



Student Agreement Erasmus Mundus Master in Evolutionary Biology (MEME)

University of Groningen (address: P.O. Box 72, 9700 AB Groningen), **Coordinating Institution** of the Erasmus Mundus Master in Evolutionary Biology (MEME), in the current contract represented by Prof. Dr. F.J. Weissing, of the one part, and

Name: _____

Date of birth: _____

Place of birth: _____

Nationality: _____

the Student, of the other part,

HAVE AGREED to the following terms and conditions.

Article 1 - Objective of student agreement

§1. This document is an agreement between the student and the MEME partners. The student agreement specifies the services provided to the student by the consortium, and the rights and obligations of the consortium and of the student.

§2. Any alteration to the present Student Agreement must be communicated in writing. All alterations to the initial situation must be immediately communicated by the student to the coordinating institution. Upon mutual agreement of contractual modifications, the coordinating institution will issue an addendum to the present contract.

§3. The present Student Agreement will be governed by Dutch Law.

Article 2 - Participation fee

§1. The participation fee for the 2-year MEME programme (120 ECTS) amounts to € 9,000 per year of study for Partner country students and € 4,500 per year of study for Programme country students.

§2. The student can apply for a partial participation fee waiver. If granted by the MEME Consortium, the participation fee is reduced by a maximum of 50%.

§3. The participation fee includes all tuition fees that have to be paid when registering at a MEME partner university (including Harvard University), the costs of one language course per semester, and other costs associated with participating in MEME courses, excursions or summer schools. The participation fee does not cover expenses for travelling and accommodation.

§4. The participation fee includes the costs of an insurance policy with international coverage for the whole period of the studies, currently provided by IPS health insurance. This comprehensive insurance policy covers all European Erasmus+ Minimum Requirements.

Article 3 - Services provided by the MEME programme

§1. The MEME programme provides a broad spectrum of services concerning mentoring, supervision, assessment and general support, which are described in the MEME Study Guide and on the MEME website (<http://www.evobio.eu/>).

§2. The MEME partner universities will endeavour their best to provide the student with supervision, assessment and support services of a professional standard. The local Admissions and International Offices of these universities will provide information and assist the student with all procedures that international students encounter when moving to a new university. This includes information on the local university (facilities, period of enrolment, welcome days); information on how to obtain a visa or a student card; information on accommodation (cost of living, university residences, renting flats), opening a bank account, and registration with the local authorities; and information on sport facilities and cultural and social events.

§3. Upon the successful completion of the programme the student will be awarded with MSc diplomas from two partner universities. The degree issued by each partner university (120 ECTS) is titled as follows:

University of Groningen: Master of Science

LMU Munich: Master of Science

University of Montpellier: Master of Science

Uppsala University: Naturvetenskaplig Masterexamen/Master of Science

§4. In addition, the student will obtain a certificate for the successful completion of the MEME programme as a whole and a supplement to this certificate. This supplement explains the international nature of the MEME programme and the grading schemes at the various universities, and it includes a joint transcript with all study modules followed in the two years (including credits, grades, and the university where the module was completed).

§5. By joining the Erasmus Mundus Students and Alumni Association (EMA, www.em-a.eu), the student gets access to all kinds of relevant information and he/she is embedded in an international network of students.

Article 4 – Obligations of the student

§1. The student completes all mandatory modules and makes every effort to make progress with his/her studies in a way that graduation can be realised within two years. The student is expected to obtain 30 ECTS per semester, as is specified in the MEME Study Guide. The student will comply with the mobility requirements of the programme, and will at least visit two MEME universities. MEME certificates shall only be granted to students that graduate within the time frame of the MEME programme.

§2. The student ensures that the annual participation fee is paid before 15 August of the respective year. The student can opt to pay the participation fee in maximally 3 instalments. The deadlines for payment of these instalments are: 15 August, 15 November and 15 January.

§3. The student fully cooperates in the monitoring of his/her progress (see Article 5). This includes writing a report on his/her achievements (courses followed, credits and marks obtained) at the end of each semester. The student also commits him/herself to participate in evaluations/surveys conducted by the consortium and/or the Commission/Agency (EACEA).

§4. The student commits to behave in line with the ethical norms of scientific research and education. He/she will commit no fraudulent act, and will especially 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 department, school or university rules. Any violation of these norms and rules will be treated by the MEME Executive Board and may cause the exclusion of the student from the MEME Masters programme.

Article 5 – Monitoring progress and exclusion from the MEME programme

§1. At the end of each semester, the student writes a report on his/her achievements in the preceding semester, which will be evaluated by the local MEME coordinator. If a semester report indicates that the student made insufficient progress without adequate justification, an official warning will be issued by the MEME Examination Committee. This document will specify measures to be taken by the student and goals to be achieved within a specified time period. During this period, the student will receive special attention and intense supervision by his/her local mentor. If the Examination Committee agrees that, after this period, the student still did not make sufficient progress, the MEME Executive Board may exclude the student from further participation in the MEME programme.

§2. In addition to the provisions in §5.1, the student shall be excluded from the MEME programme in any of the following situations:

- The student is the subject of disciplinary measures leading to his/her exclusion from the MEME partner universities.
- The student is the subject of legal prosecutions that prevent him/her from attending the MEME programme.
- The student withdraws from the MEME programme, on his/her own decision or by force majeure.

§3. If the student is excluded from the MEME programme, the student hereby makes a commitment to reimburse the coordinating institution the excess funding from the grant(s) allocated to him/her, which consists in:

- any MEME funds received covering the period following the date of exclusion;
- at the beginning of the Master programme, part or totality (based on the number of months attended) of the (X,XXX) Euros that were deposited on the (place) bank account opened for his/her use by the coordinating institution;
- except for the sums stipulated in §5.4 and §7.9.

§4. As an exception to §5.3, the student shall not refund sums he/she received for the following:

- the rent of his/her accommodation that is still required on the day of his/her exclusion
- the bank fees corresponding to his/her accommodation insurance, between the day of his/her exclusion and the end of the calendar month;
- the bank charges to pay for his/her bank account and his/her visa card, between the day of his/her exclusion and the end of the calendar year;
- sums the student shall need to live between the day of his/her exclusion and the end of the calendar month, i.e. for food, transportation, within a limit he/she shall agree on with the coordinating institution.

§5. Upon exclusion, the student shall in due time and before his/her departure pay for the following:

- the rent of his/her accommodation, for the month of the day of his/her exclusion,
- the bank fees corresponding to his/her accommodation insurance, for the month of the day of his/her exclusion,
- the bank fees to pay for his/her bank account and his/her visa card, for the year of the day of his/her exclusion.

Article 6 – Complaints and appeals

§1. In case of complaints about a specific service or facility provided by a Partner Institution, the student shall invoke the complaints procedure of that institution.

§2. In case of complaint about services provided by the MEME programme, the student may appeal to the MEME Executive Board. The MEME Executive Board will consider the issue and will solve it as soon as possible. The MEME Executive Board can also be addressed in case of complaints about local concerns.

§3. The student has the right to appeal all decisions made by the Admissions and Examination Committee. To this end, a written appeal has to be sent to the MEME Executive Board. The Board will review the case and inform the student about how to proceed within two weeks.

Article 7 – MEME scholarships

§1. A limited number of students will receive a MEME scholarship that is either a EMJMD scholarship provided by the EACEA or a consortium scholarship provided by the MEME consortium. Decision on the awarding of MEME scholarships will be made by the MEME Executive Board and the EACEA, based on the ranking of students during the selection procedure.

§2. EMJMD scholarships are only awarded to Partner Country students. EMJMD scholarship holders receive a maximum amount of €49,000, consisting of the following parts:

- the MEME participation fee of € 9,000 per year (for Partner Country students);
- a contribution of € 24,000 to accommodation and living expenses (in 24 monthly payments of € 1,000);
- a contribution of € 2,000 (resp. € 3,000) per year to travel and installation costs for scholarship holders whose country of residence is situated less than 4,000 km (resp. 4,000 km or more) away from Groningen.

§3. Consortium scholarship holders receive a scholarship with a maximum amount of €32,000, consisting of the following parts:

- the MEME participation fee of € 9,000 per year (for Partner Country students) or € 4,500 per year (for Programme Country students);
- a contribution of € 12,000 to accommodation and living expenses (in 24 monthly payments of € 500);
- a contribution of € 500 (resp. € 1,000) per year to travel and installation costs for scholarship holders whose country of residence is situated less than 4,000 km (resp. 4,000 km or more) away from Groningen.

§4. MEME scholarship holders agree that the MEME participation fee is automatically deducted from their scholarship. From this participation fee, the University of Groningen pays the tuition fees to the participating universities, an insurance policy with international coverage, and all other expenses to be covered by the participation fee (see Article 2).

§5. MEME scholarship holders may receive additional funding for study/research activities. In case of an EMJMD scholarship, such additional funding must not originate from other EU funding sources/programmes.

§6. EMJMD scholarship holders will join the Erasmus Mundus Students and Alumni Association.

§7. Contribution to accommodation and living expenses will not be paid to EMJMD scholarship holders for study periods spent in their country of residence, nor for the study periods exceeding three months spent in any Partner Country.

§8. Payment of a MEME scholarship in a currency different to EURO shall be made by using the daily exchange rate on which the scholarship holder is paid and ensuring that the student concerned always receives the EURO equivalent; thus any exchange rate gain/loss is to be managed by the beneficiaries.

§9. A MEME scholarship holder who is excluded from the MEME programme will lose his/her scholarship. In case of exclusion, the coordinating institution shall allocate the student the monthly contribution to accommodation and living expenses for the month of the day of his/her exclusion, in order to enable the student to fulfil his/her commitments in §5.4. In addition, the coordinating institution shall allocate the student funds to cover the cost of travel back to his/her country of origin that the student shall not refund.

§10. For the student's information, the MEME Grant Agreement (2015-1693) imposes upon the coordinating institution, following the exclusion or the withdrawal of an EMJMD scholarship holder from the programme,

- to make the remainder of the scholarship allocated to that student available to a new applicant;
 - to refund the EACEA with the remainder of the scholarship allocated to that student if no new applicant is enrolled as a replacement;
 - except for funds mentioned in §7.9, and for the prescribed use only (§5.4).
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Signed in _____, on _____

The student

Coordinating Institution,
Represented by
Prof. dr. F.J. Weissing