



STUDENT AGREEMENT

ERASMUS MUNDUS JOINT MASTER DEGREE

Electric Vehicle Propulsion and Control: E-PiCo



ECOLE CENTRALE DE NANTES



Kiel University
Christian-Albrechts-Universität zu Kiel

KIEL UNIVERSITY



UNIVERSITY POLITEHNICA OF BUCHAREST



UNIVERSITY OF L'AQUILA

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1. JOINT MASTER PROGRAMME E-PICO PARTNERS

The following academic partner or associated institutions of the E-PiCo project are referred to as:

Academic Partners

- Ecole Centrale de Nantes, France (ECN - Coordinator)
- Universitatea Politehnica din Bucuresti (UPB), Bucharest, Romania
- Universita Degli Studi Dell' Aquila (UAQ), L'Aquila, Italy
- Christian – Albrechts Universitaet Zu Kiel (CAU), Kiel, Germany

Academic Associate Partners

- Ecole de Technologie Supérieure (ETS), Montreal, Canada
- Wuhan University (WH), Wuhan, China
- Centro de Investigación y de Estudios Avanzados del Instituto (CIMNE), Mexico, Mexico

Industrials Associate Partners

- Airbus, France
- DigiPower, Italy
- ECA Group, France
- Honda, France
- IAV Gmbh, Germany
- Jungheinrich, Germany
- Mercedes – Benz (Daimler), Germany
- Modis, Italy
- Pure Power Control (P2C), Italy
- Renault, France
- Tekne, Italy

2. IDENTITY OF STUDENT

Family Name:	"FAMILY NAME"
First Name (s):	"First Name"
Nationality:	"Nationality"
Date and place of birth:	on "birthdate" at "place of birth"

3. GENERAL RULES OF THE PROJECT

- 3.1. The student is accepted as a full-time student of the Erasmus Mundus Master Course E-PiCo, "Electric Vehicle Propulsion and Control" for the "IntakeNo", academic years and mobilities as followed:
 - The "20xx/20xx" semester 1 will be spent in: "Host 1"
 - The "20xx/20xx" semester 2 will be spent in: "Host 2"
 - The "20xx/20xx" semester 3 will be spent in: "Host 3"
 - The "20xx/20xx" semester 4 will be spent in: "Host 4"
- 3.2. The language of instruction and examinations is English and local language, culture courses are part of the Master study programme.
- 3.3. For each additional semester (more than 4) the student might need to pay the local registration fees to the hosting institutions they attended in the first two years, according to the local regulation.

- 3.4. In order to receive a degree from the hosting institutions, the student must validate 90 ECTS and his Master thesis.
- 3.5. The student shall participate to programme surveys/evaluations conducted by E-PiCo management office.
- 3.6. The student is invited to join the Erasmus Mundus Students and Alumni Association (EMA, see <http://www.em-a.eu/>).

4. REGISTRATION

- 4.1. After being selected the student, supported by the E-PiCo Management Office, will follow the registration procedure in each of the Partners Institutions involved in the student's mobility path, according to its own rules and regulations.
- 4.2. The student participating in the E-PiCo programme shall be subject to the rules and regulations of the institution at which he or she is registered and shall abide by and be subject to the rules and regulations of the Programme and relevant national laws, in particular but not limited to those pertaining to student visas. The student will be granted the same rights and privileges enjoyed by other students registered at the institution at which the student is registered.

5. PARTICIPATION COSTS

- 5.1. The participation costs include the registration fees, library and laboratory costs, full insurance coverage.

6. HEALTH INSURANCE

- 6.1. Requirements for insurance cover (including for example, personal, accident, health, civil liability insurance), for each student enrolled in E-PiCo, will follow the rules in force at the institution at which the student is enrolled.
- 6.2. The participation costs tuition fees include a health and accident insurance coverage scheme carried out by an insurance company like Marsh, Europ Assistance. The insurance complies with the conditions set out in the specifications of the Erasmus Mundus European Master. During his/her admission, a certificate of insurance have been provided to the student. The Certificate of Insurance is a proof of insurance stating the name of the insured person, the policy number (EMSPxxxx – check your certificate), the period of coverage, the summary of the insurance cover, the contact details and on the last page a wallet size Insurance card.

7. MILESTONES OF THE ACADEMIC CALENDAR

- 7.1. The student is enrolled for a 24 months period consisting of 4 semesters of study (120 ECTS), in accordance with ECTS (European Credit Transfer System). The intake will start in September 1st of the year 1 and will end in August 31st of the year 2.
- 7.2. During the fourth semester of the E-PiCo Master Programme, the student carries out his/her Master thesis.
- 7.3. The exams and holidays periods will be communicated by the hosting institution at the beginning of the semester.

8. ORGANIZATION OF MOBILITIES

- 8.1. Partners have international relations offices, ready to offer the foreign students the necessary support. Through the student handbook, students will find information about the Institution structure, mobility tutors and course catalogue, as well as useful details for a smooth adjustment to the local community. Further information and assistance are provided on the E-PiCo website.
- 8.2. The institutions will provide assistance in securing visas, the contact points and information sources are provided on the E-PiCo website.
- 8.3. Institutions have identified special attention services for students with special needs in order to facilitate their access to services and their integration into academic, social and cultural life. Further information and assistance are provided on the E-PiCo website.
- 8.4. The partner institutions will provide specific services to students with special needs. The student must specify his/her special needs and provide necessary medical certificates before the start of study. In that case, an additional annex will be added to this agreement detailing the duty of hosting institutions towards the student.
- 8.5. The receiving institution will guide incoming mobile participants in finding accommodation. Further information and assistance are provided on the E-PiCo website.
- 8.6. At the arrival at the host institution, following information will be communicated to the student: academic calendar, structure of the programme, syllabus, expected academic outputs, services provided, regulations related to internships, assessment and marking criteria, progressing rules and Master thesis, online resources.
- 8.7. As soon as the student arrives at the host institution:
 - 8.7.1. He/she will sign the internal regulations document of the hosting institutions (will be given by the hosting institutions),
 - 8.7.2. He/she will receive the conditions of the insurance coverage.

9. CODE OF CONDUCT

- 9.1. Under the present agreement, the student commits:
 - 9.1.1. To respect the internal rules and charters of the hosting institutions (library, computer charter...),
 - 9.1.2. In case of complaints regarding the E-PiCo programme the student shall contact his/her local coordinator and the programme coordinator via the E-PiCo management office (epico@ec-nantes.fr) to explain the situation. The reply will be provided by the local coordinator or the programme coordinator via the E-PiCo management office. All the students complaints will be discussed during the management meeting of the consortium,
 - 9.1.3. In case of drop-out after the beginning of the programme the student must inform the local coordinator and the E-PiCo programme coordinator by a formal letter explaining the reason of the drop-out.

- 9.2. Cases of Fraud: any cheating or attempted cheating by the student, established and proven, during or after an examination or test, will lead to disciplinary sanctions. For cases of fraud the regulations of the respective Institution apply where the fraud occurred. Recognised cases of fraud are:
- 9.2.1. Using or having access to illegal aids during the relevant examination or test,
 - 9.2.2. Unauthorised use of not permissible aids,
 - 9.2.3. Presenting someone else's work as one's one; plagiarism, including missing source references and/or clear marking of citations,
 - 9.2.4. Presenting one's own previous work without reference; self-plagiarism,
 - 9.2.5. Unauthorized cooperation between candidates or groups,
 - 9.2.6. Wrongfully obtaining access to assessment,
 - 9.2.7. Otherwise acting in a way that could provide wrongful advantages in connection with assessment or compulsory activities.
- 9.3. In case of established and proven case of fraud, the following disciplinary reactions may be decided:
- 9.3.1. Annulment of the applicable examination or test or recognition of a course,
 - 9.3.2. The Institution where the student is registered will decide the solution to take for these cases.

10. EXAMINATIONS, AWARDS AND APPEAL

- 10.1. To test knowledge and understanding of material presented in the lectures and associated practicals, the student will be assessed via a combination of written examinations, oral presentations, essays, poster presentations, laboratory experiment write-ups, and/or fieldwork reports. Summative assessment contributes to marks and usually involves a combination of written examinations (at the end of the study module) and coursework (which includes essays, project reports, and computing practicals, etc.). Assessment of knowledge and understanding is undertaken primarily via these summative assessment methods; in addition the student will receive feedback on all formally assessed work.
- 10.2. Assessment of the skills will be achieved through a combination of written and oral examinations, essays, computer and laboratory exercises, oral presentations, fieldwork reports, short coursework assignments, poster presentations, and a research project report, according to the respective syllabus provided in the E-PiCo website. Additional support can be provided for those students with specific needs.
- 10.3. To receive the Award, students have to acquire 120 ECTS as set out in clause 7.1. Examinations are run according to the regulations in force at the relevant.
- 10.4. The master thesis is judged following the procedure agreed by the local coordinator of the institution where the student presents the thesis. In addition, the thesis has to be written up and defended in front of a Jury, consisting of representatives nominated by each local coordinator, according to their respective regulations, and also an external reviewer, who will participate in the assessment, processes either "in situ" or "virtually" (using some kind of online communication software).

10.5. The following applies to progress from one semester to the next semester:

10.5.1. The student must achieve the pass mark for all modules forming part of that semester as determined by the progression regulations (or equivalent regulations) of the institution concerned. This includes fully accredited exemptions of work or prior learning which a the student completed outside of the Programme as being equivalent to part of the Programme it offers, in accordance with its regulations,

10.5.2. Examinations passed and credits earned at one institution will be fully recognized by the other institutions in accordance with their recognition rules,

10.5.3. In case of non-validation of one module of semester 1 to 3, student is allowed to pass to the next semester by validating the corresponding module or equivalent in the same institution or in the next hosting institution,

10.5.4. By offering a partly uniform programme, Semester 3 and Semester 4 can build on specific knowledge regardless of the students' place of study during Semester 2.

10.6. The following applies to progress from the first to the second year:

10.6.1. In case of non-validation of 2 or more modules of the first year, the E-PiCo consortium will decide whether the student continues in the E-PiCo Master programme or not, or in the local Master's track of the partners. Local admission term will be applied,

10.6.2. The students are not allowed to defend their thesis if they do not acquire the 90 ECTS of the modules of the first three semesters.

10.7. Every student will have to submit a final draft of the Thesis to be assessed by the local coordinator where thesis drafts are pre-assessed in order to be submitted for final evaluation.

10.8. The student may commence research for the thesis project just after successfully progressing to Semester 2. Thesis topics will be offered and allocated to students among a set of thesis' topics proposed by the consortium. Students will be able to sign up for a list of topics, establishing 5 topics in order of priority. The final distribution of topics among participants will be published at the beginning of the 3rd Semester.

10.9. Appeals by a student against decisions of an Examination Board will be considered according to the institution's procedures applying where the decision, which is being appealed, was originally taken.

10.10. Re-take exams: students may have the possibility of re-taking exams in cases where progression requirements have not been met. The conditions and dates of re-takes exams will be established by the existing internal rules and requirements at institutional level.

10.11. Students who are eligible to progress to the next semester shall not be allowed to repeat any module for which credit has been awarded in order to improve their performance.

11. FOURTH SEMESTER

- 11.1. A principal supervisor(s) from the hosting HEI institution of the Semester 3 will be appointed for each candidate who will be responsible for ensuring that studies are carried out in line with the institution's good practice guidelines. A second, and or third co-supervisor from the first year HEI institution will also be appointed. The defence will be fixed in accordance between supervisors from the two or three HEIs institutions. All the hosting institutions of the student must receive the Master Thesis Report.
- 11.2. In case of student mobility in the 4th semester to one of the three other partners institution, a principal supervisor(s) from the hosting institution of the Semester 4 will be appointed to the student who will be responsible for ensuring that studies are carried out in line with the institution's good practice guidelines. A second, and or third co-supervisor from the first year HEI institution will also be appointed. The defence will be fixed in accordance between supervisors from the two or three HEIs institutions. All the hosting institutions of the student must receive the Master Thesis Report.
- 11.3. In case of student mobility in the 4th semester to an institution not among the parties, a principal supervisor(s) from the hosting institution of the 3th Semester will be appointed to the student who will be responsible for ensuring that studies are carried out in line with the institution's good practice guidelines. A second, and or third co-supervisor from the first year HEI institution will also be appointed. The defence will be fixed in accordance between supervisors from the two or three HEIs institutions. All the hosting institutions of the student must receive the Master Thesis Report.
- 11.4. Assessment of the student thesis shall be undertaken by a thesis Jury convened for this purpose by the local coordinator where the thesis has been carried out in accordance with the consortium.

12. DEGREES AWARDED

- 12.1. The student having successfully completed the E-PiCo programme will be entitled to receive Double/Multiple Award by the Institutions where the student acquired at least 30 ECTS, according to his/her mobility, receiving the degrees reported in Table 3.

Name of the institution	Type of degree awarded for this Master Course	Title in local language	Title in English
Ecole Centrale de Nantes	National degree	Master Automatique, robotique	Master Automatic, robotics
Kiel University, Germany	National degree	Master Electrical Engineering and Information Technology	Master Electrical Engineering and Information Technology
University of L'Aquila, Italy	National degree	Laurea Magistrale in Ingegneria Informatica e Automatica	Master Degree in Computer and Systems Engineering
University Politehnica of Bucharest, Romania	National degree	Ingeneria sistemelor electrice integrate în autovehicule	Integrated electrical systems engineering in vehicles

Table 3: Degrees delivered by the institutions

- 12.2. The student having successfully completed the E-PiCo programme will receive a diploma supplement describing the nature, level, context, content and status of the studies that were pursued and successfully completed by the student.

13. RULES APPLICABLE TO EM SCHOLARSHIP HOLDERS

- 13.1. If the student is holder of an Erasmus Mundus grant, the amount, the tuition fees, and the payment procedure are given in the scholarship certificate. The scholarship will be paid by bank transfer to the account number provided by the student.
- 13.2. Academic mobility:
- 13.2.1. The study period must take place in at least two of the Programme Countries represented in the consortium (i.e. at least two mobility periods for all students, different from the country of residence of the student).
- 13.2.2. Students are not entitled to receive the subsistence allowance for mobility periods (study/research/placement/thesis preparation) spent in their country of residence,
- 13.2.3. Partner country students are not entitled to receive the subsistence allowance for mobility periods exceeding three months (indicatively the equivalent of 15 ECTS credits) in any partner country.
- 13.3. The student is not allowed to receive any other scholarship or grant financed by the European Commission under other Community Programmes.
- 13.4. The student candidate/scholarship holder declares to not have already benefited from a previous EMJMD scholarship or an Erasmus Mundus Master Course/Joint Doctorate scholarship.
- 13.5. The student candidate/scholarship holder commits to not benefit from another EU funded scholarship scheme to follow the same EMJMD course for the entire period of the course.
- 13.6. The financial support shall be repaid by the scholarship holder to the E-PiCo Coordinating Institution in case of fraud or false declaration.
- 13.7. The scholarship can be put on hold if the student has to temporarily leave E-PiCo 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 case the scholarship payment will be interrupted until the student is again physically present at the host institution and can actively continue pursuing the course activities.
- 13.8. In such an event mentioned in article 9:
- 13.8.1. The scholarship will be stopped when the leave is confirmed by the student, the local coordinator and the coordinator.
- 13.8.2. If applicable, the student must repaid the E-PiCo Coordinating Institution the excess funding from the grant allocated to him/her, covering the period following the date of drop- out.

14. ADDITIONAL INFORMATION

- 14.1. Without prejudice to the general consequences laid down in national law applicable in the present agreement, the Institution reserves the right to cease the effects of the present agreement, without recourse to any juridical procedure apart from adequate communication to the Student. Failing agreement by both parts, the French courts are designated as the only competent authorities to resolve any legal dispute between the Institution and the Student emerging from the agreement. The present agreement will be governed by French Law.
- 14.2. In case of any change to the present student agreement and upon mutual agreement between the student and the coordinating institution an *addendum* shall be issued to the present student agreement.

15. DATA PROTECTION

- 15.1. The data of the student may be used by EACEA (Education, Audiovisual and Culture Executive Agency) for the purposes of evaluating the programmes, efficiently manage the projects, and producing statistics. Data could be made available to the EACEA, the European Commission, the European External Action Service staff, as well as to other stakeholders of the Erasmus+ programme, such as Erasmus+ National Agencies, National Erasmus+ Offices and the Erasmus Mundus Student and Alumni Association.

16. DURATION OF THE AGREEMENT

- 16.1. The Agreement is valid from academic year indicated in the front page and remains valid until the end of the normal duration of the E-PiCo programme (24 months until September Year 2).

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

First Signatory

Malek GHANES, Coordinator of E-PiCo

Signature:

Place and Date (dd/mm/yyyy):

Nantes,

Second Signatory

Name of the student (First Name + FAMILY NAME):

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Signature:

Place and Date (dd/mm/yyyy):

.....