

ECCAM Scholarship Contract

Academic Year: Semester / 20 (Semester /Year)

A. Scholarship holder identification:

Name:	
Gender:	
Date of birth:	
Country of residence:	
Address:	
Email address:	
Phone:	
Type of Mobility:	

B. Home Institution identification (TG1 only):

Name:	
Address of the home Institution:	
Country:	
Contact person for the ECCAM project:	
Email:	

C. Host Institution identification:

Name:	
Address of the Host Institution:	
Country:	
Coordinator for the ECCAM project:	
Contact person for the ECCAM project:	
Email:	

D. Bank account details:

Name of the bank:	
Address of the bank:	
Bank account number:	
IBAN:	
BIC/SWIFT code:	
Other relevant bank details:	

Note: Please provide this information to the Coordinating institution as soon as you get a Local Bank account at the Host institution. Upload the bank details to the Scholarship Holders Section → Mobility Documents.

E. Mobility period details:

Starting date:	
Ending date:	
Total number of months:	

These mobility dates have been jointly agreed between the home institution (if applicable), the host institution and the scholarship holder.

The information included in this contract will determine the number of subsistence allowance to be awarded to the scholarship holder during the mobility period.

- 1) The Fiji National University is the Coordinating Institution of the ECCAM Project, a consortium of Higher Education Institutions under the Intra-ACP Academic Mobility Scheme, Lot 2. Within the framework of this project, a mobility scholarship was awarded to the scholarship holder identified in section A.
- 2) The award of this scholarship implies the fulfillment of the clauses mentioned on this contract, which is only valid when signed by the Coordinating Institution, by the scholarship holder and by the contact person for the ECCAM project in the Host Institution, identified in section C.
- 3) The amount of the monthly scholarship is different in accordance with the type of mobility:
 - i) master students – 600 EUR
 - ii) doctorate students – 900 EUR
 - iii) academic/administrative staff – 1000 EUR
- 4) The first transfer corresponding to the two first months of mobility will be paid directly by each host institution/coordinator. The first subsistence allowance will be transferred upon:
 - i) the scholarship holder's arrival at the host institution
 - ii) the signature of this scholarship contract
 - iii) the upload of the bank details to the Scholarship Holder's section » Mobility Documents.
- 5) The second transfer corresponding to the third month of mobility will be paid by the coordinating institution on the third month of mobility directly to the scholarship holders' bank account in host country. All payments should be done uninterrupted throughout the duration of the mobility and on a monthly basis.
- 6) The payment of the scholarship will correspond to the **effective** time of stay, referred in section E during which the scholarship holder is at the host institution/country undertaking the previously agreed academic activities.
- 7) The scholarship correspondent to the type of mobility referred in section A will be paid according to the following:
 - i) **Master students** – The first payment, in the amount of 1200 EUR, will be paid by the host institution/coordinator after the beginning of the mobility. This advanced payment includes the first monthly allowance (600 EUR) and a settling-in allowance which is equivalent to the first monthly allowance (600 EUR). This is intended to help the students to face additional expenses they might have in the first weeks of stay. The second allowance will only be transferred on the second month after the mobility starts.
 - ii) **Doctorate students** – The first payment, in the amount of 1800 EUR, will be paid by the host institution after the beginning of the mobility. This advanced payment includes the first monthly allowance (900 EUR) and a settling-in allowance which is equivalent to the first monthly allowance (900 EUR). The second allowance will only be transferred on the second month after the mobility starts.
 - iii) **Academic/Administrative staff** – The first payment, in the amount of 1000 EUR, will be paid by the host institution after the beginning of the mobility. The second allowance will only be transferred on the second month after the mobility starts. For one month staff exchange, the mobility scholarship will be transferred in a single payment.
- 8) In cases when the duration of the mobility period does not include a full number of months, the 16-day rule applies in order to fulfill one month of mobility (e.g. in case a student undertakes a mobility period of 9 months and 15 days, 9 months will be accounted; if a student undertakes a mobility period of 9 months and 16 days, 10 months will be accounted). In all cases, the project will pay the global amount of the monthly scholarship, and no fractions. The Project cannot provide the scholarship holders with any additional funds for installment.
- 9) The Coordinating Institution has the right to **suspend the payment of the scholarship**, without right to any type of compensation for damages, if:
 - i) the scholarship holder withdraws from the project or leaves the host institution before the established ending date;
 - ii) the scholarship holder does not comply with the internal regulations of the host institution and/or the consortium;
 - iii) there is evidence of bad conduct or of other security-related issues;
 - iv) the scholarship holder does not comply with the academic quality standards of the host institution and/or the consortium;
 - v) the scholarship holder leaves the host institution without complying with the rules as set forth by clause 12 of the Scholarship Contract;

- vi) the scholarship holder was selected based on previous false declarations, which led to the misidentification of her/his eligibility to participate in the Project.
- 10) In case the scholarship holder interrupts the mobility before the established ending date, the coordinating institution will demand the full reimbursement of the monthly scholarship payment overpaid to the scholarship holder. The scholarship holder has 30 days upon notification by the coordinating institution to proceed with the reimbursement. The coordinating institution will provide specific instructions to the scholarship holder on reimbursement procedures. If the scholarship holder fails to comply with these instructions, additional banking fees and interests will be charged and judicial steps will be taken.
- 11) The scholarship holder has the responsibility of complying with the academic quality standards of the ECCAM project, which are defined according to the type of mobility:
- a) **Master students (non-degree seeking mobility):**
- The reference number of credits to be included in the Academic Recognition Agreement (ARA) is XXX per semester, being XX the minimum accepted number of credits per semester;
 - The minimum number of credits to be accomplished per semester is XXX.
 - In case the quality standards are not accomplished (namely in terms of number of credits), the ECCAM project will suspend the allocated mobility grant and ensure the scholarship holder's return to the home country. Such decision is depending both on the achieved academic results and on the documentary evidence provided by the scholarship holder and by the host institution.
 - In case the scholarship holder reveals great commitment and interest in achieving the proposed academic goals but faces difficulties, the host institution should provide the necessary support to the scholarship holder so as to protect him/her from being negatively impacted due to unforeseen constraints. This should be done through active solutions adapted to each case, e.g. tutorial support, written examinations in English, etc.
 - In case the scholarship holder does not attend the final examination or does not submit the required final evaluation papers, the ECCAM contact person at the host institution and the project's coordination shall be immediately informed by e-mail;
- b) **Master and doctorate students (degree seeking mobility):**
- Students are required to achieve 100% approval on the courses, modules and/or activities foreseen on their Study Programme.
 - Any exceptional cases that may arise from situations of force majeure shall be formally notified by the scholarship holder to the ECCAM contact person at the host institution and to the project's coordination, immediately after receiving the academic evaluation results. It is absolutely mandatory to achieve the minimum requirements set by the host institution to enroll in the subsequent semester/year;
 - In case the scholarship holder does not attend the final examination or does not submit the required final evaluation papers, the ECCAM contact person at the host institution and the project's coordination shall be immediately informed by e-mail;
 - The consequences of not complying with the above-mentioned provisions may result in the suspension of the scholarship. Such decision is depending both on the achieved academic results and on the documentary evidence provided by the scholarship holder and by the host institution.
 - In case the scholarship holder reveals great commitment and interest in achieving the proposed academic goals but faces difficulties, the host institution should provide the necessary support to the scholarship holder so as to protect him/her from being negatively impacted due to unforeseen constraints. This should be done through active solutions adapted to each case, e.g. tutorial support, written examinations in English, etc.
 - If at the end of the semester the assessment done by the host institution reveals the student's responsibility on the negative academic results or her/his lack of interest, the coordinating institution will suspend the allocated mobility grant and ensure the scholarship holder's return to the home country.
 - The students are obliged to complete their programmes within 24 months (Full Masters) and 36 months (Doctorate) before the 31st of October, 2018, the end of the ECCAM program. The project cannot provide the scholarship holder any more additional funding after 31st October, 2018, and the students will have to bear the costs themselves to complete their programmes.
- c) **Academic/administrative staff:**
Scholarship holders are obliged to the absolute fulfillment of the work proposals set forth in the Work Plan.
- 12) The scholarship holder has the obligation to immediately inform the coordinating institution about:
- any change regarding the study/research/work period abroad;

