

Erasmus Mundus Student Contract (X Country Students)

Erasmus Mundus Master in Social Work with Families and Children

MFAMILY X Edition (20XX/20XX)

University of Stavanger, located at 4036 Stavanger, Norway, coordinating institution of the Erasmus Mundus Master in Social Work with Families and Children (MFAMILY), represented by X, MFAMILY Consortium Committee Coordinator, on the one part, and

Full name: X

Date of birth: X

ID/Passport number: X

Nationality: X

the **Student**, on the other part, have agreed to validate the present contract under the following binding terms and conditions.

§1. MFAMILY CURRICULUM

- 1.1 The Student commits to carrying out his/her 2-year studies (120 ECTS) during the academic years X and X at the MFAMILY partner universities according to his/her individual study plan and mobility track that will be approved by the local MFAMILY Coordinator and the MFAMILY Consortium Committee. The study plan will be constructed in such a way that he/she can obtain at least 60 ECTS during the first year of study, which is a prerequisite for continuing studies in the second year of studies. He/she will complete all the requirements of the study programme at the latest by X. In return, the joint diploma will be issued at the latest by X. The partner institutions for their part, commit to conducting the course modules according to the given schedule.
- 1.2 The Student is obliged to regularly attend the courses taught in the MFAMILY programme according to his/her study plan, and where required he/she will complete the assignments and participate in the examinations. Justified "force majeure" cases, such as acute illness, can be considered and approved by the local MFAMILY Coordinator, provided the Student informs him/her of such an event without delay.
- 1.3 The Consortium Committee provides Students with clear terms of assessment. The Student agrees on the assessment of his/her performance in MFAMILY through the following forms of assignments and examinations:
 - Dissertation:** reflects Student's capacity to define a valid and relevant research subject, to select and make the adequate literature review, to collect and analyse data and discuss the results.
 - Essay:** reflects the Student's ability to do individual research on literature on a certain topic and critically assess the significance of works in the field.

Exam/school exam: reflects the Student's ability to prove mastery of material and discussions covered in the module, about a given set of questions or topic.

Home exam: reflects the Student's ability to prove mastery of material and discussions covered in the module, about a given set of questions or topics studied and worked out at home.

Home assignment: reflects the Student's' ability to organize, integrate, interpret material, and to communicate effectively in his/her own words.

In-class presentation: reflects the Student's ability to present arguments and share the results with fellow Students and teachers.

In-class peer assessed presentation: reflects the Student's ability to present arguments and share the results in the class-room, being assessed by fellow Students.

Legal case-study: reflects the Student's ability to prove mastery of what has been learned, applying the knowledge of laws, regulations and principles to a specific case.

Placement report: reflects the Student's ability to report on methods or the internship module, designed to document the independently developed, designed and conducted research project and its results. Student should demonstrate how and to which end he/she has tried out and applied theoretical, empirical or statistical methods.

School public exam: reflects the Student's ability to present the main findings of her/his research and to discuss and argue his/her results.

Seminar group presentation: reflects the Student's ability to demonstrate teamwork in order to study a topic, raise the main arguments and discuss the results.

Details on the specifications of each assignment are provided in each module's description and communicated by the responsible lecturer in the first session of a module.

1.4 Grading is based on each partner university scale and converted to the following scale:

A = excellent = An excellent performance, clearly outstanding. The candidate demonstrates excellent judgment and a high degree of independent thinking.

B = very good = A very good performance. The candidate demonstrates sound judgment and a good degree of independent thinking.

C = good = A good performance in most areas. The candidate demonstrates a reasonable degree of judgment and independent thinking in the most important areas.

D = satisfactory = A satisfactory performance, but with significant shortcomings. The candidate demonstrates a limited degree of judgment and independent thinking.

E = sufficient = A performance sufficient to warrant a passing grade, but with serious flaws, errors and shortcomings. The candidate demonstrates a very limited degree of judgment and independent thinking.

F = insufficient/fail = A performance that does not meet the minimum academic criteria. The candidate demonstrates an absence of both judgment and independent thinking.

1.5 The Student expressly complies with the Consortium's policy concerning plagiarism as elaborated under §21 of the MFAMILY Study and Examination Regulations.

1.6 In case of pregnancy or illness, the Student is entitled to maternity leave or sick leave. The length of the maternity leave or sick leave, as well as the rearrangements concerning the study curriculum and scholarship payment schedule, must always be negotiated with the local MFAMILY Coordinator and subject to approval by the MFAMILY Consortium Committee.

1.7 It is the Student's responsibility to keep his/her contact information updated in the Student register.

1.8 If the Student discontinues his/her studies, he/she must give a written notice to the MFAMILY Consortium Committee c/o local MFAMILY Coordinator without delay.

1.9 The Student will be asked to rank all the four partner universities as potential placement universities for the fourth semester. The Student accepts that the final placement of students for the fourth semester will be made by the Consortium, and that the placement can be in any of the four partner universities.

§2. ERASMUS MUNDUS STUDENT SCHOLARSHIP

2.1 The Student accepts that he/she will receive the Erasmus Mundus scholarship from the European Commission.

The total amount of the scholarship for the 24-month period of the programme is up to a maximum amount of **EUR X**, consisting of:

- **EUR X** that will be deducted directly from the scholarship by the MFAMILY Consortium Committee as participation costs (in accordance with 3.1), corresponding to **EUR X**, per annum.
- **EUR X** that is intended to meet the living expenses during full-time studies. The amount will be paid in 24 monthly instalments of **EUR X**, provided that the Student supplies details of an appropriate bank account denominated in NOK.
- **EUR X** for travel and installation costs. The amount will be paid in **four** instalments of **EUR X** at the beginning of each semester.
- The scholarship will be converted from EUR(euro) to NOK (Norwegian kroner) and all payments will be made in NOK. Any discrepancies in payment due to exchange rate will be reconciled by the Finance department at University of Stavanger by the end of each semester. (See **EMJMD Handbook 2017, Chapter D.4.2.1 “Payment modalities – General Provisions”**. *“The payment of the scholarship to a scholarship holder in a currency different to EURO shall be made by using the daily exchange rate on which the scholarship holder is paid and ensuring that the student concerned always receives the EURO counter equivalent, thus any exchange rate gain/loss is to be managed by the beneficiaries”*).
- Payments are made on the 12th of each month.

The Student accepts that the Consortium Committee reserves the right to change the scholarship payment schedule.

2.2 In case of cancellation or discontinuation of the programme, or unapproved deviation from his/her personal study plan, the Student agrees to pay back part or the total amount of the scholarship already received.

2.3 The main prerequisite for receiving the Erasmus Mundus scholarship, according to the study plan, is sufficient progress in studies.

2.4 Contribution to subsistence cost will not be given to scholarship holders for the EMJMD periods spent in their country of permanent residence nor to scholarship holders from a Partner Country for the EMJMD periods exceeding three months (indicatively the equivalent of 15 ECTS credits) spent in any Partner Country. ¹

2.5 The scholarship cannot be paid out while the Student is on maternity leave or sick leave.

¹ Partner Country include all countries **except**: EU countries, Iceland, Lichtenstein, Norway, the former Yugoslav Republic of Macedonia and Turkey.

- 2.6 The scholarship will automatically be cancelled without further notice if the Student chooses to travel and stay away from the MFAMILY host country for more than 1 week during an academic semester for any reason without prior approval by the local MFAMILY Coordinator.
- 2.7 The Student declares that he/she has not received any Erasmus Mundus scholarship from the European Commission in the past to study in Europe. He/she is fully aware that the MFAMILY Consortium Committee reserves the right to cancel his/her admission and the Erasmus Mundus scholarship to this European Master in Social Work with Families and Children if he/she has received such a scholarship in the past years.

§3. CONSORTIUM PARTICIPATION CHARGES

- 3.1 The Student agrees that the Consortium Committee deducts **EUR X** per annum from the EM scholarship he/she receives, for participation costs. The amount is administered and used by the MFAMILY Consortium to provide the Students with top quality education within the programme. If he/she wants to attend courses that are not included in the study plan, he/she accepts full payment of any additional tuition and admission fees that may be incurred.
- 3.2 The Student understands that if he/she does not hold an EM scholarship (or any waiver confirmed in writing) then he/she is liable to pay the participation costs in advance. Paying the participation costs in due time is a prerequisite for participating in the MFAMILY programme. The Student agrees to contact the MFAMILY Consortium Committee Coordinator immediately if he/she encounters problems in fulfilling his/her obligations towards the consortium.
- 3.3 Neglecting payment of the participation costs will lead to termination of the Student status in the MFAMILY programme.
- 3.4 Participation costs cover basic health and emergency insurance. The terms of this insurance will be made available by the MFAMILY Consortium Committee upon the Students' first semester commencement.
- 3.5 Participation costs will not be refunded for the semester when the Student decides to discontinue his/her studies.
- 3.6 Participation costs do not cover the partner universities' registration costs and Student service fees.

§4. EXCLUSION FROM MFAMILY

- 4.1 The Student understands that he/she will be excluded from MFAMILY programme
- In case of repeated non-attendance of lectures, practical sessions, field trips, information meetings, that the Student cannot justify with medical certificates or for which permission has not been granted by the MFAMILY Coordinator. To be granted such permission, the Student must apply in advance.
- If the Student fails to pass and clear the first year of study
 - If the Student is the subject of disciplinary measures, leading to his/her exclusion from one of the MFAMILY partner institutions
 - If the Student is being found guilty of a criminal offence
- 4.2 In such an event, the Student makes a commitment on his/her honor to reimburse the MFAMILY coordinating institution the excess funding from the scholarship allocated to

him/her, which consists of scholarship funds already received for the period following the date of exclusion.

- 4.3 As an exception to 4.2, the Student will not be required to refund the following sums:
- The rent for his/her accommodation, from the day of his/her exclusion to the end of the calendar month
 - The amounts required for the Students' subsistence (food, transportation etc.) from the day of his/her exclusion to the end of the calendar month, within a limit he/she shall agree upon with the MFAMILY coordinating institution
- 4.4 Upon exclusion, the Student shall before his/her departure pay the following:
- Any outstanding participation costs for the semester when the Student decides to discontinue his/her studies.
 - Bank fees and charges incurred, from the day of his/her exclusion and the end of the calendar month
- 4.5 Upon exclusion, the MFAMILY coordinating institution shall allocate the Student funds to cover the cost of repatriation to back to his/her country of origin. The Student will not be required to reimburse this amount.

§5. DISPUTE SETTLEMENTS

- 5.1 Any disputes arising under the terms of this agreement will be resolved in a conciliatory manner by the Student and the MFAMILY Coordinator.
- 5.2 If agreement cannot be reached, then the Student accepts that his/her rights of appeal shall be in accordance with the regulations of the University where he/she is registered at the time when the dispute arises, and any appeal will be managed by that University.

Both signatories declare that they have read and accept the conditions laid down in the present contract.

First Signatory
(MFAMILY Coordinator)

Second Signatory
(Student)

