ANNEX I Student Agreement

Erasmus Mundus Joint Master

From Membrane Biology to Neuroscience and Experimental Medicine (MemBioMed)

The following agreement is established between the Student:

First name…….

Surname……

Date of birth (dd/mm/yyyy)……

Nationality……

Passport number……..

Email…….

And:

The Consortium of universities taking part in the Erasmus Mundus Joint Master « From Membrane Biology to Neuroscience and Experimental Medicine (MemBioMed) »

- **Université Côte d'Azur, Nice, France**
- **University of Genoa, Genova, Italy**
- **Osnabrück University, Osnabrück, Germany**

(hereafter referred to as Partner Universities)

represented by the Programme Coordinator **Prof Delphine BICHET**

Both parties above agree with the following terms and conditions

1. This Agreement regulates the mutual rights and obligations between the parties in all that concerns the Erasmus Mundus Joint Master « From Membrane Biology to Neuroscience and Experimental Medicine (MemBioMed) » to be delivered according to:

a) The European Charter for Higher Education (ECHE)
b) Erasmus+ Programme Guide 2024

2. Academic programme

(a)

The **Erasmus Mundus Joint Master programme** "From Membrane Biology to Neuroscience and Experimental Medicine (MemBioMed)" is a joint Master's programme delivered collaboratively by three European universities.

MemBioMed is a comprehensive, full-time Master of Science programme (120 ECTS credits) structured around mandatory theoretical, practical, and complementary modules. The programme lasts 24 months

(four semesters) and is delivered across multiple countries: Semester 1 in France, Semester 2 in Italy, Semester 3 in Germany, and Semester 4 chosen by the student.

During each semester, students are formally enrolled in the corresponding local Master's programme at the host university:

-Master in Life Sciences, Université Côte d'Azur (UniCA), France

-Master in Medical, Pharmaceutical and Biotechnology, University of Genoa (UniGe), Italy

-Master of Biology – From Molecules to Organisms, Osnabrück University (UOS), Germany

(b) MemBioMed is designed to provide a top quality and highly integrated master formation with unique multi-disciplinary research training in biomembranes.

(c) MemBioMed consists of:

- Compulsory participation in the MemBioMed **Integration Week**,
- Mandatory modules during the **first semester** in Nice and a 1st laboratory rotation for a period of 6-weeks in France.
- Compulsory participation in the MemBioMed **Kick-off days**,
- Mandatory modules for the **second semester** in Genoa and a 2nd laboratory rotation for a period of 6-weeks in Italy.
- Compulsory participation in the MemBioMed **Summer School**,
- Mandatory modules and research proposal for the **third semester** in Osnabruck with a research proposal project for a period of 8-weeks in Germany.
- The **fourth semester** consists exclusively of the **Master'sThesis** project and the writing of the Master's thesis. The project must be carried out in a research laboratory of one of the MemBioMed partner universities or one of their associated partners. All Master's Thesis projects, including the host laboratory and supervisor(s), must receive prior approval from the MemBioMed Board. Students may not undertake a Master's Thesis project in a laboratory outside this framework without prior explicit approval from the MemBioMed Board. Projects are presented to students during the summer school between semesters 2 and 3, promoting direct interaction of students with supervisors. In addition to classical Master's Thesis projects supervised by a single supervisor, projects with dual supervision by researchers from two laboratories within the MemBioMed consortium or its associated partners may also be offered. The Master's thesis should demonstrate that the candidate is able to work independently within a defined time period on a specific question within the field of biomembranes, including Neuroscience and Experimental Medicine projects focusing on biomembrane pathophysiology, using appropriate academic methods, and to present this work accordingly. The topic of the Master's Thesis and the nature of the assignment must comply with the objectives of the programme and the allocated working period. The thesis is written in English.

- In total, students undertake **three mobilities in three European countries** for a minimum of one semester each, with the final semester in any country. A mobility, it is meant that the student has moved to one of the Consortium universities for a full semester. Shorter sojourns or sojourns for which the student has obtained less than the amount of credits defined for this semester shall not be considered as a mobility.

(d) The Student recognizes that in the case of failure on one exam, a provisional validation of the corresponding mobility may be granted. The final validation will be conditional upon retaking and successfully passing the exam.

(e) The Student shall select her/his own research topic for the Master thesis. The Master thesis project will be subject to approval from the MMB and relevant committees at the respective university regarding its feasibility, ethical aspects and concordance with the objectives and learning outcomes of MemBioMed.

(f) The Student shall submit his/her master thesis by the end of the programme duration (24 months). The defense of the master thesis shall take place before the end of September. Students who do not complete the study programme by the end of September, may, upon approval of the MMB, still enroll for a third year. The student (scholarship holder and non-scholarship holder) is aware that, due to the multiple degree structure, tuition fees must be paid to all Consortium partners where the student is enrolled until graduation (fees are available on the website of each university). In case a student does not complete the programme after an additional third year, this student will no longer be allowed to

participate in the programme. In this case, the student will receive an official transcript listing the courses for which he/she has obtained credits.

3. Degree and grading scale

The Master Programme is officially named **"From Membrane Biology to Neuroscience and Experimental Medicine (MemBioMed)"** used uniformly by all participating parties. Graduates receive a **multiple degree** from Université Côte d'Azur, University of Genoa, and University of Osnabrück, with each degree recognized by all partner institutions.

The Student will be issued a **diploma supplement** to accompany the degree awarded that includes reference to the MemBioMed, the Programme structure and content, mobility and mark scheme. This diploma supplement is designed to enhance recognition and understanding of the degree award among employers, universities and other interested organizations.

The Partner Universities will use this joint conversion table to agree that student have enough marks to validate the Master degree:

Joint Conversion Table Consortium MemBioMed			
Final Score	UniCA	UniGe	UOS
Fail	<10	<18	≥4.1
Sufficient	10 - 11	18 - 20	3.6-4.0
Satisfactory	12 - 13	21 - 23	2.6-3.5
Good	14 - 15	24 - 26	1.6-2.5
Very Good	16	27 - 28	1.4-1.5
Excellent (IT) / Very Good (FR, GER*)	17 - 18	29 - 30	1.1-1.3
Outstanding (Honors) (IT) / Very Good (FR, GER*)	19 - 20	30L	1.0

** At University of Osnabrück, graded coursework examinations are graded "very good" up to and including 1.5. If the overall grade is 1.3 or better and the Bachelor's or Master's thesis has been awarded the grade of at least 1.3, the student shall be awarded the distinction of "mit Auszeichnung bestanden" ("with distinction").*

4. Self-funded students, scholarship and contribution to individual needs

4.1. Self-funded Student from all over the world
In order to participate in the MemBioMed programme, the Student pays to the coordinating institution UniCA, the tuitions fees for the programme whose amounts:

Students from European Countries will be charged a tuition fee of **255 EUR per year**, payable in full or in instalments upon enrolment (the final instalment will be paid in October at the latest); This amount may be revised each academic year.

Students from non-European Countries will be charged a tuition fee of **3950 EUR per year**, payable in full or in instalments upon enrolment;(the final instalment will be paid in October at the latest); This amount may be revised each academic year.

All paying students have to enroll for the Student and Campus Life contribution *(contribution à la vie étudiante et de campus* CVEC)* when studying at a French University which has to be paid for by the students themselves and which cannot be paid for by the MemBioMed programme as is mandatory by French law. For information, the amount of the CVEC for 2024/2025 has been set at national level at €105. This amount may be revised each academic year. Payment of this contribution must be made, before registration, to the CROUS on the online platform (https://cvec.etudiant.gouv.fr/).

The MemBioMed Programme fees cover the Student's participation in the Programme activities at the different Partner Institutions. This refers to actual participation/attendance of the mandatory modules only. Costs for living, housing, travel, accommodation, visa etc. are not covered.

In case the due payment of the MemBioMed participation fee is not received by the Coordinating Institution by the set payment deadlines, the MemBioMed Consortium reserves the right to de-register the Student from the Programme from the first day of the following month.

4.2. Scholarship

The Student funded by the EACEA scholarship declares on the honor that s/he has not previously received another EMJM scholarship financed by the European Commission. The consequence of false declaration in that matter will lead to the reimbursement of the Scholarship unduly paid.

a) EACEA Student fully funded by EACEA:
   The Student who receives a Scholarship from EACEA is funded according the rules published in the Erasmus+ Programme Guide – Version (2024)
   The Scholarship is a contribution to the costs incurred by the beneficiary students and shall cover travel, visa, installation including accommodation, and subsistence costs. The grant is calculated per month on the basis of days of attendance for the entire period required by the enrolled scholarship holder to complete the study programme. This period covers study, research, placement activities, thesis preparation and defense. The Scholarship is a monthly allowance of 1 400 € per month, awarded for full-time enrolment, which covers the entire duration of the Master programme (24 months). A reduced duration of the Scholarship is applicable in case of recognition of prior learning (with a minimum Scholarship duration of one academic year).

Funding support can be offered to students from all over the world.

b) Students from targeted regions of the World: the scholarships for the students from the targeted regions will follow the same principle as the regular Scholarships from EACEA.

Funding from the EACEA will be paid by bank transfer from UniCA to the student's bank account after the signature of this agreement by the latter.

4.3. What is included for scholarship holders and self-funded students:

- Selection process;
- Registration, and notably, local tuitions fees in hosting universities;
- Full access to MemBioMed programme (courses, exams, thesis examinations);
- Full health and accident insurance cover during the entire period of the programme;
- Student' affairs services including administrative counselling, degree delivery, support for banking, housing, and immigration affairs;
- Full access to hosting universities' libraries and online resources;
- Full access to hosting universities services (culture, sports, health, …);
- Dedicated local language courses;

4.4. Contribution to individual needs

The Student (with or without a scholarship) with disabilities (e.g., long-term physical, mental, intellectual or sensory impairments), such as those related to the acquisition of special items or services (e.g., assistance by third persons, adaptation of work environment, additional travel/transportation costs) shall provide the Coordinating Institution with full details of the type of items/services and their costs at the stage of acceptance of the place or earlier. Payment for these items/ services will be made by the Coordinating Institution for the entire duration of the program or for the number of months that the special needs items or services are used or produced for implementing the action. The maximum amount of costs available for a student with disabilities is 60.000 EUR.

5. Obligations of the Partner Universities

The Partner Universities are obliged to:

a) ensure that adequate teaching and supervision is provided to the Student according to the designed MemBioMed study programme;
b) inform the Student well in advance of any significant changes in the programme;
c) establish participation cost in accordance with real costs and charge no more than foreseen in the agreement;
d) make available all necessary facilities and guarantee that all measures are taken to provide safe and well-equipped learning environment.

e) The MemBioMed Coordinating Institution as well as each partner institution will provide appropriate information to Student for their registration in the national health system required before their arrival or once they have registered at the Partner Institution.
f) Provide well-qualified staff and high-quality resources to teach and support the Student during the Programme.

g) Ensure that the Programme is well organized, well taught and up-to-date.

h) Maintain robust quality assurance procedures that incorporate student feedback and external scrutiny.

i) Apply procedures and processes for teaching and assessment in a fair, just and equitable way for all Programme Students.

6. Coordinator's rights and obligations

6.1. The Coordinator has the right:

a) to establish rules and regulations necessary for efficient functioning of the MemBioMed programme;

b) to charge the established participation cost from the Student;

c) to summon the Student, after one day of unjustified absence or repeated delays, to make a call to order to the student agreement rules that will be also resent by email, then to stop scholarship if the Student has left the programme with no justification for the absence, according to the administrative rules of the institution in which the absence was registered;

d) to expulse, after approval by the MMB, the Student from the programme in the case of academic misconduct and after the facts will be examined according to the rules applicable in the institution in which the facts have been committed.

The Student may be considered by the MMB to be expelled from the MemBioMed programme in the following not limitative cases:

- for academic dishonesty, in the cases specified in the section of academic dishonesty;
- for a criminal offence committed with intent provided that the corresponding criminal conviction has become final;
- for forgery of documents;
- for gross violation of generally recognized norms of behavior and academic traditions;
- insufficient academic progress, not completing the required amount of credits;
- unpaid participation cost on due dates.

6.2. The Coordinator is obliged:

(a) return to any student who withdraws from the programme before its completion pre-paid tuition in the amount of the fee for any year not yet begun.
(b) To ensure that the students benefit from a health and accident insurance scheme and cover its costs during the entire period of studies that meets the requirements for Erasmus Mundus students outlined by the EACEA.

