

EIT MANUFACTURING Master School TERMS AND CONDITIONS



Contents

1. Definitions.....	2
2. Consortium	3
3. Applications	3
4. Admissions.....	4
5. Agreement with EITM	5
6. Fees.....	5
7. Cancellations.....	7
7.1 Cancellation by the School	7
7.2 Termination of Agreement and reimbursement of participation cost	8
7.2.1 Withdrawal of studies before completion of programme:.....	8
7.2.2 In case of death:.....	8
8. Programme material and limitations on our liability.....	8
9. Students obligations and applicable Regulations.....	10
10. Intellectual Property and Use of the EITM brand.....	12
11. Programme language.....	12
12. Degree.....	13
13. Scholarships	13
14. Visa	14
15. Insurance coverage.....	15
16. EIT Manufacturing Student Data Policy	15
17. Complaints.....	16
18. Governing Law and Dispute Resolution	16
19. Other important terms	16

We are EIT Manufacturing, an association (Registration number W913012329, SIRET 88077857600012, VAT FR62 880778576) registered under French law, with its office at 2, Boulevard Thomas Gobert, 91120 Palaiseau, France.

These terms and conditions (T&Cs) apply to the enrolment of applicants on the Master School of the EIT Manufacturing. By enrolling in our Master School, you are bound by these terms and conditions upon acceptance by us of an application for such enrolment.

1. Definitions

Any term used in these terms and conditions will have the same meaning as set out below:

“We” “us” “our” “EITM” or “The School” means EIT Manufacturing Master School

“You” or “your” are references to the applicant

“Master Programme” is a second cycle higher education programme in which each student studies according to the programme curriculum at the entry (year 1) and exit (year 2) universities of two different countries (international mobility), undergoes an industrial or other not-academic organization mobility (cross-organizational mobility), mainly through the Master’s thesis, or through internship and other project activities, according to the universities offer (site dependent).

“Entry University” University where the student spends the first year of studies.

“Exit University” University where the student spends the final year of studies.

“Programme” the above-mentioned Master Programme in general.

“Master Programme” means the EIT Manufacturing Master School programme

“Student track” A particular combination of Entry and Exit University for a single student.

“Study track” A particular combination of Entry and Exit University for a particular Master programme

“Course” means a course of the EIT Manufacturing Master programme curriculum.

“Tuition Fees or Fees” means the fee payable in order to become enrolled upon a Programme

“Offer” means an invitation to enter into contractual relations with EITM, consisting of the written Conditional Offer sent to the named applicant setting out the details of their Programme and Fees payable

“Programme Information” means the information available on the website.

“Contract” means the legally binding contract between us and you for the provision of the Programme in accordance with these terms and conditions, including the contents of the Offer Letter to you

“Cancellation Period” means the 14-day period which begins the day after the day you receive an email confirming that we have received your Tuition Fee and accepting your enrolment, during which time you have a right to cancel for any reason

“Intellectual Property” means any materials created by us including but not limited to Programme materials and extra-curricular activities and other initiatives provided to you by us in advance of or during the programme.

“Master School Website” or “Website” means the website that can be accessed through the link: <https://www.eitmanufacturing.eu/what-we-do/education/education-programmes/empower-programme/master-school/>

“Writing” or “written” means any form of written communication, including emails

2. Consortium

The EIT Manufacturing Master School Programmes are offered jointly by Aalto University (Aalto) in Finland, Ecole Centrale de Nantes (ECN) and Grenoble Institute of Technology and Management (Grenoble INP) in France, Mondragon Unibertsitatea (MU) in Spain, Politecnico di Milano (POLIMI) and Università di Trento (UNITN) in Italy, University of Applied Sciences and Arts of Southern Switzerland (SUPSI) in Switzerland, Technische Universität Wien in Austria and University College Dublin (UCD) in Ireland and university of Tartu in Estonia. Each university is represented by a faculty member entrusted with the task to participate in the admissions process on behalf of the university. Moreover, the programme has a coordinator, named among the universities participating to the programme. The representatives of each university of the EIT Manufacturing Master School and the representatives of each programme form the EIT Manufacturing Master School Programme committee. The Programme Committee acts as students Selection Committee in the admission process and it can be assisted by sub-committees.

3. Applications

3.1 Applications for enrolment on a Master programme must be made according to the instruction provided at the following link: <https://www.eitmanufacturing.eu/what-we-do/education/education-programmes/empower-programme/master-school/>. Your

application form will be a request by you to be considered to attend the Programme in accordance with these terms and conditions.

- 3.2 Admission decisions are made by the Master School at its sole discretion, in accordance with published Programme admissions criteria which are available on the EITM Master School website here: <https://www.eitmanufacturing.eu/what-we-do/education/education-programmes/empower-programme/master-school/>.
- 3.3 If your application is not accepted we will inform you by writing to you at the email address you provided to us in your application.
- 3.4 If your application is accepted, you will be written to and requested to pay the Tuition Fee, in order to enroll on the Programme.
- 3.5 All questions on the application form are to be answered truthfully and all attachments need to reflect the truth. You confirm this upon submitting your application form. If you have provided us with information which is later found to be untruthful, the School reserves the right to reject your application or withdraw the acceptance of such an application at any time. No refund of Fees will be granted in such cases and no costs will be reimbursed.
- 3.6 All our admission decisions are final, but you do have a right to complain, details of submitting a complaint are set out in section 17 below.
- 3.7 Please read these terms and conditions carefully before you submit your application to us. These tell you who we are, how we will organize the Programme and provide the Master programme to you, how you and we may change or end the agreement, what to do if there is a problem, and other important information. If you think that there is a mistake in these terms and conditions, please contact us to discuss. You can contact us by writing to us by email at masterschool@eitmanufacturing.eu.
- 3.8 If we have to contact you during the admissions process, we will do so by writing to you at the email address you provided to us in your application.

4. Admissions

- 4.1 The selected student receives a letter of acceptance issued by the Master School Office, on behalf of the consortium of universities, offering a seat in one of the EIT Manufacturing Master School Programme included into the student application and in one of the chosen student tracks. The accepted student also receives an admission letter from the universities, where the student has been admitted to study. **The hosting partner institutions, who issue and provide the students with a letter of admission, make the final decision regarding enrolment at local universities.**

4.2 Admission to the EIT Manufacturing Master School Programme and, when applicable, membership of the student union also gives the student the right to the following, according to local university available services:

- a) Support from the student services, available at the institution, such as: access to the student employment office, medical and psychotherapeutic centers, student restaurants/cantinas, student counsellors' office, student accommodation assistance.
- b) Use of the library in accordance with the library regulations of the institution.
- c) Use of the information technology infrastructure in accordance with the specific regulations of the institution. Educational support through any of the learning environments at the partner institutions.

5. Agreement with EITM

5.1 After the acceptance of the admission by the Student, the Student Contract will be sent to the Student for the signature. This contract alongside the Terms & Conditions set out herein, will define the basis for your relationship with EITM.

5.2 Your contract with EITM is made up of these terms and conditions, your Offer, the Programme Information, the Master School Terms & Conditions and conditional on full payment of the Fees as set out in section 6.

5.3 We will make every effort to provide the first Master programme that you applied for into your application and to the first listed student track. However, EITM reserves the right to assign you to a second Master programme of your choice and/or to your second or third chosen student track. You agree to enrol in and attend the Master programme even if changes occur.

6. Fees

6.1 The tuition fee is EUR 15000 for non-EU/EFTA students and EUR 8000 for EU/EFTA students

per academic year and covers the following items:

- Travel to and from EIT Manufacturing extra-curricular activities, Kick off (welcome ceremony) and Summer School (geographical restrictions apply – only to/from an EIT Manufacturing member country – financial restrictions apply – see *).
- Accommodation during extra-curricular activities organized within the programme (financial restrictions apply – see *).
- The right of attendance to extra-curricular activities organized within the programme.
- Access to courses, exercises and laboratory sessions.
- Examination fees (where applicable)
- Administrative services.

*The total amount that may be granted to the student for travels and accommodation is limited to a mobility grant of max EUR 2.000 per 24 months.

6.2 Apart from the tuition fees, minimal or no extra costs will be billed to the student for participating in the programme itself. Students need, however, to cover costs that are not part of the tuition fee at the university where they are enrolled, for example cost for books, transcripts, degree certificate, recreation, fees for student government, library, late fees or re-examination fees, parking, visa fees, student union fees, introduction programmes, charges for other non-academic services, expenses for accommodation, etc. Travel to and from the hosting institutions will not be covered by EIT Manufacturing, as well as for the graduation ceremony. The payment of the Fees shall be made in instalments as instructed by EITM. If the first instalment payment of Tuition Fees has not been received by the School within 14 days after us sending you the Offer, your admission may be withdrawn automatically and you won't be able to enroll. If the next instalments of the Tuition fees won't be paid by 7 days of the payment deadline, then we may withdraw your participation to the programme. Such information about the withdrawal will be sent to you in writing by email. You will have to contact your local entry/exit university to discuss if you can continue the programme locally.

6.3 We are only able to accept payments through bank transfer. The bank details will be provided to you within the invoice/quote and eventually in the letter of admission EITM will send to you at the admission time.

6.4 All payments of Fees must be made in EUR and are inclusive of VAT and other taxes where applicable. Any currency conversion costs, or other charges incurred in connection with the payment of Fees are to be paid in addition to the Fees. No deduction from the Fees for such costs or charges may be made.

6.5 In the case that a student does not complete his/her education by the end of the academic year at his/her exit university, the EIT Manufacturing Master School bears no responsibility in covering tuition fees for additional semesters, if required. The student will be subject to local regulations and local fees.

7. Cancellations

7.1 Cancellation by the School

We may only cancel a Master programme if:

- a) There are not enough applicants enrolled on the Master programme and it is not commercially viable for us to run the Master programme. The minimum number of applicants required for us to run a Master programme is currently 5.
- b) the Master programme's university of your study track leaves the Master School; or
- c) an event which is outside our reasonable control, such as a fire or a flood, a pandemic situation, means that we have to cancel the Master programme.

We will make our best efforts to notify you about cancellations or postponements as soon as possible.

If a Master programme that you are registered with is cancelled or postponed, then we will offer you the choice of (i) an alternative study path within the EIT Manufacturing Master School, even if not within your application, at no additional cost in Fees payable or (ii) a refund of the Tuition Fee paid by you after deduction of the necessary administrative fees (for example bank payment fees etc.).

7.2 Termination of Agreement and reimbursement of participation cost

7.2.1 Withdrawal of studies before completion of programme:

Upon the written request of the student, he or she may terminate the attendance to the Programme and end the enrolment in the programme, being effective from the subsequent semester. Full reimbursement of the paid tuition fee for the coming semester will be given to the student (with the deduction of any applicable administrative fees such as bank fees). Participation cost paid for the current or previous semesters are not reimbursed.

In the event that the student withdraws before the commencement of the first semester, the first instalment will not be reimbursed, unless otherwise agreed by EITM.

7.2.2 In case of death:

Enrolment will be terminated. Prepaid participation cost for the coming semester(s) is reimbursed as instructed by the legal entity representing the student (with the deduction of any applicable administrative fees such as bank fees). Participation cost paid for the current or previous semesters are not reimbursed. Reimbursements are done as soon as possible after the request has been received and assessed by the Master School Office.

8. Programme material and limitations on our liability

Payment of the Tuition Fees in accordance with these terms and conditions entitles you to the services announced on the Master School website in relation to the Programme offering, and to access all parts of the Master Programme you are enrolled on, as well as the available School facilities necessary to attend the Master Programme.

Every effort is made to ensure that all information relating to the Programme is correct and EITM will seek to deliver each Master programme in accordance with the description set out on the Master School web page.

There may be situations in which it is desirable or necessary for Universities to make changes in their Master Programme provision, either before or after enrolment, for example to incorporate new scientific findings into the Master programme materials or to enhance the quality of teaching and learning. EITM and the consortium Universities therefore reserve the right to:

- Make reasonable changes to the timetable, location or training staff specified for a Master programme.
- Publish updated content and syllabi of a Master programme when necessary.

The student who enrolls in the Programme acknowledges that such changes might happen.

The views expressed and information provided by the Academic staff of the Consortium Universities and all Programme materials provided to you during your Master programme are intended solely for the purpose of your completion of the Programme. They are not intended as advice to be relied on in other contexts, for example in connection with a business that you are running or are intending to run. **EIT Manufacturing does not accept any liability if you do rely on such views, information or materials for purposes other than the Programme.**

You are solely responsible for determining whether the Programme is sufficient to meet your needs. The Programme will provide to you two Master of Science degrees, with at least one degree of 120 ECTS. After the completion of the programme EITM will recognise to you the EITM label certificate.

Our liability to you with respect to your enrolment in the Programme, the cancellation, postponement, or amendment of the Programme or Master programme, extends only to direct damages arising from our gross negligence or willful misconduct in relation to our provision of services under these terms and conditions, and **is limited to the amount of Fee received from or on behalf of you in respect of the Programme.**

Further, our liability to you with respect to your enrollment in the Programme, the cancellation, postponement, or amendment of the Master programme, any breach of these terms and conditions, or arising in any other way out of or in connection with the subject-matter of these terms and conditions, **will not extend to** (i) any indirect losses or damages, or to any loss of profits, whether direct or indirect, even if we have been advised of the possibility of those losses or if they were within our contemplation; or (ii) any costs or expenses incurred by any person or organisation in connection with travel, accommodation, reservations or other arrangements.

We do not accept any responsibility or liability in respect of any damage to or loss of any goods, vehicles or property of any kind brought onto or left at the premises of the faculty, company, organization or Institution delivering the whole or part of the Master/ Programme, including informative visits to laboratories, plant and other premises, whether by you or any other person. It is your responsibility (or your guest's) to take good care of your personal belongings. Any goods deposited with us are deposited at your own risk and without any obligation on us. We recommend taking out insurance for your belongings, as we do not provide any insurance cover to you for these cases.

9. Students obligations and applicable Regulations

- 9.1 The student must use both the movable and immovable goods of the university with great care and act and behave in accordance with the regulations enforced within the university. Any and all violations against national law may result in immediate expulsion from the EIT Manufacturing Master School Programme.
- 9.2 The student is expected to be committed to full time studies during the two-year Master's programme, attending all mandatory lectures and laboratories with respect to the programme schedule. The lecturer has a responsibility to inform the student about mandatory parts of the course at the start of the course, but it is also the student's responsibility to keep him/herself informed.
- 9.3 The student is also required to attend joint seminars/activities arranged by the Consortium as a part of the EIT Manufacturing Master School Programme (kickoff, workshops, winter/spring/summer schools etc.). In case of absence of more than one week (during the academic year, not including holiday periods) the student is expected to inform the Local Programme Coordinator at the participating institution and ask for approval for this absence. He/she has to provide a motivation for the absence. For medical reasons, a certificate from a doctor may be requested.
- 9.4 In case of failure of a course, excluded the EIT Manufacturing Master summer school, (failure includes absence from an exam with or without legitimate reason), a minimum of one re-exam is allowed without affecting the future participation in the programme. This re-exam will preferably take place at the university, where the course was offered, but may also be possible at another partner institution, if agreed upon by both institutions. The latter option may be chosen with respect to practical matters related to the relocation during the second year of studies and will be decided on a case-by-case basis.

- 9.5 Minimum requirement for the continuation to the second year of the programme is that the student has completed an equivalent of 80% of the course work during the previous semesters.
- 9.6 Minimum requirement for second year registration to the EIT Manufacturing Master School Programme – regardless of EIT Manufacturing requirements – is subject to local restrictions of the exit university. For further information reference is made to the exit university’s regulations. In case that a student is denied transfer to the 2nd year due to insufficient study results, the student, with respect to national legislation and local regulations, may remain at the EIT Manufacturing Master School Programme and retake year 1 at his/her own expense. If successful, he/she may continue the 2nd year at the EIT Manufacturing Master School programme at his/her own expense and as such graduate as an EIT student. The student may also transfer to a local programme at the hosting university with respect to fees and regulations applied at this university. Making a formal application, in order to attain admission to the local programme, may be necessary.
- 9.7 In the event that the student prematurely ceases his/her participation in the programme for any reason, he/she must notify the Local Programme Coordinator and the Master School Office immediately. A student who leaves the programme prematurely, but has obtained credits for certain courses, will get a transcript of records stating the courses he/she has earned credits for.
- 9.8 It is a condition of your agreement with us that you agree to comply with our applicable rules, policies and (internal) regulations of the Consortium Universities and Institutions. A full description of the Universities and Institutions participating in the Master Programme is available on the Programme’s website. Therefore, by enrolling in the Master School, you acknowledge you have read and accept the applicable rules and regulations of the hosting Institutions.
- 9.9 If you fail to follow these, or behave in a threatening or aggressive manner, or in a way that adversely affects other students, the employees or contractors of the School or hosting Institutions, or bring the School into disrepute through your actions, we reserve the right to remove you from the Programme and/or exclude you from the premises where the Programme is hosted. We also reserve the right to take any appropriate measures in connection with the agreements we have with you. In such cases, the Fees will not be refunded.

10. Intellectual Property and Use of the EITM brand

All materials provided by EITM or the Consortium Universities in relation to the Master School (and any intellectual property rights in the same) are and remain the property of EITM or the Consortium Universities or, in the case of materials belonging to third parties of the relevant third party. EITM and the Consortium Universities will obtain the necessary allowances and licenses for materials used that are not the property of EITM.

Materials include all documentation or information provided by EITM or the Consortium Universities in relation to the Master School, including but not limited to information provided on the EITM website, the Master School brochure, offer letters, courses syllabi, reading materials, additional information and others.

Any use of any such materials and documentation that is not for the purpose of the Master school requires the prior written approval by EITM or the Consortium Universities in the form of an agreement.

Students must not use any such materials for any other purposes than the ones set out in these terms and conditions. In particular but without limitation, use is not permitted for (i) any commercial purposes; (ii) as an official view or opinion of EITM or the Consortium Universities; (iii) presenting as if it were the student's own intellectual property; (iv) for dissemination of any parts of the materials without EITM's or the Consortium Universities' agreement, in particular on social media or otherwise.

Use of the EITM and Master school brand, name and/or logo is not permitted without prior written agreement of EITM in the form a contract.

11. Programme language

Unless otherwise indicated, the Master programmes are taught in English.

If your first language is not English, you are required to be proficient in written and spoken English and be able to participate in group discussions and presentations in English. We do

not accept liability for any inconvenience or failure to attend if you lack the required English language proficiency. Please check the English requirements as set in the information provided on <https://www.eitmanufacturing.eu/what-we-do/education/education-programmes/empower-programme/master-school/>.

12. Degree

In order to obtain the EIT Label Certificate, which is awarded to students who have completed an EIT labelled education within a EIT Manufacturing Master School programme, the following elements are required:

- a completed course curriculum from both entry and exit University,
- a completed summer school,
- an internship (of minimum 15 ECTS equivalence) with an industrial setting, preferably as an integral part of the final degree project.
- a completed Master's thesis.

When the student has successfully completed the degree requirements of the degree-issuing institutions, the student obtains a nationally recognized degree from the institutions at which he/she successfully completed a part of the EIT Manufacturing Master School programme, thereby obtaining double degrees.

13. Scholarships

Definitions of scholarships:

1. Tuition fee waiver: full or partial waiver of the annual tuition fee
2. Subsistence costs: monthly allowance of max EUR 750 per month
3. Mobility grant: travel cost allowance (max EUR 2.000 per 24 months)

The scholarship can be of one single type or a combination of the above options. Moreover, the scholarship can be assigned for either one or two academic years.

Scholarships are assigned to specific students categories:

- Best ranked student(s) per programme
- Top ranked student(s) per partner university (students who have completed a bachelor in one of the Master School university partner)
- Best female ranked student(s) in all programmes
- Best RIS ranked student(s) in all programmes
- Other categories decided according to the applications received

The scholarship assignment criteria are:

Student evaluation ranks per intake for each programme and category

The scholarships are assigned to a sub-set of selected students in line with the annual available grant and/or other available funds.

For scholarship assigned for the first year only, EITM reserves the right, according to the grant and other funds available for scholarships, either to extend the scholarships in the second year or to assign a new one to best ranked applicants, exceptionally performing during the first year of studies.

14. Visa

You are responsible for obtaining the required visa that enables your participation in the Programme and the rejection of a visa application by the relevant authorities does not affect the application of these terms and conditions including section 6 (Fees). We recommend that all applicants from outside the European Union check with the relevant Embassy regarding their visa requirements before applying.

In no circumstances will we issue documentation to support a visa application before receiving payment in full in cleared funds of the of the first tuition fee first instalment from you. The cancellation and refund provisions in section 7 apply irrespective of whether cancellation is due to a failure to satisfy visa requirements in good time before the Master programme start date or other similar reason, such as failure to apply for a visa in appropriate time or delay with the visa process.

15. Insurance coverage

The Master School Office arranges a basic insurance for all students registered in the EIT Manufacturing Master School Programme. The insurance is valid for the travels required for the participation in the EIT Manufacturing Master School Programme. The insurance is valid from the date the student starts the studies at the first study destination, according to the insurance certification date. An insurance certificate will be sent separately to each student. The validity of the insurance period is equal to the study period at the EIT Manufacturing Master School programme. Please see the insurance certificate for further information.

If YOU are a NOT EU/EFTA student studying at SUPSI, YOU must personally purchase the SUPSI/Swisscare insurance and ask the reimbursement to EIT Manufacturing Master School office. Any other kind of insurance, unless provided to the student by EIT Manufacturing with a separate communication, won't be reimbursed.

IMPORTANT: In case the hosting country does not accept your insurance or put in place new insurance requirements, for instance for residence permit, the EITM accepts no responsibility regarding the new or additional requirements and in no case will accept additional expenses for the Student Insurance.

16. EIT Manufacturing Student Data Policy

The Master School will use your personal information in accordance with its [PRIVACY STATEMENT FOR EIT LABEL MASTER AND DOCTORAL SCHOOL PROGRAMMES](#).

17. Complaints

If there is a problem with the enrolment process, or if you have any questions or complaints about the Programme, please contact us. You can contact us by email at masterschool@eitmanufacturing.eu.

18. Governing Law and Dispute Resolution

These terms and conditions and any dispute or claim arising out of or in connection with it or its subject matter of formation (including non-contractual disputes or claims) will be governed by and construed in accordance with the laws of France, and you irrevocably submit to the exclusive jurisdiction of the French courts. Disputes arising from these T&Cs are subject to the exclusive jurisdiction of the Courts of Paris, France.

19. Other important terms

These terms and conditions are between you and us. No other person shall have any rights to enforce any of its terms. Neither of us will need to get the agreement of any other person in order to end these terms and conditions or make any changes to these terms. However, EITM reserves the right to assign parts or whole of its rights and obligations under these T&Cs to any of its subsidiaries.

If a court finds part of these terms and conditions illegal, the rest will continue in force. Each of the paragraphs of these terms operates separately. If any court or relevant authority decides that any of them are unlawful, the remaining paragraphs will remain in full force and effect.

Even if we delay in enforcing these terms and conditions, we can still enforce it later. If we do not insist immediately that you do anything you are required to do under these terms, or if we

delay in taking steps against you in respect of your breaking these terms and conditions , that will not mean that you do not have to do those things and it will not prevent us taking steps against you at a later date. For example, if you miss a payment and we do not chase you, but we continue to provide the Master programme, we can still require you to make the payment at a later date or decide on your exclusion from the Programme.

By submitting your application form, you agree that we may share this information, including your contact details, with the department or faculty of the relevant Consortium Universities, the EITM partners and external organizations and the third parties/suppliers providing the Master programme, and any designated Professor(s) or Tutor(s) for the Master programme and that you may be contacted by these entities in connection with the Master programme. Your personal data will be dealt with in accordance with the privacy policy available here: <https://www.eitmanufacturing.eu/wp-content/uploads/2023/01/PRIVACY-STATEMENT-FOR-EITM-PhD-and-MASTER.pdf>

The latest version of the document will be published on the EIT Manufacturing website at <https://www.eitmanufacturing.eu/what-we-do/education/education-programmes/empower-programme/master-school/>. The EITM reserves the right to make any changes to these Terms & Conditions. Such changes will be published on said website and become applicable to you 14 days after their publication.