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ERASMUS MUNDUS MASTER PROGRAMME IN PLANT BREEDING - EMPLANT

STUDENT AGREEMENT FOR ERASMUS+ EMJMD STUDENTS

Programme Intake: 2019

(duration of the programme 2019-2021)

Between the Coordinating Institution Institut Polytechnique UniLaSalle, representing the emPLANT consortium which is composed of the following organisations:

- Institut Polytechnique UniLaSalle (LAS) (France), Coordinating Organisation
- Swedish University of Agricultural Sciences (SLU) (Sweden)
- University of Helsinki (UH) (Finland)
- Universitat Politècnica de València (UPV) (Spain)
- Ege University (EgeU) (Turkey)

And the student

Last name:

First name:

Date of birth:

Place of birth:

Nationality:

Passport number:

With official residence in:

Agreed mobility track:

Y1 University:

Y2 University:

The following is agreed:

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1) Scope

The emPLANT consortium accepts the student to participate in the Erasmus Mundus Master Programme in Plant Breeding – emPLANT in accordance with the rights and obligations mentioned below.

2) Academic structure

emPLANT is a two year Master Programme of Excellence in the field of plant breeding and is composed of the following elements:

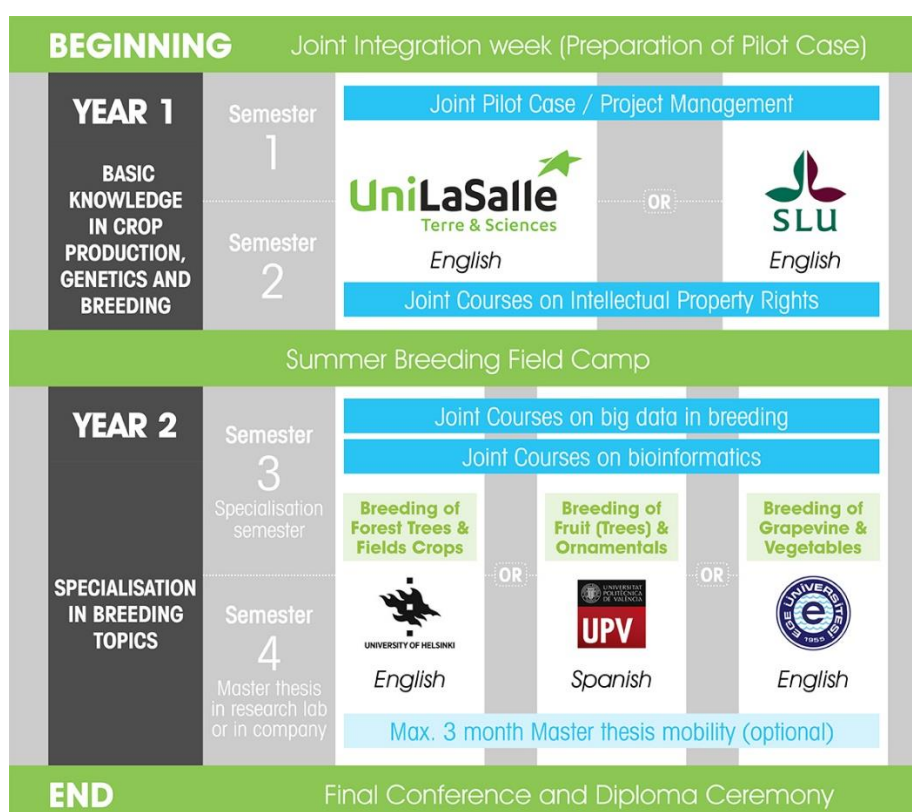
- The Joint Integration Week (all emPLANT students together)
- The first year (Y1) of studies at LAS or SLU
- The Joint Summer Breeding Field Camp (all emPLANT students together)
- The second year (Y2) of studies at UH, UPV or EgeU with specializations
- The Final Conference and Diploma Ceremony (all emPLANT students together)

Y1 at LAS includes a compulsory internship during the second semester.

Semester 4 is devoted to the Master thesis.

The complete list of courses is available in the Course Catalogue on www.emplant-master.eu.

The mobility tracks are as follows:



3) Degrees awarded

Each student who succeeds the mandatory evaluations and who validated 120 ECTS, minimum 30 ECTS per semester, will receive a double degree, (i.e. the degree of the Y1 institution and the degree of the Y2 institution).

The degrees awarded are:

- Institut Polytechnique UniLaSalle: Diplôme de Master Sciences et Technologie de l'Agriculture, de l'alimentation et de l'environnement (ST2AE), Parcours Plant Breeding (Sélection végétale, amélioration des plantes et créations variétales)
- Swedish University of Agricultural Sciences : Masterexamen med huvudområdet Biologi - Degree of Master of Science with a major in Biology
- Universitat Politècnica de València : Master Universitario Erasmus Mundus en Mejora Genética Vegetal por la Universitat Politècnica de València
- Ege University: Master Programme Plant Genomics and Improvement, Department of Seed Science and Technology, Graduate School of Natural and Applied Sciences
- University of Helsinki: Master of Science (Agriculture and Forestry), Master's Programme in Agricultural Sciences, study track Plant Production Sciences

Degree issuing universities will also provide the student with an ECTS transcript of records with the grades and credits obtained and the corresponding European Diploma Supplement.

4) Language policy

All courses at SLU, LAS, UH and EgeU are taught in English, courses at UPV are taught in Spanish. SLU and LAS offer Spanish courses to prepare students who go to UPV for a B1/B2 level for their stay.

All partners offer local language and culture courses to promote their academic success and facilitate their social and cultural integration.

5) Performance monitoring and evaluation

Courses and exams are mandatory.

Students will follow the evaluation procedures established at each partner university of their mobility track. Student performance will be assessed in every course. To pass the courses, the student has to pass the exam and other exercises, such as literature and laboratory reports as well as oral presentations, computer based test, written exams, internship report, tutored work reports etc. These components may be graded and contribute to the final grade for the course. The student is evaluated according to the course objectives.

A pre-acceptance in year 2 of emPLANT is given in March/April of year 1 depending on the grades of the student. Final acceptance will be granted during summer once all grades are received. In any case, students have to complete 60 ECTS during year 1 to be able to be accepted in year 2.

Each semester the student will self-assess his acquired knowledge and competencies as well as his satisfaction on academic (quality of the courses/teachers/methodologies) and administrative level. The pertinence of the internships and job insertion after graduation will also be evaluated.

5.1. Pass/fail criteria and resit exams for individual courses

The ECTS-credits for an individual course are awarded if the student passes the exams according to the local rules of the university. In the event a student fails a course, re-sit options shall meet the regulations of the hosting University.

Tuition fees derived from a second or subsequent registration in an emPLANT course may apply, as they are not covered by the initial participation costs.

Any academic period in excess of the duration of the master's degree shall not be covered by the EMJMD scholarship (max. 24 months).

5.2. Internships and master thesis regulations

The regulations at LAS for the S2 internship are a minimum duration of 8 weeks and a maximum of 14 weeks at an organisation linked to the field of studies. The participation in the Summer Breeding Field Camp is mandatory. An internship report needs to be provided at the end of the internship.

Internships in S4 during the master thesis can be carried out either at a company or a research organisation linked to plant breeding in the host country or abroad (collaborative projects between the host university and the company/research organisation). They are not mandatory but encouraged. For internships abroad the duration is maximum 3 months. The regulations for the Master thesis internships in S4 as well as the regulations for collaborative projects in the framework of the Master thesis follow the rules of the Y2 host institutions.

For the thesis examination a report is mandatory which should include at least the following sections: introduction, objectives, materials and methods, results and discussion and bibliography, must be presented. In addition an oral presentation of the work in front of three PhD level examiners is necessary. Any specific regulations from the degree-issuing Partners shall be respected.

