



European Masters Program in Language and Communication Technologies (LCT)

Master Course Agreement Number: 2019-1508/001-001

Erasmus Mundus scholarship holders of Intake Year 2020

SAMPLE

Student Agreement

The LCT Consortium, formed by the following partner universities:

Saarland University, Germany
Charles University, Czech Republic
University of the Basque Country, Spain
University of Lorraine, France
University of Trento, Italy
University of Malta, Malta
University of Groningen, Netherlands

represented by the LCT Program Manager, Prof. Josef van Genabith (the LCT Program Coordinator), on behalf of the coordinating institution, Saarland University, Saarbrücken, Germany (UdS)

and the student:

Last name:
First name:
Date of birth (D/M/Y):
Place of birth:
Nationality:
Passport number:
First year university:
Second year university:
Contract status: (EU student/non-EU student)

by signing this contract agree to the following terms and conditions:

I. General Information:

The LCT Consortium, represented by the LCT Program Manager, 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, (local coordinator name) at XX and (local coordinator name) 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. This includes, but is not limited to, at each site advice and assistance on: visa, housing, local registration, administrative support, academic tutoring/mentoring, local language courses, access to on-site learning facilities.

II. Student Obligations:

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

1. the Summer School before commencing year 1
2. the courses included in the student's study plan, annexed to this contract
3. the evaluation and assessment exercises and exams
4. the Summer School before commencing year 2

LCT Student Agreement

5. the master thesis on a topic approved by both hosting institutions
6. the annual meeting of the LCT program participants
7. the mandatory internship

III. Additional contractual points:

In general, full-time employment while enrolled in the course is not allowed. In case the student wishes to accept paid employment during the course, he/she is obliged to consult with the 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 partner universities, the student is required to 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

If local regulations do not allow this, the student must provide at least a title and abstract for publication.

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 institution.

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.

The student agrees that posed photographs taken at the Annual Meeting may be published on the LCT home page.

For Erasmus Mundus scholarship holders:

1. The scholarship holder declares to not have already benefitted from a previous EMJMD scholarship (Erasmus Mundus Joint Masters Degree) or a Joint Doctorate scholarship.
2. The scholarship holder commits to not benefit from another EU funded scholarship scheme to follow the same EMJMD course for the entire period of the course.
3. The financial support shall be repaid by the scholarship holder in case of fraud or false declaration.
4. Erasmus Mundus scholarship holders are to acknowledge funding from the European Union in the thesis.
5. EM scholarship holders: in order to receive the full maximum number of monthly allowances (see table under Section IV), the student must remain at the respective partner institution for the full duration of the course, until August of intake year +2. If the student leaves the partner institution before this time, the coordinator must be notified. The number of monthly allowances may be reduced to reflect residency of the student.

IV. Financial Information:

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 as follows:

Category	Amount	Form of payment
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LCT Student Agreement

Monthly allowance	24,000 Euro	Paid in monthly instalments of 1,000 Euro
Installation costs (Partner Country resident only)	1,000 Euro	Paid at the beginning of the program
Travel costs*	Programme Country resident: 2,000 Euro (total) Partner Country resident: Either 4,000 Euro or 6,000 Euro (total)	Paid in two annual instalments
Participation fee**	Programme Country student: 8,500 Euro (total) Partner Country student: 17,000 Euro (total)	Covered by the EM scholarship

*For Partner Country students, the travel allowance is calculated based on the residence of the student:

- Either a total amount of **4.000** EUR is paid in two annual rates for scholarship holders residents of a partner country whose location is less than 4.000 km from the coordinating university (Saarbrücken, Germany).
- Or a total amount of **6.000** EUR is paid in two annual rates for scholarship holders residents of a partner country whose location is **4.000** km or more from the coordinating university (Saarbrücken, Germany).

**A common fee of Euro 4,250 resp. EUR 8,500 will be deducted annually by the LCT coordinator for the LCT Program participation fee (8,500 resp. 17,000 in total), for the regular duration of the program (4 semesters). The scholarship details are published here:

<http://lct-master.org/index.php?id=scholarships>

Scholarship payments will be made by transfer to a European 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

LCT Student Agreement

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 failed).

Any ineligible scholarship payments, such as a case in which the student has abandoned the course, are to be returned to the coordinating institution. Specific instructions for doing so will be given individually.

V. Suspension/Termination/Extension/Illness:

The Consortium may suspend 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 institution.

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 institution, provided that the student applies for an extension in writing at least one month before the expected completion date. An extension may incur local fees at the hosting institution(s), and LCT continuation fees. The LCT continuation fee is calculated as follows:

An extension for three months incurs an LCT-Program continuation fee of 150 Euro, covering the cost of the student's insurance. Any further extension normally incurs an LCT- Program continuation fee of 300 Euro for every started 3-month period. This fee covers insurance and administration. A portion of the fee can be waived if the student holds his/her own health insurance, and this is duly documented by the student.

The local coordinators must be notified of any cases of long-term illness and such notification is to be accompanied by documentation from the health-care provider.

VI. Health insurance:

The Consortium provides 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. More information is available here:

<http://www.erasmus-mundus-insurance.com/index.html>

VII. Appeal Procedure:

In case of dispute or complaint, the student is entitled to contact the LCT student representative at the following email address:

LCT-student-rep@coli.uni-saarland.de

The student may also address complaints to the local coordinator or the program manager.

LCT Student Agreement

For specific complaints about a specific service or facility provided by a partner institution, the student is to invoke the complaints procedure of the institution,

All complaints and appeals will be addressed in a confidential manner.

VIII. Confidentiality:

The LCT consortium is obligated to provide personal data to the European Commission and to all partner universities in the consortium. These data will be retained for at least 10 years. The LCT consortium complies with data security regulations of the European Union and will not provide personal data to third parties.

The insurance company Dr. Walter is provided with basic, mandatory information on each student in order to contract the LCT insurance: name, gender, date of birth, nationality, destination country. This information is kept securely.

IX. Additional Information:

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

Any conflict among the parties signing 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.

For full details of the EM Joint Master Degree program, consult The Erasmus+ Programme Guide, section EM Joint Master Degrees:

https://ec.europa.eu/programmes/erasmus-plus/programme-guide/part-b/three-key-actions/key-action-1/erasmus-mundus-jmd_en

X. Annexes:

Student study plan

On behalf of the LCT Consortium

The student

The LCT Program Manager

Prof. Josef van Genabith

Date, Place

Date, Place

