

Student Agreement
for
Year 2023 – Year 2025
Erasmus+: Erasmus Mundus Joint Master
Programme (EMJM)

CoMEM+
EMJM in Coastal and Marine
Engineering
and Management

EMJM in Coastal and Marine Engineering and Management

CoMEM+ edition 2023 – 2025 Student Agreement

Between, the one part,

The Coordinating Institution of the Erasmus Mundus Master course CoMEM+,
The Norwegian University of Science and Technology,
Høgskoleringen 1,
NO-7491 Trondheim, Norway,
Coastal and Marine Engineering and Management,
represented by Raed Lubbad, CoMEM+ Academic Coordinator (**CoMEM+ JPB¹** Chair),
on behalf of the CoMEM+ Consortium, formed by the following European Higher
Educational Institutions (HEI's):

- NORGES TEKNISK-NATURVITENSKAPELIGE UNIVERSITET NTNU (NTNU), Trondheim, Norway
- ECOLE SUPERIEURE D INGENIEURS DES TRAVAUX DE LA CONSTRUCTION DE CAEN (ESITC), Caen, France
- UNIVERSITAT POLITÈCNICA DE CATALUNYA (UPC), Barcelona, Spain
- UNIVERSITE DE CAEN NORMANDIE (UNICAEN), Caen, France
- UNIVERSITA DEGLI STUDI DI GENOVA (UNIGE), Genova, Italy

Jointly called the CoMEM+: Consortium, Partner Institutions, or Partner HEI's

and the student,

Last name: _____

First name: _____

Date of birth: _____

Place of birth: _____

Nationality: _____

Country of residence: _____

AGREE on this agreement under the following terms and conditions:

¹ **CoMEM+ Joint Programme Board (JPB):** The JPB is the main decision-making body for the EMJM. It is composed of the CoMEM+ Chair (Coordinating Institution, NTNU), a representative from each of the partners, i.e., the local coordinators (one from UPC, ESITC, UNIGE, UNICAEN). The 1st and 2nd year cohort student representatives will be invited to attend parts of JPB meetings.

1 § 1 CoMEM+ GENERAL CONDITIONS

- 1.1 The student agrees to be enrolled in accordance with their admission in the EMJM CoMEM+ Track no. _____, as described in the CoMEM+ website (<https://www.ntnu.edu/studies/mscomem>).
- 1.2 The student commits to carry out 2-year studies (minimum of 120 ECTS) during the academic years '2023/2024' and '2024/2025' at the CoMEM+ partner universities according to the student's individual study plan and mobility track as approved by the CoMEM+ JPB. First semester starts mid-August year 2023 with the Orientation Week at NTNU.
- 1.3 The student commits to comply with the mandatory requirements of mobility (minimum 2 countries other than citizenship and residency). All track courses are in English. The study plan ensures the student can obtain at least 60 ECTS during the first study year. The student will complete all the requirements of the study programme at the latest by 31 August year 2024. The dates of graduation on the diploma certificate will be in accordance with the local institution's rules.
- 1.4 Upon successful graduation the student will receive a joint Master of Science (MSc) degree Diploma Certificate signed by the representatives of the HEI's delivering the Track, and a joint Diploma supplement. The full title of the joint degree is MSc in Coastal and Marine Engineering and Management.
- 1.5 The student is obliged to attend Orientation/Introduction Week at the beginning of the fall semester offered at NTNU (mid-August); and any offered at UNIGE or UPC (second semester) and at UNIGE or ESITC (third semester). Non-attendance can evoke disciplinary consequences.
- 1.6 With respect to his/her study plan the student will:
 - 1.6.1 Attend the courses taught in the Erasmus Mundus Master Programme CoMEM+
 - 1.6.2 Complete all assignments
 - 1.6.3 Participate in all examinations
- 1.7 The student is required to follow the study programme in accordance with the Tracks chosen and make the minimum credit requirement of 30 ECTS per semester, including possible retakes. The CoMEM+ JPB can grant minor deviations from the requirements. In such a case the student must submit an application and present to the yielding HEI. The credit requirement is:
 - 1.7.1 After the first semester, including after retakes, the student will have earned at least 30 credits
 - 1.7.2 After the first year, including after retakes, the student will have earned at least 60 credits
 - 1.7.3 After the third semester, the student will have completed at least 90 ECTS.
 - 1.7.4 During the fourth semester, the student shall complete a master thesis of 30 ECTS during a period of 21 weeks (including Easter week).
 - 1.7.5 Upon completion of the 2-years (4 semesters), the student will have completed the CoMEM+ master's programme of a minimum of 120 ECTS in accordance with the

courses listed in the CoMEM+ website (<https://www.ntnu.edu/studies/mscomem>) for the chosen Track.

- 1.8 The student and the CoMEM+ programme accept the local regulations as stated in the “Examination Regulations” provided at each of the CoMEM+ Partner Institutions.
- 1.9 In the event of an extraordinary circumstance, in which prevents the student from fulfilling his/her obligations as set forth in this agreement, the student may request an exception to the rules. The student is required to contact and give due notification to the local CoMEM+ coordinator and his/her local academic counselor/adviser as soon as possible.
- 1.10 Grading is based on the following general description of valuation criteria:

A	Excellent	An excellent performance, clearly outstanding. The candidate demonstrates excellent judgement and a high degree of independent thinking
B	Very Good	A very good performance. The candidate demonstrates sound judgement and a very good degree of independent thinking.
C	Good	A good performance in most areas. The candidate demonstrates a reasonable degree of judgement and independent thinking in the most important areas.
D	Satisfactory	A satisfactory performance, but with significant shortcomings. The candidate demonstrates a limited degree of judgement and independent thinking.
E	Sufficient/Pass	A performance that meets the minimum criteria, but no more. The candidate demonstrates a very limited degree of judgement and independent thinking.
F	Insufficient/fail	A performance that does not meet the minimum academic criteria. The candidate demonstrates an absence of both judgement and independent thinking.

- 1.11 The equivalence of grades compared to the European Credit Transfer and Accumulation System (ECTS) (http://ec.europa.eu/education/ects/users-guide/index_en.htm) among the five partners as indicated in the table below:

CoMEM+ indicative grade distribution table*

ECTS Description	Fail	Fail	Sufficient/ Pass	Satisfactory	Good	Very good	Excellent
ECTS Grade	F	Fx	E	D	C	B	A
ECTS Indicative Percentage students	--	--	10%	25%	30%	25%	10%
NTNU	F		E	D	C	B	A
UPC	0.0-4.9		5.0	5.5, 6.0	6.5, 7.0	7.5, 8.0, 8.5	9.0, 9.5, 10.0**
UNIGE	Not passed		18-19-20	21-22-23	24-25-26	27-28-29	30, 30 e lode
UNICAEN	F	FX	E	D	C	B	A

ESITC	F	FX	E	D	C	B	A
-------	---	----	---	---	---	---	---

* the partner institutions reserve the right to make changes to the above table in order to be in accordance with local institutional changes at the partner institutions in which the consortium is obligated to follow.

** 10 only in exceptional cases.

- 1.12 The responsible examiners mark courses according to the local scale at each Partner Institution. A requirement is met if a mark of at least “E/Sufficient/Satisfactory/Pass” in the equivalent local partner scale is given.
- 1.13 The student consents in granting the CoMEM+ consortium access their results and records achieved during the programme.
- 1.14 The student categorically complies with the Consortium’s ethical policy as elaborated in the CoMEM+ Partner Institution examination regulations. This means avoiding any fraudulent act, including but not limited to cheating, falsification or plagiarism of any academic work. Moreover, he/she will not abuse or misuse access to equipment and installations and will not perform any unauthorized access or violation of the HEI’s rules. Any incident of such art will be treated by the CoMEM+ Partner Institution where the student is studying at the time of the incident. CoMEM JPB will be informed. As a consequence this may result in the exclusion of the student from the EMJM CoMEM+ programme.
- 1.15 In case of a complaint, the Student may forward an appeal to the CoMEM+ JPB. The JPB will consider the issue and aim to resolve it as soon as possible. However, for any specific complaint about a specific service or facility provided by a Partner Institution, the student shall invoke the complaints procedure of that institution.
- 1.16 In a case of pregnancy, the student is entitled to maternity leave. The length of the maternity leave, as well as the rearrangements concerning the study curriculum and scholarship payment schedule, must always be negotiated with the local CoMEM+ coordinator and subject to approval by the CoMEM+ JPB. The student is to voluntarily provide information appropriate to authorities concerning any legal consequences at home or host countries.
- 1.17 It is the student’s responsibility to keep their home contact information up to date in the student database. Notification of student apartment address, telephone number and email changes each semester must be sent to the CoMEM+ Administrative Coordinator.
- 1.18 The student accepts the mandatory requirement of having health and emergency insurance for the duration of their participation in the programme. The EMJM students, for whom the Consortium receives administrative funding, accept the insurance arrangements made on their behalf by the consortium that comply with the requirements of the EACEA. No further cost will incur on their part.
- 1.19 The students accept the mandatory participation in EMJM programme surveys/evaluations. They also commit to participate in the Consortiums internal surveys/evaluations.

