



Education and Culture DG

ERASMUS MUNDUS

## International Master in Advanced Clay Science

### Student agreement

Erasmus Mundus Master Course



IMACS

International Master in Advanced Clay Science

## HIGHER EDUCATION INSTITUTIONS' OBLIGATIONS

The institutions involved in the IMACS consortium (hereafter referred to as the "Consortium") will commit themselves to work towards the fulfillment of the spirit and excellence associated with the Erasmus Mundus programme.

### §1. ACADEMIC OBLIGATIONS

#### §1.1. Selection

The Consortium will commit itself to respect the rules of Erasmus Mundus programme and to consider the excellence of the applicant as the only criterion for the selection, without any kind of discrimination.

#### §1.2. Learning agreement

The Consortium will provide the student with the tuition and learning support associated with the IMACS programme, with reasonable care and skill. The consortium will make all reasonable efforts to deliver the programme as described in the IMACS student's book and in the IMACS web site for the appropriate academic year.

However, the Consortium must manage its resources efficiently and shall be entitled :

- to modify the timetable, location, number of classes and method of delivery of the programme, provided that such modifications are reasonable;
- to make reasonable modifications to the structure and content of the programme;
- to discontinue the programme if major events happen (for example, because a key member of staff has been rendered incompetent due to health problems or withdraws from the Consortium) and if an acceptable replacement solution can not be found in due time.

In the unlikely case the Consortium discontinues or does not provide the programme Efficiently :

- the Consortium will inform the student at its earliest convenience
- the student will be entitled to withdraw his/her application by writing a letter to the coordinating institution of the Consortium
- the Consortium will make an appropriate refund of tuition fees.

### **§1.3. Degree awarding**

The Consortium will commit itself to be transparent in relation to examination processes and to degree awarding and ranking.

The Consortium will commit itself to provide a diploma supplement for all the students who successfully completed the programme in addition to their double or multiple Master degrees. This diploma supplement will contain personal details identifying the graduate, details about the qualification acquired, about the degree in terms of international standards, about the duration, the contents of the study programme, the specialisation followed and the results obtained using the ECTS grading system.

## **§2. FINANCIAL ASPECTS**

### **§2.1. Fees and payment**

The participation fees will be as stated in the IMACS web site every academic year. These fees include (i) the institutional, teaching, logistic, and organisational costs during the courses, (ii) the student's insurance (health and accident risk), (iii) the language training proposed by the IMACS programme, and (iv) a contribution to the travel costs to attend the first year scientific meeting and to the Farewell congress (from P5 hosting institution). These fees do not include (i) travel expenses between periods P1 and P2, P2 and P3, P3 and P4, and P4 and P5, (ii) accommodation costs, (iii) administrative costs other than the academic ones (costs due to emigration procedures, banking...).

For Erasmus Mundus grant-holding students :  
Yearly grants will be paid monthly. Payment of the grants will be conditioned by the student's assiduity during the programme. The integration grant will be paid in full in September of the first year training.

## **§3. ADMINISTRATIVE OBLIGATIONS**

### **§3.1. Accommodation agreement**

The Consortium will commit itself to providing accommodation in residences offering extensive facilities, provided that the reservation is made respecting the announced deadlines. The student will have the possibility to come with accompanying persons, companion and/or child(ren), a person may have special needs and special dispositions will be offered (accommodation in specifically equipped and/or more spacious apartment).

### **§3.2. Bank account**

The coordinating Institution will commit itself to opening a bank account, once the student application has been approved. This account will be used for all payments by the financial service of the UP. For the successive parts of the EU grant throughout the two years an international bank credit-card will be offered to the students.

### **§3.3. Insurance**

The coordinating Institution will commit itself to providing the students with insurance against health and accident risks. Students are responsible to contract insurance for their accompanying persons.

