

## **MODEL STUDENT AGREEMENT**

### **AGREEMENT FOR STUDENTS PAYING PARTICIPATION COSTS**

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

The following Agreement and its annexes 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 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+ Programme (for more information about EMJDM programme see Erasmus+ Programme Guide - section EMJMD).

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

- 1.2.1. At UT: General Analytical Chemistry module (21); Metrology and Quality Management module (9); Socio-economical module (12); Elective courses (9); Internship (practical speciality training) (6), Optional courses (3).
- 1.2.2. At UU: Organic and bioorganic analysis and multimodal separation techniques (30).
- 1.2.3. At UCBL: Industrial analytical chemistry module (30); French language (3).
- 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 <https://each.ut.ee/EACH/>.

1.4. The language of teaching of the EACH programme is English.

#### **2. Study-tracks and milestones of the study period**

2.1. The standard study period of the EACH programme is two years, and it runs from the beginning of September 2018 until September 2020.

2.2. The first-year university is UT, Estonia. The academic year starts on 03.09.2018. The orientation course (two-three days) takes place one week before the start of the academic year (last week of August). The examination periods of the first academic year are: second week of January to first week of February 2019 and third week of May to second week of June 2019.

2.3. The academic calendars of the second-year universities are available at: <https://each.ut.ee/EACH/study-regulations/>.

2.4. The second-year university will be one of the following: UCBL, UU, AAU. Further information on the EACH programme's study-tracks is available at: <https://each.ut.ee/EACH/the-study-program/>.

2.5. The Student will be assigned to one of the three study-tracks, indicated above, on the competitive basis considering the following criteria:

2.5.1. academic merit – the first semester’s academic performance (GPA-grade point average of obligatory courses);

2.5.2. Student’s preference - The Student can express the preference twice: at the time of admission and during the Winter School, in the second half of January. In both cases, the Student is required to rank 2 choices out of 3 possible.

2.6. The decision as to which second-year university the Student will be assigned is made during the Winter School, in the second half of January 2019. Using the Students grades (GPA), and also taking their preferences into consideration, 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 in the EACH programme 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
					3	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 submission and defence, internship duration and reporting, etc. are described at: <https://each.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.

4.3. expulse the Student from the EACH programme in the case of academic misconduct (incl. plagiarism, the disrespecting of deadlines, etc.) or poor academic progress.

4.4. use photo-, audio- and video-materials collected during events related to the EACH programme for promoting the programme (on the website, in brochures, etc.) with the consent of the Student. The student has the right to withdraw from the previous permission at any time.

**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 familiarize himself/herself with all the information regarding the structure and organization of the EACH programme published on the EACH programme's website;
- 6.2. to commence studies at UT and at the assigned second-year university in accordance with deadlines set in respective academic calendars;
- 6.3. **to study full time** and abide by the first- and second-year universities' study regulations;
- 6.4. to follow the rules and regulations established for using laboratories, other related facilities and information technology infrastructure at the first- and second-year universities. In particular, to undergo safety instruction for the use of laboratory facilities;
- 6.5. to inform the Consortium Administrative Coordinator if either academic or administrative difficulties arise;
- 6.6. 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.);
- 6.7. to immediately inform the Consortium Administrative Coordinator of the Student's intention to quit the EACH programme;
- 6.8. to follow the Consortium's Academic Code of Conduct, available in the Study Regulations section at <https://each.ut.ee/EACH/study-regulations/>.

7. The Student is obliged to follow the courses of the EACH programme for the value of at least 60 ECTS credits 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 credits 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 and if the Student can continue studies in the second-year university. If the Student is unable to continue the studies in the EACH programme the Consortium is expected to offer the Student a study-place in a similar study programme, yet the Consortium is not obliged to guarantee an opportunity to study free of charge.

8. The Student is obliged to participate in the EACH programme surveys/evaluations.

9. The Student is obliged to join the Erasmus Mundus Students and Alumni Association (EMA, see <http://www.em-a.eu/>) after graduation of the programme.

**10. The Student has the right to:**

- 10.1. follow the courses and any other type of teaching activity integrated into the EACH programme (such as Winter School, internship).
- 10.2. 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;
- 10.3. receive administrative support at all universities of the Consortium;
- 10.4. have adequate educational support throughout the EACH programme and supervision of the master's thesis;
- 10.5. contact the Consortium Administrative Coordinator for issues that require immediate attention via e-mail: [each@ut.ee](mailto:each@ut.ee);

10.6. 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: <https://each.ut.ee/EACH/training-placements/>.

## **PARTICIPATION COST AND PAYMENT OF TUITION FEE**

11. The participation cost for the Programme country students is 4500€ per year and Partner country students 9000€ per year.

### **12. The participation cost covers the following:**

- 12.1. Tuition for the EACH programme and essential study materials (including the language courses);
- 12.2. Winter School costs (including accommodation costs and travel costs if traveling with the whole group);
- 12.3. orientation course and reception upon arrival to first- and second-year universities;
- 12.4. on-going support service and counselling by the corresponding administrative units at both universities. The services include consultation on local registration, bank account, etc.;
- 12.5. tutors/student assistant to help with everyday issues like settling in the dorm, registering for courses, getting medical help, etc.;
- 12.6. Insurance valid during studies in the EACH programme.

13. The terms and procedure for covering participation costs are outlined in the Annex 1.

## **DEGREES TO BE AWARDED**

14. 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 in Engineering (Applied Measurement Science) - UT + Master of Science– UU
- Master of Science in Engineering (Applied Measurement Science) - UT + Master of Science (Technology) (Masters Programme in Excellence in Analytical Chemistry) – AAU
- Master of Science in Engineering (Applied Measurement Science) - UT + Master of Physical and Analytical Chemistry (Industrial Analysis) – UCBL

## **TERMINATION, CHANGES AND DISPUTES**

15. The Agreement will terminate as of exclusion the Student from both the first- and second-year university.

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

17. 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.

18. 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

Name:

Place: Vanemuise 46-208, Tartu 51014, Estonia

Place:

Date:

Date:

Bank account:

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

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

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## Annex 1

### I Purpose of the Annex

1. The purpose of this Annex is to specify the terms and conditions of the compensation of study expenses of a Student studying in the EACH programme.
2. Upon performance of the Agreement, the conditions of and procedure for the compensation of the study expenses of formal education established by the Council of the University of Tartu (hereinafter the Conditions of Compensation of Study Expenses) available online at [www.ut.ee](http://www.ut.ee) (English version: <http://www.ut.ee/en/university/documents>; the file **Conditions of reimbursement of study costs in degree study** shall be observed).

### II. Duties and Obligations of Parties

#### 3. The Coordinator agrees to:

- 3.1. allow the Student to complete the EACH programme if the Student has paid the participation cost;
- 3.2. submit to the Student invoices on the participation cost of the fall and spring semesters in accordance within the Conditions of Compensation of Study Expenses.

#### 4. The Student agrees to:

- 4.1. to study full-time and to complete the EACH programme in regular studies;
- 4.2. pay the participation cost for each semester by due date in accordance with Conditions of Compensation of Study Expenses. The tuition fee is paid on the basis of an invoice that the university issues to the person paying the tuition fee electronically at least 14 days before the due date. The faculty submits to the Finance Office a directive of the vice dean for academic affairs or an invoice proposal on the basis of a contract for reimbursement of study costs or an application of (an international) visiting student at least 21 days before the due date. In case of two payments, the due dates for 2018/2019 are the following: for the autumn semester October 20<sup>th</sup> and for the spring semester March 20<sup>th</sup>. In case of paying the tuition fee in a lump sum for the entire academic year, the due date is October 20<sup>th</sup>.
- 4.3. in the event of failure to pay the tuition by the due date, pay late interest at the rate of 0,06% of the overdue amount per day of delay;

### III. Rights of Parties

#### 5. The Coordinator has the right to:

- 5.1. demand that the participation cost be paid by the due date and, in the event of failure to do so, charge late interest at the rate of 0.06% a day per day of delay;
- 5.2. establish the organisation of studies;
- 5.3. amend the Conditions of Compensation of Study Expenses by a decision of the Council of the University.

#### 6. The Student has the right to:

- 6.1. participate in studies and take examinations.

### IV. Period of Study

7. The nominal period of study under the curriculum is two years. The Student's standard period of study will end in 2020.

### V. Participation cost

8. In academic year 2018/2019 the tuition shall be .....€ (..... euros) per semester (*to be inserted in accordance with the Student's status – partner or programme country student*).
9. In full-time studies the Student must pay the tuition fee as a semester fee. In part-time studies the Student will pay the tuition fee as a semester fee or based on the credit point price. If a Student in part-time studies would prefer to pay the tuition fee based on the credit point price, the Student must inform the Coordinator in writing thereof by 20 September in the autumn semester and 20 February in the spring semester.
10. While the Student is registered as being on academic leave or during extension of studies the Student will pay the tuition fee in accordance with the Conditions of Compensation of Study Expenses.

### VI. Termination of agreement

11. Upon termination of the agreement, the Student will pay the tuition fee for the entire ongoing semester, except in the events specified in the Conditions of Compensation of Study Expenses. If the student waives the student place before the due date, the student will not be required to pay the tuition fee for the ongoing semester.

12. Parties' details:

<b>TARTU ÜLIKOOL</b>	<b>STUDENT</b>
Ülikooli 18, 50090 Tartu	Address: .....
Phone +372 737 5100	Phone .....
E-mail info@ut.ee	E-mail .....
a/c EE281010102000234007 SEB pank	.....