

AGREEMENT FOR EMJM SCHOLARSHIP HOLDER

ERASMUS MUNDUS JOINT MASTERS 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 (coordinator);
2. Uppsala University (UU), Sweden;
3. University Claude Bernard Lyon 1 (UCBL), France;
4. Åbo Akademi University (ÅAU), Finland.

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

and the Student _____
(full name)

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 Masters (EMJM) 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 EMJM programmes see Erasmus+ Programme Guide - section EMJM).

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

First study-year:

1.2.1. At **UT**: General analytical chemistry module (21); Metrology and quality management module (9); Socio-economical module (12) (includes a language course for 6 ECTS, e.g., Swedish, or French); Elective courses (9); Internship (practical speciality training) (6); Optional courses (3).

Second study-year:

1.2.2. Specialisation module at **UU**: Organic and bioorganic analysis and multimodal separation techniques (30)
or

1.2.3. Specialisation module at **UCBL**: Industrial analytical chemistry module (30)
or

1.2.4. Specialisation module at **ÅAU**: Electroanalysis module (30).

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 organisation of the EACH programme is published on the EACH programme's website <https://each.ut.ee/EACH/the-study-program/>.

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 (includes breaks/holidays). The study period varies according to the assigned study track, e.g., for UU the duration of the programme is usually 22 months, for UCBL and ÅAU, the study period is usually 24 months.

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 second half of 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.

2.2. The first-year university is UT, Estonia. The academic year starts on **dd.mm.yyyy**. The official examination periods of the first academic year are December **yyyy** to January **yyyy+1**, and May to June **yyyy+1**. The exact exam times will be agreed with the lecturer of each course and the timing depends on the course duration. The academic calendar of UT is available at <https://ois2.ut.ee/#/academic-calendar>.

2.3. The second-year university will be one of the following: UU, UCBL, ÅAU. Further information on the EACH programme study tracks is available at <https://each.ut.ee/EACH/the-study-program/>. The academic calendars of the second-year universities are available at <https://each.ut.ee/EACH/study-regulations/>.

2.4. The Student will be assigned to one of the three second-year universities indicated above during the Winter School **yyyy+1** by the EACH Academic Board on the competitive basis considering the following criteria:

2.4.1. academic merit – the academic performance during the first semester (GPA-grade point average of obligatory courses - LOKT.06.032 Practical Chemical Analysis; LOFY.01.039 Measurement Data Processing; LTKT.06.015 Quality Systems);

2.4.2. Student's preference – the students can express their preference twice: at the time of admission and during the Winter School **yyyy+1**. In both cases, the Student is required to rank two (2) choices out of three (3) possible.

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 table shall be used if 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
Pass					Good	GOOD - generally sound work with a number of notable errors	C
Pass	Satisfactory	SATISFACTORY - fair but with significant shortcomings	D	11-12	3	2	71-80
Pass	Sufficient	SUFFICIENT - performance meets the minimum criteria	E	10-11	3	1	61-70
Fail	Insufficient	FAIL - further work is required	F	<10	F	F	51-60
							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. expulse the Student from the EACH programme in the case of academic misconduct (incl. plagiarism, the disrespecting of deadlines, etc.) or poor academic progress;

4.3. 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;

4.4. Collect and forward data submitted during the application to the EACEA. The EACEA, in the context of managing the Erasmus Mundus Joint Masters programmes, collects and processes the personal data of some of the candidates. In particular, certain data of the EMJM and TW scholarship holders, non-scholarship holders, reserve list candidates, and scholars is shared with the Agency through the EACEA Mobility Tool and treated according to the following privacy statement: https://each.ut.ee/EACH/wp-content/uploads/2017/09/Privacy_statement_EMT.pdf.

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;

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 familiarise with all the information regarding the structure and organisation 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 (Anu Teearu-Ojakäär, anu.teearu@ut.ee) 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 study-year. Out of these 60 ECTS credits, 6 ECTS credits will be allocated for the internship (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, the Student 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 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 (at the latest).

10. The Student must refer to the EACH programme and its EMJM status in a correct manner in written and oral publications (such as, academic publications, conference publications, etc).

11. The Student is obliged to promote their status as an EACH programme participant by:
- 11.1. being an active EACH programme ambassador and helping in distributing information about the programme (through social media and other means);
 - 11.2. submitting a testimonial and/or blog post (during studies or up to one year after graduation) about their experience in the EACH programme that can be shared via the EACH website.
12. After graduation (by October 31 of the year of graduation at the latest), the Student is obliged to send information about how the Student has fared after graduating from the EACH programme and what position the Student is holding.

13. The Student has the right to:

- 13.1. follow the courses and any other type of teaching activity integrated into the EACH programme (such as Winter School, Internship);
- 13.2. 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;
- 13.3. receive administrative support at all universities of the Consortium;
- 13.4. have adequate educational support throughout the EACH programme and supervision of the master's thesis;
- 13.5. contact the Consortium Administrative Coordinator for issues that require immediate attention via e-mail;
- 13.6. 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

14. The Student awarded with the **Erasmus Mundus Scholarship** is entitled to the following:
- 14.1. contribution to **monthly allowance** of € 1400/month (up to 24 months) covering subsistence, travel, and installation cost. The first monthly scholarship payment will be made once the Student has arrived to Estonia and has set up an Estonian bank account. The following monthly scholarship payments will be transferred to the Student's Estonian bank account. In the case of studies in France during the second year, 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.
 - 14.2. **the cost of tuition** is covered by the EACH programme (allocated by the European Commission) and includes the following:
 - 14.2.1. tuition throughout the two-year EACH programme and essential study materials (incl. the language courses);
 - 14.2.2. Winter School costs (incl. accommodation costs during WS; travel costs if travelling with the group from the first- or second-year location to the WS and/or back);
 - 14.2.3. orientation course and reception upon arrival to first- and second-year universities;
 - 14.2.4. on-going support service and counselling by the corresponding administrative units at both universities. The services include consultation on local registration, bank account, housing, etc.;
 - 14.2.5. tutor/student assistant to help with everyday issues like settling in the dorm, registering for courses, getting medical help, etc.;
 - 14.2.6. insurance covering health insurance, accident insurance, liability insurance, insurance against theft or loss of documents, supplementary assistance insurance and round-the-clock support service. The insurance is valid during studies in the EACH programme. The insurance will take effect after the Student has left their country of residence (but no later than the start of the programme) in order to travel to Estonia by means of a nonstop/direct transport, by consecutive transport or via travel to Estonia with a stop for visa at a third country that is not their country of residence. The insurance conditions and the necessary contact details are presented by the insurance provider to the Student along with the insurance confirmation (policy).
15. The Student will receive monthly scholarship payments for a maximum of 24 months for the two academic years. The last payment of monthly scholarship shall be made for the month on which the master's thesis defence takes place, unless the defence is later than maximum time (24 months) allowed and foreseen for monthly scholarship payments.

16. If applicable, the Student may apply for support for individual needs. This support is available for all enrolled students 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). To cover these specific costs, the Student must declare what type of items/services are needed and their cost. Thereafter, the applicable unit cost will be determined as the rate corresponding to or immediately lower than the estimated expenses. This unit cost is a contribution and is not intended to fully cover the actual costs.

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

18. By signing this agreement, **the Student declares that they have not previously received another EMJM/Erasmus Mundus Joint Master Degrees (EMJMD) scholarship or an Erasmus Mundus Master Course/Joint Doctorate scholarship.** In case the Student has previously received another EMJM/EMJMD 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 the Student.

19. Academic leave and discontinuation of studies

19.1. 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., health reasons, 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 **yyyy+2**, yet the Consortium has the right to consider payments later than August **yyyy+2**, provided that the reasons for later payments comply with the procedure foreseen by 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.

19.2. The Student who holds EMJM Scholarship and 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 and insurance 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 scholarship 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.

20. In case of extension of studies (**excluding extension of study time due to finalising graduation documents**), 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 are described at <https://ut.ee/en/content/cost-tuition> (section "If you are tuition fee paying student").

DEGREES TO BE AWARDED

21. After fulfilling the degree requirements, completing all required courses and defending the master's thesis the Student will be awarded a joint Diploma per study track and a joint Diploma Supplement. The joint Diploma and Diploma Supplement, the latter is explaining the completion of the jointly designed and delivered EACH programme, are awarded by UT.

In addition to the joint diploma, the Student will be awarded one of the following possible combinations of national degrees depending on the study track:

- Master of Science (Excellence in Analytical Chemistry) (UT) + Master of Science, 120 credits (UU);
- Master of Science (Excellence in Analytical Chemistry) (UT) + Master of Physical and Analytical Chemistry (Industrial Analysis) (UCBL);
- Master of Science (Excellence in Analytical Chemistry) (UT) + Master of Science (Technology) (Excellence in Analytical Chemistry) 120 credits – (ÅAU).

TERMINATION, CHANGES AND DISPUTES

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

23. 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.

24. 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.

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

MODEL AGREEMENT

Dean of the UT Faculty of Science and Technology Student

Name: Prof Leho Ainsaar

Name:

Place: Vanemuise 46, Tartu 51014, Estonia

Place:

Date:

Date:

Signature: _____

Signature: _____