

MODEL AGREEMENT

AGREEMENT FOR PROGRAMME 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)

Date of birth or Estonian 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 (EMJMD) 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 EMJMD 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 participation in two Winter Schools¹ (WS) 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: 31.08.2020-31.08.2022.

2.2. The first-year university is UT, Estonia. The academic year starts on 31.08.2020. The orientation course takes place August 26-28, 2020. The official examination periods of the first academic year are: December 2020 to January 2021 and May to June 2021. The exact exam times will be agreed with the lecturer of each course and the timing depends on the course duration.

¹ The Winter Schools take place between semesters one and two, and semesters three and four. The WS is usually held as an intensive seminar during one week in January. If needed, the WS can be conducted as online teaching. In case the WS is cancelled by the organisers due to unforeseeable reasons the number of obligatory participations at WS is reduced.

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 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 second-year universities, indicated above, on the competitive basis considering the following criteria:

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

2.5.2. Student's preference - the Student can express his/her preference twice: at the time of admission and during the Winter School 2021, in the second half of January 2021. 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 2021. 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, score 14 corresponds to B, score 12 corresponds to C, score 11 corresponds to D, and score 10 corresponds to E.

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. 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 (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 at the beginning of the EACH programme 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 surveys/evaluations conducted by the EACH consortium and/or the European Council/EACEA.

9. The Student is obliged to join the Erasmus Mundus Students and Alumni Association (EMA, see <https://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;
- 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 potential companies and laboratories available for the EACH students for internship placements are accessible at: <https://each.ut.ee/EACH/training-placements/>.

SCHOLARSHIP AND PARTICIPATION COST

11. The status of the Student, in this case **Programme Country Student**², is determined by the citizenship of the Student.

12. The maximum amount of the scholarship for a Programme country student per EACH programme is €10 000, allocated by the European Commission.

The scholarship awarded to the Student includes the following:

12.1. contribution to the EACH programme participation costs (determined by the citizenship of the Student): €4500/year (a total of €9000 for the two-year programme);

12.2. contribution to travel and installation costs (determined by the country of residence of the Student during the submission of the application):

- €3000/year (a total of €6000 for the two-year programme) for travel + €1000/programme for installation costs for student who was a resident of a Partner country located 4000 km or more from Tartu, Estonia during the submission of the application;
- €2000/year (a total of €4000 for the two-year programme) for travel + €1000/programme for installation costs for student who was a resident of a Partner country located less than 4000 km from Tartu, Estonia during the submission of the application;
- €1000/year (a total of €2000 for the two-year programme) for travel costs for student who was a resident of a Programme country during the submission of the application

The contribution to travel costs will be paid once a year and the contribution to installation costs once in the beginning of the programme along with the first monthly allowance payment(s).

12.3. contribution to monthly subsistence allowance: €1000/month (up to 24 months). Monthly subsistence allowance cannot be paid to a scholarship holder for a period related to studies (including research work, internship, and thesis work) spent in their country of residence.

12.4 The first scholarship payment will be made once the Student has arrived to Estonia and has set up an Estonian bank account. The payment will include the travel allowance for year one, installation cost (if applicable), and sum of monthly allowance(s) starting from September 2020.

13. The participation cost covers the following:

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

13.2. Winter School costs (including accommodation costs; travel costs if traveling with the whole group);

13.3. orientation course and reception upon arrival to first- and second-year universities;

13.4. on-going support service and counselling by the corresponding administrative units at both universities. The services include consultation on local registration, bank account, etc.;

13.5. tutor/student assistant to help with everyday issues like settling in the dorm, registering for courses, getting medical help, etc.;

13.6. insurance (including health insurance, accident insurance, liability insurance, insurance against theft or loss of documents, supplementary assistance insurance and round-the-clock support service) valid during studies in the EACH programme (will take effect after the Student has left his/her country of residence in order to travel to Estonia by means of a nonstop/direct flight or by consecutive flights). The insurance conditions and the necessary contact details are presented by the insurance provider to the Student along with the insurance confirmation (policy). The insurance is in compliance with the requirements set out in the “Minimum requirements for the health and accident insurance coverage provided under Erasmus Mundus Joint Master Degrees” (https://eacea.ec.europa.eu/sites/eacea-site/files/guidelines_insurance.pdf). The insurance is provided by Marsh insurance in cooperation with XL Catlin Insurance Company SE.

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

15. The Student will receive contribution to subsistence costs (monthly allowance) for a maximum of 24 months for the two academic years. The last payment of monthly allowance shall be made for the month on which the

² Programme countries: 27 EU countries, Norway, Lichtenstein, Turkey, Iceland, Former Yugoslav Republic of Macedonia

Partner countries: all other countries.

master's thesis defence takes place, unless the defence is later than maximum time (24 months) allowed and foreseen for monthly allowance payments.

The monthly allowance (similar to travel and if applicable, installation allowance) will be paid by bank transfer to the Student's Estonian bank account. In the case of studies in France the scholarship can be paid either to the Estonian or French bank account. The exact payment procedure will be in accordance with the procedure foreseen by the European Commission.

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

17. By signing this agreement **the Student declares that he/she has not previously received another EMJMD scholarship or an Erasmus Mundus Master Course/Joint Doctorate scholarship.** In case the Student has previously received another EMJMD scholarship or an Erasmus Mundus Master Course/Joint Doctorate scholarship the current scholarship will be cancelled and the Student has to reimburse the assigned scholarship that has been unduly paid to him/her.

18. Academic leave and discontinuation of studies

18.1. 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, etc.). In such a case, the scholarship payments to the Student shall be interrupted until the Student is again physically present at the relevant first- or second-year university and can actively continue pursuing the EACH programme activities.

No scholarship payments shall be made after August 2022, yet the Consortium has the right to consider payments later than August 2022, 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, whether the Student shall continue studies.

18.2. The Student who holds Erasmus Mundus Programme scholarship and who decides to withdraw his/her application before or during the 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 – the scholarship stopped. In case of the exclusion of the Student from the first- or second-year 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.

19. In case of extension of studies (extension of study time due to finalising documents not included) the Student is obliged to cover the participation cost in accordance with the rules established by the first-year university (Conditions of Compensation of Study Expenses of UT: <http://www.ut.ee/en/university/documents>).

DEGREES TO BE AWARDED

20. 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 assigned study-track. The possible combinations are the following:

- Master of Science (Excellence in Analytical Chemistry) - UT + Master of Science – 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

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

22. 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.

23. 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 the 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.

24. 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**

Name: Prof Leho Ainsaar

Place: Vanemuise 46, Tartu 51014, Estonia

Date:

Signature: _____

The Student

Name:

Place:

Date:

Signature: _____