Note: If a student chooses to do a 3 months internship during his master thesis (optional), the student will have 2 different supervisors during the internship: one from Y1 University and one from Y2 University.

Internships are only possible in countries where the security of students is not at risk. I.e. the rules of the host university and the potential exclusion of countries (e.g. red/orange coloured by French Foreign Ministry) has to be respected unless the student has the nationality of this country.

Internships are only possible in an associated partner's organisation. The list of official associated partners of emPLANT is available on <https://emplant-master.eu/associated-partners>.

5.3. Specific education and examination regulations

In cases that are not stipulated in this student agreement, the specific academic, administrative and examination regulations of the institution at which the student is participating in a particular course apply.

6) Obligations of the student and code of conduct

6.1. The student declares to meet the requirements to follow the proposed academic programme, particularly that s/he holds a Bachelor (or equivalent) degree and that s/he commits to reaching a minimum level of English and Spanish languages: an equivalent to B2 in English according to the levels defined by the Common European Framework of Reference for Languages (CEFR) before the start of the programme and an equivalent to B1 in Spanish before the start of the academic activities in Spain (for students going to UPV).

- 6.2.** If the student has made false declarations in his application file, the consortium has the right to immediately cancel his admission or registration to the programme and stop the scholarship payment. In such a case the student shall travel back to his/her home country on his/her own costs.
- 6.3.** The confirmation of enrolment in emPLANT is conditional on meeting the requirements of the different Partner Universities as regards enrolment at Master's level and upon providing the required documentation on time.
- 6.4.** Courses, education and examination activities are mandatory, including the Joint Activities (Joint Integration Week, Joint Summer Breeding Field Camp, Final Conference and Diploma Ceremony). Any absence in case of illness or other reason must be proved by providing an official document to the emPLANT Secretariat within 10 days after the notification of absence. In the event that the student does not satisfy this requirement and cannot provide an acceptable reason of force majeure, s/he will be informed of his/her removal from the programme and payment of the scholarship will be immediately discontinued.
- 6.5.** The student is obliged to successfully complete a total of at least 120 ECTS (30 ECTS per semester) to obtain the master's degree.
- 6.6.** The student's scholarship can be discontinued if s/he has not obtained 60 ECTS at the end of the first academic year without a valid reason. The scholarship holder will have a 10-day period to provide justification documents. In case the student's scholarship is discontinued for this reason, the student may decide to continue in the Masters Programme as self-funded student.
- 6.7.** In case of long absence due to force majeure and justified by the student, s/he can take back classes during summer.
- 6.8.** It is the responsibility of the individual student to keep well informed on and comply with all university regulations at Y1 and Y2 institutions as well as with rules and regulations specified in the emPLANT Student Agreement.
- 6.9.** The student commits to behave in a respectable manner during his/her studies. S/he will commit no fraudulent act, and will specially avoid cheating, falsification or plagiarism of any academic work. Moreover, he/she will use both the movable and immovable goods of the university with great care, will not abuse or misuse the access to equipment and installations and will not perform any unauthorised access or violation of departmental, school or university rules. Failing to do so may involve suspension or expulsion from the University and the emPLANT Programme.
- 6.10.** emPLANT does not accept plagiarism. All students are expected to be familiar with and fully respect the rules regarding plagiarism at their Y1 and Y2 institutions. All emPLANT institutions have a policy of actively informing on their non-acceptance of plagiarism and the associated institutional-level sanctions. All cases of plagiarism shall be reported to the emPLANT Coordinator.
- 6.11.** In case of course exclusion, it will be a responsibility of the emPLANT Secretariat to formally notify the student in writing. The student will have a 10-day period to provide justification documents.

6.12. In case of being awarded an EMJMD scholarship, the student declares on his honour that s/he did not received previously another EMJMD scholarship or an Erasmus Mundus Master Course/Joint Doctorate scholarship. S/he is obliged not to receive any other scholarship or subvention financed by the European Commission under other EU Commission programmes. It is the responsibility of the scholarship holder to inform the Coordinator and the contact person at his/her host university of any additional funding received that may be incompatible with the EMJMD scholarship. Besides, it is the responsibility of the scholarship holder to check the compatibility of the EMJMD scholarship with any other funding (e.g. grant, salary, etc.) s/he may receive and, if necessary, inform the relevant authorities in charge of that additional funding.

6.13. The student has the obligation to provide all necessary administrative documents, and commits to participate in quality assurance procedures and follow-up activities (such as questionnaires, surveys, monitoring meetings, etc. which can be initiated by either the emPLANT Executive Board or by the Education, Audiovisual and Culture Executive Agency of the European Commission (EACEA)). Some of the documents may need to be provided after the end of emPLANT.

6.14. Apart from regular holidays established at the host university and weekends, the student cannot leave the host university. In all other cases, leave or absence from the host University, even if it is for academic purposes, must be authorised in writing by both the academic supervisor at the host university and the Coordinator (LAS) upon request and justification from the student. Any unauthorised absence may result in the scholarship being withdrawn.

6.15. In case of being awarded an emPLANT EMJMD scholarship, the Coordinating Institution has the right to suspend the payment of the scholarship if:

- The scholarship holder withdraws from the project in case of force majeure;
- The scholarship holder is expelled or released from the University, or leaves on his/her own demand;
- The scholarship holder does not obey the internal regulations set by the emPLANT Consortium, the regulations of the host universities and the clauses in this agreement.

In the event that the student prematurely ceases his/her participation in the programme or wants his/her scholarship to be interrupted for any reason, he/she must notify the programme coordinator immediately by e-mail at emplant@unilasalle.fr.

In all cases of interruption of the EMJMD scholarship the student is obliged to refund any amount unduly paid. In the case of monthly allowances, the number of eligible payments shall be calculated according to the provisions in Art. 8.3.

6.16. A scholarship can be put on hold if the student has to temporarily leave the EMJMD course following duly justified and well documented reasons. Such cases relate to medical reasons and/or serious family reasons (e.g. need to temporarily take care of a close family member or hospitalisation/death of a family member). In such a case the scholarship payment must be interrupted until the candidate is again physically present at the host HEI and can actively continue pursuing the course activities.

6.17. In case of being awarded an emPLANT EMJMD scholarship, this is intended for fulltime study. However, the programme does not foresee any restrictions for remunerated work outside the scholarship activities, providing that:

- It is in line with the national legislation of the country(ies) concerned (visa, residence permit);
- The scholarship holder can still dedicate the necessary efforts to the mandatory activities in order to complete them successfully within the agreed period.
- There is no limitation from the Erasmus+ EMJMD Programme.

6.18. As part of this agreement, the students commits to becoming a member of the EMA (Erasmus Mundus Alumni association <http://www.em-a.eu/>), which is the international professional and personal network for Erasmus Mundus students and graduates and serves as channel of communication for students, alumni, universities and the European Commission.

7) Administrative elements

The universities will endeavour their best to provide the student with tuition, supervision, assessment and support services of a professional standard. The emPLANT Secretariat and Consortium Partners will provide:

- detailed information on programme content and structure incl. practical information
- first and second year admission
- registration of courses and results
- timely disbursement of the EMJMD scholarship
- assistance with visa procedures
- assistance with university accommodation
- welcome and integration events (Joint Integration Week and events and assistance at each partner university)
- academic and social student counselling, incl. tutor/academic advisor
- local language instruction
- insurance: the student will be provided with health insurance during the whole period of the studies. This comprehensive insurance policy meets the specific regulations of EACEA for Erasmus Plus: EMJMD students (health, travel, and civil responsibility and repatriation cost towards the country of the student, etc.). The student will be provided with the necessary documentation and information (e.g. coverage conditions, restrictions, helpdesk contacts, etc.) before the start of emPLANT and as soon as the final list of selected students is approved
- emPLANT students will have access to all facilities and services available to regular students (e.g. libraries, laboratories, computer rooms, etc.)
- Each Partner University offers an emPLANT Help Desk where information to emPLANT students is centralised

8) Financial elements

8.1. Participation costs

Irrespective of the host institution, the annual emPLANT participation costs for Partner Country students amounts to € 9'000 and for all Programme Country students to € 4'500.

Participation costs include:

- Health and accident insurance during the whole academic period;
- The registration of the student as regular student of the Y1 and Y2 universities;
- Tuition fees;

- Language and culture courses at each HEI integrated in the emPLANT curriculum;
- Access to library and laboratories;
- Student management, services and activities; support in visa application procedures, etc.;
- The Joint Integration Week for all emPLANT students¹;
- The Joint Summer Breeding Field Camp¹;
- The Final Conference and Diploma Ceremony¹;
- All other academic and administrative fees (e.g. degree issuing from the two partner Universities attended, access fee, recognition fees, etc.);

Participation costs do NOT include:

- travel costs
- visa costs
- Some individual module-related costs (e.g. certain books and materials, etc.)
- Living expenses

8.2. Travel costs

It is the responsibility of the student to cover the necessary travel expenses to participate in all compulsory activities of emPLANT (e.g. travel to 1st and 2nd Host Institutions, travel to attend the Joint Integration Week, Joint Summer Breeding Field Camp, Final Conference and Diploma Ceremony, etc.)

8.3. Management of scholarships

The student declares that s/he has not obtained any other Erasmus Mundus or EMJMD scholarship, that s/he is not a former Erasmus Mundus Joint Master/Doctoral Course scholarship holder or is benefiting from another EU grant while pursuing his/her EMJMD studies.

The allocation of a Programme Country or Partner Country scholarship is based on the information provided by the student during the scholarship application process.

	Partner Country students	Programme Country students
Contribution to emPLANT participation costs	18'000€ (2-year full-time Master degree)	9'000€ (2-year full-time Master degree)
Contribution to travel costs*	2'000€/year if place of residence is less than 4'000km from LAS 3'000€/year if place of residence more than 4'000km from LAS	1'000€/year
Contribution to installation costs*	1'000€	N.A.
Living allowance (max. 24 months)	1'000€/month (not in country of residence and max. 3 months in any Partner Country)	1'000€/month (not when in country of residence)

**Scholarships amount for travel/installation depend on the place of residence by the deadline of the student scholarship application.*

¹ For the three events, a single participation of 300€ per student is additionally asked to cover food and accommodation expenses.

The emPLANT Secretariat administers the Erasmus+ EMJMD scholarship scheme. Students having been awarded with an Erasmus+ EMJMD scholarship shall receive:

8.3.1. Contribution to travel costs

To be paid by the Coordinator in two equal instalments: the first one upon registering at the Y1 university (at the start of the first semester), and the second one upon registering at the Y2 university (at the start of the third semester).

The contribution to travel costs is designed to cover the expenses related to compulsory mobility of each individual scholarship holder (i.e. return trip from their country of origin and all other travel expenses necessary to carry out the emPLANT Master's Degree). In case a scholarship holder's travel costs exceeds the established amounts, the scholarship holder must cover the difference.

Following the EMJMD Programme rules, the amount paid to the student for year 2 shall not be claimed should the student drop out or be expelled after the third semester and before graduation.

To calculate the travel distances from the scholarship holder city of residence to the city of the coordinating institution, and to decide the distance band (unit cost) applicable to scholarship holders, the Coordinator shall use the following website: http://ec.europa.eu/programmes/erasmus-plus/tools/distance_en.htm.

The city of residence considered is the one defined and proven by the student during the application process. All original boarding cards, tickets, invoices, fee charges, etc. shall be sent by the student to the Host University and sent to the Coordinator.

8.3.2. Contribution to participation costs

An amount of 9'000€ for Partner country students and 4'500€ for Programme Partner students will annually be charged directly by the emPLANT Consortium from the funds received from the European Commission to cover the Participation Costs of EMJMD grantees. Therefore this amount shall not be transferred to the scholarship holder.

8.3.3. Monthly Living Allowance

A basic monthly amount of 1'000€/month during maximum 24 months shall be paid to the scholarship holder. Payments shall be performed in a systematic way in EUR, on a monthly basis to a European bank account whose account holder must be the scholarship holder.

The payment of the living allowance will correspond to the effective time of stay, during which the scholarship holder undertakes his/her academic activities. The monthly allowance can only be paid as from the month of arrival of the student at the first host University (Y1) and after formal enrolment to the course. The payment will be stopped immediately in case of interruption of the course by the student. Should the absence be not excused in a satisfactory manner within 10 days, the student will be exmatriculated.

If students decide to voluntarily join the programme at an earlier stage, then this period must not be considered as part of the EMJMD's course duration. This rule also applies to cases of late arrivals of students to the course.

The regular scholarship payments to the student can be stopped if the student is expelled or released from the course, blocked from entry in the country of mobility by national authorities or leaves the course on own demand or by force majeure.

The monthly living allowance is paid from the month of arrival of the student and is further transferred at the beginning of each month during a maximum duration of 24 months.

For Partner country students who want to spend study time at a Partner Country, e.g. to do a master thesis or internship, only a maximum of 3 months will be covered by the monthly allowance.

For all students, the monthly living allowance will not cover the periods when the student is in his/her country of residence.

8.3.4. Contribution to installation costs

The contribution to installation costs (1'000€) is offered only to grantees resident of a Partner Country and it is a single payment in the first year. It is an incentive to help covering the additional costs related to the issuing of visas, residence permits, etc. as well as the temporary accommodation needs upon arrival in the first Programme Country Host University Partner and the subsequent mobility.

8.4. Money transfers

To receive their payments, students will have to open a bank account in the country of the Y1 University and forward the account details (including the IBAN number) to the Secretariat using the provided Bank Account Form. All the payments will be made by LAS by direct transfer to the bank account specified by the scholarship recipient.

The scholarship is only awarded after the student has signed this agreement and after the student's official enrolment at the first year host institution. In order to transfer to the scholarship holders, the individual scholarship payments which are centralised by the coordinator (i.e. travel costs, installation costs, monthly living allowances), the hosting Partners shall forward the Coordinator the following documents (scanned copies) as soon as the scholarship holder arrives at the hosting university:

- Boarding cards and other travel documents
- Proof of enrolment (i.e. student card)
- Certificate of arrival signed by the local emPLANT coordinator and the student
- Student agreement signed by the grantee
- European bank account of the student where the funds shall be transferred (official document issued by the bank, clearly stating the bank account details and the name of the account holder).

9) Intellectual Property Rights

The student must respect all IPR dispositions at each partner university of his/her mobility track. For collaborative projects as Master thesis IPR need to be determined between the host university, the host institution and the student.

10) Health Insurance

emPLANT students are insured by DR-WALTER Insurance Brokers with a combination of health, liability, accident and assistance insurance (named PROTRIP-WORLD-PLUS) which complies with the EACEA's minimum requirements. That insurance is at no extra-costs. The details of this insurance and the terms and conditions will be communicated to the student.

11) Interruption terms

The student understands that he/she will be excluded from the emPLANT course, under these circumstances:

- In case of absence (lectures, practical sessions, field trips, informative and official meetings...)
 - that the student cannot justify with medical certificates,
 - for which permission has not been granted by the emPLANT staff (requested in advance to ensure permission),
- If the student fails to validate one year of study within the stipulated timeframe,
- If the student is the subject of disciplinary measures leading to his/her exclusion from the emPLANT Partner University where he/she is studying,
- If the student is the subject of legal prosecutions that prevent him/her from attending the emPLANT programme,
- If the student withdraws from the emPLANT programme on his/her own decision or in case of absolute necessity (force majeure)

Under these circumstances, the student hereby commits, on his/her honour, to reimburse any fund allocated to him/her, covering the period starting after the date of exclusion.

In case of insufficient academic results of the student, the emPLANT Consortium, upon presentation of a report by the University where the student is attending emPLANT course, can decide to end students' training. In this case, the distribution of Erasmus Mundus scholarship to the student will be also closed after a period that allows the student to organise her/his home country return.

12) Complaints and amendments

In case of complaints, the student may appeal to the emPLANT Executive Board. The student may initiate the complaint through the student representative, selected by and amongst emPLANT students, who is member of the emPLANT Executive Board (advisory function for student related issues).

The EB aims to deal with all complaints in a fair and consistent manner and as quickly as the circumstances allow. However, for specific complaints about a specific service or facility provided by a Partner Institution, the student shall invoke the complaints procedure of that institution.

Any complaints arising in relation to emPLANT, or termination of studies, must be raised without delay and addressed to the attention of the Coordinator. The Secretariat will amend the agreement on an ad hoc basis in case of temporary termination, e.g. on the grounds of health reasons.

In case of scholarship interruptions the Executive Board will address the situations on a case by case basis.

Any amendment or update to the current agreement shall be communicated in writing and signed by the parties.

13) Exclusion of responsibility

The emPLANT Consortium is not liable for accidents, illnesses, injuries, losses or damages to persons or goods resulting from or in any way related to the activities that are object of the present contract.

14) Consent for use of student's image

During the emPLANT program you may be photographed and/or filmed. Those images are used in emPLANT promotional tools. In order to disseminate those images in our communication tools, we need your agreement.

I agree that recorded images of me (photographs, audio or video images and recordings) taken during academic activities can be used in hard copy or digital form for any of the following purposes:

- the promotion, communication and dissemination of emPLANT activities and programmes. These may be used on the emPLANT website, leaflets, posters, social media, display screens and presentations
- generate training materials (e.g. eLearning resources, on-line learning materials, and similar materials. These may be used by emPLANT students, shared with other individuals involved in emPLANT and may be presented at conferences)
- *duration of authorization*: the duration is effective for the duration of the exploitation of the targeted media
- this authorization is for free

I don't want my image to be used as described above. I ask that my face is blurred in case it is recognizable on a photograph or a screen shot (apart from crowd shot for which no authorization is necessary)

15) Use of personal data

By signing this agreement, the student authorises the use of his/her personal data in activities related to emPLANT. All personal data contained in the agreement shall be processed in accordance with Regulation (EU) 2016/679 of the European Parliament and of the Council on the protection of natural persons with regard to the processing of personal data and on the free movement of such data, and repealing Directive 95/46/EC (General Data Protection Regulation). Such data shall be processed in connection with the implementation and follow-up of the emPLANT project by the Partner Institutions, EACEA and the European Commission, without prejudice to the possibility of passing the data to the bodies responsible for inspection and audit in accordance with EU legislation.

The student may, on written request, gain access to his/her personal data and correct any information that is inaccurate or incomplete. S/he should address any questions regarding the processing of his/her personal data to emPLANT@unilasalle.fr.

16) Duration and Signatures

This agreement automatically expires at the end of the Final Conference/Diploma Ceremony. If the agreement is terminated at an earlier point, the scholarship payment is automatically stopped at the same time. The Secretariat will seek reimbursement of undue prepaid instalments. The annual emPLANT participation cost payment is not refundable. Without

prejudice to the general consequences laid down in national law applicable in the present Agreement, the emPLANT Consortium reserves the right to cease the effects of the present agreement, without recourse to any judicial procedure apart from adequate communication to the student. Failing agreement by both parts, the French courts are designed as the only competent authorities to resolve any legal dispute between the emPLANT Consortium and the student emerging from the agreement. This Student Agreement will be governed by French law.

I acknowledge having read, agreed with and committed to comply with all articles of this agreement.

Signed in _____, on _____

Signatures:

The student

The emPLANT Coordinator