

# Guidelines for applicants (III): Implementation of the mobility (2015-2016)



Erasmus Mundus,  
Action 2, Strand 1, Lot 2

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

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### 1.1 Travel & visa

The Green-Tech-WB Coordinator will be responsible for booking and paying the grantees' two way travel ticket between the home University's city and the host University's city, having as reference the maximum amounts foreseen by the EACEA for each travel<sup>1</sup>. In case of long stays (more than 10 months), grantees should take into account that it will not be possible to buy the return ticket immediately.

In case the scholarship holders wants to change the flight dates for individual purposes, this may be allowed as long as the return date is not before the foreseen ending date of the programme of activities/mobility. **All changes should be paid by the scholarship holder and not by the project.** Please note that it will not be possible to reimburse either any accommodation expenses or a vacation travel to the grantee's home country.

Visa costs will also be paid by the Green-Tech-WB Coordinator (University of Vigo). Obviously, the type of visa is for studies/research: Scholarship holders will have to pay for the visa-related costs themselves in advance, keeping the original invoices and tickets to submit the corresponding reimbursement request to the Green-Tech-WB Coordinator, which will cover such expenses. The coordinator will carefully analyse them, not considering taxi expenses between cities as eligible, should there be less expensive means of transportation. All reimbursements will be made considering the exchange rate of the day in which the expenses took place.

### 1.2 Insurance

The coordinating institution will provide directly to each scholarship holder a comprehensive health, travel and personal accidents insurance valid in the host country, in line with the requirements of the EACEA – Education, Audiovisual and Culture Executive Agency. This insurance will be valid since the moment and place of departure to the mobility period until the return, when the mobility period is over. **Such insurance may not be valid in other countries/regions.**

### 1.3 Scholarships

A scholarship agreement that defines all the conditions, benefits and responsibilities related with the project implementation as well as the schedule of payments covered by the scholarships will be signed between the scholarship holder and the Coordinating institution (University of Vigo). Only after this document is signed it will be possible to transfer the scholarship. The monthly scholarship will be paid by the University of Vigo to the grantee **personal bank account**. Monthly subsistence allowance **will be paid from the month of arrival and covers each full month of the mobility**, based on academic grounds. If a portion of a month is more than 15 days a full month

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<sup>1</sup> In case of TG 2 students, the travel is calculated from the home institution; in case of TG 3 students, travel is calculated from the city of residence

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.)

### 1.4 Recognition

It is mandatory that, in cases of successful full training doctorate mobility (36 months) or successful full training master mobility (24 months), the host institutions will provide the grantee with a Diploma, if the Erasmus Mundus period is completed successfully. The Western Balkans home institutions will guarantee the full academic recognition of the study/research period at the EU HEIs, through the signature of the Learning Agreement.

For any other kind of mobility (exchange students, for instance) the partner institutions will guarantee the academic recognition of the study/research period through the signature of the Learning Agreement.

## 2. Obligations of the scholarship holders:

By signing both the Scholarship Acceptance Form and the Scholarship Agreement:

- The scholarship holder may not accept, during the period of the current grant, any other mobility grant awarded by the European Union.
- The scholarship holder has the obligation to inform the Coordinating Institution about any change regarding the study/research/work period abroad, namely the learning agreement or work/research program and the duration of stay at the host Institution.
- The mobility period must be fully respected; it is not possible to divide the duration of stay foreseen by the project<sup>2</sup>. In case the scholarship holder intends to leave the host University during the mobility flow, even if for a limited time, he/she must ask for permission to the host Institution and to the Coordinating Institution.
- **For authorized absences/leaves** the procedure is as follows:
  - obtain the agreement in writing from the person responsible for the mobility at the Faculty/Department/Office;
  - present a clear justification for the absence/leave;
  - send all information to the host and to the Coordinating institution (University of Vigo) for previous approval.
- It is mandatory the participation in all classes that the scholarship holder will be enrolled in. Any absence must be duly justified to the professor responsible for the classes and to the Erasmus Mundus team through a suitable document (e.g. Medical statement).

<sup>2</sup> Only staff mobility has the mobility to divide their stay abroad in more than one period to complete the whole mobility period. Anyway, the **Green-Tech-WB project only supports the expenses of ONE travel.**

- Scholarship holders are compelled to report (by e-mail or by using the communication mechanism provided by the Green-Tech-WB social network) 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 getting study materials; health insurance; accommodation; etc.
- Students must complete successfully their mobility period at the host institution according to the following:
  - Undergraduate/Master mobility/PhD mobility: achieving 75% of the total of foreseen ECTS.
  - Full Master mobility (24 months)/Full PhD mobility (36 months): Academic success implies receiving the degree issued by the host institution or achieving 75% of the total of foreseen ECTS.
  - Post-doctorate/Academic/Staff mobility: the contact responsible for the mobility at the host institution will sign a declaration informing the Coordinating institution that the mobility ended successfully.
- The scholarship holder has the obligation to submit to the Coordinating institution the following documents duly signed:
  - Acceptance form
  - Grantholder agreement
  - Certificate of arrival/departure
  - Certificate of attendance
  - Transcript of records (given by the host institution to the students)
  - Learning agreement (students only)
  - Staff (academic/administrative) agreement
  - Evaluation form (within 30 days after the end of the mobility period; available online in the Green-Tech-WB social network)
  - Bank account form (using the model provided by the Coordinating institution)
  - Original boarding passes/tickets

### 3. Grant suspension

The Coordinating Institution (University of Vigo) 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 Green-Tech-WB partnership;
- the scholarship holder does not fulfill the requirements of his study/work program;
- the scholarship holder leaves the host institution for a period superior to 1 week without having the corresponding authorization (see below).
- In case of academic failure, the Coordinating institution (University of Vigo) reserves the right to apply the necessary measures that will be clearly identified in the scholarship holder's agreement.
- In case of serious differences regarding the approved working/research/learning plan, the Coordinating institution together with the Management Board should take extraordinary measures and, eventually, decide to suspend payment of the scholarship.

In case of reimbursing obligation due to any amount overpaid to the scholarship holder, the scholarship holder has 30 days upon return in the home country to reimburse the Coordinating Institution, the University of Vigo. If the scholarship holder fails to do so, additional banking fees and interests can be charged or judicial steps may be taken.

#### **4. Quality plan for the Green-Tech-WB project**

In order to ensure the quality of the Green-Tech-WB project, the Quality board will provide the following mechanisms:

- There is mandatory mobility survey mechanism<sup>3</sup> in which students, researchers, academic and administrative staff participate: one survey at the beginning of the mobility period and one survey for each year abroad (including one at the end of the mobility period);
- Home and host institutions will provide the Coordinating institution with a final report informing about the programme's academic quality achieved by students, researchers, academic and administrative staff;
- Finally, an external evaluation on the mechanisms and procedures adopted by the partnership.

The Green-Tech-WB project Coordinating institution (University of Vigo) is responsible for:

- Preparing the surveys for students, researchers and academic and administrative staff;
- Assuring that all mobility students, researchers and academic and administrative staff answer the surveys;
- Processing the surveys;
- Analyzing the reports of the representatives of each institution regarding the evaluation done by students, researchers and academic and administrative staff in matters of academic quality of their mobility;
- Preparing an annual report of the results of the programme's general evaluation.

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<sup>3</sup> Online surveys supported by the Green-Tech-WB social network