Student Agreement

for the Erasmus Mundus Masters Course

«Programme»

«First_name» «Last_name»
Agreement regarding enrolment in the Erasmus Mundus Master's Course «Programme»

between

KTH Royal Institute of Technology,
with registered office at Brinellvägen 8,
10044 Stockholm, Sweden,
represented by Prof. Michael Hanke
who acts as the Programme Coordinator and
represents the Consortium that organises the programme,

and

«First_name_» «Last_name»
«Postal_address»

Art. 1. Consortium
The Erasmus Mundus Master's Course (hereafter EMMC) Computer Simulation for Science and Engineering (hereafter «Programme») is organised jointly by «Programme» consortium with KTH Royal Institute of Technology, Sweden, acting as the coordinating institution of the Consortium that is composed of representatives from all the participating institutions.

Art. 2. Scope
On behalf of the consortium «First_name_» «Last_name» is invited to participate in the EMMC «Programme» in accordance with the rights and obligations stipulated in this agreement.

Art. 3. Mobility and specialisation option
The Programme Advisory Group will try to honour student mobility preferences, but reserves the rights to balance student enrolment at partner institutions. Each student will follow a set of courses within the chosen area of specialization of mobility and carry out his/her final degree project with written master's thesis or project (site dependent).

The following itinerary is stipulated for the student:
Year 1 (home university): «Year_1_at_full_name»
Year 2 (host university): The final decision will be taken during the first semester.

Art. 4. Language policy
The medium of instruction for the programme is English. All partner institutions will next to that offer the student access to their Language Centres or equivalent and will encourage students to attend extra-curricular language classes.

Art. 5. Pre-arrival preparation
It is the responsibility of the student to apply for a student visa/residence permit for their first destination well in advance and also to collect documents required for future visa applications with respect to the available mobility tracks, such as health certificates, police certificates, copy of high school diploma etc.

Art. 6. Insurance coverage
The Coordinating Institution arranges insurance for all students registered in the EMMC. The insurance includes all worldwide travel required for the participation in the EMMC. The coverage includes/meet extra costs for essential medical and dental care, cover in the event of death, accidental injury resulting in medical disability, third party liability cover, theft and loss of identification documents and travel tickets, visits by relatives in emergency cases, disruption. The insurance does not cover loss or damage of personal items.
The insurance is valid in the countries of the European Union, the EEA/EFTA countries, the countries that are candidates for membership of the European Union as well as countries of the Third Country Partners/associated members identified by the Consortium as study destinations. The insurance applies without deductibles.

The insurance is valid from the date the student travels directly to the first study destination. An insurance card is given to the student after arrival at the first study destination. The validity of the insurance period is equal to the study period, but cannot exceed 26 months. Terms and conditions are found on the EMMC website.

Art. 7. Common and specific education rules
As a student of the EMMC, the Consortium’s joint rules on individual course selection, final degree project with written master’s thesis, examination and pass/fail criteria and diploma apply. Grades are awarded for each course in accordance with the regulations of the institution where the student is studying, except for those cases that are stipulated in the joint rules. For matters that are not stipulated in these regulations, the specific education and examination regulations of the institution at which the student is participating in a particular course apply.

Art. 8. Study achievements
Students are expected to complete 60 ECTS per academic year. The minimum requirements for second year registration to the EMMC are 45 ECTS. In case of failure of a course (failure includes absence from an exam with or without legitimate reason), one re-sit is allowed without affecting the future participation in the programme. This re-sit will preferably take place at the university where the course was taught, but may also be possible at another partner institution, if agreed upon. The latter option may be chosen with respect to practical matters related to the relocation during the second year of studies and will be decided on a case by case basis.

In case that a student is denied transfer to the 2nd year due to insufficient study results the student, with respect to national laws, may remain at the Erasmus Mundus programme and re-take year 1. If successful, he/she may continue the 2nd year at the Erasmus Mundus programme and graduate as an Erasmus Mundus student. The student may also transfer to a local programme at the current university with respect to fees and regulations applied at this university. A new application and admission to the local programme might be necessary.

Art. 9. Degree
When the student has successfully completed the degree requirements of the degree-issuing institutions, the student obtains a nationally recognized degree from the institutions at which he/she successfully completed a part of the programme, thereby obtaining double or multiple degrees. The student will then also receive a joint document from the coordinating institution describing the programme.

Art. 10. Enrolment and associated rights
The student enrols upon an acceptance notice issued by the Consortium Coordinating Organization on behalf of the Programme Advisory Group who makes the decisions on admission and selection. The final decision of enrolment is made by the hosting partner institution.
Admission to the EMMC and, when applicable, membership of the student union also gives the student the right to the following:

- Access to courses, exercises and laboratory sessions including examinations.
- Access to extra-curricular activities organized within the programme.
- Use of the library in accordance with the library regulations of the institution.
- Use of the information technology infrastructure in accordance with the specific regulations of the institution.
- Educational support through any of the learning environments at the partner institutions.
- Support from the student services available at the institution, such as access to the student employment office, medical and psychotherapeutic centres, student restaurants/cantinas, student counsellors’ office, student accommodation assistance.

Art. 11. The student’s obligations with respect to the programme
The student must use both the movable and immovable goods of the university with great care and act and behave in accordance with the regulations enforced within the university. Any and all violations against national law may result in immediate exclusion from the EMMC.
The student is required to attend all mandatory lectures and laboratories with respect to the set schedule. The lecturer has the responsibility to inform the student about mandatory parts of the course at the start of the course. The student is also required to attend joint seminars/activities arranged by the consortium as a part of the EMMC (workshops, winter/spring/summer schools etc.).

In case of absence of more than one week (during the academic year not including holiday periods) the student is expected to inform the Programme Representative at the participating institution and ask for approval for this absence. He/she has to provide a motivation for the absence. For medical reasons, a certificate from a doctor can be requested.

In the event that the student prematurely ceases his/her participation in the programme for any reason, he/she must notify the Programme Coordinator immediately. A student who leaves the programme prematurely but has obtained credits for certain courses will get a transcript of records stating the courses he/she has earned credits for.

It is the responsibility of the student to inform him/herself about the local regulations regarding the number of re-examinations allowed and any cost involved with this at both degree awarding institutions.

The student grants the universities where he/she is studying during the first and the second year the right to transfer all information concerning the progress of the studies to the consortium management and its administrative units. This includes courses, study results and all other facts that are necessary to evaluate the student’s performance.

**Art. 12. Payment of participation fee**

The student is sent an invoice before the registration of each semester. The programme participation cost is € 4000 per semester for citizens of non-EU member states, € 2000 for citizens of EU-member states and € 2000 for citizens from FYROM, Iceland, Liechtenstein, Norway and Turkey. The registration fee shall be paid on or before the date stated on the invoice. For overdue payment, the interest charge is Swedish Reference rate plus 8%.

Apart from the participation fees, minimal or no extra costs will be billed to the student for participating in the programme itself. Students need however to cover costs that are not part of the tuition fee at the university where he/she is enrolled, for example cost for books, transcripts, degree certificate, recreation, fees for student government, library late fees or re-examination fees, parking etc.

The student must show proof of payment of the participation when applying for a residence permit/student visa.

A preliminary schedule for payment of participation cost:

Semester 1: May 31st; Semester 2: December 15th; Semester 3: May 31st, Semester 4: December 15th.

The payment of the participation fee is done to the Consortium for the Erasmus Mundus programme:

Bank account number (PlusGiro) to KTH: 156 53-9
Swift code: NDEASESS
IBAN: SE05 9500 0099 6034 0015 6539
Name of the bank: Nordea Bank AB Stockholm
Bank's Address: SE-105 71 Stockholm, Sweden
Beneficiary: KTH Kungliga Tekniska högskolan, SE-100 44 Stockholm, Sweden

Please mark the payment with the following information:
1) The invoice number stated on the invoice.
2) Your name
3) The name of the Erasmus Mundus Programme

**Art. 13. Exoneration**

The 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 the object of the present Agreement. The student is obliged to accept the insurance related to the activities for the full duration of the study period.

**Art. 14. Duration of the Agreement**
The Agreement is valid starting from the 2014/2015 academic year, for the normal duration of the programme (two academic years). Changes to this agreement can be made in an amendment, should new circumstances arise.

Art. 15. Termination of Agreement and reimbursement of participation fee

- **Withdrawal of studies before commencing of programme:**
  Upon the written request of the student, he or she may terminate this agreement and withdraw from the study programme on or before 10 days after enrolment/registration for the first semester. Full reimbursement of the paid participation fee is given to the student, with the exemption of an administrative fee of €100.

- **Withdrawal of studies before completion of programme:**
  Upon the written request of the student, he or she may terminate this agreement and end the enrolment for the programme, being effective from the subsequent semester. Full reimbursement of the paid participation fee for the coming semester is given to the student, with the exemption of an administrative fee of €100. Participation fee paid for the current or previous semesters are not reimbursed.

- **In case of death:**
  Enrolment will be terminated. Prepaid participation fee is reimbursed as instructed by the legal entity representing the student. Participation cost paid for the current or previous semesters are not reimbursed.

Any reimbursement will be done as soon as possible after the request has been received and assessed by the Programme board.

Art. 16. Declaration and signatures

The signatories declare that they have read and accepted the conditions laid down in the present Agreement. This Agreement is signed in duplicate where each signatory has received one original.

Date and Place: Date and Place:
Signature: Signature:

«Programme» programme coordinator «First_name_» «Last_name»
KTH Royal Institute of Technology «Postal_address»
SE-10044 Stockholm
Sweden

Please sign and return both original copies to:

KTH
Communication and International relations office
Erasmus Mundus
Brinellvägen 8,
SE-100 44 Stockholm, Sweden