

Erasmus Mundus Scholarship Student agreement

BIM A+ European Master in Building Information Modelling

The BIM A+ Coordinating Institution University of Minho (address: Largo do Paço, 4704-553 Braga, Portugal), represented by the Programme Coordinator professor Miguel Azenha, on behalf of the BIM A+ Consortium formed by the following Universities:

- University of Minho, Portugal (UM)
- University of Ljubljana, Slovenia (UL)
- Politecnico di Milano, Italy (PoliMi)

And the Student

Surname: _____

First Name: _____

Date of Birth (dd/mm/yyyy): ___/___/_____

Place of birth: _____

Passport / National ID number: _____

Email: _____

Agree on the following terms and conditions:

1 General provisions

- 1.1 The Student will obtain assistance from relevant administrative units of Partner Institutions (e.g. Secretariat) with general administrative formalities.
- 1.2 The BIM A+ Consortium is exonerated from any responsibility for accidents, illnesses, injuries, issues related to delays in visa/residence permit application procedures, visa/stay permit assistance for Students' family, losses or damages to persons or goods resulting from or in any way related to the activities that are object of the present contract.

2 Study period

- 2.1 The BIM A+ programme starts on 1st of October 20XX and ends on 31st of July 20XX.
- 2.2 The student mobility track is the following:

First semester from 01/10/20XX to XX/03/20XX	Second semester from XX/03/20XX to 31/07/20XX
First institution	Second institution
XXXX	XXXX

- 2.3 The master programme starts with the welcome week in the first institution of the mobility track, from 1 to XX of October 20XX. Then, the modules corresponding to the 1st semester (BIM A+1 to BIM A+6) start up to XXth March 20XX, according to the details provided in Section 4. The second semester for Dissertation Work starts in XXth March 20XX and ends in 31st July 20XX.

3 Tuition Fee: payment and coverage

- 3.1 As the student is awarded with an Erasmus Mundus Scholarship, he/she is exempted from payment of the tuition fee (i.e. tuition fees are covered by the scholarship without intervention of the student).
- 3.2 The BIM A+ Master programme requires mobility, which implies to study in two universities from two European countries. The costs of traveling, lodging, living, etc. are not included in the fees of the Master, so the BIM A+ student has to cover these costs necessarily by herself or himself (e.g. either through funds coming from the attributed scholarship, or from personal funds, or both).
- 3.3 Insurance policy, the compulsory university insurance, registration and the student's record management, and issue of the BIM A+ Consortium Certificate are considered covered by the Consortium.
- 3.4 For other official certificates or other official documents (e.g. course diploma, duplicates of certificates) in any University of the BIM A+ consortium, he or she must pay the fees established for those official documents.

4 Details of the Study Programme

- 4.1 The student is aware that the BIM A+ programme comprises 60 ECTS credit points, with 30 ECTS credit points corresponding to the modules BIM A+1 to BIM A+6 and 30 ECTS credit points corresponding to the dissertation (module BIM A+7). The list of modules is shown below:

Module	ECTS credit points	Semester	Language
BIM A+1 Management of information and collaboration in BIM	5	1	English
BIM A+2 Modelling in Architecture and Engineering	5	1	English
BIM A+3 Parametric Modelling in BIM	5	1	English
BIM A+4 Advanced BIM data-systems and interoperability	5	1	English
BIM A+5 4D, 5D, 6D modelling and applications	5	1	English
BIM A+6 BIM based rehabilitation and sustainability analysis	5	1	English
BIM A+7 Dissertation	30	2	English

- 4.2 The student understands that modules BIM A+1 and BIM A+6 occur in consecutive blocks, normally with lectures in the morning period, and individual or work group in the afternoon to complete the assignments provided by the teaching staff. The student is aware that he/she will be subject to an exam according to the dates fixed in the programme calendar attached to this document. The student also understands that the evaluation process of each of these modules is partly composed of the grading in the written exam and the grading in the assignments.

- 4.3 BIM A+ coursework modules include three examination periods:
- The first examination period corresponds to the exam day scheduled at the end of each module (e.g. XXth October in the case of BIM A+1; see all dates in the Appendix);
 - The second examination period is mostly targeted to students that failed in the first examination period. It takes place between XX and XX March 20XX;
 - The third examination period takes place between XX and XX July 20XX (it takes place at the second institution).
- 4.4 The mobility track does not contain any internship predicted at this moment. If such internship is meanwhile planned, a specific contract will be made in such concern. The regulation and the administrative procedures that the student has to follow in order to run the professional internship are the regulations of the University of the Consortium that supervises the professional internship and the regulation in the country where the internship is done. The agreement between the company and the University of the Consortium supervising the internship should be fulfilled.
- 4.5 Local rules and regulations of Host Institution apply to the corresponding modules, regarding grading of modules, re-sits, consultation of graded work etc.
- 4.6 Different grading systems are in place at the European Partner Institutions. Within BIM A+ Programme.

A final grade superior or equal to 10 (UM scale), 6 (UL scale) or 66 (PoliMi scale), (resulting from combined assessment of written exam and assignment gradings) has to be obtained in order to be awarded with the ECTS credit point corresponding to the module. If the Student fails the end of module examination, he/she will have the opportunity to sit an additional examination.

- 4.7 Upon successful approval at all modules (including the Dissertation), the BIM A+ institutions that are part of the student's mobility track will issue a diploma of the Masters Degree, including at least one diploma supplement with transcript of records. The degree awarding institution and degree awarded are as follows: University of Minho, Portugal: BIM A+ Mestrado Europeu em Modelação de Informação na Construção de Edifícios; University of Ljubljana, Slovenia: Magister BIM A+ European Master in Building Information Modelling; Politecnico di Milano, Italy: BIM A+ EU – II level Specializing Master.
- 4.8 The student fully understands the programme calendar attached to this document, for which he/she does not wish to communicate any specific restraint beforehand and intends to comply fully, particularly in regard to: welcome days; examination periods; holiday periods; dissertation submission and defence. The Consortium Management Board may perform minor adjustments to this calendar with at least 1 month advancement, but no changes will have impact on travelling and lodging arrangements.
- 4.9 The student will be present in the integration week to take place in XXXXX, from XX to XX of XXXXX 20XX. The student was given information of the expectable travelling and lodging conditions/costs, as well as of the support that will be given by the consortium.
- 4.10 The student will strictly adhere to the study plan agreed upon with the programme coordinator and understands that any deviation from the stated study must be approved by the Consortium Management Board.

5 Health and accident insurance

- 5.1 During his/her stay in Europe within the BIM A+ master programme, the student understands that he/she will be the beneficiary of an Erasmus Mundus Insurance coverage provided by BIM

A+ Consortium. The student was informed of the characteristics of such insurance, particularly in concern to the clear satisfaction of the “Minimum requirements for the health and accident insurance coverage provided under Erasmus Mundus Joint Master Degrees”, available in https://eacea.ec.europa.eu/sites/eacea-site/files/documents/e-jmd_insurance-guidelines_en.pdf.

6 Erasmus Mundus Joint Master Degree (EMJMD) Scholarship

6.1 The scholarship will be used only for the coverage of study-related travel expenditures, subsistence costs and tuition fees that the student will incur during the participation in the European Master in Building Information Modelling BIM A+; funds may not be used for any other purposes outside the programme.

6.2 The Erasmus Mundus Joint Master Degree (EMJMD) Scholarship includes:

Contribution	Value / rationale
Participation costs	Fully covered by the scholarship
Travel and installation costs [§]	XXXX EUR per year
Subsistence costs*	1 000 EUR per month (10 months)

§1 000 EUR per year per scholarship holder resident in a Programme Country for travel costs

2 000 EUR per year for travel costs + 1.000 EUR for installation costs for a scholarship holder, resident in a Partner Country less than 4000 KM from the coordinating Institution (University of Minho).

3000 EUR per year for travel costs + 1.000 EUR for installation costs for a scholarship holder, resident in a Partner Country 4000 KM or more from the coordinating Institution (University of Minho).

* 1 000 EUR per month for the entire duration of the study programme. Contribution to subsistence costs will not be given to the scholarship holders for the study/thesis periods spent in their country of residence, nor to scholarship holders from a Partner Country for the programme periods exceeding one trimester (i.e. 3 months or the equivalent of 15 ECTS credits) spent in any Partner Country..

6.3 Despite of the financial support provided by the scholarship, the student is responsible for the necessary arrangements and payment of all travel and lodging related expenses (for first and second institution of enrolment, as well as for the integration week).

6.4 The scholarship does not create or entitle an employer-employee relation between the BIM A+ Coordinating Institution and the Student.

6.5 Upon arrival at first Institution, the Student will have to open a local bank account and inform the BIM A+ Coordinating Institution accordingly. His/her scholarship funds will be paid, by bank transfer, to this account. If a change occurs in his/her account details, the Student has the responsibility to inform the BIM A+ Coordinating Institution.

6.6 The process to pay to the Student the contributions to installation costs (if applicable) and to travel costs will be started upon confirmed arrival at the first Institution.

6.7 The contribution to monthly subsistence costs is paid in instalments over the course of the BIM A+ Programme. The detailed plan of instalments to be ordered by the consortium management to the central services of the University of Minho (as coordinating institution) is provided below:

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6.8 The student will abide by all rules and regulations stipulated by the EU Erasmus Mundus programme (website: http://eacea.ec.europa.eu/erasmus_mundus).

- 6.9 In the event that the student discontinues the programme for personal or non-medical reasons, he/she agrees to repay the grant proportional to the ECTS credit points attended within 10 months of the date of discontinuation of the programme. In such situation, the BIM A+ Consortium will provide a certificate of the modules completed.
- 6.10 The student understands that he/she is not allowed to become absent from the enrolment institution, namely by leaving the country, without a formal authorization of the BIM A+ coordinator and of the local coordinator.
- 6.11 The student understands that if he/she fails to complete successfully three or more modules in the First Examination Period, the Scholarship contract will be terminated and the Erasmus Mundus Insurance Scheme provided by BIM A+ Consortium will be suspended. Exceptional cases, namely related to illness, injury or visa problems are treated on an individual basis.
- 6.12 The student understands that if he/she fails in two or more modules by the end of the Second Examination Period, he/she will not be admitted to the dissertation work. Furthermore, the Scholarship contract will be terminated, and the Erasmus Mundus Insurance Scheme provided by BIM A+ Consortium will be suspended. Exceptional cases, namely related to illness, injury or visa problems are treated on an individual basis. If the student fails in one module by the end of the Second Examination Period, he/she will still be admitted to dissertation work, but must be approved in the third examination period for completion of the programme.
- 6.13 By signing this contract, the Student acknowledges the acceptance of the Erasmus Mundus Scholarship for the European Master in Building Information Modelling BIM A+.
- 6.14 The Student confirms that he/she did not receive any Erasmus Mundus Joint Masters Degree Scholarship (under Action 1) or an Erasmus Mundus Master Course/joint Doctorate scholarship before. The student further confirms that he/she is not currently benefiting from any grant funded by the EU budget.
- 6.15 The Student is fully aware of the online resources of the EMJMD actions in general that may cover potentially omitted subjects in this agreement, particularly the Erasmus + programme guide available in: http://ec.europa.eu/programmes/erasmus-plus/discover/guide/index_en.htm.

7 Further rules/agreements

- 7.1 The student will send a final study report and programme evaluation to the Management Board after completion of the programme.
- 7.2 The student is aware that he/she will be considered absentee if he/she fails to attend 2/3 of the lessons or 2/3 of the independent work sessions, in each module. The absenteeism implies as penalty the automatic failure in the module concerned. This means that the presence and evaluation in such module would need to be ensured in a further academic year. However, if absenteeism in the module is caused by 'force majeure' a case-by-case analysis will be made by the Consortium Management Board, as to decide on potential special evaluation that waives the need for 2/3 presence (e.g. special tutoring, special assignments) in due observation to the rules of the institution where the student is attending the coursework.
- 7.3 The student was made aware of the set of services that are made available to him/her by both the institutions through which his/her mobility track passes, particularly in concern to: administrative support by International Office, academic tutoring/mentoring mechanisms, local language courses and access to on-site and online learning facilities.

- 7.4 The student will fully abide to the mandatory participation of EMJMD students in program/survey evaluations, as well as in the joining of the Erasmus Mundus Students and Alumni Association (EMA, see <http://www.em-a.eu/>).
- 7.5 The student has received the 'Student guide' for both institutions of his/her mobility track, which include key information on all the administrative requirements in view of installation at both sites.
- 7.6 The student commits to behave in a responsible and ethical manner during the studies. He/she will commit no fraudulent act (such as, but not limited to, plagiarism, cheating, falsification). The student furthermore declares not to misuse or abuse the access that is granted as part of the BIM A+ EMJMD to facilities, equipment and installations etc. Breach of this commitment on the part of the student will be treated by the relevant local and BIM A+ governing bodies and may cause the exclusion of the student from the BIM A+ EMJMD.

8 Modification of the Contract and Dispute Resolution Conditions

- 8.1 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 the BIM A+ Consortium. Upon mutual agreement of contractual modifications, the BIM A+ Consortium will issue addenda to the present contract.
- 8.2 In case of complaint, the student may appeal to the BIM A+ Consortium Management Board with a reasoned writing. The BIM A+ Consortium Management Board will consider the issue and will solve it within a month. However, for a specific complaint about a specific service or facility provided by a partner institution, the student shall invoke the complaints procedure of that institution.
- 8.3 Without prejudice to the general consequences laid down in national law applicable in the present contract, the BIM A+ Consortium reserves the right to cease the effects of the present contract, without recourse to any juridical procedure apart from adequate communication to the Student.

By signing this agreement, the signatories declare that they have read, understood and accept the conditions laid down in the present contract.

Date,

Miguel Azenha
BIM A+ Programme Coordinator

Student name

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