

ERASMUS MUNDUS JOINT MASTER DEGREE

CO·SI

Computational Colour and Spectral Imaging

STUDENT AGREEMENT

Governing the roles and obligations of the student and the Coordinating Institution the Norwegian University of Science and Technology 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 2020-2022

STUDENT ID

FAMILY NAME

[as it appears on student passport]

GIVEN NAME/S

[as it appears on student passport]

PASSPORT #

FULL PERMANENT ADDRESS

[address of the student in home country]

EMAIL

[personal email]

COUNTRY OF CITIZENSHIP

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

STATUS

DATE OF BIRTH

EMJMD SCHOLARSHIP HOLDER
CONSORTIUM SCHOLARSHIP HOLDER
SELF-FINANCED

STUDENT AGREEMENT

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By & between

Norwegian University of Science and Technology

Teknologivegen 22,
2815 Gjøvik,
NORWAY
(Hereinafter referred to as "the *Coordinating Institution*")

represented for the purposes of signature of this agreement by:
Jean-Baptiste THOMAS

Associate Professor at NTNU and coordinator of the COSI EMJMD Master
program
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*")

University Jean Monnet Saint-Etienne
10, Rue Tréfileries -CS 82301
42023 Saint-Etienne Cedex 2,
FRANCE
(Hereinafter referred to as "*Full Partner*")

(Hereinafter referred collectively to as "*Full Partners*", or "*Hosting Institutions*")

And

The Academic and Industrial Associated Partners

(Hereinafter referred collectively to as the "*Consortium*")

duly represented by the *Coordinating Institution* by virtue of the mandates
for the signature of the *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 2020-2022 intake of the *Programme* by the selection Committee held on 17/03/2020 at Norwegian University of Science and Technology and at distance due to the sanitary crisis of the Covid-19;
- 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

Jean-Baptiste THOMAS

Academic Coordinator

Norwegian University of Science and Technology,
Norway
Coordinating Institution

Date:

Signature / stamp

Marius Pedersen

Professor,
On behalf of the Head of the Department of Computer Science

Norwegian University of Science and Technology,
Norway
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 never been awarded an EMJMD or 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 linguistics levels of competence expected from me prior and during the *Programme* as per this *Student Agreement*.

I authorise Norwegian University of Science and Technology 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. 10/01/2020.

If this is the case, I must inform the administrative coordinator without delay and I acknowledge that I'll 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 1 - 2020 - valid as of 05/11/2019 – and the Administrative and Financial Handbook 2016 Version May 2016. The Administrative and Financial Handbook forms the Annex XI to the Grant Agreement and therefore contractually enforceable.

Date

Student signature

SECTION I. PURPOSE & SCOPE

Article I.1. Purpose

I.1.1. This *Student Agreement* details all essential implementing rules governing the Erasmus+ Joint Master Degree (hereinafter EMJMD) COSI / Computational Colour and Spectral Imaging / 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 1 - 2020 - valid as of 05/11/2019 –, the Guidelines for JMD consortium agreement and the Administrative and Financial Handbook 2016) 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/A03/2018 (submission number: 610605-EPP-1-2019-1-NO-EPPKA1-JMD-MOB);
- (d) the EACEA Letter of acceptance (of 610605) reference number 610605-EPP-1-2019-1-NO-EPPKA1-JMD-MOB
- (e) the *Grant agreement nr 2019-1537 / 001 - 001* EMJMD PROJECT NUMBER – 2019-1537 between the Agency acting under powers delegated by the European Commission and Norwegian University of Science and Technology, 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 September 6 2019 at UJM, France, as per minutes recorded and made public, and the *Consortium Agreement*, which describes the policies, procedures, terms and conditions with respect to offering an integrated European Master Degree COSI / Computational Colour and Spectral Imaging / during the period of implementation of the Grant 2019-2025 including all Annexes, signed by all *Full* and *Associated Partners* of the *Consortium*.
- (g)

I.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 *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 15/10/2022.

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 result 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.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 Norwegian 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 Norwegian Law.

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 arrangements for all *Students* who have commenced the *Programme* to complete their units 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) day's written notice to the *Academic Coordinator*, *Local Academic Coordinator* and *Administrative Coordinator*. Financial implications of this withdrawal are detailed in Section IV. Financial Arrangements. Withdrawal 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) week's 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*.

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 obligation 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 computational colour and spectral imaging
- (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 / Computational Colour and Spectral Imaging I". 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

Considering the new challenges due to rapid technological changes and fast development of new technical solutions for applications

ranging from engineering to creative industries, there is a strong need for the COSI master program relating to color and spectral imaging and its related technical/technological solutions. To address challenges related to the evolution of imaging technologies, lighting and their effects to the visual field and humans, the "spectral thinking" of light and color is necessary and is the core of the COSI program. It will contribute to the competitiveness of EU in those fields and provide a well-trained and highly skilled workforce ready for employment. The JMD COSI is unique at both EU & international levels through the expertise of each member of the consortium. It provides a common foundation for theoretical & applied research, unique both in terms of expertise for industrial & academic purposes.

The Programme offers a set of specializations supported by different mobility schemes based on semesters. The specializations are based on the offer below:

- > specialization in *Colour image modelling and understanding* (delivered by University of Jean Monnet);
- OR
- > specialization in *Photonics, Image and Vision* (delivered by University of Granada);
- AND
- > specialization in *Computational Spectral Imaging* (delivered by University of Eastern Finland);
- OR
- > specialization in *Colour and Visual Computing* (delivered by Norwegian University of Science and Technology).

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 computational colour science and data science, optics and photonics, measurement systems and spectral technologies, digital imaging and computer vision, mathematics and computation;
- 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 data 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.

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 unit 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

Country	World
Learning rationale	Professionalization

Teaching activities should be delivered on-site, but in case of special circumstances agreed by the AMB teaching activities and other Programme activities could be delivered partially or fully at distance.

COSI day (graduation ceremony / professional network) (September 2022)

II.2.8.1. Unit module sequence and Programme's milestones

Year 1 : 2020 – 2021

Induction week and COSI Days

(from the 10 and the 15 of August 2020 and 7-10 of September 2020)

The program was adapted to COVID19 constraints

Semester 1

(from the 10 of August 2020 to the 31st of December 2020)

<i>Indicative time frame</i>	from August Year n till December Year n
<i>Hosting Institution</i>	Norwegian University of Science and Technology (NTNU)
<i>Country</i>	Norway
<i>Learning rationale</i>	Develop skills and competencies in the core expertise of the programme

Semester 2

(from the 1st of January 2021 to the 30th of June 2021)

<i>Indicative time frame</i>	January Year n+1 till June Year n+1
<i>Hosting Institution</i>	University of Granada (or) University Jean Monnet
<i>Country</i>	Spain (or) France
<i>Learning rationale</i>	Specialization in Photonics, Image and Vision (or) Specialization in Color image modelling and understanding

Summer internship

(from the 15th of June 2021 to the 31st of July 2021)

<i>Indicative time frame</i>	June / July Year n+1
<i>Hosting Institution</i>	Associated Industrial Partners or Associated Academic Partners or Full Partners
<i>Country</i>	World
<i>Learning rationale</i>	Professionalization

Year 2 – 2021 - 2022

Semester 3

(from the 15th of August 2021 to the 31 of December 2021)

<i>Indicative time frame</i>	from August Year n+1 till January Year n+2
<i>Hosting Institution</i>	University of Eastern Finland (or) Norwegian University of Science and Technology
<i>Country</i>	Finland (or) Norway
<i>Learning rationale</i>	Specialization in Computational Spectral Imaging or in Colour and Visual Computing

Semester 4

(from the 1st of January 2022 to the 30th of June 2022)

<i>Indicative time frame</i>	from January Year n+2 till September Year n+2
<i>Hosting Institution</i>	Associated Industrial Partners (or) Associated industrial Partners (or) Full Partners (or) Supporting Partners

II.2.8.2. Curriculum 2020-2022 intake

Semester 1

<i>Hosting Institution</i>	Norwegian University of Science and Technology
<i>Learning rationale</i>	Develop skills and competencies in colour science and data science

Compulsory courses

Computer graphics fundamentals and applications	7.5 ECTS
Cross-media colour reproduction	7.5 ECTS
Deep learning for visual computing	7.5 ECTS
Introduction to research on colour and visual computing	7.5 ECTS

Technical compulsory unit

Seminar series	No ECTS
Optional courses	Extra ECTS granted
Norwegian language and culture	5 ECTS

Semester 2

<i>Hosting Institution</i>	University Jean Monnet
<i>Learning rationale</i>	Colour image modelling and understanding

Core Teaching Modules

Compulsory Courses	= 20 ECTS
Advanced Image Processing	5 ECTS
3D models in Computer Vision	5 ECTS
Light Matter Interaction and Material Appearance: From Physics to Virtual Reality	5 ECTS
From Statistics to Data Mining	5 ECTS

Elective units

Research methodology and project management	5 ECTS
Digital innovation and entrepreneurship	5 ECTS
Real-time 3D visualisation	5 ECTS

Optional courses

French language and culture	5 ECTS
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Semester 2

<i>Hosting Institution</i>	University of Granada
<i>Learning rationale</i>	Photonics, Image and Vision

Core Teaching Modules

Compulsory Courses	= 15 ECTS
Advanced optoelectronics	5 ECTS
Computer Vision	5 ECTS
Advanced Colour and Spectral Imaging	5 ECTS
Elective units	15 ECTS
Optical sensors	5 ECTS
Remote imaging and sensing	5 ECTS
Data Science	5 ECTS

Advanced colour and image processing	5 ECTS
Human Perception and Cognition	5 ECTS
Optional courses	Extra ECTS granted
Spanish language and culture	5 ECTS

Semester 2

<i>Hosting Institution</i>	Associated Industrial Partners (or) Associated industrial Partners or Supporting Partners
<i>Learning rationale</i>	Professionalization
Summer internship	= No ECTS

Semester 3

<i>Hosting Institution</i>	University of Eastern Finland
<i>Learning rationale</i>	Specialization in Computational Spectral Imaging
Core Teaching Modules	= 30 ECTS
Compulsory courses	= 25 ECTS
Application on photonics	5 ECTS
Advanced spectral imaging devices	5 ECTS
Colour science laboratory	5 ECTS
Industrial group project	5 ECTS
Advanced deep learning	5 ECTS
Elective units	= 5 ECTS
Optical metrology and fabrication	5 ECTS
Location-aware mobile applications development	5 ECTS
Other elective course upon eligibility	5 ECTS
Optional courses	Extra ECTS granted
Finnish language and culture	2 ECTS

Semester 3

<i>Hosting Institution</i>	Norwegian University of Science and Technology
<i>Learning rationale</i>	Specialization in Colour and Visual Computing
Core Teaching Modules	= 30 ECTS
Compulsory courses	= 22.5 ECTS
Specialisation in colour imaging	7.5 ECTS
Specialisation in video processing	7.5 ECTS
Appearance, perception and measurement	7.5 ECTS
Elective units	Extra ECTS, 7.5 ECTS at least. Students must take 2 courses at least
Advanced Colour Management	7.5 ECTS
Advanced project work	7.5 ECTS
Other elective course upon eligibility	7.5 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
Optional Units	Extra ECTS
- Scientific units taught in other international master programs	
- languages and cultures	

II.2.8.3. Core unit modules

Successful completion of *Core Unit Modules* is awarded by 30 ECTS credits per semester. Units modules are designed to be awarded 5 ECTS credits each (except at NTNU where the standard number is 7.5ECTS). *Core Unit Modules* include:

- Major units that any *Students* must follow during semester 1, 2 and 3;
- Minor (optional) units during semester 1, 2 and 3
- specialization units 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 Units

Full Partners are encouraged to offer full access to any relevant unit modules taught in English to the *Student*. The *Student* however acknowledge that the schedule cannot be adjusted to allow specific optional choices by given students.

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

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

II.2.8.5. Summer internship

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

Short-term placement opportunities and/ research topics will be suggested to the student by the *Consortium* during semester 1. Summer internship topics are validated by the *Academic Coordinator* before it is suggested to the student.

Summer internship can take place in any kind of institution (public / private) that are Associated Partner of the program at the moment of the internship. In case *EMJMD students* go back to their home country for this internship, this can have an impact on the *EMJMD scholarship* amount, in accordance with the terms laid down in section IV.

If the student receives a gratification during his/her internship, he/she will continue to receive the scholarship but if he/she earns a salary the scholarship will be suspended.

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* is undertaken preferably with an *Associated Industrial/Academic 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* perusal.

However, a *Student* may submit a *Master Thesis* topic with another institution or industry. This topic must be submitted by the end of September of year 2 so it can be evaluated and validated by the *Academic Coordinator*. The topic and the institution/industry must be validated by the *Academic Coordinator* before it becomes a valid *Master Thesis*.

Master Thesis must materialize into a work placement of six (6) months. The *Master thesis* should be according to the international standards of *Master thesis* and the Topic should be related to topics within the expertise of the programme. The *Master Thesis* proposals are validated for 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 countries where one *Full Partner* is located, the academic supervisor organizes 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 days". Members of the jury are:

- a. COSI academic coordinator;
- b. Two independent reviewers validated by the AMB;
- c. Host company / institution supervisor;

The *Consortium* must publish *Master Thesis'* 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.2.8.6.4 Master Thesis Evaluation

The examination of the Master Thesis (MT) will be based on:

- a. a public defense (2 days in September 2022) of the work realized during the internship (20% of the mark). This is evaluated by the Jury.
- b. a written report (submission of report 2 weeks before the defense). This is evaluated by two independent reviewers validated by the AMB (40% of the mark).
- c. the ability of the student to work in a team on a defined topic and to reach the initial objectives (evaluated by the AMB) (20% of the mark).
- d. the student's progress made along the internship. This is assessed by the supervisor(s) (20% of the mark).

The grading of Master Thesis is performed and validated by the AMB.

II.2.8.7. COSI day

The "COSI day" is an event organized each September to gather all COSI stakeholders from September 2020. It may take place at any of the *Host Institutions*.

Example of activities includes:

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

III.2.8.8. Curriculum management

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

Full Partners agree that a degree of flexibility in the catalogue of unit 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 *unit modules* referring to the unit syllabus, to allow applicants to have a detailed view on *Programme* academic offer.

Unit modules can be mutualized with other international master programmes units 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 mentorship

Host Institutions provide the *Student* with an academic mentor, a PhD holder or near completion to one. The *Student* and their tutor or faculty advisor meet regularly 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:

- a. three (3) complete mobility periods in two (2) or 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*
- b. and successfully undertake a *Master Thesis* at one (1) of the *Consortium's Full Partner, Associated Academic Partner, Associated Industrial Partner, Supporting Partner* or corporate partner of the *Consortium* at large. This Master thesis is validated by the consortium according to section II.2.8.6.4.

II.2.10.2. The COSI Days and first semester takes place at Norwegian University of Science and Technology, the second semester either at University of Granada or University Jean Monnet, the third semester either at Norwegian University of Science and Technology 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 in whole by virtual *mobility* (excluding units modules that are provided by Higher Education Institutions acting as *Full Partners* to ensure consistency of the units sequence) neither can they take place in institutions outside the *Consortium*. In some exceptional circumstances (due to for example the closing of the frontiers or a lock-down period due to a sanitary crisis), some mobility periods could be adapted to the circumstances (for example the date of arrival on host institution could be postponed), and consequently during a time all teaching/*Programme* activities could be delivered at distance. This should be agreed by the AMB.

II.2.10.5. The *Student* is required to indicate their preferred mobility tracks at the application time. The final mobility track is decided by the AMB and indicated to the student at the enrolment time. If there are desire to change the agreed mobility, this has to be proposed by the student to the AMB or by the AMB to the student. Decision will be handled by the AMB after evaluation.

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 will 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* unit 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 external 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 *unit 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 unit module			COSI grading scale
1	Excellent - outstanding performance	$X \geq 9$	A
2	Very Good - above the average standard but with some errors	$8 \leq X < 9$	B
3	Good - generally sound work with a number of notable errors	$7 \leq X < 8$	C
4	Satisfactory - fair but with significant shortcomings	$6 \leq X < 7$	D
5	Sufficient - performance meets the minimum criteria	$5 \leq X < 6$	E
6	Fail - some more work required before the credit can be awarded	$4 \leq X < 5$	FX
7	Fail - considerable further work is required	$0 \leq X < 4$	F

Grade equivalence between University Jean Monnet institutional grading system and COSI grading system

University Jean Monnet grading system: (All marks : X/20) to assess performance for each unit module			COSI grading scale
1	Excellent – <i>Très bien</i>	$X \geq 18$	A
2	Very Good - <i>Très bien</i>	$16 \leq X < 18$	B
3	Good - <i>Bien</i>	$14 \leq X < 16$	C
4	Satisfactory – <i>Assez Bien</i>	$12 \leq X < 14$	D
5	Sufficient - <i>Passable</i>	$10 \leq X < 12$	E
6	Fail - <i>Echec</i>	$08 \leq X < 10$	FX
7	Fail - <i>Echec</i>	$X < 8$	F

Grade equivalence between University of Granada institutional grading system and COSI grading system

University of Granada grading system: (All marks : X/10) to assess performance for each unit module			COSI grading scale
1	Excellent – <i>Sobresaliente (Matricula de Honor if X=10)</i>	$X \geq 9$	A
2	Very Good - <i>Notable</i>	$8 \leq X < 9$	B

3	Good - <i>Notable</i>	$7 \leq X < 8$	C
4	Satisfactory - <i>Aprobado</i>	$6 \leq X < 7$	D
5	Sufficient - <i>Aprobado</i>	$5 \leq X < 6$	E
6	Fail - <i>Suspense</i>	$4 \leq X < 5$	FX
7	Fail - <i>Suspense</i>	$0 \leq X < 4$	F

Grade equivalence between University of Eastern Finland institutional grading system and COSI grading system

University of Eastern Finland grading system: (All marks : X/10) to assess performance for each unit module			COSI grading scale
1	Excellent - <i>Erinomainen</i>	5	A
2	Very Good - <i>Kiitettava</i>	4	B
3	Good - <i>Hyva</i>	3	C
4	Satisfactory - <i>Tyydyttava</i>	2	D
5	Sufficient - <i>Valttava</i>	1	E
6	Fail - <i>Hylatty</i>	0	FX
7	Fail - <i>=Hylatty</i>	0	F

Grade equivalence between Norwegian University of Science and Technology institutional grading system and COSI grading system

Norwegian University of Science and Technology grading system: (All marks : X/10) to assess performance for each unit module			COSI grading scale
1	Excellent - <i>Fremragende</i>	A	A
2	Very Good - <i>Meget god</i>	B	B
3	Good - <i>God</i>	C	C
4	Satisfactory - <i>Nokså god</i>	D	D
5	Sufficient - <i>Tilstrekkelig</i>	E	E
6	Fail - <i>Ikke bestått</i>	F	FX
7	Fail - <i>Ikke bestått</i>	F	F

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 scientific unit modules grades and the *Master Thesis* will be calculated. *Students* who have taken more than the minimum science-based units or 120 ECTS will get their lowest grade amongst optional units taken out of the calculation of this average. The final numerical and corresponding alphabetical grade is determined by the formula:

$$N = \text{number of scientific units validated by a student}$$

$$X_i = \text{mark obtained in unit number } i$$

$$W_{xi} = \text{number of ECTS corresponding to the unit number } i$$

$$X = \left[\frac{\sum_{i=1, \dots, N} W_{xi} * X_i}{120} \right]$$

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 unit syllabus prior to the beginning of the unit.

Local Academic Coordinators shall use examination methodologies and the weight of different examination as endorsed in each unit syllabus.

II.2.11.6. Second session examination

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

The second or "resit" session of exams for the first semester, second and third semester will be organized according to the *Hosting Institutions* rules, and preferably 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 unit (at least E)

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

II.2.11.7. Graduation rules

Validation Course module	Rule
Semester	To validate a unit 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 has to retake the examination. The F (or the FX) will be replaced by the new grade only if it is better than previous grade.
Semester 1	To validate a semester, a <i>Student</i> must capitalize at least 30 ECTS. <i>Student</i> will be allowed to take a maximum of six units module (i.e. the 4 mandatory core teaching modules units and 1 optional unit and the optional language and culture course, for a total of maximum 42.5 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 22.5 ECTS (i.e. if s/he has failed a maximum of 1 mandatory unit module). In that case s/he will be allowed to pursue in semester 2 and will need to pass the failed course again during semester 2 (i.e. obtain a minimum of 37.5 ECTS). If a <i>Student</i> don't get this minimum of 22.5 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 <i>Programme</i> for the next intake as a self-funded student once. Upon agreement by the <i>Academic and Management Board</i> (in case of justified health of personal issues), the student may only pay local tuition fees of the first <i>Hosting Institution</i> .
Semester 2	<i>Student</i> will be allowed to take a maximum of six units, excluding the language and culture unit. <i>Student</i> 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 for the first year. 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 <i>Programme</i> for the next intake as a self-funded student once. Upon agreement by the <i>Academic and Management Board</i> (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 3, 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 awarded 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 as a self-funded student. 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 the national diplomas listed in section II.2.12.2, the *Student* must have validated 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 and any kind of fraud. 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 encouraged to give, at the beginning of their unit 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 *unit 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 happened 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 cancelation to the examination to final exclusion from the *Programme*. *Student's* may appeal in accordance with the terms laid down in Article I.6.

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 unit 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 multiple *Erasmus Mundus Joint Master Degree Computational Colour and Spectral Imaging* will be awarded after two years on the completion of 120 ECTS in the several *Full Partner* universities (from semesters 1 to 3) and potentially in one corporate partner (during semester 4) in accordance to grading and semester validation.

Successful completion of the *Erasmus Mundus Joint Master Degree Computational Colour and Spectral Imaging* will result in the award of multiple Master degrees (i.e. two (2) or three (3) national diplomas issued by two (2) or three (3) Higher Education Institutions from two (2) or three (3) European countries and fully recognized in these respective countries).

According to the specialization which has been chosen by the graduate, the consortium will deliver multiple diplomas from University Jean Monnet, University of Granada, University of Eastern Finland, Norwegian University of Science and Technology according to the mobility path.

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 Optique, Image, Vision, Multimédia, Parcours "Computational Colour and Spectral Imaging"	Master Optics, Image, Vision, Multimedia With specialization "Computational Colour and Spectral Imaging"	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 "Ciencia del Color, Imágenes y Visión Computacional"	Master in "Computational Colour and Spectral Imaging"	To be approved by the Spanish Ministry of Education
University of Eastern Finland	Filosofian maisteri, tietojenkäsittelytiede	Master of Science in Computer Science "Computational Colour and Spectral Imaging"	Governmental Amendment (29/2017) to Government Decree 1451/2017 given on Government Decree on University Degrees (794/2004) which is based on University Act 558/2009.
Norwegian University of Science and Technology		Master of science in Computational Colour and Spectral Imaging	Approved by NTNU since 08-February-2019.

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 Norwegian University of Science and Technology, 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 unit, 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 diploma award

II.2.14.1.1 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 "LMD".

A degree is individual and unique. It 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.2.14.1.2 Legal framework for Spanish diploma award

University of Granada Master's Degrees are edited according to the rules and guidelines established by the official Spanish Bulletin (BOE) circular num. 109, 7th May 2013, pp. 34382-34390 for Erasmus Mundus programs, and the circular num. 190, 6th august 2010, pp. 68574-68609.

A degree is individual and unique. It is the *Student's* responsibility to keep the original and to make copies. In case of errors in the printed diploma or due to loss or deterioration, the student may request a reprint of the title. But students should consider that: - The student must pay reprints and copies except if the errors are attributable to the University of Granada; - Due to loss or deterioration (when the essential data of the degree -name and surname of the graduate and registration numbers- are illegible) students can request a duplicate and will pay for that copy. In any case, students can contact *Administrative Coordinator* and UGR International Postgraduate Office for additional info.

