



Form: PROJ-GHA

GRANT HOLDER'S AGREEMENT [GHA]

L: ENG

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01. Project Information

ID:	552067-EM-1-2014-1-ES-ERA MUNDUS-EMA22		
Programme:	Erasmus Mundus (EM)	Action / Strand / Lot:	2 / 2 / 03 (EMA2/S2-L03)
Title:	Advanced Education European-Asiatic Exchange Programme in Materials Science and Catalysis	Acronym:	EURASIA CAT
Date (beginning):	15/07/2014	Date (end):	15/07/2018
Duration:	48 months	Coord. HEI:	Universidad de Málaga (UMA), ES
ECHE:	28699-LA-1-2014-1-ES-E4AKA1-ECHE	Erasmus ID:	E MALAGA01
Thematic Field (s):	Materials Science / Chemical Eng.	Levels:	MAS+PHD+POS+STA
Partnership:	EU		TC
EU01	U. de Málaga (UMA), ES	TC01	Hong Kong U. of Sci. & Tech. (HKUST), HK
EU02	U. of Twente (UTWENTE), NL	TC02	National Tsing Hua U. (NTHU), TW
EU03	Adam Mickiewicz U. (AMU), PL	TC03	National Taiwan U. (NTU), TW
EU04	U. Pierre et Marie Curie VI (UPMC), FR	TC04	Nanyang Technological U. (NTU), SG
EU05	U. of Trieste (UNITS), IT	TC05	National U. of Singapore (NUS), SG
		TC06	U. of Macau (UMAC), MO

02. Grant Holder's Information

ID / Passport:		Title:	<input type="checkbox"/> Mr. <input type="checkbox"/> Ms. <input type="checkbox"/> Mrs. <input type="checkbox"/> Miss
Last Name(s):		First Name(s):	
Nationality:		Gender:	<input type="checkbox"/> Male <input type="checkbox"/> Female
Date of Birth:	D: <input type="text"/> M: <input type="text"/> Y: <input type="text"/>	Email:	
Address (home country)			
Address:		ZIP:	
City:		Region:	
Country:			
Phone-1:		Phone-2:	
Emergency Contact (home country)			
Last Name(s):		First Name(s):	
Phone:		Email:	
Address (host country)			
Address:		ZIP:	
City:		Region:	
Country:			
Phone-1:		Phone-2:	
Emergency Contact (host country)			
Last Name(s):		First Name(s):	
Phone:		Email:	

03. Grant Holder's Academic / Professional Information

Current occupation:		Institution:	
Studies Pursued Before this Grant			
B.Sc.:	<input type="checkbox"/> Years: <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5+	M.Sc.:	<input type="checkbox"/> Years: <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5+
Ph.D.:	<input type="checkbox"/> Years: <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5+	Post-doc research:	<input type="checkbox"/> Years: <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5+
Languages Certifications			
English:	<input type="checkbox"/> A1 <input type="checkbox"/> A2 <input type="checkbox"/> B1 <input type="checkbox"/> B2 <input type="checkbox"/> C1 <input type="checkbox"/> C2	Spanish:	<input type="checkbox"/> A1 <input type="checkbox"/> A2 <input type="checkbox"/> B1 <input type="checkbox"/> B2 <input type="checkbox"/> C1 <input type="checkbox"/> C2
French:	<input type="checkbox"/> A1 <input type="checkbox"/> A2 <input type="checkbox"/> B1 <input type="checkbox"/> B2 <input type="checkbox"/> C1 <input type="checkbox"/> C2	German:	<input type="checkbox"/> A1 <input type="checkbox"/> A2 <input type="checkbox"/> B1 <input type="checkbox"/> B2 <input type="checkbox"/> C1 <input type="checkbox"/> C2
Italian:	<input type="checkbox"/> A1 <input type="checkbox"/> A2 <input type="checkbox"/> B1 <input type="checkbox"/> B2 <input type="checkbox"/> C1 <input type="checkbox"/> C2	Portuguese:	<input type="checkbox"/> A1 <input type="checkbox"/> A2 <input type="checkbox"/> B1 <input type="checkbox"/> B2 <input type="checkbox"/> C1 <input type="checkbox"/> C2
Other (specify):	<input type="checkbox"/> A1 <input type="checkbox"/> A2 <input type="checkbox"/> B1 <input type="checkbox"/> B2 <input type="checkbox"/> C1 <input type="checkbox"/> C2	Other (specify):	<input type="checkbox"/> A1 <input type="checkbox"/> A2 <input type="checkbox"/> B1 <input type="checkbox"/> B2 <input type="checkbox"/> C1 <input type="checkbox"/> C2
Other (specify):	<input type="checkbox"/> A1 <input type="checkbox"/> A2 <input type="checkbox"/> B1 <input type="checkbox"/> B2 <input type="checkbox"/> C1 <input type="checkbox"/> C2	Other (specify):	<input type="checkbox"/> A1 <input type="checkbox"/> A2 <input type="checkbox"/> B1 <input type="checkbox"/> B2 <input type="checkbox"/> C1 <input type="checkbox"/> C2



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04. Grant Information					Cohort:	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3
Type:	<input type="checkbox"/> UND	<input type="checkbox"/> MAS	<input type="checkbox"/> FUL	<input type="checkbox"/> SAN	Duration:	<input type="checkbox"/> Days <input type="checkbox"/> Weeks <input type="checkbox"/> Months		
Date (beginning):	D: <input type="text"/>	M: <input type="text"/>	Y: <input type="text"/>		Date (end):	D: <input type="text"/>	M: <input type="text"/>	Y: <input type="text"/>
Language of Instruction:	<input type="checkbox"/> ENG	<input type="checkbox"/> ESP	<input type="checkbox"/> FRE	<input type="checkbox"/> GER	ECTS credits:	<input type="checkbox"/> Yes <input type="checkbox"/> No		
Language course:	<input type="checkbox"/> Yes	<input type="checkbox"/> No			Internship:	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Weeks : <input type="text"/>
Field-work:	<input type="checkbox"/> Yes	<input type="checkbox"/> No			Special needs:	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Accompanying Members (nr.):	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Number: <input type="text"/>		Special needs (specify):	<input type="text"/>		

05. Home HEI Information		TG:	<input type="checkbox"/> TG1	<input type="checkbox"/> TG2	<input type="checkbox"/> TG3
ECHE:	n/a	Erasmus ID:	n/a		
Institution:	<input type="text"/>	Acronym:	<input type="text"/>		
Address:	<input type="text"/>	ZIP:	<input type="text"/>		
City:	<input type="text"/>	Region:	<input type="text"/>		
Country:	<input type="text"/>	Web:	<input type="text"/>		

06. Host HEI Information	
ECHE:	<input type="text"/>
Institution:	<input type="text"/>
Address:	<input type="text"/>
City:	<input type="text"/>
Country:	<input type="text"/>
Erasmus ID:	<input type="text"/>
Acronym:	<input type="text"/>
ZIP:	<input type="text"/>
Region:	<input type="text"/>
Web:	<input type="text"/>

07. Home HEI Tutor's Information	
Last Name(s):	<input type="text"/>
Title:	<input type="checkbox"/> Mr. <input type="checkbox"/> Ms. <input type="checkbox"/> Mrs. <input type="checkbox"/> Miss
Address:	<input type="text"/>
City:	<input type="text"/>
Country:	<input type="text"/>
Phone-1:	<input type="text"/>
Fax:	<input type="text"/>
First Name(s):	<input type="text"/>
Position:	<input type="text"/>
ZIP:	<input type="text"/>
Region:	<input type="text"/>
Web:	<input type="text"/>
Phone-2:	<input type="text"/>
Email:	<input type="text"/>

08. Host HEI Tutor's Information	
Last Name(s):	<input type="text"/>
Title:	<input type="checkbox"/> Mr. <input type="checkbox"/> Ms. <input type="checkbox"/> Mrs. <input type="checkbox"/> Miss
Address:	<input type="text"/>
City:	<input type="text"/>
Country:	<input type="text"/>
Phone-1:	<input type="text"/>
Fax:	<input type="text"/>
First Name(s):	<input type="text"/>
Position:	<input type="text"/>
ZIP:	<input type="text"/>
Region:	<input type="text"/>
Web:	<input type="text"/>
Phone-2:	<input type="text"/>
Email:	<input type="text"/>

TERMS AND CONDITIONS [TC]

TC.01. General Terms

The parties above are in agreement with the following:

- | | |
|--------------------------|--|
| <input type="checkbox"/> | The grant holder declares that he/she accepts the grant awarded within the context of the Erasmus Mundus programme, which information is summarized above. |
| <input type="checkbox"/> | The grant holder declares that he/she commits to spend the full grant period at the host HEI, carrying out the activities specified in his/her work plan (submitted at the application stage) and revised and agreed by all parties involved in the GHIA. |
| <input type="checkbox"/> | The grant holder declares that he/she has read and understood in full this document and that he/she agrees to all the terms and conditions laid down in this contract. |
| <input type="checkbox"/> | The grant holder declares that he/she commits to consult with the coordinating HEI, the home HEI, the host HEI, the travel agency, the insurance company, and/or with any other party involved in this programme (as necessary) any doubt that may arise at any time before, during and after the grant period. It is essential that all grantees have a full understanding on their rights and obligations as well as on all the procedures, activities, documents, deadlines, etc. which are integral part of this programme and necessary for its correct functioning and smooth running. Should a grantee have any doubt/enquiry regarding any aspect of this programme, the grantee should contact immediately any party involved so that the doubt(s)/enquiry (ies) is (are) solved. All parties (the coordinating HEI, the home HEI, the host HEI, the travel agency, the insurance company, the grantees, and/or with any other party involved in this programme) shall provide all the necessary information to all other parties as necessary and keep all parties informed and updated at all times as for any relevant information that may affect such party/ies). |
| <input type="checkbox"/> | The grant holder declares that he/she meets all the necessary conditions specified on the "Eligibility Criteria (general)" section. |
| <input type="checkbox"/> | The grant holder declares that he/she meets all the necessary conditions specified on the "Individual Mobility" section. |
| <input type="checkbox"/> | The grant holder declares that he/she meets all the necessary conditions specified on the "Eligibility Criteria (specific)" section. |
| <input type="checkbox"/> | The grant holder declares that he/she agrees to all the conditions specified on the "Data Protection Policy" section. |
| <input type="checkbox"/> | The grant holder declares that all the information provided by him/her to the partnership, the coordinating HEI, the home HEI, the host HEI, the travel agency, the insurance company, and to any other party involved in this programme is true, complete and correct. The grant holder declares that he/she understands that should it be detected that the information provided by him/her at any time to any party involved in this programme is false, incomplete and/or incorrect, either as a consequence of misunderstanding any term/condition, by negligence, and/or as consequence of not acting in good faith, the coordinating HEI shall investigate the matter until it is fully clarified. Should it be demonstrated that the grantee is deemed liable for violating (intentionally or not) any of the terms and conditions laid down in this contract (which are contractual obligations), the coordinating HEI may apply a deduction (penalty) on the total grant to be granted (upon consultation with the EACEA) and even terminate this contract, report immediately to the EACEA and request the grantee the reimbursement of the total amount received so far. |

TC.02. Mutual Obligations

Grant sums and payment

- ✓ The coordinating HEI, on behalf of the entire partnership, shall pay all the grant holders their corresponding grants, as follows. Unless otherwise stipulated, all expenses (as detailed below) shall be paid directly by the coordinating HEI to the corresponding third party (partner HEI, travel agency, insurance company, etc.). Under no circumstances shall grantees pay any amount for any of these concepts.
 - **Travel expenses:** from home HEI (TG1) / home (TG2) to host HEI and return (roundtrip). The maximum amount to be covered by the programme shall be in line with the actual distance between the "origin" and the "destination", which definition varies with each target group (TG) (see the table below for detailed information). Distances shall be calculated for direct/linear distance ("as the crow flies") according to the information available at www.mapcrow.info. Thus, there may be differences on the maximum coverage for each grantee. Grantees shall be informed of the maximum coverage (maximum amount) applicable to their case. Grantees shall not pay any amount as for travel expenses. Grantees shall not

book/purchase their plane tickets with any other travel agency as that indicated by the coordinating HEI. All plane tickets shall be booked and purchased with one sole travel agency indicated by the coordinating HEI. All plane tickets shall be paid directly by the coordinating HEI to the travel agency. Should it be the case that the total amount for a grantee's (roundtrip) plane tickets exceeds the maximum amount applicable, the grantee shall be responsible for paying such an excess (e.g. if the maximum amount for a grantee is of 2,000 € and the total amount for his/her roundtrip plane tickets is of 2,150 €, the programme would cover 2,000 € and the grantee would cover 150€). In cases like this when the actual expenses incurred by a grantee overpasses the maximum sum allocated by the programme, the "deduction policy" (see detailed information on the "Deduction Policy" section below) would be applicable. Grantees are advised to promptly arrange their travel plan with the travel agency and confirm their acceptance to the coordinating HEI. Also, choosing correctly the dates for the flights may decrease significantly the total travel expense (e.g. avoiding travelling on vacation periods such as Christmas, summer holidays, etc., when the prices may be considerably higher). By doing so, grantees may obtain more convenient prices and maximize the chances that they do not exceed the established limit.

TG	Origin	Destination
TG1	home HEI	host HEI
TG2	location of origin of the student/staff	host HEI
TG3	location of residence of the student	host HEI

Distance (km)		Maximum amount (€)
Min.	Max.	
0	500	250
501	1,000	500
1,001	1,500	750
1,501	2,500	1,000
2,501	5,000	1,500
5,001	10,000	2,000
10,001	Inf	2,500

- **Insurance (health and accident):** for the entire grant period.
- **Monthly subsistence allowance:** for the entire grant period.
 - ☐ Master: 1,000€/month.
 - ☐ Doctorate: 1,500€/month.
 - ☐ Post-doc: 1,800€/month.
 - ☐ Staff: 2,500€/month.
- **Participation costs:** enrolment fee, lab. fee, ID card fee, library fee, etc. incurred at the host HEI max. 3000€), as detailed in Annex-1 of the Application Form, as follows:
 - ☐ Master: max. 3,000€ -- [for grants with a duration of at least 10 months only].
 - ☐ Doctorate: max. 3,000€ -- [for grants with a duration of at least 10 months only].
 - ☐ Post-doc: not applicable.
 - ☐ Staff: not applicable.

- ✓ Grant payments shall be made according to the provisions established in the EM Programme Guide [EM-PG], the Grant Agreement [GA] and the Memorandum of Understanding [MoU].

Bank Account

- ✓ For efficiency purposes and reduced commissions in bank transfers, the payment of subsistence allowance shall be done as follows:
- ✓ **For EU grantees hosted by a TC HEI:** at a bank account in the home country (in EU).
- ✓ **For TC grantees hosted by a EU HEI:** at a bank account in the host country (in EU). All grantees shall open a bank account at the host country.
- ✓ Regardless of the applicable commission/s (if any), grantees shall receive the full amount as aforementioned. Should there be any commission/s applicable to bank transfers; those shall be covered by general OM funds.
- ✓ For efficiency purposes, the coordinating HEI may require all bank accounts to be opened at a specific bank (all grantees shall be informed on this before arrival at their corresponding host HEIs). Should it be the case that the designated bank does not have delegations in all the involved host countries, the coordinating HEI may designate specific banks for grantees which host HEIs are located in those countries, following the recommendations and suggestions made by the partner HEIs located in each of those countries. The decision of the designated bank(s) shall be made taking into account a number of aspects (e.g. most convenient conditions for grantees, low commissions, geographical coverage, number and location of offices, availability, etc.).

Host HEI	Host Country	Designated bank			
		Bank	Contact Information (nearest office from the host HEI)		
			Address	Phone	Contact Person
EU01	ES	Banco Santander	Blvd. Louis Pasteur s/n Campus Teatinos. 29071 Málaga	+34. 952.109.6 04	n/a
EU02	NL	n/a	n/a	n/a	n/a



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EU03	PL	n/a	n/a	n/a	n/a
EU04	FR	n/a	n/a	n/a	n/a
EU05	IT	n/a	n/a	n/a	n/a
TC01	HK	***	***	***	***
TC02	TW	***	***	***	***
TC03	TW	***	***	***	***
TC04	SG	***	***	***	***
TC05	SG	***	***	***	***
TC06	MO	***	***	***	***
TC07					
TC08					
TC09					
TC10					
TC11					
TC12					
TC13					
TC14					

- ✓ Grantees are advised to open a bank account at the designated bank as soon as possible upon their arrival at the host country. The bank account may be opened even before arriving at the host HEI (e.g. if the grantee arrives at the host country a few days before the official date in which the grant period begins for travelling purposes, etc.). If so requested, the host HEI shall provide assistance to the grantees regarding the procedure for opening a bank account at the designated bank. In order to facilitate the process, host HEIs may make arrangements with the bank for this purpose (e.g. establishing a contact person at the nearest bank office, etc.). Once the bank account is opened, the grantee shall fill in the GHBAI and send it to the coordinating HEI. It is in the grantees' best interest to send the GHBAI to the coordinating HEI as soon as possible in order to accelerate the first monthly subsistence allowance payment which is especially relevant for grantees to be capable of successfully facing the initial expenses at the host country (e.g. housing deposit and initial rent, etc.). Upon reception of the GHBAI at the coordinating HEI, this information is immediately facilitated to its Accounting Unit, which in turn, checks out and registers all the information into its database before the payment order may be sent to UNICAJA bank (bank in which the programme account is held) which in turn processes the payment order to the beneficiary's (grantee) bank account at the designated bank. The entire process for the initial payment may take approximately up to 10-15 working days until the grantee actually detects the payment in his/her bank account. For this reason, grantees are advised to make provisions to guarantee they can face the initial expenses during this period. Upon finalization of the grant period, all grantees should clear up and cancel their bank accounts at the designated bank before departure. No bank account should be left uncanceled.

Grant payment modalities

- ✓ **Subsistence allowance:** bank transfer(s) to grant holder's bank account, on a regular basis in one of the following modalities, as indicated:

ID	Payment modality	Applicable
PM-01	1 single payment per month	v [*1]
PM-02	1 double payment per 2-months period	v [*2]
PM-03	1 triple payment per 3-months period	n/a

[*1]: REGULAR: typically, grant payments shall be done as "single" payments on a monthly basis.

HOWEVER:

[*2]: EXCEPTIONAL: whenever necessary because of vacation periods (e.g. summer vacations, Christmas vacations, Eastern vacations, etc.), national holidays, or other factors impeding that a regular payment can be processed (e.g. because the coordinating HEI is closed on the dates when the payment is expected to be processed), grant payments shall be done as "double" payments in the month prior to that when the so-said circumstance takes place (e.g. the delivery of a double payment on 1st December for December and January combined, since on 1st January the coordinating HEI is closed).

As for the 1st grant payment, typically, the amount shall be that of:

- A "double" payment [x2 single payment] in case the arrival date at the host HEI is between the 15 first days of the month [day-1 to day-15]. In this case, there will be no last payment (since the last payment is included in full in the first payment).
- A "proportional" payment [x1.5 single payment] in case the arrival date at the host HEI is between the 15 last days of the month [day-16 to end of the month]. In this case, there will be a last payment corresponding to x0.5 single payment (which complements the x0.5 single extra payment added to the first payment).

In either case, as a result, balance is achieved and the grant holder receives the total grant amount in full over the grant period.

No grant payments shall be done to the grant holder until the GHCONFA (duly filled in, dated, signed and stamped) is sent by the host HEI (Academic Coordinator or Administrative Coordinator) to the coordinating HEI by email as an official arrival confirmation.

A first payment instalment shall be done as soon as possible at the beginning of the grant period, and the remaining payments

(if applicable) shall be done on a regular basis as follows (the following table is for illustrative purposes only):

Grant type	Grant duration [months]	Grant month [*]																	
		0	0	0	0	0	0	0	0	0	1	1	.	1	2	2	.	2	3
		1	2	3	4	5	6	7	8	9	0	1	.	9	0	1	.	9	0
Any	1	v																	
Any	6	v		v		v													
Any	10	v		v		v		v		v									
Any	20	v		v		v		v		v		v		v					
Any	30	v		v		v		v		v		v		v		v		v	

[*] 01 indicates the month in which the grant starts (date (beginning));

The coordinating HEI shall send the "grant payments schedule" to the grant holder at the beginning of the grant period so that the grant holder knows in advance the dates when all grant payments shall be done (dates are APPROXIMATIONS; the actual date for each payment falls typically within the first 2-5 days of the corresponding month; however, the actual date when the grant holder receives the amount in his/her bank account depends on a number of external factors; e.g. sending bank, receiving bank, etc. and may vary slightly between months).

Grant holders are the sole responsible for doing a sound economic planning so that they can face living expenses during the entire grant period according to the aforementioned payments timing. Under no circumstance shall the payments timing be altered.

- ✓ **Participation costs:** enrolment fee, lab. fee, ID card fee, library fee, etc. in the same conditions as for local students shall be covered by the programme. Under no circumstances shall grantees be charged with participation fees by the host HEI with the sole exception of fees not covered by the programme and commonly charged to local students for the same concepts. The host HEI shall send all the original invoices to the coordinating HEI. Invoices should clearly specify the individual amounts associated to each concept. If necessary, the coordinating HEI may require the host HEI additional supporting documents (e.g. official document indicating the academic fees, etc.) as they may be required for audit purposes. Once the invoices (and supporting documents, if necessary) are received, revised and approved at the coordinating HEI, a bank transfer shall be made by the coordinating HEI to the host HEI for the total amount(s). Bank transfers may be done individually (i.e. one bank transfer per grantee) or combined (i.e. one single bank transfer for the total amount for all grantees altogether). The later option is recommended since the bank commissions (if any) may be more favourable. For efficiency purposes, host HEIs are advised to claim the reimbursement of the participation costs of all its hosted grantees combined on a yearly basis. The expenses derived from participating in programme events (e.g. seminars, workshops, etc.) organized by the partnership and for which grantees' attendance is mandatory, shall be covered as "participation costs" should it be possible and based on available leftovers. Should this not be the case, grantees shall pay the attendance expenses themselves. Host HEIs are advised to take this into consideration since all expenses under this category shall be deducted from the maximum amount allocated or each grantee.
- ✓ **Insurance policy (health and accident):** expenses shall be paid by the coordinating HEI to the insurance company. An initial payment shall be done based on the expected mobility scheme (number and duration of mobility flows). At the end of the programme and before the end of the eligibility period, the coordinating HEI and the insurance company shall make a payment balance based on the actual mobility scheme implemented.
- ✓ **Travel / visa expenses:** travel expenses shall be paid by the coordinating HEI to the travel agency. Visa, residence permit and additional travel expenses (other than plane tickets), such as train, long-distance bus tickets, etc. between the grant holder's hometown and the city of the airport from which the grant holder shall be departing in the country of origin, and/or, between the city of arrival at the destination country and the city of the host university, shall be paid by the grant holder; these expenses shall be reimbursed upon reception at UMA of the GHECF along with the corresponding original invoices, via a bank transfer to the grant holder's bank account. Any other additional travel expenses (including taxis, metropolitan buses, or any other of metropolitan coverage needed to arrive at the airport from the grant holder's home, university, etc. either in the country of origin or destination) shall not be covered by the Programme. Original boarding passes / train tickets shall be sent to the coord. HEI (upon arrival at the host HEI) and upon arrival back in the home country (after the grant period). Grantees are advised to keep their original boarding passes in a safe place at all times before sending them to the coord. HEI. Should the original boarding passes not be received at the coordinating HEI, the grantee may be required to refund the entire incurred travel expenses. Original boarding passes may be required to the coord HEI for audit purposes.

