as an integral part of the study/research programme developed in the home institution. **The home Higher Education Institution of the scholarship holder will guarantee the full academic recognition (including exams and other forms of evaluation) of the study/research period undertaken at the host Higher Education institution**, through the signature of the Academic Recognition Agreement, as long as the student has obtained a passing grade. Students must assure that the study/research plan is discussed with the responsible professor before the departure to the host institution and that all the necessary documents for the validation (recognition) process are provided in due time to the home institution.

2. Obligations of the Scholarship Holders

The Coordinating Institution has the right to **suspend** the payment of the scholarship if:

- the scholarship holder withdraws from the project in case of *force majeure*;
- the scholarship holder does not comply with the internal regulations of the host Institution;



- the scholarship holder does not comply with the internal regulations set by the ACADEMY consortium;
- the scholarship holder leaves the host institution for a period higher than one week without previous authorisation by the host and the coordinating institutions;
- the scholarship holder doesn't fulfil the requirements of his study/work program.

By signing both the **Statement of Scholarship Acceptance** and the **Student/Staff Agreement**:

- The scholarship holder may not accept, during the period of the current ACADEMY grant, any other mobility grant awarded by the European Union in the framework of the Intra Africa Mobility Scheme programme.
- The scholarship holder has the obligation to inform the Coordinating Institution about any change regarding the study/research/work period abroad, namely the learning agreement or work/research program and the duration of stay at the host Institution. Should this happen, a new Academic Recognition Agreement/Work Programme must be signed and provided to the Coordinating Institution within 30 calendar days after the arrival to the host institution. No more changes should be allowed after this period.
- The mobility period must be fully respected. Nevertheless, in some cases, the interruption can be allowed:
 - For *Staff* mobility, it can be interrupted and split in several periods depending on the academic / administrative needs.
 - For *Students* mobility, it can be interrupted only in duly justified and well documented cases and are always dependent on the coordinating institution and host institution's prior approval.

Note that *Compulsory/institutional breaks imposed by the academic calendar are not considered interruptions.*

- Authorized absences/leaves procedure: obtain the agreement in writing from the Professor responsible for the mobility at the Faculty/Department; present a clear justification for the absence/leave; send all information to the host and to the coordinating institutions for previous approval. It is mandatory the participation in all classes that the scholarship holders will be enrolled in. Any absence must be duly justified to the professor responsible for the classes and C/c to the ACADEMY team through a suitable document (e.g. Medical statement).
- Scholarship holders are compelled to report (by e-mail) to the host and coordinating institutions any difficulties experienced during the mobility flow, such as: Language barriers; Integration with class mates; Communicating with Professors; Difficulty in getting study materials; Health insurance; Accommodation; etc.



- All the meetings organized by the home and host institutions (preparatory, welcoming, monitoring, etc.) are mandatory for scholarship holders given the importance of the information therein provided.
- Students must complete successfully their mobility period at the host institution according to the following:

Master Credit-seeking: The **recommended number** of credits is 60ECTS/year and 30ECTS/semester and the minimum number is 50ECTS/year and 25ECTS/semester. The minimum credits achieved in order to determine the success of the mobility period is 75% of the total of ECTS/semester.

PhD Credit-seeking: the **recommended number** of credits is 60ECTS/year and 30ECTS/semester and the minimum number is 50ECTS/year and 25ECTS/semester. The minimum credits achieved in order to determine the success of the mobility period is 75% of the total of ECTS/semester. In case students do research activities only, the equivalent workload to the number of ECTS is required.

Staff: positive assessment by the responsible of the activities taken in the host university.

Note that for institutions having different credits systems, the equivalence procedure will be used.

The scholarship holder has the obligation to provide, within 30 days after the end of the mobility period, the evaluation form (Final Questionnaire) that will be made available online by the Coordinating Institution.

In case of academic failure, the coordinating institution reserves the right to apply the necessary measures that will be clearly identified in the scholarship holder's contract (Student/Staff Agreement).

All mobility flows from the 1st cohort must start until the 31st December 2018. The only exception is staff mobility, which may start during 2019 and maximum on the 30th September 2022.

3. Monitoring of mobility and project's quality

Four tools will be used to ensure the mechanisms of internal quality control:

- Mandatory mobility questionnaires for students and academic and administrative staff;
- A mandatory final report prepared by the home and host institutions, based on the assessment of the programme's academic quality done by students, and academic and administrative staff;



- A report prepared by the Steering Committee of the partnership, based on the mobility reports and student's academic transcripts given by the academic authorities of each institution.
- An external evaluation on the procedures and mechanisms adopted by the partnership.

The Steering Committee includes representatives of all partners and associates and is responsible for the permanent control of the programme, including the internal quality control.

The project's coordination is responsible for:

- Preparing the questionnaires for students, and academic and administrative staff;
- Analyzing the reports of the representatives of each institution regarding the evaluation done by students, and academic and administrative staff in matters of academic quality of their mobility;
- Reporting the student's academic success and the academic and administrative staff's mobility quality by the respective authorities of each institution;
- Preparing a final report of the results of the programme's general evaluation and the conclusions;
- Assuring that all mobility students, and academic and administrative staff answer the questionnaires;
- Processing the questionnaires.

As an additional tool to ensure the project's quality and in case it is verified that there are serious differences regarding the approved working plan, the Steering Committee should take extraordinary measures and, eventually, decide to suspend the payment of the scholarship.



INFORMATION AND SUPPORT

Information on ACADEMY can be obtained from the Consortium's website: <https://academy.univ-tlemcen.dz>.

The coordinating institution is responsible for the implementation of the ACADEMY project, in strict cooperation with the EACEA.

The **Official Invitation for the Call of Applications for scholarships** will announce the beginning and the ending date for receiving applications and will publish additional and specific rules, priority procedures and deadlines.

It is strongly recommended to regularly consult the **e-mail address** indicated in the application form, as this will be the **only means of communication between the applicant and the coordination**.

Contact at the coordinating Institution:

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Overview of Partners' academic calendar

Institution	Academic Year	Website Address
UT (Algeria)	Semester 1: September - January Semester 2 : February - June	https://www.univ-tlemcen.dz/en
UCC (Ghana)	Semester 1: August - December Semester 2: January – May	https://www.ucc.edu.gh/
KU (Kenya)	Semester 1: September - December Semester 2: January -April	http://www.ku.ac.ke/
UI (Nigeria)	Semester 1: April – August Semester 2: September - January	https://www.ui.edu.ng/
UKZN (South Africa)	Semester 1: February-June Semester 2: July-November	https://www.ukzn.ac.za/

The ACADEMY Partnership is looking forward to receive your application.

GOOD LUCK !!!

