



Institutional Services and Support for SMECC2E Scholarship Holders

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Implemented by:



<https://smecc2e.unn.edu.ng/>

Document History

Version No	Date	Description
1.0	19 th June 2026	1 st Approved Version

Pre-Mobility

Type of Support	Description of Services (Aligned with SMECC2E / NDICI)
Transparent Selection & Admission	Merit-based, gender-balanced, and inclusive selection in line with NDICI principles; clear communication of results
Learning Agreement Preparation	Development and approval of a Learning/Traineeship Agreement with defined outcomes, ECTS (where applicable), and recognition mechanisms
Visa & Legal Support	Issuance of official invitation letters, guidance on visa/residence permits, and compliance with host country regulations
Pre-Departure Orientation	Mandatory briefing covering academic expectations, intercultural awareness, ethics, safeguarding, and code of conduct
Financial & Grant Management	Clear explanation of scholarship entitlements (travel, subsistence, insurance) in accordance with NDICI funding rules
Insurance Coverage	Ensuring comprehensive insurance (health, accident, travel, liability) compliant with mobility scheme requirements
Travel & Logistics	Support in organizing travel in line with project budget and eligibility rules
Accommodation Arrangements	Assistance in securing safe and adequate housing prior to arrival
Language & Academic Preparation	Provision of language support and preparatory materials where necessary
Inclusion & Equal Opportunity Measures	Additional support for participants with special needs or fewer opportunities

During Mobility

Academic Supervision & Mentorship	Assignment of qualified supervisors; structured guidance aligned with Learning Agreement
Recognition & Quality Assurance	Continuous monitoring to ensure alignment with agreed learning outcomes and academic standards
Financial Support Disbursement	Timely payment of allowances in line with NDICI financial regulations
Integration & Welcome Services	Orientation at host institution, buddy systems, and cultural integration activities
Access to Facilities	Full access to laboratories, libraries, ICT services, and research infrastructure
Health, Safety & Wellbeing	Access to healthcare services, psychological support, and emergency assistance mechanisms
Monitoring & Reporting	Regular progress reports, supervisor evaluations, and institutional oversight as required by SMECC2E
Safeguarding & Ethics Compliance	Enforcement of codes of conduct, anti-harassment policies, and ethical research standards
Career & Skills Development	Participation in workshops, seminars, and transferable skills training
Problem Resolution Mechanisms	Clear procedures for addressing academic, administrative, or personal issues
Visibility & EU Acknowledgement	Compliance with NDICI visibility rules (acknowledging EU funding in outputs and activities)

Post- Mobility

Certification & Documentation	Issuance of Traineeship Certificates, transcripts, and official documentation in line with Erasmus+/NDICI formats
Academic Recognition	Full recognition of credits/learning outcomes by the Sending Institution as per Learning Agreement
Final Reporting	Submission of participant reports and institutional reports to SMECC2E and NDICI funding bodies
Financial Closure	Final grant reconciliation in compliance with NDICI financial rules
Reintegration Support	Academic and administrative support upon return to the Sending Institution
Impact Evaluation & Tracer Studies	Participation in follow-up surveys to assess programme impact (NDICI requirement)
Alumni Network Engagement	Integration into SMECC2E/EU alumni networks for long-term collaboration
Dissemination & Visibility	Encouragement to share experiences through seminars, publications, and outreach activities acknowledging EU support
Career Development Support	Continued access to career guidance and professional networking opportunities