

MAIA – Erasmus Mundus Joint Master in Medical Imaging and Applications

Student Agreement

§1. The University of Girona (UdG), established in Plaça Sant Domènec, 3, E17004, Girona, Coordinating Institution of the Erasmus Mundus Joint Master course MAIA (Erasmus Mundus Joint Master in Medical Imaging and Applications) represented by Dr Arnau OLIVER (address Campus Montilivi, Escola Politècnica Superior (IV), Carrer Universitat de Girona, 6, 17003 Girona, Spain) Coordinator of the one part,

Name: _____ First name: _____

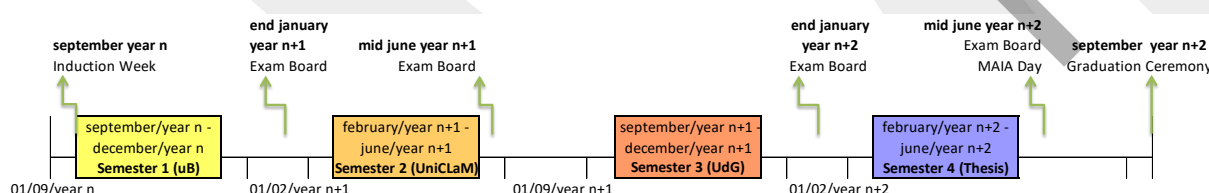
Date of birth: _____ Place of birth: _____

Nationality: _____

the student, of the other part, HAVE AGREED to the following terms and conditions.

§2. The student hereby commits him/herself on his or her honour to:

- Follow the academic structure and calendar as well as the mandatory mobility defined in the MAIA master. This is a two-year programme of study, divided into four semesters. The first three semesters are taught: Semester 1 at the Université de Bourgogne (UB), Semester 2 at Università degli studi di Cassino e del Lazio Meridionale (UNICAS) and Semester 3 at Universitat de Girona (UdG). The last semester corresponds to the Master's thesis. The structure of the MAIA master is depicted in the following figure, showing where each semester is taught and the main academic milestones: induction week, academic board meetings (after each semester), MAIA day (industrial day event) and graduation ceremony.



- Perform the master thesis project within the consortium or partners, which consists of either an introduction to research carried out in one of the laboratories of the consortium or an industry placement in a company involved in medical image application and technologies. The majority of students are expected to carry out their thesis within one of the consortium universities' labs (as regulated by a system of quotas, detailed in the consortium agreement). However, they can also choose to join another host laboratory/company for their thesis in any country of the European Union which host will need to be accredited and approved by the AAB. Internships regulations will be detailed in Annex MSc Thesis Regulations.
- Submit the master thesis respecting the established deadline, which will be defended in UNICLAM in mid-final June with a public VIVA defense with a common jury with academic partners from the three universities.

§3. The student hereby commits him/herself on his or her honour to:

- Attend the student induction week that will be organized at the beginning of the academic year in UB during September. In this event the enrolled students will be informed about the programme, the partner institutions, the assessment and the rules, and will have the help from UB to facilitate the VISA issues for non-EU students. Furthermore, in the same week will take place the student Graduation Ceremony for recently graduated students.
- Participate in the MAIA day (in June) that will be held at UNICLAM after the end of the 2nd/4th semester. This one-day event, will group 1st year students (finishing the 2nd semester) and 2nd year students (finishing the master thesis) in a conference-like event together with companies in order to find internships and placements for the master thesis (1st year students) or possible job positions (graduate students). In addition, this will be a very good opportunity to meet and exchange experiences between different student promotions.
- Participate in the Graduation Ceremony, that will be hosted at UB in September of the last year, coinciding with the induction week of a new MAIA intake.

§4. The MAIA consortium will implement the insurance scheme with the insurer De Europe, a very renowned travel insurer of the National Suisse group. The proposed coverage is 100% compliant with the EACEA minimum requirements set for the Erasmus Mundus programme. Improvements of the MEM insurance in comparison with the minimum required level of the obligatory insurance coverage of the EACEA include:

- "Urgent dental care without accident" is covered up to 400 EURO per claim per student (limited to max. 250 EURO per year in the list of the minimum requirements).
- We also offer supplementary assistance services such as those mentioned as examples in the minimum requirements under point G: early return in the event of a serious illness or accident affecting a close family member + travel expenses for family members in the event of the student's death, serious illness or serious accident.
- Sending of essential medications abroad (= real costs).
- Tracing and rescue costs (= real costs).
- Communication of urgent messages.
- Translation costs exposed in case of a claim covered (= 125 EUR).
- Travel assistance: in case of loss/theft travel documents, (real costs) + reimbursement of travel documents/tickets (250 EUR).
- Legal assistance (advance of funds up to 12.500 EUR).
- Extended assistance services such as those mentioned as examples in the minimum requirements under point G: early return in the event of a serious illness or accident affecting a close family member

+ travel expenses for family members in the event of the student's death, serious illness or serious accident.

As mentioned in the Minimum Requirements of the EACEA, the cover must take effect "maximum two months prior to the start of the specific actions eligibility period for which the grantee is enrolled) and must be valid until two months after the end of the same action, unless there is a prior change to the EM grantee status." If there is no change to the EM grantee status, our MEM insurance product will cover the students in the host country 2 months prior and 2 months after the start/end date of the programme. In this context, Marsh grants FREE extended period of coverage.

The Europese Emergency Switchboard call center with operators speaking English. Additional languages are French, Dutch, German, Spanish, Italian and Arabic. Marsh has created a dedicated website 'Marsh – Erasmus Mundus' website, www.marsh.be/mem, to help both Erasmus Mundus scholarship holders and coordinating universities to have easy access to information on the MEM insurance coverage (i.e general conditions, claim forms, FAQs...).

§5. The student hereby commits him/herself on his or her honour to:

- attend compulsory lectures, courses, tutorials, examinations and other activities which form part of your programme, subject to absence for medical or other agreed reasons;
- submit by required deadlines course work and other assignments required for your programme, subject to exceptional circumstances such as illness;
- reach the level of academic attainment required for your programme by the Academic Board;
- behave appropriately while on the Universities' premises;
- be adequately prepared for any activity which you are required to undertake as part of your programme outside the Universities, at all times conducting yourself in a proper manner;
- comply with any professional standards applicable to your programme;
- abide by any special conditions relating to your programme set out in the prospectus, or otherwise notified to you by the University;
- provide your faculty office with an emergency contact name and details which the Consortium may use at its discretion;
- notify your faculty office of any changes to the information which you have submitted on application or enrolment, for example, if you change your address.

§6. The student understands that he/she shall be excluded from the MAIA Master in the following cases:

- 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 MAIA staff (to ensure permission, the student shall preferably ask in advance).
- If the student fails to validate a year of study (see academic validation rules in §13).
- If the student is the subject of disciplinary measures leading to his/her exclusion from the MAIA Partner Universities (UB, UNICLAM, UdG).
- If the student is the subject of legal prosecutions that prevent him/her from attending the MAIA programme.
- If the student withdraws from the MAIA programme, on his/her own decision or by force majeure.

§7. 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 visa card, for the year of the day of his/her exclusion;
- the remaining tuition fees for the MAIA programme.

§8. The MAIA Coordinating Institution (University of Girona, Spain) shall for its part allocate the student funds and instructions enabling him/her to fulfil his/her commitments in §9. The funds consist in:

- the grant allocated for the month of the day of his/her exclusion;
- funds to cover the tuition fees for the MAIA that the student has not paid yet;
- funds to cover the cost of travel back to his/her country of origin, that the student shall not refund.

§9. For all students self-funded it is your responsibility to make sure the participation costs (including tuition fees and all other expenses relating to your programme) are paid. The tuition fees will be and cover as stated in fees MAIA Tuition invoice forms supplied to you by the MAIA secretariat (NOTE: note that the amount will be different for EU and non-EU students). These fees and expenses do not include any fees payable for residential accommodation provided to you by the Consortium Universities or by any third party, nor do they include additional fees for reassessment (note: there may be the costs of having to retake an exam), traveling expenses or other course costs.

Any payment to be done directly by an external sponsor to the universities must be announced to the MAIA programme administration by the student and requires submission of supporting document.

Students are bound by the Consortium's regulations on the payment of fees, and the consequences of non-payment. If the fees due to the MAIA Consortium remain unpaid 28 days after the date they are due, the Consortium shall be entitled to take legal action to recover the debt and/or take any or all of the following steps:

- exclude you from the program and end this Agreement;
- withhold from you any award or qualification which would otherwise have been made to you, suspend further performance of its obligations under this Agreement and/or to refuse to allow you to proceed to any further stage of the program, until all outstanding amounts have been paid, or arrangements for payment have been established which the Consortium considers satisfactory.

You may be required to pay a tuition fee deposit to secure your registration in the MAIA. This is an advance payment which will be deducted from your first year MAIA tuition fees bill. In the offer of acceptance form, details will be given to the students on how to transfer these funds. Please bear in mind that this deposit is not refundable in the case that your visa application is not approved.

§10. For the student's information, the Framework Partnership Agreement between the MAIA Coordinating Institution (University of Girona, Spain) and the Education, Audiovisual & Culture Executive Agency (EACEA) of the European Commission which funds the MAIA programme, imposes upon the MAIA Coordinating Institution (University of Girona, Spain) following the exclusion or the withdrawal of a student from the programme before the start of the intake to which they have been admitted, including no-show and cancellation cases then the consortium has the possibility to reallocate the scholarship to another student. A scholarship reallocation of a drop-out student (i.e. a student who has started the course and has benefited from any amount of the scholarship) to a student on the reserve list and/or non-scholarship holders of the same intake is not allowed.

§11. Permits and Visa:

During your programme you will be studying in three different European countries. *It is the responsibility of*

the student to secure the needed residence permits. The Consortium and host institutions will assist you in applying for a visa to enter Europe and in your subsequent moves from country to country within Europe, and you will get the necessary information and supporting documents. You should proceed with resident card and visa application procedures as soon as you get the documents from the Consortium to ensure timely arrival at the host institutions.

Once admitted to the MAIA, the Consortium will send you:

1. A letter of acceptance: this is a letter from the Consortium stating you have been admitted by the Consortium.
2. A Reply-to-offer form: this is a letter from the Consortium you need to sign and send back to the MAIA secretariat accepting the offer.

§12. Academic Rules:

1. Erasmus Mundus students enrol on a fulltime basis. They must attend all classes (lectures and lab classes). Students who have to interrupt their studies for a certain period of time, due to justifiable reasons of health, pregnancy or family matters, must give the consortium coordinator and the local coordinator due notification. All such situations will be evaluated on an individual basis.
2. If a student fails (obtains an F) at the first exam session, he/she will have to pass a second exam (or additional evaluation) session. The F will be replaced by the new grade (and the F will not appear in the degree). The second session will be organized at most six months after the first exam to let the student to prepare the exam. If a student fails an exam in one institution during one of the three first semesters, he/she will have the possibility to pass a second exam in the institution where he/she will study in the following semester.
3. If after all examinations, a student fails a module, the student will abide to the regulations of the university the module is taught. For instance, if at UB the student will have the possibility to compensate for a single module, or if at UdG the student will have to re-enrol the module at the following academic year and pay the fees associated with this re-enrolment.

MAIA validation rules

Université de Bourgogne (UB):

- The student validates a semester if he/she gets a total average of E at least.

Università di Cassino (UCLAM):

- To validate a semester, the students must have no module with F.
- A student must be reassessed if he/she got an F in the first session.

Universitat de Girona (UdG):

- To validate a semester, the students must have no module with F.
- A student must be reassessed if he/she got an F in the first session.

4. Complaints and problem resolution mechanisms: the students first submit their concerns to the module coordinator. If no consensus can be reached, the students can then submit their concern to the Course Director. Finally, if no satisfactory solution can be found, the Academic Board of the consortium will study and jointly take the necessary actions.
5. At the end of the programme, the students will get the **Erasmus Mundus Joint Master's degree in Medical Imaging and Applications (MAIA)** signed by the three universities of the consortium if they comply with the legislation and validation rules of each one. The students will also obtain the **MAIA Diploma Supplement** summarizing the courses delivered along the first three semesters and the research training achieved during the fourth semester.

6. The marks will be converted and homogenized according to the conversion rules given below.

Conversion rules: MAIA Grading scale

Marks at UB are expressed on a scale of 0-20.
Marks at UdG are expressed on a scale of 0-10.
Marks at UNICLAM are expressed on a scale of 0-30.

France to Spain	
France	Spain
20	10
20 to 16	10 to 9 (linear)
16	9
16 to 14	9 to 8 (linear)
14	8
14 to 10	8 to 5 (linear)
10	5

Spain to France	
Spain	France
10	20
10 to 9	20 to 16 (linear)
9	16
9 to 8	16 to 14 (linear)
8	14
8 to 5	14 to 10 (linear)
5	10

Italy to Spain	
Italy	Spain
30 e Lode	10 MH
30	10
30 to 27	10 to 9 (linear)
27	9
27 to 25	9 to 8 (linear)
25	8
25 to 18	8 to 5 (linear)
18	5

Spain to Italy	
Spain	Italy
10 MH	30 e Lode
$9.8 < x \leq 10.00$	30
$9.50 < x \leq 9.8$	29
$9.17 < x \leq 9.50$	28
$8.75 < x \leq 9.17$	27
$8.25 < x \leq 8.75$	26
$7.80 < x \leq 8.25$	25
$7.36 < x \leq 7.80$	24
$6.93 < x \leq 7.36$	23
$6.50 < x \leq 6.93$	22
$6.07 < x \leq 6.50$	21
$5.64 < x \leq 6.07$	20
$5.21 < x \leq 5.64$	19
$5.00 < x \leq 5.21$	18

Student's Name:
Student's Family name:

Dr A. OLIVER
MAIA Coordinator

Signature:
Date:

Signature:
Date: