

AMIDILA

Academic mobility for inclusive development in Latin America

Erasmus Mundus Action 2

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ANNEX III

SCHOLAR CONTRACT

Award of a grant in the Erasmus Mundus Action 2 Lot 15 – strand 1

2013-2588/001-001-EM Action 2 Partnerships

The University of Bologna, acting as the Coordinator of the Erasmus Mundus Action 2 Consortium AMIDILA, duly represented for the purposes of the award of the grant by Mr Filippo Sartor, located in Via Filippo Re 4, 40126 Bologna, hereby confirms the award of an AMIDILA scholarship as specified in the Letter of Nomination to [FULL NAME AND SURNAME], hereafter called the grantee.

DEFINITIONS:

Coordinator: University of Bologna

Consortium: the 20 AMIDILA partner universities

Home university: University of origin of the grantee in the Home Country

Host university: Host University in the Host Country

Contact person: AMIDILA contact person at each AMIDILA partner university

(Find a list here: <http://www.unibo.it/AMIDILA/Destinations/default.htm>)

Target Group 1, Target group 2, Target Group 3: respectively TG1, TG2 and TG3

EMA2: Erasmus Mundus Action 2

EACEA: Education, Audiovisual and Culture Executive Agency

EXCHANGE GRANTEE:

FULL DEGREE GRANTEE: a grantee is considered FULL DEGREE when she/he has been selected to enrol in a Full Undergraduate, Master or Doctorate programme. These grantees will enrol at the programme they have been selected for, they will attend the full duration of the programme becoming regular students of the Host University and they will get the final degree and title from the Host University. The FULL DEGREE position is applicable only to candidates from Central and Latin America. There are no FULL DEGREE grantees from Europe that will move only on an Exchange basis.

EXCHANGE GRANTEE: a grantee is considered EXCHANGE GRANTEE when she/he has been selected to carry out a short Exchange period at the Host University. These grantees will keep being enrolled at their Home University at the same level of the AMIDILA mobility they have been selected for, they will register as Exchange students/researchers/staff at the Host University for the duration assigned to their AMIDILA scholarship, they will carry out the activities as specified in their AMIDILA Mobility Plan, they will have to come back to their Home University by the end of the AMIDILA mobility and ask for the recognition of the activities carried out at the Host University. They will get the final degree and title from their Home University.

The Coordinator on behalf of the whole Consortium and the Grantee agree on the following conditions:

ART. 1 – The AMIDILA project started in July 15th 2013 and will end in July 14th 2017. No action and no cost connected to the AMIDILA project implemented before July 15th 2013 or after July 14th 2017 will be covered by AMIDILA. The dates are binding and no exception will be done, not even in case of *force majeure*. All actions and costs connected to the AMIDILA project and realized outside the timeframe above (15/07/2013 – 14/07/2017) must be covered by the grantee herself/himself.

ART. 2 - The scholarship is jointly implemented by the Coordinator, the Home University (only for TG1 grantees) and the Host University according to the information and instructions as described in the Letter of Nomination, in the Information Sheet and in the Scholar Contract.

ART. 3 – The Coordinator, the Home University (only for TG1 grantees) and the Host University must undertake all the necessary actions for the smooth and successful organization and implementation of the mobility in all its phases and therefore provide to the grantee with all the necessary support.

ART. 4 – The Grantee must undertake all the necessary actions for the smooth and successful organization and implementation of her/his mobility in all its phases and therefore comply with the rules and regulations as set by the present Scholar Contract, by the Home University (only for TG1 grantees) and the Host University and must follow the instructions that will receive.

ART. 5 - The grantee must fulfil at any time (from the acceptance of the scholarship offer till the official end of the AMIDILA mobility and the submission of the required documents) the EMA2 participation requirements, the AMIDILA participation requirements, the admission and performance requirements (if any) set by the Host University, the Home University requirements (only for TG1 grantees).

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ART. 6 - The grantee undertakes to provide all the requested information and documents needed to organize and implement the AMIDILA mobility within the right terms of time and following the instructions received by the Home University (only for TG1 grantees), the Host University and the Coordinator.

ART. 7 - During the period spent at the Host University, the grantee shall be bound to the rules applicable at this institution according to the different levels of mobility. If required by the programme, she/he must fully participate to all academic activities of the course of study during the entire period of the scholarship, including the fulfilment of exams, necessary re-sits and evaluations.

ART. 8 – BASIC ACADEMIC REQUIREMENTS:

- a. Exchange grantees: must be enrolled/registered at their Home University before starting the AMIDILA mobility and keep being regularly enrolled for the whole duration of the AMIDILA scholarship at the same level of mobility they have selected. In the case the registration will be missing at any time within the duration of her/his AMIDILA scholarship, the scholarship will be immediately stopped and considered void. The grantee must inform the Coordinator in due time of any change in her/his position.
- b. Full degree grantees: must comply with all the admission requirements of the Host University and with the internal rules and regulations to keep being registered at the Host University for the whole duration of their AMIDILA scholarship. In the case the grantee will be expelled from the Host University, for any reason, the scholarship will be immediately stopped and considered void.
- c. Post doc grantees must comply with the admission requirement of the Host University for the whole duration of their AMIDILA scholarship.
- d. All the grantees must perform according to the AMIDILA Mobility plan approved by the Home University (only for Target group 1 grantees) and the Host University. Any change to the AMIDILA Mobility Plan must be agreed by all parties, including the Coordinator.
- e. All the grantees must perform and complete successfully their mobility. Any negative performance will be submitted to and discussed by the Consortium that will take appropriate measures, including revoke the scholarship, if necessary.
- f. The Consortium may revoke the scholarship in the following cases:
 - a. Full degree grantees: the grantee does not fulfil the requirements of the programme according to the rules of the Host University.
 - b. Exchange grantees at Undergraduate and Master level: the grantee does not achieve a minimum number of credits or credits' hours without any justified reason.
 - i. For Central and Latin American grantees the minimum number of credits correspond to at least 3 ECTS per month of mobility. EXAMPLE: a 5 monthly allowances mobility requires a minimum of 15 ECTS.
 - ii. For European grantees the above minimum number, at least 3 ECTS per month of mobility, is also applicable. The specific correspondence will be calculated case by case according to the Host University credits or hour local system.
 - c. For all grantees: in case of non-compliance to terms and conditions of the scholarship, wrong or false information provided by the grantee in the application, in the acceptance of the scholarship offer and all along the AMIDILA mobility implementation, in case of disrespect of the rules of law, principles of international cooperation or in case any action seriously affecting the reputation of the Host University, Home University, the Coordinator, the EACEA and all the AMIDILA partners.
- g. The Consortium supports the full recognition of the academic activities carried out by the grantee during the mobility period at the Host University also promoting, in the case of Exchange/Sandwich doctorate, its association with co-tutelle, when applicable.

ART. 9 – MOBILITY PERIOD MANAGEMENT AND SUBSISTENCE ALLOWANCE MANAGEMENT:

- a. The payment of monthly allowances is due only for study/research/work at the Host University. Absences from the Host University for periods longer than 15 days during the academic activities are not allowed if not previously agreed with the Host University and the Coordinator.

The mobility period for undergraduate (either Exchange and Full), master (either Exchange and Full) and full doctorate grantees is defined by the Host University according to the academic calendar.

The mobility period for Exchange/Sandwich doctorate, Post doc and Staff grantees must be agreed between the grantee and the Host University and reported to the Coordinator in due time before starting the mobility.

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Any mobility initiated/terminated against the rules and without any previous notification and agreement with the Coordinator will not be covered by the AMIDILA project.

- b. Scholarships that last less than or equal to 10 months must be continuous: interruptions are not allowed. Only in case of justified serious impediments and given circumstances of *force majeure*, different conditions may be agreed with the Coordinator and the Host University and the EACEA in advance, in writing and by the grantee providing all the necessary and requested supporting documents. The final approval of interruptions must be always given by the EACEA.
- c. A scholarship can be put on hold if the grantee has to temporarily leave the Host University following duly justified and well documented reasons (i.e. illness, etc). In that case, the scholarship payment will be interrupted until she/he has returned to the Host University. If the interruption is due to reasons of *force majeure*, the absence of the scholarship holder could lead to an extension of the originally agreed eligibility period in order to finalise the mobility concerned. The extension cannot go in all cases beyond July 14th, 2017. Moreover, if the grantee can demonstrate that after having been back at the Host University she/he has caught up with the programme schedule the Coordinator can decide to transfer the monthly allowances put on hold. This is however always subject to the EACEA final approval.
- d. Staff grantees can split their mobility in 2 different periods of at least 16 days each. This must be agreed with the Host University and must be approved by Coordinator under justified academic reasons. In accordance with the maximum cost of the flight the project may cover a second round trip. However the grantee must be aware that this can be done only if the maximum cost of the flight has not been reached already. On the contrary the grantee will have to cover the cost independently. Additional costs for a second VISA or a second Residence permit will never be covered.
- e. Full degree grantees can implement a mobility period at another university or institution or private company/agency during their AMIDILA mobility to realize an internship or an academic exchange. The AMIDILA scholarship will be maintained during this mobility period under the following conditions:
 - o it is foreseen by the programme they are enrolled at Host University
 - o it will be fully recognized by the programme they are enrolled at Host University
 - o it has a maximum duration of 3 months
 - o it is implemented after minimum 6 consecutive months of study at the Host University
 - o it will be performed in one of the following European countries: Belgium, France, Italy, Spain, Denmark, Portugal, Ireland.

In the case one of the above conditions is not fulfilled the AMIDILA scholarship will be stopped for the whole period the grantee will stay away from the Host University and will start again as soon as the grantee will be back at the Host University. In all cases the grantee will have to provide:

 - a departure and return certificate
 - proof of travel coherent with the departure and return certificate
 - a period certificate issued by the university, institution or private company/agency where the mobility is performed
 - a transcript of records of the activities carried out issued by the university, institution or private company/agency where the mobility is performed
 - a recognition certificate of the activities issued by the AMIDILA Host University
- f. Starting date and ending dates of the AMIDILA mobility and scholarship:
 - o For Exchange undergraduate, Exchange and Full master grantees: mobility must start according to the point a. of the present article and by the date stated in the Letter of Nomination and must be finished after the exact number of monthly allowances awarded by AMIDILA.
 - o For Exchange/Sandwich Doctorate and Post doc grantees: the starting date must be agreed with the Host University and in all cases must be scheduled before December 31st, 2014. The mobility must be finished after the exact number of monthly allowances awarded.
 - o For Staff grantees: the starting date must be agreed with the Host University and in all cases must be scheduled before May 1st 2017 and must be finished by June 30th 2017.
 - o For Full Undergraduate grantees: mobility must start according to the point a. of the present article and by the date stated in the Letter of Nomination and must be finished after the exact number of monthly allowances awarded by AMIDILA. The AMIDILA scholarship will end in all cases before July 14th 2017. No subsistence allowance will be transferred and no kind of cost will be covered after July 14th 2017.
 - o For Full Doctorate grantees: mobility must start according to the point a. of the present article and by the date stated in the Letter of Nomination and must be finished after the exact number of monthly allowances awarded

- by AMIDILA. The scholarship will end in all cases before July 14th 2017. No subsistence allowance will be transferred and no kind of cost will be covered after this date.
- o For Full degree grantees: be aware that the total number of monthly allowances may not cover the total duration of the academic programme you will enrol at or the total time you will need to complete the whole Bachelor, Master or Doctorate program.
 EXAMPLE 1: master students granted a 24 monthly allowances scholarship, may need additional time after the 24 months to complete their studies if their academic performance is below the expected level. AMIDILA will not fund any additional time to complete the studies. The maximum number of months set by the project, and the deadline for paying the scholarship are binding.
 EXAMPLE 2: doctorate scholars granted a 34 monthly allowances scholarship may need additional time after the 34 months to complete their studies if their PhD programme last longer than 34 months. AMIDILA will not fund any additional time to complete the studies. The maximum number of months set by the project and the deadline for paying the scholarship are binding.
 - o The Coordinator has the right to revoke the scholarship if the starting date is delayed by the grantee with respect to the enrolment and starting dates communicated by the Host University. The grantee must immediately inform the Host University if she/he envisages problems in meeting such dates due to VISA problems, illness, etc. The Host University decides if the reasons can be accepted and, if appropriate, sets a new starting date.
- g. The subsistence allowance is due if the grantee complete the number of monthly allowances assigned. Number of monthly allowances will be calculated according to the following example:
- Consider a 5 months mobility being the starting date September 15th, 2014:
- 15/09/2014 – 14/10/2014 = 1st month – 1st monthly allowance due
 15/10/2014 – 14/11/2014 = 2nd month – 2nd monthly allowance due
 15/11/2014 – 14/12/2014 = 3rd month – 3rd monthly allowance due
 15/12/2014 – 14/01/2015 = 4th month – 4th monthly allowance due
 15/01/2015 – 30/01/2015 = at least 16 full days = 5th and last month – 5th and last monthly allowance due
- The last monthly allowance is due only if the grantee complete at least 16 days of actual stay at the Host University. In the case the grantee leaves before the 16 days are completed (even 1 day before) the last monthly allowance is not due and the grantee will not receive it or will have to reimburse it to the University responsible for its transfer. EXAMPLE:
- 15/09/2014 – 14/10/2014 = 1st month – 1st monthly allowance due
 15/10/2014 – 14/11/2014 = 2nd month – 2nd monthly allowance due
 15/11/2014 – 14/12/2014 = 3rd month – 3rd monthly allowance due
 15/12/2014 – 14/01/2015 = 4th month – 4th monthly allowance due
 15/01/2015 – 29/01/2015 = 15 days = 5th and last monthly allowance NOT DUE
- h. The transfer of the subsistence allowance and the management of travel, insurance and tuition fees are done according to the information provided in the Information Sheet.

ART. 10 – AMIDILA MOBILITY DOCUMENTS AND REPORTING

The grantee will have to produce and submit the following AMIDILA mobility documents according to the instructions and timing that will be published and if necessary updated at the Grantees' webpage of the AMIDILA official website: <http://www.unibo.it/amidila/en/grantees>

- Scanned copies and original boarding passes of all the flights taken to reach and leave the Host University
- AMIDILA Mobility plan:
 - o Exchange undergraduate and master grantees: AMIDILA Learning agreement
 - o Full undergraduate and master grantees: a copy of the Study Plan they will have to follow at the Host University
 - o PhD (either full and exchange) and Post doc grantees: AMIDILA Research plan agreement
 - o Staff grantees: AMIDILA Work Plan agreement
- AMIDILA progress reports
- AMIDILA final report
- AMIDILA arrival, departure and participation certificate
- Proofs of the activities carried out:

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- Exchange undergraduate, master and doctorate grantees: Transcript of Records, Confirmation of achievements signed by the Academic supervisors at the Host University, copies of Language certificates obtained at the Host University (if any), copies of papers (if any), copy any other certificate received during the AMIDILA mobility (if any), copy of any other potential output.
- Full undergraduate, master and doctorate grantees: Transcript of Records, copies of the final Diploma, copies of Language certificates obtained at the Host University (if any), copies of papers (if any), copy any other certificate received during the AMIDILA mobility (if any), copy of any other potential output.
- Post doc: Confirmation of achievement signed by the Academic supervisor at the Host University, copies of Language certificates obtained at the Host University (if any), copies of papers (if any), copies of papers (if any), copy any other certificates received during the AMIDILA mobility (if any), copy of any other potential output.
- Staff: Confirmation of achievement signed by the Academic supervisor at the Host University, copies of Language certificates obtained at the Host University (if any), copies of papers (if any), copies of papers (if any), copy any other certificates received during the AMIDILA mobility (if any), copy of any other potential output.
- Exchange undergraduate, master and doctorate grantees: Proof of Recognition at the Home University of the activities carried out at the Host University.
- AMIDILA quality questionnaires.

ART. 11 - The grantee must promptly notify the Host University and the Coordinator any circumstance which may affect her/his mobility or scholarship. Any change or interruption of the agreed programme, change of the study programme and institute where the work is carried out, change of the academic supervisors and change in the envisaged travel schedule, shall be agreed with the host university and the Coordinator in writing.

ART. 12 – The Coordinator, the Home University and the Host University must promptly notify the grantee of any circumstance and changes which may affect her/his mobility or scholarship.

ART. 13 - The application documents submitted to the Consortium, the EMA2 programme guide issued by the EACEA, the Letter of Nomination, the Acceptance Letter, the Information Sheet and the approved AMIDILA Mobility Plan form integral part of this Scholar Contract.

ART. 14 - The conditions of this grant shall only be changed in writing by agreement of the involved parties.

ART. 15 – Only for Central and Latin American grantees: the grantee must have not resided nor have carried out her/his main activity (study, work, etc) for more than a total of 12 months over the last five years (Feb 15th 2009 - Feb 16th, 2014) in one or more of the European countries by the time of the submission of her/his application form. This rule does not apply to Staff grantees and TG3 grantees.

ART. 16 - After having completed the AMIDILA mobility or the study/research/work at the Host University, the grantee agrees to return to her/his Home University or Home Country to follow the objectives of the project to enhance the understanding and the international cooperation capacity in the field of science, education and culture between Europe and his/her home country.

ART. 17 - If there is a dispute or difference between the parties arising out of or in connection with the present Contract or out of activities undertaken under the present Contract, including disputes regarding quality, the parties shall first endeavour to settle it amicably. Provided that a dispute cannot be settled amicably, the dispute between the Coordinator and the grantee in connection with the present Contract shall be exclusively settled by the Courts of Bologna, Italy. This Contract is governed by the laws of Italy.

I hereby declare that I have read, understood the present Scholar Contract and to accept its conditions and to fulfil the contractual obligations as outlined herein.

The grantee	For the Consortium: Filippo Sartor Representative of the Coordinator
Place and date	
Signature	Bologna, date Signature