



# African Biomedical Engineering Mobility (ABEM) Guidelines for Applicants

## Table of Contents

<b>1</b>	<b>Introduction .....</b>	<b>2</b>
<b>2</b>	<b>Scholarship information .....</b>	<b>2</b>
2.1	Target groups and types of mobility.....	2
2.2	Student mobility .....	4
2.2.1	Areas of study.....	4
2.2.2	Credit recognition for credit-seeking mobility .....	4
2.2.3	Eligibility criteria.....	5
2.3	Academic and administrative staff mobility.....	5
2.3.1	Areas of activity.....	5
2.3.2	Eligibility criteria.....	5
<b>3</b>	<b>Application process .....</b>	<b>6</b>
3.1	Preparation.....	6
3.2	Online submission.....	6
3.3	Documents to be submitted .....	7
<b>4</b>	<b>Evaluation and selection of applications .....</b>	<b>8</b>
4.1	Confidentiality .....	8
4.2	Validation .....	8
4.3	Evaluation .....	9
4.4	Communication of results.....	9
4.5	Procedure for appeals .....	9
4.6	Gaining admission to Master’s or PhD programmes after award of a scholarship.....	10
4.7	Sample learning and mobility agreements.....	10
<b>5</b>	<b>Implementation of mobility .....</b>	<b>10</b>
5.1	Obligations of the coordination and the scholarship holders’ home and host institutions .....	10
5.1.1	Travel.....	10
5.1.2	Insurance.....	10
5.1.3	Scholarships.....	10
5.1.4	Working conditions .....	11
5.1.5	Recognition.....	11
5.2	Obligations of scholarship holders .....	12
5.3	Monitoring of mobility and project quality.....	13
<b>6</b>	<b>Contacts and support .....</b>	<b>13</b>
	<b>APPENDIX A: Sample Mobility Agreement .....</b>	<b>14</b>
	<b>APPENDIX B: Sample Learning Agreement .....</b>	<b>18</b>
	<b>APPENDIX C: Sample Nomination Letter .....</b>	<b>20</b>



## 1 Introduction

The African Biomedical Engineering Mobility (ABEM) project is funded by the Intra-Africa Academic Mobility Scheme of the Education, Audiovisual and Culture Executive Agency of the European Commission. ABEM will build human and institutional capacity in Africa for needs-based health technology research and development. The project will train postgraduate students with skills and specialisations not offered at their home institutions. Furthermore, it will support the development of biomedical engineering programmes that are being established, or have recently been established, at partner institutions and contribute toward harmonising biomedical engineering curricula across the continent. This will be achieved through the provision of scholarships to cover the full cost of mobility between African higher education institutions.

Overall, the project will enhance employment opportunities for graduates, enhance staff research profiles and teaching competencies, enhance institutional research profiles and inter-university cooperation, and support the development of solutions for health challenges from an African perspective.

ABEM is jointly implemented by six African partner institutions, where selected students and staff will be able to engage in postgraduate studies, research, teaching or training.

African partners:

KU	Kenyatta University (coordinating partner)	Kenya
AAU	Addis Ababa University	Ethiopia
CU	Cairo University	Egypt
MUST	Mbarara University of Science and Technology	Uganda
UCT	University of Cape Town	South Africa
UNILAG	University of Lagos	Nigeria

Technical partner:

UNIFI	University of Pisa	Italy
-------	--------------------	-------

Associated partner:

UIRI	Uganda Industrial Research Institute	Uganda
------	--------------------------------------	--------

## 2 Scholarship information

The project will train up to 32 MSc and 10 PhD graduates, and offer development opportunities to up to 10 staff members. Mobility must be to an institution in an eligible country other than the home country / country of the home institution.

### 2.1 Target groups and types of mobility

There are two target groups and three different types of individual mobility:



	<b>Participants</b>	<b>Mobility types</b>	<b>Duration</b>
<b>Target group 1</b>	<b>Students</b> registered in or having obtained a degree from one of the six African partner institutions, wishing to study at a different partner institution.	Master's Doctorate	6-24 months 6-48 months
	<b>Staff</b> working in or associated with one of six African partner institutions, wishing to visit a different partner institution.	Visits for teaching and/or research, or for engagement on administration and management	1 – 6 months
<b>Target group 2</b>	<b>Students</b> registered in or having obtained a degree from a higher education institution not included in the partnership but established in an eligible country (see below), wishing to study at a partner institution in another country.	Master's Doctorate	6-24 months 6-48 months

The eligible countries are presented in the table below:

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

Specific Target Group 2 focus countries are Kenya, Uganda, Ethiopia, Nigeria, Tanzania and Malawi.

**Credit-seeking mobility** for students already enrolled for a **Master's or PhD** degree:

- Credit-seeking mobility of 6 to 12 months at a partner institution, leading to academic recognition of the study period towards a Master's or PhD degree programme at the home institution.

**Degree-seeking mobility** for students wishing to pursue a **Master's or PhD** degree:

- Degree-seeking mobility to complete a full Master's or PhD degree at a partner institution.

**Staff mobility**

- Staff mobility may be undertaken by academic, research or administrative staff from partner institutions who wish to visit other partner institutions.

The project aims for 50% of students and at least 30% of staff who participate in mobility visits to be women.

An indicative distribution of mobility across target groups is given below. This may be adjusted to optimise project implementation.

<b>Type of mobility</b>	<b>Target Group 1</b>	<b>Target Group 2</b>	<b>TOTAL</b>
<b>Masters</b>	16	16	32
<b>Doctorates</b>	6	4	10
<b>Staff</b>	10		10
<b>TOTAL</b>	32	20	52

An indicative breakdown of credit-seeking and degree-seeking student mobility is given below. This may be adjusted to optimize project implementation.

Type of mobility	Credit-seeking	Degree-seeking	TOTAL
Masters	6	26	32
Doctorates	6	4	10
<b>TOTAL</b>	12	30	42

**Important:** The types of mobility offered and the candidate categories considered in each call for applications will be determined by the needs of the project and the progress made against the desired mobility distribution. Please refer to the ABEM website ([www.africanbmemobility.org](http://www.africanbmemobility.org)) for current information.

## 2.2 Student mobility

### 2.2.1 Areas of study

The hosting partner institutions offer specialisations in the following areas for master's and doctoral study:

	Level of incoming mobility	Degree- or credit-seeking mobility	Biomechanics & Rehabilitation Engineering	eHealth	Health Informatics	Medical Devices & Instrumentation	Medical Imaging
AAU	master's	degree-seeking	✓			✓	
CU	master's	both	✓	✓	✓	✓	✓
	doctoral	both					
MUST	master's	both			✓		
UCT	master's	both	✓			✓	✓
	doctoral	both					
UNILAG	master's	credit-seeking	✓			✓	

### 2.2.2 Credit recognition for credit-seeking mobility

Information on the courses and associated credits offered by partner institutions may be found on the partner programme websites, to which links may be found from the ABEM website. The guideline in the table below should be used for credit equivalence. For example, "5 AAU = 2 CU" means that 5 AAU credits are equivalent to 2 CU credits.

	AAU	CU	MUST	UCT	UNILAG
<b>Addis Ababa University (AAU)</b>		5 AAU = 2 CU	3 AAU = 2 MUST	1 AAU = 2 UCT	3 AAU = 1 UNILAG
<b>Cairo University (CU)</b>	2 CU = 5 AAU		3 CU = 5 MUST	1 CU = 5 UCT	6 CU = 5 UNILAG
<b>Mbarara (MUST)</b>	2 MUST = 3 AAU	5 MUST = 3 CU		1 MUST = 3 UCT	2 MUST = 1 UNILAG
<b>University of Cape Town (UCT)</b>	2 UCT = 1 AAU	5 UCT = 1 CU	3 UCT = 1 MUST		6 UCT = 1 UNILAG
<b>University of Lagos (UNILAG)</b>	1 UNILAG = 3 AAU	5 UNILAG = 6 CU	1 UNILAG = 2 MUST	1 UNILAG = 6 UCT	

The applicant must discuss the proposed study plan with the head of department and/or programme leader at the home institution and receive a written endorsement and statement indicating which home credit exemptions will be granted for the mobility. This statement must accompany confirmation of degree

enrolment and be uploaded to the application website. Credit-seeking mobility will only be considered and awarded if such an endorsement has been obtained.

Credit-seeking students will receive a transcript from the host institution stating the completed courses, and the home institution will grant recognition of courses taken during the mobility and exemption from home courses as per the statement from the home head of department and/or programme leader.

### 2.2.3 Eligibility criteria

To be eligible for a scholarship, master's and doctoral students must comply with the following criteria:

- (a) Be a national of and resident in any of the eligible countries covered by the Programme (see Section 2.1)
- (b) At the time of the application for a scholarship, be registered at or have obtained their most recent degree (or equivalent) from:
  - one of the higher education institutions included in the partnership (Target Group 1);  
or
  - a higher education institution not included in the partnership but established in an eligible country (Target Group 2)

Students applying for PhD degree-seeking mobility, are expected to have obtained at least their bachelor's degree in an eligible African country, from a different institution from the prospective host institution, and in a different country to that of the host institution.

- (c) Have sufficient knowledge of the language of instruction in the host institution.
- (d) Meet the specific requirements of the host institution.

Students can only benefit from one scholarship under the Intra-Africa Academic Mobility Scheme.

Students having benefitted from scholarship(s) under the previous Intra-ACP Academic Mobility Scheme cannot receive scholarships under the Intra-Africa Academic Mobility Scheme.

## 2.3 Academic and administrative staff mobility

Staff may undertake mobility visits for 1-6 months, at any of the African partner institutions.

### 2.3.1 Areas of activity

Staff mobility should contribute to strengthening the academic, management and co-operation capacity of partner institutions, through participation in research projects, teaching, production of new teaching material, development of teaching methods, harmonisation of curricula, development of joint curricula, development of administrative tools and sharing of management approaches. The mobility is also expected to be an integral part of the institutional staff development plan and recognised as such upon return of the staff member.

### 2.3.2 Eligibility criteria

In order to be eligible for a scholarship, staff must comply with ALL the following criteria:

- (a) Be a national of and resident in any of the eligible countries (see Section 2.1)
- (b) Work in or be associated with a partner higher education institution.



## 3 Application process

### 3.1 Preparation

The applicant should:

1. Verify the eligibility criteria (if a candidate does not fulfil all of the eligibility criteria, he/she should not submit an application, as the application will be considered invalid and will not be evaluated).
2. Identify the Target Group to which (s)he belongs and the available scholarships.
3. Select at least one host institution. It is highly recommended that applicants select up to 3 different host institutions from the available options but always with consideration to language and background requirements defined by each host institution and programme.
4. Create an account on the application website for the project.
5. Read attentively the Guidelines for Applicants, the FAQs and the online Application Form.
6. Collect all necessary information and documents to complete the Application Form: Several documents are mandatory and the online system will not allow the application to be submitted without them. In case of unreadable documents, the application will be considered invalid and will not be evaluated.
7. Select the host institution(s) with consideration to the following:
  - a. The language requirements of the host institution.
  - b. The identified areas of excellence and available projects in each partner institution.
  - c. The required academic background for the field of study, research project or activity.
  - d. The cost of living at prospective host institutions, personal needs for subsistence, and the monthly stipend for the scholarship.
  - e. The need to adapt to different cultural realities at the host institution and also to different climate conditions, in case of selection.
8. Prepare a mobility project proposal describing the aims, activities and foreseen study/work plan and taking into consideration the objectives and goals of the host programme and of the ABEM project. The proposal must be clear in its methodology, impact and benefit, as well as its feasibility within the timeframe established by the duration of the scholarship. Staff should liaise with the home and prospective host universities on the programme of activities, eg lectures or administrative work to be delivered; research activities to be carried out; type of training to be followed; etc. This text will be included in the online application.
9. Prepare a motivational statement with regard to the benefits and expected outcomes of the mobility. This text will be included in the online application.

### 3.2 Online submission

The Application Form is completed through the following steps:

1. Applicants should have a valid e-mail address and an internet connection. Communication of results will be done exclusively by e-mail to the address provided.



2. In order to access the form, the applicants should create a new login in the “Apply now” section of the ABEM website, selecting the type of scholarship for which they wish to apply.
3. Applicants should then complete the online Application Form. The system will save a draft of the application every time the “Save” button is pressed, allowing it to be revised, edited and completed. The applicants should carefully prepare and revise the application before pressing the “Submit” button.
4. After pressing “Submit”, it is not possible to make any additional changes to the application.
5. The Application Form must be completed English.
6. The deadline for the submission of online applications is provided on the ABEM website. The Coordination Office will do everything possible to avoid system failures, but cannot assume any responsibility should applicants encounter technical difficulties preventing submission just before the deadline. Applicants must therefore avoid last minute applications. Applications sent by any other means, e.g. mail, fax or e-mail, will NOT be accepted.
7. Once the “Submit” button has been pressed, the application is closed and sent to the Coordination Office, which gives it a code. A digital notice of submission is sent to the applicant by email as well as a full copy of the application. This notice does not constitute a confirmation of eligibility nor of selection; it only confirms submission of the application.
8. Applicants for student mobility are advised to consult a mentor at their home institution for assistance with the application and with selection of a host institution.

### 3.3 Documents to be submitted

Digital copies of several documents are required and must be uploaded to the application website. If a candidate fails to submit all required documents the application will be excluded without any possibility of appeal.

For all applicants:

- Copy of passport.
- Degree certificate(s) if already obtained – Must have been issued by a higher education institution, dated, signed and stamped, otherwise it will not be considered valid and the application will be excluded. In the case of the applicant having achieved more than one academic degree, one uploaded file must contain all documents.

For student mobility:

- Transcript of academic records for degrees completed, stating in detail all courses taken and grades obtained in the course. Documents must be dated, signed and stamped by the institution, otherwise they will not be considered valid and the application will be immediately excluded.
- Target Group 1 applicants:
  - (a) Statement of support from the home institution - this document must be dated, signed and stamped by the home partner institution, otherwise it will not be considered valid and the application will be excluded.
  - (b) Academic reference from someone other than the person who signed the statement mentioned in (a) above.

- Target group 2 applicants:
  - (a) Letter of support from an academic staff member of a higher education institution in an eligible country (the letter may be from a partner institution); this letter must be dated and signed, otherwise it will not be considered valid and the application will be excluded.
  - (b) Academic reference from someone other than the person who signed the statement mentioned in (a) above.
- For credit-seeking mobility: Statement issued by the home institution confirming the applicant's enrolment in a master's degree programme and endorsing the applicant's mobility proposal. The statement should include a description of the degree programme, the degree duration, the number of credits for the degree and the number of credits per course.
- Certificate of language skills, if applicable, in accordance with the requirements of the host institution.

For staff mobility:

- Statement by a senior staff member at the home institution with a brief description of the applicant's main activities and an endorsement of the mobility proposal. This document must be dated, signed and stamped by the institution, otherwise it will not be considered valid and the application will be excluded. The declaration should be written in English, by the person to whom the applicant reports (e.g. Head of Department, Director or Dean) at the home institution.
- Statement by the hosting staff member at the host institution confirming the mobility plan and duration.

Additional documents, if applicable:

- Document confirming physical disability (e.g. declaration from a doctor; recent medical exam; etc.)
- Document confirming vulnerable socio-economic situation. This document must be dated, signed and stamped by a suitable organisation or authority.
- Document confirming refugee or asylum status. This document must be issued by a recognized authority and must be dated, signed and stamped.
- Other documents relevant to the application.

All documents must be attached to the online Application Form. Applications that are incomplete or have blank or unreadable documents will be disregarded.

If an applicant wishes to attach more than one document in the same field (e.g. support letters from the home institution), one file should be attached that includes all documents, up to a maximum of 2MB.

## 4 Evaluation and selection of applications

### 4.1 Confidentiality

All submitted applications received will be stored as read-only documents in a protected database. The legal requirements of the partner universities concerning the manipulation of personal data will be observed and the information submitted online will remain confidential. The database will only be accessed and revised by authorized persons in the home and host institutions who have an access code. This also holds in the case of the Coordination Office and the members of the Selection Committee.

### 4.2 Validation

Prior to scientific evaluation of the applications, the Coordination Office will verify all applications and will invalidate those that do not comply with the eligibility criteria established by the programme, the partnership and the host institution.





### 4.3 Evaluation

Eligible applications will be considered by the ABEM Selection Committee, which comprises representatives from each partner institution who are experienced academics in the field of biomedical engineering.

Student applications will be scored and ranked using the scale shown below.

<b>Assessment of student applications - points breakdown (Total: 100)</b>	
Marks for previous degree(s)	30
Quality of proposal	20
Motivation	15
Alignment of academic background with proposed mobility programme	10
Publications: journal articles or conference abstracts	10
Additional academic qualifications	5
Relevant work experience	5
Other activities (voluntary work, music, sport, etc)	5

Staff applications will be scored and ranked using the scale shown below.

<b>Assessment of staff applications - points breakdown (Total: 100)</b>	
Quality of proposal	45
Motivation	35
Publications: journal articles or conference abstracts	20

Preference will be given to very good/excellent applications scoring 80 points or higher. In addition, gender balance, physical disability and socio-economic situation will be taken into account; in cases where candidates are women or demonstrate physical disability, socioeconomic disadvantage or refugee/asylum status, and also score similarly to other candidates, those in the special categories will be favoured. In cases where geographical distribution of first-choice host institutions is not balanced, applicants may be allocated to their second or third choice. A short list will be drawn up for each host institution, which will then be asked to do a further evaluation and ranking of the shortlisted candidates; the host institution may arrange a telephone or online interview. The host ranking will be returned to the Selection Committee and will be the basis for granting the scholarships, with consideration to the available mobility flows. A reserve list of candidates will be kept, in case of selected candidates declining scholarship offers.

### 4.4 Communication of results

The Coordinating Office will send the home and host institutions a list of selected scholarship holders for participation in the ABEM mobility project. All applicants will be informed by e-mail of the application outcome and the applicant's online account will be updated accordingly. Successful applicants will be informed at this stage of further steps to be taken and documents to be provided.

Should a selected applicant be found ineligible due to any misrepresentation in their application materials, the scholarship will be terminated and they will be responsible for reimbursing the costs of their mobility.

### 4.5 Procedure for appeals

Applicants who do not accept the selection outcome will be provided with the reasons for the outcome decisions made by the committees responsible for validation and evaluation. Information on the appeals procedure will be provided in the outcome e-mail to be sent to all applicants.



## 4.6 Gaining admission to Master's or PhD programmes after award of a scholarship

The candidate must submit an application to their university of choice using that institution's formal application procedure. Information will be provided in the scholarship award letter.

## 4.7 Sample learning and mobility agreements

All scholarship holders will be required to submit a mobility agreement (See Appendix A for a sample).

Student scholarship holders will be required to submit a learning agreement (See Appendix B for a sample).

Staff scholarship holders will be required to submit a one-page Research/Work Plan with information on the planned activities and mobility objectives.

