



Erasmus Mundus Joint Master Degree (EMJMD) Student Agreement

Student of the Erasmus Mundus Joint Master Degree Programme
“European Master in Lexicography”
(self-funded candidate)

Academic Years 2023 & 2024

The Coordinating Institution, Friedrich-Alexander-Universität Erlangen-Nürnberg,
represented by Prof. Dr. Stefan Schierholz, Bismarckstraße 1, D-91054 Erlangen

on behalf of the EMJMD-EMLex Consortium formed by

Université de Lorraine (Nancy), France

Universidade de Santiago de Compostela, Spain

Universidade do Minho (Braga), Portugal

Uniwersytet Śląski (Katowice), Poland

Stellenbosch University, South Africa

Università degli Studi Roma Tre, Italy

Károli Gáspár Református Egyetem (Budapest), Hungary

and the student

Last name:

First name(s):

Official residence:

Date of birth:

Place of birth:

Nationality:

Passport number:

agree on this contract and the following terms and conditions:

1. Consortium

The Erasmus Mundus Joint Master Degree Programme entitled “European Master in Lexicography” (henceforth: EMLex) is organised jointly by the Higher Education Institutions Friedrich-Alexander-Universität Erlangen-Nürnberg (henceforth FAU), Université de Lorraine (Nancy) (henceforth UL), Universidade de Santiago de Compostela (henceforth USC), Universidade do Minho (Braga) (henceforth UMinho), Uniwersytet Śląski (Katowice) (henceforth US), Stellenbosch University (henceforth SU), Károli Gáspár Református Egyetem (Budapest) (henceforth KRE), and Università degli Studi Roma Tre (henceforth R3U).

2. Scope

On behalf of the participating Consortium partners, the student is given the permission to participate in the EMJMD-EMLex in accordance with the rights and obligations stipulated below. The home university will be either UL, UMinho or USC), which will be assigned by the Consortium.

3. General conditions

3.1 Duration, structure, mandatory mobility requirements and restrictions and course languages

3.1.1 Duration: The agreement is valid starting from the 2023/24 academic year, for the normal duration of the programme (two academic years). The agreement is subject to examination once every semester. The agreement may be terminated according to the stipulations under Articles 4.1 and 5.3.

3.1.2 Academic calendar and structure: The welcome week as well as the graduation ceremony will be organized by the home institution (university of the first semester), summer term (mobility phase), exam and holiday periods depend on the academic calendar of the particular home universities.

Individual regulations from each home university apply with regard to the study plan, module descriptions and examination regulations

	ECTS	Aims and contents
WS 1. sem.	10	Basic module B1: (common module: E-Learning, ca. 4 semester hours): Basics of lexicography
	10	Basic module 2 (home module): A lexicographically-oriented module (approx. 4 semester hours)
	(5)	B3a course of English (4-6 semester hours)
	(5)	B3b course of German (4-6 semester hours)
SS 2. sem.	(5)	B3c elective module: computer science or language course (Portuguese, Hungarian, Polish, Spanish, French, Italian)
	30	Mobility phase: Advanced modules 1 to 10 (Block seminars by teachers of the partner universities. Students have to acquire 30 ECTS, may, however, acquire more (50 ECTS), organisation plan according to special announcement.)
		All students must have gained 60 ECTS after the first year
WS 3. sem.	10	In-depth module 1: Series of lectures by teachers of different universities (live or via video).
	10	In-depth module 2 (home module): Special topic (depending on the seminars offered at the home university).
	10	Practical module: Minimum of four weeks internship at a publisher or a company or a research institute.
SS 4. sem.	0-5	Accompanying seminar to the master thesis (home module)
	25-30	Master thesis
	120	Total number of points

3.1.3 Mobility requirements and restrictions: All students have to travel to one of the partner universities in the second semester. The university and the local organisers change every year and are selected by the Consortium. The third semester must be spent at a third university, which will be assigned by the Consortium.

3.1.4 Course languages: The languages of the programme are German and English for the duration of the programme. All partners will offer the students access to their Language Centres or the equivalence and will encourage the students to attend extra-curricular language classes.

3.2 Study track and academic outputs

The student's mobility path is planned as follows: The student has to spend the first and fourth semester at his/her assigned home university and the second semester (spring/summer 2024) at the University of Hildesheim in Germany. In the third semester, it is mandatory to study at a third university (either FAU, KRE or R3U), which will be assigned by the Consortium. The internship should be done between the second and third semester. The internship can be completed in any country (except the student's home country).

During the two study years, the student must achieve 120 ECTS in (at least) two degree-awarding partner institutions. In order to pass a course, the student has to achieve a minimum score of 51%. Different conditions can be decided by the responsible teacher of the course and must be visible to the student. The comparability of examination results is ensured by a conversion chart agreed upon by the Consortium.

In case of failure of a course (failure includes absence from an exam with or without legitimate reason) a resit is possible but will depend on the examination rules of the university. This resit will preferably take place at the university where the course was taught, but will also be possible at another partner institution, if agreed with the partner university. Exam conditions (oral, written, individual report, etc.) are decided individually for each course unit. A grade is given per unit under the responsibility of the course unit manager.

3.3 EMJMD Diploma

Students who, within the framework of the above, successfully complete the EMJMD-EMLex, will be awarded a Joint Degree Diploma of the partner HEIs of the EMJMD-EMLex Consortium where the student is registered in the fourth semester (where the student writes his/her master thesis). The documents are written in English.

Details about enrolment, exam admission, illness, disability, pregnancy, parental leave, etc. are given in the examination regulations of the single Universities.

3.4 Insurance

The student will be provided with a health insurance. The insurance covers all minimum requirements of the EACEA, which include all worldwide travel necessary for the participation in the EMJMD-EMLex in relation to certain risks such as illness, accident, death, permanent disability, third-party liability etc. The students will have to follow the rules of the insurance company they are insured with and will have to notify the insurance company directly in case of an accident.

4. Financial Management

4.1 Participation Costs

Participation costs are set to 2,000.00 € per year. These participation costs include tuition fees and any compulsory administrative/operational costs related to the participation of the student in the EMLex (e.g. tuition, health insurance, social service fees, participation fees for cultural events etc.). The participation costs must be paid to the coordinating institution.

Provided that the student is selected to participate in the Erasmus Mundus programme, the coordinating institution will inform him/her and send him the Student Agreement, which he/she must sign and send back by post to the coordinating institution within 2 weeks after such notification. The coordinating institution will inform the student upon receipt of the signed Student Agreement. The participation costs are immediately due after such notification and must be paid by the student to the coordinating institution within the two months preceding the start of the first and second year in the respective country (note that these dates may differ depending on the country!). If the participation costs are not paid within these two months the coordinator is entitled to give the college place to another applicant.

4.2 Scholarship

The Consortium will support the student by a scholarship every month in the first, the third and the fourth semester. The scholarship will be paid in the beginning of every month, for a maximum of 18 months. The monthly amount will be 400.00 €. There will be no further funding.

In the second (and possibly the third) semester, the student will be able to gain support from the Erasmus+ programme. He or she shall organize this funding by himself/herself in turning to the university administration during the first semester. If an Erasmus+ funding is not possible in the third semester, the student will be paid a substitute scholarship of 400.00 € per month by the Consortium.

4.3 Termination of the Contract

The Consortium coordinator has the right to terminate the contract if the student does not meet the requirements stated in this agreement and if the student has been admitted to the EMLex programme on the basis of false information.

4.3. Exclusion from the Programme

The student understands that he/she shall be excluded from the EMLex Master

- a) in case of non-attendance to the course that the student cannot justify with medical certificates or for which permission has not been granted by the EMLex staff
- b) if the student is the subject of disciplinary measures leading to his/her exclusion from the EMLex programme
- c) if the student is the subject of legal prosecutions that prevent him/her from attending the EMLex programme or
- d) if the student withdraws from the EMLex programme, on his/her own decision or by force majeure.

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 the exclusion
- the bank fees, for the year of the day of the exclusion.

4.4 Refund of the participation costs

In case that the student withdraws from the EMLex programme on his/her own decision, he/she will be refunded half the **participation costs** provided that the student has paid the full **participation costs** beforehand, as stipulated in 4.1 herein, and has notified the coordinating institution in due time about his/her withdrawal. A student will not be refunded after the start of the second week of semester at his/her home university.

