

## MODEL STUDENT AGREEMENT

### AGREEMENT FOR PARTNER COUNTRY STUDENTS

#### ERASMUS MUNDUS JOINT MASTER' S DEGREE PROGRAMME Excellence in Analytical Chemistry - EACH

The following agreement is between the Coordinator, the University of Tartu, Faculty of Science and Technology, on behalf of the EACH Consortium formed by the following universities:

1. University of Tartu (UT), Estonia
2. Uppsala University (UU), Sweden
3. University Claude Bernard Lyon 1 (UCBL), France
4. Åbo Akademi University (AAU), Finland

Represented by the Coordinator, Dean of the Faculty of Science and Technology,

and the Student (the student's first name(s) and surname)

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Date of birth or ID number \_\_\_\_\_

Both parties agree with the following terms and conditions.

#### THE EACH PROGRAMME AND ORGANISATION OF STUDIES

##### 1. Structure of the EACH programme

1.1. The Student engages to pursue the Erasmus Mundus Joint Master's Degree programme *EACH* which is approved and funded by the Education, Audiovisual & Culture Executive Agency (EACEA) of the Commission of the European Communities under the Erasmus<sup>+</sup> Programme.

1.2. The modules (with ECTS credits in parentheses) of the EACH programme are:

- 1.2.1. At UT: General Analytical Chemistry (21); Metrology (9); Socio-economical module (12); Elective module (9); Practical speciality training (internship) (6); Optional courses (3).
- 1.2.2. At UU: Advanced separation and mass spectrometric methods (30).
- 1.2.3. At UCBL: Industrial analysis (30).
- 1.2.4. At AAU: Electroanalysis module (25); Swedish language (5).
- 1.2.5. Master's thesis (30) is a jointly delivered module. It includes the Winter School as one of its mandatory components.

1.3. Detailed information regarding the structure and organization of the EACH programme is published on the EACH programme's website [www.analyticalchemistry.eu](http://www.analyticalchemistry.eu).

##### 2. Study tracks

2.1. The standard study period of the EACH programme is two years, and it runs from the beginning of September 2017 until September 2019.

2.2. The first-year university (home university) is UT, Estonia. The academic year starts on 04.09.2017. The examination periods of the first academic year are: January 2018 and the third week of May/first week of June 2018. The academic calendars of degree awarding institutions' are available at: [www.analyticalchemistry.eu](http://www.analyticalchemistry.eu).

2.3. The second-year university (host university) will be one of the following: UCBL, UU, AAU. Further information on the EACH programme study tracks is at: [www.analyticalchemistry.eu](http://www.analyticalchemistry.eu).

2.4. The Student will be assigned to one of the three host universities, indicated above, on the competitive basis considering the following criteria:

- 2.4.1. academic merit – study results of the first semester at UT;
- 2.4.2. student's preference.

Selection to all second-year specialisations is determined through a competitive process based on the Student preference and the first semester academic performance (GPA-grade point average of obligatory courses). The Student can express the preference twice: at the time of admission and at the end of semester I, during the Winter School, in the second half of January 2018.

2.5. The decision as to which host university the Student will be assigned is made during the Winter School, in the second half of January 2018.

The Student is required to rank 2 choices out of 3 possible. Using this information and the Student grades (GPA), the EACH Academic Board assigns the Student to one of the second-year universities.

### GRADING AND CREDITS

3. Grading and credits:

3.1. All institutions involved allocate ECTS credits to courses completed successfully. 15 ECTS credits requires on an average 10 weeks of student's work (including independent work).

3.2. Examination methods used in all universities involved include: written and oral examination, practical tasks. Performance is evaluated according to the regular procedures and methods applied to all students in the universities involved. The Student must meet the requirements set for examinations established by the respective university where the Student is studying.

3.3. The following scaling table shall be used when transferring the grades:

| Status | Grade        | ECTS Equivalent   | UT | UCBL* | UU | AAU | Percentage of acquired knowledge |
|--------|--------------|---|----|-------|----|-----|----------------------------------|
| Pass   | Excellent    | EXCELLENT - outstanding performance with only minor errors  | A  | 16-20 | 5  | 5   | 91-100                           |
| Pass   | Very good    | VERY GOOD - above the average standard but with some errors | B  | 14-16 |    | 4   | 86-90<br>81-85                   |
| Pass   | Good         | GOOD - generally sound work with a number of notable errors | C  | 12-14 | 4  | 3   | 71-80                            |
| Pass   | Satisfactory | SATISFACTORY - fair but with significant shortcomings       | D  | 11-12 | 3  | 2   | 61-70                            |
| Pass   | Sufficient   | SUFFICIENT – performance meets the minimum criteria         | E  | 10-11 | 3  | 1   | 51-60                            |
| Fail   | Insufficient | FAIL - further work is required                             | F  | <10   | F  | F   | 50 or below                      |

\* Score 16 corresponds to A.

3.4. Rules governing other matters of studies, such as registration to courses, requirements for thesis defence etc. are described at: <http://www.ut.ee/EACH/study-regulations/>

### COORDINATOR'S RIGHTS AND OBLIGATIONS

4. The Coordinator has the right to:

- 4.1. establish rules and regulations necessary for efficient functioning of the EACH programme;
- 4.2. charge the established participation cost from the Student. The Coordinator deducts the established participation cost from the Student's scholarship;
- 4.3. expulse the student from the EACH programme in the case of academic misconduct.

5. The Coordinator is obliged to:

- 5.1. inform the Student well in advance of any significant changes in the EACH programme;
- 5.2. establish participation cost in accordance with real costs and charge no more than foreseen in the Agreement;
- 5.3. make available all necessary facilities and guarantee that all measures are taken to provide safe and well-equipped learning environment;
- 5.4. make all arrangements necessary for the successful completion of internship in one of the companies or laboratories selected by the EACH programme consortium.

### STUDENT'S RIGHTS AND OBLIGATIONS

6. The Student is obliged to comply with the following rules:

- 6.1. to inform the Consortium Administrative Coordinator about accepting or declining the study place by the deadline indicated on the EACH programme website;
- 6.2. to familiarize himself/herself with all the information regarding the structure and organization of the EACH programme published on the EACH programme's website;

6.3. to commence studies at the beginning of the EACH programme. In 2017, the academic year at UT begins on September 4, 2017;

6.4. **to study full time** and abide by the home and host universities' study regulations;

6.5. to follow the rules and regulations established for using laboratories, other related facilities and information technology infrastructure at the home and host university. In particular, to undergo safety instruction for the use of laboratory facilities;

6.6. to inform the Consortium Administrative Coordinator if either academic or administrative difficulties arise;

6.7. to inform the Consortium Administrative Coordinator if the Student is forced to interrupt the EACH programme for a certain period of time on valid grounds (health, pregnancy, military duty, etc.);

6.8. to immediately inform the Consortium Administrative Coordinator of the Student's intention to quit the EACH programme;

6.9. to follow the consortium's Academic Code of Conduct, available in the Study Regulations section at <http://www.analyticalchemistry.eu/>.

7. The Student is obliged to follow the courses of the EACH programme for the value of at least 60 ECTS in the first year and pass all the obligatory courses of the first year. Out of these 60 ECTS credits, 6 ECTS credits will be allocated for the internship, and these 6 ECTS credits will be awarded at the end of the second semester. If the Student fails to earn 60 ECTS in the first year or fails to pass any of the first year's obligatory courses, he/she is asked to submit to the Consortium Committee a clear individual study plan for the successful completion of the EACH programme. It is in the capacity of the Consortium Committee to decide how the Student can continue studies in the second-year university.

8. The Student has the right to:

8.1. follow the courses and any other type of teaching activity integrated into the EACH programme (such as Winter School, internship).

8.2. have access to laboratories, other related facilities and information technology infrastructure at all universities of the Consortium in accordance with the rules and regulations established for using laboratories, other related facilities and information technology;

8.3. receive administrative support at all universities of the Consortium;

8.4. have adequate educational support throughout the EACH programme and supervision of the master's thesis;

8.5. contact Consortium Administrative Coordinator for issues that require immediate attention via e-mail: [each@ut.ee](mailto:each@ut.ee);

8.6. receive guidance and counselling at the time of selecting the institution for internship and negotiating with the given institution, if necessary. The list of companies and laboratories available for the EACH students for internship placements are accessible at: <http://www.ut.ee/EACH/training-placements/>.

#### **SCHOLARSHIP AND TUITION FEE**

9. The maximum amount of the scholarship for a Partner country student per EACH programme is 49 000€ allocated by the European Commission.

In order to participate in the EACH programme, the Student receives a scholarship that includes:

9.1. contribution to travel costs per year: maximum 3000€ a total maximum of 6000€ for the two-year programme. The final amount depends on the distance between the Student's country of residence and Tartu, Estonia;

9.2. contribution to the EACH programme participation cost: 9000€/year, a total of 18 000€ for the two-year programme;

9.3. contribution to monthly allowance: 1000€/month (up to 12 months per year);

9.4. contribution to installation costs: 1000€/per EACH programme.

10. The participation cost covers the following:

10.1. tuition throughout the two year EACH programme and essential study materials (including the language courses);

10.2. Winter School costs;

10.3. orientation course and reception upon arrival;

10.4. on-going support service and counselling by the International Student Services;

10.5. tutors/student assistant who help with everyday issues like settling in the dorm, registering for classes, getting medical help, etc.;

10.6. health insurance valid during studies in the EACH programme.

11. The participation cost will be deducted from the scholarship at the beginning of each academic year.

12. The Student will receive contribution to subsistence costs (monthly allowance) for a maximum of 24 months for the two academic years. The monthly allowance will be paid until the defence of master's thesis. The last payment of monthly allowance shall be made for the month of the day of the master thesis defence, unless the defence is later than maximum time (24 months) allowed and foreseen for monthly allowance payments. The monthly allowance will be paid by monthly bank transfers to the Student's bank account after the Student has signed this Agreement. In the case of studies in Estonia, Finland or Sweden, the stipend is paid to Estonian bank account only. In the case of studies in France, the stipend can be paid either to Estonian or French bank account. The Agreement will be signed once the Student has arrived to Estonia. The exact payment procedure will be in accordance with the procedure foreseen by the European Commission.

13. The Student is obliged not to receive any other scholarship or subvention financed by the European Commission under other Community programmes.

14. Academic leave and discontinuation of studies

14.1. The scholarship shall be put on hold if the student has to temporarily leave the EACH programme due to duly justified and well documented medical 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 payments to the Student shall be interrupted until the Student is again physically present at the relevant home or host university and can actively continue pursuing the EACH programme activities. No scholarship payments shall be made after August 2019, yet the Consortium has the right to consider payments later than August 2019, provided that the reasons for later payments comply with the procedure foreseen by the European Commission and are approved by the European Commission. If the Student has taken leave for aforementioned reasons, the student is obligated to inform UT by the end of the academic year during which the leave was taken, but no later than the 1st of June, weather the student shall continue studies.

14.2. The Student who holds Erasmus+ Programme scholarship and who decides to withdraw his/her application before or during study period, or who is excluded from the EACH programme due to taking temporarily leave or due to lack of (or insufficient) performance, has – after adequate information/warning from the consortium – scholarship stopped. In case of exclusion of the Student from home or host university (deletion from the matriculation register), the Coordinator shall allocate the Student the last contribution to monthly allowance costs for the month of the day of the Student's exclusion, except in case the consortium has decided to stop the scholarship payments earlier than the actual date of deletion from the matriculation register.

15. In case of extension of studies the Student is obliged to cover the participation cost in accordance with the rules established by the home university (Conditions of Compensation of Study Expenses of UT: <http://www.ut.ee/en/university/documents>)

#### **DEGREES TO BE AWARDED**

16. Upon completion of the EACH programme, the Student is awarded with two master's degrees and Diploma Supplements from the universities in which he/she has studied. The degrees are legally recognized by the relevant national authorities. The degrees to be awarded depend on the chosen study track. The possible combinations are the following:

- Master of Science (Excellence in Analytical Chemistry) - UT + Master of Science (EACH – Excellence in Analytical Chemistry) – UU
- Master of Science (Excellence in Analytical Chemistry) - UT + Master of Science (Technology) (Masters Programme in Excellence in Analytical Chemistry) – AAU
- Master of Science (Excellence in Analytical Chemistry) - UT + Master of Physical and Analytical Chemistry (Industrial Analysis) – UCBL

#### **TERMINATION, CHANGES AND DISPUTES**

17. The Agreement will terminate as of exclusion the Student from both the home and the host university.

18. Any changes to the present Agreement must be communicated in writing. All alterations to the initial agreement must be immediately communicated by the Student to the Academic Coordinator.

19. Any disputes that have arisen in the performance of this agreement shall be resolved by negotiations. If the parties fail to resolve their disputes by negotiations, they shall be referred to Tartu County Court (Estonia) for

resolution. Any matter relating to the interpretation or application of this agreement which is not covered by its respective terms shall be resolved by reference to the laws of Estonia.

20. The signatories declare that they have read and accept the conditions laid down in the present Agreement.

**Dean of the UT Faculty of Science and Technology    The Student**

Name: Prof Peeter Burk

Place: Vanemuise 46-208, Tartu 51014, Estonia

Date: 18.09.2017

Name:

Place:

Date:

Bank account:

Signature: \_\_\_\_\_

Signature: \_\_\_\_\_