

**Erasmus Mundus Master's Programme in
Information Technologies for Business Intelligence (IT4BI)**

**Student Agreement
2014 – 2016**

Université libre de Bruxelles, located at 50 avenue F.D. Roosevelt, 1050 Bruxelles, Belgium, coordinating institution of the Erasmus Mundus European Master's Programme in Information Technologies for Business Intelligence (IT4BI), hereafter referred to as "the Consortium Coordinator", on behalf of the IT4BI consortium formed by the following universities

- Université libre de Bruxelles (ULB),
- Université François Rabelais Tours (UFRT),
- Ecole Centrale Paris (ECP),
- Universitat Politècnica de Catalunya (UPC), and
- Technische Universität Berlin (TUB)

and

(Surname, First Name)

(date and place of birth)

(nationality, passport number)

(address)

hereafter referred to as "the Student", agree to the following terms and conditions.

1 General Information

1.1 Programme

The consortium offers a two-year Erasmus Mundus Joint Master Degree in "Information Technology for Business Intelligence – IT4BI" (FPA-2012-0201).

1.2 Mobility Scheme

Every student enrolled in the programme will have to visit several universities, as follows:

- Year 1 – Semester 1
Université libre de Bruxelles (Belgium): Business Intelligence Fundamentals 1 (mandatory)
- Year 1 – Semester 2
Université François-Rabelais de Tours (France): Business Intelligence Fundamentals 2 (mandatory)
- Intermediate Event: "European Business Intelligence Summer School" (eBISS), organised annually by one partner institution (mandatory).
- Year 2 – Semester 3
(host university according to the chosen specialisation)
 - Ecole Centrale Paris (France): Decision-Support and Business Intelligence
 - Universitat Politècnica de Catalunya (Spain): Service-Oriented Business Intelligence
 - Technische Universität Berlin (Germany) : Distributed and Large-Scale Business Intelligence
- Year 2 – Semester 4
Master's thesis realised in any full or associated partner of the consortium and supervised by a full partner university of the specialisation, i.e., ECP, UPC, or TUD (mandatory).
- Final Event: "Business Intelligence: Innovation Meets Research", organised annually by one partner institution (mandatory).

The courses will begin in September 2014 and end in September 2016.

1.3 Type of Diploma

Upon completion of the programme, and provided the Student meets the academic requirements, he/she will be awarded with a multiple degree, the degrees from ULB (Master of Science in Computer science and engineering) and UFRT (Master Sciences et technologies, mention Informatique, spécialité Systèmes d'information pour l'aide à la décision) and that of the university of the chosen specialisation in the third semester, namely:

- Master Erasmus Mundus en Tecnologías de la Información para Business Intelligence (UPC)
- International Master's Degree in Data Semantics and User-Centric Business Intelligence (ECP)
- Master of Science in Informatik (TUB)

In addition, a joint Diploma Supplement and a joint Certificate will be delivered.

2 Student's Commitment

The Student declares he/she meets the minimum academic requirements needed to join the IT4BI programme: Bachelor's degree in Computer Science (or related areas) and proficiency in English equivalent to Common European Framework of Reference for Languages (CEFR) level B2.

He/she hereby commits him-/herself to duly take part in the master's programme, in accordance with all terms and conditions of the present agreement. If the Student received an Erasmus+ scholarship, he/she will not embark on any vocational occupation with a regular salary during the whole duration of the course. If the Student is enrolled in the programme on a self-funded basis, he/she may embark on a vocational occupation with a regular salary to the extent permitted by the visa obtained.

According to the information given by the consortium and the above-mentioned mobility scheme, the Student confirms he/she will move to UFRT during Semester 2 and will move to either ECP, UPC, or TUB during Semester 3. He/she notes that a master's thesis shall be submitted during Semester 4 and will therefore move to the full or associated partner of the consortium in which the thesis will be realised.

3 Obligations of the Student

The Student shall inform the Consortium Coordinator on any problem (academic, logistic, administrative) that could arise, and shall comply with the following requirements.

3.1 Attendance

The Student will duly attend the IT4BI programme (lectures, examinations, placement, seminars, summer school, final event), and external activities (including jobs or summer internships) should not interfere with course or examination periods of the program. Otherwise he/she will have to justify any non-attendance by providing medical certificates or ask in advance for permission to the IT4BI staff.

The Consortium will consider course attendance as an integral part of the qualification for which the Student is preparing. Lack in course attendance greater than 25% will result in disciplinary measures, which in extreme cases may result in the exclusion of the Student from the IT4BI programme.

3.2 Examinations

The Student will attend all examinations required by the IT4BI programme.

Local regulations will apply regarding examinations and students' evaluation. The consortium will use grading scales of each partner country, and conversion to ECTS will be done subsequently using local conversion rules. Upon completion of the programme, students' grades will be translated into the ECTS grading scheme.

In case of failing, the Student will have the possibility to resit the examination. This resit examination will be organised at least 2 weeks after the first session. If the Student is already in the HEI of the next mobility period, this HEI will provide conditions (room, invigilating) to allow the student to resit the examination according to the host HEI material and will be responsible for returning the completed material for proofreading.

If the Student fails the exam again, the Steering Committee will decide on a case-by-case basis whether he/she can be accepted into the second year or obtain the diploma (depending on whether the course belongs to the first or second year). If this is not the case, the Student will have to abandon the programme.

3.3 Behaviour/Ethics

The Student will comply with national law of home countries and regulations in force in the host institutions visited, including computer rules and responsibilities. In particular, the Student agrees to participate in any group activities of the program and to do his/her best to contribute and collaborate with his/her teammates, including helping resolving conflicts between different group members. He/she shall commit no fraudulent act, such as cheating, falsification or plagiarism, and shall not impede by his/her behavior the work of the other students, otherwise he/she will face disciplinary measures, which, depending on the severity of the act, may lead to the exclusion from the programme.

3.4 Intellectual Property

The Student agrees that:

- the results of his/her Master's Thesis are disseminated to the broadest possible research as well as business communities by means of publications and presentations,
- his/her Master's thesis title and abstract will be posted on the IT4BI portal,
- the degree-awarding universities may store and protect the thesis, either as a hard copy or as a digital copy, following their respective procedures,
- the thesis is made available to the research community by making it available in the libraries of the degree-awarding universities,
- based on an additional signed agreement by the Student, his/her thesis may be displayed at the IT4BI portal. The agreement will not be deemed as a copyright transfer.

The results of the Student's work will be protected by intellectual property law.

3.5 Publicity Rights

The Student authorizes the Consortium to use his/her image, captured on photo or video while participating to the IT4BI programme, for promotional purposes unless the Student explicitly expresses his/her non-consent.

4 Rights of the Student

The Student will benefit from a master's programme and a service offer in accordance to what has been announced in promotional documents and by the consortium. He/she will notably have the following rights.

4.1 Equality

Every student enrolled in the master's programme is entitled to:

- be treated and served by the consortium in the same way as home students, irrespective of gender, ethnic background, religion or other belief, sexual orientation, or disability;
- be considered as an equal partner in the master's programme;
- appeal against any act he/she would consider as discriminatory. In this case, he/she may appeal to the Coordination Office.

4.2 Administrative and Academic Issues

The Student has the right to:

- be informed on the master's programme in a transparent manner, and therefore to be provided with all relevant and exhaustive information, particularly regarding admission requirements and criteria, prerequisites, course content, learning outcomes, and degree awarded;
- benefit from an appropriate counselling, both before and during the master's programme;
- have a free access to adequate services and means of support in order to complete the programme.

4.3 Specialisation Selection

The Student has the right to choose his/her specialisation for the third semester (offered in ECP, UPC, or TUB) as follows:

- self-funded students may choose among the specialisations offered in the current edition of the programme.
- students benefitting from an Erasmus+ scholarship will be able to prioritise the specialisations offered in the current edition of the programme. The final assignment of specialisation will be made by the consortium taking into account the academic results of the student during the first semester.

4.4 Student Participation and Involvement

The Student has the right to:

- provide feedback about the programme by filling the several evaluation forms used as input to the IT4BI Quality Evaluation procedures;
- be elected as student representative in the Selection Committee and the Internal Quality Committee in order to take an active part in the running of the master's programme;

- organise him-/herself with other students in legally recognised entities, such as Alumni Associations, Junior Enterprise, etc.
- to be represented in various decision-making bodies at each host institution visited.

4.5 Assistance

For administrative matters, the Student will get assistance from the International Relations Office and from the Local Administrative Manager of each host institution visited. For academic matters, the Student will get assistance from the Local Programme Coordinator of each host institution visited.

4.6 Privacy and Data Protection

The student has the right to privacy and to the protection of individual information. In this respect, the IT4BI consortium commits itself to obey all judicial aspects of the directive 45/2001 of the European Parliament on “the protection of individuals with regard to the processing of personal data ... and on the free movement of such data”¹. Moreover, the student has the right to freely publish his/her research achievements, under the rules laid down by the “Vancouver Group”² and under copyright protection.

4.7 Health Insurance

During all the duration of the IT4BI programme, a medical insurance coverage will be offered to the Student, at no extra cost. Moreover, the Student will have access to medical services on the campuses of host institutions visited, in the same way as regular students.

5 Obligations of the Consortium

On behalf of the consortium, the Consortium Coordinator hereby commits itself to provide the Student with a master’s programme of excellence and a high-level service offer, in accordance to what has been announced in promotional documents, particularly regarding issues such as tuition, supervision, timetable, course content and evaluation.

The consortium will contribute to the integration of the Student notably by providing him/her with all useful information he/she may require.

The Consortium Coordinator – on behalf of the consortium – is responsible for the payment of the scholarship to selected students according to Section 7. Financial Provisions.

6 Rights of the Consortium

The Consortium Coordinator has the right to terminate this contract if:

- The Student does not meet the requirements mentioned in Section 3. Obligations of the Student;
- The Student has been admitted in the IT4BI programme on the basis of false information.

7 Financial Provisions

7.1 Tuition fees

Tuition fees are set to €4000 per year (for students from Programme Countries) and €8000 per year (for students from Partner Countries), and include national enrolment fees, insurance cost, and participation to the mandatory summer school and final event. These fees are waived from students receiving an Erasmus+ scholarship.

7.2 Scholarships

The Erasmus+ programme distinguishes between students who are nationals or residents of Programme Countries and Partner Countries. Students of Programme Countries are:

¹<http://eur-lex.europa.eu/LexUriServ/LexUriServ.do?uri=OJ:L:2001:008:0001:0022:en:PDF>

²<http://www.icmje.org/>

- Students who are nationals or residents of one of the 28 EU Member States: Germany, Austria, Belgium, 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, and Croatia.
- Students who are nationals or residents of one of the following countries: Iceland, Liechtenstein, Norway, Turkey, and Former Yugoslav Republic of Macedonia (FYRoM).
- Students who have resided or carried out their main activities (studies, work, etc.) for more than 12 months over the past five years (counted backward starting from the end of February following the official deadline for application to the master) in any of the above countries. For applicants applying for student intake in 2015, this is the period from March 1, 2010 to February 28, 2015.

Students of Partner Countries are all other students.

The Erasmus+ programme provides EU-funded scholarships to students who have been selected by the consortia. Two categories of scholarships are available.

The scholarship for students from Programme Countries comprises:

- Participation costs: €4,000 per year
- Travel costs: €1,000 per year
- Contribution to subsistence costs: €1,000 per month for the entire duration of the IT4BI programme (24 months maximum).

The scholarship for students from Partner Countries comprises:

- Participation costs: €8,000 per year
- Travel costs: €2,000 or €3,000 per year depending on whether the student is resident of a country whose location is, respectively, less than or more than 4,000 km away from Brussels, the coordinating institution of the IT4BI programme.
- Installation costs: €1,000
- Contribution to subsistence costs: €1,000 per month for the entire duration of the IT4BI programme (24 months maximum).

In both cases, contribution to subsistence costs will not be given for the periods of the IT4BI programme (study, research, internship, or thesis preparation) spent in the country of residence of the student.

All scholarship holders will receive an insurance meeting the minimum insurance requirements of the Erasmus+ programme. Students benefiting of an Erasmus+ scholarship cannot benefit from other European Union grant while carrying out their Erasmus Mundus activities. The scholarship does not create any employer-employee link between the Consortium Coordinator and the Student; therefore it is not subject to direct taxation.

The participation costs covering the tuition fees are directly taken by the consortium. The remainder of the scholarship will be allocated to the student as follows:

- Two yearly instalments, each one covering half of the travel costs.
- One installment of €1,000 covering the installation costs for students from Partner Countries.
- Twelve monthly instalments of €1,000 for the subsistence costs.

The scholarship is a full scholarship, meant to cover all costs (e.g., tuition fees, travelling, visa costs, accommodation, living expenses, etc.). There will be no further funding.

The scholarship will be paid by bank transfer to an account number that should be communicated by the Student to the Consortium Coordinator as soon as possible. The Student shall inform the Consortium Coordinator on any change in his/her bank details.

In case of termination of course (withdrawal for personal reasons, exclusion from the programme because of insufficient academic results or fraudulent act, etc.), the Student shall reimburse the amount received that exceed his/her actual insofar incurred expenditure. According to the number of months he/she attended and a copy of his/her return ticket, the Coordination Office will set the amount to be reimbursed.

8 Termination and Resolution of Claims

The Consortium bears no responsibility for accidents, illnesses, injuries, losses or to damages to persons or goods resulting from or related to the activities planned in the present agreement.

Without prejudice to the general consequences laid down in national law applicable in the present agreement, the Consortium Coordinator 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 Belgian courts are designated as the only competent authorities to resolve any legal dispute between the

IT4BI consortium and the Student emerging from the agreement. The present contract will be governed by the Belgian Law.

Both parties declare they have read and accept the conditions hereby defined. Each party receives one copy of the Student Agreement.

(Date and Place)

(Date and Place)

(Signature of the Student)

(Signature of the Consortium Coordinator)