

SIGMA SCHOLARSHIP CONTRACT

1. This contract is subject to the Grant Agreement 2012-2669/001-001-Erasmus Mundus Action 2-Partnerships.
2. The University of Warsaw, acting as the Project Coordinator of the Erasmus Mundus Action 2 Partnership SIGMA “Critical Skills Learning for Innovation, Sustainable Growth, Mobility and EmployAbility in the Multicultural Environment of the Western Balkans” , duly represented by Vice-Rector for Research and Liaison Prof. dr hab. Alojzy Z. Nowak , located in Poland, Warsaw, 26/28 Krakowskie Przedmieście Str., hereby confirms the award of the following mobility scholarship to the Beneficiary:

Given name:

Family name:

UID:

Born on:

Host University:

Duration in months:

Target Group:

Mobility level:

Monthly scholarship in EUR:

The scholarship includes:

- Monthly scholarship to cover living expenses (as above)
- One return economy class ticket arranged and paid by the Project Coordinator (within limits specified by the Erasmus Mundus Action 2 Programme)
- Health, travel and accident insurance
- In case of student nominees, Host universities participating in Erasmus Mundus Action 2 SIGMA apply a tuition fee-waiver policy.

Tuition fee at the Home University (if applicable) will not be covered.

Except for staff mobility, all the scholarship holders must start their mobility by December 31st,

2013. In all cases, the mobility period must finish before July 14th, 2016.

3. Definitions:

SIGMA Coordinator: University of Warsaw;

Partnership: Partner Universities;

Host University: university where the Beneficiary is admitted to and providing education/research/teaching within SIGMA project;

Contact Person: SIGMA Contact Person at each partner university;

Supervisor: Academic staff at the Host University providing academic supervision during the mobility period.

4. The scholarship is implemented jointly by the SIGMA Coordinator, University of Warsaw, and the Host University. The Host University is in charge of the academic matters related to the scholarship and of the scholarship installments.

5. Monthly subsistence allowance is due only on periods of study/work/research at the Host University according to the dates of nomination and for the period not exceeding the number of months of nomination (duration of mobility as specified above). Conditions different than above must be agreed with the Coordinator and with the Host University and may be justified only in serious force majeure and given circumstances.

6. Transfer of the monthly subsistence allowance shall be provided on regular basis, at the beginning of each month or according to the internal procedures of the Host University and shall be done by the bank transfer into the European Union bank account held in EUR and in the bank belonging to SEPA (Single Euro Payments Area). Before receiving the monthly subsistence allowance, the Beneficiary must report to the Host University according to the internal Host University's regulations. First transfer of allowance will be done upon arrival in full or partially, in the form according to the standards of the Host University, by formal proof of payment. Bank account must be open upon arrival at the Host University.

7. All mobilities must start by December 31st, 2013, with the exception of staff mobility. All mobilities must be finished by July 14th, 2016.

8. Beneficiary is obliged to apply for a visa or residence permit in order to enter the Host University's country. In order to begin the mobility, the Beneficiary must first obtain a visa

according to the rules of the receiving country. Host University shall provide the Beneficiary with information on the visa application process. Beneficiary should contact the Host University's Contact Person about the documents and procedure to follow.

9. For Master and PhD degree leading mobilities, EMA2 SIGMA scholarship is provided for the maximum period of 22 or 34 months respectively and not longer than until July 14th, 2016. Any prolongation of stay at the Host University are subject to approval of the Host University and will not be granted with any additional scholarship within Erasmus Mundus Action 2 project, as well as are subject to the visa/residence permit issuance. SIGMA Coordinator takes no responsibility for any extension of study periods above the duration provided within EMA2 SIGMA Project. If the total number of months of the scholarship does not cover the actual time needed to complete the whole Master or PhD programme, SIGMA project will not cover the additional months. Maximum duration of the mobility as provided to the Beneficiary in nomination is binding.

10. The Beneficiary shall be provided with full insurance coverage in accordance to the requirements of the Erasmus Mundus Action 2 Programme (health, accident, travel).

11. The scholarship covers travel costs to and from the Host University. The Beneficiary shall be offered one economy return ticket, regardless the duration of the scholarship. The ticket will be booked and covered by the Project Coordinator according to the maximum amounts set by the Erasmus Mundus Action 2 Programme. Tickets will be bought according to the arrival and departure declaration forms (provided before) and, if necessary, with amendments of dates according to the flights availability.

12. The Beneficiary is required to save all the original proofs of travel (boarding passes, train tickets, bus tickets etc.) and submit them to the SIGMA Coordinator and the Host University in the following forms:
 - a. within 5 days after arrival at the Host University the Beneficiary must send scanned copies of any proofs of travel to the Project Coordinator on sigma@uw.edu.pl,
 - b. submit originals of proofs of travel to the Host University's SIGMA Contact Person,
 - c. within 5 days after arrival back home the Beneficiary must send scanned copies of any proofs of travel to the Project Coordinator on sigma@uw.edu.pl and send originals by registered mail to:
University of Warsaw, International Relations Office

Krakowskie Przedmieście 26/28

00-927 Warsaw, Poland

Re: SIGMA project

13. The Beneficiary is obliged to submit all the official supporting documents required by the Host University and/or SIGMA Coordinator for completion of the registration process within the right terms of time (e.g. original diplomas, proof of enrollment, language certificate).
14. The Beneficiary must agree with the Host University on the study or research programme and in case of non-degree mobilities, Learning Agreement and/or Work Plan shall be signed by all parties concerned. The Partnership shall support full recognition of the academic activities carried out during the mobility period, as well as skills and qualifications acquired.
15. Full Master and PhD Beneficiaries must fulfill enrollment requirements of the Host University for degree leading studies.
16. Upon the arrival at the Host University, the Beneficiary must within up to 5 days contact the SIGMA Contact Person, register at the Host University, submit original proofs of travel, and sign documents required by the Host University or SIGMA Coordinator.
17. During the mobility period, the Beneficiary is bound to the rules applicable at the Host University and must fully participate in all academic activities of the course of study/work/research accepted for and for the mobility period foreseen within SIGMA scholarship, incl. classes, lectures, field studied, labs, exams (and re-sits if necessary), reports, evaluations.
18. The Beneficiary will have to submit progress reports of activities carried out and of the results achieved, within deadlines required and approved by the Supervisor at the Host University.
19. Any changes to the study/work/research programme must be agreed upon with the Supervisor, Host University, Home University (if applicable) and SIGMA Coordinator.
20. Before departure back home, the Beneficiary must report to the Host University and to the SIGMA Coordinator and submit documents required, incl. the final Learning Agreement or Work Plan when changes occurred, Transcript of records or diploma, evaluation, etc.

21. The Beneficiary must report immediately to the Host University and SIGMA Coordinator any possible changes or interruptions to the mobility period or programme, or any circumstance which may affect the scholarship (supervisor, travel, mobility dates etc.). All notifications must be made in writing to the Host University's Contact Person and to sigma@uw.edu.pl.
22. SIGMA Coordinator shall have the right to withdraw the scholarship if the starting date is changed by the Beneficiary without official approval received from the SIGMA Coordinator, if visa is not issued to the Beneficiary, in case of misconduct or negligence of the Beneficiary.
23. The Beneficiary is obliged to apply for visa to the Host University's country by him/herself. Visa related costs will be subject to limited reimbursement by formal application within deadlines provided after arrival at the Host University and based on original proofs of payments done by the Beneficiary.
24. Non-degree Beneficiaries are obliged to obtain a minimum of 15 ECTS per semester and 30 ECTS per year. Failure to obtain those results may result in termination or cancellation of the scholarship and shall require formal justification.
25. Termination of any scholarship may occur at any time in case of non-compliance to terms and conditions of the scholarship, wrong or false information provided during the application and selection process, disrespect of the rules of law or any serious action affecting the Host University, Partnership or reputation of the above.
26. Any interruption of the mobility (absence at the Host University not within the university holiday period) longer than a week must be reported to the Host University's SIGMA Contact Person and must be approved by this Contact Person. Absence or no performance for a period longer than 15 consecutive days or exceeding 15 days per month without justified reasons (e.g. illness or accident) may result in termination or interruption of the scholarship payment. Each such case is subject to the decision of the Host University and SIGMA Coordinator and must be both reported and documented.
27. The Beneficiary, except for TG3 candidates and staff, declares that has not resided nor carried out main activity for more than a total of 12 months over the last five years in any of the

European Union countries by the time of the submission of the application form (20 February 2013).

28. The Beneficiary declares that has not participated in any Erasmus Mundus Action 2 project on the same mobility level before (except for staff).

29. The Beneficiary is obliged to return back home after the completion of study/research/work as specified in the nomination.

I hereby declare that I have read, understood and accept the rights and obligations outlined herein.

The Scholarship Contract is binding when signed by both parties.

Beneficiary (Name):

SIGMA Representative

Signature:

Signature:

Date:

Date:

This project has been funded with support from the European Commission. This communication reflects the views only of the author, and the Commission cannot be held responsible for any use which may be made of the information contained therein.