



INTRA-AFRICA ACADEMIC MOBILITY SCHEME

PRACTICAL INFORMATION

ON SUPPORTING DOCUMENTS

General provisions

The beneficiaries must keep all supporting documents related to their activities in the project. While the original documents remain at each beneficiary, the complete set of documents must be collected and kept by the coordinator.

The supporting documents shall demonstrate the occurrence of the event, i.e. proving the organisation and the implementation of the mobility flows as described in the progress/final reports.

The list of supporting documents cannot be exhaustive as it depends on the actual outputs of the project. As a general rule, please keep all possible proofs and results to be able to show-case your activities. It is on these results that your final report will be assessed.

Activities which are considered as eligible according to the provisions of the Call for proposals and of the Grant Agreement will become ineligible if they are not supported by adequate supporting documents.

Organisation of the mobility

The partnership shall report on the project activities and results, specifying all the elements necessary to appreciate their occurrence.

Proof of activities undertaken and outputs produced related to the organisation of the mobility can be:

- any item produced as part of the promotional activities such as press releases, websites, etc.
- proofs of partnership meetings and other events organised by the partnership, such as agenda indicating time and place, attendance lists signed by the individual participants, individual travel tickets, minutes, reports, etc., conference material (for ex. papers, presentations, leaflets, videos...), outputs of the conference (reports, web-site, evaluations, pictures, etc.).
- other documents such invoices or service contracts can serve as further proof for the activities and participation of each institution member of the partnership.

Implementation of the mobility

The partnership should be able to prove:

- the eligibility of the selected students and staff according to the criteria set in the Call for proposals,
- the effective implementation of each mobility flow, including the selection of the scholarship holder, home and host institutions, duration, main learning/training/research/teaching

outcomes, actual presence at the host university, successful completion of the mobility period, etc.

The below documents might be requested as proofs, the list not being exhaustive:

1. Proof of the student/staff nationality and residence
2. Copy of the student/staff submitted scholarship application
3. Student/staff agreement – signed by scholarship holder and project coordinator/hosting partner
4. Mobility Agreement – signed by staff members, home and host university, and amended mobility agreement, if applicable.
5. Learning agreement – signed by student, home and host university, and amended learning agreement, if applicable.
6. Proof of travel
 - a. Boarding passes;
 - b. Ticket/Invoice (including name of scholarship holder, dates of travel and itinerary).
7. Proof of insurance
 - a. Insurance policy contract;
 - b. Nominal insurance certificate (including name of scholarship holder, period of coverage and insurance coverage elements).
8. Proof of payment of subsistence and settling-in allowances
 - a. Bank extracts (including name of scholarship holder, date of payment, period covered, amount paid);
 - or*
 - b. Cash payment receipts (including name of scholarship holder, date of payment, period covered, amount paid, signature of scholarship holder);
9. Transcript of records, diploma (and diploma supplement, if applicable) and mobility final report for the scholarship holders who finalised their mobility periods.
10. Any other **relevant** documents (e.g. e-mail exchanges in case of drop-out, medical certificates, information on exchange rate applied on allowances in case of amounts paid in local currency).