

Erasmus Mundus Student Agreement

EMSHIP+ – Master in Mechanical Engineering, specialized in Advanced Ship Design

Academic year 2019/2020

**University of Liège (ULiège) - Belgium
Ecole Centrale de Nantes (ECN) - France
University of Rostock (URO) - Germany
Polytechnic University of Madrid (UPM) – Spain**

The undersigned

University of Liège (ULiège), acting as the coordinating institution of the consortium, represented by its Rector, Professor Pierre WOLPER, further called “the Institutional Coordinator”

and

x (born on x, country of origin: x), further called “the student”

have agreed as follows:

Article 1: Consortium

The Erasmus Mundus Master course in Mechanical Engineering, specialized in Advanced Ship Design (EMSHIP+) is organised jointly by the University of Liège (ULiège, Belgium), acting as coordinating university, Ecole Centrale de Nantes (ECN, France), University of Rostock (URO, Germany) and Polytechnic University of Madrid (UPM, Spain).

The Programme Coordinator for ULiège is Prof. Philippe Rigo (Prof. A. Hage as substitute).

The local coordinators of the partner Institutions are:

Nantes (ECN, France): Prof. Lionel Gentaz
Rostock (URO, Germany): Prof. Patrick Kaeding
Madrid (UPM, Spain): Prof. Antonio Crucelaegui

Article 2: Registration

In the framework of this Erasmus Mundus Master program, the student has to submit his/her application to the EMSHIP+ Master Management Committee (acting as Selection Committee). Once selected, he/she has to register as a regular student at the ULiège for the first year (**M1**), and at one of the three partner Universities for the second year (**M2**), following the study scheme. During the second year, the student will be also registered at ULiège.

He/she will benefit from all rights guaranteed to regular students and he/she will have the same obligations and duties as well concerning academic, administrative and financial aspects.

The student will receive before his/her arrival, a brochure called “vademecum” which contains all practical information for the preparation of his/her stay in Europe. Regular updates and details will be provided before the beginning and during the program.

During his/her fourth semester, he/she may choose to go to a third university as an “Erasmus+” exchange student spending one semester’s mobility period. He/she will remain registered at the second University. He/she might also have to register in the third institution according to the administrative procedure prevailing in the host university.

The student will participate in all surveys and evaluation processes of the program.

The student will participate in all surveys and evaluation processes of the programme, and will join the Erasmus Mundus Students and Alumni Association <http://www.em-a.eu/>

The tuition fees, including registration fees, management fees and private insurance cover for all medical expenses and repatriation are:

- 4500 €/year for students citizens of one of the European Union’s countries
- 8500 €/year for students citizens of non-European Union’s countries

Article 3: Mobility scheme

The mobility scheme of the EMSHIP+ Master program (see Annex here after) includes two mandatory institutions (ULiège and one of the three partner institutions) and potentially a third one in one of the other associated partners institutions. The list of the associated partners who agree to host EMSHIP+ students will be updated and provided to the students in due time.

For M2, the student will have to rank URO, UPM and ECN in order of his/her priorities, based on the lecture content and Master thesis, by 30th March of M1. The preference will have to be explained in a letter of motivation and during an interview with the coordinator.

Each partner institution sets a maximum number of students that they accept to receive for the second year. In April, the Master Management Committee will take the final decision based on the student’s wishes, his/her grade ranking and in adequacy with the student’s thesis subject proposal.

Article 4: Amount and payment of the scholarship

In the framework of the Erasmus Mundus EMSHIP+ Master programme, the student will receive a scholarship granted by the European Commission to finance his/her participation to this programme starting during the academic year 2019/2020.

Conditions:

- The scholarship holder declares that he/she hasn’t applied to more than 3 different EMJMD programs.
- The scholarship holder declares not having already benefited from a previous Erasmus Mundus scholarship.
- The scholarship holder commits to not benefit from another EU funded scholarship scheme to follow the same course for the entire period of the course.
- The scholarship holder acknowledges that the financial support shall be repaid in case of fraud or false declaration.

The scholarship is divided as follows:

Amount I: tuition fees and insurance: 8500 € per academic year (17000 € for 2 years participation costs)

Amount II: travel expenses:

According to the residence certificate, issued in accordance with the candidate's municipality normal registration, or a certificate from the candidate's place of work, study or training issued by the employer or institution in question (both dated maximum 12 months prior to the the consortium's official deadline for student application):

EITHER

- 1000 € per academic year, for a student whose country of residence is a “Programme Country”¹
- OR**
- 2000 € per academic year + 1000 € for installation costs (1st year only), for a student whose country of residence is not a “Programme Country” and is located at less than 4000 km from the ULiège.
- OR**
- 3000 € per academic year + 1000 € for installation costs (1st year only), for a student whose country of residence is not a “Programme Country” and is located at 4000 km or more from the ULiège.

Amount III: subsistence costs

1000 € as monthly allowance, for 24 months. This monthly allowance won't be given for the programme periods (study/research/internship/thesis preparation) spent in the student's country of residence, or for the periods exceeding one trimester spent in a non-EU country.

The grant provided by the European Commission covers the following expenditures:

- Travelling costs (economy class);
- Accommodation;
- Tuition fees to the EMSHIP+ Master programme;
- Insurance fee;
- Monthly allowance.

This sum will be transferred to the Institutional Coordinator, which will pay the grant directly to the student of the EMSHIP+ programme, after the completion of registration process at ULiège. The Institutional Coordinator deducts the participation costs of 8500€/year i.e. 17000 € for the whole Master programme.

These coordination fees cover tuition fees, management fees and insurance, and include free access to libraries, laboratories, or internet inside the Consortium Universities.

The student will open a European bank account and will provide the full details of this account to ULiège to receive the grant.

Practical details of the payment of the grant:

Amount II: 1/4 of the travel costs will be paid at arrival (by pre-paid cards), 1000 € for installation costs (if due) and 1/4 of the travel costs will be paid once the bank account is open, and the last part (1/2) of travel costs will be paid at the beginning of the third semester, by bank transfer.

Amount III: 1000 € monthly allowance for maximum 24 months. Monthly allowances will be paid by bank transfers, once the bank account is open.

In case of drop-out, the payments will be stopped, and the student will have to pay back to ULiège all undue amounts according to the date of his/her withdrawal.

The scholarship holder won't ask for, nor accept, any other financial support during the programme (courses, internship, research for master thesis), excepted from his/her own financial sources.

Article 5: Health insurance

M1:

In Belgium, even with a private insurance subscribed, it is compulsory for all students to register by public health insurance (“mutuelle”).

If the student has a European Health Insurance Card (EHIC), he/she has to validate it in a public health insurance agency. If the student does not have this EHIC, he/she has to register in a public health insurance agency.

M2:

The student must ask for the EHIC at the public healthcare insurance agency in Belgium a month before the departure for the 2nd country. Depending on the country of destination, he/she will have to register by public healthcare system on top of the private cover, or not (instructions will be given in due time by second University).

¹ Programme Countries = European Union's countries + former Yugoslav Republic of Macedonia, Iceland, Liechtenstein, Norway, Turkey and Serbia.

Article 6: Academic calendar and exam sessions

The student is informed on the academic calendar of each institution through the EMSHIP+ Learning Management System.

Examinations and evaluations will be organised at the end of each semester. Assessment of some modules taught by invited Professors can be scheduled immediately after the end of the module. Reports and homework may participate in the final grade for each course. Examinations can be oral and/or written (open questions, Multiple Choice Questions-MCQ or report in case, for instance, of a project work). The Master Thesis will be evaluated by an assessment committee assigned by the University where the student is registered for M2.

Examinations at ULiège must have been successfully passed and credits obtained before August 31st of M1 (i.e. at the end of the first academic year).

If the student fails in obtaining all credits from ULiège at that date, his/her program will have to be stopped (as well as the payment of the grant, if any). He/she'll no longer be allowed to follow the EMSHIP+ master course. Nevertheless, under special circumstances, a student can be authorized by the jury to go on with M2:

- At ECN, a student can be accepted with at least 55/60 credits acquired at ULiège (M1) and the approval of ECN. If the lecture that corresponds to the 5 missing credits is a pre-requisite to start the ECN lectures in M2, in that case, ECN can decide not accepting the student at the condition that the student can perform M2 in URO or UPM.
- At URO, a student is accepted with at least 55/60 credits acquired at ULiège (M1).
- At UPM, a student is accepted with at least 55/60 credits acquired at ULiège (M1).

Those missing credits (5 to 10) must be obtained during M2 (exams organized by ULiège), before the beginning of the master thesis (i.e. 31st January of M2).

If a student is not accepted in M2 (i.e. less than 55/60 credits acquired during M1), two scenarios are possible:

- He/she may restart M1 at ULiège in September to get the missing credits, paying the full participation fees.
- He/she gives up and will receive a transcript of records issued by ULiège for the acquired credits.

If a student fails during the first semester of M2 to complete the 5 missing ULiège's credits (i.e. before 31st January of M2), he/she will not be accepted in internship.

- He/she has to retake exams to get these 5 credits before end of August of the second year of studies, before to restart M2 or
- He/she may restart M2 (ECN, URO and UPM) in September (if accepted) paying the full participation fees, or
- He/she gives up and will receive a transcript of records issued by ULiège and ECN, URO or UPM for the acquired credits.

All learning activities can be evaluated twice (except in certain cases, duly specified in the course description, e.g. training session). If the student fails once, he/she can take the exam a second time, even if he/she has moved to the following partner institution. The assessment will be done remotely. If the student fails a second time the same evaluation, he/she will not be allowed to follow the EMSHIP+ Master course and the payment of the grant will be stopped.

Article 7: Grading and deliberation

Each partner institution will use its local grading system as well as the ECTS grading scale in order to provide a greater transparency and ease the academic recognition of periods of studies spent in each partner institution.

ECTS grade	Definition
A	EXCELLENT - outstanding performance
B	VERY GOOD - above the average standard but with some errors
C	GOOD - generally sound work with a number of notable errors
D	SATISFACTORY - fair but with significant shortcomings
E	SUFFICIENT - performance meets the minimum criteria
FX	FAIL - some more work required before the credits can be awarded

F	FAIL - considerable further work is required
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ECTS	ULiège	ECN / ICAM	UGAL	UNIGE	URO	ZUT	SOLENT	UPM
A	18-20	18-20	10	29-30	1,0-1,3	5	A1	8.8-10
B	16-17	16-17	9	27-28	1,7-2,0	4,5	A2	7.8-8.7
C	14-15	14-15	8	24-26	2,3-2,7	4	A3 – A4	6.8-7.7
D	12-13	12-13	6-7	21-23	3,0-3,3	3,5	B1- B3	5.8-6.7
E	10-11	10-11	5	18-20	3,7-4,0	3	C1 – C3	4.8-5.7
FX	8-9	<10	4	11-17	5	2	D1 – D3	3.8-4.7
F	0-7		0-3	0-10		2	F1 – F3	0-3.7

The student will graduate only if he/she fulfils the requirements of the Universities where he/she followed the courses. The threshold for graduation is an average grade of 10/20 for the whole program, and a grade of minimum 10/20 for each lecture, project, thesis and internship.

Article 8: Attendance of courses and assessment

The student must attend the courses delivered in the EMSHIP+ Erasmus Mundus Master program regularly. The student is obliged to complete the assignments and participate in all examinations (except for adverse personal circumstances).

The student will obey the rules of the consortium's university where he/she attends courses, in terms of safety, ethics and attendance.

In case of repeated absence to the courses or practical sessions, or in case of insufficient results to the examinations, the payment of the grant may be suspended or terminated.

During the assessment sessions, any recognized action of cheating will imply a penalty according to the rules of the institution where this act took place. Moreover, all along the program, in case of proven plagiarism, the student will be expelled immediately, and will lose the rest of his/her scholarship.

Article 9: Degree

After having successfully passed all exams as well as the Master Thesis, the student will be conferred a double degree by ULiège and the second University where he studied in M2. One single Diploma supplement will be delivered, containing the detailed information on his/her achieved studies.

The graduated student will receive, at the end of the program, provisional documents testifying this success.

“EMSHIP+” is not a diploma in itself. It is the name of the program, leading to a double degree of Master in mechanical Engineering, specialized in Advanced Ship Design, delivered separately by ULiège and ECN or URO or UPM.

Official names of the delivered degrees:

- ULiège: Master in Mechanical Engineering, specialized focus in “Advanced Ship design” (in French: Master Ingénieur civil mécanicien à finalité spécialisée “Advanced Ship Design”)
- ECN: Master in Marine Technology, specialized in Hydrodynamics and Ocean Engineering (in French: Master en Technologie Marine, spécialisé en Hydrodynamique et Génie océanique)
- URO: Master of Science in Ship and Ocean Engineering (in German: Master in Schiffs- und Meerestechnik)
- UPM: joint Master degree with ULiège “Advanced Ship Design and Offshore Renewable Energies”

Concerning the diploma from ULiège, the official diploma will take several months to be edited. Besides, an accreditation website does not exist in Belgium. The Government of the French-speaking community edit a decree that recognizes a list of higher education institutions (among which University of Liège, art. 10) and a list of subjects in which studies can be organized (among which Engineering sciences, art. 83 – 19°) by these institutions. It also attests that the degrees in these defined areas, delivered by these institutions, must respect the template defined by the Government, and be signed by the legal representative of the institution, the Studies' President of Jury and the Studies' Secretary of Jury (art. 144 and 145). These diplomas do not need another official signature to be recognized. Here is the internet link toward the Decree (in French only): http://www.gallilex.cfwb.be/document/pdf/39681_002.pdf

The official degree from ECN will also take several months to be certified and made available.

Article 10: Copyright

The student cedes copyright of the Master Thesis in favour of the supervisor's university.

Article 11: Processing of personal data

Personal data collected by the University of Liège in the context of the performance of its obligations arising from this agreement will be recorded by the University of Liège's administration. This data will be kept in accordance with current legal obligations. It will be processed on the basis of contractual performance.

This data might be transmitted to third parties: e.g. administrations, other institutions, associate universities, for administrative purposes. It could also be sent to the European Commission for monitoring purposes.

In accordance with the provisions of the General Data Protection Regulation (EU 2016/679) and the Belgian Law of 30 July 2018 on the protection of individuals with regard to the processing of personal data, the student may exercise her/his rights relating to such personal data (right of access, rectification, deletion, limitation, opposition, portability) by contacting the University of Liège Data Protection Officer (dpo@uliege.be - Monsieur le Délégué à la Protection des Données, B9 Cellule "GDPR", Quartier Village 3, Boulevard de Colonster 2, 4000 Liège, Belgium). He/She also have the right to lodge a complaint with the Data Protection Authority (<https://www.autoriteprotectiondonnees.be>, contact@apd-gba.be).

Article 12: Duration of the Agreement

The Agreement is valid from the date of signature of both parties and remains valid until the end of the normal duration of the EMSHIP+ program (24 months).

Article 13: Dispute settlements

Parties will try to resolve any disputes arising from this agreement in a conciliatory manner. If no solution is reached, a decision will be taken by the Master Management Committee of the EMSHIP+ Master Programme.

Made in two originals, one for each party.

Liège, on (date)

University of Liège	The student
EMSHIP+'s Representative from the Coordination University. Acting on the Rector's authority, Monique MARCOURT	Name and signature

ANNEX: study scheme

