STUDENT AGREEMENT

1. Preamble

1.1 Scope

This agreement sets out the role, rights and duties of the parties directly involved in ensuring the successful completion of the EMJM SERP by the student mentioned below. The parties commit to comply with the rules of each partner university and customary practices.

General information about the Erasmus Mundus Joint Masters programme:
https://erasmus-plus.ec.europa.eu/programme-guide/part-b/key-action-2/erasmus-mundus

1.2 Student

Name:
Nationality:
Country of residence:
Date of birth:
Category: Full Erasmus Mundus scholarship / Non-scholarship holders

This Agreement shall apply equally and without distinction to all enrolled students, both scholarship holders and non-scholarship holders.

2. Academic issues

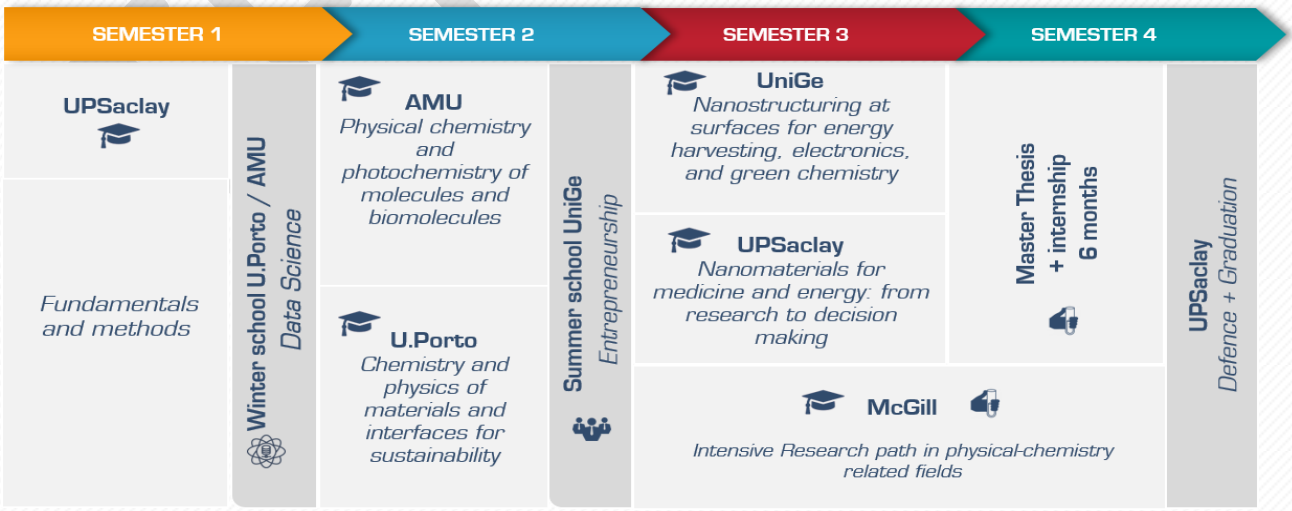
2.1.a. Mobility rules

All students must complete a minimum of two study mobility periods at two different partner institutions, part of the consortium (full or associated partners), different from their country of residence. The internship is considered as a study period. The Consortium partners fully recognize courses which are developed within the programme, as well as examinations passed at the other institutions of the Consortium.

2.1.b. Choice of the mobility

The mobility choice for the second semester is decided at the application stage and must be confirmed during the semester 1.
The mobility choice for the third semester onwards will be discussed with the programme's coordinators in accordance with the academic results and career objectives of the student at the beginning of the second semester.
The McGill University track is primarily available to European and Canadian students, while non-European students are encouraged to study within the European consortium. Note that there are only approximately 4-5 spots available at McGill each year. Final mobility placements will be determined at the end of the first semester in consultation with the program coordinators, based on the academic performance and the career goals.

2.1.c. Mobility scheme



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Year 1 = semester 1 + Winter school + semester 2 + Summer school
Year 2 = semester 3 + internship and master thesis / 3 terms in McGill

The student will attend courses in **at least two partner universities** of the Consortium in different countries:
- University semester 1: UPSaclay (France)
- University semester 2: AMU (Poland) or UPORTO (Portugal)
- University semester 3: UPSaclay (France) or UNIGE (Italy) or McGIll (Canada)

The Consortium partners fully recognize courses which are developed within the programme, as well as examinations passed at the other institutions of the Consortium.

2.2 General Schedule

First Year (M1):
Start of semester 1: beginning of September
End of semester 1: end of January
Winter school (1 week): beginning of the second semester
Start of semester 2: first week of February
Summer school (2 weeks): usually 2nd and 3rd week of July
End of the semester : after the summer school

Second Year (M2):
Start of semester 3: 1st week of September
Start of the internship (for the students at UPSaclay or UNIGE): February
Master thesis defense: last week of August
End of the programme: end of August

2.3 Local coordinators

The SERP consortium has appointed the following local coordinators:

Institution	Coordinator	Email
University Paris-Saclay	Professor Sandrine LACOMBE	xxx
University of Genoa	Professor Luca VATTUONE	xxx
University of Porto	Professor Eduardo MARQUES	xxx
Adam Mickiewicz University	Professor Tomasz PEDZINSKI	xxx
McGIll University	Professor Dmytro PEREPICHKA	xxx

2.4 Study programme`

The Medium of instruction and examination at each university is English. See annexe for the academic programme at each university.

2.4.a SEM1: Mobility at Paris-Saclay University
2.4.b SEM2: Annex to be signed at a later date
2.4.c Year 2: Annex to be signed at a later date

Students who select the McGill study programme must review the application requirements on this website (https://www.mcgill.ca/gradapplicants/apply-now) and initiate the application process via the McGill admissions portal Slate prior to January 15th (during the first year of the program). When they are selected, they may finalize the application within a month after January 15th. To avoid paying application fees, the SERP secretariat must contact the McGill Chemistry department prior to submission. Students must ensure they have the required legal/immigration documents prior to arrival.

The established program can be found at: https://www.mcgill.ca/chemistry/. Upon admission, the McGill Chemistry department and the supervisor will assist the student in selecting courses and establishing the research timeline.

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2.4.d Winter school

The Winter school will be held at the beginning of the second semester. The aim of this intensive programme is to develop students' skills in Data Sciences. The school is credited with **2 ECTS.**

2.4.e Summer school

The Summer school will be held at the end of the second semester. The aim of this intensive programme is to develop students' entrepreneurial skills. The Summer school is credited with **5 ECTS.**

2.5 Internship and Master thesis (2nd year students)

2.5.a Procedure for the students at UPSaclay and UNIGE for semester 3

During the third semester, the student proposes to the local coordinator 3 possible subjects of study, including name of potential supervisors and hosting laboratories, based on career objectives and pedagogical consistency with his/her curriculum. Internships in academic laboratories must be hosted by one of the partners institutions or associated partners. If the student chooses to perform an internship in a company, it can be anywhere in the world. Only one student per research group is allowed. The final choice of internship must be decided together with the local coordinator (SEM3).

The student must find a co-referee, professor or industrialist, of his/her native country, if possible in a field close to the topic chosen for the internship. This co-referee will be found and contacted by the student and will be asked to take part in the evaluation of the report. Any initiative to establish collaboration between the hosting lab and the institution of this co-referee will be positively considered during the evaluation.

The student must fill in a form with the information related to the master thesis. Depending on the rules of each host institution, internship contracts may be signed between the laboratory/company and the host university. A copy should be sent to the manager of the programme at Paris-Saclay University (master.serp@universite-paris-saclay.fr).

2.5.b Procedure for students at McGill

Students studying at McGill will follow departmental procedures for securing a supervisor and preparing for thesis writing. The supervisor will be secured prior to their arrival at McGill. Students must consult the McGill guidelines for thesis writing and submission: Thesis Guidelines | Graduate and Postdoctoral Studies - McGill University (https://www.mcgill.ca/gps/thesis/thesis-guidelines). Submission and written evaluation of the thesis will be managed by McGill and occur through myThesis.

2.5.c Evaluation

The student will be evaluated on the basis of a master thesis and an oral defense at UPSaclay, end of August, in front of an international jury. Each partner institution will be represented. The evaluation given to the thesis work and to its defense will be recognized by all degree awarding institutions.

2.6 Mandatory activities and further academic training

2.6.a Mandatory activities

1) **Participation of the student is mandatory in all the activities organized within the master:**
- academic courses detailed in the study programme,
- Summer school,
- Winter school,
- Master thesis defense,
- visits (ex: lab visits, industrial sites),
- outreach activities training,
- seminars and conferences organized by the programme.
- meeting with local coordinators,
- surveys

Students must arrive on time to the lectures and must be present at the host university site for the whole semester, with the only exception of the official academic vacation periods communicated by the local coordinator.

In case of absence due to health problems, the student must provide a medical certificate to the local coordinator. This holds true in particular for the exams. Students will have to inform the local coordinator in case they are not in a position to attend the foreseen activities. More generally, they must keep the local coordinator of the hosting institution informed about possible difficulties they might encounter. **If there are recurrent and unjustified absences, the scholarship will be stopped.**

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2) The Consortium requires the student to participate in the evaluation and the quality assessment exercises (**surveys/evaluations**) in which he/she will make his/her opinion known with regards to all aspects of the programme during and at the end of each semester.

3) The student must acknowledge the Erasmus +: Erasmus Mundus programme in all the oral presentations and written documents (presentations, publications,…) produced during the master's programme and up to one year after its completion.

The following sentence can be used: "With the support of the Erasmus+ Erasmus Mundus programme of the European Commission"

4) The consortium also strongly encourages the students to **join the Erasmus Mundus Students and Alumni Association** (EMA, see http://www.em-a.eu/)

5) Students commit themselves to strengthen the SERP network (alumni) and to answer the surveys and to inform about their professional progress.

6) **Students commit themselves to behave with ethics during their studies.** They will commit no fraudulent act and will specially avoid cheating, falsification or plagiarism of any academic work. In addition, **following conducts are prohibited: academic misconduct, endangering behaviors, use of mobile phone or any device during exams, destruction of property, dishonest conduct, hazing, racist and sexist behavior, sexual and moral harassment**. **Any type of discrimination or harassment against a person because of the origin, gender identity, sexual orientation, religion, or disability is strictly prohibited.**

7) Students are expected to use AI tools responsibly and in accordance with the instructions provided by the teaching staff. Students remain fully responsible for the content, accuracy, and integrity of any work they submit, including when AI tools have been used.

8) The use of mobile phones is not permitted during classes, unless authorised by the teaching staff for educational purposes.

Any incident against this compromise will be treated by the Pedagogical Council of the host institution and by the Consortium board. It may cause the exclusion of the student from the SERP Master's programme.

2.6.b Scientific exposure

The student is strongly encouraged to participate in seminars and conferences that are organized by the host universities, along with activities organized in any of the Consortium's partner universities, when the schedule allows it.

2.7 Duties of local coordinators

Coordinators guarantee to help the students with all administrative procedures related to their participation in the SERP programme. They shall also hold the role of academic advisor, including supervision of the internship preparation.
Coordinators are responsible for informing the student of the academic calendar and, in particular, on the examination periods. They will also inform the students at the beginning of the academic year regarding the rules for the conduct of examinations.

Coordinators will ensure that the students are in the best possible situation to complete their study programme according to the foreseen plan and will have to monitor the student's progress and inform the other coordinators about possible problems that might arise.

Coordinators should help the students planning and organizing their mobility.

Finally, coordinators should organize activities specifically aimed at maximizing the student's high-level employment opportunities. Among other activities, the Consortium will accompany the candidate's insertion in student, research and professional networks.

2.8 Students evaluation assessment

To obtain the multiple diplomas, the student must succeed at each semester and academic year and pass all the courses. The evaluation rules depend on the rules of the hosting institution (see below). There is no compensation between the different partners. In addition, the winter and summer schools cannot compensate any failed academic course. The master thesis (semester 4) cannot compensate the academic semesters. The grading system of each institution is depicted below.

2.8.a Grading system

Grading system at Paris-Saclay University: *Scale: 0-20*

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Grading system at the University of Genoa: *Scale: 0-30*
Grading system at the Adam Mickiewicz University: *Scale: 2 - 5*
Grading system at the University of Porto: *Scale: 0-20*
Grading system at McGill University: *Scale: Fail / Pass*

2.8.b Common score conversion table

	Failed	Sufficient			Satisfactory			Good			Very good			Excellent		
SERP	**F**	**E**			**D**			**C**			**B**			**A**		
Adam Mickiewicz University	<3	3			3+			4			4+			5		
University of Paris-Saclay	<10	10	10.50	10.75	11	11.50	11.75	12	13	13.5	14	15	15.5	16	17	19
															18	20
University of Porto	<10	10	11		12	13		14	15		16	17		18	19	20
University of Genoa	<18	18	19	20	21	22	23	24	25	26	27	28	29	30	30 e lode	
McGill University	*Fail*	*Pass*														

2.9 Diploma awarded

Level of the qualification: Master's degree (300 ECTS)
Official length of the programme: 2 years (120 ECTS)
Access to further studies : PhD

2.9.a Type of degree

This programme will lead to the awarding of a double/multiple degree. The student will be awarded the diplomas of each university he/she studied at during semester 1, 2 and 3 only for European partners, or the second year for McGill (see 2.4.):

- Master's degree in Chemistry - Université Paris-Saclay
- Master's degree in Chemistry - Uniwersytet Adama Mickiewicza
- Master's degree in Materials Science and Technology - Università degli Studi di Genova
- Master's degree in Nanomaterials Science and Technology - Universidade do Porto
- Master's degree in Chemistry - McGill University

The diplomas are awarded by the academic authorities empowered to do so, on the basis of the results the student has obtained at the different hosting institutions, according to the defined study programme and through an agreement of mutual recognition of learning.

2.9.b Diploma Supplement

A complete Joint Diploma Supplement will be attached to the degree certificates. The Joint Diploma Supplement describes the programme's design and the student performance, highlighting the international mobility of the training.

2.10 Intellectual Property

The student hereby agrees that his/her thesis title and abstract will be posted on the SERP website when his degree is awarded, unless specifically requested. He/she also agrees that the degree awarding universities may store and protect the thesis either as a hardcopy or as an electronic version following their respective procedures. **The results of the student's work (material and data) belong to the hosting institutions.** Laboratory notebooks must stay in the laboratories.

Plagiarism is strictly forbidden. In cases of plagiarism or misuse of AI in the production of documents (e.g., reports or presentations), appropriate disciplinary measures will be taken in accordance with the regulations of each partner institution.

2.11 Right to the image

The student acknowledges that the Consortium Partners and their representatives may take photographs, videos and other recordings during the Master's programme, subject to the student's right to withhold consent to the use of their image and likeness.

The student may express their wish not to be photographed or filmed, or not to have their image or likeness used, by notifying the Consortium Partners. Such a decision shall not affect the student's participation in the Master's programme.

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The student authorises the Consortium Partners to use and reproduce the photographs, videos and recordings, as well as their name, solely for the promotion and communication of activities organised within the SERP programme or activities of the partner universities.

2.12 Data protection

The European Education and Culture Executive Agency (EACEA), in the context of managing the Erasmus Mundus Joint Masters, collects and processes the personal data of some of the candidates. In particular, certain data of the scholarship holders and non-scholarship holders is shared with the Agency and treated according to this privacy statement"

3. Administrative issues

The student will be a full member of the student community at each hosting institution. As such, the student will be assisted for the incoming procedures (visa, permits, housing, insurance, access to a bank account) and will be granted the means necessary to complete the study programme (libraries, computing facilities). The student will also be made part of institutional social activities and will be represented within the institutional political bodies. The local coordinator should make sure that such measures are enforced.

For each student that has been accepted to the programme, and paid the tuition fees for the programme, either directly or through the Erasmus+: Erasmus Mundus scholarship, the SERP consortium contracts a **private insurance before their arrival,** ensuring in this way the **medical insurance cover of the student**. This last covers their unexpected medical expenses in the European countries they visit during their studies. It also provides accident cover, and protects them against some costs arising from civil liabilities (a kind of third-party insurance which is required in many European countries). This medical coverage also applies during periods of travel during the studies. The private insurance will be provided by the Expat & Co (http://www.expatinsurance.eu/), covering the minimum requirements for the health and accident insurance coverage required for Erasmus Mundus Joint Masters

Each student receives an insurance certificate before the start of the programme, as well as the general conditions of the insurance. These should be read carefully in order to know for which risks and health issues the student is covered. In case medical care has to be reimbursed or when problems arise, the student will contact personally the Expat & Co insurance company (contact details can be found on the insurance certificate).

4. Financial issues

4.1Student's tuition fees, available funding and support, and payments

4.1.a Tuition fees

The tuition fees amount to:

- 8000 €/year for Partner country students
- 4500 €/year for Programme country students

Several categories of students will be exempt from paying tuition fees, including:

- Erasmus+ Erasmus Mundus scholarship recipients
- Recipients of tuition fee waiver scholarships

In these cases, tuition fees are covered by institutional costs, which are directly paid by the EACEA to the Coordinating Institution.
For self-financed students, tuition fees must be paid by the students to the Coordinating Institution.

This amount covers the following items:

- Registration fees at each university
- Additional costs: language courses, company visits, lab trainings, tutoring, international insurance, two-week Summer school, social activities and graduation ceremony.

Tuitions fees do not include any transportation cost necessary for the visit of industries/companies or other travels.

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4.1.b Tuition fees management

For Erasmus+: Erasmus Mundus scholarship holders, the **tuition fees are directly paid by EACEA to the Coordinating institution.**

For self-financed students, the tuition fees will be paid by the student to the Coordinating Institution. The payment for the first year must be done before the registration at the university. A payment certificate will have to be sent to the manager of the programme (master.serp@universite-paris-saclay.fr).

Fees are due to:

Agent comptable de l'Université Paris-Saclay
IBAN: FR76 1007 1910 000 0010 0294 065
SWIFT/BIC: TRPUFRP1

4.1.c Erasmus +: Erasmus Mundus Scholarship

Calculation of the maximum scholarship per student: the scholarship is calculated as follows: 1 400 Euros/month x 24 months. The scholarship covers travel, visa, installation and subsistence costs. It is calculated on the basis of a monthly unit cost (pro-rata of the actual number of days).

The Coordinating institution will pay the overall amount directly to the students under the following conditions: the monthly allowance will be transferred to the **bank account** of the student on a monthly basis and **it is due by the end of the month**. For this purpose, a bank account will have to be opened as soon as possible upon arrival and the bank account details (+official print out of the bank) will be communicated to the manager of the coordinating institution.

Students are responsible for submitting the correct data concerning their bank account. If the bank account details appear to be wrong, subsequent bank fees might be charged to the student. Students must be aware that changing their bank account during the year might results in delay of their monthly allowances.

According to Erasmus+ programme's rule, corrective payments will be done at the end of the programme for partially studied months (first and last month of the programme, holidays are considered as part of the study programme): a pro rata unit cost of 1/30 will be reimbursed for each day "not studied".

Calculation: (number of full months + remaining days/30) x 1 400€

For example: arrival on 12/09/2022 – departure on 23/08/2024:
(23 full months + 12 remaining days/30) x 1400 = 32 760€. The full scholarship will be 32 760€ instead of 33 600 €. The last month, the student will receive 1 400€ - 840€ = 560€ instead of 1400€.

Students who have previously obtained an EMJM scholarship are not eligible to apply for an additional scholarship under the EMJM.

In addition, by signing this agreement, the scholarship holder:

- commits to not benefit from another EU funded scholarship scheme to follow the same EMJM course for the entire period of the course.
- commits to reimburse the financial support in case of fraud or false declaration.

4.2 Student's withdrawal / exclusion

The contract between the student and the consortium may be terminated in the following cases:

- Voluntary withdrawal: the student decides to withdraw from the programme for personal reasons.
- Academic failure or insufficient performance: the student fails to meet the academic requirements necessary to successfully complete the programme
- Exclusion due to serious misconduct: the student commits a serious infringement of the ethical code referred to above.

Before any decision regarding withdrawal or exclusion is made, the student and the Consortium shall be given the opportunity to engage in a dialogue to discuss the situation and explore possible solutions.

In case the student receives an EMJM scholarship or a scholarship from the partner universities, the latter will be immediately stopped.

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5. Modification, mediation and cancellation

It is the signatories' responsibility to inform in writing the SERP coordinator of any changes in this agreement.

In case of minor changes to this agreement, an amendment may be proposed by the party concerned and incorporated to the agreement as an annex signed by all parties.

Any conflict among the parties signing this agreement should be brought to the attention of the SERP coordinator, who will seek the best way to resolve it in collaboration with the SERP consortium.

By signing this agreement, the student :

- certifies that the personal information, including country of residence, is correct
- certifies that the signature date of this agreement corresponds to the first day of attendance of the programme.

This student agreement is signed on the first day of attendance of the programme.

Signatures:

The student

The SERP coordinator, University Paris-Saclay

Date :

Date :

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