# 5 Implementation of mobility

## 5.1 Obligations of the coordination and the scholarship holders' home and host institutions

### 5.1.1 Travel

The ABEM Coordination Office will be responsible for booking and paying the grantees' two-way travel ticket between the cities of the home and host institutions, with reference to the maximum amounts foreseen by the EACEA for such travel. If 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, for example, bus or train used to undertake the travel, so as to be able to submit a reimbursement request to the Coordination Office. 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 should be accompanied by the scanned original payment receipts. The original documents must be sent to the Coordination Office, which will assess the request. In case of stays of more than 12 months it will not be possible to buy the return ticket immediately. Therefore, all reimbursement requests should be deferred until the return ticket has been purchased and the overall flight expenditure is known. Taxi expenses will not be reimbursed if less expensive modes of transportation are available. All the reimbursements will be made using the exchange rate (relative to the Euro) of the day on which the expenses were incurred.

### 5.1.2 Insurance

The Coordination Office 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 EACEA. This insurance will be valid from the time and place of departure until the grantee's return at the end of the mobility period.

### 5.1.3 Scholarships

The scholarship will cover:

- roundtrip flight ticket and visa costs;
- participation costs such as tuition fees, registration fees and service fees where applicable
- insurance (health, accident, travel);
- a settling-in allowance;
- a monthly subsistence allowance;
- a contribution towards the research costs associated with student mobility of 10 months or longer.

Allowances to be paid to the scholarship holder are as follows.

Mobility type	Monthly allowance	Once-off settling-in allowance
Master's	€ 600	€ 600
Doctoral	€ 900	€ 900
Staff	€ 1,200	-----

Insurance, and participation costs and a contribution towards research costs for student mobility of 10 months or longer, are managed by the partnership, and the values are as follows.

Mobility type	Participation costs per academic year for mobility equal to or longer than 10 months	Research costs per academic year for mobility equal to or longer than 10 months	Insurance (maximum per month)
Master's	€ 3,500	€ 600	€ 75
Doctoral	€ 4,000	€ 2,000	€ 75
Staff	-----	-----	€ 75

A scholarship contract that defines all the conditions, benefits and responsibilities related to project implementation as well as the schedule of payments covered will be signed by each institution, the scholarship holder and the Coordination Office. Only after this document is signed it will be possible to transfer the scholarships. This will be done directly by the host institution: the first payment will comprise the first monthly subsistence allowance as well as a settling-in allowance, after which the monthly allowance will be paid to the grantee's bank account. The monthly subsistence allowance can only be paid from the month of arrival and covers each full month of the mobility, subject to academic progress. If a portion of a month is more than 15 days a full month allowance is to be paid (for example: for academic reasons the mobility duration is 9 months and 15 days only 9 months' allowance should be paid; if the duration is 9 months and 16 days then 10 months' allowance should be paid).

Female master's and doctoral scholarship holders will receive an additional allowance corresponding to one month's subsistence **per academic year, for mobility equal to or longer than 2 academic years.** (For example: A female student pursuing a 2-year course will be paid the settling-in allowance and 26 monthly allowance instalments.)

#### 5.1.4 Working conditions

The host institution will ensure that the scholarship holder (all types of mobility) has the same working conditions and the same health and security protection levels as local students and members of the academic community. The host institution will provide support to the scholarship holder, including support towards resolution of any administrative procedures required by the host country's authorities. The scholarship holder should inform the Coordination Office immediately by e-mail if there is lack of necessary support by the host institution.

#### 5.1.5 Recognition

In cases of credit-seeking mobility, home institutions will be expected to consider the study period undertaken abroad as an integral part of the study/research programme developed in the home institution, as outlined in Section 2.2.2.

## 5.2 Obligations of 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 ABEM partnership.
- The scholarship holder fails to fulfil the requirements of his/her study/work programme.

A reimbursement of costs paid to a scholarship holder may be requested in cases such as:

- The scholarship holder did not provide the necessary information related to his or her ineligibility at the application stage, and the partnership detects this at a later stage (i.e. he/she has already received funds from Intra-Africa or Intra-ACP, does not hold the necessary diploma, is not national and resident in an eligible country, etc.).
- Subsistence allowances and insurance costs can be recovered for a given month if they have been paid to the scholarship holder at the beginning of a month and he/she has not implemented more than  $n$  months + 15 days of mobility (see the 16-day rule).

Implications of signing the Statement of Scholarship Acceptance and the Scholarship Contract:

1. In case of any reimbursement obligation, the scholarship holder has 30 days upon return to the home country to carry out such reimbursement to the Coordinating Institution, the Kenyatta University, following the instructions that will be provided. If the scholarship holder fails to do so, additional banking fees and interest may be charged or legal steps may be taken.
2. The scholarship holder may not accept, during the period of the current grant, any other mobility grant awarded by the European Union.
3. The scholarship holder has the obligation to inform the Coordinating Office about any change in the study/research/work period and programme.
4. The mobility period must be fully respected; it is not possible to divide the duration of stay foreseen by the project. If the scholarship holder intends to leave the host institution during the mobility, even if for a limited time, he/she must ask for permission to the host institution and to the coordinating institution. Permission must first be obtained in writing from the research supervisor or programme director as well as the ABEM representative at the host institution, with a clear justification for the absence/leave, following which all information must be sent to the Coordination Office for final approval.
5. Scholarship holders must comply with the rules and regulations of the host institution.
6. Any absence from host programme activities must be duly justified to the ABEM contact person at the host institution (e.g. a statement from a medical professional), with a copy to the Coordination Office.
7. 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 classmates; communicating with professors; difficulty in accessing study materials; health insurance; accommodation; etc.
8. Students must complete successfully their mobility period at the host institution as follows:

- Degree-seeking mobility: all courses and research requirements must be met according to the regulations of the host institution.
- Credit-seeking mobility: the proposed courses and research activities must be completed and confirmed by the host institution.
- In case of academic failure, the coordinating institution reserves the right to apply the measures identified in the scholarship holder's contract.

9. The scholarship holder is obliged to submit, within 30 days of the end of the mobility period, an evaluation form provided online by the Coordinating Institution.

### 5.3 Monitoring of mobility and project quality

Internal quality control will be achieved as follows:

- Mandatory mobility questionnaires for scholarship recipients, issued, collected and analysed by the Coordination Office;
- A mandatory report prepared by the host institution at the end of each mobility, assessing the academic quality for students and the activities of staff, during the mobility period;
- Annual reports prepared by the Management Committee of the partnership, based on the mobility reports, questionnaire analysis and students' academic transcripts provided by host institutions.

External quality control will be the responsibility of the technical partner and the Advisory committee, through auditing of the selection process and review of Management Committee reports.

## 6 Contacts and support

Project website: [www.africanbmemobility.org](http://www.africanbmemobility.org)

Coordination Office: Kenyatta University

Project Coordinator: Dr June Madete

Email address for all enquiries: [info@africanbmemobility.org](mailto:info@africanbmemobility.org)

Further contact information is available on the project website.

The Call for Applications for scholarships on the project website will announce the deadline for applications. The applicant's e-mail address as indicated in the application form will be the only means of communication between the applicant and the Coordination Office.



## APPENDIX A: Sample Mobility Agreement

### African Biomedical Engineering Mobility: MOBILITY AGREEMENT

#### Nomination Letter

The Nomination Letter specifies the details of the Intra-Africa African Biomedical Engineering Mobility scholarship awarded to the grantee. It is an integral part of this agreement.

#### Duration of the scholarship

The maximum duration of the scholarship is stated in the Nomination Letter. By no means may the duration of the scholarship exceed the maximum duration stated in the Nomination Letter nor that of the academic programme itself.

#### Subsistence allowance

The monthly subsistence allowance depends entirely on the type of mobility and will be transferred on a regular basis. It will be calculated as follows:

600 € x month (Master's)

900 € x month (PhD)

1,200 € x month (Staff)

Female master's and doctoral scholarship holders will receive an additional allowance corresponding to one month's subsistence per academic year, for mobility equal to or longer than 2 academic years.

#### Settling-in allowance [Only for students]

An additional month's subsistence allowance will be provided to cover settling in.

#### Payment and management of the scholarship

The coordinating university, Kenyatta University, is responsible for the management of the payment of the subsistence allowance, purchase of the travel flight tickets and reimbursement of visa costs.

Changes in the grantee's bank account or contact email during the stay abroad are discouraged. If such a change cannot be avoided due to *force majeure*, the grantee should inform the project manager at Kenyatta University ([nganga.caroline@ku.ac.ke](mailto:nganga.caroline@ku.ac.ke)) as soon as possible.

The settling-in allowance, the special allowance for female students, and the first monthly subsistence allowance will be paid to the grantee on registration at the host institution. Subsequent monthly subsistence allowances will be paid in advance according to the policies of the host university.

#### Travel arrangements & visa costs

The ABEM Coordination Office will be responsible for reimbursing costs related to the visa application, and for booking and purchasing the grantees' two-way economy class travel ticket between the cities of the home and host institutions, with reference to the maximum amounts foreseen by the EACEA for such travel following the table below.



Distance (km)	Maximum amount (€)
< 500	250
500– 1.000	500
1.000– 1.500	750
1.500 – 2.500	1.000
2.500 – 5.000	1.500
5.000 – 10.000	2.000
> 10.000	2.500

The grantee should arrive and leave the host university on dates as close as possible to those stated in the Invitation Letter provided by the host university, within a margin of up to seven days. E.g. if the dates of the grantee’s mobility are from June 15<sup>th</sup> to December 15<sup>th</sup>, the grantee should not arrive at the host university before June 9<sup>th</sup> and should have left by December 22<sup>nd</sup>.

**IMPORTANT:** If 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, for example, bus or train used to undertake the travel, so as to be able to submit a reimbursement request to the Coordination Office

### Insurance

The coordinating/home or host university will organize and pay full insurance coverage (accident, travel, health) for the full length of the duration of the scholarship.

It is the personal responsibility of the grantee to assure insurance coverage for any period exceeding the official duration of Intra-Africa scholarship.

### PERIOD ABROAD

#### Arriving at the host university

- 1) The grantee is required to sign the *learning agreement* immediately.
- 2) The grantee must open a bank account and complete the *Bank Detail Form*. The *Bank Detail Form* must be submitted to the project manager at the Kenyatta University ([nganga.caroline@ku.ac.ke](mailto:nganga.caroline@ku.ac.ke)).
- 3) The official contact person at the host university confirms arrival to the project manager at Kenyatta University ([nganga.caroline@ku.ac.ke](mailto:nganga.caroline@ku.ac.ke)).

#### Tuition Fees

##### At the home university:

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

##### At the host university:

For short stays no tuition fees will be charged.

Degree seeking students will not pay tuition fees at the host university. If applicable, the Intra-Africa – scholarship scheme will cover the costs of the fees following the rules and regulations agreed by the partnership.

\* The partnership will cover the participation costs incurred by students on mobility programmes of 10 months or longer. The participation costs shall cover tuition and/or registration fees, additional library, student unions, residence permit, language courses costs etc. on an equal basis to that charged to local students (if allowed).

## Academic commitment

### For credit-seeking students:

It is the grantee's responsibility to submit the Learning Agreement or Study/Research Plan including possible changes made to the originally proposed Learning Agreement or Study/Research Plan signed by him/herself and the

- official project contact person at the home university (if applicable);
- academic coordinator at the home university;
- official ABEM contact person at the host university;
- academic coordinator/head of department or other organisational unit at the host university.

A copy of this document must be submitted to the project manager at Kenyatta University ([nganga.caroline@ku.ac.ke](mailto:nganga.caroline@ku.ac.ke)) four weeks after the starting date of academic activities at the host university, at the latest.

### For staff:

Staff grantees are responsible for submitting their Research/Work Plan including possible changes made to the originally proposed Research/Work Plan signed by them and the

- official contact persons at the home and host universities;
- academic coordinator/head of department or other organisational unit at the home and host universities.

A copy must be submitted to the project manager at Kenyatta University ([nganga.caroline@ku.ac.ke](mailto:nganga.caroline@ku.ac.ke)) ten days after the starting date of mobility, at the latest.

## Regular reports

Regular progress reports are to be submitted if the mobility flow is longer than one semester. A final report is to be submitted by all grantees (including mobilities of one semester or less) at the end of the mobility period at the host university.

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

The first report is due after one semester and the subsequent reports are to be submitted at the end of the first and, if applicable, the second year. Each report is to be accompanied by a short standardized statement by the supervisor evaluating the grantee's performance and, based on performance, recommending the renewal or termination of the scholarship. The reports are to be sent to the project manager at Kenyatta University ([nganga.caroline@ku.ac.ke](mailto:nganga.caroline@ku.ac.ke)).

### Final report:

At the end of the mobility period at the host university, each grantee is to prepare a detailed final report which is to be submitted with the written endorsement of the supervisor and the official contact person at the host university to the project manager at Kenyatta University ([nganga.caroline@ku.ac.ke](mailto:nganga.caroline@ku.ac.ke)).

## Interruption of the mobility or withdrawal from the scholarship

Any absence from host programme activities must be duly justified to the ABEM project leader at the host institution (e.g. with a statement from a medical professional), with a copy to the Coordination Office.

In exceptional cases, interruption of academic activities may be necessary for other reasons. Such interruptions should be discussed with and approved by the ABEM project leader at the host institution, and the Coordination Office must be informed. If the grantee is not involved in any academic activity at the host university for more than 1 month, no subsistence allowance will be paid out for this period. As soon as



academic activities continue at the host university, the grant will continue to be transferred. This does not apply to illness while in the host country and regular vacation periods at the host university.

Regular vacation periods should be discussed with, and approved by, the ABEM project leader at the host university, and should align with host university policies.

If the duration of the academic activities plus the vacation periods, adds up to more than the maximum duration of the grant awarded, the vacation periods normally covered by the grant will 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 leaves the host university before the official end of the mobility period, the payment of the scholarship will be terminated immediately. If the grantee graduates with the degree for which the scholarship has been awarded before the official end of the mobility period, the scholarship will be terminated at the time of graduation.

**END OF MOBILITY**

**Before leaving the host university**

The following documents are to be submitted to the project manager at Kenyatta University ([nganga.caroline@ku.ac.ke](mailto:nganga.caroline@ku.ac.ke)) 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 grantee
4. Updated and signed Learning Agreement or Study/Research Plan (only applicable if changes occurred after the start of mobility)
5. *Only for staff:* Updated and signed Study/Research/Work Plan (only applicable if changes occurred after the start of mobility)
6. *Only for students:* all transcripts of records (all degree students and credit-seeking students if applicable) and all documents detailing academic achievements including a copy of the degree awarded

Hereby I confirm to have carefully read, am fully aware of, and accept the scholarship guidelines laid down in the present agreement.

Name of grantee: \_\_\_\_\_

Host University: \_\_\_\_\_

Expected start date: \_\_\_\_\_

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of the grantee





**LEARNING AGREEMENT ADDENDUM**

Name of student: .....  
 Sending Institution: .....Country:.....

Receiving institution: ..... Country: ... ..

**CHANGES TO ORIGINAL LEARNING AGREEMENT  
 (to be completed ONLY if applicable)**

Course unit code (if any)	Course unit title (as indicated in the course catalogue)	Deleted course unit	Added course unit	Number of credits in host institution programme
.....	.....	<input type="checkbox"/>	<input type="checkbox"/>	.....
.....	.....	<input type="checkbox"/>	<input type="checkbox"/>	.....
.....	.....	<input type="checkbox"/>	<input type="checkbox"/>	.....
.....	.....	<input type="checkbox"/>	<input type="checkbox"/>	.....
.....	.....	<input type="checkbox"/>	<input type="checkbox"/>	.....
.....	.....	<input type="checkbox"/>	<input type="checkbox"/>	.....
.....	.....	<input type="checkbox"/>	<input type="checkbox"/>	.....
.....	.....	<input type="checkbox"/>	<input type="checkbox"/>	.....
.....	.....	<input type="checkbox"/>	<input type="checkbox"/>	.....
.....	.....	<input type="checkbox"/>	<input type="checkbox"/>	.....

If necessary, continue this list on a separate sheet

Student's signature ..... Date: .....

**SENDING INSTITUTION**

We confirm approval of the above-listed changes to the initially accepted learning agreement.

Signature of Supervisor ..... Signature of Head of Department or Organisational Unit .....

Date: ..... Date: .....

**HOSTING INSTITUTION**

We confirm approval of the above-listed changes to the initially accepted learning agreement.

Signature of Head of Department or Organisational Unit ..... Signature of ABEM project leader .....

Date: ..... Date: .....



## APPENDIX C: Sample Nomination Letter

Dear [name of awardee]

### African Biomedical Engineering Mobility: Application outcome

We thank you for your patience during the selection process for the first round of applications under the ABEM project.

It is with great pleasure that we wish to inform you that **you have been selected** to undertake [type of mobility] mobility at [name of university]. The maximum duration of the scholarship is [duration]. You are expected to take up the scholarship and report to your host institution for the start of the [year] academic year. Further information on the start date will be provided by the university. [Contact person] will assist where necessary with your transition to the [name of university].

Within the ABEM framework, you will be granted the following support for your degree programme:

For all master's students:

- return flight ticket and reimbursement for visa application costs;
- insurance (health, accident, travel);
- a once-off settling-in allowance (€ 600);
- a monthly subsistence allowance (€ 600);
- an additional yearly allowance for female candidates undertaking mobility equal to or longer than 2 academic years (€ 600);

For all PhD students:

- return flight ticket and reimbursement for visa application costs;
- insurance (health, accident, travel);
- a once-off settling-in allowance (€ 900);
- a monthly subsistence allowance (€ 900);
- an additional yearly allowance for female candidates undertaking mobility equal to or longer than 2 academic years (€ 900);

For student mobility of at least 10 months:

- participation costs such as tuition fees, registration fees and service fees where applicable;
- a contribution towards research costs.

For staff:

- return flight ticket and reimbursement for visa application costs;
- insurance (health, accident, travel);
- a monthly subsistence allowance (€ 1,200).

**Important:** in order for preparations to start for your mobility period at your host institution, **we ask you to confirm your acceptance of this scholarship within 10 days of receipt of this letter.** To do so, please read and sign the "Mobility agreement", which is attached to this message, and return it to [info@africanbmemobility.org](mailto:info@africanbmemobility.org). In addition, please read the "Guidelines", also attached, carefully.

By signing the Mobility Agreement, you formally declare that you accept the mobility scholarship and its terms and conditions under the ABEM project. **Please note that if we do not receive the**



**signed document by the indicated deadline, we will regard the offer of this scholarship as having been declined.**

For student mobility, you are required to submit an application to your host institution using their formal application procedure. Please liaise with your host for information on the application process and to obtain an institutional letter of acceptance.

If you wish to appeal this outcome, please send a letter of appeal to the ABEM Coordination Office, explaining why you believe that your application has been assessed unfairly. The selection committee will consider and respond to your appeal within 30 days of receipt of the letter.

On behalf of all the ABEM partners, we wish to congratulate you on your successful application. Should you have any questions, please do not hesitate to contact us.

Best wishes,  
The ABEM Coordination Office  
[info@africanbmemobility.org](mailto:info@africanbmemobility.org)

