

## Erasmus Mundus Joint Master Degree (EMJMD) Student Agreement

Student recipient of an Erasmus Mundus scholarship  
**Academic Year 2016-2017**

**The Coordinating Institution,** Friedrich-Alexander-Universität Erlangen-Nürnberg,  
represented by Prof. Dr. Stefan Schierholz, Bismarckstraße 1, D-91054 Erlangen  
**on behalf of the EMJMD-EMLex Consortium formed by**

Université de Lorraine (Nancy), France  
Universidade de Santiago de Compostela, Spain  
Universidade do Minho (Braga), Portugal  
Uniwersytet Śląski (Katowice), Poland  
Stellenbosch University, South Africa  
Università degli Studi Roma Tre, Italy

### and the Student

Last name: (ex.: SMITH) \_\_\_\_\_

First name(s): (ex.: John) \_\_\_\_\_

Official residence:  
\_\_\_\_\_

Date of birth: (DD/MM/YYYY) \_\_\_\_\_ Place of birth: \_\_\_\_\_

Nationality: \_\_\_\_\_ Passport number: \_\_\_\_\_

agree on this contract and the following terms and conditions:

#### 1. Consortium

The Erasmus Mundus Joint Master Degree Programme entitled “European Master in Lexicography” (henceforth: EMLex) is organised jointly by the Higher Education Institutions Friedrich-Alexander-Universität Erlangen-Nürnberg (henceforth FAU), Université de Lorraine (Nancy) (henceforth UL), Universidade de Santiago de Compostela (henceforth USC), Universidade do Minho (Braga) (henceforth UMinho), Uniwersytet Śląski (Katowice) (henceforth US), Stellenbosch University (henceforth SU), and Università degli Studi Roma Tre (henceforth R3U).

#### 2. Scope

On behalf of the participating consortium partners, the student is given the permission to participate in the EMJMD-EMLex in accordance with the rights and obligations stipulated below.

#### 3. General conditions

##### 3.1 Duration, structure, mandatory mobility requirements and restrictions and course languages

3.1.1 Duration: The agreement is valid starting from the 2016/2017 academic year, for the normal duration of the programme (two academic years). The agreement is subject to examination once every semester. If the student fails to provide evidence of fulfilling the agreement, payment of the scholarship may be put on hold or terminated according to the stipulations under Articles 4.1 and 5.3. The agreement may be terminated according to the stipulations under Articles 4.1 and 5.3.

3.1.2 Academic calendar and structure: The welcome week as well as the graduation ceremony will be organized by the home institution (university of the first semester), summer term (mobility phase), exam and holiday periods depend on the academic calendar of the particular home universities.

Individual regulations from each home university apply with regard to the study plan, module descriptions and examination regulations

	ECTS	Aims and contents
WS	10	Basic module B1: (common module: E-Learning, ca. 4 semester hours): Basics of lexicography
1. sem.	10	Basic module 2 (home module): A lexicographically-oriented module (approx. 4 semester hours)
	(5)	B3a course of English (4-6 semester hours)
	(5)	B3b course of German (4-6 semester hours)
	(5)	B3c elective module: computer science or language course (Portuguese, Hungarian, Polish, Spanish, French, Italian)

SS 2. sem.	30	Mobility phase: Advanced modules 1 to 9 (Block seminars by teachers of the partner universities. Students have to acquire 30 ECTS, may, however, acquire more (45 ECTS), organisation plan according to special announcement.)
		All students must have gained 60 ECTS after the first year
WS 3. sem.	10 10 10	In-depth module 1: Series of lectures by teachers of different universities (live or via video). In-depth module 2 (home module): Special topic (depending on the seminars offered at the home university). Practical module: Minimum of four weeks internship at a publisher or a company or a research institute.
SS 4. sem.	0-5 25-30	Accompanying seminar to the master thesis (home module) Master thesis
	<b>120</b>	Total number of points

3.1.3 Mobility requirements and restrictions: All students have to travel to one of the partner universities in the second semester. The university and the local organisers change every year and are selected by the consortium.

3.1.4 Course languages: The languages of the programme are German and English for the duration of the programme. All partners will offer the students access to their Language Centres or the equivalence and will encourage the students to attend extra-curricular language classes.

### 3.2 Study track and academic outputs

During the two study years the student must achieve 120 ECTS in (at least) two degree-awarding-partner institutions. In order to pass a course the student has to achieve a minimum score of 51%. Different conditions can be decided by the responsible teacher of the course and must be visible to the student. The comparability of examination results is ensured by a conversion chart agreed upon by the consortium.

In case of failure of a course (failure includes absence from an exam with or without legitimate reason) a resit is possible but will depend on the examination rules of the university. This resit will preferably take place at the university where the course was taught, but will also be possible at another partner institution, if agreed with the partner university. Exam conditions (oral, written, individual report, etc.) are decided individually for each course unit. A grade is given per unit under the responsibility of the course unit manager.

### 3.3 EMJMD Diploma

Students who, within the framework of the above, successfully complete the EMJMD-EMLex, will be awarded a Joint Degree (or Double Degree) Diploma of the partner HEIs of the EMJMD-EMLex-consortium where the student is registered in the fourth semester (where the student writes his master thesis). The documents are written in English. Details about enrolment, exam admission, illness, disability, pregnancy, parental leave, etc. are given in the examination regulations of the single Universities.

### 3.4 Insurance

The student will be provided with health insurance during the whole period of the programme. The insurance covers all minimum requirements of the EACEA, which include all worldwide travel necessary for the participation in the EMJMD-EMLex in relation to certain risks such as illness, accident, death, permanent disability, third-party liability etc. The students will have to follow the rules of the insurance company they are insured with and will have to notify the insurance company directly in case of an accident.

## 4. Financial Management

### 4.1 Participation Costs and Scholarship

Participation costs are set to 2.250 € per semester for students from programme countries and to 4.500 € for students from partner countries. These participation costs include tuition fees and any compulsory administrative/operational costs related to the participation of the student in the EMLex (e.g. tuition, health insurance, social service fees, etc.). The participation costs are paid directly from the European Commission to the consortium.

Provided that the student is selected by the consortium to receive an Erasmus Mundus scholarship, the contribution to the participation costs is paid after signing the Student Agreement by the start of the programme. The contribution to subsistence costs will be allocated to the student in twelve monthly instalments of 1.000 € (for a maximum of 24 months). It is neither given to students for the EMJMD periods spent in their country of residence, nor to students from a partner country for the EMJMD periods exceeding three months spent in any partner country.

The contribution to travel and installation costs will be allocated to the student once per year:

- 1.000 € contribution to travel costs for students from programme countries
- 2.000 € contribution to travel costs and 1.000 € contribution to installation costs for students from partner countries whose location is situated at less than 4.000 km from FAU Erlangen-Nürnberg.
- 3.000 € contribution to travel costs and 1.000 € contribution to installation costs for students from partner countries whose location is situated at 4.000 km or more from FAU Erlangen-Nürnberg.

There will be no further funding.

The scholarship will be paid by bank transfer to a European bank account number mentioned in Appendix 1. The student shall inform the consortium as soon as possible on any change in his/her bank details. If the bank account is not active yet by the beginning month of the master, the scholarship will be paid in cash.

The scholarship does not create any employer-employee link between the consortium coordinator and the student; therefore it is not subject to direct taxation.

The student hereby declares not to receive any other scholarship or subvention by the European Commission.

#### **4.2 Termination of the Contract**

The consortium coordinator has the right to terminate the contract if the student does not meet the requirements stated in this agreement and if the student has been admitted to the EMLex programme on the basis of false information.

#### **4.3. Exclusion from the Programme**

The student understands that he/she shall be excluded from the EMLex Master

- a) in case of non-attendance to the course that the student cannot justify with medical certificates or for which permission has not been granted by the EMLex staff
- b) if the student fails to validate a year of study
- c) if the student is the subject of disciplinary measures leading to his/her exclusion from the EMLex programme
- d) if the student is the subject of legal prosecutions that prevent him/her from attending the EMLex programme or
- e) if the student withdraws from the EMLex programme, on his/her own decision or by force majeure.

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 the exclusion
- the bank fees, for the year of the day of the exclusion
- the remaining tuition fees perceived for the EMLex programme of the semester the student was active in.

#### **4.4 Reimbursement of the Scholarship**

In case of termination of the Agreement, i.e. withdrawal of studies before completion of programme or exclusion from the programme, the student hereby declares to reimburse the EMLex coordinating institution the excess funding from the grants allocated to him/her, which consist in:

- any EMLex funds received covering the period following the date of termination of the Agreement
- part or totality (based on the number of months attended) of the total amount that was deposited on the bank account of the student or paid by cash by the EMLex coordinating institution
- except for the sums stipulated in 4.5

#### **4.5 Exceptions to 4.4**

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 charges to pay for the bank account, between the day of the termination of the Agreement and the end of the calendar year
- tuition fees perceived for the remainder of the EMLex programme
- sums the student shall need to live between the day of the termination of the Agreement and the end of the calendar month, i.e. for food, transportation, within a limit he/she shall agree on with the coordinating institution

The EMLex consortium shall for its part allocate the student funds and instructions enabling him/her to fulfill his/her commitments in 4.3. The funds consist in:

- the grant allocated for the month of the day of his/her exclusion
- funds to cover the tuition fees for the EMLex programme that the student has not paid yet

In addition, in case of exclusion the EMLex consortium shall allocate the student funds to cover the cost of travel back to his/her country of origin, that the student shall not refund.

### **5. Student services and mandatories**

#### **5.1 Student services**

There are multiple service programmes at the universities to ensure support of visa and housing, administration, local language courses and access to on-site and online learning facilities. In addition, an orientation event will be organized to support the students. Relevant information is provided on the EMLex websites of the single universities. The tutoring programme guarantees the mentoring of the student. Disabled students will get an extra tutor for the whole time of studying.

#### **5.2 Participation**

5.2.1 Evaluation: The student is evaluated for each course in accordance with the regulations of the institutions where the student is studying, except for those cases that are stipulated in the common rules. The student

grants the universities where he/she is studying during the first and the second year the right to transfer all information concerning the progress of the studies to the consortium management and its administrative units. This includes courses, study results, and all other facts that are necessary to evaluate the student's performance.

5.2.2 EMA: The Erasmus Mundus Students and Alumni Association (EMA) is a platform for all EMJMD-Students and can be found via <http://www.em-a.eu/>. The student is encouraged to join EMA.

### 5.3 Code of conduct

The student must use both the movable and immovable goods of the university with great care and to act and behave in accordance with the regulations enforced within the university.

The student is strongly advised to attend as much as possible all lectures and laboratories. Some laboratories and/or assignments are compulsory in order to pass a course. The lecturer has the responsibility to inform the student about compulsory parts of the course at the start of the course. In case of absence of more than one week (during the academic year not including holiday periods) the student is expected to inform the programme representative at the partner institution and ask for approval for this absence. He/she has to provide a motivation for the absence supported, as much as possible, by evidence.

The programme coordinator reviews the student's academic performance each semester and makes a new decision for the coming semester regarding the continuation of the study programme, based on the previous semester's study results. Minimum requirements are that the student has performed an equivalent of 30 ECTS during the previous semester. In the event that the student prematurely ceases his/her participation in the programme for any reason, he/she must notify the programme coordinator immediately.

A student who leaves the programme prematurely but has obtained credits for certain courses will get a transcript of records stating the courses he/she has earned credits for.

### 5.4 Administrative Requirements

To be required in view of installation at the first/second host institution are local registration, bank account, deadlines to be respected.

### 5.5 Internships

The Internship (minimum 4 weeks) is a mandatory element of the curriculum of the EMJMD-EMLex. It falls to the student to organize the internship according to the agreement with the EMJMD-EMLex coordinator of the university. The consortium offers a catalog of potential internships.

## 6. Responsibility

The EMLex consortium bears no responsibility for accidents, illnesses, injuries, losses or for damages to persons or goods resulting from or related to the activities planned in the present Agreement.

## 7. Modification of the Contract and dispute resolution conditions

Any alteration to the present contract or annex must be communicated in writing. All alterations to the initial situation must be immediately communicated by the student to the EMJMD-EMLex-Consortium. Upon mutual agreement of contractual modifications, the EMJMD-EMLex-Consortium will issue addenda to the present contract.

Signatures:

Both parties declare they have read and accept the conditions hereby defined. Each party receives one copy of the Student Agreement.

**The EMJMD-EMLex-Coordinator represented by Prof. Dr. Stefan Schierholz, on behalf of the Consortium,**

Stamp / Signature \_\_\_\_\_

signed in \_\_\_\_\_, on \_\_\_\_\_

**The student,**

Signature \_\_\_\_\_

signed in \_\_\_\_\_, on \_\_\_\_\_

## Erasmus Mundus Joint Master Degree (EMJMD) Student Agreement

### Appendix 1

To be filled in and handed in to the Consortium as soon as a bank account has been opened in the country of the home university.

PERSONAL DATA	
Name of the student	
Home address	
Telephone number home country	
Date of birth (DD/MM/YYYY)	
Address country of the EMLex home university	
Telephone number country of the EMLex home university	
BANK INFORMATION	
Name of the bank	
Address	
IBAN	
BIC	