



**Education, Audiovisual and Culture  
Executive Agency**

Grant Agreement Number: Project: 101234203 — RAMDDA — NDICI-2024-MOBAF

**Intra-Africa Academic Mobility Scheme**

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**Research and Academic Mobility for Drug Discovery in Africa  
(RAMDDA)**



**RAMDDA**  
Research and Academic Mobility  
for Drug Discovery in Africa



**Funded by  
the European Union**

**D1.16: RAMDDA SCHOLARSHIP AGREEMENT**

**RESEARCH AND ACADEMIC MOBILITY FOR DRUG DISCOVERY IN AFRICA  
(RAMDDA)**

**SCHOLARSHIP AGREEMENT**

This Scholarship Agreement ("Agreement") is made on this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_

**BETWEEN**

**The University of Botswana**, acting as the Coordinator of the Research and Academic Mobility for Drug Discovery in Africa (RAMDDA) Project, funded by the European Union under the Intra-Africa Academic Mobility Scheme, represented by the Project Coordinator,

(hereinafter referred to as "**RAMDDA**")

**AND**

The \_\_\_\_\_, acting as the Partner University of RAMDDA, represented by the Local Contact Person,

**AND**

Mr./Ms. \_\_\_\_\_

Passport Number: \_\_\_\_\_

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

Host Institution: \_\_\_\_\_

Programme of Study: \_\_\_\_\_

Mobility Type:

- MSc Degree-Seeking
- MSc Credit-Seeking
- PhD Degree-Seeking
- PhD Credit-Seeking
- Trainee
- Staff Mobility

(hereinafter referred to as "the **Beneficiary**")

## RAMDDA Scholarship Agreement

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### 1. PURPOSE OF THE AGREEMENT

The purpose of this Agreement is to define the rights and obligations of the Beneficiary and RAMDDA concerning the award and administration of a RAMDDA mobility scholarship.

### 2. DURATION OF THE SCHOLARSHIP

The scholarship shall commence on:

Start Date: \_\_\_\_\_

End Date: \_\_\_\_\_

The scholarship shall remain valid for the approved mobility period, subject to satisfactory academic progress and compliance with the provisions of this Agreement.

### 3. SCHOLARSHIP BENEFITS

The Beneficiary shall receive support in accordance with RAMDDA and European Union regulations.

The scholarship includes:

#### 3.1 Monthly Subsistence Allowance

- MSc beneficiaries: **€890 per month**
- PhD beneficiaries: **€1,230 per month**

or equivalent amounts in local currency as approved by the project and communicated to the Beneficiary. The beneficiary will provide a local bank account at the host institution country for the payment of the monthly stipend. Third party bank accounts are not accepted for payments.

#### 3.2 Other Support

The scholarship may also cover:

- Tuition fees
- Registration fees
- Research costs (where applicable)
- Health insurance
- Visa and residence permit costs
- Participation in project activities and training events

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Support shall be provided in accordance with approved RAMDDA budgets and applicable institutional regulations.

### **4. OBLIGATIONS OF THE BENEFICIARY**

The Beneficiary agrees to:

#### **4.1 Academic Requirements**

- Register as a full-time student at the Host University.
- Maintain satisfactory academic progress.
- Comply with all academic regulations of the Host Institution.
- Attend classes, laboratory sessions, seminars, and other academic activities as required.
- Present regular progress reports and seminars.

#### **4.2 Reporting Requirements**

The Beneficiary shall submit:

- Progress reports as required by RAMDDA to the Supervisory Committee.
- Academic transcripts when requested.
- Mobility reports at the end of the mobility period.
- Any additional information required for project Consortium Board and the Research and Selection Committee.

#### **4.3 Conduct**

The Beneficiary shall:

- Respect the laws of the host country.
- Respect the regulations of the host institution.
- Maintain high standards of academic integrity.
- Avoid any conduct that may damage the reputation of RAMDDA, the host institution, or the European Union.
- Establish a respectful relationship with the supervisors, other staff, and students of the host institution.

### **5. VISIBILITY AND ACKNOWLEDGEMENT**

The Beneficiary shall acknowledge RAMDDA and European Union support in:

- Theses and dissertations.

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- Scientific publications.
- Conference presentations.
- Posters and other dissemination materials.

The following acknowledgement shall be used where appropriate:

*"This work was supported by the Research and Academic Mobility for Drug Discovery in Africa (RAMDDA) Project funded by the European Union (Grant Agreement Number 101234203) under the Intra-Africa Academic Mobility Scheme."*

### 6. SUSPENSION OR TERMINATION OF SCHOLARSHIP

RAMDDA may suspend or terminate the scholarship if the Beneficiary:

- Fails to maintain satisfactory academic progress.
- Withdraws from the programme without authorization.
- Provides false information during application or implementation.
- Violates institutional regulations.
- Fails to comply with reporting requirements.
- Engages in misconduct or unlawful activities.

The Beneficiary may be required to reimburse part or all of the scholarship funds in cases of fraud, serious misconduct, or breach of this Agreement.

### 7. LEAVE OF ABSENCE

Any request for leave of absence, interruption of studies, or extension of the mobility period shall require prior written approval from:

- The Local Management Team at the Host Institution; and
- RAMDDA Project Coordinator.

### 8. DATA PROTECTION

The Beneficiary consents to the collection, storage, processing, and reporting of personal and academic information for purposes related to the implementation, monitoring, evaluation, and auditing of the RAMDDA Project.

### 9. LIABILITY

RAMDDA shall not be liable for:

- Personal injury,

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- Loss of property,
- Immigration or visa decisions made by government authorities.

The Beneficiary shall remain responsible for compliance with immigration and residence requirements.

**10. DISPUTE RESOLUTION**

Any dispute arising from this Agreement shall first be resolved amicably through consultation between the Beneficiary, the Host Institution, and RAMDDA. Where resolution cannot be achieved, the matter shall be referred to the Consortium Board for consideration.

**11. ACCEPTANCE**

By signing below, the parties acknowledge that they have read, understood, and agreed to the terms and conditions of this Scholarship Agreement.

**For RAMDDA**

Name: \_\_\_\_\_

Position: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Beneficiary**

Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Host Institution Representative**

Name: \_\_\_\_\_

Institution: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

⇒ **Annex: Rules Governing Travel and Vacation for Scholarship Holders**

## **Section 5 of D2.1:**

### **Rules Governing Travel and Vacation for Scholarship Holders**

#### **5.1. Purpose of the Rules**

These rules ensure that all RAMDDA scholarship holders maintain academic progress, comply with mobility requirements, and uphold the standards expected by the consortium and the funding agency.

#### **5.2. Restrictions on Movement of Scholarship Holders**

1. Scholarship holders are not permitted to travel outside the host country during the mobility period without prior written approval.
2. Travel that disrupts academic activities, laboratory work, fieldwork, or supervision schedules is strictly prohibited.
3. Unauthorized travel may result in:
  - a. Suspension of scholarship payment
  - b. Deduction of missed days
  - c. Possible termination of the scholarship
4. Local travel for academic purposes (seminars, conferences, data collection) must be approved by the supervisor and reported to the RAMDDA Project Office.

#### **5.3. Duration and Frequency of Time Spent Away from the Host University**

1. Scholarship holders must remain at the host institution for the full duration of the mobility, except during approved academic breaks.
2. Vacation or personal leave cannot exceed:
  - a. PhD students: Maximum 30 calendar days per year
  - b. MSc students: Maximum 30 calendar days per year
  - c. Credit-seeking students and trainees: No leave days
3. All leave must fall within times that do not interfere with coursework, exams, laboratory work, or supervision schedules.
4. Time spent away from the institution will be monitored, and excessive absence may lead to scholarship penalties.

#### **5.4. Approval of Vacation Leave**

1. Vacation leave must be requested in writing at least 2 weeks in advance.
2. Leave will only be approved if:
  - a. The supervisor confirms that academic progress will not be affected.
  - b. The host institution's RAMDDA coordinator endorses it.

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3. Final approval is granted by the RAMDDA Project Coordinator or Institutional Contact Person, depending on internal procedures.
4. Leave taken without approval is considered *unauthorized absence* and may lead to scholarship consequences.

### 5.5. Role of Supervisors in Deciding Vacation Duration and Timing

1. Supervisors are responsible for ensuring that leave requests do not compromise:
  - a. Course attendance
  - b. Research progress
  - c. Laboratory or field schedules
  - d. Timely completion of the mobility objectives
2. Supervisors may:
  - a. Recommend approval, modification, or rejection of leave requests
  - b. Advise the student on suitable periods for travel
  - c. Set academic conditions before leave is granted
3. The supervisor's decision carries significant weight; however, final approval lies with the Project Coordination Office and the host HEI contact person.
4. Supervisors must inform the RAMDDA coordinator of all approved leave for record-keeping.

### 5.6. General Expectations

1. Scholarship holders must adhere to the host institution's attendance policies.
2. They must remain reachable and responsive during the mobility period.
3. They must inform the RAMDDA office of any emergency travel immediately.
4. Violations may affect future mobility opportunities and academic standing.

### 5.7. Ethical work practices, safety, and laboratory rules

1. The applicants should pledge to comply with ethical work and laboratory practices, as well as the minimum working hours (8 hours a day).
2. In case the applicant violates the ethical practices and laboratory rules, the supervisor might file a disciplinary case to the institutional ethical and/or research committee and then to the RAMDDA RSC.
3. If the disciplinary case is serious, the case will be handled by the RAMDDA Consortium Board.