

**EMECW L12 MOBILITY GRANT AWARD CONTRACT BTG xxx**  
**Grant agreement n 2009/1661-001 001ECW**

The present contract, made in the framework of the EMECW project Bridging the Gap under the Grant agreement n 2009/1661-001 001ECW, signed between the *Education Audiovisual and Culture Executive Agency of the European Commission* and the project coordinator *University of Trento* representing the partner universities, governs the relationships

between

**UNIVERSITA DEGLI STUDI DI TRENTO**

whose registered/principal office is situated at:  
represented by Prof. **CLAUDIO MIGLIARESI**  
on behalf of the Rector prof **DAVIDE BASSI**

Via Belenzani 12 - 38100 Trento (I)

hereafter referred to as "the Contractor"

and

**UNIVERSITY OF**

whose registered/principal office is located at:  
represented by Dr. ....

Address

hereafter referred to as "the Home University"

and

**UNIVERSITY OF**

whose registered/principal office is located at:  
represented by Dr. ....

Address

hereafter referred to as "the Host University"

and

**SCHOLARSHIP HOLDER**

Name Surname

BTG ID

hereafter referred to as "the Beneficiary"

CONCERNING

the award of a Bridging the Gap EMECW L12 scholarship in the framework of the Erasmus Mundus External Cooperation Window to the beneficiary

Last name (as in passport): \_\_\_\_\_

First name (as in passport): \_\_\_\_\_

Nationality: \_\_\_\_\_ Sex: \_\_\_\_\_

Passport number: \_\_\_\_\_

Date and place of birth: \_\_\_\_\_ , \_\_\_\_\_

Home address: \_\_\_\_\_

Phone number: \_\_\_\_\_

Email address: \_\_\_\_\_

### Article 1 Terms of the Grant

The present mobility contract applies only to the study programme mentioned below:

The scholarship is granted for \_\_ months (not exceeding the duration of the academic programme),

from \_\_\_\_\_ until \_\_\_\_\_

for a scholarship at the level of \_\_\_\_\_ (\_\_\_\_\_ EUR / month)

in the following discipline: \_\_\_\_\_

at the following Bridging the Gap partner institution: \_\_\_\_\_

The scholarship is meant to cover subsistence, travel and insurance. Accommodation and permanence costs will be directly covered by the beneficiary monthly allowance, while travel cost and insurance will be covered by the coordinating Institution .

The beneficiary cannot change to another study programme on his/her own initiative, nor transfer to another university.

The beneficiary must register at the entire exams sessions and send to the central Bridging the Gap Coordination Unit a copy of the exam results after each exam session.

In case the beneficiary fails for exams, no extra scholarship months can be granted to the participants in order to have a second chance exam later. Nevertheless, the beneficiary may decide to take these exams at a later time, at his/her own expenses.

### Article 2 Scholarship payments

The grant payments will be disposed only upon reception of the signed mobility contract and of the related notice of arrival at the host institution.

The payment will be disposed by means of monthly installments directly transferred to the Beneficiary bank account.

The Bridging the Gap scholarship will cover only the months of the academic year(s) spent at the host institution as defined in Article 1, and in accordance with the terms and conditions stated hereafter.

The scholarship is intended for study or research activity, therefore the scholarship may be suspended if the beneficiary does not participate full time in this kind of activities as agreed upon before departure in the Learning Agreement or in the Teaching and/or Research Plan.

The scholarship includes the annual registration fee in the school where the scholarship holder will be attending class. The hosting institution cannot ask extra tuition fees on top of the tuition fees paid by the scholarship, still it is possible that the student needs to pay for extra minor costs that are made in the perspective of the programme.

The host institution or the coordinating university cannot be held responsible for late payment of the monthly scholarship stipends or reimbursements due to any circumstance beyond its control.

The scholarship does not comprise any social security payments.

### Article 3 Obligations of the Beneficiary

The Bridging the Gap EMECW L12 beneficiaries represent the best and brightest representative of their home country and institution. They are committed to share and promote the values and objectives of the Erasmus Mundus External Cooperation Window, and more in particular, those of the Bridging the Gap and to act as home ambassadors and models of behaviour to the campus community.

Therefore the Beneficiary undertakes:

- to accept the discipline of the Host institution, its schedule, its regulations and conduct codes
- to make use of all opportunities offered to him/her during the mobility and to carry out all his/her duties conscientiously; to follow all the instructions issued by his/her supervisor and to observe all departmental rules (especially work rules and safety regulations);
- to spend the full time during his/her scholarship in order to achieve his/her study/training programme and to refrain from any commercial or lucrative activities. He/she will take a full load study or research programme, counting more or less 30 ECTS credits or equivalent. For Phd students, postdoctoral researchers and academic staff members, a work plan must be set up in advance covering a full time engagement in the hosting department.

- to be always reachable and to inform the host university immediately of any change regarding his/her address, academic programmes and international travels ;
- to inform the host university immediately in case of absence and to produce a medical certificate in case of illness;
- to protect the interests, the rules of confidentiality and the provisions of law regarding professional secrecy, if it is the case. *In the case of non-compliance with these rules, the head of the Host Organisation is entitled to terminate the secondment, after notifying the various parties to the contract by registered letter with return-receipt;*
- to write a final report on the mobility which must be countersigned by the hosting institution. This report should be delivered to the Bridging the Gap Coordination Unit by the final day of the mobility period and in any case no later than 15 days after the conclusion of the mobility period.
- to provide by the due time all the documentation requested by the Bridging the Gap Coordination Unit at the end of the mobility period. If the beneficiary is a student- he/she must submit the **Statement of the host institution, the Transcript of Records (in case you are a credit transfer student) and the Report** to the home institution, within **two weeks** after finishing the study abroad, thus proving that the studies have taken place as planned. In case he/she fails to deliver either of these documents, the student can be requested to reimburse a part of or the entire Erasmus Mundus ECW grant.
- to return, within 15 days, the gross amount of the BTG Erasmus Mundus ECW grant should s/he is unable to conclude the mobility period indicated in Article 1 for any reason. S/he also undertakes to return the gross amount of the grant should s/he be obliged to interrupt the mobility period for any reason except those beyond his/her control: in this case the sum to be returned will correspond to the period of training not fulfilled. A letter from the Central Accountancy of the University of Trento will notify the total amount to be returned and the procedure to be followed. The sum must be returned by means of bank transfer to

Unicredit Banca Spa

Sede di Trento - Via Galileo Galilei, 1

IBAN IT37L0200801820000100807242

SWIFT UNCRIT2B0HV

#### Article 4 – Travel and scholarship period

Upon signature by the beneficiary and receipt of this contract by the Bridging the Gap Coordination Unit in Trento, the University of Trento will grant clearance to the scholarship holder to arrange travel to his/her destination. One return ticket will be paid by the Bridging the Gap. The price of the ticket cannot exceed the amounts prescribed in the EM ECW guidelines. Moreover, it should be guarded that air tickets are bought as cheap as possible.

When deciding on travel dates, scholarship holders should take into account the fact that monthly allowances can only be paid out for full months, i.e. 30 or 31 days.

The Bridging the Gap office will not reimburse airplane tickets directly bought by the beneficiary him/herself, except after special authorization.

By signing the contract the beneficiary commits himself/herself to reimburse, in case of withdrawal before the starting date of the scholarship, any travel expenses already incurred on his/her behalf by the Bridging the Gap office in Trento.

Flight itineraries cannot be changed without the explicit consent of the Bridging the Gap office. Any costs related to cancellation or change in the itinerary after formal approval by the Bridging the Gap office will be at the beneficiary's own expenses.

In case the beneficiary's wishes to travel during her/his scholarship period, s/he is required to inform the Bridging the Gap Coordination Unit through written communication by e-mail. Monthly allowances can only be paid out when the scholarship holder resides at his/her destination, except in particular circumstances.

Beneficiaries are requested to hand in the boarding pass stub(s) of their outbound flight to the Bridging the Gap coordinator at their host institution. Similarly they need to hand in the boarding pass stub(s) of their return flight to the Bridging the Gap coordinator at their Home institution. Alternatively the boarding pass stub(s) can be sent to the Bridging the Gap office in Trento.

Visa costs can be advanced for Asian participants only by their home institutions.

No extra weight taxes or penalties can be reimbursed by Bridging the Gap.

No travel expenses for the beneficiaries' family and/or no administrative formalities necessary for their arrival will be borne by the Bridging the Gap coordination.

Similarly, the Bridging the Gap project does not provide any medical insurance for the family members.

## Article 5 - Insurance

The EM ECW provides beneficiaries (family members are not included in the insurance scheme) with special insurance coverage. The insurance, whose cost should not exceed € 1,70 per day, will cover during the mobility period:

1. Health insurance
2. Repatriation
3. Accident

Upon confirmation of the travel dates of the beneficiary by means of the Travel form, the Bridging the Gap coordination Unit in Trento will arrange the necessary insurance.

By signing the contract the beneficiary commits himself/herself to reimburse, in case of withdrawal before the starting date of the scholarship, any insurance expenses already incurred on his/her behalf by the University of Trento.

## Article 6 – Informing and reporting

The Beneficiary and the Host Organisation will provide the Coordinator with all information it may require with regard to the mobility subject to the present contract. The University of Trento and the Host Organisation will monitor and assess the mobility.

Monitoring surveys, meetings and reports are foreseen during the mobility period.

The Host Institution appoints ..... as supervisor in charge of the beneficiary's mobility.

The Beneficiary and the Host Organisation will make available to the Coordinator and to the EU Commission all documents demonstrating that the mobility activity is in progress or has been completed.

The Beneficiary has the obligation to inform the Host University and Bridging the Gap Coordination Unit in Trento of

- any change concerning his presence at the host institution,
- any change in his/her family situation and/or his/her address without delay,
- any change in the work /study / research programme to be authorized by the home institution.

The Beneficiary commits him/herself to participate without delay in actions for quality assurance and reporting (completing surveys, reporting on the mobility activities, ...).

## Article 7 Personal Behavior

The Beneficiary commits him/herself to observe the date he/she had been given for arrival in the hosting institution and to returning to his/her country of origin at the end of the programme.

The Beneficiary commits him/herself to respect laws and regulations from the hosting country. He/She will be responsible for keeping a civil and correct behavior and handling any issue on troubles resulting from his/her behavior. In case of serious offences, the Bridging the Gap Coordination Unit might consider to cancel this mobility contract and ask for the reimbursement, if it is the case .

The Beneficiary is directly responsible for payment of any debts which he/she might incur during the mobility period. The Bridging the Gap coordination bears no responsibility whatsoever.

Should the Beneficiary –for any personal or vocational reasons – wish to leave the hosting country during his/her mobility, he/she will have to inform the local Bridging the Gap coordinator and the supervisor in charge of his/her study programme within reasonable advance and indicate the exact period he/she will be traveling. All costs related to this kind of activities are at the full expense of the scholarship holder.

Should the supervisor in charge of the Beneficiary study programme, for any legitimate reason, not explicitly authorize the travel, the scholarship may be suspended.

If the Beneficiary does not inform the local Bridging the Gap coordinator about his/her traveling, the scholarship contract might be suspended.

When the Bridging the Gap Coordination Unit has serious, precise and corroborating evidence that the Beneficiary has not returned to his/her country of origin and is staying illegally in the hosting country, it is entitled to make use of any legal measure so as to put an end to this situation.

## Article 9 - Suspension of the scholarship

The scholarship can be suspended or cancelled, transferred sums will be claimed back and the Bridging the Gap Coordination Unit is entitled to make use of any legal measure to obtain the reimbursement of the entire scholarship including any other expenses covered by the Bridging the Gap Coordination Unit in the following cases:

- If the Beneficiary does not fulfill the requirements attached to the study programme, or in case of serious shortcomings,.
- If the Beneficiary fails to achieve an adequate level of performance as determined by the Programme Supervisor.
- in case of unjustified absence lasting more than 10 Days, offensive behaviors, false statements and if he/she does not comply with the terms of the present contract (contractual breach).

#### **Article 10 - Responsibilities**

Each contracting party exonerates the other contracting parties from all civil responsibilities arising from damage suffered by the contracting party or its staff resulting from the carrying out of this Contract, insofar as this damage is not due to a serious and intentional fault on the part of the other contracting party or its staff.

If for any reason, circumstance, matter or thing beyond its reasonable control a party (Higher Education institution) is unable to perform in whole or in part any obligation under this Agreement, this party is relieved of that obligation under this Agreement.

In the case of the non-fulfilment by one or more of the contracting parties of one of the obligations stipulated by the present contract, and independently of the consequences of the law applicable to the offender, the contract may be terminated. In this case the Contractor is fully entitled to rescind the contract without recourse to any other judicial formality after a notification of default sent to the parties by registered letter has not received a response within one month.

#### **Article 11 – Anti-brain drain policy**

The Beneficiary fully agrees that the scholarship should not lead to brain drain situations, disadvantageous to the sending countries involved. The Beneficiary will promote actions and strategies that will strengthen academia and business related activities in the home country.

#### **Article 12 – Dispute resolution**

The parties shall try to settle in an amicable way and with the arbitration of the Steering committee all disputes concerning this agreement. Should amicable settlement not be reached, the Trento law court (seat of the Contractor) has sole jurisdiction regarding disputes among the parties to the present contract. This contract shall be governed by the Italian law only..

#### **Article 13 - Privacy**

The Beneficiary agrees that his/her name can be made public as winner of a scholarship in this project. Also for reporting issues towards the European Commission's Education, Audiovisual and Culture Executive Agency, the Beneficiary agrees that his/her personal data and files can be shared with these authorities.

The scholarship holder agrees that his name and data will be stored in databases for the management of the project. He/She agrees that the data will be stored in databases for alumni relationship management.

The scholarship holder accepts privacy regulations of both sending and hosting institution.

#### **Article 14 – Participation in media events**

The Beneficiary is aware he/she can be invited for participation in media events that focus on this EU project. The consortium members will never make his/her name public without the prior Beneficiary acceptance.

Coordinator, partners and beneficiaries will always cite the European Commission as funding agency of the Bridging the Gap project and grants in the framework of the Erasmus Mundus External Cooperation Window, during public events and specifically in case of participation in media events, and at any time they will link their information to the educational or research programme they are involved.

Coordinator, partners and beneficiaries are committed to support the objectives and values of the Erasmus Mundus External Cooperation Window in their relations and information to the press and media.

#### **Article 15 Exclusion of double funding**

**THE SCHOLARSHIP HOLDER EXPLICITLY STATES THAT HE/SHE DOES NOT BENEFIT FROM ANOTHER EUROPEAN COMMUNITY GRANT FOR THIS SAME MOBILITY ACT.**

**Article 16: Changes or additions to the contract**

The present contract may only be modified by means of an additional clause approved for both parties by the signatories.

**Article 17: Fiscal Measures**

Tax: the grant will be subject to the appropriate fiscal measures.

**Article 18: Final provisions**

This contract is made out in four copies signed by each party, one copy for each party.

Date, .....

**Signatures**

The Beneficiary

Coodinator  
Università degli Studi di Trento

\_\_\_\_\_

\_\_\_\_\_

Home University

Host University

\_\_\_\_\_

\_\_\_\_\_

I have read and understood the above contract concerning my participation in the Bridging the Gap EMECW L 12 programme. As a beneficiary from the EMECW programme I will strive to respect all of the terms set out in the above agreement and required to keep my scholarship eligibility. I will contact the international office of the host institution for consultation and guidance and for any occurrence and change that may impact my scholarship eligibility (i.e. withdrawal from classes, academic difficulty, etc.).

The beneficiary

Last name (as in passport):

First name

Signature

\_\_\_\_\_

## Addendum Abstracts from the guidelines – The Erasmus Mundus External Cooperation Window

### 1.1 BACKGROUND

The European Union recognises the importance of higher education for economic and social development. Higher education plays a crucial role in producing high quality human resources, in disseminating scientific discovery and advanced knowledge through teaching and educating future generations of citizens, high level professionals and political leaders, who in turn can contribute to better governance.

The increasing speed at which existing knowledge becomes obsolete, and the rapid changes in the means by which it is delivered and renewed, will require high adaptability of the education sector to meet the needs of the economy and of society as a whole. Countries that are only weakly connected to the global knowledge economy will find themselves increasingly at a disadvantage and will not be able to generate adequate socio-economic conditions for the population. In a context of globalisation, this knowledge divide does not contribute to harmonious relations between nations and to understanding among the peoples, thus adversely influencing political stability.

Against this background, the promotion of international cooperation between the European Union and Third-Country higher education institutions and in particular the facilitation of institution-based mobility is a win-win situation for its potential contribution to the mutual enrichment of nations and to a better understanding of peoples. Institution-based mobility has the capacity not only to improve the results of education, but also to create lasting links and generate mutual enrichment and understanding between the peoples.

The Erasmus Mundus External Cooperation Window is designed to foster co-operation in the field of higher education between the European Union and Third-countries through a mobility scheme addressing student and academic exchanges.

### 1.2 OBJECTIVES OF THE ACTION

The Erasmus Mundus External Cooperation Window aims at mutual enrichment and better understanding between the European Union and Third-Countries, through the exchange of persons, knowledge and skills at higher education level.

The main objectives of this mobility scheme are:

- To enhance the international cooperation capacity of universities in Third-countries by facilitating transfer of know-how and good practices in the field of student and academic staff mobility;
- To promote cooperation between sending and hosting institutions, thus mutually enriching the educational environment of both the hosting and sending institutions in the European and Third-countries;
- To enable students to benefit linguistically, culturally and educationally from the experience of pursuing academic studies in another country. This will contribute to the mutual enrichment of societies by developing a pool of well-qualified, open-minded and internationally experienced young women/men as future professionals and leaders, capable of responding to the challenges of the new Global Knowledge Society of a globalized world and of improving governance;
- To improve the transparency and recognition of studies and qualifications, in particular by favouring the practical implementation of Common Areas of Higher education triggered by the interest in the "acquis" of the Bologna process;
- To contribute to provide good students from vulnerable groups (i.e. refugees, displaced populations, disabled foreign students, etc) with further education and professional development and empowerment for leadership, thus contributing to disseminate European Union social and democratic values;
- To enhance the skills and qualifications of foreign higher education staff so that they can contribute actively towards improvement of quality and pertinence, to university research, to changes in system governance and to innovation of higher education through an institution-based visiting teacher exchange system.
- To build the capacity of the administration and public and private sector by participation of their staff in higher education mobility activities (especially through doctorate and post-doctorate activities);
- To enhance in the medium term the political, cultural, educational and economical links between the European Union and Third countries.