The scheme must take effect from when the students start their journey to participate in the master course (maximum two months before the start of the master course) and until at least two months after the end of the studies (end of the course, unless the student leaves earlier).
The cover must include:

- sickness, pregnancy/childbirth and accident, in particular: direct payment of hospital stays
- reimbursement of outpatient care and other medical expenses
- 100% cover for doctor's fees, medicines, examinations and analyses prescribed by a physician, urgent dental care following an accident, all hospital expenses and surgical fees (including advances on hospital expenses), repatriation in the event of serious illness or accident
- costs for urgent dental care without accident up to 250 EUR per year
- non-permanent and non-chronic mental disorders
- pregnancies of less than 6 months (at the moment of departure from the home country to participate in the action) may not be excluded from cover
- death (whether attributable to the activities under the action or not and covering all cases, including suicide), in particular: transport of the mortal remains to the place chosen by the deceased's family
- funeral and laying-out costs
- costs of the coffin
- permanent invalidity (whether attributable to the activities under the action or not), in particular partial or full permanent disability resulting from an accident
- third party liability occasioned by physical or material damage to third parties (as provided for under the applicable national law)
- theft and loss of personal belongings, in particular: identification documents (identity card, passport, etc.)
- travel tickets
- luggage
- the entire enrolment period (including mobility periods and worldwide travel required for the participation in the master course)
- ensure that family members of students can sign the same insurance coverage at their own expense, regardless of their age

7. Student's rights and obligations

7.1. The Student is obliged to comply with the following rules:

a) The student must spend during the EMJM programme at least two study periods (equivalent of two academic terms) in two countries which are not his/her country of residence at the time of enrolment.

b) In case the Student in unable to arrive at the Coordinating Institution for reasons that are outside the responsibility of the MemBioMed programme (e.g. visa rejection), the MemBioMed Management Board is responsible for deciding how to proceed, on a case-by-case basis.

c) Attend and actively participate in the programme (lectures, seminars, teaching and learning events including MemBioMed Integration Week, Kick-Off days, Summer School, assignments, etc.);

d) Follow the compulsory mobility path;

e) Uphold professional and academic ethics during the study cycle;

f) Comply with the local code of conduct at any university he or she is enrolled at;

g) Commit no fraudulent act, in particular abstain from cheating, falsification or plagiarism of academic work;

h) Not abuse or misuse equipment and facilities, nor perform any unauthorized access or violation of departmental, school or university rules;

i) Deliver the expected outputs (projects, assignments, publications, etc.) in accordance with the Programme's requirements;

j) Achieve the expected performance results in order to be allowed to continue participating in MemBioMed;

k) Inform the Local Academic Coordinator at the university at which the Student is enrolled of any prolonged absence and justify it with official certificates whenever required. An unjustified prolonged absence will be reviewed on a case-by-case basis, and the board will determine whether it constitutes withdrawal from MemBioMed.

l) Inform the Local Academic Coordinator at the university at which the Student is enrolled of any circumstances that impede the Student from taking an exam and/or other forms of course evaluation.

m) to send a copy of their visa to the MemBioMed secretariat, if applicable;

n) to follow the rules and regulations established for using laboratories and other related facilities at the universities. In particular, to undergo safety instructions for the use of laboratory facilities;

o) to immediately inform the MemBioMed Coordinator and the Local Coordinator of the University hosting the Student at that time, of the Student’s intention to quit the programme;

p) The Student is obliged to obtain the value of at least 60 ECTS in the first year.

q) After examination and re-examination periods, if the Student fails to achieve 60 ECTS in the first year, s/he is asked to submit to the MMB a clear individual study plan for the successful completion of the programme. It is in the competence of the MMB to decide how the Student can or cannot continue studies.

r) If the Student wishes to leave the programme permanently or has left the programme and no longer follows the courses, it is in the competence of the MMB to decide that the Student cannot continue his/her studies.

s) If the Student is forced to interrupt the programme for a certain period on valid grounds (health, pregnancy, military duty, etc.) the Student must notify the MemBioMed Coordinator, who will forward the information to the MMB. The MMB decides if the interruption is accepted or not. After this first decision, the MMB opens an appeal period for two weeks before the re-examination. If appropriate, the MMB considers the appeal and study again the status of the Student to take a second decision that is final.

t) The student has the obligation to participate in evaluations/surveys conducted by the beneficiaries and/or the granting authority

7.2. The Student has the right:

a) to follow the courses and any other type of teaching activity integrated into the MemBioMed programme such as the Integration week, Kick-Off days, Summer School;

b) to have an access to laboratories and information technology infrastructure at all universities of the Consortium;

c) to receive adequate supervision, administrative and academic support at all universities of the Consortium;

d) to have adequate educational support throughout the programme and supervision;
e) to contact via e-mail the MemBioMed Coordinator for issues that require immediate attention.

f) In addition to this section, the three universities can describe sections on Student rights, which have to be locally respected, at the beginning of their semester.

g) The Student will have an academic advisor at each institution that acts as initial contact point and source of advice for queries and concerns at the individual Partner University, whether academic, logistic, administrative, social or cultural.

h) Each Partner University will offer the Student all the services that are also available to local students (e.g. language courses, library access, social services, internet access, sports facilities) during their stay in the relevant university.

i) The rights and responsibilities of Programme students during their stay at a Partner University shall be the same as those of the other Master students enrolled at that university. Students will enjoy the same benefits and shall be likewise subjected to the regulations and standards of conduct which are in force at the Partner University.

j) Each Partner University will offer information on local and national administrative and logistical processes, for example university enrolment, accommodation (cost of living, finding and renting flats), university facilities, Programme-related travel, visa information, registration with local authorities and residence permits. This information shall be provided to students in the MemBioMed Handbook and individual university welcome brochures prior to the start of the edition of the Programme in which they are enrolled, and upon student's request by relevant services at each Partner University.

k) The Student has the right to raise complaints regarding academic and administrative aspects of MemBioMed by following the procedures according to Erasmus+ regulations. Complaints should be initiated at the relevant level, generally starting at a local level with the Local Administrative Coordinator at the specific Full or Associated Partner concerned. In the event of failure to resolve student complaint by the Local Administrative Coordinator, complaints will be escalated either to the higher level at the Full or Associated Partner concerned or to the MemBioMed Management Board depending on the nature of the specific complaint. If not resolved, the MemBioMed Management Board shall attempt to settle the dispute by arbitration. The courts of the country of the institution where the Student is enrolled shall be considered as the competent authorities to resolve any further legal dispute between the Consortium and the Student emerging from this Agreement.

l) The student has the right to become a member of the Erasmus Mundus Students and Alumni Association (EMA) https://www.em-a.eu/membership

8. Intermission

Intermission from studies in the programme will only be granted to the student in cases of grave and exceptional circumstances. During periods of intermission, any Scholarship allowance will be suspended. Periods of intermission will not normally be granted for periods longer than two semesters.

Applications for intermission should be made in advance to the MemBioMed Management Board, and require the support of the Local Academic Coordinator.

9. Modification of the Student Agreement

Any alteration to the present Agreement must be agreed by the Consortium and the Student in writing. All alterations to the initial situation of the Student must be immediately communicated by the Student to the Consortium. Upon mutual agreement of contractual modifications, the Consortium will issue addenda to the present Agreement.

10. Cessation of the Student Agreement

This Agreement may be ceased by any of the parties. Cessation must be communicated in writing to the other party, including the reasons for ceasing the contractual relationship. Failure to comply with obligations of MemBioMed Students laid down in this Student Agreement may be a reason for the Consortium to dissolve the agreement and claim back any unspent funds of the Student's Scholarship (if applicable).

11. Handling of Student's Personal Data

Partner Universities will store the Student's personal information and documentation securely and confidentially unless informed otherwise or legally required to disclose it. In line with EACEA rules governing Erasmus+ programmes, data about the Student may be used for the purposes of evaluating the Erasmus+ Programme and will be made available to the EACEA, Erasmus + National Structures, EU Delegations and the Erasmus + Student and Alumni Association, acting as stakeholders of MemBioMed.

12. Confidentiality and Intellectual Property Rights

12.1. Confidentiality

a. No party to this Agreement shall divulge to any person (other than those whose province it is to know it or with proper authority) or use for any purpose, any confidential information or any financial information relating to the other which it acquires as a result of entering into this Agreement and shall endeavor to prevent its employees from doing anything which would be a breach of this clause. This restriction shall continue to apply for ten years after the expiration or termination of this Agreement but shall cease to apply to secrets or information which come into the public domain through no fault of the party concerned.

b. No party to this Agreement shall divulge to any person (other than those whose province it is to know it, or with proper authority or as required to do so by law) any confidential student data.

c. The institutions shall each individually confirm that strict confidentiality will be observed in all communications relating to portable or potentially commercially valuable intellectual property created within the Programme.

12.2. Intellectual Property Rights

The ownership and/or control of intellectual property used or generated in connection with the Programme shall apply as follows:

- If generated by the student, subject to the rules of the institution where the student was registered at the time the intellectual property was created;

- If generated by staff, subject to the rules of the employing institution;

- If generated jointly between students and/or staff of two institutions, the institutions shall agree which of them shall manage the intellectual property and for this purpose shall ensure that full assignments of the intellectual property are obtained. In terms of students' IP rights, the respective legal provisions apply.

SIGNED AS AGREED BY:

The Student

Date: Place: Nice, France
Printed Name: Signatue :

MemBioMed Coordinators