

Student Agreement

Joint International Master's in Communications Engineering and Data Science (CoDaS)

1. Introduction

1.1

Whereas

- the Aalto University Foundation sr, situated in Otakaari 1 B, 02150 Espoo, Finland (hereinafter “Coordinating University”) is participating in a Joint International Master’s in Communications Engineering and Data Science Programme (“CoDaS Programme”), financed by the European Education and Culture Executive Agency (“EACEA”) under the powers delegated by the European Commission.
- the Coordinating University has signed a Consortium Agreement with the other universities participating in the CoDas Programme, namely Grenoble INP Graduate schools of Engineering and Management (Grenoble INP-UGA) (France), Technische Universität Braunschweig (TU-BS) (Germany), Técnico Lisboa (IST) (Portugal), and Universitat Politècnica de Catalunya (UPC) (Spain) (“CoDaS Consortium Universities”);
- the CoDaS Consortium Universities have authorized the Coordinating University to conclude this Student Agreement (“Agreement”) on their behalf.

This Agreement sets out the relationship between the CoDaS Consortium Universities and the students registered on the CoDaS Programme. It is intended to provide a framework which enables the CoDaS Consortium Universities and the students to work together and to create a positive environment for learning and academic achievement.

1.2

Aalto University by its representative **Stephan Sigg, Programme Director**, acting as the Coordinating University of the CoDaS Programme on request and on behalf of the CoDaS Consortium Universities,

and the student

Name:

Citizen of:

Passport Number:

are hereby forming an Agreement under the following terms and conditions:

2. Student's obligations

2.1

(Only for scholarship students) The student must sign and return the form "declaration" that he/she is eligible to receive the EMJM scholarship to the Coordinating University, prior to departure from the home country to travel to the first-year university country to join the CoDaS Programme. The consequence of false declaration will result in reimbursement of the scholarship payments to the Coordinating University and possible legal action against the student.

2.2

At the date of enrolment, the student must have a first higher education degree or demonstrate a recognised equivalent level of learning according to national legislation and practices in the degree-awarding countries. The student must provide proof of the previous degree according to the instructions and by the deadlines given by the CoDaS Consortium Universities.

2.3

The Student is obliged to attend the Erasmus Mundus CoDaS Programme having a duration of 2 academic years, beginning in Semester 1 on August/September/October 2024 at the CoDaS Consortium Universities, in accordance with the programme of studies supported by the European Commission.

2.4

The student studies the first year (year 1) at **UNIVERSITY** and the second year (year 2) at **UNIVERSITY**. In case the student wishes to change the second-year university, the student must apply for a change in written form to the Coordinating University at the latest by the end of November of the first year.

The student starts at **UNIVERSITY** in **August/September/October** 2024.

During year 2 the student will follow a set of courses within the chosen area of specialisation and carry out the student's master's thesis / final project.

All students of the CoDaS Programme are required to study at two countries other than their country of residence at the start of studies. Each of the two mandatory study periods must correspond to a workload of at least one academic semester (30 ECTS credits). If the student is a resident of the country of the Home or Host University before starting in the CoDaS Programme, the student is required to complete the final semester (thesis work) in second Host University or within the industry in another country.

The student shall observe the Academic calendar including preparatory weeks and registration deadlines for the home and host university. Information regarding this is provided in the separate admission package sent from the home and, during the 1st year, the host university.

The student is required to participate in the CoDaS Programme's Summer School organized in July/August between the first and second year of studies. The location of the Summer School in 2025 is at Grenoble INP-UGA in Grenoble, France.

The student is required to participate in an international conference related to the field of study on their second year of studies. The conference in question will be decided annually and informed to the students well in advance.

The language of instruction for the CoDaS Programme is English.

2.4

The Student must comply with her/his obligations under these Agreement and, in accordance with any reasonable instructions issued to the Student from time to time by or on behalf of the CoDaS Consortium Universities. The Student is required to:

- 2.4.1 attend compulsory lectures, courses, tutorials, examinations and other activities which form part of the CoDaS Programme. Absences will only be accepted for medical reasons. Other absences must be agreed beforehand;
- 2.4.2 submit course work and other assignments by the specified deadlines. Extensions might be granted in exceptional circumstances such as illness;
- 2.4.3 reach the level of academic achievement required for the CoDaS programme by the Executive Board;
- 2.4.4 follow the rules and regulations of each university whilst on their premises, (cf. Annex A-E).
- 2.4.5 be adequately prepared for any activity which the Student is required to undertake as part of the CoDaS programme outside the Universities and at all times conduct in a proper manner;
- 2.4.6 notify the Coordinating University of any changes in the details supplied by them at registration, for example, change in her/his address, or withdrawal from the CoDaS Programme.
- 2.4.7 commit to behave with ethics during his/her studies. The student shall commit no fraudulent act, and shall specially avoid cheating, falsification or plagiarism of any academic work. The consequence of any such activity will be subject to the disciplinary actions of the CoDaS Consortium University where it has taken place. In addition, the student shall not abuse or misuse the access to equipment and installations and shall not perform any unauthorised access or violation of departmental, school or university rules. Any such breaches of ethical rules may cause the exclusion of the student from the CoDaS Programme.

2.5

The student must take mandatory participation in the CoDaS programme surveys/evaluations. The student is encouraged to join the Erasmus Mundus Students and Alumni Association (EMA, see <http://www.em-a.eu>). In general the student shall make use of the online resources related to the EMJM action, e.g. Erasmus+ Programme Guide, Section EMJM, and the other relevant information available at https://erasmus-plus.ec.europa.eu/sites/default/files/2023-04/ErasmusplusProgramme-Guide2023-v3_en.pdf.

3. The CoDaS Consortium Universities' Obligations

3.1

The CoDaS Consortium Universities will make all reasonable efforts to deliver the courses and the associated learning support of the CoDaS Programme as described in the CoDaS Programme plan for the appropriate academic year. The CoDaS Consortium Universities will update the programme structure and course descriptions are to be found at the CoDaS consortium webpage <https://www.unite-codas-master.eu/>. Revisions may occur after start-up of the CoDaS Programme if the CoDaS Consortium Universities should deem it necessary.

3.2

The CoDaS Consortium Universities will make learning support facilities and other university services (such as administrative support) available to the students. These may vary from course to course and between universities. Support and instructions for visa application will be provided by each CoDaS Consortium University.

4. Matriculation/Registration

4.1

Students enrol on a full time basis. The student shall provide personal information to the universities in accordance with their normal policies and as required to carry out the CoDaS Programme.

4.2

Students who have to leave their studies for a certain period of time, and for justifiable reasons of health, or any other personal matters, must give the Coordinating University and the local **advisor** due notification, communicated in writing. All such situations will be evaluated on an individual basis. Confidential support is available in each university if the student's personal situation should require it. The right to enrol as non-attending student are defined and regulated by national and university rules. The student may not be able to rejoin the programme if the length of leave exceeds the period of validity of the Consortium Agreement of CoDaS Consortium Universities. If the student has been granted a scholarship funded by EACEA, the scholarship may not continue if the length of leave exceeds the period of validity of the Grant Agreement between EACEA and CoDaS Consortium Universities.

5. Fees and Grants

5.1

Participation fees and scholarships are administered by the Coordinating University.

5.2

Self-funding students:

The amount of participation fee is **8000 EUR** per academic year, in total **16000 EUR** for the whole course of the CoDaS Programme. The participation fee covers the tuition fees at the first year and second year University/Universities, insurance and participation in summer school and conference. The participation fee must be paid as a single instalment for the Coordinating University for the following academic year. Invoice of the first participation fee payment is sent after the student has accepted the admission offer.

Mobility allowance up to 300 EUR will be granted to contribute to the costs of moving to the country of the second year University. The allowance is paid after the student has provided documentation (receipt) of the actual costs of moving, e.g. flight tickets. The mobility allowance is granted only once per student.

Mundus Scholarship students:

The student has been granted an Erasmus Mundus Joint Master (EMJM) student scholarship (max 49 600 EUR). This scholarship covers the programme fee of 8 000 EUR/academic year for the normative duration of studies (**16 000 EUR** in total) and includes a contribution to subsistence, installation and travel costs (**1 400 EUR** per month up to 24 months maximum).

The total amount of participation fee (16000 EUR) including tuition fees, insurance, and summer school and conference attendance among others, is deducted from the EMJM scholarship directly.

Monthly scholarship payment (1400 EUR) is made at the beginning of each month (not the same day) but there may be occasional delays due to unexpected circumstances. The student has to be present at the first-year university to get payments. The scholarship payment is made only by direct bank transfer to the student bank account with a bank with which financial transactions can be made by the finance office of the Coordinating University. The scholarship payments are subject to the rules of the EMJM scholarship.

The maximum duration of the scholarship is 24 months. The start of the scholarship is counted from the day when the student starts their studies according to the curriculum of the CoDaS Programme and the student is physically present.

Scholarship holders cannot have already benefitted from a previous Erasmus Mundus Joint Masters (EMJM) Scholarship. Scholarship holders cannot benefit from another EU funded scholarship scheme to follow the same (or another) EMJM master course for the entire period of enrolment in the course.

Codas Scholarship students:

The student has been granted a CoDaS scholarship (programme fee waiver). This scholarship covers the programme fee of 8 000 EUR/academic year for the normative duration of studies (**16 000 EUR** in total).

The total amount of participation fee (16000 EUR) including tuition fees, insurance, and summer school and conference attendance among others, is covered by the CoDaS scholarship directly.

The maximum duration of the scholarship is two academic years.

In addition, a mobility allowance up to 300 EUR will be granted to contribute to the costs of moving to the country of the second year University. The allowance is paid after the student has provided documentation (receipt) of the actual costs of moving, e.g. flight tickets. The mobility allowance is granted only once per student.

Scholarship holders cannot have already benefitted from a previous Erasmus Mundus Joint Masters (EMJM) Scholarship. Scholarship holders cannot benefit from another EU funded scholarship scheme to follow the same (or another) EMJM master course for the entire period of enrolment in the course.

5.3 *Only scholarship students*

The scholarship does not create an employer-employee relation between the University and the Student.

5.4 *Only scholarship students*

Misconduct, plagiarism, being on EU individual sanctions' list or violation of ethical code may lead to suspension and possible reimbursement of scholarship. In case of misconduct or violation of code of conduct discovered by one consortium partner University, the other consortium partner universities will be informed as well as the EACEA as part of the reporting duties of the Consortium.

5.5

If the student is in breach of this Agreement or the regulations applicable for the CoDaS Programme, including, without limitation, non-attendance of mandatory courses or non-payment of fees, the consortium may claim that the student is excluded from the CoDaS Programme, and if this is due to the student's gross negligence or wilful misconduct may also claim reimbursement of the scholarship awarded. In case of reimbursement, the consortium will determine the amount to be reimbursed.

If the student is expelled from the CoDaS Programme, they might have the right to continue their studies in the CoDaS Consortium Universities based on the local rules and regulations of the given CoDaS Consortium University.

6. The CoDaS Consortium's Liabilities

6.1

The CoDaS Consortium Universities have set up insurance coverage for the students who participate in the EMJM CoDaS Programme that covers the topics required by the Erasmus Mundus guidelines (https://erasmus-plus.ec.europa.eu/sites/default/files/2023-04/ErasmusplusProgramme-Guide2023-v3_en.pdf). The individual policy will be sent to the student by the insurance company appointed by the Coordinating University. The student is obliged to accept this necessary insurance related to the activities for the full duration of his/her study period in the CoDaS Programme. Beyond this insurance the CoDaS Consortium Universities are 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 subject of the present Agreement.

6.2

Although the CoDaS Consortium Universities will try to ensure that computer equipment and software available for the student use has reasonable security and anti-virus facilities and protections, the student uses such computer equipment and software provided by the CoDaS Consortium Universities at her/his own risk. The CoDaS Consortium Universities shall not be liable for loss or damage suffered by the student as a result of the use of any computer equipment or software provided or made available by the CoDaS Consortium Universities, including any contamination of software or loss of files.

7. Intellectual Property Rights

7.1

The ownership and/or control of intellectual property used or generated in connection with the CoDaS programme should apply as follows:

- if generated by the prevailing contribution of the student, subject to the rules of the CoDaS Consortium University in which the work was undertaken.
- if generated by the prevailing contribution of staff, subject to the rules of the employing CoDaS Consortium University where the intellectual property was created.

7.2

Where intellectual property is developed jointly between students and/or staff of the CoDaS Consortium Universities, the rules of the CoDaS Consortium University where the intellectual

property was created shall apply and that CoDaS Consortium University shall take all reasonable steps to ensure that proper agreements for the protection and exploitation of said intellectual property is entered into by all parties having ownership rights in such intellectual property. Such agreement may include a transfer of rights.

8. Academic Rules and Assessment

8.1

Grades are awarded for each course in accordance with the regulations of the hosting university. Upon request from the Coordinating University the student must share information about their study performance and current registration status.

To enrol in the second year of the CoDaS Programme the student must have obtained at least 60 ECTS during the first year of the CoDaS Programme. The student must obtain at least 60 ECTS during the second year to get the master's degree.

The student hereby grants each of the hosting universities the right to transfer relevant information concerning the progress of the student's studies to the other members of the Consortium. This may include course notes, credits, study results and other facts that are necessary to evaluate the student's performance.

8.3

The CoDaS Consortium Universities shall establish a mechanism whereby student progress may be monitored and remedial action taken where appropriate.

8.4

The graduated students will receive national degree certificates from the two universities they have studied at least 60 ECTS, including the thesis with 30 ECTS. The thesis will be conducted with shared supervision of the first year university and second year university/universities. In addition to the national degree certificates, the student will receive a Joint Diploma Supplement.

The national degree certificates and the Joint Diploma Supplement will be issued shortly after the students have completed all the courses including the master thesis (in total 120 ECTS). The national degree certificates will be handed out by the awarding CoDaS Consortium University at its normal graduation ceremonies.

9. Appeals and Complaints Procedure

9.1

A student who wishes to complain about any general academic aspect of the CoDaS Programme shall invoke the complaints procedure of the Coordinating University, who will be responsible for handling such matters.

9.2

A student who wishes to complain about any specific service or facility provided by one of the CoDaS Consortium Universities, or about a student or member of staff of one of the CoDaS Consortium Universities will invoke the complaints procedure of that CoDaS Consortium University.

9.3

The complaint procedures referred to in 9.1 and 9.2 are published at the CoDaS website. (<https://www.unite-codas-master.eu/>)

10. Formalities

10.1

Any alteration to the present Agreement or respective Annexes must be communicated in writing. All alterations to the initial situation must be immediately communicated by the Student to the Coordinating University. Upon mutual agreement of contractual modifications, the Coordinating University will issue an *addendum* to the present Agreement.

10.2

The laws governing this Agreement differ depending on the activities offered to the student:

- as regards the curricular activities organized within the CoDaS Programme during the student's first year, this Agreement is governed by the laws of the country where the student resides during such first year as well as internal regulations of the CoDaS Consortium Universities where the student follows the CoDaS Programme;
- as regards the curricular activities organized within the CoDaS Programme during the student's second year, this Agreement is governed by the laws of the country where the student resides during her/his second year as well as internal regulations of the CoDaS Consortium Universities where the student follows the CoDaS Programme;
- as regards the overall CoDaS Programme management, the financial administration and the extra-curricular activities organized within the CoDaS Programme, to the extent permissible under applicable law, this Agreement is governed by the laws of Finland.

10.3

The CoDaS Programme has been funded with support from the European Commission. The content of this Agreement reflects the rules of the CoDaS Consortium Universities, and the Commission cannot be held responsible for any dispute arising from the information contained therein.

10.4

The following annexes constitute an integral part of the present Agreement:

ANNEX A – Academic policies and regulations – Student Guide (aalto.fi)

<https://www.aalto.fi/en/applications-instructions-and-guidelines/academic-policies-and-regulations>

ANNEX B – Institut polytechnique de Grenoble - Règlement-cadre des études et des examens du cycle master

ANNEX C – TUBS - Academic Information <https://www.tu-braunschweig.de/informatik-msc/dokumente> and <https://www.tu-braunschweig.de/studium/strategien-und-qualitaetsmanagement/rechtliche-grundlagen>

Code of conduct <https://www.tu-braunschweig.de/en/organisation/committees/boards/good-research-practice>

ANNEX D – Academic Information – Academic documents (tecnico.ulisboa.pt)

<https://tecnico.ulisboa.pt/en/education/study-at-tecnico/academic-information/academic-documents/>

ANNEX E – UPC – General Regulations <https://www.upc.edu/sga/ca/normatives>, Academic Regulations <https://www.upc.edu/sga/ca/normatives/NormativesAcademiques> and Code of Conduct (Commitment to academic integrity at the UPC)

<https://www.upc.edu/sga/ca/normatives/CompromisIntegritatAcademica/CommitmenttoAcademicIntegrity>

11. Processing of Personal Data

The student agrees for following terms regarding his/her personal data.

Student personal data is collected and processed by the CoDas Programme and consortium member universities as it is necessary for the performance of the contract and programme reporting duties to European Commission. Some processing activities may also be carried out under a legal obligation.

The student's data may be used for the purposes of evaluating the CoDas Programme, to efficiently manage the project, and for producing statistics. The data could be made available to the CoDas Consortium Universities, EACEA, the European Commission, the European External Action Service staff, immigration authorities, as well as to other stakeholders of the Erasmus+ programme, such as Erasmus+ National Agencies, National Erasmus+ Offices and the Erasmus Mundus Student and Alumni Association <https://erasmus-plus.ec.europa.eu/erasmus-and-data-protection/privacy-statement-organisation-registration>.

12. Duration and Termination of the Agreement

This Agreement is valid for the duration of the two-year study period of the student in the CoDas Programme starting in 2024 (including the academic years 2024-2025 and 2025-2026).

The Agreement will be terminated prematurely if the student graduates earlier or if the student wants to interrupt her/his studies in the CoDas Programme.

13. Signatures

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

First Signatory

Second Signatory

Position: CoDaS Programme Director
at the Coordinating University

Name of the student:

Name: Stephan Sigg

Place and Date:

Place and Date: