



Intra-Africa Academic Mobility Scheme

Contractual obligations and practical information on financial management

*This document is provided for information purposes only
and it is not legally binding.*

Please always refer to the provisions of the Call for proposals EACEA/07/2020 and of the Grant Agreement.



European
Commission

Education, Audiovisual and Culture
Executive Agency

Part I



Contractual obligations

Financial rules

Legal framework



Call for proposals EACEA/07/2020

Project's Grant Agreement

Special conditions

Description of the action (Annex I)

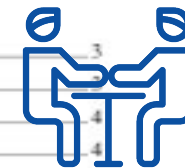
Gen. Conditions (Annex II)

Budget (Annex III)

Other Annexes

Guidance documents for projects implementation available on EACEA Website in the "[Beneficiaries' space](#)"

Call for proposals EACEA/07/2020



Criteria & requirements
for the organisation and implementation
of student and staff mobility

Financial provisions

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Call for proposals EACEA/07/2020



Eligible individuals: **STUDENTS**



National of and resident in
any of the African countries

+

Target Group 1

Registered/admitted in or having obtained a HEI degree from one of the African HEIs included in the partnership

Target Group 2

Registered/admitted in or having obtained a HEI degree from a HEI established in Africa BUT not included in the partnership

Students having already benefitted from a previous scholarship under the Intra-ACP or Intra-Africa Academic Mobility Scheme are **not eligible**



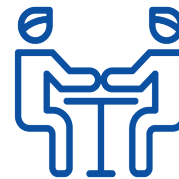
Min/max mobility duration

Master 6-24 months

Doctorate 6-48 months



Call for proposals EACEA/07/2020



Eligible individuals: STAFF



National of and resident in
any of the African countries

+

(Target Group 1)

Work for a **HEI included in the partnership** as
coordinator or partner



Min/max mobility duration

Staff

1-6 months




Call for proposals EACEA/07/2020



Must be your
project's
objectives!

Mobility recommendations

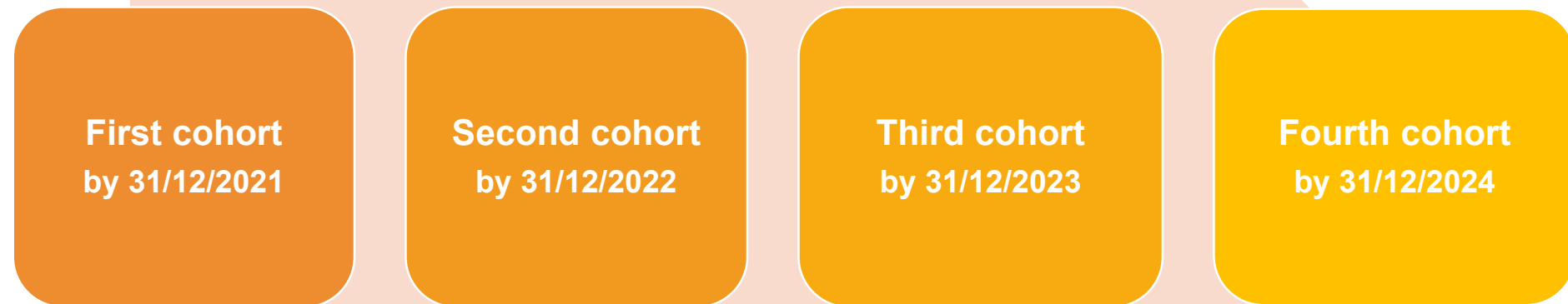
	Distribution per type	
	Master	50-70%
	Doctorate	15-30%
	Staff	10-30%
	Mobility of TG1: min 40% of the total mobility	
No more than 20% of the total number of mobility flows <u>from the same African country</u>		
Balanced distribution of mobility flows within the partnership HEIs		

 **Gender balance**

Call for proposals EACEA/07/2020



Student mobility (indicative timeline)



All mobility flows must finish by the end of the project eligibility period



Grant Agreement for an action with multiple beneficiaries

- Grant Agreement signed by the coordinating HEI on behalf of the partnership

❖ **Special Conditions**

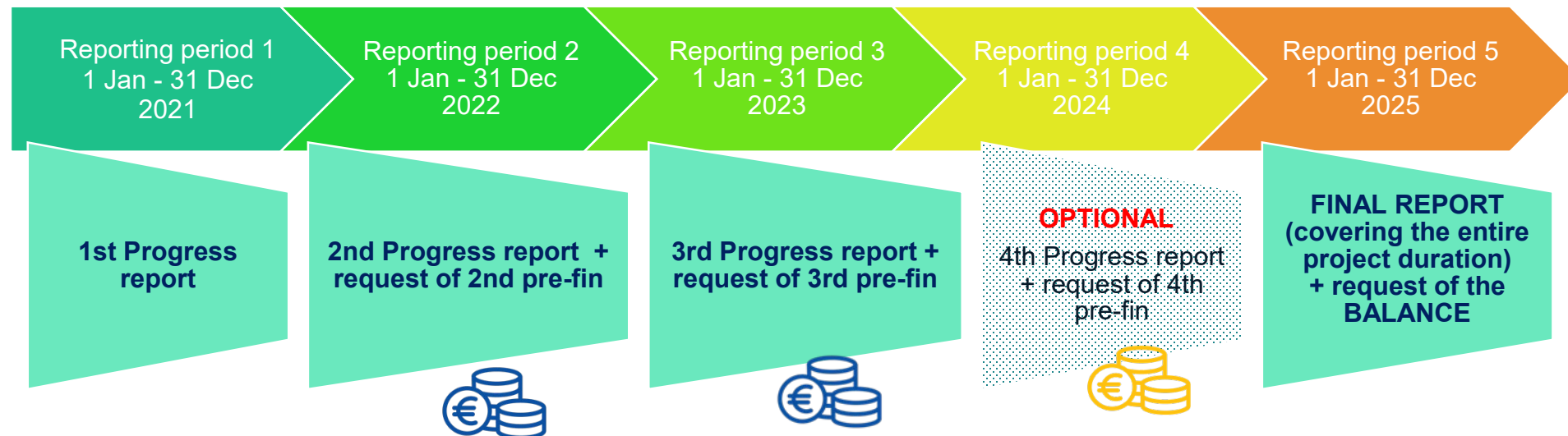
- ❖ Annex I: Description of the action
- ❖ Annex II: General Conditions ('the General Conditions')
- ❖ Annex III: Estimated budget of the action
- ❖ Annex IV: List of beneficiaries and **mandates**
- ❖ Annex V: Models technical report (progress and final)
- ❖ Annex VI: Model financial statement
- ❖ Annex VII: Model terms of reference for the certificate on
- ❖ Annex VIII: Model terms of reference for the certificate or applicable
- ❖ Annex IX: Model terms of reference for the operational ve
- ❖ Annex X : Minimum insurance requirements

Shared obligations & responsibility of the partnership!

Grant Agreement – Special conditions



Article I.4 – Reporting – Requests for payment and supporting documents



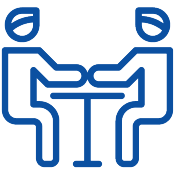
*Reports and pre-financing requests must be submitted within 60 calendar days following **the end of the corresponding reporting period***



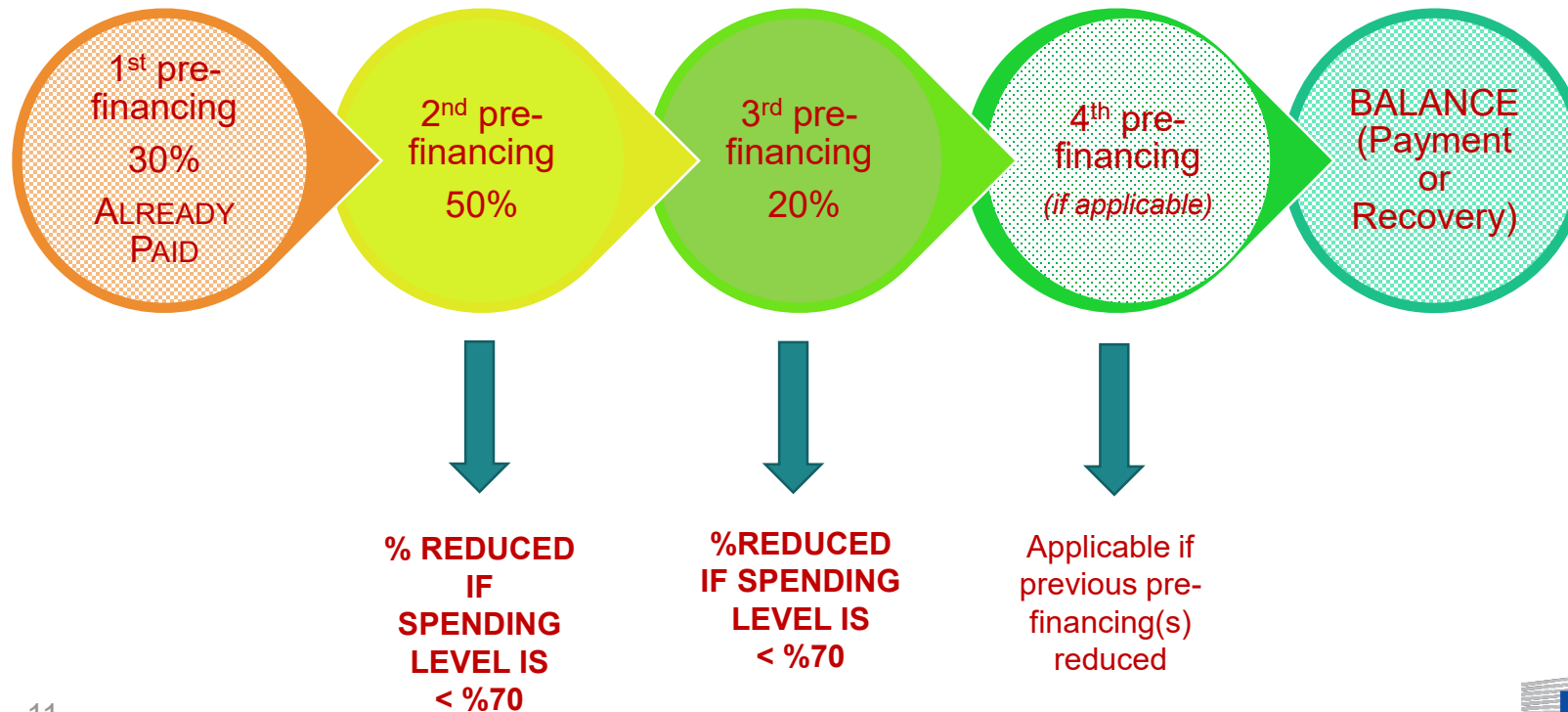
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Grant Agreement – Special conditions



Article I.5 — Payments and Payment arrangements

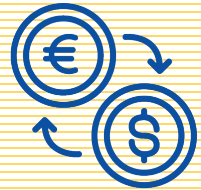


- ✓ I.5.1 Payments to be made
- ✓ I.5.2 Pre-financing payments
- ✓ I.5.4 Payment of the balance
- ✓ I.5.5 Notification of amounts due
- ✓ I.5.6 Interest on late payment
- ✓ I.5.7 Currency for payments
- ✓ I.5.8 Date of payment
- ✓ I.5.9 Costs of payment transfers
- ✓ I.5.10 Payments to the coordinator

Grant Agreement – Special conditions



ARTICLE I.6 — BANK ACCOUNT FOR PAYMENTS



All payments must be made to the coordinator's bank account, denominated in **Euro, US Dollar** or a **local currency pegged to Euro or US Dollar**



To **avoid** (account in EURO) or **limit** (account in USD or local currency pegged to EURO/USD)

the risk of exchange losses

Grant Agreement – Special conditions



I.4.6 Currency for requests for payment and financial statements and conversion into Euro

Beneficiaries with general accounts in a currency other than the euro **must convert** costs incurred in another currency into euros at the **average of the daily exchange rates** published in the C series of the Official Journal of the European Union, **determined over the corresponding reporting period**

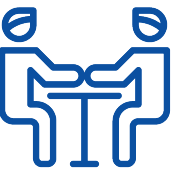
Partners receiving funds for allowances, to open a bank account in EURO if their currency is not pegged to EURO/USD

Limit the number of transfers to other currencies as much as possible

Some recommendations...

Centralised management and payments

Grant Agreement – Special conditions



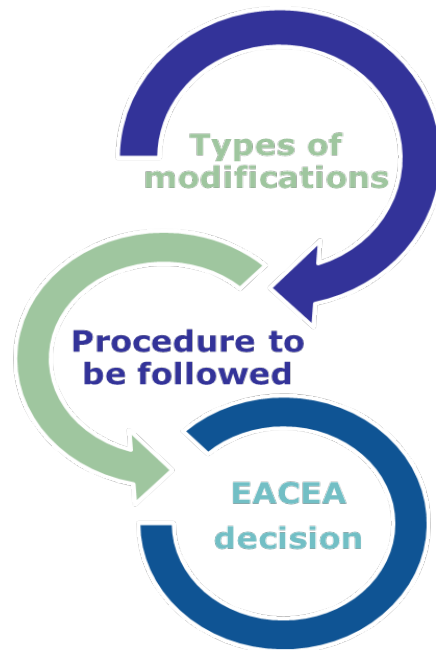
Article I.14 – Grant reduction in the case of non-compliance with an obligation under the grant agreement and for non-, poor, partial, or late implementation



Grant Agreement – Amendments



General Conditions **ARTICLE II.13** Practical information – Beneficiaries' space



Limit the number of requests

Approval is not automatic

	A.1 EXCHANGE OF LETTERS (Amendment)	A.2 AMENDMENTS VIA THE PARTICIPANT PORTAL (Amendment)	A.3 AMENDMENTS BY EMAIL (Amendment)	A.4 NOTIFICATION
CHANGES	<ol style="list-style-type: none"> 1) Change in the partnership composition 2) Change of the coordinating institution 3) Extension of the eligibility period 4) Substantial changes to the description of the action (incl. the mobility plan) 5) Change of the legal representative of the coordinator 6) Change of bank account information 7) Change of deadline for submission of reports > 30 days (without extension of eligibility period) 	<ol style="list-style-type: none"> 1) Change in the legal status/type of a beneficiary 2) Change of legal name of a beneficiary 3) Change of legal address 4) Change of language/website 	<ol style="list-style-type: none"> 1) Change of the address of a beneficiary (<i>not of the coordinator</i>) 2) Change of the legal representative of a beneficiary (<i>not of the coordinator</i>) 3) Change of the contact person (<i>i.e. person dealing with the project on a daily basis</i>) 	<ol style="list-style-type: none"> 1) Change of an associated partner within the partnership 2) Change of deadline for submission of reports (< 30 days) 3) Changes of contact data of the legal representative / contact person

Part II



Contractual obligations

Financial rules



Forms of the grant: Lump Sums and Unit Costs

Purpose, management and supporting documents

How to calculate the EU contribution to the scholarships

Rules on calculation of mobility duration and scholarship

Interruption of mobility

Final grant amount

Forms of the grant

Lump sum and unit costs

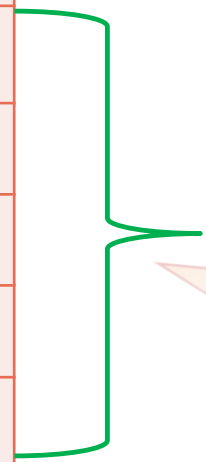


Lump-sum

Unit costs

	Budget in € (Grant Agreement)
1. Organisation of the mobility	140.000
2. Implementation of the mobility	1.260.000
2.1 Subsistence allowances	750.000
2.2 Travel and visa costs	100.000
2.3 Participation costs	250.000
2.4 Research costs	90.000
2.5 Insurance costs	70.000
TOTAL	1.400.000

Transfer of budget NOT allowed btw Lump sum amount and Unit costs amount



Adjustments ONLY possible within the sub-headings of 2. Implementation of the mobility



1. Lump sum (for organisation of the mobility)



PURPOSE:

To cover management costs (e.g. organisation/participation in partnership meetings, participation in EACEA meetings, promotional and dissemination activities, hiring support staff, etc.)



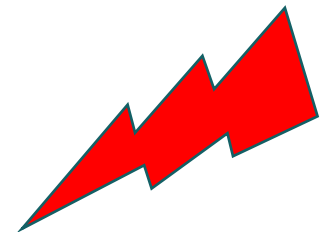
CALCULATION:

20.000 € x number of partners (including the EU Tech. Partner)



MANAGEMENT:

Internal decision ON USE AND DISTRIBUTION depending on the needs/tasks of each partner. To be agreed and fixed in the MoU.



2. Unit costs (for implementation of the mobility)



Type of mobility	Subsistence allowance (per month)	Settling-in allowance (single payment)	Allowances for female scholarship holders (per academic year only for mobility equal or longer than 2 academic years)	Participation costs (per academic year only for mobility equal or longer than 10 months)	Research costs (per academic year only for mobility equal or longer than 10 months)	Insurance costs (per month)	Travel and visa costs
Master	600 €	600 €	600 €	3.500 €	600 €	75 €	According to travel bands
Doctorates	900 €	900 €	900 €	4.000 €	2.000 €	75 €	
Staff	1.200 €	-	-	-	-	75 €	
	Must be paid in full to the scholarship holder			To be managed by the partnership			

Distance bands and corresponding unit costs for travel and visa costs

Distance (km)	Unit cost (EUR)
< 500	275
500 – 1.000	550
> 1.000 – 1.500	825
> 1.500 – 2.500	1.100
> 2.500 – 5.000	1.650
> 5.000 – 10.000	2.200

DISTANCE CALCULATOR

For calculating the distance please refer to:

https://ec.europa.eu/programmes/erasmus-plus/resources/distance-calculator_en

2. Unit Costs - implementation of the mobility



2.1 SUBSISTENCE ALLOWANCES



PURPOSE: to cover the costs of living abroad, including installation costs for students and incentives for female students for longer study period abroad

A. Subsistence allowance	<ul style="list-style-type: none">• <u>monthly</u> instalments <u>for total duration</u> of the mobility
B. Settling-in allowance (for students only)	<ul style="list-style-type: none">• 1 additional instalment provided upon arrival
C. Allowance for female scholarship holders	<ul style="list-style-type: none">• 1 additional instalment per academic year of mobility• only for mobility equal or longer than 2 academic years (i.e. minimum 20 months + fulfilment of academic obligations)

MANAGEMENT: Paid in full to the scholarship holders



2. Unit Costs - implementation of the mobility



2.2 TRAVEL AND VISA COSTS



PURPOSE: to cover costs of travel tickets and ALL costs related to visa issuing


- One unit costs granted for each student/staff in mobility (inbound+ outbound travel) - eligibility linked to the actual purchase of travel ticket (triggering event)
- For mobility equal or longer than 2 academic years => 2 unit costs granted (if 2 travels have taken place)
- Unit cost amount based on the distance "as the crow flies" (departure location - depending on target group -> host institution)
- If mobility cancelled, unit cost for travel and visa costs can be claimed (providing reasons for cancellation and proof that ticket was not refundable)

MANAGEMENT: the total amount is managed by the partnership

2. Unit Costs - implementation of the mobility



2.3 PARTICIPATION COSTS

 **PURPOSE:** to cover costs such as tuition/registration fees, library costs, residence permit, language courses costs etc.

Mobility of more than 10 months	Mobility of less than 10 months
<ul style="list-style-type: none">• One unit cost per academic year* per mobility <i>*1 academic year = minimum 10 months + all the academic obligations corresponding to 1 academic year fulfilled</i>	<ul style="list-style-type: none">• No participation costs can be claimed• Students continue paying tuition fees at their home institution



MANAGEMENT: total amount managed by the partnership / share based on actual participation costs of incoming students (*rules to be established in the MoU*)

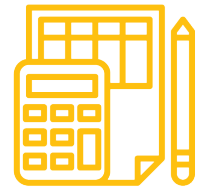
2. Unit Costs - implementation of the mobility



2.4 RESEARCH COSTS



PURPOSE: to cover the costs linked to research activities such as laboratory consumable expenses, field research costs, registration for online research platforms etc.



Mobility of more than 10 months	Mobility of less than 10 months
<ul style="list-style-type: none">One unit cost per academic year* per mobility	<ul style="list-style-type: none">No research costs can be claimed



MANAGEMENT: total amount managed by the partnership / share based on on actual research needs of incoming students (*rules to be established in the MoU*)

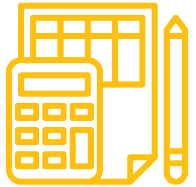
2. Unit Costs - implementation of the mobility



2.5 INSURANCE COSTS



PURPOSE: to grant insurance coverage (in line with Annex X of the GA)



- **One unit cost per month**/scholarship holder.
- Insurance cover must take effect by the time the scholarship holder start her/his journey to participate in the mobility and must be valid until one month after the end of the mobility.



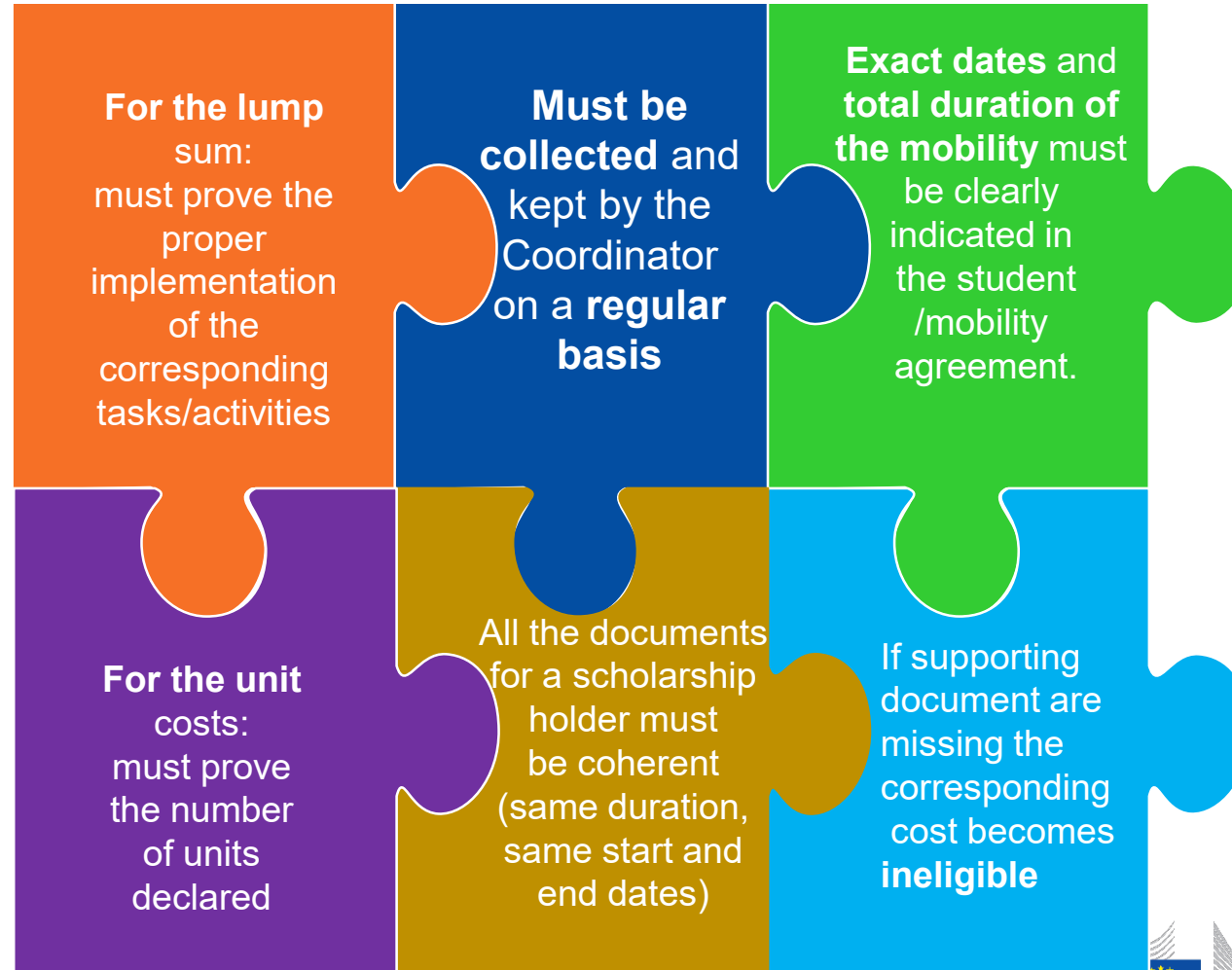
MANAGEMENT: total amount managed by the partnership

Supporting documents

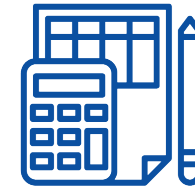
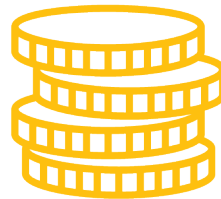
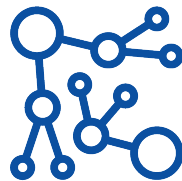
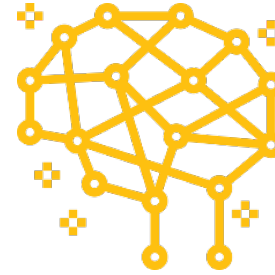
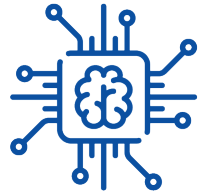


	Indicative list of supporting documents
Lump sum for the organisation	Proofs of proper implementation of the corresponding activities (e.g. minutes of meetings, dissemination and promotion material, etc.)
Subsistence, settling-in and additional allowances	Student id/passport Student/mobility agreement Monthly bank transfer
Participation costs	Student/mobility agreement
Research costs	Student/mobility agreement Proofs of research activities
Insurance costs	Proof of insurance cover for whole mobility period (e.g. insurance policy contract and nominal insurance certificate)
Travel and visa costs	Return travel ticket, boarding passes, invoice

Supporting documents



How to calculate the EU contribution to the scholarship ?



Calculation of the EU contribution per mobility



**Duration
of mobility
in months**

**Subsistence
allowances**

600 € x month for Master
900 € x month for Doctorate
1.200 € x month for Staff

**Participation
Costs**

<10 months=0 €
> or = 10 months= 3.500 € Master x academic year
4.000 € Doctorate x academic year

Research costs

<10 months = 0 €
> or= 10 months = 600 € Master x academic year
2.000 € Doctorate x academic year

**Travel and visa
Costs***

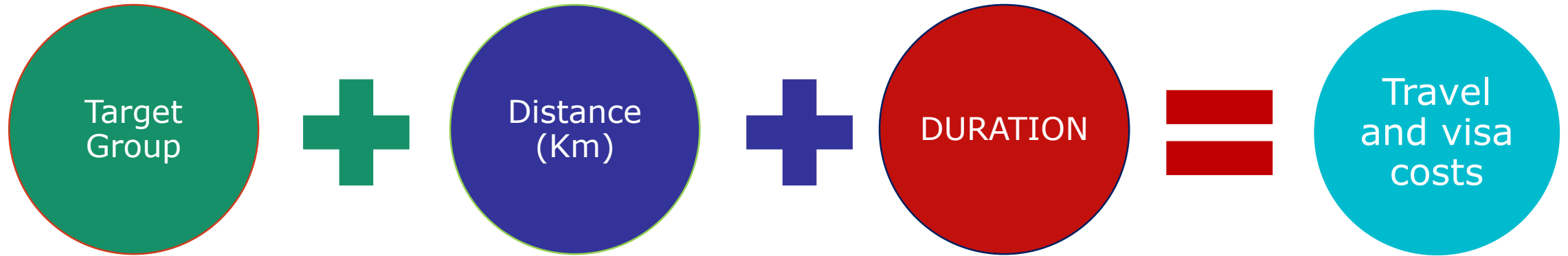
Based on target group + distance in Km + mobility
duration -> one or two Unit Costs

**Insurance
costs**

75 € x number of months for each scholarship holder



*Calculation of Unit Costs for travel and visa



Distance between host HEI and:
TG1 → location of the home HEI
TG2 → location of origin of the student

To apply the correct unit cost, calculate Km using the tool indicated in the Call

For mobility = or > than 2 academic years two unit costs are allowed

Examples



*How to calculate the mobility duration in months
and
scholarship allowances*

How to calculate mobility duration in months



Duration in months = *duration in days* / 30

Duration in days = number of calendar days between start and end dates

in Excel use the formula: =ROUND((End date-Start date)/30;2)

The result with 2 decimals must be rounded to the nearest integer:

- if the **decimals are < 49** => the number of months is **rounded down**;
- if the **decimals are > or = to 50**, the number of months is **rounded up**.

Example

start date 20/01/2017,
end date 30/07/2017 => 191 days
191:30 = 6,37
the nearest integer to 6,37 is 6 =>
6 months to be declared

EXAMPLE 1

Allowances to be paid to female scholarship holders:

Female, Doctorate candidate

Duration of the mobility 20 months (01/01/2018 – 31/08/2019)

Settling-in allowance:	1 instalment
Subsistence allowance:	20 instalments
Allowance for female scholarships:	2 instalments

TOTAL: 23 instalments

23 x 900 EUR = 20.700 EUR to be paid *in full* to the scholarship holder



To be encoded in **EMT** and in the **student agreement**:
20 months of duration BUT 23 instalments of subsistence allowances

EXAMPLE 2

Allowances to be paid to female scholarship holders:

Female, Doctorate candidate

Duration of the mobility 19 months (01/01/2018 – 31/07/2019)

Settling-in allowance:	1 instalment
Subsistence allowance:	19 instalments
Allowance for female scholarships:	0 instalments

TOTAL: 20 instalments

20 x 900 EUR = 18.000 EUR to be paid *in full* to the scholarship holder



To be encoded in **EMT** and in the **student agreement**:
9 months of duration BUT 20 instalments of subsistence allowances

Rules on interruption of mobility period



STAFF mobility

can be interrupted and split in several periods depending on the academic / administrative needs

STUDENT mobility

can be interrupted **only** in *duly justified* and *well documented* cases

a) For personal reasons:

- if student *catches up* on the academic activities the scholarship *can be paid* for the duration of the interruption if agreed by the partners
- if the student *cannot catch up* the scholarship *is not paid* for the duration of interruption (but mobility can be extended - respecting maximum duration allowed → *split mobility*)

b) For academic reasons:

- mobility can be interrupted (e.g. for data collection in the home country) but the scholarship is not paid for the duration of the interruption



Compulsory/institutional breaks imposed by the academic calendar are not considered as interruptions

Final grant amount



(1) Lump sum contribution amount

(amount specified in the GA if corresponding activities deemed to be implemented properly)

(2) **Unit costs** multiplied by the number of units “occurred” and deemed eligible by EACEA



Cannot exceed the maximum amount of the grant

Grant Awarded and paid in pre-financings:

Final Grant calculated (1 + 2):

Amount to be reimbursed:

(ex. even if real costs incurred = 1.350.000 EUR)



NO actual costs to be reported

1.400.000 EUR

1.300.000 EUR

100.000 EUR

Thank you



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