



Erasmus+: Erasmus Mundus Joint Master Degrees

LETTER OF AGREEMENT

Partner-Country Students

Receiving an E+: Erasmus Mundus Joint Master Degree Student Scholarship (EMJMD scholarship)

PREAMBLE:

This Letter of Agreement sets out the role, rights and duties of the parties directly involved in ensuring the successful completion of an Erasmus+: Erasmus Mundus Joint Master Degree (EMJMD) in Digital Communication Leadership (DCLead) by Student mentioned below. The parties commit to comply with local rules and customary practices. Consortium Partners are the University of Salzburg (PLUS, Austria) as Coordinating Institution, Aalborg University (AAU, Denmark) and Vrije Universiteit Brussel (VUB, Belgium). Associated Partners are University of California Los Angeles (United States), Ghana Technology University College (Ghana), Universidade Federal do Recôncavo da Bahia (Brazil), Queensland University of Technology (Australia) and Journalism School at Fudan University (China), Teracom A/S (Denmark), Red Bull Media House (Austria), and Discovery Communications Europe (Belgium).

This Letter of Agreement is subject to the general terms and conditions of the Grant Agreement number 2015-2315/001-001 (thereafter called "GA"), the regulations of the Erasmus+ Programme Guide (thereafter called "E+PG" - http://ec.europa.eu/programmes/erasmus-plus/documents/erasmus-plus-programme-guide_en.pdf), and the general terms and conditions of the DCLead Consortium Agreement (thereafter called "CA").

THE UNDERSIGNED

1. The University of Salzburg, whose registered office is at Kapitelgasse 4-6, 5020 Salzburg, Austria, represented by the Programme Coordinator of DCLead, Dr. Sergio Sparviero, hereinafter referred to as "Coordinating Institution"
2. «First_Name» «Last_Name», born «Date_of_Birth», «Place_Birth», nationality «Nationality», identified by passport number «Passport_Number», hereinafter referred to as "Student"

have agreed as follows:

Article 1. Key elements

- 1.1. The DCLead Programme intake 1 starts **3 October 2016 and ends with 30 September 2018**. The duration is 4 semesters (24 months) that must be carried out in at least 2 of the 3 EU countries that participate in the programme.
- 1.2. Student is expected to arrive in Salzburg at the latest on Monday **3 October 2016** in order to have enough time to settle and accomplish all necessary formalities before the start of the lectures.
- 1.3. Before arrival, the DCLead administration will inform Student about an **Information Day**, which will take place on or after **3 October 2016**.
- 1.4. The first semester (winter term 2016/17) starts officially on **3 October 2016** and will end **31 January 2017**.

Article 2. Financial aspects

2.1. Participation costs

- 2.1.1. The participation costs are set to €4,300 per semester over the four term period of the programme. This amount covers any mandatory administrative/operational cost related to Student's participation in the **DCLead programme** (e.g. including tuition fees, full insurance coverage, administrative costs related to the issuing of the Diploma and Diploma Supplement) for two academic years. If an extension is required to finalize the studies, exams, thesis or thesis defense beyond 30 September 2018, unless otherwise noted in the GA (e.g. prolonged illness or for parental leave), it is on Student's responsibility to cover all further participation costs according to the national regulations of the Consortium Partner where the thesis defense is foreseen. Additionally the Austrian "ÖH Beitrag" (currently about €19) has to be paid to the Austrian Students Association (ÖH).
- 2.1.2. Any other costs that may occur in addition (e.g. for participation in excursion activities), being compulsory or voluntary, must be covered by Student.

2.2. Amount and payment of the grant

- 2.2.1. Student will receive an **EMJMD scholarship for Partner Country Students** granted by the European Commission as described in the E+PG.
- 2.2.2. The scholarship consists of:
 - the amount of participation costs defined in 2.1.1. This amount will be deducted by the Coordinating Institution and not paid to Student,
 - contribution to subsistence costs of €1,000 per month for the entire duration of the **DCLead Programme** (i.e. until all ECTS credits have been earned OR for a maximum of 24 months),

- a contribution to the travel and installation costs in the amount of

€3,000 per year for travel costs plus €1,000 for installation costs, for a scholarship holder whose place of residence is not in a Programme country and situated at 4000 km or more from Coordinating Institution,

OR

€2,000 per year for travel costs plus €1,000 for installation costs, for a scholarship holder whose place of residence is not in a Programme country and situated at less than 4000 km from Coordinating Institution,

OR

€1,000 per year for travel costs for a scholarship holder whose place of residence is in a Programme country.

- 2.2.3. For grant support to travel costs, travel distances must be calculated using the distance calculator of the European Commission: http://ec.europa.eu/programmes/erasmus-plus/tools/distance_en.htm. Student is asked to submit a residence certificate in English for the calculation of travel allowance when she/he registers for the programme.
- 2.2.4. The contribution to subsistence costs will be paid monthly (at the beginning of the month) until Student has earned 120 ECTS credits, or for a maximum of 24 months. The contribution for installation costs and the first part of the contribution for travel costs will be paid upon arrival in Salzburg. The second part of the contribution for travel costs will be paid beginning of the third semester.
- 2.2.5. Student will open an Austrian bank account and will provide the full details of this account to the DCLead Administrator. The grant will be transferred to this account. Coordinating Institution offers assistance in establishing such an account at a local bank in Salzburg.
- 2.2.6. The scholarship does not create or entitle an employer-employee relation between Coordinating Institution and Student, and therefore is not subject to direct taxation. Student is obliged to take care of any tax issue concerning the fiscal laws in her/his home country.
- 2.2.7. Student affirms that her/his status conforms to the rules for EMJMD scholarship holders in the E+PG, and especially that she/he does not benefit at the same time from another European Community grant, she/he was not beneficiary of a previous Erasmus Mundus Master Course (EMMC) or EMJMD grant of the European Community, that she/he was not resident nor has carried out her/his main activities (studies, training or work) for more than a total of 12 months over

the last five years (as to the application deadline, 14 February 2016) in one of the eligible applicant countries of the EMMC/EMJMD programmes, and that she/he did not apply for more than 3 different Erasmus Mundus Action 1 joint programmes (EMJD) at the same time.

2.2.8. Concerning the contribution to travel costs, Student is aware that she/he has to verify her/his place of residence with a residence certificate and a certificate from Student's work, study or training, issued by the employer or institution in question, in English or translated by a certified translator.

2.3. Rules for reimbursement

2.3.1. Student agrees that the scholarship payments stop with prior leaving of the course, in particular,

- in the case of termination of Student participation because of failure to pass a compulsory exam after the maximum number of re-sits allowed by university regulations, the payment of the scholarship will be interrupted at the last failed exam attempt.
- if Student earns all the credits necessary to be awarded the degree, the payment of the scholarship shall end in the month when the last credit is awarded.
- if Student fails to produce a valid proof of English proficiency before the deadline established by the Coordinator.
- if Student voluntarily interrupts the studies, the scholarship will stop at the time when Student leaves the Consortium Partners. Coordinating Institution shall recover all unjustified/ineligible scholarship payments received by Student as a result of her/his failure to communicate the interruption of studies in due time.
- The above applies also in case of a temporary interruption of the studies because of parental leave, severe illness or accident, or any other emergency situation (e.g. death of a close relative).

2.4. Vocational occupation

Student may embark on any vocational occupation with a regular salary in parallel to the studies under the DCLead programme, provided this does not interfere with Student's attendance and proficiency in the study programme. It is then on Student to obtain a work permit (if needed) and to pay resulting taxes locally and/or in her/his country of residence. It is not allowed to embark on any vocational occupation at the University of Salzburg.

Article 3. Mobility path & Master Thesis

- 3.1 The **1st semester (3 Oct. 2016- 31 Jan. 2017)** of studies takes place at **Salzburg** (Austria), at Coordinating Institution. This is the entrance university for all DCLead students, who will remain enrolled at the University of Salzburg for the whole duration of their studies.
- 3.2 Student has already chosen a mobility track in her/his application. Student can request to change the study track before **1 December 2016**. Such request must be made by sending a letter to the Coordinator. The programme board decides whether Student is allowed to change the mobility track. The Programme Board's decision is final and cannot be appealed.
- 3.3 The **2nd semester (13 Feb 2017 – 10 Jul. 2017)** and **3rd Semester (25 Sep. 2017 – 11 Feb. 2018)** of the track **Digital Communication, Policy and Innovation in Europe** take place in Belgium at VUB. The summer break takes place between **10 July 2017 and 20 August 2017**. A second session of exams (to re-sit failed exams only if it applied to Student), takes place between **21 August 2017 and 16 September 2017**.
- 3.4 The **2nd semester (1 Feb 2017 – 30 June 2017)** and **3rd Semester (1 Sep 2017 – 31 Jan. 2018)** of the track **Digital Technology and Management** take place in Denmark at AAU. The summer break takes place in July.
- 3.5 Outside of the summer break, weekends, agreed mobility paths and holidays in the calendar of the institution that is hosting student - student is expected to be in one of the countries of a full partner institution.
- 3.6 Student is allowed to choose the location of her/his **4th Semester** between Salzburg (Austria), Copenhagen (Denmark) and Brussels (Belgium). A decision concerning the location of the **4th semester** must be communicated to the Administrator of the Programme before **1 November 2017**.
- 3.7 The **Master Thesis** must be submitted during the **4th semester**. The Master Thesis is supervised by two faculty members of Consortium Partners. It is the responsibility of Student to find and arrange the supervision with the two faculty members.
- 3.8 Students of the track **Digital Communication, Policy and Innovation in Europe** must find a faculty member of VUB and a faculty member of PLUS. Students of the track **Digital Technology and Management** must find a faculty member of AAU and a faculty member of PLUS.
- 3.9 The faculty member of the partner institution where Student is located in her/his **fourth semester** is the primary supervisor. The other supervisor is the secondary supervisor.
- 3.10 If relevant to the Master Thesis, Student can request to spend a maximum of three months during the **4th Semester** at an **associated partner institution**. Associated partner institutions that are industry partners offer the possibility of internships. Associated partner institutions that are higher education institutions offer tutoring and access to their facilities.

- 3.11 Student must contact the representatives of the associate partner and agree the time and conditions of their stay and then send a request to the Coordinator. The coordinator submits the request to the Programme Board, which decides if Student is allowed at the associate partner. The decision of the Programme Board is final.
- 3.12 Student should note that places for mobility periods at partner universities are limited and therefore not available to all students of the programme.
- 3.13 If Student spends a mobility period at a partner institution located in her/his country of nationality or residence, **Student is not eligible for subsistence part of the scholarship during this period.**
- 3.14 If student submit his/her master thesis before or on **6 June 2018**, the defense of the master thesis will take place between **25 June 2018** and **6 July 2018**.
- 3.15 If student submit his/her master thesis after **6 June 2018**, but before or on **5 Sep. 2018**, the defense of the master thesis will take place between **24 Sep. 2018** and **14 October 2018** (possibly, via skype meeting).
- 3.16 If student does not submit his/her master thesis by **5 Sep. 2018**, student must register for a 5th semester.
- 3.17 If an official graduation ceremony is held, Student may participate on her/his own costs and organization.

Article 4. Code of conduct

4. 1. Under the present contract, Student is obliged

- to attend assiduously, and with the objective of successfully passing, the modules, and the thesis inherent in the programme of studies;
- to acquire at least 30 ECTS per semester and at least 120 ECTS over the duration of the programme. Student will submit her/his Master Thesis before or on **5 Sep. 2018**. If an extension is required to finalize the studies, exams, thesis or thesis defense beyond 14 September 2018, unless otherwise noted in the GA (e.g. prolonged illness or for parental leave), it is on Student's responsibility to take all necessary steps;
- to refrain from any kind of plagiarism in the preparation of course assignments and of the Master thesis;
- not to receive any other scholarship or subvention financed by the European Commission under other Community programmes;
- to participate in any additional activities like retreats, fieldwork, etc., that are specifically organized by the Consortium as a part of the DCLead programme;
- to notify Coordinating Institution without delay about any decision to leave the programme ahead of time or about any circumstances that lead to an (even temporary) interruption of the studies;

- not to take the same optional courses at the next Consortium Partner on her/his mobility path.
4. 2. Any deliberate failure on the part of Student to fulfil the conditions expected in terms of attendance at the DCLead Programme, in particular non-fulfilment of the conditions stipulated in this Letter of Agreement, 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, Coordinating Institution will determine the amount to be reimbursed (see also Article 2.3).
 4. 3. Student's performance will be monitored by the DCLead Administration at the Coordinating Institution. With successful completion of the semester exams a transcript will be forwarded from the relevant Consortium Partner to the Coordinating Institution, where all grades are processed.
 4. 4. If Student does not make sufficient progress, e.g. does not acquire at least 30 ECTS per semester, the payment of the scholarship may be terminated. It is strongly recommended that missing ECTS/examinations are completed until the end of the subsequent semester or within the time allowed for re-examination by the institution awarding the credits.
 4. 5. Student is provided with an immutable e-mail account by Coordinating Institution for the entire duration of the study programme. **Official communications take place through this account.** Student commits her/himself to check the e-mail account on daily basis.

Article 5. EMJMD Diploma

5. 1. With successful completion of the study track Digital Communication, Policy and Innovation in Europe of the DCLead Programme, Student is awarded the title of **Master of Arts (MA) in Digital Communication Leadership** by PLUS and VUB. With successful completion of the study track Digital Technology and Management of the DCLead Programme, Student is awarded the title of **Master of Science (MSc.) in Digital Communication Leadership** by PLUS and AAU.
5. 2. With the degree, Student also receives the relevant Supplements.

Article 6. Accidents, health and travel insurance

- 6.1. Coordinating Institution 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 this Letter of Agreement. Student is obliged to accept the necessary insurance related to the activities for the full duration of the study period.
- 6.2. Student is provided with the "Insurance Certificate for Students, Complete" (ICS Complete) by AON (<https://www.aonstudentinsurance.com/students/en/>), that will be valid for the whole period of studies and in all countries visited. Insurance expenses are included in the participation costs and as such are covered by the

EMJMD scholarship.

- 6.3. The insurance package fulfils the minimum requirements of EACEA for E+: EMJMD students: http://ec.europa.eu/programmes/erasmus-plus/documents/erasmus-plus-programme-guide_en.pdf. The insurance will be active from the moment when Student starts her/his journey to reach the entrance university (valid from 1st September 2016).
- 6.4. For visits to a general practitioner Student should expect to pay the doctor's bill and then being refunded by the insurance after filing a claim, while in the case of hospitalization the insurance will pay directly the hospital bill. The insurance's telephone number for emergency calls (Aon Assistance +31 (0)10 448 8260) will be available 24 hours a day, 7 days a week.
- 6.5. The insurance does not cover pre-existing medical problems.

Article 7. Services to student

- 7.1. The Consortium Partners offer Student support in issues like housing, visa/residence permit procedure, local language courses.
- 7.2. All local competent Academic Advisors will be presented at the Information day.
- 7.3. Students have access to computing facilities of all Consortium Universities, to online services for the access to transcript of records and to internet connection within the university premises, which implies access to professional journals through the institutional subscriptions.

Article 8. Surveys and evaluation

- 8.1. Student agrees to join in any programme surveys and evaluations when asked. These evaluations are carried out anonymously.

Article 9. Summer School

- 9.1. Student is expected to attend two editions of the DCLead summer school: one at the beginning of the first semester and one at the beginning of the third semester. The programme's participation costs also include the fees for participation in the summer school.

Article 10. Online Resources

- 10.1. Student will find links for further information on the DCLead Programme on the website dclead.eu.

Article 11. Modifications of the Contract

- 11.1. Any alteration to the present contract must be communicated in writing. All alterations to the initial situation must be immediately communicated by Student to Coordinating Institution. Upon mutual agreement of contractual modifications, Coordinating Institution will issue an addendum to the present Letter of Agreement.
- 11.2. Without prejudice to the general consequences laid down in national law applicable in this Letter of Agreement, Coordinating Institution reserves the right to cease the effects of the Letter of Agreement, without recourse to any juridical procedure apart from adequate communication to Student. Failing agreement by both parts, the Austrian courts are designated as the only competent authorities to resolve any legal dispute between Coordinating Institution and Student emerging from the Letter of Agreement. The present contract will be governed by Austrian Law.
- 11.3. The signatories declare that they have read and accept the preamble and conditions laid down in this Letter of Agreement.

Student agrees with the terms of this Letter of Agreement by signing the copy and returning it to:

Sergio Sparviero
DCLead Master Programme
Fachbereich Kommunikationswissenschaft
Universität Salzburg
Rudolfskai 42
5020 Salzburg
AUSTRIA

This Letter of Agreement has been drawn in two originals in English all texts being equally valid.

Signed in twofold at Salzburg,

University of Salzburg

Student

Dr. Sergio Sparviero

«First_Name» «Last_Name»

DCLead Programme Coordinator

Date:

Date: