

**LAGLOBE**

Master  
Latin America & Europe  
in a Global World



With the support of the  
Erasmus+ Programme  
of the European Union

SEPTEMBER 2019

# Student Agreement

Master  
Latin America & Europe in a  
Global World



**VNiVERSiDAD  
D SALAMANCA**

CAMPUS DE EXCELENCIA INTERNACIONAL



**Stockholms  
universitet**

  
UNIVERSITÉ  
**SORBONNE**  
NOUVELLE  
PARIS 3

# A student agreement

Between the Student:

First Name:

Surname:

Sex:

Place of birth:

Nationality:

Identification Type:

ID Number:

ID Expiration Date:

And:

The Consortium of universities taking part in the the Erasmus + Master Program LAGLOBE (Latin America and Europe in a Global World):

- Sorbonne Nouvelle – Paris 3 University (France)  
[coordinating institution]
- The University of Salamanca (Spain)
- Stockholm University (Sweden)

The parties above agree on the following terms and conditions:

# 1. Key Elements

## 1.1. Duration:

The master's programme includes four semesters in accordance with the following structure: first semester in the University of Salamanca, second semester in the University of Stockholm, third semester in the Sorbonne-Nouvelle University in Paris, and a term of Latin America-based research fieldwork or internship.

## 1.2. Structure

### ◦ 1st semester

During the first semester at the University of Salamanca, all students will be provided with theoretical bases through a series of introductory courses on Latin American and Europe. The semester will be oriented to the understanding of various aspects of each region, including contemporary history, economy, political processes, and communication in Latin America, as well as analysis of the institutions, culture, and values and the trade foreign policies of the European Union. It will also focus on issues related to comparative regional integration within different political, cultural, and economic experiences and academic traditions.

### ◦ 2nd semester

In the second semester at Stockholm University, students will receive further specialisation in Latin American studies, with courses focused on current Latin American challenges, and with special attention to issues of gender and post-colonialism, democratisation, citizenship, and international relations in Latin America and around the world.

### ◦ 3th semester

During the third semester, students will attend the Sorbonne Nouvelle University in Paris where they will complete one of a series of methodological courses on sociology, political science, economics, history, geography, or anthropology that will allow them to tackle specific issues from their preferred theoretical approach towards the writing of their final research thesis. In preparation for their fourth semester (whether as interns or fieldwork researchers), students will also receive professional and skill-oriented training through courses and seminars focused on the working mechanisms of decentralized cooperation, the design and implementation of development aid policies, and the methodology to conduct territorial assessments.

- 4th semester

The fourth semester will be devoted to mobility within Latin America and the writing of the master's thesis, which will be prepared with a primary supervisor, chosen from one of the three partner universities, and a co-supervisor from one of the associate universities in Latin America or from the Université Catholique de Louvain-la Neuve, Belgium. During the entire semester, students will be administratively enrolled at the home university of their main supervisor.

In the first part of the semester, students will have the choice to conduct either an internship or field research. For this part of the programme, students will reside in Latin America, hosted by one of the associated LAGLOBE partners and in close contact with their co-supervisor at one of the associate universities.

During the second half of the fourth semester, students will return to Europe to finish their masters thesis at their main supervisor's university. The selection of supervisor will depend on the orientation of the thesis and will be validated by the Executive Administrative Council (EAC) of LAGLOBE. Since we aim at an equal distribution of students across the three universities, the final decision will correspond to the EAC. Depending on the training route chosen by the student, the master's thesis may be academically oriented or professionally oriented. In the case of an academically oriented master's thesis (i.e., an original research thesis producing new academic knowledge), students will have a co-supervisor from one of our partner universities in Latin America or from the Université Catholique de Louvain. A professionally oriented master's thesis (i.e., centered on the design of businesses models and public policies) will be co-supervised by a member of one of our non-academic partners.

### **1.3. Milestones of the academic calendar**

- Welcome: The official LAGLOBE semester will begin in the University of Salamanca with a welcome ceremony before the official start of the first semester, where the students will meet with different authorities of the Master . During this period students will receive a proper introduction to LAGLOBE's organization and functioning, and practical information regarding their stay in Salamanca.

- Exams/Thesis submission:

Students will be subject to the exam policies and calendar of the university in which they will be according to LAGLOBE's mobility path.

Students will be enrolled in one of the three partner universities during the fourth semester, where they will have their thesis supervisor and where they will do their thesis.

Students will have until one month before the official closure of the university to submit their written thesis according to the format and policies of the university.

Students will have until August 30th 2021 to hold their thesis defense. The defense will be subject to the policies and calendar of the university of enrollment.

- Holiday period:

Students will be subject to the official holiday calendar of each university

### **Salamanca University**

-The holiday period in the University of Salamanca will begin on December 21st 2019 until January 7th 2020.

-Other holidays during the first semester will be November 1st 2019, December 6th and December 9th 2019.

### **Stockholm University**

-There's no holiday period during this semester

### **Sorbonne Nouvelle University - Paris 3**

(dates 2020-2021 to be determined)

-Winter holiday : September 18th 2020 until January 11 2021

-Spring holiday : last week of April 2021 until the second week of May 2021

- Graduation Ceremony:

The ceremony will take place during the official inauguration of LAGLOBE's semester in the University of Salamanca in September 2021 (Official date to be determined).

Scholarship holders are required to participate in the activity.

#### 1.4. Mandatory Mobility Requirements and restrictions

The fourth semester's mobility path is mandatory. Student's will have to make a selection at the end of the second semester. Regarding the criteria when accepting or denying the mobility path selected by the students, the EAC will give preference to students with the higher grades up until that moment and will also consider the hosting capacity of the desired institution.

The fourth semester mobility will comprise two step:

- **The first one**, where the student choses a thesis tutor and will be enrolled during the whole semester in that university. It is mandatory to remain in the same country/city of the university for the full semester duration.
- **The second one** will be a mobility with one of our associated partners, this mobility will have a maximum duration of three months.

[Contribution to subsistence costs will not be given to the scholarship holders for the EMJMD periods (study/research/placement/thesis preparation) spent in their country of residence, nor to scholarship holders from a Partner Country for the EMJMD periods exceeding one trimester (i.e. 3 months or the equivalent of 15 ECTS credits) spent in any Partner Country.]

**Students must inform LAGLOBE's Secretariat regarding the different stages of their mobility.**

#### 1.5. Course languages

Students that required so will have the opportunity to attend to different language classes in the three partner institutions, during the 1st, 2nd and 3th semesters.

## 2. Academic outputs

### 2.1. Monitoring/evaluation mechanisms:

Students will be subject to the respective university rules regarding the monitoring, evaluation and grading. This also applies to the grading scale.

### 2.2. Minimum requirements to successfully pass course modules (exam rules, re-sit options):

Students will be subject to the respective university rules regarding the approval of credits, exams, re-sit options and every other matter related to this subject.

## 3. Diploma and diploma supplement

### 3.1. Diploma and diploma supplement:

Each student will receive one final diploma with the signature of the University of Salamanca, Stockholm University and the Sorbonne Nouvelle University at the end of the fourth semester, providing that the student has approved the mandatory credits and successfully defended their thesis.

## 4. Definition of the participation costs

### 4.1. Tuition fees

The tuition fees are the ones approved by the partner Universities of LAGLOBE. The fee for European students will be 8.980€ for the total duration of the Master program.

The fee for Non-European students will be 17.280€ for the total duration of the Master program.

### 4.2. Administrative cost related to the issuing of the diploma/diploma supplement:

The issuing of the final diploma and any diploma supplement will be covered by the Master fee.



# 5. Financial aspects

## regarding scholarship

### 5.1. Amounts:

The EMJMD student scholarships include:

i. a contribution to the students' participation costs (including the tuition fees, library and laboratory costs, full insurance coverage and any other mandatory costs related to the students' participation in the Master):

a. up to 9 000 EUR per year per scholarship holder from a Partner Country

b. up to 4 500 EUR per year per scholarship holder from a Programme Country

ii. a contribution to student travel and installation costs

a. 1000 EUR per year per scholarship holder resident in a Programme Country for travel costs

b. 2 000 EUR per year for travel costs + 1 000 EUR for installation costs for scholarship holder resident in a Partner Country whose location is situated at less than 4.000 km from the EMJMD coordinating HEI

c. 3 000 EUR per year for travel costs + 1 000 EUR for installation costs for scholarship holder resident in a Partner Country whose location is situated at 4.000 km or more from the EMJMD coordinating HEI

Each student that benefits from a LAGLOBE Erasmus + scholarship will receive a monthly allowance of 1.000 € for a maximum of 24 months (24.000 € total).

This contribution to subsistence costs will not:

a. neither be given to scholarship holders for the EMJMD periods (study/research/placement/thesis preparation) spent in their declared country of residence;

b. nor to scholarship holders from a Partner Country for the EMJMD periods exceeding three months (indicatively the equivalent of 15 ECTS credits) spent in any Partner Country.



## **5.2. Payment timetable**

The contribution to travel and installation costs: the full amount will be paid for year 1 upon arrival at the University of Salamanca, and the full amount for year 2 at the beginning of the third semester.

The monthly allowance will be transferred monthly according to the calendar established by the Sorbonne Nouvelle University

## **5.3. Modalities of travel/installation:**

Students will manage the scholarship amounts related to travel and installation freely. By receiving these amounts the student engage themselves to take all provision to secure every mandatory mobility and installation cost related to the Master Program.

## **5.4. Rules for reimbursement and spending of the scholarship amount:**

Each scholarship holder will have the obligation to provide the Secretariat of LAGLOBE (Sorbonne Nouvelle – Paris 3 University) the original boarding passes and/or other kind of transportation ticket, and the official form for every trip made as part of the official activities of LAGLOBE.

The same rule will apply in case of a reimbursement.

The scholarship holder will have the responsibility of managing the different amounts in a proper way, without interfering with the academic activities of LAGLOBE.

# 6. Health insurance scheme

**6.1. An insurance will be provided by the Consortium to all students** enrolled in the 2019-2020 cohort, both self-funded and scholarship holders. The insurer, Europ Assistance SA, will cover the students from 01-09-2019 to 31/07/2021 included

## **6.2. Coverage, conditions and restrictions**

Students will receive, prior to the beginning of the first semester, an official document from the insurer Europ Assistance SA, detailing the coverage, conditions, restrictions and amounts of the insurance plan.

## **6.3. Helpdesk contacts**

Students will have to follow the instructions of the insurer and contact them directly. For urgent assistance call the 24/24 hrs helpline : +32 2 585 5139  
For General Information consult the website <http://www.marsh.be/emsp>

# 7. Services to the students

## **7.1. Visa support**

Students will receive an acceptance letter with the proper information for the visa demand. Scholarship holders will receive also an official document stating their condition of scholarship holder.

Each of the consortium universities will provide proper guidance regarding the particular visa demand procedures according to the mobility stage.

## **7.2. Housing support**

Students will be able to apply to the student residences in equal conditions as a regular student.

## **7.3. Administrative support**

Each partner university will provide support for students in terms of hosting, registration and personal advice during the whole semester. Students will have access to a multilingual administrative staff and support team at the Sorbonne Nouvelle University - Paris 3 (French, English and Spanish) and Spanish and English at the University of Salamanca and at the University of Stockholm.

## 7.4. Academic tutoring/mentoring mechanisms:

Each partner university will have a proper correspondent for the students

### ◦ **University of Salamanca:**

- Francisco Sánchez López, Director Instituto de Iberoamérica  
[fsanchez@usal.es](mailto:fsanchez@usal.es)
- Elisa Botella Rodríguez, Secretaria Instituto de Iberoamérica  
[ebotella@usal.es](mailto:ebotella@usal.es)
- Cristina Rivas  
[crisrivas@usal.es](mailto:crisrivas@usal.es)

### ◦ **Stockholm University**

- Magnus Lembke, Director of Studies for Latin American Studies  
[magnus.lembke@lai.su.se](mailto:magnus.lembke@lai.su.se)  
Anne-Cathrine Laurell, Student Counselor  
[anne-cathrine.laurell@su.se](mailto:anne-cathrine.laurell@su.se)

### ◦ **Université Sorbonne Nouvelle - Paris 3**

- Sébastien Vélut, Responsable des Masters Internationaux  
[sebastien.velut@sorbonne-nouvelle.fr](mailto:sebastien.velut@sorbonne-nouvelle.fr)

## 7.5. Local language courses

The students will have acces to language courses (English, Spanish and/or French) according to the academic offer of each university. These courses wil not grant ECTS credits.

## 7.6. Acces to on-site and online learning facilities

Students will receive an institutional account in each one of the universities, granting them acces to all on-site and online learning facilities and plateforms.

# 8. Participation in programme surveys and evaluations

## 8.2. Joining the EMA Association

The scholarship holder commits to become a member of the Erasmus Mundus Students and Alumni Association (EMA) upon their graduation.

# 9. Code of conduct

9.1. Students will be subject to the internal code of conduct of each university and national legislation.

- **University of Salamanca's code of conduct**

<https://www.boe.es/boe/dias/2010/12/31/pdfs/BOE-A-2010-20147.pdf>

- **Stockholm University's code of conduct**

<https://www.su.se/english/staff/organisation-governance/governing-documents-rules-and-regulations/education/guidelines-for-disciplinary-matters-at-stockholm-university-1.181>

- **Université Sorbonne Nouvelle - Paris 3's code of conduct**

[http://www.univ-paris3.fr/medias/fichier/sorbonnenouvelle-statuts-20170324\\_1517406408084.pdf](http://www.univ-paris3.fr/medias/fichier/sorbonnenouvelle-statuts-20170324_1517406408084.pdf)

## 9.2. Attendance requirements

Students will be subject to the internal norms of attendance of each university and/or specific course.

## 9.3. Leave of absence

Students will be subject to the internal norms of attendance of each university.

## 9.4. Plagiarism

Students will be subject to the internal rules and sanctions regarding plagiarism of each university.

## 9.5. Complaint and problem solving mechanism

The EAC will be the highest administrative instance for problem solving, following the Erasmus + guidelines and the norms of the university where the complaint and/or problem occurred.

## 9.6. Sexual harassment protocols

Students will be subject to the sexual harassment protocols (rules and sanctions) of each university.

For further details, visit:

- **University of Salamanca, Unidad de Igualdad**  
<https://igualdadefectiva.net/>
- **Stockholm University, Equal Treatment**  
<https://www.su.se/english/education/student-services/equal-treatment/harassment>
- **Sorbonne Nouvelle - Paris 3 University, Mission égalité femmes-hommes**  
<http://www.univ-paris3.fr/chargee-de-mission-pour-l-egalite-femmes-hommes-egalite-des-sexes-et-etudes-de-genre--348074.kjsp>

## 9.7. Course exclusion

If as a result of an internal disciplinary process in one of the universities, a student is expelled, the student will be automatically expelled from LAGLOBE program. The university will notify the EAC initiating the process.

## 9.8. Student drop-out

If a student decides to discontinue the study programme, or is expelled by the consortium during the master course, this is considered a student "drop-out" case, the following actions will follow:

- In the case of scholarship holders
  - Contribution to travel costs:** The amount paid to the student for year 2 remains unaffected should the student drop-out or be expelled after the third semester and before graduation.
  - Monthly allowance:** The amount paid to the student will be stop in case of a drop-out.

- In the case of self-funded students:

In order to get a refund of the participation cost of the program students must follow the following steps:

- Address a written letter to LAGLOBE's secretariat explaining the reasons behind the decision
- Attach to your letter all documents to support your demand
- Include your certificate of enrollment and student card (if already delivered)

**The deadline for all reimbursement or annulment of your enrollment for the 2019-2020 academic year is October 14th 2019. After that date, no demand will be considered.**

### **9.9. Request for scholarship interruption**

A scholarship can be put on hold if the student has to temporarily leave LAGLOBE course following duly justified and well documented reasons. Such cases relate to medical reasons and/or serious family reasons (e.g. need to temporarily take care of a close family member or hospitalisation/death of a family member). In such a case the scholarship payment must be interrupted until the candidate is again physically present and can actively continue pursuing the course activities.

If an scholarship holder is not able to finish the course activities within the respective student intake due to the above-mentioned reasons, then the consortium has to find acceptable ways to allow the student to finish the Master within one of the following intakes.

The extension cannot exceed 12 months.

# 10. Administrative requirements regarding the installation

## 10.1. Installation in the host university

The enrolled students will follow an orientation period at the beginning of the first semester in the University of Salamanca.

## 10.2. Bank account opening

Students without an European bank account will have the opportunity to open one during their first days in Salamanca.

## 10.3. Deadlines to be respected

Enrolled students will be subject to the official calendar established by LAGLOBE including the orientation period before the start of the semester.

# 11. Internship and field research regulation

## 11.1. Minimum/Maximum duration

The maximum length of the fourth semester mobility (internship or field research) cannot exceed 3 months.

## 11.2. Eligible institutions and countries

Students will choose a thesis supervisor from one of the following universities during the fourth semester and they will be enrolled in that university:

**Universidad de Salamanca (Spain)**

**Stockholms Universitet (Sweden)**

**Université Sorbonne Nouvelle - Paris 3 (France)**



Also, during the fourth semester students will do an internship or a field research in one of the following institutions:

#### **Field research**

- Universidad de la Republica (Uruguay)
- Facultad Latinoamericana de Ciencias Sociales sede Ecuador (Ecuador)
- Universidad Austral de Chile (Chile)
- Université Catholique de Louvain (Belgium)
- Universidade Federal Do Rio De Janeiro (Brasil)
- Universidade De Sao Paulo (Brasil)
- Universidad Nacional Autónoma de México (Mexico)

#### **Internship**

- Organización de Estados Iberoamericanos para la Educación la Ciencia y la Cultura (Spain)
- Cámara de Comercio Uruguay Países Nórdicos (Uruguay)
- The European Union - Latin America and the Caribbean Foundation (Germany)
- Coordinación General de Asuntos Internacionales, Jefatura de Gobierno de la Ciudad de México (Mexico)
- Gobierno Regional de Los Ríos (Chile)
- Comisión Mexicana de Defensa y Promoción de Derechos Humanos (Mexico)
- Socios-México/Centro de Colaboración Cívica (Mexico)
- Haz Paz (Mexico)
- Instituto de Liderazgo Simone de Beauvoir (Mexico)
- Proyecto de Derechos Económicos Sociales y Culturales (Mexico)
- G.P. Inforpress S.L. (Spain)
- Prospectiva Local Consultores Limitada (Chile)
- Stiftelsen Future Earth Sverige (Sweden)
- Secretaria General Iberoamericana (Spain)

### **11.3. Supervision**

Each member of the consortium will have the responsibility of being the general supervisor of the internship/field research.

## 12. LAGLOBE links

**LAGLOBE official website:** <https://www.masterlaglobe.eu/fr/accueil/>

**Universidad de Salamanca** : <http://americo.usal.es/iberoame/>

**Stockholms Universitet** : <https://www.lai.su.se/>

**Université Sorbonne Nouvelle-Paris 3 (Institut des Hautes Etudes de l'Amérique Latine)** : <http://www.iheal.univ-paris3.fr/>

## 13. Handling of Student's Personal Data

Partner Universities will store the Student's personal information and documentation securely and confidentially unless informed otherwise or legally required to disclose it.

In line with EACEA rules governing Erasmus + programmes, data about the Student may be used for the purposes of evaluating the Erasmus + Programme and will be made available to the EACEA, Erasmus + National Structures, EU Delegations and the Erasmus + Student and Alumni Association.

*By signing this Student Agreement, the student confirms that he/she has received LAGLOBE's handbook and understands his/her obligation to abide by the policies therein SIGNED*

**AS AGREED BY:**

**LAGLOBE Academic Coordinator, on behalf of the Consortium**

Date: \_\_\_\_\_

Place:\_\_\_\_\_

**The Student:** \_\_\_\_\_

Date: \_\_\_\_\_

Place:\_\_\_\_\_

\_\_\_\_\_  
*Student signature*

\_\_\_\_\_  
LAGLOBE ACADEMIC Coordinator signature



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