

ERASMUS MUNDUS JOINT MSC IN SMART CITIES AND COMMUNITIES (SMACCs)

SMACCs SCHOLARSHIP STUDENT AGREEMENT TEMPLATE

Note: Template fields to be updated are boxed like this

ERASMUS MUNDUS JOINT MASTERS COURSE Student recipient of an Erasmus Mundus scholarship Edition XX, 20XX-20XX

The Consortium for the Erasmus Mundus Joint MSc in Smart Cities and Communities (SMACCs) coordinated by the Université de Mons, Mons (UMONS), in collaboration with the University of Vaasa, Vaasa (UWASA), the International Hellenic University, Thessaloniki (IHU) and the Universidad del País Vasco / Euskal Herriko Unibertsitatea, Bilbao (UPV/EHU), represented by Prof. Zacharie De Grève, SMACCs Coordinator (UMONS) OR Prof Hannu Laaksonen, Programme Director (UWASA) OR Prof. Christos Tjortjis, Programme Director (IHU) OR Prof. Luis Del Portillo, Programme Director (UPV/EHU), of the one part, and

Surname: _____

First name: _____

Date of birth: _____

Place of birth: _____

Nationality: _____

Passport number: _____,

the student, of the other part, HAVE READ AND AGREED to the following terms and conditions.



**Co-funded by
the European Union**

1) Attendance

The Student commits himself/herself to duly attend the academic programme and the prescribed lectures, seminars, summer schools and examinations of the Joint MSc in Smart Cities and Communities, having a duration of two academic years, in at least three of the following programme partner Universities of the SMACCs consortium, in accordance with the programme of studies supported by the European Commission: the Université de Mons (UMONS, Belgium), the University of Vaasa (UWASA, Finland), the International Hellenic University (IHU, Greece) and the Universidad del País Vasco (UPV/EHU, Spain). The Student is obliged to reach the expected performance results to be allowed to continue participating in the joint programme.

2) Key Elements of the Programme

- a) Duration: SMACCs is a 2-year (equivalently, 4 academic semesters) programme for a total of 120 ECTS, with each academic year nominally starting on September 1st and ending on August 31st of the following year.
- b) Structure: The program offers a combination of the students' attending course lectures, performing project work, working in internships and completing an academic thesis.
- c) Mandatory Mobility Requirements and Restrictions:
 - The students will spend the first three semesters attending courses, where each semester will be spent in a different programme University (i.e., UMONS, UWASA, IHU, UPV/EHU) according to the four mobility paths shown in Table 1 below (30 ECTS/semester). The complete list of courses (compulsory and electives) offered by the four programme Universities is provided in Appendix A. In the fourth semester, the students will perform their thesis work, worth 30 ECTS, according to the options shown in Table 1. The thesis work can be performed in **ANY** of the three previously visited programme Universities of the followed mobility path **OR** in an Associated University **OR** in an Industrial partner/Research Institute (in the case of an Industrial partner, the term “internship” is used as a synonym for “thesis”). Each Associated University or Industrial partner/Research Institute is associated to one of the four programme Universities. Depending on the specific programme University in which the students perform their thesis, or to which their thesis is associated via an Associated University or Industrial Partner/Research Institute, the students will also obtain the specialization of that programme University.
 - Students will choose their **preferred** mobility path and **two (2) alternative** mobility paths, in order of preference, at the time of application. They will also indicate their preference for their specialization during their first year of studies. The consortium will aim to allow students to follow their preferred mobility paths, **subject to the following restriction**: in the first semester, the students are distributed between UWASA and UPV/EHU according to a 60:40 rule, namely none of the two Universities should host more than 60% or less than 40% of the year's intake. The same 60:40 rule will be applied in the second semester between UMONS and IHU and again in the third semester between UWASA and UPV/EHU, respectively. In the fourth semester, when the thesis work will be performed, the students will be distributed among UMONS, UWASA, IHU, UPV/EHU according to percentages of around 30%, 20%, 30%, 20%, respectively.

Table 1: Program mobility paths for enrolled students.

Paths	1 st Semester	2 nd Semester	3 rd Semester	4 th Semester (thesis)
1	UWasa	UMONS	UPV/EHU	Prepared at one of the 3 Universities of the path (*) OR Prepared with an Associated Partner (University, Company, Research Centre, Municipality), with the academic supervision of one of the 3 Universities of the path (*) (*) If a partner is involved, a co-supervisor from the partner is added. Co-supervisions between different SMACCs universities are possible and encouraged.
2	UWasa	IHU	UPV/EHU	
3	UPV/EHU	UMONS	UWasa	
4	UPV/EHU	IHU	UWasa	

The students can choose to perform their thesis in any of the three Universities in their selected mobility path, **OR** in any of the Associated Universities **OR** in any of the Associated Industrial/Research Institute partners (upon partners wishes and possibilities)

NB: new Associated Partners are continuously joining the SMACCs consortium. An up-to-date list of Associated Partners of the SMACCs programme, that can be selected by the students for preparing their thesis, can be consulted online.

d) Additional courses offered: The programme partner Universities as well as the Associated Universities also offer extra, non-ECTS bearing courses, which the students can follow if they want to deepen their knowledge in a particular area of research. These courses may be offered, online or through distance learning methods, in the 4th semester on a student-by-student basis depending on the courses and thesis supervision offered by the Programme University or Associated partners (Associated Universities, Industrial partners/Research Institutes) as well on as the student's interest, academic performance and language abilities.

e) Course Languages: All courses offered by the four programme partner Universities are taught in English. If the students perform their thesis work in one of the Associated Universities, they may attend, at their choice and subject to availability, courses by the Associated Universities in languages other than English.

f) Academic Calendar Milestones: The academic year typically starts on September 1 and ends on August 31 of the following year, taking into account the academic calendar of each of the four programme partner Universities as shown in Table 2. There is a break over the Christmas period and students also have time for summer vacation. The Winter School is held in early January of each year, and the Summer School is held in July of each year. The participating Universities of the SMACCs consortium shall announce the final academic calendar by the first week of the academic year, including the course schedule and location as well as the examination periods. The Coordinating Institution (UMONS) in consultation with the organizing Institution shall announce the period and location of the Summer School within the first three months of each academic year. Students are encouraged, when possible, to arrive 1-2 weeks before the start of the class periods applicable to their 1st semester programme University in order to participate in possible orientation sessions, complete administrative obligations (e.g., registration, insurance, residence permit) and get acclimatized to their new environment before classes start.

Table 2: Academic calendar of the programme partner Universities.

1st & 3rd SEMESTERS					2nd & 4th SEMESTERS					SUMMER MONTH	Summer Vacation
9	10	11	12	1	2	3	4	5	6	7	8
ACADEMIC PERIOD					ACADEMIC PERIOD						
Courses and continuous assessment UWASA			WINTER SCHOOL (1 WEEK)	Courses IHU			EXAMINATION PERIOD		EXAMINATION/DISSERTATION PERIOD + SUMMER SCHOOL		
Courses and continuous assessment UPV/EHU		Courses UMONS									

- g) Welcome Week: Each programme University may host a welcome week or induction sessions for incoming postgraduate and international students.
- i) Winter School: The winter school is organized by UPV/EHU each year, in early January, and consists of mini-courses and seminars/conferences given during one week. SMACCs students must participate actively in at least one Winter School during their Master programme, either during their first or second academic year, in order to be allowed to defend their Master Thesis.
- h) Summer School: The summer school is the main programme-related event where all students and many staff members involved in the SMACCs Master Programme meet together for a one-week period at a partner university in July. The summer school that will be linked to a conference is one of the highlights of the programme, because of the international atmosphere and the potential for networking but also due to the academic topic of the conference that is organized each time and varies from summer to summer. SMACCs students have to participate actively in at least one summer school, either at the end of the first academic year or the end of the second academic year in the SMACCs Master Programme, in order to be allowed to defend their thesis.
- i) Exam Periods: Examinations are held at the end of each semester in UMONS and IHU. Students are evaluated through continuous assessment during the semester at UWASA and UPV/EHU.
- j) Thesis work: In the 4th semester, each student must work on and complete a Master thesis, which will draw upon and further specialize on subjects covered in the SMACCs programme courses. The Master thesis topics are presented to the students at the beginning of the second semester of courses, where all Master thesis topics are placed in a common pool upon agreement among the 4 programme Universities in collaboration with the Associated Partners. Some additional topics can nevertheless be added during the second semester, in order to include topics from industrials partners and/or proposed by the students which may come later.

Thesis topic selection: Each student will choose at least 5 thesis topics, in order of preference. At least two of these five choices must concern a topic mainly supervised by the university of their second semester. The student is also free, among the five thesis choices, to propose a topic on his/her own initiative, helped by the local coordinator of the university in which he/she wants to prepare the thesis. The academic suitability of the proposal will then be evaluated by the SMACCS consortium. All students must select their thesis topic and main supervising SMACCs university by the 15th of May of the first academic year, and the consortium communicates the allocation by the 15th June. In case two or more students select the same thesis topic/internship place and there is only one place available, then purely meritocratic criteria will be applied, based on students' GPAs of the 1st Semester. Students are allowed to secure a collaboration (e.g. mobility) with a partner until the 15th October last deadline, although the main supervizing university cannot change after the 15th June. Once the students have been assigned their thesis topic, they are allocated (if it is not already the case) a thesis supervisor from one of the four programme Universities proposing the thesis topic, and possibly a co-supervisor from either one of the other three partner institutions and/or an Associated Partner/Research Institute/Industrial partner related with the thesis project.

Thesis proposal: At the end of their first year of studies, during the exam session or during the summer school taking place in July, students present a tentative research proposal for their Master thesis in English, which counts for 3 ECTS credits out of the 30 credits allocated to the Master Thesis. This research proposal shall contain for instance the objective of the work, research questions, methodology, the initial datasets to be used (if applicable), an outline of the thesis and a bibliography. More specific

guidelines for the tentative research proposal to be presented (e.g. mode of presentation: report, poster, slide presentation, contents, etc.) will be provided in due time.

Thesis submission: The thesis must be submitted in written form in English (using a specific SMACCs cover page and document template) by mid-June of the second academic year, and presented orally by the student at the end of the 4th semester, either during the Summer School, or at the university of their main SMACCs academic supervisor.

- k) Specializations offered: The students will get the specialization of the programme University in which they complete 60 ECTS (i.e. one semester + thesis work) according to the following list:
- UMONS: Specialization in Sustainable Urban Planning, Energy and Transport.
 - UWASA: Specialization in Smart Grid Solutions.
 - IHU: Specialization in Information and Communication Technologies.
 - UPV/EHU: Specialization in Energy Efficiency on Buildings.
- l) Degrees offered: All students will be awarded a joint degree issued by UPV/EHU. The students will also be issued a Diploma Supplement stating the specialization of the student's chosen mobility path and the official transcripts of records from all co-operating Institutions. All partners will sign off electronically the list of students to graduate for each cohort. UPV/EHU will then physically sign the diploma parchment on behalf of all partners. The diploma will bear the crests of all four programme Universities. The diploma is accompanied by an annex that lists all the courses and the thesis's title along with the credit points earned and the grades received. The accompanying diploma supplement contains the specialization obtained and more general information on the language of instruction, the institutions delivering the courses, the examination procedures, and all other relevant details such as the ECTS system.

In addition to the MSc degree in Smart Cities and Communities, SMACCs students have additional degree options (double degrees) depending on their followed mobility paths:

- i. Students who have chosen mobility path 1 or 3 (see Table 1), have been admitted with a degree in engineering, and have chosen their thesis under supervision of UMONS, are eligible to additionally obtain the official University degree of either MSc in Mechanical Engineering with specialization in Energy Engineering (in French: Master Ingénieur civil mécanicien avec finalité en Génie Energétique) or MSc in Electrical Engineering with specialization in Electrical Energy and Smart Grids (in French: Master Ingénieur Civil Electricien avec finalité en "Electrical Energy in Smart Grids") or MSc in Energy Engineering with specialization in Energy Usage for Cities and Communities, according to their initial background and upon decision of the UMONS University Academic Board **PLUS** a Supplement stating the further specialization obtained at UMONS in the area of Sustainable Urban Planning, Energy and Mobility. The UMONS MSc degrees have been awarded the EUR-ACE® European quality label for engineering degree programmes and are fully recognized in Europe. They give access to the professional accreditation processes in most countries (with all the professional and legal rights).
- ii. Students who choose mobility path 2 or 4 and also perform their thesis under supervision from IHU may also provisionally obtain the MSc in Information and Communication Technology Systems, subject to having their bachelor degree recognised by D.O.A.T.A.P – Hellenic National Academic Recognition and Information Center ([Hellenic NARIC](#)).
- iii. Students who have chosen their thesis under supervision from UWASA, and have been admitted with a degree in engineering, are eligible to additionally obtain the MSc in Technology, Master's Programme in Smart Energy / Diplomi-insinööri, Master's Programme in Smart Energy -koulutusohjelma from UWASA

The awarded degrees are shown in Table 3 below.

Table 3. Awarded degrees.

PATH	4TH SEMESTER (THESIS)	Degree		
		ALL STUDENTS OF THE PROGRAMME		ONLY FOR STUDENTS WITH A DEGREE IN ENGINEERING
1	UWASA	SMACCs Joint Master degree		MSE***
	UPV/EHU			
	UMONS			MEE **
2	UWASA			MSE***
	UPV/EHU			
	IHU		ICTS**	
3	UWASA			MSE
	UPV/EHU			
	UMONS			MEE*
4	UWASA			MSE***
	UPV/EHU			
	IHU		ICTS**	

SMACCs: Erasmus Mundus Joint Master Degree in Smart Cities and Communities.

* MEE (MSc in Energy Engineering with specialized focus in Energy Usage in Cities and Communities) from UMONS

** ICTS (MSc in ICT Systems) of IHU

*** MSE (MSc in Technology, Master's Programme in Smart Energy) of UWASA

- m) Graduation: The Coordinating Institution (UMONS) will be responsible for the transfer of marks/examinations results to the Partner Institutions and especially to UPV/EHU for graduation purposes. Each Institution from which a student is receiving the award will provide the graduates with a transcript of marks at the fee normally charged by the Institution for this service (EMJM scholarship students are exempt from this fee). The transcript shall contain information on the names of each of the Institutions and by which particular Institution credits have been awarded, the principal language of instruction and assessment, and the fact that each Institution is making an award based upon the credits accumulated for a single Programme. All partners will sign off electronically the list of students to graduate for each cohort. UPV/EHU will then physically sign the diploma parchment on behalf of all partners. The diploma will bear the crests of all four programme Universities. The diploma is accompanied by an annex that lists all the courses and the thesis's title along with the credit points earned and the grades received. The accompanying diploma supplement contains the specialization obtained and more general information on the language of instruction, the institutions delivering the courses, the examination procedures and all other relevant details such as the ECTS system. SMACCs

graduates will be eligible to join the Alumni/Graduates Association of all partner institutions, subject to payment of an appropriate single fee where required.

- n) Graduation ceremony: The joint degree will be awarded by UPV/EHU at its normal graduation ceremonies and the degree parchments will bear the signature of the authorised signatories from UPV/EHU. This diploma will also be accompanied by the official transcripts of records from all co-operating Institutions. The graduation fee will be in line with UPV/EHU's policies and practises. EMJM scholarship students are exempt from this fee.

3) Academic Outputs

- a) The student is expected to demonstrate due diligence during his/her studies, participate in all required assessment procedures and take the examinations as required for each course attended.
- b) The student's performance will be monitored by the course lecturer(s), the SMACCs Academic Committee and the local University Academic Board, as instituted in the SMACCs consortium agreement.
- c) The student will receive course marks according to the local traditions and regulations of the University offering the course. At the start of each teaching period partner Universities provide all students with the local examination regulations. The SMACCs Academic Committee will define and issue a common framework for examination and grading for the programme's joint elements.
- d) The SMACCs curriculum is based on the ECTS system. The procedure for transfer of credits, if applicable, is as follows:
- The university where the student effectively studied in a semester sends the obtained marks of the student to the SMACCs Coordinating Institution (UMONS); for 1st/3rd semester courses this should occur before March 15th, and for 2nd semester courses before July 30th or September 20th, in case of re-sits. For each course, the locally obtained mark and grade of each student, the total number of students following the course and the ECTS grade will be communicated.
 - The SMACCs Coordinating Institution converts the local grades to an A-F scale according to an agreed conversion table (see Appendix B) for each participating institute. This is done to facilitate the final awarding of the degree. In recognizing that each University operates its own scheme for the allocation of marks, the SMACCs Executive Committee has agreed upon a process for the calculation of equivalence of marks awarded by individual universities based on the ECTS Users' Guide 2015¹ and the distribution of grades in the four partner Universities as shown in Annex B (updated for each academic year). After approval by the Academic Committee, converted scores will be entered in the study management platform at UMONS.
 - At the end of each academic year, the secretariats of the partner universities will produce an official transcript of records per semester with an overview of already obtained credits. These transcripts of records will be made available to the students.
- e) If a student fails a course, as defined by the local regulations of the University offering the course, normally one resit per course will be allowed. Specifically, resits of 1st semester courses take place by July, of 2nd semester courses by September, and of 3rd semester courses by July, hosted in the partner university where the student currently studies. Students resitting a course remain bound to the examination regulations and criteria of the university where they followed the course.
- f) At the end of each academic year the Academic Committee will review the study performance status of each student and will advise them on continuation of the programme. Students who have passed successfully all the courses of their program are awarded the associated credits and

¹ ECTS Users' Guide 2015, available at: http://ec.europa.eu/education/ects/users-guide/docs/ects-users-guide_en.pdf

are allowed to continue. In any other case, the Academic Committee will fix for each student the conditions for the continuation of the programme, on the basis of his/her examination results. Students with continuous course fails (i.e., 2 fails in a single semester; for this purpose, a course is considered to be failed, if the student also fails the resit) may be advised to end their study. Students who quit the SMACCs programme before the beginning of the 3rd semester but have successfully completed courses for a total of at least 45 out of 60 ECTS in the 1st and 2nd semester will get a certificate of attendance and transcript of records stating the courses for which they have earned credits. Students who quit the SMACCs programme before the beginning of the 4th semester but have successfully completed courses for a total of at least 75 out of 90 ECTS in the 1st, 2nd and 3rd semester will get a Postgraduate Certificate² and a transcript of records.

