

STUDENT AGREEMENT

1. Preamble

1.1 Scope

This agreement sets out the role, rights and duties of the parties directly involved in ensuring the successful completion of the EMJMD SERP+ by the student mentioned below. The parties commit to comply with the rules of each partner university and customary practices.

General information about the Erasmus Mundus Joint Master Degrees:

https://eacea.ec.europa.eu/erasmus-plus/actions/key-action-1-learning-mobility-individuals/erasmus-mundus-joint-master-degrees_en

1.2 Student

Name: XXX

Nationality: XXX

Category of the Student: XXX

2. Academic issues

2.1 Mobility scheme



Year 1 = sem 1 + sem2 + Summer school

Year 2 = sem 3 + master thesis

The student will attend courses in **at least two partner universities** of the Consortium in different countries:

- University semester 1: UPSud (France)
- University semester 2: UNIGE (Italy) or AMU (Poland) or UPORTO (Portugal)
- University semester 3: UPSud (France) or UNIGE (Italy) or AMU (Poland) or UPORTO (Portugal)

The Consortium partners fully recognize courses which are developed within the programme, as well as examinations passed at the other institutions of the Consortium.

2.2 General Schedule (for information only)

First Year (M1):

Start of semester 1: beginning of September

End of semester 1: end of January

Start of semester 2: first week of February

Summer school (2 weeks): July

Second Year (M2):

Start of semester 3: end of August
Start of the internship: February
Master thesis defense: Last week of August
End of the master: end of August

2.3 Local coordinators

The SERP+ consortium has appointed the following local coordinators:

Institution	Coordinator
Université Paris-Sud	Professor Sandrine LACOMBE sandrine.lacombe@u-psud.fr
University of Genoa	Professor Mario Agostino ROCCA rocca@fisica.unige.it
University of Porto	Professor Maria DAS DORES mdsilva@fc.up.pt
Adam Mickiewicz University	Professor Bohdan SKALSKI bskalski@amu.edu.pl

2.4 Tutors

Every hosting institution will appoint a tutor to each student. The tutor should advise or give assistance to the student during his stay at the institution.

2.5 Study programme

Medium of instruction/examination: English

2.5.a SEM1: Details of study programme at UPSud

2.5.b SEM2: Details of study programme at XXX

2.5.c SEM3: Details of study programme at XXX

(automatically processed by the online tool)

2.5.d Summer school

The Summer school will be held after the second semester. The aim of this intensive programme is to develop students' entrepreneurial skills. The Summer school is credited with **5 ECTS**.

2.6 Internship and Master thesis (2nd year students)

2.6.a Procedure

During the third semester, the student proposes to the local coordinator 3 possible subjects of study, including name of potential supervisors and hosting laboratories, based on career objectives and pedagogical consistency with his/her curriculum. The laboratories must be hosted by one of the partner institutions or associated partners (companies, non EU HEIs, research centres). Only one student per lab is allowed. The final choice of internship will be decided together with the local coordinator (SEM3). Upon acceptance, an official one-page form will be sent to the master secretary by mid-December (at least 50 days before the start of the internship).

The student must find a co-referee, professor or industrialist, of his/her native country, if possible in a field close to the topic chosen for the internship. This co-referee will be found and contacted by the student and will be asked to take part in the evaluation of the report. Any initiative to establish collaboration between the hosting lab and the institution of this co-referee will be positively considered during the evaluation.

The student must fill in the form (downloaded from Dokeos) with the information related to the master thesis. Depending on the rules of each host institution (Poznan, Genoa, Paris-Sud or Porto), contracts may be signed between the laboratory/company and the university. A copy should be sent to the manager of the master at the University Paris-Sud (master.serp@u-psud.fr).

2.6.b Evaluation

The student will be evaluated on the basis of his/her report (**30 pages** all included, in English) and his/her oral defense in front of an international jury. This oral examination will take place at the Paris-Sud University (Orsay). Each partner institution will be represented. The evaluation given to the thesis work and to its defense will be recognized by all degree awarding institutions.

