

Erasmus Mundus Student Contract
(Scholarship Holder «Category»)

between

the University of Oldenburg, Uhlhornsweg 49-55, 26129 Oldenburg, Germany,
coordinating institution of the Erasmus Mundus Master Course
European Master in Migration and Intercultural Relations (EMMIR),
represented by Dr. Lydia Potts, EMMIR Consortium Coordinator

and

Full Name: «First_name» «Last_name»

Date of birth: «Date_of_Birth»

Place of birth: «b_place», «b_country»

hereafter referred to as “the student”

have agreed to the following terms and conditions:

§ 1 EMMIR CURRICULUM

1.1 The student commits himself/herself to a 2-year study period (120 ECTS) during the academic years 2018/2019 and 2019/2020 at the EMMIR partner universities according to his/her individual study plan and mobility track, which will be approved by the Course Coordinator and the EMMIR Consortium Committee. The study plan will be constructed in such a way that he/she can obtain at least 60 ECTS during the first study year, which is a prerequisite for continuing in the second study year. He/She will complete all the requirements of the study programme by 15 July 2020 at the latest. In return, the relevant diploma documents will be issued by 31 August 2020 at the latest.

1.2 Upon successful completion of the programme, the student receives a joint Master of Arts degree titled “European Master in Migration and Intercultural Relations” issued by all partner universities. The degree diploma is accompanied by a diploma supplement and a detailed transcript of records.

1.3 Key elements and milestones of the 7th EMMIR cohort’s programme are as follows:

Semester 1	31 Aug. to 4 Sep. 2018	Immersion days, including enrolment and orientation	University of Oldenburg (UOL)
	5 to 28 Sep. 2018	Intensive Phase MM11: <i>Introduction to Migration Studies Studying Global Migration in the 21st Century (8 ECTS)</i>	UOL supported by partners and guest lecturers
	1 Oct. to 19 Dec. 2018	MM12: <i>Evaluating and Developing Research Methods for Transcultural Contexts (14 ECTS)</i> MM13: <i>Theorising Historical and Contemporary Migration Processes & Intercultural Relations (8 ECTS)</i>	UOL
	20 Dec. 2018 to 11 Jan. 2019	Winter break	
Semester 2	14 Jan. to 30 June 2019	MM21: <i>Migration between Time and Temporality: Regional Perspectives (12 ECTS)</i> MM22: <i>Theorising Migration and Multiculturalism (3 x 6 ECTS)</i>	University of Stavanger (UIS) in cooperation with University of Nova Gorica (UNG)
Semester 3	1 July to 30 Nov. 2019	MM31: <i>Project-based Internship (15 ECTS)</i> MM32: <i>Focus Modules (15 ECTS)</i>	Any of the partner institutions
Semester 4	9 to 10 Dec. 2019	MM41: MA Dissertation Proposal Colloquium	UOL
	1 Jan. to 30 June 2020	MM41: MA Dissertation research and writing	Any of the partner institutions
	30 June 2020	MM41: MA Dissertation submission deadline	
	11 Sep. 2020	Graduation ceremony	UOL

1.4 Following consultations throughout the first semester, the student's second year mobility path will be bindingly agreed upon in March 2019. The curriculum includes the following mandatory mobility periods:

- Semester 1: all students at University of Oldenburg
- Semester 2: all students at University of Stavanger
- Semester 3: Internship, preferably at an associated partner organisation
- Semester 3: Focus module at any of the partner universities*
- Semester 4: Proposal colloquium at the University of Oldenburg
- Semester 4: MA Dissertation research and writing at any of the partner universities

*The student will be on leave from the University of Oldenburg for those semesters spent at another partner institution.

1.5 Partners' focus modules may have minimum numbers of participants (see student handbook for details). The Consortium Committee reserves the right to cancel one or more of the focus modules, especially if this number has not been reached.

1.6 The third semester project-based internship (MM31) consists of a preparatory course at the end of the second semester teaching phase (max 10 contact hours), work in an institution outside the university (minimum 300 hours), an accompanying tutorial (max 10 contact hours) as well as the completion of a project report. The choice of a suitable institution and the completion of the internship is the responsibility of the student. It should take place in institutions which deal with the subject of migration and intercultural relations from a political, pedagogical, journalistic, economic or academic perspective and offer the opportunity to complete an internship oriented towards research and a research project. The internship must be completed outside the student's country of origin. Students are assisted by the relevant partner university in looking for an appropriate institution for the internship. Internship regulations can be found in section C of the EMMIR Study and Examination Regulations.

1.7 All modules are taught in English. Partners aim to provide English academic writing support throughout the first year.

1.8 An initial assessment of the student's academic/linguistic competence required to successfully continue and complete the programme (including the continuation of scholarship payments) will be made during the Intensive Phase *Studying Global Migration in the 21st Century*. Therefore, assignments will be graded jointly by representatives of at least two EMMIR partner universities. If necessary, the chance to re-sit will be given within the following two weeks.

1.9 The student agrees to the assessment of his/her performance in EMMIR based on assignments and examinations as put down in the Examination and Study Regulations as well as in the Student Handbook. Details on the specifications of each assignment are provided in module descriptions and syllabi and explained by the designated lecturer in the first session of a module.

1.10 Grading is based on the following scale:

A	An excellent performance, clearly outstanding. The candidate demonstrates excellent judgement and a high degree of independent thinking
B	A very good performance. The candidate demonstrates sound judgement and a good degree of independent thinking.
C	A good performance in most areas. The candidate demonstrates a reasonable degree of judgement and independent thinking in the most important areas.
D	A satisfactory performance, but with significant shortcomings. The candidate demonstrates a limited degree of judgement and independent thinking.
E	A performance sufficient to warrant a passing grade, but with serious flaws, errors and shortcomings. The candidate demonstrates a very limited degree of judgement and independent thinking.
F	A performance that does not meet the minimum academic criteria. The candidate demonstrates an absence of both judgement and independent thinking.

§ 2 CODE OF CONDUCT

2.1 The student is obliged to regularly attend and actively participate in the courses taught in EMMIR according to his/her study plan, and where required, he/she will complete the assignments and participate in the examinations. Regular attendance incorporates presence in at least 80% of the scheduled classes; active participation incorporates the preparation of the previously announced mandatory readings and other material. Justified “force majeure” cases, such as acute illness, can be considered and approved by the local EMMIR Course Coordinator, provided the student informs him/her of such an event without delay. The attendance referred to will be recognised by the respective institutions as integral parts of the qualification for which the student is preparing, as long as the student is successful in the relevant examinations and/or assessments relevant to his/her study plan.

2.2 The EMMIR Consortium has a zero-tolerance policy on cheating. If a student attempts to influence the result of his or her examination by cheating or by using unauthorised materials or any other kind of infringement of the exam regulations, his/her performance in the examination concerned will be rated as “failed”. In this case the lecturer/professor must notify the relevant Course Director. In case of dispute, the student will be given a hearing by the Course Director. The Consortium Committee must be notified of the issue and will take a decision. The Consortium Committee may exclude the student. The rules and regulations of the university where cheating is uncovered will also come into effect. In some countries this may lead to measures in addition to the above mentioned.

If a student fails an assignment due to any of the above reasons for a second time in the course of study, the student will be automatically withdrawn from the programme. In this event the MA degree is conclusively failed. The student expressly complies with this policy.

2.3 It is the student’s responsibility to keep his/her contact information updated in the student profile on EConsort.

2.4 If a student raises a complaint either before, during or after his/her study period, he/she agrees to follow the procedures outlined in the annex step-by-step.

2.5 The student agrees to participate in regular programme surveys and evaluations conducted by the consortium and/or the Commission/Agency. He/she acknowledges that he/she has been informed about the role and significance of the Erasmus Mundus Student and Alumni Association (EMA, see <http://www.em-a.eu>) and that he/she has been advised to join EMA.

2.6 In the case of pregnancy, the student is entitled to maternity leave. The length of maternity leave, as well as the rearrangements concerning the study curriculum and scholarship payment schedule, must always be negotiated with the local EMMIR Course Coordinator and is subject to approval by the EMMIR Consortium Committee. Other requests for an interruption of the programme and of scholarship payments can also be made to the Consortium Coordinator. If leave of absence from EMMIR is granted it is for organisational reasons usually effective for a full academic year.

2.7 If the student discontinues his/her studies, he/she must give written notice to the EMMIR Consortium Committee c/o local EMMIR Course Coordinator without delay.

§ 3 ERASMUS MUNDUS STUDENT SCHOLARSHIP

3.1 The student accepts that he/she will receive the Erasmus Mundus scholarship from the European Commission. The total amount of the scholarship over the 24-month period of the programme is «**Total**» and it is intended to contribute towards living expenses during the full-time study period.

The amount will be distributed as follows:

- a) 24 monthly instalments of **1,000 Euro** (contribution to subsistence costs), assuming that the student has provided details of an appropriate European bank account, paid in advance at the first of each month.
- b) Two annual instalments intended to cover installation and mobility costs of «**Travel**». The first of these instalments will be paid at the beginning of the first academic year and the second instalment will be paid three months before the start of the second year mobility.
- c) A further «**Fees**» per semester will be deducted directly from the scholarship by the EMMIR Consortium Committee as EMMIR participation costs (in accordance with § 4.1).

The student accepts that the Consortium Committee reserves the right to change the scholarship payment schedule.

3.2 Contribution to subsistence costs is not paid for study periods the student spends in his/her country of residence.

3.3 APPLIES FOR PARTNER COUNTRY STUDENTS ONLY: The student agrees to spend most of the study/teaching/research period in the Erasmus+ programme countries represented in the Consortium or other Erasmus+ programme countries¹. However, he/she can spend a

¹ Currently: the EU member states (Austria, Belgium, Bulgaria, Croatia, Cyprus, Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Ireland, Italy, Latvia, Lithuania, Luxembourg, Malta, Netherlands, Poland, Portugal, Romania, Slovakia, Slovenia, Spain, Sweden, United Kingdom), former Yugoslav Republic of Macedonia, Iceland, Norway, Liechtenstein, Turkey

learning/training/research/fieldwork period of a maximum of 3 months (or the equivalent of 15 ECTS) in an Erasmus+ partner country represented in the Consortium as full or associate partner, under the direct supervision of one of the Consortium partners and only if this country is different from the student's country of residence. For periods in excess of this duration or spent in the student's country of residence the scholarship will be suspended.

3.4 In the case of cancellation or discontinuing the programme, or unapproved deviation from the approved personal study plan, the student agrees to pay back parts or the total amount of the scholarship (in accordance with §4.2).

3.5 The main prerequisites for receiving the Erasmus Mundus scholarship is sufficient academic progress according to the study plan.

3.6 Scholarships are not paid while the student is on maternity leave or sick leave.

3.7 The student declares that he/she did not previously receive any Erasmus Mundus scholarship. He/She is fully aware that the EMMIR Consortium Committee reserves the right to cancel his/her admission and the Erasmus Mundus scholarship if he/she had previously received such a scholarship.

§ 4 CONSORTIUM PARTICIPTION COSTS

4.1 The student agrees that the Consortium Committee deducts «Fees» per semester from the Erasmus Mundus Student Scholarship he/she receives for participation costs. The amount is used by the EMMIR consortium committee to provide tuition within the programme. If he/she wishes to attend courses that are not included in the study plan, he/she agrees to pay in full any potential additional tuition and admission fees that may be incurred.

4.2 The student understands that if he/she does not or no longer hold such an EM scholarship (or other waiver confirmed in writing) then he/she is liable to pay the participation charges in advance. Participation cost payments are due in September 2018 (Semester 1), January 2019 (Semester 2), July 2019 (Semester 3) and December 2019 (Semester 4). Paying the participation costs in due time is a prerequisite for participating in the EMMIR programme. The student agrees to contact the consortium committee coordinator immediately if he/she encounters any problems in fulfilling his/her obligations towards the consortium.

4.3 Participation costs cover tuition and all other costs for obligatory course modules and seminars, administrative costs, the participating universities' registration costs and student service fees and the University of Oldenburg's leave of absence fee for study periods not spent at the University of Oldenburg.

4.4 Participation costs cover basic health and emergency insurance according to the EACEA minimum requirements for student health insurance. The terms of this insurance have been made available on eConsort.

4.5 Participation costs do not cover registration costs that incur because the student is registered at two institutions in parallel and non-obligatory student service fees (e.g. the University of

Oldenburg's public transport ticket during semesters spent outside Germany).

4.6 Failure to pay the participation costs will lead to termination of the student status in the EMMIR programme.

4.7 Participation costs will not be refunded for the semester during which a student discontinues his/her studies.

§ 5 SERVICES

5.1 At the universities hosting the full cohorts (Oldenburg, Stavanger), the international offices arrange for special international students' orientation days covering all relevant aspects regarding the institution and its facilities, the town and extracurricular activities, and daily life. International offices or contact desks for international students at all other partner institutions provide hosted students assistance regarding all significant aspects of their stay at the respective university, always in consultation with the EMMIR coordinator.

5.2 Each partner institution provides the student all the support necessary to prepare and implement his/her mobility path as agreed upon with the Consortium coordinator, specifically concerning (visa and housing support, administrative support). For this purpose, each partner institution nominates at least a Course Director and a Course Administrator. Their names and contact details can be found in the EMMIR Student Handbook and on the programme website.

5.3 The student agrees to use the online platform eConsort that the Consortium runs in order to communicate course offers and mobility choices as well as to facilitate course selection and the submission of assignments, among other purposes.

5.4 Up-to-date information regarding the programme can be found in the Student Handbook as well as on the programme website <http://www.emmir.org>; further important online resources include the EACEA's Action 1 beneficiary space².

§ 6 EXCLUSION FROM EMMIR

6.1 The student understands that he/she will be excluded from EMMIR

- in the case of repeated non-attendance of a course (lectures, practical sessions, field trips, informative and official meetings) which the student cannot justify with medical certificates or for which advance permission has not been granted by the module coordinator responsible,
- if the student fails to validate a year of study,
- if the student is the subject of disciplinary measures leading to his/her exclusion from one of the EMMIR Partner Universities,
- if the student is the subject of legal prosecutions that prevent him/her from attending the EMMIR programme,

² http://eacea.ec.europa.eu/erasmus_mundus/beneficiaries/beneficiaries_action_1_en.php

6.2 In such an event, the student is obliged to reimburse the EMMIR Coordinating Institution the excess funding from the scholarship allocated to him/her, in the form of any EM scholarship funds received covering the period following the date of exclusion. Exceptions as stipulated below.

6.3 As an exception to 6.2, the student need not refund sums he/she received for the following:

- tuition fees scheduled for the remainder of the EMMIR programme from the months following the months of exclusion,
- sums that the student will need to live between the day of his/her exclusion and the end of the calendar month, i.e. for food and transportation, within a limit he/she negotiates with the EMMIR coordinating institution.
- funds to cover the tuition fees for the EMMIR programme that the student has not yet paid.

6.4 In addition, the EMMIR Coordinating Institution shall allocate the student funds to cover the cost of travel back to his/her country of origin. These funds need not be refunded by the student.

6.5 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,
- the remaining tuition fees for the EMMIR programme.

6.6 The EMMIR Coordinating Institution shall for its part allocate the student funds and instructions enabling him/her to fulfil his/her commitments.

§ 7 DISPUTE SETTLEMENTS

7.1 Attempts will be made to solve any disputes arising under the terms of this agreement in a conciliatory manner by the student and the EMMIR Consortium Committee Coordinator.

7.2 If no agreement can be reached, the student accepts that his rights of appeal shall be in accordance with the regulations of the consortium coordinating University, and any appeal will be dealt with by that university.

With this contract, the student receives a copy of the EMMIR Study and Examination Regulations and the EMMIR Complaint Procedures.

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

First Signatory
(Dr. Lydia Potts, EMMIR Consortium Coordinator)

Oldenburg,
Place and date

Signature

Second Signatory
(Student)

Oldenburg,
Place and date

Signature

PROVISIONAL