

ERASMUS MUNDUS MASTER PROGRAMME IN PAleoNtology, GEoheritage and Applications (PANGEA)

STUDENT AGREEMENT FOR ERASMUS+ EMJMD STUDENTS Programme Intake: 2020 (duration of the cohort 2020/2022)

Between the Coordinating Institution the University of Lille, representing the PANGEA consortium, which is composed of the following organisations:

- the University of Lille (ULille) (France), Coordinating Organisation
- Uppsala University (UU) (Sweden)
- University of Minho (UM) (Portugal)
- National and Kapodistrian University of Athens (NKUA) (Greece)

And the student

Last name:

First name:

Date of birth:

Place of birth:

Nationality:

Passport No./ National Identity Card No. (for European students):

With official residence in:

Agreed mobility track:

The following is agreed:

1) Scope

The PANGEA consortium accepts the student to participate in the Erasmus Mundus Master Programme in PAleoNtology, GEoheritage and Applications - PANGEA in accordance with the rights and obligations mentioned below.

2) Academic structure

PANGEA is a two-year Master Programme of Excellence in the field of paleobiology, applied paleontology and geoconservation and is composed of the following elements:

- The Joint Integration Week (all PANGEA students together);
- The first semester (S1) of studies at ULille;
- The second semester (S2) at either UU, NKUA or UM (2nd semester) depending on the chosen track;
- The third semester (S3) at either UU, NKUA, UM or ULille depending on the chosen track;
- The fourth semester (S4) at either UU, NKUA, UM or ULille;
- The Award Ceremony

The fourth semester is dedicated to the preparation and oral presentation of the Master thesis. Students who want to do the Master thesis at Minho university should be registered in third and fourth semesters there for a 60 ECTS Dissertation or Project (30 ECTS for each term/semester).

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

The mobility tracks are as follows:

- Track 1: Paleobiology → S1: ULille, S2; UU; S3: UU; S4: Students register to one of the 4 institutions;
- Track 2: Applied Paleontology → S1: ULille; S2: NKUA or ULille; S3: NKUA; S4: Students register to one of the 4 institutions;
- Track 3: Geoconservation → S1: ULille; S2: UM; S3: UM or NKUA; S4: Students register to one of the 4 institutions.

3) Degrees awarded

Upon completion of all relevant examination requirements (validation of 120 ECTS, with a minimum of 30 ECTS per semester) in at least two of the four Partner institutions, the Student receives:

- the degrees indicated in the below table from each Partner institution he/she has studied at during the completion of the Programme;
- a joint diploma supplement presenting the details of the participant's academic programme and academic achievement.

The Partners issue the Programme degree as follows:

| name of institution | title of degree awarded in national language | title of degree awarded in English | type of degree | date and reference of formal approval of degree |
|--|--|---|---------------------------------|--|
| the University of Lille | Master mention Sciences de la Terre et des planètes, environnement, parcours Paléontologie-Paléoclimatologie | Master in Earth, Planetary Environmental Sciences specialty Paleontology-Paleoclimatology | Multiple Degree National Degree | Decree of June 17, 2015 - n°20150021 Accreditation on 17/06/2015 for 2015-2020 |
| the University of Minho | Mestrado em Geociências | Master on Geosciences | Multiple Degree National Degree | R/A-Cr 42/2013/AL01 Accreditation on 26-08-2019 |
| National and Kapodistrian University of Athens | ΜΕΤΑΠΤΥΧΙΑΚΟ ΔΙΠΛΩΜΑ ΕΙΔΙΚΕΥΣΗΣ Κλιματικές Μεταβολές και Επιπτώσεις στο Περιβάλλον | Climatic Variations and Impacts on Environment | Multiple Degree National Degree | ΦΕΚ 3434/ Accreditation on 17-8-2018 |
| Uppsala University | Naturvetenskaplig masterexamen med geovetenskap som huvudområde | Master of Science (120 credits) with Earth Sciences as main field of studies | National Degree | Higher Education Act (1992:1434) |

4) Language policy

All courses are taught in English. All partners offer local language and culture courses to promote the student's academic success and facilitate his/her 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 of the course. The student is evaluated according to the course objectives.

A pre-acceptance in year 2 of PANGEA 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.

Student will participate to the implementation of continuous improvement process by participating to different surveys at the end of each term (course evaluation and term organization) and at the end of the programme (programme evaluation, vertical coherence within tracks). Surveys will also be conducted after graduation on the transition from institution to work, professional insertion, and doctoral opportunities.

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 rules of the institution. In the event that a student fails a course, re-sit options shall meet the regulations of the host Institution.

Tuitions fees derived from a second or subsequent registration in a PANGEA course may apply, as they are not covered by the initial participation costs. Any academic period exceeding the duration of the master's degree shall not be covered by the EMJMD scholarship (maximum of 24 months).

5.2. Internships and master thesis regulations

Internships in S4 can be carried out either at a company, NGO, public institution or a research organisation linked to paleobiology, applied paleontology and/or geoconservation in the host country or abroad (including in one institution of the consortium).

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 institutions awarding the degrees.

For the thesis examination a report is mandatory in addition to an oral, public presentation of the work to the educational team and students of the programme.

A supervisor from the host institution should be designated for all S4 internships, including if a student chooses to do an internship outside his/her host institution (other institutions, companies, NGOs, etc).

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

Students who want to do the Master thesis at Minho university should be registered in third and fourth semesters (S3 and S4) there for a 60 ECTS Dissertation or Project (30 ECTS for each term/semester).

Internships can be undertaken in one of our associated partner's organisation. The list of official associated partners of PANGEA is available on <https://master-pangea.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 he/she holds a Bachelor (or equivalent) degree and that he/she commits to have a good command of English i.e. 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.

6.2. If the student has made false declarations in his/her application file, the consortium upon request of the coordinating or any partner institution has the right to immediately cancel his/her 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 the PANGEA programme is conditional on meeting the requirements of the different Partner Institutions 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, Diploma Award Ceremony). Any absence in case of illness or other reason must be proved by providing an official document to the PANGEA Management Team 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, he/she will be informed of his/her removal from the programme and the 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) from one of the tracks at the programme curriculum, including a master thesis of at least 30 ECTS, to obtain the master's degree.

6.6. The student's scholarship can be discontinued if he/she 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 Master's Programme as a self-funded student.

6.7. It is the responsibility of the student to be well informed about all the rules of the programme and comply with all institution regulations at Y1 and Y2 institutions, as well as with rules and regulations specified in this agreement.

6.8. The student commits to behave in a respectable manner during his/her studies. He/she will commit no fraudulent acts, 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 institution with great care, will not abuse or misuse the access to equipment and installations, will not perform any unauthorised access or violation of departmental, school or institution rules, and will follow all safety rules that are in place in all Y1 and Y2 institutions. Failing to do so may involve suspension or exclusion from the Institution and the PANGEA Programme.

6.9. PANGEA 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. The institutions of the PANGEA consortium 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 PANGEA Coordinator. Plagiarism may lead to exclusion from the programme according to the regulations of the host institution and the PANGEA Programme.

6.10. In case of programme exclusion, it will be a responsibility of the PANGEA coordinating institution to formally notify the student in writing. The student will have a 10-day period to provide justification documents.

6.11. In case of being awarded an EMJMD scholarship, the student declares on his/her honour that he/she did not receive previously another EMJMD scholarship or an Erasmus Mundus

Master Course/Joint Doctorate scholarship. The student 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 institution 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.) he/she may receive and, if necessary, inform the relevant authorities in charge of that additional funding.

6.12. 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 PANGEA Executive Board or by the Education, Audiovisual and Culture Executive Agency of the European Commission (EACEA)). Some documents may need to be provided after the end of the PANGEA programme.

6.13. Leave or absence from the Institution must be performed according to the regulations at the host Institution. If a scholarship holder leave, or is absent, from the host institution, even if it is for academic purposes, this must be authorised in writing by both the academic supervisor at the host institution and the Coordinator (ULille) upon request and justification from the student. Any unauthorised absence may result in the scholarship being withdrawn.

6.14. In case of being awarded a PANGEA 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 excluded or suspended from the Institution, or leaves on his/her own demand;
- The scholarship holder does not obey the internal regulations set by the PANGEA Consortium, the regulations of the host institutions 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 master-pangea@univ-lille.fr. In case 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*.

6.15. 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 institutional and can actively continue pursuing the course activities.

6.16. In case of being awarded a PANGEA 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.

6.17. As part of this agreement, the students commit 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, institutions 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 PANGEA Secretariat (at coordinating institution) will provide:

- ❖ timely disbursement of the EMJMD scholarship
- ❖ assistance with visa procedures
- ❖ 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 PANGEA and as soon as the final list of selected students is approved.

The Consortium Institutions will provide:

- ❖ detailed information on programme content and structure incl. practical information
- ❖ first and second year admission
- ❖ registration of courses and results
- ❖ assistance with visa procedures
- ❖ assistance with university accommodation, and, or guidance on local housing facilities;
- ❖ academic and social student counselling, incl. tutor/academic advisor
- ❖ local language instruction
- ❖ access to all facilities and services available to regular students (e.g. libraries, laboratories, computer rooms, etc.)
- ❖ Help Desk where information to PANGEA students is centralised.

8) Financial elements

8.1. Participation costs

Irrespective of the host institution, the annual PANGEA participation costs for Partner Country students amounts to € 9000 and for all Programme Country students to € 4500.¹

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 Institution integrated in the PANGEA curriculum;

¹ A fee waiver may apply for self-funded students.

- ❖ Access to library and laboratories;
- ❖ Student management, services and activities; support in visa application procedures, etc;
- ❖ The Joint Integration Week for all PANGEA students;
- ❖ The Field Trip;
- ❖ The Final Conference and Award Ceremony;
- ❖ All other academic and administrative fees (e.g. degree issuing from the two partner Institutions 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 PANGEA (e.g. travel to Y1 and Y2 Institutions, travel to attend the Joint Integration Week, Final Conference and Award Ceremony, etc.).

8.3.1. Monthly Living Allowance

A basic monthly amount of 1000€/month during maximum 24 months shall be paid to the Erasmus Mundus 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 Lille Institution 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 struck off the list by decision of the Academic Board.

If students decide to voluntarily enter France before the starts of the programme, then this period must not be considered as part of the EMJMD's course duration.

The regular scholarship payment to the student can be stopped if the student is excluded or suspended from the course, blocked from entry in the country of mobility by national authorities or leaves the course on his/her 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 countries 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 allowance will not cover the periods when the student is in his/her country of residence.

8.3.2. Contribution to installation costs

The contribution to installation costs (1000€) 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 at Lille and the subsequent mobility.

8.4. Money transfers

To receive their payments, Non-EU students will have to open a bank account in France and forward the account details (including the IBAN number) to the Secretariat using the provided Bank Account Form. All payments will be made by the ULille 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 ULille. 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), it is the responsibility of the students to provide boarding cards and other travel documents (scanned copies) to the hosting institutions. Hosting institutions shall forward them at once, along with the following documents, to the Coordinator as soon as the scholarship holder arrives at the host institution:

- Proof of enrolment (i.e. student card)
- Certificate of arrival signed by the local PANGEA coordinator and the student

9) Intellectual Property Rights

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

10) Health insurance

PANGEA students are insured by the coordinating institution with a combination of health, liability, accident and assistance insurance which complies with the EACEA's minimum requirements. This insurance is at no extra-costs. The details of this insurance and terms of conditions will be communicated to the student.

11) Interruption terms

The student understands that he/she will be excluded from the PANGEA programme, 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 PANGEA 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 PANGEA Partner Institution where he/she is studying,

- If the student is the subject of legal prosecutions that prevent him/her from attending the PANGEA programme,
- If the student withdraws from the PANGEA programme on his/her own decision or in case of force majeure as defined by the EACEA.

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 PANGEA Consortium, upon presentation of a report by the Institution where the student is attending PANGEA 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 PANGEA Executive Board. The student may initiate the complaint through the student representative, selected by and amongst PANGEA students, who is member of the PANGEA Executive Board (advisory function for student related issues).

The Executive Board 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 PANGEA, 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 interruption, the Executive Board will address the situation 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 PANGEA Consortium is not liable for accidents, illnesses, injuries, losses or damages to people 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 PANGEA program you may be photographed and/or filmed. Those images are used in PANGEA 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 PANGEA activities and programmes. These may be used on the PANGEA 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 PANGEA students, shared with other individuals involved in PANGEA 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 authorisation 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 PANGEA. 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 PANGEA 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. He/she should address any questions regarding the processing of his/her personal data to master-pangea@univ-lille.fr.

16) Duration and Signatures

This agreement automatically expires when the degree is awarded. If the agreement is terminated at an earlier point, the scholarship payment is automatically stopped at the same time. The coordinating institution will seek reimbursement of undue prepaid instalments. The annual PANGEA participation cost payment is not refundable.

Nothing in this Agreement or the Consortium Agreement between the Parties of the PANGEA Consortium, shall be deemed to require a Party to breach any mandatory statutory law under which the Party is operating.

Without prejudice to the general consequences laid down in national law applicable in the present Agreement, the PANGEA 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 authority to resolve any legal dispute between the PANGEA 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 PANGEA Coordinator
the University of Lille

TEMPLATE

ANNEX - VOCABULARY

Academic Board: The Academic Board is composed of the professors that will evaluate the applications of the students according to the selection criteria approved by the Programme Board. These professors can or cannot be in the programme board.

Consortium: Decision making entity composed of the core group of four academic partners: the University of Lille; Uppsala University in Sweden; the National and Kapodistrian University of Athens in Greece and the University of Minho in Portugal;

Exclusion: When a student is forced to leave the programme permanently. The decision is taken by the Consortium.

Host institution: The higher education institution that will welcome the student for at least one semester; and in which the student will receive courses according to the track he/she has been placed on.

Programme Board: The programme board is composed of the academic coordinators of each institution of the consortium.

Scholarship holder: A student selected during the first call for applications and benefiting from an Erasmus Mundus scholarship.

Suspension: When the student is expelled, be for a certain amount of time, defined by the institution suspending the student.