

## **Charter of Rights and Duties “MUNDUSFOR” Erasmus Mundus students.**

The students have the following rights:

### **From the Host Universities:**

- 1- To be enrolled as a student whatever his mobility itinerary in the beginning of each academic period.
- 2- To know the deadlines of the process application and the admission to the Master, and the dates of the beginning of their four semesters. To receive precise information about the timetable, the organization of the semester, the contents and the characteristics of the courses before the beginning of the next academic year.
3. To receive precise information about the dates, the nature, the types and criteria of evaluation, tests or exams that have to realize in order to organize well their personal work, at the beginning of each core module.
4. To be informed about any changes that may happen during the implementation of the activities planned in the anticipated calendar with sufficient margin of time.
5. To facilitate free formation for the improvement of the students linguistic proficiency in the language teaching Master of each University, in accordance with the terms and conditions fixed by each University.
6. To receive enough information about the training protocols and the final thesis Master.
7. To facilitate the realization of trainings related to the speciality of the Master.
8. Make use of procedures established by the consortium's universities regarding the revision of the grades.
9. To have the grades of each core module in the deadlines established by each University.

### **From the Consortium MUNDUSFOR:**

10. A precise information about the administrative formalities necessary for the students' stay in the mobility country.
11. A precise Information about the general development of the academic formation.
12. A precise Information about the details and the calendar payment of the scholarship Erasmus Mundus when the student is beneficiated.
13. To facilitate the election of their representative during the integration and orientation seminar.

### **From the University of Granada (Coordinating):**

14. The punctual payment of the scholarships Erasmus Mundus to the scholarship holders following the established calendar.

15. The registration of the global academic file, the recording of all their grades in their file at the end of the semester, once the professors have delivered the grades in time and form, the accreditation of their grades when they are asked and before the payment of the official rates, and the deliverance of the degree that accredits the realized studies.

16. To the payment of the official rates of the Master enrolment that are removed from only one time and by advance, in the case of the scholarship holders Erasmus Mundus from the total amount of the scholarship of the student and the final official degree expedition that recognized the realized studies once the rates are paid.

### **Students' Duties**

1. The students must respect the rules, uses and customs in the host and mobility universities. By their behaviour, the students contribute to realize and to defend the excellence image of the program Erasmus Mundus and of the Master Erasmus Mundus MUNDUSFOR, the ethic and values defended by the European Union.

2. The students must develop effectively in the teaching language of the University in which they study their courses and in the one where they have declared the possession of the competences that appear in their enrolment form.

3. The students must respect the mobility itinerary requested during their enrolment or the one that is assigned by the Consortium. Any itinerary or dates modification can be accepted except for cases in greater forces, after the approbation of the EACEA.

4. The students must incorporate themselves at the host and mobility university at the beginning of the course with the sufficient anticipation, so that they can be received and do their installation lodging, and start the administrative procedures in the better conditions. They must present themselves to the International Relationship Office of the University that confirms their arrival, and certificates it to the Coordinating University. The students must facilitate the certificates and documents requested in time and terms. The scholarship holders Erasmus Mundus must maintain only one account bank where they want to receive the payment of their scholarship during the two years of the duration of the scholarship. Any change of the account bank number can be accepted while realizing the mobility.

5. MUNDUSFOR students agree to fulfil the commitment of assiduity and punctuality: they must attend all the classes and the attendance will be controlled daily. Each non-attendance must be duly justified. In case of absence, the Management Committee will be notified in order to take appropriate decisions.

6. Carry out academic and intellectual efforts and be academically and scientifically committed to have excellent results. It is expected that papers, reports, monographs, communications and articles resulting from the program would be of high quality and would enrich the **MUNDUSFOR** library.

7. The students have to be put under to all evaluations, controls, or exams, and respect the trainings protocols, the reports protocols, and the final thesis Master.

8. The students must communicate any requests and demands they have, to the specific committees (Pedagogic, Evaluation, and Management) Committee for each particular petition. All demands will be analyzed by the corresponding committee. It's not possible to attend requirements by mutual agreement without presenting them to the corresponding Committee according to the prerogatives of the consortium.

9. The scholarship holders with scholarship Erasmus Mundus of type A, must have an exclusive dedication to the Master during the 24 months of the duration Master in Europe, the students do not carry out any official remunerated economic activity which is incompatible with the Erasmus Mundus scholarship of type A and with their duty regarding the Master. They aren't authorized either to practice any academic activity that decrease their duty regarding the Master, and the maximum profit of the program that finance their European stay: the Master **MUNDUSFOR**.

10. The students must remain in their academic siege in Europe during the academic period that it passes every year the following dates: from September 15th to December 15, from January 10<sup>th</sup> to February 1<sup>st</sup> and from February 15<sup>th</sup> till June 30<sup>th</sup>. The scholarship holders Erasmus Mundus must inform by a writing about their travels outside of Europe, to the General Coordination of the Master.

#### **Causes for the loss of the MUNDUSFOR Student Status:**

1. The non fulfilment of the previous clauses.
2. Falsification in the documents presented to the consortium or any University that compose it.
3. The non fulfilment of the own regulations of the host and mobility universities, according to the opinion of the corresponding academic authorities.
4. The lack of the academic yield according to the opinion of the pedagogical committee.
5. Any behaviour considered depictive in Norway, Spain, Portugal or France will be warned by the police authorities and analyzed by the management committee.