

AGREEMENT FOR STUDENT 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 (coordinator);
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(s))

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 Degrees (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:

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) (includes French language for 3 ECTS)

or

1.2.4. Specialisation module 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 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 AAU, the study-period is usually 24 months.

2.2. The first-year university is UT, Estonia. The academic year starts on 04.09.2023. The official examination periods of the first academic year are: December 2023 to January 2024 and May to June 2024. The exact exam

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.

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, AAU. 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 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);

2.4.2. Student's preference – the Student can express his/her preference twice: at the time of admission and during the Winter School 2024. In both cases, the Student is required to rank two (2) choices out of three (3) possible.

2.5. The decision as to which second-year university the Student will be assigned is made during the Winter School 2024. Using the Student's 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 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 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;

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;

4.5. Collect and forward data submitted during the application to the EACEA. 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 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 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 familiarise himself/herself 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, 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 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: anu.teearu@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/>.

PARTICIPATION COST AND PAYMENT OF TUITION FEE

11. The participation cost for the students from non-EU/EEA countries is € 9000 per year (€ 18 000 per programme).

12. The participation cost covers the following:

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

12.2. Winter School costs (including accommodation costs during WS; travel costs if travelling with the group from the first- or second-year location to the WS and/or back);

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, housing, etc.;

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

12.6. 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. The insurance will take effect after the Student has left his/her 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). 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](#)". The insurance is provided by Aon in collaboration with AWP P&C S.A. - Dutch Branch (h.o.d.n. Allianz Global Assistance); 24/7 helpline: + 31 20 592 97 78 and submission of claims: <https://www.aonstudentinsurance.com/students/en/claims/>.

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 will, after fulfilling the local (AAU, UCBL or UU) degree requirements and handing in the application for degree, if requested by the university, be awarded with Master's Degrees and Diploma Supplements from the two universities in which he/she has studied. The degrees are legally recognised 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 Physical and Analytical Chemistry – UCBL;
- Master of Science (Excellence in Analytical Chemistry) – UT + Master of Science (Technology), (Master's programme in Excellence in Analytical Chemistry (EACH)) – AAU.

In addition, upon graduation the Student will receive diploma supplement issued by the EACH Consortium and explaining the completion of the jointly designed and delivered EACH programme.

TERMINATION, CHANGES AND DISPUTES

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

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 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.

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 Leho Ainsaar

Name:

Place: Vanemuise 46, Tartu 51014, Estonia

Place:

Date:

Date:

Signature: _____

Signature: _____

Annex 1

CONTRACT FOR REIMBURSEMENT OF STUDY COSTS*Parties:*

University:	University of Tartu
Representative:	Dean of the Faculty of Science and Technology
Basis of representation:	Directive of the Rector of the University
<i>and</i>	
Student (given name and surname):
Personal Identification Code or
Date of Birth:	

have entered into this Contract in the following.

I. Purpose of Contract

1. The purpose of this Contract is to specify the terms and conditions of the reimbursement of study costs of a student studying in a non-Estonian curriculum.
2. Upon entry into and performance of the Contract, the Conditions and Procedure of Reimbursement of Degree Study Costs available online at <https://ut.ee/et/oigusaktid> (English version: <https://ut.ee/en/content/regulations-and-documents>) shall be observed.

II. Duties and Obligations of Parties**3. The University agrees to**

- 3.1. allow the Student to complete the Master's Studies in Excellence in Analytical Chemistry curriculum in regular studies if the Student has paid the tuition;
- 3.2. submit to the Student invoices on the tuition of the fall and spring semesters in accordance within the Conditions and Procedure of Reimbursement of Degree Study Costs.

4. The Student agrees to

- 4.1. complete the curriculum specified in Article 3.1;
- 4.2. pay the tuition fee for each semester by due date in accordance with Conditions and Procedure of Reimbursement of Degree Study Costs. The first half of the semester fee for the autumn semester of 2023/2024 has been paid before the signing of this contract and the due date for the second half is September 20th. The due date for autumn semester fees during the following study years is October 20th. The due date for spring semester fees is March 20th during all study years. In case of paying the tuition fee in a lump sum for the entire academic year, the due date is October 20th.
- 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;
- 4.4. observe the Statutes of the University of Tartu, Study Regulations, the Conditions and Procedure of Reimbursement of Degree Study Costs and other internal legal instruments of the University of Tartu.

III. Rights of Parties**5. The University has the right to**

- 5.1. demand that the tuition fee 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. change the amount of the tuition fee unilaterally before the start of each academic year in accordance with the Higher Education Act, publishing the respective information at the University's webpage (www.ut.ee) no later than 4 months before the start of the autumn semester;
- 5.4. amend the Conditions and Procedure of Reimbursement of Degree Study Costs.

6. The Student has the right to

- 6.1. participate in studies and take examinations;
- 6.2. exercise other rights granted to the Student in the Study Regulations, Conditions and Procedure of Reimbursement of Degree Study Costs and other legal instruments of the University.

IV. Period of Study

7. The nominal period of study under the curriculum is two years.

V. Tuition fee

8. In academic year 2023/2024 the tuition shall be 4500,00 EUR (four thousand five hundred euros) per semester and 150,00 EUR (one hundred fifty euros) per credit point. Bank fees related to the tuition payment shall be paid by the 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 University in writing thereof by 20 September in the autumn semester and 20 February in the spring semester. The Student pays the tuition fee for the academic year 2023/2024 as a semester fee.
10. While the Student is registered as studying abroad or as being on academic leave or during extension of studies the Student will pay the tuition fee in accordance with the Conditions and Procedure of Reimbursement of Degree Study Costs.

VI. Termination of Contract

11. The Contract will terminate as of the deletion of the Student from the matriculation register on the grounds set out in the Study Regulations.
12. Parties have the right to terminate the Contract on the grounds set out in the legislation of the Republic of Estonia.
13. The University shall inform the Student of the cancellation of the Contract in a format which can be reproduced in writing. The Student shall inform the University of the cancellation of the Contract in writing.
14. Upon expiry of the Contract, the Student will pay the tuition fee for the entire ongoing semester, except in the events specified in the Conditions and Procedure of Reimbursement of Degree Study Costs. 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.

VII. Final Provisions

15. The Contract will enter into force as of its signing.
16. This Contract is governed by the Estonian law. In case of any disputes on matters under this Contract, which cannot be resolved by an amicable settlement, the matter shall have to be decided in accordance with the jurisdiction of Estonia.
17. This Contract has been set out on two (2) pages in two (2) counterparts of equal legal force, one (1) copy for the University and the other for the Student.
18. Parties' details:

MODEL AGREEMENT

*EACH – Excellence in Analytical Chemistry
Non-EU/EEA student paying participation costs*

TARTU ÜLIKOOL

Ülikooli 18, 50090 Tartu

Phone

E-mail

a/c EE281010102000234007 SEB pank

STUDENT

Address:

Phone

E-mail

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(date)

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(signature)

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(date)

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(signature)