

RECOMMENDATIONS FOR EMJMD-IUEP STUDENT AGREEMENT¹

It is of great importance to provide students enrolled in an EMJMD-IUEP programme with clear guidance on their rights and obligations during their course participation. As the EMJMD-IUEP programme will welcome students from all over the world with very different academic and cultural backgrounds, the institutions hosting these students, especially the coordinating institution(s), must ensure that the “*terms of reference*” for the students’ studies at the involved partner institutions are transparent, comprehensive, and agreed in mutual consent. This is in the interest of both parties – EMJMD-IUEP consortium and students – in order to jointly and successfully implement the programme, and to master the inherent challenges of a complex mobility scheme.

The coordinating institution(s) hold the responsibility to run the EMJMD-IUEP course on behalf of the consortium partners in accordance with the operating rules as defined in the Erasmus+ Programme Guide and the grant agreement(s). The consortium partners are expected to detail all essential rules applicable to the Master course and having a direct impact on students in the “*student agreement*”.

Such agreement shall be signed by both the coordinating institution(s) and the enrolled EMJMD-IUEP students. A draft model of this agreement must be published on the website of the EMJMD-IUEP consortium in order to allow students to become familiar with its content prior to the start of the course (see Erasmus+ Programme Guide, EMJMD, Annex 1 “*Conditions relating to Master students*”).

The following aspects (indicative list) are key features of a solid student agreement:

- The **key elements** of the EMJMD-IUEP (e.g. duration, structure, mandatory mobility requirements and restrictions, course languages), and the **milestones** of the academic calendar (e.g. welcome week, summer school, exam and holiday periods, internship period, thesis submission, graduation ceremony).
- The planned **study track** as agreed between the student and the coordinating institution(s)/consortium.
- The expected **academic outputs** to be delivered by the student, the performance monitoring/evaluation mechanisms, and the benchmarks/min. requirements to successfully pass course modules (e.g. ECTS or the Japanese equivalent credit system, exam rules, re-sit options).
- The **EMJMD-IUEP diploma** (including the joint diploma supplement) to be obtained by the students (title, type: joint, double, or multiple degree).
- Clear definition of course “**participation costs**” (coverage of tuition fees and all other costs for obligatory course modules/trainings/seminars, including administrative costs related to these issuing of the diploma and the joint diploma supplement).
- Accurate provisions on all **financial aspects** related to the EMJMD-IUEP scholarship awarded to the student, notably the amounts and payment timetable/modalities of travel/installation contributions and monthly allowances² (with reference to the provisions established in the Erasmus+ Programme Guide for EMJMDs), as well as the rules for reimbursement of unjustified/ineligible scholarship payments in case of prior leaving the course.

¹ These recommendations are applicable to the share of students managed by the programme country HEIs (EU scholarship and non-scholarship holders). It will be up to the consortium to agree on similar recommendations applicable to the share of students managed by the Japanese HEI(s).

² If payment of the EU-funded scholarship is made in a currency different to EURO a provision must be quoted that the students concerned will always receive the EURO counter equivalent.

- The **mandatory health insurance** scheme provided by the consortium to all enrolled EMJMD-IUEP EU scholarship holders (e.g. coverage, conditions, restrictions, helpdesk contacts); further information can be obtained in the guidelines "*Minimum requirements for the Health and Accident Insurance coverage of Erasmus Mundus Joint Master Degrees students*" (see Agency website).³
- The common **services to the students** provided by all consortium partners (e.g. visa and housing support, administrative support by International Office, academic tutoring/mentoring mechanisms, local language courses, access to on-site and online learning facilities).
- The participation of the EMJMD-IUEP students in programme **surveys/evaluations**, as well as the joining of the **Erasmus Mundus Students and Alumni Association** (EMA, see <http://www.em-a.eu/>).
- The "**code of conduct**" expected by the consortium (e.g. attendance requirements, leave of absence, plagiarism, complaints and problem resolution mechanisms, course exclusion, notification of student drop-out from the programme, request for scholarship interruption).
- Key information on all **administrative requirements** in view of installation at the first/second host institution (local registration, bank account, deadlines to be respected).
- The regulations related to **internships** (e.g. min/max duration, eligible institutions/countries, supervision, reporting).
- Information links to **online resources** related to the EMJMD-IUEP action in general (e.g. Erasmus+ Programme Guide - section EMJMD).
- The student agreement should also refer to an **appeal procedure** in case of complaints.
- The student agreement should include the following sentence on **data protection**:
The European Education and Culture Executive Agency (EACEA), in the context of managing the Erasmus Mundus Joint Master Degrees, collects and processes the personal data of some of the candidates. In particular, certain data of the scholarship holders (students and scholars), non-scholarship holders and reserve list candidates is shared with the Agency through the [EACEA Mobility Tool](#) and treated according to the following [privacy statement](#).

³ Regarding the MEXT-funded scholarship holders, the type of insurance cover will be specified by the participating Japanese HEIs.