II.2.14.1.3 Legal framework for Finnish diploma award

Each student needs to apply for the Master's Degree diploma following the instructions sent by the UEF administrative coordinator. The Dean of the Faculty of Science and Forestry will sign the diploma. The student is responsible of keeping the original diploma, and UEF will not issue a new original diploma if the original is lost. If the diploma is lost, it is possible to issue an official copy. The study related laws and regulations, including the legal framework for diploma award are listed in the UEF student handbook: <https://kamu.uef.fi/en/student-book/study-related-laws-and-regulations/>

II.2.14.1.4 Legal framework for Norwegian diploma award

Students will receive the diploma automatically by mail once the degree is completed. Your degree requirements are regulated by the program's study plan.

Your diploma will be sent by post to your home address that is registered in Studentweb unless otherwise agreed. You can change the addresses yourself in [Studentweb](#). It is very important that you make sure that your address in Studentweb is correct.

Your diploma will be sent by registered post from the Faculty. That means it will be returned to NTNU if you do not collect it from the Post Office within 14 days. The final date for collection will be listed on the notice you receive from the Post Office. You need to contact the faculty if the diploma is returned to NTNU.

Your diploma is issued only once. If your diploma is lost, you can apply for a duplicate. A duplicate is a copy of the original diploma on original paper, but stamped with "DUPLICATE" on all sides. NTNU has a restrictive practice for issuing duplicates, following the recommendations of Universities Norway (UHR). You will have to document that the diploma is lost, e.g. copy of the police report if it is stolen or confirmation from the insurance company in case of fire. Please note that if there is a copy of the issued certificate, you will not be granted a duplicate but receive a copy.

Full regulation and practice at:

<https://innsida.ntnu.no/wiki/-/wiki/English/diplomas>

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's 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 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 2022 if you have defended your Master Thesis in September 2022 for instance), the *Student* received a mail as soon as the national diplomas from University Jean Monnet and Norwegian University of Science and Technology are ready to be sent or collected. Both University of Granada and University of Eastern Finland have their own process in place to send the diploma to graduates. Please refer to Sections II.2.14.4 and II.2.14.5.

II.2.14.4. Collecting the diploma/s

II.2.14.4.1 Collecting the diploma 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 a Proxy form (in French). Translation in English of this form is available.

II.2.14.4.2 Collecting the diploma in Granada

To collect the Diploma, students can choose one of the following options: A. Directly presenting ID card or passport and giving back the certificate that they received when they request the Diploma. B. By using an authorized person through a power of attorney issued for this purpose; C. By requesting it to the Subdelegation of the Government using a written request from the student (the Diploma will be sent that Subdelegation in any Spanish province of students' choice; or D. By sending the diploma to a consular office if students (the Diploma is sent to the embassy or consular office closest to students' residence. No shipments will be made to honorary consulates. The shipment does not include the legalization of the Diploma).

II.2.14.4.3 Collecting the diploma in Joensuu

The diploma can be collected from the office of study affairs secretary of the Faculty of Science and Forestry.

II.2.14.4.4 Collecting the diploma in Gjøvik

See Section II.2.14.1.4.

II.2.14.5. Mailing delivery of diploma/s

II.2.14.5.1 Mailing delivery of diploma from Saint-Etienne

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.2.14.5.2 Mailing delivery of diploma from Granada

Check section II.2.14.4.2 about this issue at the University of Granada.

II.2.14.5.3 Mailing delivery of diploma from Joensuu

The UEF diploma can be mailed to the *Student* anywhere in the world. The student is responsible of giving the correct postal address in the UEF degree application form, if they wish to have the diploma by mail.

II.2.14.5.4 Mailing delivery of diploma from Gjøvik

See Section II.2.14.1.4.

II.2.15. Local Academic Coordinator contacts

Coordinating Institution	Contact
Norwegian University of Science and Technology	Ass. Prof. Jean-Baptiste Thomas jean.b.thomas@ntnu.no
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
Norwegian University of Science and Technology	Ass. Prof. Jean-Baptiste Thomas jean.b.thomas@ntnu.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 to:

- conclusion and on-site signing of a *Student Agreement* between the *Student* and the *Consortium* and providing for rights and obligation of both parties and
- 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) Two (2) part-time positions for the overall administrative coordination of the *Programme*. One (1) of these positions is recruited by the *Coordinating Institution*. This *Administrative Coordinator* is based at the *Coordinating Institution*. One of these positions is recruited by University Jean Monnet, a full partner. This Administrative coordinator is based at University Jean Monnet. This dual joint administrative service benefits very well the students during their mobility, and contributes strongly to the jointness and integration of the program.
The *Student* receive advice and guidance at each campuses from one single dedicated *Local Administrative Coordinators* point along the way;
- (b) Two primary focal points for administrative issues (the *Administrative Coordinators*) 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 Institution's* country or at least a contact person that liaise with relevant services. *Local Administrative Coordinators* are responsible for:
- Implement in liaison with *Local Academic Coordinators* the *Academic and Management Board's* decisions;
 - Implement in liaison with *Local Academic Coordinators* the *Quality Assurance Board's* decisions;
 - Manage operational activities linked with academic services, and notable teaching delivery, *Learning Outcomes* validations and degree delivery, in liaison with to the *Administrative Coordinators*; and
 - 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 Coordinator is primary focal point 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:

- Pre-arrival services
 - guidance on Norwegian visa application
 - housing services support during semester 1;
- banking service support;
- information on administrative steps during the Programme (documentation needed through the entire duration of the *Programme*);
- Participation Costs* and scholarship management in accordance with provisions laid down in section IV of the present agreement;
- 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;
- 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);
- alumni network access and events;
- professional network and events and job / PhD opportunities;
- Programme's* 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 Norwegian bank account during the period of the study. Non-European *Students* (and European *Students* if they wish to, and if they are entitled to) may ask the *Coordinating Institution* to support them in this process.

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*).

The *Student* acknowledges that the contract governing banking services will be concluded after arrival. 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 the bank. 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	
Norwegian University of Science and Technology	Marina Shalaginova	marina.shalaginova@ntnu.no
<i>Hosting Institutions</i>		
University Jean Monnet	Amélie Genvrin	amelie.genvrin@univ-st-etienne.fr
University of Granada	Juan Luis Nieves	jnieves@ugr.es
University of Eastern Finland	Laura Hurmalainen Noora Heikkilä	laura.hurmalainen@uef.fi noora.heikkila@uef.fi
Norwegian University of Science and Technology	Marina Shalaginova	marina.shalaginova@ntnu.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* work, including cases studies, industrial projects, summer internship 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 EU's General Data Protection Regulation (GDPR), relating to the protection of natural people with respect to the processing of personal data and the free movement of that data, the Consortium Members agree to comply with the rules established by the Commission of the European communities: related to the Regulation (EU) 2016/679, adopted on 27 April 2016 and enforceable from 25 May 2018, 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) applicants' personal data uploaded on the on-line application server during the Call for Application for scholars as listed in article VI.11.4 of the Consortium Agreement, and
- (c) *Students* academic results during their participation in the *Programme*.

The transfer is necessary for:

- (a) the *Students* selection process as detailed in article III.4. of the Consortium Agreement;
- (b) the *Scholars* selection process as detailed in article VI.11.4. of the Consortium Agreement, and
- (c) 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 unit 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's* 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's Quality Policy* and governance of the *Consortium*.
- f. participate to the different activities organized by 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 requires cultural adaptation to local customs, "do and don't" of a given culture.

Article III.3. Attendance

III.3.1. General provisions

The *Student* commits her/himself 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 unit 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).

Whatever teaching/*Programme* activities are delivered on-site or at distance (due to specific circumstances such as pandemic).

The attendance of students to teaching/*Programmes* activities is controlled by local administration on a regular base. A maximum of 10% of absence is allowed (10% of a given unit 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 cancelation 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.6.

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 2, 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's 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's* 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*.

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

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 unit module must be assessed by the student for him/her to get the ECTS associated to the unit module, and the overall academic and administrative experience during a mobility period must be assessed to validate the semester). Although administration of these surveys is 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.6. 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. Discussion 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.

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 at the coordinating institution;
- b. Scholarships - *EMJMD scholarships* and *Consortium scholarships*.

Hosting Institutions are responsible to manage their local national tuition fees, and they 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 2020-2022 intake are set as follows:

	<i>Students from Programme Country</i>	<i>Students from Partner Country</i>
total <i>Participation Costs</i> (entire Programme, 4 semesters)	€ 9,000	€ 18,000
<i>Participation Costs</i> for one academic year (2 semesters)	€ 4,500	€ 9,000

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

EMJMD students do not 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 2017 version of the *Erasmus+ Programme Guide*, pages 24 to 26 (valid as of 20/01/2017), 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 "12 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. full access to the *Programme* curriculum (units, offer of master thesis in the industry, exams, thesis examinations, in-site visits);
- d. social insurance and full insurance coverage complying with the *Agency* requirements during the entire period of the *Programme*;
- e. *Students' Affairs* services including administrative counseling, degree delivery, support for banking, housing, and immigration affairs;
- f. full access to any scientific units offered by *Hosting Institution*, upon agreement of the *Student's* academic tutor.
- g. full access to *Hosting Institution's* libraries, laboratories and online resources services related to the *Programme*
- h. full access to *Hosting Institution* services
- i. dedicated local languages units;
- j. special tutoring / mentoring by an academic tutor; access to events and networking activities with industry and alumni;
- k. edition of diplomas, and
- l. 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, etc.);
- c. accommodation costs (deposit management fees, housing tax, etc.)
- d. sports activities, although generally largely subsidized at the host institutions;
- e. Cultural activities, although largely subsidized;
- f. books, stationery, personal laptop, and
- g. *Student Associations'* membership fees, when applicable

IV.2.4. Budgeting

Self-financed students are encourage to plan their 2-year budget ahead of the COSI Days. 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 are generally required for visa application.

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

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 less than 4.000 km from the Coordinating Institution. € 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 Coordinating Institution.		
Contribution to subsistence costs	€ 1.000 per month for the entire duration of the Programme (24 months). Contribution to subsistence costs will not be given during periods spent in their country of residence (see EU conditions to receive the monthly allowance).		
Total	Programme country € 17500 per year € 35000 for the programme duration	Partner country	
		<4000 km € 23500 per year € 47000 for the programme duration	>4000 km € 24500 per year € 49000 for the programme duration

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 for 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). *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 do not receive 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 other 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.3.2. Scholarships grants management

IV.3.2.1. Amount granted

IV.3.2.1.1. EMJMD scholarships

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 20/01/2017) 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*.

No COSI scholarships for 2020-2022 were granted.

IV.3.2.1.3. Fee-waiver

Fee-waiver for 2020-2022 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 four (4) 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 2020-2022 intake

This timetable has been adjusted in the semester 1 of the intake 2020 due to the issues related to the sanitary crisis of the Covid-19. The adjustment is set case-by-case with each individual student situation. Independently of the individual situation, the financial regulation should be adjusted at the beginning of the semester 2, the latest in February 2021 at the moment of receiving the monthly allowance.

The monthly allowance is paid on a monthly basis provided that the student have an eligible bank account. Due to currency fluctuations, Norway being outside of the Euro zone, an adjustment is planned at the beginning of every semester in order to ensure financial predictability. When the allowance is paid in NOK it is at a pre-determined exchange rate for each semester. In case of a higher actual exchange rate, adjustments are performed once per semester. For semester n, adjustments are effectuated by the second month of the following semester (n+1) and at the last month of the programme. The adjustment is only perform to the interest of the student, not in the inverse direction (The coordinating institution is not asking the student to reimburse an over-perceived amount).

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 physical arrival of the student at *Coordinating Institution* (or in exceptional case, like in the case of the sanitary crisis of the Covid-19, arrival at the *Hosting Institution*) and after formal enrolment as a student. 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 *Hosting* or *Coordinating institution*. The monthly allowance may be reduced for distance learning students, e.g. related to the sanitary crisis of the Covid-19, according to a decision of the AMB.

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* after creation and communication of a bank account, 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.

ANNEX 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 “vademecum” for beneficiaries of the Erasmus+: KA1 Higher Education Erasmus Mundus Joint Master Degree action of the European Commission, Version May 2016. 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), *Associate 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), *Associate 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* of *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 / Computational Colour and Spectral Imaging / during the period of implementation of the Grant Agreement to be updated 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* have 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 Computational Colour and Spectral Imaging 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 (2017): 20/01/2017.

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 unit 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 (Computational Colour and Spectral Imaging) 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 *Student's* rights and obligations in relation to her/his Master units studies.

Supporting Partners shall mean any private or public institution that contributes indirectly to the promotion, implementation, monitoring, evaluation activities and/or sustainable development of 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.

ANNEX B. TEMPLATE OF SETTLEMENT LETTER

2020-2022 INTAKE - APPEAL PROCEDURE FOR STUDENTS

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

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 2020-2022 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:

Associate Professor Jean-Baptiste Thomas,
Head of COSI Academic & Management
Board and Academic Coordinator.
jean.b.thomas@ntnu.no

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 plaint. Be factual, specific and brief. Please indicate, without prejudice, what outcome or further action you are expecting)</i></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.

Sincerely,

FAMILY NAME

GIVEN NAME/S

DATE

SIGNATURE

ANNEX C. EXAMPLE OF UNIT MODULE SYLLABUS TEMPLATE

UNIT MODULE – Introduction to Research on Colour and Visual Computing

UNIT CODE	IMT4135
UNIT LEVEL	Second degree level
ECTS CREDITS	7,5
UNIT INSTRUCTOR/S	Professor Peter Stefan Nussbaum
EDUCATION PERIOD	SEMESTER 1
EXPECTED PRIOR-KNOWLEDGE	IMT4305 image processing and analysis
LANGUAGE OF INSTRUCTION	English

TEACHING ACTIVITIES Lectures; project and other methods; assignments; seminars

UNIT OUTLINE

Covered topics:

- Human visual system and perception
- Light and lighting
- Colour imaging and technology
- Colour management/device characterisation
- Image quality
- Colour science
- Colour and image processing
- Video processing
- Image analysis and computer vision
- Spectral imaging

Selected additional topics, such as:

- Visualisation
- Introduction to appearance modeling and capture
- Virtual and mixed reality
- Computer Graphics
- Material appearance and rendering
- Geometric modeling and 3D-printing
- Human computer interaction
- Applications, such as industrial quality control, medical image processing and visualization, surveying, robotics, multimedia systems, virtual heritage, special effects in movies and television, and computer games.

PRACTICAL ACTIVITIES Practical works (project, assignments, seminars, etc.) in order to implement concepts introduced in the lectures, to practice on real applications and to train students.

LEARNING OUTCOMES¹

After successfully completing the program, the students possess the following:

Knowledge:

- have comprehensive knowledge human visual system and perception, colour imaging and technology and representation.
- insight and understanding of the current state of the art research in colour and visual computing.
- understanding of different methodologies for research on colour, imaging and visual computing.
- an appreciation for future developments in the area of colour and visual computing.

Skills:

- ability to identify strengths, weaknesses and opportunities in the context of colour and visual computing technology.

¹ The meaning of *keywords* in italic used to define Learning Outcomes are detailed in Annex A.

- ability to critically review literature and case studies on colour and visual computing research topics.
- ability to use insights to solve new problems in the area of colour and visual computing.
- ability to express an opinion, review, and counter argue someone else's opinion in a written essay.

General competence:

- ability to present and discuss the results of research work, to computer scientists and subject matter experts, and to general public.
- ability to communicate (in a written form and orally) academic issues, analyses, and conclusions.
- have the learning skills to continue acquiring new knowledge and skills in a manner that is largely self-directed.

FORM/S OF ASSESSMENT Oral examination (60%), Work (40%)
Both parts must be passed

ASSESSMENT CRITERION

A
Excellent
An excellent performance, clearly outstanding. The candidate demonstrates excellent judgement and a high degree of independent thinking.

B
Very good
A very good performance. The candidate demonstrates sound judgement and a very good degree of independent thinking.

C
Good
A good performance in most areas. The candidate demonstrates a reasonable degree of judgement and independent thinking in the most important areas.

D
Satisfactory
A satisfactory performance, but with significant shortcomings. The candidate demonstrates a limited degree of judgement and independent thinking.

E
Sufficient
A performance that meets the minimum criteria, but no more. The candidate demonstrates a very limited degree of judgement and independent thinking.

F
Fail
A performance that does not meet the minimum academic criteria. The candidate demonstrates an absence of both judgement and independent thinking.

LITERATURE AND STUDY MATERIALS Course material will be announced at the beginning of the semester.

CONTACT DETAILS Professor Peter Stefan Nussbaum
Norwegian University of Science and Technology, campus in Gjøvik, Norway
E-mail: peter.nussbaum@ntnu.no
Office hours: 08.00 - 15.45 (from Monday to Friday)

ANNEX D. LEARNING OUTCOMES AND CURRICULUM DESIGN

These guidelines are designed to **build a common understanding between COSI programme stakeholders** (students, teaching staff, employers...) **regarding the use of learning outcomes**, help COSI teaching staff and scholars and academic coordinators write programme / semester / unit module learning outcomes (introduce the terminology and demonstrate how main descriptive structure should interrelate) and give students context on the learning design rationale behind the expected learning outcomes, based mainly on UK's Quality Assurance Agency subject benchmarks and project specification.

What are Learning Outcomes?

Learning outcomes are the specific intentions of a programme, unit or teaching session. They describe what a student should know, understand, or be able to do at the end of a programme, unit or teaching session. In other words, **they are statements of the things students can reasonably expect to know or be able to do by the end of a programme, course or unit**, reflecting a shift from the teaching content of a programme to a more student-centred approach in education.

The greater the synergy between learning outcomes, teaching strategies and assessment techniques, the more successful the learning process is likely to be.

BENEFITS FOR STUDENTS	<ul style="list-style-type: none"> > help students to choose the programmes and units that they want > help to guide students in their learning in that they explain what is expected of them > help students to construct an effective personalized learning strategy
BENEFITS FOR TEACHING STAFF	<ul style="list-style-type: none"> > help teaching staff to focus on exactly what they want students to achieve in terms of both knowledge and skills > Allow teaching staff to apply the most effective teaching methods to achieve these ends
BENEFITS FOR EMPLOYERS	<ul style="list-style-type: none"> > provide a practical guide to potential candidates and employers about the general knowledge, understanding and skills that a graduate will possess

Understanding and writing Learning Outcomes

A DEFINITION	<p>A module learning outcome describes the overall skills and knowledge students are expected to reach cumulatively by the end of a unit. Unit learning outcomes are taught and assessed both directly and indirectly through various activities across numerous teaching sessions and contexts.</p>
CURRICULUM ALIGNMENT	<p>A module design should show a clear alignment between its learning outcomes and its assessment criteria. In turn this requires one to design appropriate assessment tasks, and to deliver the module in a way which enables students to reach the required outcomes. This alignment between learning outcome, learning and teaching method, assessment tasks and assessment criteria makes the whole process transparent to the students and to other stakeholders. This helps to ensure that modules are coherently designed.</p> <p>To ensure this curriculum alignment, an educator can consider the following before writing learning outcomes:</p> <ol style="list-style-type: none"> 1. What specifically should students be able to do or know when they have completed a programme, unit or teaching session? 2. How will one will be able to measure or assess whether students have achieved these outcomes? 3. If one takes into account the students' pre-existing knowledge and skills, are these outcomes realistically achievable within the timeframe of the programme, unit or teaching session? 4. What learning and teaching activities will help the students achieve these outcomes by the end of the programme, unit or teaching session?
DIFFERENCE BETWEEN LEARNING OUTCOMES AND AIMS	<p>The difference between learning outcomes and aims is that aims are written in terms of teaching intention and indicate what it is that the teacher intends to cover in the block of learning (curriculum coverage). Learning outcomes are descriptions of what the learner is expected to learn in the period of learning defined. They should imply the standard of learning expected. Aims are therefore more about teaching and the management of learning, and learning outcomes are more about learning. An aim can be a statement of general teaching intention and coverage as well as indicating the content of the module and its relationship to other learning or the whole programme</p>
WORDING	<p>A well-written learning outcome should be "SMART": Specific, Measurable, Achievable, Realistic, Timeframed, clearly written so that they are understood by students, colleagues, external examiners and other stakeholders.</p> <p>Learning outcomes are usually prefaced by the standard phrase: <i>"On completion of this programme/ unit /module the student should be able to..."</i> And followed by:</p> <ol style="list-style-type: none"> 1. measurable and assessable action verb that indicates what the learner is expected to be able to do at the end of the period of learning, such as: <i>analyse, apply, calculate, critique, demonstrate, describe, design, discuss, develop, evaluate, explain, perform, state, use, etc.</i> (One should avoid verbs such as 'understand' or 'appreciate' or 'realise' as these are difficult to directly observe, measure or assess.); 2. Word(s) that indicate on what or with what the learner is acting. If the outcome is about skills then the word(s) may describe the way the skill is performed, and 3. Word(s) that indicate on what or with what the learner is acting. If the outcome is about skills then the word(s) may describe the way the skill is performed. <p>Example of learning outcomes: <i>"At the end of the module, the learner is expected to be able to:</i> <i>- perform correctly calculations on wave functions and in the solution of the Schroedinger equation for a range of one-dimensional problems;</i> <i>- describe and explain the function of the basic devices of optoelectronics; optical fibres; liquid crystal displays; bi-polar and surface field effect transistors and MOS light emitting diodes."</i></p>
USE OF TAXONOMIES	<p>These taxonomies are the type of outcomes that are possible are useful in writing learning outcomes. These taxonomies / descriptors generally provide more than classification schemes for outcomes; they also give examples of each kind of outcome. However, no hierarchy is intended. We suggest to align to the widely used SEEC descriptor forma for Masters level: (skills and knowledge) are listed under a number of headings:</p>

		<ol style="list-style-type: none"> 1. Development of knowledge and understanding (subject specific); 2. Cognitive / Intellectual skills; 3. Key/ transferable skills; 4. Practical skills.
DEVELOPMENT OF KNOWLEDGE AND UNDERSTANDING (SUBJECT SPECIFIC)	The Learner:	<ul style="list-style-type: none"> • Knowledge base: has depth and systematic understanding of knowledge in specialised / applied areas and / across areas and can work with theoretical / research-based knowledge at the forefront of their academic discipline • Ethical issues: has the awareness and ability to manage the implications of ethical dilemmas and work proactively with others to formulate solutions • Disciplinary methodologies: has a comprehensive understanding of techniques / methodologies applicable to their own work (theory or research-based).
COGNITIVE/INTELLECTUAL SKILLS (GENERIC)		<ul style="list-style-type: none"> • Analysis: with critical awareness can undertake analysis of complex, incomplete or contradictory areas of knowledge communicating the outcome effectively • Synthesis: with critical awareness, can synthesise information in a manner that may be innovative, utilising knowledge or processes from the forefront of their discipline / practice • Evaluation: has a level of conceptual understanding that will allow her/him critically to evaluate research, advanced scholarship and methodologies and argue alternative approaches • Application: can demonstrate self direction and originality in problem solving. Can act autonomously in planning and implementing tasks at a professional or equivalent level • Group working: can work effectively with a group as leader or member. Can clarify task and make appropriate use of the capacities of group members. Is able to negotiate and handle conflict with confidence • Learning resources: is able to use full range of learning resources • Self evaluation: is reflective on own and others' functioning in order to improve practice • Management of information: can competently undertake research tasks with minimum guidance • Autonomy: is independent and self critical learner, guiding the learning of others • Communications: can engage confidently in academic and professional communication with others, reporting on action clearly, autonomously and competently • Problem solving: has independent learning ability required for continuing professional study, making professional use of others where appropriate
KEY/TRANSFERABLE SKILLS (GENERIC)		<ul style="list-style-type: none"> • Application of skills: can operate in complex and unpredictable , possibly specialised contexts, and has an overview of the issues governing good practice; • Autonomy in skill use: is able to exercise initiative and personal responsibility in professional practice; • Technical expertise: has technical expertise, performs smoothly with precision and effectiveness; can adapt skills and design or develop new skills or procedures for new situations.
PRACTICAL SKILLS (SUBJECT SPECIFIC)		
LEARNING OUTCOMES AND ASSESSMENT TASKS AND ASSESSMENT CRITERIA		Learning outcomes are statements of essential learning they are written at minimum acceptable or threshold (pass / fail) standard. Grading is a separate operation from passing or failing to pass a learning outcome. COSI instructors are advised
A.	COGNITIVE	involves thought processes, e.g. understanding, analyzing, evaluating. In simple terms, this is what it means to be able to operate at each level of the cognitive domain: <ol style="list-style-type: none"> 1) Knowledge: you know something; 2) Comprehension: you understand what you know; 3) Application: you can take something from one context and use it in another; 4) Analysis: you can break something down; 5) Synthesis: you can create something new as a result of analysis; 6) Evaluation: you can pass judgment on something;
	B. AFFECTIVE	involves attitudes, feelings and values, e.g. appreciating, accepting. The affective domain is concerned with issues relating to the emotional component of learning and ranges from the basic willingness to receive information to the integration of values, ideas and attitudes.
	C. PSYCHOMOTOR	involves physical skills involving coordination of the brain and muscular activity, and can be applied in areas like laboratory science subjects or engineering: 1) performing, 2) assembling, and 3) dismantling.
		The following words are organized for convenience under headings that might be seen to accord with those from Bloom's taxonomy. However, no hierarchy is intended. The words are simply a vocabulary list gleaned from a variety of sources.
ACTIVITIES GIVING EVIDENCE OF KNOWING		Define, describe, identify, label, list, name, outline, reproduce, recall, select, state, present, be aware of, extract, organise, recount, write, recognise, measure, underline, repeat, relate, know, match.
ACTIVITIES GIVING EVIDENCE OF COMPREHENSION		Interpret, translate, estimate, justify, comprehend, convert, clarify, defend, distinguish, explain, extend, generalise, exemplify, give examples of, infer, paraphrase, predict, rewrite, summarise, discuss, perform, report, present, restate, identify, illustrate, indicate, find , select, understand, represent, name, formulate, judge, contrast, translate, classify, express, compare.
ACTIVITIES GIVING EVIDENCE OF KNOWLEDGE / UNDERSTANDING		Apply, solve, construct, demonstrate, change, compute, discover, manipulate, modify, operate, predict, prepare, produce, relate, show, use, give examples, exemplify, draw (up), select, explain how, find, choose, assess, practice, operate, illustrate, verify.
ACTIVITIES GIVING EVIDENCE OF ANALYSIS		Recognise, distinguish between, evaluate, analyse, break down., differentiate, identify, illustrate how, infer, outline, point out, relate, select, separate, divide, subdivide, compare, contrast, justify, resolve, devote, examine, conclude, criticise, question, diagnose, identify, categorise, point out, elucidate.
ACTIVITIES GIVING EVIDENCE OF SYNTHESIS		Propose, present, structure, integrate, formulate, teach, develop, combine, compile, compose, create, devise, design, explain, generate, modify, organize, plan, re-arrange, reconstruct, relate, re-organise, revise, write, summarise, tell, account for, restate, report, alter, argue, order, select, manage, generalise, precis, derive, conclude, build up, engender, synthesise, put together, suggest, enlarge.
ACTIVITIES GIVING EVIDENCE OF EVALUATION		Judge, appraise, assess, conclude, compare, contrast, describe how, criticise, discriminate, justify, defend, evaluate, rate, determine, choose, value, question.
ASSESSMENT CRITERION		It is a statement that prescribes with greater precision than a learning outcome, the quality of performance that will show that the student has reached a particular standard. The standard may be the threshold that is described by the learning outcome or the standard that is required in order to gain a particular grade. In either type of assessment criterion, there needs to be some sort of statement either of what the learner will do or a reference to the quality of the work that will be evident in the task in order to meet the criteria for success in the task.

ANNEX E. EXAMPLE OF LEARNING OUTCOMES ASSESSMENT MATRIX BY INSTRUCTOR

UNIT MODULE – APPLIED COLOUR SCIENCE

UNIT CODE	COSI ACS
UNIT LEVEL	Master
ECTS CREDITS	5
UNIT INSTRUCTOR/S	Prof. Alain Trémeau (UJM) with the assistance of guest lecturer(s) Katamake Pychayada
EDUCATION PERIOD	SEMESTER 1
EXPECTED PRIOR-KNOWLEDGE	Use of Matlab
LANGUAGE OF INSTRUCTION	English

OVERARCHING GOAL (broad, generalized statements about what is to be learned)	DESIRED LEARNING OUTCOME (narrow, specific statements about concrete, measurable skills or content to be gained in the unit)	TEACHING METHODS (teaching strategies aimed at building desired knowledge or skills)	ASSESSMENTS (tools and strategies that analyze student performance and products as evidence of teaching effectiveness)
<ul style="list-style-type: none"> Introduction to basic concepts on “Light, Vision, Radiometry and Photometry” (Topic 1) 	<ul style="list-style-type: none"> Ability to understand the fundamentals Ability to self-learn, why several radiometric and photometric quantities have been defined 	<ul style="list-style-type: none"> Lecture on Topic 1 Exercises 	<ul style="list-style-type: none"> Do exercises during 1st exercise session
<ul style="list-style-type: none"> Introduction to basic concepts on “Colour Vision and Colour Specification Systems” (Topic 2) 	<ul style="list-style-type: none"> Ability to understand the fundamentals Ability to apply concepts introduced on a practical study case 	<ul style="list-style-type: none"> Lecture on Topic 2 Exercises and Lab session 1 	<ul style="list-style-type: none"> Do exercises during 2nd exercise session Do lab session 1 and submit a report
<ul style="list-style-type: none"> Introduction to basic concepts on “Measurement and Calculation of Colorimetric Values” (Topic 3) 	<ul style="list-style-type: none"> Ability to understand the fundamentals Ability to apply concepts introduced on a practical study case 	<ul style="list-style-type: none"> Lecture on Topic 3 Exercises and Lab session 2 	<ul style="list-style-type: none"> Do exercises during 3rd exercise session Do lab session 2 and submit a report
<ul style="list-style-type: none"> Introduction to basic concepts on “CIE Standard Colorimetric System and Uniform Colour Spaces” (Topic 4) 	<ul style="list-style-type: none"> Ability to learn new knowledge, to understand the basics introduced, how and why they have been implemented; Ability to self-learn, why some colour space may solve some problems meanwhile for other applications these colour spaces cannot be used; Ability to express clearly, to exchange with others, to interact with others, to work with a team; Ability to apply/implement principles introduced on a practical study case 	<ul style="list-style-type: none"> Read book chapter/reports provided before lecture on Topic 4. Understand the main problems reported and the solutions proposed. Present the main properties of each colour space and discuss how to categorize colour spaces and why some can be used in some application meanwhile others cannot be used; Exercises and Lab session 3 	<ul style="list-style-type: none"> Answer to questions asked during lecture Do exercises during 4th exercise session Do lab session 3 and submit a report
<ul style="list-style-type: none"> Introduction to basic concepts on “Chromatic Adaptation and Colour Appearance” (Topic 5) 	<ul style="list-style-type: none"> Ability to learn new knowledge, to understand the basics introduced, how and why they have been implemented; Ability to self-learn, why some colour appearance models (CAM) may solve some problems meanwhile for other applications these CAM are inefficient; Ability to express clearly, to exchange with others, to interact with others, to work with a team; Ability to apply/implement principles introduced on a practical study case 	<ul style="list-style-type: none"> Read book chapter/reports provided before lecture on Topic 5. Understand the main problems reported and the solutions proposed. Present the main properties of each colour appearance model and discuss why some CAM can be used in some application meanwhile others cannot be used; Exercises and Lab session 4 	<ul style="list-style-type: none"> Answer to questions asked during lecture Do exercises during 5th exercise session Do lab session 4 and submit a report

ANNEX F. QUALITY POLICY – LEARNING DIARY #1 SELF-EVALUATION BY THE STUDENT

This self-evaluation questionnaire will be used during mentoring session to discuss your progress and difficulties with your personal tutor. The aim of the mentoring sessions and of this questionnaire is not to blame students for anything that went wrong, but instead to try to identify why things worked or didn't work.

Please read carefully the questions. To answer, please mark the numbered box that most accurately reflects the extent to which you **AGREE** or **DISAGREE** with the statements, questions, etc. You may choose from a scale where 1 means that you strongly disagree (or very low opinion) with the statement and 5 means you strongly agree (or very good opinion). Please answer all the questions below.

Name of the faculty advisor:	Name of the student:				
Education period (Dates):					
	Agree			Disagree	
Q.1. There is a lot of pressure on me as a student of an Erasmus+ Programme	1	2	3	4	5
Q.2. I have real difficulties in some units because my background is not sufficient or lower than the level of these units	1	2	3	4	5
Q.3. I have real difficulties in some units because too much lecture/exercise/lab. sessions are planned each week, so we haven't enough time to do homework	1	2	3	4	5
Q.4. I have a clear idea of where I am going and what is expected of me in this master programme	1	2	3	4	5
Q.5. I feel I benefit from being in contact with people from different countries and cultures	1	2	3	4	5
Q.8. I have difficulties because I am in a foreign country but I make real effort to face these difficulties by myself	1	2	3	4	5

Self-evaluation forms, teachings evaluation forms, and mentoring session's reports are the three key elements of student's learning diary process.

ANNEX G. QUALITY POLICY – LEARNING DIARY #2

This survey is part of the COSI consortium's efforts to ensure it provides an education of the highest quality.

- THIS QUESTIONNAIRE IS ANONYMOUS AND CONFIDENTIAL. There are no rights or wrong answers. We are only interested in knowing your opinion because it is really important for us.
- Please read carefully the questions. To answer, please mark the numbered box that most accurately reflects the extent to which you feel confident with the statements, generic competencies, etc. listed. You may choose a mark from a scale where 1 means that you think your skills are clearly insufficient with the statement, and 7 means that you think your skills and knowledge fit very well with the general competencies mentioned.

MASTER – very confident -	7	😊😊
PROFICIENT – good skills and knowledge (above the average) but still some progress may be done	6	😊
PRACTICED – confident but conscious that a number of notable errors could be done	5	
EMERGENT - fair but with significant shortcomings	4	😐
INTRODUCTORY – skills and knowledge meet the minimum criteria	3	
UNSUFFICIENT - some more work is required	2	😞
CLEARLY UNSUFFICIENT - considerable further work is required	1	😞😞

Name of the module		Name of the student:					
Unit instructor(s)		Education period (Dates)					
A. What am I trying to do exactly?	Topic 1	Topic 2	Topic 3	Topic 4	Topic 5	Topic 6	
To develop my knowledge.							
To develop my skills and competencies.							
To progress in a way to accomplish assignment goals with the minimum of errors.							
To get good scores to exam(s) and practical sessions.							
To progress towards achievement of the learning outcomes of this module.							
To become an expert in the field.							
Comments:							
B. What went well, or less well, and why?	Topic 1	Topic 2	Topic 3	Topic 4	Topic 5	Topic 6	
<i>Knowledge and Comprehension</i> of the fundamentals, principles, applications, limits, relationships, of all concepts and topics covered by this unit.							
<i>Comprehension</i> of the usefulness of the module and of its structure (and of each of its topics), and of the relationships with other modules.							
<i>Application, Analysis, Synthesis and Evaluation</i> skills of the main concepts and topics covered by this unit.							
<i>Decision making.</i> Ability to apply/implement concepts and principles introduced in the lectures on practical tasks and on industrial study cases.							
<i>Problem solving.</i> Ability to self-learn, to understand some problems and to suggest/find solutions to solve these problems.							
Ability to identify data sources, to use data sources, and to provide additional information to the sources.							
<i>Team working.</i> Ability to work with a team, to share my ideas, to listen and value other's ideas.							

<i>Communication.</i> Ability to express myself clearly, to exchange with others, to write a report.						
Quality of personal work (e.g. in doing assignment, without reminder from the instructor). Ability to interact with others under pressure, to overcome stress.						
Comments:						
C. How could I do better next time	Topic 1	Topic 2	Topic 3	Topic 4	Topic 5	Topic 6
Manage my time properly (homeworks, projects, learning, training, etc.) or make alternative arrangements.						
Manage my tasks (reports, lab sessions, etc.) properly (accurately and completely, without any plagiarism).						
Participate in an active way to team works (e.g. help others with their work when needed), group discussions, exchanges with the module instructor.						
Learn by myself (from books, tutorials, etc.) to further my understanding, my knowledge.						
Practice by myself (by doing exercises, by implementing algorithms, etc.) to further my understanding and develop my analytical skills.						
Find by myself the solution to the problems I am facing (e.g. by asking appropriate questions to the module instructor, by studying technical papers, etc.) or I have to work on.						
Contribute (individual role) to increase the efficiency and the quality of my group/team members.						
Increase the consideration of other students and of instructors to my work.						
Comments:						



Please fill this questionnaire after each session (topic) which is designed specifically for you, the students, to self-evaluate your progress, use this self-evaluation questionnaire (during mentoring session) to discuss your progress and difficulties with your personal tutor. The aim of these mentoring sessions and of this questionnaire is not to blame students for anything that went wrong, but instead to try to identify why things worked or didn't work.

By filling this self-evaluation form and other self-evaluation forms students develop transversal skills. They learn how to learn, and become more aware of the best study modes for their personal learning style. These skills are essential in the current work life.
















Self-evaluation forms, teachings evaluation forms, and mentoring session's reports are the three key elements of student's learning diary process.

ANNEX H. QUALITY POLICY – UNIT MODULE ASSESSMENT BY THE STUDENT

This survey is part of the COSI consortium's efforts to ensure it provides an education of the highest quality.

- THIS QUESTIONNAIRE IS ANONYMOUS AND CONFIDENTIAL. There are no rights or wrong answers. We are only interested in knowing your opinion because it is really important for us.
- Please read carefully the questions. To answer, please mark the numbered box that most accurately reflects the extent to which you AGREE  or DISAGREE  with the statements, questions, etc. You may choose from a scale where 1 means that you strongly disagree (or very low opinion or poor quality) with the statement and 5 means you strongly agree (or very good opinion or excellent quality).
- Please answer all the questions below.

Name of the module:	
Unit instructor(s)	Education period (Dates)

A. Module content					
Q1. Did you find the module content satisfactory in terms of practical work?	1	2	3	4	5
Q2. Do you think that the quality of teaching material is satisfactory?	1	2	3	4	5
Q3. Do you think that the quality of material used for practical sessions is satisfactory?	1	2	3	4	5
Q4. Did you find the module content interesting? Did it contribute to increase your motivation and participation?	1	2	3	4	5
Q5. Do you think that the module content appropriate with regards to the learning outcomes defined?	1	2	3	4	5
Comments:					
B. Organisation					
Q6. Was the module organisation (deadlines, objectives, assessment criterias, etc.) clearly explained to you?	1	2	3	4	5
Q7. Was the module (deadlines, objectives, assessment criterias, etc.) organised as defined?	1	2	3	4	5
Q8. Were the lectures and learning activities well organised?	1	2	3	4	5
Q9. Were the practical activities and lab sessions well organised?	1	2	3	4	5
Q10. Did you have access to all the teaching material (docs, slides, etc.)?	1	2	3	4	5
Q11. Did you find the duration (the speed) of the module was appropriated?	1	2	3	4	5
Q12. Did you have enough time to do homework and to learn by yourself?	1	2	3	4	5
Q13. Did you think that the time schedule of this unit was too dense to do homework, to learn by yourself?	1	2	3	4	5
Q14. Did you have enough time to prepare exam(s) and lab session reports?	1	2	3	4	5
Comments:					
C. Delivery					
Q15. Do you feel that the module instructor(s) felt confident with the topic?	1	2	3	4	5
Q16. Did you have enough time during lectures/lab sessions activities to ask questions to the module instructor and to discuss with him/her issues related to the lectures/lab sessions subject?	1	2	3	4	5
Q17. Do you think that the module instructor(s) contributed efficiency to make this module helpful and interesting?	1	2	3	4	5
Comments:					
D. Other comments and suggestions	On average, how many hours have you spent on this module outside timetable hours? What activities did you do (homework, learning, etc.)?				
Have you any suggestions on how we could improve the quality of this module? Please let us have your positive or negative comments about this course.					

Thank you for your collaboration. Please return this questionnaire before the xxx to your individual tutor.