Deduction Policy

- ✓ The following table summarises the deduction policy applicable to each of the 4 grant categories ("Travel expenses", "Insurance", "Monthly subsistence allowance", and "Participation costs").

Expense category	Applicability of Deduction Policy	Remarks
Travel expenses	Applicable	All types of grant Individual grantees' travel expenses shall be kept under the maximum ceiling covered by the programme at all times. However, in those cases when the total amount for travel expenses exceeds the maximum "travel expenses" amount allocated to the grantee (e.g. the price of the roundtrip

			<p>plane tickets overpasses such amount, etc.), and with the sole purpose of facilitating the travel procedures to the grantee, the programme shall <u>temporarily</u> cover the exceeding amount (e.g. the plane tickets would be purchased so that the grantee can actually flight to the host HEI). When possible (based on availability) the exceeding amount shall be covered out of "Insurance" and/or "Participation costs" (if applicable) leftovers. Should this not be possible, then, the exceeding amount shall be covered out of leftovers in the "travel expenses" budget heading, if possible and based on availability.</p> <p style="text-align: center;">Long-duration grants</p> <p>There is one sole exception to this rule, which is long-duration grants (i.e. grants with a duration of +12 months). Since the travel agency may not allow booking flights more than 12 months before the actual date of a flight, it may be impossible for grantees to book roundtrip tickets. In these cases, grantees shall book the return plane ticket at a later stage (not earlier than 12 months before the date of the flight). This may indeed cause that the total amount for both plane tickets exceed the maximum allocated amount (in these cases there would be no discount for booking both plane tickets combined). Grantees are advised to book their return plane ticket as soon as the travel agency allows and they are certain on the exact date for their return (e.g. after a Ph.D. thesis defence at the host HEI, etc.). The coordinating HEI shall try to cover the exceeding amounts with remaining "travel expenses" funds, if available at the final stage. If so, all grantees shall be given an equal treatment (i.e. if the remaining funds allow for covering all the exceeding amounts, then all of them shall be covered; otherwise, the remaining funds shall be fairly distributed amongst the grantees.</p>																																								
	Insurance	Not Applicable	n/a																																								
	Monthly subsistence allowance	Not Applicable	n/a																																								
	Participation costs	Applicable	<p>Participation costs shall be covered under this grant category. Participation expenses include those incurred at the host HEI (e.g. enrolment fee, lab. fee, student ID card, library card, etc.) as well as those derived from the participation in programme events (e.g. seminars, workshops, etc.). The total amount should not exceed the maximum allocated amount for each grantee. Host HEIs are advised to take into account these external expenses (i.e. participation in programme events) as part of the total accumulated expense for each grantee. Under no circumstance shall a partner HEI claim a total amount (local expenses + external expenses) exceeding the maximum amount allocated for each grantee. Participation costs shall be reimbursed to each host HEI by the coordinating HEI on a yearly basis. For long-duration grants, the maximum amount to be claimed per year would correspond to the proportional yearly amount (i.e. for a 36-months grant, the maximum amount to be claimed per year would be 1/3 of the total allocated amount).</p> <table border="1"> <thead> <tr> <th colspan="4">MAXIMUM AMOUNT TO BE CLAIMED PER PROGRAMME YEAR (INTERNAL + EXTERNAL EXPENSES)</th></tr> <tr> <th>Grant duration [months]</th><th>End of year-1</th><th>End of year-2</th><th>End of year-3</th></tr> </thead> <tbody> <tr> <td>< 10</td><td>n/a</td><td>n/a</td><td>n/a</td></tr> <tr> <td>10</td><td>T</td><td>n/a</td><td>n/a</td></tr> <tr> <td>12</td><td>T</td><td>n/a</td><td>n/a</td></tr> <tr> <td>18</td><td>(1/2) T</td><td>(1/2) T</td><td>n/a</td></tr> <tr> <td>20</td><td>(1/2) T</td><td>(1/2) T</td><td>n/a</td></tr> <tr> <td>24</td><td>(1/2) T</td><td>(1/2) T</td><td>n/a</td></tr> <tr> <td>30</td><td>(1/3) T</td><td>(1/3) T</td><td>(1/3) T</td></tr> <tr> <td>36</td><td>(1/3) T</td><td>(1/3) T</td><td>(1/3) T</td></tr> </tbody> </table>	MAXIMUM AMOUNT TO BE CLAIMED PER PROGRAMME YEAR (INTERNAL + EXTERNAL EXPENSES)				Grant duration [months]	End of year-1	End of year-2	End of year-3	< 10	n/a	n/a	n/a	10	T	n/a	n/a	12	T	n/a	n/a	18	(1/2) T	(1/2) T	n/a	20	(1/2) T	(1/2) T	n/a	24	(1/2) T	(1/2) T	n/a	30	(1/3) T	(1/3) T	(1/3) T	36	(1/3) T	(1/3) T	(1/3) T
MAXIMUM AMOUNT TO BE CLAIMED PER PROGRAMME YEAR (INTERNAL + EXTERNAL EXPENSES)																																											
Grant duration [months]	End of year-1	End of year-2	End of year-3																																								
< 10	n/a	n/a	n/a																																								
10	T	n/a	n/a																																								
12	T	n/a	n/a																																								
18	(1/2) T	(1/2) T	n/a																																								
20	(1/2) T	(1/2) T	n/a																																								
24	(1/2) T	(1/2) T	n/a																																								
30	(1/3) T	(1/3) T	(1/3) T																																								
36	(1/3) T	(1/3) T	(1/3) T																																								
Grant total or partial refund																																											
✓	Should the grantee fail to go abroad for any reason, an investigation shall be initiated by the coordinating HEI in order to clarify the circumstances and facts behind the matter. The grantee may be required to reimburse the total amount corresponding to the plane ticket(s) if already booked and purchased by the programme.																																										

- ✓ Should the actual grant period be shorter than planned (and agreed), the grantee shall be deducted the proportional part of the grant amount corresponding to the differential period. As for the monthly subsistence allowance, payments shall be made according the following criteria.

Grant total or partial refund (monthly subsistence allowance)																														
Duration in days of the last month of grant at the host HEI (and/or hosting organization - internship)																														
TG	0	0	0	0	0	0	0	0	0	1	1	1	1	1	1	1	1	1	2	2	2	2	2	2	2	2	2	3		
C1	1	2	3	4	5	6	7	8	9	0	1	2	3	4	5	6	7	8	9	0	1	2	3	4	5	6	7	8	9	0
C2	v	v	v	v	v	v	v	v	v	v	v	v	v	v	v															
																v	v	v	v	v	v	v	v	v	v	v	v	v	v	v
Duration in days of the last month of grant														% of the monthly payment to be paid to the grantee																
C1: CASE-1				01-15										50%																
C2: CASE-2				16-MAX										100%																
MAX: number of days of the month concerned (28, 29, 30, 31).																														

- ✓ Should a grantee fail to live up to this agreement and/or should this contract be dissolved (by any of the signing parties) an investigation shall be initiated by the coordinating HEI in order to clarify the circumstances and facts behind the matter. The grantee may be required to reimburse the grant amount received (partially or in full) according to each specific case, and as required by the coordinating institution.

Documents

- ✓ From the coordinating institution the grant holder shall receive the (up-to-date versions) of following documents. Grantees are advised to always use the last version available for each document.
- ✓ Document templates (those to be filled in by the grant holder) shall be posted on the programme dedicated website (for grantees to download) and/or sent to all grantees by email.
- ✓ All documents contain detailed instructions on how to be filled in, which party is responsible for filling in each section of the document and who is to sign/stamp each document. All documents must be signed by all the parties, as indicated in each document.
- ✓ Filling in and submitting all the required documents by the established deadlines is a contractual obligation on the side of all grantees (i.e. grantees must correctly and completely fill in and submit all required documents as part of this contract). Should this not be the case, this contract may be terminated by the coordinating HEI, the grant finalized, and the grantee required to refund the total sum of grant received so far.
- ✓ Incomplete and/or incorrect documents shall not be accepted. In case of doubt, always consult with the coordinating HEI so that further explanations/clarifications may be provided.
- ✓ The tables below summarize the basic information regarding each programme document.

ID	Document	Doc. ID	Required Signatures												Date	
			Cord HEI		Home HEI			Host HEI			H O	G R	S M	N U		
			A D	A C	A D	A C	T U	A D	A C	T U						
GH01	Grant Holder’s Acceptance Letter	GHAL										v	EP	1	ACP	
GH02	Grant Holder’s Agreement	GHA	v		v			v				v	EP	3/4	ACP	
GH03	Grant Holder’s Learning Agreement	GHLA				v	v		v	v		v	EP	3/4	BAR	
GH04	Grant Holder’s Internship Agreement	GHIA				v	v		v	v	v	v	EP	4/5	BAR	
GH05	Grant Holder’s Insurance Policy	GHIP	n/a											E		BAR
GH06	Grant Holder’s Confirmation of Arrival	GHCONFA						v				v	EP	1	UAR	
GH07	Grant Holder’s Bank Account Information	GHBAI										v	E		UAR	
GH08	Grant Holder’s Request for a Field-Work Stay in the Country of Origin	GHRFWS		v					v	v		v	EP	1	ANY	
GH09	Grant Holder’s Request for Temporal Absence from the Host Institution	GHRTAHI		v					v	v		v	EP	1	ANY	
GH10	Grant Holder’s Request for a Grant Extension: Voluntary Extension	GHRGE		v					v	v		v	EP	1	ANY	
GH11	Grant Holder’s Withdrawal (Awarded Grant / In Progress)	GHW-IP		v					v	v		v	EP	3/4	ANY	
GH12	Grant Holder’s Activity Report	GHAR		v					v	v		v	EP	3/4	BDP	
GH13	Grant Holder’s Survey	GHS	n/a											E		BDP
GH14	Grant Holder’s Confirmation of Departure	GHCONFD							v			v	EP	1	UDP	

GH15	Grant Holder's Certificate/Diploma	GHCD	v					v	v	v	v	EP	1	AFT
GH16	Grant Holder's Expenses Claim Form	GHECF									v	EP	1	ANY

Legend:

Coord. HEI (CH):	Coordinating HEI (UMA)	SM:	Sending Method (for the documents to be sent to/by the Coordinating HEI)	
Home HEI (MH):	Home HEI		E: Email (only) [PDF]	
Host HEI (HH):	Host HEI		EP: Email [PDF] + Post Mail [original]	
AD:	Administrative Coordinator	NU:	Number of hard copies (to be sent by post mail)	
AC:	Academic Coordinator		3/4: 3 copies (TG2) / 4 copies (TG1)	
			If Host HEI = Coord. HEI → 2 c (TG2) / 3 c (TG1)	
TU:	Tutor / Supervisor	Date:	Date for submission	
HO:	Hosting Organization		ACP: upon acceptance	
GR:	Grantee		BAR: before arrival	
			UAR: upon arrival	
			BDP: before departure	
			UDP: upon departure	
			ANY: anytime	
			AFT: after grant period	
			FG1: flight-1	
			FG2: flight-2	
			RET: return home ctry.	
			GRA: grant period	
			GDB: grant date (beginning)	
			GDE: grant date (end)	

ID	Document	Doc. ID	Language(s)		
			ENG	LMC	LHC
GH01	Grant Holder's Acceptance Letter	GHAL	v		
GH02	Grant Holder's Agreement	GHA	v		
GH03	Grant Holder's Learning Agreement	GHLA	v		
GH04	Grant Holder's Internship Agreement	GHIA	v		optional
GH05	Grant Holder's Insurance Policy	GHIP	v		
GH06	Grant Holder's Confirmation of Arrival	GHCONFA	v		
GH07	Grant Holder's Bank Account Information	GHBAI	v		
GH08	Grant Holder's Request for a Field-Work Stay in the Country of Origin	GHRFWS	v		
GH09	Grant Holder's Request for Temporal Absence from the Host Institution	GHRTAHI	v		
GH10	Grant Holder's Request for a Grant Extension: Voluntary Extension	GHRGE	v		
GH11	Grant Holder's Withdrawal (Awarded Grant / In Progress)	GHW-IP	v		
GH12	Grant Holder's Activity Report	GHAR	v		
GH13	Grant Holder's Survey	GHS	v		
GH14	Grant Holder's Confirmation of Departure	GHCONFD	v		
GH15	Grant Holder's Certificate/Diploma	GHCD	v		
GH16	Grant Holder's Expenses Claim Form	GHECF	v		

