

## Student Agreement Erasmus Mundus Joint Master Degree - Neurasmus

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**Between:**

**The NEURASMUS Consortium**, coordinated by the Université de Bordeaux, represented by Prof. Agnès Nadjar, Coordinator of the Neurasmus Consortium, *hereinafter referred to as the Programme Coordinator of the Joint Master Degree in Neuroscience 'Neurasmus'.*

**And:**

**STUDENT**

*hereinafter referred to as the student*

**agree as follows:**

The student is enrolled at Université de Bordeaux, Coordinating University, to participate in the Joint Master Degree Programme under the terms and conditions set forth below.

### 1. DEFINITIONS

**Consortium:** the Parties and the Associated Members who have jointly submitted the Neurasmus Joint Master Degree Programme under the Erasmus + Programme scheme.

**Coordination Office:** the Programme Coordinator assisted by the Programme Manager and staff from the International Office of Université de Bordeaux.

**Coordinating University:** the Consortium Coordinating University that, for the purpose of the Neurasmus Joint Master Degree Programme in Neuroscience, is Université de Bordeaux.

**EACEA:** Education, Audiovisual and Culture Executive Agency.

**EMJMD:** Erasmus Mundus Joint Master Degree

**EMJMD participation costs:** any compulsory administrative/operational cost related to the participation of the student in the Erasmus Mundus Joint Master Degree (e.g. library, laboratory, tuition fees, social security and insurance costs, etc.). The EMJMD participation costs are covered by the scholarship or paid directly to the Neurasmus Coordination Office in case of Self-funding.

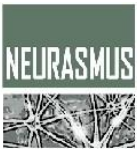
**Erasmus Mundus Joint Master Degree (EMJMD) Programme:** the Erasmus Mundus Joint Master Degree in Neuroscience 'Neurasmus'

**Hosting University:** each Party referred to in the student mobility scheme.

**Parties:** the academic Consortium members,

- Université de Bordeaux, France,
- Vrije Universiteit Amsterdam, The Netherlands
- Charité - Universitätsmedizin Berlin, Germany
- Universitätsmedizin Göttingen, Georg-August-Universität Göttingen – Stiftung Öffentlichen Rechts, Germany
- Université Laval, Québec, Canada

**Personal Training Plan:** as part of the student's Personal Training Plan (PTP), the subspecialty choice, which defines the partner university(ies) for the 2nd year, is made at the end of the first semester. Students have up to the end of 1st year / start of 3rd semester to choose the subject of their Master Thesis. The Personal Training Plan's goal is to tailor an interdisciplinary education and training in the research field he is interested in and to prepare his thesis work for the best.



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**Programme Coordinator:** the academic person who coordinates all aspects (educative, administrative, legal and financial) of the Joint Master Programme, referred to as the Consortium Coordinator in the Consortium Agreement.

**Programme Manager:** the administrative person who assists the Programme Coordinator and the Board of Education in the day-to-day management of the JMD Programme, referred to as the Consortium Manager in the Consortium Agreement.

**Student:** the applicant who received full acceptance to enrol in the 2-year Neurasmus Joint Master Degree Programme.

**Student candidate withdrawal:** following the student selection process and the encoding of the results in the EMT, the consortium should confirm the EMJMD scholarship offer to the students encoded on the "main list". At this stage, if a student does not accept/reject the EMJMD scholarship, this is considered a student candidate "withdrawal" case.

**Student candidate scholarship cancellation:** in case an EMJMD scholarship is offered and accepted by a student candidate and for whatever reasons the student renounces/cancels her/his participation in the Master (informs the consortium that s/he cannot start the study programme), this is considered a student candidate scholarship "cancellation" case.

**Student drop-out:** in case an EMJMD scholarship holder decides to discontinue the study programme, or is expelled by the consortium during the master course, this is considered a student "drop-out" case.

**Third Party:** a person or entity who is not an academic Consortium member

## 2. PREDEPARTURE MOBILITY AND ARRIVAL INFORMATION

The Consortium has published online General Information regarding the EMJMD Programme and will provide further instructions step by step so the student can accomplish all necessary tasks to prepare his/her mobility and enrolment.

The student has been selected for Track **n°**, and will study during year 1 at **name of the university**.

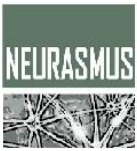
## 3. EMJMD PARTICIPATION COSTS

The EMJMD Participation costs are any compulsory administrative/operational cost related to the participation of the student in the EMJMD (e.g. library, laboratory, tuition, social security and insurance costs, etc.). The EMJMD participation costs are covered by the scholarship or paid directly to the Neurasmus Coordination Office in case of Self-funding. Therefore **9,000 €/18,000 €** are deducted automatically by the Consortium to cover EMJMD participation costs for the 2 years;

## 4. FUNDING SCHEME

The Student is benefiting from an EMJMD scholarship **Programme/Partner country**

- a) By signing this contract, the student acknowledges the acceptance of the EMJMD scholarship for the European Joint Master Degree in Neuroscience 'Neurasmus'
- b) The student understands that he/she will receive a scholarship for the academic years 2018 / 2020 according to the following scheme:
  - Contribution to subsistence costs: 1,000€ / month for a total of 24 instalments starting from September n until August n+2,
  - Contribution to travel and installation:
    - 1,000 € /year per scholarship holder resident in a Programme Country for travel costs**
    - 2,000 € /year for travel costs + 1 000 EUR for installation costs for scholarship holder resident in a Partner Country whose location is situated at less than 4.000 km from the EMJMD coordinating HEI**



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3,000 € per year for travel costs + 1 000€ for installation costs for scholarship holder resident in a Partner Country whose location is situated at 4.000 km or more from the EMJMD coordinating HEI.

For a total of: total amount of the scholarship

The sum will be paid out by bank transfer in monthly instalments over the course of the academic year following the receipt of details for the student bank account (SEPA zone). The contribution to travel is paid in 2 instalments, each one at the beginning of each academic year. The contribution to installation is paid in one instalment at the beginning of the programme.

- c) The scholarship will be used only for the coverage of study-related travel expenditures, subsistence costs and participation costs including tuition fees, incurring during his/her participation in the Erasmus Mundus Joint Master Degree Programme.

### 5. BANK DETAILS OF THE STUDENT

Attachment: Bank details provided by the Bank

The student will keep the Neurasmus Coordination Office informed of any change in his/her contact details for three years following the end of the Student Agreement.

### 6. STUDENT SERVICES

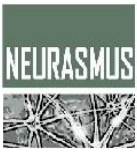
- a) Each University, member of the Neurasmus Consortium, is committed to welcome international students, to assist them in registration procedures and to provide them with information about accommodation facilities.
- b) The student agrees to arrive, and be present for on-site orientation, on the date and at a place and time specified by the EMJMD Programme, and understands that if he/she arrives late or is not present for the mandatory on-site orientation, he/she may be subject to dismissal from the Programme.
- c) The student agrees and understands that the Consortium shall not be responsible for modifications or changes made by the Hosting University with respect to the academic term(s) calendar or for the provision of room and board, which may be specified.
- d) The student wishing to complain about specific service or facility provided by a specific Hosting University shall invoke the complaint procedure of that institution.

### 7. ACCOMMODATION

- a) If the Hosting University provides the student with accommodation and eventually paid a deposit of guarantee for the rent, the student commits himself/herself:
- To pay the rent monthly and in advance
  - To pay for all services for which he/she subscribes including Internet
  - To leave the place clean and safe
  - To transmit the date of departure and a copy of the outgoing inventory of fixtures to the Programme Coordinator of the host institution

The Hosting University cannot accept responsibilities and expressly excludes liability for any issue, delay or damage related to the rented accommodation.

- b) If the student finds by himself/herself an accommodation, the Hosting University cannot accept responsibilities and expressly excludes liability for any issue, delay or damage related to the rented accommodation.



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- c) If the student received a package for basic equipment (blanket, pillow, plates, glasses, etc.) prepared by the host institution with or without deposit, the student will give it back in good conditions at the end of his/her stay.

#### 8. INSURANCE

As a consequence of enrolment, all Neurasmus students are insured by an international insurance coverage. The insurance is provided to the students by the Consortium through Université de Bordeaux, as part of its role in coordinating the administrative tasks linked to the joint administrative management. The insurance coverage is paid through the EMJMD participation costs charged to students.

The Parties shall supply each mobility programme participant with detailed information about the specific risks existing in the work environment in which they will be carrying out their functions. The Parties will also provide the necessary documentation concerning prevention and emergency safety measures in conformity with the legislative norms and regulations in force in the country of the Hosting University.

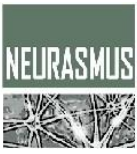
#### 9. PERSONAL TRAINING PLAN

Within five months after the signing of the Student Agreement, the student shall submit to the Neurasmus Board of Education, his/her Personal Training Plan. This Personal Training Plan needs to be approved by the Party responsible for the student's Master Thesis, before submission to the Board of Education. The Board of Education has to approve the Personal Training Plan. In case non approval, the student has to resubmit a new Personal Training Plan.

The Personal Training Plan as approved by the Board of Education shall form an integral part of the Student Agreement and shall be attached to it. The student will strictly adhere to the Personal Training Plan agreed upon with the Board of Education and understands that any deviation from the stated study plan must be approved by the Board of Education.

#### 10. INTELLECTUAL PROPERTY RIGHTS

- a) All results, including information generated by the Master Student in the course of his work under this Agreement, whether or not they are protected, are vested in the Party supervising the Master Student, i.e. the Party of the Master's thesis supervisor. Such results include, without limitation, rights related to copyright, design; patent rights; plant variety rights or similar forms of protection.
- b) A clause of confidentiality will be signed by the student and the appropriate (academic and/or industrial) Third Parties.
- c) Unless specific conditions limit public access to the Master thesis, the Consortium is allowed to include the references in relevant databases and use the document as part of the university library catalogue. The permission of the student should be obtained by the Consortium for online publication of the extensive document. Compliance with third-party copyright is to be secured.
- d) Unless specific conditions limit public access, EMJMD student thesis abstracts are published at the Neurasmus website.
- e) If any result as described immediately above is obtained jointly with another Party then joint ownership of such result will be based upon the contribution made by the Parties to such results. With regard to inventions such contribution shall be related to the extent each Party has contributed to the claims of the patent (application).
- f) It is agreed and understood that neither joint ownership nor any provision of this Agreement shall prevent publication for the purposes of obtaining a Master degree, provided that external examiners may where necessary to protect another Party's information be required to sign a confidentiality agreement, and that a Party may request that a thesis is deposited in a university library only under



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restricted access conditions where the local regulations on Master thesis allow such procedure. In this case, the thesis abstract may not be published online.

#### 11. RIGHTS OF THE STUDENT

- a) The student will enjoy the same rights and privileges as students of the host institution. They will be welcomed as important international members who make an important contribution to the life of each institution. They will receive the highest quality of learning, teaching and training, according to international criteria. They will be provided with accurate information regarding courses, traineeships and learning outcomes, mobility, ECTS, degree and diploma supplement.
- b) The consortium will guarantee a high standard of academic support including academic and personal tutoring and help with mobility. It will supply on-site orientation, suitable administrative support in relation to visa and residence permit handling, insurance, housing, enrolment, scholarship payment. It will ensure confidentiality and transparency about storage of personal information.
- c) The student wishing to complain about specific service or facility provided by a specific Hosting University will be able to evoke the complaint procedure of that institution.

#### 12. OBLIGATIONS OF THE STUDENT

- a) The student will abide by all rules and regulations stipulated by the EMJMD Programme, [http://eacea.ec.europa.eu/erasmus-plus/beneficiaries-space\\_en](http://eacea.ec.europa.eu/erasmus-plus/beneficiaries-space_en)
- b) To attend assiduously, and with the objective of successfully passing, the modules, and the thesis and to follow the Personal Training Plan, including mandatory mobility, inherent in the programme of studies.
- c) For students granted with an EMJMD scholarship, not to receive any other scholarship or subvention financed by the European Commission under other Community programmes
- d) For students granted with an EMJMD scholarship, to acknowledge the support of the European Community and the Neurasmus Erasmus Mundus Joint Master Degree Programme in any related publications including communications at a conference or seminar.
- e) Students will be financially responsible for:
  - Travel to and from the universities they are attending during the length of the EMJMD Programme.
  - Books, stationery, etc.
  - Travel documentation, visas, etc.
  - Travel, accommodation, and living expenses.
  - Student Association/General Services Charges.
- f) The student will send a final study report and programme evaluation to the Board of Education after his/her completion of the programme.
- g) The student is willing to be a contact person for other prospective EMJMD students.

#### 13. FINANCIAL RULES

##### 13.1. EMJMD Scholarship-holders

In the event that a student granted an EMJMD scholarship withdraws/drop-out the programme for personal or non-medical reasons, the scholarship is cancelled and thus the student cannot receive money anymore from the Consortium. The scholarship will terminate as of the month of notification of withdrawal and the grant as such re-allocated.

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In the event that the student has to temporarily discontinue the EMJMD course following duly justified and well documented reasons. Such cases relate to medical reasons and/or serious family reasons, the scholarship payment is interrupted until the student is again physically present at the host university and can actively continue pursuing the course activities. The extension cannot exceed 12 months and cannot give rise to additional funding for the consortium or the scholarship holder.

#### 13.2. Self-funded students

In the event that a self-funded student does not commit himself to participate in the EMJMD Programme in accordance with the terms defined above or in the event that the student discontinues the programme for personal or non-medical reasons:

- The part of the participation costs he/she already paid cannot be refunded.

In the event that a self-funded student discontinues the programme for medical reasons:

- From the participation costs the student already paid, the Neurasmus Consortium will keep the amount corresponding to the amount of time he/she has spent in the program.
- The remaining part will be refunded to the student within 12 months of the date of his/her discontinuation of the programme.

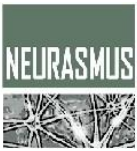
#### 13.3. Resignation documentation

Any student who does not want to continue the program for personal or non-medical reasons will have to provide an official resignation letter to the Neurasmus Board of Education/ Neurasmus Coordination Office, explaining his/her motivation to cancel his/her participation.

Any student who does not want to continue the program for medical reasons will have to provide an official resignation letter to the Neurasmus Board of Education/ Neurasmus Coordination Office, and a medical certificate.

### 14. REGULATION AND DISCIPLINE

- a) The student will enjoy the same rights and privileges and be subject to the same regulations and discipline as students of the host institution.
- b) The student behaving in a way contradictory to the *curriculum* academic (cheating, fabrication, forgery, plagiarism, or facilitating academic dishonesty), cultural or professional aims shall see his/her situation reviewed by the Consortium regarding the delivery of the Degree and the refund of the Scholarship.
- c) The student shall respect the policies in place regarding student life at the host institution.
- d) The student agrees that if the Board of Education determines that his/her conduct or academic achievement is such that the Student should not continue in the Programme, the Programme Coordinator may advise the student that he/she is being dismissed from the Joint Master Programme, along with the reasons for dismissal. Student shall have the right to appeal from such a decision to the Ombudsperson and to the Student Board. The Ombudsperson and the Student Board will notify their position to the Board of Education that, in case the appeal met a favourable consideration from both the Ombudsperson and the Student Board, might reconsider its initial decision.
- e) The student shall keep the Board of Education aware about possible difficulties he/she might encounter. In case of an individual problem, the Board of Education will try to find the best solutions to solve it. More generally, the student could also benefit from the help/support/advice of the Student Board that will advise the Board of Education with regard to the interests of the student. The Student Board notifies the Ombudsperson when problems occur between a Student and academics and/or supervisor(s).
- f) Any conflict among the persons signing this agreement should be brought to the attention of the Ombudsperson, who shall seek the best way to resolve it in collaboration with the Board of Education.



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- g) The student wishing to complain about any general academic aspect of the programme shall address his/her complaint to the Consortium Board of Education, which will deal with it during the annual review meeting.

**15. CONSORTIUM'S OBLIGATION & LIABILITIES**

The Consortium will provide the student with the tuition and learning support. Each Hosting University will make all reasonable efforts to deliver the EMJMD Programme in accordance with the agreements signed with the EACEA and with the content of the Consortium Agreement.

The Consortium cannot accept responsibility and expressly excludes liability for any loss or damage to the student's property.

The Consortium is responsible for delivering the Diploma, should the completion requirement be fulfilled.

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**SIGNATURES**

The signatories declare that they have read and accept the conditions laid down in the present Agreement.

Agreed,

Date:

<p><b>The student</b></p> <p><b>NAME</b></p>	<p><b>The Programme Coordinator</b></p> <p><b>Prof. Agnès Nadjar</b></p>
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