## **STUDENT'S OBLIGATIONS**

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**The student following the IMACS programme (later named "Student") will commit himself to respect Erasmus Mundus spirit.**

### **§1. ACADEMIC OBLIGATIONS**

The student will commit him/herself to :

- comply with the hosting country's rules and regulations;
- comply with the hosting institution's rules and regulations (including confidential rules if it applies);
- duly attend compulsory lectures, practical sessions, fields trips, informative and official meetings, examinations and other activities which form part of the programme. Absence is allowed for medical or other agreed reasons;
- present course work and other assignments required for the programme, within deadlines which can be extended under exceptional circumstances such as health problems;
- behave appropriately while on the Consortium's premises;
- be adequately prepared for any activity which the student is required to undertake as part of the programme outside the Consortium, at all times conduct himself in a proper manner;
- comply with any professional standards applicable to the programme;

### **§2. ADMINISTRATIVE OBLIGATIONS**

The student will commit himself to :

- provide the IMACS coordinator with an emergency contact name and details which the Consortium may use at its discretion;
- notify (in writing) the IMACS coordinator of any changes concerning the information the student gave on application or enrolment (for example, change of address).

### **§3. FINANCIAL OBLIGATIONS**

The student will commit himself to :

- close the bank account opened in France by the co-ordinating institution within 6 months after the completion of the course

- to make sure his participation fees and all other expenses relating to his programme are paid.

The student is responsible to manage his/her scholarship to ensure that it can cover any transit costs not taken in charge with the participation fees.

The student is not entitled to embark on any vocational occupation with a regular salary in parallel to the studies under the ERASMUS MUNDUS European Masters.

**After being briefed, if the student does not respect these rules, punitive measures could be adopted by the steering committee. If he/she has committed a major offence, exclusion from the programme can be considered. In that case the participation fees will not be refunded.**

## STUDENT'S EXCLUSION

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**§1.** The student understands that he/she shall be excluded from the IMACS Master :

- if the student fails to pass a year of study,
- if the student is the subject of disciplinary measures leading to her/his exclusion from the IMACS Partner Universities,
- if the student is the subject of legal prosecutions that prevent him/her from attending the IMACS programme,
- if the student withdraws from the IMACS programme, on his/her own decision or by force majeure,

**§2.** In such an event, the student hereby makes a commitment on his/her honour to reimburse the IMACS Coordinating Institution (University of Poitiers, France) the excess funding from the grant(s) allocated to him/her, which consists in any IMACS funds received covering the period following the date of exclusion.

**§3.** Omitted cases from the present agreement will be adjudicated by the Consortium.

**§4.** As an exception to §2, the student shall not refund sums he/she perceived for the following :

- the rent of his/her accommodation, for the month of the day of his/her exclusion,
- the bank fees corresponding to his/her accommodation insurance, between the day of his/her exclusion and the end of the calendar month,
- the bank charges to pay his/her bank account and his/her visa card, between the day of his/her exclusion and the end of the calendar year,
- sums the student shall need to live between the day of his/her exclusion and the end of the calendar month, i.e. for food, transportation, within a limit he/she shall agree on with the IMACS Coordinating Institution (University of Poitiers, France).

**§5.** Upon exclusion, the student shall in due time and before his/her departure pay for the following :

- the rent of his/her accommodation, for the month of the day of his/her exclusion,
- the bank fees corresponding to his/her accommodation insurance for the month of the day of his/her exclusion,
- the bank charges to pay his/her bank account and his/her visa card, for the year of the day of his/her exclusion.

**§6.** The IMACS Coordinating Institution (University of Poitiers, France) shall for its part allocate the student funds and instruction enabling him/her to fulfil his/her commitments in §4. The funds consist in the grant allocated for the month of the day of his/her exclusion.

**§7.** For the student's information, it is hereby stated that the Framework Partnership Agreement (2010-0130/001) between the IMACS Coordinating Institution (University of Poitiers, France) and the Education, Audiovisual & Culture Executive Agency (EACEA) of the Commission of the European Communities which funds the IMACS programme, imposes upon the IMACS Coordinating Institution (University of Poitiers, France), following the exclusion or withdrawal of a student from the programme,

- i) to make the remainder of the grant allocated to that student available to a new applicant
- ii) to refund the Education, Audiovisual & Culture Executive Agency (EACEA) of the Commission of the European Communities with the remainder of the grant allocated to that student if no new applicant is enrolled as a replacement
- iii) except for funds mentioned before and for the prescribed use only.

Date		
Signatures		
Names		
First names		
Date and place of birth		
Position	IMACS Coordinator, Representing the Coordinating Institution of the Erasmus Mundus Master course IMACS	IMACS student
Stamps		