



Before you apply, Read the following steps

STEP 1: ELIGIBILITY CHECK

1.1 WHICH TARGET GROUP DO YOU BELONG TO?

Target Group 1 (TG1) can be defined as: African nationals and/or residents registered or having obtained a degree in one of the Higher Education Institutions that is a member of the ESI MSAD project partners (Addis Ababa University, Witwatersrand University, University of Nigeria, Addis Ababa Science and Technology University and Cairo University).

Target Group 2 (TG2) can be defined as: African nationals and residents (students) registered in Higher Education Institution of African countries not included in the partnership, or whom have obtained a Higher Education Institution degree or equivalent from an institution of these countries.

1.2 WHO CAN APPLY?

Each student target group has its own eligibility criteria. Please check the eligibility criteria of your student target group carefully.

The eligible countries for TG2 are as follows;

- **Central:** Burundi, Cameroon, Central African Republic, Chad, Congo, Congo (DRC), Equatorial Guinea, Gabon and São Tomé and Príncipe



- **Eastern:** Comoros, Djibouti, Eritrea, Ethiopia, Kenya, Madagascar, Mauritius, Rwanda, Seychelles, Somalia, Sudan, South Sudan, Uganda and Tanzania
- **Northern:** Algeria, Egypt, Libya, Tunisia and Morocco
- **Southern:** Angola, Botswana, Lesotho, Malawi, Mozambique, Namibia, South Africa, Swaziland, Zambia and Zimbabwe
- **Western:** Benin, Burkina Faso, Ivory Coast, Cape Verde, Gambia, Ghana, Guinea, Guinea Bissau, Liberia, Mali, Mauritania, Niger, Nigeria, Senegal, Sierra Leone and Togo

1.3 WHICH TYPES AND LEVEL OF MOBILITY ARE AVAILABLE TO YOU?

Available scholarships under the First call for applications:

Available scholarship opportunities for the ESIMSAD first call are as follows:

8 PhD (six degree-seeking and two (36 months credit-seeking), 6 Masters (degree-seeking) and Staff short-term visit scholarships.

1.4 WHAT DOES OUR SCHOLARSHIPS INCLUDE?

- Roundtrip flight ticket and visa costs (using a preferred travel agent and calculated against direct linear distance)
- Participation costs such as tuition fees, registration fees and service fees where applicable
- Comprehensive Travel Insurance (Health, Accident and Travel)
- A monthly subsistence allowance for the mobility period



- Settling in Allowance
- Research Costs: only eligible to students on mobility for 10 months or more and to students who are registered for a minimum of 2 years. The distribution of funds from this pool shall be decided by the partners on the basis of the actual research needs of selected students. Students will be required to submit a budget for research.
- An extra allowance corresponding to the monthly subsistence allowances will be paid per academic year to female master students and doctoral candidates, for mobility equal or longer than 2 academic years.
- A second return ticket in case the mobility is equal or longer than two academic years.

Type of mobility	Subsistence allowance	Settling-allowance	Allowances for female scholarship holders	Participation costs	Research costs	Insurance costs	Travel and visa costs
	(per month)	Single payment	(per academic year only for mobility equal or longer than 2 academic years)	(per academic year only for mobility equal or longer than 10 months)	(per academic year only for mobility equal or longer than 10 months)	(per month)	
Master	600	600	600	3500	600	75	According to travel bands
Doctorates	900	900	900	4000	2000	75	
Staff	1200	–	–	–	–	75	



	<i>Must be paid in full to the scholarship holder</i>	<i>To be managed by the partnership</i>	
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Note: Participation costs are transferred directly to the host institution. Insurance is arranged by the coordinating institution on behalf of students.

Exchange opportunities (Masters and PhD): Students registered as full-degree students at one of the partner ESIMSAD universities within the consortium, spending a short period (6 months minimum) at one of the other institutions in the consortium and returning to their home institution after the exchange period to complete their degree at the home institution. Exchange students will spend their period at the host university as researchers, mainly being engaged in specialised theoretical or methodological training and research projects. Students will closely co-operate with their host and home university supervisors.

Full degree ESIMSAD scholarships for Master and Doctoral students:

In order to be eligible for this scholarship applicant must:

- Be a national and resident in any of the eligible countries covered by the relevant Target Group; (Students cannot apply to study in an institution within their home country)
- Be registered/admitted at one of the HEIs within the Partnership at the time of the application for a scholarship (Target Group I) or be registered/admitted in a HEI (not included in the partnership) of a country of the lot or having obtained a HEI degree (or equivalent) by an institution of a country concerned by the lot (Target Group 2);
- Have sufficient knowledge of the language of the courses in the host Institutions.

Academic and administrative staff mobility: These opportunities are designed to address the need for professional development of university staff and are limited to staff employed by the consortium partner universities, and aside from the individual opportunity, are aimed at building enhanced mutual institutional knowledge.



STEP 2 – FIELD OF STUDY

Is your field of study eligible and available? Check the ESIMSAD and its priority topics.

The complete list of courses and programmes offered at the partners institutions is presented in the ESIMSAD project is below

ESIMSAD Master Program

1. MSc in Materials Science host by AAU, Ethiopia

Structure and content

The duration of studying MSc in Materials Science is a full-time program and will be offered in two years (four semesters) duration. The first year of the study is only course work and their second year, students will work on research-based MSc thesis.

The program interweaves concepts of materials science, engineering and mathematical and computational modelling methods throughout the curriculum. Core subjects offered at the MSc level covers Mathematical Methods for Materials Science, Physical and Chemical Properties of Materials, Nanostructures and Nanomaterials, Quantum Theory of Materials, Physics and Chemistry of Polymers

Colloids and Surfaces, Thermodynamics and Kinetics of Materials, Computational Methods in Materials Science, Experiments in Materials Science, Synthesis and Characterization of Materials, Special Topics in Materials Science I*, Special Topics in Materials Science II*, Research Methods and Scientific Writing and MSc Thesis (research).

- *Under **special topics in Materials Science I** there are six elective courses and students can choose one course from the following courses: Materials for Energy Conversion and Storage, Electrochemical Methods in Materials Science, Ceramics, Cements & Glasses, Electronic Structure Method in Materials Physics, Chemistry and Biology, Metals, Alloys & Metallurgy or Crystallography & Mineralogy.
- **Under **special topics in Materials Science II** there are also six elective courses and students can choose one course from them: Organic Electronics, Conducting Polymers, Composite Materials, Biomaterials, Materials Synthesis or Geodynamics



The program also examines the contribution of advanced materials and those technologies (electrochemical energy storage and conversion devices, sensors, electronics, solar cells, etc) to the society. Mode of delivery is based on a combination of student-centered activities and lecture methods.

Students' performance will be assessed through the range and variety of assessment methods (written and practical exams, projects, problem solving assignments, peer assessments of oral presentations, interactive computer and simulation assignments and group presentations, laboratory experiments and MSc thesis defence). Final grades for each course will be given to students after the required assessment has been finished.

2. MSc in Materials Electrochemistry and Energy Technologies host by WITS, South Africa

Structure and content

The Wits MSc is structured as **RESEARCH-ONLY** that allows the students to apply prior knowledge of Materials Science and Engineering (MSE) during their undergraduate years and 1-year BSc (Hons) class in Chemistry, Physics or Engineering. Candidates from other universities may be encouraged by their supervisors to attend the 15-hour "Energy Storage and Conversion" course offered at the 1-year BSc (Hons) Chemistry class.

The research activities comprise various topics/subjects in the following three research clusters:

- (i) **Electrochemical energy storage systems:** to include lithium-ion batteries, sodium-ion batteries, metal-air batteries, supercapacitors, lithium-ion capacitors;
- (ii) **Electrochemical energy conversion systems:** These include proton exchange membrane fuel cells (PEMFC); direct alcohol fuel cells (DAFC); electrolyzers (water-splitting); and various electrochemical processes that allow the development of energy storage and conversion such as oxygen reduction reaction (ORR), oxygen evolution reaction (OER), hydrogen oxidation reaction (HOR), hydrogen evolution reaction (HER), and alcohol oxidation reaction (AOR).
- (iii) **Electrochemical sensors:** These include sensing systems suitable for poverty-related diseases such as tuberculosis, cholera, alcohol and drugs of abuse.



For the MSc degree, the candidate is given up to four (4) months to develop and submit a research proposal to the University for approval through the Faculty Graduate Studies Committee (FGSC). MSc duration is 1 year (minimum) and 2 years (maximum).

For the MSc degree, the project is structured for the student to learn and apply advanced scientific research techniques, ranging from synthesis of electrode materials to characterisation using a plethora of modern spectroscopic and microscopic techniques. The student is given up to four (4) months to develop and submit a research proposal to the University for approval through the Faculty Graduate Studies Committee (FGSC). MSc duration is 1 year (minimum) and 2 years (maximum).

3. Msc in Solar Energy Physics/Materials Science host by UNN, Nigeria

Structure and content

The MSc in Solar energy programme is a two-year course and research-based programme. In the first year of registration, students are expected to take the following courses:

- Research Methodology and Application of ICT in Research
- Solar Energy Availability and Collection,
- Solar Energy Conversions and Storage,
- Synthesis of Nanomaterials and Nanostructures for Solar Energy Applications,
- Characterization Methods for Nanomaterials and Nanostructures,
- Seminars
- Semiconductor Physics,
- Project and
- Experimental Study of Solar Energy I.



After finishing courses, students need to carry out independent research in their specialization during their second year of registration in the programme. Students' performance will be assessed through exam, assignments, laboratory experiments and oral presentation of the final thesis.

ESIMSAD PhD Programs

1. PhD in host by AAU, Ethiopia

Structure and content

In the 1st two years, students need to take courses and seminars. Students start PhD Thesis research during the 2nd year of PhD. The PhD courses include Advanced Inorganic Chemistry III, Special Topic in Inorganic Chemistry I & II, Seminar II, III, IV & V. Doctoral dissertation shall constitute individual effort in academic pursuits to find a genuine solution to problems. thesis should be performed independently. The conclusion arrived at and/or the methodology employed shall be such a standard to have been judged as original. Students will be assessed through preparing seminars and oral presentations. The PhD thesis will be examined by external and internal examiners and the students are expected to do oral presentation publicly. **Chemistry, Specialization in Inorganic Chemistry**

2. PhD in Materials Electrochemistry and Energy Technologies host by WITS, South Africa

Structure and content:

The Wits PhD Program is structured as **RESEARCH-ONLY** that allows the students to apply prior knowledge of Materials Science and Engineering (MSE) during their undergraduate years and 1-year BSc (Hons) class in Chemistry, Physics or Engineering. Candidates from other universities may be encouraged by their supervisors to attend the 15-hour "Energy Storage and Conversion" course offered at the 1-year BSc (Hons) Chemistry class.

The research activities comprise various topics/subjects in the following three research clusters:



- (i) **Electrochemical energy storage systems:** to include lithium-ion batteries, sodium-ion batteries, metal-air batteries, supercapacitors, lithium-ion capacitors;
- (ii) **Electrochemical energy conversion systems:** These include proton exchange membrane fuel cells (PEMFC); direct alcohol fuel cells (DAFC); electrolyzers (water-splitting); and various electrochemical processes that allow the development of energy storage and conversion such as oxygen reduction reaction (ORR), oxygen evolution reaction (OER), hydrogen oxidation reaction (HOR), hydrogen evolution reaction (HER), and alcohol oxidation reaction (AOR).
- (iii) **Electrochemical sensors:** These include sensing systems suitable for poverty-related diseases such as tuberculosis, cholera, alcohol and drugs of abuse.

For the PhD degree, the following are required: (i) the PhD topic must be original / novel work; (ii) the work must be published in peer-reviewed and accredited journals by the South African Department of Higher Education and Training (DHET); (iii) the PhD student is given up to six (6) months to develop and submit a research proposal to the University for approval through the Faculty Graduate Studies Committee (FGSC); and (iv) PhD duration is 2 years (minimum) and 4 years (maximum).

3. PhD in Materials Science/Solar Energy Physics at UNN, Nigeria

Structure and content:

The PhD in Materials Science/Solar energy programme is a four-year course and research-based programme.

The 1st 8 months of PhD involves course/seminar works while the thesis is examinable by external examiner. Courses include:

- Synopsis and Grant Writing
- Experimental study of the operations and performance of the Selected
 - solar Photovoltaic Utilities,
 - solar Photothermal Utilities,
 - solar Energy Storage Utilities and
 - Advanced Experimental Study of Solar Energy or Advanced Experimental study of materials



- Group seminar.

Students' performance will be assessed through exam, assignments, laboratory experiments and oral presentation of the final thesis, subjected to be examined by external examiner.

NB: For a thesis to be approved for oral examination for doctoral degree, it shall embody the original research of the candidate, display critical judgement and contain materials publishable as definite contribution to knowledge. This must be demonstrated by at least an acceptance letter / galley proof version of accepted article from any impact factor indexed journal approved by the University (JCR, SNIP, SJR).

4. PhD in Physical Chemistry host by AASTU, Ethiopia and CU, Egypt

For joining the PhD program in physical chemistry, candidates should full fill the minimum requirements during their MSc studies. Then there is an entrance exam where the candidate is required to present his/her research concept note in the presence of department graduate committee. Then an acceptance letter is awarded to the candidate to officially register as a PhD student. A main supervisor with a minimum of Associate professor position and a co-supervisor with a minimum of assistant professor is assigned to the candidate (a student can also choose supervisors by himself based on their specialization). To earn the PhD degree, the students have to fulfil two requirements: (i) To pass 18 credit hours of course work (a total of 6 courses, each of 2 or 3 credit hours, and two PhD review seminars open to any university faculty or interested students. The two seminars are offered and presented in different semesters of the first two years each semester). (ii) To submit a written thesis (Dissertation) : A PhD candidate is expected to present a progress report of his ongoing research and get feedbacks and comments from the teams in the physical chemistry steam. The candidate is expected to publish at least two articles of his research to qualify for his thesis examination. The research thesis on the other hand will undergo two evaluations. One is the internal evaluation by the selected professors from the department to recommend the thesis for external examination. After the internal examination the thesis is subjected to two external examiners (one from home country and one from Abroad). PhD students are always encouraged to attend and present their research in national and international conferences. Degree requirements may be completed in a minimum of three and a maximum of five academic years. Thesis supervisor have to submit at the end of each academic year a detailed technical report to the graduate committee for the progress of the student. A thesis defense is not



allowed until the student passes a total of 8 courses with merit and presents the two published paper in a peer reviewed Journal. In the context of this African mobility program, students enrolled in AASTU program will be expected to pursue their research in electrocatalysis or energy storage using advanced materials besides passing the required course work. Materials chemistry is one of the major courses in the program to train students how to prepare tailor designed new/advanced materials to modify conventional electrode surfaces. Different modern techniques of characterization of the structure/composition of the materials such as electrochemical and photoelectrochemical, optical, electron microscopic, spectroscopy, probe techniques and hybrid techniques will be employed to test the performance of the surfaces and interfaces of devices for energy conversion, storage and catalytic activities.

STEP 4 – DOCUMENTS

REQUIRED DOCUMENTATION

All documents must be provided in English language.

Each Host University may require additional mandatory documents (e.g. Pre-Acceptance Letter, specific certificates, language test etc)

4.1 MASTER FULL DEGREE

4.1.1 MANDATORY DOCUMENTS:

- Passport or National ID
- Bachelor's certificate
- Transcript of Records of your Bachelor studies
- At most 4-page Curriculum Vitae



- Motivation letters: 1 per Host University. You can apply up to a maximum of 2 Host Universities. If you apply for 2 Host Universities, you must upload 1 motivation letter per each Host University. The 2 letters must be different!
- Two (2) reference letters: One of the references must be from your last project supervisor.
- Previous Intra-Africa/ACP Award Declaration. Downloads Intra-Africa/ACP Award Declaration.