- b) any change to the previously agreed duration of stay at the host institution as referred in section E.
In case of the latter, such change must be requested to the coordinating institution and is subject to its analysis and communication by e-mail on its formal approval.
- 13) The scholarship holder can request a change of the Study/Work Plan after his/her arrival at the host institution but this can only happen if the home institution (if applicable) and the host institutions agree. Whenever a change is made to the initially signed document, a new document must be filled in, signed, uploaded in the Scholarship Holders' section » Mobility Documents and sent to all involved institutions. The new document will replace the old one.
- 14) One month after the beginning of the mobility no more changes should be undertaken so as to ensure the fulfillment of all mobility requirements within the established deadlines. In case of academic/administrative staff, no more changes should be undertaken after one week after the beginning of the mobility.
- 15) Any short leave on working days during the scholarship period, which is allowed to students and researchers, but not staff, must follow the below-mentioned provisions:
- a. **Holidays or other absences for personal purposes:**
 - i) Maximum duration of 1 week;
 - ii) Request by email from the Scholarship Holder, at least 15 days before the leave, to the project's Coordination Institution and the Host Institution;
 - iii) Formal approval and email communication by:
 1. the Professors responsible for the mobility period;
 2. the ECCAM contact person at the Host Institution;
 3. the ECCAM coordination.
 - b. **Absences due to academic break at the Host Institution:** only possible if formally notified to the coordinating institution and Host Institution and as long as it complies with the rules and academic calendar of the Host Institution.
 - c. **Absences for scientific purposes or research:** only possible within the same region and in countries that belong to the partnership and in accordance with the following formal procedures:
 - i) Formal request in writing (by e-mail) sent to: the Professor responsible for the mobility period at the Host Institution; the ECCAM contact person at the Host Institution; and the coordinating institution;
 - ii) Submission of the working/research plan to be undertaken, with the clear definition of the objectives and expected outcomes of the mobility, duly identifying the Professor/Researcher responsible for the mobility at the other European Host Institution;
 - iii) Mandatory written authorization (by e-mail) of the Host Institution (from the Professor responsible for the mobility) and the coordinating institution;
 - iv) Notification of Host Institution's authorization is to be sent to the coordinating institution of the ECCAM project at least 2 weeks before the absence;
 - v) Submission of a report on the developed activities duly signed by the scholarship holder and by the person responsible for the research period at the other European Institution.

In case the scholarship holder does not comply with the above mentioned provisions, he/she cannot leave the Host Institution, under penalty of having either to reimburse the scholarship or this being suspended.
- 16) The scholarship holder has the responsibility of filling in online all mobility-related documents as set forth by the Scholarship Holder Guide, which have to be updated throughout the mobility period.
- 17) The scholarship holder must attend the mandatory meetings organized by the Home Institution (if applicable) and Host Institutions: preparation of mobility, welcoming and monitoring meetings.
With respect to the monitoring meetings, these are mandatory and will be organized by the Host Institution on a regular basis and at least every 3 months within the mobility period. In case the scholarship holder fails to attend these meetings, a meeting with the contact person of the Host Institution must be scheduled within 1 week. The scholarship holder must submit a formal and valid justification for the absence and fill in the respective assessment questionnaire.
In case the scholarship holder does not comply with the previously stated procedures, the scholarship will immediately be suspended by the Coordinating Institution.
- 18) All the information contained in the Scholarship Holder Guide is binding.
- 19) Scholarship holders may not accept, during the period of the current grant, any other scholarship funded by the European Union.
- 20) The scholarship holder commits her/himself to return to her/his home country at the end of the scholarship period, following the encouragement of home, host and coordinating institutions in this respect.
- 21) Any changes to the present contract shall be determined by specific addenda duly signed by the Coordinating Institution, the Host Institution and the scholarship holder.



- 22) In case of mistake in filling in any section of the scholarship contract, and where the fault is afterwards identified by the scholarship holder or the Host Institution, the Coordinating Institution reserves the right to act accordingly so as to assure the good implementation of the project.
- 23) All legal matters arising from the present contract will be regulated by the Fiji law.

I hereby declare that:

- a. I have read, understood, accept and will fulfill the contractual obligations as outlined herein.
- b. The information provided above is true and complete.
- c. I acknowledge that any false statement or omission (in the application and/or throughout the mobility period), even if unintentional on my part, may lead to the exclusion from the ECCAM project and the reimbursement of the costs had by the Coordination with my mobility flow until that moment.

The Coordinating Institution, Fiji National University

Name:

Date: __/__/____

Signature and stamp of the Institution: _____

The Host Institution, University of Guyana

Name:

Date: __/__/____

Signature and stamp of the Institution: _____

The Scholarship holder

Name:

Date: __/__/____

Signature: _____



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