



ANNEX VIII
CyberMACS STUDENT AGREEMENT

Between the Student:

First name	
Surname	
Gender	
Place of birth	
Date of birth	
Nationality	
Passport number	
Passport expiry	
Scholarship/Self-Funded	

And:

The Consortium of universities taking part in the European Master of Applied Cybersecurity (CyberMACS):

KHAS – Kadir Has University, Istanbul, Turkey

SRH-Berlin University of Applied Sciences, Berlin, Germany

UKIM- Ss. Cyril and Methodius University in Skopje, Republic of North Macedonia

(Hereafter referred to as Partner Universities) represented by the European Programme Coordinator:

Hasan Dağ

KHAS – Kadir Has University, Istanbul, Turkey

Kadir Has Caddesi, Cibali, Fatih, Istanbul, Turkey 34803



About the Student Agreement:

It is of great importance to provide students enrolled in an Erasmus Mundus Joint Master's Degree programme with clear guidance on their rights and obligations during their course participation. This agreement is signed by both the coordinating institution (KHAS) and **all enrolled CyberMACS students**.

Some of the articles in this agreement only concern students with scholarship. It is the students' responsibility to check/know their status and read this agreement accordingly.

The parties above agree that:

1. This Agreement regulates the mutual rights and obligations between the parties in all that concerns the European Master's Programme in Applied Cybersecurity (hereafter CyberMACS) to be delivered according to:
 - (a) The European Charter for Higher Education (ECHE).
 - (b) Erasmus+ Programme Guide 2022.
 - (c) The Grant Agreement Number: 101082683 (Project Number 01082683 between the European Education and Culture Executive Agency (EACEA) (hereafter EACEA), acting under powers delegated by the European Commission and the Consortium.
 - (d) Other relevant national and international laws.

The Student and the Partner Universities are obliged to participate fully in CyberMACS in accordance with the Programme of studies approved and supported by the European Commission Grant Agreement Number 101082683 (Project Number 01082683 signed with the EACEA).

2. Scholarship (only for the Students with scholarships)

Students with scholarship will receive **1400€/per month for 24 months**, granted by the European Commission, to finance his/her participation in the two-year CyberMACS, starting in the academic year 2023-2024. **Students with scholarship** shall assess all information regarding their scholarship in conjunction with the **Model Scholarship Contact**.

The starting date of the scholarship for 2023-2024 edition is: 1 September 2023¹.

Students with scholarships shall recognize that scholarship might be reduced in case of the minimum mobility requirements are not fulfilled (proportionate amount corresponding, for instance, to the missing mobility period of the concerned academic semester).

¹ The actual amount of September's scholarship will be calculated based on the date that student arrives and registers for the programme.



3. The Eligibility Conditions for Scholarship

CyberMACS Joint Selection Committee selects scholarship students with respect to the academic merit and geographical balance.

The Scholarship holders shall comply with the following conditions:

(i) have — at the date of enrolment — a first higher education degree (or demonstrate a recognised equivalent level of learning according to national legislation and practices in the degree-awarding countries)

(ii) not have already benefitted from a previous Erasmus Mundus Joint Masters (EMJM) scholarship

4. Academic Programme

- (e) CyberMACS is a comprehensive full-time Master of Science Programme with 120 ECTS. The Programme begins in the fall of each academic year and has a duration of four semesters spread over 24 months (no scholarship payment is to be made over 24 months). This duration might slightly change with respect to the academic calendars of partner Universities. It is Student's obligation to check the academic calendars and local academic regulations of the partner Universities.
 - (f) CyberMACS focuses on applied cybersecurity. It provides students the unique opportunity to acquire both applied and theoretical skills in cybersecurity and to consolidate and apply them by gaining first-hand intercultural experience in partner countries.
 - (g) The language of instruction and examinations is English. Local language, culture courses might be a part of the Master study programme.
 - (h) CyberMACS students will learn about basic and applied issues in cybersecurity and will be able to gain crucial work experience in this area through internships in public and private sector institutions. Students will also receive rigorous training in research methods, soft skills, and statistical analyses. The learning outcomes of CyberMACS will provide students with a broad range of career opportunities in national and international organisations and academia.
 - (i) Graduates will be awarded a double degree by CyberMACS Partner Universities, at which they complete at least 60 ECTS.
 - (j) CyberMACS consists of the following:
 - A compulsory mobility path consisting of two mobilities defined as studying full semesters at two different Consortium Universities and obtaining at least 30 ECTS from each of these Universities. The compulsory mobility paths are specified in the CyberMACS Handbook and regulations.
 - By mobility, it is meant that the Student has moved to one of the Consortium universities for a full semester and obtained at least 30 ECTS at this university. Shorter sojourns or sojourns for which the Student has obtained less than 30 ECTS shall not be considered as a mobility.
- The Consortium and the Student hereby agree that the Student is allocated to the compulsory mobility path: [KHAS-UKIM] [KHAS-SRH] [KHAS-SRH-UKIM]**
- Compulsory participation in the CyberMACS Winter School and Summer



School/International Conference, as specified in the CyberMACS Handbook.

- An internship of approximately 320 hours, with a typical duration of 8 weeks full-time.
- (k) The Student recognizes that the student cohort will be distributed equally between the three Partner Universities and the final allocation to compulsory and optional mobilities will be conditional on the capacity of a specific university, the availability of internship spots, and the chosen thesis advisor(s). Within this constraint, the Student is encouraged to express her/his preferences for mobilities during the application period.
- (l) The Student recognizes that the pre-condition of starting the mobility is attending and successfully completing all the courses, attending the winter school for the first intakes, attending the summer school for the later intakes attending to CyberMACS/Applied Cybersecurity International Conference, completing the compulsory practical training (unless waived by the Executive Board) in the first-year University, KHAS, according to the University's academic regulations². The final decision on progression to Year 2 of the programme is at the discretion of the CyberMACS Executive Board. It is the Student's responsibility to check the academic calendar and the local academic regulations regularly.
- (m) Assessment of the courses can be achieved through a combination of written and oral examinations, essays, computer and laboratory exercises, oral presentations, fieldwork reports, short coursework assignments, poster presentations, and a research project report, according to the respective syllabus that will be provided by CyberMACS.
- (n) The Student shall select her/his own research topic for the Master thesis not later than the date announced in the academic calendar in the respective Partner University. The Master thesis project will be subject to approval by the Master Management Committee and relevant committees at the respective university regarding its feasibility, ethical aspects and concordance with the objectives and learning outcomes of CyberMACS. Student Master Thesis will be jointly supervised by at least two academics from two different Partner Universities, including at least one institution in which the Student has studied as part of their compulsory mobility. The Student shall choose the first supervisor and shall be allocated the second supervisor from one of the other Partner Universities based on the expertise in the chosen topic and formal requirements.
- (o) The academic success criteria to be eligible to defend a master's thesis will be put by the partner Universities (KHAS-SRH, KHAS-UKIM, KHAS-SRH-UKIM) with respect to the destination of the Students' mobility.
- (p) The Student shall submit his/her master's thesis not later than the date announced in the academic calendar of the 2nd year. The defence of the master thesis shall take place not later than the date announced in the same calendar year. The Student recognized that if the thesis is not defended by this date for any reason on the Student's side, a full fee for the following semester shall be due. In case of a *force majeure* (i.e., unforeseeable and unavoidable catastrophes) which prevents the Student to defend his/her master thesis, the Student shall inform his/her advisor(s). The Executive Board and the Programme Coordinator will assess the situation specifically and will arrive a conclusion.

5. Degree award

² On any exception a written request must be made to the Executive Board.



- (q) No diploma is awarded at the end of the first year of study of the CyberMACS programme.
- (r) Graduating from the CyberMACS Programme will lead to a double degree diploma, which is an internationally recognized Master-level qualification issued by all institutions where the Student has successfully passed a minimum of 30 to 60 ECTS (the required minimum may vary depending on the specific institution) and, if formally required, the institution to which one of the Student's master thesis supervisors is affiliated.
- (s) The Student will be issued a diploma supplement to accompany the degree awarded that includes reference to the double-degree nature of CyberMACS, the Programme structure and content, mobility, and mark scheme. This diploma supplement is designed to enhance recognition and understanding of the degree award among employers, universities, and other interested organisations.
- (t) The Partner Universities will convert marks between universities to the ECTS grading scale in accordance with the below table of conversion:

ECTS	Erasmus Grades	Turkey (KHAS)	Germany (SRH)	North Macedonia (UKIM)
A	Excellent (Best 10%)	AA	1.0	10
B	Very Good (Next 25%)	BA	1.3 1.7	9
C	Good (Next 30%)	BB	2.0 2.3	8
D	Satisfactory (Next 25%)	CB	2.7 3.0	7
E	Sufficient (Next 10%)	CC	3.3 3.7 4.0	6
F	Fail	FF	5.0	5

- (u) In addition to the diploma supplement, the Student will receive a transcript of records listing all the courses that have been validated within CyberMACS. This transcript will be issued by each institution at the end of the study period at that institution.
- (v) The exams and holidays periods will be communicated by the hosting institution at the beginning of the semester.

6. Participation costs

CyberMACS participation costs include:

- (w) There is no application fee for the Programme.
- (x) The unique tuition fee is described below.

For CyberMACS edition 2023-2024, the unique tuition fee has been set at:

- **For students awarded a full scholarship**, there is no tuition fee for the whole duration of the Programme. Students will be required to pay the local transportation/semester ticket costs.
- **For students who are not awarded any scholarship**, the tuition is 5175 Euro for the whole duration of the Programme. Students will be required to pay the local



transportation/semester ticket costs.

The Consortium and the Student hereby agree that the Student is classified as a Partner Country /Programme Country [DELETE AS APPROPRIATE] Student in line with the rules governing Erasmus+: EMJM student scholarships as outlined in the Erasmus+ Programme Guide published by the EACEA.

- (y) There is no cost for compulsory participation in the CyberMACS Winter and Summer School/International Conference, as specified in the CyberMACS Handbook; however, students will need to pay for their transportation to and for their accommodation during the Winter and Summer School/International Conference.
- (z) Compulsory insurance for all students will be covered by the Full Partners. The insurance for the first year for all students for each Intake will be covered by the coordinating university, insurance for the second year will be paid by the mobility university.
- (aa) No additional costs (registration fee, service fee) may be charged by specific Consortium universities upon enrolment.

7. Obligations of the Partner Universities

The Partner Universities are obliged to:

- (bb) Deliver the Programme in full as approved by the European Commission and as described in the CyberMACS Handbook published on the Programme website, including academic content, calendar, structure, degree awards, and participation costs (if any).
- (cc) Provide well-qualified staff and high-quality resources to teach and support the Student during the Programme.
- (dd) Ensure that the Programme is well organised, well taught, and up to date.
- (ee) Maintain robust quality assurance procedures incorporating student feedback and external scrutiny.
- (ff) Apply procedures and processes for teaching and assessment in a fair, just, and equitable way for all Programme Students.

8. Obligations of Coordinating Institution

The Coordinating Institution is obliged to:

- (gg) Return to any **non-scholarship student** who withdraws from the Programme before its completion pre-paid tuition in the amount of the fee for any semester not yet begun. The tuition fee paid by self-financed (non-scholarship) students is considered as follows: The 49% for the initiation and the first semester, 17% for the remaining each semester. Thus, any refund will be based on this distribution. Registration for the first semester is considered as the whole first semester and hence no refund can exceed 51% of the whole tuition paid.

9. Rights of Programme Students

- (hh) The Student will have an academic advisor at each institution that acts as the initial contact



point and source of advice for queries and concerns at the individual Partner University, whether academic, logistic, administrative, social, or cultural.

- (ii) Each Partner University will offer the Student all the services that are also available to local students (e.g., language courses, library access, social services, internet access, sports facilities) during their stay in the relevant university.
- (jj) The rights and responsibilities of Programme students during their stay at a Partner University shall be the same as those of the other Master students enrolled at that university. Students will enjoy the same benefits and shall be likewise subjected to the regulations and standards of conduct which are in force at the Partner University.
- (kk) Each Partner University will offer information on local and national administrative and logistical processes, for example, university enrolment, accommodation (cost of living, finding and renting flats), university facilities, Programme-related travel, visa information, registration with local authorities, and residence permits. This information shall be provided to students in the CyberMACS Handbook and individual university welcome brochures before the start of the edition of the Programme in which they are enrolled and upon the Student's request by relevant services at each Partner University.
- (ll) The Student has the right to raise complaints regarding academic and administrative aspects of CyberMACS by following the procedures established in CyberMACS Handbook and according to Erasmus+ regulations. Complaints should be initiated at the relevant level, generally starting at a local level with the Local Administrative Coordinator at the specific Full or Associated Partner concerned. In the event of failure to resolve student complaints by the Local Administrative Coordinator, complaints will be escalated either to the higher level at the Full Partner concerned or the Executive Board, depending on the nature of the specific complaint. If not resolved, the Executive Board shall attempt to settle the dispute by arbitration. The courts of the country of the institution where the Student is enrolled shall be considered the competent authorities to resolve any further legal dispute between the Consortium and the Student emerging from this Agreement.

10. Obligations of Programme Students

The Student is obliged to:

- (mm) Attend and actively participate in the Programme (lectures, seminars, teaching and learning events including Joint Integration Week, CyberMACS Winter School, Summer School/International Conference, internships, practical training, assignments, etc.);
- (nn) The student shall attend special lectures and seminars taught by "scholars" or invited professors in the framework of CyberMACS, even if they do not lead to the award of ECTS. Local Administrative or Local Academic Coordinators will inform the student when these lectures are scheduled.
- (oo) Follow the compulsory mobility path to which the Student has been allocated;
- (pp) Uphold professional and academic ethics during the study cycle;
- (qq) Comply with the local code of conduct at any university he or she is enrolled at;
- (rr) Commit no fraudulent act, in particular, abstain from cheating, falsification or plagiarism of academic work;



- (ss) Not abuse or misuse equipment and facilities, nor perform any unauthorised access or violation of departmental, school, or university rules;
- (tt) Deliver the expected outputs (projects, assignments, publications, etc.) in accordance with the Programme's requirements;
- (uu) Achieve the expected performance results in order to be allowed to continue participating in CyberMACS;
- (vv) Inform the Local Academic Coordinator at the university where the Student is enrolled of any prolonged absence and justify it with official certificates whenever required. An unjustified absence of more than 28 days will be considered withdrawal from CyberMACS;
- (ww) Inform the Local Academic Coordinator at the university at which the Student is enrolled of any circumstances that impede the Student from taking an exam and/or other forms of course evaluation.

11. Insurance

- (xx) The Consortium shall ensure that all students are covered by compulsory and comprehensive insurance for health and Programme-related travels during the entire period of studies that meets the requirements for Erasmus Mundus students outlined by the EACEA, as specified in the CyberMACS Handbook. This insurance will be paid from the CyberMACS budget and shall have no additional costs for the students.
- (yy) Partner Universities are exonerated from any responsibility for accidents, illnesses, injuries, losses, or damages to persons or goods resulting from or in any way related to the activities that are the object of the present Agreement.

12. Intermission

Intermission from studies in the Programme will only be granted to the Student in grave and exceptional circumstances. During periods of intermission, any **Scholarship allowance** will be suspended. Periods of intermission will not normally be granted for periods longer than 2 semesters. Applications for intermission should be made in advance to the CyberMACS Executive Board through the Local Administrative Coordinator or Programme Manager and require the support of the master thesis supervisor or/and the Local Academic Coordinator.

13. Modification of the Student Agreement

Any alteration to the present Agreement must be agreed upon by the Consortium and the Student in writing. All alterations to the initial situation of the Student must be immediately communicated by the Student to the Consortium. Upon mutual agreement of contractual modifications, the Consortium will issue addenda to the present Agreement.

14. Cessation of the Student Agreement

The Agreement is valid from the academic year indicated in the second page and remains valid until the end of the normal duration of the CyberMACS programme.



This Agreement may be ceased by any of the parties. Cessation must be communicated in writing to the other party, including the reasons for ceasing the contractual relationship. Failure to comply with the obligations of CyberMACS Students laid down in this Student Agreement may be a reason for the Consortium to dissolve the Agreement and claim back any unspent funds of the Student's Scholarship (if applicable).

15. 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, acting as stakeholders of CyberMACS.

14. Participation in quality assurance processes

The Student commits to taking part in programme surveys/evaluations conducted by the Consortium and/or the European Commission/EACEA, and is strongly encouraged to join the Erasmus Mundus Students and Alumni Association (EMA, see <http://www.em-a.eu>)

Under the present contract, the Student confirms the following:

- That s/he will attend continuously in accordance with the regulations of each institution and with the objective of successfully passing, the courses/modules, and the dissertation (including discussions with supervisors during the dissertation writing period) inherent in the Programme of study.
- That s/he has provided authentic information during the application and registration and on the online application and pre-registration tools.
- That s/he shall repay the financial support in case of fraud or false declaration (**only for the Students with scholarships**).
- That s/he has not received an Erasmus Mundus Scholarship before (**only for the Students with scholarships**).
- That s/he will not benefit from another EU funded scholarship scheme to follow the same EMJM course for the entire period of the course (**only for the Students with scholarships**).
- That s/he commits to participate to the EMJM/EACEA surveys/evaluations and to join the Erasmus Mundus Students and Alumni Association (EMA).
- That s/he will apply for all necessary visas in due time and has informed the Consortium about all circumstances s/he knows that might prevent her/him from getting a visa to one of the Consortium countries.
- That s/he will inform the Programme Coordinator as soon as possible of any event or circumstances likely to affect the Student Agreement.

By signing this Student Agreement, the Student confirms that he/she understands his/her obligation



to abide by the policies defined in this agreement.

SIGNED AS AGREED BY:

CyberMACS European Academic Coordinator on behalf of the Consortium

Date :

Place :

Signature :

Name :

The Student

Date :

Place :

Signature :

Name :