- g) For the master thesis, a common evaluation procedure is developed. Common standards are used and the thesis is defended before an examination commission appointed by the Academic Committee and consisting of three academics (including the supervisor) of which one belongs to another university. The thesis can only be defended when all the necessary requirements, i.e. 1) passing all courses, 2) satisfying mobility requirements and, 3) participating in joint programme activities to obtain the degree are fulfilled so that the examination commission can recommend to the Academic Committee on awarding the degree or not. Each student shall have two chances to defend her/his Master thesis: a first session is organized in July of the second academic year, and a resit session for the Master Thesis is organized in September after the second academic year. A procedure for taking into account in the thesis marking exceptional circumstances which may impact the academic quality of a Master Thesis is available on request to the SMACCS Coordination Office.
- h) The final grade of the diploma, if applicable, is decided by the Academic Committee, and communicated to the issuing university (UPV/EHU) till September 15th, which will prepare the joint diploma, accompanied by the diploma supplement.

4) Participation Costs

- a) Scholarships: According to the Erasmus Mundus programme regulation, consortia cannot charge tuition fee to scholarship holders. The scholarship will be a contribution to the costs incurred by the beneficiary students and shall cover travel, visa, installation and subsistence costs. It is calculated on the basis of a monthly unit cost for the entire period needed by the enrolled scholarship holder to complete the study programme (pro-rata of the actual number of days). This period covers study, research, placement activities, thesis preparation and defence, in line with the requirement of the joint Master. During this period, the scholarship can only be awarded in full, and to full-time students.
- b) The monthly allowances of the scholarship are paid by the Coordinating Institution to the Student in monthly instalments of 1,400 Euros each, for a maximum of 24 months. Contribution to subsistence costs will NOT be given to scholarship holders for periods they spend in their country of residence.
- c) All non-scholarship students pay an annual fee to the SMACCs Secretariat, towards tuition and coordination costs. This fee amounts to 4,000 EUR per year (hence, 8,000 EUR for the 2-year programme duration) for Category A (EU) students³ and 8,000 EUR per year (hence, 16,000

² A Postgraduate certificate is an educational credential representing completion of specialized training at the university level. A Postgraduate certificate is awarded by SMACCs consortium (and issued by [HWUUPV/EHU](http://www.upv.ehu)) upon the above completion requirements of the coursework. Postgraduate certificates are awarded only to students who already possess a bachelor degree.

³ The programme considers as EU students nationals or long-term residents of the 28 EU Member States (Germany, Austria, Belgium, Croatia, Denmark, Spain, Finland, France, Greece, Ireland, Slovakia, Slovenia, Italy, Luxembourg, the Netherlands, Portugal, UK, Sweden, Bulgaria, Malta, Poland, Czech Republic, Cyprus, Estonia, Hungary, Latvia, Lithuania, Romania). The programme considers as non-EU students nationals of a third country other than those from a Member State of the European Union or non-long-term residents of any of the Member States.

EUR for the 2-year programme duration) for Category B (Non-EU) students and includes free access to libraries, labs, or the Internet inside the four programme Universities or Associated Partners through which the study programme is completed. Confirmation of the tuition fees and payment deadline are communicated to the admitted students during registration at the partner university.

- d) For non-scholarship students, the costs of travelling and accommodation, which must be compulsorily achieved after student mobility within the SMACCs consortium, will be at students' own responsibility. Thus, non-scholarship students are expected to cover their travel and accommodation expenses during their study stay. However, the SMACCs consortium will exert special efforts to support students' applications for official fellowships. While no university tuition fees are charged at Associated Partner universities, students may incur small administrative fees from some partner universities that may charge an additional fee for exam and/or thesis registration as well as diploma delivery.
- e) Language Course fees: Students interested in taking a preparatory language course during their first or second academic year (at UMONS in French, at UPV/EHU in Spanish or Basque, at UWASA in Finnish and at IHU in Greek) can sign up for a multiple-week intensive course (payable to all Universities) prior to the semester start or a regular course (with a fee or not depending, on the University). Any fees incurred are payable to the individual universities and are NOT part of tuition fees. Students are not required to take such a language course, but are being advised for it. The eventual language course fees are paid directly to the organizing institution upon signing up for the language course.
- f) Summer School fees: The summer school is the main programme-related event where all students and many staff members involved in the SMACCs Master Programme meet together for a one-week period at a partner university in July. SMACCs students have to participate in at least one summer school, either at the end of the first academic year or the end of the second academic year in the SMACCs Master Programme. The SMACCs consortium will not charge registration fees to scholarship and non-scholarship holders for participating to the Summer School. Accommodation and travel costs to attend the Summer School are borne by the students.
- g) Winter School fees: SMACCs students have to participate in at least one winter school, either in January of their first or second academic year in the SMACCs Master Programme. The SMACCs consortium will not charge registration fees to scholarship and non-scholarship holders for participating to the Winter School. Accommodation and travel costs to attend the Summer School are borne by the students.
- h) Additional fees: students may also incur administrative expenses related to application documents, visas, residence permits, and graduation fees. Such expenses are not included in the university tuition fees. The issuance of the additional diplomas referred to in Article 2 (item k) will be subject to the payment of the fees in force in the corresponding University

5) Financial Aspects

- a) The scholarship will be a contribution to the costs incurred by the beneficiary students and shall cover travel, visa, installation and subsistence costs. It is calculated on the basis of a monthly unit cost for the entire period needed by the enrolled scholarship holder to complete the study programme (pro-rata of the actual number of days). This period covers study, research, placement activities, thesis preparation and defence, in line with the requirement of the joint Master. During this period, the scholarship can only be awarded in full, and to full-time students.

- b) The monthly allowances of the scholarship are paid by the Coordinating Institution to the Student in monthly instalments of 1,400 Euros each, for a maximum of 24 months.
- c) The scholarship does not create or entitle an employer-employee relation between the host Universities and the Student, and therefore is not subject to direct taxation.
- d) The student is not entitled to embark on any vocational occupation with a regular salary in parallel to the studies under the SMACCs Erasmus Mundus Masters Programme. Note that a student internship, if paid, is regarded as part of the Programme.
- e) In case of exclusion or withdrawal of the Student from the SMACCs Erasmus Mundus Master Programme, on his/her own decision or force majeure, the Student hereby makes a commitment on his/her honour to reimburse the Coordinating Institution the excess funding from the scholarship allocated to him/her, which consists in any funds of the scholarship received in terms of monthly allowances covering the period following the months of the date of exclusion or withdrawal.
- f) Upon exclusion or withdrawal, the Student shall in due time and before his/her departure pay for all his/her financial obligations, in particular:
 - the rent of his/her accommodation,
 - the bank fees corresponding to his/her accommodation insurance,
 - the bank charges to pay for any of his/her bank accounts and credit cards.
- g) For the student's information, agreement between the Coordinating Institution and EACEA which funds the SMACCs programme, imposes upon the Coordinating Institution, following the exclusion or the withdrawal of students during the programme:
 - to gather the remaining funds of the scholarships allocated to such students in order to form new full scholarship(s), which will be allocated to the suitable student(s) of the next intake;
 - to refund the EACEA of the Commission of the European Communities with these full scholarship(s) if no new applicant is enrolled as a replacement.

6) Health Insurance

A mandatory health insurance scheme will be provided by the consortium to all enrolled EMJM students, in accordance with the EMJM guidelines “Minimum requirements for the Health and Accident Insurance coverage of Erasmus Mundus Joint Master Degrees students”.

- Coverage: worldwide travel required for participation to EMJM and all-risks (as listed in the EMJM guidelines “Minimum Requirements for Health and Accident Insurance Cover”).
- Duration: coverage takes effect by the time the EMJM scholarship holder starts his/her journey to participate in the Master course (maximum two months prior to the start of the specific EMJM intake to which the grantee is enrolled) and must be valid until two months after the end⁴ of the same intake, unless there is a prior end to the EMJM grantee status⁵.
- Conditions: non-deductible. Non-permanent and non-chronic mental disorders will not be accepted as exclusions.
- Risks covered: as listed in the EMJM guidelines “Minimum Requirements for Health and Accident Insurance Cover”.

7) Student Services

Common student services are provided locally by all consortium partners (e.g. administrative support by International Office, academic tutoring/mentoring mechanisms, local language courses, access to on-site and online learning facilities).

8) Participation in Evaluation and the EMA

The student agrees to participate in the EMJM programme surveys/evaluations. The student also agrees to join the Erasmus Mundus Students and Alumni Association (EMA, see <http://www.ema.eu/>).

9) Code of Conduct

- a) Attendance of the academic programme and the prescribed lectures, seminars, summer sessions and examinations is recognised by the respective Universities as an integral part of the qualification for which the Student is preparing, and remains so, as long as the Student is successful in the respective examinations and/or assessments.
- b) It is the responsibility of the students to ensure that they familiarise themselves with any course work missed should they be unable, for any reason, to arrive in time for the commencement of the Programme. Arrangements should be made, by the student, with lecturers regarding any missed continuous assessments to ensure all course work is covered. Students are not permitted to use late arrival to the Programme as grounds to appeal grades awarded by the University Examination Board or Consortium Examination Board.
- c) The Student is obliged:
 - to participate in the orientation and welcome meetings as well as any informative and official meetings and events;
 - to attend assiduously, and with the objective of successfully passing, the courses, seminars, summer sessions and the thesis inherent in the programme of studies;
 - to refuse any other scholarship or subvention financed by the Commission of the European Communities under other Community programmes.

⁴ "The end" is understood as the last official activity in the context of the intake; this is usually the graduation ceremony

⁵ Change in status is considered to be taking up an activity other than that for which the grant has been awarded.

- d) Any deliberate failure on the part of the student to fulfil the conditions expected in terms of attendance at the SMACCs Erasmus Mundus Master Programme, in particular non-fulfilment of the conditions stipulated in the present Agreement and each University's Student Handbook, constitutes sufficient reason for action to be taken towards resolving the issue and could lead to the exclusion of the Student from the SMACCs Erasmus Mundus Masters Programme and the reimbursement of any scholarship awarded.
- e) An academic calendar will be made available to all students at registration. To ensure payment of scholarship funds, students are required to be in attendance at all required times as listed in the academic calendar. Students are expected to attend all lectures and a minimum of 80% attendance is required.
- f) The academic programme also includes periods of project work where there are no formal lectures to attend. During this time students are required to be in regular contact with their Project Supervisors. In the case of extraordinary personal circumstances, which require the Student to be absent from campus, documentation must be provided to explain the absence and to convince the EACEA, Visa Authorities and University staff that measures have been put in place to fulfil the student's programme requirements. Should the student be absent for any period of required time, without extenuating circumstances or prior permission, it will be assumed that the student has left the programme by their own volition and as a result scholarship payments will be suspended indefinitely from the first date of absence. A decision regarding the reinstatement of scholarship payments will only occur if/when the student returns to the University and the circumstances of the absence have been reviewed and approved by the relevant Programme Coordinator.
- g) All students shall attend at least one **Summer School** during the curriculum, either at the end of the first or second Academic Year. If students are unable to fulfill the criterion due to personal circumstances (illness, bereavement etc.) they will be asked to take part via video conference. Students will have to request special permission in this case and have documentation to back up their circumstances.
- h) All students shall attend at least one **Winter School** during the curriculum, either in January of the first or second Academic Year. If students are unable to fulfill the criterion due to personal circumstances (illness, bereavement etc.) they will be asked to take part via video conference. Students will have to request special permission in this case and have documentation to back up their circumstances.
- i) All work submitted by the student is marked on the assumption that it is the work of the student as prescribed by the respective instructors/supervisors. The SMACCs consortium takes a very serious view towards plagiarism, fraudulent work, data fabrication and academic malpractice and will act to ensure that students found responsible for the above actions are held accountable. Any of the above actions may lead to grade penalties imposed by the Academic Board of the University offering the course or thesis. In cases of gross academic misconduct, which is deemed harmful to the prestige of the Erasmus Mundus Joint Master Degree in SMACCs, any involved students will appear before the SMACCs Academic Committee to account for their actions and, if found guilty of the above, may be expelled from the Programme without any degree or diploma being awarded.
- j) When an alleged offence, of a non-academic nature, is committed by a student within the precincts of an Institution, the code of discipline of that Institution will normally apply. In such cases, there will be consultation between the Institutions to ensure a consistent approach to discipline offences wherever possible.

12) Administrative Requirements

- a) The student is obliged to obtain his/her residence permit from the national and local Authorities upon his/her arrival in the host countries if required.
- b) The Consortium is obliged to provide the student with the necessary support to facilitate his or her mobility to, and installation in the different hosting Universities.
- c) Scholarship students will be required to open a bank account, if they don't already have one, in the country of the first programme University they visit in order to receive their scholarship. The account's coordinates shall be communicated as soon as possible to the programme coordinator, namely

Last name and first name of account holder

Name of bank

Address of local branch

Account number : IBAN code

BIC code

13) Online EMJM Resources

- a) Information on the Erasmus+ EMJM Programme is available as follows:
 - i) The Erasmus+ EMJM Catalogue is available at:
https://eacea.ec.europa.eu/erasmus-plus/library/scholarships-catalogue_en
 - ii) The 2023 Erasmus+ Programme Guide (see section EMJM) is available at:
<https://erasmus-plus.ec.europa.eu/fr/document/erasmus-programme-guide-2023-version-1>

14) General Terms

- a) 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 Coordinating Institution and the host Universities. Upon mutual agreement of contractual modifications, the Coordinating Institution issues an *addendum* to the present Agreement.
- b) Without prejudice to the general consequences laid down in national law applicable in the present Agreement, the Coordinating 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 Swiss courts are designated as the only competent authorities to resolve any legal dispute between the Coordinating Institution and the Student emerging from the present Agreement.
- c) The Coordinating Institution and the participating Universities are 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 Agreement. The Student is obliged to accept the necessary insurance related to the activities for the full duration of the study period.

Signatures

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

represented by Prof. Zacharie De Grève, SMACCs Coordinator (UMONS) OR Prof. Christos Tjortjis, Programme Director (IHU) or Prof. Luis Del Portillo, Programme Director (UPV/EHU) OR Prof Hannu Laaksonen (UWASA), of the one part, and

First Signatory

_____	OR	_____	OR	_____	OR	_____
Prof. Zacharie De Grève		Prof Hannu Laaksonen		Prof. Christos Tjortjis		Prof. Luis Del Portillo
UMONS		UWASA		IHU		UPV/EHU

Date: _____

Stamp of Institution

_____(Student to sign here)

Second Signatory

_____(Please print student name here)

Name of the student

Appendix A

Courses offered by the programme Universities

University of Vaasa	ECTS
Compulsory courses (total of 25 ECTS)	
Battery Energy Storages in Smart Grids	5
Future Energy Storage and Conversion Solutions	5
Distributed Energy Generation Systems	5
Smart Solutions for Future Cities and Communities	5
Introduction to Power Electronic Technologies	5
Elective courses (1 course must be selected for a total of 5 ECTS)	
Energy and Sustainability	5
Project management	5

Universidad del País Vasco	ECTS
Compulsory courses	
Heat and Mass Transfer in buildings. High energy performance buildings envelopes	6
High Performance of HVAC Systems	6
Renewable Energy in Buildings	6
Building energy performance calculation	6
Elective courses (selected courses must total 6 ECTS)	
Certification and energy audits. Energy management	3
Strategies and roadmaps on Energy & Climate: the role and challenges of cities and communities	3
Life cycle analysis and sustainability	3
Thermal characterization of whole buildings and building components	3
Main challenges for the energy transition for municipalities and communities	3

Université de Mons	ECTS
Compulsory courses (total of 24 ECTS)	
Optimal Sizing and Operation of Energy Systems	4
Modelling and Planning Transport Systems in Cities	5
Sustainable Energy Production and Use in Urban Environment - Integrated Project	7
Urban Planning and Geomatics	3
Project in Urban and Mobility Planning	5
Elective courses (selected courses must total 6 ECTS)	
Electric Vehicles	3
Climate Change and Societal Transition: engineering for a society in transition, case studies	3
Innovation and Entrepreneurship/Smart Cities Business Models	3
International Relations	3

International Hellenic University	ECTS
Compulsory courses (total of 24 ECTS)	
Web Programming	6
Mobile Applications Development	6
Big Data and Cloud Computing	6
Software Development Methodologies	6
Elective courses (selected courses must total 6 ECTS)	
Wireless Communications and Networks	3
ICT Management	3
Data Mining	6
Information Systems Security	6
Advanced Database Systems	6

Appendix B

Grading scheme used in each individual University

UMONS	UWASA	IHU	UPV/EHU
A: excellent for 18-20 B: very good for 16-17.5 C: good for 14-15.5 D: satisfactory for 11.5-13.5 E: sufficient for 10-11 Fx: fail for 8-9.5 F: fail for <8	Excellent for 5 Very Good for 4 Good for 3 Satisfactory for 2 Sufficient for 1 Fail for 0	Excellent for 8.5-10 Very Good for 7.0-8.49 Good for 6.0-6.99 Sufficient for 5.0-5.99 Fail for <5	Excellent for 9-10 Very Good for 7.0-8.99 Sufficient for 5.0-6.99 Fail for <5

Grade conversion in SMACCs based on grade distribution tables in each individual University

A grade conversion table will be defined based on the distribution of students performance in each university, in order to translate marks provided by individual universities into SMACCs grades: A, B, C, D, E. Minimum passing grade for a SMACCs course is D.

Appendix C

Procedure in case of conflicts of academic nature

If the student wants to appeal an academic decision, he/she will inform the local coordinator of the concerned SMACCs university, with a duly motivated request.

The University Academic Board (UAB) of the concerned university, which includes the local coordinator and local academics involved in the SMACCs courses in accordance with the university own regulations, and which aims at managing the academic issues and ensuring the smooth operation of the programme at the institution, will then try to solve the issue.

If the issue is not solved at that level, the student will have the right to appeal to the Joint Programme Board (JPB), which is responsible for the coordination of the delivery, monitoring, evaluation, development and overall arrangements for Quality Assurance of the Programme.

Finally, if the conflict is still not solved, it will be processed by the High Committee for Internal Conflict Resolution, formed by the Deans of the faculties (or schools) of the 4 full partners of the consortium. The decision taken by the High Committee for Internal Conflict Resolution cannot be appealed.