

ERASMUS MUNDUS JOINT MASTER DEGREE

CO·SI

COLOUR IN SCIENCE AND INDUSTRY

STUDENT AGREEMENT

Governing the roles and obligations of the student and the Coordinating Institution University Jean Monnet and the other Full Partners, duly represented by the Coordinating Institution by virtue of the mandates included in the Consortium Agreement during the period of Programme intake 2015-2017

STUDENT ID

FAMILY NAME [REDACTED]

[as it appears on student passport]

GIVEN NAME/S Al [REDACTED]

[as it appears on student passport]

PASSPORT # R3 [REDACTED] 4

FULL PERMANENT ADDRESS 73 [REDACTED]

[address of the student in home country] [REDACTED] Iran

EMAIL aliza [REDACTED] 1@gmail.com

[personal email]

COUNTRY OF CITIZENSHIP Iran

[citizenship chosen during application in case the student hold dual citizenship]

STATUS Partner country

DATE OF BIRTH 2 [REDACTED] 03/1980

SCHOLARSHIP

E+ JMD SCHOLARSHIP HOLDER

CONSORTIUM SCHOLARSHIP HOLDER

SELF-FINANCED

STUDENT AGREEMENT

2015-2017CSPAC01

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By & between

University Jean Monnet Saint-Etienne

10, Rue Tréfilerie -CS 82301
42023 Saint-Etienne Cedex 2,
FRANCE

(Hereinafter referred to as the ~~%Coordinating Institution~~)

represented for the purposes of signature of this agreement by:
Khaled BOUABDALLAH

and the other *Full Partners*,

University of Granada

Avda. del Hospicio, s/n
C.P. 18071 Granada,
SPAIN

(Hereinafter referred to as ~~%Full Partner~~)

University of Eastern Finland

P. O. Box 111, FI-80101 Joensuu,
FINLAND

(Hereinafter referred to as ~~%Full Partner~~)

Gjøvik University College

Teknologivn. 22,
2815 Gjøvik,
NORWAY

(Hereinafter referred to as ~~%Full Partner~~)

(Hereinafter referred collectively to as ~~%Full Partners~~, or ~~%Hosting Institutions~~)


And

Academic Associated Partners: Chulalongkorn University, Thailand;
Technical University Toyohashi, Japan; Institute of Technology Bandung,
Indonesia; Monash University Malaysia.
Industrial Associated Partners: Chromasens GmbH, Germany; Tecnia
R&D, Spain; Olympus Corporation, Japan; SPECIM Spectral imaging Ltd,
Finland; Soft Color Ltd, Finland.

(Hereinafter referred collectively to as the ~~%Consortium~~)

duly represented by the *Coordinating Institution* by virtue of the mandates
for the signature of this *Consortium Agreement* where a provision applies
without distinction between the *Coordinating Institution* or another *Full
Partners*

of the one part, and


(Hereinafter referred to as ~~%the Student~~)

WHEREAS:

- A. The *Student* has been successfully selected to the 2015-2017 intake of the *Programme* by the selection Committee held on March 23rd, 2015 at University Jean Monnet, France;
- B. The *Consortium and the Student* wish to enter into a *Student Agreement* to ensure the proper participation of the *Student* in the *Programme* activities and guarantee adequate transparency of the *Programme* participation rules by defining both the *Consortium* and *Student's* rights and obligations in relation to her/his Master courses studies

Hereby agree to this Student Agreement

Alain TREMEAU

Academic Coordinator

University Jean Monnet, Saint-Etienne, France
Coordinating Institution

Date

Signature / stamp

François HENNECART

Dean of the Faculty of Sciences and Technology

University Jean Monnet, Saint-Etienne, France
Coordinating Institution

Date

Signature / stamp

I declare that I have read this agreement and accept the conditions included herein.

If you are a EMJMD student (EMJMD scholarship holder)

I certify that I have applied to no more than three (3) EMJMDs for the 2015-2017 intake. I acknowledge that if the *Consortium* or Agency discover that I have applied to more than three (3) EMJMDs my application and scholarship may be cancelled.

I certify that I have never been awarded an EMMC (Erasmus Mundus Master Course - Action 1) scholarship prior to application and I acknowledge that I cannot during the period of the *Programme* be beneficiary of a grant for student or staff mobility in the framework of other higher education programmes funded by the European Union budget.

I acknowledge that attribution and reception of the *EMJMD scholarship* payments during the period of the *Programme* is subject to fulfillment of academic and linguistic levels of competence expected from me prior and during the *Programme* as per this *Student Agreement*. I notably acknowledge that the *EMJMD scholarship* offer may be withdrawn in case I fail the evaluation test assessing my capacity to efficiently follow the *Programme* which will be held during the first month of the *Programme* in accordance with terms laid down in article IV.3.1.5. of the present agreement.

I authorise University Jean Monnet as *Coordinating Institution* of the *Consortium* to deduct the *Participation Costs* directly from the total amount of the scholarship received by the European Commission, at the beginning of each academic year.

If you are a Student from a Partner Country

I certify that I am not resident nor have carried out my main activity (studies, training or work) for more than a total of 12 months over the last five years in a *Programme Country*. The five-year reference period for this 12-month rule is calculated backwards as from the submission deadline defined by the *Consortium* of applying for an *EMJMD scholarship*, i.e. the 27th of February 2015.

If this is the case, I must inform the administrative coordinator without delay and I acknowledge that I shall be considered as coming from a *Programme country*, notably regarding *Participation Costs* and *EMJMD scholarship* management.

I acknowledge that I will not receive the EMJMD scholarship element "Contribution to subsistence costs" for the *Programme* periods (study/research/placement/thesis preparation) exceeding three months spent in any Partner Country.

If you are a Student from a Programme Country

I acknowledge that I will not receive the *EMJMD scholarship* element "Contribution to subsistence costs" for the *Programme* periods (study/research/placement/thesis preparation) spent in my country of residence.

The legal basis, taking precedence over this present agreement with regards to financial management of the EMJMD scholarships are the English version of Erasmus+ programme guide version 2 - 2014 - valid as of 10/10/2014 . and the , Version 1: December 2014. The Administrative and Financial Handbook forms the Annex XI to the Grant Agreement and therefore contractually enforceable.

Date

Student signature

The legal basis, taking precedence over this present agreement with regards to financial management of the EMJMD scholarships are the English version of Erasmus+ programme guide version 2 - 2014 - valid as of 10/10/2014 . and the , Version 1: December 2014. The *Administrative and Financial Handbook* forms the Annex XI to the *Grant Agreement* and therefore contractually enforceable.

SECTION I. PURPOSE & SCOPE

Article I.1. Purpose

II.1.1. This *Student Agreement* details all essential implementing rules governing the Erasmus+ Joint Master Degree (hereinafter EMJMD) COSI / COLOUR in Science and Industry / which have a direct impact on the students, in line with:

- (a) the Principles of the European Charter for Higher Education (ECHE),
- (b) the guidelines and good practices (including the English version of Erasmus+ programme guide version 2 - 2014 - valid as of 10/10/2014 . . , the Guidelines for JMD consortium agreement and the Administrative and Financial Handbook 2014) published by the Education, Audiovisual and Culture Executive Agency, entrusted with the implementation of programmes and activities on behalf of the European Commission (hereinafter referred to as the Agency)
- (c) the COSI proposal to the Call EAC/S11/13 (submission number: 553342-EPP-1-2014-1-FR-EPPKA1-JMD-MOB);
- (d) the EACEA Letter of acceptance (of 27/09/2014) reference number EACEA/A3/MH/ (2014);
- (e) the *Grant agreement* nr 2014 . 2610 / 001 . 001 . EMJMD PROJECT NUMBER - 553342-EPP-1-2014-1-FR-EPPKA1-JMD-MOB between the Agency acting under powers delegated by the European Commission and University Jean Monnet Saint Etienne, the *Coordinating Institution*, and the *Full Partners* duly represented by the *Coordinating Institution*;
- (f) the *Administrative and Management Board* kick-off meeting's decisions held on October 30 . 31, 2014 at UJM, France, as per minutes recorded and made public, and
- (g) the *Consortium Agreement* which describes the policies, procedures, terms and conditions with respect to offering an integrated European Master Degree COSI / COLOUR in Science and Industry / during the period of implementation of the *Grant Agreement* 2014-2019 including all Annexes, signed by all *Full and Associated Partners* of the *Consortium*

II.1.2. This *Student Agreement* must be understood as the terms of reference+to provide clear guidance on rights and obligations of the *Student* enrolled in the *Programme* and ensure that this rights and obligations are transparent, comprehensive and agreed in mutual consent.

This *Student Agreement* will be implemented within the legal requirements at each *Hosting Institutions*. The English version of this *Student Agreement* is legally binding as English is the working language of the *Consortium* and tuition language of the *Programme*.

Article I.2. Entire agreement

This *Student Agreement* contains the entire agreement of the *Consortium* and the *Student*. No other agreement, statement, or promise made on or before the effective date of this *Consortium Agreement* will be binding on the parties.

Article I.3. Effective date and validity terms

The *Student Agreement* shall enter into force on the date on of signature and ends the 15/10/2017.

Article I.4. Amendment

This *Student Agreement* may be modified by the *Coordinating Institution* representing the *Consortium* while the agreement is in effect, upon prior notification to the *Student* and only by an instrument in writing signed by both parties. Amendment might results from the implementation of a decision taken by the *Academic and Management Board* or the *Quality Assurance Board* or alterations or discovery of error in the initial situation of the *Student*. Upon mutual agreement of contractual amendment, the

Coordinating Institution will issue an addendum to the present contract.

Article I.5. Termination

I.5.1. In case the *Consortium* should agree during an *Academic and Management Board* to terminate the *Programme*, *Full Partners* are obliged to make arrangement for all *Students* who have commenced the *Programme* to complete their courses of study and obtain the diploma in a satisfactory way.

I.5.2. Any *Full Partner* wishing to withdraw but which is hosting *Students* who have commenced a *mobility* (commencing one (1) month before the planned physical arrival of the student) at the time of the *Full Partner* notice of withdrawal must ensure that they are entitled to complete the semester, obtain the credits and diploma at the corresponding hosting institution.

I.5.3. A *Student* may withdraw at any time giving thirty (30) days written notice to the *Academic Coordinator*, *Local Academic Coordinator* and *Administrative Coordinator*. Financial implications of this withdraw are detailed in Section IV. Financial Arrangements. Withdraw of the *Student* leads to the termination of the present agreement, without recourse to any juridical procedure apart from adequate communication to the academic and administrative staff.

I.5.3. The *Academic and Management Board* may decide to exclude a *Student* from the *Programme* for good cause, giving two (2) weeks written notice to the *Student*. Good cause includes *Student's* breach of this agreement, refusal to cooperate or to follow *Academic and Management Board* or *Quality Assurance Board* decisions. Financial implications of this exclusion are detailed in Section IV. Financial Arrangements. Exclusion leads to the termination of the present agreement, without recourse to any juridical procedure apart from adequate communication to the *Student*.

Article I.6. Appeal procedure and dispute resolution

I.6.1. If a dispute arises out of or relating to any aspect of this *Student Agreement* between the *Consortium* and the *Student*, the *Student* wishing to appeal on the *Academic and Management Board* decision (including but not limited to grading policy and performance outcomes, mobility, graduation, scholarship management and student exclusion), shall be offered the opportunity to draft a settlement letter, using the template provided on the *Programme* website in .pdf format and annexed to this agreement for information, that must be transmitted to the *Quality Assurance Board* within ten (10) days following the notification of the decision.

I.6.2. The *Quality Assurance Board* may decide or not to ask the *Academic and Management Board* to reassess and reconsider the decision, and to do so before beginning of the following semester or thirty (30) days after the notification of the appeal. The *Student* will be informed of the appeal decision by a written instrument at the very least before the following semester starts or *Programme* ends.

I.6.3. Appeal with regards to the selection process are ruled by article III.4.6. of the *Consortium Agreement*.

I.6.4. Failing agreement by both parts, the French courts are designated as the only competent authorities to resolve any legal dispute between the *Institution* and the *Student* emerging from the Contract. The present Contract will be governed by French Law.

SECTION II. CONSORTIUM ROLES AND OBLIGATIONS

Article II.1. Scope

The *Consortium* agree to:

- (a) undertake to use reasonable endeavors to perform and be responsible for carrying out, promptly, actively and on time, all of its obligations under this *Student Agreement*, the *Consortium Quality Policy* and other obligations derived from the general provisions and special conditions of the *Consortium Agreement*;
- (b) be responsible for complying with any legal obligations incumbent on them jointly or individually;
- (c) ensure the academic delivery and administrative support services and capacity necessary to execute this *Student Agreement* at each hosting institutions to deliver a high-quality scientific Master degree in applied colour science.
- (d) foster *Students* and alumni engagement in the *Consortium* governing bodies.

The *Consortium* shall not subcontract any part of its tasks to any other third party.

Article II.2. Academic description of the programme

II.2.1. Programme name

The *Programme* must be solely referred to any third parties as %COSI / COlour in Science and Industry/+. At any time throughout the period of implementation of the *Grant Agreement*, the *Programme* name must be preceded by the mention %Erasmus Mundus Joint Master Degree+or %EMJMD+for short.

II.2.2. ECTS awarded

The *Programme* is a 24 months (2 years), full-time Master of Science study programme and is awarded by 120 ECTS.

II.2.3. Programme objectives

The *Programme* aims to train a new generation of highly-skilled industrial experts in applied color science, in various cutting-edge industries (photonics, optics, spectral imaging, multimedia technologies, computer graphics and vision) in a diverse range of sectors (including multimedia, health care, cosmetic, automotive, food-processing) bridging a talent gap in the industry where color experts are in high demand. The two area of focus are spectral technologies and applied color imaging.

The *Programme* offers two specializations, implemented by two different concentration track and corresponding mobility scheme:

- > concentration in Spectral Technologies (delivered by University of Eastern Finland);
 - > concentration in Applied Colour Imaging (delivered by Gjøvik University College).
- These areas are being emergent, rapidly evolving, and of growing impact in the Information Society Technologies domain which require specialized competencies.

II.2.4. Learning Outcomes at Programme level

At the end of the *Programme*, the *Student* should be able to:

- a. describe and apply fundamental aspects of digital imaging, including optics, vision, maths and computation, light, detectors and image processing;
- b. implement and apply current colour and spectral technologies, and other High-Tech devices used in digital imaging, demonstrating the ability to design and implement colour and image processing algorithms;
- c. calculate a range of colour quantities and image quality quantities, apply transforms, derive and implement colour and image metrics;
- d. analyse colour technology and machine vision problems into components, construct solutions and design processing workflows;

- e. model colour and digital image processes and predict a range of quantities including visual and psychometric response, colour appearance, perception of quality, spectral and colorimetric reproduction, 2D and 3D spatial models, display functions;
- f. evaluate own and previous work from both theoretical, practical and application perspective.
- g. Ability to select data sources, to use data sources, and to obtain additional information;
- h. Ability to learn new knowledge, to understand the basics introduced, how and why they have been implemented in some applications;
- i. Ability to analyze, evaluate, and report the main concepts introduced;
- j. Ability to self-learn, why some solutions may solve some problems meanwhile for other applications these solutions cannot be used;
- k. Ability to express clearly, to exchange with others, to interact with others, to work with a team;
- l. Ability to apply/implement principles introduced on practical tasks or industrial study cases;

II.2.5. Student eligibility and selection process

Entry requirements, selection process, application assessment and appeal procedure are provided for in Section III. Programme Structure, articles III.3 and III.4 of the *Consortium agreement*.

II.2.6. Number of students per intake

Number of *Students* per intake is determined for each intake by the *Academic and Management Board*, taking into account the need to ensure a continuity of high-level selection and good teaching conditions.

II.2.7. Official language

II.2.7.1. The official language of the *Programme* is English. Any educational material (including course module supporting material, examination) shall be available in English.

II.2.7.2. Additionally, any administrative communication, process (including the applications files, timetables, intranet interface, administrative template and files) notification, and official certificate and documentation (including the final degrees and diploma supplement) must be in English or translated in English.

II.2.8. Teaching delivery

II.2.8.1. Course module sequence and *Programme* milestones

Year 1 . Year n / Year n+1

Induction week

(from the 7th of September to the 11th of September 2015)

Semester 1

(from the 13th of September 2015 to the 29th of January 2016)

<i>Indicative time frame</i>	from September Year n till February Year n+1
<i>Hosting Institution</i>	University Jean Monnet (UJM)
<i>Country</i>	France
<i>Learning rationale</i>	Refresher & Fundamentals courses

Semester 2

(from the 1st of February 2016 to the 15th of June 2016)

<i>Indicative time frame</i>	February Year n+1 till Year n+1
<i>Hosting Institution</i>	University of Granada
<i>Country</i>	Spain
<i>Learning rationale</i>	Fundamentals and Pre-concentrations courses

Summer break

(from the 15th of June 2016 the 22nd of August 2016)

<i>Indicative time frame</i>	July / August Year n+1
<i>Hosting Institution</i>	Associated Industrial Partners (or)

Associated industrial Partners
or Supporting Partners
Country World
Learning rationale Professionalization
Year 2 . Year n+1 / Year n+2

Semester 3

(from the 22nd of August 2016 to the 23rd of December 2016)

Indicative time frame from August Year n+1 till
January Year n+2
Hosting Institution University of Eastern Finland
(or)
Gjøvik University College
Country Finland
(or)
Norway
Learning rationale Concentrations &
Specialization courses

Semester 4

(from the 1st of January 2017 to the 1st of June 2017)

Indicative time frame from January Year n+2 till
September Year n+2
Hosting Institution Associated Industrial Partners
(or)
Associated industrial Partners
or Supporting Partners
Country World
Learning rationale Professionalization

COSI day (graduation ceremony / professional network)
(September 2018)

II.2.8.2. Curriculum 2015-2017 intake

Semester 1

Hosting Institution University Jean Monnet
Learning rationale Refresher & Fundamentals
courses

Core Teaching Modules = 30 ECTS
Mandatory courses = 30 ECTS
Applied Photonics and Optics 5 ECTS
Applied Colour Science** 5 ECTS
Digital Image Fundamentals 5 ECTS
Data Analysis and Statistics 5 ECTS
Introduction to scientific programming 5 ECTS
Introduction to specialization fields and industrial study cases* 5 ECTS
Optional courses Extra ECTS granted
Introduction to Mathlab (prerequisite) 2 ECTS
Introduction to Fourier optics 5 ECTS
Physical optics 5 ECTS
Nonlinear optics 5 ECTS
Introduction to radiometry 5 ECTS
Optical models for colored surfaces 5 ECTS
3D visualization and GPGPU 5 ECTS
French language and culture 2 ECTS

Semester 2

Hosting Institution University of Granada
Learning rationale Fundamentals and Pre-concentrations courses

Core Teaching Modules = 30 ECTS
Mandatory courses = 20 ECTS
Applied Advanced Colorimetry** 5 ECTS

Human Perception and Cognition 5 ECTS
Digital Innovation and Entrepreneurship* 5 ECTS
Fundamentals of Spectral Science 5 ECTS

Elective concentration courses = 10 ECTS at least (Student must take 2 course at least)

Concentration in Spectral Technologies Radiometry, Sources & Detectors 5 ECTS
Image Acquisition and Reproduction** 5 ECTS
Fourier Optics 5 ECTS
Concentration in Applied Colour Imaging** 5 ECTS
Advanced Colour Image Processing 5 ECTS
Computer vision 5 ECTS
Project in Computer vision 5 ECTS
Data science 5 ECTS

Optional courses Extra ECTS granted

Spanish language and culture 2 ECTS

Summer Internship

Hosting Institution Associated Industrial Partners
(or)
Associated industrial Partners
or Supporting Partners
Learning rationale Professionalization

Optional, internship report No Extra ECTS

Semester 3

Hosting Institution University of Eastern Finland
Learning rationale Concentrations &
Specialization courses in Spectral Technologies

Core Teaching Modules = 30 ECTS
Mandatory courses = 20 ECTS
Color Science Laboratory 5 ECTS
Industrial and Biomedical Optics 5 ECTS
Spectral Imaging Devices 5 ECTS
Industrial Projects 5 ECTS
Elective specialization courses = 10 ECTS at least (Student must take 2 course at least)
Computational Colour 5 ECTS
Display Technologies 5 ECTS
Machine Vision 5 ECTS
Pattern Recognition 5 ECTS
Optional courses Extra ECTS granted
Finish language and culture 2 ECTS

Semester 3

Hosting Institution Gjøvik University College
Learning rationale Concentrations &
Specialization courses in Applied Colour Imaging

Core Teaching Modules = 30 ECTS
Mandatory courses = 20 ECTS
Colour in medical imaging 5 ECTS
Selected topics in colour imaging 5 ECTS
Colour image quality and processing in an imaging workflow 5 ECTS
Industrial projects 5 ECTS
Elective specialization courses = 10 ECTS at least (Student must take 2 course at least)
Advanced course in video processing 5 ECTS
Advanced colour management 5 ECTS

Content-based indexing and retrieval	5 ECTS
Machine learning and Pattern recognition	5 ECTS
Optional courses	Extra ECTS granted
Norwegian language and culture	2 ECTS

Semester 4

<i>Hosting Institution</i>	Associated Industrial Partners (or) Associated industrial Partners or Supporting Partners
<i>Learning rationale</i>	Professionalization
Master Thesis	= 30 ECTS

* Specialization course focused on an Industrial topic, based on seminars/tutorials given by experts/industrials

** Courses illustrated during lab sessions by applied/industrial study cases

II.2.8.3. Core course modules

Successful completion of *Core Course Modules* are awarded by 30 ECTS credits per semester. Courses modules are designed to be awarded 5 ECTS credits each. *Core Course Modules* include:

- mandatory courses* that any *Student* must follow during semester 1, 2 and 3;
- concentration courses* during Semester 2. These courses modules prepare the *Student* to the concentration s/he will follow during semester 3;
- specialization courses* during semester 3, to explore in-depth a given field of knowledge within the concentration chosen, and
- a *Master Thesis*.

II.2.8.4. Optional Courses

Full Partners are encouraged to offer full access to any relevant courses modules taught in English to the *Student*. The *Student* however acknowledge that the schedule cannot be adjust to allow specific optional choices by given students (excluding Matlab and French language courses modules).

Full Partners are encouraged to offer local language and culture courses to the *Students*.

Although successful completion and validation of the ECTS credits of those additional modules must be indicate in the *Diploma Supplement*, the credit obtained for those optional courses cannot compensate credits from *Core Course Modules*.

II.2.8.5. Summer internship

The *Student* is encouraged to devote the summer break to an optional short-term research or work placement. Summer internship are optional and are not awarded by additional credit. It should be viewed by the *Student* as an opportunity to have a first work experience in a European context, or to acquire more knowledge in a given topic in the perspective of the concentration courses in semester 3 and/or the during the Master Thesis.

Short-term placement opportunities and/ research topics will be suggested to student by the *Consortium* during semester 2 and made available on the *Consortium's* intranet. The *Student* is free to suggest to the *Academic Coordinator* placement or research topic of their choice. Summer internship topic should be validated by the *Academic Coordinator*.

Summer internship can take place in any kind of institution (public / private). In case *EMJMD students* choose to come back to their home country, this can have an impact on the *EMJMD scholarship* amount, in accordance with the terms laid down in section IV..

II.2.8.6. Master Thesis

The *Master Thesis* is a cornerstone of the *Programme*. It is designed to allow the *Student* to bridge *academic+experience*, the knowledge and skills developed during the first 3 semesters with a first-hand work experience.

II.2.8.6.1. Master Thesis selection

The *Master Thesis* must be undertake preferably with an *Associated Industrial Partners* or *Supporting Partner*. The *Consortium* publish in October of Year 2 a list of *Master Thesis* proposals on the *Programme* intranet for *Student's* appraisal.

However, a *Student* may submit a *Master Thesis* topic with another institution upon approval of her/his Academic Tutor. *Master Thesis* topic should be validated by the *Academic Coordinator*.

Master Thesis must materialize into a work placement of a minimum of six (6) months. This work placement must be preferably undertaken within a private company or within a public institution such as a research laboratory but with the aim to conduct applied and commercializable research. The focus must be made to applications (products, process, and technologies) of the color science rather than fundamental research. The *Master Thesis* proposals are validated every intake by the *Academic and Management Board*.

A dedicated process for *Master Thesis* selection is in place. Details and forms to be completed are available on the *Programme's* website and intranet (*Master Thesis* topics are not published on the web for to guarantee Intellectual Property Rights of corporate partners).

Topic allocation is validated by the *Academic and Management Board* on the basis of the *Student* choices, grades obtained so far, concentration chosen during semester 3 and motivation (as per *Student's* cover letter including in the dedicated form for topic selection).

II.2.8.6.2. Master Thesis implementation

Each *Student* benefit from the follow-up of an academic supervisor during her/his master thesis who is a PhD holder or near completion to one and part of the Faculty of universities acting as *Full Partners*. Academic supervisor's follow-up the work of the *Student* regularly. When the placement is done in one of the country where one *Full Partner* is located, the academic supervisor organize an on-site visit in addition with regular monitoring at distance.

II.2.8.6.3. Master Thesis defense

The draft of the *Master Thesis* must be approved by the academic supervisor prior to the oral presentation at the thesis defense.

The *Consortium* organize the *Master Thesis* defense during the *COSI* day+. Members of the jury are:

- COSI academic coordinator;
- Academic supervisor;
- Two external supervisors;
- Host company / institution supervisor;
- Students / Alumni (not compulsory).

The *Consortium* must publish *Master Thesis's* guidelines on the *Programme* website at the beginning of semester 4 to inform the *Student* on detailed expected structure, length, format, layout, referencing method and writing guidance of the written report and supporting slides for the defense.

II.2.8.7. COSI day

The *COSI* day+is an event organized each September to gather all *COSI* stakeholders from September 2017 (i.e. graduation of intake 1 and induction of intake 3). It may take place at any of the *Host Institutions*.

Example of activities includes:

- Master Thesis oral defense of previous intake;
- Inception week of latest recruited intake;
- Professional networking activities for students and alumni;
- Workshops and conferences by scholars and professionals of the colour science field.

II.2.8.8. Curriculum management

Curriculum is informed with harmonized syllabus for each *course modules*. It shall detail notably the *Learning Outcomes* expected for each *course module* and their consistency and internal logic within the course sequence and overall *Learning Outcomes* at *Programme* level.

Full Partners agree that a degree of flexibility in the catalogue of course modules offered is essential to drive the *Programme* curriculum in light with the *Consortium* development, and notably the

work performed in terms of cooperation with employers to refine the *Learning Outcomes*. Curriculum for every intake is validated during an *Academic and Management Board* and fixed in the present *Student Agreement*.

The updated *Programme* curriculum shall be published in the *Programme* website when *Students* Call for Application open, each *course modules* referring to the course syllabus, to allow applicants to have a detailed view on *Programme* academic offer.

Course modules can be mutualized with other international master programmes courses taught in English to foster a true international experience. *Hosting institutions* should however take care that number of *Students* in practical sessions shall be limited to ensure a satisfactory teaching and learning environment.

II.2.8.9. Schedule

The starting date, first session exams, resit dates and ending dates of a given semester are defined three (3) months before the starting of said semester. All these dates shall be agreed by the *Academic and Management Board* in line with the local constraints of each *Host Institution*.

Schedule for current semester is available either physically on the premises of the *Hosting Institution* or online.

II.2.9. Academic tutorship

Host Institutions provide the *Student* with an academic tutor, a PhD holder or near completion to one. The *Student* and their tutor meet at least each month and follow the *Programme's Quality Policy* in order to monitor progress toward achievement of *Learning Outcomes*.

II.2.10. Mandatory mobility component

II.2.10.1. Ensuring meaningful student learning *mobility* is at the core of the *Programme* rationale. The *Student* must spend three (3) complete mobility periods in three (3) of the *Consortium's* Higher Education Institution acting as *Full Partner* (not *Associated Academic Partners*) and which are located in different *Programme Countries* and undertake a *Master Thesis* at one (1) the *Consortium's* Higher Education Institution acting as *Full Partner*, *Associated Academic Partner* or preferably *Associated Industrial Partner*, *Supporting Partner* or corporate partner of the *Consortium* at large.

II.2.10.2. Inception week and first semester takes place at University Jean Monnet, the second semester at University of Granada, the third semester either at Gjøvik University College or University of Eastern Finland and the fourth semester in any public or private institution upon prior agreement by the *Academic Coordinator* and conclusion of a placement agreement.

II.2.10.3. Each of these mandatory *mobility* periods must include a volume of study or placement / thesis preparation corresponding to at least 30 ECTS credits.

II.2.10.4. The mandatory *mobility* periods cannot be replaced by virtual *mobility* (excluding courses modules that are provided by Higher Education Institutions acting as *Full Partners* to ensure consistency of the courses sequence) neither can they take place in institutions outside the *Consortium*.

II.2.10.5. The *Student* must choose a concentration track that will determine the *Host Institution* during semester 3. Concentration in Spectral Technologies is offered at University of Eastern Finland and concentration in Applied Color Imaging is offered in Gjøvik University College. The *Student* is required to choose their preferred mobility for semester 3 at the beginning of semester 2. The *Academic and Management Board* assess and validate the mobility choice of the the *Student* at least two (2) months before the beginning of the semester 3, on the basis of the student motivation (feedback from student academic advisor, available grades at the time of the selection, consistency between the professional project of the *Student* and concentration offered in *Hosting Institutions*). In case of unbalance distribution of students between the two *Hosting Institution*, the *Academic and Management Board* may ask the *Student* to submit cover letter explaining her/his choice.

II.2.10.6. Each *Student* admitted to the *Programme* shall be administratively and academically registered at the *Coordinating Institution* and at any other *Full Partner's* university in which they choose to study.

II.2.11. Grading policy

II.2.11.1. Mutual recognition and Jointness

Full Partners recognized that the effective implementation of a harmonized process of validation of *Learning Outcomes* is instrumental to ensure to all *Programme's* stakeholders (students and employers alike) the best possible accountability and transparency.

Steps taken to ensure further jointness in learning outcome validation between the *Full Partners* include:

- Systematic use of the European Credit Transfer and Accumulation System (ECTS) to define *Programme's* course modules, to recognize *Learning Outcomes*, and ultimately to allow COSI to be an easily readable and comparable degree to increase *Student's* competitiveness and employability;
- Shared examination methodologies and performance assessment criteria. In addition, efforts are made through continuous dialogue to tackle cultural differences between *Full Partners* faculty with respect to expectations linked to a given mark. For instance the evaluation process of the *Master Thesis*, which is conducted by an international jury of at least 2 different faculty members and one professional of the given field of research;
- While each *Full Partners* must apply the grading scale in accordance with national and institutional regulations at the institution responsible for the delivery of the *course module*, the development of a common grading table with guidelines must serve as a reference to compare grading scales directly and state on the successful completion of the *Programme*. This procedure will be transparent as institutional and ECTS grading scales will be available with the *Student* transcripts from each institution, and
- Recognized awarded degrees, local diploma supplements and common *Diploma Supplement*.

II.2.11.2. Common grading scale guidelines and correspondence

COSI grading system : (All marks : X/10) to assess performance for each course module	COSI grading scale
Excellent - outstanding performance	X ≥ 9 A
Very Good - above the average standard but with some errors	8mX B
Good - generally sound work with a number of notable errors	< 9 7 mX C
Satisfactory - fair but with significant shortcomings	< 8 6 mX D
Sufficient - performance meets the minimum criteria	< 7 5 mX E
Fail - some more work required before the credit can be awarded	< 6 4 mX FX
Fail - considerable further work is required	< 5 0 mX F
	< 4

II.2.11.3. Rounding rule to determine alphabetical grade from numerical marks

Local Academic Coordinators may decide to round up to the closest higher alphabetical grade when the numerical mark is borderline (minus 0.25 / 10) and upon instructor recommendation.

II.2.11.4. Averaging rule to determine final averaged grade (and honors when applicable to national degree award)

At the end of the *Programme* the weighted average of all course modules grades and the *Master Thesis* will be calculated. *Students* who have taken more than 18 science-based courses or 90 ECTS will get their lowest grade amongst optional courses taken out of the calculation of this average. The final numerical and corresponding alphabetical grade is determined by the formula:

$$\begin{aligned}
 &N = \text{number of courses validated by a student} \\
 &X_i = \text{mark obtained in course number } i \\
 &W_{xi} = \text{number of ECTS corresponding to the course number } i \\
 &X = [\text{SUM}_{i=1, \dots, N} W_{xi} * X_i] / 120
 \end{aligned}$$

Academic and Management Board may decide to round up to the closest higher alphabetical grade when the numerical mark is borderline (minus 0.25 / 10) and upon all *Local Academic Coordinators* recommendation.

II.2.11.5. Grading rules

Details examination methodologies and performance assessment criteria (ECTS granted, weighting methods, examination duration and nature) are included in each course syllabus prior to the beginning of the course.

Local Academic Coordinators shall use examination methodologies and the weight of different examination as endorsed in each course syllabus. The numerical mark for each course is a weighted-average of mid-term written exam (if applicable), final written exam (compulsory), practical work (lab work, if applicable) and acquired skills (if applicable, up to 25% of the final mark).

II.2.11.6. Second session examination

Each course modules has two examination sessions (excluding final *Master Thesis* defence).

II.2.11.6.1. In case of failed course (F or FX)

The student that failed a course module performance assessment (i.e. who get an F or a FX as a grade) can take a resit exam to pass the course and obtain the corresponding ECTS. The resit-session will be organised after the result of the first session by each *Hosting Institution*. The resit session is taken by students who failed the overall course and not one particular exam in this course (mid-term or final exam).

The second or resit-session of exams for the first semester, second and third semester will be organized within the following month after the first session, to let the student prepare the exam in the institution where he/she studied during that semester.

This resit can be done at distance if mobility to another *Hosting Institution* has already happened.

Only the best grade will appear on the transcripts and diploma supplement.

This resit exam grade will replace the summative examination previous grade (i.e. mid-term exam and final exam or final exam only). The marks given to practical works (lab sessions, projects, etc.) are kept unchanged between the two sessions of examination and used again in the calculation of the new course grade.

II.2.11.6.2. In case of validated course (at least E)

Students that have validated the course module but wishes to improve their grade may choose to join the second session examination during Semester 3 only (only *Hosting Institutions* during semester 3 allows this arrangement; French and Spanish national regulations do not allow a passed course to be repeated).

II.2.11.7. Graduation rules

Validation	Rule
Course module	To validate a course module and be awarded ECTS, a <i>Student</i> must get at least an E . If a <i>Student</i> get an F or FX at the first exam session s/he have to retake the examination. The F (or the FX) will be replaced by the new grade if better that previous grade only.
Semester	To validate a semester, a <i>Student</i> must capitalize at least 30 ECTS.
Semester 1	<i>Student</i> will be allowed to take a maximum of seven courses module (i.e. the 6 mandatory core teaching modules courses and 1 optional course, for a total of maximum 35 ECTS). <i>Student</i> will be allowed to pursue in semester 2 only if at the end of the semester 1 s/he have capitalized at least 25 ECTS (i.e. if s/he has failed a maximum of 1 mandatory course module). In that case s/he will be allowed to pursue in semester 2 and will need to compensate missing 5 ECTS during semester 2 (i.e. obtain a minimum of 35 ECTS). If a <i>Student</i> don't get this minimum of 25 ECTS at the end of the semester 1, s/he must stop

her/his academic year. S/he is allowed to enroll again in the *Programme* for the next intake as a self-funded student once. Upon agreement by the *Academic and Management Board* (in case of justified health of personal issues), the student may only pay local tuition fees of the first *Hosting Institution*.

Semester 2 *Student* will be allowed to take a maximum of seven courses modules (i.e. the four mandatory course modules and at least two and up to three elective concentration courses).

Student will be allowed to pursue in semester 3 at the end of the semester 2 provided that s/he have capitalized at least 60 ECTS.

If a student don't get this minimum of 60 ECTS at the end of the semester 2, s/he is allowed to enroll again in the *Programme* for the next intake as a self-funded student once. Upon agreement by the *Academic and Management Board* (in case of justified health of personal issues), the student may only pay local tuition fees of the second *Hosting Institution*.

Semester 3 *Student* will be allowed to pursue in Master Thesis at the end of the Semester 3 provided that s/he have capitalized at least 90 ECTS.

If a student don't get this minimum of 90 ECTS at the end of the semester 2, s/he is allowed to enroll again in the second year of the *Programme* once. Upon agreement by the *Academic and Management Board* (in case of justified health of personal issues), the *Student* may only pay local tuition fees of the third *Hosting Institution*.

Semester 4 The *Master Thesis* successful completion is awardee by 30 ECTS and is equivalent to a semester of learning.

If a *Student* failed her/his Master Thesis, s/he is allowed to enroll again in the second year of the *Programme* once. Upon agreement by the *Academic and Management Board* (in case of justified health of personal issues), the *Student* may only pay local tuition fees of the *Coordinating Institution*.

Programme To validate the *Programme* and be awarded the EMJMD diploma and multiple national diploma, the *Student* must have validate the four semesters, i.e. s/he must have capitalized at least 120 ECTS.

II.2.11.8. Student record

With relation to assessment and reporting, each *Host Institution* has the primary and ultimate responsibility for obtaining from the lecturer and transmitting to the *Coordinating Institution* and other *Host Institutions*, in a timely fashion, assessment records for all *Students*.

II.2.11.9. Fraud / plagiarism

An information session is given to *Students* at the beginning of the *Programme* regarding plagiarism. This include notably details on what could be considered as plagiarism, as opposed to group work and guidelines regarding referencing rationale and methodologies. In addition, instructors are strongly encourage to give, at the beginning of their course module, clarification regarding specific performance assessment methods and expectations.

Each *Full Partners* must apply national and institutional regulations at the institution responsible for the delivery of the *course module* in case of fraud and/or plagiarism. *Hosting Institution* must notify with no delay instances of suspected fraud, along with factual elements (examinations sheets, instructors and *Student's* formal feedback) to the *Academic and Management Board*.

In addition to the national procedure and potential outcomes that can results from the fraud / plagiarism, the *Academic and Management Board* may decide to convey an exceptional distance meeting to take complementary disciplinary measures against wrongdoer students. Concerned instructor, *Local Academic Coordinator* where the instance of fraud may have happen and *Student's* delegate must be part of this meeting. Concerned *Student's* must be given the opportunity to defend themselves during this meeting. Measures can range from cancellation to the examination to final exclusion from the *Programme*. *Student's* may appeal in accordance with the terms laid down in Article I.7.

II.2.12. Joint recognition mechanisms and degrees awarded

II.2.12.1. Joint recognition

Each *Full Partner* has formally considered and approved this Erasmus Mundus Joint Master Degree under the normal national approval procedures for new degree programmes.

Full Partners jointly recognize the course modules and corresponding ECTS awarded in each Higher Education Institutions acting as *Full Partners* for the purpose of the award of their own national diploma. Mandatory *mobility* periods at *Host Institutions* are fully recognized by the *Full Partners* and are linked to the awarded degree.

The final list of graduates / alumni is endorsed every intake by an *Academic and Management Board* and published in the *Programme* website upon explicit agreement by graduates.

II.2.12.2. Degrees awarded

The triple *Erasmus Mundus Joint Master Degree Colour in Science and Industry* will be awarded after two years on the completion of 120 ECTS in three *Full Partner* universities (from semesters 1 to 3) and in one corporate partner (during semester 4) in accordance to grading and semester validation.

Successful completion of the *Erasmus Mundus Joint Master Degree Colour in Science and Industry* will result in the award of multiple Master degrees (i.e. three (3) national diplomas issued by three (3) Higher Education Institutions from three (3) European countries and fully recognized in these respective countries).

According to the concentration which has been chosen by the graduate, the consortium will deliver multiple diplomas from University Jean Monnet, University of Granada and University of Eastern Finland (concentration in Spectral Technologies) OR University Jean Monnet, University of Granada and Gjøvik University College (concentration in Applied Color Imaging).

awarding Institution	national degrees awarded, official name in local language	national degrees awarded, legalized English translation	National accreditation institution / legal basis
University Jean Monnet	Master Optics, Image, Vision, Multimedia Diplôme d'Université Colour in Science and Industry on behalf of COSI consortium.	Master Optics, Image, Vision, Multimedia	approved by the French Ministry of Higher Education and Research in 2004, reaccredited A+ in 2011; Arrêté du 10 octobre 2011, Reference CNESER 20070679
University of Granada	Master Universitario en Ciencia y Tecnología del Color	Master in Color in Science and Industry	To be approved by the Spanish Ministry of Education
University of Eastern Finland	Filosofian maisteri, tietojenkäsittelytiete	Master of Science in Computer Science, Color in Science and Industry	Finnish Ministry of Education decree 794/2004. Master programme : Finnish Ministry of Education

Gjøvik University College

Master in Applied Computer Science (concentrated on track included)

decree 1665/ 2009 approved by the Norwegian Ministry of education and Research since 31-May-2005.

II.2.13. Diploma supplement

In addition to official diplomas and to ensure the best understanding and recognition of the *Programme* graduates achievements, notably towards employers, the *Full Partners* shall deliver to each *Student* a personalized *Diploma Supplement*, signed by all awarding Higher Education Institutions and issued by University Jean Monnet, the *Coordinating Institution*, including:

- learning objectives and *Consortium* track-record and recognition;
- overall organization of the study *Programme* (selection process, *mobility*, host institutions, *Learning Outcomes* methods of assessment, tuition language);
- added value which it brings to the *Students* with respect to *Learning Outcomes* (which have been developed in cooperation with recruiters from the industry);
- full transcript of all (120 ECTS credits minimum) obtained during the master course, concentration and grades obtained (including overall cohort ranking and relative position of each grade obtained with regards to cohort performance and final averaged grade (and honors when applicable to national degree award), Master Thesis subject, and
- awarded degrees in national languages and legalized English translation.

A template of this diploma supplement must be made available on the *Programme* website.

II.2.14. Diploma and diploma supplement delivery

II.2.14.1. Legal framework for French diploma award

University Jean Monnet Master's Degrees are edited by the Directorate of Training and Professional Integration, upon a list endorsed by the Faculty of Science and Technology, they are then signed by the President of the University the Rectorate. Circular No. 2006-202 of 8 December 2006 defining the guidelines for developing and issuing diplomas in the framework of the *MD+*.

A degree is individual and unique. It is the *Student's* responsibility to keep the original and to make copies. Forgery is punishable under Article 441-2 of the Criminal Code. A duplicate certificate can be provided upon presentation of proof. In case of destruction, loss or theft of a diploma degree, and subject to the submission of formal proof (claim form, receipt of a complaint, affidavit), University Jean Monnet can issue a duplicate of the diploma. To request a duplicate of your diploma, the *Student* must fill in a Request of diploma duplicate (in French) and send it to the *Administrative Coordinator*. Form and translation in English of this form are available on the *Programme's* website.

II.2.14.2. Cases when the Student must register in PhD school

Considering bellow timeline, graduates wishing to enroll in PhD studies right after the completion of their master might need a temporary certificate of completion to demonstrate they will be soon awarded a master degree. The *Student* can require this certificate to the *Administrative Coordinator* as soon as s/he have defended their Master Thesis in July or September of Year n+2 at the latest.

II.2.14.3. Timeline for diploma edition and delivery

Issuance of the diplomas follows the transmission of minutes of jury and / or defense by the secretariats of faculties. In each component, a temporary certificate of completion (Attestation de réussite) is issued to successful *Students*. The final original diploma is produced in a period of less than six months.

By December of the graduating year (e.g. December 2017 if you defended your MT in September 2017 for instance), the *Student* received a mail as soon as the national diplomas from University

Jean Monnet and, if applicable, Gjøvik University College are ready to be sent. Both University of Granada and University of Eastern Finland have their own process in place to send the diploma to graduates.

II.2.14.4. Collecting the diploma/s in Saint Etienne

Your diploma/s can be collected at the University Jean Monnet, campus Carnot, Building B, 2nd Floor, office 121, from 9:00 am to 12:00 am. You must bring your provisional certificate and a valid ID / passport.

In case you cannot come to Saint Etienne yourself but know someone who can collect your diploma/s on your behalf, you can fill in and send back to the Administrative Coordinator this Proxy form (in French). Translation in English of this form is available here.

II.2.14.4. Mailing delivery of diploma/s

The *Student* can alternatively have her/his diploma/s send to a city hall in France of a French embassy / consulate in the *Student's* country of residence.

In that case, the Student must fill in a delivery request (in French) to the *Administrative Coordinator*. Translation in English of this form is available on the *Programme's* website.

II.2.15. Local Academic Coordinator contacts

Coordinating Institution	Contact
University Jean Monnet	Prof. Alain Trémeau alain.tremeau@univ-st-etienne.fr
Hosting Institutions	
University Jean Monnet	Prof. Alain Trémeau alain.tremeau@univ-st-etienne.fr
University of Granada	Prof. Juan Luis Nieves jnieves@ugr.es
University of Eastern Finland	Prof. Markku Hauta-Kasari Markku.Hauta-Kasari@uef.fi
Gjøvik University College	Prof. Jon Yngve Hardeberg jon.hardeberg@hig.no

Article II.3. Student's affairs and administrative services

II.3.1. Effective enrollment

Effective enrollment in the *Programme* of successful applicants is subject of:

- (a) conclusion and signing of a *Student Agreement* between the *Student* and the *Consortium* and providing for rights and obligation of both parties and
- (b) payment of the first installment of the *Participation Costs* to the *Coordinating Institution*.

II.3.2. Administrative enrollment in universities acting as Full Partners

The *Student* must be registered in the Coordinating institution during the full duration of the *Programme*, i.e. they must register during two academic year. Registration for the second academic year can be done at distance.

The *Student* must be registered in each university acting as *Full Partners*, in accordance with the mobility scheme chosen.

Full Partners agree to offer to the *Student* a level of administrative services at least equivalent to services normally performed to international students they welcome. *Programme's* student must be treated and served by *Full Partners* in the same way as home students, irrespective of gender, ethnic background, religion or other belief, sexual orientation, or disability.

While at the *Host Institution*, the local policies for resolution of complaints and appeal will apply in addition to policies at *Consortium* level detailed in the present agreement.

II.3.3. Administrative coordination

Full Partners recognized the need to facilitate as much as possible the sometimes heavy administrative process implied by enrolling in a European Master Degree located in four different countries and their respective set of national regulations to allow *Students* to focus on their studies. *Full Partners* agree to ensure any additional administrative cooperation which is needed due to the high level of integration and compulsory *mobility* of the *Programme*. This include notably:

- (a) a single-window system+ with one *Administrative Coordinator* following-up *Students's* overall administrative life+ from selection to post-graduation. The *Student* receive advice and guidance at each campuses from one single dedicated *Local Administrative Coordinators* point along the way;
- (b) a single primary focal point for administrative issues (the *Administrative Coordinator*) who will be in charge to ensure the best possible implementation of any administrative process needed for the *Student* full participation in the *Programme* and, if applicable, act as the intermediary with *Local Administrative Coordinators*;
- (c) *Local Administrative Coordinator/s* in each *Hosting Institution* acting as the main focal point for any administrative issues the *Student* might have to deal with or face during their stay in *Hosting Institutions's* country or at least a contact person that liaise with relevant services. *Local Administrative Coordinators* are responsible for:
 - a. Implement in liaison with *Local Academic Coordinators* the *Academic and Management Board's* decisions;
 - b. Implement in liaison with *Local Academic Coordinators* the *Quality Assurance Board's* decisions;
 - c. Manage operational activities linked with academic services, and notable teaching delivery, *Learning Outcomes* validations and degree delivery, in liaison with to the *Administrative Coordinator*; and
 - d. Ensure the delivery of student's affairs services, and notably be the primary focal point for all *Students* during their stay, for immigration, housing, banking, insurance, scholarships and health affairs.

Each *Local Administrative Coordinators* are primary focal points regarding all student's services and information with regards to given *Host Institution* (i.e. visa application guidance should be seek by the *Student* from the *Local Administrative Coordinator* of the university where the *Student* have to study next).

II.3.4. Administrative services at Coordinating Institution level

The *Student* is entitled to receive administrative services with regards to:

- a. Pre-arrival services
 - a. guidance on French visa application (follow-up and confirmation with French Consulate / Campus France Office; provision of certificate of admission and certificate of residence upon selection);
 - b. housing services during semester 1 (pre-booking);
- b. banking service (free of charge bank account opening);
- c. information on administrative steps during the *Programme* (documentation needed through the entire duration of the *Programme*);
- d. *Participation Costs* and scholarship management in accordance with provisions laid down in section IV of the present agreement;
- e. Key information needed to prepare mobility in each *Hosting Institutions* (visa application details, accommodation services available, reference to key information) is available on the *Programme's* website;
- f. a full health and accident insurance coverage, in accordance with the minimal requirements of the Erasmus+ Join Master Degree *Programme* provided in Annex I. of the *Administrative and Financial Handbook*

(coverage, conditions, restrictions and helpdesk contacts are available on the website, the *Administrative Coordinator* is available to liaise directly and support the *Student* in insurance-related processes);

- g. alumni network access and events;
- h. professional network and events and job / PhD opportunities;
- i. *Programme* milestones and events (mobility management, summer internship and *Master Thesis* legal framework, delivery of diploma and diploma supplement).

The *Student* understands the *Coordinating Institution* commit only to provide administrative services directly linked to the academic delivery of the *Programme* (such as registration, *Participation Costs* and scholarships management, insurance cover, graduation). The *Coordinating Institution* must make reasonable endeavors to facilitate as much as possible provision of additional services provided by third parties and ruled by other relevant agreements, such as immigration steps, housing and banking, but the *Student* bear ultimately bear the sole responsibility of such contractual arrangements.

II.3.4.1. Housing services

The *Student* acknowledge that the contract will be concluded upon arrival and subject to the payment of a deposit and registration fees. The *Student* agree that any expenses related to housing services is own and sole responsibility and that *Hosting Institutions* accepts no responsibility with regards to problem incurred as a result of the contractual relationship concluded.

II.3.4.2. Banking services

Non-European *Students* need a French bank account during the period of the study. Non-European *Students* (and European *Students* if they wish to) may ask the *Coordinating Institution* to support them in this process. Our partner, BNP Paribas, offers to *Students* advantageous terms and conditions (the opening of the account and the visa card, operating costs and banking insurance will be free of charge during the 2 years of the *Programme*).

This account is needed for the *Coordinating Institution* to disburse the scholarship the *Student* have been awarded when applicable, and in any case to allow the *Student* to have means of payments during the entire period of *Programme* (the visa card can be used in all hosting countries of the *Programme*). Upon student formal agreement (by the means of the Commitment Letter), the *Coordinating Institution* request an early (before arrival in first *Host Institution*) opening of the account that allow to disburse the first installment of scholarship as soon as possible. Formal contract is then made upon arrival during the inception week. Home insurance can be contracted from BNP Paribas as well if needed.

The *Student* acknowledges that the contract governing banking services will be concluded upon arrival during a personal meeting with BNP Paribas staff and that they can decided not to conclude the contract at no charges. The *Student* acknowledges that s/he is fully aware that the *Coordinating Institution* is not in any case liable on the terms and condition of this contract and accepts no responsibility with regards to problems incurred as a result of the contractual relationship concluded with BNP Paribas. The *Student* acknowledges that they are fully aware that any expenses related to banking services is their own and sole responsibility and that they will not benefit from any overdraft facilities.

II.3.5. Administrative services at Hosting Institution level

Full Partners commit to provide in due time to the *Student* information on the systems that are necessary for the studies and information about the university study regulations and regulations for examinations and appeals (referenced on the programme website).

The *Student* is entitled to receive administrative services with regards to guidance and support on administrative steps to be taken (visa application and residence permit, residence permit, potential housing allowances, information on student life registration, schedules, campus services, university regulations, graduation rules, legal advice, health and sport services, diploma delivery when applicable directly by the *Host Institution*).

II.3.6. Women's empowerment

The *Full Partners* are dedicated to achieve equity for women in science and agree to support women who face difficult

circumstances or barriers to their full participation, notably for women planning to enroll while having to care for children.

II.3.7. Student with special needs

Students with specific learning difficulties (e.g. dyslexia) and disabilities (e.g. visual impairment - partial sight or blind, hearing loss - partial hearing or profoundly deaf, mobility difficulties or wheelchair use, etc.) are advised to disclose any disabilities, in confidence, at the earliest opportunity so that the Consortium can make provision for the *Student's* needs even if the *Student* do not believe that additional support is required.

The *Hosting Institutions* are striving to improve its facilities to ensure equal opportunities for all students with disabilities and specific learning difficulties. *Host Institution's* disability support services, support includes special arrangements for examinations, liaison with tutors and needs assessments.

II.3.8. Local Administrative Coordinators contacts

The *Student* should contact following focal points:

<i>Coordinating Institution</i>	Contact
University Jean Monnet	Thomas Chaumont thomas.chaumont@univ-st-etienne.fr
<i>Hosting Institutions</i>	
University Jean Monnet	Thomas Chaumont thomas.chaumont@univ-st-etienne.fr
University of Granada	Juan Luis Nieves jnieves@ugr.es
University of Eastern Finland	Laura Hurmalainen laura.hurmalainen@uef.fi Noora Heikkilä noora.heikkila@uef.fi
Gjøvik University College	Hilde Bakke hilde.bakke2@hig.no

II.3.9. Intellectual Property Rights management

National regulations and institutional policies regarding intellectual property rights of each *Hosting Institutions* will apply to management of intellectual materials produced within the framework of the *Programme*, including but not limited to teaching materials produced during the period of this agreement. If generated by the *Student*, it will be subject to the rules of the *Hosting Institution* where the *Student* was registered at the time the intellectual property was created.

Separate agreement may govern the management of Intellectual Property Rights that arise from *Student's* work, including cases studies, industrial projects and *Master Thesis*. The *Student* understands that her/his work might be subject to non-disclosure agreements and that the owner of the intellectual property produced may, in accordance to specific agreement concluded at that time, be any *Hosting Institution* or third parties.

II.3.10. Protection of personal data

Pursuant to Directive 95/46/CE of the European Parliament and the Council of October 24 1995, relating to the protection of natural persons with respect to the processing of personal data and the free movement of that data, the *Consortium* and *Student* agree to comply with the rules established by the Commission of the European communities: decision 2001/497/EC of 15 June 2001 on standard contractual clauses for the transfer of personal data to third countries.

Data subjects are:

- (a) applicants' personal data uploaded on the on-line application server during the Call for Application for Students as listed in article III.4.2. of the *Consortium Agreement*,
- (b) The *Student*
- (c) academic results during participation of the *Student* in the *Programme*.

The transfer is necessary for:
(a) the *Student* selection process as detailed in article III.4. of the *Consortium Agreement*;
(b) the monitoring of students' *Learning Outcomes* and academic results.

The personal data transferred may be disclosed only to *Local Academic Coordinators* and *Local Administrative Coordinators* of each *Full Partners* and internal services in charge of the procedure that requires the personal information.

The personal data transferred may be stored for no more than six (6) years (i.e. one (1) year more than the period of implementation of the *Grant Agreement*).

II.3.11. Use of *Student*'s pictures

The student, for good and valuable consideration, the receipt of which is acknowledged, hereby grants to *Consortium*, its legal representatives, assignees, and those acting under its authority, the unrestricted right and permission to copyright and/or use, and/or publish photographic portraits or pictures of the *Student*, and the negatives, transparencies, prints, or digital information pertaining to them, in still, single, multiple, moving or video format, or in which *Student* may be included in whole or in part, or composite, or distorted in form, or reproductions thereof, in color or otherwise, in any media for advertising or any other lawful purpose.

SECTION III. STUDENT ROLES AND OBLIGATIONS

Article III.1. Student Engagement

The Consortium expects the *Student* to:

- a. know the study programme descriptions and the course descriptions and meet the compulsory activities and the given deadlines;
- b. know the study regulations and the regulations for examinations and appeals at both *Consortium* level and *Hosting Institution* levels;
- c. use the systems regularly and take advantage of the possibilities given, like the library, ICT and laboratories.
- d. read the information sent by e-mails by the *Consortium* academic and administrative staff and take action when applicable. They must use the e-mail account given at the time of application or notify the *Administrative Coordinator* of change of principal email.
- e. participate at the best of their capabilities to the implementation of the *Consortium* *Quality Policy* and governance of the *Consortium*.

Article III.2. Ethics

The *Student* engages to behave with ethics during his/her studies. He/she will commit no fraudulent act, and will specially avoid cheating, falsification or plagiarism of any academic work. Moreover, he/she will not abuse or misuse the access to equipment and installations and will not perform any unauthorized access or violation of departmental or university rules. Any incident against this compromise will be treated by the *Academic and Management Board* and may cause the exclusion of the *Student*.

The *Student* acknowledge that her/his participation on a European programme may require cultural adaptation to local customs, % and don of a given culture.

Article III.3. Attendance

III.3.1. General provisions

The *Student* commits her/herself to duly attend the *Programme* including all prescribed lectures, labs sessions, seminars, examinations and activities of *Programme*, having a duration of two academic years, upon the signature of this *Student Agreement*.

The *Student* shouldn't, in any cases, leave the national territory of the *Hosting Institution* without prior notification and justification to local *Academic and Administrative Coordinators*.

Attendance is monitored by instructors on a daily basis and administrative staff on a monthly basis. In case a *Student* cannot attend a course module for predictable good cause (health issues, administrative tasks), s/he must notify the instructor and copy the local academic and/or administrative coordinator. The *Student* must enclose to this leave request a justification (medical record for health issues, meeting request for administrative tasks for instance).

A maximum of 10% of absence is allowed (10% of a given course module with regard to volume of hours and 10% of global hourly volume of a given semester cumulatively). Any absence beyond this threshold will be considered by the *Academic and Management Board* and the *Student* will be requested to justify her/his absence. In case of repeated and unjustified absence, measures taken by the *Academic and Management Board* can range from cancellation to the examination to final exclusion from the *Programme* and cancellation of any scholarship directly managed by the *Consortium* upon one (1) month notice to the student. The *Student* may in that case appeal in accordance with the terms laid down in Article I.7.

III.3.2. Justified cases of extended leave

The *Student* who has to interrupt their studies for a certain period of time, due to justifiable reasons of health, pregnancy or family matters, must notify the *Academic and Administrative Coordinators* and seek formal agreement prior to the beginning of the leave period.

All such situations will be evaluated on an individual basis by the *Academic and Management Board*.

III.3.3. Withdraw of the Programme

In case the student wishes to leave the *Programme*, s/he must notify the *Academic and Administrative Coordinator* in accordance with the provision laid down in article I.5.3. This will notably result in cancellation of the scholarships managed by the *Consortium*.

Article III.4. Student and Alumni active involvement in the Consortium governing bodies

III.4.1. Students Delegates roles

Students agree to collegially designate two (2) *Students Delegates* who will represent all the *Students* during the said intake and who will act as the main focal point between the *Academic and Management Board* and *Quality Assurance Board* on one hand and the *Students* on the other hand.

Students must elect one (1) delegate and one (1) alternate delegate for their cohort two (2) months after the beginning of the *Programme* at the latest and notify the *Academic and Administrative Coordinators*. Method of election is left to *Students* own judgement.

Students Delegates roles entails:

- a. organize regularly meeting/s on his/her own initiative with her/his fellows, physically or virtually (notably during semester 3 and 4 when *Students* are not located at the same place);
- b. feedback, anonymously if requested by *Student/s*, to *Academic and Administrative Coordinators* or *Consortium* governing bodies any *Student/s* feedback, positive (idea for development) or negative (collective and individual concerns that might arise during the period of the *Programme*, issues faced by the *Students*);
- c. take part in the *Programme* governance bodies work and meetings, in accordance with the terms laid down in article II.1, the *Consortium Agreement* and the *Programme Quality Policy*. This implies notably the obligation for each delegate to:
 - a. participate in the *Consortium* *Academic and Management Board* and *Quality Assurance Board* held physically twice a year and virtually anytime upon proposition of the Heads of the Boards or any *Full Partners* request, and
 - b. participate in meeting organized by the *Programme* financial partner, notably the Agency (indicatively up to two meetings for the duration of the funding).

III.4.2. Alumni Delegate roles

At the end of the *Programme*, the *Students* shall elect one or several *Alumni Delegate/s* that will represent the cohort within the *Programme* governing bodies. *Students delegates* and *Alumni Delegates* may or may not be the same individual.

Students must elect one alumni representative for their cohort two (2) months before the end of the *Programme* at the latest and notify the academic and administrative coordinator. Method of election is left to *Students* own judgement.

Alumni Delegates roles entails:

- a. be, on a voluntary basis, the cohort focal point for alumni management, including the annual alumni employability survey, the community management of social media linked to the *Programme*.
- b. inform regularly alumni of progress of the *Programme* milestones, achievement and strategy and take all necessary endeavors to further alumni cooperation in the *Programme* in liaison with the *Academic and Administrative Coordinators*.
- c. take part in the *Programme* governance bodies work and meeting, in accordance with the terms laid down in article II.1, the *Consortium Agreement* and the *Programme Quality Policy*.
- d. take part in *Master Thesis* jury, in accordance with the terms laid down in article II.2.8.6.2.

III.4.3. Student roles in Consortium's Quality Policy

The *Student* shall dedicated time and attention to formal (i.e. online questionnaires) and informal (focus group at the end of each semester) monitoring and evaluation activities implemented within the framework of the *Consortium Quality Policy*.

Rationale, frequency, objectives and exploitation of data of these monitoring and evaluation activities are defines and ruled by the *Consortium's Quality Policy*, designed and updated regularly by the *Quality Assurance Board* and available on the *Programme's* website.

Participation to these surveys is compulsory and linked to the academic validation of credits and hence diploma (i.e. each course module must be assessed by the student for him/her to get the ECTS associated to the course module, and the overall academic and administrative experience during a mobility period must be assessed to validate the semester). Although administration of these surveys are carried out anonymously, The *Student* may be require to complete individual online questionnaire to ensure full participation. The *Administrative Coordinator* is the only individual that can access individual data and s/he is obliged to convey to the *Consortium* governing bodies only aggregated data or anonymized qualitative feedbacks.

Article III.5. Visibility and marketing of the Programme

III.5.1. Obligations regarding use of Programme's marketing materials

The *Student* commit to follow the guidelines available on the *Programme's* website with regards to use of the *Programme* name, logo and any materials owned by the *Consortium*. This includes notably best practices in terms of referencing the *Programme's* degree name and degree-awarding institutions in the *Student's* CV and social media, and to respect terms of uses of social media managed by the *Consortium*.

III.5.2. Obligations regarding communication with Consortium's financial and technical partners

The *Coordinating Institution* must be the intermediary for all communications between the *Student* and between the *Consortium* third parties, i.e. technical and financial partners, including the *Agency*. The *Student* acknowledges that the *Agency* cannot answers specific complaints that *Students* might have regarding the *Programme* on an individual basis. The *Student* is advised to follow first the appeal process in accordance with the terms laid down in article I.7. prior to attempt to lodge a complaint before the *Agency*.

III.5.3. Student's participation to the Programme marketing

Although not compulsory, the *Student* is encouraged to join her/his efforts to deliver publicity for the *Programme* and design joint promotion and awareness-raising activities in order to ensure the worldwide visibility of the *Programme* as well as the scholarship scheme. The *Student* may contribute to promote the *Programme* by disseminating communication materials and by leveraging their own networks, notably to publicize *Students' Call for Application* and contribute to raise the *Consortium* and *Programme* profile in their academic and institutional networks.

This can be done on a voluntary basis notably through the *Ambassador Programme*, connecting current *Students* and alumni with prospect applicants who may wish to have a direct feedback of a *Student*. The *Student* is free to decide a maximum number of applicants to connect with and preferred mode of connection. Discussions are *peer-to-peer* and kept confidential. Ambassadors have to agree explicitly by email to their participation in the *Programme* and use of their picture and contact details.

Article III.6. Students associations

The *Student* is advised to join the Erasmus Mundus Association and to engage in the association governance and activities.

The *Student* are encouraged to set-up their own alumni association. Funding may be made available by the *Consortium* to cover set-up costs.

SECTION IV. FINANCIAL ARRANGEMENTS

Article IV.1. Student interlocutor for financial matters

The *Coordinating Institution* is primarily responsible to arrange proper management and payment of:

- a. *Participation Costs*, including insurance fees and national tuition fees;
- b. Scholarships - *EMJMD scholarships* and *Consortium scholarships*.

Hosting Institutions may manage directly national (government or university sponsored) scholarship programmes.

Article IV.2. Participation Costs

IV.2.1. Participations Costs amount and payment method

Participation Costs for the 2015-2017 intake are set as follows:

	Students from Programme Country	Students from Partner Country
total Participation Costs (entire Programme, 4 semesters)	" 9,000	" 18,000
Participation Costs for one academic year (2 semesters)	" 4,500	" 9,000

Participation Costs must be paid in at least two instalments, per academic year, at the time of registration (during the inception week) or re-registration (at distance) to the *Coordinating Institution*.

Payment for the first academic year can be done in three (3) separate instalments, providing that the *Student* pay by visa card (which is part of free of charge banking services provided). Payment can be done by bank transfer or visa card but cannot be done by cash.

EMJMD students don't have to pay directly *Participation Costs*, providing that they agree, by signature of this agreement, to allow the *Coordinating Institution* to directly deduct due *Participation Costs* from corresponding *EMJMD scholarship* component.

Academic and administrative registration is effective only when the first instalment is paid.

IV.2.2. Determination of the Student's country category

Participation Costs differ if the *Student* is from (i.e. hold the nationality of) a *Programme Country* or *Partner Country*. This distinction reflects the rationale of financial instruments of European Union external action.

The legal basis and documentation that prevails for determining if an applicant must be considered as from a *Programme* or *Partner Country* is the English version and 2014 version of the *Erasmus+ Programme Guide*, pages 24 to 26 (valid as of 10/10/2014), section C.2. of the *Administrative and Financial Handbook*.

In addition and in line with the *Grant Agreement* requirements:

- a. applicants with a double nationality must specify the nationality under which they submit their scholarship application. At the time of application, applicants must choose one and only one nationality if they hold dual citizenship (referred as the *single nationality rule*), and
- b. applicants from *Partner country* but who have carried out their main activity (studies, training or work) for more than a total of 12 months over the last five years in a *Programme country* will be considered as coming from a *Programme country*. The five-year reference period for this 12 month rule is calculated backwards as from the submission deadline (referred as the *2 months rule*).

Higher *Participation Costs* for *Students* coming from a partner country accounts for special needs, including more expensive hiring and student's services costs.

IV.2.3. Services included in Participation Costs

Participation Costs that are charged to each *Students* cover, for the entire duration of the *Programme*, the costs related to:

- a. selection costs (no costs shall be charged at the time of the application);
- b. registration, and notably local tuitions fees in *Hosting Institutions*;
- c. French social security and health services during the period of the *Programme*;
- d. full access to the *Programme* curriculum (courses, offer of master thesis in the industry, exams, thesis examinations, in-site visits);
- e. social insurance and full insurance coverage complying with the *Agency* requirements during the entire period of the *Programme*;
- f. *Students* Affairs services including administrative counseling, degree delivery, support for banking, housing, and immigration affairs;
- g. full access to any scientific courses offered by *Hosting Institution*, upon agreement of the *Student's* academic tutor.
- h. full access to *Hosting Institution's* libraries, laboratories and online resources services related to the *Programme*
- i. full access to *Hosting Institution* services
- j. dedicated local languages courses;
- k. special tutoring / mentoring by an academic tutor; access to events and networking activities with industry and alumni;
- l. edition of diplomas, and
- m. any other mandatory costs related to the *Student's* full participation in the *Programme*.

These *Participation Costs* does not cover:

- a. travel expenses from home country to the *Coordinating Institution* and from one *Host Institution* to another during the length of the *Programme*;
- b. travel and immigration documentation (e.g. visas fees, stamps);
- c. accommodation costs (deposit management fees, housing tax, etc.);
- d. sports activities, although largely subsidized; (e.g. " 24 lump sum for the first semester)
- e. Cultural activities, although largely subsidized;
- f. books, stationery, personal laptop, and
- g. *Student Associations's* membership fees, when applicable

IV.2.4. Budgeting

Self-financed students are encourage to plan their 2-year budget ahead of the inception week. The *Consortium* must inform, at the time of selection, a ballpark figure of *Participation Costs* and expected costs of living that *Self-financed students* shall be able to meet. This financial ability to cover cost of education may be require for visa application.

A budgeting tool is currently under development.

Article IV.3. Scholarships

IV.3.1. Scholarships holder selection

IV.3.1.1. EMJMD scholarships

There is no specific application process or additional information needed for applicants to apply to *EMJMD scholarships*. Those scholarships are merit-based, the same selection criteria, method and decision-making for selection to the *Programme* will be applied to grant *EMJMD scholarships* (best-ranked applicants being offered *EMJMD Scholarships* constituting the *main list*).

However, additional eligibility criteria apply to be considered eligible to an *EMJMD scholarship*, in line with the *Erasmus+ Programme Guide*, the *Grant Agreement* and the *Administrative and Financial Handbook*.

The *EMJMD scholarships* attribution are validated by the *Academic and Management Board* conjointly to the selection outcomes. The *main list* published on the *Programme* website following the selection process must provide clearly for applicants who are awarded an *EMJMD scholarship*.

Without prejudice to academic excellence, *EMJMD scholarships* must be offered to *Students* by taking geographical balance into account, in accordance with the terms laid down in the *Administrative and Financial Handbook*, and notably;

- a. A minimum of 75% of the *EMJMD scholarships* must be earmarked for *Students* from *Partner Countries* (i.e. a maximum of 25% of the *EMJMD scholarships* can be earmarked for *Students* from *Programme Countries*), and
- b. No more than 3 candidates from the same country (with the same nationality) should be awarded an *EMJMD scholarship* during the same intake.

To ensure that priority is given over academic excellence rather than adjustments toward compliance with geographic balance and notably the ratio *Partner/Programme Countries* at the end of the period of implementation of the *Grant Agreement*, the *Academic and Management Board* agrees to:

- a. First and foremost assess and rank applicants in line with the selection criteria provided in article III.4.4. of the *Consortium Agreement* and without consideration of the countries of origin of the applicants;
- b. Then adjust the attribution of *EMJMD scholarships* taking into account the geographical balance requirements in line with following principles:
 - a. Adjustments must be made every intake (to minimize risk of non-compliance at the end of the period of implementation of the *Grant Agreement* and avoid allocation of *EMJMD scholarships* essentially on a geographic basis during the third intake);
 - b. Selection outcomes only must be used to determine these adjustments and *Consortium scholarships* must be given in priority to best-ranked applicants that cannot receive an *EMJMD scholarship* due to geographic imbalance.

IV.3.1.2. COSI scholarships

COSI scholarships are granted for one (1) academic year. The same selection criteria, method and decision-making for selection to the *Programme* will be applied to attribute *COSI scholarships* at the beginning of the first academic year of each intake.

Attribution of *COSI scholarships* for the second academic year of the of each intake will be based on *Student* performance during the first academic year (best ranking, on the basis of grades available at the time of the selection, and using the grading and calculation rules provided in article II.11. and providing that the *Student* have an average above B during the first academic year). *COSI scholarship* cannot be additional to *EMJMD scholarship*.

The *COSI scholarships* attribution are validated by the *Academic and Management Board* conjointly to the selection outcome. The reserve list published subsequent to the selection process on the *Programme* website must provide clearly for applicants who are awarded a *Consortium scholarship*.

Without prejudice to academic excellence, the *Academic and Management Board* may decide to earmark every intake a number of *Consortium scholarships* to applicants that are graduates of Higher Education Institutions acting as *Associated Academic Partners* of the *Consortium*.

IV.3.1.3. Fee-waiver

Fee-waivers are granted for two (2) academic years. The same selection criteria, method and decision-making for selection to the *Programme* will be applied to attribute *Fee-waiver* at the beginning of the first academic year of each intake.

The *Fee-waiver* attribution are validated by the *Academic and Management Board* conjointly to the selection outcome. The reserve list published subsequent to the selection process on the *Programme* website must provide clearly for applicants who are awarded a *Fee-waiver*.

Without prejudice to academic excellence, the *Academic and Management Board* may decide to earmark every intake a number of *Fee-waiver* to applicants that are graduates of Higher Education Institutions acting as *Associated Academic Partners* of the *Consortium*.

IV.3.1.4. Management of scholarships attribution during intake selection

Considering that:

- a. successful applicants may decide not to confirm their participation in the *Programme* if they don't received substantial financial support during the period of their studies;
- b. successful applicants who are awarded a scholarship may decide not to benefit from it to allow others applicants with lower financial means to join the *Programme* or are not able to join the *Programme* (e.g. for immigration issues).

The applicants must have, subsequent to the publication of the final selection outcomes by the *Academic and Management Board* on the *Programme* website, at least one (1) week to consider the outcome of the selection, assess their financial ability to join the *Programme* and confirm their participation in full knowledge.

Final adjustments to the main and reserve lists must be made in accordance to the terms laid out in article III.6.1.1.4. of the *Consortium Agreement* and upon confirmation in writing of the successful applicants and serve as the basis for the *Consortium* to send the final main and reserve lists to the *Agency* and allow the latter to notify successful *EMJMD scholarship* holders.

IV.3.1.5. Withdrawn of scholarships in case of weak capacity

Pursuant to article B.2 of the *Administrative and Financial Handbook*, the *Consortium* put in place during the first month of the *Programme* a specific evaluation test that will allow to assess the *Students* actual capacity, skills and/or levels of competence in some crucial areas (linguistic, academic, etc.) to efficiently follow the *Programme* with serious chances of graduation at the end of it.

This evaluation test will be the final written exam of the course module Introduction to MathLab, considering that acquisition or validation of this core competence is crucial in determining student future success. Details regarding course content and performance assessment criteria (including previous intake exams) are available on the *Programme* website and on the course module syllabus.

If, after having been given a chance to re-sit, the *Student's* performance is still far below the *Consortium's* minimal performance requirements, the scholarship offer will be withdrawn.

IV.3.2. Scholarships grants management

IV.3.2.1. Amount granted

IV.3.2.1.1. EMJMD scholarships

Contribution to the participation costs	" 9000 per year per scholarship holder from a Partner Country " 4.500 per year per scholarship holder from a Programme Country		
Contribution to the travel and installation costs	" 1.000 per year per scholarship holder resident of a Programme Country for travel costs " 2.000 per year for travel costs + " 1.000 for installation costs for scholarship holder resident of a Partner Country whose location is situated at <i>less than 4.000 km</i> from the <i>Coordinating Institution</i> . " 3.000 per year for travel costs + " 1.000 for installation costs for scholarship holder resident of a Partner Country whose location is situated more than 4.000 km from the <i>Coordinating Institution</i> .		
Contribution to subsistence costs	" 1.000 per month for the entire duration of the <i>Programme</i> (24 months). Contribution to subsistence costs will not be given during periods spent in their country of residence		
Total	Programme country	Partner country	
		<4000 km	>4000 km
	" 17500 per year " 35000 for the programme duration	" 23500 per year " 47000 for the programme duration	" 24500 per year " 49000 for the programme duration

The legal basis and documentation that prevails for determining scholarships amount is the English version and latest version of the *Erasmus+ Programme Guide*, pages 101 (valid as of 10/10/2014) and section C.2.1. and E.1. of the *Administrative and Financial Handbook*.

EMJMD Students from Partner Countries can spend Semester 4 in a *Partner Country* (associated partner institutions only), under the direct supervision of one of the *Consortium partners* and only if this country is different from the student's country of origin; Periods in excess of this duration or spent in the students country of origin will not be covered by the *EMJMD scholarship*.

IV.3.2.1.2. COSI scholarships

The amount of *COSI scholarships* offered every intake is set by the *Academic and Management Board* and provided in the *Financial Agreement*, in line with the sustainability strategy provided in Annex C. of the *Consortium Agreement*.

COSI scholarships for 2015-2017 are set to five thousand (5,000) euros.

IV.3.2.1.3. Fee-waiver

Fee-waiver for 2015-2017 are set to 50% (halving of the *Programme* Participation Costs).

IV.3.2.2. Scholarship disbursement

IV.3.2.2.1. EMJMD scholarships

EMJMD scholarships cover the entire duration of the *Programme* and are awarded exclusively for a full-time enrolment in one of the *Programme* intake. *EMJMD scholarships* disbursement are managed by the *Coordinating Institution* in accordance with the general principles indicated in sections E.1, E.2, E.3 and E.4 of the *Administrative and Financial Handbook*.

IV.3.2.2.2. COSI scholarships

COSI scholarships cover two (2) consecutive semesters of the *Programme* and are awarded exclusively for a full-time enrolment in one of the *Programme* intake. A *Student* can receive, during 2 consecutive years, 2 consecutive *Consortium scholarships*. *COSI scholarships* payment are managed by the *Coordinating Institution*.

IV.3.2.2.3. Fee-waiver

Fee-waiver are directly applied to Participation Costs charged to Students at the beginning of each academic year.

	<i>Students from Programme Country</i>	<i>Students from Partner Country</i>
total Participation Costs (entire Programme, 4 semesters), with a Fee-waiver	" 4,500	" 9,000
Participation Costs for one academic year (2 semesters), with a Fee-waiver	" 2,250	" 4,500

IV.3.2.2.4. Payment timetable for 2015-2017 intake

IV.3.2.2.5. Notes on EMJMD scholarships disbursement

Amounts indicated here represents *EMJMD scholarships* depending on the *Student's* country of residence. Amounts can vary between *Students* because the contribution to subsistence costs must:

- a. neither be given to scholarship holders for the EMJMD periods (study /research /placement /thesis preparation) spent in their country of residence;
- b. nor to *Partner Country* scholarship holders for the EMJMD periods exceeding three months (indicatively the equivalent of 15 ECTS credits) spent in any Partner Country.

The monthly allowance can only be paid as from the month of arrival of the student at *Coordinating Institution* and after formal enrolment to the course. If students decide to voluntarily join the *Programme* at an earlier stage, then this period must not be considered as part of the *Programme* duration. This rule also applies to cases of late arrivals of students to the course.

The contribution to travel and installation costs (details see C.2 of *Administrative and Financial Handbook*) shall be paid in full to the student as follows:

- a. Contribution to travel costs: the full amount for year 1 upon arrival of the *Student* at *Coordinating Institution*, and the full amount for year 2 upon beginning of semester 3. The amount paid to the student for year 2 remains unaffected should the student drop-out or be expelled after the third semester and before graduation.
- b. Contribution to installation costs shall be paid in full upon arrival of the *Student* at the *Coordinating Institution*.

The contribution to subsistence costs (i.e. monthly allowance for living costs . see C.2 of the *Administrative and Financial Handbook*) must be paid in full to the students on a monthly basis and up to the maximum of 24 instalments.

ANNEXE A. DEFINITIONS

Academic and Management Board shall mean the main governing body established under the *Consortium Agreement*, to resolve a variety of management issues in accordance with the terms laid down in article II.3.1 of the *Consortium Agreement*.

Administrative and Financial Handbook shall mean the *Handbook* for beneficiaries of the Erasmus+ KA1 Higher Education Erasmus Mundus Joint Master Degree action of the European Commission, Version 1: December 2014. The *Administrative and Financial Handbook* forms the Annex XI to the *Grant Agreement* and therefore contractually enforceable.

Agency shall mean the Education, Audiovisual and Culture Executive Agency entrusted with the implementation of programmes and activities on behalf of the European Commission the European Commission.

Associated Partners shall mean *Associated Academic Partners* and *Associated Industrial Partners*.

Associated Academic Partners shall mean any Higher Education Institution that contributes indirectly to the promotion, implementation, monitoring, evaluation activities and/or sustainable development of the *Programme* and who are signatory of this *Consortium Agreement*. Their expertise is called upon on an ad-hoc basis. In contrast to *Full Partners* (see definition below), *Associated Academic Partners* are not entitled to benefit directly from the *Grant Agreement*.

Associated Industrial Partners shall mean any socio-economic entity (i.e. commercial enterprises, public authorities or organizations, non-profit or charitable organizations, etc.) that contributes to the promotion, implementation, monitoring, evaluation activities and/or sustainable development of the *Programme* and who are signatory of this *Consortium Agreement*. In contrast to *Full Partners* (see definition below), *Associated Industrial Partners* are not entitled to benefit directly from the *Grant Agreement*.

Confidential information shall mean information which is to be treated as confidential by a *Full Partner* or *Associated Partner* due to contractual obligations with a third party or third parties.

Consortium Members or the Consortium shall mean all parties associated to this *Consortium Agreement*, either *Full Partners* or *Associated Academic Partners* and *Associated Industrial Partners*.

Consortium Agreement shall mean the agreement governing the financial, technical managerial, academic, operational and administrative implementation of the Erasmus Mundus Joint Master Degree COSI / COLOUR in Science and Industry / during the period of implementation of the Grant Agreement 2014-2019 including all Annexes, signed by all *Full* and *Associated Partners* of the *Consortium* and available on the website of the *Programme*.

Consortium Members or the Consortium shall mean all parties associated to this *Consortium Agreement*, either *Full Partners* or *Associated Academic Partners* and *Associated Industrial Partners*.

Coordinating Institution: The *Coordinating Institution* is the organization responsible for the overall management of the project in the consortium. The *Coordinating Institution* acts as the main beneficiary in the contractual and financial relations between the consortium and Agency. Jean Monnet University is the Coordinating Institution. The Coordinating Institution has signed a multi-beneficiary *Grant Agreement* on behalf of the *Full Partners*.

Corporate Partners any socio-economic entity (i.e. commercial enterprises, public authorities or organizations, non-profit or charitable organizations, etc.) that contribute directly or indirectly to the *Programme* implementation. *Corporate Partners* may or may not be *Associated Industrial Partner*.

COSI shall mean Colour in Science and Industry and is the name of the Erasmus+ Erasmus Mundus Joint Master Degree for which this *Learning Agreement* is established.

EMJMD student shall mean a student effectively enrolled in the *Programme*, registered at University Jean Monnet, and who is beneficiary of a *Joint Master Degree scholarship*.

Erasmus+ Programme Guide shall mean the *Guidelines* published for beneficiaries of the Erasmus+ KA1 Higher Education

Erasmus Mundus Joint Master Degree action of the European Commission, version 2 (2014): 27.03.2014.

Full Partners shall mean signatory of the *General Conditions* and *Special Conditions* of this *Consortium Agreement* and beneficiaries of the *Grant Agreement*. *Full Partners* are European degree-awarding Higher Education Institutions recognized as such by the relevant authorities of the country in which they are established and contribute actively to the preparation, implementation and evaluation of the *Programme*. Each *Full Partner* signed a mandate by which the signatory grants power of attorney to the *Coordinating Institution* to act in his name and on his account during the implementation of the project.

Host Institution shall mean the institution which is either a *Full Partner* (during the 3 first semester) or *Associated Partner* (during semester 4) where the student will reside during the *Programme* for completion of one semester.

Learning outcomes shall mean significant and essential learning that learners have achieved, and can reliably demonstrate at the end of the *Programme*, notably in terms of knowledge and skills needed by the *Programme's Corporate Partners* in the perspective of better employability of the *Student*.

Local University Tuition Fee fees shall mean any fees that *Student* registered in the *Programme* have to pay to the *Hosting Institution* where they are enrolled or following course modules, including the Master Thesis and work placement. The cost to these local university tuition fees shall be accounted in the *Participation Costs* of the *Programme*.

Mobility shall mean physical mobility of a *Student*, teaching or academic staff from a hosting institution to another.

Mobility scheme shall mean learning path embedded in the *Programme*, including options that can be made by the *Student* and international travel needed to ensure full participation to the *Programme*.

Programme shall mean the Joint Master Degree course COSI (Colour in Science and Industry) and include all administrative, academic activities and development projects supporting its implementation and sustainability.

Quality Assurance Board shall mean the board established under this *Consortium Agreement* to resolve a variety of quality assurance issues in accordance with the terms laid down in article II.3.2. of the *Consortium Agreement*.

Self-financed student shall mean a *Student* effectively enrolled in the *Programme*, registered at University Jean Monnet, but who did not benefit from a EMJMD scholarship nor benefit from a scholarship directly managed by the *Coordinating Institution*.

Student/s shall mean individual that are effectively (administratively and academically) registered in the *Programme* in view of a graduation, i.e. individual that are at least registered in University Jean Monnet Saint Etienne. *Students* include *EMJMD students* and *Self-financed students*.

Student Agreement shall mean the contract signed between a *Student* following her/his enrolment in the *Programme* and the *Coordinating Institution* on behalf of all *Full Partners*. It aims to ensure the proper participation of the *Student* in the *Programme* activities and guarantee adequate transparency of the *Programme* participation rules by defining both the *Full Partners* and *Students'* rights and obligations in relation to her/his Master courses studies.

Supporting Partners shall mean any private or public institution that contributes indirectly to the promotion, implementation, monitoring, evaluation activities and/or sustainable development the *Programme* but who does not wish to enter in this *Consortium Agreement*. Their role and duties are defined, when applicable, in separate and specific arrangements. A list of supporting institutions can be found on the *Programme* website.

ANNEXE B. TEMPLATE OF SETTLEMENT LETTER

This is to inform the Students on appeal procedure following any decision taken by the COSI governing bodies (Academic and Management Board, Quality Assurance Board) collectively or their members individually (Academic Coordinator and Local Academic Coordinator, Administrative Coordinator and Local Administrative Coordinators) or faculty members, including but not limit

2015-2017 intake - appeal Procedure for students

ed to:

- a. Performance assessment (grades), grading system (calculation, averaging), semester and diploma completion;
- b. Mobility option for Semester 3;
- c. Master Thesis validation and evaluation;
- d. Scholarships attribution and management.

Important notes:

The COSI Academic & Management Board is primarily responsible for conflict cases settlement. The Education, Audiovisual and Culture Executive Agency should not be contacted directly by the student alone, but rather by the Consortium if the conflict, despite the appeal decision, is not resolved.

If problem cases arise related to quality of academic or administrative services, the Student is advised to first seek clarification to Local Academic and Administrative Coordinators, then Academic Coordinator. If the issue is not solved, the student may inform her/his student delegate.

The procedure to lodge a complaint for 2015-2017 intake is set as follows:

1. If the Student does not agree with decisions issued by COSI governing bodies or members, then s/he may appeal this decision before the COSI Quality and Assurance Board.
2. In order to be valid, the appeal must be in writing, using following letter of settlement template (page 2 of this document) signed and dated, and send (in .pdf format) by the applicant to the attention of:

Prof. Alain Trémeau, Head of COSI Academic & Management Board and Academic Coordinator.
alain.tremeau@univ-st-etienne.fr

3. The complaint must be transmitted to the Quality Assurance Board within ten (10) days following the notification of the complaint.
4. The appeal should set out fully the grounds upon which it disputes the challenged decision, together with copies of any relevant supporting documents or justifications upon which it relies. The grounds of the appeal must be based on new elements or facts which were not taken into consideration when the decision was originally analyzed. It should be noted that the Quality Assurance Board may reject an appeal which is not submitted within a thirty (30) days period after the decision has been taken or which does not contain the necessary justifications or documentation.
5. The Quality Assurance Board will examine every appeal cases, either physically or virtually. The board can decide or not to ask the governing body or any member or academic and administrative staff to reassess and reconsider the/ir decision/s or to deny the appeal procedure after close examination of the Student's pleas.
6. The Student will be informed of the appeal decision of the Quality Assurance Board by a written instrument within thirty (30) days following after date of reception of the letter of settlement

LETTER OF SETTLEMENT

<p>CHALLENGED DECISION OR COMPLAINT</p> <p><i>(Specify the type of decision against which you are appealing or describe in one sentence the problem faced)</i></p>	
<p>DESCRIPTION OF SUPPORT DOCUMENTS ENCLOSED</p> <p><i>(Include any documentation required needed to substantiate your claims)</i></p>	
<p>STATE THE GROUNDS FOR YOUR APPEAL</p> <p><i>(Statement of the material facts and all the necessary corroborative evidence to support your claim. Be factual, specific and brief. Please indicate, without prejudice, what outcome or further action you are expecting)</i></p>	
<p>I am writing to appeal against a decision from COSI governing bodies or to lodge a complaint. I certify the information on this letter of settlement, and any supporting documentation are accurate, true, and complete to the best of my knowledge.</p> <p style="text-align: right;">Sincerely,</p> <p style="text-align: center;">FAMILY NAME</p> <p style="text-align: center;">GIVEN NAME/S</p> <p style="text-align: center;">DATE</p> <p style="text-align: center;">SIGNATURE</p>	