



STUDENT AGREEMENT ERASMUS MUNDUS MASTER COURSE

Architecture, Landscape, Archaeology (ALA)

STUDENT AGREEMENT

Between the ALA Coordinator, professor Alessandra Capuano from Sapienza Università di Roma (Italy), Piazzale Aldo Moro 5, Rome, postcode 000185, Italy, on behalf of the ALA Consortium formed by the following universities:

- University Federico II di Napoli (Italy)
- University of Coimbra (Portugal)
- National Technical University of Athens (Greece)

And the Student

First name/s :

Surname/s :

Date of birth :

Place of birth :

Official residence:

Passport number:

On behalf of the participating consortium partners, the permission is given to the Student to participate in the EMJMD-ALA in accordance with the rights and obligations stipulated below.

1. GENERAL:

- 1.1 This agreement specifies the services provided to the Student by the consortium, and the rights and obligations of the consortium and of the Student.
- 1.2 The Student engages to pursue the academic programme of the Master Erasmus Mundus on ARCHITECTURE, LANDSCAPE AND ARCHAEOLOGY, approved by the European Commission under Convention Number **2018-1525/001-001** having a duration of 2 academic years, with full time attendance, without undertaking any occupation with regular salary in parallel to the studies of the ALA Master.
- 1.3 The attendance of the course is recognized by the involved Universities as long as the Student is successful in all examinations and assessments.
- 1.4 The universities will use their best endeavors to provide the Student with tuition, supervision, assessment and support services of a professional standard. The relevant information concerning the structure and organization of the Master, its calendar, courses' outline and their evaluation, will be published in the website of the Master and form part of this contract.
- 1.5 The present agreement will be governed by Italian Law

2. The KEY ELEMENTS AND MILESTONES:

- 2.1 The Student during the 2-year Master Course (120 European Credit Transfer Scheme - ECTS) will take part in an interdisciplinary programme and study in three or four different cities: Rome, Athens, Coimbra and Naples. The 2-year period will be organized as follows:
 - The 1st semester (30 ECTS) will be held in Rome with an introductory "Urban design and archaeology workshop" and modules on "Architectural and Archaeological Culture" and "Archaeological Methodologies".
 - The 2nd semester (30 ECTS) will take place in Athens or in Coimbra and the Student will attend



either a design studio in Athens on “Archaeology within the urban tissue” as well as the theoretical and practical modules related to it or a design studio in Coimbra on “Archaeology and the design of territory” as well as the theoretical and practical modules related to it.

- In the 3d semester (30 ECTS) the master offers a professional practice (internship) in one of the associated partners, with which the Consortium has a collaboration partnership agreement, and a study trip with design workshop in Naples.
- The 4th semester (30 ECTS) will be dedicated to the thesis in one of the selected locations.

FIELDTRIPS and VISITS: a special study trip will be held in Naples and Pompei combined with a workshop. Additionally, educational trips to important archaeological areas will be organized during the course in Italy, Greece and Portugal as well as to the areas of study in workshops and design studios.

EXAMS: The final exams, mid-term and final presentations will be held to test the Student’ learning process (oral, written, essay, graphic and drawing representations).

- 2.2 The master thesis consists of a design project to be developed in teams composed by an architect and an archaeologist or one graduate with a design and one with a historic origin. In order for the Student to start working on the master’s Thesis he/she should complete successfully all the modules and start working on the professional practice. Thesis could be connected to the activities taking place during the professional practice. It should be submitted with a report from the supervisor; along the report on the Internship period between 15th of May and 15th of July of the year the Student is completing the master course. In exceptional cases the thesis could be submitted on the 15th of September of the same year.
- 2.3 All courses are mandatory. There will be no elective pathways.
- 2.4 The language of the course is English. Extra-curricular courses for the local language of the partners will be offered.
- 2.5 The academic calendar: Summer term, exam and holiday periods depend on the academic calendar of the particular home universities. The welcome week as well as the graduation ceremony will be organized by the home institution (Sapienza Università di Roma, Italy). A welcome event will be organized also at each partner HEI location at the beginning of the relevant semester
- 2.6 Professional practice will take place in one of the associated partners.

3. The planned STUDY TRACK:

- 3.1 It will be agreed between the Student and the coordinating institution in the middle of the 1st semester.

4. The ACADEMIC OUTPUTS:

During the two-year course the Student must achieve in total 120 ECTS in (at least) three degree-awarding-partner institutions. In order to pass a course the Student has to achieve a minimum grade of F (see next table).

- 4.1 Student examination and performance evaluation: Student’ accomplishments are going to be evaluated through module examination and the evaluation of Master Thesis which shall be presented in front of a panel of professors. The Student should successfully pass module examinations to complete each of the Master modules; the form of examination for each module is going to be specified in the description of each module. The grades are going to be given according the grading system of the hosting university. These are going to be translated via the following table to common grades. Local rules and regulations of the European partner university at which the student is enrolled apply to courses/modules that are followed, grading of courses/modules, re-sits, consultation of graded work etc. Generally, a grade superior or equal to D has to be obtained in order to be awarded the ECTS corresponding to the relevant course. Different grading systems are in place at the European partner institutions. The following system for grade conversion is applicable:



GRADES	UC	NTUA	UNIROMA/UNINA1
A	18/20-20/20	9/10-10/10	30/30-30 E LODE
B	16/20-17/20	8/10	27/30-29/30
C	14/20-15/20	7/10	24/30-26/30
D	12/20-13/20	6/10	21/30-23/30
E	10/20-11/20	5/10	18/30-20/30
F Failed	0/20-9/20	0/10-4/10	0/30-17/30

In order for the Students to start working on the master's Thesis they should complete successfully all the modules and start working on their professional practice (internship).

- 4.2 The **Master Thesis** is going to be evaluated by a panel composed by three professors. One of the members shall belong to the university where the Thesis took place, the other a professor specialised on the field and the third a professor from a partner university. The Thesis will be marked between E to A, D being the pass mark.
- 4.3 **Professional Internship** is going to be assessed together with the Master Thesis. Parallel to the Master Thesis the Students should submit a report on their internship period along with the report of their supervisor stating that the Student has satisfactorily completed the internship period and assessing his/her performance. This is going to be graded and its grade is going to count 30% of the thesis mark. Honours and extraordinary mentions will be awarded by the master academic committee to the 10% top ranked Students, based on a report issued by the academic committee.
- 4.4 **Resits:** at each partner institution, the local policies for repeating Master level examinations will apply. In case of failure of a course (failure includes absence from an exam with or without legitimate reason) a resit is possible depending on the examination rules of the university. The marks of a subject won't be used for compensating marks of another subject. If the Student failed a subject he/she shall abandon the ALA programme.

5. The EMJMD DIPLOMA

- 5.1 ALA diploma (Architecture, Landscape and Archaeology) is a joint master degree awarded by the four partners (UNIROMA1, UNINA, UC, NTUA). The Diploma will be issued by Sapienza University, on behalf of the partner Universities. The Diploma will carry the signature of the relevant authorities having the power for issuing University degrees in each of the partner Universities, and the official logo of the four Universities. The Degree will be fully based on the ECTS system and will be accompanied by a Diploma Supplement that lists all the courses and the title of the thesis with their accompanying ECTS credits and marks with specification of training hours, language of instruction, institution delivering the course and all other relevant details to ensure the degree transparency and facilitate recognition in other States. It should be free from any value judgement, equivalence statements or suggestions about recognition.

6. The PARTICIPATION COSTS and other FINANCIAL ASPECTS:

- 6.1 The Students involved in the ALA programme pay participation costs. Scholarship holders will have their participation costs paid via the participation cost share of the EACEA scholarships grants allocated to the Consortium. The participation costs will be different between students from Programme Countries and students from Partner Countries as follows: Programme Country Students: 2.250 EUR per semester / 4.500 EUR per year and Partner Country Students: 4.500 EUR per semester / 9.000 EUR per year. The costs cover: Student insurance for two years / Selection and Registration/ University overheads / ALA workshops and field trips / Design studios/ Pedagogical Material/ Educational trips to archaeological areas/ Course exams/ Thesis examination/ Library access/ Administrative-Managerial expenditures/ Publications of students' works/ Organization of conference to promote students' works/ Cost for issuing the diploma and the Diploma Supplement/ Publicity and Dissemination of the course and the outcomes of students' work/ Organisation of online courses. NTUA has a tuition free policy.



Thus, part of its budget will give financial support to a Greek graduate that is not scholarship holder. Participation costs do not cover accommodation, living expenses, travel or visa costs.

The EMJMD student scholarships will include also a contribution to student travel and installation cost and a subsistence allowance for the entire duration of the EMJMD study programme.

More analytically:

Contribution to the travel and installation costs:

1 000 EUR per year per scholarship holder resident in a Programme Country for travel costs

2 000 EUR per year for travel costs + 1.000 EUR for installation costs for a scholarship holder, resident in a Partner Country less than 4000 KM from the EMJMD coordinating HEI.

3000 EUR per year for travel costs + 1.000 EUR for installation costs for a scholarship holder, resident in a Partner Country 4000 KM or more from the EMJMD coordinating HEI.

Contribution to subsistence costs:

1 000 EUR per month for the entire duration of the EMJMD study programme (24 months maximum).

Contribution to subsistence costs will not be given to the scholarship holders for the EMJMD periods (study/research/placement/thesis preparation) spent in their country of residence, nor to scholarship holders from a Partner Country for the EMJMD periods exceeding one trimester (i.e. 3 months or the equivalent of 15 ECTS credits) spent in any Partner Country.

The place of residence will be verified on the basis of the provision of documents such as a residence certificate issued in accordance with the candidate's municipality normal registration rules or a certificate from the candidate's place of work, study or training issued by the employer or institution in question.

Students with a double nationality must select the category of their choice and they have to apply only to one of the two categories of scholarship at a time.

NTUA has a tuition free policy. Thus, part of its budget will give financial support to a Greek graduate that is not scholarship holder.

6.2 The scholarship will be paid by bank transfer to a European bank account number. The Student shall inform the consortium as soon as possible on any change in his/her bank details. If the bank account is not active yet by the beginning month of the master, the scholarship will be paid in cash. The scholarship is not subject to direct taxation.

6.3 The Student cannot benefit from another EU funded scholarship scheme to follow the ALA EMJMD course and this applies for the entire period of the course.

6.4 The consortium coordinator, under the Consortium Committee proposal has the right to exclude the Student from the programme and terminate this agreement.

In case:

- of non-attendance of the course (lectures, field trips, professional practice, workshops) that the Student cannot justify with medical certificates or for which permission has not been given by the ALA staff
- the Student fails to validate a year of study,
- the Student is the subject of disciplinary measures leading to his/her exclusion from the ALA institutions,
- the Student is the subject of legal prosecution that prevent him/her from attending the ALA programme,
- the Student withdraws from the ALA programme, on his/her own decision or by force majeure.

6.5 In case of prior leaving the course for any reason the Student shall pay for the following before his/her departure:

- the rent of his/her accommodation, for the month of the day of his/her leaving.
- any bank charges for the year of the day of his/her leaving.



- the remaining tuition fees for the semester the Student was active in.
- 6.6 Suspension and possible reimbursement of scholarship
- The regular scholarship payment to the student can be stopped if the student is formally expelled or released from the programme, blocked from entry in the country by national authorities or leaves the programme on own demand.
 - The student must notify the local coordinator from the Partner institution and the Coordinating Institution about the situation.
 - If the student has to interrupt the program for a certain period of time on valid reasons (health, pregnancy, family reasons etc) the student must notify the local coordinator from the Partner institution and the Coordinating Institution about the situation. The Consortium Committee will decide on the possible suspension of the monthly payments. Reimbursement to the student of the participation costs deducted from the scholarship is not possible
- 7. The HEALTH INSURANCE scheme:**
- 7.1 The Consortium will provide the minimum required level of the obligatory insurance to the Student, respecting the requirements for the health, accident, death, permanent disability, third-party liability etc insurance coverage provided under EMJMDs and will also respect any local legislation as far as insurance is concerned. These are described in http://eacea.ec.europa.eu/sites/eacea-site/files/documents/e-jmd_insurance-guidelines_en.pdf. The Student will have to follow the rules of the insurance company and will have to notify the insurance company directly in case of an accident.
- 8. SERVICES TO THE STUDENTS:**
- 8.1 The Student will have a tutor at each assigned programme institution who will be his/her reference teacher during his/her stage at the assigned university. He or she will also help the Student to integrate in social and cultural terms as well as possible. Assistance will be provided in the preparation of his/her Research Plan. Teaching staff will assess the participation of the Students, their commitment, workload, infrastructure and finances as well as communication and collaboration with the partners. In case of any kind of difficulty (academic, logistic or administrative), the Student shall have to request the help of the tutor.
- 8.2 On arrival the Student shall obtain assistance and get informed by a local contact person. He/she shall be offered support with visa issues, accommodation information (cost of living, university residences, renting flats), procedures for opening a bank account, sports facilities as well as cultural and social events, and, if needed, the residence permit, registration with the local authorities. Wherever possible, a place will be reserved in the university's hall of residence.
- 8.3 **Local language** extra-curricular courses will be offered.
- 8.4 The Student, after registration, in each programme HEI will have full access to its **libraries, research infrastructure**, on-site and online learning facilities. A Student card will be issued.
- 8.5 In order to ensure an easy and fast transfer of scholarship money, the coordinator will pre-open a national bank account for the grant holders. Special arrangements with local banks have already been drawn up and this is a well-established practice within the coordinating institution. SAPIENZA, as Coordinator, will take care of the monthly scholarship transfer to all grant holders.
- 8.6 **Special needs Students' facilities.** All ALA partner universities have a dedicated office providing support for disabled Students. These centres will help and support the EMJMD students with special needs with their integration into the university, by helping them organize human and material help to meet their needs, in collaboration with the appropriate services and all people involved.
- 8.7 For those Students having difficulties in adapting to the new academic and social environment, psychological support will be offered.



9. MANDATORY PARTICIPATION:

- 9.1 Student participates in mandatory surveys/evaluations of the programme. He/she will evaluate the master course at the end of the study period, as well as the professional practice offered in the associated partners. He/she will evaluate the course content, quality of teaching, workload, professional practice (internship) experience, the organisation, accommodation, and infrastructure provided.
- 9.2 The Student is encouraged to join EMA (Erasmus Mundus Students and Alumni Association), a platform for all EMJMD-Students that can be found via <http://www.em-a.eu/>.

10. THE "CODE OF CONDUCT"

- 10.1 The Student must use all goods of the university (equipment and installations) with great care and behave with ethics in accordance with the regulations enforced within each university. Any incident will be treated by ALA C.C. and may cause the exclusion of the Student from the ALA programme.
- 10.2 The Student has to attend all lectures that are compulsory in order to pass a course. In case of absence of more than one week (during one academic semester excluding holiday periods) the Student has to inform the partner institution and request for approval for this leave of absence from the ALA staff providing relevant evidence for the cause of his/her absence.
- 10.3 The programme coordinator reviews the Student's academic performance each semester and makes a 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.
- 10.4 The Student will commit no fraudulent act, and will specially avoid cheating, falsification or plagiarism of any academic work.
- 10.5 Any Student registered in the course shall be subject to disciplinary measures if he/she is found to have committed an act of misconduct. A Disciplinary Procedure shall be initiated when a person reports an allegation of misconduct to the local coordinator from the Partner institution who is responsible to notify the Student in writing of the general nature of the alleged misconduct reported. The Consortium Committee (CC) will finally decide whether any further action should be taken after having an interview with the Student. The Student may be accompanied at any meeting or hearing under this Procedure by a representative of his/her choice. At the termination of the proceedings, the CC will write to the Student referring to the received evidence and describe the grounds of the final decision. The Student shall be allowed 10 working days from the date on the outcome letter to provide written notice of an appeal and relevant evidence should be submitted.

11. PROFESSIONAL PRACTICE (internship)

- 11.1 The internship involves 350 load hours, is worth 14 ECTS and can take place in one of the associated partners in Rome, Athens, Coimbra or Naples.
- 11.2 The Student will choose where he/she wishes to do the professional practice after discussing it with his/her professor. The Academic Committee will decide on the equal distribution to the four cities. The Student has to finish the professional practice and send the report in due time to allow him/her continue with his/her Thesis.

12. ONLINE RESOURCES

- 12.1 The Student shall be informed for the EMJMD action from the website of the ALA EMJMD (www.masterala.eu) and the Erasmus + Programme Guide: https://ec.europa.eu/programmes/erasmus-plus/sites/erasmusplus2/files/files/resources/erasmus-plus-programme-guide_en.pdf (section EMJMD p. 84)



13. APPEALS AND MODIFICATION OF THE CONTRACT

- 13.1 In case of any complaint, the Student may appeal to the ALA Consortium Committee with a reasoned writing. The ALA Consortium Committee will consider the issue and will solve within a month and notify the Student with a letter.
- 13.2 Any alteration to the present Contract must be communicated in writing. Upon mutual agreement of contractual modifications, the ALA Consortium will issue an agenda to the present contract.
- 13.3 The signatories declare that they have read and accept the conditions laid down in the present Contract.
- 13.4 Each party receives one copy of this Agreement.**

SIGNED AS AGREED

The ALA Coordinator,

The Student,

Date:.....

Date:.....

Place: Rome (Italy)

Place:..... Signature:

Signature:

Name.....

Prof. Dr. Alessandra Capuano

