

STUDENT EXCHANGE AGREEMENT BETWEEN

Masinde Muliro University of Science and Technology (MMUST), University of Turin (UNITO), University of Buea (UB), University of Ghana (UG) and University of Botswana (UB) of the Resilience-Building for Education and Climate Learning, Adaptation and Innovation in Mitigation (RECLAIM) Consortium

1. PREAMBLE

RECLAIM aims to promote climate resilience, inclusive education, and employability in Sub-Saharan Africa by enhancing higher education and expanding access to learning in underserved communities. It supports the modernization and harmonization of African HEIs, fostering cross-border academic recognition, micro-credentialing, and mobility in line with European Education and Culture Executive Agency (EACEA) Grant Agreement signed on 17th December, 2025 with the RECLAIM consortium for project number **101234594**. This agreement establishes the terms and conditions for student exchanges within the academic fields or disciplines under the RECLAIM program.

2. THE AGREEMENT

2.1 Definitions

The terms “Host University” and “Home University” have the following meanings:

- a) Host University – the university accepting the exchanged students.
- b) Home University – the university sending the exchanged students.

2.2 Period of Agreement

This Agreement becomes effective on the date of the last signature and will continue in effect until the end of the Exchange period.

3. MODALITIES OF EXCHANGE

3.1 Respective Masters and PhD students on scholarship and traineeship of the parties for an exchange will be validated by the home and the host universities, under the consortium rules of selection.



3.2 The Host University shall provide administrative and financial support to the scholarship holder undertaking a mobility under the RECLAIM scheme.

3.4 The scholarship holder accepts the mobility conditions, the individual and travel support as specified in this agreement.

3.5 Amendments to the agreement, including the start and end dates of a scholarship, shall be requested and agreed by both parties through a normal notification by letter or by electronic message.

4. TERMS AND CONDITIONS OF THE EXCHANGE

4.1 Scholarship holders participating in the exchange programme for Credit seeking and traineeship shall be enrolled as regular students at their home institution. Those on Degree seeking shall be enrolled as scholars of the host institution.

4.2 For Credit seeking cases, the exchange is 4 months for Masters and 6 months for PhD grantees. For Degree seeking cases, the maximum period for the exchange is 24 months for a Masters program and 36 months for a PhD. For traineeship, the exchange ranges between 4 to 5 months. The students for traineeship can come from the undergraduate, Masters or PhD level.

4.3 The host institution will not charge any application or tuition fees for credit seeking and traineeship grantees. Such scholars shall pay these fees to his/her home institution. Fees for scholars on Degree seeking programs shall be paid to the host institution.

4.4 Grantees on mobility under the RECLAIM scheme shall receive monthly stipend to support their accommodation, living expenses and transportation.

4.5 Home and host institutions will orientate grantees on immigration and academic issues and support them adjust to the new learning environment. Both universities will assist scholars in finding appropriate housing, either in dormitories or off-campus accommodation.

4.6 Selected exchange students shall have the same rights and responsibilities at the host institution as regular students of the host institution.



6. RESPONSIBILITIES OF PARTIES

The parties shall include (a) Home University (b) Host University and (c) Grantee.

6.1 Home University

The home university shall hold the following responsibilities:

- a) Participate in the recruitment and selection of students for the student mobility
- b) Register and maintain selected students all through the exchange period
- c) Evaluate and negotiate learning agreements and arrangements with host university
- d) Complete all necessary travel arrangements
- e) Advise the Host University about any circumstances regarding the student such as a known medical condition
- f) Advise the students about expectations of the exchange and mobility scheme
- g) Follow-up with Host University and individual supervisors to ensure that the mobility is successful

6.2 Host university

The host university shall hold the following responsibilities:

- a) Participate in the recruitment and selection of students for the student mobility
- b) Provide orientation and enable smooth transition for ALL students
- c) Sign the student learning agreement within the specified time
- d) Assign a supervisor to the student in collaboration with the home university
- e) Provide a final transcript and other documents regarding the students' performance
- f) Inform the home university about any circumstances regarding the student
- g) Submit progress reports regarding students' wellbeing

6.3 Grantee

The grantee would include all awarded PhD, Masters or undergraduate students participating in Credit-Seeking, Degree-Seeking and traineeship programs. Their responsibilities include:

- a) Complete all registration modalities at the home university upon admission.
- b) Submit a signed learning agreement to reclaimeuproject@gmail.com before leaving the Host University.
- c) Pay and provide financial proofs for all expenses incurred within the scholarship amount.
- d) Provide a final report about the mobility program.
- e) Return to home university immediately after completion.
- f) Respect and maintain culture for both the home and host university

7. SUBSISTENCE ALLOWANCE AND INSTITUTIONAL SUPPORT

The grantees shall benefit from allowances to cover monthly subsistence, travels and visa.

7.1 Subsistence

A standard subsistence allowance of EURO 890 for Masters and EURO 1230 for Doctorate and traineeship scholars shall be paid monthly to every grantee all through



the scholarship period to cover for subsistence, transportation and other expenses not covered by the institutional levy.

7.2 Institutional Support

Cost for visa, residence permit, insurance, registration and tuition fees, funds to support research as stated in point 10 below where applicable will be catered for by the Host University from the institutional levy. However, local transportation, and personal travel documents such as passports and yellow fever cards would be catered for by the student.

8. PAYMENT ARRANGEMENTS

8.1 The host university is responsible for payment of the following costs related to the mobility from the funds provided by the project:

- the subsistence and settling-in allowances as stated in 7.1.
- Insurance and visa costs..
- Tuition or registration fees for Degree seeking mobilities.

8.2 Payments to the scholarship holder shall be made either in cash to the bank account of the Scholarship holder or a preferred mode of payment indicated by the student. In the case of transfer to bank accounts, the student should provide the following:

- Bank account where the financial support should be paid
- Bank account holder
- Bank name
- Clearing/BIC/SWIFT number
- Account/IBAN number

Any change of the bank account or the contact email of the scholarship holder during the stay abroad needs to be communicated to the Host University contact person in due time.

8.3 The conversion in local currency of the allowance amounts indicated in EURO will be done at the exchange rate of the date of transfer of the installment budget from the European commission to the lead applicant and or to the host in the case that the budget is automatically transferred from the lead applicant to the host universities of partners before any currency fluctuation happens. Besides, the scholarship package may be subjected to loss due to daily currency exchange fluctuations during transfer process to the lead applicant and further to the host university.

8.4 The financial support may not be used to cover similar costs already funded by EU funds.

8.5 The scholarship holder declares not to have already benefited from a previous scholarship under the Intra-Africa Academic Mobility Scheme.



8.6 The financial support or part thereof shall be repaid by the scholarship holder if she/he does not carry out the mobility activity in compliance with the terms of the agreement. If the scholarship holder terminates the agreement before it ends, he/she shall have to refund the amount of the grant already paid.

8.7 The financial support shall be repaid by the scholarship holder in case of fraud or false declaration.

9. OBLIGATIONS UPON ARRIVAL

Upon arrival at the Host Institution, the Scholar shall, within the timeframes indicated, complete the following obligations:

- a) Within 48 hours of arrival, the Scholar must report to the RECLAIM Project Coordination Office at the Host University to confirm safe arrival, receive orientation materials, and must notify the Home Institution and Host Supervisor in writing of the date of arrival.
- b) Within the first week, the Scholar must present original academic credentials, passport, visa or residence documentation, and any other admission documents required by the University's Division of Academic Affairs or International Relations Office for verification and record-keeping; complete registration and matriculation formalities at the relevant faculty or department; submit proof of valid health/medical insurance, or register for any insurance scheme provided under the scholarship; and provide updated Host country local contact details, including and residential address, for emergency purposes.
- c) Within the first two weeks, the Scholar must meet with the assigned Host Supervisor to review and, if necessary, adjust the Learning Agreement and Research Plan in line with actual course offerings, lab access, or fieldwork conditions; open or update the bank or mobile money account nominated for scholarship disbursements; familiarize themselves with the rules, codes of conduct, and academic calendar of the Host Institution; and attend any mandatory orientation, safety, or induction session organized by the RECLAIM Project or the University.
- d) Within the first month, the Scholar must finalize any changes to the Learning Agreement using the designated change-of-agreement procedure, with sign-off from the Host Supervisor, Home Supervisor (where applicable), and Project Coordinator; and confirm enrollment status and course registration with the Host Institution's registry.
- e) Throughout the mobility period following arrival, the Scholar remains responsible for maintaining valid immigration status, including timely renewal of student visas or residence permits as required by the law of the Host country, and for promptly

informing the Project Coordinator of any change in circumstances affecting these initial arrangements.

10. TUITION FEES AND RESEARCH COSTS (BUDGET BREAKDOWN)

The scholarship holder will benefit from the following financial allowances within the period of the mobility:

Category	Description	Maximum Allocation (€)
Tuition fees	Payment of tuition at host institution (if applicable)	Applicable to Host University rate
Research cost Masters	Laboratory fees, field data collection	500 for credit seeking cases once and 500 annually for degree seeking.
Research cost PhD	Field work, conferences, publications	700 for credit seeking and 2000 once for degree seeking
Miscellaneous	Insurance, visa fees, Residence permit or other approved expenses	To be determined

11. ACADEMIC COMMITMENTS AND REGULAR REPORTS:

- The scholarship holder must sign a Learning Agreement or Study/Research Plan. This document must be counter-signed by:
 - The responsible person at Home University (for Target Group A)
 - The responsible person at the Host University.
- The signed Learning Agreement/Study/Research plan shall be submitted to the coordinator at the Host University within Four Weeks after the starting date of academic activities, at the latest.
- The Host University must submit a copy of this document to the Lead Coordinator.
- Attend lectures, internships (if possible), or research activities. The scholarship holder must provide documentation of research expenditures and outcomes for MSc/PhD related costs for research accountability.
- Regular progress reports shall be submitted by the supervisor evaluating the grantee's performance if the mobility flow is longer than one semester. In any case, a final report will have to be submitted at the end of the mobility period.
- Progress reports (for mobility flows longer than one semester): The first one is due after the first semester or if not possible because of examination procedures of the host university it can be reported at the end of the first year. Each report has to be accompanied by a short-standardized statement of the supervisor evaluating the grantee's performance and, based on that, recommending the renewal or termination of the scholarship. The reports shall be sent to the Lead Coordinator.

- g. Final report: At the end of the mobility period at the Host University, each scholarship holder has to prepare a detailed final report which has to be submitted with the written consent of the academic supervisor and the Lead Supervisor. This could range from but not limited to required reports, transcripts, or certificates of attendance at the end of the mobility period.
- h. Publications: Scholars must publish at least one article from their research work.

12. INTERRUPTION OF MOBILITY OR WITHDRAWAL FROM THE SCHOLARSHIP/TERMINATION

12.1 Interruption of Mobility

For Master's Students on RECLAIM Scholarship in the Host University, interruption of mobility in the following cases may be considered as valid reasons for scholarship interruption:

- a) **Medical Reasons:** The student must notify the scholarship provider and the host university within 7 days of medical issue. The duration of interruption should be for a maximum of 3 months. Extension requires review by scholarship committee.
- b) **Academic Reasons:** If student fails a required course, they may interrupt to retake it (1 semester maximum). In this case, the student must get approval from academic advisor and the scholarship provider.
- c) **Consequences:** In the event of interruption for the above reasons, the tuition fees for interrupted period may be carried over and monthly stipend stops during interruption.

12.2 Withdrawal from the Scholarship

Voluntary Withdrawal: the student must submit formal letter to scholarship provider + host university. The reasons must be compelling (for instance health, family emergency). In the case of voluntary withdrawal, the following financial implications may apply: tuition fees already paid are non-refundable; the awardee must reimburse stipends for months not completed; and, air ticket to home not covered if withdrawal <6 months into program.

Academic Withdrawal: this will apply in situations where the scholarship awardee fails >50% of credits in 1 semester OR cumulative GPA <2.0/4.

13. TERMINATION OF SCHOLARSHIP

13.1 The following grounds can result in scholarship termination:



- a. Failure to maintain minimum academic performance (GPA <2.0).
- b. Misconduct: Academic dishonesty, visa violations, criminal activity.
- c. Non-compliance with scholarship terms (for example not submitting reports, changing program without approval).
- d. Providing false documents/information for scholarship.

13.2 The consequence of such situations include: immediate stop of all benefits (tuition, stipend, health insurance); the awardee must reimburse all funds disbursed + penalties (if stipulated); air ticket to home will not be covered; academic transcript will be terminated.

13.3 Appeal Process: A student will have 14 days to appeal termination/withdrawal decision in writing. The appeal committee will then review the case within 30 days and communicate the final decision.

14. OBLIGATION BEFORE LEAVING HOST UNIVERSITY

Obligations before leaving the Host University for students on RECLAIM Scholarship are as follows:

14.1 Academic Requirements

Thesis/Dissertation Submission: Final thesis must be submitted to the Host University in approved format. It must incorporate supervisor's feedback before submission. A Soft copy (PDF) together with 2 hard copies required unless otherwise stated.

14.2 Exams & Graduation

The awardee must register for and sit in all required examinations. (S)he must meet minimum GPA requirement (2.5/4 or equivalent) and attend graduation ceremony unless officially excused.

14.3 Financial Clearance

University Fees: All outstanding fees must be settled with the Host University. Without the clearance certificate, there will be no final transcript and attestation of results for the scholarship student.

Any overpayment (for example stipend for months not completed) must be refunded. Deductions may be made from final stipend/installment.



14.4 Administrative Clearance

The scholarship student must obtain a library clearance and a thesis deposition clearance from the the Host University. (S)He should not be in keeping of any university books and must have settled fines where applicable.

14.5 Reporting & Documentation

The scholarship awardee must submit a 2-page report on research/project together with benefits to the scholarship provider. Photos and publications (in the case of PhD) should be part of reporting. The student should request and collect official university transcript from the the Host University and provide a copy to the scholarship provider.

14.6 Penalties for Non-Compliance

Delay in submitting documents will result in delay in releasing final stipend.

Acknowledgement

I [Student Name] confirm I have read and understood these conditions. I agree to comply.

APPROVAL SIGNATURES

The Scholar

Name: _____

Signature: _____

Date: _____

Host Supervisor

Name: _____

Signature: _____

Date: _____

Home Supervisor (if applicable)

Name: _____

Signature: _____

Date: _____

RECLAIM Project Coordinator, Host University



Name: _____

Signature: _____

Date: _____

15. LEARNING AGREEMENT

This Learning Agreement is established between the Home Institution, the Host Institution, and the scholar named below, under the RECLAIM Intra-Africa Academic Mobility Scheme. It defines the academic programme of study, expected learning outcomes, and the responsibilities of each party during the mobility period.

15.1 Scholar and Mobility Details

Full Name	_____
Student / Matricule No.	_____
Home Institution	_____
Host Institution	_____
Field of Study / Programme	_____
Academic Level	Undergraduate ☐ Master's ☐ PhD ☐ Other: _____
Mobility Period	From: _____ To: _____
Host Department / Faculty	_____
Home Supervisor / Coordinator	_____
Host Supervisor	_____

15.2 Purpose

This Agreement ensures that the academic activities undertaken by the scholar at the Host Institution are recognised by the Home Institution, where applicable, and that the mobility period contributes meaningfully to the scholar's academic and professional development in the field of climate resilience education, adaptation and innovation in mitigation.



15.3 Planned Programme of Study / Activities at the Host Institution

The scholar shall undertake the following components during the mobility period (delete or adapt rows as appropriate):

Component	Course / Activity Title	Credits / Hours	Assessment Method
Course 1			
Course 2			
Course 3			
Research / Lab Work			
Fieldwork / Practicum			
Seminar / Workshop			

15.4 Learning Outcomes

By the end of the mobility period, the Scholar is expected to:

- Demonstrate advanced understanding of climate resilience and adaptation, or innovative mitigation strategies to climate challenges relevant to the African context.
- Apply interdisciplinary methods (scientific, social, policy, or technical) to a defined climate-related research or practice problem.
- Develop practical skills in data collection, analysis, or field-based assessment relevant to the chosen field.
- Engage critically with regional and local climate adaptation/mitigation policy, innovation, or educational practice.
- Produce a research output (paper, report, or project) suitable for academic credit, publication, or policy use, as defined in the accompanying Research Plan.
- Strengthen cross-cultural, collaborative, and communication competencies through engagement with the Host Institution's academic community.



15.5 Recognition and Credit Transfer

- a. Courses, research, and activities completed at the Host Institution shall be assessed using the grading system of the Host Institution, with results communicated to the Home Institution (where applicable) for credit recognition.
- b. Any change to the planned programme of study after arrival (addition, withdrawal, or substitution of a course/activity) must be agreed in writing by the Scholar, the Host Supervisor, and the Home Supervisor/Coordinator within four (3) weeks of arrival, using the Changes to Learning Agreement in section 5.9 below.
- c. The Home Institution undertakes to recognise the credits or equivalent academic value successfully completed at the Host Institution, in accordance with its own academic regulations.

15.6 Responsibilities of the Scholar

- a. Attend and actively participate in all agreed courses, research activities, and supervision meetings.
- b. Maintain regular communication with both the Home and Host supervisors regarding academic progress.
- c. Comply with the academic calendar, assessment deadlines, and code of conduct of the Host Institution.
- d. Submit interim and final academic reports as required under the Scholarship Agreement and this Learning Agreement.
- e. Inform both supervisors promptly of any difficulty that may affect successful completion of the planned programme.

15.7 Responsibilities of the Host Institution

- a. Provide academic supervision, access to library, laboratory, and research facilities necessary for the planned programme.
- b. Facilitate the scholar's integration into the host academic department and relevant research groups.
- c. Provide timely feedback on academic performance and notify the Home Institution of any significant concerns.

15.8 Responsibilities of the Home Institution

- a. Confirm in advance the courses, credits, or research components that will be recognised upon successful completion.
- b. Maintain communication with the Host Institution and the scholar regarding academic progress and recognition procedures.
- c. Process credit transfer or equivalent recognition promptly upon receipt of official results from the Host Institution.



15.9 Changes to the Learning Agreement

Any of the following changes require written approval from all three signatories before taking effect. Use this section to record changes; attach additional sheets if necessary.

Date	Change Requested	Reason	Approved By

15.10 Duration and Termination

This Learning Agreement is valid for the Mobility Period stated in Section A. It may be terminated earlier in line with the termination provisions of the Scholarship Agreement governing the scholar's award, or by mutual written consent of all Parties.



SIGNATURES

By signing below, the Parties confirm their agreement to the terms of this Learning Agreement.

The Scholar

Name: _____

Signature: _____

Date: _____

Host Supervisor / Host Institution Representative

Name: _____

Signature: _____

Date: _____

Home Supervisor / Home Institution Representative

Name: _____

Signature: _____

Date: _____

RECLAIM Project Coordinator/Host Institution

Name: _____

Signature: _____

Date: _____

Signature: _____ Date: _____





Resilience-Building for Education and Climate Learning, Adaptation, and Innovation in Mitigation (RECLAIM)

Intra-Africa Academic Mobility Scheme | Project No. 101234594

STAFF MOBILITY AGREEMENT

Teaching | Training | Administrative | Research / Curriculum Development

A. Planned mobility summary

Planned mobility period	From: [DD/MM/YYYY] To: [DD/MM/YYYY] Total days/months: [insert]
Mobility flow	From [Home Institution, Country] to [Host Institution, Country]
Type of staff mobility	☐ Teaching ☐ Training ☐ Administrative assignment ☐ Research collaboration ☐ Curriculum development ☐ Other: [specify]
Funding source	RECLAIM / Intra-Africa Academic Mobility Scheme Project No. 101234594

B. Staff member details

Last name(s)	[insert]
First name(s)	[insert]
Title / Position	[insert]
Nationality	[insert]
Gender	☐ Female ☐ Male ☐ Prefer not to say
Type of staff	☐ Academic ☐ Administrative ☐ Technical / laboratory ☐ Research staff ☐ Other: [insert]
E-mail	[insert]
Phone	[insert]
Passport / ID No. (optional)	[insert if required by institution]

C. Home institution

Full official name	[insert]
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Faculty / School / Department	[insert]
Address	[insert]
Country	[insert]
Responsible person	[name, title, e-mail, phone]
Institutional contact for RECLAIM	[name, title, e-mail, phone]

D. Host institution

Full official name	[insert]
Faculty / School / Department	[insert]
Address	[insert]
Country	[insert]
Host supervisor / contact person	[name, title, e-mail, phone]
Institutional contact for RECLAIM	[name, title, e-mail, phone]

E. Proposed mobility programme

Main subject field	[insert disciplinary area / research theme / administrative area]
Language of activity	[insert]
Level of teaching/training	[] Undergraduate [] Master [] Doctoral [] Staff development [] Not applicable
Number of teaching/training hours	[insert, if applicable]
Estimated number of beneficiaries	[students/staff/community/other beneficiaries and number]
Link to RECLAIM objectives	[Explain how the mobility supports climate learning, adaptation, mitigation, resilience-building, curriculum innovation, research capacity, institutional strengthening, or partnership development.]



Overall objective of the mobility

[State the main purpose of the mobility and the problem/opportunity it addresses.]

Added value of the mobility

[Explain the added value for the staff member, home institution, host institution, students, and RECLAIM partnership. Include internationalisation, modernisation, capacity building and knowledge transfer.]

Planned activities/content of the programme

[Describe teaching sessions, workshops, curriculum development, administrative shadowing, laboratory/research work, stakeholder engagement, co-supervision, mentoring or other planned activities.]

Expected outcomes and impact

[State expected outcomes, outputs and impact. Examples: course material developed, joint research plan, policy brief, workshop delivered, students trained, staff capacity strengthened, mobility report, future grant/paper proposal.]

Dissemination and follow-up

[Explain how the staff member will share the mobility experience after return, e.g. seminar, report, departmental presentation, mentoring session, RECLAIM communication output.]



F. Detailed work plan

Date / period	Activity and location	Expected output / evidence
[Day 1]	[Arrival, orientation, meeting with host contact person]	[Confirmation of arrival; agreed detailed schedule]
[Day 2 - Day n]	[Teaching/training/administrative/research activities]	[Attendance register; teaching material; work product]
[Day n]	[Joint planning, reporting and dissemination meeting]	[Draft report; follow-up action plan]
[Final day]	[Departure and completion of host sign-off]	[Confirmation of departure; mobility certificate]

G. Financial and logistical support

Travel support	Economy class travel and eligible visa costs shall be handled according to RECLAIM financial rules and the approved budget. Original invoices, tickets, boarding passes and visa receipts must be submitted where reimbursement is required.
Subsistence / daily allowance	EUR2370.00 /month, payable according to the approved RECLAIM budget, sending institution procedures, and any signed staff grant agreement.
Insurance	[Insert who provides insurance and what is covered: health, accident, travel, liability, emergency repatriation, if applicable.]
Payment method	[Bank transfer/other institutional method]. Staff member must provide accurate bank details and communicate any changes promptly.
Costs not covered	<i>personal travel, family costs, excess baggage, non-approved activities</i> and any costs as per the sending institution and RECLAIM guidelines.

H. Obligations before, during and after mobility

Phase	Obligations	Evidence / document required
Before departure	Obtain institutional approval, complete this agreement, confirm travel/visa/insurance arrangements, agree the work plan and comply with any ethics, safety or data requirements.	Signed agreement; travel itinerary; invitation letter if applicable; insurance/visa documents.
During mobility	Implement the approved programme, maintain communication with the home and host institutions, report any problems or changes immediately, and comply with host institution regulations.	Attendance records; activity outputs; interim notes; revised schedule if applicable.
After return	Submit final report and financial documentation, share experience with colleagues and students, and support RECLAIM dissemination and monitoring activities.	Final mobility report; confirmation of participation; receipts; dissemination evidence.

1. Commitment and recognition

1.1 By signing this document, the staff member, Home Institution and Host Institution confirm that they approve the proposed mobility programme and will support its implementation.

1.2 The Home Institution confirms that the mobility is aligned with its modernisation, internationalisation and capacity-building agenda and shall recognise the mobility, where appropriate, in staff performance, professional development or institutional reporting processes.

1.3 The staff member commits to implement the approved programme, observe institutional and project rules, use the support for its intended purpose, and share the mobility experience upon return.

1.4 The Host Institution commits to support the implementation of the mobility, provide reasonable access to agreed facilities and contacts, and sign the relevant confirmation documents.

2. Changes, interruption or cancellation

2.1 Any change to the mobility period, host contact, activity plan or outputs must be requested in writing and approved by the relevant RECLAIM institutional contacts before implementation, unless urgent circumstances require immediate action.

2.2 Where the mobility is interrupted or cancelled for personal, academic, administrative, safety, health, visa or force-majeure reasons, the staff member and institutions shall notify the RECLAIM coordinator immediately and follow project and institutional rules regarding allowable costs, refunds and rescheduling.

2.3 The staff member may be required to repay financial support if the mobility is not carried out in accordance with the agreement, if false declarations are made, or if funds are used for non-approved costs.

3. Data protection, ethics and visibility

3.1 The parties shall process personal data only for lawful mobility administration, reporting, audit, communication and compliance purposes, in line with applicable data protection requirements and institutional policies.

3.2 Any research, teaching, student data, community engagement or stakeholder activity conducted during the mobility must comply with applicable ethics approvals, consent requirements, health and safety requirements and host institution rules.

3.3 All public outputs, presentations and communications arising from the mobility should acknowledge RECLAIM and the Intra-Africa Academic Mobility Scheme, and use approved visibility wording and logos where applicable.



I. Signatures

We, the undersigned, confirm that we have read, understood and accepted the provisions of this Staff Mobility Agreement as completed for the specific mobility activity.

Role	Name and title	Date	Signature
Staff member			
Responsible person at the Home Institution			
Responsible person at the Host Institution			
RECLAIM Institutional / Project Coordinator (if required)			

J. Annexes / supporting documents

- ☐ Invitation or acceptance letter from Host Institution
- ☐ Approved work plan / teaching or training schedule
- ☐ Travel itinerary and visa documents
- ☐ Insurance confirmation
- ☐ Staff financial support confirmation
- ☐ Confirmation of arrival/departure form
- ☐ Final mobility report template
- ☐ Other: [specify]



Resilience-Building for Education and Climate Learning, Adaptation, and Innovation in Mitigation

(RECLAIM)

Intra-Africa Academic Mobility Scheme | Project No. 101234594

Research Activity Plan

Master | Doctoral | Credit-Seeking | Degree Seeking Mobility

1. RESEARCH PLAN

This Research Plan sets out the research or applied project the Scholar will undertake during the mobility period. It should be completed by the Scholar in consultation with the Host and Home Supervisors (whichever is applicable) and submitted for approval before, or within the first four weeks of, the mobility period. The proposed research should align with the thematic areas of the RECLAIM Project: climate resilience, climate learning, adaptation, mitigation, resilience-building, climate psychology, AI-adaptive tools for enhancing climate education and digital competencies

1.1 Identification

Full Name of Scholar	_____
Host Department / Faculty	_____
Host Supervisor (Name and Email Address)	_____
Home Supervisor (if applicable)	_____
Research Theme Area	Climate Adaptation ☐ Mitigation Innovation ☐ Climate Education ☐ Resilience-Building ☐ Other: _____
Planned Start / End Dates	From: _____ To: _____

1.2. Title of

Research/Project:.....
 ...



1.3. Abstract/Summary (*maximum 250 words*)

Write an abstract of the thesis project stating what the project proposes to do, what it seeks to achieve, the duration and the total cost.

1.4. Introduction (*maximum 500 words*)

Provide a brief background on the theme of the project

1.5. Problem Statement (*maximum 400 words*)

Briefly describe the research problem or gap the research addresses, outlining the research questions

1.6. Aim/Research Objectives

State the overall aim/objective of the project and list the specific objectives.

1.7. Research Hypotheses

State the research hypothesis(es) guiding the study

1.8. Significance/Justification of the research (*maximum 300 words*)

Briefly explain the significance or justification for the research project

1.9 Literature / Conceptual Framework (Summary) (*maximum 400 words*)

Summarise the key concepts, theories, or prior studies relevant to the research (provide key 3–6 key references).

1.10 Research Methodology (*maximum 500 words*)

Briefly describe the study area and methodology of data collection and analyses

1.11. Ethical Considerations (*maximum 200 words*)

State ethical issues that are likely to be associated with your research/mobility and outlined measures to address them.

1.12.Expected Outcomes (*maximum 300 words*)

State the expected outcomes and/or benefits of the research project outlining how they connect to RECLAIM's objectives

2. Workplan and Timelines (Gantt Chart)

Outline the workplan of your research project with timelines regarding their execution.

	Year 1				Year 2				
Task/Month (M)	M1	M2							

3. Budget

Using the table below, provide an indicative budget for the research project.

Item/Activity	Description	Count	Unit Cost	Cost/yr	Total

3.1. Budget Justification (*maximum 500 words*)

Justify the need for each budget item indicated above and the basis for the amount quoted. Indicate if additional funds are available from other sources to supplement the funding.

4. Risk Assessment and Mitigation (*maximum 300 words*)

Describe the potential risks that are likely to be associated with the project and explain the strategies to be adopted to mitigate such risks

Risk	Likelihood	Mitigation Measure
	Low / Medium / High	
	Low / Medium / High	



5. Dissemination/Policy Plan (*maximum 200 words*)

State the modes of dissemination of the findings/output of your project with timelines

6. References

Provide the references cited in the proposal according to the prescribed style of the host institution.





**Resilience-Building for Education and Climate Learning, Adaptation, and Innovation in Mitigation
(RECLAIM)**

Intra-Africa Academic Mobility Scheme | Project No. 101234594

STUDENT MOBILITY AGREEMENT

Master | Doctoral |

Parties to the agreement and mobility record

This agreement is entered into by the parties listed below for the specific mobility activity approved under RECLAIM.

Host Institution	[Full official name, faculty/school/department, address, country]
Host contact person	[name, title, e-mail, phone]
Home Institution	[Full official name, faculty/school/department, address, country] [if not applicable, state N/A]
Home contact person	[name, title, e-mail, phone] [if not applicable, state N/A]
Lead / Coordinating Institution	[Full official name, project contact person, e-mail and phone]
Scholarship holder	[full legal name as shown on passport/official identity document]
Agreement reference	RECLAIM Student Mobility Agreement Version [insert] Date prepared [DD/MM/YYYY]

Scholarship holder details

Full legal name	[insert]
Date of birth	[DD/MM/YYYY]
Nationality	[insert]
Gender	[] Female [] Male
Passport / ID number	[insert if required]
Student number at Home Institution	[insert / N/A]
Student number at Host Institution	[insert when issued / N/A]
Residential address	[insert]
Phone	[insert, including country code]
E-mail	[insert primary e-mail and institutional e-mail, if available]
Emergency contact	[name, relationship, phone, e-mail]

1. The Agreement

1.1 The Host Institution shall support the scholarship holder to undertake the approved mobility activity under RECLAIM, implemented within the Intra-Africa Academic Mobility Scheme and Project No. 101234594.



1.2 The scholarship holder accepts the academic, administrative, financial, reporting, ethical, visibility and compliance obligations set out in this agreement and in the related RECLAIM documents.

1.3 This agreement is read together with the scholarship award letter, admission or invitation letter, Learning Agreement or Study/Research Plan, institutional regulations, approved RECLAIM budget, insurance arrangements and any official project guidelines issued by the Lead/Coordinating Institution.

1.4 Any amendment to the start date, end date, host supervisor, study/research plan, funding arrangement, interruption, withdrawal or mobility status must be requested in writing and approved before implementation, except in emergencies where immediate notification is required.

1.5 This agreement becomes valid after signature by the scholarship holder and the authorised Host Institution representative, and where applicable, the Home Institution and RECLAIM Institutional/Project Coordinator.

2. Details of the mobility

Host University / Institution	[insert full official name]
Host University contact person	[name, title, e-mail, phone]
Host faculty/school/department	[insert]
Home University / Institution	[insert full official name / N/A]
Home faculty/school/department	[insert / N/A]
Mobility flow	From [Home Institution, Country] to [Host Institution, Country]
Type of mobility	☐ Degree-seeking ☐ Credit-seeking ☐ Research ☐ Internship/traineeship ☐ Other: [insert]
Level of mobility	☐ Master ☐ Doctoral ☐ Other: [insert]
Programme / area of study	[insert programme title, research field or disciplinary area]
RECLAIM thematic alignment	[Climate learning / adaptation / mitigation / resilience-building / circular economy / environmental quality / other: insert]
Target group	☐ Target Group 1 ☐ Target Group 2 ☐
Admission/award reference	Admission or invitation letter dated [DD/MM/YYYY]; scholarship award letter dated [DD/MM/YYYY]
Approved mobility duration	[insert months/days according to award letter and RECLAIM mobility rules]
Expected start date	[DD/MM/YYYY]
Expected end date	[DD/MM/YYYY]
Main supervisor / academic mentor	[name, title, department, e-mail]
Co-supervisor/home supervisor	[name, title, department, e-mail / N/A]

3. Duration of the mobility/scholarship

Official start date	[DD/MM/YYYY - first day the scholarship holder is required to be present at the Host Institution]
Official end date	[DD/MM/YYYY - last day the scholarship holder is required to be present at the Host Institution]
Total approved duration	[insert number of months/days]
Arrival window	The scholarship holder should arrive as close as possible to the approved start date, subject to travel, visa and host registration arrangements.
Departure window	The scholarship holder should depart as close as possible to the approved end date, subject to academic clearance, reporting, travel arrangements and visa conditions.
Confirmation documents	Confirmation of arrival/departure, transcript, progress report, degree completion evidence or participation certificate, as applicable.

3.1 The mobility period shall start on the date specified in the admission letter, invitation letter, award letter or approved mobility schedule, and shall end on the last date the scholarship holder is required to be present at the Host Institution.

3.2 The total scholarship duration may not exceed the maximum duration approved for the mobility type, the academic programme duration, the scholarship award letter, the RECLAIM Grant Agreement and the approved project budget.

3.3 The confirmed start and end dates shall be verified through official documentation such as a confirmation of arrival/departure, transcript of records, research/study certificate, traineeship certificate, progress/completion letter or confirmation of participation.

3.4 No extension, interruption or early termination shall create an automatic entitlement to additional financial support

4. Financial support and payment arrangements

Monthly subsistence allowance	EUR 890 per month for Master EUR / 1,230 for Doctoral mobility, payable according to RECLAIM financial rules and the scholarship award letter.
Special needs / inclusion support	[Insert eligible support, if applicable and approved.]
Travel and visa support	The scholarship holder is responsible for their travel, but where necessary, Economy-class travel and eligible visa costs may be paid in advance from their allowance and recovered over 6 months or a reasonable period as agreed with the host. Original invoices, tickets, boarding passes, visa receipts and reimbursement forms must be submitted where required.

Insurance	The project shall provide eligible insurance coverage for the approved mobility period. The scholarship holder is responsible for any period beyond the official mobility duration unless otherwise approved.
Tuition fees	The project shall pay Tuition fees for the scholarship holder
Payment mode	☐ Bank transfer ☐ Cash through host finance office ☐ Other approved institutional method: [insert]

Bank details for payments or reimbursements

Bank account holder	[insert]
Bank name	[insert]
Branch / clearing code / BIC / SWIFT	[insert]
Account / IBAN number	[insert]
Currency	[insert]
Contact e-mail for payment notifications	[insert]

5. Financial declarations and repayment

5.1 The scholarship holder declares that the financial support will not be used to cover similar costs already funded by other EU or donor funds.

5.2 The scholarship holder declares that all information provided for eligibility, selection, mobility administration and payment is true and complete.

5.3 The scholarship holder shall promptly notify the Host Institution and RECLAIM coordinator of any change in bank account, contact details, academic status, enrollment status or mobility circumstances.

5.4 The scholarship holder may be required to repay financial support, in whole or in part, if the mobility is not carried out in compliance with the agreement, if the scholarship holder terminates the mobility without approved justification, if false declarations are made, or if funds are used for non-approved purposes.

5.5 Currency conversion, transfer charges and payment timing shall be managed according to RECLAIM financial rules, institutional procedures and the approved project budget.

6. Academic commitments

Learning Agreement / Study Plan / Research Plan

The scholarship holder must sign and submit an approved Learning Agreement or Study/Research Plan, countersigned by the responsible persons at the Home Institution (where applicable) and Host Institution.

Submission deadline

The signed plan shall be submitted within 4 weeks after the start of academic activities, or earlier where required by RECLAIM or the Host Institution.

Academic progress

The scholarship holder must attend required academic activities, maintain satisfactory progress, comply with supervision requirements and meet Host Institution assessment rules.

Changes to academic plan

Any change to courses, research focus, supervisor, credit load, fieldwork or internship activities must be approved in writing and attached as an updated plan.

Ethics and safety

Research involving humans, communities, data, biological samples, environmental samples, laboratories or fieldwork must comply with approved ethics, safety, permits and host institution rules.

7. Reporting, monitoring and communication

Report / document	Responsible person	Submission timing
Confirmation of arrival	Host contact person and scholarship holder	Immediately upon arrival / start of mobility
Learning Agreement / Study or Research Plan	Scholarship holder, supervisor(s), institutional contacts	Within [insert] weeks after start of academic activities
Progress report	Scholarship holder and supervisor	[Every semester / every six months / as specified] for mobility longer than one semester
Financial documentation	Scholarship holder and host finance office	According to payment/reimbursement schedule
Final report	Scholarship holder with supervisor endorsement	At end of mobility and before final clearance
Confirmation of departure / participation	Host contact person and scholarship holder	On final day / immediately before departure

8. Obligations upon arrival at the Host Institution

8.1 The scholarship holder shall report to the Host Institution contact person, complete registration and orientation requirements, and provide all documents required for mobility administration.



8.2 The Host Institution contact person shall sign the confirmation of arrival and forward it to the RECLAIM coordinator and any other required institutional contact.

8.3 The scholarship holder shall comply with immigration, residence permit, health, safety, academic, laboratory, housing and institutional conduct requirements throughout the mobility.

9. Obligations before leaving the Host Institution

9.1 Before departure, the scholarship holder shall submit a final report, confirmation of arrival and departure, confirmation of payment/participation, required financial documentation, and any updated Learning Agreement or Study/Research Plan if changes occurred.

9.2 For credit-seeking or degree-seeking mobility, the scholarship holder shall obtain a transcript of records, academic certificate, degree award evidence or official confirmation of progress/completion, as applicable.

9.3 For research mobility, the scholarship holder shall submit a supervisor-endorsed research progress report, research outputs, fieldwork/laboratory completion evidence, or other documents required by RECLAIM and the Host Institution.

10. Interruption, withdrawal or early termination

10.1 The mobility may be interrupted only for duly justified and documented reasons, including serious illness, family emergency, academic reasons, safety concerns, visa issues or force majeure, and must be communicated immediately to the Host Institution and RECLAIM coordinator.

10.2 For personal reasons, scholarship payments may be suspended until the scholarship holder resumes academic activities, unless otherwise approved by the partnership in line with project rules.

10.3 For academic reasons, a temporary interruption may be approved to conduct research or academic activities elsewhere, but payments during the interruption shall follow RECLAIM rules and written approvals.

10.4 If the scholarship holder withdraws or the agreement is terminated early, the payment of subsistence allowance shall stop from the termination date, and repayment rules may apply.

11. Conduct, visibility, data protection and compliance

11.1 The scholarship holder shall comply with the laws of the host country, Host Institution rules, academic integrity requirements, research ethics, health and safety requirements, and RECLAIM codes or guidelines.

11.2 The scholarship holder shall not engage in activities that compromise the reputation of RECLAIM, the Host Institution, the Home Institution, the Lead Institution or the Intra-Africa Academic Mobility Scheme.



11.3 Personal data shall be processed for scholarship administration, mobility reporting, audit, monitoring, communication, insurance and compliance purposes, in line with applicable data protection rules and institutional policies.

11.4 Public outputs, publications, presentations and communications arising from the mobility should acknowledge RECLAIM and the Intra-Africa Academic Mobility Scheme using approved visibility wording and logos where applicable.

12. Accommodation Arrangements

Accommodation type	☐ University residence / student hall ☐ Private rental
Arranged by	☐ Host Institution ☐ Scholarship holder ☐ RECLAIM coordinator ☐ Other: [insert]
Cost and coverage	☐ Deducted from subsistence allowance [Amount: EUR [insert] per month]
Accommodation duration	[Insert: coterminous with mobility period / other: insert dates]
Arrival contact and check-in procedure	[Name, phone, e-mail of accommodation contact; check-in time and procedure]
Accommodation address	[insert full address / to be confirmed]

12.1 Where accommodation is arranged by or through the Host Institution, the Host Institution shall confirm in writing the accommodation type, address, cost, and check-in procedures at least four weeks before the approved start date.

12.2 The scholarship holder shall comply with the accommodation rules, regulations, and code of conduct applicable to the accommodation facility throughout the mobility period.

12.3 If the arranged accommodation becomes unavailable due to circumstances beyond the scholarship holder's control, the Host Institution shall make reasonable efforts to arrange alternative suitable accommodation, and shall notify the RECLAIM coordinator promptly.

12.4 Accommodation provision beyond the official mobility end date is not guaranteed and shall not be assumed. Any extended stay must be separately approved and funded by the scholarship holder.

13. Health, Medical and Insurance Provisions

13.1 The scholarship holder must hold valid comprehensive health insurance covering medical treatment, hospitalisation, emergency evacuation, and repatriation for the full duration of the approved mobility period. Confirmation of coverage must be submitted prior to departure.

13.2 The insurance is provided by the project or the Host Institution, as indicated in Section 4. The scholarship holder shall receive written confirmation of the policy name, insurer,



coverage scope, validity period, and emergency contact number before the start of the mobility.

13.3 The scholarship holder is responsible for meeting all pre-departure health requirements of the host country, including vaccinations, health screenings, or medical clearance certificates, and must comply with any public health directives in force during the mobility.

13.4 In the event of a medical emergency, the scholarship holder shall notify the Host Institution contact person and the RECLAIM coordinator as soon as reasonably practicable. The Host Institution shall provide reasonable emergency assistance, including referral to appropriate healthcare services.

13.5 The Host Institution shall provide or signpost access to mental health and psychosocial support services available to international students. The scholarship holder is encouraged to access available wellbeing support without fear of academic penalty.

14. Visa and Immigration Obligations

14.1 The scholarship holder is responsible for applying for the appropriate visa or entry permit for the host country in sufficient time before the approved start date. The scholarship holder shall familiarise themselves with the host country's visa requirements.

14.2 The Host Institution shall, upon request and within a reasonable timeframe, provide an official invitation letter, enrollment confirmation, proof of accommodation, and any other supporting documentation required for visa application purposes.

14.3 Where a visa is refused or significantly delayed, the scholarship holder must notify the Host Institution and RECLAIM coordinator immediately, providing written evidence of the outcome. A revised start date or, in exceptional circumstances, a suspension or termination of the mobility may be considered in accordance with RECLAIM rules.

14.4 Upon arrival in the host country, the scholarship holder shall complete all required residence registration, permit, or reporting obligations within the timeframes prescribed by the host country's immigration authorities. Failure to comply may jeopardise the scholarship and mobility.

14.5 RECLAIM scholarship funding does not cover visa refusal costs, re-application fees, or travel losses arising from visa delays unless separately approved. The scholarship holder is advised to apply for a visa as early as practicable.

15. Academic Recognition and Credit Transfer

15.1 The Home Institution commits, prior to the start of the mobility, to recognise the credits, qualifications, or academic outcomes earned at the Host Institution, subject to the scholarship holder successfully completing the agreed programme of study or research as set out in the approved Learning Agreement or Study/Research Plan.

15.2 Credits earned at the Host Institution shall be converted using the applicable national credit framework. The conversion methodology must be agreed and recorded in the Learning Agreement before the start of academic activities.

15.3 The Host Institution shall issue an official transcript of records, research progress certificate, or equivalent confirmation document within [insert number] weeks of the end of the mobility or upon request by the scholarship holder for submission to the Home Institution.

15.4 Where the Home Institution subsequently refuses to recognise credits or outcomes that were pre-approved in the Learning Agreement, the scholarship holder may invoke the Home Institution's academic appeals procedure. The Home and Host Institutions shall cooperate to resolve any recognition dispute in a timely manner.

16. Intellectual Property and Research Outputs

16.1 Ownership of intellectual property, data, publications, inventions, or datasets produced during or arising from the mobility shall be governed by the intellectual property policies of the Host Institution and applicable national laws, unless a separate written IP agreement is concluded between the scholarship holder, the Host Institution, the Home Institution, and the RECLAIM project prior to the start of the mobility.

16.2 The scholarship holder agrees that any publication, conference paper, article, dataset, thesis, or report arising from work conducted during the mobility shall acknowledge RECLAIM and the Intra-Africa Academic Mobility Scheme, and shall credit all supervisors and collaborators in accordance with accepted academic authorship standards.

16.3 Where research involves confidential, proprietary, or commercially sensitive information belonging to the Host Institution or a third party, the scholarship holder shall sign the applicable confidentiality or non-disclosure agreement before accessing such information, and shall not disclose it without prior written consent.

16.4 Research data generated during the mobility shall be managed, stored, and shared in accordance with RECLAIM open access and data management requirements, the Host Institution's data management policy, and any applicable EU or national open data obligations.

17. Code of Conduct and Anti-Harassment

17.1 The scholarship holder and all institutional parties shall uphold a zero-tolerance policy towards harassment, discrimination, bullying, gender-based violence, and any form of misconduct based on sex, gender, race, ethnicity, religion, disability, sexual orientation, or any other protected characteristic, in accordance with the Host Institution's policies and applicable laws.

17.2 The Host Institution shall inform the scholarship holder, upon arrival, of the reporting channels and support mechanisms available for raising concerns about harassment,



discrimination, or misconduct, including the name and contact details of the designated safeguarding or complaints officer.

17.3 Any substantiated finding of harassment, discrimination, academic misconduct, or serious conduct violation may result in suspension or termination of the mobility and scholarship, and repayment obligations may apply. The scholarship holder retains the right to a fair hearing in accordance with the Host Institution's disciplinary procedures before any such determination is made.

17.4 The scholarship holder shall use social media and digital communications responsibly and in a manner consistent with academic integrity, RECLAIM visibility obligations, and the reputation of all partner institutions. Social media conduct that brings RECLAIM or any partner institution into disrepute may constitute a conduct violation.

18. Force Majeure and Crisis Protocol

18.1 Force majeure means any unforeseeable and unavoidable event beyond the reasonable control of the affected party, including but not limited to: pandemic, epidemic, natural disaster, armed conflict, political instability, civil unrest, government-imposed travel restrictions, or any act of a public authority that prevents performance of obligations under this agreement.

18.2 The party invoking force majeure shall notify the other parties in writing as soon as practicable, providing a description of the event, its likely duration, and the obligations affected. The notification shall be sent simultaneously to the Host Institution contact person, the Home Institution contact person, and the RECLAIM coordinator.

18.3 In the event of a crisis affecting the safety of the scholarship holder at the Host Institution, the Host Institution shall take all reasonable steps to ensure the scholarship holder's safety, including facilitating emergency evacuation or repatriation where necessary, in coordination with the RECLAIM coordinator and relevant authorities.

18.4 Financial treatment of the scholarship during a force majeure event shall be determined in accordance with RECLAIM financial rules and any guidance issued by the Lead Institution or the European Education and Culture Executive Agency (EACEA). Neither party shall be penalised for non-performance attributable solely to a duly notified and documented force majeure event.

19. Dispute Resolution and Governing Law

19.1 This agreement is governed by the laws of the host country, and the language of the legally binding version of this agreement is English. Where translations exist, the English version shall prevail in the event of any inconsistency.

19.2 Any dispute arising under or in connection with this agreement shall first be referred to direct negotiation between the scholarship holder and the Host Institution contact person.



Both parties shall make good-faith efforts to resolve the matter within 14 calendar days of written notification of the dispute.

19.3 If the dispute is not resolved through direct negotiation, it shall be escalated to the RECLAIM Institutional or Project Coordinator, who shall facilitate mediation between the parties within 30 calendar days. If mediation fails, the parties may invoke formal dispute resolution procedures in accordance with the RECLAIM Grant Agreement and applicable EACEA guidelines.

19.4 No dispute shall be raised more than 12 months after the event giving rise to the dispute first became known, or ought reasonably to have been known, to the party raising it.

20. Disability, Inclusion and Reasonable Adjustments

20.1 The scholarship holder may voluntarily disclose a disability, long-term health condition, or learning difficulty to the Host Institution's designated inclusion or disability support contact. Disclosure is confidential and shall not be used to disadvantage the scholarship holder in academic or administrative processes.

20.2 Upon disclosure, the Host Institution shall take reasonable steps to implement appropriate adjustments to academic activities, assessment, accommodation, and facilities, subject to the practical constraints of the Host Institution environment and applicable law.

20.3 Where special needs or inclusion support funding is approved under RECLAIM (as indicated in Section 4), the scholarship holder and Host Institution shall document the nature and cost of support provided and include this in the financial reporting. Any unspent inclusion support funds shall be handled in accordance with RECLAIM financial rules.

20.4 The named inclusion and accessibility contact at the Host Institution is: [name, title, e-mail, phone]. The scholarship holder is encouraged to make contact before arrival to arrange any pre-agreed adjustments.

21. Cultural Orientation and Counseling Support

21.1 The Home Institution and RECLAIM coordinator shall, where applicable, provide or facilitate pre-departure orientation for the scholarship holder covering practical, cultural, academic, and administrative aspects of the mobility, including information about the host country, Host Institution, travel requirements, and available support services.

21.2 The Host Institution shall provide an arrival orientation programme for incoming scholarship holders, including information on registration, campus navigation, accommodation, health and emergency services, student support, library and IT access, and cultural life at the Host Institution and in the host city.

21.3 Where the language of instruction at the Host Institution differs from the scholarship holder's primary language, the Host Institution shall indicate available language support, preparation courses, or learning resources prior to or at the start of the mobility. The

scholarship holder is responsible for attaining the required language proficiency level indicated in the admission or invitation letter.

21.4 The named student welfare and pastoral support contact at the Host Institution is: [name, title, e-mail, phone]. The scholarship holder is encouraged to reach out to this contact at any point during the mobility for guidance, support, or referral to specialist services.

22. Acceptance and signatures

We, the undersigned parties, confirm that we have carefully read, understood and accepted the provisions of this Student Mobility Agreement as completed for the specific scholarship holder and mobility activity.

Role	Name and title	Date	Signature
Scholarship holder			
Contact person at the Host Institution			
Responsible person at the Home Institution (if applicable)			
RECLAIM Institutional / Project Coordinator (if required)			

23. Annexes / supporting documents

- ☐ Admission letter / invitation letter
- ☐ Scholarship award letter
- ☐ Learning Agreement / Study Plan / Research Plan
- ☐ Travel itinerary and visa documents
- ☐ Insurance confirmation
- ☐ Bank details / payment form
- ☐ Ethics approval / fieldwork permit / laboratory safety clearance, where applicable
- ☐ Confirmation of arrival/departure form
- ☐ Progress report and final report templates
- ☐ Accommodation confirmation / booking details
- ☐ Health insurance policy confirmation and emergency contact details
- ☐ Visa / residence permit confirmation
- ☐ Intellectual property / confidentiality agreement (where applicable)
- ☐ Code of conduct acknowledgement / anti-harassment declaration
- ☐ Disability / inclusion support plan (where applicable)
- ☐ Pre-departure orientation confirmation
- ☐ Other: *[specify]*