



STUDENT CONTRACT –scholarship student

The UNIVERSITY OF THEATRE AND FILM ARTS as founding and coordinating institution (Erasmus code: HU BUDAPES37; representative: László Upor, vice-rector), LUCA SCHOOL OF ARTS (Erasmus code: B BRUSSEL 43), and UNIVERSIDADE LUSÓFONA DE HUMANIDADES E TECNOLOGIAS OF LISBON (Erasmus code P LISBOA 52) as partner institutions, collectively the international consortium directing the DocNomads Erasmus Mundus Joint Master Course (DOCUMENTARY FILM DIRECTING LISBON – BUDAPEST – BRUSSELS – “Discovery without borders”), hereinafter: “CONSORTIUM”, and

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(Date of birth:, Citizenship:,)

hereinafter: “STUDENT”, sign a higher education contract under the following conditions:

I. STUDY AND EXAMINATION REGULATIONS

The present regulations apply to students of the DocNomads Master Course.

The present examination regulations override the examination regulations of the three universities implementing the course- - UNIVERSITY OF THEATRE AND FILM ARTS, LUCA SCHOOL OF ARTS and LUSÓFONA UNIVERSITY OF LISBON - in all matters stipulated herein. In matters not regulated here, the examination regulations of the host institution of the given semester apply. The harmonised regulation of the fourth semester and the final exam will be published at the beginning of the 4th semester. In matters not regulated hereunder, the examination regulations of the institution hosting the final exam shall apply. In matters of dispute, the decision will be made by consensus by the Academic Board.

The DocNomads Master Course lasts for two years and offers 120 credits. The student is registered in each of the three partner institutions after her/his arrival and remains a registered student until he/she passes all the required exams.

1. Locations of study:

Location of Semester 1:

ULHT - Universidade Lusófona / Lusófona University of Lisbon

Location of Semester 2:

Színház- és Filmművészeti Egyetem / University of Theatre and Film Arts

Location of Semester 3:

LUCA School of Arts, department Sint Lukas Brussels

Location of Semester 4:

During the first preparatory week, students are informed of the conditions related to the location of their 4th semester.

2. The DocNomads Master **starts** at the end of August in the year of admission, and **ends** at the end of June in the second year after admission. Students will be informed about the detailed schedule of the first semester in the preparation week preceding that semester. They will be informed about the detailed schedule of the second, third and fourth semester at the end of the first, second and third semester, respectively.





3. Participation in the course of study

Students can find the Curriculum of DocNomads on its website of DocNomads (www.docnomads.eu) and detailed info of all courses in the DocNomads Moodle after arrival to the host institute. Each semester starts with a preparation week. During this week, students will receive written information about that semester's term, examination period, course schedule, course contents, credit values and course requirements.

Students must attend all courses included in the curriculum at the given semester's location, and are expected to participate actively in classes.

Non-attendance of class is only accepted if authorized by the course director upon valid justification.

Unjustified absence from a course or any further absence (even if justified) may require the fulfillment of supplementary tasks set by the instructor of the given subject.

Absence from any examination without a valid reason results in a failure to complete the given course.

Students take full responsibility for their use of film equipment and facilities in each school of the program. Accordingly, students take full liability for any loss or damage in borrowed equipment or facilities belonging to any of the schools. Pending debts prevent transition to the subsequent semester and obtaining a diploma until the full payment of existing debts.

Students accept and authorize that DocNomads permanently displays their name, country of origin and photos regarding the cohorts they participate in and correlated activities in the program on its website. However, DocNomads is not entitled to publicly display student contracts, nor to disclose the personal data of students to third parties outside the program.

4. Examinations, closing examination, and closing documents of the course of study

Students must pass the examinations of each course; obtain marks for practical courses, and complete and defend their Master Degree Project by the specified deadline.

The framework for evaluation at all locations and in every subject taught is the Permanent Evaluation and Assignment.

For written assignments, students must follow the "Guidelines for Writing Papers" distributed at the beginning of the first semester. These Guidelines shall be followed throughout the four semesters. As explained in that document, the DocNomads Master Course as academic program does not tolerate plagiarism. Detection of plagiarism in a written assignment will automatically receive a zero grade, no matter how high or low the percentage of plagiarism. As explained in the "Guidelines for Writing Papers", auto-plagiarism is neither tolerated. This means that taking a paper written for one course unit and turning it in (entirely or partially) again for credit in another course, is also considered plagiarism. Students who commit plagiarism repeatedly (= more than once) will be requested to have a personal interview with the Academic Board and may be excluded from the program.

Marks:

The marks awarded for the courses at LUCA School of Arts and Lusófona University of Lisbon de Humanidades e Tecnologias of Lisbon are on a 1 to 20 scale, with 20 being the highest mark. Any mark below 10 means that the student has failed. A scale of 1 to 5 is used at the University of Theatre and Film Arts, with 5 being the highest mark. Conversion between the different systems is made according to the system below:

0-9 = 1, 10-11 = 2, 12-13 = 3, 14-15 = 4, 16-20 = 5





Accordingly, at the University of Theatre and Film Arts, a mark below 2 means that the student has failed.

The course's marks are based on the evaluation of the results of the given assignments. Quality participation in class may also be taken into consideration when grading, based on the teachers' judgment and the characteristics of the course subject.

In the first, second and third semesters, students are informed about their marks towards the end of the semester.

Students must pass examinations in the examination period at the end of each semester or in the re-take exam period for referred candidates. The deadlines for both the first examination and the retake will be communicated to students in the first week of the given semester.

Due to the special mobility track of DocNomads, for students who fail to pass their exams in the re-take period, the failure is final and they cannot continue their studies. There is no possibility of passing the exam in the next semester.

In exceptional cases, the course director of a given semester may grant an extension for the completion of an exam. Under extraordinary circumstances, the Academic Board may grant a longer extension.

Students will receive all information about the Master Degree Project (MDP) and the final exam at the latest in the preparation week of the 4th semester. For this MDP, which students are supposed to work on during their entire 4th semester, there is no short-term retake exam.

A student passing all exams of the previous semesters, but failing to pass the MDP (entirely or partially) is allowed to try again one year later, in the final exam period of that year. (The additional tutoring fee and the additional exam fee are EUR 500-500 each, a total of EUR 1000.) Failed students who intend to retry one year later must inform the Academic Board on 31/August at the latest, and will get a detailed description of the retake process.

5. Students receive a joint **MA degree** certificate issued by the Consortium, or three national degree certificates if they obtained the necessary 120 credits.

National degrees:

In Hungary, the Dokumentumfilm-rendező művész mesterképzési szak was officially recognized by the Oktatási Hivatal (Education Authority) under Decree (latest) n.º FNYF/247-5/2016, 19/02/2016 and the Decree n.º 2011/5/IX/10. of the National Accreditation Committee (MAB).

In Portugal, the Mestrado de Realização Documental / Masters in Documentary Film Making has been officially recognized by the Portuguese Ministry of Science and Higher Education and also by the National Agency for Higher Education Accreditation and Evaluation under Decree nr. 14500/2012, 8th November.

In Belgium, the university college LUCA School of Arts, represented in the DOC NOMADS consortium by campus Sint Lukas Brussels, offers a recognized and accredited Master of Arts in de audiovisuele kunsten (master of Arts in Audio-Visual Arts) accredited by the Dutch-Flemish accreditation Organisation (NVAO) from 01/09/2011 - 30/09/2017 and its accreditation was renewed in 2016 from 01/10/2016 until 30/09/2024.

All partner universities are full partners of CILECT, the International Association of Film and Television Schools.

6. Deferral and interruption of studies

The Board evaluates requests for deferral of studies on a case by case basis, and approves or refuses them depending on the circumstances. In any case, deferral cannot exceed 12 months. While deferring their studies, students are charged 1000 Euros extra fee per academic year, to contribute to the costs of administrative, logistics and pedagogic services. Deferral of the 4th semester adds conditioning in the use of school's filming equipment and editing facilities, which is subject to availability. Nevertheless, in such cases students are granted access to the post services normally offered by the school to complete their graduation films.

7. Exclusion from DocNomads Master

The student acknowledges that he/she might be excluded from the Master on the following grounds:

- absence without prior authorization or valid justification;
- failure to complete required examinations in due course and fashion;
- failure to enroll for the given semester;
- pending debts at any host university, such as debts related to loss or damage of borrowed equipment;
- disciplinary procedure in progress at any host university;
- criminal lawsuit hindering participation in the course;
- failure to show regular commitment to the study, weak academic performance, and/or attitude that don't conform to the standards accepted by the board.

Moreover, if the Academic Board notes that a student fails to make adequate progress or to comply with the regulations, he/she will be requested to have a personal interview with the Academic Board at the end of the given semester. Following this interview, the Academic Board will decide if, and under what conditions, the student can continue his/her studies. The student will be informed about the decision in writing. If the student fails to improve his/her behavior or marks in the next semester, the Academic Board may exclude her/him from the Master Course.

The student is granted the right to file an appeal with the Ombudsperson of the Consortium.

In case of exclusion, students are obliged to return all educational materials and equipment borrowed, and to pay the cost of any unreturned educational materials and equipment.

II. STUDENTS HAVE THE RIGHT TO

- a stimulating and challenging learning and research environment
- high-quality teaching and supervision
- access to adequate facilities and resources sufficient for the achievement of their educational goals, including library, computing and learner services
- regular feedback on academic progress
- information on penalties for late submission or non-submission of coursework
- information on any attendance requirements and the consequences of failure to attend classes and examinations
- timely information on any changes in the program
- clear explanation of unacceptable academic behavior such as plagiarism, cheating, collusion, fabrication of data or breach of copyright
- fair and competent assessment that meets national academic standards
- timely access to their results on completion of their program



- elect student representative in the second month of the Masters Course
- have access to a clear set of procedures around deferrals and appeals
- provide oral and written feedback about all modules and teachers of the DOC NOMADS Program.

III. PRODUCER'S RIGHTS

Producer's rights in the examination and final films produced in the framework of the DocNomads course belong, jointly and in equal shares, to the three universities overseeing the course.

Moral rights shall be retained by the Authors represented by the Directors.

The universities of the DN Consortium shall, at their discretion, support the production of the student's graduation film with an amount which is announced annually by the Academic Board before the beginning of the 4th semester.

The original producer's rights prevail even if a film made under the framework of DocNomads Course is partially altered, no matter the extent, subsequently to any examination period, including the graduation exams. In every public screening of the film, the DocNomads logo has to be presented in its original entirety in the final version of the film artwork even if the film artwork is re-edit for such screenings. Reference to the context of its production in the framework of the DocNomads Documentary Film Directing Joint Master Degree will be kept in the film's final credits, by mentioning the participation of the Consortium in the program, and making reference to its funding by Erasmus+.

For updated films, students are required to send DocNomads a copy of professional screening quality.

Students are free to submit their films to festivals and other public shows, but only after the conclusion of the relevant semester's exams.

Students shall make an explicit reference to DocNomads as the framework production in the opening and closing credits. This obligation applies also to any information on the film supplied to festivals or displayed on websites and printed promotional materials.

Students shall inform DocNomads about festival selection, prizes and other distinctions earned by their films produced during the course.

DN Consortium shall do its best to secure the professional archiving of the exam and final degree films.

DN Consortium has the right to submit any of the exercises and films (or their excerpts) made as part of the course for selection and programming to festivals and other events. Furthermore, DocNomads also has the right to use excerpts and full versions of the student's exercises and exam films for the purpose of promotion of the course and of the students' work, namely in the course website, in authorized third parties websites, and DVD publishing.

A complete graduation film shall not be streamed on the internet or published on DVD by DocNomads earlier than 2 years after its completion, unless its authors agree to earlier streaming or publishing.

The Consortium may select some of the semesters' exam films as examples of the film-making exercises accomplished in the framework of the course, in order to illustrate the DocNomads program



in presentations at educational, institutional and professional events. Festival submissions of those selected films may be arranged by DocNomads up to four years following the exam date. Therefore, students have to inform DocNomads of every festival submission on their own initiative in order to avoid duplicate submissions.

Cash prizes of exam and graduation films shall be transferred to their authors, although they may be received by the DN Consortium as producer.

Non-pecuniary awards, such as statuettes, diplomas, technical services or material, etc., shall be kept by the author. If the film was submitted to the festival by the DN Consortium, the submission fees and related expenses shall be deducted from the amount of the prize.

For the purpose of distribution of graduate films, and co-production of exam or graduation films, a specific contract shall be concluded between the Consortium and a distributor/co-producer company. The University of Theatre and Film Arts as legal representative of the DN Consortium is entitled to sign a specific contract to that effect and to negotiate successive extensions to that contract case by case. DN Consortium does not aim to make a profit from the sales and distribution of graduate films whose potential revenue will be allocated solely to the promotion of the course and the students' films.

DN Consortium confirms that each exam or diploma film has an equal financial value of EUR 40 000, based on common sense in European documentary film production. In a case where a co-producer's certified financial contribution is more than EUR 40 000, he will be the main producer (with 51%) for the period of the specific contract. Otherwise, he will be the minor co-producer.

References to DocNomads and also to the participation of the three schools in the program must be made in the final version of the film, irrespective of any change in the film or the financial participation of likely third parties.

IV. COSTS OF THE MASTER

1. Tuition fee

The tuition fee is EUR 9 000 /year, i.e. EUR 18 000 for the whole masters course.

The tuition fee covers the cost of education; student certification fees; use of libraries and Internet on educational premises. The fee also provides access to basic filming equipment, editing facilities and post-production services, as available, a small subsidy is given as a contribution to the production expenses of each individual graduation film. The amount is announced annually by the Academic Board.

Tuition fees do not include travel costs from country of origin, travel costs required for the mobility (to Lisbon for the 1st semester, to Budapest for the 2nd semester, to Brussels for the 3rd and Lisbon or Budapest or Brussels for the 4th semester), travel documents (passport, visas), accommodation and subsistence expenses, or other costs (e.g. study books, stationery, photocopies, etc.).

2. Travel and travel costs between higher education institutions

The costs of travel between locations of study within Europe shall be covered by the students.

V. ERASMUS MUNDUS SCHOLARSHIP

The Erasmus Mundus scholarships include:



- A/ a contribution to the tuition fee;
- B/ a contribution to student travel and installation costs;
- C/ a monthly subsistence allowance for the entire duration of the EMJMD study program

A/

- **Contribution to the tuition fee is EUR 9 000 per year for students from a Partner Country.**
 - Students whose citizenship is one of the Erasmus+ Partner Countries count as Partner Country students.
 - Partner Country students who are not residents, nor have carried out their main activity (studies, training or work) for more than a total of 12 months over the previous five years in any Program Country are considered Partner Country students. The five-year reference period for this 12-month rule is calculated backwards as from the submission deadline (January/2019) of applying for an EMJMD student scholarship.
 - Students with dual nationality (of a Partner and of a Program Country) must specify the nationality under which they submit their scholarship application.
- **Contribution to the tuition fee is up to EUR 4 500 per year per scholarship holder from a Program Country**
 - Students whose citizenship is one of the Erasmus+ Program Countries count as Program Country students. Students with a Partner Country citizenship who do not fulfill the Partner Country criteria defined above (12-months rule) count as Program Country students.
 - Partner Country students who are not residents nor have carried out their main activity (studies, training or work) for more than a total of 12 months over the last five years in any Program Country are considered as Partner Country students. The five-year reference period for this 12-months rule is calculated backwards as from the submission deadline (January/2019) of applying for an EMJMD student scholarship.
 - Students with dual nationality (of a Partner and of a Program Country) must specify the nationality under which they submit their scholarship application.

For each student and each intake, actual tuition fee in excess of the EU grant contribution for Program/Partner Country students must be covered by the Consortium and can on no condition be charged to the scholarship holder, i.e. Consortium grants EMJMD scholarship holders a fee waiver.

Students do not receive their tuition fees directly; tuition fees are transferred by the EACEA directly to the DocNomads Consortium.

B/ Contribution to student travel and installation costs

The contribution to student travel and installation costs and the monthly subsistence allowance depends on the place of residence of a scholarship holder. Students are required to provide the official document that could serve as proof for determining their legal residency. The document must have been issued within 12 months before January/2019.

The contribution to travel costs takes into account the country of residence of the scholarship holder. A unit cost per academic year and a distance band of 4 000 km applies to any student resident in a Partner Country (including students with Program Country citizenship). Students who are residents of a Program Country (including students with a Partner Country citizenship) are covered by a fixed unit cost of EUR 1 000 per academic year.



The contribution to the travel and installation costs is

- EUR 2 000 per year for travel + EUR 1 000 for installation for scholarship holder residents in a Partner Country whose location is within 4 000 km of Budapest/HU **OR**
- EUR 3 000 per year for travel + EUR 1 000 for installation for scholarship holder residents in a Partner Country whose location is situated at 4 000 km or more from Budapest/HU **OR**
- EUR 1 000 per year per scholarship holder residents in a Program Country for travel costs.

The contribution to *installation* costs is an incentive to help cover the additional costs related to the issuing of visas, residence permits, etc. as well as the temporary accommodation needs upon arrival in the first hosting university and the subsequent mobility trajectories.

Half of the travel support shall be payable within one week after semester starts in Lisbon. The second half of the travel support shall be paid within one week after semester starts in Brussels.

Students who have already obtained an EMJMD scholarship or an Erasmus Mundus Master Course/Joint Doctorate scholarship are not eligible to apply for an additional scholarship under the EMJMD action. EMJMD scholarship holders cannot benefit from any another EU funded scholarship scheme to follow the same EMJMD course, and this applies for the entire period of the course, to avoid double-funding. The consequence in case of false declarations is reimbursement of scholarships unduly paid.

C/ Monthly subsistence allowance for the entire duration of the EMJMD study program

Contribution to subsistence costs is EUR 1 000 per month for the entire duration of the EMJMD study program (up to 24 months maximum).

[Contribution to subsistence costs must not be given to scholarship holders for the EMJMD periods \(study/research/placement/thesis preparation\) spent in their country of residence.](#)

The monthly allowance can only be paid as from the month of arrival of the student at the first host Universidade Lusofona and after formal enrolment to the course.

The scholarship will be transferred to the student by the 10th day of every month. In case of late payment due to the fault of the Consortium, EUR 5/day penalty is added to the first installment transferred by the Consortium to the bank account of the student.

Bank transfer charges shall be borne by the Consortium. Yet any supplementary fee/loss due to erroneous data given by the student, will be charged to the student. Students shall report to the Consortium Coordinator any excess transfer credited to their account and refund it to the account of SZFE responsible for the financial affairs of the Consortium.

If a scholarship holder fails to make adequate progress or conform to regulations in her/his studies, the Academic Board may revoke the scholarship. In this case, the course director of the given semester will point out the problem to the student during / at the end of the semester. At this point, the course director will indicate the following semester to be a 'probation period'. If the study





problems are not resolved during this following semester, the Academic Board can decide on revoking the scholarship, asking confirmation from the supervisor agency, the EACEA.

A student thus reprimanded for insufficient diligence and performance may be allowed to attend the remaining semesters as self-financed student. Nonetheless, even this right can be revoked and the student may be asked to leave the program if there is no improvement in his/her diligence and performance. The student, however, is entitled to file an appeal to the Ombudsperson of the Consortium.

A scholarship can be put on hold if the student has to leave the course temporarily. The student must provide duly justified and well-documented reasons for doing so. Such cases relate to medical reasons and/or serious family reasons (e.g. needing to temporarily take care of a family member or hospitalization/death of a family member). In such cases, the scholarship payment will be put on hold until the student is again physically present at the host university and can actively continue pursuing the course activities.

If the absence is too long and requires an extension of the originally agreed eligibility period, the DocNomads Consortium must send a duly substantiated request to the EACEA to extend the eligibility period. In any case, extension must not exceed 12 months and cannot give rise to additional funding for the Consortium or the student.

VI. HEALTH CARE AND LIABILITY INSURANCE

Pursuant to the contract signed with AON international insurance company, the Consortium offers full health care and liability insurance to the student as per conditions specified in Annex 2, beginning at the time when the student starts his/her travel to Lisbon, but not earlier than 15 August of the starting year, and ending on 30 June of the second academic year.

The student will receive all his/her insurance documents and the information about the use of the same in the course no later than the preparatory week in Lisbon or earlier if it is necessary for her/his visa process.

VII. DISPUTES, DISAGREEMENTS BETWEEN THE PARTIES, CLAUSES

This contract will be terminated with immediate effect if justified by a change in legal regulations and/or if one of the contracting parties breaks any of the provisions of the contract.

In case of legal dispute, the Hungarian Law shall apply, and the parties shall accept the competence of the Court (PESTI KÖZPONTI KERÜLETI BÍRÓSÁG) as per seat of the University of Theatre and Film Arts. In cases of doubt, the English version of the Contract shall be considered authentic.

This contract shall be effective from August until June or July





Two copies are signed, in Lisbon and in Budapest; one copy goes to the student, one goes to the DocNomads Secretary.

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student

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Attila Kékesi/SZFE, Hungarian Course Director

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Roel Vande Winkel/LUCA, Belgian Course Director

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Victor Candeias/LUSOFONA, Portuguese Course Director

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Erika Winkler/SZFE, Consortium Coordinator

ANNEX 1

The Consortium agreed with AON to provide the student with a full health and liability insurance latest from 15 August 2019 to 30 June 2021 in the cases detailed below.

Personally Zsófia Ivánka, application assistant (ivanka.zsofia@szfe.hu) is charged to facilitate handling health-care cases of the students.

Coverage:

- Medical Expenses, among which medical repatriation and assistance;
- Accidents, among which accidental death and permanent invalidity caused by an accident;
- Extra Costs, among which extra travel costs by the insured on being recalled to the country of origin;
- Third party liability;
- Assistance services, among which legal assistance;
- Personal possessions, among which household contents and electronics.

Medical expenses

The section health care expenses provide a complete cover for in-patient and out-patient medical costs as a result of sickness, pregnancy, childbirth or accidents arising during the period of the cover.

Costs related to an illness that already exists on the date of enrolment are not covered.

Medical repatriation and assistance

In case of emergency in a country of travel, this can be any country in the world including the student's home country, a medical supervised repatriation will be arranged. Due the fact that this is a very important issue, service will be provided by the respected organization Europe Assistance.

With professionals operating in 24-hour Alarm Centres, Europe Assistance is able to offer medical technical support in many languages. Therefore an insured student can easily contact the emergency centre in case of any need for assistance.

Third-party liability

The Third-party liability covers the liability of the insured in his capacity of a private individual up to a maximum of EUR 1 250 000.00 per occurrence for damage to property and EUR 19 000 000 per occurrence for damage to persons.

Assistance services

This supplementary coverage provides coverage for:

Return flight

These costs of a return flight made by the insured on being recalled to his or her country of origin in the event that a relative by blood or by affinity in the first degree (spouse, mother, father and children) should be in peril of death or have died.

Or the costs of a return flight for two of the insured's family members and the accommodation expenses (maximum of EUR 125.00 per person a day), travelling from the country of origin to country of residence, because the insured is in danger of death or has died as a consequence



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of illness or an accident. The total amount covered for this element is EURO 7 000.00 per event.

Extra costs

The extra costs of flying to the country of origin, which the insured is required to make because special air transport is necessary for urgent medical reasons. If an escort is required for medical reasons, the costs of a return ticket for the escort will be reimbursed.

Telecommunication expenses

If something happens that is covered by the repatriation coverage then the necessary telecommunication expenses that result from this event will be reimbursed up to a maximum of EUR 150.00.

Legal assistance

Legal assistance and reimbursement of the associated costs up to a maximum of the amount
Within Europe – maximum of EUR 50 000.00 per event,
Outside Europe – maximum of EUR 15 000.00 per event

Personal possessions

Household effects are insured up to a maximum of EUR 6 000.00 and baggage is insured up to a maximum of EUR 1 500.00.

