



Co-funded by the
Erasmus+ Programme
of the European Union

Student Agreement Joint International Master in Smart Systems Integration (SSI)

1. Introduction

1.1

This Agreement sets out the relationship between the SSI Consortium, composed of the Heriot-Watt University (Scotland), the Budapest University of Technology and Economics (Hungary) and University College of Southeast Norway (Norway), and the students registered on the SSI Programme. It is intended to provide a framework which enables the SSI Consortium and the students to work together and to create a positive environment for learning and academic achievement.

1.2

On behalf of the SSI Consortium, the Co-ordinating Institution, Heriot-Watt University by its representative **NAME, Overall Coordinator**, and the student

Name:

Citizen of:

Passport Number:

are hereby forming an agreement under the following terms and conditions:

2. Student's obligations

2.1

The Student is obliged to attend the Erasmus Mundus Masters programme Joint International Master in Smart Systems Integration (SSI) having a duration of 2 academic years, beginning Autumn Semester <year> in the participating universities of Heriot-Watt University (HWU), Budapest University of Technology and Economics (BME) and University College of Southeast Norway (HSN), in accordance with the programme of studies supported by the European Commission.

2.2

The Student must comply with her/his obligations under these conditions and, in accordance with any reasonable instructions issued to the Student from time to time by or on behalf of the SSI Consortium. The Student is required to:

- 2.2.1 attend compulsory lectures, courses, tutorials, examinations and other activities which form part of the programme. Absences will only be accepted for medical reasons. Other absences must be agreed beforehand;
- 2.2.2 submit course work and other assignments by the specified deadlines. Extensions might be granted in exceptional circumstances such as illness;
- 2.2.3 reach the level of academic achievement required for the programme by the Academic Board (EMAB);
- 2.2.4 Follow the rules and regulations of each university whilst on their premises, (cf. Annex B-D).
- 2.2.5 be adequately prepared for any activity which the Student is required to undertake as part of the programme outside the Universities and at all times conducting yourself in a proper manner;
- 2.2.6 notify the Co-ordinating Institution of any changes in the details supplied by them at registration, for example, if change in her/his address, or withdrawal from the SSI programme.

3. The SSI's Obligations

3.1

The SSI Consortium will make all reasonable efforts to deliver the courses and the associated learning support of the Programme as described in SSI Programme plan for the appropriate academic year.

3.2

The SSI Consortium will make learning support facilities and other university services available to the SSI students. These may vary from course to course and between universities.

3.3

The Senates or equivalent bodies of the SSI Institutions will appoint an European MSc Academic Board ("EMAB") to manage the SSI Programme. The EMAB will have an overall responsibility for the strategy, priorities and management of the complete Programme.

The EMAB will comprise:

- a. two representatives of HWU teaching staff
- b. two representatives of HSN teaching staff
- c. two representatives of BME teaching staff
- d. the Programme Director of the Co-ordinating Institution
- e. two elected student representatives, one from the year 1 and one from year 2 cohorts

The above members of staff are appointed by each Institution for five years. The student representatives are elected for 1 year.

4. Matriculation/Registration

4.1

Erasmus Mundus students enrol on a full time basis. All SSI Institutions will ensure that, where data is obtained from registered students, prior consent is obtained. This data will be shared amongst the SSI Institutions when collected.

4.2

Students who have to interrupt their studies for a certain period of time, and for justifiable reasons of health, or any other personal matters, must give the SSI Consortium coordinator and the local coordinator due notification, communicated in writing. All such situations will be evaluated on an individual basis. Confidential support is available in each university if the Student's personal situation should require it.

4.3

If any student is in debt to one or more of the Partner Institutions, the Co-ordinating Institution, after reasonable notice has been given to the student, may exclude the student from graduating. Such students may be deemed ineligible to receive a degree certificate or other award from any of the Partner Institutions without prior consent from all partners.

5. Fees and Grants

5.1

<§ 5.1 will be individually adapted in each contract depending on the status of the student: self-funding or with Erasmus Mundus Scholarship (Partner country or Programme country).>

5.2

The scholarship does not create or entitle an employer-employee relation between the University and the Student, and therefore is not subject to direct taxation.

5.3

Any deliberate failure on the part of the Student to fulfil the conditions expected in terms of attendance at the Erasmus Mundus Master Programme, in particular non-fulfilment of the conditions stipulated in the present Contract, constitutes sufficient reason for action to be taken towards resolving the issue and could lead to reimbursement of the scholarship awarded. In the case of reimbursement, the consortium will determine the amount to be reimbursed.

6. The SSI Consortium's Liabilities

6.1

The SSI Consortium has set up insurance coverage for the students who participate in the Erasmus Mundus MSc SSI that covers the topics recommended by the Erasmus Mundus guidelines (http://eacea.ec.europa.eu/erasmus_mundus/index_en.php). The Student is obliged to accept this necessary insurance related to the activities for the full duration of the study period. Beyond this insurance the SSI Consortium is 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 the object of the present Contract.

6.2

Although the SSI Consortium will try to ensure that computer equipment and software available for the Student use has reasonable security and anti-virus facilities and protections, the Student use such computer equipment and software provided by the SSI Consortium at her/his own risk. The Consortium shall not be liable for loss or damage suffered by the Student as a result of the use of any computer equipment or software provided or made available by the SSI Consortium, including any contamination of software or loss of files.

7. Intellectual Property Rights

7.1

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

- if generated by the prevailing contribution of the student, subject to the rules of the Institution in which the work was undertaken.
- if generated by the prevailing contribution of staff, subject to the rules of the employing Institution.

7.2

Where intellectual property is developed jointly between students and/or staff of the Institutions, the Institutions shall agree which of them shall manage the exploitation of intellectual property and for this purpose shall ensure that full assignments of the intellectual property are obtained.

8. Academic Rules and Assessment

8.1

The Joint International Master in Smart Systems Integration uses the ECTS grading scale. Grades or marks are given in the systems used at each of the Partner Institutions, and converted to ECTS grades according to the following tables:

	HWU	ECTS
Excellent	≥70 %	A
Very good	60-69 %	B
Good	50-59 %	C
Satisfactory	40-49 %	D
Sufficient	35-39 %	E
Fail	Fail (<35 %)	F

	HSN	ECTS
Excellent	A	A
Very good	B	B
Good	C	C
Satisfactory	D	D
Sufficient	E	E
Fail	F	F

	BME	ECTS
Excellent	5	A
Very good	4	B
Good	3	C
Satisfactory	2	D
-	-	-
Fail	1 (Fail)	F

The SSI Consortium intends to include a grading percentage table of the SSI Programme in every Transcripts of Records/Diploma Supplement, according to the ECTS Users' Guide.

8.2

For each course: If a student gets an F at the first exam session he/she will have to resit the exam. The F will be replaced by the new grade (and the F will not appear in the degree). The resit session will normally be organized in the following semester 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 resit the exam in the institution where he/she will study in the following semester. This is only the case for SSI specific course, not for optional local courses.

8.3

The Academic Board (EMAB) shall establish a mechanism whereby student progress may be monitored and remedial action taken where appropriate.

8.4

At the end of the 2-year SSI programme, the programme will be certified through one Joint Degree Certificate and one Joint Diploma Supplement issued by the Co-ordinating Institution. The Degree Certificate will bear the logos and signatures of authorized signatories of all three Institutions. This diploma will also include the official transcript of records from all cooperating institutions. The Joint Degree will be awarded by the Co-ordinating Institution at its normal graduating ceremonies.

9. Appeals and Complaints Procedure

9.1

A student who wishes to complain about any general aspect at the consortium level of the SSI programme will invoke the complaints procedure of the Co-ordinating Institution.

9.2

A student who wishes to complain about any specific service or facility provided by one of the Institutions, or about a student or member of staff from one of the Institutions will invoke the complaints procedure of that Institution. These institutional rules will be available in English.

9.3

The complaint procedures referred to in 9.1 and 9.2 are published at SSI Website.

10. Formalities

10.1

Any alteration to the present Agreement or respective Annexes must be communicated in writing. All alterations to the initial situation must be immediately communicated by the Student to the Co-ordinating Institution. Upon mutual agreement of contractual modifications, the Co-ordinating Institution will issue an *addendum* to the present contract.

10.2

Without prejudice to the general consequences laid down in national law applicable in the present Agreement, the Co-ordinating Institution reserves the right to cease the effects of the present Agreement, without recourse to any juridical procedure apart from adequate communication to the student. Failing agreement by both parts, the British courts are designated as the only competent authorities to resolve any legal dispute between the Co-ordinating Institution and the Student emerging from the Agreement. The present Agreement will be governed by the British Law.

10.3

The SSI Master Programme has been funded with support from the European Commission. The content of this agreement reflects the rules of the Consortium and the partner institutions, and the Commission cannot be held responsible for any dispute arising from the information contained therein.

10.4

The following annexes constitute an integral part of the present Agreement:

ANNEX A – Scholarship Transfer Form

ANNEX B - Statutes, Ordinances, Regulations and rules of Heriot-Watt University

ANNEX C – Code of Studies and Exams of Budapest University of Technology and Economics

ANNEX D - Statutes, Ordinances, Regulations and rules of University College of Southeast Norway

11. Signatures

The signatories declare that they have read and accept the conditions laid down in the present agreement .

Date: xx/xx/201x

Date: xx/xx/201x

First Signatory

Second Signatory

Position: SSI Programme Director

Name of the student:

Name: _

Place and Date: Edinburgh ----xx/xx/201x