The report and the master thesis defense **cannot include religious messages or references.**

2.7 Mandatory activities and further academic training

2.7.a Mandatory activities

1) **Participation of the student is mandatory in all the activities organized within the master:**

- academic courses detailed in the study programme,
- Summer school,
- visits (including industrial sites),
- outreach activities training,
- meeting with local coordinators,
- seminars and conferences.

Students must arrive on time to the lectures and must be present at the host university site for the whole semester, with the only exception of the official academic vacation periods communicated by the local coordinator.

In case of absence due to health problems, the student may be requested to provide a medical certificate to the local coordinator. This holds true in particular for the exams, the calendar of which will be announced at least two weeks in advance.

The student will have to inform the local coordinator in case he/she is not in a position to attend the foreseen activities. More generally, the student must keep the local coordinator of the hosting institution informed about possible difficulties he/she might encounter.

2) The Consortium requires the student to participate in the evaluation and the quality assessment exercises (**surveys/evaluations**) in which he/she will make his/her opinion known with regards to all aspects of the programme during and at the end of each semester.

3) The student must acknowledge the Erasmus +: Erasmus Mundus programme in all the documents (presentations, publications,...) produced during the master and up to one year after its completion.

The following sentence can be used: "With the support of the Erasmus+: Erasmus Mundus programme of the European Union"

4) The consortium also strongly encourages the students to **join the Erasmus Mundus Students and Alumni Association** (EMA, see <http://www.em-a.eu/>)

5) The student engages 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. In addition, following conducts are prohibited: academic misconduct, endangering behaviors, use of mobile phone during courses and exams, destruction of property, dishonest conduct and hazing. Moreover, he/she will not abuse or misuse the access to equipment and installations and will not perform any unauthorized access or violation of departmental, school or university rules. Moreover, the university rules of each hosting university have to be respected by the student.

6) The student commits itself to strengthen the SERP+ network during and after the master course (alumni) and to answer the surveys and to inform about his/her professional progress.

Any incident against this compromise will be treated by the Pedagogical Council of the host institution and by the Consortium board. It may cause the exclusion of the student from the SERP+ Master.

In case the student receives a scholarship, the latter will be immediately stopped.

2.7.b Scientific exposure

The student is strongly encouraged to participate in classes, seminars and conferences that are organized by the host universities, along with activities organized in any of the Consortium's partner universities, when the schedule allows it.

2.8 Duties of local coordinators

The local coordinators guarantee to help the student with all administrative procedures related to his/her participation in the SERP+ programme.

The local coordinators shall also hold the role of academic advisor, including supervision of the internship preparation.

The local coordinators are responsible for informing the student of the academic calendar and, in particular, on the examination periods. They will also inform the student at the beginning of the academic year regarding the rules for the conduct of examinations.

The local coordinators will ensure that the candidate is in the best possible situation to complete his/her study programme according to the foreseen plan. Local coordinators will have to monitor the student's progress and inform the other SERP+ coordinators about possible problems that might arise.

The local coordinator helps the candidate planning and organizing his/her mobility.

The local coordinator together with the Consortium partners organizes activities specifically aimed at maximizing the student's high-level employment opportunities. Among other activities, the Consortium will accompany the candidate's insertion in student, research and professional networks.

2.9 Students evaluation assessment

To obtain the multiple diplomas, the student must succeed at each semester and pass all the courses. The evaluation rules depend on the rules of the hosting institution (see below). There is no compensation between the semesters. In addition, the summer school cannot compensate any failed academic course. The master thesis (semester 4) cannot compensate the academic semesters. The grading system of each institution is depicted below.

GRADING SCHEMES

Grading system at the University Paris-Sud: *Scale: 0-20*

Grading system at the University of Genoa: *Scale: 0-30*

Grading system at the Adam Mickiewicz University: *Scale: 2 - 5*

Grading system at the University of Porto: *Scale: 0-20*

COMMON SCORE CONVERSION TABLE

	Failed	Sufficient			Satisfactory			Good			Very good			Excellent		
SERP+	F	E			D			C			B			A		
Adam Mickiewicz University	<3	3			3+			4			4+			5		
University of Paris-Sud	<10*	10	10.50	10.75	11	11.50	11.75	12	13	13.5	14	15	15.5	16	17	19
University of Porto	<10	10	11		12	13		14	15		16	17		18	19	20
University of Genoa	<18	18	19	20	21	22	23	24	25	26	27	28	29	30	30 e lode	

* Compensation with other(s) course(s) may be possible if all of the other grades are higher than 7/20 for the M1 students and 9/20 for the M2 students.

In case of **failing a subject**, a second session of examination will be organized. If the student failed a subject during the second examination, he/she will have to abandon the SERP+ programme. In case the student receives a scholarship, the later will be stopped and the student will lose the rest of the scholarship.

Every year, after the Summer school, the selection committee will assess the student's overall performance and situation.

2.10 Diploma awarded

Level of qualification: high school degree + 5 years (300 ECTS)

Official length of the programme: 2 years (120 ECTS)

2.10.a Type of degree

This programme will lead to the awarding of a double/multiple degree. The student will be awarded the diplomas of each university he/she studied at during semester 1, 2 and 3 only:

- i. Master in Chemistry - Université Paris-Saclay
- ii. Master in Chemistry - Uniwersytet Adama Mickiewicza, Poznan
- iii. Master in Materials Science and Engineering - Università degli Studi di Genova
- iv. Master in Chemistry - Universidade do Porto

The diplomas are awarded by the academic authorities empowered to do so, on the basis of the results the student has obtained at the different hosting institutions, according to the defined study programme.

2.10.b Diploma Supplement

A complete Joint Diploma Supplement will be attached to the degree certificates. The Joint Diploma Supplement describes the master design and the student performance, highlighting the international mobility of the training.

2.11 Intellectual Property

The student hereby agrees that his/her thesis title and abstract will be posted on the SERP+ website when his degree is awarded. He/she also agrees that the degree awarding universities may store and protect the thesis either as a hardcopy or as an electronic version following their respective procedures. **The results of the student's work (material and data) belong to the hosting laboratories institutions.** Laboratory notebooks must stay in the laboratories.

Plagiarism is strictly forbidden. In case of plagiarism, the student will be severely punished according to the rules of each partner institutions. The Erasmus Mundus scholarship will be reimbursed by the student to the coordinating institution.

2.12 Right to the image

The student grants permission to the Consortium Partners, and their representatives, to take photographs and videos, and to make recordings during the Master.

The student grants also the Consortium Partners the right to reproduce, use, exhibit, display, broadcast and distribute and create derivative works of these images and recordings in any media now known or later developed as well as his/her name for promoting, publicizing or explaining the SERP + Master, all the initiatives ensuing from it comprised, and its activities and for administrative, educational or research purposes.

The student thereby waives any right to inspect or approve the use of the images or recordings or of any written copy, and also waives all moral rights and any right to royalties or other compensation arising from or related to the use of the images, recordings or materials, releasing, defending, indemnifying and holding harmless the Consortium Partners from and against any claims, damages or liability arising from or related to the use of the images, recordings or materials, including but not limited to claims of defamation, invasion of privacy, or rights of publicity or copyright infringement.

3. Administrative issues

The student will be a full member of the student community at each hosting institution. As such, the student will be assisted for the incoming procedures (visa, permits, housing, insurance, access to a bank account) and will be granted the means necessary to complete the study programme (libraries, computing facilities). The student will also be made part of institutional social activities and will be represented within the institutional political bodies. The tutor and the local coordinator should make sure that such measures are enforced.

For each student that has been accepted to the programme, and paid the tuition fees for the master, either directly or through the Erasmus+:Erasmus Mundus scholarship, the SERP+ consortium contracts a **private insurance before their arrival**, ensuring in this way the **medical insurance cover of the student**. This last covers their unexpected medical expenses in the European countries they visit during their master course. It also provides accident cover, and protects them against some costs arising from civil liabilities (a kind of third-party insurance which is required in many European countries). This medical coverage also applies during periods of travel during the master.

The private insurance will be provided by the Expat & Co (<http://www.expatinsurance.eu/>), covering the minimum requirements for the health and accident insurance coverage required for Erasmus Mundus Joint Master Degrees

Each student receives an insurance certificate before the start of the programme, as well as the general conditions of the insurance. These should be read carefully in order to know for which risks and health issues the student is covered. In case medical care has to be reimbursed or when problems arise, the student will contact personally the Expat & Co insurance company (contact details can be found on the insurance certificate).

4. Financial issues

4.1 Student's participation cost, available funding and support, and payments

4.1.a Participation costs

The participation costs amount to:

- 6400 €/year for Partner country students
- 3400 €/year for Programme country students

This amount covers the following items:

- Registration fees at each university
- Additional costs: language courses, company visits, lab trainings, tutoring, international insurance, two-week Summer school, social activities and graduation ceremony.

Tuitions fees do not include any transportation cost necessary for the visit of industries/companies or other travels.

4.1.b Participation costs management

For Erasmus+: Erasmus Mundus scholarship holders, the **participation costs are directly paid by EACEA to the Coordinating institution.**

For self-financed students, the participation costs will be paid by the student to the Coordinating Institution. The payment for the first year must be done before the registration at the university. A payment certificate will have to be sent to the manager of the master (master.serp@u-psud.fr).

Fees are due to:

Agent comptable de l'Université Paris-Sud
 Bank account number: 0000100774
 IBAN: FR76 1007 1910 0000 0010 0177 471
 SWIFT/BIC: TRPUFRP1

4.1.c Erasmus +: Erasmus Mundus Scholarship

Scholarship amount received by the students:

	Partner countries	Programme countries
I – Contribution to travel, installation, visa and related costs	2000 € per year for travel costs + 1000 € for installation costs for students whose location is situated at less than 4.000km from the coordinating university (Paris)	1 000€/year
	3000 € per year for travel costs + 1000 € for installation costs for students whose location is situated at 4.000km or more from the coordinating university	
III – Monthly allowance	1 000€/month	1 000€/month

The Coordinating institution will pay the overall amount directly to the students under the following conditions:

- I. The fixed contribution to travel costs, installation costs and other type of costs, will be paid in two installments at the end of September of the first and second year.
- II. The monthly allowance will be transferred to the **bank account** of the student on a monthly basis and **it is due by the end of the month**. For this purpose, a bank account will have to be opened as soon as possible upon arrival. The hosting university/tutor will help the student in this issue, and the bank account details (+official print out of the bank) will be communicated to the manager of the coordinating institution (master.serp@u-psud.fr).

The students are responsible for submitting the correct data concerning their bank account. If the bank account details appear to be wrong, subsequent bank fees will be charged to the student. Students must be aware that changing their bank account during the year might results in delay of their monthly allowances.

4.2 Student's exclusion/withdrawal

Cases of **termination of the contract between the student and the consortium**: the student decides to withdraw for personal reasons or he/she is **excluded** from the SERP+ programme after adequate warning, because of insufficient performance or serious infringement of the ethical code mentioned above.

In case of termination of the contract between the student and the consortium, the student will have to reimburse the extra money he/she should receive after the date of his/her resignation.

5. Modification, mediation and cancellation

It is the signatories' responsibility to inform in writing the SERP+ coordinator of any changes in this agreement. The study programme can be modified by the student with the agreement of the local coordinator before signature. Changes to the original proposed study programme must be approved by the student, the SERP+ coordinator and the relevant local coordinators.

All changes in the financial conditions have to be brought to the attention of all parties to this agreement, which will work collectively towards warranting the student the best possible conditions under the existing constraints. Once these new conditions have been determined, they will have to be included into an amendment of this agreement. In case of minor changes to this agreement, an amendment may be proposed by the party concerned and incorporated to the agreement as an annex signed by all parties. Any breach of contract by the student may lead to the cancellation of this agreement. Any conflict among the parties signing this agreement should be brought to the attention of the SERP+ coordinator, who will seek the best way to resolve it in collaboration with the SERP+ consortium.

The main coordinator is responsible for the formalization of this agreement upon the student's arrival under supervision of the SERP+ manager, whereas the amendments formalized during the following semesters can be dealt with by the local coordinators of the Partner institutions.

Signatures:

The student

The SERP+ coordinator, University Paris-Sud

Date

Date