4.5 Exceptions to 4.4

The student shall not refund sums he/she perceived for the following:

- sums the student shall need to live between the day of the termination of the Agreement and the end of the calendar month, i.e. for food, transportation, within a limit he/she shall agree on with the coordinating institution.

The EMLex Consortium shall for its part allocate the students funds and instructions enabling him/her to fulfil his/her commitments in 4.3. 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 EMLex programme that the student has not yet paid

In addition, in case of exclusion the EMLex Consortium shall allocate the student funds to cover the costs of travel back to his/her country of origin, which the student shall not refund.

5. Student services and mandatories

5.1 Student services

There are multiple service programmes at the universities to ensure support of visa and housing, administration, local language courses and access to on-site and online learning facilities. In addition, an orientation event will be organized to support the students. Relevant information is provided on the EMLex websites of the single universities. The tutoring programme guarantees the mentoring of the student. Disabled students will get an extra tutor for the whole time of studying.

5.2 Participation

5.2.1 Evaluation: The student is evaluated for each course in accordance with the regulations of the institutions where the student is studying, except for those cases that are stipulated in the common rules. The student grants the universities where he/she is studying during the first and the second year the right to transfer all information concerning the progress of the studies to the Consortium management and its administrative units.

This includes courses, study results, and all other facts that are necessary to evaluate the student's performance.

5.2.2 EMA: The Erasmus Mundus Students and Alumni Association (EMA) is a platform for all EMJMD-Students and can be found via <http://www.em-a.eu/>. The student is encouraged to join EMA.

5.3 Code of conduct

The student must use both the movable and immovable goods of the university with great care and to act and behave in accordance with the regulations enforced within the university.

The student is strongly advised to attend as much as possible all lectures and laboratories. Some laboratories and/or assignments are compulsory in order to pass a course. The lecturer has the responsibility to inform the student about compulsory parts of the course at the start of the course. In case of absence of more than one week (during the academic year not including holiday periods) the student is expected to inform the programme representative at the partner institution and ask for approval for this absence. He/she has to provide a motivation for the absence supported, as much as possible, by evidence.

The programme coordinator reviews the student's academic performance each semester and makes a new decision for the coming semester regarding the continuation of the study programme, based on the previous

semester's study results. Minimum requirements are that the student has performed an equivalent of 30 ECTS during the previous semester. In the event that the student prematurely ceases his/her participation in the programme for any reason, he/she must notify the programme coordinator immediately.

A student who leaves the programme prematurely but has obtained credits for certain courses will get a transcript of records stating the courses he/she has earned credits for.

5.4 Administrative Requirements

Please adhere to the local requirements in terms of registration, installation and deadlines to be respected.

5.5 Internships

The Internship (minimum 4 weeks) is a mandatory element of the curriculum of the EMJMD-EMLex. It falls to the student to organize the internship according to the agreement with the EMJMD-EMLex coordinator of the university. The Consortium offers a catalogue of potential internships.

6. Responsibility

The EMLex Consortium bears no responsibility for accidents, illnesses, injuries, losses or for damages to persons or goods resulting from or related to the activities planned in the present Agreement.

7. Modification of the Contract and dispute resolution conditions

Any alteration to the present contract or annex must be communicated in writing. All alterations to the initial situation must be immediately communicated by the student to the EMJMD-EMLex Consortium. Upon mutual agreement of contractual modifications, the EMJMD-EMLex Consortium will issue addenda to the present contract.

Signatures:

Both parties declare they have read and accept the conditions hereby defined. Each party receives one copy of the Student Agreement.

The EMJMD-EMLex-Coordinator represented by Prof. Dr. Stefan Schierholz, on behalf of the Consortium,

Stamp / Signature:

signed in _____, on _____

The student,

Signature:

signed in _____, on _____



Erasmus Mundus Joint Master Degree (EMJMD) Student Agreement

Appendix 1

To be filled in and handed in to the Consortium as soon as possible.

PERSONAL DATA	
Name of the student	
Home address	
Telephone number home country	
Date of birth (DD/MM/YYYY)	
New address in the country of the EMLex home university	
Telephone number in the country of the EMLex home university	
BANK INFORMATION	
Name of the bank	
Address	
IBAN	
BIC	