

EIT Urban Mobility Master School Agreement

September 2023



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By and between,

On the one hand,

- **EIT KIC URBAN MOBILITY, S.L.U.**, a private limited company, having its registered office and place of business at Avinguda Diagonal, 211, 08018, Barcelona, Spain, with company registration number and VAT number B67513630, legally represented herein by Maria Tsavachidis, acting as CEO and
- **EIT KIC URBAN MOBILITY FOUNDATION**, a foundation having its registered address also at Avinguda Diagonal, 211, 08018, Barcelona, Spain, with company registration number and VAT number G72637044, legally represented herein by [signatory for the Foundation], acting as [position of the signatory].

Hereinafter, EIT KIC Urban Mobility, S.L.U. and EIT KIC Mobility Foundation will be jointly referred to as “**EIT Urban Mobility**”.

And on the other hand,

- **AALTO UNIVERSITY**, [with identification number?], having its registered office at [:], legally represented herein by Petri Suomala, Vicepresident for Education; hereinafter, “**Aalto University**”.
- **EINDHOVEN UNIVERSITY OF TECHNOLOGY**, [with identification number?], having its registered office at [:], legally represented herein by Frank Baaijens, Rector Magnificus; hereinafter, “**TU Eindhoven**”.
- **UNIVERSITY OF GHENT**, [with identification number?], having its registered office at [:], legally represented herein by Rik Van De Wall, Rector Universiteit Gent; hereinafter, “**University of Ghent**”.
- **INSTITUTO SUPERIOR TECNICO**, [with identification number?], having its registered office at [:], legally represented herein by Prof Rogério Colaço, President; hereinafter, “**IST**”.
- **ROYAL INSTITUTE OF TECHNOLOGY**, [with identification number?], having its registered office at [:], legally represented herein by Sigbritt Karlsson, President; hereinafter, “**KTH**”.
- **TECHNISCHE UNIVERSITÄT BRAUNSCHWEIG**, [with identification number?], having its registered office at [:], legally represented herein by Dr. Angela Ittel; hereinafter, “**TU Braunschweig**”.
- **UNIVERSITAT POLOTÈCNICA DE CATALUNYA**, [with identification number?], having its registered office at [:], legally represented herein by Daniel Crespo, Rector; hereinafter, “**UPC**”.
- **UNIVERSITY OF TARTU**, [with identification number?], having its registered office at [:], legally represented herein by Toomas Asser, Rector; hereinafter, “**University of Tartu**”.

Aalto University, TU Eindhoven, University of Ghent, IST, KTH, TU Braunschweig, UPC and University of Tartu will be individually referred to as a “**Partner University**” and jointly as “**Partner Universities**”.

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

1. Preamble

EIT Urban Mobility is an initiative of the European Institute of Innovation and Technology (the “EIT”), currently regulated by Regulation (EU) 2021/819 of the European Parliament and of the Council of May 20, 2021 (the “EIT Regulation”), aimed to encourage positive changes in the way people move around cities in order to make them more liveable spaces. In this regard, EIT Urban Mobility is to rethink and improve the use of urban spaces and ensuring safe, efficient and sustainable multimodal mobility. EIT Urban Mobility has become one of the largest European initiatives transforming urban mobility.

EIT Urban Mobility has entered into a Partnership Agreement with the EIT, with the effective date of 1 January 2021, establishing a long-term cooperation laying down the general terms and conditions under which the EIT Urban Mobility must operate as an institutionalised European partnership under the Horizon Europe Programme (the “PA”).

Within the framework of the PA, the EIT and EIT Urban Mobility have entered into a Grant Agreement, with effective date 1 January 2023, under which the EIT has granted a grant to EIT Urban Mobility for the action Business Plan 2023-2025 (the “Business Plan”), to carry out a series of activities contributing to the overall objectives of EIT Urban Mobility in accordance with the EIT Regulation, contributing to the integration of the knowledge triangle of education, business, research and innovation, in a thematically focused innovation system and contributing to the overall objectives of the EIT (“KIC Added Value Activity” or “KAVAs”) (the “Grant Agreement” or “GA”).

The EIT Urban Mobility Master School is a KAVA included in the Business Plan. The EIT Urban Mobility Master School aims at filling the existing gap within the university education area with a challenge-driven pan-European 2- year EIT-labelled master programme, combining innovation and entrepreneurship training with technology to educate and train future sustainable urban mobility practitioners and entrepreneurs. This KAVA concerns the EIT Urban Mobility Master School’s development, execution and operations, including the running of the Master School Office, the organisation and execution of the annual kick-off event and graduation ceremony, programme development and execution for existing and prospective programmes, allowances paid to students and tuition fees. It also includes the position of Head of Master School.

The GA sets out the rights and obligations applicable to the EIT grant, which, among others, allows EIT Urban Mobility to provide financial support to third parties for projects and actions related to KAVAs (the “Financial Support to Third Parties”).

In this regard, Partner Universities are leading European universities that offer studies in the field of urban mobility and that are willing to join EIT Urban Mobility in its mission to foster urban mobility sustainability and knowledge spread, and to contribute to and implement the KAVA of the EIT Urban Mobility Master School.

Therefore, Partner Universities are involved in such KAVA as recipients of Financial Support to Third parties, in the form of grants, prizes or similar forms of support as described in Article 9.4 and Annex V of the GA. Thus, each Partner University has entered into a Financial Support Agreement with EIT Urban Mobility.

2. Purpose

The purpose of this EIT Urban Mobility Master School Agreement (hereinafter, the “**Master School Agreement**”) is to regulate the organization and content of the master school, including the rights and obligations of the Parties in relation to the implementation of the master school.

The annexes are an integral and binding part of this EIT Urban Mobility Master School Agreement.

3. EIT Urban Mobility Master School

3.1 Structure of Master School Programmes

The EIT Urban Mobility Master programmes are two-year, double degree programmes (120 ECTS) taught at two different Partner Universities and leading to two degrees, one from each study university.

Students study the first year of the EIT Urban Mobility Master in one university (the “**Entry University**”) and the second year in a different university, located in a different country (the “**Exit University**”). Students must attend a summer school (“**Summer School**”) which organization and content does not form part of this Agreement.

The programme curricula include a mandatory minor in Innovation & Entrepreneurship, a mandatory 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.

The EIT Urban Mobility Master School programmes are recognized in all the countries where the programmes are taught.

3.2 Programme Portfolio

The current programme portfolio is included as Annex A to this Master School Agreement. The portfolio shall be reviewed jointly by Partner Universities and EIT Urban Mobility on a regular basis and ensure alignment with the requirements of Annex B of this Master School Agreement. Annexes may be updated where required.

3.3 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 EIT 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 their admission. If possible, affected applicants should be offered an alternative study path within the EIT Urban Mobility Master School.

3.4 Admission

The EIT Urban Mobility Master School has a common and jointly executed admission process. The EIT Urban Mobility Master School Office (as defined below) 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

3.5 Registration and Enrolment

Admitted students that have accepted the study offer have to and will be registered and enrolled at Entry and Exit University according to local university regulations. EIT Urban Mobility Master School 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.

3.6 Student Agreement

The Partner University hosting the EIT Urban Mobility Master School Office will handle the signature process of student agreements between EIT Urban Mobility and the respective student ("**Student Agreement**"). Where applicable, it will also handle the signature process of the Scholarship Agreements.

Study progress of all EIT Urban Mobility Master School students is monitored by the EIT Urban Mobility Master School Office, in collaboration with Partner Universities. The study progress regulations for the EIT Urban Mobility Master School 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.

3.7 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 principle of mutual recognition of examination results and credits (ECTS) awarded.

3.8 Organisation of the EIT Urban Mobility 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 EIT Urban Mobility Master School.

3.8.1 Master School Management Group

The EIT Urban Mobility Master School Management Group manages the EIT Urban Mobility Master School, coordinates, and executes its programmes, and activities. The group consists of the EIT Urban Mobility 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 EIT Urban Mobility Master School Head chairs the EIT Urban Mobility Master School Management Group and is responsible for the overall organisation, execution, and operations of the EIT Urban Mobility Master School towards Partner Universities and the EIT Urban Mobility. The EIT Urban Mobility Master School Head is appointed by EIT Urban Mobility and reports to the Director of Academy of EIT Urban Mobility.

Master School Administrative Manager

The Administrative Manager leads the EIT Urban Mobility Master School Office (MSO) as the central administrative organ of the EIT Urban Mobility 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 EIT Urban Mobility for their programme consortium. Programme Leads are nominated by Programme Committees and appointed by the Director of 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.

3.8.2 Master School Office

A Partner University designated by the Director of Academy of EIT Urban Mobility hosts the Master School Office.

The Master School Office is the central administrative organ of the EIT Urban Mobility Master School and coordinates the admission process for the entire EIT Urban Mobility 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.

The MSO provides administrative support to EIT Urban Mobility in the administrative tasks related to the payment of Participation Fees by Students, on the one hand, and to the payment of Scholarships by EIT Urban Mobility, on the other hand.

3.8.3 Master School Advisory Board

The Master School Advisory Board aims to ensure that the strategic objectives of the EIT Urban Mobility and the EIT Urban Mobility Master School are well formulated and met. To ensure the relevance of the EIT Urban Mobility Master School

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 EIT Urban Mobility Master School, and it is the responsibility of the Management Group to propose its members.

4. Obligations of EIT Urban Mobility

- Coordinate all Master School activities with the EIT and perform its duties in accordance with the relevant regulations and its 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 EIT Urban Mobility's 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 EIT Urban Mobility's 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.

5. Obligations of Partner Universities

- 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 EIT Urban Mobility.
- Administrate local admission and registration.
- Follow student study progress and provide the Master School Office 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 EIT Urban Mobility-level.
- Implement co-branding following the EIT guidelines as agreed with and provided by the EIT Urban Mobility.
- 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 thesis assessments.
- Facilitate students internship opportunities within the local eco-system (external trainee positions).
- 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 EIT Urban Mobility.
- Actively monitor, evaluate and work to ensure the programme's quality, recognition and branding.

6. Financial Matters

EIT Urban Mobility finances the EIT Urban Mobility Master School. 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.

The EIT Urban Mobility Master School budget consists of the following categories:

- Financial support for KIC added value activities (KAVAs). Partner Universities receive financial support for the management, coordination and development of KAVAs on an actual cost basis. This financial support shall also cover the participation fee reimbursement. This is regulated by the Financial Support Agreement entered into between each Partner University and EIT Urban Mobility.
- 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 EIT Urban Mobility Master School.

7. Duration of the Agreement

This EIT Urban Mobility Master School 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 EIT Urban Mobility Master School 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 EIT Urban Mobility Master School 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 terminates the Grant Agreement 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.

8. Accession Procedure

Universities that are not Partner Universities may accede to this Master School Agreement and become Partner Universities 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 EIT Urban Mobility. The Head of the Master School shall inform other Parties of any such intent without undue delay.

9. 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.

10. 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.

11. 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 courts of Barcelona. The language of the proceedings shall be English.

12. 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).

Data protection matters related to this Master School Agreement are further regulated in Annex E.

13. 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

Date: _____ Signature: _____

Espoo, Finland
Petri Suomala
Vice President for Education, Aalto University

Date: _____ Signature: _____

Eindhoven, The Netherlands
Frank Baaijens
Rector Magnificus of Eindhoven University of Technology (TU/e)

Date: _____ Signature: _____

Ghent, Belgium
Rik Van De Walle
Rector Universiteit Gent

Date: _____ Signature: _____

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Prof Rogério Colaço
President of Instituto Superior Tecnico (IST)

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Stockholm, Sweden
Sigbritt Karlsson
President of the Royal Institute of Technology (KTH)

Date: _____ Signature: _____

Braunschweig, Germany
Prof. Dr. Angela Ittel
President of the Technische Universität Braunschweig

Date: _____ Signature: _____

Barcelona, Spain
Prof. Daniel Crespo
Rector of Universitat Politècnica de Catalunya (UPC)

Date: _____ Signature: _____

Barcelona, Spain
Maria Tsavachidis
CEO EIT Urban Mobility

Date: _____ Signature: _____

Tartu, Estonia
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