



**LCT -**

**European Masters Program**

**in Language and**

**Communication**

**Technologies**

## **SAMPLE Student Contract**

### **Erasmus Mundus Program LCT – European Masters Program in Language and Communication Technologies (LCT)**

#### **Master Course 2013-2018**

#### **LCT Student Contract Course Edition 20XX – EM scholarship holders**

The present contract stipulates the essential obligations of the parties directly involved in ensuring the successful completion of the EM LCT program and degree by the **student**

#### **SAMPLE DOB:**

studying at XX, (the first year hosting institution) in the academic year 20XX/20XX and at YY (the second year hosting institution) in the second year of study in the EM LCT Program.

The LCT Consortium, represented by the LCT Program Coordinator, Prof. Josef van Genabith (the LCT Program Coordinator), on behalf of the coordinating institution, Saarland University, Saarbrücken, Germany (UdS) and the local coordinators at the hosting institutions, ABC at XX and DEF at YY, hereby guarantee to help the student with all administrative procedures related to the student's participation in the LCT program and provide advice or assistance during the student's study at the respective hosting institutions.

The following are considered core LCT Program activities, in which the student participates:

1. the courses included in the student's study plan
2. the evaluation and assessment exercises and exams
3. the master thesis on a topic approved by the hosting institutions
4. the annual meeting of the LCT program participants

Please additionally note the following contractual points:

In general, full-time employment while enrolled in the course is not allowed. In case you wish to accept paid employment during your course, you are obliged to consult with your local LCT coordinator.

The European Union considers enrolment in the EM alumni association (EMA: <http://www.em-a.eu/>) as obligatory.

After the submission of the MSc/MA thesis at the respective local hosting institutions, please additionally send the thesis in pdf form, including also an abstract in pdf form, to the LCT central administration for publication on this page: [http://lct-master.org/contents\\_2014/theses.php](http://lct-master.org/contents_2014/theses.php) If local regulations do not allow this, provide at least a title and abstract for publication.

Erasmus Mundus scholarship holders are to acknowledge funding from the European Union in the thesis.

The student will be invited to participate in a quality assessment of all aspects of the LCT program during and at the end of his/her stay. Although these surveys are anonymous, the European Union considers participation to be obligatory.

The student's study plan is to be agreed upon immediately at the beginning of each academic year, signed by both the student and the local coordinator at the hosting institution, and communicated to the LCT Program Coordinator. The student's study plan can only be modified upon written agreement between the student and the hosting institutions.

If the student wishes to carry out an internship, the LCT Consortium provides contacts to suitable companies and research institutions which offer placements to LCT students, and assists the student in making the necessary arrangements with the internship host. The student may also carry out an internship at another organisation of his/her choice, provided that this is approved in advance by the host institutions where the student studies.

The student must make personal arrangements to fulfil the obligations related to the LCT Program activities. If impeded in meeting academic or other conditions, the student is obligated to inform the local coordinator of the current host university.

As a consequence of the student's selection by the Consortium to participate in the program, the European Commission is providing the student a scholarship of XXXXX Euro in total for the two years. This amount includes a monthly allowance of 1000 Euro per month (24000 Euro in total), an 8500 Euro for Partner Country scholarship holders resp. 4250 for Programme Country scholarship holders contribution to the EM LCT participation costs per year (17000 Euro resp. 8500 Euro in total) and a 2000 resp. 1000 Euro contribution per year to travel, visa related costs and any other type of costs (4000 Euro resp. 2000 Euro in total) and a one-time installation payment of 1000 Euro in total for Partner Country (Category A) scholarship holders. Moreover, the Consortium is offering the student a private insurance scheme (free of charge for the student for the regular duration of the program) that satisfies the requirements set by the European Commission.

The LCT Program's participation fee of 8500 Euro resp. 4250 Euro per year will be collected from the scholarship by the coordinating institution. The travel and installation contribution and monthly

allowance amounts will be transferred to the student by the coordinating institution as follows: The travel contribution (see details above) will be transferred in two instalments, one at the beginning of each academic year. The monthly allowance will be transferred in monthly instalments.

The transfers will be made to a local bank account, which the student is requested to open immediately after his/her arrival at the partner university, if he/she does not already have one. The student must communicate as soon as possible the account's coordinates to the administrator at the coordinating institution, namely:

Last name and first name  
Local address of residence  
Name of bank  
Address of local branch  
IBAN code: IBAN  
BIC code: BIC

The student is responsible for submitting the correct data referring to his/her bank account and any updates to the administrator at the coordinating institution. In case of wrong communication, the relative bank charges will be charged to the student (approx. 10 EURO per transfer which has bounced).

The LCT consortium provides a suitable insurance policy for students that is fully compliant with the EACEA minimum requirements. The coordinating institution arranges and pays for this insurance for the regular duration of the program. Further details on the conditions of this insurance policy can be found on the following website:

[http://www.erasmus-mundus-insurance.com/infos\\_stipendiaten.html](http://www.erasmus-mundus-insurance.com/infos_stipendiaten.html)

Relevant online resources for students are, among others:

the course web site at <https://lct-master.org/>

the Erasmus Mundus Student Handbook at:

[http://www.em-a.eu/fileadmin/content/Student\\_Handbook\\_Final.pdf](http://www.em-a.eu/fileadmin/content/Student_Handbook_Final.pdf)

the Erasmus + Programme Guide (section EMJMD) at:

[http://eacea.ec.europa.eu/erasmus\\_mundus/programme/documents/2014/em\\_programmeguide\\_nov2013\\_en.pdf](http://eacea.ec.europa.eu/erasmus_mundus/programme/documents/2014/em_programmeguide_nov2013_en.pdf)

The Consortium may stop the monthly payments or propose termination of this contract in case of:

1. insufficient participation in the core program activities (see above), in particular:
2. non-regular attendance of classes or considerable falling behind the agreed study plan
3. insufficient proficiency (such as repeated failure to pass exams)
4. failure to complete the required number of ECTS credit points, at least 60 annually
5. failure to complete the thesis within the agreed deadline or any approved extension
6. non-approved leave of absence from scheduled classes. Non-emergency leaves of absence are in general not allowed during the teaching portion of each program year.
7. Non compliance with the usual rules of conduct common at the hosting institutions.

The student obliges him/herself to complete the LCT Program requirements within the deadline specified in the study plan. If the student fails to meet this deadline, an extension may be granted in justified cases and only with the explicit consent of the LCT Program Coordinator, the local coordinator and the administration of the hosting institutions, provided that the student applies for an extension in writing at least one month before the expected completion date. An extension may incur an LCT continuation fee and local fees at the hosting institution(s).

It is the student's responsibility to comply with the study regulations stipulated by the LCT program and the host universities.

Any conflict among the parties involved in this contract should be brought to the attention of the LCT Program Coordinator, who decides on the best way to resolve it.

This contract is valid from the day of signature until all the ensuing obligations have been fulfilled, unless one of the parties terminates the contract.

By signing this contract, I confirm that I accept the allocation listed herein and further acknowledge the scholarship payment plan listed.

On behalf of the LCT Consortium

The LCT Program Coordinator  
Prof. Josef van Genabith

The Student

Date, Place

Date, Place