- 1.20 The student agrees to the mandatory joining the Erasmus Mundus Students and Alumni Association (EMA, see <http://www.em-a.eu/>)
- 1.21 If the student discontinues their studies, written notice must be submitted to the CoMEM+ local HEI CoMEM+ coordinator and to the CoMEM+ Administrative coordinator without delay.
- 1.22 The student understands that disciplinary measures might be evoked. For students receiving an EMJM grant the payment of the grant might be suspended or terminated for the following reasons:
 - 1.22.1 If the student is subject to disciplinary measures leading to his/her exclusion from one of the CoMEM+ Partner Universities,
 - 1.22.2 In general, not complying with the applicable articles in § 1.
- 1.23 The CoMEM+ 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 agreement.

§2 MANAGEMENT AND PAYMENT OF THE ERASMUS+ SCHOLARSHIP FUNDS (*when applicable*)

- 2.1 This § applies to students awarded an EMJM scholarship for the CoMEM+ program.
- 2.2 The scholarship will be transferred on a monthly basis during the first semester at NTNU to either the student's cash card or student's existing bank account by the coordinating institution NTNU, Norway. Students can open new bank accounts during the mobility periods. For remaining semesters (second, third and fourth), the payments will be transferred to the student's bank account, either existing or new bank accounts opened in the partner institution countries.
- 2.3 The student should be aware that costs (e.g. housing, subsistence, travel, visa, books, excursions, etc.) may exceed the amount of the scholarship.
- 2.4 The Erasmus+: Erasmus Mundus scholarship is awarded for a maximum duration of two years (24 months). The exact duration in months directly correlates to start and end date, i.e. graduation date.
- 2.5 The scholarship amounts to be paid will be in accordance to allowances from the EACEA – presently 1400 € per month.
- 2.6 The grant will be paid, provided the student complies with § 1. The student accepts that the CoMEM JPB reserves the right to change the scholarship payment schedule. In case of change, notification will be given minimum 1 month in advance.
- 2.7 In the case of cancellation or discontinuation of 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.
- 2.8 The main prerequisites for receiving the Erasmus Mundus scholarship are sufficient progress in studies according to the study plan.
- 2.9 Scholarships are not paid while the student is on maternity leave or sick leave.
- 2.10 The student must declare that he/she has not previously been the recipient of any Erasmus Mundus scholarship. The student accepts the rights of the CoMEM+ JPB to cancel their admission and the Erasmus Mundus scholarship if they had received such a scholarship before.
- 2.11 The scholarship does not create or entitle an employer-employee relation between the HEI's and the Student, and therefore is not subject to direct taxation.

§3 NON-ERASMUS MUNDUS SCHOLARSHIP STUDENTS: SELF-FINANCED / ALTERNATIVE FUNDING (when applicable)

- 3.1 Students accepted to the CoMEM+ programme but not awarded an EMJM CoMEM+ scholarship, are welcome to participate in the CoMEM+ programme provided they hold sufficient funding. This should include travel, living, visas, subsistence, and mobility expenses.
- 3.2 All international students who are not citizens of EU/EEA/EFTA countries need to apply for a residence permit for students. For Norway the following applies: all applicants under the Individual funding category must document their funding source(s) for living expenses according to national regulations.

§ 4 Attending additional courses

- 4.1 Students may attend additional courses not included in the 120 ECTS study plan, upon consultation with the CoMEM+ local coordinator. If they attend courses that are not approved by the CoMEM+ consortium, they accept to pay in full any potential tuition and admission fees that may incur directly to the yielding local partner institution. The credits for such courses will not count in the 120 ECTS required in CoMEM+ but will be reflected on the transcripts.

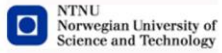
§ 5 DISPUTE RESOLUTION

- 5.1 In the event of any dispute arising under the terms of this agreement, the parties hereto, will endeavour to settle the dispute. The parties, the student and the CoMEM+ JPB, recognising their mutual interests, will attempt to resolve the dispute in a conciliatory manner.
- 5.2 In the event the parties should not reach a solution or agreement, the student accepts that his/her rights of appeal shall be subject to the regulations of the local Partner Institution. The CoMEM+ Coordinating Partner, NTNU and the CoMEM+ JPB will be informed, and the result may have a consequence for the student conditions with respect to his/her participation in CoMEM+.

§ 6 CoMEM+ ADMISSION REGULATION AND CoMEM+ STUDY AND EXAMINATION REGULATIONS

- 6.1 The student acknowledges that they have read and understood the CoMEM+ Admission Regulation and the Study and Examination Regulations as given by the Partner Institutions. The student agrees to follow and act accordingly with these regulations.

The signatories declare that they have read and accepted the conditions as laid down in the present agreement.



Signed at _____, on _____

The student, _____,

CoMEM+,

Coordinator: _____.