









Copernicus Master in Digital Earth (CDE) is a two-year full-time integrated Erasmus Mundus Joint Master (EMJM) programme.

The English language Master of Science is jointly offered to outstanding candidates as double degree. Students study Earth Observation and Geoinformatics in year one. Two Specialization Tracks provide a pathway towards excellence in GeoData Science & AI4EO as well as GeoVisualisation & Geocommunication in year two.

STUDENT LETTER OF AGREEMENT

Copernicus Master in Digital Earth – CDE

SELF-FUNDED STUDENT

Edition 1; contractual period: October 1, 2024 – September 30, 2026

«bew_vorname», «bew_nachname», «p_geb_datum», «lcd_id_nat»

PREAMBLE

This Letter of Agreement sets out the role, rights and duties of the parties directly involved in ensuring the successful completion of the Erasmus Mundus Joint Master (EMJM) Copernicus Master in Digital Earth – CDE by the student identified below. The parties commit to comply with local rules and customary practices at consortium partners Higher Education Institutions as well as at associated partners and placement sites. It is subject to the general terms and conditions of the EACEA Grant Agreement "101128006 – CDE" for the duration of 1.10.2023 – 30.11.2029 (thereafter called "GA"), the regulations of the Erasmus+ Programme Guide (https://erasmus-plus.ec.europa.eu/programme-guide/part-b/key-action-2/erasmus-mundus), and the general terms and conditions of the Consortium Agreement (thereafter called "CA").

In general, the student accepts and respects all available policies of the host institutions. In addition a student code of conduct is agreed with fellow edition students according to a specific group code at the beginning of the study programme. This should not be limited to studies but also include private communication through all media and channels used. This is to be proposed, accompanied and monitored by the elected Student Board.

The student fully commits to CDE's **'Global Responsibility statement**: "Geospatial technologies, including satellite Earth observation, are key enabler in addressing the grand challenges of our one world and offering possible solutions. For several decades, we have worked on R&D and innovation in the EO*GI domain, fostering sustainable development for enhancing and safeguarding the diversity and integrity of our environment and society. The current CDE programme is clearly positioned towards this global endeavour. As teachers and students, we commit ourselves to a responsible usage of tools and algorithms, which we shall actively shape for the sake of a peaceful and a sustainable future." (CDE Programme Board).









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THE UNDERSIGNED

The Paris-Lodron University Salzburg (PLUS), located at Kapitelgasse 4-6, 5020, Salzburg, Austria, Coordinating Institution of the Erasmus Mundus Joint Master (EMJM) **COPERNICUS MASTER IN DIGITAL EARTH (CDE)**, the latter represented by Prof. Stefan Lang, hereinafter referred to as "Coordinating Institution" or "Coordinator".

and the student,

Family Name(s):	«bew_nachname»	
First Name(s):	«bew_vorname»	
Date of Birth:	«p_geb_datum»	
Nationality:	«lcd_id_nat»	
International Passport No:	«ausweis_nummer»	
Address (Salzburg)		
Phone Number:		
Visa/Residence Permit	From:	То:
Specialization Track	GeoData Science	GeoVisualisation & Geocommunication

hereinafter referred to as "Student" HAVE AGREED to the following terms and conditions:









ARTICLE 1 KEY ELEMENTS

This article includes information on the duration of the 120 ECTS residential programme.

- 1.1. The academic period of the CDE EMJM programme starts on October 1 and ends with September 30. The duration is 4 semesters (24 months) that must be carried out in at least two of the three EU countries participating in the programme. This Erasmus+ funded EMJM must include compulsory physical mobility for all enrolled students consisting of a minimum of two study periods in two countries, of which at least one must be a EU Member State or third country associated to the Programme. Each of the two mandatory study periods must correspond to a workload of at least one academic semester (30 ECTS credits or equivalent). Compulsory mobility periods cannot be replaced by virtual mobility.
- 1.2. The Student hereby commits herself/himself to fully attend and complete the CDE EMJM programme, in accordance with the partnership mobility schema as described in Article 4; established in accordance with the programme of studies supported by the European Commission.
- 1.3. The Student is expected to be present during the entire academic year with the exception of summer break, weekends, agreed mobilities and holidays in the calendar of the institution that is hosting the student in Salzburg (AT), Vannes (FR) or Olomouc (CZ).
- 1.4. Students commit to arrive for the Orientation Project in September, week 4, at the Paris-Lodron University Salzburg, in Salzburg, Austria. This allows a familiarization phase and the timely accomplishment of formalities. The Student will be duly informed about the suggested latest date of arrival.

ARTICLE 2 UNIVERSITY ADMISSION

CDE programme offices will guide candidates' application for admission, as degree-seeking students. University admission offices provide admission letters 'MSc student enrolment'.

2.1 PARIS-LODRON UNIVERSITY SALZBURG (PLUS), AUSTRIA

- 2.1.1 Higher education law in Austria 'UNIVERSITIES ACT 2002': https://www.plus.ac.at/organisation/rechtsgrundlagen/.
- 2.1.2 A university fee waiver will apply to CDE third-country nationals to be registered as regular students with the residence permit 'student' for 6 semesters in total.
- 2.1.3 The ÖH (Austrian national union of students) fee (students fee for a compulsory accident and liability insurance) is € 22.70 (subject to adjustments) and must be paid, without exception, by all students for the entire duration of studies on a semester basis, including those exempt from paying tuition fees. After each semester payment, the formal student status has been completed, and the student can proceed with course enrolments.









The ÖH is the representation under public law of all students in Austria. Each Austrian and international student becomes a member of the Austrian Student Union by paying this fee, <u>ÖH Salzburg</u>.

- 2.1.4 A detailed guideline is provided for supporting university admission of CDE students nominated by the Selection Committee; including information on online preregistration and personal enrollment at the university.
- 2.1.5 General information on course types, ECTS, hours, and the Austrian grading system is available on the Website: https://www.master-cde.eu/study/.
- 2.1.6 Examination regulations form an integral part of the CDE curriculum, further details will be provided in the CDE study guide which will be available in September, semester

2.2 UNIVERSITY OF SOUTH BRITTANY (UBS), FRANCE

- 2.2.1 Higher education law in France: Code de l'éducation 3rd part: https://www.legifrance.gouv.fr/affichCode.do?cidTexte=LEGITEXT000006071191.
- 2.2.2 The CVEC "Contribution Vie Etudiante et de Campus" Student and Campus Life Contribution applies to French and foreign students enrolling for a degree programme in a public or private institution of higher education in France. CVEC must be paid, without exception, by all students every year. The amount of the CVEC for the 2024 academic year is €95. It will be reevaluated each year. The CVEC may be paid online or in cash. Students register at the site https://www.messervices.etudiant.gouv.fr and then connect to the dedicated CVEC site https://cvec.etudiant.gouv.fr. The UBS International Office will support students in clarifying if Erasmus+ students may be exempted from this payment.
- 2.2.3 A detailed guideline is provided for supporting university admission of CDE students nominated by the Selection Committee; including information on online pre-registration and personal enrollment at the university.
- 2.2.4 General information on course types, ECTS, hours, and the French grading system is available on the Website of the International Relations Office: See Factsheet on the following web site: http://www.univ-ubs.fr/fr/international/mobilite-etudiante/etudier-a-l-ubs.html.
- 2.2.5 Examination regulations at UBS for the CDE curriculum: http://www-intranet.univ-ubs.fr/i-organisation-de-la-scolarite-207407.kjsp?RH=INTR COMPSSISCOL&RF=INTR COMPSSISCOL; access possible after enrolment.
- 2.2.6 Information on UBS academic calendar is available on the university website: http://www-intranet.univ-ubs.fr/i-organisation-de-la-scolarite-207407.kjsp?RH=INTR COMPSSISCOL&RF=INTR COMPSSISCOL, access possible after enrolment.
- 2.2.7 Two weeks of orientation and integration for international students are organized every year during the two first weeks of September.
- 2.2.8 General Data Protection Regulation (GDPR): https://www.master-cde.eu/admission/procedures-deadlines/application-step-1/gdpr/.









2.3 PALACKÝ UNIVERSITY OLOMOUC (UPOL), CZECH REPUBLIC

- 2.3.1 Higher Education Act Czech Republic: http://www.msmt.cz/areas-of-work/tertiary-education/the-higher-education-act.
- 2.3.2 An application fee may be charged; *The UPOL International Office will support students in clarifying if Erasmus+ students may be exempted from this payment.*
- 2.3.3 A detailed guideline is provided for supporting university admission of CDE students nominated by the Selection Committee; including information on online pre-registration and personal enrollment at the university.
- 2.3.4 UPOL guidelines for international students: https://www.upol.cz/welcome-office/.
- 2.3.5 General Data Protection Regulation (GDPR): https://www.upol.cz/en/university/official-notice-board/.

ARTICLE 3 FINANCIAL AND ADMISSION PROCEDURES

Student participation costs cover expenses associated with the EMJM programme. Fees are waived for self-funded students who have been awarded with a participation costs fee waiver, which has been formally confirmed after selection in the "Letter of Confirmation for selected Self-Funded Students".

3.1 PARTICIPATION COSTS

- 3.1.1 If a fee waiver has been granted, this fee waiver for the programme's participation costs will apply to CDE students to be registered as regular students for a total of four semesters. The participation costs for the EMJM CDE are set to 2.500 € per semester for Partner Country students and 2.000 € per semester for Programme Country students over the four semester period of the programme. This amount covers any mandatory administrative or operational cost related to Student's participation in the CDE programme (e.g. including tuition fees, required insurance coverage (for fully funded E+ students), administrative costs related to the issuing of the Degree Awards and Diploma Supplement, a language courses, and short intensive programmes) for two academic years.
- 3.1.2 If an extension is required to finalize the studies, exams, thesis or thesis defense beyond the end of study programme as defined above, unless otherwise noted GA (e.g. prolonged illness or for parental leave), it is the Student's responsibility to cover all further participation costs according to the national regulations of the Consortium Partner where the thesis defense is foreseen.
- 3.1.3 Any other costs that may occur in addition (e.g. for participation in activities involving travel), being compulsory or voluntary, must be covered by the Student.









3.2 SELF-FUNDED (SELF-PAYING) STUDENTS

All students not receiving an E+ scholarship within the EM CDE programme are considered as self-funded. This includes everyone either funding their own studies, getting financial assistance from family or friends, beneficiaries of scholarships other than Erasmus+ EMJM, taking out a student loan, sponsorships, etc.

3.3 PARTICIPATION COSTS PAYMENT AND STUDENT ENROLMENT

For university admission, student enrolment, self-funded students are required to undertake following tasks.

- A) COMPLETE the PLUS Application for Admission Master-Programme and upload it to 'mobility online'.
- B) COMPLETE the online PRE-REGISTRATION (starts at the beginning of July for the next academic year online pre-registration for the WINTER semester) following the provided link. Students click on 'First time registration', register and stop this procedure when being asked to select an appointment date by clicking on 'Cancel'.
- C) Student admission will be finalized upon arrival in Salzburg.

Student participation costs payments if no fee waiver has been granted:

- A) SIGN the Student Agreement and upload it to Mobility Online
- B) TRANSFER participation costs to the PLUS bank account. Deadlines for transfer of participation costs: Semester 1: July 30, Sem. 2: February 15
- C) SEND a proof of payment of the first instalment of participation fees to msc-cde@plus.ac.at
- D) Year two participation costs will be directly transferred to either UBS or UPOL, account details will be provided to the student by the UBS and UPOL international offices.

3.3.1 PARTICIPATION COSTS REIMBURSEMENT

Transferred participation costs may only be reimbursed should the student already have transferred the fee onto the PLUS bank account and not get a place because the programme's cohort's places are full, and/or university admission has not been granted.

3.4 INTERRUPTION OF STUDIES

- 3.4.1 The Students are obliged to respect the agreed period of studies at the Host Universities and seek permission for leave from the Host University coordinator in all cases of leave during the grant period except for the periods of regular holidays.
- 3.4.2 The Students shall promptly notify the Host University on any circumstances which may materially affect the grant.









- 3.4.3 Any changes or interruptions of the agreed programme and institutions where the study or work placement / internship is carried out, changes of the academic supervisors, as well as changes in the envisaged travel schedules shall be agreed with the Host Institution in writing.
- 3.4.4 All periods of absence from the current place of study must be documented and reported.

3.5 VOCATIONAL OCCUPATION

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

ARTICLE 4 STUDY

- 4.1 The study path is defined in the curriculum: https://www.master-cde.eu/programme/curriculum.
- 4.2 At the time of application for admission candidates select and prioritize at least one specialization track. The student can only request a change of the specialization in cases of force majeure, e.g. visa denial for year two. Such request shall be made in writing to the Joint Programme Coordinator through the Programme Office. The Programme Board decides whether the Student is allowed to change the mobility track. The Programme Board's decision is final and cannot be appealed.
- 4.3 The Student is expected to attend short intensive programmes as outlined in the CDE curriculum. The programme's participation costs include fees for participation in two summer schools organized by partner universities.
- 4.4 The Students may undertake the compulsory work placement / internship either at an associated partner institution or outside the consortium. Regulations are defined in the CDE curriculum, further information and guidelines are provided on the website: https://www.master-cde.eu/study/.
- 4.5 A limited number of mobility periods are available to CDE students during semester 4. If relevant to the Master's Thesis, the Student can request to spend a maximum of three months during semester 4 at an associated partner institution. A written declaration of consent between the Student and host is required. The Programme Board together with supervisors either confirm or contest on the proposed mobility period, the decision is final. The Student has to bear any costs related with this mobility period.
- 4.6 Regulations for the co-supervised Master's Thesis are defined in the CDE curriculum and guidelines provided to the Student. If a Student does not submit his/her Master's Thesis









within academic year two, the Student must register for a 5th semester at the Paris-Lodron University Salzburg and University of South Brittany or Paris-Lodron University Salzburg and Palacký University Olomouc. Students shall respect formal schedules and procedures at PLUS/UPOL/UBS.

CDE invites (expects) students to participate in conferences and to submit a paper or poster related to their Master's Thesis.

- 4.7 The Student's performance will be monitored by the Coordinating Institution in cooperation with host universities. With successful completion of the semester exams a transcript shall be provided to transfer grades.
- 4.8 A CDE graduation ceremony will be organized annually in September.
- 4.9 The Student is provided with an immutable e-mail account by Coordinating Institution for the entire duration of the study programme. Official communications take place through this account. Student commits her/himself to check the e-mail account on a daily basis.

ARTICLE 5 ACADEMIC DEGREE

Graduates of the double degree Erasmus Mundus Joint Master Degree programme "Copernicus Master in Digital Earth – MSc CDE" will be awarded the academic degree "Master of Science", abbreviated "MSc", with another corresponding degree awarded by UPOL (Palacký University Olomouc, Czech Republic) or at UBS 'Master in Data Sciences parcours GeoData Science' (Université Bretagne Sud, France).

ARTICLE 6 CODE OF CONDUCT

Rules of conduct have been established to create a safe and supportive learning environment for every student. They describe not only duties of a students, but also how to ensure a respectful, inclusive learning environment. The primary goal is to provide students with a successful academic experience in a safe learning environment. Amendments shall be made in response to changes in university policies and obligations. They may also be in response to changes in societal norms of the student body. In addition, changes to this code may also result from specific incidents.

6.1 Under the present contract, the Student is obliged:

- 6.1.1 to actively participate in the planned course activities;
- 6.1.2 to attend assiduously, and with the objective of successfully passing, the modules, and the thesis inherent in the programme of studies;
- 6.1.3 to maintain an average of 30 ECTS per semester and at least 120 ECTS over the duration of the programme. The Student will submit her/his Master's Thesis according to communicated schedules. If an extension is required to finalize the studies, exams, thesis or thesis defense beyond the set dates, unless otherwise noted in the GA (e.g. prolonged illness or for parental leave), it is the Student's responsibility to take all necessary steps;









- 6.1.4 to participate in the exams scheduled at the end of each course under the examination conditions communicated by the teaching staff. All classes / modules are marked on local host university grading scales with equivalence translation into ECTS grades;
- 6.1.5 to spend the agreed months at the host institution;
- 6.1.6 to refrain from any kind of plagiarism in the preparation of course assignments and of the Master's Thesis;
- 6.1.7 to duly attend short intensive programmes and compulsory placements in enterprises, public agencies or in applied projects;
- 6.1.8 to participate in any additional activities like retreats, fieldwork, etc., that are specifically organized by the Consortium as a part of the CDE programme;
- 6.1.9 to notify Coordinating Institution without delay about any decision to leave the programme ahead of time or about any circumstances that lead to an (even temporary) interruption of the studies.
- 6.1.10 to mutually agree with fellow students on their specific group code of conduct. This shall not to be limited to study but include private communication through all media and channels used.

ARTICLE 7 SERVICES TO STUDENT

Services are provided to all students. The Programme Board manages and coordinates teaching and offers support to and consults students with academic questions during their studies. The PLUS examination office governs credit recognition and degree completion. The project (programe) office together with Interrnational Offices support students in all personal matters.

- 7.1 The Consortium Partners offer the Student support in issues like housing, visa/residence permit procedure, as well as local language courses either provided at the language centres of the host university or by the department.
- 7.2 During the 'Orientation Project' (Curriculum Module B1) Students receive guidance and recommendations by faculty from all partner universities. This module will take part at the beginning of semester 1, September week 4 and October week 1.
- 7.3 Students have access to computing facilities of all Consortium Universities, to software needed for courses and thesis work, online services for the access to transcript of records and to internet connection within the university premises, which implies access to professional journals through the institutional subscriptions.

ARTICLE 8 ACCIDENT, HEALTH AND TRAVEL INSURANCE

8.1 The Coordinating Institution is exonerated from any responsibility for accidents, illnesses, injuries, losses or damages to persons or goods resulting from or in any way related to the activities that are the object of this Letter of Agreement. The Student is obliged to accept the









- necessary insurance related to the activities for the full duration of the study period. In France a compulsory free health care coverage is available (www.ameli.fr).
- 8.2 The mandatory fee for the Austrian Student Union (ÖH-Beitrag) includes a liability and accident insurance. More information: https://www.oeh.ac.at/service/versicherung. Liability and accident insurance is included in the Austrian Student Union Membership Fee which every student is obliged to pay. This insurance coverage is valid for all activities at the University. If you would like further insurance you will have to research other means of coverage yourself.
- 8.3 HEALTH INSURANCE in Austria for students: Exchange students studying at PLUS must prove that they have a health insurance valid in Austria. Students from EU/EEA countries are required to possess the European Health Insurance Card. Students from countries that have an insurance agreement with Austria should bring along the "A3 form", which is available at the national health insurance institutions of their home countries. All other students are recommended either to purchase health insurance in their home country or to take out a health insurance policy for students (Studierendenselbstversicherung) at the National Health Insurance: Gesundheitskasse (ÖGK) Austria. Please note, it does NOT cover your travel to Austria, see also https://master-cde.eu/costs-funds/self-funded/.

ARTICLE 9 REPORTING, SURVEYS, EVALUATION & EMA

- 9.1 Throughout the programme a personal portfolio ('ePortfolio') has to be maintained. It contains individual presentations of materials resulting from coursework and work placements/internships. The portfolio is developed in a suitable digital online format, e.g. as a website or blog.
- 9.2 SURVEYS and EVALUATION: The Student agrees to join in any programme surveys and evaluations when asked. These evaluations are carried out anonymously.
- 9.3 The Student agrees to join CDE alumni.

ARTICLE 10 STATEMENT OF FINANCIAL RESOURCES

- 10.1 The student participates in the study programme based on own funds. Visa, travel and housing arrangements are on an individual basis.
- 10.2 The Student has submitted a proof of sufficient financial means to the Selection Committee [Annex 1]. This document is confirming that resources allow to cover monthly living costs, required travel costs, health and accident insurance, and any extra unforeseen expenses for the entire study period, 24 months.
- 10.3 The Student is fully aware of Austrian regulations for sufficient financial means as of 2024 and outlined at https://oead.at/en/to-austria/entry-and-residence/residence-permit-student-mobility-programme#c22625.









ARTICLE 11 ONLINE RESOURCES

11.1	CDE websites your mess ede ou
11.1	CDE website: <u>www.msc-cde.eu</u>
11.2	Erasmus+: http://ec.europa.eu/programmes/erasmus-plus/node_en
11.3	Erasmus Mundus Students & Alumni Association: http://www.em-a.eu/
11.4	Paris-Lodron University Salzburg (PLUS): https://www.plus.ac.at/
11.5	PLUS, Department of Geoinformatics – Z_GIS: https://www.plus.ac.at/geoinformatik
11.6	University of South Brittany (UBS): http://www.univ-ubs.fr/en/index.html
11.7	UBS; Département Informatique, Institute for Research in Computer Science and
	Random Systems: http://www.irisa.fr/ , OBELIX team: https://www-obelix.irisa.fr/
11.8	Palacký Palacký University Olomouc (UPOL): https://www.upol.cz/en/
11.9	UPOL, Faculty of Science, Department of Geoinformatics:
	https://www.geoinformatics.upol.cz/en/

ARTICLE 12 APPEAL PROCEDURE & GENERAL COMPLAINTS

The summary information provided below gives instructions necessary to the appeals procedures available to CDE students in order to allow applicants to apply for a reconsideration of decisions concerning their studies and to submit general complaints.

- 12.1 Procedure: Applicants send an email to the Selection Committee Chair: Prof. Vít VOŽENÍLEK (vit.vozenilek@upol.cz) including:
 - 12.1.1 A statement why the Student believes that the selection decision was to her/his disadvantage. By refering to the selection criteria and point out which of the criteria or which of the submitted documents that could have been subject to misinterpretation.
 - 12.1.2 The student needs to be able to show that either there has been a procedural error or that there is new evidence concerning mitigating circumstances that were not made available to the Selection Committee and that it has been produced at an earlier stage of the online application.
 - 12.1.3 Appeals will not be considered against the academic judgement of the application evaluator or in respect to the quality of the selection committee and selection process.
 - 12.1.4 General complaints shall be submitted to msc-cde@plus.ac.at .

ARTICLE 13 MODIFICATIONS OF THE CONTRACT

13.1 Any alteration to the present contract must be communicated in writing. All alterations to the initial situation must be immediately communicated by the Student to Coordinating Institution. Upon mutual agreement of contractual modifications, Coordinating Institution will issue an addendum to the present Letter of Agreement.









- 13.2 Without prejudice to the general consequences laid down in national law applicable in this Letter of Agreement, Coordinating Institution reserves the right to cease the effects of the Letter of Agreement, without recourse to any juridical procedure apart from adequate communication to Student. Failing agreement by both parts, the Austrian courts are designated as the only competent authorities to resolve any legal dispute between Coordinating Institution and Student emerging from the Letter of Agreement. The present contract will be governed by Austrian Law.
- 13.3 The signatories declare that they have read and accept the preamble and conditions laid down in this Letter of Agreement.









SIGNATURES

I hereby declare that I have read, understood, accepted and will fulfill the contractual obligations as outlined herein
Done in duplicate, one to each party
Signed in
on
Student
CDE EMJM Programme's Coordinator at Paris-Lodron University Salzburg
Specialization Track GeoDSc University of South Brittany
Specialization Track GeoVis Palacký University Olomouc









[1]

Consortium Partners: Paris-Lodron University Salzburg (PLUS, Austria) as coordinating institution and study year 1 host, University of South-Brittany (UBS, France) as Specialization Track GeoDSc – GeoData Science host during study year 2, Palacky University Olomouc (UPOL, Czech Republic) as Specialization Track GeoVIS – Geovisualisation and Geocommunication host during study year 2. Associated Partners, please refer to https://www.master-cde.eu/consortium for a current list of associated partners.

[2]

Partner and Programme Country: https://erasmus-plus.ec.europa.eu/programme-guide/part-a/eligible-countries









ANNEX 1: PROOF OF SUFFICIENT FINANCIAL MEANS