

**ERASMUS MUNDUS JOINT MASTER IN  
Medical Technology and Healthcare Business (EMMaH)**

**STUDENT AGREEMENT FOR EMJM STUDENTS**

**Programme Intake: xxxx**

Between Université de Lille (Coordinating Institution), representing the EMMaH consortium, which is composed of the following organisations:

- The Université de Lille (ULille) in France, Coordinating Organisation
- The Hamburg University of Applied Sciences (HAW) in Germany
- The Instituto Politecnico do Porto (IPP) in Portugal
- The Taipei Medical University (TMU) in Taiwan

**And the student**

Last name:

First name:

Date of birth:

Place of birth:

Nationality:

Passport No. / National Identity Document No. (*for European Students*):

.....

With official residence in:

.....

.....

***The following is agreed:***

## 1) Scope

The EMMaH consortium accepts the student to participate in the Erasmus Mundus Master Programme in Medical Technology and Healthcare Business - EMMaH in accordance with the rights and obligations mentioned below.

## 2) Academic structure

EMMaH is a two-year Master Programme of Excellence in the field of medical technology, clinical research and healthcare business and is composed of the following elements:

- The Welcome Days (all EMMaH students);
- The first semester (S1) of studies at HAW;
- The second semester (S2) of studies at IPP;
- The third semester (S3) of studies at ULille;
- The fourth semester (S4) at either HAW, IPP, ULille or TMU depending on the subject chosen of the master thesis and the assignment by the Consortium;
- The Award Ceremony

The fourth semester is dedicated to the preparation and oral presentation of the master thesis. Students who want to do the master thesis at TMU should be registered at this institution (15 Taiwanese credits equivalent to 30 ECTS for the semester).

The complete list of courses is available in the Course Catalogue on [www.master-emmah.eu](http://www.master-emmah.eu)

## 3) Degrees awarded

Upon completion of all relevant examination requirements (validation of 120 ECTS, with a minimum of 30 ECTS per semester) in all three European Partner institutions, the Student receives:

- One single joint diploma signed by the three European partner institutions, which is a multilingual and multisealed parchment;
- a joint diploma supplement presenting the details of the participant's academic programme and academic achievement.

Upon completion of relevant examination requirements for the first, second and third semester (validation of 90 ECTS, with a minimum of 30 ECTS) in all three European Partner institutions, and the validation of 15 Taiwanese credits for the fourth semester at TMU,

- the Taiwanese master of science diploma of TMU.

The Partners issue the Programme degree as follows:

Name of institution	Title of degree awarded in national language	Title of degree awarded in English	Type of degree	Date and reference of formal approval of degree
the Université de Lille	Master mention de la santé, parcours EMMAH	European Master in Medical Technology and Healthcare Business	Trinational Joint Degree	Decree of 29 Oct 2020 - n°20150102 Accreditation until 2024-2025
HAW Hamburg	Master of Science	European Master in Medical Technology and Healthcare Business	Trinational Degree	Decision of 4 December 2018 Akkreditierungsrat AQAS e.V. valid until 30.9.2025
IPP	Mestrado Europeu em Tecnologia Médica e Negócios em Saude	European Master in Medical Technology and Healthcare Business	Trinational Joint Degree	Decision by A3ES NCE/16/00199 dated 12.7.2017 with 6 years validity (until July 2023)
TMU	理學碩士 工學碩士 工學碩士	Master of Science > Biomedical Materials and Tissue Engineering > Nanomedicine and Medical Engineering > Biomedical Optomechatronics	National Taiwanese Degree	Certificate of recognition by Higher Education Evaluation & Accreditation Council of Taiwan valid from Jan. 2020 to Dec. 2025

#### 4) Language policy

All courses are taught in English. All partners offer local language and culture courses to promote the student's academic success and facilitate his/her social and cultural integration.

#### 5) Performance monitoring and evaluation

Courses and exams are mandatory. Students will follow the evaluation procedures established at each partner university of their mobility path. Student performance will be assessed in every course. To pass the courses, the student has to pass the exam and other exercises, such as literature and laboratory reports, as well as oral presentations, computer-based test, written exams, internship report, tutored work reports, etc. These components may be graded and contribute to the final grade of the course. The student is evaluated according to the course objectives.

A pre-acceptance in year 2 of EMMAH is given in March/April of year 1, depending on the grades of the student. Final acceptance will be granted during summer once all grades are received.

In any case, students have to complete 60 ECTS during year 1, to be able to be accepted in year 2.

Student will participate in the implementation of the continuous improvement process by participating in different surveys at the end of each term (course evaluation and term organization) and at the end of the programme (programme evaluation, vertical coherence within tracks). Surveys will also be conducted after graduation on the transition from institution to work, professional insertion, and doctoral opportunities.

### **5.1. Pass/fail criteria and resit exams for individual courses**

The ECTS-credits for an individual course are awarded if the student passes the exams according to the rules of the institution. In the event that a student fails a course, re-sit options shall meet the regulations of the host Institution.

Tuitions fees derived from a second or subsequent registration in an EMMaH course may be applied. Any academic period exceeding the duration of the master's degree shall not be covered by the EMJM scholarship, and/or institutional grant (maximum of 24 months).

### **5.2. Master thesis regulations and (optional) internships**

Internships in S4 can be carried out either at for-profit organisation, public institution or a research organisation linked to medical technology or healthcare business in the host country. The regulations for the Master thesis in S4, as well as the regulations for collaborative projects in the framework of the Master thesis, follow the rules of the institutions awarding the degrees.

For the thesis assessment, a report is mandatory in addition to an oral, public presentation of the work to the educational team and students of the programme.

A supervisor from the host institution should be designated in case of an internship, including internship outside the supervising institution (companies, research institute, etc).

Internships are only possible in countries where the safety of students is not at risk. I.e. the rules of the host institution and the potential exclusion of countries (e.g. red/orange areas defined by French Foreign Ministry) has to be respected.

Internships can be undertaken in one of the associated partner's organisation. The list of official associated partners of EMMaH is available on [www.master-emmah.eu](http://www.master-emmah.eu)

### **5.3. Specific education and examination regulations**

In cases that are not stipulated in this student agreement, the specific academic, administrative and examination regulations of the institution at which the student is participating in a particular course apply.

## **6) Obligations of the student and code of conduct**

**6.1.** The student declares to meet the requirements to follow the proposed academic programme, particularly that he/she holds a Bachelor (or equivalent) degree and that he/she commits to have a good command of English i.e. an equivalent to B2 in English according to the levels defined by the Common European Framework of Reference for Languages (CEFR) before the start of the programme.

**6.2.** If the student made false declarations in his/her application file, the consortium upon request of the coordinating or any partner institution has the right to immediately cancel his/her admission or registration to the programme and stop the scholarship payment. In such a case, the student shall travel back to his/her home country on his/her own costs.

**6.3.** The confirmation of enrolment in the EMMaH programme is conditional on meeting the requirements of the different Partner Institutions as regards enrolment at Master's level and upon providing the required documentation on time.

**6.4.** Courses, education and examination activities are mandatory, including the Joint Activities (Welcome Days, E-Academy Week, Diploma Award Ceremony). Any absence in case of illness or other reason (for instance: need to temporarily take care of a close family member or hospitalisation/death of a family member) must be duly justified by providing an official document to the EMMaH Management Team within 10 days after the notification of absence. In the event that the student does not satisfy this requirement and cannot provide an acceptable reason, he/she will be informed of his/her removal from the programme and the payment of the scholarship will be immediately discontinued.

**6.5.** The student is obliged to successfully complete a total of at least 120 ECTS (30 ECTS per semester) at the programme curriculum, including a master thesis of at least 30 ECTS, to obtain the master's degree.

**6.6.** The student's scholarship and/or grant can be discontinued if he/she has not obtained 60 ECTS at the end of the first academic year, without a valid reason. The scholarship holder will have a 10-day period to provide justification documents. In case the student's scholarship and/or grant is discontinued for this reason, the student may decide to continue in the Master's Programme as a self-funded student.

**6.7.** It is the responsibility of the student to be well informed about all the rules of the programme and comply with all institution regulations at Y1 and Y2 institutions, as well as with rules and regulations specified in this agreement.

**6.8.** The student commits to behave in a respectable manner during his/her studies. He/she will commit no fraudulent acts, and will specially avoid cheating, falsification or plagiarism of any academic work. Moreover, he/she will use both the movable and immovable goods of the institution with great care, will not abuse or misuse the access to equipment and installations, will not perform any unauthorised access or violation of departmental, school or institution rules, and will follow all safety rules that are in place in all Y1 and Y2 institutions. Failing to do so may involve suspension or exclusion from the Institution and the EMMaH Programme.

**6.9.** EMMaH does not accept plagiarism. All students are expected to be familiar with and fully respect the rules regarding plagiarism at their Y1 and Y2 institutions. The institutions of the EMMaH consortium have a policy of actively informing on their non-acceptance of plagiarism and the associated institutional-level sanctions. All cases of plagiarism shall be reported to the EMMaH Coordinator. Plagiarism may lead to exclusion from the programme according to the regulations of the host institution and the EMMaH Programme.

**6.10.** In the case of a programme exclusion, it will be a responsibility of the EMMaH coordinating institution to formally notify the student in writing. The student will have a 10-day period to provide justification documents.

**6.11.** In the case of being awarded an EMJM scholarship and/or grant, the student declares on his/her honour that he/she did not receive previously another EMJM scholarship or an Erasmus Mundus Master Course/Joint Doctorate scholarship. The student is prevented from receiving any other scholarship or subvention financed by the European Commission under other EU Commission programmes. It is the responsibility of the scholarship holder to inform the Coordinator and the contact person at his/her host institution of any additional funding received that may be incompatible with the EMJM scholarship.

Besides, it is the responsibility of the scholarship holder to check the compatibility of the EMJM scholarship with any other funding (e.g. UFA/DFH mobility grant, salary, etc.) he/she may receive and, if necessary, inform the relevant authorities in charge of that additional funding.

**6.12.** The student has the obligation to provide all necessary administrative documents, and commits to participate in quality assurance procedures and follow-up activities (such as questionnaires, surveys, monitoring meetings, etc. which can be initiated by either the EMMaH Steering Committee or by the Education, Audiovisual and Culture Executive Agency of the European Commission (EACEA)). Some documents may need to be provided after the end of the EMMaH programme.

**6.13.** Leave or absence from the Institution must be performed according to the regulations at the host Institution. If a scholarship holder leaves, or is absent, from the host institution, even if it is for academic purposes, this must be authorised in writing by both the academic supervisor at the host institution and the Coordinator (ULille) upon request and justification from the student. Any unauthorised absence may result in the scholarship being withdrawn.

**6.14.** In the case of being awarded a EMMaH EMJM scholarship and/or grant, the Coordinating Institution has the right to suspend the payment of the scholarship if:

- The scholarship holder or fee waiver withdraws from the project in case of *force majeure*;
- The scholarship holder or fee waiver is excluded or suspended from the Institution, or leaves on his/her own demand;
- The scholarship holder or fee waiver does not obey the internal regulations set by the EMMaH Consortium, the regulations of the host institutions and the clauses in this agreement.

In the event that the student prematurely ceases his/her participation in the programme or wants his/her scholarship to be interrupted for any reason, he/she must notify the programme coordinator immediately by e-mail at [contact@master-emmah.eu](mailto:contact@master-emmah.eu)

In the case of an interruption of the EMJM scholarship and/or grant, the student is obliged to refund any amount unduly paid. In the case of monthly allowances, the number of eligible payments shall be calculated according to the provisions in *Art. 8.3*.

