



WE-TEAM Student Agreement

World Textile Engineering Advanced Master

This Agreement, drawn up for the WE-TEAM Programme, governs the relationship between:

Ghent University, representing the WE-TEAM Consortium

hereinafter referred to as «**the Coordinator**», represented by its Legal Representative:

Prof. Dr. Rik Van de Walle, Rector,

in this particular case represented by Prof. Dr. Ir. Lieva Van Langenhove Technologiepark 70A, 9052 Gent, Belgium,

and

Mr. /Ms. of

Hereinafter referred to as «**the student**».

It has been agreed as follows:

1. Object

The Coordinator and the student undertake to carry out the activities referred to in this Agreement, in the framework of the World Textile Engineering Advanced Master (WE-TEAM). This Agreement, which all parties declare they have read and approved, governs the relationship between the parties and defines the rights and obligations associated with their participation in the above educational programme.

2. Study programme

The WE-TEAM study programme 2021-2023 starts on 13 September 2021 at Ghent University (UGent) and ends with the solemn graduation ceremony between July and September 2023, depending on the partner university (to be adjusted every year).

Obligations of the WE-TEAM Consortium, the Coordinator and the partner universities undertake to:

- award a multiple diploma carrying the degree of **International Master of Science in Textile Engineering** and also the degree of (to be adjusted depending on the mobility scheme of the student) upon successful completion of the study programme;
- provide a complete diploma supplement (if applicable), mentioning in detail the course units completed and the credits and grade obtained;



- fully recognise the academic programme proposed by the different universities as the official programme of the WE-TEAM Master;
- take all measures necessary for the preparation, implementation and efficient operation of the studies;
- provide to the students following the WE-TEAM Programme with all the conditions and facilities included in the proposal, including offering assistance with (= providing information on) visas and permits, assist in finding housing, coaching, an insurance scheme as provided by WE-TEAM, a student handbook, student guides and advisors, counselling and monitoring services, access to libraries, necessary information about the course, a designated website etc.;
- assist the student to fulfil the administrative formalities required;
- provide, if, where and when possible, the students with logistical support to facilitate the mobility and installation to and in each of the partner universities;
- provide the student with an insurance for the scholarly activities within the regular duration of the programme (24 months) or the duration of the programme according to the European minimum requirements.

3. Obligations of the student

The undersigned student undertakes to:

- respect the discipline, guidelines and regulations imposed by the participating universities concerning courses, tasks, working hours, ECTS, mobility, the rules in force, and any other legal provisions in order to obtain the WE-TEAM diplomas;
- provide at any time in the process of application, study and thesis research, correct and timely information to the Coordinator pertaining to academic and administrative issues of interest to the proper management of the WE-TEAM Programme;
- attend and actively participate in the joint programme (lectures, seminars, training courses, etc.) in accordance with the relevant requirements;
- accept that attendance to classes is mandatory;
- deliver the expected outputs (examinations, projects, essays, publications, etc.) in accordance with the joint programme's requirements;
- obtain the expected performance results in order to be allowed to continue the WE-TEAM Programme;
- inform the Coordinator in advance if he/she wishes to withdraw from the programme and follow the required procedures of each hosting university ;
- pay the programme cost, including the yearly tuition fee as described below.

Students may be asked to sign an additional agreement by some of the hosting universities, for instance to get access to the building and labs. Such an agreement may stipulate a code of conduct, confidentiality, property rights etc.

4. Programme cost & other costs

Students without an EMJMD scholarship are expected to pay the full yearly programme cost of WE-TEAM for one preceding the start of the 1st academic year, before the 1st of September preceding the start of the 2nd academic year and before the 15th of October or the 15th of February preceding the start of any additional semester(s). Details for the payment will be provided at enrolment.

The payment of the Programme cost covers tuition fees, institutional enrolments, the mandatory EMJMD insurance and the extra costs for organising the programme (including laboratory work and excursions, project and master thesis research). Costs related to participation in extracurricular courses (e.g. language courses, additional elective courses) and other costs (e.g., costs related to internal mobility) are at the charge of the students. The student must cover travel, living and subsistence costs.

