

## Student Agreement

Erasmus+ Master of Science Degree (MSc) Geo-Information Science and Earth Observation for Environmental Modelling and Management (GEM) Programme



By and between the Erasmus+ Master of Science Degree (MSc) in Geo-Information Science and Earth Observation for Environmental Modelling and Management (GEM) Coordinator

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Hengelosestraat 99. 7514 AE. Enschede. The Netherlands

on behalf of the GEM consortium formed by the following universities:

The University of Twente, Enschede, Netherlands (ITC)  
Lund University, Lund, Sweden (LU)  
Université catholique de Louvain, Louvain-la-Neuve, Belgium (UCLouvain)  
University of Tartu, Tartu, Estonia (UT)

and **the Student** (student's first name and surnames)

\_\_\_\_\_

With \_\_\_\_\_ nationality and passport number \_\_\_\_\_

Both agree the present contract under the following terms and conditions

**As a EMJMD scholarship holder, I declare that:**

- (1) I have not already benefited from a previous EMJMD scholarship or an Erasmus Mundus Master Course/Joint Doctorate scholarship.
- (2) I commit that I will not benefit from another EU funded scholarship scheme to follow the same EMJMD course for the entire period of the course.
- (3) I shall repay the financial support in case of fraud or false declaration.

**General conditions**

- (4) **The Student** engages to pursue the academic programme of the Erasmus+ Master of Science Degree (MSc) in Geo-Information Science and Earth Observation for Environmental Modelling and Management (hereafter "GEM"), approved by the Education, Audiovisual and Culture Executive Agency (EACEA) under Grant Agreement Number 619843 without undertaking any occupation with regular salary in parallel to the studies.
- (5) The Erasmus+ Master of Science Degree (MSc) in Geo-Information Science and Earth Observation for Environmental Modelling and Management (GEM), will be achieved over two years through the allocation of a minimum of 120 ECTS. **The Student** must achieve a total of a minimum of 60 ECTS in year one from either LU or UT and a minimum of 60 ECTS in year two from either ITC or UCLouvain. The language of instruction is English.
- (6) All students are supposed to own a personal laptop suitable for the two years of studies with the minimum specification of 8 GB RAM, i7 512 Hdd/SD.

**Mobility**

- (7) Relevant information concerning the structure and organisation of the programme, its calendar, course outline and course evaluation, is published in the student handbook and on the website of the GEM programme <https://www.gem-msc.eu/>.
- (8) The programme starts every year in September at either LU or UT and ends after the completion of the second year at either ITC or UCLouvain in August or September. The academic programme must be carried out in at least two of the countries participating in the programme.
- (9) **The Student** may follow the welcome week(s) which will start in August at LU and in August at UT (check updates here <https://sisu.ut.ee/gettingstarted/getting-started> ). The graduation ceremony will take place at the university where **the Student** writes the thesis. At ITC the graduation ceremony will take place in **[week number]**. At UCLouvain the graduation ceremony will take place in **[week number]**.
- (10) There are four possible mobility tracks. The mobility combinations have been carefully designed to eliminate overlap of course content, to guarantee the inclusion of necessary courses and to have the Student finish within two years. Students opting for track 1 - *GEM4 Urban-Rural Interactions* – take year one in UT and year two in ITC. Students opting for track 2 - *GEM4 Land Use Systems* - take year one in UT and year two in UCLouvain. Students opting for track 3 - *GEM4 Ecosystems & Natural Resources* – take year one in LU and year two in ITC. Students opting for track 4 - *GEM4 Food Security* – take year one in LU and year two in UCLouvain.
- (11) Each track shares three common elements: (a) A joint event of one week or less, which takes place after the final exams of year one in June at UT and June at LU, and where all students from the same cohort come together to participate in the joint events; (b) An internship, which takes place either in year one for students in tracks 1 and 2, or in year two for students in tracks 3 and 4; and (c) During the 4<sup>th</sup> semester, students prepare and write their Master's thesis at either ITC or UCLouvain, which is co-supervised by staff members from the Student's year one and year two universities.

**Internships**

- (12) According to the chosen trajectory, **the Student** follows an internship in the 1st or 2nd year. The duration of the internship in year one is three to four weeks, and eight weeks in year two.
- (13) **The Student** undertakes the compulsory internship either at an associate partner institution or outside the GEM consortium. Internship regulations are defined in the student handbook and are available on the programme website <https://www.gem-msc.eu/>.
- (14) Contribution to the living allowance will not be given to the scholarship recipients for the period spent in their country of residence, nor to scholarship recipients from a Partner Country for the period exceeding one trimester in any Partner Country. This includes activities such as study/research/placement/thesis/internship.

**University admission**

- (15) **The Student** is registered at ITC for the whole duration of their studies. During the first-year students are admitted and registered at either UT or LU. In the second year, students are transferred and admitted/registered at either UCLouvain or ITC. The admissions procedure is fully explained on the programme website <https://www.gem-msc.eu/>.

- (16) **The student** declares to meet the requirements to follow the proposed academic programme, particularly that he/she holds a relevant Bachelor degree (1st class or upper 2nd) and a minimum level of English (TOEFL IBT 92, IELTS 6.5) as required by the GEM consortium.

### Evaluating and reporting on progress and academic outputs

- (17) All information on education, examination, Student performance monitoring, evaluation mechanisms and the rules regarding grading and resit options are on the programme web site <https://www.gem-msc.eu/>
- (18) With relation to assessment and reporting, the host institution has the primary and ultimate responsibility for obtaining and transmitting the assessment records for all students to the coordinating university (the University of Twente) and the other partner institutions. Records shall be transmitted to the institutions by an agreed date as soon as possible after the assessment / examination period. The coordinating university records all the results of a student within a semester. **The Student** will receive, each semester, a copy of the transcript of the courses completed to date.
- (19) Assessment and course:
- Each course will be assessed by means of a test, examination and/or assignment
  - More than one assessment per course is allowed but must result in a single grade.
  - When a student fails an examination, a re-sit (or referral) will be organized.
  - One or more re-sits are allowed per course assessment; with the number of re-sits and the maximum grade of the re-sit based on the rules of the partner responsible for delivering that course.
  - If in accordance with national legislation, students will maintain the right to referral later at their own cost.

### Academic degree

- (20) Graduates of the Erasmus+ Master of Science Degree (MSc) Geo-Information Science and Earth Observation for Environmental Modelling and Management (GEM) Programme will be awarded the Double degree (in English):

#### Track 1: GEM4 Urban-Rural Interactions

- UT - Master of Science in Geoinformatics for Urbanised Society
- ITC – Master of Science in Geoinformation Science and Earth Observation

#### Track 2: GEM4 Land Use Systems

- UT - Master of Science in Geoinformatics for Urbanised Society
- UCLouvain - Master in Agriculture and Bio-industries, Professional focus: GIScience & EO for Environmental Modelling and Management

#### Track 3: GEM4 Ecosystems & Natural Resources

- LU - Master Programme in Geo-information Science and Earth Observation for Environmental Modelling and Management
- ITC - Master of Science in Geoinformation Science and Earth Observation

#### Track 4: GEM4 Food Security

- LU - Master Programme in Geo-information Science and Earth Observation for Environmental Modelling and Management
- UCLouvain - Master in Agriculture and Bio-industries, Professional focus: GIScience & EO for Environmental Modelling and Management

- (21) The Erasmus+ MSc GEM Programme is a EMJMD funded Master Programme in which a Double Degree MSc will be awarded to a participant who has been officially admitted to the Programme and has fulfilled the assessment requirements of the Programme by each degree awarding partner. To be granted a double degree, all courses (minimum 120 ECTS in total) must be completed successfully. The degrees will come from the universities where **the Student** attended the 1st and the 2nd year of his/her study. Awarding the double degree is based on mutual trust of the partner institutions in the application of the commonly decided standards and quality criteria.

- (22) The Double Degree Diplomas will be accompanied by a Diploma Supplement and Programme record/transcript indicating the duration of study and the grades awarded for successful completion of the course. The diploma supplement will mention the name and the degree of the education in English. The supplement will contain a full transcript of all ECTS credits obtained during the master and will list the titles of the courses as used at the respective institutions.

### Participation costs and scholarship conditions

- (23) **Self – Funded student:**

- a. The participation costs for programme and partner country students in the GEM programme for the whole study period is estimated at EUR 19,270, including a tuition and tutoring fee of EUR 18,000 and insurance estimated at EUR 1,270. Next to this there are additional costs of EUR 400 to cover costs such as passport photos, smart card deposit and when necessary a visa
- b. The tuition and tutoring fee remain the same, irrespective of the chosen track. The tuition and tutoring fee include the following costs: enrolment; registration; access to mandatory and elective courses; optional language courses; fieldwork/fieldtrip; and student welcoming programmes. Information on the participation costs will be provided on

the programme website <https://www.gem-msc.eu/>. An estimation of the insurance and living costs are published on the programme website to give an illustration to students.

**(24) Student with scholarship** will be granted:

- c. Full coverage of participation costs, consisting of tuition fee, tutoring fee and insurance. This includes the following costs: enrolment; registration; access to mandatory and elective courses; the optional language courses to be taken locally and all other participation costs for curriculum activities (excursions, field work, etc.).
- d. Installation costs for students from Partner countries<sup>1</sup>. This is intended as an incentive to help students with visa and residence permit costs, temporary accommodation and any other additional expenses. The installation costs are EUR 1,000 as a one-off payment to the partner country student. Any amount above EUR 1,000 will not be covered by the Erasmus Mundus scholarship.
- e. Travel allowance based on the EC's allocated contribution. This covers the following travels: from home country to the 1st host university; attending the annual joint event; attend the internship; from the 1st host country to the 2nd host country; from the 2nd host country to home. Travel costs will be disbursed directly by the GEM consortium to the EMJMD scholarship holder in two tranches; at the beginning of the 1<sup>st</sup> academic year and at the beginning of the 2<sup>nd</sup> academic year. **The Student** engages to communicate promptly to the coordinator any change of his/her bank details. Any amount above the amounts mentioned below will not be covered by the Erasmus Mundus scholarship.
  - Students from Partner Countries residing <4,000 KM away from the Coordinating HEI in Enschede, the Netherlands will have a travel allocation of EUR 2,000 per year
  - Students from Partner Countries residing >4,000 KM away from the Coordinating HEI in Enschede, the Netherlands will have a travel allocation of EUR 3,000 per year
  - Students from Programme Countries will have a travel allocation of EUR 1,000 per year
  - The distance is calculated using the distance calculator provided by EACEA<sup>2</sup>
- f. Subsistence costs of EUR 1,000 per month for the maximum of 24 months. The monthly allowance will be transferred to **the Student's** bank account monthly by ITC. **The Students** will have to fill in the Financial Identification Form and send this to the ITC as soon as they have an operational European Bank Account.
  - Partner country student: the contribution to subsistence costs must neither be given to scholarship holders from the EMJMD periods (study/research/placement/thesis preparation) spent in their country of residence; nor to Partner Country scholarship holders for the EMJMD periods exceeding three months (indicatively the equivalent of 15 ECTS credits) spent in any Partner Country.
  - Programme country student: the subsistence costs will not be disbursed when the student studies in his/her country of residence

**(25)** The scholarship does not create or entitle an employer-employee relation between the university and **the Student**.

**(26)** In the eventual case of termination of the course (e.g., Student decides to withdraw for personal reasons or he/she is excluded from the programme because of insufficient performance or serious infringement of the code of conduct), **the Student** will reimburse the portion of the amount he/she has received that exceeds his/her actual insofar incurred expenditure, based on the number of months he/she attended and a copy of her/his "return ticket". The amount to be reimbursed will be decided by the GEM consortium.

**(27)** **The Student** with an Erasmus Mundus scholarship is obliged not to receive any other scholarship or subvention financed by the European Commission under other community programmes. **The Student** with an Erasmus Mundus scholarship will not apply for other scholarships or grants awarded through other European Union programmes for the study period to which this contract applies. **The Student** will not use the Erasmus Mundus grant to cover costs that will be covered from another subsidised source.

### Services to the Student

**(28)** The universities will use their best endeavours to provide the student with tuition, supervision, computing facilities assessment and support services of a professional standard.

**(29)** **The Student** will have a programme coordinator located at ITC and a local coordinator at each partner institution who will be their reference person/mentor during their year at the host university. Should **the Student** have any kind of difficulty, either logistic or administrative, they will have to request the help of the local coordinator. The local coordinator will also help **the Student** to integrate in social and cultural terms.

**(30)** **The Student** will obtain assistance from the local coordinator with all administrative formalities they may need, such as the period of enrolment at the universities, welcome reception, how to get the student card, accommodation information, procedures for opening a bank account, sports facilities as well as cultural and social events, and, if needed, the residence permit, registration with the local authorities and visa information.

### Interruption of studies

<sup>1</sup> List of the Partner and Programme Countries: [https://ec.europa.eu/programmes/erasmus-plus/programme-guide/part-a/who-can-participate/eligible-countries\\_en](https://ec.europa.eu/programmes/erasmus-plus/programme-guide/part-a/who-can-participate/eligible-countries_en)

<sup>2</sup> Distance calculator: [https://ec.europa.eu/programmes/erasmus-plus/resources/distance-calculator\\_en](https://ec.europa.eu/programmes/erasmus-plus/resources/distance-calculator_en)

- (31) **The Student** is obliged to respect the agreed period of studies at the host universities and seek permission for leave from the Host University coordinator in all cases of leave during the grant period except for the periods of regular holidays.
- (32) **The Student** shall promptly notify the host university on any circumstances which may materially affect the grant.
- (33) Any changes or interruptions of the agreed programme and institutions where the study or internship is carried out, changes of the academic supervisors, as well as changes in the envisaged travel schedules shall be agreed with the Host Institution in writing.
- (34) All periods of absence from the current place of study must be documented and reported.

#### Accident, health and travel insurance

- (35) The Student with an Erasmus Mundus scholarship will be covered by the ICS Complete+ student insurance package by AON Nederland C.V. during the whole period of the studies. The AON insurance policy offers extensive coverage for: medical costs including hospital admission and operations, general practitioners, urgent dental care, specialist care, physiotherapy, acupuncture, medication, psychotherapy and ambulance, pregnancy and childbirth; third party liability; repatriation; home contents; baggage to cover loss, damage and theft during the trip to and from destination country; accidents and permanent disability; legal aid; and death in the whole of Europe.
- (36) The GEM consortium is exonerated from any responsibility for accidents, illnesses, injuries, losses or damages to persons or goods resulting from or in any way related to the activities that are object of the present contract.

#### Reporting, surveys, evaluations and the Erasmus Mundus Students and Alumni Association

- (37) Erasmus+ scholarship holders shall report on their activities individually on the basis of their personal *ePortfolio*, as requested in the GEM curriculum. A final report has to be submitted after graduation to the Programme Office. The *ePortfolio* has to be maintained throughout the programme. It contains individual presentations of materials resulting from coursework and internships. The portfolio is developed in a suitable digital online format, e.g., as a website or blog. The Student is obliged to display the EU flag and to acknowledge the support received under the relevant EU programme Erasmus+.
- (38) **The Student** agrees to join in any programme surveys and evaluations when asked. These evaluations are carried out anonymously.
- (39) **The Student** agrees to join the Erasmus Mundus Students and Alumni Association (EMA: <http://www.em-a.eu/>).

#### Online resources

- (40) The following links provide information about the GEM programme, the partner universities and Erasmus+ GEM programme website <https://www.gem-msc.eu/>  
Erasmus+: [https://eacea.ec.europa.eu/erasmus-plus\\_en](https://eacea.ec.europa.eu/erasmus-plus_en)  
Erasmus+ EMJMD action: [https://eacea.ec.europa.eu/erasmus-plus/actions/joint-master-degrees\\_en](https://eacea.ec.europa.eu/erasmus-plus/actions/joint-master-degrees_en)  
Erasmus Mundus Students & Alumni Association: <https://www.em-a.eu/>  
The University of Twente: <https://www.utwente.nl/>  
Lund University: <https://lunduniversity.lu.se/>  
Université catholique de Louvain: <https://uclouvain.be/en/index.html>  
University of Tartu: <https://www.ut.ee/en>

#### Code of conduct

- (41) **The Student** is expected to be present during the entire academic year with the exception of summer break, weekends, agreed mobilities and holidays in the calendar of the institution that is hosting the Student.
- (42) **The Student** agrees to behave in accordance with the rules and regulations on scientific integrity and ethics of their host University. They will commit no fraudulent act, and will specially avoid cheating, falsification or plagiarism of any academic work. Moreover, they will not abuse or misuse the access to equipment and installations and will not perform any unauthorised access, or violation of departmental, school or university rules. Any incident arising from a failure to comply to rules and regulations on scientific integrity and ethics will be dealt by the GEM consortium and may cause the exclusion of the Student from the GEM programme.

#### Student representatives

- (43) Students are entitled to elect two student representatives to participate in the Joint Programme Board (JPB) and all official GEM consortium communication regarding the programme's academic/administrative/financial management (facilitated by the online collaboration tool used by all JPB members including the student representatives). Student representatives are entitled to vote in all questions relating to the organisation and structure of the programme; they are granted advisory votes in questions pertaining to examinations and are constantly consulted in the process of monitoring the course of study. Student representatives' report is a recurring agenda item at JPB.

**Appeals and complaints**

- (44)** In case of complaint, **the Student** may appeal to the GEM consortium, through the JPB, with a reasoned written argument addressed to the programme coordinator. The GEM consortium will consider the issue and will handle it within thirty days. The GEM consortium then points the complaints to the correct body within each university where appropriate. However, for specific complaints about a specific service or facility provided by a member institution, the Student shall invoke the complaints procedure of that institution.

**Modification of the contract and dispute resolution conditions**

- (45)** Any alteration to the present agreement must be communicated in writing. All alterations to the initial situation must be immediately communicated by the Student to the GEM consortium.
- (46)** Without prejudice to the general consequences laid down in national law applicable in the present contract, the GEM consortium reserves the right to cease the effects of the present contract, without recourse to any juridical procedure apart from adequate communication to the Student. Failing agreement by both parts, the Dutch court is designed as the only competent authority to resolve any legal dispute between the GEM consortium and the Student emerging from the contract. The present contract will be governed by the Dutch law.

**Failure to comply with the conditions and agreements laid down in this Student Agreement can be a reason for the GEM consortium to dissolve the contract immediately and claim back the total grant.**

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

Signed and agreed

**The GEM programme coordinator**

Date: \_\_\_\_\_

Place: Enschede (Netherlands)

Signature:

**The Student**

Date: \_\_\_\_\_

Place: \_\_\_\_\_

Signature:

(Stamp of institution)

**Annex 1.**

Personal data of the scholarship holder

<p><b>Name of student:</b> (First name(s), Last name)</p>
<p>Date of birth (DD/MM/YYYY):</p>
<p>Gender (M / F):</p>
<p>Nationality:</p>
<p>Passport number:</p>
<p>Address (country of origin):</p> <p>Postal code and city (country of origin): Country: Telephone number: E-mail</p>
<p>Parents' or guardian's address (if different):</p> <p>Postal code and city: Country: Telephone number:</p>

**Annex 2.**

Bank information of the scholarship holder

<p><b>Name of student:</b> (First name(s), Last name)</p>
<p>Date of birth (DD/MM/YYYY):</p>
<p>Gender (M/F):</p>
<p>Nationality:</p>
<p>Passport number:</p>
<p>Address (in Sweden/Estonia – delete as applicable):</p> <p>Postal code and city: Telephone number: E-mail</p>
<p><b>Name of the bank (in Sweden/Estonia – delete as applicable):</b></p>
<p>Address:</p> <p>Postal code and city:</p>
<p><b>IBAN:</b></p>
<p><b>BIC:</b></p>