

Annex VIII - Template of Student Agreement



Erasmus Mundus Joint Master in
Astrophysics and Space Science - MASS
(Project No. 101050044 ERASMUS-EDU-2021 PEX-EMJM-MOB)

LETTER OF AGREEMENT

Students enrolled in the Erasmus Mundus Joint Master programme MASS

Preamble:

This Letter of Agreement sets out the role, rights and duties of the parties directly involved in ensuring the successful completion of the **Erasmus+, Erasmus Mundus Joint Master (EMJM)** programme in Astrophysics and Space Science (**MASS**) by the Student mentioned below.

The parties commit to comply with local rules and customary practices. Consortium Universities are the University of Rome “Tor Vergata” (Italy) as the Coordinating Institution, the University of Belgrade (Serbia), the University of Bremen (Germany), and the University of Côte d’Azur (France). Third Parties are: EIE GROUP (Italy), INAF-OAR (Astronomical Observatory of Rome, Italy), INAF-IAPS (Institute for Space Astrophysics and Planetology, Italy), Thales-Alenia (France), Observatoire de la Côte d’Azur (France), OHB (Germany), Astronomical Observatory of Belgrade (Serbia), A.D.S. International (Italy), and the Italian Space Agency (ASI, Italy).

This Letter of Agreement is subject to the general terms and conditions of the Grant Agreement for the Project 101050044 - MASS (thereafter called “GA”), the regulations of the Erasmus+ Programme Guide (thereafter

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MASS takes absence of all forms of discrimination, such as those based on gender, race or religion.

called “E+PG” –
http://ec.europa.eu/programmes/erasmus-plus/documents/erasmus-plus-programme-guide_en.pdf), and the general terms and conditions of the MASS Consortium Agreement (thereafter called “CA”).

The undersigned

1. The University of Rome “Tor Vergata”, whose registered office is in Via Cracovia, 50, 00133, Roma, Italy, represented by the Programme Coordinator of MASS, Prof. Nicola Vittorio, hereinafter referred to as the “Coordinating Institution”
2. <fill in name of student> , born <fill in date and place>, nationality <fill in nationality>, identified by passport number <fill in passport number>, hereinafter referred to as the “Student”

have agreed as follows:

Article 1: Key elements

The EMJM-MASS Edition <insert edition no.> starts on 01/10/<insert start-year> and ends with 30/09/<insert end-year>. The duration is 4 semesters (24 months) that must be carried out in at least 2 and up to 4 of the Consortium Universities, of which at least one must be located in an EU Member State or third country associated to the Erasmus+ programme (“Programme Country”). These two countries must be different from the Student’s country of residence at enrolment stage.

The Student is expected to arrive in Rome latest within the third week of September in order to have enough time to settle, accomplish all necessary formalities, and participate in the Welcome and Information Days before the start of the lectures (<insert date of start of lectures>).

Before the start of the semester the Welcome and Information Days (from <insert date> to <insert date>) for all new students are organized at the University of Rome “Tor Vergata”, followed by an informal get together at the beginning of the semester.

The official Welcome Reception is planned on <insert date> at the University of Rome “Tor Vergata”.

The first semester (winter term <insert academic year>) starts officially on <insert date> and ends on <insert date>. Three to five days in January / February are dedicated to the Winter School. The rest of January and February is dedicated to exam sessions.

A local Information Day will take place at each Consortium University hosting MASS students in the semesters after the first.

1.1. Enrolment procedures

The Student is required to complete the on-line enrolment procedure at the Coordinating Institution, the University of Rome “Tor Vergata”.

The enrolment procedure consists of the following steps:

1. Access the website: <https://delphi.uniroma2.it/totem/jsp/index.jsp?language=EN>;
2. Select “Student Section”, Point 2 - Registration;
3. Select “start application procedures”;
4. Choose the MASS course;
5. Upload the education qualification;
6. Select “print”: the system will provide the applicant with the enrolment application and the list of the documents which must be uploaded;
7. Take note of the CTRL and fiscal codes;
8. Select in the Students section, key 2 (Registration) – point B “you have already filled out an application”;
9. Insert the CTRL and fiscal codes;
10. Upload the following required documents for enrolment:
 - a. final academic title
 - b. Statement of Comparability issued by the CIMEA;
 - c. Transcript issued by the competent university which states the exams passed or the “Diploma Supplement”;
 - d. Acceptance letter issued by the University of Rome “Tor Vergata”.
 - e. Head size passport-photo (The photo must be frontal, without any extraneous elements to the person - File size: maximum 500kb - File format: JPG)
 - f. Passport and study visa
 - g. Pre-enrolment application, to be downloaded from <https://www.universitaly.it/> (only for non EU-applicants applying for the visa)

It is necessary to upload a pdf file for each document.

The enrolled Student will receive the student registration number upon arrival at the University of Rome “Tor Vergata” and will finalize in person the registration at the relevant university offices with the assistance of a member of the local MASS staff.

Additionally, the Student shall complete the enrolment procedures at each of the other Consortium Universities where the Student will spend a study period of one or more semesters in compliance with Article 3 of this Letter of Agreement. The Student shall comply with the enrolment calendar and deadlines set out by each Consortium University, if applicable. In case of an enrolment at the University of Bremen, certified hard copies of certain documents are required.

Article 2: Financial aspects

2.1. Participation costs

2.1.1. The participation costs are set to 6,250 € per semester over the four term period of the programme. This amount covers any mandatory administrative/operational cost related to the Student's participation in the EMJM-MASS (e.g. including tuition fees, full insurance coverage, administrative costs related to the issuing of the Diploma and Diploma Supplement, and services to cover individual needs in the case of enrolled students with disabilities) for two academic years. If an extension is required to finalize the studies, exams, thesis or thesis defence beyond 30/09/<insert end-year>, unless otherwise noted in the GA (e.g. prolonged illness or for parental leave), it is on Student's responsibility to cover all further participation costs according to the national regulations of the Consortium University where the thesis defence is foreseen.

2.1.2. Any other costs that may occur outside the EMJM-MASS programme for participation in voluntary activities, must be taken over by the Student.

Articles 2.2 and 2.3 are only applicable to holders of either an EMJM scholarship or a fee waiver.

2.2. Amount and payment of the grant

2.2.1. The Student will be exempted from the payment of the participation costs referred to in Article 2.1.1. These costs will be covered with the unit costs granted by the European Education and Culture Executive Agency (EACEA) of the European Commission in accordance with the GA and/or with other funds possibly available to the MASS Consortium.

Articles 2.2.2. to 2.2.5 are only applicable to holders of an EMJM scholarship.

2.2.2. The Student will receive an EMJM scholarship granted by the European Education and Culture Executive Agency (EACEA) of the European Commission as described in the E+PG. The maximum total amount of the scholarship is 33,600 €. This is a contribution to travel and subsistence costs in the amount of 1,400 € per month for the entire

duration of the participation of the Student in the MASS programme (up to 24 months).

The scholarship will be paid monthly (at the beginning of the month) by the Coordinating Institution over the period of the MASS programme as defined in Article 1, provided that the Student complies with Article 4. The first monthly allowance will be paid at the beginning of the first month of the Master course and in any case after the arrival and registration of the Student at the University of Rome "Tor Vergata".

2.2.3. The Student will open an Italian bank account and will provide the full details of this account to the MASS Project Office. The grant will be transferred to this account. The Coordinating Institution offers assistance in establishing such an account at a local bank in Rome.

2.2.4. The scholarship does not create or entitle an employer-employee relation between the Coordinating Institution and the Student, and therefore is not subject to direct taxation. The Student is obliged to take care of any tax issue concerning the fiscal laws in the Student's home country.

2.2.5. The Student affirms that the Student's status conforms to the rules for EMJM scholarship holders in the E+PG, and especially that the Student does not benefit at the same time from another European Union funded scholarship scheme to follow the same (or another) EMJM master course and that the Student was not beneficiary of any previous Erasmus Mundus Master Course (EMMC) or EMJMD grant of the European Union.

2.3. Rules for reimbursement

The Student agrees that the scholarship payments and/or fee waiving contribution stop with prior leaving of the course. A reduction of the scholarship applies in case the minimum mobility requirements as set in Article 1 and Article 3.1 are not fulfilled. In particular,

- in the case of termination of the Student participation because of failure to pass a compulsory exam after the maximum number of re-sits allowed by university regulations, the payment of the scholarship will be interrupted at the last failed exam attempt.
- If the Student graduates earlier than the official end of the EMJM-MASS, the payment of the scholarship shall end at graduation time.
- If the Student voluntarily interrupts the studies, the scholarship will stop at the time when the Student leaves the Consortium Universities. The Coordinating Institution shall recover all unjustified/ineligible scholarship payments received by the Student as a result of the Student's failure to communicate the interruption of studies in due time.

- The above applies also in case of a temporary interruption of the studies because of parental leave, severe illness or accident, or other emergency situation (e.g. death of a close relative). In this case the payment of the scholarship will resume when the Student resumes the studies, provided that the Erasmus EMJM action is still ongoing, hence not later than 31st December, 2027 (GA, Data Sheet, Point 1.).
- If the Student does not fulfil the minimum mobility requirements, or takes absence from the programme thus creating a gap in the mobility period, the scholarship will be reduced by a proportionate amount corresponding to the missing mobility period or part thereof of the concerned academic semester.

2.4. Vocational occupation

The Student may embark on any vocational occupation with a regular salary in parallel to the studies under the EMJM-MASS, provided this does not interfere with the Student's attendance and proficiency in the study programme. It is then on the Student to obtain a work permit (if needed) and to pay resulting taxes locally and/or in the Student's home country. It is not allowed to embark on any vocational occupation at the University of Rome "Tor Vergata".

Article 3: Student mobility

3.1. Mobility paths

The 1st semester (Table 1) of studies always takes place in Rome (Italy), at the Coordinating Institution. This is the entrance university for all MASS students, who will remain enrolled at the University of Rome "Tor Vergata" for the whole duration of their studies.

At the end of the Welcome and Information Days, the Student is expected to communicate the intentions about the study plan and mobility scheme for the second semester. In any case the Student shall submit the proposed plans by November 15th, <insert year>. Mid-term of the second semester, the Student will be asked to express a first and a second choice for the Student's destination in the subsequent semesters. The study plan and mobility path proposed by the Student is subject to approval by the MASS Teaching Committee according to Article 5.3 and Annex V of the CA and to the mobility requirements set out in the E+PG. In particular, the mobility path must include 1 semester of studies in each of at least 2 countries, of which at least one must be an EU Member State or a third country associated to the Erasmus+ Programme. These two countries must be different from the Student's country of residence at enrolment stage ("Mobility Rule").

The Winter School lasts for ~3-5 days and takes place in January-February in holiday houses.

The 2nd semester (Table 1) takes place in France, Germany, or Serbia, at one of the three Consortium Universities, University of Côte d'Azur, University of Bremen, University of Belgrade.

The Summer School lasts for 1-2 weeks and takes place in June-July in holiday houses.

The summer break takes place in August.

The 3rd semester (Table 1) takes place at a chosen location among the four Consortium Universities. It includes an internship that may be offered by a Third Party in collaboration with the Consortium University where the Student spends the third semester. The Student shall participate in the second Winter School at the end of the 3rd semester.

The Master Thesis must be completed during the 4th semester (Table 1) and any of the 4 Consortium Universities can be chosen. The Master Thesis will be jointly supervised by at least two academics belonging to different Consortium Universities and possibly by a member of a third party, in accordance with Article 9 of the CA. The defence of the Master Thesis will take place at the Consortium University hosting the Student for the 4th semester.

Table 1: MASS semesters

	Univ. Rome ToV	Univ. Belgrade	Univ. Bremen	Univ. Côte d'Azur
S1	Beginning of October <year1> - end of February <year2>			
S2		beginning of March <year2> - end of September <year2>	beginning of April <year2> - end of September <year2>	beginning of March <year2> - end of September <year2>
S3	beginning of October <year2> - end of February <year3>	beginning of October <year2> - end of February <year3>	beginning of October <year2> - end of March <year3>	beginning of October <year2> - end of February <year3>
S4	beginning of March <year3> - end of September <year3>	beginning of March <year3> - end of September <year3>	beginning of April <year3> - end of September <year3>	beginning of March <year3> - end of September <year3>

3.2. Further mobility constraints

Although the Student can choose the mobility path through the Consortium Universities from the 2nd semester onward, in the respect of the terms set out in Article 3.1, in order to ensure an excellent quality of the course only a maximum fraction of students per site is allowed. This maximum fraction is of 40% in the 2nd semester and 30% in the 3rd and 4th semesters. Therefore, at mid-course of the second semester the Student will be asked to give preference(s) for the subsequent semesters. The admission requirements at the Consortium Universities may differ and have to be taken into account when the Student selects the study plan.

The Executive Board may re-direct some students to sites different from their chosen ones, by taking into account any alternative mobility paths suggested by the Teaching Committee.

Article 4: Code of conduct

4.1. Student obligations

Under the present contract, the Student is obliged

- to present a proof of the Student's place of residence at enrolment stage, in order to conform to the rules on mobility for EMJM enrolled students. This proof of residence can be a residence certificate or a certificate from Student's work, study or training, issued (in English) by the employer or institution in question;
- to abide by the Code of Conduct adopted by the MASS Consortium and published on the MASS website. By signing the present Letter of Agreement, the Student confirms of having read and accepted the EMJM-MASS Code of Conduct;
- to attend assiduously, and with the objective of successfully passing, the modules, and the thesis inherent in the programme of studies. Any absence longer than one week should be justified to and approved by the Local Coordinator;
- to comply with the local regulations for examinations and re-sits that apply at each Consortium University where the Student is spending a study period;
- to acquire at least 30 ECTS per semester and at least 120 ECTS over the duration of the programme. The Student will finish the Master Thesis before the date set in Table 2. If an extension is required to finalize the studies, exams, thesis or thesis defence beyond 30/09/<insert end-year>, unless otherwise noted in the GA (e.g. prolonged illness or for parental leave), it is on the Student's responsibility to take all necessary steps;

- to refrain from any kind of plagiarism in the preparation of course assignments and of the Master thesis;
- **(only applicable to holders of an EMJM scholarship)** not to receive any other scholarship or subvention financed by the European Union to follow the EMJM-MASS (or another EMJM) master course, for the entire period of enrolment in the EMJM-MASS;
- to participate in any additional activities like Winter and Summer Schools, fieldwork, etc., that are specifically organized by the MASS Consortium as a part of the EMJM-MASS;
- to notify the Coordinating Institution without delay about any decision to leave the programme ahead of time or about any circumstances that lead to an (even temporary) interruption of the studies;
- to notify and seek permission of the Coordinating Institution prior to take up any internship or participate in any Summer/Winter school or other scientific activity in addition to those organized by the MASS Consortium;
- not to take courses with the same contents at the different Consortium Universities on the Student's mobility path;
- to participate in evaluations/surveys conducted by the Consortium and/or the European Education and Culture Executive Agency EACEA of the European Commission. These evaluations are carried out anonymously.

If the Student has special needs because of a disability (e.g. long-term physical, mental, intellectual or sensory impairments), the Student shall

- provide a certified English translation of the medical certificate about the Student's condition;
- declare what type of items/services are needed and their costs.

Table 2: Master Thesis submission dates

	Univ. Rome ToV	Univ. Belgrade	Univ. Bremen	Univ. Côte d'Azur
Latest thesis submission date	10/09/<insert end-year>	30/08/<insert end-year>	30/08/<insert end-year>	10/09/<insert end-year>

4.2. Non-fulfilment

Any deliberate failure on the part of the Student to fulfil the conditions expected in terms of attendance at the EMJM-MASS, in particular non-fulfilment of the conditions stipulated in this Letter of Agreement,

constitutes sufficient reason for action to be taken towards resolving the issue and could lead to the reimbursement of any scholarship awarded. In the case of reimbursement, the Coordinating Institution will determine the amount to be reimbursed (see also Article 2.3).

4.3. Student performance

The Student's performance will be monitored by the MASS Project Office at the Coordinating Institution. With successful completion of the semester exams, on the bases of the required Data Protection Agreements (to be signed separately) between the parties, if and to the extent that this is necessary, a transcript of records may be forwarded from the relevant Consortium University to the Project Office and then transferred to the Coordinating University. The Student can access the transcript of records through the on-line services of the Coordinating Institution.

4.4. Student progress

If the Student does not make sufficient progress, e.g. does not acquire at least 30 ECTS per semester, the payment of the scholarship may be terminated. It is strongly recommended that ECTS/examinations are completed by the end of the current semester.

4.5. Student e-mail and communications

The Student is provided with an immutable e-mail account by the Coordinating Institution for the entire duration of the study programme. Official communications take place through this account. The Student is committed to check the e-mail account on a daily basis.

Article 5: EMJM Diploma

Applicable to students of the 1st Edition of MASS

With successful completion of the EMJM-MASS, and after having supplied all requested documents, the Student receives a graduation certificate, and is awarded a Double/Multiple Master Degree in the form of a legally recognized diploma and a Diploma Supplement issued by each Consortium University where the Student spent a study period of at least one semester (30 ECTS credits) in line with the national regulations.

Applicable to students of subsequent editions of MASS after the installation of the Joint Degree

With successful completion of the EMJM-MASS, and after having supplied all requested documents, the Student receives a graduation certificate, and is awarded by the MASS Consortium a Joint Master Degree in the form

of a legally recognized diploma signed by the legal representatives of all Consortium Universities and a Joint Diploma Supplement.

Article 6: Accident, health and travel insurance

6.1. Liability

The Coordinating Institution 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 the object of this Letter of Agreement. The Student is obliged to accept the necessary insurance related to the activities for the full duration of the study period.

6.2. Insurance

The Student is provided with the health, accident, and travel insurance package "ICS Complete, Aon Student Insurance" with additional Erasmus Mundus clauses that will be valid for the whole period of studies and in all countries visited. The Student will be provided with any supplementary insurance package that may be necessary to comply with local regulations during mobility periods within the MASS Consortium. Insurance expenses are included in the participation costs and as such are covered by any awarded EMJM scholarship or MASS fee waiver.

Additionally, the Student will be assisted in obtaining an European Health Insurance Card, if the Student does not possess one at enrolment time.

6.3. Insurance requirements

The insurance package fulfils the minimum requirements of EACEA for Erasmus+, EMJM students as set out in the E+PG and in the GA. The insurance will be active from the moment when the Student starts the journey to reach the entrance university, in any case not more than two months before the starting date of the Master course.

For visits to a general practitioner the Student should expect to pay the doctor's bill and then being refunded by the insurance after filing a claim, while in the case of hospitalization the insurance will pay directly the hospital bill. The insurance's telephone number for emergency calls will be available 24 hours a day, 7 days a week.

6.4. Insurance limitations

The insurance does not cover pre-existing medical problems.

Article 7: Services to Student

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The Consortium Universities offer either support or information to the Student in issues like housing, visa / residence permit procedures, local language courses.

The local Member of the Teaching Committee will be presented at semester start during the local Information Day at each Consortium University. Furthermore, the competent authorities at the relevant International Relations Office will get in contact with the Student before the start of the semester at a Consortium University.

The Student has access to the libraries and computing facilities of all Consortium Universities, to on-line services for the access to transcripts of records and to internet connection within the university premises, which implies access to professional journals through the institutional subscriptions.

Each Consortium University has a dedicated office for students with special needs. These offices coordinate, monitor and support all activities aimed at facilitating the integration into the University life. Students with special needs will receive specific assistance for lecture notes and for exam organization and provided with needed special items or services, depending on their certified disabilities. Enrolled students with disabilities will be asked to declare what type of items/services are needed and their costs.

Article 8: Internships and Summer/Winter schools

The Student is required to participate in the Winter/Summer Schools and internships organized by the MASS Consortium as an integral part of the EMJM programme. Furthermore, the Student is encouraged to take up internships and/or participate in summer schools or scientific congresses on topics related to the study programme at either the Consortium Universities, Third Parties / Associated Partners, or external organisations during semester breaks, provided these activities do not interfere with the Student's performance within the programme. Any financial support or income received by the Student in relation with such activities must comply with the financial conditions expressed in Articles 2.4. and 4.1 of the present Letter of Agreement.

Article 9: Appeal and complaints procedure

9.1. Communication channels

Several communication channels within the MASS Consortium are available to the Student to seek advice, to point out any problem or to express concerns or complaints about any aspect of the program, namely:



- through the MASS Student Representatives, who in turn can contact the relevant authorities, according to the nature of the issue;
- through the local Member of the Teaching Committee at the Consortium University where the Student is spending a study period;
- through the MASS Project Office either via email or in person;
- during periodic meetings like Winter and Summer Schools;
- through on-line anonymous surveys at the end of each semester;
- by contacting directly the Consortium Coordinator.

9.2. Formal appeals and complaints

Should a raised issue remain unsolved after the Student has contacted the relevant Consortium authorities through the communication channels mentioned in Article 9.1., the Student has the possibility to file a formal appeal or complaint by filling in the dedicated complaint form on the MASS website and submitting it to the MASS Project Office. Before submitting the complaint form, the Student will be asked to read and accept the Privacy Statement.

Upon receipt of the filled in complaint form, the Project Office will transmit it to the competent authority within the MASS Consortium and inform the Student accordingly with an indication of the expected response time.

The competent Consortium governing body shall

- assess the situation or practice described by the Student against the objectives and requirements of the MASS programme as set out in the GA and in the CA and against the internal regulations of the concerned Consortium University and/or relevant national regulations;
- evaluate whether an action has to be taken to address the issue and, in positive case, take a decision on the action to be taken;

The Student may be contacted by the MASS authorities during the treatment of the complaint and asked to provide further information. When the complaint is considered closed, the Student will receive a formal reply from the MASS Consortium.

Article 10: Erasmus Mundus Students and Alumni Association

The Student is strongly encouraged to join the Erasmus Mundus Students and Alumni Association (EMA) at the URL <https://www.em-a.eu/>. EMA is supported by the European Commission to provide networking and communication channels for all students and graduates of Erasmus Mundus Master and Doctoral programmes. In order to become an EMA

member, the Student should register in the EMA's Community Portal at <https://members.em-a.eu/> and provide a proof of EMJM student status. Registration and membership are free of cost.

Article 11: Online resources

The Student will find links for further information on the MASS website www.master-mass.eu.

Article 12: Student data privacy

The MASS Consortium privacy policy will comply with the EU Regulation 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data, and repealing Directive 95/46/EC (General Data Protection Regulation hereinafter referred to as "GDPR") (OJ L 119, 4.5.2016, p. 1). The Student will have the right to obtain confirmation and communication of personal data concerning the Student, which are being processed and benefits of the rights set out in Sections 2, 3 and 4, Chapter III of the GDPR (EU) 2016/679 (i.e. the right to request from the Data Controller "access to and rectification or erasure of personal data or restriction of processing concerning the data subject or to object to processing as well as the right to data portability").

In accordance with Article 15.1 of the Grant Agreement, information relating to individuals (personal data) is collected and used by the granting authority (EACEA) in accordance with the Regulation (EC) No. 2018/1725 of the European Parliament and of the Council of 23 October 2018 on the protection of natural persons with regard to the processing of personal data by the Union institutions, bodies, offices and agencies and on the free movement of such data, and repealing Regulation EC No 45/2001 and Decision No 1247/2002/EC (OJ L 295, 21.11.2018, p. 39).

Article 13: Modifications of the contract

Any alteration to the present contract 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 Letter of Agreement.

Without prejudice to the general consequences laid down in the national law applicable in this Letter of Agreement, the Coordinating Institution reserves the right to cease the effects of the Letter of Agreement, without recourse to any juridical procedure apart from adequate communication to the Student. Failing agreement by both parties, the Italian courts are designated as the only competent authorities to resolve any legal dispute between the Coordinating Institution and the Student emerging from the Letter of Agreement. The present contract will be governed by Italian Law.

The signatories declare that they have read and accept the preamble and conditions laid down in this Letter of Agreement.

The Student agrees with the terms of this Letter of Agreement by signing the copy and returning it to:

MASS Project Office
Department of Physics
University of Rome "Tor Vergata"
Via della Ricerca Scientifica ,1, 00133 Rome, ITALY

This Letter of Agreement has been drawn in two originals in English all texts being equally valid.

Signed in twofold in Rome,

University of Rome "Tor Vergata"
Prof. Nicola Vittorio,
Programme Coordinator of the Master in
Astrophysics and Space Science

Student
<Name>

Date:

Date: