



Student Agreement

Erasmus Mundus Master of Science in CARTOGRAPHY

By and between the Erasmus Mundus Master of Science in CARTOGRAPHY (CARTO) Coordinator

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Technische Universität München
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Chair of Cartography
Arcisstr. 21
80333 Munich, Germany

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

Technische Universität München, Germany (TUM)
Technische Universität Wien, Austria (TUW)
Technische Universität Dresden, Germany (TUD)
University of Twente, The Netherlands (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:



General conditions

- (1) The student engages to pursue the academic programme of the Erasmus Mundus Master of Science in Cartography, approved by the European Commission under Project Number 2017-1956 without undertaking any occupation with regular salary in parallel to the studies. The Erasmus Mundus Joint Master Degree in Cartography will be achieved over two years through the allocation of 120 ECTS. Students must achieve a total of 30 ECTS per semester at each university. The language of instruction is English. The programme starts every year on the first day of the winter semester at TUM.
- (2) The mobility combination has been carefully designed to eliminate overlaps of course contents, to guarantee the inclusion of necessary modules and to have the students finish within two years. Students stay together as a group during the first three semesters of the programme. They spend their 1st semester at TUM; their 2nd semester at TUW and their 3rd semester at TUD. During the 4th semester students prepare their Master's thesis at one of the four partner universities and are supervised by a staff member of that university. In addition, there will be at least one co-supervisor from another partner university. Students from Germany or Austria receiving an Erasmus scholarship have to write their Master's thesis at UT in order to fulfil the minimum requirements of two mobility tracks of the Erasmus programme.
- (3) Students are admitted at TUM (admitting institution) for the whole time of their studies. They are associated with the admitting and one host institution (TUW or TUD) during the second and third semester. In the fourth semester, students are registered at TUM and the university that employs the first supervisor of the Master's thesis.
- (4) The student declares to meet the requirements to follow the proposed academic programme, particularly he/she holds of a relevant Bachelor degree and a minimum level of English as required by the admitting university.
- (5) The universities will use their best endeavours to provide the student with tuition, supervision, assessment and support services of a professional standard. The relevant information concerning the structure and organization of the programme, its calendar, course outline and their evaluation, will be published in the student handbook and on the website of the Master programme and are part of this contract.
- (6) Under the present contract, the student is obliged to attend assiduously, and with the objective of successfully passing, the modules, and the Master's thesis inherent in the programme of studies.
- (7) In case of failing a module, resit examinations depend on the study regulation of the perspective university. If a resit examination should take place in the following semester, a distance resit examination will be provided.
- (8) In the fourth semester, the student will write the Master's thesis. In case of failing the thesis, it can be repeated only once within 6 months.
- (9) 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 admitting institution 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 admitting institution records all the results of a student within a semester. Students will receive each semester a copy of the transcript of the courses completed to date.
- (10) The obtained grades and credits of the partner universities will be transferred to the coordinating university. The coordinating university will calculate the final average, degree grade and prepare the joint degree together with the joint transcript of records and the joint diploma supplement. The degree certificate contains each university's logo and is signed by each university's legal representative. Until the degree has been accredited in the Netherlands, the degree certificate only contains logos and signatures of TUM, TUW and TUD. 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 course and will list the titles of the courses as used at the respective institutions. No diploma supplement will be issued by the coordinating university until the student has completed 120 ECTS.

Awarding the joint degree is based on mutual trust of the partner institutions in the application of the commonly decided standards and quality criteria. All partners strive for a situation in which a joint degree, diploma supplement and transcript of records shall be jointly awarded by TUM, TUW, TUD and UT. The inclusion of the UT into the already accredited joint degree of TUM, TUW and TUD depends on the success of a complicated administrative accreditation procedure which will be initiated during the term of this agreement.



- (11) The student will have a programme coordinator located at TUM and a local coordinator at each partner institution who will be his/her reference person/mentor during his/her stage at the perspective university. Should the student have any kind of difficulty, either logistic or administrative, he/she 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.
- (12) The student will obtain assistance from the programme coordinator with all administrative formalities he/she 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.
- (13) The student will be covered by Marsh S.A., Public Entities, Boulevard du Souverain, 2, B-1170 Brussels during the whole period of the studies. The Marsh insurance policy offers extensive coverage for urgent medical and dental treatment, special expenses and assistance, accidents, liability, legal assistance and loss of baggage in whole Europe.
- (14) The student engages to behave with ethics during his/her studies. He/she will commit no fraudulent act, and will specially avoid cheating, falsification or plagiarism of any academic work. Moreover, he/she will not abuse or misuse the access to equipment and installations and will not perform any unauthorized access or violation of departmental, school or university rules. Any incident against this compromise will be treated by the consortium and may cause the exclusion of the student from the CARTOGRAPHY programme.
- (15) In case of complaint, the student may appeal to the consortium with a reasoned writing addressed to the programme coordinator. The consortium will consider the issue and will solve it in a one month term. However for specific complaint about a specific service or facility provided by a member institution, the student shall invoke the complaints procedure of that institution.
- (16) The CARTOGRAPHY 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.
- (17) The examination committee will evaluate the performance of every scholarship holder after the first year. The scholarship will not be granted for the second year in the following type of cases (non-exhaustive list):
 - missed or delayed course enrolment and/or missed/delayed start of mobility because of administrative formalities (e.g. delayed/denied approval of visa or residence permit);
 - missed or delayed start of study modules, internship, placement, field work study, or Master thesis;
 - poor academic performance and/or failure of exams.
- (18) All students are supposed to own a personal laptop suitable for the two years of studies.

Participation costs and scholarship conditions

- (19) The contribution to participation costs are (whole duration of the course): maximum EUR 11.280 for partner country students and maximum EUR 8.980 for programme country students.
- (20) The contribution to travel and installation costs are (whole duration of the course): maximum EUR 7.000 for partner country students (> 4000 km), maximum EUR 5.000 for partner country students (< 4000 km) and maximum EUR 2000 for programme country students.
- (21) The contribution to subsistence costs are (whole duration of the course): EUR 24.000 for partner country students and EUR 24.000 for programme country students.

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.



(22) The granted partner country students receive a maximum scholarship of EUR 42.280 in two years and the granted programme country students receive a maximum of EUR 34.980 in two years in total, donated to the consortium by the European Commission for the whole course (24 month duration).

The granted programme country students with a country of residence of Germany or Austria receive a maximum scholarship of: EUR 23.980 in two years in total for students with Germany as country of residence; EUR 27.980 in two years in total for students with Austria as country of residence, donated to the consortium by the European Commission for the whole course (24 month duration). Students from The Netherlands receive EUR 28.980 in two years in total in case they are staying in The Netherlands for the 4th semester.

(23) The scholarship covers the national enrolment and tuition fees in force in each university of the programme, the health insurance, the language courses to be taken locally and all other participation costs for curriculum activities (excursions, field work, online courses of UT, etc.).

(24) The scholarship does not create or entitle an employer-employee relation between the university and the student.

(25) The contribution to subsistence costs will be paid monthly by bank transfer to the account number identified in Annex 2 of the present contract. Travel and participation costs will be paid directly by the consortium to the beneficiary or transferred on a reimbursement basis to the scholarship holder. The student engages to communicate promptly to the coordinator any change of his/her bank details.

(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 ethic code), the student will reimburse the portion of the amount he/she has received and that exceed 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 consortium.

(27) The student is obliged not to receive any other scholarship or subvention financed by the European Commission under other community programmes. The student 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 subsidized source.

Modification of the contract and dispute resolution conditions

(28) Any alteration to the present contract or annex must be communicated in writing. All alterations to the initial situation must be immediately communicated by the student to the consortium.

(29) Without prejudice to the general consequences laid down in national law applicable in the present contract, the 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 German courts are designed as the only competent authorities to resolve any legal dispute between the consortium and the student emerging from the contract. The present contract will be governed by the German law.

Failure to comply with the conditions and agreements laid down in this student agreement can be a reason for the 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 CARTOGRAPHY programme coordinator

The student

Date: _____

Date: _____

Place: München (Germany)

Place: _____

Signature:

Signature:

Juliane Cron, M.Sc.
Technische Universität München
Department of Civil, Geo and Environmental
Engineering
Chair of Cartography

(Stamp of institution)

**Annex 1**

Personal data of the scholarship holder

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

**Annex 2 (needs to be submitted after arrival)**

Bank information of the scholarship holder

Name of student: (First name(s), Last name)
Date of birth (MM/DD/YYYY):
Gender (M / F):
Nationality:
Passport number:
Address (in Germany): Postal code and city: Telephone number: E-mail address:
Name of the bank (in Germany):
Address: Postal code and city:
IBAN:
BIC: