

## Erasmus Mundus Master QuanTEEM Student Agreement

**Between the Erasmus Mundus European Master in Quantum Technologies and Engineering (QuanTEEM) Consortium, represented by Prof. Stéphane GUERIN, coordinator,**

Laboratoire Interdisciplinaire Carnot de Bourgogne (ICB) – Université Bourgogne Franche-Comté – Dijon – France, of the one part,

The student, of the other part,

Family name(s) :

Given name(s) :

Date and place of birth :

Nationality :

Passport number :

Have agreed to the following terms and conditions :

### **Article 1 : Consortium members and registration**

The Erasmus Mundus European Master QuanTEEM is jointly organised by Université Bourgogne Franche-Comté (UBFC, France), Rheinland-Pfälzische Technische Universität Kaiserslautern-Landau (RPTU, Germany) and Aarhus University (AU, Denmark).

This is a two-year English-taught study programme, divided into four semesters. All courses, lectures and reading materials, as well as the master thesis project, are in English.

In the framework of the QuanTEEM Master, the student has submitted an application to the QuanTEEM Programme Board through an online platform, operated by the QuanTEEM Coordinating Institution. Once selected, the student will be registered at UBFC and any university of the consortium, according to the study track he/she will have chosen, as a regular student. He/she will benefit from all rights guaranteed to regular students and he/she will have the same obligations and duties as well concerning academic, administrative and financial aspects.

### **Article 2 : Study tracks and organisation of the academic years**

The 1<sup>st</sup> semester is taught at UBFC. The course starts mid-September, after Welcome Days around September 10th. During this event, the enrolled students will be informed about the various specialisation profiles, the partner institutions, the assessment and rules, and will receive support from UBFC to facilitate any visa/resident permit issues for non-EU students. Exams are usually scheduled in December/January.

A winter school is organised at UBFC during the first half of February. The students will focus on interdisciplinary and intersectoral topics of Quantum Technologies, with, as possible speakers, industrial experts and visiting scholars from our associated partners.

For the 2<sup>nd</sup> semester, students can choose 2 paths :

- stay at UBFC ;
- go to RPTU.

At UBFC, classes resume late February, after the winter school. Exams are usually scheduled in May/June.

At RPTU, classes resume in March with an orientation course (4-6 Weeks), including a German course (arrival ideally mid-February).

Part of the joint summer sessions (of common venue alternating each year between the sites of the consortium), typically organised at the early beginning of July, will be devoted to master thesis defence of the M2 students, attended by the M1 students. It will be followed by the organisation of industry conferences for all M1 and M2 students about industrial applications of Quantum Technologies (with a rotation of topics to enable the participation of M1 and M2 students). The joint summer session will offer the opportunity to team M1 and M2 students. It will be complemented by a job fair with participation of industrial partners for the M2 students.

For the 3<sup>rd</sup> semester, students can choose 2 paths :

- go to / stay at RPTU ;
- go to AU.

At RPTU, students are expected to arrive latest by September for an orientation course for 6-8 weeks, including a German course (arrival ideally mid-August).

At AU, students should arrive by mid-August/late August.

Exam dates at RPTU and AU will be communicated at the beginning of each semester.

The progression between the semesters has been jointly established, e.g.:

- Advanced quantum theory I (S1) -> Quantum Optics (S2 - RPTU) -> Advanced quantum theory II (S3 – RPTU)
- Advanced quantum theory I (S1) -> atomic, molecular and optical physics (S3 - AU)
- Quantum information processing (S1) -> engineering of complex quantum systems (S3 - AU)

The 4<sup>th</sup> semester corresponds to the master's research internship and thesis which can last up to 6 months (minimum 5 months).

The student performs the master thesis project within the consortium or at partners' institutions, which consists of either research carried out in one of the laboratories of the consortium or an industry placement in a company involved in Quantum Technologies and Engineering. The majority of students are expected to carry out their thesis within one of the consortium universities' laboratories and will be supervised by researchers/teachers. However, they can also request to join another host laboratory/company for their thesis in any country. In that case, the host has to be approved by the QuanTEEM Programme Board.

A final summer school will be held, oriented towards industrial applications, as well as a graduation ceremony for newly graduated students (see above). Industrial site visits are included to both seasonal schools, according to the local opportunities.



Overall, at least two mobilities are compulsory and the individual plan of each student will be organised during the first semester. The final choice of the specialisations is made at the middle of S1, in order to give students a sufficient background for making their choices.

The student will be recognised as an Alumni student for each semester spent at a partner institution. He/she will also join the Erasmus Mundus Students and Alumni Association (<http://www.em-a.eu/>).

### Article 3 : Academic outputs

The European Credit Transfer System (ECTS) is used in QuanTEEM. Examinations passed at one of the consortium universities will be automatically recognised by the other three universities. Grading scales conversion and integration of the grading scale in a common framework is followed by this table:

#### Translation of UBFC, RPTU and AU marks into ECTS

UBFC	RPTU	AU	ECTS
$x \geq 18$	1-1,3	12	A
$16 \leq x < 18$	1,7-2,3	10	B
$14 \leq x < 16$	2,7-3,3	7	C
$12 \leq x < 14$	3,7	4	D
$10 \leq x < 12$	4	02	E
$8 \leq x < 10$	5	00	Fx
$x < 8$	5	-3	F

ECTS grades have the following meanings: A=Excellent; B=Very good; C=Good; D=Fair; E=Adequate; Fx=Inadequate; F=Poor.

E-learning is a standard practice in many QuanTEEM courses throughout the consortium. A virtual teaching platform will be specifically organised via Microsoft Teams by extending a local agreement at UBFC to the full consortium. We will combine it with the Moodle platform, the most popular learning management system, which can be now integrated to Microsoft Teams.

### Article 4 : Exams and resit rules

Each university sets exam dates, including retakes, according to the course schedule. Exam conditions (oral, written, individual or group assignment, etc.) are decided individually for each course and students are informed accordingly by the beginning of each semester.

The marks will be converted and homogenised according to the conversion rules given above.

Joint resit rules are applied locally based on local regulations for the examined modules.

Retakes from 1st semester at UBFC will be done remotely at each partner university during the second semester. Retakes from 2nd semester at UBFC will be done before July 31st. Retakes at AU/RPTU will be done remotely during the third semester.

Examinations at UBFC for the 1st year must have been successfully passed and credits obtained before July 31st. If the students fail in obtaining all credits by the end of the first academic year (after re-sit examination), the student will have the possibility to repeat the year but the payment of the grant will be stopped on August 31st, if applicable.

If the student fails exam(s) at AU/RPTU, he/she can present the exam remotely a second time before the end of the two-year programme. In order to graduate the student must successfully pass the 120 ECTS of the programme.



For the performance monitoring, evaluation and ECTS mechanisms, we are referring to the modules description available in the curriculum.

Further information, specific for each partner :

- at UBFC, the student has the possibility to compensate modules with the other modules taught within the same semester.
- at RPTU, the student doesn't have this possibility as each module must be independently completed successfully.
- at AU, the student has three examination attempts in each course. In case a student fails the examination, they will have to register for a re-examination before a set deadline. Students can only register for re-examinations if they have already tried to pass the ordinary exam before the re-examination. Students cannot withdraw from exams after the deadline, and the failure to take part in an exam for which they are registered will count as a failed attempt to pass it. The deadlines for registration and withdrawal can be found on the study portal and in the exam plan.

The partner institution will inform the student of any additional fee for reassessment.

If after all examinations, a student fails a module, the student will abide to the regulations of the university where the module is taught.

### Article 5 : Multiple degree awarded

The student will graduate only if he/she fulfils the requirements of the universities where he/she followed the courses. At the end of the programme, the student will obtain **a multiple degree** based on his/her study choices/specialisation (according to the semesters S1, S2 and S3, respectively). He/she will receive a degree from UBFC plus another degree from RPTU for those who follow the 2nd semester there, plus another possible degree from AU for those who follow the 3rd semester there. The table below presents the three different possibilities:

S1	S2	S3	Diplomas issued
UBFC	UBFC or RPTU	RPTU	UBFC / RPTU
UBFC	UBFC	AU	UBFC / AU
UBFC	RPTU	AU	UBFC / RPTU / AU

UBFC : Master Sciences, Technologies, Santé – Mention Physique Fondamentale et Applications – Parcours Erasmus Mundus Master on Quantum Technologies and Engineering - QuanTEEM.

RPTU : Master of Science – Advanced Quantum Physics

AU : Cand. scient. i Fysik – Master of Science in Physics

Each degree is awarded in accordance with the legal frameworks governing the awarding partner institutions and is fully recognised as a degree in the higher education systems of the awarding institutions. Each individual degree is issued and signed as stipulated in the relevant national legislation.

Multiple degrees are clearly identified as being awarded by a joint programme. Each of the degrees making up the multiple degree includes a statement that (1) this degree has been awarded for the successful completion of a joint programme; (2) other identified degrees have been awarded; and (3) this degree is presented together with these other degrees.



The student will also obtain the QuanTEEM Diploma Supplement summarising the courses delivered along the first three semesters and the research training achieved during the fourth semester.

### **Article 6 : Student's code of conduct and problem resolution**

The student hereby commits him/herself to :

- attend compulsory lectures, courses, tutorials, examinations and other activities which form part of the programme;
- submit by required deadlines coursework and other assignments required for the programme;
- submit the master thesis respecting the established deadline;
- recognise plagiarism as strictly forbidden and subject to disciplinary measures;
- provide supporting documents justifying any absences or delay in submitting coursework and assignments to the QuanTEEM staff;
- provide all compulsory administrative and academic documents required by each university administration;
- behave appropriately while on the universities' premises;
- be adequately prepared for any activity which he/she is required to undertake as part of the programme outside the universities, at all times conducting him/herself in a proper manner;
- comply with any professional and ethical standards applicable to the programme;
- notify the QuanTEEM administrative staff of any changes to the information which he/she has submitted on application or enrolment, for example, address change;
- participate in EMJMD/EACEA surveys/evaluations.

The student understands that he/she shall be excluded from the QuanTEEM programme if he/she is the subject of disciplinary measures from the QuanTEEM Partner Universities (UBFC, RPTU and AU). The student understands that he/she can face exclusion in case of repeated absence, insufficient results to exams, proven plagiarism and the scholarship may be terminated, if applicable. The student hereby makes a commitment on his/her honour to comply with the rules and regulations of the QuanTEEM consortium.

Complaints and problem resolution procedure : the student first submits his/her concerns to the Module Coordinator. If no consensus can be reached, the student can then submit his/her concern to the Course Director. Finally, if no satisfactory solution can be found, the Academic Board of the consortium will study and jointly take the necessary actions.

Students having to interrupt their studies for a certain period, for reasons of force majeure (justifiable reasons of health, pregnancy or family matters etc.), must notify the Consortium and the administrative coordinator of the programme. If the interruption period is short enough to allow the student to catch up, the payment of aid will not be affected. Each situation will be examined on a case-by-case basis.

The student also commits him/herself to honour the termination rules and regulations and corresponding payments of any third-party institution in due time and before his/her departure (e.g. CROUS, bank, Caisse d'Allocations Familiales, personal contracts and insurances, etc.).

### **Article 7 : Participation costs**

The coordinating university of the QuanTEEM consortium (Université Bourgogne Franche-Comté) has full responsibility for the management of tuition fees, participation costs and financial aid granted by the master.



The cost of the QuanTEEM master is :

- 2000€ per academic year for students from programme countries ;
- 6000€ per academic year for students from partner countries.

Participation costs include the following :

- Registration and tuition fees at the four QuanTEEM EMJM institutions;
- Social Fees
- Full health and accident insurance coverage, which the student is obliged to accept, related to the activities for the full duration of the study period under the Erasmus+ programme, according to the Minimum Requirements for the health and accident insurance coverage provided under EMJMD: [https://eacea.ec.europa.eu/sites/eacea-site/files/documents/2c\\_guidelines-for-insurance.pdf](https://eacea.ec.europa.eu/sites/eacea-site/files/documents/2c_guidelines-for-insurance.pdf)
- Participation in all the QuanTEEM EMJM activities (orientation week/language course included).
- Administrative assistance (support for visa issues, accommodation, bank account, etc.).

### **Article 8 : Financial provisions for scholarships holders**

Scholarships will cover the costs for which the students are financially responsible: travel from and to their country of origin, visas, travel between partners, installation costs, accommodation, university supplies, current expenses, memberships of student associations, etc.

Students from programme and partner countries will receive an EMJM scholarship of 1400€/month for the two academic years after validating the first year.

The monthly stipends will be paid when the student is enrolled in the coordinating institution. A schedule will be defined and signed by the scholarship holder and the coordinating university of the programme.

If the student drops out, payments stop immediately. The student may have to reimburse extra month(s) he has earned depending on his/her drop date.

The scholarship does not create or entitle an employer-employee relation between the QuanTEEM programme and the student. The student agrees not to receive any other scholarship in addition to the one from the QuanTEEM programme to fund him/herself, except personal resources.

### **Article 9 : Services to the student**

The International Relations Office (IRO) of the coordinating institution (UBFC) collaborates closely with the IRO at all partner institutions, which are in direct communication also with the QuanTEEM Programme Manager. A joint student guide will be realised (paper version as a form of a booklet and a PDF version available on the website). It will present the detailed structure and content of the programme, mobility scheme and regulation, and will provide details on specific services offered, as well as an overview of each partner university and of the cities where they are located (supplementary information available via QR codes). Also detailed information about issues such as registration, tuition fees, exam regulations, accommodation or visa obtainment will be given.

At UBFC, the student will receive all the necessary and relevant information before and on arrival regarding visa application, accommodation, registration to the local authorities (foreigner's officer), student welfare, a welcome package, opening a bank account, access to internet and intranet of the universities, practical information about being a student in this joint programme. The student will have access to a "meet and greet" service where a student ambassador will personally pick him/her up at the train station and take him/her to his/her place of residence.



At RPTU, the university-wide cross-department International Affairs of the RPTU (the International School for Graduate Studies: ISGS) provides an encompassing service for incoming European and third-country students and scholars.

The ISGS :

- supports the arrangement of the accommodation on behalf of the students and scholars, who will find a fully equipped accommodation on campus or close to the campus at the day of the arrival;
- offers a special welcome service at the train station of Kaiserslautern and accompanies the students to their accommodation;
- provides an emergency service in the incoming period;
- offers an intensive integrative language course with an attractive cultural and social programme;
- serves as a one-stop office for all kind of administrative and non-academic issues on the campus as an independent contact point in the centrally located the Building 39 (visa, registration, enrolment, health insurance, family services etc.).

The ISGS is the nucleus of Kaiserslautern's graduate family offering constant counselling and coaching in academic and social issues. Special needs students will receive a highly individualised service with a private tutor.

At AU, both pre-arrival and welcoming services are offered for international students at institutional level through the International Centre as well as faculty specific welcoming programmes. This includes an online introduction module, welcoming week, housing service, help desk for international students, mentor programmes, Danish language courses etc. Information regarding welcoming programmes and services are listed on the website :

<https://international.au.dk/life/studentscomingtoau/prepareyourarrival/au-intro-days/online-intro-week/>

In Denmark students with disabilities are supported by a national special educational support programme (SPS). The purpose of SPS is to ensure that all students have the opportunity to educate themselves on equal terms even if they have a disability.

#### **Article 10 : Health insurance coverage**

During the programme, mandatory insurance will be provided to the student by the coordinating institution UBFC, covering items required by the Executive Agency for the duration of the programme. At his/her arrival in Dijon, the student will have to enrol at the French national health insurance system, no matter if he/she already has a private health insurance. Once he/she gets a social security number, he/she will require the European Health Insurance Card (EHIC) in order to be covered in Germany and Denmark. For any other country in the world, students will be covered by the mandatory insurance provided.

#### **Article 11 : Duration of the agreement**

The agreement is valid from the date of signature of both parties and remains valid until the end of the duration of the QuanTEEM programme (24 months). The agreement may be terminated before if the student drops out or is excluded. In such cases, cessation of the present agreement shall use adequate communication in writing from the student or from the consortium.

#### **Article 12 : Processing of personal data**

Personal data collected by UBFC in the context of the performance of its obligations arising from this agreement will be recorded by UBFC administration. This data will be kept in accordance with current legal obligations. It will be processed on the basis of contractual performance. This data might be



transmitted to third parties: e.g. administrations, other institutions, associate universities, for administrative purposes. It could also be sent to the European Commission for monitoring purposes.

Made in two originals, one for each party.

Student's Name:

Prof. Stéphane GUERIN

Student's First name:

QuanTEEM Coordinator

Date:

Date:

Signature:

Signature:

