

## Student agreement QUARMEN “Erasmus Mundus Joint Master” programme

### 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 QUARMEN 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 (yyyy/mm/dd):

Category:

### 2. Academic issues

#### 2.1 Study mobility

##### 2.1.a. Erasmus Mundus 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. Program Mobility Structure

- Semester 1: Sapienza University of Rome (Italy)
- Semester 2: University of Porto (Portugal); Université Paris-Saclay (France)
- Semester 3: University of Toronto (Canada); Université Paris-Saclay (France)
- Semester 4: Internship semester

##### 2.1.c. Student mobility

The student has been admitted with the following mobility path:

- Semester 1: xxx
- Semester 2: xxx
- Semester 3: xxx
- Semester 4: xxx

#### 2.2 Local coordinators

The QUARMEN consortium has appointed the following local coordinators:

| Institution                         | Coordinator                     |                                                                                                      |
|-------------------------------------|---------------------------------|------------------------------------------------------------------------------------------------------|
| University Paris-Saclay (France);   | Professor Marino Marsi          | <a href="mailto:marino.marsi@universite-paris-saclay.fr">marino.marsi@universite-paris-saclay.fr</a> |
| University of Porto (Portugal);     | Professor Joao Lopes dos Santos | <a href="mailto:jlsantos@fc.up.pt">jlsantos@fc.up.pt</a>                                             |
| Sapienza University of Rome (Italy) | Professor Rinaldo Trotta        | <a href="mailto:rinaldo.trotta@uniroma1.it">rinaldo.trotta@uniroma1.it</a>                           |
| University of Toronto (Canada);     | Professor Aephraim Steinberg    | <a href="mailto:steinberg@physics.utoronto.ca">steinberg@physics.utoronto.ca</a>                     |

## 2.3. Study programme

The detailed study programme can be found on the QUARMEN website:  
<https://master-quarmen.eu/programme/course-catalogue>

## 2.4 Internship and Master's thesis (2<sup>nd</sup> year students)

### 2.4.a Procedure

During the third semester, the student proposes to the coordinator of the programme a possible subject of study, including name of potential supervisors and hosting laboratories, based on career objectives and pedagogical consistency with his/her curriculum. The final choice of internship and master's thesis will be decided together with the coordinators. The internship and the master's thesis will be supervised by a professor from the partner universities.

Collaborations between partner universities may be possible. Internships with startups or companies related to the assigned semester 4 partner country are also possible. In such cases, supervision must be provided by a faculty member from the partner university with expertise in the chosen topic.

Depending on the rules of each host institution, internship contracts may be signed between the student and the laboratory/company.

### 2.4.b Evaluation

The student will be evaluated on the basis of his/her master thesis manuscript and his/her oral defense. This oral examination will be common to all the students. 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.

## 2.5 Mandatory activities and further academic training

### 2.5.a Mandatory activities

**1) Participation of the students is mandatory in all the activities organized within the programme:**

- academic courses detailed in the study programme,
- schools / short training programmes,
- lab and company visits,
- seminars and conferences organized by the programme.
- meetings with local coordinators.

**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, students may be requested to provide a medical certificate to the local coordinator. This holds true in particular for the examinations.

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.

**In the case of repeated unjustified absences from lectures, the scholarship will be immediately stopped.**

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

3) Students must acknowledge the Erasmus+ programme in all the documents (presentations, publications,...) produced during the two years of programme. The following phrase can be used: "With the support of the Erasmus+: Erasmus Mundus programme of the European Union".

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 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, and the use of AI must be used according to the rules exposed by the academics.

**Any type of discrimination or harassment against a person because of the origin, gender identity, sexual orientation, religion, or disability is strictly prohibited and should be reported to the coordinators.**

**Any violation of this agreement will be handled by the competent authorities of the host institution and may result in the exclusion from the QUARMEN program and the reimbursement of the scholarship.**

## 2.6 Duties of coordinators

Coordinators guarantee to help the students with all administrative procedures related to their participation in the QUARMEN 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.

## 2.7 Students evaluation assessment

**To obtain the multiple diplomas**, students must successfully complete each semester and pass all examinations. There is no compensation between semesters at different universities, and the master's thesis (semester 4) cannot be used to compensate the academic semesters.

**Evaluation rules** follow those of the hosting institution, based on its local grading system (see details below).

**In the event of failing a subject**, at any partner university, students are entitled to a second examination session. If the students fail again during this second session, they will have to withdraw from the program. Due to the specific framework of the QUARMEN program, exams must be taken within the duration of the corresponding semester and should not overlap with other semesters. Exceptions can be made under special circumstances that will be evaluated by the Quarmen Consortium.

In case the student receives a scholarship, the later will be stopped and the student will lose the rest of the scholarship. A reimbursement of any overpaid amounts may be requested (see section 4).

### GRADING SYSTEM

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

Grading system at the University of Rome La Sapienza: *Scale: 0 - 30*

Grading system at the University of Porto: *Scale: 0 - 20*

Grading system at the University of Toronto: *Scale: F – A*

In order to facilitate the recognition of credits among the partner universities, the following **common score conversion table** will be used to standardize grades across institutions and ensure consistent evaluation of student performance:

|                             | Fail     | Sufficient |         |         |         |         |        | Satisfactory |         | Good    |         |         | Very Good |        |        | Excellent |           |         |         |         |
|-----------------------------|----------|------------|---------|---------|---------|---------|--------|--------------|---------|---------|---------|---------|-----------|--------|--------|-----------|-----------|---------|---------|---------|
| Sapienza University of Rome | <18      | 18         | 19      |         | 20      | 21      | 22     | 23           | 24      | 25      | 26      | 27      | 28        | 29     | 30     |           | 30 e lode |         |         |         |
| Paris-Saclay University     | <7*      | 7*         | 8*      | 9*      | 9,5*    | 10      | 10,5   | 11           | 11,5    | 12      | 13      | 13,5    | 14        | 14,5   | 15     | 16        | 17        | 18      | 19      | 20      |
| University of Porto         | <10      | 10         | 10      | 10      | 10      | 10      | 11     | 12           | 13      | 14      | 15      | 15      | 16        | 16     | 17     | 18        | 19        | 19      | 20      | 20      |
| University of Toronto       | F<br>0,0 | B-<br>4    | B-<br>4 | B-<br>4 | B-<br>4 | B-<br>4 | B<br>5 | B<br>5       | B+<br>6 | B+<br>6 | A-<br>7 | A-<br>7 | A-<br>7   | A<br>8 | A<br>8 | A<br>8    | A+<br>9   | A+<br>9 | A+<br>9 | A+<br>9 |

## 2.8 Diploma awarded

*Level of qualification:* Master's degree - 5 years higher education studies (300 ECTS)

*Official length of the programme:* 2 years (120 ECTS)

### 2.8.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 at least one academic semester (semester 1, 2 or 3) :

- University Paris-Saclay (France) : Master's degree in Physics
- Sapienza University of Rome (Italy) : Master's degree in Physics
- University of Porto (Portugal) : Master's degree in Physics
- University of Toronto (Canada): Master's degree in Physics

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.

### 2.8.b Diploma Supplement

The degrees awarded will be contextualized by a Joint Diploma Supplement, which is not a diploma in itself. The Supplement describes the QUARMEN programme's design and the student performance and highlights the international mobility of the training.

## 2.9 Intellectual Property

The student hereby agrees that the consortium may store and protect the master's thesis either as a hardcopy or as an electronic version. **The results of the student's work (material and data) belong to the hosting laboratories institutions.** Laboratory notebooks must stay in the hosting institutions.

**Plagiarism is strictly forbidden.** In case of plagiarism, the student will be severely punished according to the rules of each partner institutions.

## 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 administrative procedures (visa, permits of stay, insurance, access to a bank account, etc) and will be granted the means necessary to complete the study programme (access to lab facilities, libraries, computing facilities, etc.).

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 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, it also provides accident cover, and protects them against some costs arising from civil liabilities (third-party insurance). This medical coverage also applies during periods of travel during the programme. 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

### 4.1 Student's participation cost, available funding and support, and payments

#### 4.1.a Participation costs

The participation costs amount to:

- 6000 €/year for Partner country students and Programme country students

This amount covers the registration fees at each university.

Participation costs do not cover any travel and transportation costs.

#### 4.1.b Participation costs management

For Erasmus+: Erasmus Mundus scholarship holders, the **participation costs are covered by the institutional costs directly paid by EACEA to the Coordinating institution.**

For self-financed students, the participation costs 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.

#### 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 result 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€.

## 4.2 Student's exclusion/withdrawal

Cases of **termination of the contract between the student and the consortium**: the student decides to withdraw for personal reasons, or is **excluded** from the QUARMEN programme after adequate warning, because of insufficient performance or serious infringement of the ethical code mentioned above.

In case of termination of the contract between the student and the consortium, the student will have to reimburse the extra money he/she received after the date of his/her resignation.

## 5. Modification, mediation and cancellation

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

The study programme can be modified by the student with the agreement of the local coordinator before signature.

Changes to the original proposed study programme must be approved by the student, the QUARMEN coordinator and the relevant local coordinators.

All changes in the financial conditions have to be brought to the attention of all parties to this agreement, which will work collectively towards warranting the student the best possible conditions under the existing constraints. Once these new conditions have been determined, they will have to be included into an amendment of 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 breach of contract by the student may lead to the cancellation of this agreement.

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

The main coordinator is responsible for the formalization of this agreement upon the student's arrival, whereas the amendments formalized during the following semesters can be dealt with by the local coordinators of the Partner institutions.

**By signing this agreement, the scholarship holder:**

- Certifies that the personal information, including country of residence, is correct
- declares to not have already benefited from a previous EMJM scholarship or an Erasmus Mundus Master Course/Joint Doctorate scholarship.
- 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.
- 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 QUARMEN coordinator, University Paris-Saclay

Date:

Date: