African Biomedical Engineering Mobility (ABEM) Guidelines for Applicants

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Updated May 2020
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:

<table>
<thead>
<tr>
<th>Institution</th>
<th>Country</th>
</tr>
</thead>
<tbody>
<tr>
<td>KU</td>
<td>Kenya</td>
</tr>
<tr>
<td>AAU</td>
<td>Ethiopia</td>
</tr>
<tr>
<td>CU</td>
<td>Egypt</td>
</tr>
<tr>
<td>MUST</td>
<td>Uganda</td>
</tr>
<tr>
<td>UCT</td>
<td>South Africa</td>
</tr>
<tr>
<td>UNILAG</td>
<td>Nigeria</td>
</tr>
</tbody>
</table>

Technical partner:

<table>
<thead>
<tr>
<th>Institution</th>
<th>Country</th>
</tr>
</thead>
<tbody>
<tr>
<td>UNIPI</td>
<td>Italy</td>
</tr>
</tbody>
</table>

Associated partner:

<table>
<thead>
<tr>
<th>Institution</th>
<th>Country</th>
</tr>
</thead>
<tbody>
<tr>
<td>Uganda Industrial Research Institute</td>
<td>Uganda</td>
</tr>
</tbody>
</table>

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:
Participants
Mobility types
Duration

<table>
<thead>
<tr>
<th>Target group 1</th>
<th>Target Group 1</th>
<th>Target Group 2</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>Students</td>
<td>Master’s</td>
<td>6-24 months</td>
<td>6</td>
</tr>
<tr>
<td>registered in or having obtained a degree from one of the six African partner institutions, wishing to study at a different partner institution.</td>
<td>Doctorate</td>
<td>6-48 months</td>
<td>10</td>
</tr>
<tr>
<td>Staff</td>
<td>Visits for teaching and/or research, or for engagement on administration and management</td>
<td>1 – 6 months</td>
<td>20</td>
</tr>
<tr>
<td>working in or associated with one of six African partner institutions, wishing to visit a different partner institution.</td>
<td></td>
<td></td>
<td>30</td>
</tr>
</tbody>
</table>

Target group 2
Students
Master’s
Doctorate
6-24 months
6-48 months

The eligible countries are presented in the table below:

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

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.

<table>
<thead>
<tr>
<th>Type of mobility</th>
<th>Target Group 1</th>
<th>Target Group 2</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>Masters</td>
<td>16</td>
<td>16</td>
<td>32</td>
</tr>
<tr>
<td>Doctorates</td>
<td>6</td>
<td>4</td>
<td>10</td>
</tr>
<tr>
<td>Staff</td>
<td>10</td>
<td></td>
<td>10</td>
</tr>
<tr>
<td>TOTAL</td>
<td>32</td>
<td>20</td>
<td>52</td>
</tr>
</tbody>
</table>
An indicative breakdown of credit-seeking and degree-seeking student mobility is given below. This may be adjusted to optimize project implementation.

<table>
<thead>
<tr>
<th>Type of mobility</th>
<th>Credit-seeking</th>
<th>Degree-seeking</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>Masters</td>
<td>6</td>
<td>26</td>
<td>32</td>
</tr>
<tr>
<td>Doctorates</td>
<td>6</td>
<td>4</td>
<td>10</td>
</tr>
<tr>
<td>TOTAL</td>
<td>12</td>
<td>30</td>
<td>42</td>
</tr>
</tbody>
</table>

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) 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:

<table>
<thead>
<tr>
<th></th>
<th>Level of incoming mobility</th>
<th>Degree- or credit-seeking mobility</th>
<th>Biomechanics &amp; Rehabilitation Engineering</th>
<th>eHealth</th>
<th>Health Informatics</th>
<th>Medical Devices &amp; Instrumentation</th>
<th>Medical Imaging</th>
</tr>
</thead>
<tbody>
<tr>
<td>AAU</td>
<td>master’s</td>
<td>degree-seeking</td>
<td>✓</td>
<td></td>
<td></td>
<td></td>
<td>✓</td>
</tr>
<tr>
<td>CU</td>
<td>master’s</td>
<td>both</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td></td>
<td>doctoral</td>
<td>both</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>KU</td>
<td>master’s</td>
<td>both</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>✓</td>
</tr>
<tr>
<td>MUST</td>
<td>master’s</td>
<td>both</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>UCT</td>
<td>master’s</td>
<td>both</td>
<td></td>
<td>✓</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>doctoral</td>
<td>both</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>UNILAG</td>
<td>master’s</td>
<td>credit-seeking</td>
<td>✓</td>
<td></td>
<td></td>
<td></td>
<td>✓</td>
</tr>
</tbody>
</table>

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.

<table>
<thead>
<tr>
<th></th>
<th>AAU</th>
<th>CU</th>
<th>MUST</th>
<th>UCT</th>
<th>UNILAG</th>
</tr>
</thead>
<tbody>
<tr>
<td>Addis Ababa University (AAU)</td>
<td>5 AAU = 2 CU</td>
<td>3 AAU = 2 MUST</td>
<td>1 AAU = 2 UCT</td>
<td>3 AAU = 1 UNILAG</td>
<td></td>
</tr>
<tr>
<td>Cairo University (CU)</td>
<td>2 CU = 5 AAU</td>
<td>3 CU = 5 MUST</td>
<td>1 CU = 5 UCT</td>
<td>6 CU = 5 UNILAG</td>
<td></td>
</tr>
<tr>
<td>Mbarara (MUST)</td>
<td>2 MUST = 3 AAU</td>
<td>5 MUST = 3 CU</td>
<td>1 MUST = 3 UCT</td>
<td>2 MUST = 1 UNILAG</td>
<td></td>
</tr>
<tr>
<td>University of Cape Town (UCT)</td>
<td>2 UCT = 1 AAU</td>
<td>5 UCT = 1 CU</td>
<td>3 UCT = 1 MUST</td>
<td>6 UCT = 1 UNILAG</td>
<td></td>
</tr>
<tr>
<td>University of Lagos (UNILAG)</td>
<td>1 UNILAG = 3 AAU</td>
<td>5 UNILAG = 6 CU</td>
<td>1 UNILAG = 2 MUST</td>
<td>1 UNILAG = 6 UCT</td>
<td></td>
</tr>
</tbody>
</table>

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 is 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.

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

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

<table>
<thead>
<tr>
<th>Assessment of staff applications - points breakdown (Total: 100)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Quality of proposal</td>
</tr>
<tr>
<td>Motivation</td>
</tr>
<tr>
<td>Publications: journal articles or conference abstracts</td>
</tr>
</tbody>
</table>

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.

<table>
<thead>
<tr>
<th>Mobility type</th>
<th>Monthly allowance</th>
<th>Once-off settling-in allowance</th>
</tr>
</thead>
<tbody>
<tr>
<td>Master’s</td>
<td>€ 600</td>
<td>€ 600</td>
</tr>
<tr>
<td>Doctoral</td>
<td>€ 900</td>
<td>€ 900</td>
</tr>
<tr>
<td>Staff</td>
<td>€ 1,200</td>
<td>------</td>
</tr>
</tbody>
</table>
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.

<table>
<thead>
<tr>
<th>Mobility type</th>
<th>Participation costs per academic year for mobility equal to or longer than 10 months</th>
<th>Research costs per academic year for mobility equal to or longer than 10 months</th>
<th>Insurance (maximum per month)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Master’s</td>
<td>€ 3,500</td>
<td>€ 600</td>
<td>€ 75</td>
</tr>
<tr>
<td>Doctoral</td>
<td>€ 4,000</td>
<td>€ 2,000</td>
<td>€ 75</td>
</tr>
<tr>
<td>Staff</td>
<td>--------</td>
<td>------</td>
<td>€ 75</td>
</tr>
</tbody>
</table>

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
Coordination Office: Kenyatta University
Project Coordinator: Dr June Madete
Email address for all enquiries: 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.
African Biomedical Engineering Mobility: MOBILITY AGREEMENT

Full official name of the Host Institution:
Official address in full:

Called hereafter "the Host University", represented for the purposes of signature of this agreement by the ABEM contact person at the Host University,
Host contact (surname and forename):
Function:
Email:

and

Mr/Ms (student/staff surname and forename):
Date of birth:
Nationality:
Official address in full:
Phone:
E-mail:

Called hereafter “the scholarship holder”,

have agreed the provisions below which form an integral part of this agreement ("the agreement").

1. The agreement

1.1 The Host University shall provide support to the scholarship holder for undertaking a mobility activity under the Intra-Africa Academic Mobility Scheme, in the framework of project no. 581261 African Biomedical Engineering Mobility (ABEM).

1.2 The scholarship holder accepts the mobility conditions and the individual and travel support as specified in this agreement.

1.3. Amendments to the agreement, including to the start and end dates, shall be requested and agreed by both parties through a normal notification by letter or by electronic message.

1.4. The scholarship holder confirms that they have not previously benefited from a scholarship under the Intra-Africa Academic Mobility Scheme or the Intra-ACP Academic Mobility Scheme.

2. Details of the mobility

Type of Mobility (credit-seeking / degree seeking / staff):
Nature of mobility (studies/research/teaching/training):
Area of study/work (subject, e.g. Biomedical Engineering):
Maximum duration in months:
Mobility period start date:
Mobility period end date:
Target Group for students (1 or 2):
3. Duration of the mobility/scholarship

3.1 The maximum duration of the scholarship is stated in Article 2. The total duration of the scholarship may not exceed the maximum duration of the scholarship nor the duration of the academic program itself.

3.2 The mobility period start and end dates are stated in Article 2. The start date of the mobility period shall be the first day that the scholarship holder needs to be present at the Host University. The end date of the period abroad shall be the last day the scholarship holder needs to be present at the Host University.

3.3 Demands to the institution to modify the duration should be introduced at least one month before the end of the originally planned mobility period. The mobility must respect the maximum duration foreseen by the Intra-Africa Programme, notably 6 months for staff mobility, 24 months for Master’s degrees and 48 months for Doctoral degrees.

3.4 The Transcript of Records or Teaching/Traineeship certificate or Mobility Statement shall provide the confirmed start and end dates of the mobility period.

4. Subsistence allowance

A monthly subsistence allowance will be provided to cover the costs during the mobility period. 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)

5. Settling-in allowance [applies only to master’s and doctoral students]

An additional month’s subsistence allowance will be provided on arrival to cover the costs of settling in.

6. Allowance for female scholarship holders [applies only to master’s and doctoral students]

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 (this additional allowance will only be provided if the scholarship holder has fulfilled all the academic obligations corresponding to 2 academic years and completed a mobility period with a minimum duration of 20 months).

7. Travel arrangements & visa costs

7.1 A travel ticket in economy class will be provided to the scholarship holder. The visa costs will also be covered by the project. For this purpose, the scholarship holder should get in touch with the project contact person, Ms Caroline Ng’ang’a (nganga.caroline@ku.ac.ke) - in order to agree on travel arrangements.

7.2 The maximum amount for travel costs (return ticket(s) and visa costs) are defined based on the distance between on the Home University (for Target Group 1) or location of origin (for Target Group 2) of the student/staff and the Host University premises.

7.3 Only for mobility equal to or longer than 2 academic years, 2 return tickets can be purchased to allow for an additional journey home during the long mobility. To be entitled to a second return ticket, students
must have fulfilled all the academic obligations corresponding to 2 academic years and completed a mobility period of a minimum duration of 20 months.

7.4 The scholarship holder should arrive and leave the Host University on dates as close as possible to those stated in Article 3.2 and provided by the Host University, within a margin of up to seven days.

IMPORTANT: The original travel documents (invoices, tickets, boarding passes, etc.) must be handed to the Host University. Furthermore, in case of advance payment by the scholarship holders, a request for reimbursement of travel and visa costs has to be signed. Without the original travel documents, the travel costs cannot be reimbursed.

Payment arrangements

8.1 The Project Coordinating institution (Kenyatta University) will provide the scholarship holder with individual and travel support in a timely manner.

8.3 Payments to the scholarship holder shall be made to the bank account indicated by the scholarship holder upon arrival at the Host University. Payments shall be made in accordance with the policies of the Host University.

Confirmation by the bank of the bank account details shall be provided to the Host University and to the Coordinating Institution (nganga.caroline@ku.ac.ke):

- Bank account where the financial support should be paid
- Bank account holder (if different than student)
- Bank name:
- Clearing/BIC/SWIFT number
- Account/IBAN number

Any change of the bank account or the contact email of the scholarship holder during the stay abroad must to be communicated to the Host University contact person immediately.

8.4 The conversion to local currency of the allowance amounts indicated in EURO will be done at the exchange rate at which funds were paid to the university making the payment.

8.5 The financial support may not be used to cover similar costs already covered by EU funds.

8.7 The financial support or part thereof shall be repaid by the scholarship holder if they do not carry out the mobility activity in compliance with the terms of the agreement. If the scholarship holder terminates the agreement before it ends, they shall have to refund the amount of the grant already paid, except under the circumstances indicated in Art. 15.

8.8 The financial support shall be repaid by the scholarship holder in case of fraud or false declaration.

9. Insurance

9.1 The project will provide the scholarship holder with adequate insurance coverage. Cover must take effect by the time the scholarship holder starts their journey to participate in the mobility and must be valid until one month after the end of the mobility.

9.2 The Coordinating Institution will organize and pay full insurance coverage (accident, travel, health) for the full length of the duration of the scholarship.
9.3 It is the personal responsibility of the grantee to assure insurance coverage for any period exceeding the official duration of Intra-Africa scholarship.

10. Obligations on arrival at the Host University

10.1 The grantee is required to sign the learning agreement immediately.

10.2 The grantee must open a bank account and inform the Host University and the Coordinating Institution as indicated in Article 8.3.

10.3 The official contact person at the Host University must confirm arrival to the project manager at Kenyatta University (nganga.caroline@ku.ac.ke).

11. Tuition fees [applies only to master’s and doctoral students]

11.1 At the Home University
The scholarship holder will continue paying the registration/tuition fees at their Home University only if the mobility is less than 10 months.

11.2 At the Host University
No tuition fees will be charged to the student. If applicable, the Intra-Africa scholarship scheme will cover the participation fees following the rules and regulations agreed by the partnership.

12. Research costs [applies only to master’s and doctoral students]

The costs of research carried out during the mobility can be covered up to a maximum of EUR 600 per annum for master’s and EUR 2,000 per annum for doctoral research, in cases where the mobility has a minimum duration of 10 months. These funds are managed by the partnership in accordance with the MoU and are distributed at the discretion of the partnership, based on the research needs of scholarship holders.

13. Academic commitment

For students
It is the grantee’s responsibility to sign and submit the Learning Agreement or Study/Research Plan, as well as possible changes made to the originally proposed Learning Agreement or Study/Research Plan; this document must also be signed by the
- the responsible person at the Home University (for credit-seeking mobility)
- the responsible person at the Host University
This document must be signed four weeks after the starting date of academic activities at the Host University, at the latest, and a copy must be submitted by the Host University to the contact person at the Coordinating Institution (nganga.caroline@ku.ac.ke).

For staff
Staff scholarship holders are responsible for signing and submitting their Research/Work Plan, as well as possible changes made to the originally proposed Research/Work Plan; this document must also be signed by the
- the responsible person at the Home University
- the responsible person at the Host University
This document must be signed 10 days after the starting date of academic activities at the Host University, at the latest, and a copy must be submitted by the Host University to the contact person at the Coordinating Institution (nganga.caroline@ku.ac.ke).
14. 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 scholarship holders at the end of the mobility period.

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 scholarship holder’s performance and, based on performance, recommending the renewal or termination of the scholarship. The reports are to be sent to the contact person at the Coordinating Institution (nganga.caroline@ku.ac.ke).

Final report
At the end of the mobility period at the Host University, each scholarship holder 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).

15. Interruption of the mobility or withdrawal from the scholarship

The student mobility period may only be interrupted if the student temporarily has to suspend the academic activities at the Host University for duly justified and well documented personal reasons (e.g. serious illness, parent loss, etc.) or academic reasons (e.g. research activities abroad).

15.1 Suspension/interruption for personal reasons: the scholarship payment will be interrupted until the scholarship holder has resumed the academic activities at the Host University. However, if despite the temporary absence, the scholarship holder can catch up on the study/research activities without needing to extend the originally agreed scholarship duration, the monthly allowances corresponding to the period of interruption could be paid to the student on agreement by the partnership.

If the scholarship holder could not catch up because of serious and justified reasons, their absence might lead to an extension of the mobility duration, within the maximum eligible duration for this type of mobility (see Article 3.3 of this agreement).

15.2 Suspension/interruption for academic reasons: academic grounds may justify an interruption of a period of mobility, for instance to allow a student to study or carry out research activities for a short period of time abroad (e.g. in his/her home country or any other institution outside the partnership). However, in this case, the scholarship will not be paid during the period of interruption.

Institutional breaks in the academic calendar and the scholarship holders’ vacation rights are not considered suspension/interruption and are not concerned by the above provisions.

15.3 Early termination: if the scholarship holder withdraws during the mobility, the payment of the subsistence allowance is terminated at the time of termination.

16. Obligations before leaving the Host University

The following documents are to be submitted to the project manager at Coordinating Institution (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 scholarship holder
4. Only for students: 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)

We, the undersigned parties to the present agreement, hereby confirm to have carefully read, to be fully aware of, and to accept the provisions laid down in, the present agreement.

Signatures

Name of scholarship holder:
Date:
Signature of the scholarship holder:

Name of the Contact person at the Host University:
Date:
Signature of the contact person at the Host University
APPENDIX B: Sample Learning Agreement

INTRA-AFRICA Academic Mobility Scheme

LEARNING AGREEMENT – degree-seeking mobility

Planned period of mobility: from (month/year).................. to (month/year)..................

<table>
<thead>
<tr>
<th>Student</th>
<th>Last name(s)</th>
<th>First name(s)</th>
<th>Date of birth</th>
<th>Nationality</th>
<th>Sex [M/F]</th>
<th>Field of education</th>
</tr>
</thead>
<tbody>
<tr>
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<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Previous degree received (type and title)</th>
<th>Awarded by (name and country of the awarding Institution)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Host Institution (degree-awarding)</th>
<th>Name</th>
<th>Faculty/Department</th>
<th>Address</th>
<th>Country</th>
<th>Contact person name/email/phone</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tbody>
</table>

Table A to be filled in and signed before the mobility:

Type of degree to be awarded at the end of the mobility

Title of the degree

Details of the Study Programme at the Host Institution (optional):

<table>
<thead>
<tr>
<th>Component² code (If any)</th>
<th>Component title at the Host Institution (as indicated in the course catalogue)</th>
<th>Semester [e.g. autumn/spring term]</th>
<th>Number of agreed credits (or equivalent) to be awarded by the Host Institution upon successful completion</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tbody>
</table>

Total: ...

Commitment

By signing this document, the student and the Host Institution confirm that they approve the Learning Agreement and that they will comply with all the arrangements agreed by them. The Host Institution confirms that the educational components listed in Table A are in line with its course catalogue and should be available to the student.

<table>
<thead>
<tr>
<th>Commitment</th>
<th>Name</th>
<th>Email</th>
<th>Position</th>
<th>Date</th>
<th>Signature²</th>
</tr>
</thead>
</table>

By:

<table>
<thead>
<tr>
<th>Student</th>
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</thead>
</table>

Responsible person at the Host Institution:

<table>
<thead>
<tr>
<th>Name</th>
<th>Email</th>
<th>Position</th>
<th>Date</th>
<th>Signature²</th>
</tr>
</thead>
</table>

By:

<table>
<thead>
<tr>
<th>Name</th>
<th>Email</th>
<th>Position</th>
<th>Date</th>
<th>Signature²</th>
</tr>
</thead>
</table>
INTRA-AFRICA Academic Mobility Scheme

LEARNING AGREEMENT degree-seeking mobility - amendment

Table A2 to be filled in and approved in case of exceptional changes:

<table>
<thead>
<tr>
<th>Type of degree to be awarded at the end of the mobility</th>
<th>Title of the degree</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Details of the changes in the Study Programme at the Host Institution (optional):

<table>
<thead>
<tr>
<th>Component code (if any)</th>
<th>Component title at the Host Institution (as indicated in the course catalogue)</th>
<th>Deleted component (tick if applicable)</th>
<th>Added component (tick if applicable)</th>
<th>Reason for change</th>
<th>Number of agreed credits (or equivalent)</th>
</tr>
</thead>
<tbody>
<tr>
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</table>

**Approval**

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
<th>Date</th>
<th>Signature</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student</td>
<td>Student</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Responsible person at the Host Institution⁶</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

⁴ Additional rows and columns can be added as needed in all tables.

⁵ An "educational component" is a self-contained and formal structured learning experience that features learning outcomes, credits and forms of assessment. Examples of educational components are: a course, module, seminar, laboratory work, practical work, preparation/research for a thesis, mobility window or free electives.

⁶ Course catalogue: up-to-date information on the institution’s learning environment that should be available to students before the mobility period and throughout their studies to enable them to make the right choices and use their time most efficiently. The information concerns, for example, the qualifications offered, the learning, teaching and assessment procedures, the level of programmes, the individual educational components and the learning resources.

⁶ All parties must sign the Learning Agreement before the start of the mobility. It is not compulsory to circulate papers with original signatures; scanned copies of signatures or digital signatures may be accepted, depending on the national legislation or institutional regulations.

⁷ The responsible person at the Host Institution is an academic who has the authority to approve the Learning Agreement, to exceptionally amend it when it is needed, as well as to guarantee full recognition of such programme on behalf of the responsible academic body.

⁸ All changes should be indicated in Tables A2, while Tables A should not be modified. All Tables (A and A2) should be kept together in all communications. Changes to the study programme abroad should be approved by all parties.
INTRA-AFRICA Academic Mobility Scheme

LEARNING AGREEMENT – credit-seeking mobility

Planned period of mobility: from (month/year)............... to (month/year)............... 

<table>
<thead>
<tr>
<th>Student</th>
<th>Last name(s)</th>
<th>First name(s)</th>
<th>Date of birth</th>
<th>Nationality</th>
<th>Sex [M/F]</th>
<th>Study cycle</th>
<th>Field of education</th>
</tr>
</thead>
<tbody>
<tr>
<td>Home Institution</td>
<td>Name</td>
<td>Faculty/Department</td>
<td>Address</td>
<td>Country</td>
<td>Contact person name/email/phone</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Host Institution</td>
<td>Name</td>
<td>Faculty/Department</td>
<td>Address</td>
<td>Country</td>
<td>Contact person name/email/phone</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

To be filled in and signed before the mobility

Details of the Study Programme at the Host Institution

<table>
<thead>
<tr>
<th>Component code (if any)</th>
<th>Component title at the Host Institution (as indicated in the course catalogue)</th>
<th>Semester [e.g. autumn/spring term]</th>
<th>Number of agreed credits (or equivalent) to be awarded by the Host Institution upon successful completion</th>
</tr>
</thead>
<tbody>
<tr>
<td>Table A' Before the mobility</td>
<td></td>
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</tr>
<tr>
<td>Total: ...</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Recognition at the Home Institution

<table>
<thead>
<tr>
<th>Component code (Faky)</th>
<th>Component title at the Home Institution (as indicated in the course catalogue)</th>
<th>Semester [e.g. autumn/spring term]</th>
<th>Number of credits (or equivalent) to be recognised by the Home Institution</th>
</tr>
</thead>
<tbody>
<tr>
<td>Table B' Before the mobility</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
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<tr>
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<td></td>
<td></td>
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</tr>
<tr>
<td>Total: ...</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Provisions applying if the student does not complete successfully some educational components:

Commitment

By signing this document, the student, the Home Institution and the Host Institution confirm that they approve the Learning Agreement and that they will comply with all the arrangements agreed by all parties.

- The Host Institution confirms that the educational components listed in Table A are in line with its course catalogue and should be available to the student.
- The Home Institution confirms to recognise all the credits or equivalent units gained at the Host Institution for the successfully completed educational components and to count them towards the student’s degree as described in Table B. Any exceptions to this rule are documented in an annex of this Learning Agreement and agreed by all parties.

The student and the Home Institution will communicate to the Home Institution any problem or change regarding the study programme, responsible persons and/or study period.

<table>
<thead>
<tr>
<th>Commitment</th>
<th>Name</th>
<th>Email</th>
<th>Position</th>
<th>Date</th>
<th>Signature*</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Responsible person at the Home Institution</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Responsible person at the Host Institution</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
INTRA-AFRICA Academic Mobility Scheme
LEARNING AGREEMENT credit-seeking mobility - amendment

To be filled in and approved during the mobility in case of changes

### Exceptional changes to Table A

<table>
<thead>
<tr>
<th>Table A2</th>
<th>During the mobility</th>
<th>Component code (if any)</th>
<th>Component title at the Host Institution (as indicated in the course catalogue)</th>
<th>Deleted component [tick if applicable]</th>
<th>Added component [tick if applicable]</th>
<th>Reason for change</th>
<th>Number of credits (or equivalent)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
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<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Exceptional changes to Table B (if applicable)

<table>
<thead>
<tr>
<th>Table B2</th>
<th>During the mobility</th>
<th>Component code (if any)</th>
<th>Component title at the Home Institution (as indicated in the course catalogue)</th>
<th>Deleted component [tick if applicable]</th>
<th>Added component [tick if applicable]</th>
<th>Number of credits (or equivalent)</th>
</tr>
</thead>
<tbody>
<tr>
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<td></td>
<td></td>
</tr>
</tbody>
</table>

### Approval

<table>
<thead>
<tr>
<th>Role</th>
<th>Name</th>
<th>Position</th>
<th>Date</th>
<th>Signature</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student</td>
<td>Student</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Responsible person at the Home Institution</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Responsible person at the Host Institution</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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1. Additional rows and columns can be added as needed in all tables.
2. An "educational component" is a self-contained and formal structured learning experience that features learning outcomes, credits and forms of assessment. Examples of educational components are: a course, module, seminar, laboratory work, practical work, preparation/research for a thesis, mobility window or free electives.
3. Course catalogues: up-to-date information on the institution's learning environment that should be available to students before the mobility period and throughout their studies to enable them to make the right choices and use their time most efficiently. The information concerns, for example, the qualifications offered, the learning, teaching and assessment procedures, the level of programmes, the individual educational components and the learning resources.
4. All parties must sign the Learning Agreement before the start of the mobility. It is not compulsory to circulate papers with original signatures; scanned copies of signatures or digital signatures may be accepted, depending on the national legislation or institutional regulations.
5. The responsible person at the Home Institution is an academic who has the authority to approve the Learning Agreement, to exceptionally amend it when needed, as well as to guarantee full recognition of such programme on behalf of the responsible academic body.
6. The responsible person at the Host Institution is an academic who has the authority to approve the Learning Agreement, to exceptionally amend it when it is needed.
7. All changes should be indicated in Tables A2 and B2, while Tables A and B ("before the mobility") should not be modified. All Tables (A, B, A2 and B2) should be kept together in all communications. Changes to the study programme abroad should be approved by all parties.
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 for a mobility scholarship, as follows:

Host Institution:
Host contact person:
Host contact email:
Type of Mobility (credit-seeking / degree seeking / staff):
Maximum duration in months:
Mobility period start date:
Mobility period end date:

Within the ABEM framework, you will be granted the following support for your 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, managed by the ABEM partnership and provided to the Host University.
- a contribution towards research costs, managed by the ABEM partnership and provided to the Host University.

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. 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