



**INTRA-ACP  
MOBILITY**



# ARISE

**Africa Regional International Staff/Student Exchange:  
Food Security and Sustainable Human Wellbeing**

## GUIDELINES FOR APPLICANTS

**APPLY ONLINE | Call closes 28 February 2014**

**Intra – ACP Academic Mobility Scheme  
Lot 1 - Africa**

*This project has been funded with support from the European Commission*

*This booklet reflects the views only of the author. The Commission cannot be held responsible for any use which may be made of the information contained therein.*



**KU LEUVEN**



## **ABOUT INTRA-ACP**

The Intra-ACP academic mobility scheme promotes co-operation between higher education institutions (HEIs) and supports mobility in Africa, the Caribbean and the Pacific (ACP) regions. The programme aims to increase access to quality education that will encourage and enable ACP students to undertake postgraduate studies, and to promote student retention in the region along with mobility of staff (academic and administrative), while increasing the competitiveness and attractiveness of the institutions themselves. This programme builds on the African Union's Mwalimu Nyerere programme for Africa.

The intra-ACP academic mobility scheme is a co-operation and mobility programme in the field of higher education to:

- provide access to higher education for students including those from disadvantaged groups;
- contribute to the improvement of the quality of higher education through the promotion of internationalisation, and harmonisation of programmes and curricula within participating institutions;
- enhance the international cooperation capacity of HEIs in ACP countries;
- enable students, academics and staff to benefit linguistically, culturally and professionally from the experience gained in the context of mobility to another country;
- enhance, in the medium-term, the political, cultural, educational and economical links between the participating countries.

## **ABOUT ARISE**

The Africa Regional International Staff/Student Exchange: Food Security and Sustainable Human Wellbeing (ARISE) programme is designed to provide resources and opportunities for student and staff mobility from four regions of Africa, offering support for Masters and Doctoral studies as well as for shorter research and administrative visits between consortium partners. The partners are:

|   |              |
|---|--------------|
| Addis Ababa University                          | Ethiopia     |
| University of Cape Town (Co-Ordinating Partner) | South Africa |
| University of Ghana                             | Ghana        |
| Makerere University                             | Uganda       |
| University of Nairobi                           | Kenya        |
| University of Rwanda                            | Rwanda       |
| University of Leuven (Technical Partner)        | Belgium      |
| IEASA (Associate Partner)                       | South Africa |

ARISE will offer a total of 100 mobility opportunities in the following thematic fields:

- i. Agriculture
- ii. Energy
- iii. Engineering
- iv. Medical Sciences



This follows from the commitment by the consortium to develop African capacity in the area of **Food Security and Sustainable Human Wellbeing**. Themes were selected in response to the ongoing urgency of meeting the millenium development goals. Rather than offering a broad spectrum of qualifications, each partner has carefully selected those within the ARISE chosen theme, to equip graduates in the fields of Agriculture, Energy, Engineering and Medical Sciences. A combination of full-degree and shorter mobilities will be offered by ARISE.

The objectives of ARISE are to increase the number of qualified postgraduates in the selected fields while combatting brain drain and creating mechanisms for brain circulation on the continent. Researcher mobility and administrative staff mobility are intended to broaden the professional and research networks of the awardees, creating a sustainable framework of relationships which will continue to support future academic endeavors. An important sub-goal of the consortium is to develop a better mutual understanding of credit recognition and to work towards a single credit system, as well as towards developing joint / dual / sandwich postgraduate degrees (where national legislation allows).

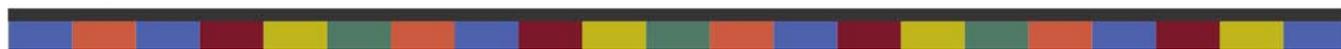
Another planned outcome of the ARISE project is closer cooperation between consortium members in various fields, as well as the provision of training and development opportunities to members through conferences and meetings planned to increase expertise in the internationalisation of higher education. These multiplier effects will outlive the duration of the ARISE programme and position participants for ongoing success and engagement in similar future programmes.

## **ELIGIBILITY CRITERIA**

In this section the overall eligibility requirements for an ARISE scholarship are described. Please refer to the individual geographical window for any specific requirements.

### **ELIGIBLE COUNTRIES**

| <b>ACP COUNTRIES - AFRICA</b>     |  |
|-----------------------------------|--|
| Regions                           | Countries  |
| Southern                          | Angola, Botswana, Lesotho, Malawi, Mozambique, Namibia, South Africa, Swaziland, Zambia and Zimbabwe   |
| Western                           | Benin, Burkina Faso, Ivory Coast, Cape Verde, Gambia, Guinea, Guinea-Bissau, Liberia, Mali, Mauritania, Niger, Nigeria, Senegal, Sierra Leone and Togo |
| 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               |
| <b>NON-ACP COUNTRIES - AFRICA</b> |  |
| Regions                           | Countries  |
| Northern                          | Algeria, Egypt, Libya, Tunisia and Morocco   |



## TARGET GROUPS

### **Target Group 1 (TG1) can be defined as:**

African nationals and/or residents registered in one of the Higher Education Institutions that is member of the consortium. In order to be considered eligible for TG1, applicants have to receive a formal support letter (letter of recommendation signed by a senior lecturer or Dean) of their home institution. Please note that applicants cannot apply for funding that does not support cross border mobility.

### **Target Group 2 (TG2) can be defined as:**

African nationals and residents (students) registered in a 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. This allows for providing mobility opportunities to students working in public administration, public and private enterprises. Please note that applicants cannot apply for funding that does not support cross border mobility.

| TARGET GROUPS  | BENEFICIARIES  | ELIGIBLE TYPES OF MOBILITY   | REGION OF THE PARTICIPANTS IN THE MOBILITY |
|----------------|--|--|--|
| <b>LOT ONE</b> | The African component of the Intra-ACP academic mobility scheme - which aims to support and fully expand the Mwalimu Nyerere Scholarship Scheme              | - Full master<br>- Full Doctorate<br>-Doctorate (mobility)<br>-Academic and administrative staff | - AFRICAN                                  |
| <b>LOT TWO</b> | The Caribbean and Pacific component of the intra-ACP academic mobility scheme - that will facilitate academic mobility within and between these two regions. | - Full master<br>- Doctorate (mobility)  | CARIBBEAN OR PACIFIC Countries             |

## SCHOLARSHIP COVERAGE

### **The scholarship covers the following:**

- Roundtrip flight ticket and visa costs (using a preferred travel agent and calculated against direct linear distance)
- Direct 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:

| Type of Mobility  | Subsistence Allowance | Duration      |
|-------------------|-----------------------|---------------|
| Master            | €600                  | Max 24 months |
| Doctorates        | €900                  | Max 36 months |
| Staff (TG 1 only) | €1000                 | Max 6 months  |

## **CATEGORIES OF SCHOLARSHIP**

The ARISE programme is a student and staff mobility programme intended to ensure an increase in Masters and PhD African graduates in the selected academic fields of Agriculture, Energy, Engineering and Medical Sciences by providing funded academic opportunities to qualified applicants, and to support both academic and administrative staff mobility. The following scholarship categories are available:

### **Full degree scholarships for Masters and PhD students**

Students who meet the criteria will be able to apply for full degree scholarship for completion of a Masters or PhD degree at one of the higher education institutions in the Consortium.

### **Academic and administrative staff mobilities**

Staff employed at higher education institutions of the consortium will be able to apply for short term mobility opportunities which could include benchmarking exercises, sabbatical research periods, guest lecturing, curriculum development, knowledge and resource sharing trips etc. on the basis that both institutions support the trip.

### **Exchange opportunities (Masters and PHD)**

Students who are registered for full-degree studies at their home institution, will be able to apply to spend a study period (minimum 11 months) at one of the other institutions in the consortium and return 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 literature reviews, specialised theoretical or methodological training, or field studies and they will closely co-operate with their African (host) and African (home) supervisors.

For a list of courses offered per institution please visit ‘Scholarship and Research Opportunities’ on the ARISE website: <http://www.intra-acp-arise.org/study-and-research-opportunities/>. Note that the Consortium **only** supports applications in the chosen thematic fields.



## **APPLICATION PROCESS**

Completed application forms should consist of the following data:

- a. Personal contact information of the candidate
- b. Curriculum Vitae
- c. Proof of nationality
- d. Fulfilment of relevant requirements for different target groups and mobility
- e. Proof of sufficient knowledge of the tuition language at the host university (for students only)
- f. Choice of course/s and/or study programme
- g. Preferred ARISE host institution and second choice.

Applications should be submitted electronically onto the online application base on the ARISE website: <http://www.intra-acp-arise.org/apply-now/>. Once submitted it will be distributed to all consortium members of the ARISE partnership.

## **SELECTION PROCESS**

After the application deadline, the consortium will review all received applications. Only complete applications will be considered for selection. Your application is complete once you have uploaded all the requested documents mentioned above. If you have given incorrect or misleading information in your application, this will be a reason to withdraw your grant.

## **EVALUATION CRITERIA**

- Academic merit
- Motivation for the mobility period
- Sufficient knowledge of the tuition language at the host University
- Learning Agreement or Study Plan (for master's students)
- Research/Teaching Plan (for PhD and academic staff)
- **The application must support cross border mobility.**

## **ADMINISTRATIVE CRITERIA**

- Relevance of the mobility for both the host university and the home university
- Equal geographic representation of the partner universities in the mobility scheme
- Equity considerations for designated groups



## ASSESSMENT

- All applications will be assessed by at least 2 assessors per host University
- ARISE partners respectively hold membership on the Consortium Selection Committee and Consortium Management Group. These committees oversee the application and evaluation process and the Consortium Management Group makes the final decision on the list of successful applicants.
- Each assessor and committee member has to sign an absence of conflict of interest declaration
- Assessments are based on the following criteria:
  - Results in the relevant study areas
  - Academic potential
  - Level of language skills
  - Motivation
  - Recommendations
  - Work experience
  - Professional qualifications (if applicable)
  - Results of interview (if applicable)
  - Supervision capacity at the host University

## INFORMATION TO APPLICANTS

- All successful applicants will be notified of the outcome of their application via email.
- All applicants **not selected** will be notified immediately after the selection decision has been made. Notification will include:
  - The results of the selection
  - The procedure to follow for an appeal to the selection decision
- For the **selected** candidates the notification will include:
  - Instructions for further steps (visa guidelines, etc.)
  - A model of the Student Agreement
  - As well as any other relevant information



## **SUPPORT**

### **ACADEMIC SUPPORT**

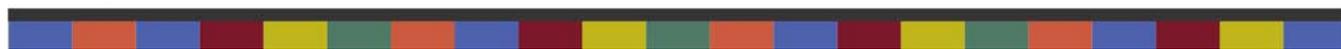
Each partner institution will provide academic support to ARISE scholarship holders at their institution by:

1. Setting up agreements with students on an individual work programme and on the workload required to pass any examinations or other forms of assessment (i.e. student agreements, learning agreements).
2. Assuring ARISE scholarship holder (all types of mobility) benefits of the same working conditions and the same health and security protection levels similar to the local students and members of the academic community.
3. Providing mentoring for ARISE scholarship holders.
4. Keeping student records of ARISE scholarship holders.
5. Arranging supervisors for research students.
6. Arranging field trips for research students where necessary.
7. Providing counselling for future career and work placements.
8. Providing linguistic support.
9. Awarding degrees to ARISE scholarship holders upon successful completion of the degree programme.

### **ADMINISTRATIVE SUPPORT**

#### **TRAVEL**

The co-ordinating institution (UCT) will be responsible for booking and paying the grantees' two-way travel ticket between the scholarship holder's home university's city and the host university city, having as reference the maximum amounts foreseen by the EU for each travel. In case the home or host institutions are not located in a city with an international airport, the scholarship holders must keep the invoices of the local transportation, such as, for example, bus, subway, or train used to undertake the travel, so as to be able to submit a reimbursement request to the co-ordinating institution (UCT). This request should be made as soon as possible and should be accompanied by the scanned original invoices of payment. The original documents must be sent to the co-ordinating institution. In cases of long stay (more than 10 months) it will not be possible to buy the 2way ticket immediately. Therefore, all reimbursement requests should be put on hold until the co-ordinating institution can buy the return ticket and use the remaining monies to reimburse other travel expenses. All reimbursements will be made considering the exchange rate of the day in which the expenses were done. In case the scholarship holders wants to change the flight dates for personal reasons this may be allowed as long as the return date is not before the foreseen ending date of the programme of activities/mobility. In this case, all changes should be paid by the scholarship holder and not by the project. Please note that it will not be possible to reimburse any further accommodation expenses or a vacation travel to the grantee's home country.



## **INSURANCE**

The co-ordinating institution will provide directly to each scholarship holder a comprehensive health, travel and personal accident insurance valid in the host country, in line with the policy of the EACEA – Education, Audiovisual and Culture Executive Agency. This insurance will be valid from the moment and place of departure to the mobility period until the return, when the mobility period is over. Such insurance may not be valid in other countries/regions therefore the scholar travelling during the mobility, must take this into consideration.

## **SCHOLARSHIPS**

A scholarship contract that defines all the conditions, benefits and responsibilities related with the project implementation as well as the schedule of payments covered by the scholarships will be signed by each institution, the scholarship holder and the co-ordinating institution. Only after this document is signed will the scholarship be valid. This will be done directly by the host institution: the grantee will receive the first two payments in the first instalment to help in the installation procedures. The following monthly scholarships will be paid into the grantee's bank account. Monthly subsistence allowance can only be paid as from the month of arrival and covers each full month of the mobility, based on academic grounds. If a portion of a month is more than 15 days a full month allowance is to be paid (for example: for academic reasons the mobility duration is 9 months and 15 days only 9 months allowance should be paid, If the duration is 9 months and 16 days then 10 months allowance should be paid.)

## **WORKING CONDITIONS**

The host institution will ensure that the scholarship holder (all types of mobility) benefits from the same working conditions and the same health and security protection levels as the local students and members of the academic community. The host institution must provide support to the scholarship holder, particularly regarding the resolution of any administrative procedures required by the host countries' authorities. The scholarship holder should immediately inform the co-ordinating institution by e-mail in case there is lack of necessary support by the host institution.

## **RECOGNITION**

It is mandatory that, in the cases of doctorate mobilities, all partner institutions consider the study period undertaken abroad as an integral part of the study/research programme developed in the home institution. The home higher education institution of the ARISE scholarship holder will guarantee the full academic recognition (including exams and other forms of evaluation) of the study/research period undertaken at the ARISE Consortium partner, through the ARISE MoU.



## **MANAGEMENT OF SCHOLARSHIP FUNDS**

### **IN CASE OF INTERRUPTION**

A scholarship can be put on hold if the student has to 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.

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, such as students having 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. 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 for a minimum of one month each.

### **IN CASE OF DROP-OUT**

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, provided that it is within the deadlines for start of the 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.

### **INFORMATION AND SUPPORT**

Information on ARISE can be obtained from the Consortium's website: [www.intra-acp-arise.org](http://www.intra-acp-arise.org). The co-ordinating institution is responsible for the implementation of the ARISE Programme, in strict co-operation with the EACEA and the European Commission.

#### **Contact the co-ordinating office at:**

ARISE Programme  
c/o International Academic Programmes Office  
University of Cape Town  
Private Bag X3  
Rondebosch  
Cape Town  
7701



**E-mail the ARISE Co-ordinating team at:**

Manager: Ms Carol Ojwang

Ms Norma Derby

Ms Nadia Chalkley

Mr Jody Felton

E-mail: [info@intra-acp.arise.org](mailto:info@intra-acp.arise.org)

| <b>Overview of Partners' academic calendar and application periods</b> |   |  |   |
|--|---|--|---|
| <b>Institution</b>   | <b>Academic Year</b>  | <b>Application Period</b>  | <b>Website Address</b>  |
| Addis Ababa University   | Semester 1: September - February. Semester 2: February - July.  | Masters applications April - August. Phd applications throughout the year.   | <a href="http://www.aau.edu.et/">http://www.aau.edu.et/</a>   |
| University of Cape Town  | Semester 1: February - June. Semester 2: July - November  | Masters coursework programmes due by end September. By PHD fulltime - applicatons received throughout the year.      | <a href="http://www.uct.ac.za/">http://www.uct.ac.za/</a>     |
| University of Ghana  | July - January  | Masters and PhD - December/January until end March   | <a href="http://www.ug.edu.gh/">http://www.ug.edu.gh/</a>     |
| University of Nairobi  | Masters start date between September and October. Phd applications throughout the year.                         | Masters applications should be made by early September, Phd applications are received throughout year.               | <a href="http://www.uonbi.ac.ke/">http://www.uonbi.ac.ke/</a> |
| Makerere University  | Semester One: September - January Semester Two: February - May  | February until March/April   | <a href="http://mak.ac.ug/">http://mak.ac.ug/</a>             |
| National University of Rwanda  | Various programme start dates throughout the year. Please contact relevant department for the exact start date. | Taught Masters application period commences early September. MPhil and PhD applications welcome throughout the year. | <a href="http://www.nur.ac.rw/">http://www.nur.ac.rw/</a>     |

THE ARISE Consortium looks forward to receiving your application!

