**Student Agreement for the**

**“International Master’s Programme on Circular Economy” (CIRCLE)**

**The Undersigned**

The University of Graz, established in Graz in Austria, acting as coordinating institution of the CIRCLE consortium, represented by its programme director, Dr. Ralf Aschemann, and the student

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| --- | --- |
| **Family name(s):**  | **First name(s):**  |
| **Date of birth (dd/mm/yyyy):** | **Place of birth:** |
| **Nationality:**  | **Gender:** |
| **Passport/ID N°:** | **Email:** |

HAVE AGREED to the following terms and conditions.

**§ 1 Preliminaries**

This agreement stipulates the rights and the obligations of the student for the participation in the International Master’s Programme on Circular Economy (CIRCLE) during the student’s stay at the respective host institutions.

CIRCLE is an Erasmus Mundus Joint Master Degree (EMJMD) of the Key action 1 – Erasmus+ programme.

The following definitions shall apply:

Programme Country: Member States of the European Union and Iceland; Liechtenstein; Republic of North Macedonia; Norway; Turkey

Partner Country: All other countries

**§2 Consortium**

The International Master’s Programme on Circular Economy (CIRCLE) is organized jointly by the University of Graz (Austria), Chalmers University of Technology (Sweden), Delft University of Technology (The Netherlands), Leiden University (The Netherlands), Norwegian University of Science and Technology (Norway) acting as consortium partners. The Curtin University in Perth (Australia), Tsinghua University in Bejing (China) and Waseda University Tokyo (Japan) act as associated partners and are part of the CIRCLE programme.

The international coordinator of the programme is Dr. Ralf Aschemann (University of Graz).

The local coordinators of the consortium partners are:

 Chalmers University of Technology: Dr. Ulrika Lundqvist

 Delft University of Technology: Dr. Gijsbert Korevaar

 Leiden University: Dr. Ester van der Voet

 Norwegian University of Science and Technology: Dr. Johan Berg Pettersen

The local coordinators of the associated partners are:

Curtin University: Prof. Dr. Michele Rosano

Tsinghua University: Prof. Dr. Bing Zhu

Waseda University: Prof. Dr. Yasushi Kondo

**§3** **Programme and Mobility Scheme**

The International Master’s Programme on Circular Economy comprises 120 ECTS credits (60 ECTS credits per year), which normally corresponds to a period of study of at least four semesters or two years, per the respective regulations governing the partner institutions.

The student will follow courses and will perform work in at least two different partner universities of the Consortium’s Programme Countries.

The first academic year (60 ECTS credits) has to be spent at one of the European partner universities. In the third semester, students can choose a specialization module at one of the (associated) partner universities. The fourth semester can be spent at one of the (associated) partner universities.

Attention should be paid to the regulation that for each mandatory study period in at least two Programme Countries, the student will have to acquire at least 30 ECTS credits.

The student mobility has to be fully compliant with the regulations of the consortium agreement and the regulations stipulated by the European Commission on Erasmus Mundus Programmes and the regulations stipulated by the scholarship donors, e.g. mobility periods cannot be replaced by virtual mobility (distance learning), which implies physical presence of the student is required during the entire Master programme. In addition, they cannot take place in institutions outside the Consortium (i.e. consortium partners and/or associated partners).

The foreseen mobility scheme will take the student through the following hosting institutions:

|  |  |
| --- | --- |
| **Institution 1:**  | from DD/MM/YYYY to DD/MM/YYYY |
| **Institution 2:**  | from DD/MM/YYYY to DD/MM/YYYY |

Contribution to subsistence costs will not be given to the scholarship holders for the EMJMD periods (study/research/placement/thesis preparation) spent in their country of residence, nor to scholarships holders from a Partner Country for the EMJMD periods exceeding one trimester (i.e., three months or the equivalent of 15 ECTS credits) spent in any Partner Country. Travel and installment costs depend on the residence of the students and not on their nationality.

The Consortium partners fully and automatically recognize courses which are developed within the programme, as well as examination passed at the other institutions of the Consortium.

**§4** The student hereby commits him/herself on his or her honour to duly attend the CIRCLE programme and attend the prescribed lectures and examinations.

**§5** In case of non-attendance to the course (lectures, courses, practical sessions, field trips, informative and official meetings, …)

1. that the student cannot justify with medical certificates,
2. for which permission has not been granted by the CIRCLE staff (to ensure permission, the student shall preferably ask in advance),

if the student fails to validate a year of study,

if the student is the subject of disciplinary measures leading to his/her exclusion from the CIRCLE partner or associated partner universities,

if the student is the subject of legal prosecutions that prevent him/her from attending the CIRCLE programme,

if the student withdraws from the CIRCLE programme, on his/her own decision or by force majeure,

the student understands that he/she shall be excluded from the CIRCLE programme.

**§6** In such an event, the student hereby makes a commitment on his/her honour to reimburse the CIRCLE Coordinating Institution (University of Graz, Austria) the excess funding from the grant(s) allocated to him/her, which consists in:

* any CIRCLE funds received covering the period following the dates of exclusion,
* except for the sums stipulated in §7 and §8.

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

* the rent of his/her accommodation, for the month of the day of his/her exclusion,
* the bank fees corresponding to his/her accommodation insurance, between the day of his/her exclusion and the end of the calendar month,
* the bank charges to pay for his/her bank account and his/her credit card, between the day of his/her exclusion and the end of the calendar year,
* participation costs perceived for the remainder of the CIRCLE programme (but see §8): participation costs amount to 9,000€ (Partner Country students) / 2,400€ (Programme Country students) per year,
* amounts 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 CIRCLE Coordinating Institution (University of Graz, Austria).

**§8** Upon exclusion, the student shall in due time and before his/her departure pay for the following:

* the rent of his/her accommodation, for the month of the day of his/her exclusion,
* the bank fees corresponding to his/her accommodation insurance, for the month of the day of his/her exclusion,
* the bank fees to pay for his/her bank account and his/her credit card, for the year of the day of his/her exclusion,
* the remaining participation costs for the CIRCLE programme: participation costs amount to 9,000€ (Partner Country students) / 2,400€ (Programm Country students) per year.

**§9** The CIRCLE Coordinating Institution (University of Graz, Austria) shall for its part allocate the student funds and instructions enabling him/her to fulfill his/her commitments, in particular according to §4, §12(2) and § 18. The funds consist in:

* the grant allocated for the month of the day of his/her exclusion,
* funds to cover the participation costs for the CIRCLE programme (9,000€ / Partner Country students and 2,400€ / Programme Country students per year) that the student has not paid yet.

**§10** In addition, the CIRCLE Coordinating Institution (University of Graz, Austria) shall allocate the student funds to cover the cost of travel back to his/her country of origin that the student shall not refund.

**§11** For the student’s information, the Grant Agreement No. 2018 – 1485 / 001 – 001 – EMJMD, agreed between the CIRCLE Coordinating Institution (University of Graz, Austria) and the Education, Audiovisual and Culture Executive Agency (EACEA) of the European Commission, which funds the CIRCLE programme, imposes upon the CIRCLE Coordinating Institution following the exclusion or the withdrawal of a student from the programme,

1. to make the remainder of the grant allocated to that student available to a new applicant,
2. to refund the Education, Audiovisual and Culture Executive Agency (EACEA) of the European Commission with the remainder of the grant allocated to that student if no new applicant is enrolled as a replacement,
3. except for funds mentioned in §7 and §8, and for the prescribed use only.

**§12 Assessment of the student’s progress**

**(1) Duties of local coordinators**

The local coordinators are responsible for informing the student of the precise academic calendar and in particular on the examination periods. They will also inform the student at the beginning of the academic year of the nature of the exams/tests and the grading system used to assess the student’s performance. The local coordinators shall ensure that the candidate is in the best possible situation to complete his/her study programme according to the foreseen plan. Local coordinators will have to monitor the student’s progress and inform the CIRCLE coordinator about possible problems that might arise.

**(2) Duties of the student**

Participation of the student in the courses detailed in the study programme is compulsory. This includes presenting the exams according to the announced calendar. The student will have to inform the local coordinator in case he/she is not in a position to attend the foreseen activities. More generally, the student shall keep the local coordinator of the current hosting institution informed about possible difficulties he/she might encounter.

**(3)** Every year the consortiums’ Programme Board will assess the student’s overall performance and situation.

**§13 Diploma awarding**

1. **Type of degree**

This programme will potentially lead to the awarding of a

* Double degree between the University of Graz and Chalmers University of Technology
* Double degree between University of Graz, Leiden University/Delft University of Technology
* Double degree between Chalmers University of Technology and Leiden University/Delft University of Technology
* Double degree between Norwegian University of Science and Technology and Chalmers University of Technology
* Double degree between Norwegian University of Science and Technology and University of Graz
* Double degree between Norwegian University of Science and Technology and Leiden University/Delft University of Technology

The diploma(s) is/are awarded by the academic authorities empowered to do so on the basis of the results the student has obtained at the different hosting institutions, according to the defined study programme.

Chalmers University of Technology and Delft University of Technology/Leiden University can only award a double degree for students who have obtained at least 60 ECTS credits at the respective university or universities.

1. **Diploma Supplement**

A complete Diploma Supplement is attached to the degree certificates. The Diploma Supplement describes the work performed to obtain the degree awarded. The purpose of this document is to facilitate recognition and accreditation of CIRCLE degrees when seeking employment and to make explicit the value added by the fact that the work of the student has been performed in the international environment of the CIRCLE programme.

**§14 Regulations of the Scholarship**

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| **Grant (total)** | 0.00 EUR |
| First year: | 0.00 EUR |
| Second year: | 0.00 EUR |
| Travel and installment costs (first year): | 0.00 EUR |
| Travel and installment costs (second year): | 0.00 EUR |

The CIRCLE tuition fee is covered by the Erasmus Mundus scholarship through the participation costs for the first two years. Any advanced payment concerning the tuition fee made by the student will be reimbursed.

The student shall start to receive the financial assistance when this agreement has been duly signed by the programme director of the CIRCLE Consortium and the student and after having opened a bank account in the respective Programme Country.

The payments to the student shall start within 30 days after the last signature date of the present agreement provided that the student:

* has officially enrolled at the institution; and
* has informed the Coordinator about his/her bank account within the Programme Countries.

Any delay in fulfilling the above-mentioned conditions will proportionally postpone the commencement of the payments. After 60 days of delay, the present agreement is terminated.

Starting with the first payment, the student will receive 12 monthly allowances for subsistence per academic year. The monthly allowance amounts to 1,000 EUR.

Monthly allowances will not be paid for the period of time spent in the country of residence of the student. Monthly allowances will not be paid for students from Partner Countries for the part that exceeds a three months period (or the equivalent of 15 ECTS credits) spent in any Partner Country.

The payments will be drawn to the Student’s European bank account. The Coordinator on behalf of the Consortium cannot be held liable for any problems in the transaction or any losses related to fluctuations in the exchange rate.

The payments shall be made in compliance with the regulations governing the partner institutions. If, for any reason, a payment cannot be made, the respective arrears shall be due in the following payments.

**§15 Health Insurance**

All students are covered by the same insurance. Insurance costs are covered by the participation costs. The CIRCLE Consortium will provide the students with a complete insurance coverage according to the guidelines specified by the European Commission. The insurance coverage must commence at the start of the CIRCLE programme in which the student is enrolled and remain valid until the end of the course. It can be brought forward up to two months if the student arrives in the destination country earlier and extended beyond for max. two months after the end of the course.

The health insurance complies with the minimum requirements for the health and accident insurance coverage provided under Erasmus Mundus Joint Master Degrees.

**§16 Data Protection**

All personal data contained in the agreement shall be processed in accordance with Regulation (EC) No 45/2001 and Regulation (EU) 2016/679 of the European Parliament and of the Council on the protection of individuals with regard to the processing of personal data by the EU institutions and bodies and on the free movement of such data. Such data shall be processed solely in connection with the implementation and follow-up of the agreement by the institution, the National Agency and the European Commission, without prejudice to the possibility of passing the data to the bodies responsible for inspection and audit in accordance with EU legislation (Court of Auditors or European Antifraud Office (OLAF)).

The student may, on written request, gain access to his/her personal data and correct any information that is inaccurate or incomplete. He/she should address any questions regarding the processing of his/her personal data to the institution and/or the Education, Audiovisual and Culture Executive Agency (EACEA). The student may lodge a complaint against the processing of his/her personal data with the national data protection authority with regard to the use of these data by the institution, or to the European Data Protection Supervisor with regard to the use of the data by the European Commission.

**§17 Obligations of the Consortium**

Under the present agreement, the Consortium shall:

* Recognize the student’s study times, study and examination achievements on the basis of courses, lectures, internships, Summer School, master theses and final grades and in accordance with the ECTS credit system;
* Guarantee the award of the respective double degree after successful completion of the programme;
* Treat the student according to the ethical Code of Conduct;
* Provide information on housing and visa requirements and offer integration service to students with special needs;
* Provide help in administrative issues especially by International Offices;
* Assist the student through local academic mentors;
* Provide the student with local language courses;
* Give the student access to on-site and online learning facilities;
* Inform the student in case of drop-out;
* Provide the student with the relevant information about CIRLCE; and
* Timely communicate the student about any change concerning CIRCLE.

Under the present agreement, the Coordinator shall:

* Communicate in writing any suspension or termination of the grant and the International Master’s Programme on Circular Economy
* Ensure the financial coverage for the payments.

**§18 Obligations of the student**

Under the present agreement, the student is obliged:

* To enroll full-time in the International Master’s Programme on Circular Economy;
* To respect all the Consortium as well as the regulations concerning the programme;
* To study assiduously and with the objective of successfully passing all exams and thesis work according to the CIRCLE curriculum;
* To avoid plagiarism;
* To be in contact with the respective local academic representative to timely resolve issues related to his/her study;
* To inform the Consortium in case of temporary absence (e.g., due to a personal case of hardship, force majeure);
* If Scholarship holder, to inform the Consortium about the award of any EU grant. Students benefiting from an EMJMD scholarship cannot benefit from another EU grant while pursuing their EMJMD studies;
* To participate in the EMJMD surveys and evaluations;
* To join and participate in the Erasmus Mundus Students and Alumni Association (EMA, see http://www.em-a.eu/); and
* To respect the student’s Ethical Code.

The student must inform the Consortium representative immediately in writing on:

* Any academic, medical or personal reason for extended absence and justify with usual certificates/documents;
* Any vocational occupation with a regular salary in parallel to the studies for approval;
* Any changes of his/her private address and email address as well as of his/her bank account details by updating them in the personal account of the student portal.

Furthermore, the student authorizes the institution’s officials to act on his/her behalf in all administrative actions related to CIRCLE.

The student shall behave according to the Code of Conduct/Code of Ethics set out at his/her respective host universities.

**§19 Further information**

The CIRCLE student will be informed about the summer school, the welcome week, the graduation ceremony, the academic calendar, the master thesis provisions, and all other services and support measures for students by the CIRCLE partner university, where he or she is enrolled in.

**§20 Suspension or Termination of the Grant**

The Consortium shall be entitled to suspend the monthly payments under the following circumstances:

* Failure to fulfill the CIRCLE programme’s regulations;
* Inconsistencies of the subjects and thesis work with the CIRCLE curriculum and learning objectives.

The student shall be entitled to voluntarily terminate the grant at any time. To do so, he/she shall notify the Consortium in writing.

**§21 General Terms**

1. The respective host institutions 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 not the object of the present agreement.
2. All parties will try to resolve any disputes arising from this agreement in a conciliatory manner. If no solution is reached, a proposal will be taken by the Programme Board.

The signatories declare that they have read and accept the conditions and terms laid down in the present agreement.[[1]](#footnote-1)

Place, Date Dr. Ralf Aschemann

 CIRCLE programme director

Place, Date CIRCLE student

1. Two original copies of this agreement shall be signed: one for the student and one for the Consortium’s coordinator (University of Graz). [↑](#footnote-ref-1)