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Erasmus+ Programme  
of the European Union



Erasmus Mundus Joint Master Degree (EMJMD)  
**“International Master in Applied Ecology”**

Student Agreement  
«Edition» edition

*The existence of such an agreement prior to the enrolment of the student in the Erasmus Mundus Joint Programme is a mandatory requirement in accordance with sections 4.5 of the Erasmus Mundus Programme Guide available at:*

*“[http://eacea.ec.europa.eu/erasmus\\_mundus/programme/programme\\_guide\\_en.php](http://eacea.ec.europa.eu/erasmus_mundus/programme/programme_guide_en.php)”*

*The European Commission recommends to the students enrolled in EMJMDs joining the Erasmus Mundus Students and Alumni Association (EMA). EMA is the association of all EMJMD students offering an international professional and personal network not only during the study period, but also after graduation. It serves as channel of communication for students, alumni, universities and the European Commission. The EMA website is the following: “<http://www.em-a.eu/>”*

*This agreement is defined as precisely as possible the rights and obligations of both parties and cover the academic, administrative, financial and insurance aspects of course participation and the EMJMD scholarship if the student is granted. The objective of this Agreement is to ensure that:*

- *the enrolled student candidate is provided with a comprehensive picture of all the academic, research, financial, administrative, and other aspects related to his/her participation in the Erasmus Mundus Joint Programme;*
- *both parties - i.e. the consortium and the individual participant - agree on these aspects and their respective responsibilities towards them.*

The rules issued directly from European Erasmus Mundus programme rules are presented in italics in the relevant section. This agreement is relevant for students recipient of an Erasmus Mundus scholarships, students recipient of another source of funding and self-paying students as well.

The University of Poitiers, established in Hôtel Pinet, 15 Rue de l’Hôtel Dieu, 86034, Poitiers, France, Coordinating Institution of the Erasmus Mundus Joint Master Course “International Master in Applied Ecology” (EMJMC-IMAE; FPA 532524-1-FR-2012-ERA MUNDUS-EMMC; 2013-0224), the **programme**, represented by Dr. Freddie-Jeanne Richard, Programme Coordinator, on behalf of IMAE consortium members (University of Poitiers (France); University of Coimbra (Portugal); Christian-Albrechts University at Kiel (Germany); University of East Anglia, Norwich (UK); Federal University of Rio Grande do Sul, Porto Alegre RS (Brazil); Universidad San Francisco de Quito (Ecuador); University of Otago, Dunedin (New Zealand); University of Adelaide (Australia)),

the **Consortium**, of the one part,

Name:                 «**LastName**»   «**FirstName**»  
Date of birth:        «**DateBirth**» -   Nationality: «**Nationality**»  
Enrolled in the IMAE program under the status of “«**Decision**»”,  
in the specialisation stream “«**Specialization\_Year2**»” (year 2)  
in the category “«**Category**»”,

the **Student**, of the other part,

HAVE AGREED to the following terms and conditions of the present Agreement

## **A. Rights & Obligations of both parts – from European rules**

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### **§1. Rights and Obligations of the Consortium<sup>1</sup>:**

*The IMAE partner institution, by the local key persons involved in the programme shall assist as far as possible the Student in order to facilitate his/her integration in the hosting partner in both academic and logistic point of view. Such assistance is particularly provided for immigration process, accommodation preparation, studying facilities. The Coordination will be attentive for student personal issues in the respect of confidentiality.*

*In summary, according to EM regulations, the **Consortium** is obliged to:*

- *deliver the joint programme as described in the consortium website and the scholarship/fellowship application (content, calendar, structure, degrees awarded, participation costs, etc);*
- *if applicable, provide the participant with the relevant "student handbooks" (/code of conduct) to be followed by local students;*
- *inform the participant about its performance evaluation methodologies, the criteria and timetable applied by the consortium, as well as the performance threshold to be reached in order to continue participation in the joint programme;*
- *inform the participant about the conditions and timetable for "re-sits";*
- *offer to the participant all the normal services offered to their local students (e.g. language courses, libraries, social services, internet, sport facilities, social security, insurance, etc.);*
- *inform scholarship/fellowship holders about the payment method and timetable;*
- *provide the participant with the necessary support to facilitate his/her mobility to, and installation in the different hosting universities;*
- *follow the procedure presented in the guideline provided by the European commission "Guidelines for students who wish to raise concerns about their Erasmus Mundus experience" in case of concerns, discordance and/or misunderstanding raised by student(s).*

### **§2. Rights and Obligations of the Student<sup>2</sup>**

*The Student hereby commits him/herself on his/her honour to duly attend the IMAE programme and attend all prescribed lectures and examinations for the whole study programme in each institution visited in the respect of its own and national rules. In all his/her activities, personal and academic, the student will respect ethical principles of their host country.*

*In summary, according to EM regulations, the **Student** is obliged to:*

- *attend and actively participate in the joint programme and for the whole duration (i.e. two years) during lectures, seminars, training courses, etc. in accordance with the relevant requirements;*
- *respect the legal rules and comply with the local code of conduct and teaching practices in place in the host institutions;*
- *deliver the expected academic outputs (projects, essays, publications, etc.) in accordance with the joint programme's requirements;*
- *reach the expected performance results and behaviour in order to be allowed to continue participating in the joint programme*
- *(for scholarship/fellowship holders only) accept that the scholarship/fellowship will be withdrawn if his/her obligations as a participant have not been met.*
- *accept in case of exclusion or withdraw, to lose all benefits, services and assistance provided by the programme to its students, including diploma certificate, official final transcript, support letters issued on behalf of IMAE programme;*
- *follow the procedure presented in the guideline provided by the European commission "Guidelines for students who wish to raise concerns about their Erasmus Mundus experience" in case of concerns, discordance and/or misunderstanding about IMAE study programme and/or management.*

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<sup>1</sup> In reverse, and in a "passive mode", these requirements can be understood as representing the student's rights vis-à-vis the consortium.

<sup>2</sup> In reverse, and in a "passive mode", these requirements can be understood as representing the consortium's rights vis-a-vis the student

## ***B. General conditions***

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### **§1. Attendance**

The Student commits himself/herself to attend as full-time student during the two years (September to September, academic years «Edition»), whatever his/her status regarding financial support, the IMAE academic programme, approved by the European Commission under Convention Number FPA 2013-0224.

For each mobility between hosting institution, the student may arrange his/her travel by him/herself in the respect of the end date and start date of the two consecutive periods of study, dates notified by the IMAE coordination. During the institutional breaks (see academic calendar of each hosting institution) the student is free of his/her time and travel. Since the schedule of a week is susceptible to change, any day from Monday to Friday can be used to move a class if needed. That is strongly recommended to the student to inquire to the coordination prior to engage a travel.

However, the student shall inform IMAE coordination in case of travel outside the hosting institution country during the whole duration of the programme, inclusive holidays. Non respect can lead to the suspension of the personal allowance of granted students (see C.§2. below).

### **§2. Program requirements**

The Student declares to meet the requirements to follow the proposed academic programme, particularly that he/she holds a Bachelor (or equivalent) degree and that he/she commits himself/herself to reach a minimum level of English equivalent to B2 according to the levels defined by the Common European Framework of Reference for Languages (CEFR) before the starting of the programme. The Student declares that all the information compiled in his/her documents supporting his/her application are true and relevant. In case of fake declaration, the student can be excluded and any financial support shall be refunded by the student. Such evidence may lead to legal criminal procedure.

### **§3. Information provided**

The Consortium Universities will endeavour their best to provide the **Student** with tuition, supervision, assessment and support services of a professional standard. Relevant information concerning the structure and organization of the Master is published on IMAE website and updated before each edition (<http://www.emmc-imaec.org>). If the programme needs to evolve and adapt during the edition, IMAE coordination will inform directly the student.

### **§4. Programme evaluation by the students**

Each period will be evaluated by the students using an anonymised questionnaire. A summary of the results of the evaluation will be communicated to the students.

### **§5. Student evaluation by the programme**

IMAE programme will adopt the Erasmus Mundus procedure of validation of the student's participation for all the students selected, granted or not. In the first period of the programme student's competences and skills will be evaluated. Failure to this evaluation will automatically cancel the student's participation and, if applicable, the scholarship will be reallocated to another student, already enrolled or in the reserve list.

### **§6. Students' representative**

At the beginning of the programme the whole cohort will choose/elect the representative. The students' representative will make the link between the students and the coordination and transmit feed-back on behalf of the cohort, organizing exchange following his/her own procedure. If possible, the representative can be invited during consortium meeting.

### **§7. Assistance**

Personal assistance: The IMAE academic supervisor will be his/her reference during his/her stay at the assigned university. If the Student has any kind of difficulty, either academic, logistic or administrative, social or cultural, he/she will have the possibility to refer to him/her for advice. According to student's concern and with his/her consent, the IMAE academic supervisor could have to share the information with the IMAE Overall coordinator. In case of major personal concern the student can contact directly the programme coordinator. In all such exchange, the student may require a strict confidentiality.

Administrative assistance: The Student will obtain assistance from the International Relations Office of the assigned universities with all administrative formalities he/she may need, such as the period of enrolment at the university, welcome reception, how to get the student card, accommodation information (cost of living, university residences, renting flats), sports facilities as well as cultural and social events, and, if needed, the residence permit, registration with the local authorities and visa information.

## **§8. Health insurance**

The Student, granted or not, will be provided (i.e. free of charge) with health insurance during the whole period of the studies. This comprehensive insurance policy covers all European Minimum Requirements {medical expenses all over the world, civil responsibility and repatriation cost towards the country of the student, etc}. Additional coverage can be available for the student in each country, at his/her own charge.

In case of withdraw/exclusion the insurance will be automatically suspended at the date of decision.

## **§9. Withdraw & Criteria of exclusion**

The Student commits to behave with ethics during his/her studies. He/she will commit no fraudulent act, and will specially avoid cheating, falsification or plagiarism of any academic work. Moreover, he/she will not abuse or misused the access to equipment and installations and will not performed any unauthorized access or violation of departmental, school or university rules. Any incident against this compromise will be treated by the Steering Committee and may cause the exclusion of the student from the IMAE Masters Course.

The Student understands that he/she shall be excluded from the IMAE Master course and from any IMAE support and services (in particular official academic documents), sources of funding associated to his/her participation to the program in the following case:

- If the student did not reach the minimum requirements to continue,
- If the student demonstrated a lack of active participation/attendance (in the lectures, practical sessions, field trips, informative official meetings, internship, etc.) due to personal reasons/choices that the student cannot justify with medical certificates for which permission has not been granted by the IMAE staff (to ensure permission, the student shall preferably ask in advance),
- If the student failed to validate a period of study without any acceptable reasons,
- If the student demonstrated serious infringement of the ethical code by decision of IMAE consortium,
- If the student is the subject of disciplinary measures leading to his/her exclusion from one of the IMAE Partner Universities,
- If the student is the subject of legal prosecutions that prevent him/her attending the IMAE programme,
- If the student withdraws from the IMAE programme, on his/her own decision or by force majeure,
- If the student demonstrated serious infringement of the ethical code by decision of IMAE consortium.

Moreover, the Student is informed that IMAE consortium is obliged to refer and provide all the supporting documents leading to case of exclusion/withdraw to the EACEA.

## **§10. Complaint and Appeal**

In case of complaint, the Student may appeal to the Steering Committee through his/her local academic supervisor. The Steering Committee will consider the issue and will solve it as soon as possible. However for specific complaint about a specific service or facility provided by a Partner Institution, the student shall invoke the complaints procedure of that institution.

In EMJMD obligations, the student encountering difficulties may intent a complaint and/or a plea to the Executive Agency in charge of the Erasmus Mundus programme. However, the student shall follow the *"Guidelines for students who wish to raise concerns about their Erasmus Mundus experience"* written by the agency in order to know if such complaint is eligible or not prior to any contact with the agency. In any case, all the parts (namely the student, the program coordinator and the agency) should have the same level /access to information related to the student's complaint and agency/consortium decision.

## **§11. Responsibility**

IMAE Consortium is exonerated from any responsibility for accidents, illnesses, injuries, losses or damages to persons or goods resulting from or in any way related to the activities that are object of the present contract.

# ***C. Study track & Academic conditions***

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## **§1. Programme structure**

The programme is divided in five (5) compulsory periods (two training periods (P1 & P2) in the first year and one training period (P3), the MSc project (P4) and the Farewell congress (P5) in the second year). Each period (excepted P5) represents 30 ECTS (European Credits Transfer and accumulation System). Without formal notification from teaching staff, all classes, in which the student is registered, are compulsory. In each hosting institution the course unit manager provides students with all the information available concerning the studies at the beginning and during the period. However, some specific courses, such as seminars modules, field courses, need to be flexible.

## §2. Confirmation of specialization stream

The selected student undersigned accept the terms of the present agreement and the stream of specialization in which he/she has been selected in the second year. The stream is indicated in the front page together with the student's personal information. No change of specialization will be authorized during the programme.

## §3. Assessments

To pass a study unit the Student must obtain a grade superior or equal to E.. The mark obtained on the second examination session will replace that of the first session. The IMAE master degrees will be given to a student who has individually validated each Course Unit of the four semesters representing at least 120 ECTS. Exam conditions (oral, written, individual report, presentation, work in group, etc.) are decided individually for each course unit.

The non-attendance to an examination session can be considered as withdraw. A grade is given per course unit under the responsibility of the course unit manager and following grading system in force in the hosting institution. Marks are not public. The student has the possibility during one month to consult his/her exam papers if needed/wanted addressing directly the Professor in charge of the concerned course. All type of exams (written, oral presentation, individual report, etc.), if not returned to the student, stay in the institution where the exam takes place. If necessary, the student has also the possibility to consult his/her exam papers from a distance (sending of scanned copy after acceptance of the professor in charge of the concerned course).

The student will have a private access to a platform online (is.IMAE) on which he/she will have an access to his/her marks as soon as the marks are considered as definitive. The platform will allow the student to create an output of his/her transcript of records. The document cannot be considered as official.

## §4. Mobility rules specific for EM granted students

*EMJMD scholarship holders must spend their studies/research periods in Programme Countries represented in the consortium as defined above. In case the consortium includes beneficiaries or associated partners from Partner Countries, then scholarship holders (from both Programme and Partner Countries) can spend a learning/training/research/fieldwork period for the remaining duration of the study programme (i.e. 60 ECTS credits for study programmes of 120 ECTS credits) in these Partner countries. Contribution to subsistence costs must neither be given to scholarship holders for the EMJMD periods (study /research /placement /thesis preparation) spent in their country of residence; nor to Partner Country scholarship holders for the EMJMD periods exceeding three months (indicatively the equivalent of 15 ECTS credits) spent in any Partner Country.*

## §5. IMAE Mobility Track

In the case of the Student, the mobility track will be the following:

Y1-P1 <i>Sept. – Febr.</i>	Y1-P1 <i>March</i>	Y1-P2 <i>Apr. - July</i>	Y2-P3 <i>Sept. - Dec.</i>	Y2-P4 <i>Jan. – Aug.</i>	Y2-P5 (FC) <i>Sept.</i>
UP	UP – Field work at USFQ	UC <sup>A1</sup>	UP <sup>B</sup> CAU <sup>B</sup> UC <sup>B</sup> UEA <sup>B</sup> UFRGS <sup>B</sup>	Project MSc Thesis <sup>C</sup>	UP <sup>D</sup>

UP: University of Poitiers (France); UC: University of Coimbra (Portugal); CAU: Christian-Albrechts University at Kiel (Germany); UEA: University of East Anglia, Norwich (UK); UFRGS: Federal University of Rio Grande do Sul, Porto Alegre RS (Brazil); USFQ: Universidad San Francisco de Quito (Ecuador).

<sup>A</sup> If the student will be at Coimbra or Kiel in year 2, the mobility is automatically stated to the other partner ( ). If that is not the case, the student can decide which option to follow (check the appropriate box: ).

<sup>B</sup> The specialization in year 2 had already been offered to the student during selection process ( )

<sup>C</sup> The P4 corresponds to the MSc thesis. The mobility track will depend on final project. If the student is granted by an Erasmus Mundus Scholarship, a specific amount for travel expenses is already included in the grant and specific conditions will be applied in conformity to EM program rules (see §C.4).

<sup>D</sup> FC represents the IMAE Farewell Congress during which all the cohort present the projects at Poitiers. The attendance is mandatory.

<sup>1</sup> If the student will be at Coimbra or Kiel in year 2, the mobility is automatically stated to the other partner ( ). If that is not the case, the student can decide which option to follow (check the appropriate box: ).

## §6. IMAE Farewell congress attendance

The participation to the IMAE Farewell Congress, organized by mid-September at the end of the program, is compulsory and permits to the IMAE committee to validate the student's Project in the respect of the IMAE requirements. The student shall present his/her activities during the Master's Project/Thesis in order to be considered full-filling the IMAE program before to be awarded. Non-attendance to the congress without any agreement from IMAE coordination will be considered as withdraw since all programme periods will not have been completed.

## §7. Master's Thesis

In the fourth semester (P4), the Student will carry out an internship in a company, in private or public structure or in a research laboratory, with which the Consortium has a collaboration partnership or not. The place and the subject of the internship will have to be validated by the Educational Committee using the MSc Thesis application form to be filled-in by the end of period P3. With no exception, a researcher from the IMAE hosting institution must be one of the supervisors of the work, whatever the place where the project is carrying out. The internship will last at least 24 weeks (about 6 months) and must end (i.e. officially defended in the hosting institution) before 30 September (end of the second academic year).

At the end of the internship the Student must write up a report which will constitute his/her Master Thesis and will be submitted to a jury and officially defended following hosting institution rules. The work will be also presented during the Farewell Congress to classmates, new cohort students and IMAE partner representatives (see §6. above).

## §8. Degree awarding

At the end of the programme, the Student will receive the national Master of Science Degree from the Degree-Awarding institutions in which she/he has obtained a minimum of 30 ECTS (i.e. in which the student studied periods P1, P2 and P3). According to his/her mobility track the student will be awarded with a minimum of two and a maximum of three national degrees. The IMAE coordination will not deliver partial certificate or credits statement in case of withdrawal.

In addition to the double or multiple degrees and national transcript of records for each period, the student will receive a common Diploma Supplement. This Diploma Supplement (DS) will mention the course units attended by the student during the two IMAE Master years and the ECTS grades obtained for each one in the local grading system and converted in ECTS and US grading "letters" systems as well. The DS will inform about the global points average of the student and his/her rank among the other students of the same cohort.

When the IMAE Joint degree will be implemented, such degree will be awarded in replacement of the national degrees of all the partner institutions whom co-signed the joint degree. National degree(s) will complete the IMAE joint degree.

## *D. Participation costs*

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### §1. Definition

"Participation costs" or "tuition fees" must be understood as any compulsory administrative/operational costs related to the academic participation of the student in the EMJMD (e.g. library, laboratory, tuition, course logistic, social security and insurance costs, etc.). Any other costs that may be charged in addition, being voluntary, must be clearly explained to the students. Such elective services cannot impact study programme nor create discrimination between students, granted or not. The hosting institutions cannot ask for any additional compulsory participation costs whatever the study track. By definition, "Participation costs" cover neither personal living expenses nor expenses related to visa and/or resident card procedure, in any country visited during study track. IMAE programme is only committed to provide the students with the information and/or assistance in order to facilitate student's integration steps.

Travel costs from one hosting institution to another (between periods P1 and P2; P2 and P3; P4 and P5) are not included in the participation costs and will be at the expense of the student (EMJMD scholarships include an instalment amount for this purpose, see below). IMAE programme will communicate to the students the authorized mobility interval (earlier departure date and later arrival dates) as soon as possible and at least one month before the end of each period.

Especially regarding the compulsory field course in Ecuador in period P1, the programme covers (i.e. free of charge for the student and organized by the programme) the travel expenses from UP to USFQ in Ecuador (France-Ecuador-France), the national transportation linked to the teaching units between the different places in Ecuador and all the academic expenses. This won't cover the personal expenses (elective activities, meals and accommodation). However, due to organisational strategy, **part of personal expenses** (i.e. part of meals and accommodation expenses) are

prepaid by USFQ (around 600 euros) and should be refund to the programme. The exact amount will be communicated before the students leave France.

## §2. Student categories

*Following Erasmus+ European programme, according his/her citizenship, the applicant/student is considered “Programme Country student” or “Partner country student”. The category of the enrolled student, granted or not with EMJMD scholarships) will be the same than the category in which he/she applied to the programme.*

*In general:*

- *Students whose citizenship is one of the Erasmus+ Programme Countries (i.e. EU1 and non-EU2 countries that have established a National Agency and which participate fully in the Erasmus+ Programme) count as Programme Country students.*
- *Students whose citizenship is one of the Erasmus+ Partner Countries (i.e. any non-Erasmus+ Programme Country) **and** who are not residents nor have carried out their main activity (studies, training or work) for more than a total of 12 months over the last five years in any Programme Country are considered as Partner Country students. The five-year reference period for this 12-months rule is calculated backwards as from the submission deadline (defined by the consortia) of applying for an EMJMD student scholarship.*

*Some particular cases are considered by the European Commission with specific rules:*

- *Students with a Partner Country citizenship who do not fulfil the Partner Country criteria defined above (12-months rule) count as Programme Country students.*
- *Students with a double nationality (of a Partner and Programme Country) must specify the nationality under which they submit their scholarship application.*

## §3. Amount

Respecting EM+ European regulations (EMJMD programme guide), the participation costs for the IMAE programme are different considering students category and are respectively 9,000 € per year (nine thousands and five hundreds euros) for student enrolled in the category “Partner Country students” or 4,500 € (four thousands and five hundreds euros) per year for students enrolled in the category “Programme Country students” even for granted students (i.e. full EMJMD scholarship), sponsored students (i.e. totally or partially granted by another funding structure that European Union) or fee-paying students (i.e. no granted).

Respecting national legal regulations, the tuition fees (participation cost) of an academic year of study (September  $Y_n$  to September  $Y_{n+1}$ ) is due in totality at the beginning of the year even if some arrangements can be requested by the student if the hosting institution permits it. The student will not be refunded of the participation cost since the first classes are started.

## §4. Payment

The University of Poitiers is the coordinating institution of the programme and receives the payment of the tuition fees on behalf of the consortium members. The student will not have to pay any compulsory tuition fees in the other IMAE consortium member institutions. If such situation occurs, the student shall inform immediately the local IMAE academic supervisor and the overall coordinator before to engage any funds.

In the case of EMJMD scholarships granted students, the tuition fees are deduced directly from the scholarships received by the coordinating institution from European Commission at the beginning of the course. In the case of sponsored students, tuition fees shall be paid in a single payment each year in September by the funding structure directly to the University of Poitiers, or by the students him/herself. In the case of self-paying students (financed on their own finances) tuition fees are due at the beginning of each year following the arrangement agreed by the coordinator and the administration of the University of Poitiers.

The tuition fees are due for the whole year and will not be reimbursed to the student/organism in case of withdraw, even if the reason of the withdraw can be justified.

Respecting French public finance law in force in the high education public institutions, any default of payment leads to the immediate exclusion of the student and the administration will systematically engage prosecutions towards the student him/herself and responsible representative(s) even if the student is came back to his/her country of origin.

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<sup>1</sup> *The 28 Member states of the European Union (Austria, Belgium, Bulgaria, Croatia, Cyprus, Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Ireland, Italy, Latvia, Lithuania, Luxembourg, Malta, Netherlands, Poland, Portugal, Romania, Slovenia, Slovakia, Spain, Sweden, United Kingdom)*

<sup>2</sup> *former Yugoslav Republic of Macedonia (FYROM), Iceland, Liechtenstein, Norway, Turkey*

The Student shall consider the present contract as a personal and legal commitment of his/her active participation throughout the **two years** constituting the EMJMD in which he/she has been selected and, eventually, financed.

## **§5. Upon exclusion**

The student, whatever his/her category and status, shall in due time and before his/her departure pay for the following:

- The bank fees corresponding to his/her accommodation insurance, for the month of the day of his/her exclusion,
- The bank fees to pay for his/her bank account and his/her payment card, for the year of the day of his/her exclusion,
- The rent of his/her accommodation, for the month of the day of his/her exclusion,
- If applicable (if an arrangement has been contracted), the remaining payment(s) of tuition fees for the academic year of the day of his/her exclusion (academic year from 1<sup>st</sup> September to 30<sup>th</sup> August).

If granted by EMJMD scholarships, in case of withdraw the student has to reimburse the portion of the amount he/she has received and that exceed his/her actual insofar incurred expenditure (personal allowance, contribution to installation and travel costs), based on the number of months he/she attended. The amount to be reimbursed will be decided by the program coordination of the Master in the respect of the terms detailed in the "EMJMD financial and administrative handbook" (see also E.§4. ).

If the is supported financially, the funding organism will be immediately notified about exclusion and reasons. If the financial support comes from IMAE programme it will be stopped and the student has to reimburse the portion of the amount he/she has received and that exceed his/her actual insofar incurred expenditure, based on the number of months he/she attended. Financial efforts by IMAE programme for its self-paying students are made in order to help them to accomplish the whole MSc course. If the dropped-out student already received IMAE bursaries (such as living expenses support, tuition fees discount, flight tickets...), the student has to reimburse the totality of the amount received which will be reallocated to other students with particular needs.

## ***E. Student recipient of Erasmus Mundus Scholarships***<sup>1</sup>

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### **§1. Recipient's obligations**

*EMJMD scholarship recipients commit themselves to participate in the masters programme in accordance with the terms defined by the consortium in the present "Student Agreement". Failure to do so could lead to the cancellation of the scholarship.*

*EMJMD student scholarships cover the entire duration of the Master course and are awarded exclusively for a full-time enrolment in one of the course editions. Scholarship candidates must have already obtained a first higher education degree or demonstrate a recognised equivalent level of learning according to national rules and legislation in place.*

*Students who have already obtained an EMJMD scholarship or are former Erasmus Mundus Master/Doctoral Course scholarship holders are not eligible for an additional scholarship under the EMJMD action. Students benefiting from an EMJMD scholarship cannot benefit from any another EU grant (such as Erasmus Socrates mobility or other) while pursuing their EMJMD studies.*

### **§2. General provisions**

*The monthly allowance can only be paid as from the month of arrival of the student at the first host institution and after formal enrolment to the course. The payment can be suspended if the granted is traveling for personal reasons if the country of residence is pointed-out by EMJMD scholarships restrictions.*

*The EMJMD programme does not foresee any restrictions for remunerating work outside the scholarship activities provided that: i) it is in line with the national legislation of the country(ies) concerned (e.g. the visa or residence permit allows it, and the terms of the Student Agreement allow it); ii) the scholarship holder can dedicate the necessary time and efforts to the EMJMD's mandatory activities in order to successfully complete the entire study programme within the agreed study duration. An EMJMD scholarship holder may receive additional funding for study/research activities as long as these are not from other EU funding sources/programmes. The scholarship does not create or entitle an employer-employee relation between the Coordinator and the student.*

*The regular scholarship payments to the student can only be stopped if the student is expelled or released from the course, blocked from entry in the country of mobility by national authorities, or leaves the course on own demand. The*

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<sup>1</sup> The EMJMD scholarship recipient shall read carefully the detailed rules and dispositions, recipient's obligations and consortium management on the « Erasmus Mundus Joint Master Degree financial and administrative handbook » and « Erasmus + programme guide » edited by the EACEA



scholarship payments cannot be used by the consortium as a "conditionality" mechanism e.g. to improve academic performance, ensure presence/participation etc. The payment of the scholarships finishes with the end of the academic year of the respective student intake and no later than three (3) months after the official end of the EMJMD intake. Depending on the length of the study programme it cannot exceed the maximum number of instalments foreseen. This covers also the cases where a student graduates before the actual end date of the course.

### **§3. Mobility rules**

EMJMD scholarship holders must spend at least two complete mobility periods in at least two of the consortium's HEIs acting as partners (not "associated partner" HEIs) and which are located in different Programme Countries. Each of these mandatory mobility periods must include a volume of study/research or equivalent (e.g. internship, thesis preparation) corresponding to at least 30 ECTS (study programmes of 120 ECTS credits). The mandatory mobility periods cannot be replaced by virtual mobility neither take place in institutions outside the consortium.