4.1.2. OTHER DOCUMENTS:

- Language certificates. These are mandatory only if required by the Host University
- Disadvantaged group supporting documents. These are mandatory only if you state to belong to a disadvantaged group
- Target group 2 supporting documents. These are mandatory only if you apply under the Target Group 2 (A letter confirming your registration for postgraduate degree in your home institution).
- All other documents you consider useful to evaluate your profile.
- Pre-acceptance Letter issued by the Host University. All Host Universities require a pre-acceptance letter in order to be evaluated for ESIMSAD Scholarship. If you do not upload this document when submitting your ESIMSAD application, your application will not be considered valid and be excluded.

4.2 MASTER EXCHANGE

4.2.1 MANDATORY DOCUMENTS FOR ALL TARGET GROUPS:

- Passport or National ID
- Proof of registration at a Master programme in your Home Institution



- Transcript of Records of your Master studies
- Bachelor's certificate together with its Transcript of Records
- At most 4-page Curriculum Vitae
- Motivation letters: 1 per Host University. You can apply up to a maximum of 2 Host Universities. If you apply to 2 Host Universities you must upload 1 motivation per each Host University. The 2 letters must be different!
- 2 Reference letters: One reference letter from your home institution supervisor
- ESIMSAD tentative study plan (your proposed mobility project). In the case you apply for 2 Host Universities you must upload 2 ESIMSAD tentative study plans (1 per Host University). You must use the template found in the Downloads section, at the top right of this webpage
- Previous Intra-Africa/ACP Award Declaration Download Intra-Africa/ACP Award Declaration ESIMSAD Study Plan Template ESIMSAD Research Proposal Template

4.2.2. OTHER DOCUMENTS:

- Language certificates. These are mandatory only if required by the Host University
- Disadvantaged group supporting documents. These are mandatory only if you state to belong to a disadvantaged group



- All other documents you consider useful to evaluate your profile
- Pre-acceptance Letter issued by the Host University. All Host Universities require a pre-acceptance letter in order to be evaluated for ESIMSAD Scholarship. If you do not upload this document when submitting your ESIMSAD application, your application will not be evaluated.

4.3 DOCTORATE FULL DEGREE

4.3.1. MANDATORY DOCUMENTS:

- Passport or National ID
- Bachelor and Master certificates together with their Transcript of Records.
- At most 4-page Curriculum Vitae
- Motivation letters: 1 per Host University. You can apply up to a maximum of 2 Host Universities. If you apply for 2 Host Universities you must upload 1 motivation per each Host University. The 2 letters must be different!
- 2 Reference letters: One of the reference letters must be from your Master supervisor
- ESIMSAD Research project proposal. In the case you apply for 2 Host Universities you must upload 2 ESIMSAD Research project proposals (1 per Host University). You must use the template found in the Downloads section, at the top right of this webpage



- Previous Intra-Africa/ACP Award Declaration.

4.3.2. OTHER DOCUMENTS:

- Language certificates. These are mandatory only if required by the Host University
- Disadvantaged group supporting documents. These are mandatory only if you state to belong to a disadvantaged group
- All other documents you consider useful to evaluate your profile
- Pre-acceptance Letter issued by the Host University. All Host Universities require a pre-acceptance letter in order to be evaluated for ESIMSAD Scholarship. If you do not upload this document when submitting your ESIMSAD application, your application will not be evaluated.

4.4 DOCTORATE EXCHANGE

5.4.1. MANDATORY DOCUMENTS:

- Passport or National ID
- Proof of registration at a PhD programme in your Home Institution
- Bachelor and Master certificate together with their Transcript of Records.



- At most 4-page Curriculum Vitae
- Motivation letters: 1 per Host University. You can apply up to a maximum of 2 Host Universities. If you apply for 2 Host Universities you must upload 1 motivation per each Host University. The 2 letters must be different!
- 2 Reference letters: One of the reference letters must be from your Home Institution supervisor
- ESIMSAD Research project proposal. In the case you apply for 2 Host Universities you must upload 2 ESIMSAD Research project proposals (1 per Host University). You must use the template found in the Downloads section, at the top right of this webpage
- Previous Intra-Africa/ACP Award Declaration.

4.4.2. OTHER DOCUMENTS:

- Transcript of Records of your PhD studies, if any
- Language certificates. These are mandatory only if required by the Host University
- Disadvantaged group supporting documents. These are mandatory only if you state to belong to a disadvantaged group
- All other documents you consider useful to evaluate your profile



- Pre-acceptance Letter issued by the Host University. All Host Universities require a pre-acceptance letter in order to be evaluated for ESIMSAD Scholarship. If you do not upload this document when submitting your ESIMSAD application, your application will not be evaluated.

4.5 ACADEMIC/ADMINISTRATIVE STAFF EXCHANGE

4.5.1. MANDATORY DOCUMENTS:

- Passport or National ID
- Proof of registration. This a certificate issued by your Home University stating that you are an Academic/Administrative Staff employed at your Home University.
- Full Curriculum Vitae
- For Academic staff only: list of main publications, research projects, titles and awards received
- For Administrative staff only: description of the position covered, tasks and responsibilities
- Motivation letters: 1 per Host University. You can apply up to a maximum of 2 Host Universities. If you apply for 2 Host Universities you must upload 1 motivation per each Host University. The 2 letters must be different!
- Reference letters: at least one issued by the Head of your Department/Office responsible to approve your leave.



- ESIMSAD Work plan proposal. In the case you apply for 3 Host Universities you must upload 3 ESIMSAD work plan proposals (1 per Host University). You must use the template found in the Downloads section, at the top right of this webpage
- Previous Intra-Africa/ACP Award Declaration.

4.5.2. OTHER DOCUMENTS:

- Language certificates. These are mandatory only if required by the Host University
- Disadvantaged group supporting documents. These are mandatory only if you state to belong to a disadvantaged group
- All other documents you consider useful to evaluate your profile
- Pre-acceptance Letter issued by the Host University. All Host Universities require a pre-acceptance letter in order to be evaluated for ESIMSAD Scholarship. If you do not upload this document when submitting your ESIMSAD application, your application will not be evaluated.

STEP 5 SELECTION PROCESS

Get informed about the selection process and criteria as outlined in the ESIMSAD project .

5.1. ADMINISTRATIVE CHECK.



Applications will pass through a preliminary screening whose goal will be to check the formal eligibility of the candidatures:

- **Completeness:** all the mandatory documents have been uploaded by the candidate in her/his official ESIMSAD application form.
- **Eligibility requirements:** all the eligibility requirements have been met by the candidate:
 - nationality;
 - former Intra-Africa scholarship;
 - Other general requirement that the partnership would like to set.
- **Target Group:** the candidate did apply for the correct Target group. In the case the candidate did not, she/he will be moved to the correct Target Group.
- **Disadvantaged Group:** in the case the candidate has declared to belong to a disadvantaged group supporting documents shall have been provided and will be checked by the Gender and Disadvantaged groups Committee.

The administrative check will be assessed upon the following application documents:

- Information provided in the application form



- Documents uploaded in the application

In addition to the documents needed to assess the academic eligibility and quality of the candidate, the following documents are also required:

- Passport
- Declarations regarding former Intra-Africa scholarship
- Disadvantaged group supporting documents

5.2. APPEAL PROCEDURE

- The ESIMSAD general secretariat at the Central Management Unit will send out a “rejection notification” to those candidates who did not pass the eligibility check with 1-week time to appeal against the decision under well justified reason for appealing..

5.3. ACADEMIC ELIGIBILITY & QUALITY.

Admission office and Academic supervisors at the Host universities coordinated by the ESIMSAD Local Management Unit will be in charge for this task:

- **ELIGIBILITY:** Checking whether the candidate meets the admission requirements (including language requirements) of the programme s/he applied for – Actor: **Admission office**



- **QUALITY:** Performing the academic assessment of candidates and ranking applications against the following criteria – Actor: **Academic supervisors**

CRITERIA 1 – Academic background and candidate profile:

- Coherence of the academic background and profile of the candidate with the programme selected
- Academic performance during previous/current studies at the Home university

CRITERIA 2 – ESIMSAD project proposal and motivation:

- The mobility project submitted by the candidate (learning agreement; research agreement; work plan) is appropriate with the mobility opportunity the candidate applied for
- The motivation of the candidate is strong and relevant with ESIMSAD objectives and with the mobility opportunity the candidate applied for

When performing the academic assessment, the academic supervisors may decide to schedule interviews with the candidates.

The academic eligibility and quality will be assessed upon the following application documents:

- Diplomas of previous university studies



- Transcript of Records of previous university studies
- CV including list of publications, conferences attended, etc.
- Reference letters
- Language certificate, if required by the Host university
- Motivation letter

STEP 6 – APPLICATION

If you have successfully carried out steps 1, 2, 3, 4, and 5 you are ready to apply, enter the Application form.

STEP 7 – WHAT NEXT IF YOU WIN A ESIMSAD SCHOLARSHIP?

Find here a general overview of what will happen in the case you are awarded an ESIMSAD scholarship.

7.1 – SCHOLARSHIP ACCEPTANCE

You will be sent a Nomination/Award Letter via email and asked to accept or reject ESIMSAD scholarship within a certain deadline by sending an Acceptance Letter. Other documents to accompany the Nomination/Award Letter to be sent to you are



- i. **Pre-departure Information** (Visa guidelines),
- ii. **Model Mobility Agreement for Staff** ,
- iii. **Model Learning Agreement for Degree Seeking Mobility** ,
- iv. **Model Learning Agreement for Credit Seeking Mobility** .

Please find the template for each document i, ii, iii, iv and v in the **ESIMSAD website** . All ESIMSAD scholars will have to agree the starting date directly with the Host University/Supervisor.

7.2 – GET INFORMED

You will contact your Host Institution in order to receive pre-departure information about the university, the town where you will live, about how to organize your mobility and what are the documents to be produced before leaving according to the immigration laws of the hosting countries (e.g. VISA) and the admission procedure of the hosting universities (e.g. any specific document that is mandatory for the enrolment and to be produced in your home country).

STEP 8 – CANCELLATION OF STUDIES

Important to note in the event of interrupted **studies** or in the case of **drop-out**.



The scholarship can be put on hold if the student must temporarily leave the host institution following duly justified and well documented reasons (i.e. illness etc.). In that case, the scholarship payment must be interrupted until he/she has returned to the host institution and can actively participate in the activities. If despite the temporary absence, the scholarship holder can catch up on the study/research without extending the originally agreed scholarship duration, the monthly allowances corresponding to the period of interruption could be paid to the candidate if agreed among the partners and notified to the Agency (EACEA). If the reasons are due to force majeure, the absence of the scholarship holder would lead to an extension of the originally agreed eligibility period in order to finalise the mobility concerned. Hence, the Coordinator must send to the Agency a duly substantiated request to extend the eligibility period of the Grant Agreement in question. This request will be treated as an official amendment.

If the interruption is due to academic reasons, as students have to study or carry out research or other activities for a short period at the home country or at other countries which are not the ones of the institutions included in the partnership, the monthly allowance is not paid for this period.

For no reasons, the mobility cannot be extended beyond the limit of the project set for the 31st of December 2025.

Mobility flows are not allowed between institutions placed in the country of origin/nationality of the individual(s) concerned. The interruption can take place only after 6 consecutive months of study at host institutions.

The mobility for staff can be split in several shorter periods of minimum one month each, but in this case only one returns ticket will be covered by ESIMSAD.

If a scholarship holder decides to withdraw before or during the study period, the Partnership has the possibility to replace her/him from the reserve list and within the deadlines for start of mobility of the respective cohort. If such replacement is not possible, the remaining monthly allowance and participation costs could be reallocated to another scholarship holder.