**6.15.** A scholarship and/or grant can be put on hold if the student has to temporarily leave the EMJM course following duly justified and well documented reasons. Such cases relate to medical reasons and/or serious family reasons (e.g. need to temporarily take care of a close family member or hospitalisation/death of a family member). In such a case, the scholarship and/or grant payment must be interrupted until the candidate is again physically present at the host institutional and can actively continue pursuing the course activities.

**6.16.** In case of being awarded an EMMaH EMJM scholarship and/or grant, this is intended for full time study. However, the programme does not foresee any restrictions for remunerated work outside the scholarship activities, providing that:

- It is in line with the national legislation of the country(ies) concerned (visa, residence permit);
- The scholarship and/or grant holder can still dedicate the necessary efforts to the mandatory activities in order to complete them successfully within the agreed period;
- There is no limitation from the EMJM Programme

**6.17.** As part of this agreement, the student commits to becoming a member of the EMA (Erasmus Mundus Alumni association, <http://www.em-a.eu/>) which is the international professional and personal network for Erasmus Mundus students and graduates and serves as channel of communication for students, alumni, institutions and the European Commission

## 7) Administrative frame

The partner institutions will endeavour their best to provide the student with tuition, supervision, assessment and support services of a professional standard.

The EMMaH Secretariat (at coordinating institution) will provide:

- timely payment of the EMJM scholarship
- assistance with visa procedures
- insurance: the student will be provided with health insurance during the whole period of the studies. This comprehensive insurance policy meets the specific regulations of EACEA for EMJM students (health, travel, and civil responsibility and repatriation cost towards the country of the student, etc.). The student will be provided with the necessary documentation and information (e.g. coverage conditions, restrictions, helpdesk contacts, etc.) before the start of EMMaH and as soon as the final list of selected students is approved.

The Consortium Institutions will provide:

- detailed information on programme content and structure incl. practical information
- first and second year admission
- registration of courses and results
- assistance with visa procedures
- assistance with university accommodation, or guidance on local housing facilities
- academic and social student counselling, incl. tutor/academic advisor
- local language instruction
- access to all facilities and services available to regular students (e.g. libraries, laboratories, computer rooms, etc.)
- Help Desk where information to EMMaH students is centralised.

## 8) Financial frame

### 8.1. Institutional costs

The maximum contribution from the EACEA to the institutional costs of the EMMaH consortium is 750€/month x 24 months duration of the EMMaH programme for each enrolled EMJM student (18.000€ per capita).

The EU contribution may cover following costs:

- Teaching and travel of staff members of the partner institutions, invited guest lecturers, promotion, dissemination of the EMMaH programme
- Organisational costs including full health and accident insurance coverage for each enrolled EMJM student during the whole academic period
- Tuition fees at each host institution for each EMJM scholarship and/or grant holder
- The registration at each host institution as a regular student
- Language and culture courses at each institution integrated in the EMMaH curriculum;
- Access to library and laboratories
- Student management, services and activities; support in visa application, etc
- The Welcome Days for all EMMaH students
- The Final Award Ceremony
- All other academic and administrative fees (e.g. degree issuing from the partner institutions attended, access fee, recognition fees, etc.);



Participation costs **do NOT** include:

- Travel costs
- Visa costs
- Individual module-related costs (e.g. books and materials, etc.)
- Living expenses

**Travel costs** : It is the responsibility of the student to cover the necessary travel expenses to participate in all compulsory activities of EMMaH (e.g. travel to Y1 and Y2 Institutions, travel to attend the Welcome Days, Final Conference and Award Ceremony, etc.).

### 8.3 Monthly student EMJM scholarship

A basic monthly amount of 1400€/month during maximum 24 months shall be paid to the Erasmus Mundus scholarship holder. Payments shall be performed in a systematic way in EUR, on a monthly basis to a SEPA bank account whose account holder must be the scholarship holder.

The payment of the student scholarship will correspond to the effective time of stay, during which the scholarship holder undertakes his/her academic activities. The monthly amount can only be paid as from the month of physical arrival of the student in Hamburg and after formal enrolment to the master degree at all European institutions. The payment will be stopped immediately in case of interruption of the course by the student. Should the absence be not excused in a satisfactory manner within 10 days, the student will be struck off the list by decision of the Steering Committee.

If students decide to voluntarily enter Germany before the start of the programme, then this period must not be considered as part of the EMJM's course duration.

The regular scholarship payment to the student can be stopped if the student is excluded or suspended from the course, blocked from entry in the country of mobility by national authorities or leaves the course on his/her own demand or by force majeure.

The monthly amount is paid from the month of arrival of the student and is further transferred at the beginning of each month during a maximum duration of 24 months.

### 8.4 Money transfers

To receive their payments, all students will have to open a personal bank account in the SEPA area and forward the account details (including the IBAN number) to the Secretariat using the provided Bank Account Form. All payments will be made by the ULille by direct transfer to the bank account specified by the scholarship recipient.

The scholarship is only awarded after the student has signed this agreement and after the student's official enrolment at ULille. In order to transfer to the scholarship holders the individual scholarship payments which are centralised by the coordinator, it is the responsibility of the students to provide any document requested (scanned copies) to the ULille.

Hosting institutions shall help with forwarding them at once, along with the following documents, to the Coordinator as soon as the scholarship holder arrives at the host institution:

- Proof of enrolment (i.e. student card)
- Certificate of arrival signed by the local EMMaH coordinator and the student

## 9) Intellectual Property Rights

The student must respect all Intellectual Property Rights dispositions at each partner institution of his/her mobility path. For collaborative projects as Master thesis IPR need to be determined between the host institution, the internship host organisations and the student.



### 10) Health insurance

EMMaH students are insured by the coordinating institution with a combination of health, liability, accident and assistance insurance which complies with the EACEA's minimum requirements.

This insurance is at no extra-costs.

The details of this insurance and terms of conditions will be communicated to the student.

### 11) Interruption terms

The student understands that he/she will be excluded from the EMMaH programme, under these circumstances:

- In case of absence (lectures, practical sessions, field trips, informative and official meetings...)
  - that the student cannot justify with medical certificates,
  - for which permission has not been granted by the EMMaH staff (requested in advance to ensure permission),
- If the student fails to validate one year of study within the stipulated time frame
- If the student is the subject of disciplinary measures leading to his/her exclusion from the EMMaH Partner Institution where he/she is studying
- If the student is the subject of legal prosecutions that prevent him/her from attending the EMMaH programme
- If the student withdraws from the EMMaH programme on his/her own decision or in case of force majeure as defined by the EACEA

Under these circumstances, the student hereby commits, on his/her honour, to reimburse any fund allocated to him/her, covering the period starting after the date of exclusion.

In case of insufficient academic results of the student, the EMMaH Consortium, upon presentation of a report by the Institution where the student is attending EMMaH course, can decide to end students' training. In this case, the distribution of Erasmus Mundus scholarship and/or grant to the student will be also closed.

### 12) Complaints and amendments

In the case of complaints, the student may appeal to the EMMaH Steering Committee. The student may initiate the complaint through the student representatives, selected by and amongst EMMaH students, who is a member of the EMMaH Executive Board (advisory function for student related issues).

The Executive Board aims to deal with all complaints in a fair and consistent manner and as quickly as the circumstances allow. However, for specific complaints about a specific service or facility provided by a Partner Institution, the student shall invoke the complaints procedure of that institution.

Any complaint arising in relation to EMMaH, or termination of studies, must be raised without delay and addressed to the attention of the Coordinator. The Secretariat will amend the agreement on an ad hoc basis in case of temporary termination, e.g. on the grounds of health reasons.

In case of scholarship interruption, the Executive Board will address the situation on a case by case basis.

Any amendment or update to the current agreement shall be communicated in writing and signed by the parties.

### 13) Exclusion of responsibility

The EMMaH Consortium is not liable for accidents, illnesses, injuries, losses or damages to people or goods resulting from or in any way related to the activities that are object of the present contract.

### 14) Consent for use of student's image

During the EMMaH programme you may be photographed and/or filmed. Those images are used in EMMaH promotional tools. In order to disseminate those images in our communication tools, student's agreement is requested.

- I agree that recorded images of me (photographs, audio or video images and recordings) taken during academic activities can be used in hard copy or digital form for any of the following purposes:
  - the promotion, communication and dissemination of EMMaH activities and programmes. These may be used on the EMMaH website, leaflets, posters, social media, display screens and presentations
  - generate training materials (e.g. eLearning resources, on-line learning materials, and similar materials. These may be used by EMMaH students, shared with other individuals involved in EMMaH and may be presented at conferences)
  - *duration of authorization*: the duration is effective for the duration of the exploitation of the targeted media
  - this authorization is for free
- I don't want my image to be used as described above. I ask that my face is blurred in case it is recognizable on a photograph or a screen shot (apart from crowd shot for which no authorisation is necessary)

### 15) Use of personal data

By signing this agreement, the student authorises the use of his/her personal data in activities related to EMMaH. All personal data contained in the agreement shall be processed in accordance with Regulation (EU) 2016/679 of the European Parliament and of the Council on the protection of natural persons with regard to the processing of personal data and on the free movement of such data, and repealing Directive 95/46/EC (General Data Protection Regulation).

Such data shall be processed in connection with the implementation and follow-up of the EMMaH project by the Partner Institutions, EACEA 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.

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 [emmah@univ-lille.fr](mailto:emmah@univ-lille.fr).

### 16) Duration and Signatures

This agreement automatically expires when the degree is awarded. If the agreement is terminated at an earlier point, the scholarship payment is automatically stopped at the same time. The coordinating institution will seek reimbursement of undue prepaid instalments. The annual EMMaH participation cost payment is not refundable.

Nothing in this Agreement or the Consortium Agreement between the Parties of the EMMaH Consortium, shall be deemed to require a Party to breach any mandatory statutory law under which the Party is operating.

Without prejudice to the general consequences laid down in national law applicable in the present Agreement, the EMMaH Consortium reserves the right to cease the effects of the present agreement, without recourse to any judicial procedure apart from adequate communication to the student. Failing agreement by both parts, the French courts are designed as the only competent authority to resolve any legal dispute between the EMMaH Consortium and the student emerging from the agreement. This Student Agreement will be governed by French law.

**I acknowledge having read, agreed with and committed to comply with all articles of this agreement.**

NAME and SURNAME:

DATE:

SIGNATURE:

## ANNEX - VOCABULARY

**Selection Board:** The Selection Board is composed of the staff members that will evaluate the applications of the students according to the selection criteria approved by the Steering Committee. These staff members can or cannot be in the Steering Committee.

**Consortium:** Decision making entity composed of the core group of four academic partners: the University of Lille in France; HAW Hamburg in Germany; Instituto Politecnico do Porto in Portugal and Taipei Medical University in Taiwan;

**Exclusion:** When a student is forced to leave the programme permanently. The decision is taken by the Consortium.

**Host institution:** The higher education institution that will welcome the student for at least one semester; and in which the student will receive education according to his or her choice.

**Steering Committee:** The Steering Committee is composed of the academic staff members coordinators of each full partner institution of the consortium.

**Scholarship holder:** A student selected during the first call for applications and benefiting from an Erasmus Mundus scholarship.

**Grant holder:** A student selected during the first call for application and benefiting from a fee waiver.

**Suspension:** When the student is expelled, be for a certain amount of time, defined by the institution suspending the student.