The student also takes notice of the insurance scheme coverage, and agrees that additional insurance aspects that may not be covered by this insurance, such as any designated insurance policies instructed as mandatory by each hosting university, are at his/her own expenses. Accompanying spouses and/or children can be covered by this insurance scheme at cost of the student, after having informed the Coordination Office.

The programme cost is paid at Ghent University.

The student understands that he/she may be excluded from the WE-TEAM Programme if:

- the student cannot justify his/her absence from mandatory lectures, practical sessions, field trips, informative and official meetings with medical certificates or explicit permission by the WE-TEAM staff (to ensure permission, the student must ask in advance);
- the student fails to acquire 50% of the ECTS in the first year;
- the student is the subject of disciplinary measures leading to his/her exclusion from the WE-TEAM Partner Institutions;
- the student is the subject of legal prosecutions that prevent him/her from attending the WE-TEAM Programme;
- the student withdraws from the WE-TEAM Programme, on his/her own decision or by force majeure.

Re-registration beyond the regular duration (24 months) or leave of absence:

- Students who have not successfully completed at least 120 ECTS at the end of 24 months of regular study programme need to re-enrol for at least one additional semester.
- If a student needs to be enrolled for one or more additional semester(s) after the fourth semester, the programme cost to be paid is 1250 EUR per semester.
- A student can address the WE-TEAM Management Board to request a (partial) waiver for an additional semester but needs to do so before September 1st (fall semester) or February 1st (spring semester). The WE-TEAM Management Board will decide case per case whether or not a waiver is possible or advisable.



- The payment of the additional programme cost covers the institutional enrolments but **not** the insurance. In this case, students are no longer automatically subscribed to the European insurance scheme. Students can in this case choose to continue the insurance on their own financial means.

5. Withdrawal from the Programme or leave of absence

If a registered student decides to withdraw permanently from the Programme, or wants to take a leave of absence from the programme, the student needs to inform the WE-TEAM Management Board in writing. In addition, the student needs to inform UGent and follow the administrative rules and regulations of the university in which the student is registered for that semester. If a student withdraws from the Programme or if a student is granted a leave of absence during either semester of the academic year, he/she will be eligible for a refund in accordance with the conditions set forth below. UGent will notify the other Full Partner universities about the withdrawal. In case a student was requested to withdraw for failure to maintain a satisfactory scholastic standing, no refund is possible.

The effective date is the date that UGent receives the student's written request for withdrawal or leave of absence.

A student who is required to withdraw because of a violation of regulations will not receive a tuition refund.

Written notice of withdrawal/Leave	Programme cost % that can be refunded upon request
Before start of academic activities first semester	100% of annual programme cost for the first academic year
Between first and last day of academic activities first semester	No more than 50% of annual programme cost for the first academic year
Between first day and last day of academic activities second semester	No refund possible
Between first and last day of academic activities third semester	No more than 50% of annual programme cost for the second academic year
Between first day and last day of academic activities fourth semester	No refund possible
Forced withdrawal (violation of regulations, insufficient performance)	No refund possible

6. Examination and education regulations

Students following courses within WE-TEAM at any of the Full or Associated Partner universities are bound by the examination and education regulations of the partner university where the student is taking the course.



This refers to and includes all rules, guidelines, regulations and information regarding course work, project work, internship, master thesis, methodologies used in education, criteria for admission to courses and timetables, as well as all information regarding thresholds for passing examinations and re-sits, additional semesters, or any other relevant information linked to any form of educational or research activity linked to the WE-TEAM Programme.

Students are not allowed to retake exams for a course to obtain a higher grade when they have already passed for this course.

Copies (or links to) the partner university's rules and regulations:

Ghent University <https://www.ugent.be/student/en/class-exam-exchange-intern/class-exam/education-examination-code>

Kyoto Institute of Technology https://www.kit.ac.jp/campus_index/for_new_students_md/

Universty of Borås: <https://www.hb.se/en/student/my-studies/examination/examinations/>

7. Appeal

In case a student wishes to discuss a problem, difficulty or issue, or if the student wishes to make an appeal, then the following actions need to be taken:

1. Contact the Local Coordinator of the WE-TEAM Programme at the Partner university;
2. If the issue is related to local rules and regulations, and the student finds no satisfactory solution at the WE-TEAM Local Coordinator, the ombudsperson of the local faculty or partner university must be contacted;
3. When the issue is related to WE-TEAM rules and regulations, and the WE-TEAM Local Coordinator cannot offer a solution or if the issue is related to local rules and regulations, and you find no satisfactory solution at the partner university ombudsperson, then address the WE-TEAM Management Board in writing, through WE-TEAM@UGent.be;
4. In case no satisfactory solution has been reached with the WE-TEAM Management Board, one can finally opt to contact the Ghent University ombudsperson. Consult the examinations and educational of Ghent University for further information, available on the UGent website.

The student must provide the Coordinator immediately with any information s/he may require about the execution of the activities governed by this Agreement.

8. Student representation

Students are represented in the Programme and the Partner universities in different ways:

- Through a WE-TEAM Student and Alumni Association

- Through a student representative who is invited in each of the WE-TEAM Programme Board meetings for the parts where no confidential information is discussed.
- Through a student representative in each institution e.g. at programme, faculty or institutional level

9. Privacy

The student

- Declares that he/she was informed that pictures will be taken by the WE-TEAM Consortium, in regard to the World Textile Engineering Advanced Master(WE-TEAM);
- Declares that he/she was informed that he/she might be portrayed recognisable and identifiable in these pictures;
- Declares that he/she gives his/her express consent to the WE-TEAM Consortium, to take his/her picture;
- Irrevocably gives the right to the WE-TEAM Consortium, to use, publish, reproduce and distribute his/her picture without any restriction;
- Declares that he/she was informed that these pictures will be used by the WE-TEAM Consortium in regard to the International Master of Science in Textile Engineering (WE-TEAM)
- Declares that he/she fully and definitively waives any claim to any right, title or interest relating the aforementioned pictures and/or elements of these images. All intellectual and property rights remain with WE-TEAM consortium
- Gives the WE-TEAM Consortium explicit consent for the use of his/her academic e-mail address by a third party;
- Gives the WE-TEAM Consortium explicit consent to provide WE-TEAM materials with the academic records of the students to be saved in a database.

URL's where the information set out in Articles 13 and 14 of the GDPR by including it in their privacy statement can be found:

- **UGent** will publish them on: <https://www.ugent.be/student/nl/administratie/inschrijven/privacy>
- **KIT** will publish them on: <https://www.kit.ac.jp/en/privacy-policy/>
- **UNIWA** will publish them on: <https://www.uniwa.gr/to-panepistimio/politikes-kanonismoi-diadikasies/politiki-gia-ta-prosopika-dedomena-stis-ex-apostaseos-exetaseis/>(under construction)
- **UHA** will publish them on:
- **UB** will publish them on: <https://www.hb.se/anstalld/for-mitt-arbete/kommunikativt-stod/webbhandbok/gdpr/>
- **UPV** will publish them on: <http://www.upv.es/contenidos/DPD/>

10. Liability

Each contracting party must exonerate the other from any civil liability for damages suffered by him or his staff as a result of performance of this Agreement, provided such damages are not the result of serious and deliberate misconduct on the part of the other party or his staff.



11. Jurisdiction clause

Where no amicable agreement can be reached, the courts of Belgium will have sole jurisdiction in any disputes between the contracting parties concerning this Agreement. The law applicable to this Agreement is the law of the country of the Coordinating Organisation (Belgium).

12. Amendments or additions to the Agreement

Amendments to this Agreement may be made only by codicil signed on behalf of each of the parties by the signatories to this Agreement.

This Agreement was signed in duplicate, and all parties receive a copy.

WE-TEAM Coordinator

Student

Date:

Date:

Signature:

Signature: