



Student Agreement

ERASMUS MUNDUS MASTERS COURSE

in URBAN STUDIES [4CITIES]

§1. The VRIJE UNIVERSITEIT BRUSSEL established in Pleinlaan 2, 1050 Brussels, Belgium, the Coordinating Institution of the Erasmus Mundus Master course 4CITIES, hereafter referred to as the 'Consortium Coordinator' represented by Prof. Dr. Caroline Pauwels, Rector and acknowledged by

Prof. Bas van Heur, Programme Coordinator

and on behalf of the 4CITIES Consortium formed by the following universities

- Vrije Universiteit Brussel, hereafter referred to as VUB (all tracks)
- Université Libre de Bruxelles, hereafter referred to as ULB (all tracks)
- Universität Wien, hereafter referred to as UW (all tracks)
- Københavns Universitet, hereafter referred to as KU (classical track only)
- Universidad Autónoma de Madrid, hereafter referred to as UAM (classical track only)
- Universidad Complutense de Madrid, hereafter referred to as UCM (classical track only)

1

of the one part,

and the student, of the other part:

Name + first name:

Home address:

Date and place of birth:

Nationality:

Passport number:

Track: **Classical / Practice / Research (indicate your track)**

Hereafter referred to as 'the Student',

HAVE AGREED to the following terms and conditions:

§2. Student's and Consortium's commitment

§2. 1. Attendance

The student hereby commits him/herself on his/her honour to duly attend the 4CITIES Master's programme (hereafter 'the Programme') and be present at the obligatory courses and examinations. The Programme has a duration of two academic years and starts on Monday 16 September 2019 in Brussels. For the students of the Classical track, the Programme consists of an

obligatory and fixed mobility amongst the partner universities, that is the first semester in VUB and ULB, the second semester in UW, the third semester in KU and the fourth semester at UAM and UCM.

Students of the other tracks follow the same curriculum in the first academic year (2019-2020), and have an individualized mobility path in the second academic year (2020-2021).

The graduation ceremony will take place in Brussels in September 2021.

§2. 2. Examinations

The Student will attend all examinations required by the 4CITIES Programme. Regarding the set-up of the examinations and students' evaluation, the local regulations, i.e. the regulations of each partner university will apply. For assessment the local grading scales will be used. Subsequently the results will be converted into the VUB 20-point scale, using conversion rules agreed upon by the consortium. You will find these in the Student Handbook, which will be distributed before the start of the Master. In case of failing an examination, the Student will have the possibility to one re-sit per academic year.

§2. 3 Behaviour/ethics

The Student will comply with national law of host countries and regulations in force at host institutions, including computer rules and responsibilities. He/she shall commit no fraudulent act, such as cheating, falsification or plagiarism. Failure to comply with this Article 2.3 may result in expulsion of the Student from the Programme.

§2. 4 Rights of the Student

The Student will be admitted to the Programme and receive a service offer in accordance with what had been announced by the consortium and stated in promotional documents. In particular, he/she will have the following rights:

2.4.1. Equality

Every student enrolled in this Master's programme has the right to

- be treated by the consortium in the same way as any other student of the cohort, irrespective of gender, ethnic background, religion or other belief, sexual orientation or disability;
- appeal against any behaviour he/she considers discriminatory. In this case, he/she may submit an appeal at the Partner University concerned following the local rule/regulations related to these matters.

2.4.2. Administrative and Academic Issues

The Student has the right to

- be informed about the Programme in a transparent manner and be provided with relevant information on all important aspects related to it, e.g. admission requirements and prerequisites, course contents, learning outcomes and degree award;
- receive appropriate counseling, both before and during the Programme;
- have access to services and means of support to be able to complete the Programme.

2.4.3. Student Participation and Involvement

All students have the right to:

- take part in the running of the Master's programme and get involved in decision-making processes and course evaluation through student representatives;
- take part in the online semester surveys;
- organise themselves in legally recognised entities such as Alumni Associations;
- join the Erasmus Mundus Students and Alumni Association (EMA, see <http://www.em-a.eu>)

2.4.4. Privacy and Data Protection

Every student has the right to privacy and protection of personal information; the consortium commits itself to treat all personal data accordingly: in a secure and confidential way, as well as to respect the privacy of email communication.

2.4.5. Health Insurance

For the duration of the 4CITIES programme, a medical insurance coverage is offered to the Student, at no extra cost (included in the participation cost). Moreover, the Student will have the same access to medical services on the campuses of host institutions as regular local students.

2.4.6. Appeal Procedure

An appeal can be filed to the consortium university responsible for the part of the curriculum concerned; the official appeal procedure and timing are to be found on the websites of the universities in question. Consortium related issues will be dealt with by the coordinating institution.

§2. 5 Diploma

Upon completing the 4CITIES master, and provided the Student has passed all exams and fulfilled all academic requirements, he/she will be rewarded:

- for students of the Classical Track:
 - o a joint degree: Master of Science in Urban Studies jointly issued by the VUB, ULB, KU, UAM & UCM
 - o a single degree: Master of Science in Urban Studies issued by the UW
- for students from the Practice or Research Track:
 - o a single degree: Master of Science in Urban Studies issued by the VUB
 - o a single degree: Master of Science in Urban Studies issued by the UW

All diplomas will be issued with a diploma supplement.

3

§3. Participation cost and scholarship

Participation cost is 4.500,00 € per academic year for Programme country students and 9.000,00 € per academic year for Partner country students. It includes tuition fees and the insurance cost. The contribution to the *participation cost* is paid directly by the European Commission to the Consortium and shall not be transferred to the student. The coordinating institution commits itself to redistribute the participation cost to all partner universities.

The contribution to *subsistence costs* will be allocated to the Student in twelve monthly installments of 1000 euro per month (for the maximum of 24 months).

A contribution to the *installation costs* of 1.000€ is offered only to residents of Partner Countries, and will be paid at the beginning of the first academic year, after the Student's arrival in Brussels.

The contribution to the *travel costs* will be paid at the beginning of an academic year, after the Student's arrival in Brussels. The contribution takes into account the place of residence (not the nationality) of the scholarship holder, and is calculated on the basis of the residence certificate that the Student has to submit via the application form:

- Scholarship holder resident of a Programme country: 1.000 euro/year travel costs
- Scholarship holder resident of a Partner country whose residence location is situated at less than 4000 km from the EMMC coordinating HEI (Brussels): 2.000 euro/year for travel costs

- Scholarship holder resident of a Partner country whose residence location is situated at 4000 km or more from the EMMC coordinating institution (Brussels): 3.000 euro/year for travel costs

No funding, other than the mentioned above, will be provided.

The scholarship will be paid by bank transfer to a European bank account number, as mentioned in Appendix 1. The Student shall inform the Programme Coordinator as soon as possible of any changes in his/her bank details. If the bank account is not active yet by the 1st month of the Master programme, the scholarship for this month will be paid by cheque.

The scholarship does not create any employer-employee relationship between the Consortium and the Student; therefore, it is not subject to direct taxation.

The Student hereby declares not to receive any other scholarship or subvention by the European Commission within the framework of other Community programmes.

§4. The Consortium has the right to terminate this contract if:

- The Student does not comply with the requirements mentioned in §2. Student's and Consortiums' commitment;
- The Student has been admitted to the 4CITIES programme on the basis of false information.

§5. The Consortium has the right to expel the Student from the 4CITIES Master in case of non-attendance to the course (lectures, practical sessions, field trips, informative and official meetings...)

- i) that the student cannot justify with medical certificates,
 - ii) for which permission has not been granted by the 4CITIES staff (to ensure permission, the student should preferably turn to Programme Coordinator in advance)
- or
- iii) If the student fails to validate a year of study,
 - iv) If the student is the subject of disciplinary measures leading to his/her expulsion from the 4CITIES Programme.
 - v) If the student is the subject of legal prosecutions that prevent him/her from attending the 4CITIES programme,
 - vi) If the student withdraws from the 4CITIES programme, on his/her own decision or due to force majeure circumstances.

The student understands that he/she can be expelled from the 4CITIES Master.

§6. In case of expulsion, the student hereby makes a commitment on his/her honour to reimburse the 4CITIES Coordinating Institution (Vrije Universiteit Brussel, Belgium) the excess funding from the grant(s) allocated to him/her, which consists in:

- any 4CITIES funds received covering the period following the date of expulsion,
- at the beginning of the Master Programme, part or totality (based on the number of months attended) of the total amount that was deposited on the bank account of the student by the 4CITIES Coordinating Institution (Vrije Universiteit Brussel, Belgium)
- except for the sums stipulated in §7 and §9.