Additional study (/research /placement /thesis preparation) periods can take place in other participating organisations from Programme or Partner countries, or even in organisations not represented in the consortium (associated partners) under the condition that the activities concerned are implemented under the direct supervision of one of the consortium partner HEIs.

EMJMD scholarship holders must spend their studies/research periods in Programme Countries represented in the consortium as defined above. In case the EMJMD consortium includes beneficiaries or associated partners from Partner Countries, then scholarship holders (from both Programme and Partner Countries) can spend a learning/training/research/fieldwork period for the remaining duration of the study programme (i.e. 60 ECTS credits for study programmes of 120 ECTS credits) in these Partner countries.

Scholarship holders spending part of the EMJMD course in their country of residence are not entitled to benefit from the monthly subsistence allowance for this period.

The monthly subsistence allowance is not given to Partner Country scholarship holders for the EMJMD periods exceeding three months (indicatively the equivalent of 15 ECTS credits) spent in any Partner Country.

Mandatory mobility periods at higher education institutions located in a Programme Country (forming the minimum eligible EMJMD consortium) must be fully recognized by the consortium's beneficiaries and must be linked to a valid degree (joint, multiple/double).

A scholarship can be put on hold if the student has to temporarily leave the EMJMD course following duly justified and well documented reasons. Such cases relate to medical reasons and/or serious family reasons (e.g. need to temporarily take care of a family member or hospitalisation/death of a family member). In such a case the scholarship payment must be interrupted until the candidate is again physically present at the host HEI and can actively continue pursuing the course activities. If an EMJMD scholarship holder is not able to finish the course activities within the respective student intake due to the above-mentioned reasons, then the consortium has to find acceptable ways to allow the student to finish the Master within one of the following intakes. If the case concerns the last intake covered by the EMJMD grant agreement, it may be possible to request for an extension of the eligibility period of the grant agreement in order to allow the student(s) from the last intake to finish studies at a later stage while being eligible to receive scholarship payments.

### **§4. EMJMD Student Scholarships**

European EMJMD scholarships include contribution to student's participation costs (including the tuition fees, library and laboratory costs, full insurance coverage and any other mandatory costs related to the students' participation in the Master), contribution to installation and travel costs and contribution to subsistence costs (monthly subsistence allowance for the entire duration of the EMJMD study programme).

As the contribution to student travel and installation costs and the monthly subsistence allowance depend on the place of residence of a scholarship holder, EMJMD consortia are invited to consult the PRADO website (Public Register of Authentic Travel and Identity Documents Online) published by the General Secretariat of the Council of the European Union (GSC), with information on a list of documents that could serve as proof for determining the legal residency of a person. EMJMD consortia are invited to take note of the relevant documents for a student candidate as appropriate, in order to be able to enter the right place of residence in the EACEA Mobility Tool (EMT).

Consequently the scholarship holder shall provide the coordination with a **proof of his/her city of residence** recognized by PRADO website.

The coordinating institution will create a bank account in a French bank and use only such account for the payment of the scholarship.

The **contribution to the participation costs** can be charged directly by the consortium to the individual student scholarship. The amount of participation costs charged to the scholarship holder must be clearly specified in the Student Agreement which is to be signed between the student and the consortium. Following EMJMD programme guide, the

contribution to participation costs are up to 9,000 € per year per scholarship holder from “Partner country” and up to 4,500 € per year per scholarship holder from “Programme country” (see D.§2. ).

The **contribution to travel costs** shall be paid in full to the student as follows: the full amount for year 1 upon arrival at the first host HEI, and the full amount for year 2 upon beginning of the third semester. The amount paid to the student for year 2 remains unaffected should the student drop-out or be expelled after the third semester and before graduation. The **contribution to installation costs** shall be paid in full **upon arrival** of the Partner Country student at the first host HEI.

Contribution to the travel and installation costs are the following: i) 1,000€ (one thousand euros) per year per scholarship holder resident of a Programme Country for travel costs; ii) 2,000€ (two thousands euros) per year for travel costs and 1,000€ (one thousand euros) for installation costs for scholarship holder resident of a Partner country whose location is situated at less than 4,000 km from the EMJMD coordinating institution; iii) 3,000€ (three thousands euros) per year for travel costs and 1,000€ (one thousand euros) for installation costs for scholarship holder resident of a Partner country whose location is situated at 4,000 km or more from the EMJMD coordinating institution.

The contribution to the travel costs takes into account the country of residence of the scholarship holder. A unit cost per academic year and a distance band of 4.000 km applies to any student resident of a Partner Country (including students with a Programme Country citizenship). Students resident of a Programme Country (including students with a Partner Country citizenship) are covered by a fixed unit cost of 1,000 € per academic year.

A contribution to installation costs is offered only to students resident of a Partner Country (1 000 EUR per intake). It is an incentive to help covering the additional costs related to the issuing of visas, residence permits, etc. as well as the temporary accommodation needs upon arrival in the first Programme Country hosting HEI and the subsequent mobility trajectories.

It is the responsibility of the consortium to verify the place of residence of the student candidate. The place of residence should be verified on the basis of the provision of the documents listed in the PRADO website: i) e.g. a residence certificate issued in accordance with the candidate's municipality normal registration rules; ii) a certificate from the candidate's place of work, study or training issued by the employer or institution in question. Both documents must have been issued within 12 months before the submission deadline of applying for an EMJMD student scholarship, i.e. the consortium's official deadline for student selection.

The **contribution to subsistence costs** (i.e. monthly allowance for living costs) must be paid in full to the students on a monthly basis and up to the maximum of 24 instalments (for 120 ECTS credits courses).

The contribution to subsistence costs amounts 1,000 € (one thousand euros) per month per scholarship holder (for both “Programme Country” and “Partner Country”) for the entire duration of the EMJMD study programme (24 months maximum).

Contribution to subsistence costs must neither be given to scholarship holders (for both “Programme Country” and “Partner Country”) for the EMJMD periods (study /research /placement /thesis preparation) spent in their country of residence; nor to Partner Country scholarship holders for the EMJMD periods exceeding three months (indicatively the equivalent of 15 ECTS credits) spent in any Partner Country.

## **F. Other students – IMAE bursary**

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### **§1. Declaration**

IMAE is doing its best in order to help financially its students enrolled without EMJMD scholarships. IMAE intern bursaries allowed for each cohort may vary according to opportunities and funds available. IMAE Coordination needs to be fair in the allocation of its bursaries. Consequently, the student non-holding an EMJMD scholarships shall declare, at the beginning of the programme and when his/her situation changes, to the coordinator his/her financial resources (i.e. own finances and/or fellowship from another funding source). Such information will stay confidential between parties if the student wishes.

### **§2. Disposition**

The scholarships available are notified during the application and selection phases. The student selected to be granted by IMAE intern bursaries will be informed concerning the amount and procedure of payment of such bursary (part or full participation cost, personal allowance, and contribution to mobility, etc...) and an official contract will be signed by both parties: the student and the coordinator.

### **§3. In case of withdraw**

If the student withdraws the programme the amounts received shall be reimbursed by the student to the programme, excepted if the reasons of withdraw are duly justified and well documented reasons. Such cases relate to medical reasons and/or serious family reasons (e.g. need to temporarily take care of a family member or

hospitalisation/death of a family member) and/or financial difficulties leading the student to leave his/her study in any MSc (e.g. withdraw IMAE MSc after the first year in order to continue his/her study in Europe is not accepted as duly justified reasons and the student shall reimburse the programme).

#### **§4. IMAE partners specific financial helps**

If the host IMAE member institution allocates a bursary to the IMAE students, the disposition are decided and implemented directly by the institution. IMAE programme has not to interfere in such system.

### ***G. Modification of the Contract and dispute resolution conditions***

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#### **§1. Contractual modification**

Any alteration to the present Contract or Annex must be communicated in writing. All alterations to the initial situation must be immediately communicated by the Student to the IMAE Consortium and reciprocally.

Upon mutual agreement of contractual modifications, the IMAE Consortium will issue addenda to the present contract, signed by both parties.

#### **§2. Liability**

Without prejudice to the general consequences laid down in national law applicable in the present Contract, the IMAE Consortium reserves the right to cease the effects of the present contract, without recourse to any juridical procedure apart from adequate communication to the Student.

Failing agreement by both parts, the French courts are designed as the only competent authorities to resolve any legal dispute between the IMAE Consortium and the Student emerging from the contract. The present contract will be governed by the French Law.

#### **§3. Provision & Acceptation**

After notification of their selection and before their arrival, the student receives from the programme coordination a model of the student contract used for his/her cohort. The contract is not supposed to change within the two years of the edition (see §1. ).

If the student has provision concerning a part of the contract, he/she must inform in writing the coordinator regarding his/her provision even if that is not conditioning his/her arrival. The provision will be discussed before and/or after his/her arrival for further highlighting and mutual arrangements.

In case of acceptance, the present agreement is signed in two originals, only in English version, at the first administrative meeting between the cohort and the programme coordination, in the University of Poitiers, coordinating institution of EMJMD-IMAE and within 30 (thirty) days after the official date of the programme opening.

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Place:....., Date: .....

(Write your initials on each page, Signed with the handwritten mention "read and agreed")

.....

.....

**The student,**

**The consortium,**

Name:.....;

Dr. Freddie-Jeanne Richard,

(capital, written)

EMMC-IMAE Programme Coordinator

Signature:

Stamp and Signature:

