



Academic Monitoring Arrangements for SMECC2E Scholarship Holders

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1. Objective of Academic Monitoring

The academic monitoring system is designed to ensure high academic quality and the successful completion of mobility periods by participating students. It will track student progress, academic performance, and overall well-being throughout the mobility experience, ensuring that participants receive the necessary academic and institutional support.

In addition, the system will guarantee full academic recognition and effective credit transfer between partner institutions. It will also enable timely intervention in cases where academic or personal challenges arise and ensure that mobility activities remain aligned with the thematic focus and learning objectives of the SMECC2E project.

2. Academic Monitoring Structure

The monitoring system operates at three levels as illustrated in the Table below and Figure1:

Level	Responsibility
Home Institution	Responsible for: • Approving the mobility plan • Monitoring overall academic progress • Ensuring credit recognition upon completion
Host Institution	Responsible for: • Delivering academic supervision and teaching • Monitoring coursework, research, or traineeship performance • Providing academic transcripts and reports
SMECC2E Project Coordination Committee	Responsible for: • Central oversight of all mobilities • Tracking academic performance and compliance • Ensuring reporting to funding bodies • Coordinating interventions where necessary

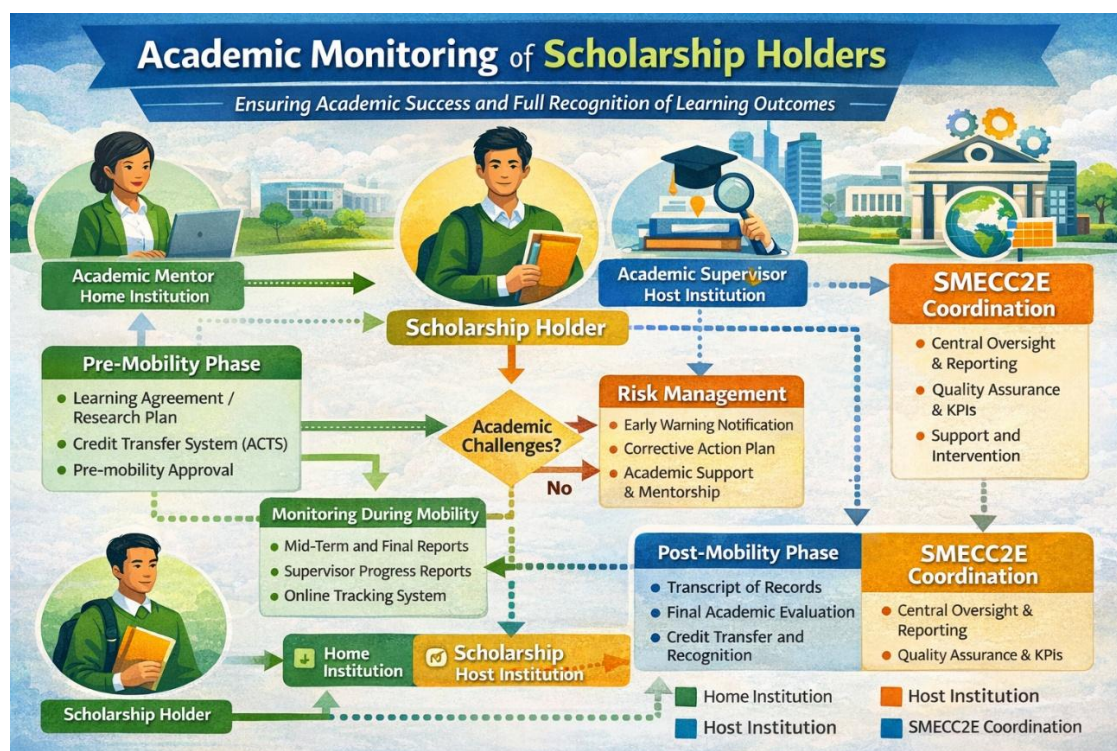


Figure 1 - Three Levels of Academic Monitoring of Scholarship Holders

3. Academic Supervision and Mentorship

Each scholarship holder will be assigned one academic supervisor (Host Institution), and one Academic Mentor (Home Institution)

Host Supervisor: Guides academic activities (courses, research, traineeship), monitors day-to-day academic performance, and provides periodic evaluation reports

Home Mentor: Ensures alignment with home programme requirements, supports academic reintegration after mobility, confirms credit transfer and recognition

4. Pre-Mobility Academic Arrangements

Before the commencement of mobility, key academic arrangements must be completed to ensure clarity and alignment between the participating institutions. This includes the preparation and signing of a Learning Agreement, Research Plan, or Traineeship Agreement, depending on the nature of the mobility. These documents will clearly define the courses to be taken, the number of credits to be earned, or the specific research objectives to be achieved during the mobility period.

In addition, the proposed academic activities must be aligned with the African Credit Transfer System (ACTS) or an equivalent credit recognition framework. The agreement must receive formal approval from both the home and host institutions to ensure institutional recognition.

It will also clearly outline the expected learning outcomes and the methods of assessment that will be used to evaluate the student's academic performance during the mobility period.

5. Monitoring During Mobility

5.1 Academic Progress Reporting

Scholarship holders are required to submit both a mid-term progress report and a final academic report as part of the academic monitoring process. These reports are essential for tracking the progress of each participant throughout the mobility period and ensuring that academic and training objectives are being met in line with the SMECC2E project goals.

The reports should provide detailed information on courses completed or currently ongoing, as well as research progress for PhD candidates. For trainees, the reports should highlight the skills and competencies acquired during the traineeship. In addition, scholarship holders are expected to clearly outline any challenges encountered during their mobility, along with steps taken or proposed to address them, to support timely intervention and continuous improvement.

5.2 Supervisor Reports

Host supervisors are required to submit periodic evaluation reports to monitor the academic and professional progress of scholarship holders throughout the mobility period. These reports provide an objective assessment of the participant's engagement and overall performance, ensuring that the mobility activities remain aligned with the expected learning and research outcomes of the SMECC2E project.

The evaluation typically covers key areas such as attendance and participation in academic or training activities, overall academic performance, and the quality of research outputs or practical performance, depending on the type of mobility. This structured feedback mechanism enables timely identification of any issues and supports continuous academic improvement and accountability.

5.3 Continuous Performance Tracking and Online Monitoring System

Monitoring tools will include academic transcripts, coursework results and grades, research milestones for PhD candidates, and internship performance appraisals. These instruments will help ensure that the academic progress, research development, and professional training of mobility participants are properly documented and evaluated throughout the duration of the programme.

An online mobility tracking platform will also be used to support the monitoring process. The platform will enable the recording of student progress, uploading of reports and evaluations,

tracking of mobility status and key milestones, and facilitate effective communication among stakeholders involved in the mobility programme.

6. Academic Support Mechanisms

To ensure the success of mobility participants, the project will provide orientation programmes that introduce students to academic expectations, grading systems, institutional policies, and available support services at the host institution. These sessions will help participants adapt more quickly to the academic environment and understand the requirements necessary for successful completion of their mobility period.

In addition, students will receive mentorship and advisory support throughout their stay to guide their academic and professional development. Where necessary, language support will be provided to facilitate effective communication and learning, while counselling services will be available to assist students in addressing any academic or personal challenges that may arise during the mobility period.

7. Risk Management and Intervention

If academic challenges arise during the mobility period, appropriate risk management and intervention measures will be implemented to support affected students. An early warning system based on supervisor reports will help identify potential academic difficulties at an early stage, allowing for timely intervention. This will be followed by immediate engagement with the student and their mentors or supervisors to better understand the challenges and determine suitable support mechanisms.

Where necessary, a corrective action plan will be developed to help the student successfully complete the programme. This may include adjustments to the study plan, provision of additional academic support such as tutoring or mentoring, and, where justified, the extension of deadlines to allow the student sufficient time to meet academic requirements while maintaining programme standards.

8. Post-Mobility Academic Evaluation

At the end of the mobility period, students are required to submit a final academic report, a transcript of records, and any research outputs produced during the mobility period, where applicable. These documents provide a comprehensive account of the academic activities, achievements, and outcomes of the mobility experience.

In addition, the host institution will provide official documentation to validate the student's academic engagement and performance. This includes the official academic transcript issued by the host institution and a supervisor's evaluation report assessing the student's academic progress, research performance, and overall participation during the mobility period.

9. Credit Transfer and Recognition

Credits earned during the mobility period will be transferred using the African Credit Transfer System (ACTS) or an equivalent recognized credit transfer framework. This ensures transparency, comparability, and consistency in the recognition of academic work completed at the host institution.

Home institutions will recognize the courses or research successfully completed during the mobility period and ensure that students do not experience any loss of academic progress. The outcomes of the mobility experience will also be appropriately integrated into the students' degree requirements in line with institutional regulations and programme guidelines.

10. Quality Assurance Measures

To ensure academic excellence, the programme will be subject to regular review by the Quality Assurance Committee (QAC), which will oversee compliance with institutional academic standards and ensure that mobility activities align with the overall objectives of the programme. Standardized monitoring templates and reporting formats will also be used to promote consistency, transparency, and accountability in documenting academic progress and outcomes.

In addition, academic outputs generated through the mobility programme will undergo peer review to maintain high scholarly standards. Where applicable, external evaluations will also be conducted to provide independent assessments of programme quality, effectiveness, and impact, thereby strengthening the credibility and continuous improvement of the mobility initiative.

11. Key Performance Indicators (KPIs)

Academic monitoring will track key indicators to assess the effectiveness and quality of the mobility programme. These include the completion rate of mobilities, students' academic performance as reflected in GPA and course grades, and the credit transfer success rate, with a target of achieving 100% successful credit recognition.

Additional indicators will include student satisfaction levels, research outputs such as publications and reports, and the timely completion of mobility periods. Together, these

measures will help ensure that the programme delivers meaningful academic outcomes while maintaining high standards of performance and accountability.

12. Post-Mobility Tracking

To assess the long-term impact of the mobility programme, an alumni tracking system will be established to maintain contact with former participants and monitor their professional and academic trajectories after completion of the mobility period. This system will help gather valuable insights into how the mobility experience contributes to personal development, career advancement, and continued academic engagement.

In addition, follow-up surveys will be conducted one year and three years after the completion of the mobility period. These surveys will focus on key indicators such as employment outcomes, further academic progression, and participants' contributions to research and innovation. The information gathered will support ongoing evaluation of the programme's effectiveness and inform future improvements.

13. Conclusion

The SMECC2E academic monitoring framework ensures that all scholarship holders receive structured academic guidance, continuous performance tracking, and full institutional support, thereby guaranteeing high-quality outcomes, accountability, and alignment with project objectives.

Annex A - SMECC2E Student Progress Report Template (Mid-Term & Final)

A. General Information

Item	Details
Student Name	-----
Application ID	-----
Programme Type	☐ MSc ☐ PhD ☐ Trainee
Mobility Type	☐ Credit-Seeking ☐ Degree-Seeking ☐ Traineeship
Home Institution	-----
Host Institution / Organization	-----
Thematic Area	-----
Reporting Period	☐ Mid-Term ☐ Final
Reporting Date	-----

B. Academic / Training Activities

1. Courses / Research / Training Undertaken

Activity	Description	Status (Completed/Ongoing)	Credits / Output

2. Progress Summary

Provide a summary of your academic, research, or traineeship progress:

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3. Skills and Competencies Acquired

Technical skills:	
Research skills:	
Professional/soft skills:	

C. Performance and Achievements

Grades obtained (if applicable):	
Research outputs (publications, reports, presentations):	
Internship deliverables (if applicable):	

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D. Challenges and Mitigation

Challenge Impact Action Taken

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E. Alignment with SMECC2E Thematic Area

Explain how your activities align with the selected thematic area:

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F. Feedback on Host Institution / Organization

Academic support:	
Facilities and infrastructure:	
Supervision quality:	

G. Future Plan (For Mid-Term Report Only)

Outline your remaining activities and expected outcomes:

Activities	Expected Outcomes

H. Overall Self-Assessment

- ☐ Excellent
☐ Very Good
☐ Good
☐ Needs Improvement

Comments:

I. Student Declaration

I confirm that the information provided is accurate and reflects my academic progress.

Name	Signature	Date

Annex B - SMECC2E Supervisor Evaluation Report Template

A. General Information

Item	Details
Student Name	-----
Programme Type	☐ MSc ☐ PhD ☐ Trainee
Host Institution / Organization	-----
Supervisor Name	-----
Reporting Period	☐ Mid-Term ☐ Final
Date	-----

B. Evaluation of Academic / Training Performance

Criteria	Description	Rating (1–5)	Comments
Academic/Technical Competence	Understanding of subject area and technical skills		
Progress and Output	Achievement of planned objectives and milestones		
Quality of Work	Accuracy, depth, and originality		
Initiative and Independence	Ability to work independently and solve problems		
Communication Skills	Written and oral communication		
Professional Conduct	Punctuality, teamwork, and ethics		

C. Specific Assessment (Select Applicable Category)

For MSc Students

- Course performance and participation:
- Assignment and project quality:

For PhD Students

- Research progress:
- Quality of research proposal/work:
- Publication potential:

For Trainees

- Practical skills development:
- Industry readiness:
- Workplace integration:

D. Achievement of Learning Objectives

Objective	Achieved (Yes/No)	Comments

E. Overall Performance Rating

- ☐ Excellent
☐ Very Good
☐ Good
☐ Needs Improvement

F. Challenges Observed

Issue	Impact	Recommendation

G. Recommendations

- ☐ Continue as planned
☐ Minor adjustments required
☐ Major intervention required

H. Final Remarks

I. Supervisor Declaration

I confirm that this evaluation reflects the student's performance during the reporting period.

Name	Signature	Date

Annex C - Host Organization Evaluation Reporting Template (For Traineeships)

A. Organization Details

Item	Details
Organization Name	
Industry Sector	
Supervisor Name	

B. Trainee Performance Evaluation

Criteria	Rating (1–5)	Comments
Technical Skills		
Problem Solving		
Teamwork		
Communication		
Professionalism		

C. Overall Assessment

- ☐ Excellent
☐ Very Good
☐ Good
☐ Needs Improvement

D. Recommendation

- ☐ Highly recommended for employment
☐ Recommended
☐ Not recommended

E. Supervisor Signature

Name	Signature	Date

Annex D. Rating Scale Guide (For All Evaluations)

Score	Interpretation
5	Excellent
4	Very Good
3	Good
2	Fair
1	Poor