

LIVE Student Agreement (CA_Appendix 6)

EMJMD – ERASMUS+ MUNDUS JOINT MASTER DEGREES

Grant Agreement nr – XXX – EMJMD

PROGRAMME LIVE – Leading International Vaccinology Education (LIVE)

LIVE website – <http://LIVE.univ-lyon1.fr>

LIVE STUDENT AGREEMENT

The following agreement is established between:

- (1) the coordinating institution of the EMJMD LIVE, UCBL - University Claude Bernard Lyon 1, on behalf of the LIVE Consortium formed by the following main partner universities (website, coordinator names and emails):

UAB - Universitat Autònoma de Barcelona Spain - www.uab.es	Dolores Jaraquemada Pérez de Guzmán, UAB Local Coordinator Dolores.Jaraquemada@uab.cat
UB - Universitat de Barcelona Spain - www.ub.edu	Thomas Stratmann, UB Local Coordinator thomas.stratmann@ub.edu
UAntwerp - University of Antwerp Belgium, www.UAntwerp.be	Peter Delpitte, UAntwerp Local Coordinator peter.delpitte@UAntwerp.be
UJM - Université Jean Monnet Saint- Etienne France - www.univ-st-etienne.fr	Stéphane Paul, UJM Local Coordinator stephane.paul@chu-st-etienne.fr
UCBL - Université Claude Bernard Lyon 1 France - www.univ-lyon1.fr	Christine Delprat, LIVE Coordinator Christine.delprat@univ-lyon1.fr

and

- (2) the Student:

First Name(s):	
Family Name:	
Date of Birth (dd/mm/yyyy):	
Passport Number:	
Email:	

Both parties agree with the following terms and conditions:

1. STRUCTURE OF THE LIVE PROGRAMME

1.1. The Student engages to pursue the EMJMD LIVE programme, which is approved and funded by the Education, Audiovisual and Culture Executive Agency (EACEA) of the Commission of the European Community under the Erasmus+ Framework programme, under the Grant Agreement nr – XXX – EMJMD.

1.2. The teaching units (TUs) of the programme are updated on the LIVE website <http://LIVE.univ-lyon1.fr> and organised in four semesters (S1 to S4) of 30 European Credit Transfer System (ECTS):

- S1 at UAB/UB: 30 ECTS;
- S2 at UAntwerp: 30 ECTS;
- S3 at UCBL/UJM: 30 ECTS;
- At S4, the Master's thesis and defence are jointly organized by UAB-UB-UAntwerp-UCBL-UJM: 27 ECTS and 3 ECTS for languages are managed by UCBL.

1.3. Detailed information regarding the structure and organisation of the TUs are published on the LIVE website <http://LIVE.univ-lyon1.fr> and fully described in the section “Master Programme / The Four Semesters”.

2. STUDY TRACK

2.1. The standard study period of the programme is two years, and it runs from September 2019 until August 2021.

2.2. The mobility path is as follows:

- First academic year starts on September XXX 2019 with the integration week of the Master LIVE organised at UCBL.
- First semester universities are jointly UAB and UB. The first semester starts on September XXX 2019. The continuous examination occurs at the end of each TU according to the handbook distributed at the beginning of the semester. The re-examination period is organized from January XXX to February XXX 2020.
- Second semester university is UAntwerp. The second semester starts on February XXX 2020. The examination period for the second semester runs from May XXX to June XXX 2020. Then the summer school on vaccinology is from July XXX to XXX 2020. Finally, the re-examination period is organized from July XXX to XXX 2020.
- The second academic year and third semester starts on September XXX 2020 at UCBL-UJM.
- Third semester universities are jointly UCBL and UJM. The third semester starts on September XXX 2020. The examination period for the third semester runs from January XXX to XXX 2021 and the re-examination period is organized from January XXX to XXX 2021.
- Fourth semester is dedicated to the Master thesis, with the internship implementation from February 1st to July 31st 2021. The thesis report deadline is on June 4th 2019. The thesis defence period runs from June 11th to 22nd 2019.
- The LIVE programme 2017-2019 ends on August 31st 2019, at the latest, and as soon as a final decision is made by the Academic and Management Board (AMB) about the Student graduation or the Student exclusion.

2.3. The academic calendar

The academic calendar of the LIVE Master, including the holiday periods, is published on the LIVE website in the section “[About LIVE / Calendars](#)” as soon as information are provided by the organizing universities and two months before each semester, at the latest.

3. GRADING AND CREDITS

3.1. All institutions involved allocate ECTS to courses completed successfully, according to the document “[LIVE TU Sheets](#)”, available and updated on the LIVE website: 15 ECTS requires on an average 10 weeks of Student's work, including independent work.

3.2. Examination methods used in all universities involved include the following: oral questioning, presentation, practice report, written examination, bibliography report, internship unwinding, report / thesis, digital productions (video, poster, software, wiki...) and other specific group works, as described in the document “[LIVE TU Sheets](#)”, available and updated on the LIVE website.

Performance is evaluated according to the regular procedures and methods applied to all Students of the universities involved. The Student must meet the requirements set for regular examinations of each university.

3.3. The following scaling table shall be used when transferring the grades:

Mention	Belgian, French Scores range 0 - 20	Spanish scores Range 0 - 10
Acquired	$X \geq 10$	$X \geq 5$
Failed	$X < 10$	$X < 10$

The grading scale ranges 0-10 in Spain, but the Local Coordinators from UAB-UB will translate into grading scale range 0-20, which will be the final common grading system for the LIVE Students to illustrate the level reached by each Student in each TU.

On the LIVE diploma supplement, in addition to the score range 0-20, a letter will be added to each acquired TU, according to the rank of the Student among the Students who acquired the TU: "A" for the 10% Students ranked first, "B" for the next 25%, "C" for the next 30%, "D" for the next 25% and "E" for 10% Students ranked last.

3.4. If the Student fails an examination, the regular procedure established by a particular university for retaking the exam applies.

3.5. The complete examination regulation can be consulted for each respective semester on the university websites for UAB, UB and UAntwerp or obtained from the “Commission Formation et Vie Universitaire” (CFVU) for UCBL and UJM. The main examination rules for the Master level will be commented by the Local Coordinators at the beginning of each semester.

4. STUDENT'S RIGHTS AND OBLIGATIONS

4.1. The Student is obliged to comply with the following rules:

a) to familiarize himself/herself with all the information regarding the structure and organization of the programme published on the LIVE website;

- b) to visit and discover the Erasmus Mundus Students and Alumni Association (EMA, see <http://www.em-a.eu/>);
- c) to be present from the starting date of the integration week and according to the academic calendar published on the LIVE website (§2.3.);
- d) to attend all courses of the LIVE programme;
- e) to take into account how to participate in the LIVE programme surveys;
- f) to abide to all rules and regulations established by the universities involved and to use scholarships and universities' facilities with care and responsibility;
- g) to conduct themselves with integrity and treat others with respect;
- h) to follow the rules and regulations established for using laboratories and other related facilities at the universities. In particular, to undergo safety instructions for the use of laboratory facilities;
- i) to follow the rules and regulations established by the Partners during Partner site visits;
- j) to immediately inform the LIVE Coordinator and the Local Coordinator of the University hosting the Student at that time, if either academic or administrative difficulties arise;
- k) to immediately inform the LIVE Coordinator and the Local Coordinator of the University hosting the Student at that time, of the Student's intention to quit the programme;
- l) not to behave with academic dishonesty;

In the LIVE programme academic dishonesty means, but is not limited to:

- engaging in plagiarism, which includes representing the work of another person as one's own, including information downloaded from the Internet. Citing the information source is compulsory;
- alteration or fabrication of data such collected as part of a research or any other project;
- use of the materials, in an assessment of learning outcomes, that a lecturer has explicitly not permitted to use;
- sharing of knowledge or collaborating on any work when it is not allowed;
- taking an assessment of learning outcomes from another Student;
- submission work or assignment, if a credit has already been awarded for it.

4.2. The Student is obliged to obtain the value of at least 60 ECTS in the first year.

After examination and re-examination periods described at §2.2, if the Student fails to achieve 54 ECTS in the first year, he/she is asked to submit to the AMB a clear individual study plan for the successful completion of the programme. It is in the competence of the AMB to decide how the Student can or cannot continue studies.

If the Student is forced to interrupt the programme for a certain period of time on valid grounds (health, pregnancy, military duty, etc.) the Student must notify the LIVE Coordinator, who will forward the information to the AMB. The AMB decides if the interruption is accepted or not. After this first decision, the AMB opens an appeal period for two weeks before the re-examination. If appropriate, the AMB considers the appeal and study again the status of the Student to take a second decision that is final.

4.3. The Student has the right:

- a) to follow the courses and any other type of teaching activity integrated into the LIVE programme such as Summer School;

- b) to have an access to laboratories and information technology infrastructure at all universities of the Consortium;
 - c) to receive adequate supervision, administrative and academic support at all universities of the Consortium;
 - d) to have adequate educational support throughout the programme and supervision;
 - e) to contact via e-mail the LIVE Coordinator for issues that require immediate attention.
- In addition to this section, the five universities can describe sections on Student rights, which have to be locally respected, at the beginning of their semester.

5. COORDINATOR'S RIGHTS AND OBLIGATIONS

5.1. The LIVE Coordinator has the right:

- a) to establish rules and regulations necessary for efficient functioning of the LIVE programme;
 - b) to charge the established participation fees from the Student;
 - c) to stop scholarship if the Student does not attend all courses of the LIVE programme and the absence was not justified according to the administrative rules of the institution in which the absence was registered;
 - d) to expulse, after approval by the AMB, the Student from the European programme LIVE in the case of academic misconduct and after the facts will be examined according to the rules applicable in the institution in which the facts have been committed.
- The Student may be considered by the AMB to be expelled from the LIVE programme in the following not limitative cases:
- for academic dishonesty, in the cases specified in the section of academic dishonesty;
 - for a criminal offence committed with intent provided that the corresponding criminal conviction has become final;
 - for forgery of documents;
 - for gross violation of generally recognized norms of behaviour and academic traditions;
 - insufficient academic progress, not completing the required amount of credits;
 - unpaid participation fees on due dates.

5.2. The Coordinator is obliged:

- a) to ensure that adequate teaching and supervision is provided to the Student according to the designed LIVE study programme;
- b) to inform the Student well in advance of any significant changes in the programme;
- c) to establish participation fees in accordance with real costs and charge no more than foreseen in the agreement;
- d) to make available all necessary facilities and guarantee that all measures are taken to provide safe and well equipped learning environment.

6. SCHOLARSHIP AND TUITION FEES

6.1. Scholarship and tuition fees depend on the status, the nationality and the country of residence of the Student.

- a) Student funded by EACEA or by Associated Partners:

The Student who receives a scholarship from EACEA is funded according the rules published in the reference: “Erasmus+: KAI Higher Education Erasmus Mundus Joint Master Degrees – Call for proposals EAC/S11/13 Erasmus+ Programme Guide – Version XXX Administrative and Financial Handbook XXX Grant Agreement issued in XXX Version XXX” that includes:

- contribution to installation costs: 1000 € for partner country Student;
- contribution to travel costs: 1000 € for programme country resident, 2000 € and 3000 € for partner country resident at less or more than 4000 km far from UCBL, respectively;
- maximum contribution to the Erasmus+ participation costs (programme fee including insurance coverage): 9000 € and 4500 € per year, 18000 € and 9000 € for the two-year programme, for partner countries and programme countries, respectively;
- monthly allowance: 1000 € per month, up to a maximum of 24 months.

