**SCHOLARSHIP AWARD AGREEMENT**

 **for all Grantees**

**Personal Details**

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| Family Name (as on passport):  |
| First Name (as on passport):  |
| Gender: F [ ]  M [ ]   |
| Date of Birth:  |
| Nationality:  |
| Passport Number: |
| Telephone Number:  |
| E-mail address: |
| Residence Address at the Host University: |

**Home University Information**

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| Home University:       |
| Department:       |

**Scholarship Details**

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| Host University:      Department:       |
| Mobility Level:       |
|  Mobility Dates (update, according to the flight tickets): from       /     /      to      /     /      |
|  Mobility Duration (months):       |
| **Total** Subsistence Allowance grant:       |

Each European Partner is in charge of the management and allocation of the subsistence allowance to its incoming and outgoing students and staff. The awarded grant shall be transferred to the Grantees’ bank account in the Host Country (grantees from ENPI countries), and to the European bank accounts for grantees from EU countries. Tallinn University as the Main Coordinator will make the first scholarship instalment directly to the student grantee (equal to subsistence allowance for 2 months) to allow for smooth installation. Following instalments will be made to the European Partners who will make subsequent monthly scholarship payments to the incoming (TG1,2,3) /outgoing grantees (TG1). Payments to European TG2 grantees will be made by the Main Coordinator.

Scholarships to Academic/Administrative Staff will be handled by the Host University in case of grantees from ENPI countries, Home University in case of TG1 grantees from EU countries and Main Coordinator in case of TG2 grantees from EU countries. Since the mobility period for Staff is short, Staff grantees from ENPI countries are not required to open a bank account at the Host Country. Their scholarship should be paid in cash by the Host University.

For the Grantee to whom the scholarship contract applies, the EU Institution concerned commits itself to finance eligible expenditure and scholarships in accordance with the financing rules established by the European Commission.

**By signing this contract the Grantee commits him/herself to comply with all the rights and duties as defined in Scholarship Regulations in the Scholarship Award Agreement.**

 **Local HUMERIA Coordinator at the Host University Grantee**

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|  Name:       Name:       Position:       Contact:       Date:      /     /      Date:      /     /      Signature &Stamp Signature:  |

**Scholarship Regulations**

1. **Scholarship Grant**
	1. The scholarship grant is implemented jointly by Tallinn University (the Project Coordinator) and the Host University. The European Consortium Partner and the EU Institution concerned undertakes to finance eligible expenditure and scholarships in accordance with the financing rules established by the European Commission.
	2. The Grant, funded by the European Commission includes: the monthly subsistence allowance (**BA, MA: EUR 1000; PhD: EUR 1500; Post Doctorate: EUR 1800; and Staff: EUR 2500**). The Grant will financially support the period of studies and/or research, teaching or other relevant activities at the Host University only for the period of studies/ research / teaching previously agreed on with the Host University, as indicated in the Letter if Interest issued by the Host University (Study Plan for Undergraduate & Master exchange Grantees).
	3. Prerequisites for receiving the Erasmus Mundus monthly grant are sufficient progress in studies/ research/ other activities for exchange Undergraduate and Master Grantees, the achievement of a minimum of 20 ECTS per semester.
	4. The grant will be paid to the Grantee’s bank account in the Host Country (grantees from ENPI countries), and to the European bank accounts for grantees from EU countries on monthly basis. The grant can only be paid to the Grantee while the Grantee is studying in Host Country. Any leave of absence for study/ research or due to personal reasons in a non-Host Country can only be permitted if it is previously agreed upon with the appointed Host supervisor and the local HUMERIA Coordinator at the Host University and are in accordance with the Erasmus Mundus programme regulations.
	5. It is essential that in all cases stays are accomplished fully at the Host University. In case problems (interruptions of the stay, etc.) are envisaged to meet this requirement, the Grantee shall immediately consult with the Host University and in particular the local HUMERIA Coordinator at the Host University to decide on appropriate measures in order to comply.
	6. According to the rules and regulations set by the European Commission Erasmus Mundus Action 2 (EMA2), the Project Consortium is also responsible for the organization and the costs of the travel and insurance of the Grantee.
	7. The Grantee commits him/herself to submit the original receipts of his/her flight/train tickets (1 round ticket) and original boarding passes to the local HUMERIA Coordinator at the Host University at the latest 2 weeks after the arrival and departure. These documents should be sent by post to the Main Coordinator (*Bret Demant, Tallinn University, Narva mnt 25 10120, Tallinn Estonia*) by the Host University.
	8. The Grantee hereby declares to have read the Insurance Policy document available on the Grant Holder Pages. The Grantee declares to have the Insurance Certificate at his/her possession at all times during the scholarship.
	9. Grantees should not accept any other mobility grant during the period of the scholarship without any written confirmation by the Consortium – communicated to the Host University. Failure to do so renders the present EMA2 grant void and subject to full reimbursement by the Grantee.
2. **Mobility dates and duration**
	1. The Host University and the Grantee should agree on the exact mobility start and end dates respecting the awarded scholarship duration. The agreed mobility dates and duration have to be respected by the Grantee. The Grantee has to be physically present in the Host Country for the period of the Scholarship. Regarding the notification in case of study, research or personal trips/leave of absence, please see section 1.4. Apart from the regular holidays, the Grantee is not expected to leave the Host University during the mobility period. During any absence on non-regular holidays the scholarship payments will be interrupted until the Grantee’s return.
	2. The Grant Holder and Grantee take note that the last month’s allowance will be paid out according to the following rule as long as it is within the granted scholarship’s duration:
* Less than 16 days – no allowance
* 16 days - >29 days – full allowance

Please note that the travel date to the Host Country (to be proven by the boarding pass) is already a start of the mobility.

* 1. The Grantees belonging to Target Group 1 or 2 from ENPI countries hereby declare not to have resided or carried out any main activity (studies, work, etc.) for more than a total of 12 months over the last 5 years in any eligible European country.
1. **At the Host University**
	1. While registered at the Host University, the Grantee is expected to follow the rules and regulations of the institution, including the initial and on arrival registration and admission procedure. In particular he/she must participate fully in all course/study components during the entire period of the grant, including the participation in exams, necessary re-sits and evaluations. All activities should be documented as appropriate. All changes and noncompliance must be communicated to the Main Coordinator (Bret Demant). Additionally the Doctorate and Post Doctorate Grantees are expected to complete the Progress Report Forms in every 6 months during the time of their scholarship and one at the end of it (Final Report).
	2. The Grantee shall make known the Erasmus Mundus Action 2 support wherever applicable, including any publications related to results of the scientific work during the scholarship.
	3. At the arrival to Host University, Grantees have to submit:
* Learning Agreement signed by the Home and Host Universities (Undergraduate and Master Exchange Grantees)
* Arrival Certificate (all Grantees)
* Changes to Mobility Activity Plan (if necessary, Post-Doc and Staff Grantees)
* Changes to Learning Agreement (if necessary, Undergraduate and Master Exchanges Grantees)
* Reclamation of expenditures for visa related costs (if necessary, all Grantees)
* Changes to Study and Research Plan (if necessary, PhD Grantees)
* Bank Account Details Form (all Grantees except Staff)
* Original ticket receipts and boarding passes (all Grantees)
1. **At the completion of the Scholarship**
	1. The Exchange Grantees will be given a transcript of records according to or translated into the European Credit Transfer System (ECTS) of the studies completed and Host University’s graduating students shall be issued diploma supplements.
	2. At the completion of the Mobility the Grantee has to submit the following documents:
* Leaving Certificate signed by Host University (all Grantees);
* Final Report summarizing her/his mobility (for PhD and Post-Doc Grantees) or Staff Report (for Staff);
* Copy of the Transcript of Records of the results obtained at the Host University (to be presented to the Home University by Undergraduate and Master Exchange Grantees);
* Original ticket receipts and boarding passes (all Grantees)
	1. The Grantee commits him/herself to return to his/her Home University or Home country following the end of the scholarship period, thus actively contributing to avoiding brain-drain. The Project’s European Partners will not offer any job opportunities or further study possibilities to the participants in this project in the year following their period abroad extending their mobility.
1. **Special Circumstances**
	1. Any changes or interruptions of the agreed programme, mobility dates, changes of the supervisor or other, should be instantly communicated to the local HUMERIA Coordinator at the Host University and can be subject to the revision by the Main Coordinator, if necessary.
	2. In case of a withdrawal due to a force majeure (reasons out of control of the Grantee or the project) the Grantee is only entitled to subsistence allowance for the months actually spent abroad. An official letter has to be sent by the Grantee to the Main Coordinator (Bret Demant, Tallinn University) officially stating the reason of withdrawal.
2. **Termination of the Grant**

The Project Consortium has the right to terminate the grant and stop the payments in the following terms and conditions:

* 1. In case of non-compliance with the terms and conditions of the grant, wrong or false information in the application form, disrespect of the rules of law, principles of international cooperation or any other action which may seriously affect the reputation of the European Commision or the Host Universities.
	2. If the report on the progress of work of the Grantee is not satisfactory - does not give evidence of the sound execution of the programme of work/studies including any breaks for personal reasons, poor performance in exams or other.
1. **Reimbursement of the Grant:**
	1. If the Grantee accepts another mobility grant during the duration of this scholarship;

Grantees should not accept any other mobility grant during the period of the scholarship without any written communication and enquiry to the Consortium – communicated to the Host University.

* 1. If the Grantee withdraws from the project without a justified reason;

**\***Except in case of force majeure (reasons out of control of the Grantee or the project): in this case the Grantee is only entitled to subsistence allowance for the months actually spent abroad. An official letter has to be sent by the Grantee to Main Coordinator (Bret Demant, Tallinn University) officially stating the reason of withdrawal. Failure to do so render the present EMA2 grant void and subject to full reimbursement by the Grantee.

* 1. If the grant has not been used for the programme at the agreed place(s) of work;
	2. If its use for the agreed purpose cannot be substantiated, in particular if no evidence of the due participations in courses, exams, etc. can be shown;
	3. If the agreed duration of work/study at the Host University is not respected.
	4. In any of the above mentioned circumstances the Consortium has the right to request a partial or full reimbursement of the grant.
	5. Every Grantee has the right to appeal to a decision by the project, but as a first step always has to submit a written statement to the Main Coordinator (Bret Demant, Tallinn University). The Main Coordinator will reply to the appeal within 30 working days.