Erasmus Mundus Joint Master (EMJM) Student Agreement

Student awarded an Erasmus Mundus scholarship
Academic Years 2026 - 2028

The Coordinating Institution, Universidade de Santiago de Compostela, Spain, represented by
Prof. Dr. María José Domínguez, Faculty of Philology, 15705 Santiago de Compostela
on behalf of the EMJM-EMLex Consortium formed by
Universidade de Santiago de Compostela, Spain
Friedrich-Alexander-Universität Erlangen-Nürnberg, Germany
Universität Hildesheim, Germany
Ilia State University, Georgia
Károli Gáspár Református Egyetem, Hungary
Université de Lorraine, France
Universidade do Minho, Portugal
Università degli Studi Roma Tre, Italy

and the student

Last name:
First name(s):
Official residence:
Date of birth:
Place of birth:
Nationality:
Passport number:

agree on this contract and the following terms and conditions:

1. Consortium

The Erasmus Mundus Joint Master Programme entitled "European Master in Lexicography" (henceforth: EMLex) is organised jointly by the Higher Education Institutions Friedrich-Alexander-Universität Erlangen-Nürnberg (henceforth FAU), Université de Lorraine (Nancy) (henceforth UL), Universidade de Santiago de Compostela (henceforth USC), Universidade do Minho (Braga) (henceforth UMinho), Ilia State University, Georgia (henceforth ISU), Universität Hildesheim (henceforth HI), Università degli Studi Roma Tre (henceforth R3U), and Károli Gáspár Református Egyetem Budapest (henceforth KRE).

2. Scope

On behalf of the participating consortium partners, the student is given the permission to participate in the EMJM-EMLex in accordance with the rights and obligations stipulated below.

3. General conditions

3.1 Duration, structure, mandatory mobility requirements and restrictions and course languages

3.1.1 Duration

The agreement is valid starting from the 2025/2026 academic year, for the normal duration of the programme (two academic years). The agreement is subject to examination once every semester. If the student fails to provide evidence of fulfilling the agreement, payment of the scholarship may be put on hold or terminated according to the stipulations under Articles 4.1 and 5.3.

3.1.2 Academic calendar and structure

The welcome week as well as the graduation ceremony will be organized by the home institution (university of the first and fourth semester). The summer term (mobility phase), exam and holiday periods depend on the academic calendar of the particular home universities.

Individual regulations from each home university apply with regard to the study plan, module descriptions and examination regulations

	ECTS	Aims and contents
WS 1. sem.	10	Basic module B1: (common module: E-Learning, ca. 4 semester hours): Basics of lexicography
	10	Basic module B2 (home module): A lexicographically-oriented module (approx. 4 semester hours)
	(5) (5) (10)	B3a course of English (4-6 semester hours) B3b course of German (4-6 semester hours) B3c-B3d elective module: computer science or language course (Portuguese, Hungarian, Polish, Spanish, French, Italian) During the first semester all students should acquire 25-30 ECTS points.
SS 2. sem.	30	Mobility phase: Advanced modules 1 to 10 (Block seminars by teachers of the partner universities. Students have to acquire 30 ECTS, may, however, acquire more (Organisation plan according to special announcement.)
		All students must have gained 60 ECTS after the first year
WS 3. sem.	10 10 10	In-depth module 1: Series of lectures by teachers of different universities (live or via video). In-depth module 2 (home module): Special topic (depending on the seminars offered at the home university). Practical module: Minimum of four weeks internship in a publishing house ore a company or a research institute.
SS 4. sem.	0-5 25-30	Accompanying seminar to the master thesis (home module) Master thesis
	120	Total number of ECTS

3.1.3 Mobility requirements and restrictions

All students have to travel to one of the partner universities in the second semester. The university and the local organisers change every year and are selected by the Consortium.

3.1.4 Course languages:

The languages of the programme are German and English for the duration of the programme. All partners will offer the students access to their Language Centres or the equivalence and will encourage the students to attend extra-curricular language classes.

3.2 Study track and academic outputs

During the two study years the student must achieve 120 ECTS in (at least) two degree-awarding partner institutions. In order to pass a course, the student has to achieve a minimum score of 51%. Different conditions can be decided by the responsible teacher of the course and must be made clear to the student. The comparability of examination results is ensured by a conversion chart agreed upon by the Consortium.
In case of failure of a course (failure includes absence from an exam with or without legitimate reason), a resit is possible but will depend on the examination rules of the university. This resit will preferably take place at the university where the course was taught, but will also be possible at another partner institution, if agreed with the partner university. Exam conditions (oral, written, individual report, etc.) are decided individually for each course unit. A grade is given per unit under the responsibility of the course unit manager.

3.3 EMJM Diploma

Students who, within the framework of the above, successfully complete the EMJM-EMLex, will be conferred a Joint Degree Diploma of the partner HEIs of the EMJM-EMLex Consortium where the student is registered in the fourth semester (where the student writes the master thesis). The documents are written in English. Details about enrolment, exam admission, illness, disability, pregnancy, parental leave, etc. are given in the examination regulations of the single Universities.

3.4 Insurance

In regard to social security, students enrolled will have to follow the rules in force at the hosting institution: in regard to students who are holders of an Erasmus-Mundus JM scholarship, the Consortium will provide insurance so as to ensure that these students are given the necessary cover for their participation during the EMLex at the partner universities. The students will have to follow the rules of the insurance company they are insured with and will have to notify the insurance company directly in case of an accident.

3.5 Data Handling and Data Protection

In the course of processing personal data collected for the purposes of executing the Erasmus Mundus Masters Programme in Lexicography, the Consortium is committed to preserving the privacy of natural persons participating in the Programme. As the management of the Programme will require the recording and further processing of personal data by the Institutions (such as access to and use of student grades by the Consortium universities), all personal data are dealt with in accordance with the applicable European data protection laws. Information on data protection and the EACEA privacy statement can be found here (https://www.emlex.eu.usc.gal/applications/).

Furthermore, the student hereby grants the Consortium permission to collect still photographs, audio and video recordings during the in-person and online modules of the study plan and other in-person and online academic and cultural events for education and promotion purposes. The student has the right to revoke the permission at any time in written form.

4. Financial Management

4.1 Participation Costs and Scholarship

Scholarships: Provided that the student is selected by the Consortium to receive an Erasmus Mundus scholarship, the scholarship will be paid on a monthly basis after signing the Student Agreement by the start of the programme. The students will receive a scholarship amounting to a total of 1400 Euros/month for the entire period needed to complete the study programme (up to a maximum of 24 months), which will be used for covering travel expenses, visa application, installation and subsistence costs. The scholarship is calculated on the basis of a monthly unit cost (pro-rata of the actual number of days).

The scholarship will be paid by bank transfer to a European bank account number mentioned in Appendix 1. The student shall inform the Consortium as soon as possible of any change in his/her/their bank details.

There will be no further funding.

Participation costs: Participation fees of the EMJM scholarship students are covered by the Consortium.

The student selected to participate in the Erasmus Mundus programme will be informed of the decision by the coordinating institution that will in turn send the student the Student Agreement. This document must be signed by him/her/them and sent back by post to the coordinating institution within 2 weeks after such notification. The coordinating institution will inform the student upon receipt of the signed Student Agreement.

The scholarship does not create any employer-employee link between the Consortium coordinator and the student; therefore, it is not subject to direct taxation.

4.2 Termination of the Contract

The Consortium coordinator has the right to terminate the contract if the student does not meet the requirements stated in this agreement and if the student has been admitted to the EMLex programme on the basis of false information.

4.3. Exclusion from the Programme

The student understands that he/she/they shall be excluded from the EMLex Master

a) in case of non-attendance to the course that the student cannot justify with medical certificates or for which permission has not been granted by the EMLex staff;
b) if the student fails to validate a year of study;
c) if the student is the subject of disciplinary measures leading to his/her/their exclusion from the EMLex programme;
d) if the student is the subject of legal prosecutions that prevent him/her/them from attending the EMLex programme or
e) if the student withdraws from the EMLex programme, on his/her/their own decision or by force majeure.

Upon exclusion, the student shall in due time and before his/her/their departure pay for the following:

- the rent of his/her/their accommodation, for the month of the day of the exclusion;

- the bank fees, for the year of the day of the exclusion;
- the remaining tuition fees perceived for the EMLex programme of the semester the student was active in.

4.4 Reimbursement of the Scholarship

In case of termination of the Agreement, i.e. withdrawal of studies before completion of the programme or exclusion from the programme, the student hereby declares to reimburse the EMLex coordinating institution the excess funding from the grants allocated to him/her/them, which consist in:
- any EMLex funds received covering the period following the date of termination of the Agreement;
- part or totality (based on the number of months attended) of the total amount that was deposited in the bank account of the student or paid by cash by the EMLex coordinating institution;
- except for the sums stipulated in 4.5.

4.5 Exceptions to 4.4

The student shall not refund sums he/she/they received for the following:

- sums the student shall need to live between the day of the termination of the Agreement and the end of the calendar month, i.e. for food, transportation, within a limit he/she/they shall agree on with the coordinating institution.

The EMJM-EMLex Consortium shall for its part allocate the student funds and instructions enabling him/her/them to fulfill his/her/their commitments in 4.3. The funds consist in:
- the grant allocated for the month of the day of his/her/their exclusion;
- funds to cover the tuition fees for the EMLex programme that the student has not paid yet;

In addition, in case of exclusion, the EMJM-EMLex Consortium shall allocate the student funds to cover the cost of travel back to his/her/their country of origin, that the student shall not refund.

5. Student services and mandatories

5.1 Student services

There are multiple service programmes at the universities to ensure support of visa and housing, administration, local language courses and access to on-site and online learning facilities. In addition, an orientation event will be organized to support the students. Relevant information is provided on the EMLex websites of the individual universities. The tutoring programme guarantees the mentoring of the student. The universities will provide reasonable support services for students with special needs.

5.2 Participation

5.2.1 Evaluation

The student is evaluated for each course in accordance with the regulations of the institutions where the student is studying, except for those cases that are stipulated in the common rules. The student grants the universities where they are studying during the first and the second year the right to transfer all information concerning the progress of the studies to the Consortium management and its administrative units. This includes courses, study results, and all other facts that are necessary to evaluate the student's performance.

5.2.2 EMA

The Erasmus Mundus Students and Alumni Association (EMA) is a platform for all EMJM-Students and can be found via http://www.em-a.eu/. The student is strongly encouraged to join EMA.

5.3 Code of conduct

The student must use both the movable and immovable goods of the university with great care and act and behave in accordance with the regulations enforced within the university.
The student is strongly advised to attend all lectures and laboratory classes regularly. Some laboratories and/or assignments are compulsory in order to pass a course. The lecturer has the responsibility to inform the student about compulsory parts of the course at the start of the course. In case of absence of more than one week (during the academic year not including holiday periods), the student is expected to inform the programme representative at the partner institution and ask for approval for this absence. They have to provide a motivation for the absence supported, as much as possible, by evidence.
The programme coordinator reviews the student’s academic performance each semester and makes a new

decision for the coming semester regarding the continuation of the study programme, based on the previous semester's study results. Minimum requirements are that the student has performed an equivalent of 30 ECTS during the previous semester. In the event that the student prematurely ceases his/her/their participation in the programme for any reason, he/she/they must notify the programme coordinator immediately.

A student who leaves the programme prematurely but has obtained credits for certain courses will get a transcript of records stating the courses they have earned credits for.

5.4 Administrative Requirements

To be required in view of installation at the first/second host institution are local registration, bank account, and deadlines to be respected.

5.5 Internships

The Internship (minimum 4 weeks) is a mandatory element of the curriculum of the EMJM-EMLex. It falls to the student to organize the internship according to the agreement with the EMJM-EMLex director of the home university or of the university where the student spent the third semester. The Consortium offers a catalog of potential internships. The internship report will be assessed by the coordinator of the university where the student spends the 3rd semester.

6. Responsibility

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

7. Modification of the Contract and dispute resolution conditions

Any alteration to the present contract and/or the annex must be communicated in writing. All alterations to the initial situation must be immediately communicated by the student to the EMJM-EMLex Consortium. Upon mutual agreement of contractual modifications, the EMJM-EMLex Consortium will issue addenda to the present contract.

8. Declaration

The scholarship holder declares not to have already benefited from a previous EMJM scholarship or an Erasmus Mundus Master Course / Joint Doctorate scholarship, nor to receive any other scholarship or subvention by the European Commission at present.

Signatures:

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

The EMJM-EMLex Coordinator represented by Prof. Dr. María José Domínguez Vázquez, on behalf of the Consortium,

Stamp / Signature

signed in_____, on _____

The student,

Signature _____

signed in_____, on _____