



Education for Laser-based Manufacturing (ELbM)

Intra-Africa Academic Mobility Scheme



GUIDELINES FOR APPLICANTS 2020



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1. INTRODUCTION

The Education for Laser-based Manufacturing project is funded by the Intra-Africa Mobility Scheme of the Education Audio-visual and Culture Executive Agency of the European Commission. The project will capacitate partner institutions in teaching and research programmes related to Industrial & Manufacturing Engineering in order to develop the necessary expertise needed for economic development. It will also support the development of new laser-based manufacturing programmes that are being established and support existing ones with the intension to harmonize the laser-based manufacturing curricula across Africa and also align the curricula with industry needs.

The programme will in general offer training opportunities for partner academic staff and Post Graduate supervision in laser-based manufacturing as well as broadening educational offerings in Industrial & Manufacturing Engineering; Mechanical Engineering, Materials and Metallurgical Engineering and Biomaterials/Biomedical Engineering.

ELbM is jointly implemented by four (4) African partner institutions, where selected students and staff will be able to engage in postgraduate studies, research, teaching or training.

PARTNER UNIVERSITIES

INSTITUTION	ACRONOYM	COUNTRY
Botswana International University of Science and Technology (Coordinating Partner)	BIUST	Botswana
Stellenbosch University	SU	South Africa
Federal University of Petroleum Resources	FUBRE	Nigeria
Jomo Kenyatta University of Agriculture & Technology	JKUAT	Kenya

TECHNICAL PARTNER

INSTITUTION	ACRONOYM	COUNTRY
Universita di Bologna	UNIBO	Italy



2. SCHOLARSHIP INFORMATION

The project will train up to 33 Masters and 10 PhD graduates, and offer development opportunities for 10 staff members. Mobility must be to an institution in an eligible country other than the home country / country of the home institution.

2.1 TARGET GROUPS AND TYPES OF MOBILITY

	Participants	Mobility Types	Duration
Target group 1	African nationals and/or residents registered or having obtained a degree in one of the Higher Education Institutions that is a member of the consortium.	Master Credit seeking Degree seeking	10 months 24 months
		Doctorate Credit seeking Degree seeking	12months 48 months
	Staff working in or associated with one of four African partner institutions, wishing to visit a different partner institution.	Visits for teaching and/or research, or for engagement on administration and management	1 month
Target group 2	African nationals and residents (students) registered in Higher Education Institutions of African countries not included in the partnership, or whom have obtained a Higher 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	Master Credit seeking Degree seeking Doctorate Credit seeking Degree seeking	10 months 24 months 12months 48 months

Region of Africa	Country
Central	Burundi, Cameroon, Central African Republic, Chad , Congo, Congo DRC, Equatorial Guinea , Gabon and Sao Tome and Principe
Eastern	Comoros, Djibouti, Eritrea, Ethiopia, Kenya, Madagascar, Mauritius, Rwanda, Seychelles, Somalia, Sudan, South Sudan, Uganda and Tanzania
Northern	Algeria, Egypt , Libya, Tunisia and Morocco
Southern	Angola , Botswana, Lesotho, Malawi, Mozambique, Namibia, South Africa, Swaziland, Zambia and Zimbabwe
Western	Benin, Burkina Faso ,Ivory Coast, Cape Verde, Gambia, Ghana, Guinea, Guinea Bissau, Liberia, Mali, Mauritania, Niger, Nigeria, Senegal , Sierra Leone and Togo

2.1.1 Credit-seeking mobility for students already enrolled for a Master's or PhD degree:

Credit-seeking mobility of 10 and 12 months at a partner institution, leading to academic recognition of the study period towards a Master's and PhD degree programme respectively at the home institution.

2.1.2 Degree-seeking mobility for students wishing to pursue a Master's or PhD degree:

Degree-seeking mobility to complete a full Master's and PhD degree at a partner institution for a period of 24 and 48 months respectively.

2.1.3 Staff mobility

Staff mobility may be undertaken by academic, research or administrative staff from partner institutions who wish to visit other partner institutions within the consortium.

An indicative distribution of mobility across target groups is given below. This may be adjusted to optimize project implementation.

Type of Mobility	Target Group 1	Target Group 2	Total
Masters	25	8	33
Doctorate	6	4	10
Staff	10	-	10

An indicative breakdown of credit-seeking and degree-seeking student mobility for the first call for application is given below. This may be adjusted to optimize project implementation.

Type of Mobility	Degree Seeking	Credit Seeking	Total
Masters	5	4	9
Doctorate	2	2	4

Important: The types of mobility offered and the candidate categories considered in each call for applications will be determined by the needs of the project and the progress made against the desired mobility distribution. Please refer to the ELbM website (<https://elbmmobility.org/>) for current information.



INTRA —AFRICA ACADEMIC MOBILITY SCHEME

2.2 STUDENT MOBILITY

2.2.1 AREAS OF STUDY

The hosting partner institutions offer specializations in the following areas for master’s and doctoral study:

Specific Study Opportunities and Contact Persons

Institution		Degree seeking	Credit - seeking mobility	Industrial & Manufacturing Engineering	Industrial Engineering	Mechanical (Design & Production Engineering)	Mechanical (Industrial Engineering)	Mechanical (Industrial & Production Engineering)	Mechanical (Metallurgical & Materials Engineering)	Admission requirements and procedures	Contact local academic coordinator
BIUST	Master	✓	✓	✓						www.biust.ac.bw/postgraduate/	olakanmie@biust.ac.bw
	PhD	✓	✓	✓						www.biust.ac.bw/postgraduate/	
FUPRE)	Master							✓	✓	pg.fupre.edu.ng/panel/	otano-cha.omonigho@fupre.edu.ng
	PhD							✓	✓	pg.fupre.edu.ng/panel/	
JKUAT	Master					✓	✓			www.jkuat.ac.ke/departments/mechanical/msc-mechanical-engineering/	hndiritu@eng.jkuat.ac.ke
	PhD					✓	✓			www.jkuat.ac.ke/departments/mechanical/phd-mechanical-engineering/	
SU	Master	✓	✓		✓					ie.sun.ac.za/prospective-postgraduates/	natashasacks@sun.ac.za
	PhD	✓	✓		✓					ie.sun.ac.za/prospective-postgraduates/	

SPECIFIC RESEARCH OPPORTUNITIES AND CONTACT PERSONS

No.	Partner	Academic programmes	Teaching/research expertise	Research Facilities	Research focus	Contact local academic coordinator
1.	BIUST	Industrial & Manufacturing Engineering	Laser cladding (LC); Machine design; selective laser sintering/melting (SLS/SLM), laser assisted cold spray (LACS), materials science/engineering, powder atomisation, advanced materials characterisation,	Multicam 2000 series laser cutting machine, Plasma cutting machine, Flexible manufacturing cell; Advanced Materials Characterisation Facilities	Laser cutting, cladding; laser welding (LW), SLS/SLM, LACS, Design & fabrication of metal powder atomiser, Powder atomisation, Modelling & Simulation of LbM processes	olakanmie@biust.ac.bw
2.	JKUAT	Mechanical Engineering with specialisation in (i) Industrial Engineering (ii) Design & Production Engineering	Additive and subtractive machining expertise, profile milling, laser cutting and printing, 3 D printing	Electro-discharge Machining, CNC Milling machine, Laser Printer/ Cutter, 3 D printer. [CB Milling	Laser Cutting and laser welding, Modeling and simulation, CNC Manufacturing through CAD and CAM, Computer aided engineering for manufacture, CO2 laser simulation and development	hndiritu@eng.jkuat.ac.ke
3.	FUPRE	Mechanical Engineering	Modelling of manufacturing processes		Laser cladding, laser cutting, laser welding, SLS/SLM	otanocha.omonigho@fupre.edu.ng
4	SU	Industrial Engineering& Engineering Management	Advanced Manufacturing; Laser beam melting, Economics and management of LbM business enterprise;	Full scale advanced manufacturing including elective laser melting/high speed machining;	Material characterisation; modelling and simulation of LbM processes; process economics resource efficiency of process chains	natashasacks@sun.ac.za
5	UNIBO	Industrial and Manufacturing Engineering	Laser based manufacturing: welding, cutting, surface treatments, cladding, marking and engraving. Additive and subtractive technologies: machine tools and powder-bed based 3D printing.	7-axes robotic cell, nLight 3 kW fiber laser source for cutting and welding, Laserline 3 kW diode laser source for cladding and surface hardening, IPG 300-2000 Q-CW fiber laser source for cutting and welding, IPG 20 W Q-Switched fiber laser source for marking and engraving, material characterization facilities.	Laser welding and cutting of difficult and high-reflectivity materials, laser welding of dissimilar materials, laser surface hardening, laser cladding and repairing, powder-bed additive manufacturing, laser processing of thin films metal and polymer).	alessandro.fortunato@unibo.it

ELbM partner institution	Jomo Kenyatta University of Agricultural Technology (JKUAT), Kenya	Federal University of Petroleum Resources, Effurun (FUPRE), Nigeria
Specialisation	Industrial Engineering	Production Engineering
Core Units	Year I Core Units EME 3100 Factory Design and Layout EME 3101 Quality Control EME3103 Industrial Management EME 3104 Applied Mathematics Elective Units* (Select 2 Units) EME 3102 Maintenance Management and Control EME 3105 Production and Operations Management EME 3106 Production and Inventory Control EME 3107 Economic Decisions in Industrial Management EME 3108 Forecasting, EME 3109 Ergonomics EME 3110 Methods Engineering EME 3111 Operations Research EME 3145 Manufacturing Systems EME 3146 Application of CAD and CAM EME 3112 Project Year 2 EME 3200 Thesis	First semester MEE 827 Production and Operations Management 3 credit unit MEE 829 Quality Control and Management 3 credit unit MEE 831 Fatigue 3 credit unit MEE 833 Advanced Manufacturing Technology 3 credit unit MEE 835 Metal Removal Processes 3 credit unit MEE 837 Queuing Theory 3 credit unit Second Semester MEE 828 Engineering Economics 3 credit unit MEE 830 Fracture Control for Design 3 credit unit MEE 832 Manufacturing Automation 3 credit unit MEE 834 Machine Tool structures and Vibrations 3 credit unit MEE 836 Computer-Integrated Manufacturing 3 credit unit MEE 838 Advanced Operations Research 3 credit unit MEE 800 Project 6
Specialisation	Design and Production Engineering	METALLURGICAL AND MATERIALS ENGINEERING
Core Units	Year 1 Core Units EME 3104 Applied Mathematics EME 3140 Engineering Measurements and Control EME 3105 Production and Operations Management EME 3141 Applied Stress Analysis EME 3142 Machine Vibrations Elective Units* (Select 2 Units) EME 3143 Finite Element Theory and Application EME 3144 Lubrication Theory and Design EME 3145 Manufacturing systems EME 3146 Application of CAD and CAM EME 3147 Production Technology EME 3148 Machining Processes and Tool Technology EME 3149 Materials Technology EME 3105 Production Management EME 3140 Engineering Measurements and Control EME 3106 Production and Inventory Control EME 3109 Ergonomics EME 3150 Design of Mechanisms EME 3151 Applied Plasticity in Metal Forming EME 3152 Design of Curved Shapes EME 3153 Optimal Control Theory EME 3154 Composite Materials and Plastics EME 3112 Project Year 2 EME 3200 Thesis	First Semester MEE 841 Advanced Metallurgical Thermodynamics 3 credit unit MEE 843 X-Ray Crysrgraphy 3 credit unit MEE 845 Advanced Chemical Metallurgy 3 credit unit MEE 847 Electronic Materials 3 credit unit MEE 849 Advanced Mineral Processing 3 credit unit MEE 851 Dislocation Theory 3 credit unit MEE 853 Powder Metallurgy 3 credit unit MEE 855 Flotation Theory and Practice 3 credit unit Second Semester MEE 842 Advanced Physical Metallurgy 3 credit unit MEE 844 Transport Phenomenon 3 credit unit MEE 846 Advanced Physical Metallurgy 3 credit unit MEE 848 Advanced Corrosion 3 credit unit MEE 850 Solidification Processing 3 credit unit MEE 852 Advanced Fracture Mechanics 3 credit unit MEE 854 Fine Particles Technology 3 credit unit MEE 856 Iron and Steel Making 3 credit unit MEE 800 Project 6

2.2.2 CREDIT RECOGNITION FOR CREDIT-SEEKING MOBILITY

Information on the courses and associated credits offered by partner institutions may be found on the Partner programme websites, to which links may be found from the ELbM website. The guideline in the table below should be used for credit equivalence.

	BIUST	JKUAT	FUPRE	SU
BIUST	-	-	-	-
JKUAT	-	-	1 credit unit =3 credit unit	-
FUPRE	-	3 credit unit = 1 credit unit	-	-
SU	-	-	-	-

The applicant must discuss the proposed study plan with the head of department and/or programme leader at the home institution and receive a written endorsement and statement indicating which home credit exemptions will be granted for the mobility. This statement must accompany confirmation of degree enrolment and be uploaded to the application website. Credit-seeking mobility will only be considered and awarded if such an endorsement has been obtained.

Credit-seeking students will receive a transcript from the host institution stating the completed courses, and the home institution will grant recognition of courses taken during the mobility and exemption from home courses as per the statement from the home head of department and/or programme leader.

2.2.3 ELIGIBILITY CRITERIA

To be eligible for a scholarship, masters and doctoral students must comply with the following criteria:

- (a) Be a national of and resident in any of the eligible countries covered by the Programme (see Section 2.1)
- (b) At the time of the application for a scholarship, be registered at or have obtained their most recent degree (or equivalent) from:

One of the higher education institutions included in the partnership (Target Group 1);

or

A higher education institution not included in the partnership but established in an eligible country (Target Group 2)

Students applying for Masters or PhD degree-seeking mobility are expected to have obtained at least their Bachelor's or Master's degree in an eligible African country and from an institution other than the prospective host institution.

- (c) Have sufficient knowledge of the language of instruction in the host institution.
- (d) Meet the specific requirements of the host institution.
- e) The student should have proof of admission from the host institution.

Students can only benefit from one scholarship under the Intra-Africa Academic Mobility Scheme.

Students having benefitted from scholarship(s) under the previous Intra-ACP Academic Mobility Scheme cannot receive scholarships under the Intra-Africa Academic Mobility Scheme.

2.3 ACADEMIC AND ADMINISTRATIVE STAFF MOBILITY

Staff may undertake mobility visits for 1 month at any of the African partner institutions.

2.3.1 AREAS OF ACTIVITY

Staff mobility should contribute to strengthening the academic, management and co-operation capacity of partner institutions, through participation in research projects, teaching, production of new teaching material, development of teaching methods, harmonization of curricula, development of joint curricula, development of administrative tools and sharing of management approaches. The mobility is also expected to be an integral part of the institutional staff development plan and recognized as such upon return of the staff member.

2.3.2 ELIGIBILITY CRITERIA

In order to be eligible for a scholarship, staff must comply with the following criteria:

Work as an administrative, academic or research staff in any of the ELbM partner institution.

3 APPLICATION PROCESS

3.1 PREPARATION

The applicant should:

- (a) Verify the eligibility criteria (if a candidate does not fulfil all of the eligibility criteria, he/she should not submit an application, as the application will be considered ineligible and will not be evaluated).

- (b) Identify the Target Group to which (s) he belongs and the available scholarships.
- (c) Select at least one host institution. It is highly recommended that applicants select up to 3 different host institutions from the available options but always with consideration to language and background requirements defined by each host institution and programme.
- (d) Visit the ELbM website and read attentively the “Before you apply”, the “FAQs” and the “online Application Form”.
- (e) Collect all necessary information and documents to complete the Application Form:
- Several documents are mandatory and the online system will not allow the application to be submitted without them. In case of unreadable documents, the application will be considered ineligible and will not be evaluated.
- (f) Select the host institution(s) with consideration to the following:
- i. The language requirements of the host institution.
 - ii. The identified areas of excellence and available projects in each partner institution.
 - iii. The required academic background for the field of study, research project or activity.
 - iv. The cost of living at prospective host institutions, personal needs for subsistence, and the monthly stipend for the scholarship.
 - v. The need to adapt to different cultural realities at the host institution and also to different climate conditions, in case of selection.
- (g) Prepare a mobility project proposal describing the aims, activities and foreseen study/work plan and taking into consideration the objectives and goals of the host programme and of the ELbM project. The proposal must be clear in its methodology, impact and benefit, as well as its feasibility within the timeframe established by the duration of the scholarship. Staff should liaise with the home and prospective host universities on the programme of activities, eg lectures or administrative work to be delivered; research activities to be carried out; type of training to be followed; etc. This text will be included in the online application.
- (h) Prepare a motivational letter to be submitted to each prospective institution with regard to the benefits and expected outcomes of the mobility. This text will be included in the online application. You can apply up to a maximum of three host Universities. Applicants must upload one motivational letter for each host prospective University. The three letters must be different.

3.2 ONLINE SUBMISSION

The Application Form is completed through the following steps:

(a) Applicants should have a valid e-mail address and an internet connection. Communication of results will be done exclusively by e-mail to the address provided.

(b) In order to access the form, the applicants should create a new login in the “Apply now” section of the ELbM website, selecting the type of scholarship for which they wish to apply.

© Applicants should then complete the online Application Form. The system will save a draft of the application every time the “Save” button is pressed, allowing it to be revised, edited and completed. The applicants should carefully prepare and revise the application before pressing the “Submit” button.

(d) After pressing “Submit” button, it is not possible to make any additional changes to the application.

(e) The Application Form must be completed in English.

(f) The deadline for the submission of online applications is provided on the ELbM website. The Coordinating Office will do everything possible to avoid system failures, but cannot assume any responsibility should applicants encounter technical difficulties preventing submission just before the deadline. Applicants must therefore avoid last minute applications. **Applications sent by any other means, e.g. mail, fax or e-mail, will NOT be accepted.**

(g) Once the “Submit” button has been pressed, the application is closed and sent to the Coordinating Office, which gives it a code. A digital notice of submission is sent to the applicant by email as well as a full copy of the application. This notice does not constitute a confirmation of eligibility nor of selection; it only confirms submission of the application.

(h) All applicants for student mobility are advised to prepare a work plan and research proposal in consultation with their own institution supervisor and supervisor from the prospective host institution.

3.3 DOCUMENTS TO BE SUBMITTED

Digital copies of several documents are required and must be uploaded to the application website. If a candidate fails to submit all required documents the application will be excluded without any possibility of appeal.

I. Passport or National ID

II. Bachelor and Master Certificates together with their Transcript of Records.

III. At most 4-page Curriculum Vitae

IV. Motivation letters: 1 per Host University. You can apply up to a maximum of 3 Host Universities. If you apply for 3 Host Universities you must upload 1 motivation per each Host University. The 3 letters must be different.

V. 2 Reference letters: One of the reference letters must be from your last project supervisor.

VI. ELbM Research project proposal. In the case you apply for 3 Host Universities you must upload 3 ELbM Research project proposals (1 per Host University). You must use the template found in the "Download" section, at the top right of the webpage

VII. Previous Intra-Africa /ACP Award Declaration. This is a declaration whose template is provided by ELbM consortium. You can find the template to be used in the "Download" section, at the top right of this webpage

FOR ALL APPLICANTS:

I. Copy of passport or National ID.

II. Degree certificate(s) together with Transcript of Records – Must have been issued by a higher education institution and dated, signed and stamped, otherwise it will not be considered valid and the application will be excluded. In the case of the applicant having achieved more than one academic degree, one uploaded file must contain all documents. All copies of original documents must be certified.

III. At most 4 page curriculum vitae

FOR STUDENT MOBILITY:

I. Transcript of academic records for degrees completed, stating in detail all courses taken and grades obtained in the course. Documents must be dated, signed and stamped by the institution, otherwise they will not be considered valid and the application will be immediately excluded. All copies of original documents must be certified.

II. Motivation letters: 1 per Host University. You can apply up to a maximum of 3 Host Universities. If you apply for 3 Host Universities you must upload 1 motivation per each Host University. The 3 letters must be different.

III. 3 Academic reference letters: One of the reference letters must be from your previous research project supervisor.

IV. ELbM Research project proposal. In the case you apply for 3 Host Universities you must upload 3 different ELbM research project proposals (1 per Host University). You must use the template found in the "Download" section, at the top right of the webpage. The research proposal should include (i) Goal and objectives of the research project (ii) State of the art and originality of the proposal (iii) Methodology (iv) Work plan and equipment needed. (v) Bibliography.

V. Previous Intra-Africa/ACP Award Declaration. This is a declaration whose template is provided by ELbM consortium. You can find the template to be used in the "Download" section, at the top right of this webpage.

VI. For credit-seeking mobility: Statement issued by the home institution confirming the applicant's enrolment in a master's or PhD degree programme. The home institution supervisor should endorse the applicant's mobility study plan. The study plan should include a description of the degree programme, the degree duration, the number of credits for the degree and the number of credits per course.

VII. Certificate of language skills, if applicable, in accordance with the requirements of the host institution.

FOR STAFF MOBILITY:

I. Statement by a senior staff member at the home institution with a brief description of the applicant's main activities and an endorsement of the mobility proposal. This document must be dated, signed and stamped by the institution, otherwise it will not be considered valid and the application will be excluded. The declaration should be written in English, by the person to whom the applicant reports (e.g. Head of Department, Director or Dean) at the home institution.

II. Statement by the hosting staff member at the host institution confirming the mobility plan and duration.

Additional documents, if applicable:

III. Document confirming physical disability (e.g. declaration from a doctor; recent medical exam; etc.)

IV. Document confirming vulnerable socio-economic situation. This document must be dated, signed and stamped by a suitable organization or authority.

V. Document confirming refugee or asylum status. This document must be issued by a recognized authority and must be dated, signed and stamped.

VI. Other documents relevant to the application.

All documents must be attached to the online Application Form. Applications that are incomplete or have blank or unreadable documents will be considered ineligible.

If an applicant wishes to attach more than one document in the same field (e.g. support letters from the home institution), one file should be attached that includes all documents, up to a maximum of 2MB.

4. EVALUATION AND SELECTION OF APPLICATIONS

4.1 CONFIDENTIALITY

All submitted applications received will be stored as read-only documents in a protected database. The legal requirements of the partner universities concerning the manipulation of personal data will be observed and the information submitted online will remain confidential. The database will only be accessed and revised by authorized persons in the home and host institutions who have an access code. This also holds in the case of the Coordinating Office and the members of the ELbM Selection Committee.

4.2 VALIDATION

Prior to scientific evaluation of the applications, the Coordinating Office will verify all applications and will invalidate those that do not comply with the eligibility criteria established by the programme, the partnership and each host institution.

4.3 EVALUATION

Eligible applications will be considered by the ELbM Selection Committee, which comprises representatives from each partner institution who are experienced academics in the field of Laser based Manufacturing Engineering.

Applications will be evaluated by Home and Host universities according to the following evaluation criteria:



Criteria		Score	Target Group	Type of mobility	Responsible
4.3.1	Academic performance and Candidate profile	0 - 5	ALL	ALL	Selection Taskforce
4.3.2	Mobility research proposal	0 - 5	ALL	ALL	Selection Taskforce
4.3.3	Mobility work plan	0-5	ALL	Credit Seeking Mobility	Selection Taskforce
4.3.4	Motivation	0 - 5	ALL	ALL	Selection Taskforce
4.3.5	Language	Yes/No	ALL	ALL	Selection Taskforce
4.3.6	Institutional impact of the mobility	Narrative assessment	TG1 only	ALL	Selection Taskforce
4.3.7	Inclusion impact of the mobility	Narrative assessment	TG2 only	ALL	Selection Taskforce + Inclusion Taskforce
4.3.8	Disadvantaged group	Narrative assessment	ALL	ALL	TG1: Selection Taskforce TG2: Selection Taskforce + Inclusion Taskforce
4.3.9	Inclusive development	YES/NO	ALL	ALL	Host University

Criteria 4.3.1, 4.3.2 and 4.3.3						
Grading scale applied:	0 = Rejected	1 = Sufficient	2 = Fair;	3 = Good	4 = Very Good	5 = Outstanding
Note: If the candidate scores less than “3” in anyone of the criteria 4.3.1, 4.3.2, 4.3.3 and 4.3.4 then her/his candidature will be automatically rejected.						

Preference will be given to very good/excellent applications of applicants who (i) have submitted a research proposal or work plan based on application of laser-based manufacturing technology; (ii) have never received an Intra-Africa / ACP scholarship; and (iii) have never had the opportunity to study abroad. In addition, gender balance, physical disability and socio-economic situation will be taken into account. In cases where candidates are women or demonstrate

physical disability, socioeconomic disadvantage or refugee/asylum status, and also score similarly to other candidates, those in these special categories will be favored. In cases where geographical distribution of first-choice host institutions is not balanced, applicants may be allocated to their second or third choice. A short list will be drawn up for each host institution, where further evaluation and ranking of the shortlisted candidates will be carried out. The host institution may arrange a telephone or online interview. The host ranking will be returned to the Selection Committee and will be the basis for awarding the scholarships, with consideration to the available mobility flows. A reserve list of candidates will be kept, in case of selected candidates declining scholarship offers.

4.4 COMMUNICATION OF RESULTS

The Coordinating Office will send the home and host institutions a list of selected scholarship holders for participation in the ELbM mobility project. All applicants will be informed by e-mail of the outcome of the application and the applicant's online account will be updated accordingly. Successful applicants will be informed at this stage of further steps to be taken and documents to be provided. Should a selected applicant be found ineligible due to any misrepresentation in their application documents, the scholarship will be terminated and they will be responsible for reimbursing the costs of their mobility.

4.5 PROCEDURE FOR APPEALS

Applicants who do not accept the selection outcome will be provided with the reasons for the outcome decisions made by the committees responsible for validation and evaluation. Information on the appeals procedure will be provided in the outcome e-mail to be sent to all applicants.

4.6 GAINING ADMISSION TO MASTER'S OR PHD PROGRAMMES PRIOR TO THE AWARD OF A SCHOLARSHIP

The candidate must submit an application to their university of choice, prior to applying for the scholarship, using the institution's formal application procedure. The host institution to which the successful applicant has been admitted will be indicated on the award letter.

4.7 SAMPLE LEARNING AND MOBILITY AGREEMENTS

All scholarship holders will be required to submit a mobility agreement (See Appendix A for a sample). Student scholarship holders will be required to submit a learning agreement (See Appendix B for a sample). Staff scholarship holders will be required to submit a one-page Research/Work Plan with information on the planned activities and mobility objectives.

5. IMPLEMENTATION OF THE MOBILITY

5.1 OBLIGATIONS OF THE COORDINATING OFFICE AND THE SCHOLARSHIP HOLDERS' HOME AND HOST INSTITUTIONS

5.1.1 TRAVEL

The ELbM Coordinating Office will be responsible for booking and paying the grantees' two-way travel ticket between the cities of the home and host institutions, with reference to the maximum amounts foreseen by the ELbM for such travel. If 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, for example, bus or train used to undertake the travel, so as to be able to submit a reimbursement request to the Coordinating Office. This request should be made as soon as possible, in a proper form that will be available online in the Scholarship Holder's Section and should be accompanied by the scanned original payment receipts. The original documents must be sent to the Coordinating Office, which will assess the request. In case of stays of more than 12 months it will not be possible to buy the return ticket immediately. Therefore, all reimbursement requests should be deferred until the return ticket has been purchased and the overall flight expenditure is known. Taxi expenses will not be reimbursed if less expensive modes of transportation are available. All the reimbursements will be made using the exchange rate (relative to the Euro) of the day on which the expenses were incurred.

5.1.2 INSURANCE

The Coordinating Office will provide directly to each scholarship holder a comprehensive health, travel and personal accidents insurance valid in the host country, in line with the demands of EACEA. This insurance will be valid from the time and place of departure until the grantee's return at the end of the mobility period.

5.1.3 SCHOLARSHIPS

The scholarship will cover:

- Roundtrip flight ticket and visa costs;
- Participation costs such as tuition fees, registration fees and service fees where applicable
- Insurance (health, accident, travel);
- A settling-in allowance;
- A monthly subsistence allowance;
- A contribution towards the research costs associated with student mobility of 10 months or longer.

Allowances to be paid to the scholarship holder are as follows

Type of Mobility	Participation Costs (Per academic year)	Subsistence Allowance (per month)	Research Costs (per academic year)	Insurance costs (per month)	Duration
Master	€ 3,500	€ 600	€ 600	€ 75	Max 24 months
Doctorate	€ 4,000	€ 900	€ 2000	7€ 5	Max 48 months
Staff		€ 1200			Max 6 Months

Participation costs are transferred directly to the host institution. Insurance is arranged by the coordinating institution on behalf of students.

A scholarship contract that defines all the conditions, benefits and responsibilities related to project implementation as well as the schedule of payments covered will be signed by each institution, the scholarship holder and the Coordinating Office. Only after this document is signed it will be possible to transfer the scholarship documents. This will be done directly by the host institution: the first payment will comprise the first monthly subsistence allowance as well as a settling-in allowance, after which the monthly allowance will be paid to the grantee's bank account. The monthly subsistence allowance can only be paid from the month of arrival and covers each full month of the mobility, subject to academic progress. 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).

5.1.4 LEARNING CONDITIONS

The host institution will ensure that the scholarship holder (all types of mobility) has the same learning conditions and the same health and security protection levels as local students and members of the academic community. The host institution will provide support to the scholarship holder, including support towards resolution of any administrative procedures required by the host country's authorities. The scholarship holder should inform the Coordinating Office immediately by e-mail if there is lack of necessary support by the host institution.

5.1.5 RECOGNITION

In cases of credit-seeking mobility, home institutions will be expected to consider the study period undertaken abroad as an integral part of the study/research programme developed in the home institution, as outlined in Section 2.2.2.

5.2 OBLIGATIONS OF SCHOLARSHIP HOLDERS

5.2.1 The Coordinating Institution has the right to suspend the payment of the scholarship if:

- I. The scholarship holder withdraws from the project in case of force majeure.
- II. The scholarship holder does not comply with the internal regulations of the host institution.
- III. The scholarship holder does not comply with the internal regulations set by the ELbM partnership.
- IV. The scholarship holder fails to fulfil the requirements of his/her study/work programme.

A reimbursement of costs paid to a scholarship holder may be requested in cases such as:

- I. The scholarship holder did not provide the necessary information related to his or her ineligibility at the application stage, and the partnership detects this at a later stage (i.e. he/she has already received funds from Intra-Africa or Intra-ACP, does not hold the necessary diploma, is not national and resident in an eligible country, etc.).
- II. Subsistence allowances and insurance costs can be recovered for a given month if they have been paid to the scholarship holder at the beginning of a month and he/she has not implemented more than n months + 15 days of mobility (see the 16-day rule).

5.2.2 Implications of signing the Statement of Scholarship Acceptance and the Scholarship Contract:

- I. In case of any reimbursement obligation, the scholarship holder has 30 days upon return to the home country to carry out such reimbursement to the Coordinating Institution, Botswana International University of Science and Technology, following the instructions that will be provided. If the scholarship holder fails to do so, additional banking fees and interest may be charged or legal steps may be taken.
- II. The scholarship holder may not accept, during the period of the current grant, any other mobility grant awarded by the European Union.
- III. The scholarship holder has the obligation to inform the Coordinating Office about any change in the study/research/work period and programme.
- IV. The mobility period must be fully respected; it is not possible to divide the duration of stay foreseen by the project. If the scholarship holder intends to leave the host institution during the mobility, even if for a limited time, he/she must ask for permission from the host institution and the Coordinating Office. Permission must first be obtained in writing from the research supervisor or programme director as well as the ELbM representative at the host institution, with a clear justification for the absence/leave, following which all information must be sent to the Coordinating Office for final approval.
- V. Scholarship holders must comply with the rules and regulations of the host institution.
- VI. Any absence from host programme activities must be duly justified to the ELbM contact person at the host institution (e.g. a statement from a medical professional), with a copy to the Coordinating Office.
- VII. Scholarship holders are compelled to report (by e-mail) to the host institution and Coordinating Office any difficulties experienced during the mobility flow, such as: language barriers; integration with classmates; communicating with professors; difficulty in accessing study materials; health insurance; accommodation; etc.

5.2.3 Students must complete successfully their mobility period at the host institution as follows:

- I. Degree-seeking mobility: all courses and research requirements must be met according to the regulations of the host institution.
- II. Credit-seeking mobility: the proposed courses and research activities must be completed and confirmed by the host institution.
- III. In case of academic failure, the Coordinating Office reserves the right to apply the measures identified in the scholarship holder's contract.
- IV. The scholarship holder is obliged to submit, within 30 days of the end of the mobility period, an evaluation form provided online by the Coordinating Office.

6. CONTACTS AND SUPPORT

Project website: (<https://elbmmobility.org/>)

Coordinating Office: Botswana International University of Science and Technology

Project Coordinator: Prof Eytayo Olakanmi

Project Manager : Ms Gadibotsile Chakandinakira

Email address for all enquiries: info@elbmmobility.org

Further contact information is available on the project website.

The Call for Applications for scholarships on the project website will announce the deadline for applications.

The applicant's e-mail address as indicated in the application form will be the only means of communication between the applicant and the Coordinating Office.





APPENDIX A: SAMPLE MOBILITY AGREEMENT

EDUCATION FOR LASER BASED MANUFACTURING: MOBILITY AGREEMENT

NOMINATION LETTER

The Nomination Letter specifies the details of the Intra-Africa Education for Laser based Manufacturing Mobility scholarship awarded to the grantee.

DURATION OF SCHOLARSHIP

The maximum duration of the scholarship is stated in the Nomination Letter. By no means may the duration of the scholarship exceed the maximum duration stated in the Nomination Letter nor that of the academic programme itself.

SUBSISTENCE ALLOWANCE

The monthly subsistence allowance depends entirely on the type of mobility and will be transferred on a regular basis. It will be calculated as follows:

600 € x month (Master's)

900 € x month (PhD)

1,200 € x month (Staff)

Female masters and doctoral scholarship holders will receive an additional allowance corresponding to one month's subsistence per academic year, for mobility equal to or longer than 2 academic years.

SETTLING-IN ALLOWANCE (STUDENTS ONLY)

An additional month's subsistence allowance will be provided to cover settling in.

PAYMENT AND MANAGEMENT OF THE SCHOLARSHIP

The coordinating university, Botswana International University of Science and Technology, is responsible for the management of the payment of the subsistence allowance, purchase of the travel flight tickets and reimbursement of visa costs.

Changes in the grantee's bank account or contact email during the stay abroad are discouraged. If such a change cannot be avoided due to force majeure, the grantee should inform the project manager at Botswana International University of Science and Technology (chakandinakirag@biust.ac.bw) as soon as possible. The settling-in allowance, the special allowance for female students, and the first monthly subsistence allowance will be paid to the grantee on registration at the host institution. Subsequent monthly subsistence allowances will be paid in advance according to the policies of the host university.

The grantee should arrive and leave the host university on dates as close as possible to those stated in the Invitation Letter provided by the host university, within a margin of up to seven days. E.g. if the dates of the grantee's mobility are from xx xx xx the grantee should not arrive at the host university before xx xx and should have left by xx xx xx.

IMPORTANT: If 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, for example, bus or train used to undertake the travel, so as to be able to submit a reimbursement request to the Coordinating Office.

INSURANCE

The Coordinating Office will organize and pay full insurance coverage (accident, travel, health) for the full length of the duration of the scholarship. It is the personal responsibility of the grantee to assure insurance coverage for any period exceeding the official duration of Intra-Africa scholarship.

PERIOD ABROAD

Arriving at the host university

I. The grantee is required to sign the learning agreement immediately.

II. The grantee must open a bank account and complete the Bank Detail Form. The Bank Detail Form must be submitted to the project manager at Botswana International University of Science and Technology (chakandinakirag@biust.ac.bw)

III. The official contact person at the host university confirms arrival to the project manager at Botswana International University of Science and Technology (chakandinakirag@biust.ac.bw)

TUITION FEES

AT THE HOME UNIVERSITY:

Students will continue paying the registration fees at their home university, if applicable.

AT THE HOST UNIVERSITY:

For short stays less than ten months, no tuition fees will be charged. Degree seeking students will not pay tuition fees at the host university. If applicable, the Intra-Africa –scholarship scheme will cover the costs of the fees following the rules and regulations agreed by the partnership.

* The partnership will cover the participation costs incurred by students on mobility programmes of 10 months or longer. The participation costs shall cover tuition and/or registration fees, additional library, student unions, residence permit, language courses costs etc. on an equal basis to that charged to local students (if allowed).

ACADEMIC COMMITMENT

For credit-seeking students

It is the grantee's responsibility to submit the Learning Agreement or Study/Research Plan including possible changes made to the originally proposed Learning Agreement or Study/Research Plan signed by him/herself and the

- I. Official ELbM contact person at the home university (if applicable);
- II. Academic supervisor at the home university;
- III. Official ELbM contact person at the host university;
- IV. Academic coordinator/head of department or other organisational unit at the host university.

A copy of this document must be submitted to the project manager at Botswana International University of Science and Technology (chakandinakirag@biust.ac.bw) four weeks after the starting date of academic activities at the host university, at the latest.

FOR STAFF:

Staff grantees are responsible for submitting their Research/Work Plan including possible changes made to the originally proposed Research/Work Plan signed by them and the

- I. Official ELbM contact persons at the home and host universities;
- II. Academic coordinator/head of department or other organisational unit at the home and host universities.

A copy must be submitted to the project manager at Botswana International University of Science and Technology (chakandinakirag@biust.ac.bw) ten days after the starting date of mobility, at the latest.

REGULAR REPORTS

Regular progress reports are to be submitted if the mobility flow is longer than one semester. A final report is to be submitted by all grantees (including mobilities of one semester or less) at the end of the mobility period at the host university.

PROGRESS REPORT (FOR MOBILITY FLOWS LONGER THAN ONE SEMESTER):

The first report is due after one semester and the subsequent reports are to be submitted at the end of the first and, if applicable, the second year. Each report is to be accompanied by a short standardized statement by the supervisor evaluating the grantee's performance and, based on performance, recommending the renewal or termination of the scholarship. The reports are to be sent to the project manager at Botswana International University of Science and Technology (info@elbmmobility.org)

FINAL REPORT:

At the end of the mobility period at the host university, each grantee is to prepare a detailed final report which is to be submitted with the written endorsement of the supervisor and the official ELbM contact person at the host university to the project manager at Botswana International University of Science and Technology (infog@elbmmobility.org).

INTERRUPTION OF THE MOBILITY OR WITHDRAWAL FROM THE SCHOLARSHIP

Any absence from host programme activities must be duly justified to the ELbM project leader at the host institution (e.g. with a statement from a medical professional), with a copy to the Coordinating Office. In exceptional cases, interruption of academic activities may be necessary for other reasons. Such interruptions should be discussed with and approved by the ELbM project leader at the host institution, and the Coordinating Office must be informed. If the grantee is not involved in any academic activity at the host university for more than 1 month, no subsistence allowance will be paid out for this period. As soon as academic activities continue at the host university, the grant will continue to be transferred. This does not apply to illness while in the host country and regular vacation periods at the host university.

Regular vacation periods should be discussed with, and approved by, the ELbM project leader at the host university, and should align with host university policies. If the duration of the academic activities plus the vacation periods, adds up to more than the maximum duration of the grant awarded, the vacation periods normally covered by the grant will be reduced to allow the grantee to successfully complete all the academic activities at the host institution. If the grantee resigns from the scholarship or leaves the host university before the official end of the mobility period, the payment of the scholarship will be terminated immediately. If the grantee graduates with the degree for which the scholarship has been awarded before the official end of the mobility period, the scholarship will be terminated at the time of graduation.

END OF MOBILITY

BEFORE LEAVING THE HOST UNIVERSITY

The following documents are to be submitted to the project manager at Botswana International University of Science and Technology (chakandinakirag@biust.ac.bw) at the end of mobility:

1. Final Report
2. Confirmation of arrival and departure duly completed and signed by the official ELbM contact person at the host university.
3. Confirmation of Payment / Confirmation of Participation signed by the grantee.
4. Updated and signed Learning Agreement or Study/Research Plan (only applicable if changes occurred after the start of mobility).
5. Only for staff: Updated and signed Study/Research/Work Plan (only applicable if changes occurred after the start of mobility).
6. Only for students: all transcripts of records (all degree students and credit-seeking students if applicable) and all documents detailing academic achievements including a copy of the degree awarded.

Hereby I confirm to have carefully read, am fully aware of, and accept the scholarship guidelines laid down in the present agreement.

Name of grantee: _____

Host University: _____

Expected start date: _____

Date

Signature of the grantee

APPENDIX B: SAMPLE LEARNING AGREEMENT

INTRA AFRICA MOBILITY SCHEME

LEARNING AGREEMENT –DEGREE SEEKING MOBILITY

Planned period of mobility: from (month/year)..... to (month/year).....

Student	Last names (S)	First names (S)	Date of birth	Nationality	Sex (M/F)	Field of education
	Previous degree received (type and tittle)			Awarded by (name and country of the awarding institution)		
Host Institution (Degree-awarding)	Name	Faculty/ Department	Address		Country	Contact person (Name/ email / Phone)

TABLE A to be filled in and signed before the mobility

Type of degree to be awarded				
Title of the degree				
Details of the study Programme at the Host Institution				
Component code (If any)	Component title of host institution	Semester	Number of agreed credits (or equivalent to) to be awarded by the host institution upon successful completion	
				Total
Commitment				
By signing this document, the student and the Host Institution confirm that they approve the Learning Agreement and that they will comply with all the arrangements agreed by them. The Host Institution confirms that the educational components listed in Table A are in line with its course and should be available to the student.				
Commitment	Name	Email	Position	Date

Type of the degree At the end of the mobility					
Title of degree					
Details of the changes in the study programme at the Host Institution (optional):					
Component code (If any)	Component title at the Host Institution	Deleted Component (tick if applicable)	Added component (tick if applicable)	Reason for change	Number of agreed credits (or equivalent)
Approval	Name	Position	Date	Signature	
Student		Student			
Responsible person at host institution					

INTRA –AFRICA ACADEMIC MOBILITY SCHEME

LEARNING AGREEMENT – Credit-seeking mobility agreement

Student	Last name s (S)	First name (s)	DATE OF BIRTH	Nationality	Sex (M/F)	Study cycle	Field of education
Home institution	Name	Faculty/Department	Address		Country	Contact person name/email/phone	
Host institution	Name	Faculty/Department	Address		Country	Contact person name/email/phone	

To be filled in and signed before the mobility

Details of the study programme at the Host Institution				
TABLE A Before the mobility	Component code (if any)	Component title at the Host Institution	Semester	Number of agreed credits (or equivalent) to be awarded by the Host institution upon successful completion

Recognition of Host Institution				
TABLE B Before the mo- bility	Compo- nent code (if any)	Compo- nent title at the Host Institution	Semester	Number of agreed credits (or equivalent) to be awarded by the Host institution upon successful completion

Provision if the student does not complete successfully some educational components

Commitment					
By signing this document, the student and the Host Institution confirm that they approve the Learning Agreement and that they will comply with all the arrangements agreed by them. The Host Institution confirms that the educational components listed in Table A are in line with its course and should be available to the student.					
Commitment	Name	Email	Position	Date	
Student			Student		
Responsible person at Home Institution					
Responsible person at Host Institution					

INTRA –AFRICA ACADEMIC MOBILITY SCHEME

LEARNING AGREEMENT – Credit-seeking mobility agreement- amendment

Type of the degree					
At the end of the mobility					
Title of degree					
Details of the changes in the study programme at the Host Institution (optional):					
Component code (If any)	Component title at the Host Institution	Deleted Component (tick if applicable)	Added component (tick if applicable)	Reason for change	Number of agreed credits (or equivalent)

Approval	Name	Position	Date	Signature
Student		Student		
Responsible person at host institution				

APPENDIX C: SAMPLE NOMINATION LETTER

DEAR [NAME OF AWARDEE]

Education for Laser based Manufacturing: Application outcome

We thank you for your patience during the selection process for the first round of applications under the ELbM project. It is with great pleasure that we wish to inform you that you have been selected to undertake [type of mobility] mobility at [name of university]. The maximum duration of the scholarship is [duration]. You are expected to take up the scholarship and report to your host institution for the start of the [year] academic year. Further information on the start date will be provided by the university. [Contact person] will assist where necessary with your transition to the [name of university].

Within the ELbM framework, you will be granted the following support for your degree programme:

FOR ALL MASTER'S STUDENTS:

- Return flight ticket and reimbursement for visa application costs;
- Insurance (health, accident, travel);
- A once-off settling-in allowance (€ 600);
- A monthly subsistence allowance (€ 600);
- An additional yearly allowance for female candidates undertaking mobility equal to or longer than 2 academic years (€ 600);

FOR ALL PHD STUDENTS:

- Return flight ticket and reimbursement for visa application costs;
- Insurance (health, accident, travel);
- A once-off settling-in allowance (€ 900);
- A monthly subsistence allowance (€ 900);
- An additional yearly allowance for female candidates undertaking mobility equal to or longer than 2 academic years (€ 900);

FOR STUDENT MOBILITY OF AT LEAST 10 MONTHS:

- Participation costs such as tuition fees, registration fees and service fees where applicable;
- A contribution towards research costs.

FOR STAFF:

- Return flight ticket and reimbursement for visa application costs;
- Insurance (health, accident, travel);
- A monthly subsistence allowance (€ 1,200)

Important: in order for preparations to start for your mobility period at your host institution, we ask you to confirm your acceptance of this scholarship within 10 days of receipt of this letter.

To do so, please read and sign the “Mobility agreement”, which is attached to this letter, and return it to info@elbmmobility.org . In addition, please carefully read the “Guidelines”, also attached.

By signing the Mobility Agreement, you formally declare that you accept the mobility scholarship and its terms and conditions under the ELbM project. Please note that if we do not receive the signed document by the indicated deadline, we will regard the offer of this scholarship as having been declined.

For student mobility, you are required to submit an application to your host institution using their formal application procedure. Please liaise with your host for information on the application process and to obtain an institutional letter of acceptance. If you wish to appeal this outcome, please send a letter of appeal to the ELbM Coordinating Office, explaining why you believe that your application has been assessed unfairly. The selection committee will consider and respond to your appeal within 30 days of receipt of the letter.

On behalf of all the ELbM partners, we wish to congratulate you on your successful application.

Should you have any questions, please do not hesitate to contact us.

Best wishes,

The ELbM Coordinating Office

info@elbmmobility.org





Education for Laser-based Manufacturing

Coordinating University

Botswana International University of Science and Technology

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