



**Climate Smart Agriculture Research and Innovation Support for Dairy Value Chains in Eritrea (CSARIDE)  
(EU contract no: FOOD/2019/411-806)**

**DeSIRA-CSARIDE MSc/PhD Fellowships**

**STUDENT CONTRACT**

<b>Name of student:</b>	
<b>Date of birth:</b>	
<b>Place of birth:</b>	
<b>MSc or PhD award:</b>	
<b>Name and address of University:</b>	

**Teagasc, the coordinator of the above contract, hereby agrees the following terms and conditions with the CSARIDE Fellowship awardee named above, and hereafter referred to as the student:**

**A. General Terms**

1. The above fellowship is awarded to the student starting **[insert start date]** for a maximum period of 20 months in the case of an MSc student and 36 months in the case of a PhD student, renewable for a further period of not more than four (4) months for an MSc student and 12 months for a PhD student, subject to satisfactory academic progress<sup>1</sup>.
2. Failure to comply with the terms and conditions set out herein may result in the immediate termination of the fellowship, in which eventuality, the student will be required to return immediately to his/her normal work location in Eritrea.
3. In the event of a fellowship being terminated under paragraph 2, Teagasc reserves the right to demand the repayment of all or part of the fellowship amount paid to the student up to the date of termination.
4. Specifically, the fellowship may be terminated, repayment be requested of all or part of the amount paid to date of termination, and the student be required to return to his/her normal work location in Eritrea, in the event of any of the following terms being breached:
  - The student does not comply with the Academic Regulations and Procedures of the university
  - The student fails to meet the required academic assessment standards
  - The student has not met the required attendance for modules or other course work

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<sup>1</sup> Maximum period of award for an MSc Fellowship is 24 months: initial award will be for the duration of the coursework up to a maximum of 12 months, and can be renewed for up to a further 12 months, subject to satisfactory academic progress. For a PhD award, the maximum award period will be 36 months: initial award will be for 12 months and can be renewed for up to a further 24 months, subject to satisfactory academic progress. **(A different contract will be signed by students studying for a DVM degree).**

- The student does not return to his/her normal work location in Eritrea in accordance with paragraph 7 or following a direct instruction from his/her manager.
5. The student will promptly provide the necessary documents for his/her registration in the university and will join the university as soon as possible following registration.
  6. The student will provide the names and addresses of two guarantors who will be held responsible should the student fail to comply with the terms and conditions of this contract.
  7. The student will return to his/her normal work location in Eritrea within 10 weeks following the completion of the coursework (MSc awardee), which allows for the preparation, submission and defence of a thesis research proposal, unless specific written authorisation otherwise has been given to the student by his/her line manager. In the case of a PhD award, the student must return to his/her normal work location in Eritrea immediately following the completion of coursework (if any) and thesis proposal defence, unless specific written authorisation otherwise has been given to the student by his/her line manager.
  8. The student must commit to duly attend the prescribed modules, lectures and other programme learning events, and to undertake all programme assessments of the university.
  9. Upon return to Eritrea as per paragraph 7 above, the student is required to maintain regular communication with his/her supervisors; to arrange monthly meetings with the supervision team as per paragraph 30 below; and to respond promptly to requests from the Academic Supervisor. Any written complaints from the Academic Supervisor in regard to failure by the student to comply with these requirements will be referred to the Research Oversight Committee for investigation and appropriate follow-up action up to and including termination of the fellowship.
  10. The CSARIDE Research Oversight Committee, upon presentation of an unsatisfactory report by the university, may advise Teagasc to terminate the fellowship or to take such other action as may be deemed appropriate.
  11. The EIDP Office in Asmara, with the support of Vita Dublin, will make all necessary arrangements for the registration of students in host universities, purchase travel tickets and support the student in securing suitable accommodation.
  12. The student must provide all needed supporting documentation in good time to EIDP and Vita Dublin in regard to all administration requirements, including university registration, flight bookings, accommodation, etc.

#### **B. Fellowship Payments**

13. The student (MSc and PhD) will receive a fixed monthly stipend payable to the student's bank account. Stipends will only be paid from the date of arrival at the university to the date of departure from the university. (See paragraph 7). A written receipt for each monthly stipend should be sent by email to the Vita Dublin office.
14. The amount of the monthly stipend for students studying in the University of Nairobi has been fixed at €600 (six hundred Euro). This amount may be adjusted upwards or downwards depending on living costs in other host university cities/towns/countries where students register. Such adjustments will be undertaken by Vita Dublin using the best available information on local living costs, and approved by Teagasc. The amount of any such stipend may also be adjusted upwards or downwards in light of changes in living costs over the duration of the fellowships programme.
15. Besides accommodation, the stipend is expected to cover everyday living expenses such as
  - Food and drink
  - Transport within the host country
  - Clothing
  - Stationery
  - Entertainment
  - Communication costs – mobile phone bills, internet charges etc.

16. The student must submit receipts for all transactions expected to be covered by the project budget. Failure to provide a receipt or other satisfactory proof of purchase will result in non-payment of the amount requested. If a printed receipt is not available from the vendor, a written receipt should be requested.
17. The fellowship may provide for some additional, necessary exceptional costs which are not expected to be covered by the monthly stipend. These include once-off expenditures necessary to get settled in accommodation in the host country and are critical for studies, such as:
  - Bedding material if not provided by the accommodation
  - Essential IT equipment if covered by a specific project budget line
  - Temporary private accommodation upon arrival if university accommodation is not secured (e.g. guest houses etc.).
18. Students are reminded that this project is subject to regular external audit. Every single transaction charged to the project will need to be well justified to the funding organisation (European Union). Therefore, students are requested to consider the equivalent cost in Nakfa of each purchase and seek local advice to determine whether the price of once-off items charged to the programme are reasonable and represent good value.
19. Students are expected to seek the best value possible in order to keep costs down, keeping in mind that unnecessary expenditures will ultimately result in cuts to other project budget lines that are critical to the development of dairy value chains in Eritrea. Other expenditures that are **not** expected to be covered by the monthly stipend include:
  - Costs relating to transport to and from Eritrea
  - Related COVID tests if required for travel
  - Any costs associated with Visas.

### C. International Travel

20. The Vita Dublin Office will organise and pay for international flights for students between Eritrea and the country of the host university. All tickets purchased will be at the lowest available economy class fare, on a regularly scheduled commercial flight by the shortest route between Asmara and the relevant destination.
21. In the case of MSc students, the project will support the purchase of one round trip ticket to enable the student travel to the host country to begin his/her studies and return to Asmara in accordance with the conditions set out in paragraph 7 above.
22. The student may, with the consent of his/her line manager, return to the host university for final graduation, in which case a further round trip ticket, Asmara-host country-Asmara, will be supplied to the student.
23. In the case of PhD students, the project will support the purchase of one round trip ticket to enable the student travel to the host country to begin his/her studies and return to Asmara in accordance with the conditions set out in paragraph 7 above.
24. The PhD student may, with the consent of his/her line manager, return to the host university for final graduation, in which case a further round trip ticket, Asmara-host country-Asmara, will be supplied to the student.
25. Additionally, in the case of a PhD student, his/her manager may authorise additional international travel, on the recommendation of the student's supervision team and the Research Oversight Committee, in the following circumstances:

- To attend one international scientific conference in year 2 and year 3 of the study programme
- To return to the host university or another approved international scientific institution to attend additional course work; OR to undertake field work; OR to receive support with data analysis/laboratory analysis; OR some other support recommended by the supervision team and approved by the Research Oversight Committee.

#### **D. Tuition Fees**

26. Tuition fees are paid directly to the university upon receipt of a formal invoice or equivalent from the university. Students understand they should be ready to share any information on fees they are being requested to pay to ensure that they match with the formal invoices presented by the university. Payment can only be made upon approval by Teagasc of official university invoices.

#### **E. Accommodation in the Host Country:**

27. The student is expected to attempt to secure university-provided accommodation in the host country in advance of arrival there. In general, this provides the best value for money to the project and reduces the administrative burden and bank transaction charges incurred by the project. When this is not available and suitable alternative accommodation must be sought, or if university accommodation is priced more highly than suitable alternative accommodation, the student must submit a written justification to Teagasc accompanied by a supporting note from the university confirming same.

#### **D. The Thesis**

28. The student will undertake an agreed research project for his/her MSc/PhD thesis which will be relevant to, and help advance the joint research programme agreed by the Eritrean National Agricultural Research Institute (NARI) and Hamelmalo Agricultural College (HAC) under the CSARIDE contract. The agreed topic will be signed off by the Director of NARI/the Dean of HAC, the Chair of ROC, and the academic supervisor(s).
29. Graduate research advisory/supervisory committees will be established for each MSc/PhD candidate comprising: a) a primary academic supervisor from the university; b) two supervisors – a national and an international CASRIDE team members who hold a PhD and have expertise on the research topic identified; and c) one additional advisor, with a PhD, from an international institution (optional) e.g. ILRI.
30. The supervisory committee will meet virtually with the student on a regular (probably monthly) basis; minutes will be prepared by the student and agreed by the supervisors and the student and copies will be circulated to:
- Committee members
  - The student's line manager
  - CSARIDE Project Manager
  - The Chair of ROC.
31. In the case of an MSc Fellowship, the student is expected to publish a minimum of one peer-reviewed publication from the thesis research in a refereed journal. PhD students are required to publish a minimum of three peer-reviewed publications from their thesis work in refereed journals.

32. The student’s manager will maintain regular contact with the student at all times during the period of the fellowship, including at least one visit to meet with the student while based in the university. The student is obliged to keep his/her manager fully informed of all matters relevant to his/her academic performance during the fellowship period.

**F. Ongoing Administration of Fellowships**

33. All notifications required under this contract from the student should be communicated in good time to the Financial Officer at the Vita Dublin office ([Judith.oconnor@vita.ie](mailto:Judith.oconnor@vita.ie)), copying the Vita Programme Officer ([Sam.kappler@vita.ie](mailto:Sam.kappler@vita.ie)), and the CSARIDE Programme Coordinator, Dr Lance O’Brien ([lance.obrien@teagasc.ie](mailto:lance.obrien@teagasc.ie)).
34. The student must provide immediate notification to Teagasc in the event of any change in his/her circumstances that could impact on the successful completion of the degree programme or any other matter impacting on the safety, health and well-being of the student.

Signed at:	
Date:	
Student Name :	
Student Signature :	
Signed on behalf of Teagasc by the Teagasc Project Coordinator, Dr Lance O’Brien.	
Date:	

**Please complete the following table recording details of your supervision committee**

Supervisor	Name	University/Organisation	Email address
1. Academic (Lead)			
2.			
3.			
4.			