



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

Erasmus Mundus Joint Master (EMJM) student **E+ EMJM SCHOLARSHIP**

**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)

## Contents

PREAMBLE .....	1
THE UNDERSIGNED.....	3
ARTICLE 1 KEY ELEMENTS.....	4
ARTICLE 2 UNIVERSITY ADMISSION.....	4
<u>2.1</u> PARIS-LODRON UNIVERSITY SALZBURG (PLUS), AUSTRIA.....	4
<u>2.2</u> UNIVERSITY OF SOUTH BRITTANY (UBS), FRANCE .....	5
<u>2.3</u> PALACKÝ UNIVERSITY OLOMOUC (UPOL), CZECH REPUBLIC .....	6
ARTICLE 3 FINANCIAL PROCEDURES.....	6
<u>3.1</u> PARTICIPATION COSTS.....	6
<u>3.2</u> ERASMUS+ EMJM SCHOLARSHIP CONDITIONS and PAYMENT.....	7
<u>3.3</u> ERASMUS+ EMJM SCHOLARSHIP REVOCATION / TERMINATION OF GRANT .....	8
<u>3.4</u> SCHOLARSHIP REIMBURSEMENT .....	9
<u>3.5</u> INTERRUPTION OF STUDIES.....	9
<u>3.6</u> ERASMUS+ EMJM SCHOLARSHIP SUSPENSION OF PAYMENT .....	9
<u>3.7</u> VOCATIONAL OCCUPATION.....	9
ARTICLE 4 STUDY PATH, WORK PLACEMENT, INTERNSHIP, MASTER'S THESIS, 'MOBILITY PERIOD'. .....	10
ARTICLE 5 ACADEMIC DEGREE .....	11
ARTICLE 6 CODE OF CONDUCT .....	11
ARTICLE 7 SERVICES TO STUDENT .....	12
ARTICLE 8 ACCIDENT, HEALTH AND TRAVEL INSURANCE .....	13
ARTICLE 9 REPORTING, SURVEYS, EVALUATION & EMA .....	13
ARTICLE 10 ONLINE RESOURCES .....	14
ARTICLE 11 APPEAL PROCEDURE & GENERAL COMPLAINTS.....	15
ARTICLE 12 MODIFICATIONS OF THE CONTRACT.....	15
SIGNATURES .....	16
ANNEX 1: ERASMUS+ EMJM SCHOLARSHIP PAYMENT TIMETABLE/MODALITIES.....	18
ANNEX 2: Student's Declaration of Correctness and Understanding .....	19

## THE UNDERSIGNED

The Paris-Lodron University Salzburg (PLUS), located at Kapitelgasse 4-6, 5020, Salzburg, Austria, coordinating institution of the Erasmus Mundus Joint Master 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:	To:	
Specialization Track	GeoData Science	GeoVisualisation & Geocommunication	
E+ EMJM scholarship holder from	Partner Country [2]: [country]	YES	NO
E+ EMJM scholarship holder from	Programme Country [2]: [country]	YES	NO

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. These two countries must be different from the country of residence of the student at enrolment stage. 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, [ÖH Salzburg](#).

- 2.1.4 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.
- 2.1.5 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 1.
- 2.1.7 Information on the PLUS academic calendar is available on the university's [website](#).
- 2.1.8 General Data Protection Regulation ([GDPR](#)).

## 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](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](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 PROCEDURES

Student participation costs cover expenses associated with the Erasmus Mundus Joint Master (EMJM) programme. Please note: All selected fully funded Erasmus+ EMJM students have a programme participation costs fee waiver (<https://master-cde.eu/costs-funds/scholarships/>), regulations are as follows.

### 3.1 PARTICIPATION COSTS

- 3.1.1 A fee waiver for the programme's participation costs will apply to CDE students to be registered as regular students with the residence permit 'student' 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/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 ERASMUS+ EMJM SCHOLARSHIP CONDITIONS and PAYMENT

The Erasmus+ 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 based on 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 defense, 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.

- 3.2.1 Selected and admitted applicants receive an EMJM scholarship, a **unit costs of EUR 1.400,- on a monthly basis**, granted by the European Commission. Erasmus+ scholarship regulations are defined in the E+ Programme Guide and on the CDE website: <https://master-cde.eu/costs-funds/scholarships/>.
- 3.2.2 The scholarship will financially support the full period of studies for the Erasmus+ EMJM 'Copernicus Master in Digital Earth' until 120 ECTS credits have been earned, and **for a maximum period of 24 months**.
- 3.2.3 The grant for students will be **paid as outlined in the Annex 1**, monthly at the beginning of the month, for a maximum of 24 months.
- 3.2.4 The Student will open an **international bank account** and will provide the full details of this account to the CDE Programme Office prior to any payments. The grant will be transferred to this account by university administration.
- 3.2.5 This scholarship does not create or entitle an employer-employee relation between Coordinating Institution and the Student, and therefore is not subject to direct taxation in Austria, the country of the Project Coordinator. **A declaration of current residency status (Ansässigkeitserklärung) has to be signed** for transfers originating from the Project Coordinator/Programme Office. The scholar is obliged to take care of any taxation concerning the fiscal laws in her/his home country.
- 3.2.6 The Student affirms that her/his status **conforms to the rules for EMJM scholarship holders as outlined in the E+ Programme guide**, and especially that she/he does not benefit at the same time from another European Community grant, she/he was not beneficiary of a previous Erasmus Mundus Master Course (EMMC) or EMJM grant of the European Community.
- 3.2.7 The Student is **obliged to acknowledge receipt of the scholarship** to the CDE Programme Office after having received the full amount within 7 days.

### 3.3 ERASMUS+ EMJM SCHOLARSHIP REVOCATION / TERMINATION OF GRANT

- 3.3.1 The Programme Board shall have the right to withdraw the grant if the start of the period of study has been delayed by the Scholarship Holder with respect to the enrolment and commencement regulations and dates communicated to the Student.
- 3.3.2 The Student shall immediately inform the Host University if she/he encounters problems in meeting such dates for visa problems, due to illness, etc.
- 3.3.3 The Programme Board and the Coordinator in consultation with Education, Audiovisual and Culture Executive Agency (EACEA) will decide if the reasons stated can be accepted and, if appropriate, on new deadlines and admission withdrawal.
- 3.3.4 The Programme Board and the Coordinator may terminate the grant and stop any further payments if the report on the progress of work and/or international collaboration with the Host University does not give sufficient evidence of the sound execution of the programme of work/studies including any breaks for personal reasons.
- 3.3.5 The grant may also be terminated at any time in case of non-compliance with the terms and conditions of the grant, wrong or false information in the application, disrespect of the rules of law, principles of international cooperation or any action which may seriously affect the reputation of the European Community or the Host Universities. After termination the obligation to provide the final report shall continue to apply.
- 3.3.6 The Student, Erasmus+ scholarship holder, shall repay any financial support in case of fraud or false declaration.

The Student understands that she/he will be excluded from CDE EMJM Programme in the following cases:

- 3.3.7 The Student does not attend prescribed lectures and examinations and cannot justify non-attendance neither with medical certificates nor by being granted permission for non-attendance from CDE EMJM programme staff.
- 3.3.8 The Student is subject to legal persecution that prevents her/him from attending the CDE EMJM course programme.
- 3.3.9 The Student withdraws from the CDE EMJM programme.
- 3.3.10 The Student has made deliberately false or misleading representations of a substantial nature in relation to the evidence produced in support of his/her application for admission.



- 3.3.11 In the case of termination of Student participation because of failure to pass a compulsory exam after the maximum number of re-sits allowed by university regulations, the payment of the scholarship will cease at the last failed exam attempt.
- 3.3.12 If the Student voluntarily interrupts the studies, the scholarship will stop at the time when the Student leaves the Consortium Partners. The Coordinating Institution shall recover all unjustified/ineligible scholarship payments received by the Student as a result of her/his failure to communicate the interruption of studies in due time.
- 3.3.13 The above applies also in case of a temporary interruption of the studies because of parental leave, severe illness or accident, or any other emergency situation (e.g. death of a close relative).

### **3.4 SCHOLARSHIP REIMBURSEMENT**

The Student who is excluded from CDE EMJM has his/her scholarship stopped and may be asked to reimburse the awarded scholarship. The CDE EMJM Consortium will establish the amount of reimbursement in consultation with EACEA managing the funding for education on behalf of the European Commission.

### **3.5 INTERRUPTION OF STUDIES**

- 3.5.1 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.
- 3.5.2 The Students shall promptly notify the Host University on any circumstances which may materially affect the grant.
- 3.5.3 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.
- 3.5.4 All periods of absence from the current place of study must be documented and reported.

### **3.6 ERASMUS+ EMJM SCHOLARSHIP SUSPENSION OF PAYMENT**

The Student scholarship payments may be interrupted until the Scholarship Holder is physically present at the Host University and can actively participate in academic activities.

### **3.7 VOCATIONAL OCCUPATION**

- 3.7.1 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 and regulations concerning Erasmus+ scholarships.

- 3.7.2 It is then on the 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 PATH, WORK PLACEMENT, INTERNSHIP, MASTER'S THESIS, 'MOBILITY PERIOD'**

- 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 2, 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 A CDE graduation ceremony will be organized annually in September.

## 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 not to receive any other scholarship or funding financed by the European Commission under other Community programmes;
- 6.1.8 to duly attend short intensive programmes and compulsory placements in enterprises, public agencies or in applied projects;
- 6.1.9 to attend local language courses in the host universities;
- 6.1.10 to participate in any additional activities like retreats, fieldwork, etc., that are specifically organized by the Consortium as a part of the CDE programme;

- 6.1.11 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.
- 6.1.12 to mutually agree with fellow students on their specific group code of conduct. This shall not be limited to study but include private communication through all media and channels used.
- 6.2 Any deliberate failure on the part of Student to fulfill the conditions expected in terms of attendance at the CDE programme, in particular non-fulfillment of the conditions stipulated in this Letter of Agreement, constitutes sufficient reason for action to be taken towards resolving the issue and could lead to reimbursement of the scholarship awarded. In the case of reimbursement, Coordinating Institution will determine the amount to be reimbursed.
- 6.3 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.
- 6.4 If the Student does not make sufficient progress, e.g. does not acquire at least 30 ECTS per semester, the payment of the scholarship may be terminated. It is strongly recommended that missing ECTS/examinations are completed until the end of the subsequent semester or within the time allowed for re-examination by the institution awarding the credits.
- 6.5 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 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/programme office together with International 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](http://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>.
- 8.3 The Student is also provided with the " Insurance Certificate for Students, <http://www.expatsinsurance.eu>", that will be valid for the whole period of studies and in all countries visited, details are outlined in the Expat guidelines provided to the Student. Insurance expenses are covered by the Erasmus+ programme and managed by the Coordinator.
- 8.4 The insurance package fulfills the minimum requirements of EACEA for E+ EMJM students: <https://eacea.ec.europa.eu/>. The insurance will be active from the moment when the Student starts her/his journey to reach the entrance university.
- 8.4.1 For visits to a general practitioner the Student should expect to pay the doctor's bill and then being refunded by the insurance after filling a claim, detailed information will be available to the Student on the insurance's website. The insurance's telephone number for emergency calls will be available 24 hours a day, 7 days a week.
- 8.4.2 The insurance does not cover pre-existing medical problems.

## **ARTICLE 9 REPORTING, SURVEYS, EVALUATION & EMA**

Erasmus+ scholarship holders shall report on their activities individually on the basis of their ePortfolio, as requested in the CDE curriculum. A final report has to be submitted after graduation to the Programme Office.

### **9.1 REPORTING**

Throughout the programme a personal portfolio ('ePortfolio') has to be maintained. It contains individual presentations of materials resulting from coursework and placements. The portfolio is developed in a suitable digital online format, e.g. as a website or blog.

**A student must perform the following mandatory tasks:**

- i. Upon arrival the student provides a copy of the travel documents.
- ii. The Student is obliged to acknowledge receipt of the scholarship to the CDE Programme Office after having received the full amount within 7 days [3.2.7].
  - a. This acknowledgement must include a self-declaration on mobilities during the programme.
  - b. The Student signs a participant list on graduation day, final exam at PLUS.
- iii. The student is obliged to display the EU flag and to acknowledge the support received under the relevant EU programme Erasmus+.

*“Co-funded by the European Union. This Master’s Thesis has been developed in the framework of the Erasmus Mundus Joint Master (EMJM) “Copernicus Master in Digital Earth”, jointly coordinated by Paris-Lodron University Salzburg, Department of Geoinformatics, Austria together with University of South Brittany, Computer Science Department, France and Palacký University Olomouc, Department of Geoinformatics, Czech Republic.”*

## 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 EMA

The Student agrees to join the Erasmus Mundus Students and Alumni Association (EMA: [www.em-a.eu/](http://www.em-a.eu/)) as well as CDE alumni.

## ARTICLE 10 ONLINE RESOURCES

- 10.1 CDE website: [www.msc-cde.eu](http://www.msc-cde.eu)
- 10.2 Erasmus+: [http://ec.europa.eu/programmes/erasmus-plus/node\\_en](http://ec.europa.eu/programmes/erasmus-plus/node_en)
- 10.3 Erasmus Mundus Students & Alumni Association: <http://www.em-a.eu/>
- 10.4 Paris-Lodron University Salzburg (PLUS): <https://www.plus.ac.at/>
- 10.5 PLUS, Department of Geoinformatics – Z\_GIS: <https://www.plus.ac.at/geoinformatik>
- 10.6 University of South Brittany (UBS): <http://www.univ-ubs.fr/en/index.html>
- 10.7 UBS; Département Informatique, Institute for Research in Computer Science and Random Systems: <http://www.irisa.fr/>, OBELIX team: <https://www-obelix.irisa.fr/>
- 10.8 Palacký Palacký University Olomouc (UPOL): <https://www.upol.cz/en/>
- 10.9 UPOL, Faculty of Science, Department of Geoinformatics:  
<https://www.geoinformatics.upol.cz/en/>

## ARTICLE 11 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.

11.1 Procedure: Applicants send an email to the Selection Committee Chair: Prof. Vít VOŽENÍLEK ([vit.vozenilek@upol.cz](mailto:vit.vozenilek@upol.cz)) including:

11.1.1 A statement why the Student believes that the selection decision was to her/his disadvantage. By referring to the selection criteria and point out which of the criteria or which of the submitted documents that could have been subject to misinterpretation.

11.1.2 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.

11.1.3 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.

11.1.4 General complaints shall be submitted to [msc-cde@plus.ac.at](mailto:msc-cde@plus.ac.at) .

## ARTICLE 12 MODIFICATIONS OF THE CONTRACT

12.1 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.

12.2 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.

12.3 The signatories declare that they have read and accept the preamble and conditions laid down in this Letter of Agreement.



Co-funded by  
the European Union



Palacký University  
Olomouc



PARIS  
LODRON  
UNIVERSITY  
SALZBURG

## 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





Co-funded by  
the European Union



Palacký University  
Olomouc



PARIS  
LODRON  
UNIVERSITY  
SALZBURG

[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, Palacký University Olomouc (UPOL, Czech Republic) as Specialization Track GeoVIS – GeoVisualisation and Geocommunication host during study year 2. Associated Partners: refer to <https://www.master-cde.eu/consortium> for a current list of associate partners.

[2]

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

## ANNEX 1: Erasmus+ EMJM scholarship payment timetable/modalities

Scholarships are paid in accordance with the following table:

Months		PROGRAMME / PARTNER Country
		Erasmus+ Unit cost
1	October	2800 €
2	November	
3	December	1400 €
4	January	1400 €
5	February	1400 €
6	March	1400 €
7	April	1400 €
8	May	1400 €
9	June	1400 €
10	July	1400 €
11	August	1400 €
12	September	1400 €
13	October	1400 €
14	November	1400 €
15	December	1400 €
16	January	1400 €
17	February	1400 €
18	March	1400 €
19	April	1400 €
20	May	1400 €
21	June	1400 €
22	July	1400 €
23	August	1400 €
24	September	1400 €
<b>Total</b>		<b>33.600 €</b>



### Erasmus+ EMJM scholarship

Notification: This scholarship does not create or entitle an employer-employee relation between Coordinating Institution and Student, and therefore is not subject to direct taxation in Austria, the country of the Project Coordinator. The Scholar is obliged to take care of any tax issue concerning the fiscal laws in her/his home country.

## ANNEX 2: Student's Declaration of Correctness and Understanding

«bew\_vorname» «bew\_nachname», «p\_geb\_datum», «lcd\_id\_nat»

I herewith confirm:

- By submitting my application for admission to this Master's programme and/or an Erasmus+ scholarship I have committed to adhere to all applicable rules and regulations.
- I am a national of one of the eligible countries as defined by the Erasmus+ Programme: <https://erasmus-plus.ec.europa.eu/programme-guide/part-a/eligible-countries>;
- I have not benefited in the past from another Erasmus Mundus Joint Master Degree scholarship.
- I am aware that EMJM scholarship holders cannot benefit from another EU funded scholarship scheme to follow the same EMJM course and this for the entire period of the course; and that scholarships are not provided to students while they are attending the study programme in their country of residence.
- I understand that intentionally false information or declarations or faked documents will render my application invalid. This affects any admission to study, as well as E+ Scholarship awards. In this case, any transfers of scholarship may be reimbursed to the Coordinator / Programme Office.
- I accept, that my personal data is collected and used in accordance with the Regulation (EC) N° 45/2001 of the European Parliament and of the Council of 18.12.2000 on the protection of individuals with regard to processing of personal data by the Community institutions and bodies and on the free movement of such data (OJ L8 of 12.1.2001, p. 1).
- If selected (offered an E+ scholarship), put on the reserve list or enrolled on a self-funding basis) my data may be used for the purposes of evaluating the programmes, efficiently manage the project, and compiling statistics. Data are available to the EACEA, the European Commission, 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.
- By signing this declaration, I hereby declare that all information provided by me is correct and complete.

Salzburg, Date, Student's signature