The Student who receives a scholarship from the identified Associated Partner(s) in agreement with a contract signed between UCBL and the Associated Partner(s) is funded according to the Admission Letter received by the Student that describes the funding Associated Partner and the detailed of the scholarship received by the Student, on a case-by-case manner.

The scholarship funded either by EACEA or by Associated Partner(s) will be paid by bank transfer to the Student’s bank account after the Student has signed this Agreement.

- b) Self-funded Student:

In order to participate in the LIVE programme, the Student pays to the coordinating institution UCBL, the tuition fees to cover the participation costs for the LIVE programme. The tuition fees are 9000 € and 4500 € per year, 18000 € and 9000 € for the two-year programme, for partner country Student and programme country Student, respectively.

In addition, the Student needs money to install, to travel and for subsistence. The indicative amount is 15000 € per year, 30000 € for the two-year programme.

Options of payment for EEA self-funded student (4,500 euros per year)

		Payment deadline	EEA student
Pre-registration fees		XX/07/2019	900 euros
Payment 1	Year 1	XX/09/2019	1,800 euros
Payment 2		XX/01/2020	1,800 euros
Payment 3	Year 2	XX/09/2020	2,250 euros
Payment 4		XX/01/2021	2,250 euros

Options of payment for Non - EEA self-funded student (9,000 euros per year)

		Payment deadline	Non-EEA student
Pre-registration fees	Year 1	XX/07/2019	1,800 euros
Payment 1		XX/09/2019	3,600 euros
Payment 2		XX/01/2020	3,600 euros
Payment 3	Year 2	XX/09/2020	4,500 euros
Payment 4		XX/01/2021	4,500 euros

The pre-registration fees are expected in due time (July 17th, 2017) and not refundable. The payments are expected in due time during the Master.

6.2. The participation costs cover:

- a) the national enrolment fees in force at each university of the programme, health and accident insurance costs, Summer School, other LIVE specific training activities' costs incl. integration week/days, and other services provided by all universities: tuition throughout the programme and essential study materials (including the compulsory language courses, e-learning, mission costs in relation to site visits and defence);
- b) on-going support service and counselling by the International Student Services.

The participation costs will be deducted from the EACEA scholarship or the Associated Partner scholarship for funded Student at the beginning of each academic year.

The participation costs are covered by the tuition fees paid by the self-funded Student at the beginning of each academic year.

Accommodation costs are not included in the participation costs.

6.3. The Student is prohibited to receive any other scholarship or subvention financed by the European Commission under other Community programmes.

6.4. The Student who holds scholarship and who decides to withdraw his/her application before or during the study period, or who is for any reason excluded from the programme, will have his/her scholarship withdrawn, after adequate information and warning from the consortium.

7. DEGREES TO BE AWARDED

The title of the joint programme is named Master “LIVE - Leading International Vaccinology Education” and this title shall be used on the joint diploma supplement by all universities when referring to the Master LIVE.

The final Master degree which will be awarded to successful Students will be either a Joint, whenever possible, or multiple degrees, from the institutions where the Student has spent a period of study accounting for at least 30 ECTS, in accordance with the national laws. The LIVE Coordinator will also award to each Student a LIVE Diploma Supplement containing details about the whole educational pathway. Universities may also supply their own diploma supplement with their Master degree in accordance with their national laws.

8. CHANGES AND DISPUTES

8.1. Any changes to the present agreement must be communicated in writing, possibly by email, with receipt confirmation. All alterations to the initial agreement must be immediately communicated by the Student to the LIVE Coordinator.

8.2. Any disputes that have arisen in the performance of this agreement shall be resolved by negotiations. If the parties fail to resolve their disputes by negotiations, they shall be referred to the rules set up in the Consortium Agreement for disputes resolution. Any matter relating to the interpretation or application of this agreement which is not covered by its respective terms, shall be resolved by reference to the laws of Belgium.

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

The Legal Representative of the Coordinating Institution, President of UCBL: XXX	The Student
Date (dd/mm/yyyy):	Date (dd/mm/yyyy):
Place:	Place:
Signature:	Signature: