

Student Agreement

Scholarship Beneficiaries

Erasmus Mundus Joint Master Degree STeDe –Sustainable Territorial Development

Università degli Studi di Padova, established in via VIII Febbraio 2 - 35122 Padova Italy, Coordinating Institution of the Erasmus Mundus Joint Master Degree (EMJMD) in “Sustainable Territorial Development” (STeDe), represented by Prof. Marina Bertocin

the **Coordinator** of the one part

AND

the **Student**, of the other part ,

HAVE AGREED to the following terms and conditions:

1. Study Programme

The Student commits him/herself to duly attend on a full time basis the Joint Master Programme, having a legal duration of two (2) academic years, 120 ECTS.

1.1 Mobility Path and attendance rules

- 1st semester - Università degli Studi di Padova – 30 ECTS
- 2nd semester - Katholieke Universiteit Leuven - 30 ECTS
- 3rd semester - Université Paris 1 Panthéon – Sorbonne - 30 ECTS
- 4th semester - Any Consortium Partner for Internship (12 ECTS) and Thesis 18 ECTS)

Under the present contract, the Student is obliged to attend assiduously, and with the objective of successfully passing all teaching Units (lectures, practical sessions, field trips, informative and official meetings), and final thesis defence. The Student understands that he/she shall be excluded from the STeDe Master:

- in case of non-attendance to the course
 - the Student cannot justify with any medical certification,
 - for which permission has not been granted in advance by STeDe Local Director;
- if the Student is subject to disciplinary measures leading to his/her exclusion from STeDe Partner Universities;
- if the Student withdraws from the STeDe programme, on his/her own decision or by force majeure.

The Student cannot leave the hosting institution before the official end of the semester, as it is communicated by the STeDe Local Director.

1.2 Assessment/Evaluation

If the STeDe Scientific and Pedagogical Committee finds the Student's actual capacity, skills and/or levels of competence in some crucial areas (linguistic, academic, psychological, etc.) not adequate to allow him/her to continue

the joint programme with serious chances of graduation it will discuss and agree ad hoc measures to be taken. In case the student is also a scholarship holder, payments shall be at least suspended awaiting for a final decision.

1.3 ECTS and credit requirements

All ECTS acquired during the mobility path will be mutually recognised by the four degree-awarding institutions involved as integral parts of the study programme leading to qualification/degree to be awarded, as long as the Student is successful in the respective examinations and/or assessments.

Examinations and re-sits are performed at the same partner institution where the Teaching Units have been attended, and follow the local calendar, regulations and methods of assessment. ECTS are gained according to local pass/fail rules.

18 credits (considering also re-take exam sessions) is the minimum requirement for students to be allowed to continue to their second semester of studies; 48 ECTS credits (considering also re-take exam sessions) is the minimum requirement for students to be allowed to continue to their third semester of studies; 78 credits (considering also re-take exam sessions) is the minimum requirement for students to be allowed to continue to the fourth semester of studies. For failed course units at the *Università degli Studi di Padova*, a distance evaluation method should be arranged before the end of April of the first academic year in collaboration with *Katholieke Universiteit Leuven*. For failed course units at *Katholieke Universiteit Leuven*, a retake period from half August till half September offers face-to-face retake opportunities while a distance evaluation method could be arranged in the first half of September of the first academic year in collaboration with *Université Paris 1 Panthéon – Sorbonne* if possible.

If the student fails in more than 12 ECTS at the end of one semester, s/he will not be able to move to the next host university, even within the same academic year. Special conditions or circumstances may be evaluated by the Scientific and Pedagogical Committee.

If the student does not obtain 18 credits at the start of the 2nd semester, 48 credits at the start of the 3th semester or 78 credits at the start of the 4th semester, the Scientific and Pedagogical Commission has the right to revoke student's admission to the program. In case the student is a scholarship holder, payments are automatically suspended.

1.4 Internship and Thesis rules

Internship (12 ECTS) and Thesis (18 ECTS) are jointly carried out under the responsibility of one of the four partner Universities, where the student is spending his/her 4th semester (host University).

In principle, non-EU students will spend their 4th semester at any European University member of the consortium. EU students shall spend their 4th semester at any non-European University member of the consortium. Exceptions may be considered, if adequately motivated. The SPC will make the final decision.

Internship and Thesis are strictly bond to each other. Procedures and consistency assessment will be under the responsibility of the STeDe Local Director and will be carried out according to the rules of the host University. The case study can be carried out in countries other than the host University.

The Host University is also in charge of identifying the partner organization monitoring and assessment of student's activities and eventually its confirmation. In any case, the student must, at the end of the Internship, write a 5 to 20 page (each page 2000 characters) report, in English or French. The Internship mark is accredited as 12 ECTS TU and as such it is taken into account in view of acquiring 120 ECTS for graduation. The Student can carry out only one internship from the 4th semester onwards, also in case of late graduation.

The thesis must be written either in English or French. A summary (1 to 3 pages x 2000ch) must be added in the other language.

- Thesis length: 60-100 pages x 2000ch., plus Annexes (if applicable).
- Format and structure: according to the rules of the host University. Front page: see Local Director
- The Host University will adopt necessary procedures to avoid plagiarism.
- Student has full access to libraries and on line references of Host University.

Student will be assigned a Supervisor (and possibly a professional tutor too). The Supervisor (and the professional tutor) will be selected by the Local Scientific and Teaching Commission under the responsibility of Local Director according to the thesis scientific topic and the competences of the teaching staff. The decision will be made at the time the host University accepts the student.

Student will also have a Discussant from a Partner University different from his/her Host one. The Thesis will be defended at one of the Consortium partner Universities. The defence will be evaluated by an ad-hoc Thesis Examination Commission, composed of at least five (5) Professors, at least one for each Consortium partner University.

The mark for the Thesis will be decided by the Thesis Examination Commission on the basis of the Thesis process, the content and the oral presentation. In particular:

- 10% related to the process (Supervisor)
55% related to the results (Supervisor: 25% + Discussant: 30%)
35% related to the defence and discussion (Thesis Examination Commission).

The thesis is accredited as a 18 ECTS TU and as such it is taken into account in view of acquiring 120 ECTS for graduation.

The thesis must be defended, in presence, at one of the Consortium Partner Universities. The Student is expected to pay on its own the travel expenses for both the thesis defence and the graduation ceremony organized at one of the Consortium Partner Universities.

2. Degrees awarded

Upon successful completion of Joint Master Programme, students shall be awarded the following degrees:

- A Joint Degree between *Università degli Studi di Padova* and *KU Leuven*, corresponding to the following national titles:
 - Laurea Magistrale in Sustainable Territorial Development, Classe n. LM-81 delle Lauree Magistrali in Scienze per la Cooperazione allo Sviluppo – (D.M. 22/10/2004, n.270), awarded by the Università degli Studi di Padova
 - Master of Science in Sustainable Development – Specialisation Erasmus Mundus Joint Master in Sustainable Territorial Development from the Katholieke Universiteit Leuven

And

- A national degree awarded by the Université Paris 1 Panthéon – Sorbonne: Master mention Economie Appliquée, parcours-type international Sustainable Territorial Development (STeDe).

In addition to the above, upon students' request, the *Universidade Catolica Dom Bosco (UCDB)* will recognize the above mentioned degrees, in compliance with Brazilian legal requirements in the National Diploma of Programa de

Mestrado em Desenvolvimento Local, the same knowledge area and equivalent level, so as to correspond to the national degree in “Mestrado em Desenvolvimento Local”.

3. Grading System

The local grading system applies locally. In order to facilitate the understanding and comparison of grades will be used a conversion table.

The final grade will be calculated for each student by weighing examinations results and corresponding ECTS, using the Italian grading system (/30) Students will eventually be assigned a final grade (/110): Voto di Laurea, Graad van Verdienste, Mention, Menção, and a Grade of merit (A+ to E), based on the common Conversion Table.

4. Diploma and Diploma Supplement

The student obtains the mentioned Diploma only if s/he has acquired a minimum of 120 ECTS and has no financial obligations pending (tuition fees or other fees due to the STeDe Consortium). Where applicable, such degree will be co-validated by the Universidade Católica Dom Bosco (UCDB) upon request by the concerned student.

The diploma supplement will be delivered according to the Università degli Studi di Padova specific rules, based upon the European Commission template (<https://europass.cedefop.europa.eu/it/documents/european-skills-passport/diploma-supplement/info-for-necs/templates>).

The student commits him/herself to report in any communication the attendance to all the partner universities involved in their curriculum.

5. Financial management of the scholarship

In order to participate in the STeDe programme, according the Grant Agreement 2016-3124, the Student receives a scholarship to the total value of XXXX € by the European Commission through the Coordinator. The Student commits him/herself not to receive any other scholarship or subvention financed by the European Commission under any other programmes in combination to the EMJMD STeDe programme.

The scholarship will be paid by bank transfer to the Student’s Bank Account Details. The First instalment shall be transferred upon student arrival and up to 30 days max. After the communication of personal Bank Account Details.

The Monthly allowance will be paid to the Student in 24 monthly instalments of XXXX € each.

The Contribution to travel costs will be paid to the Student in two annual instalments of XXXX € each.

The Contribution to installation cost will be paid to the Student in one instalment of XXXX €.

Scholarship holders accept that at the beginning of the first academic year the Coordinator deducts the total contribution to STeDe programme participation costs of XXXX € from the total value of the EMJMD scholarship.

The scholarship does not create or entitle an employer-employee relation between the University and the Student, and therefore is not subject to direct taxation, unless the Italian law states otherwise.

If the student does not obtain 18 credits at the start of the 2nd semester, 48 credits at the start of the 3th semester or 78 credits at the start of the 4th semester, even when their scholarship lasts for another half academic year, the Scientific and Pedagogical Commission has the right to revoke student’s admission to the program.

Any alteration to the present Contract or Annexes must be communicated in writing. All alterations to the initial situation must be immediately communicated by the Student to the Institution. Upon mutual agreement of contractual modifications, the Institution will issue an addendum to the present contract.

Any deliberate failure on the part of the Student to fulfil the conditions stipulated in the present contract constitutes sufficient reason for action to be taken including a reimbursement.

Without prejudice to the general consequences laid down in national law applicable in the present contract, the Coordinating institution 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 Italian courts are designated as the only competent authorities to resolve any legal dispute between the Institution and the Student emerging from the Contract. The present Contract will be governed by Italian Law.

The institutions represented in the STeDe Consortium are 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 the object of the present Contract. The Student is obliged to accept the necessary insurance related to the activities for the full duration of the study period.

6. Tuition Fees Policy

In case of late graduation, the Student must pay extra Tuition fees in order to complete the programme. The amount due is determined as follows:

- 1) 500 Euros by December 2019
- 2) 1200 Euros by February 2020
- 3) 2000 Euros By September 2020

The Student _____ Signed in _Padova____ on _____

The Coordinator _____ Signed in _Padova____ on _____