

Erasmus Mundus IANUS

Scholarship Agreement for Lot 5 Grantees

The Erasmus Mundus IANUS consortium, coordinated by Alexandru Ioan Cuza University of Iasi, is established under the terms and conditions laid down in the Erasmus Mundus Action 2 Grant Agreement Number 2012 – 2736/ 001 – 001 – EMA2. The present Scholarship Agreement is a binding contract between the grantee and the *Erasmus Mundus – IANUS* consortium represented by the home and host universities. The agreement defines the conditions of the scholarship and the extent of liability, obligations and rights of the grantee and the consortium.

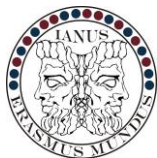
The Erasmus Mundus IANUS consortium, represented for the purpose of signature of this agreement by

- **Irina Tyagay**, local IANUS coordinator (for IANUS partner universities) / representative at institutional level (for TG2 = IANUS non-partner universities) at Baku Slavic University, hereafter called “**the home university**” (**not applicable for full degree master grantees**)
- and **Monika Uhlerova**, local IANUS coordinator at **Matej Bel University**, Slovakia, hereafter called “**the host university**”
and
- Mr/ Mrs **Irina Kunina**, enrolled at (**not applicable for full degree master grantees**) **Baku Slavic University**, Faculty/ Department of **International Relations and Translation Faculty**, level of study **Staff**, born on , citizenship **Azerbaijan Republic**, home address: , , , email address: , phone number: ., identity card / passport number: , the beneficiary of a mobility at **Matej Bel University** within the IANUS project, hereafter called “**the grantee**”,

have agreed upon the following terms and conditions for the Erasmus Mundus – IANUS scholarship awarded to the grantee:

Article I: START OF THE SCHOLARSHIP

1. The Consortium provides the grantee with a nomination letter which specifies the details of the Erasmus Mundus IANUS scholarship awarded and states the maximum duration of the scholarship. The nomination letter is an integral part of this agreement.
2. For details related to visa procedures, the grantee will contact the respective Embassy in his/ her home country and for details related to registration, accommodation and other academic/ administrative issues, the grantee will contact the host university.
3. Upon his/ her arrival at the host university, the grantee will meet the official IANUS contact person, who will sign the *Confirmation of arrival and departure* form and send immediately a scanned copy to the home university and the IANUS coordinating institution (ianus@uaic.ro).
4. The host university will assign the grantee an academic supervisor or a personal contact person who will be in charge of guiding the grantee and monitoring his/her progress and performance.
5. The host university will provide the grantee with facilities and student services, language courses, access to libraries and relevant laboratories, including accommodation or appropriate support in finding accommodation.



Article II: DURATION OF THE SCHOLARSHIP

1. The period for which the grantee is awarded the IANUS scholarship is the one stated in the *Nomination Letter*, namely:

Start date: 25.04.2016.	End date: 25.05.2016	that is <u>1</u> months.
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2. The grantee will arrive at and leave the host university on dates as close as possible to those stated in the *Nomination Letter*, within a margin of up to seven days before the start date/ after the end date of the mobility. (E.g. if the dates of the grantee's mobility are from June 15th to December 15th, the grantee should not arrive at the host university before June 9th and should have left by December 22nd at the latest).

3. The duration of the scholarship stated in the nomination letter may be modified in duly justified cases and only with the approval of the home, host and coordinating universities.

4. By no means may the duration of the scholarship be shorter than the minimum or exceed the maximum duration stated in the *Erasmus Mundus Action 2 Programme Guide*.

Article III: MANAGEMENT AND PAYMENT OF THE SCHOLARSHIP

1. **Matej Bel University** is the *Scholarship Managing University* and bears the responsibility of paying to the grantee the scholarship he/she is entitled to.

2. The grantee has to:

- Open, *upon arrival* at destination, a bank account denominated in EURO and provide the host university with the *Bank Details Form* duly filled in;
- provide a valid email address for any correspondence regarding the scholarship.

3. Changes of the bank account or the contact email during the stay abroad are not allowed. If such a change cannot be avoided due to *force majeure*, the grantee has to inform the host university and the Erasmus Mundus – IANUS coordinating institution (ianus@uaic.ro) as soon as possible, in order to be able to continue to receive the monthly installment of the grant.

4. The bank commissions for the transfers made to the grantee will be covered by the host university.

5. The grantee may receive additional funding during his/ her *Erasmus Mundus-IANUS* scholarship only if these are not from European Union sources/ programmes.

6. If any amount is unduly paid to the grantee or if recovery is justified under the terms of the agreement, the grantee undertakes to repay to the host university, on the bank account indicated by the later, the sum in question on whatever terms and by whatever date the host university may specify.

Article IV: SUBSISTENCE ALLOWANCE

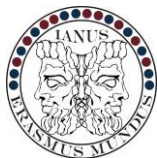
1. The host university bears the responsibility of paying the monthly subsistence allowance to the grantee.

2. Monthly subsistence allowance can only be paid as from the month of arrival and covers each full month of the mobility, based on academic grounds.

3. The total amount of the **subsistence allowance** awarded to the grantee is:

2500. EURO , that is	1 months * 2500. euro/ month
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Mobility Type	Monthly subsistence allowance (Euro)
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Undergraduate	1000
Master	1000
Doctorate	1500
Post-Doctorate	1800
Staff	2500

Under no circumstances may the monthly amount be reduced.

4. The scholarship amount may be adjusted according to the period of the mobility certified by the *Confirmation of arrival and departure* duly completed and signed by the official IANUS contact person at the host university.
5. The host university will transfer the first installment (subsistence allowance for the first 2 months) to the bank account indicated by the grantee in the *Bank Details* form, as soon as possible (according to its internal regulations) after the grantee's arrival at destination, provided that the *Scholarship Agreement* and the *Confirmation of arrival and departure* have been duly signed by the host university. Staff grantees will be transferred the subsistence allowance for the whole period of mobility as soon as possible after the grantee arrives at the host university, together with the travel and visa costs, provided that all supporting documents are submitted by the grantee.
6. The next installments of the subsistence allowance will be transferred by the host university on a monthly basis. If monthly payments are impossible, due to internal regulations, the host university will inform the grantee regarding the frequency of payments.
7. For student mobilities lasting for more than one semester, the host university will transfer the monthly subsistence allowance for the next semester only after the progress report is approved by the host university.
8. The payment of the last installment of the scholarship (not applicable for staff) may be contingent on the submission by the grantee of all the documents listed at Art. VIII.7. These documents have to be submitted to the IANUS contact person at the host university and to the IANUS coordinating institution (ianus@uaic.ro) 2 weeks after the end of the mobility at the latest.

Article V: TRAVEL AND VISA ARRANGEMENTS

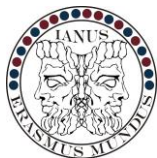
1. The host university will reimburse the travel and visa costs only based on the original documents provided by the grantee, up to a limit that depends on the distance travelled, according to the following table:

Distance (km)	Maximum allowance for travel and visa costs (€)
< 500	250
500 – 1.000	500
> 1.000 – 1.500	750
> 1.500 – 2.500	1.000
> 2.500 – 5.000	1.500
> 5.000 – 10.000	2.000
> 10.000	2.500

2. The travel cost reimbursed is meant to cover the round trip (for calculation of the distance please refer to: www.mapcrow.info). The maximum amount for travel costs is based on the distance between
 - the home university (for Target Group 1), location of origin (for Target Group 2) or location of residence (for Target Group 3) of the grantee and
 - the hosting university premises.

Only economy class tickets with standard luggage allowances will be reimbursed.

3. For mobilities of one academic year or shorter, one round trip will be considered. For mobilities longer



than an academic year, a second round trip may be considered.

4. The grantee has to complete and sign the *Request for reimbursement of travel and visa costs* form and submit it to the host university together with all the original documents relating to travel costs (invoices, receipts, tickets, boarding passes, etc.).

If original documents are not provided by the grantee, the travel costs cannot be reimbursed.

5. Upon special request, and only in duly justified cases, a prepaid flight ticket can be provided by the host university. For this purpose, the grantees will contact the IANUS contact person at the host university.

Article VI: INSURANCE

The IANUS coordinating university will provide and pay for full insurance covering the minimum requirements of the Erasmus Mundus Programme (accident, travel, health, third-party liability) for the complete duration of the scholarship, up to a limit of 75 euro/ month, for all IANUS grantees. Exceptions will be made in cases where national/ local regulations require a different approach. In these cases, the home/ host university (according to the specific national/ local regulations that need to be obeyed) will bear the responsibility for the full insurance coverage of the grantee, in line with Annex VI of the Grant Agreement - Minimum insurance requirements.

Article VII: PARTICIPATION COSTS

1. The grantee will continue paying the tuition fees at his/her *home university* (if applicable).
2. The *host university* will not charge the grantee any participation costs. For mobilities shorter than 10 months, the host university will apply a fee waiver policy.
3. The *Erasmus Mundus – IANUS* scholarship scheme may cover participation costs for mobilities longer than 10 months, following the rules and regulations agreed by the *Erasmus Mundus – IANUS* partnership.

Article VIII: ACADEMIC COMMITMENT

For Undergraduate and Master grantees (except for full degree master grantees):

1. The grantee commits to hand in to the official *Erasmus Mundus – IANUS* contact person at the host university the *Learning Agreement*, including possible changes made with respect to the originally proposed version, signed by himself/herself and the:

- academic coordinator at the home university
- official *Erasmus Mundus – IANUS* contact person at the home university (for IANUS partner universities) / Representative at institutional level (for TG2 grantees)
- academic coordinator at the host university
- official *Erasmus Mundus – IANUS* contact person at the host university

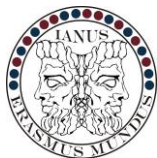
four weeks after the starting date of academic activities at the host university, at the latest. The grantee will send a copy of this document to the *Erasmus Mundus – IANUS* coordinating university (ianus@uaic.ro) and to his/her home university.

2. The grantee commits to enroll for a full study or workload that corresponds to the duration of the stay abroad and to complete successfully at least 20 ECTS (or equivalent) per semester.

For full degree Master grantees:

The grantee commits to enroll for a full study programme (including the defense of the master thesis) in the host university.

For Doctoral, Post-doctoral and Staff grantees:



3. The grantee is responsible for submitting in to the official *Erasmus Mundus – IANUS* contact person at the host university the *Study/Research/Work Plan*, including possible changes made to the originally proposed version, signed by him/her and the

- academic coordinator/head of department or faculty at the home and host universities
- official *Erasmus Mundus – IANUS* contact persons (or the representative at institutional level - for TG2 grantees) at the home and host universities 2 weeks after the starting date of their stay abroad, at the latest.

The grantee will send a copy of this document to the *Erasmus Mundus – IANUS* coordinating university (ianus@uaic.ro) and to his/ her home university.

For all grantees (except for full degree master grantees):

4. The monthly payment of the grant may be stopped and, in duly justified cases, a refund of the grant already paid may also be required if:

- the grantee is expelled or released from the university or he/ she leaves on his/ her own demand;
- the duration of the scholarship is not respected by the grantee.

5. **The home university commits to:**

- a. have the *Learning Agreement* signed by the person having authority for the academic recognition of periods of study abroad;
- b. have the *Working plan* signed by the dean/ head of department and the IANUS Contact Person (for IANUS partner universities)/ Representative at institutional level (for TG2 = IANUS non partner universities)
- c. recognize, upon return, the study/ research / work plan programme and the results (ECTS credits, if applicable) obtained by the grantee during the period of study abroad.

6. **The host university commits to:**

- a. have the *Learning Agreement* signed by the person having relevant academic authority;
- b. temporary register the grantee for the duration of the mobility;
- c. support the grantee's integration in the local academic community;
- d. register the student for all the courses and examinations stated in the *Learning Agreement*;
- e. issue a transcript of records containing all academic results obtained by the grantee during the period of study;
- f. request the grantee to fill in and sign the progress report after each semester and the final report at the end of the mobility and send a scanned copy to the home university;
- g. have the *Confirmation of arrival and departure* form signed by the IANUS contact person.

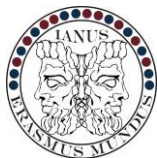
For full degree Master grantees:

The host university commits to:

- a. register the grantee for the whole study programme he/she was selected for;
- b. support the grantee's integration in the local academic community;
- c. issue the diploma and the diploma supplement containing all academic results obtained by the grantee during the period of study;
- d. request the grantee to fill in and sign the progress report after each semester and the final report at the end of the mobility and send a scanned copy to the home university;
- e. have the *Confirmation of arrival and departure* form signed by the IANUS contact person.

7. **The grantee commits to** submit the following documents to the *Erasmus Mundus – IANUS* contact person at the host university and the *Erasmus Mundus – IANUS* coordinating university (ianus@uaic.ro), 2 weeks after the end date of the mobility, at the latest:

- a. *Final Report*



- b. *Confirmation of arrival and departure* duly filled in and signed by the official *Erasmus Mundus – IANUS* contact person at the host university
 - c. *Confirmation of Payment / Confirmation of Participation* signed by the grantee
 - d. *Original travel and visa documents* (invoices, tickets, boarding passes, etc.)
 - e. for non degree mobility: Updated and signed Learning Agreement/Research/Teaching/Work Plan and the corresponding transcript of records
 - f. for full degree mobility: the diploma supplement for the whole duration of the scholarship and an official document issued by the host university, certifying graduation of the respective study programme.
8. Upon completion of the IANUS scholarship, the grantee commits to return to the home university and resume his/her academic activity there.

Article IX: REPORTS

1. The grantee commits to submit, at the end of the mobility period, a detailed **final report** to the home and host universities as well as to the *Erasmus Mundus – IANUS* coordinating university (ianus@uaic.ro). The final report has to be signed by the grantee and the academic supervisor / contact person and the official *Erasmus Mundus – IANUS* contact person at the host university.

The host university will keep the original document in the grantee's file.

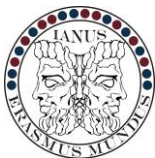
2. For mobilities longer than one semester, the grantee has the responsibility of submitting to the IANUS contact person of the host university **progress reports** at the end of each semester of the mobility, except for the last semester.
3. The grantee acknowledges that only fully completed reports will be admitted. Sufficiently detailed and in depth information must be provided for each section of the report.
4. The grantee agrees that the entire report or parts of it may be published, e.g., in reports to the European Commission or on the *Erasmus Mundus – IANUS* webpage.

Article X: INTERRUPTION OF THE MOBILITY OR DROP OUT FROM THE SCHOLARSHIP

1. The management of the scholarship funds in case of interruption or drop-out is to be decided by the Project Management Team (PMT). In case the mobility is interrupted more than 30 days, the payment of the subsistence allowance will be interrupted or terminated, according to the type of mobility interruption (temporary or definitive).
2. The grantee commits to inform the home, host and coordinating universities university in written on his/ her decision to interrupt or cancel the scholarship, within 3 days.
3. If the grantee resigns from the scholarship or abandons the host university before the official end of the mobility period, the payment of the scholarship will be stopped immediately. In such case, the PMT will decide whether the grantee is entitled or not to (the part of) the grant already received.

Article XI: FORCE MAJEURE

1. The interruption of the mobility due to reasons of individual *force majeure* may lead to an extension of the originally agreed mobility period in order to reach the academic objectives of the respective mobility.
2. In case of termination by the beneficiary due to “force majeure”, the beneficiary will be entitled to receive the amount of the grant corresponding to the actual time of the mobility. Any amount paid in excess to the grantee will have to be refunded.



3. "Force Majeure", as defined by the law, is an unforeseeable exceptional situation or event beyond the parties' control which prevents either of them from fulfilling any of their obligations under this agreement, not due to error or negligence on their behalf, and proven to be insurmountable in spite of all diligence. Defects in equipment or material or delays in making them available, labour disputes, strikes or financial difficulties cannot be invoked as Force Majeure from the defaulting parties.

SIGNATURE, DATES AND STATUS OF THE AGREEMENT

This scholarship agreement has been issued in three original copies. Each of the three signatory parties receives and keeps one original copy.

The home university will keep its original copy at least 5 years after the end of the eligibility period of the project and will send to the IANUS project coordinator a scanned copy of the present agreement.

As nominated *Erasmus Mundus – IANUS* grantee, I confirm to have carefully read, I am fully aware of and accept the rules and guidelines laid down in the present agreement.

Signature

Irina Kunina

Place and date:

.Baku, 22.04.2016..

For the home university (<u>not applicable for full degree master grantees</u>)	For the host university
Baku Slavic University	Matej Bel University
Signature and stamp	Signature and stamp
Irina Tyagay coordinator of International projects	Monika Uhlerova coordinator
Place and date: Baku, 22.04.2016.	Place and date: