Self-funded Student agreement

BIM A+ European Master in Building Information Modelling

The BIM A+ Partner Institution University of Minho (address: Largo do Paço, 4704-553 Braga, Portugal), represented by the Local Coordinator Professor Miguel Azenha.

And the Student

Surname:
First Name:
Date of Birth:
Place of birth:
Passport number:
Email:

Agree on the following terms and conditions:

1 General provisions

1.1 BIM A+ is offered by academic cooperation between the University of Minho (UMinho or UM) and the University of Ljubljana (ULjubljana or UL).

1.2 The Student will obtain assistance from relevant administrative units of Partner Institutions (e.g. Secretariat) with general administrative formalities.

1.3 UMinho 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 and ends on 30th of September.

2.2 The student mobility track is the following:

First semester from 01/10/20-- to -/02/20-- First institution	Second semester from -/03/20-- to 30/09/20-- Second institution
-	-

2.3 The master programme starts with the welcome week in the first institution of the mobility track, on the 1st of October. Then, the modules corresponding to the 1st semester (BIM A+1 to BIM A+6) start on October up to February, according to the details provided in Section 4. The second semester for Dissertation Work starts on March and ends up to 30th September.

3 Tuition Fee: payment and coverage

3.1 The Tuition Fee) for BIM A+ is 9 000 EUR (nine thousand Euro) for the entire duration of the programme, corresponding to one academic year (60 ECTS).

3.2 The BIM A+ tuition fee is to be paid to the following bank account:

Bank name: -
Bank address: -
Bank account number: -
Account holder name: -
Account holder address: -
IBAN: -
Swift Code: -

The student must send by email to ---------- a copy of the payment receipt.

3.3 The tuition fee is due upon enrolment, and therefore must be paid up to 1st October. Notwithstanding the payment can also be made in three instalments. If the student opts to pay in three instalments, an additional handling fee of 50 EUR will be applied to the payment of second and third instalments. In such circumstances, students have to pay: 35% of the fee (3 150 EUR) up to 1st October; 35% (3 200 EUR) up to 15th January; and 30% (2 750 EUR) up to 15th April.

3.4 The deposit amount paid by the student, which is 250 EUR, shall be deducted from the final instalment.

3.5 Tuition fee payment is in default when such payment is not performed upon enrolment or the deadline for payment of any of the instalments is not met.

3.6 A fine of 50 EUR/month is applied to students who do not respect the rules presented in article 3, up to a maximum of two months.

3.7 Any delay in the payment due on the 1st of October shall determine the suspension of access to all online content and platforms (including online streaming) of the Master.

3.8 If the student has a delay of more than two months, then he/she cannot follow classes/thesis until the delayed payment is done and confirmed by the finance department of the University of Minho.

3.9 A physical copy of the tuition fee payment receipt will be issued upon request by the student.

3.10 The tuition fee payment is only considered valid after due confirmation of the reception of the transfer by the finance department of the University of Minho.

3.11 In case the student decides to cancel the enrolment from the programme, he/she must inform the BIM A+ Secretariat. Reimbursement of paid tuition fee is not possible.

3.12 The costs of travelling, 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.

3.13 The university insurance, registration and the student's record management, and issue of the BIM A+ Certificate are considered covered by the Master.

3.14 For other official certificates or other official documents (e.g. course diploma, duplicates of certificates) in any Partner University of the BIM A+ Master, he or she must pay the fees established for those official documents.

3.15 By signing this agreement, the students confirm to have read and fully understood the content of the Tuition Fee Regulation of BIM A+ available in the e-learning platform.

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 to BIM A+6 occur in consecutive blocks, normally with lectures in the morning period, and individual or group work in the afternoon to complete the assignments provided by the teaching staff. The student is aware that he/she may be subject to an exam according to the dates fixed in the programme calendar available at the e-learning platform. 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 (see all dates in the Calendar) it takes place at the first institution;
- The second examination period is only targeted to students that failed the first examination period. Dates available in the Calendar;

4.4 The third examination period is only targeted to students that failed in the previous examination periods. It takes place at the second institution. Dates available in the Calendar. 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 that supervises the dissertation and the regulation in the country where the internship is done. The agreement between the company and the University supervising the internship should be fulfilled.

4.5 Local rules and regulations of the 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.

4.7 A final grade superior or equal to 10 (UM scale), or 6 (UL scale), (resulting from the 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 on the next examination period. The examinations only comprise written tests, and the grading of assignments will be the one obtained during the module. The failure to complete the assignments with passing grade during each module implies the necessity to enrol in the module in the next academic year.

4.8 Upon successful approval of 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 (in the case of the University of Minho the student must request the diploma and transcript of records to the academic services). 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.

4.9 The student fully understands the programme calendar for which he/she does not wish to communicate any specific constraint beforehand and intends to comply fully, particularly in regard to: welcome week; examination periods; holiday periods; dissertation submission and defence. The Directive 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.

4.10 The integration week takes place as mentioned in the calendar. The student acknowledges that he/she will follow the instructions to participate and will be engaged in the activities promoted by the Masters.

4.11 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 Directive Board.

5 Student Insurance

5.1 During his/her stay at the University of mobility, the student will benefit from the standard student insurance of the said University.

6 Further rules/agreements

6.1 The student will abide by all rules and regulations stipulated by the BIM A+ programme and institutions.

6.2 In the event that the student discontinues the programme for personal or non-medical reasons, the BIM A+ Partnership will provide a certificate of the modules completed, provided the corresponding fees have been duly paid.

6.3 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+ coordinators The students must also send an e-mail to the general secretariat to inform about the absence.

6.4 The student understands that if he/she fails two or more modules by the end of the Second Examination Period, he/she will not be admitted to the dissertation work. Exceptional cases, namely those related to illness, injury or visa problems are treated on an individual basis. If the student fails 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.

6.5 The student will send a final study report and programme evaluation to the Management Board after completion of the programme.

6.6 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 Directive 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.

6.7 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 the International Office, academic tutoring/mentoring mechanisms, local language courses and access to on-site and online learning facilities.

6.8 Issuing of BIM A+ Certificates is dependent on the confirmation of participation on all questionnaires issued by the Directive Board or local host institution.

6.9 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+ 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+ Master.

7 Modification of the Contract and Dispute Resolution Conditions

7.1 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+ Master. Upon mutual agreement of contractual modifications, the BIM A+ Master will issue addenda to the present contract.

7.2 In case of complaint, the student may appeal to the BIM A+ Directive Board with reasoned writing. The BIM A+ Directive 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.

7.3 Without prejudice to the general consequences laid down in national law applicable in the present contract, the BIM A+ Master 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 accepted the conditions laid down in the present contract.

Date,

BIM A+ Director	Student