

## **Student Agreement**

### **Intake XXX**

**The EMOTION Coordinating Institution** Università del Piemonte Orientale (address: via Duomo 6, Vercelli, Italy), represented by the Program Coordinator prof. Tracey Pirali

On behalf of the EMOTION Consortium formed by the following Universities:

- Università del Piemonte Orientale, Italy (UPO)
- Universidad Miguel Hernández de Elche, Spain (UMH)
- Université de Namur, Belgium (UNamur)

### **And the Student**

Surname / Family name:

First Given name:

Date of Birth (dd/mm/yyyy):

Place of birth:

Nationality:

Passport number:

Email:

**agree on the following terms and conditions:**

### **General provision**

The EMOTION Consortium is under no legal liability for accidents, illnesses, injuries, issues related to delays in visa/residence permit application procedures, visa/stay permit assistance for Students' family, losses or damages to persons or goods resulting from or in any way related to the activities that are object of the present contract.

### **Section 1: Applicable to all EMOTION Students**

1. The Student commits him/herself to behave in a responsible manner during his/her studies. The Student will commit no fraudulent act (such as, but not limited to, plagiarism of any academic work, cheating, falsification). The Student furthermore declares not to misuse or abuse the access that is granted as part of EMOTION Program to equipment and installations. Breach of this commitment on the part of the Student will be treated by the EMOTION Program governing bodies and competent authorities and may cause the exclusion of the Student from EMOTION Program.
2. The Student commits him/herself to behave with ethics during his/her studies. Following conducts are prohibited: academic misconduct, endangering behaviours, destruction of property, dishonest conduct, hazing, racist and sexist behaviour, sexual and moral harassment. Any type of discrimination or harassment against a person because of religion, origin, gender identity, sexual orientation or disability is strictly prohibited. Any incident will be dealt with by the EMOTION Program governing bodies and competent authorities and may cause the exclusion of the Student from EMOTION Program.
3. The Student commits him/herself to attend all compulsory modules and study activities of EMOTION Program, which starts in September 20XX and has a nominal duration of 2 academic years comprising 120 ECTS.

4. The universities will endeavour to provide the Student with teaching activities, supervision, assessment and support services of a professional standard.
5. Relevant information concerning the structure and organisation of the Program and the academic calendar, including induction week, workshops and holidays periods, are published on the dedicated EMOTION website (<http://www.emotion-master.eu/>).
6. The Program is organised in four terms:

First year		Second year	
I term	II term	III term	IV term
UPO	UPO	Mobility period chosen between UMH or UNamur	Final elective project

The Student is enrolled at UPO where the first two terms are carried out. The third term has to be carried out at UMH or UNamur. During the fourth term, the Student will complete the final elective project at a private company or at a research laboratory with which one of the Institutions has stipulates/stipulates an agreement or in a research laboratory of any of the three Partner Institutions. The formal recognition and accreditation of the final elective project is under responsibility of UMH or UNamur.

The Institution at which the Student is resident at any one time shall be referred to as the “Host Institution”.

Proposals for specific individual EMOTION Program mobility pathways have to be communicated to the Host Institution, including the choice of the University for the third term and the location of the final elective project, according to the deadlines communicated by the Host Institution.

The Partner Institutions are committed to facilitating the Student preferences wherever deemed practical and appropriate.

As soon as the mobility path for the third term has been validated, the Student has the obligation to start the admission and enrollment process following the rules, deadlines and regulations of the Host Institution where the student will attend the term. The extra-European Student has also the obligation to start the visa procedure as soon as the mobility path has been defined and approved.

7. Local rules and regulations of the Host Institution apply to the corresponding courses/modules, regarding grading of courses/modules, re-sits, consultation of graded work etc.
8. Different grading systems are in place at the European Partner Institutions. Within EMOTION Program, the following system for grade conversion is applicable:

Grade	UPO	UMH	UNamur
A	30 lode	M.H.	20-19
A	30	10	18-17
B	29	9,6 - 9,9	16

B	28	9,2 – 9,5	15
C	27	8,7 – 9,1	14
C	26	8,3 – 8,6	13
D	25	7,9 – 8,2	12
D	24	7,5 - 7,8	
D	23	7,1 – 7,4	11
E	22	6,7 – 7,0	
E	21	6,2 – 6,6	10
E	20	5,8 – 6,1	
E	19	5,4 – 5,7	
E	18	5,0 – 5,3	
FAIL	17/0	0/4,9	0-9,9

A grade superior or equal to 18/30 at UPO, 5/10 at UMH and 10/20 at UNamur has to be obtained in order to be awarded with the ECTS corresponding to the teaching unit. If the Student fails an examination, he/she will have the opportunity to sit an additional examination. If the Student fails the resit, he/she cannot further continue the same edition of the Program. If the Student fails the final elective project, he/she has to enroll for an extra year and repeat the final elective project according to JCB directions.

9. A student may contest and appeal against the mark she/he received in a single exam or any irregularities during the assessment within three working days from the public announcement of the exam results. The appeal must be directed to the Local Coordinator who will appoint two members of staff that are knowledgeable in the subject to comparatively evaluate the contested exam in the context of the exam session (Joint Appeal Committee). Consequently, the mark may be maintained or modified accordingly.

At the end of the fourth term, the Student must submit the Master thesis and orally present the dissertation in front of the Joint Examination Board. The oral presentation will be given in person at the Coordinating Institution during September 20XX. The evaluation of the final elective project is performed by the Joint Examination Board and is based on the evaluation of the internship, of the manuscript and of the oral dissertation, according to the rules specified in the “Internship Guidelines”.

10. Students and Alumni commit to fill out surveys sent by the Host Institution during and at the end of each term to give feedback on the services provided and on the teaching activities, with the aim to actively contribute to the quality assurance activities of the program.

11. Both the Student and the EMOTION Consortium adhere to what is described in the handbook of EMOTION Program.

12. The Student must attend at least 80% of the teaching lessons, the laboratories and the other activities such as workshops, seminars and other events and must arrive on time to the lectures.

Students have to inform the local coordinator in case they are not in a position to attend the foreseen activities. More generally, they must keep the Local Coordinator of the hosting institution informed about possible difficulties they might encounter.

If the Student does not inform the Local Coordinator and does not meet the attendance requirement, he/she receives a warning letter by the JCB and, if he/she keeps not attending the foreseen activities, the Student is excluded from the Program.

13. Students must be present at the host university site for the whole term, with the only exception of the official academic vacation periods communicated by the Local Coordinator. If the Student does not meet the requirement, he/she receives a warning letter by the JCB and if he/she keeps not being present at the host institution site is excluded from the Program.

14. In case of absence that compromises the 80% attendance and that is due to health problems, students may be requested to provide a medical certificate to the Local Coordinator. A medical certificate will need to be provided also in the event of absence for an examination. If the Student is not present for the resit and does not provide the medical certificate, the student cannot pursue the program anymore.

15. Upon completion of all compulsory courses and modules of the EMOTION Program (120 ECTS), the Student will receive a Double Degree: a Master degree from UPO and a Master degree from the partner university at which he/she has completed the third term of EMOTION studies (UMH or UNamur), in accordance with both the applicable local and general EMOTION rules and regulations. A Diploma Supplement containing details about the whole educational pathway, the teaching units attended by the Student and the grades will also be awarded.

## **Section 2: Applicable to Erasmus+ EMJM EMOTION scholarship Students**

16. Scholarship Students receive a Scholarship amount of 1,400 euros /month (max. 24 months).

17. Upon arrival at the Coordinating Institution, the Student will have to open a local bank account. His/her scholarship funds will be paid, by bank transfer, to this account. If a change occurs in his/her account details, the Student has the responsibility to inform the EMOTION Coordinating Institution as soon as possible.

18. Scholarships are paid by the Coordinating Institution to the scholarship holders within six weeks after the start of the academic activities in the first term, provided that the Student has opened a bank account and communicated to UPO the account details, and every month for the duration of the EMJM (maximum 24 months).

19. The EMOTION participation fees are covered by the Erasmus+ EMJM EMOTION and include the Student's participation in the EMOTION Program activities at the different Partner Institutions.

20. The EMOTION Coordinating Institution will provide the Student with basic health insurance for the entire duration of EMOTION Program. The insurance provided is in line with the EMJM insurance requirements as set by the EACEA and is covered by the Erasmus+ EMJM EMOTION.

21. The student must spend during the EMJM program at least 2 study periods (equivalent of 2 academic terms) in 2 countries which are not his/her country of residence at the time of enrollment. The scholarship is reduced if the minimum mobility requirements are not fulfilled (proportionate amount corresponding to the missing mobility period of the concerned academic term).

22. All scholarship funds paid out to the scholarship holder will have to be managed properly by him/her. Scholarship holders will have to ensure that sufficient funds are available throughout the study program in order to be able to participate in all mandatory study activities. The EMOTION Consortium is not responsible for providing the Student with extra

funding in case he/she has insufficient funds remaining to participate in the mandatory EMOTION Program study activities.

23. Students who have already obtained an Erasmus+ EMJM scholarship are not eligible for an additional scholarship under the EMJM action. Students benefiting from an EMJM scholarship cannot benefit from another EU grant while pursuing their EMJM studies. Should this apply to the Student, they commit to informing the EMOTION Coordinating Institution as soon as possible.

24. Scholarships are incompatible with other grants financed with public or private funds that have a similar purpose, as well as with any work or professional activity with schedules that coincide with the studies and, in general, with the receipt of any amount that has a salary nature, provided that this affects the training and research purpose of the grant. In case of doubt, the Joint Consortium Board shall be responsible for declaring the compatibility of the grants.

25. The scholarship does not create or entitle an employer-employee relation between the EMOTION Coordinating Institution and the Student.

26. Scholarship payments will cease after the nominal two-year duration of the EMOTION Program or in case of de-registration from the EMOTION Program.

27. The Student who holds an Erasmus+ scholarship and who decides to withdraw for personal reasons or who is for any reason excluded from the EMOTION Program (e.g., the Student did not reach the minimum requirements to continue, for instance in terms of attendance or in terms of passing exams; lack of active participation due to personal reasons that the Student cannot justify; exclusion from the Program because of serious infringement of the ethical code) has to reimburse the extra money he/she received after the date of his/her resignation.

28. The Student commits to cooperate with Erasmus+ EMJM surveys from the European Union Education, Audiovisual and Culture Executive Agency (EACEA).

29. The Student commits to become a member of the EMOTION Students and Alumni Club (ESAC) and a member of the Erasmus Mundus Students and Alumni Association (EMA) upon their graduation from EMOTION.

### **Section 3: Applicable to Erasmus+ EMJM EMOTION non-fee paying self-funded Students**

30. The EMOTION participation fees are covered by the Erasmus+ EMJM EMOTION Program and include the Student's participation in the EMOTION Program activities at the different Partner Institutions. This refers to actual participation/attendance of the mandatory modules only. Costs for living, housing, travel, accommodation, visa etc. are not covered.

31. The EMOTION Coordinating Institution will provide the Student with basic health insurance for the entire duration of EMOTION Program. The insurance provided is in line with the EMJM insurance requirements as set by the EACEA.

32. The student must spend during the EMJM program at least 2 study periods (equivalent of 2 academic terms) in 2 countries which are not his/her country of residence at the time of enrollment.

33. The Student commits to cooperate with Erasmus+ EMJM surveys from the European Union Education, Audiovisual and Culture Executive Agency (EACEA).

34. The Student commits to become a member of the EMOTION Students and Alumni Club (ESAC) and the Erasmus Mundus Students and Alumni Association (EMA) upon their graduation from EMOTION.

#### **Section 4: Applicable to fee-paying self-funded Students**

35. EMOTION participation fees are 4,500 € per academic year.
36. The EMOTION Program participation fees cover the Student's the participation in the EMOTION Program activities at the different Partner Institutions. This refers to actual participation/attendance of the mandatory modules only. Costs for living, housing, travel, accommodation, visa etc. are not covered.
37. The EMOTION Coordinating Institution will provide the Student with basic health insurance for the entire duration of EMOTION Program. The insurance provided is in line with the EMJM insurance requirements as set by the EACEA.
38. The student must spend during the EMJM program at least 2 study periods (equivalent of 2 academic terms) in 2 countries which are not his/her country of residence at the time of enrollment.
39. The EMOTION Program participation fees must be paid in one instalment before the beginning of each year and no later than September 1<sup>st</sup> 20XX.
40. In case the due payment of the EMOTION participation fee is not received by the EMOTION Coordinating Institution by the set payment deadlines, the EMOTION Consortium reserves the right to de-register the Student from the EMOTION Program from the first day of the following month.
41. In case the Student pays the first installment but is not able to arrive in Italy for any reason (including visa rejection) or decides to de-register from the EMOTION Program for any reason, he/she will inform the EMOTION Coordinating Institution as soon as possible. If the de-registration is communicated by October 31<sup>st</sup> of the first academic year, the first instalment will be reimbursed, but 1.000 € will be retained by the Coordinating Institution to cover the administrative work done and the incurred expenses (e.g., online teaching platforms, insurance). If the de-registration is communicated after October 31<sup>st</sup>, the first installment will not be reimbursed.  
If the de-registration occurs after enrollment in the second year, the second installment will not be reimbursed.
42. In case the Student is unable to arrive at the Coordinating Institution for reasons that are outside the responsibility of the EMOTION program (e.g. visa rejection), the Joint Consortium Board is responsible for deciding how to proceed, on a case-by-case basis.

#### **Section 5: Contribution to individual needs of students with disabilities**

43. The Student (with or without a scholarship) with disabilities (e.g., long-term physical, mental, intellectual or sensory impairments), such as those related to the acquisition of special items or services (e.g., assistance by third persons, adaptation of work environment, additional travel/transportation costs) shall provide the Coordinating Institution with full details of the type of items/services and their costs at the stage of acceptance of the place or earlier. Payment for these items/ services will be made by the Coordinating Institution for the entire duration of the program or for the number of months that the special needs items or services are used or produced for implementing the action. The maximum amount of costs available for a student with disabilities is 60.000 EUR.

#### **Section 6: Services to Students**

44. The Student will obtain assistance from the Offices of Universities (e.g. Secretariat, International Offices, etc.) with all administrative formalities he/she may need, such as enrollment, welcome reception, accommodation information (cost of living, university



residences, renting flats, availability of special needs facilities), and, if needed, the residence permit and visa information.

45. The Student will have a tutor that will be assigned by UPO. The tutors are chosen among the academic staff and will take responsibility for single Students. Should the Student have any kind of difficulty, either academic, logistic or administrative, social or cultural, he/she will have the possibility to refer to his/her tutor for advice. The Student may, with proper justification, ask the Joint Consortium Board (JCB) to change his/her tutor. If such justification is deemed sufficient, the JCB will assign a new tutor. The student has the opportunity to refer to the Local Coordinator of the host institution and, secondly, to the Program Coordinator, in case of disagreements or problems with the tutor.

46. In each of the three countries courses to learn local languages (Italian, Spanish, French) are organised by the hosting universities and Students may decide to attend them at no extra cost.

47. Students have access to all facilities and services for students present at the Host Institution.

## **Section 7: Modification of the Contract and Dispute Resolution Conditions**

48. Any alteration to the present Contract must be communicated in writing. All alterations to the initial situation must be immediately communicated by the Student to the EMOTION Consortium. Upon mutual agreement of contractual modifications, the EMOTION Consortium will issue addenda to the present contract.

49. Without prejudice to the general consequences laid down in national law applicable in the present contract, the EMOTION 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.

## **Section 8: Data Protection**

The European Education and Culture Executive Agency (EACEA), in the context of managing the Erasmus Mundus Joint Master Degrees, collects and processes the personal data of some of the candidates. In particular, certain data of the scholarship holders (students and scholars), non-scholarship holders and reserve list candidates is shared with the Agency through the Participant Portal.

By signing this agreement, the signatories declare that they have read, understood and accepted the conditions laid down in the present contract.

The Consortium Coordinator: Prof. Tracey Pirali

Date: .....

Place:

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Signature.....

The Student:

Date: .....

Place:

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Signature.....