

STUDENT AGREEMENT

ERASMUS MUNDUS JOINT MASTER DEGREE

Japan-Europe Master on Advanced Robotics: JEMARO



ECOLE CENTRALE DE NANTES

Keio University



KEIO UNIVERSITY



Università
di Genova

UNIVERSITY OF GENOA



WARSAW UNIVERSITY OF TECHNOLOGY

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1 JOINT MASTER PROGRAMME JEMARO PARTNERS

The following academic partner or associated institutions of the JEMARO project are referred to as:

Academic Partners

- Ecole Centrale de Nantes, France (ECN - Coordinator)
- Keio University, Tokyo, Japan (KEIO - Co-coordinator)
- University of Genoa (UNIGE), Genoa, Italy
- Warsaw University of Technology (WUT), Warsaw, Poland

Academic Associate Partners

- Universitat Jaume I (UJI), Castellón de la Plana, Spain
- Shanghai Jiao Tong University (SJTU), Shanghai, China

Industrials Associate Partners

- BA Systèmes, France
- Inc., NTT Data, Italy
- IRT Jules Verne, France
- Motion Lib, Inc., Japan
- PIAP, Poland
- PIAP-Space, Poland
- Soft Servo Systems, Japan
- Yaskawa, Japan

2 IDENTITY OF STUDENT

Family Name:	"FAMILY NAME"
First Name (s):	"First Name"
Nationality:	"Nationality"
Date and place of birth:	on "birthdate" at "place of birth"

3 GENERAL RULES OF THE PROJECT

3.1 The student is accepted as a full-time student of the Erasmus Mundus Master Course JEMARO, "Japan-Europe Master on Advanced Robotics" for the "Intake_No", academic years, mobilities and research track as follows:

- The "20xx/20xx" semester 1 will be spent in: "Host 1"
- The "20xx/20xx" semester 2 will be spent in: "Host 2"
- The "20xx/20xx" semester 3 will be spent in: "Host 3"
- The "20xx/20xx" semester 4 will be spent in: "Host 4"

3.2 The language of instruction and examinations is English. Local language, culture courses are part of the Master study programme.

3.3 The student shall participate to programme surveys/evaluations conducted by JEMARO Management Office.

3.4 The student is invited to join the Erasmus Mundus Students and Alumni Association (EMA, see <http://www.em-a.eu/>).

4 REGISTRATION

- 4.1 After being selected the student, supported by the JEMARO Management Office will follow the registration procedure in each of the Partners Institutions involved in the student's mobility path, according to its own rules and regulations.

5 PARTICIPATION COSTS

- 5.1 The participation costs include the tuition fees, library and laboratory costs, full insurance coverage.

6 HEALTH INSURANCE

- 6.1 Requirements for insurance cover (including for example, personal, accident, health, civil liability insurance), for each student enrolled in JEMARO, will follow the rules in force at the institution at which the student is enrolled.
- 6.2 During his/her studies, the student is covered by a health and accident insurance coverage scheme carried out by an insurance company like Marsh, Europ Assistance. The insurance complies with the conditions set out in the specifications of the Erasmus Mundus European Master. During his/her admission, a certificate of insurance have been provided to the student. The Certificate of Insurance is a proof of insurance stating the name of the insured person, the policy number, the period of coverage, the summary of the insurance cover, the contact details and on the last page a wallet size Insurance card.

7 MILESTONES OF THE ACADEMIC CALENDAR

- 7.1 The student is enrolled for a 24 months period consisting of 4 semesters of study (120 ECTS), in accordance with ECTS (European Credit Transfer System). Student mobility is compulsory so that each student must undertake the Programme by enrolling at least two of the four institutions (including for completion of a master thesis). The intake will start in September 1st of the year 1 and will end in August 31st of the year 2.
- 7.2 The exams and holidays periods will be communicated by the hosting institution at the beginning of the semester.
- 7.3 The student will conduct his/her own research within the Research Track that will be running during the two years. This research track will end with the Master thesis defence.

8 ORGANIZATION OF MOBILITIES

- 8.1 Partners have international relations offices, ready to offer the foreign students the necessary support. Through the student handbook, students will find information about the Institution structure, mobility tutors and course catalogue, as well as useful details for a smooth adjustment to the local community. Further information and assistance are provided on the JEMARO website.
- 8.2 The institutions will provide assistance in securing visas, the contact points and information sources are provided on the JEMARO website.

- 8.3 Institutions have identified special attention services for students with special needs in order to facilitate their access to services and their integration into academic, social and cultural life. Further information and assistance are provided on the JEMARO website.
- 8.4 The partner institutions will provide specific services to students with special needs. The student must specify his/her special needs and provide necessary medical certificates before the start of study. In that case, an additional annex will be added to this agreement detailing the duty of hosting institutions towards the student.
- 8.5 The receiving institution will guide incoming mobile participants in finding accommodation. Further information and assistance are provided on the JEMARO website.
- 8.6 At the arrival at the host institution, following information will be communicated to the student: academic calendar, structure of the programme, syllabus, expected academic outputs, services provided, regulations related to internships, assessment and marking criteria, progressing rules and Master thesis, online resources.
- 8.7 As soon as the student arrives at the host institution:
 - 8.7.1 He/she will sign the internal regulations document of the hosting institutions (will be given by the hosting institutions),
 - 8.7.2 He/she will receive the conditions of the insurance coverage.

9 CODE OF CONDUCT

- 9.1 Under the present agreement, the student commits:
 - 9.1.1 To respect the internal rules and charters of the hosting institutions (library, computer charter...),
 - 9.1.2 In case of complaints regarding the JEMARO programme the student shall contact his/her local coordinator and the international coordinator via the JEMARO management office (jemaro@ec-nantes.fr) to explain the situation. The reply will be provided by the local coordinator or the international coordinator via the JEMARO management office,
 - 9.1.3 In case of drop-out after the beginning of the programme the student must inform the local coordinator and the JEMARO programme coordinator by a formal letter explaining the reason of the drop-out.
- 9.2 Cases of Fraud: any cheating or attempted cheating by the student, established and proven, during or after an examination or test, will lead to disciplinary sanctions. For cases of fraud the regulations of the respective Institution apply where the fraud occurred. Recognised cases of fraud are:
 - 9.2.1 Using or having access to illegal aids during the relevant examination or test,
 - 9.2.2 Unauthorised use of not permissible aids,

- 9.2.3 Presenting someone else's work as one's one; plagiarism, including missing source references and/or clear marking of citations,
 - 9.2.4 Presenting one's own previous work without reference; self-plagiarism,
 - 9.2.5 Unauthorized cooperation between candidates or groups,
 - 9.2.6 Wrongfully obtaining access to assessment,
 - 9.2.7 Otherwise acting in a way that could provide wrongful advantages in connection with assessment or compulsory activities.
- 9.3 In case of established and proven case of fraud, the following disciplinary reactions may be decided:
- 9.3.1 Annulment of the applicable examination or test or recognition of a course,
 - 9.3.2 The Institution where the student is registered will decide the solution to take for these cases.

10 ASSESSEMENT AND MARKING CRITERIA

- 10.1 The student will be evaluated according to joint examination regulations.
- 10.2 To test knowledge and understanding of material presented in the lectures and associated practicals, the student will be assessed via a combination of written examinations, oral presentations, essays, poster presentations, laboratory experiment write-ups, and/or fieldwork reports. Summative assessment contributes to marks and usually involves a combination of written examinations (at the end of the study module) and coursework (which includes essays, project reports, and computing practicals, etc.). Assessment of knowledge and understanding is undertaken primarily via these summative assessment methods; in addition the student will receive feedback on all formally assessed work.
- 10.3 Assessment of the skills will be achieved through a combination of written and oral examinations, essays, computer and laboratory exercises, oral presentations, fieldwork reports, short coursework assignments, poster presentations, and a research project report, according to the respective syllabus provided in the JEMARO website. Additional support can be provided for those students with specific needs.
- 10.4 Modules shall be assessed individually. The assessment method of a module may take the form of confidential written examination papers, set projects or other course work assignments or combinations of these with a defined percentage.
- 10.5 In addition to satisfying the assessment requirements of a module, each student must satisfy the attendance requirements.
- 10.6 A mark will be assigned to each student, based on his/her performance.
- 10.7 Late submission of assessed work shall result in a mark of 0 being awarded and a decision of fail being recorded, unless an extension has been granted prior to the deadline.

- 10.8 Appeals by a student against decisions of an Examination Board will be considered according to the institution's procedures applying where the decision, which is being appealed, was originally taken.

11 PROGRESSING RULES

- 11.1 The student must accumulate at least 60 ECTS credits to validate a year in Europe and 20 Japanese Credits for a year in Japan (10 Japanese Credits can be transferred from the student's ECTS credits).
- 11.2 If the student fails a module, he/she will normally be allowed one further attempt at the second session examination. This session will take place at the end of each semester.
- 11.3 The student will be permitted to take the Semester 2 (S2) whatever their Semester 1 (S1) results are. The student must complete M1 successfully for being permitted to proceed to M2. This means that he/she must accumulate 30 ECTS credits for the modules of S1 and 30 ECTS credits for the modules of S2. In Japan, for the two years, the student must obtain 20 Lecture Credits and 10 Research Credits. A maximum of 10 Lecture Credits (6 Lecture Credits and 4 Research Credits) can be transferred from the student's ECTS credits.
- 11.4 If the student fails to obtain the 60 ECTS credits, the JEMARO consortium can decide to stop for them the JEMARO programme and to propose him/her to switch to the local track. For Japanese students who fail, they do not get the degree from the European Parties and must go back to KEIO University to continue his/her studies there.
- 11.5 If the student fails a semester, he/she have the right of appeal in accordance with the appeals procedure adopted by the JEMARO consortium.

12 SECOND YEAR

- 12.1 The whole second year will be spent in KEIO University.
- 12.2 The programme will be split between courses related to control, mechatronics, robotics, human interface, signal processing - biological information, and research activities conducted under the joint supervision of professors from EU institutions and from KEIO University.
- 12.3 The student will devote time to the Research Track to conduct their own research and to earn Japanese Research Credits.
- 12.4 The Research Track will end with the Master's Thesis Defence.
- 12.5 Local partner companies could also be involved in the courses and in the thesis supervision.

13 THESIS RULES

- 13.1 The Master's thesis will be fully integrated: co-organized, co-directed and co-validated by the 4 Partner Institutions (with at least one supervisor from KEIO University) and their academic and industrial associated partners: common defence and common harmonized assessment. The co-supervisors (one from KEIO University and one from a European institution) will be appointed.

- 13.2 The student should submit one printed copy and one electronic copy of the dissertation to the co-supervisors, in the format prescribed and notified to the student by the institution at which the dissertation takes place. The student should also submit another copy to each member of the jury committee.
- 13.3 Dissertations submitted for examination shall normally be openly available unless security classification or restriction of access has been approved, on a case by case basis, by the JEMARO consortium and following the awarding institution's rules.
- 13.4 The student can publish the whole or part of the dissertation work produced prior to its submission. Such publication of work must be pre-approved by the supervisors.
- 13.5 In all institutions, the dissertation will be examined by an examination committee composed of the student's supervisors and at least two other staff members. The examination includes an oral presentation following the awarding institution's rules. The overall mark must reflect the quality of work, quality of writing report, and quality of oral presentation.
- 13.6 If the student fails to submit the dissertation by the deadline specified for JEMARO, and who has not been granted an extension of candidature due to special circumstances will fail the degree.

14 DEGREES AWARDED

- 14.1 A double degree issued by these institutions will be awarded to the student upon validation of the programme of the Master.
- 14.2 If the student graduates, he/she will obtain two master's degrees from the institutions where he/she studied in the first and second year. The obtained degrees are officially recognised and give full access to PhD study programmes.
Currently JEMARO students will obtain two degrees among the following recognized master's degrees:
- Master of Science in Engineering from the Keio University (Japan).
 - Master of Science of « Ecole Centrale de Nantes » with the speciality "IMARO-Advanced Robotics" of the mention "CORO (Control and Robotics)";
 - Master diploma in Robotics Engineering (Laurea Magistrale in Robotics Engineering), from the University of Genova (Italy); and
 - Master diploma in Engineering in Automatic Control and Robotics ("Automatyka i Robotyka" in Polish), from Warsaw University of Technology (Poland).
- 14.3 The student having successfully completed the JEMARO programme will receive a diploma supplement describing the nature, level, context, content and status of the studies that were pursued and successfully completed by the student.

15 RULES APPLICABLE TO EM SCHOLARSHIP HOLDERS

- 15.1 If the student is holder of an Erasmus Mundus grant, the amount, the tuition fees, and the payment procedure are given in the scholarship certificate. The scholarship will be paid by bank transfer to the account number provided by the student.
- 15.2 Academic mobility

- 15.2.1 Students who have obtained their Bachelor degree in one of the European countries of the Consortium (France, Italy, Poland) have to spend at least two mobility periods of study, including Master thesis, in two different programme countries other than where they obtained their Bachelor,
- 15.2.2 Students are not entitled to receive the subsistence allowance for mobility periods (study/research/placement/thesis preparation) spent in their country of residence,
- 15.2.3 Partner country students are not entitled to receive the subsistence allowance for mobility periods exceeding three months (indicatively the equivalent of 15 ECTS credits) in any partner country.
- 15.3 The student is not allowed to receive any other scholarship or grant financed by the European Commission under other Community Programmes
- 15.4 The student candidate/scholarship holder declares to not have already benefited from a previous EMJMD scholarship or an Erasmus Mundus Master Course/Joint Doctorate scholarship.
- 15.5 The student candidate/scholarship holder commits to not benefit from another EU funded scholarship scheme to follow the same EMJMD course for the entire period of the course.
- 15.6 The financial support shall be repaid by the scholarship holder in case of fraud or false declaration.
- 15.7 In such an event mentioned in article 9:
 - 15.7.1 The scholarship will be stopped when the leave is confirmed by the student, the local coordinator and the coordinator.
 - 15.7.2 If applicable, the student must reimburse the JEMARO Coordinating Institution the excess funding from the grant allocated to him/her, covering the period following the date of drop- out.

16 DATA PROTECTION

- 16.1 The data of the student may be used by EACEA (Education, Audiovisual and Culture Executive Agency) for the purposes of evaluating the programmes, efficiently manage the projects, and producing statistics. Data could be made available to the EACEA, the European Commission, the European External Action Service staff, as well as to other stakeholders of the Erasmus+ programme, such as Erasmus+ National Agencies, National Erasmus+ Offices and the Erasmus Mundus Student and Alumni Association.

17 INTELLECTUAL PROPERTY OWNERSHIP AND PROTECTION

- 17.1 Any invention, software, innovation, improvement, integrated circuit topography, know-how, works of authorship in any form (hereinafter the "Results") conceived or developed by the student during her/his research works in a host laboratory shall be the property of that host

laboratory (in the case of Results created solely by a single host laboratory) or of the host laboratories (in the case of Results jointly created by multiple host laboratories).

- 17.2 The student shall be named as inventor in any patent application filed by the host laboratory(ies) with respect to the Results in accordance with the applicable intellectual property laws.

18 ADDITIONAL INFORMATION

- 18.1 Without prejudice to the general consequences laid down in national law applicable in the present agreement, the 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 French courts are designated as the only competent authorities to resolve any legal dispute between the Institution and the Student emerging from the agreement. The present agreement will be governed by French Law.
- 18.2 In case of any change to the present student agreement and upon mutual agreement between the student and the coordinating institution an addendum shall be issued to the present student agreement.

19 DURATION OF THE AGREEMENT

The Agreement is valid from academic year indicated in the front page and remains valid until the end of the normal duration of the JEMARO programme (24 months until September Year 2).

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

First Signatory:
Vincent FREMONT, Coordinator of JEMARO

Signature:

Place and Date (dd/mm/yyyy):
Nantes,

Second Signatory:
Name of the student (First Name + FAMILY NAME):

Signature:

Place and Date (dd/mm/yyyy):