

# EIT Urban Mobility Master School Agreement

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## 1. Preamble

EIT Urban Mobility is a Knowledge and Innovation Community (KIC) launched by the European Institute of Innovation and Technology (EIT) to rethink and improve the use of urban spaces and ensuring safe, efficient and sustainable multimodal mobility. Together with its Partner Universities, EIT Urban Mobility has established a Master School to educate future entrepreneurs and innovators in the field of urban mobility.

## 2. Parties

All legal entities having signed this Agreement or acceded to it are hereinafter also referred to jointly as “parties” or separately as “party”.

## 3. Glossary

ECTS	European Credit Transfer and Accumulation System
EIT	European Institute of Innovation and Technology
I&E	Innovation and Entrepreneurship
KIC	Knowledge and Innovation Community
EIT Label	Quality seal established by the European Institute of Innovation and Technology.
EIT Label Handbook	The quality assurance handbook issued by the EIT concerning the EIT Label (available on <a href="http://www.eit.europa.eu">www.eit.europa.eu</a> ).
Entry University	A university that offers the first year of a specific programme.
Exit University	A university that offers the second year of a specific programme.
FPA	Framework Partnership Agreement
KAVA	KIC added value activity
LE	Legal Entity
MSL	EIT Urban Mobility Master School
MSO	Master School Office
Partner University	University party involved in the EIT Urban Mobility Master School
Programme	An EIT Urban Mobility Master programme as defined in Annex A.
Scholarship Agreement	Agreement between student and the MSO on behalf of the KIC LE defining the terms and conditions for an EIT Urban Mobility Scholarship
Student Agreement	Agreement between student the MSO on behalf of the KIC LE defining the terms and conditions for enrolment in the EIT Urban Mobility Master School
Study Offer	A written offer for a study place within the EIT Urban Mobility Master School made to a particular student for a certain intake.
SGA	Model Specific Grant Agreement

## 4. Scope of the Agreement

This Agreement concerns the structure of the EIT Urban Mobility Master School (MSL) and its programmes. The programmes are implemented at the universities as a local Master programme or as a specific track within an existing local Master programme.

The Agreement specifies the rights and obligations of all Parties and the terms under which students may be granted degrees from Entry and Exit University

The Agreement also outlines the relationship between the Master School and the procedures leading to the Business Plan of EIT Urban Mobility. The fulfilment of Parties' obligations is jointly reviewed on a regular basis, as a process in relation to the Business Plan creation.

The annexes are an integral and binding part of this agreement.

## 5. EIT Urban Mobility Master School

The Urban Mobility Master School is part of the educational activities carried out by EIT Urban Mobility in its goal to educate future entrepreneurs and innovators for Europe. Together with its Partner Universities, EIT Urban Mobility is striving to establish the Master School as frontrunner for innovation and entrepreneurship in rethinking urban spaces and mobility for a prosperous Europe. The EIT Urban Mobility Master programmes are designed to conform to the EIT Label, a certificate of quality that is awarded to excellent educational programmes that focus on innovation, entrepreneurship, creativity, and leadership and that are based on the integration of education, research and business.

### 5.1 Organisation of the Master School

The EIT Urban Mobility Master School is organised with a central management group and a central advisory board for all programmes to ensure coherent and impactful EIT labelled education throughout the entire Master School.

#### 5.1.1 Master School Management Group

The Master School Management Group manages the Master School, coordinates, and executes its programmes, and activities. The group consist the Master School Head and Administrative Manager, Programme Leads, Working Group Chairs and Co-Chairs, as well as academic and administrative representatives from each Partner University.

##### Master School Head

The Master School Head chairs the Master School Management Group and is responsible for the overall organisation, execution, and operations of the Master School towards Partner Universities and the KIC. The Master School Head reports to the Director Academy of EIT Urban Mobility.

##### Master School Administrative Manager

The Administrative Manager leads the Master School Office (MSO) as the central administrative organ of the Master school and is responsible for its operations.

##### Programme Leads

Programme Leads are responsible for their respective programmes and act as single point of contact towards the KIC for their programme consortium. Programme Leads are nominated by Programme Committees and appointed by the Director Academy of EIT Urban Mobility.

## Local Programme Coordinators

Local Programme Coordinators are responsible for the local programme implementation at each respective Partner University. They are part of the respective Programme Committee. Local Programme Coordinators are appointed by the respective Partner Universities.

## Programme Committees

Programme Committees consist of the Programme Lead and Local Programme Coordinator from each participating university. The Committee has the responsibility to ensure a local implementation of the programmes according to the programme descriptions. Furthermore, the committee acts as selection committee in the admission process.

## Local Administrative Coordinators

Administrative coordinators from each Partner University are the main point of contact and responsible for coordinating administrative matters between Partner Universities and the Master School Office.

### 5.1.2 Master School Office

A designated Partner University hosts the Master School Office. It is the central administrative organ of the Master School and coordinates the admission process for the entire Master School, the scholarship allocation, and the student mobility. The MSO also coordinates and monitors study progress of all EIT Urban Mobility students in close collaboration with Partner Universities. The MSO serves as the main point of contact for Partner Universities in student matters and maintains a network of administrative representatives from all Partner Universities. The MSO supports EIT Urban Mobility in issuing the EIT Label certificate to successful graduates.

### 5.1.3 Master School Advisory Board

The Master School Advisory Board aims to ensure that the strategic objectives of the KIC and the Master School are well formulated and met. To ensure the relevance of the MSc programmes, representatives from all sides of the knowledge triangle form the board. This includes representatives from cities, industry, research institutes and business as well as student and alumni representatives. The Advisory Board is chaired by the Head of the Master School, and it is the responsibility of the Management Group to propose its members.

## 5.2 Structure of Master School Programmes

The EIT Urban Mobility Master programmes are two year, double degree programmes (120 ECTS) leading to two degrees, one from the Entry University and one from the Exit University, where each is in a different country. The programme curricula include a mandatory minor in Innovation & Entrepreneurship, a mandatory MSc thesis, and a mandatory cross-organizational and international mobility. The language of instruction is English. All EIT Urban Mobility Master programmes are subject to the EIT Label quality assurance system.

### Structure of the 2-year programme:

- First year: Entry University, min. 60 ECTS including I&E courses
- Summer School, 3 ECTS (included in second year I&E courses).
- Second year: Exit University, min. 60 ECTS including I&E courses.

EIT Urban Mobility strives to include online learning in all programmes (fully online and blended formats), including a common online learning repository for elective courses.

### 5.3 Programme Portfolio

The current programme portfolio is included as Annex A to this agreement. The portfolio shall be reviewed jointly by Partner Universities and EIT Urban Mobility on a regular basis. Annexes may be updated annually where required.

### 5.4 Student numbers

In order to run effective and meaningful EIT labelled Master Programmes and to give students the educational experience EIT Urban Mobility and Partner Universities strive for, a critical mass of students is required in each programme and at each Partner University.

Should the number of recommended applicants within a specific programme at a Partner University be too low, the Partner University as well as Urban Mobility have the right to cancel the programme at this university and for this particular intake. Partner Universities may cancel the intake for a programme with fewer than 5 applicants recommended for admission. EIT Urban Mobility may cancel the intake for a programme at a Partner University with fewer than 10 applicants recommended for admission.

The cancellation is only possible if announced to applicants prior to any study offer or the admission of students. Affected applicants should be offered an alternative study path within the EIT Urban Mobility Master School if possible.

### 5.5 Admission

EIT Urban Mobility's Master School has a common and jointly executed admission process for its Master programme portfolio. The MSO coordinates this admission process centrally as outlined below and detailed in Annex C.

- Standardized web-based application
- Eligibility and English proficiency check
- Candidate ranking, evaluation and recommendation by Programme Committees
- Final admission processing by Entry and Exit University
- Enrolment of accepted candidates by Entry and Exit University

### 5.6 Registration and Enrolment

Admitted students that have accepted the study offer will be registered and enrolled at Entry and Exit University according to local university regulations. EIT Urban Mobility students are treated as regular students at Entry and Exit University with the same rights and obligations as any other student. Students shall be given support for housing, language courses and other services usually rendered to international students.

### 5.7 Student Agreement

The Partner University hosting the MSO will engage into Student Agreements on behalf of the EIT Urban Mobility Master School consortium and, where applicable, Scholarship Agreements with admitted students for the entire duration of the

studies (two academic years). These documents are signed by students and an authorized representative of the EIT Urban Mobility Master School Office.

Study progress of all EIT Urban Mobility students is monitored by MSO, in collaboration with Partner Universities. The study progress regulations for these programmes imply that students who do not pass at least 80% of the credits in the first year of the programme (entry year) may not continue the programme in the following year.

### 5.8 Delivery of Academic Degrees

The local guidelines of the Entry and Exit University are used for issuing the double degree (incl. awarding the degree, the grade of merit and the way in which results obtained at the other Partner University are taken up in the calculation of the final degree). Any potentially conflicting guidelines shall not be applied to the disadvantage of the degree candidate.

EIT Urban Mobility issues the EIT Label Certificate to students upon fulfilment of all relevant requirements. Partner Universities agree to the principal of mutual recognition of examination results and credits (ECTS) awarded.

## 6 Obligations of EIT Urban Mobility

- Coordinate all Master School activities with EIT and perform its duties in accordance with the relevant regulations and the Business Plan
- Monitor the execution of this Agreement including the Annexes
- Coordinate the EIT Urban Mobility Master School operations and communicate with Programme Leads, Local Programme Coordinators, administrators and faculty
- Decide on, propose and fund team-building events to foster an EIT Urban Mobility community
- Support the cross-organizational mobility (students internships) with KIC partners, including making an adequate internship matchmaking platform available
- Appoint the Head of the Master School and finance this position
- Maintain and financially support an EIT Urban Master School Office located and staffed at a designated Partner University
- Apply a quality assurance policy, in accordance with the EIT Label Handbook, and operate a systematic quality assurance process, with annual quality checks, based on student and labour market surveys as well as EIT Urban Mobility partner input
- Undertake all reasonable efforts to ensure sustained financing for the EIT Urban Mobility Master School
- Support cooperation and involvement of non-university KIC partners in Master School activities
- Manage the global marketing of programmes
- Support global student initiatives, such as a student alumni association
- Provide and license self-owned and/or third party-owned platform for online courses and course content.

## 7 Obligations of Partner Universities

- Perform duties in accordance with all relevant regulations and the Business Plan

- Ensure that the Master programmes are available as self-standing Partner University programmes/tracks and hence award accredited and recognized degrees in accordance with the respective national higher education legislation and other external or internal regulation
- Run the courses which lie within each university's responsibility
- Appoint a local contact person for communications (branding, marketing, communications etc.)
- Appoint a local contact person for administration and admission
- Appoint Local Programme Coordinator/s
- Appoint one I&E contact (innovation and entrepreneurship coordinator)
- Appoint a contact person for industry partners of the KIC
- Administrate local admission and registration
- Follow student study progress and provide the MSO with study progress on a regular basis
- Implement the EIT label quality assurance policy as published on the website of the EIT
- Assist the incoming students in finding appropriate housing
- Actively take part in student recruitment, and perform marketing and communication activities at university and KIC-level,
- Implement co-branding following the EIT guidelines as agreed with and provided by the KIC
- Market the programmes to local students at least on a level with comparable local non-EIT programmes
- As Exit University, allow the related Entry University to be part of Master theses assessments
- Facilitate students internship (external trainee positions) opportunities within the local eco-system
- Offer local examination of courses approved for a common online (compulsory and/or electives) course portfolio

Adhere to the principal of mutual recognition of examination results and credits (ECTS) awarded between all Partner Universities (including conversion of credits and grading if required. Grading and conversion tables may be included in Annex A for each programme).

All universities signing this Agreement are collectively responsible for establishing Programme Committees. The Programme Committees shall:

- Select students among all applicants (checking specific admission requirements, ranking the applicants to be admitted and ensuring the quality of the admission process)
- Consider requests for change of Exit University during the entry year
- Maintain a dialogue with industrial companies, city partners and other relevant stakeholders with regards to students' competencies and labour market needs and support the dialogue between local ecosystem and the KIC
- Actively monitor, evaluate and work to ensure the programme's quality, recognition and branding

## 8 Financial Matters

The budget for the EIT Urban Mobility Master School is allocated via the Business Plan of EIT Urban Mobility and as such subject to approval by the EIT. All Parties shall perform their obligations in accordance with the Business Plan and be responsible for correct and accurate cost reporting.



The Master School budget consists of the following categories:

- Financial support for KIC added value activities (KAVAs). Partner universities can receive financial support for the management, coordination and development of KAVAs on actual cost basis.
- Participation fee reimbursement. Partner Universities can receive participation fee reimbursements for active students within the limits described in Annex D.
- Scholarship budget for students. EIT Urban Mobility offers scholarships to attract highly talented students from across Europe and globally.

Annex D describes the details of the financial matters of the Master School.

## 9 Duration of the Agreement

This agreement will enter into effect on the last date of signature and shall be valid for the intake of three cohorts (cohort 2023, 2024, and 2025). Students admitted to the EIT Urban Mobility Master School under this agreement shall be treated according to this agreement for their entire study period of two academic years, regardless of any succeeding agreement. The financial model of this agreement (detailed in Annex D) will be introduced with cohort 2023 and run in parallel with the financial model of the previous agreement in 2023 for students from previous cohorts (2020-2022). The new financial model of this agreement will then replace the previous model for all active students of all cohorts from 2024 onwards.

Parties agree to honour all obligations, which by their nature are intended to survive the termination or expiration of this agreement. These include but are not limited to participation fee reimbursements to Partner Universities, scholarship commitments towards students, enrolment of students and studies at Partner Universities. All enrolled students must be allowed to complete their studies under the terms of this agreement within the stipulated study period.

In the event that the EIT does not enter into the SGA for a relevant year, EIT Urban Mobility shall have the right to terminate this agreement with immediate notice. Ongoing admission processes may be stopped.

Parties may unilaterally withdraw from this agreement with a notice period of one year. Obligations mentioned above must be honoured for all students enrolled at the time notice is given.

Each of the parties may terminate this agreement with immediate effect if it is proven that the other party is involved in a serious violation of human rights.

## 10 Accession Procedure

Partner Universities not signatory party may accede to this agreement by signing a letter of accession provided as Annex F. The intent to accede shall be announced to the Head of the Master School in writing and well in advance to allow for both academic planning within the Master School as well as the business planning of the KIC. The Head of the Master School shall inform other parties of any such intend without undue delay.

## 11 Amendments and changes

All Annexes may be revised on a yearly basis following a decision of the Management Group. Programme Content Annexes (Annexes A and B) may be added, removed or replaced following agreed portfolio changes by the Management

Group and the Academy Director without changing this agreement. Only changes and amendments to the main agreement require a 2/3 majority of the signatory parties.

## 12 Liabilities

No Party shall in any event be liable in connection with this Agreement for any of the following:

- loss of profits, revenue, income, interest, savings, shelf-space, production and business opportunities
- lost contracts, goodwill and anticipated savings
- loss or damage to reputation or to data
- any type of indirect, incidental, punitive, special or consequential loss or damage

In no event will either party's total liability for all claims, regardless of legal theory, exceed an amount equal to 50.000 Euro.

For the sake of clarity, each Party shall be solely liable for any loss, damage or injury to third parties resulting from the performance of the said party's obligations by it or on its behalf under this agreement or from its use of data or intellectual property rights. For the sake of clarity, neither Party is responsible for student's acts or neglects.

## 13 Governing Law and Disputes

This agreement is exclusively governed by Spanish law. All Parties shall attempt to jointly and amicably resolve all disputes that may arise in connection with this agreement. All disputes that cannot be resolved by the parties shall be submitted to the competent court in Barcelona. The language of the proceedings shall be English.

## 14 Data Protection

Each party undertakes to take all necessary measures required by the legislation to ensure confidentiality and protection of personal data, and agrees to use and/or process the personal data only for the purpose that is necessary for managing and administering this agreement. All data considered as personal data shall be processed in accordance with national laws and regulations including General Data Protection Regulation (EU) 2016/679 (GDPR). Further details are described in Annex E.

## 15 Annexes

Annex A.1 – Smart Mobility Data Science and Analysis  
Annex A.2 – Sustainable Urban Mobility Transitions  
Annex B – The Innovation and Entrepreneurship minor  
Annex C – The Admissions Process  
Annex D – Financial Matters  
Annex E – Data Protection and GDPR  
Annex F – Accession Letter