Legend:

ENG:	English	LMC:	Official language of the home country
		LHC:	Official language of the host country

ID	Doc. ID	Relevant documents at each programme stage											
		Home HEI			Host HEI						Home HEI		
		ACP	BAR	FG1	UAR	GDB	GRA	GDE	BDP	UDP	FG2	RET	AFT
GH01	GHAL	v											
GH02	GHA	v											
GH03	GHLA		v										
GH04	GHIA		v										
GH05	GHIP		v										

GH06	GHCONFA				v												
GH07	GHBAI				v												
GH08	GHRFWS							v									
GH09	GHRTAHI							v									
GH10	GHRGE							v									
GH11	GHW-IP							v									
GH12	GHAR									v							
GH13	GHS									v							
GH14	GHCONFD										v						
GH15	GHCD															v	
GH16	GHECF									v						v	

ID	Doc. ID	Sending Chronology															
GH01	GHAL	GR	1 →	CH													
GH02	GHA	MH	3/4 →	CH	3/4 →	HH	1/2 →	CH	0/1 →	MH							
GH03	GHLA	MH	3/4 →	CH	3/4 →	HH	1/2 →	CH	0/1 →	MH							
GH04	GHIA	MH	4/5 →	CH	4/5 →	HH	4/5 →	HO	3/4 →	HH	1/2 →	CH	0/1 →	MH			
GH05	GHIP	CH	E →	GR													
GH06	GHCONFA	HH	1 →	CH													
GH07	GHBAI	GR	E →	CH													
GH08	GHRFWS	HH	1 →	CH													
GH09	GHRTAHI	HH	1 →	CH													
GH10	GHRGE	HH	1 →	CH													
GH11	GHW-IP	HH	3/4 →	CH													
GH12	GHAR	HH	3/4 →	CH	1 →	HH											
					1/2 →	MH											
GH13	GHS	GR	E →	CH													
GH14	GHCONFD	HH	1 →	CH													
GH15	GHCD	CH	1 →	HH	1 →	CH	1 →	MH									
GH16	GHECF	GR	1 →	CH													

Legend:

x →	<p>“x”: number of copies sent from party to party at each stage. “x/y”: (x: number of copies sent from party to party at each stage, for TG2 grantees) (y: number of copies sent from party to party at each stage, for TG1 grantees) When “x” remains the same between jumps, it means that all the copies were resent by the receiving party to the following party. When “x” decreases between jumps, it means that not all the copies were resent by the receiving party to the following party (i.e. 1 or more copies - already containing all the necessary signatures/stamps - were retained at the receiving party, to be kept for its own records). On each jump, the receiving party shall sign/stamp all copies received, and then, resend the necessary copies to the following party in the path.</p>
MH	<p>TG1: indicates “home HEI” TG2: indicates “grantee” (all correspondence sent to the home HEI in the case of a TG1 candidate, shall be sent either to the grantee’s personal address in the case of a TG2 candidate or to the home HEI (as agreed).</p>

ID	Document	Doc. ID	Main Purpose
GH01	Grant Holder's Acceptance Letter	GHAL	Notifying the grantee the award of a grant. Accepting / refusing the grant awarded.
GH02	Grant Holder's Agreement	GHA	Informing the grantee of the grant basic information. Informing about the terms and conditions affecting grantees. Accepting / refusing such terms and conditions.
GH03	Grant Holder's Learning Agreement	GHLA	Specifying all the activities to be carried out by the grantee at the host HEI (work plan). Specifying the academic/professional recognition committed and agreed by the home HEI.
GH04	Grant Holder's Internship Agreement	GHIA	Informing the grantee of the internship basic information. Informing about the terms and conditions affecting the internship period. Specifying all the activities to be carried out by the grantee at the hosting organization (work plan).
GH05	Grant Holder's Insurance Policy	GHIP	Informing the grantee of the insurance policy basic information. Informing about the terms and conditions affecting the insurance policy.
GH06	Grant Holder's Confirmation of Arrival	GHCONFA	Confirming that the grantee arrives at the host HEI (in due time) as expected and agreed.
GH07	Grant Holder's Bank Account Information	GHBAI	Providing the coordinating HEI with the bank account information necessary for processing payments in the context of the programme.
GH08	Grant Holder's Request for a Field-Work Stay in the Country of Origin	GHRFWS	Applying for a field-work (research) stay in the country of origin (applicable to Doctorate Full grants only).
GH09	Grant Holder's Request for Temporal Absence from the Host Institution	GHRTAHI	Applying for a temporal (duly justified) absence from the host HEI.
GH10	Grant Holder's Request for a Grant Extension: Voluntary Extension	GHRGE	Applying for a (duly justified) voluntary extension of the grant period.
GH11	Grant Holder's Withdrawal (Awarded Grant / In Progress)	GHW-IP	Applying for withdrawal from the programme.
GH12	Grant Holder's Activity Report	GHAR	Specifying all the activities actually carried out by the grantee at the host HEI (in line with the work plan).
GH13	Grant Holder's Survey	GHS	Compiling statistical data, comments and suggestions regarding the main aspects concerning the programme.
GH14	Grant Holder's Confirmation of Departure	GHCONFD	Confirming that the grantee departs from the host HEI (in due time) as expected and agreed.
GH15	Grant Holder's Certificate/Diploma	GHCD	Acknowledging all the activities actually carried out by the grantee at the host HEI (in line with the work plan).
GH16	Grant Holder's Expenses Claim Form	GHECF	Applying for the reimbursement of minor (travel/visa) expenses.

Programme Events

- ✓ The partnership may organize programme events (seminars, congresses, conferences, workshops, symposiums, etc.) which may be of mandatory attendance for grantees.
- ✓ All parties shall be informed on due time regarding scheduled programme events, including detailed information about the event (date, time, modality, place, agenda, etc.).
- ✓ Promotion means may include: programme web site, email distribution list(s), social networks, etc.
- ✓ Programme events should not be confused with other types of events (seminars, congresses, conferences, workshops, symposiums, etc.) organized by third parties (external to the partnership) or by any partner HEI(s) unilaterally, which attendance is optional (not mandatory) for (all) grantees.
- ✓ Programme events may be virtual (online) or face-to-face.
- ✓ Programme events registration fee(s) (if any) shall be covered out of the participation cost available for each grantee for long-duration grants, if possible and depending on availability. As for short-duration grants, a fee-waiver policy shall be applied.
- ✓ Under no circumstances shall grantees be charged with any fee for participating in programme events.
- ✓ All registration fees and/or expenses derived from the participation in external events (seminars, congresses, conferences, workshops, symposiums, etc.) shall not be covered by the programme (i.e. these shall be covered by grantees themselves and/or by external funding sources).

Academic quality and performance control

- ✓ All grant holders (regardless the type of grant) are assigned an academic tutor/supervisor at the host HEI (THI).
- ✓ The THI is responsible for monitoring the academic/work progress of the grant holder achieved/developed at the host HEI.
- ✓ The THI is responsible for reporting to the academic coordinator at the host HEI (ACHI).
- ✓ The ACHI is responsible for reporting up to the programme academic coordinator at the coordinating HEI (ACCI).

- ✓ If needed, the ACCI together with the ACHI and the ACOI (and possibly the THI) shall take any action to correct any possible mismatch between the grant holder's expected and actual performance, ensuring that the grant holder meets a minimum of academic/work performance, as established and agreed in the GHA and GHIA.
- ✓ Should it be the case that the grant holder fails at meeting the expected performance (as agreed), he/she may be required to reimburse the grant amount received so far (partially or in full) after carefully considering the case and consensus is reached by the ACCI, ACHI, ACOI, and THI. In the event that no consensus is reached, the ACCI shall be responsible for making the final decision.

Recognition mechanisms

- ✓ All partner HEIs agree to (and shall) recognize the academic/administrative activities (B.Sc. courses, M.Sc. courses, Ph.D. courses, research, seminars, workshops, conferences, congresses, symposiums, publications, studies, interviews, etc.) carried out by their grantees at any other partner HEI (host HEI).
- ✓ All activities developed at hosts HEIs shall be registered, accounted for and awarded. The specific award modality shall depend on the type of grant and the type of activity. The following table summarizes the awarded accreditations for each type of grant.

Type of grant	Awarded accreditations										
	GHA R	GHCD- C	GHCD- D	B-TR	B-D	M-TR	M-D	PhD-D	PhD- DD	PhD- JD	GHICE
Undergraduate Partial	V	X	V	V	X	X	X	X	X	X	V**
Undergraduate Full	V	V	V	V	V	X	X	X	X	X	V**
Master	V	X	V	X	X	V	V	X	X	X	V**
Doctorate Sandwich	V	X	V	X	X	?	X	X	V*	V*	X
Doctorate Full	V	V	V	X	X	?	X	V	X	X	X
Post doctorate Staff	V	X	V	X	X	X	X	X	X	X	X
<div> <ul style="list-style-type: none"> ■ GHAR: Grant Holder's Activity Report (signed and stamped in original) ■ GHCD-C: Grant Holder's Certificate/Diploma (Certificate) To be issued by the coordinating HEI. PhD-Full grantees do not receive the GHCD-D until the end of their grants, upon Ph.D. thesis defence. In order to provide official accredited evidence of all the activities developed along the 1st and 2nd academic years of study, a GHCD-C is issued instead as a temporary GHCD-D. ■ GHCD-D: Grant Holder's Certificate/Diploma (Diploma) To be issued by the coordinating HEI. ■ B-TR: Bachelor's Transcript of Records To be issued by the host HEI. ■ B-D: Bachelor's Degree (Bachelor's Diploma) To be issued by the host HEI. ■ M-TR: Master's Transcript of Records To be issued by the host HEI. ■ M-D: Master's Degree (Master's Diploma) To be issued by the host HEI. ■ PhD-D: Ph.D. Degree (Ph.D. Diploma) To be issued by the host HEI. ■ PhD-DD: Ph.D. Double [Dual] Degree (Diploma) To be issued jointly by the home HEI and host HEI. ■ PhD-JD: Ph.D. Joint Degree (Diploma) To be issued jointly by the home HEI and host HEI. ■ GHICE: Grant Holder's Internship Certificate To be issued by the hosting organization. </div> <div> <p>V: awarded X: not awarded ?: PhD-Full / PhD-Sandwich grantees may gain M-TR if they enrol officially in Masters-level courses at the host institution. Despite the fact that a Master's degree is a requirement for all applicants (at the initial application process) some grantees may be interested in taking some Master-level courses at the host institution which may serve as a welcome addition to those already taken in the master pursued at the home institution. In some other cases the grantee may be required to take a (limited) number of Masters courses if the Academic Committee at the host institution considers that the Master pursued at the home institution does not meet all the academic requirements enforced by the Ph.D. regulations at the corresponding host institution.</p> <p>V* PhD-Sandwich grantees may gain PhD-DD / PhD-JD for mobilities of 10+ months, if arranged so by both the home and host HEIs. The PhD thesis is to be defended only in one of the 2 HEIs. Representatives of both HEIs must be present.</p> <p>V** Only applicable to candidates pursuing an internship period at one of the programme hosting organizations (companies, research institutes, etc.)</p> </div>											

Type of party	Awarded accreditations										
	GHA R	GHCD- C	GHCD- D	B-TR	B-D	M-TR	M-D	PhD-D	PhD- DD	PhD- JD	GHICE
Issuing party	GR	CH	CH	HH	HH	HH	HH	HH	MH +	MH +	HO
Awarding	CH	CH	CH	HH	HH	HH	HH	HH	MH	MH	HO

party(ies)	+		+						+	+	
Language	HH		HH						HH	HH	
ENG	v	v	v	v	v	v	v	v	v	v	v
LMC									opt	opt	
LHC				opt	opt	opt	opt	opt	opt	opt	opt

Legend:

Issuing party	Party responsible for printing out the necessary originals/copies of the document concerned.	CH:	Coordinating HEI (UMA)
Awarding party(ies)	Party (ies) responsible for revising and signing/stamping the document concerned.	MH:	Home HEI
ENG:	English	HH:	Host HEI
LMC:	Official language of the home country	HO:	Hosting Organization
LHC:	Official language of the host country	GR:	Grantee
Opt:	Optional		

Monitoring mechanisms to ensure that the agreed recognition mechanisms are applied

- ✓ Upon finalization of each individual grant, the coordinating HEI shall contact the grantee and the home HEI in order to monitor the recognition process and ensure that the home HEI actually adheres to its commitment. If necessary, all the parties involved (grantee, academic coordinator at both the home and host HEI, tutors/supervisors at both the home and host HEI, etc.) may be consulted on this regard.
- ✓ The home HEI is committed to recognize the activities described in the (agreed) GHILA. There is no obligation for the home HEI to recognize any activity other than those specified in the GHILA. It is up to the home HEI to make an internal decision on whether or not such activities (not contemplated in the GHILA) shall or not be recognized.
- ✓ Should it be the case that the home HEI fails at recognizing the activities carried out by the grantee at the host HEI, an investigation shall be initiated by the coordinating HEI. If necessary, the facts shall be reported to the EACEA.

Institutional Services (General Services)

- ✓ The following table summarizes the services provided by each partner HEI (both EU-HEIS and TC-HEIS if applicable). Grantees are advised to carefully revise what specific services are provided at the host HEI of their choice. All partner HEIs commit on offering a "core" of basic common services. However, there may be differences on other services.

Service	EU-HEIS					TC HEIS															
	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	1	2	3	4	5	1	2	3	4	5	6	7	8	9	0	1	1	1	1	1	1
Academic advisors	v	?	v	v	v	v	v	v	?	v	v	*	*	*	*	*	*	*	*	*	*
Academic orientation	v	?	v	v	v	v	v	v	?	v	v	*	*	*	*	*	*	*	*	*	*
Academic transcript	v	?	v	v	v	v	v	v	?	x	v	*	*	*	*	*	*	*	*	*	*
Accessibility services	v	?	v	x	?	v	v	v	?	v	v	*	*	*	*	*	*	*	*	*	*
Accommodation	v	?	v	v	v	x	v	v	?	v	v	*	*	*	*	*	*	*	*	*	*
After hours study room	v	?	x	x	v	v	v	v	?	v	v	*	*	*	*	*	*	*	*	*	*
Appeals against grades	v	?	x	v	?	v	v	v	?	v	v	*	*	*	*	*	*	*	*	*	*
Archives	v	?	v	x	v	v	v	v	?	x	v	*	*	*	*	*	*	*	*	*	*
Bookshop	v	?	x	x	?	v	v	v	?	v	v	*	*	*	*	*	*	*	*	*	*
Bus service	v	?	v	x	?	v	v	v	?	v	v	*	*	*	*	*	*	*	*	*	*
Campus card	v	?	v	v	v	v	v	v	?	v	v	*	*	*	*	*	*	*	*	*	*
Career service	v	?	v	v	v	v	v	v	?	x	v	*	*	*	*	*	*	*	*	*	*
Childcare	v	?	x	v	x	x	x	x	?	x	x	*	*	*	*	*	*	*	*	*	*
Clinics	v	?	v	v	?	x	v	v	?	v	v	*	*	*	*	*	*	*	*	*	*
Concession fares on public transport	v	?	v	v	x	x	v	x	?	x	v	*	*	*	*	*	*	*	*	*	*
Counselling	v	?	v	v	?	v	v	v	?	x	v	*	*	*	*	*	*	*	*	*	*
Courtesy shuttle bus	x	?	x	x	x	x	v	x	?	v	v	*	*	*	*	*	*	*	*	*	*
Cycling	v	?	x	x	x	v	v	v	?	x	v	*	*	*	*	*	*	*	*	*	*
Dean of students	v	?	v	v	v	v	v	v	?	x	v	*	*	*	*	*	*	*	*	*	*
Disability support	v	?	v	v	v	v	v	v	?	x	v	*	*	*	*	*	*	*	*	*	*
Discrimination and harassment grievances	v	?	x	x	?	v	x	v	?	x	x	*	*	*	*	*	*	*	*	*	*
Dry cleaning service	x	?	x	x	x	x	v	v	?	x	v	*	*	*	*	*	*	*	*	*	*
Emergency contacts	v	?	v	x	?	v	v	v	?	v	v	*	*	*	*	*	*	*	*	*	*
Farewell functions for international students	v	?	x	v	v	x	v	v	?	v	x	*	*	*	*	*	*	*	*	*	*
Fee information	v	?	v	v	v	v	v	v	?	v	x	*	*	*	*	*	*	*	*	*	*
Graduation information	v	?	v	v	v	v	v	v	?	x	v	*	*	*	*	*	*	*	*	*	*
Grievance procedures, ethics review committee	v	?	x	v	?	v	v	v	?	v	v	*	*	*	*	*	*	*	*	*	*

IT & library training	V	?	V	V	?	V	V	V	?	V	V	*	*	*	*	*	*	*	*
IT service desk	V	?	V	V	?	V	V	V	?	V	V	*	*	*	*	*	*	*	*
Insurance	V	?	X	V	V	V	V	V	?	X	V	*	*	*	*	*	*	*	*
International student services	V	?	V	V	V	V	V	V	?	X	V	*	*	*	*	*	*	*	*
Legal assistance	V	?	V	X	V	X	V	V	?	X	X	*	*	*	*	*	*	*	*
Library	V	?	V	V	V	V	V	V	?	V	V	*	*	*	*	*	*	*	*
Library research & study guides	V	?	V	V	V	V	V	V	?	V	V	*	*	*	*	*	*	*	*
Locker hire	V	?	X	X	?	V	X	X	?	X	V	*	*	*	*	*	*	*	*
Medical services	V	?	V	V	?	V	V	V	?	V	V	*	*	*	*	*	*	*	*
Mentors ("buddy") programme	V	?	X	V	V	X	V	V	?	X	V	*	*	*	*	*	*	*	*
On-screen reading - survival tips	V	?	X	X	?	X	V	X	?	X	V	*	*	*	*	*	*	*	*
Online training	V	?	V	X	?	V	V	X	?	V	V	*	*	*	*	*	*	*	*
Orientation & enrolment for international students	V	?	V	V	V	V	V	V	?	X	V	*	*	*	*	*	*	*	*
Overseas student health cover (OSHC)	V	?	X	X	?	X	V	V	?	X	X	*	*	*	*	*	*	*	*
Parking	V	?	V	X	?	X	V	V	?	V	V	*	*	*	*	*	*	*	*
Permission to work for international students	V	?	X	V	?	V	V	V	?	V	X	*	*	*	*	*	*	*	*
Policy central	V	?	X	X	?	X	V	V	?	X	X	*	*	*	*	*	*	*	*
Postal and fax services	V	?	X	X	V	V	V	V	?	V	V	*	*	*	*	*	*	*	*
Printing services	V	?	X	V	?	X	V	V	?	V	V	*	*	*	*	*	*	*	*
Registrar's office	V	?	V	V	V	V	V	V	?	V	V	*	*	*	*	*	*	*	*
Research ethics review	V	?	X	X	?	X	V	X	?	X	X	*	*	*	*	*	*	*	*
Security escort services	V	?	X	X	?	X	X	V	?	X	X	*	*	*	*	*	*	*	*
Security shuttle bus	X	?	X	X	?	X	V	X	?	X	X	*	*	*	*	*	*	*	*
Sport & aquatic centre	V	?	V	V	V	V	V	V	?	V	V	*	*	*	*	*	*	*	*
Student enquiry service	V	?	V	V	?	V	V	V	?	X	V	*	*	*	*	*	*	*	*
Student exchange	V	?	V	V	V	V	V	V	?	V	V	*	*	*	*	*	*	*	*
Student finances	V	?	X	X	?	X	V	V	?	X	V	*	*	*	*	*	*	*	*
Study skills support for international students	V	?	V	V	X	X	V	V	?	X	X	*	*	*	*	*	*	*	*
Study room	V	?	V	V	V	V	V	V	?	V	V	*	*	*	*	*	*	*	*
Study skills workshops	V	?	V	V	X	X	V	X	?	X	X	*	*	*	*	*	*	*	*
Taxis	V	?	X	X	?	V	V	V	?	V	V	*	*	*	*	*	*	*	*
Tech help	V	?	V	V	?	V	V	V	?	X	X	*	*	*	*	*	*	*	*
Textbook list	V	?	V	V	?	V	V	V	?	V	X	*	*	*	*	*	*	*	*
Timetables	V	?	V	V	V	V	V	V	?	V	V	*	*	*	*	*	*	*	*
Train service	V	?	X	X	?	X	X	V	?	X	X	*	*	*	*	*	*	*	*
Visa information for international students	V	?	V	V	V	V	V	V	?	X	X	*	*	*	*	*	*	*	*
Welfare service	V	?	V	V	?	X	V	V	?	X	X	*	*	*	*	*	*	*	*
Wireless network	V	?	V	V	V	V	V	V	?	V	V	*	*	*	*	*	*	*	*
Writing skills (academic literacy)	V	?	X	X	?	X	V	V	?	X	X	*	*	*	*	*	*	*	*
Writing skills (advisory service)	V	?	X	X	?	X	V	V	?	X	V	*	*	*	*	*	*	*	*

Institutional Services (Specific Services)

- ✓ Services provided by all partners to the incoming students and staff - i.e. visa, payment arrangements, housing, tutoring, language support, etc.
- Monitoring: group and individual advice, monitoring, and follow-up.
 - Periodical sending of emails with the latest news regarding the Programme.
 - Official Credential: issue and sending of individual credentials.
 - Health & Accident Insurance: management, contract and sending of individual insurance policies.
 - Tutor: assignation of an academic tutor at the host institution.
 - Housing: assistance along the process of arranging housing for the grant period.
 - Information regarding on-campus housing.
 - Orientation on off-campus housing (adds, documents, deposit, etc.).
 - Visa: assistance with the visa procedures and necessary documentation.
 - Travel: assistance with the booking process (all plane tickets managed in a centralized way, through a unique travel agency). Payment is automatically managed by the UMA and transparent to the grant holder.
 - Accompanying relatives: assistance with family accompanying relatives (visa, insurance, travel, etc.). Assistance shall be limited to providing relevant information in order to facilitate the administrative processes to grant holder's. However, all administrative tasks and requirements are to be carried out and fulfilled by the grant holder himself/herself.
 - Orientation: at host university (campus tour, explanation of campus facilities and services, etc.).
 - Language courses.
 - Payment of the grant: bank transfers done regularly to the grant holder's bank account (in order to facilitate the payment, it is recommended to open a bank account in a bank at the destination country).

Travel Agency

- ✓ All plane tickets shall be booked and purchased on a centralized fashion with one single travel agency.
- ✓ Grantees shall be contacted by the travel agency by email (grantees' emails shall be provided by the coordinating HEI) in order to proceed with the booking of the plane tickets. The travel agency shall make a travel offer (flight plan) to each of the grantees, according to the corresponding grant period start and end dates ("date-1" and "date-2"). Flight offers shall follow the principles of economy (tourist class, shorter path, etc.). With the exception of long-duration grants (+12 months), all flights shall be booked and purchased jointly (i.e. roundtrip). As for long-duration grants (+12 months), the return plane ticket shall be booked and purchased at a later stage (not earlier than 12 months by the actual date of the flight).
- ✓ The actual dates of the flights may be (but not necessarily) the same as "date-1" and "date-2". The date of flight-1 must be prior to date-1, and the date of flight-2 must be after date-2, so that the entire grant period is fully respected. Allocating a few days (before "date-1" and/or after "date-2") e.g. for travelling purposes is allowed, on condition that the visa expiration date allows to do so. All grantees shall return to their countries of origin before the expiration of their visa. Grantees are advised to observe the applicable immigration policy at all times. Grantees shall explicitly confirm their acceptance of the travel offer (flight plan) by email to the coordinating institution.
- ✓ **IMPORTANT – Grantees are advised to carefully revise the flight plan (including the terms and conditions) before accepting it. Once accepted, the plane tickets shall be issued by the travel agency, the grantee shall be notified, and no changes shall be made to the flight plan. The expenses derived from any modification(s) made to the contracted flight plan, shall be covered by the grantee himself/herself (i.e. not covered by the programme).**
- ✓ In the event of unexpected force majeure events that impede the flight (adverse atmospheric conditions, strikes, etc.) neither the partnership nor the travel agency shall be deemed responsible. Both the coordinating institution (on behalf of the entire partnership) and the travel agency shall articulate all the means necessary and available as to assist the grantee(s) concerned at all times during the entire travel period. Should the flight be cancelled, the airline(s) involved shall offer alternative flight(s) at no additional cost, according the applicable national/international regulation.

Insurance Company

- ✓ All insurance policies shall be contracted and purchased on a centralized fashion with one single insurance company.
- ✓ Grantees shall be contacted by email, either by the insurance company or by the coordinating institution (on behalf of the insurance company) regarding their insurance coverage (including terms and conditions) and personalized insurance ID cards (Grant Holder's Insurance Policy [GHIP]). Insurance ID cards may be sent electronically (by email) to all grantees. Grantees are advised to carefully revise all the information concerning their insurance coverage and ID cards.
- ✓ Grantees are advised to always carry with them a print-out of their insurance ID cards. The insurance ID card contains the insurer's contact information, which may be required in the event of medical assistance or in any other circumstance for which the insurance policy is intended.
- ✓ All grantees shall be covered for the entire duration of their respective grants. The coverage period shall begin on "date-1" and shall end on "date-2" ("date-1": date of arrival at the host institution; "date-2": date of departure from the host institution). The coverage period shall be on "full month" units (eg. 1 month, 3 months, 12 months, 30 months, etc.).
- ✓ Grantees shall be clearly informed on whether or not the days spent at the host country between the date of the flight and "date-1" (arrival) and between "date-2" and the date of the flight (return) are covered. This may be the case for grantees who wish to arrive at the host country prior to "date-1" and/or depart after "date-2" (e.g. for travelling, etc.). All grantees shall return to their countries of origin before the expiration of their visa. Grantees are advised to observe the applicable immigration policy at all times.
- ✓ **IMPORTANT – Grantees are advised to carefully revise all the information concerning their insurance coverage and ID cards. If necessary/wished so, grantees may subscribe an additional insurance policy (e.g. for travelling purposes) either with the programme insurer or any other insurance company of their choice. The expenses derived from any additional insurance service/contract shall be covered by the grantee himself/herself (i.e. not covered by the programme).**

Placement Period (Internship)

- ✓ Student mobility may include a placement period (max. 3 months) in the same country of the hosting HEIs partners, provided that it is preceded by a minimum period of study abroad of 6 months (at the host HEI) and that it is recognised as an integral part of the students' programme.
- ✓ The placement should be agreed by all partners concerned (coordinating HEI, home HEI, host HEI and hosting institution - company, etc.) and a close monitoring of the students should be ensured.
- ✓ Internships are optional. Candidates may opt (or not) for an internship period.
- ✓ At application stage, candidates shall be offered (in the application form) the chance for selecting up to 3 organizations (companies, research institutes, NGO's, etc.) located in the host country, preferably - but not mandatory - in the same city as the host HEI in which they may be interested in spending an internship period.
- ✓ The programme counts on an extensive database of organizations offering traineeships in all of the participating countries.
- ✓ Upon finalization of the assessment process, and publication of the Assessment Final List [AFL], the programme shall contact the organizations selected by the candidates and facilitate them the selected candidates' application information.
- ✓ The grant award does not imply necessarily the award of the traineeship period. It is up to each organization (company, research institute, NGO, etc.) the final decision on the acceptance of the each candidate.
- ✓ When possible, organizations shall be assigned in order of preference (from higher to lower).

- ✓ Should it be the case that the selected candidate (grant awarded) is not selected by any of the 3 organizations of his/her choice, then an alternative organization may be suggested by the partnership (based on availability).
- ✓ There is no obligation for the partnership of finding a hosting organization where the selected candidate may pursue a traineeship period, since the traineeship period is an optional complement to the grant.
- ✓ Regardless of whether or not the selected candidate is finally awarded an internship period, this should be clearly stated in the Grant Holder's Acceptance Letter [GHAL] and on the Grant Holder's Agreement [GHA].
- ✓ Before signing both documents (GHAL and GHA), the grant holder shall be certain on whether or not an internship period shall be part of his/her grant period and detailed information on the traineeship period (hosting organization contact information, etc.) if any.
- ✓ The Grant Holder's Internship Contract [GHICO] shall be signed by all the involved parties together with the GHAL and GHA.
- ✓ Grantees are advised to carefully revise all the terms and conditions included in the GHICO.
- ✓ The "salary" (wage) shall be paid out of the grant "subsistence allowance" (i.e. the grantee shall keep on receiving the monthly grant payments as during the study period). The wage shall be paid on the very same conditions as during the study period (i.e. regular payments shall be made by the coordinating HEI by means of bank transfers to the grantee's bank account at the designated bank). Under no circumstance shall hosting HEIs (companies, research institutes, NGO, etc.) receive funds from the programme for the purpose of paying grantees' wages or for any other purpose.
- ✓ The hosting organization may (not mandatorily) complement the "wage". The hosting organization shall be responsible for covering all additional costs according to national regulations (e.g. social security, additional mandatory benefits, etc.).
- ✓ Upon finalization of the traineeship period, the Grant Holder's Internship Certificate [GHICE] shall be issued jointly by the home HEI, the host HEI and the hosting organization. The GHICE shall contain a detailed description on all the activities carried out during the traineeship period. The GHICE shall be signed by all parties involved.
- ✓ The GHICE shall be included (appended) to the grantee's academic records.
- ✓ Upon finalization of the grant period, the home HEI shall recognize (as agreed) all the activities included in the GHICE.
- ✓ The following table summarizes the grant months in which the traineeship period (if any) may be pursued. The information may be taken as illustrative. The actual traineeship period shall be in line with the actual duration of the grant period.
- ✓ When possible, and unless duly justified and agreed by all parties involved, the traineeship period shall take place at the end of the grant period (i.e. during the last month, last 2 months or last 3 months of the grant period, according to the actual duration of the traineeship period or during specific period(s) when the grantee has no academic obligation(s) at the host HEI.
- ✓ Under no circumstance shall the traineeship period overlap with time period(s) when the grantee has academic obligation(s) to attend at the host HEI (e.g. courses, examination period, etc.)

Awarded accreditations																																						
Grant period (months) in which the traineeship period may be pursued																																						
TG	YEAR-1												YEAR-2												YEAR-3													
	0 1	0 2	0 3	0 4	0 5	0 6	0 7	0 8	0 9	1 0	1 1	1 2	1 3	1 4	1 5	1 6	1 7	1 8	1 9	2 0	2 1	2 2	2 3	2 4	2 5	2 6	2 7	2 8	2 9	3 0	3 1	3 2	3 3	3 4	3 5	3 6		
UP	x	x	x	x	x	x	v	v	v	v	v	v	v	v	v	v	v	v	v	v	v	v	v	v	x	x	x	x	x	x	x	x	x	x	x	x	x	x
UF	x	x	x	x	x	x	v	v	v	v	v	v	v	v	v	v	v	v	v	v	v	v	v	v	v	v	v	v	v	v	v	v	v	v	v	v	v	v
MA	x	x	x	x	x	x	v	v	v	v	v	v	v	v	v	v	v	v	v	v	v	v	v	v	x	x	x	x	x	x	x	x	x	x	x	x	x	x
DS	x	x	x	x	x	x	v	v	v	v	v	v	v	v	v	v	v	v	v	v	v	v	v	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x
DF	x	x	x	x	x	x	v	v	v	v	v	v	v	v	v	v	v	v	v	v	v	v	v	v	v	v	v	v	v	v	v	v	v	v	v	v	v	v
PO	x	x	x	x	x	x	v	v	v	v	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x
ST	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x
TG: Type of grant																		UP: Undergraduate Partial UF: Undergraduate Full MA: Master DS: Doctorate Sandwich DF: Doctorate Full PO: Post doctorate ST: Staff																				

Staff Grants

- ✓ The mobility of staff should contribute to strengthen international co-operation capacity of higher education institutions in third-countries.
- ✓ It should aim to consolidate and extend links between departments and faculties and to prepare for future cooperation projects between the universities. Staff mobility is also expected to improve the application of ECTS or other systems for recognition of studies in the partner institution.

Brain drain

- ✓ One of the key objectives of EM is ensuring that the programme benefits not only at the individual level (grantees) but also at



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the institutional (partner HEIs) level.

- ✓ Upon finalization of their grant periods, grantees shall return to their home HEIs (at their home countries) as agreed, so that the skills, knowledge, abilities and capacities acquired/developed at the host HEI benefits not only grantees themselves but also their home HEIs, communities, cities and countries.
- ✓ The coordinating HEI may consult the travel agency as to be certain that the grantee actually took the booked returned flight.
- ✓ The coordinating HEI may consult partner (home) HEIs on the return of their grantees.
- ✓ Should a grantee fail at returning to his/her home HEI upon finalization of his/her grant period, the coordinating HEI shall initiate an investigation. Should it be demonstrated that the grantee (deliberately or not) failed at meeting this contractual commitment, the coordinating HEI may require the grantee the reimbursement of the grant amount received (either partially or in full). The coordinating HEI shall report the facts to the EACEA.
- ✓ All the parties involved in the programme (coordinating HEI, partner HEIs, academic coordinators, administrative coordinators, tutors/supervisors, travel agency, embassies, consulates, etc) shall articulate all means necessary so as to ensure that brain drain is prevented at all times, and shall report to the coordinating HEI should they detect any case to the contrary.
- ✓ The following table summarizes the brain drain mechanisms articulated in the context of the programme.

ID	Mechanism	Party(ies) involved											
		Cord HEI		Home HEI			Host HEI			Third Parties			
		A D	A C	A D	A C	T U	A D	A C	T U	T A	E C	I O	I C
BD01	Visa (issuance)	v									v		
BD02	Residence permit	v										v	
BD03	GHA	v		v			v						
BD04	GHLA	v			v	v		v	v				
BD05	GHAR	v	v					v	v				
BD06	Travel arrangements (flight booking)	v								v			
BD07	Grant Holder's Insurance Policy	v											v
BD08	Brain drain prevention campaign	v		v			v						
BD09	Brain drain prevention monitoring	v		v			v						

Legend:

Coord. HEI:	Coordinating HEI (UMA)	TU:	Tutor / Supervisor
Home HEI:	Home HEI	TA:	Travel Agency
Host HEI:	Host HEI	EC:	Embassy/Consulate
AD:	Administrative Coordinator	IO:	Immigration Office
AC:	Academic Coordinator	IC:	Insurance Company

Grant Incompatibilities

- ✓ Neither European nor third-country students can benefit from a second scholarship for the same type of mobility under another EMA2 (S1/S2) project (see Erasmus Mundus Programme Guide [EM-PG] for further information). Furthermore, candidates cannot benefit from more than one mobility flow within the same project. The following table summarizes the possible combinations of different grants that applicants may apply to and be granted. In case that an applicant was previously awarded more than one EMA2 (S1/S2) grant (prior to the application stage), the restrictions as for what types of grants may be applied to shall be cumulative (combination of all the applicable restrictions).

TYPE OF GRANTS THAT CAN BE APPLIED TO AND GRANTED										
		EMA2/S1					EMA2/S2			
		UND	MAS	DOC	POS	STA	MAS	DOC	POS	STA
TYPE OF GRANT AWARDED	EMA2/S1	UND	x	v	v	v	v	v	v	v
		MAS	v	x	v	v	v	v	v	v
		DOC	v	v	x	v	v	v	v	v
		POS	v	v	v	x	v	v	v	v
		STA	v	v	v	v	x	v	v	v
	EMA2/S2	MAS	v	v	v	v	x	v	v	v
		DOC	v	v	v	v	v	x	v	v
		POS	v	v	v	v	v	v	x	v
		STA	v	v	v	v	v	v	v	x

- ✓ Mobility flows for students and staff between the European or between third-country institutions involved in the partnership are not eligible.

Specific conditions in Third-Countries

- ✓ European universities are advised to be fully aware of the specific conditions in each of the Third-Countries concerned before

deciding to send students or staff and to follow the advice of their Ministries of Foreign Affairs.

Immigration

- ✓ The programme shall offer grantees complete assistance regarding immigration regulation at each of the hosting countries, including but not limited to the procedures and necessary documents for obtaining a visa, as well as post-arrival procedures (residence permit, residence card, etc.).
- ✓ All parties involved (coordinating HEI, partner HEIs, Ministries of Foreign Affairs, embassies, consulate and grantees) should work co-ordinately so as to facilitate and accelerate immigration procedures.
- ✓ Grantees are reminded that immigration procedures and requirements may be different for each host country.
- ✓ Grantees are advised to carefully check all the relevant (up-to-date) information available on the corresponding embassy/consulate website.
- ✓ Grantees are advised to promptly make arrangements with the corresponding embassy/consulate regarding visa procedures.
- ✓ In the case of short-duration grants (e.g. 1-3 months), it may be the case that no visa is necessary. Grantees are advised to check the corresponding embassy/consulate website on this regard.
- ✓ Visa procedures shall be initiated on the side of grantees, as soon as possible, upon signature of the GHAL and GHA.
- ✓ All grantees shall hold a valid visa for the host country before confirming (accepting) the flights.
- ✓ In order to accelerate the booking process, grantees may contact the travel agency at any time. However, grantees are advised not to confirm (accept) the flight(s) until they actually hold the corresponding visa. It is to be noted that, once the flight(s) is (are) confirmed, no modification(s) shall be made (see section "Travel Agency" for further information).
- ✓ Should it be the case that the grantee confirms (accepts) the flight(s) before holding the visa, and that for any reason the grantee does not hold the visa on time for the flight, thus being incapable for taking it, the expenses derived from any modification(s) to the initial flight(s) shall be covered by the grantee himself/herself (under no circumstances shall this type of expenses be covered by the programme).
- ✓ Grantees travelling with accompanying members (relatives, etc.) are advised to observe all immigration requirements for all accompanying members.
- ✓ All grantees shall send a scanned copy (PDF, colour, 200dpi) by email of both (updated) passport + visa (2 PDF separate files) to the coordinating HEI as soon as they are granted the visa.
- ✓ Unless otherwise stipulated, upon arrival at the host country, grantees shall make arrangements for applying for a residence permit (residence card). This is usually done either at an immigration office or at a police station.
- ✓ Grantees shall send a scanned copy (PDF, colour, 200dpi) by email of the residence permit (residence card) to the coordinating HEI as soon as they are granted the residence permit (residence card).
- ✓ In the case of long-duration grants (+12 months), grantees may be required to renew their residence permit (residence card) regularly (e.g. on a yearly basis). There may be differences between hosting countries as for the duration of the residence permit (residence card).
- ✓ Grantees shall send a scanned copy (PDF, colour, 200dpi) by email of each (renewed) residence permit (residence card) to the coordinating HEI as soon as they are granted the (renewed) residence permit (residence card).
- ✓ Under no circumstance shall grantees stay at the host country with an expired visa and/or residence permit (residence card).
- ✓ Grantees are sole responsible for all the immigration affairs concerning them.
- ✓ Grantees are advised to observe the applicable immigration policy at all times.
- ✓ All grantees shall return to their countries of origin before the expiration of their visa and/or residence permit (residence card), depending on the specific case (type and duration of the grant).

EMBASSIES OF HOST COUNTRIES IN HOME COUNTRIES

		HOST COUNTRY																	
		EU						TC											
		01	02	03	04	05	06	01	02	03	04	05	06	07	08	09	10	11	12
HOME COUNTRY	EU-01	***	***	***	***	***	link	link	link	link	link	link	link	link	link	link	link	link	link
	EU-02	***	***	***	***	***	link	link	link	link	link	link	link	link	link	link	link	link	link
	EU-03	***	***	***	***	***	link	link	link	link	link	link	link	link	link	link	link	link	link
	EU-04	***	***	***	***	***	link	link	link	link	link	link	link	link	link	link	link	link	link
	EU-05	***	***	***	***	***	link	link	link	link	link	link	link	link	link	link	link	link	link
	EU-06	link	link	link	link	link	link	link	link	link	link	link	link	link	link	link	link	link	link
	TC-01	link	link	link	link	link	link	***	***	***	***	***	***	***	***	***	***	***	***
	TC-02	link	link	link	link	link	link	***	***	***	***	***	***	***	***	***	***	***	***
	TC-03	link	link	link	link	link	link	***	***	***	***	***	***	***	***	***	***	***	***
	TC-04	link	link	link	link	link	link	***	***	***	***	***	***	***	***	***	***	***	***
	TC-05	link	link	link	link	link	link	***	***	***	***	***	***	***	***	***	***	***	***
	TC-06	link	link	link	link	link	link	***	***	***	***	***	***	***	***	***	***	***	***
	TC-07	link	link	link	link	link	link	***	***	***	***	***	***	***	***	***	***	***	***
	TC-08	link	link	link	link	link	link	***	***	***	***	***	***	***	***	***	***	***	***
	TC-09	link	link	link	link	link	link	***	***	***	***	***	***	***	***	***	***	***	***
	TC-10	link	link	link	link	link	link	***	***	***	***	***	***	***	***	***	***	***	***
	TC-11	link	link	link	link	link	link	***	***	***	***	***	***	***	***	***	***	***	***
	TC-12	link	link	link	link	link	link	***	***	***	***	***	***	***	***	***	***	***	***
	TC-13	link	link	link	link	link	link	***	***	***	***	***	***	***	***	***	***	***	***

TC-14

[link](#)**TC.03. Eligibility Criteria (general)****EMA2/S1****European students**

To be eligible, European undergraduate and master students as well as doctorate and post-doctorate candidates, referred as "European students":

- ✓ 1. Must be a national of one of the eligible European countries;
- ✓ 2. For Target Group 1 (TGI): students need to be registered at one of the European countries HEIs within the partnership at the time of submitting their application to the partnership. Undergraduate students must have successfully completed at least one year of studies in their home institution;
- ✓ 3. For Target Group 2 (TGII): students need either to be registered in a HEI (not included in the partnership) of any European country or to have obtained a university degree or equivalent from a HEI of any European country;
- ✓ 4. Must have sufficient knowledge of the language of the courses or of one of the languages currently spoken in the hosting countries;
- ✓ 5. Undergraduate students must have successfully completed at least one year of studies at first higher education level.

Third-country students

To be eligible, third-country undergraduate and master students as well as doctoral and post-doctoral candidates, referred as "third-country students":

- ✓ 1. Must be a national of one of the third-countries covered by the relevant lot;
- ✓ 2. Must have not resided nor have carried out their main activity (studies, work, etc) for more than a total of 12 months over the last five years in any of the eligible European countries at the time of submitting their application to the partnership. This rule does not apply to TGIII candidates;
- ✓ 3. For Target Group 1 (TGI): students need to be registered at one of the third-country HEIs within the partnership at the time of submitting their application to the partnership. Undergraduate students must have successfully completed at least one year of studies in their home institution;
- ✓ 4. For Target Group 2 (TGII): students need either to be registered in a HEI (not included in the partnership) of the third-country concerned by the lot or to have obtained a university degree or equivalent from a HEI of these third-countries;
- ✓ 5. For Target Group 3 (TGIII): students need to be nationals of one of the third-countries concerned by the lot and be part of the vulnerable target groups;
- ✓ 6. Must have sufficient knowledge of the language of the courses or of one of the languages currently spoken in the hosting countries.

Academic and administrative staff

In order to be eligible, academic and administrative staff hereafter referred as "staff":

- ✓ 1. Must be a national of one of the eligible countries;
- ✓ 2. For Target Group 1 (TGI): Third-country staff must work in or be associated to one of the third-country HEIs participating in the partnership. EU staff must work in or be associated to one of the EU HEIs participating in the partnership;
- ✓ 3. For Target Group 2 (TGII): Third-country staff must work in or be associated to a HEI (not included in the partnership) of any third-country concerned by the lot. EU staff must work in or be associated to a HEI (not included in the partnership) of any European country.

EMA2/S2**European students**

In order to be eligible, European masters students, doctorate and post-doctorate candidates, referred to as "European students":

- ✓ 1. Must be a national of an EU Member State;
- ✓ 2. For Target Group 1 (TGI): students need to be registered at one of the European countries HEIs within the partnership at the time of submitting their application to the partnership. Undergraduate students must have successfully completed at least one year of studies in their home institution;
- ✓ 3. For Target Group 2 (TGII): students need either to be registered in a HEI (not included in the partnership) of any European country or to have obtained a university degree or equivalent from a HEI of any European country;
- ✓ 4. Must have sufficient knowledge of the language of the courses or of one of the languages currently spoken in the hosting countries.

Third-country students

In order to be eligible, third-country/territory master students and doctoral candidates, referred as "third-country students"

- ✓ 1. Must be a national of one of the third-countries/territories covered by the relevant lot;
- ✓ 2. For Target Group 1 (TGI): students need to be registered at one of the third-country HEIs within the partnership at the time of submitting their application to the partnership. Undergraduate students must have successfully completed at least one year

- ✓ of studies in their home institution;
- ✓ 3. For Target Group 2 (TGII): students need either to be registered in a HEI (not included in the partnership) of the third-country concerned by the lot or to have obtained a university degree or equivalent from a HEI of these third-countries;
- ✓ 4. Must have sufficient knowledge of the language of the courses or of one of the languages currently spoken in the hosting countries.

Academic and administrative staff

In order to be eligible, academic and higher education staff, hereafter referred as "staff":

- ✓ 1. Must work in or be associated to one of the HEIs within the partnership;
- ✓ 2. Must be national of an EU Member State or of one of the third-countries/territories covered by the relevant lot;
- ✓ 3. Mobility assignments must be based on partnership agreements between the members of the partnership;
- ✓ 4. The home and host universities and the individual staff must agree on the programme of lectures to be delivered by the visiting teachers, on the research activities or on the type of training to be followed by staff;
- ✓ 5. The exchange may constitute a post-per-post exchange or a one-way visitor flow to or from a third-country.

The mobility assignments must be based on partnership agreements between the members of the partnership.

The home and host universities and the individual staff must agree on the programme of lectures to be delivered by the visiting staff, on the research activities or on the type of training to be followed.

TC.04. Individual Mobility

There are three target groups for individual mobility flows and five different types of individual mobility for students and staff.

Target Group	Target beneficiaries	Types of mobility	Countries of individuals participating in mobility
TG1	Nationals of the third-countries concerned by the geographical lot who are registered in one of the third-country HEIs that is a member of the partnership. Nationals of European countries who are registered in one of the European HEIs that is member of the partnership.	undergraduate master doctorate post-doctorate staff	Third-countries of the lot concerned and European countries
TG2	Nationals of the third-countries concerned by the geographical lot, who: <ul style="list-style-type: none"> are registered/work in a higher education institution of these countries that is not included in the partnership (students and staff); have obtained a university degree or equivalent by an institution of these countries (students only). This includes the possibility of providing mobility opportunities to third-country nationals working in public administration, public and private enterprises and non-profit organisations. Nationals of European countries who: <ul style="list-style-type: none"> are either registered/work in a HEI (not included in the partnership) of any European country (students and staff); have obtained a university degree or equivalent by a HEI of any European country (students only). 	master doctorate post-doctorate staff	Third-countries of the lot concerned and European countries
TG3	Nationals of the third-countries concerned by the geographical lot who are in particularly vulnerable situations, for social and political reasons. For example: <ul style="list-style-type: none"> having a refugee status or asylum beneficiaries (international or according to the national legislation of one of the European recipient countries) or it can be proved that they have been the object of unjustified expulsion from university on racial, ethnic, religious, political, gender or sexual inclination or they belong to an indigenous population targeted by a specific national policy or IDPs (Internally Displaced Persons) 	undergraduate master doctorate post-doctorate	Only third-countries of the lot concerned

The following table summarizes the minimum and maximum durations for each type of grant. The actual duration of each individual grant shall be specified both in the GHAL and GHA.

Type of individual mobility	TG1		TG2	TG3
	European countries	Third-country partners	European + Third-country partners	Third-country partners
Undergraduate	from 1 academic semester to 1 academic year (10 months max.)		Not applicable	from 1 academic semester to 3 academic years (36 months max.)
Master	from 1 academic semester to 2 academic years (24 months max.)	from 1 academic semester to 2 academic years (24 months max.)	from 1 academic semester to 2 academic years (24 months max.)	from 1 academic semester to 2 academic years (24 months max.)
Doctorate	6-36 months		6-36 months	6-36 months
Post doctorate	6-10 months		6-10 months	6-10 months
Staff	1-3 months		1-3 months	Not applicable

TC.05. Eligibility Criteria (specific)**The grant holder declares that he/she meets the following specific requirements:**

- ✓ Is a national of any of the participating countries (see sections "Eligibility Criteria (general)" and "Individual Mobility" for detailed information).
- ✓ Has academic/professional links to any of the thematic fields covered by this programme (see section "Project Information").
- ✓ Is committed to return to the home HEI upon finalisation of the grant period in order to continue with the academic/professional activities in which the grantee was involved before the beginning of the grant period, so that the skills, knowledge and abilities acquired/developed during the grant period benefit the home HEI and the home country in general, which is one of the key objectives of the EM programme (brain drain avoidance).

Type of grant	Commitment
Undergraduate-Full (degree-seeking)	The grantee commits to return to the home country upon finalisation of the grant period.
Undergraduate-Partial	The grantee commits to return to the home HEI upon finalisation of the grant period so that all the courses/activities carried out at the host HEI are recognized and integrated into his/her academic records. The grantee commits to finish (complete) the B.Sc. degree for which the EM grant was awarded.
Master	The grantee commits to return to the home country upon finalisation of the grant period.
Doctorate-Full	The grantee commits to return to the home country upon finalisation of the grant period.
Doctorate-Sandwich	The grantee commits to return to the home HEI upon finalisation of the grant period so that all the courses/activities carried out at the host HEI are recognized and integrated into his/her academic records. The grantee commits to finish (complete) the Ph.D. degree for which the EM grant was awarded.
Post doctorate	The grantee commits to return to the home HEI upon finalisation of the grant period so that all the research activities carried out at the host HEI are integrated into the research project for which the EM grant was awarded.
Staff	The grantee commits to return to the home HEI upon finalisation of the grant period so that all the administrative/academic activities carried out at the host HEI may be beneficial at such.

- ✓ Has never before been awarded an Erasmus Mundus EMA2 (S1/S2) grant for the same type of mobility (Undergraduate, Master, Doctorate, Post doctorate, Staff).
- ✓ Has not (and shall not) apply to any other grant (scholarships, traineeship, fellowship, assistantship, etc.) awarded through any other European Union programme in a way that this additional grant overlaps in time with the grant subject of this contract.
- ✓ Shall not use this EM grant to cover up any cost/expense that shall be covered by any other subsidized source.
- ✓ Shall meet all the academic/research/work requirements mutually agreed and established in the GHLA, achieving the expected performance, including but not limited to those of attendance to courses, seminars, etc., attendance to programme events (seminars, conferences, symposiums, etc.), taking and passing the corresponding exams, accomplishing the research/work milestones, elaborating and submitting all the information and documents required (GHAR, GHS, etc.).

✓ Additionally, specifically for each type of grant:

Type of grant	Academic / Professional Requirements
Undergraduate-Full (degree-seeking)	GHLA approved by both the home and host HEIs. Meeting all the academic requirements as to enrol in the undergraduate programme of choice at the host HE (each partner country, partner HEI and department at the partner HEI may have specific requirements).
Undergraduate-Partial	GHLA approved by both the home and host HEIs. Meeting all the academic requirements as to enrol in the undergraduate courses of choice at the host HEI (each partner country, partner HEI, department at the partner HEI and specific course may have specific requirements).
Master	GHLA approved by both the home and host HEIs. Meeting all the academic requirements as to enrol in the master programme of choice at the host HEI (each partner country, partner HEI and department at the partner HEI may have specific requirements). Holding a B.Sc. degree, accredited by an official organism (Ministry of Education, Embassy, Consulate, etc.).
Doctorate-Full	GHLA approved by both the home and host HEIs. Meeting all the academic requirements as to enrol in the doctoral programme of choice at the host HEI (each partner country, partner HEI and department at the partner HEI may have specific requirements). Holding a B.Sc. degree, accredited by an official organism (Ministry of Education, Embassy, Consulate, etc.). Completion of at least 300 ECTS credits (undergraduate and/or postgraduate) OR Holding of a M.Sc. degree (or equivalent degree) accredited by an official organism (Ministry of Education, Embassy, Consulate, etc.).
Doctorate-Sandwich	GHLA approved by both the home and host HEIs. Meeting all the academic requirements as to enrol in the doctoral courses of choice at the host HEI (each partner country, partner HEI, department at the partner HEI and specific course may have specific requirements). Linkage to a Doctorate Programme at the home HEI. Doctoral Thesis' research activity initiated.
Post doctorate	GHLA approved by both the home and host HEIs. Academic impact shall be positively assessed. Linkage to a research group, educational project, etc.
Staff	GHLA approved by both the home and host HEIs. Institutional impact shall be positively assessed.

TC.06. Data Protection Policy



When collecting and using grantees' information (personal, contact, academic, financial, medical, photo, etc.), all partner HEIs shall observe the following "data protection commitment" and "data protection principles". The coordinating HEI may articulate any necessary means as to ensure that this data protection policy is locally enforced by all partners. When signing this document, the grantee is granting permission to the partnership to use his/her personal information in the context of the programme and with the sole purpose of ensuring the correct and smooth implementation of the programme. This includes both the internal (within the partnership) and external (use within third parties) use of such information. Internal use includes: database processing, sending of emails, phone calls (in case of urgent affairs or emergency), phone calls to the "emergency contact person" (in case of urgent affairs or emergency), inclusion of basic personal information as well as academic/professional information in programme reports, statistical analysis, research studies, presentations, posters, flyers, etc. which purpose is the promotion, control, monitoring, dissemination of results, etc. of the programme.

No personal information shall be facilitated by partner HEIs to any third party other than those strictly necessary (e.g. embassy, consulate, travel agency, insurance company, etc.) for the correct and smooth implementation of the programme. In case of doubt, partner HEIs are advised to always consult with the coordinating HEI regarding the use of grantees' personal information.

Under no circumstances shall grantee's personal data be used for any purpose other than those strictly necessary for the correct implementation of the programme. Permission should be granted by grantees before personal information may be

use for any other purpose. Each partner HEI is the ultimate responsible for the local use of grantees' personal information. Should it be detected that a partner HEI is failing at observing this data protection policy, the coordinating HEI shall contact such partner HEI in order to clarify the matter. Should it be demonstrated that the partner HEI misused grantee's personal data (deliberately and/or negligently), the facts shall be reported to the EACEA for further analysis. Following EACEA's recommendations, a decision shall be made by the coordinating HEI as to how the facts affect the participation of such partner HEI in the programme.

Data protection commitment

- ✓ Ensuring that the partnership complies with the eight data protection principles, as listed below.
- ✓ Meeting all legal obligations, as laid down by the Directive 95/46/EC (*).
- ✓ Ensuring that data is collected and used fairly and lawfully.
- ✓ Processing personal data only in order to meet operational needs or fulfil legal requirements.
- ✓ Taking steps to ensure that personal data is up to date and accurate.
- ✓ Establishing appropriate retention periods for personal data.
- ✓ Ensuring that data subjects' rights can be appropriately exercised.
- ✓ Providing adequate security measures to protect personal data.
- ✓ Ensuring that a nominated officer is responsible for data protection compliance and provides a point of contact for all data protection issues.
- ✓ Ensuring that all staff is made aware of good practice in data protection.
- ✓ Providing adequate training for all staff responsible for personal data.
- ✓ Ensuring that everyone handling personal data knows where to find further guidance.
- ✓ Ensuring that queries about data protection, internal and external to the organisation, is dealt with effectively and promptly.
- ✓ Regularly reviewing data protection procedures and guidelines within the organisation.

Data protection principles

- ✓ Personal data shall be processed fairly and lawfully.
- ✓ Personal data shall be obtained for one or more specified and lawful purposes, and shall not be further processed in any manner incompatible with that purpose or those purposes.
- ✓ Personal data shall be adequate, relevant and not excessive in relation to the purpose or purposes for which they are processed.
- ✓ Personal data shall be accurate and, where necessary, kept up to date.
- ✓ Personal data processed for any purpose or purposes shall not be kept for longer than is necessary for that purpose or those purposes.
- ✓ Personal data shall be processed in accordance with the rights of data subjects under the Directive 95/46/EC (*).
- ✓ Appropriate technical and organisational measures shall be taken against unauthorised and unlawful processing of personal data and against accidental loss or destruction of, or damage to, personal data.
- ✓ Personal data shall not be transferred to a country or territory outside the European Economic Area unless that country or territory ensures an adequate level of protection for the rights and freedoms of data subjects in relation to the processing of personal data.

Additional information

- ✓ http://ec.europa.eu/justice/data-protection/index_en.htm
- ✓ * Directive 95/46/EC of the European Parliament and of the Council of 24 October 1995 on the protection of individuals with regard to the processing of personal data and on the free movement of such data.

TC.07. Final notes on the applicability of this contract



In case of conflict, all of the clauses included in this contract are overwritten by those established in the Grant Agreement, the Partnership Agreement, and the Candidate's Guide.

Failure to comply with the conditions and agreements laid down in this contract can be a reason for the coordinating institution to dissolve the contract and claim back the total grant.

Deadline



The deadline for submitting this document is: **N/A**

Instructions / General

**IMPORTANT**

Please, carefully revise the document "Instructions" [INST] for general instructions on how to fill in and manage this document.

Instructions / Specific



N/A

SIGNATURES & STAMPS



On behalf of the coordinating institution		On behalf of the home institution (only TG1)		On behalf of the host institution		Grant holder	
Full Name:		Full Name:		Full Name:		Full Name:	
Position:	Programme Admin. Coordinator	Position:	Admin. Coordinator	Position:	Admin. Coordinator	Position:	Grant Holder
Date (dd/mm/yyyy):		Date (dd/mm/yyyy):		Date (dd/mm/yyyy):		Date (dd/mm/yyyy):	
Place (city, country):		Place (city, country):		Place (city, country):		Place (city, country):	
Signature:		Signature:		Signature:		Signature:	
Official stamp:		Official stamp:		Official stamp:			

PROJECT WEB, SOCIAL NETWORKS & BLOG



DOUBTS & ENQUIRIES



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