

STUDENTS AGREEMENT

Arriving at the host university

- 1) The grantee must sign this *student agreement* on arrival.
- 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 must sign the *Confirmation of arrival/departure* form and to send it immediately to the Project Coordinator at University of Eldoret and the coordinator at the home Institution

Tuition Fees

At the host university:

For short stays no tuition fees will be charged.

Degree seeking students will not pay tuition fees, or any other costs, at the host university personally. If applicable, the Intra-Africa–scholarship scheme will cover the costs of the tuition fees and other costs (e.g., library fees, student trade unions fees, laboratory consumable costs and project running costs) following the rules and regulations agreed by the partnership.

Academic commitment

For students (Master, Doctorate):

Students are responsible to hand in Study/Research Plan signed by him/herself and the official project contact person (i.e. academic coordinator) at the host university at least four weeks after the starting date of academic activities at the host university. A copy of this document must be submitted to the Project Coordinator and the coordinator at home Institution.

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 at least ten days after the starting date of mobility. A copy must be submitted to the Project Coordinator and the coordinator at home Institution.

Regular reports

Progress report (for mobility flows longer than one semester):

The student shall submit a short, informal written progress reports to coordinator at host Institution before the last day of every month; dated and signed by the student and the student's host supervisor.

In addition, a formal regular progress reports will have to be submitted at the end of every semester, using a progress reporting template that will be provided by the Project Coordinator. 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 Coordinator and the coordinator at home Institution.

Final report:

At the end of the mobility period at the host university, each grantee has to prepare a detailed final report before the grantee leaves the host institution or the end of the scholarship period, whichever comes first. It must be submitted, with the written consent of the supervisor and the official contact person at the host university, to the Project Coordinator and the coordinator at home Institution.

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 one 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 the student resumes academic activities at the host university, the grant will continue to get transferred.

However, if the duration of the interruption in academic activities plus the vacation periods, adds up to more than the maximum duration of the grant awarded, the grantee shall be allowed to complete the activities at the host institution beyond the period of the scholarship (subject to the policies and regulations of the host university). In which case, 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, or if the grantee fails to meet the academic obligations of their degree per the host institution policies and regulations, the payment of the scholarship might 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 Coordinator and the coordinator at home 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, and a copy of any institutional administrative procedures/forms that are required by the host institution on completion.
3. *Confirmation of Payment / Confirmation of Participation* signed by the grantee
4. 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.

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

Witness 1

Witness 2