§7. As an exception to §6, the student shall not refund sums he/she received for the following:

- the rent of his/her accommodation, for the month of the day of his/her expulsion,
- the bank fees related to his/her accommodation insurance, between the day of his/her expulsion and the end of the calendar month
- the bank charges to pay for his/her bank account and his/her visa card, between the day of his/her expulsion and the end of the calendar year
- tuition fees received for the remainder of the 4CITIES programme (but see §8)
- sums the Student shall need to live between the day of his/her exclusion and the end of the calendar month, i.e. for food, transportation, within a limit he/she shall agree on with the 4CITIES Coordinating Institution (Vrije Universiteit Brussel, Belgium).

§8. Upon expulsion, the student shall take responsibility of a timely payment for the following:

- the rent of his/her accommodation for the month of the day of his/her expulsion
- the bank fees related his/her accommodation insurance for the month of the day of his/her expulsion
- the bank fees for his/her bank account and his/her visa card for the year of the day of his/her expulsion
- the remaining tuition fees for the 4CITIES Programme for the academic year in which the student started to attend classes, take exams etc..

§9. The 4CITIES Consortium coordinator shall for its part allocate the student funds and instructions enabling him/her to fulfill his/her commitments in §8. The funds consist in:

- the grant allocated for the month of the day of his/her expulsion,
- funds to cover the tuition fees for the 4Cities Programme that the student has not paid yet.

§10. In addition, in case of expulsion, the 4CITIES Consortium coordinator shall allocate the student funds to cover the cost of travel back to his/her country of origin.

§11. For the Student's information, the Framework Partnership Agreement (FPA 2018-1376) between 4CITIES Coordinating Institution (Vrije Universiteit Brussel, Belgium) and the Education, Audiovisual & Culture Executive Agency (EACEA) of the Commission of the European Communities which funds the 4CITIES programme, imposes upon the 4CITIES Coordinating Institution (Vrije Universiteit Brussel, Belgium), following the expulsion or the withdrawal of a student from the Programme,

- i) to make the remainder of the grant allocated to that student available to a new applicant
- ii) to refund the Education, Audiovisual & Culture Executive Agency (EACEA) of the Commission of the European Communities with the remainder of the grant allocated to that student if no new applicant is enrolled as a replacement
- vii) except for funds mentioned in §7 and §9, and for the prescribed use only (§7 and §9).

§12. Modification, Termination and Resolution of claims.

The Consortium bears no responsibility for accidents, illnesses, injuries, losses or to damages to persons or goods resulting from or related to the activities planned in the present agreement.

Any alteration to the present Student Agreement must be requested in writing. All alterations to the initial situation of the Student as described in appendix 1 must be immediately communicated by the Student to the Consortium Coordinator. Upon mutual agreement of contractual modifications, the Consortium Coordinator will issue an addendum to the present agreement.

Without prejudice to the general consequences laid down in national law applicable in the present agreement, the Consortium Coordinator reserves the right to cease the effects of the present agreement, without recourse to any juridical procedure apart from adequate communication to the Student. Failing agreement by both parts, the Belgian courts are designated as the only competent authorities to resolve any legal dispute between the 4CITIES Consortium and the Student emerging from the agreement. The present contract will be governed by the Belgian Law.

Both parties declare they have read and accept the conditions hereby defined. Each party receives one copy of the Student Agreement.

Signed in , on

The student:

Signed in , on.....

4CITIES Coordinator:



Student Agreement APPENDIX 1: Bank account details must be filled in the moment you have opened a Belgian bank account

PERSONAL DATA OF THE ACCOUNT HOLDER	
Name of the student (first name and surnames):	<hr/> <hr/> <hr/>
Address Belgium:	<hr/> <hr/> <hr/>
Telephone number Belgium:	<hr/> <hr/>
BANK INFORMATION	
Name of the bank:	<hr/> <hr/> <hr/>
Address:	<hr/> <hr/> <hr/>
Postal code and city:	<hr/> <hr/> <hr/>
IBAN code:	<hr/> <hr/> <hr/>
BIC code:	<hr/> <hr/> <hr/>