



## Deliverable 5

# Joint Strategy for Student Admission, Application, Selection, Monitoring, Examination/Performance Evaluation Rules and Procedures

Grant Agreement number:	101180422
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Project title:	Joint Masters in Emerging Material Science and Engineering
Project Co-ordinator:	University of Limerick Prof. Syed A. M. Tofail +353 (0) 86 7804173 <a href="mailto:tofail.syed@ul.ie">tofail.syed@ul.ie</a>
Core Partners:	WUST (PL), FHM (DE)
Associate Partners:	CUB (SK), UNILIM (FR), IITM (IN), BUET (BD)



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# Table of Contents

- Executive Summary ..... 3
- 1. Introduction..... 4
- 2. Deviation from Original Plan ..... 4
- 3. Conclusions..... 4
- Appendix: MEMSE Joint Student Management ..... 4

## **Executive Summary**

The Master in Emerging Materials Science and Engineering (MEMSE) is an Erasmus Mundus Design Measure project funded under the ERASMUS-EDU-2024-EMJM-DESIGN call (Grant Agreement No. 101180422). The purpose of this Design Measure is to develop a robust framework for the creation of a new, high-level, transnational Joint Master Degree in Emerging Materials Science and Engineering.

This document lays down the admission requirements, the procedures and regulations governing application, selection and monitoring of students, including academic rules and regulations regulating examinations, grading and assessment process and student performance evaluation. It will also include template application forms, the detailed selection process include the selection mechanisms eg minimum academic requirements and language level, the selection committee composition, the interview process, the monitoring of students during the course of study as well as when on internship/secondment and or thesis placements. The deliverable holds as a standalone document. It also forms a part of the draft consortium agreement and the area of student management for the MEMSE Programme.

The ultimate ambition of MEMSE is to establish a sustainable, internationally competitive Joint Master programme capable of producing future-ready graduates equipped to lead innovation in emerging materials science and engineering across Europe and globally. This Deliverable facilitated that.

## **1. Introduction**

The Master in Emerging Materials Science and Engineering (MEMSE) is an Erasmus Mundus Design Measure project funded under the ERASMUS-EDU-2024-EMJM-DESIGN call (Grant Agreement No. 101180422).

This document lays down the admission requirements, the procedures and regulations governing application, selection and monitoring of students, including academic rules and regulations regulating examinations, grading and assessment process and student performance evaluation. It will also include template application forms, the detailed selection process include the selection mechanisms eg minimum academic requirements and language level, the selection committee composition, the interview process, the monitoring of students during the course of study as well as when on internship/secondment and or thesis placements. The deliverable holds as a standalone document. It also forms a part of the draft consortium agreement and the area of student management for the MEMSE Programme.

The Strategy is given in the Appendix along with its own Annexes.

## **2. Deviation from Original Plan**

The submission of this Deliverable was delayed.

## **3. Conclusions**

This Deliverable provided a joint strategy to describe the admission requirements, the procedures and regulations governing application, selection and monitoring of students, including academic rules and regulations regulating examinations, grading and assessment process and student performance evaluation. The deliverable holds as a standalone document. It also forms a part of the draft consortium agreement and the area of student management for the MEMSE Programme.

## **Appendix: MEMSE Joint Student Management**



## ***Joint Student Management Procedure***

***for the***

**Erasmus Mundus**

**Master in Emerging Materials Science and Engineering  
(MEMSE)**



**FH MÜNSTER**  
University of Applied Sciences



**Wrocław University**  
of Science and Technology

## Table of Contents

1. Programme management.....	4
2. Description of MEMSE.....	5
3. MEMSE students.....	7
4. Confidentiality and intellectual property.....	8
ANNEX 1: MEMSE PROGRAMME, GRADING AND GRADUATION SPECIFICATIONS .....	11
ANNEX 2: STUDENT SELECTION, ADMISSION AND ENROLMENT .....	17
ANNEX 3: MEMSE CONSORTIUM STUDENT GRADE CONVERSION TABLE.....	24

## 1. Programme management

1. Consortium Coordinator: MEMSE shall be coordinated by:

- (a) The European Consortium Coordinator, or simply **the Coordinator**, who shall be responsible for the overall management of **MEMSE** on behalf of the Consortium and will be the person responsible for first point of contact with the European Commission
- (b) Partner Leaders, who shall support the Coordinator on behalf of the respective Partners according to this Agreement with implementation of **MEMSE**.

The Coordinator and Partner Leaders shall be supported by their respective global, legal, finance and administration departments..

### 2. Governing Board (GB)

The Consortium shall establish a joint Governing Board constituting respective partner leaders from each Partner and chaired by the Coordinator. It represents the highest decision-making body of the Consortium and shall supervise the delivery of **MEMSE**, with strategic management including strategic direction, funding, scientific contents and technical aspects. The GB shall ensure effective coordination across institutions and transparent decision-making processes. Partner Leaders are ex-officio representatives to the Governing Board in accordance with their respective leadership structure

Its responsibilities include *inter alia*:

- strategic oversight of MEMSE
- approval of major academic and administrative decisions
- approval of financial strategy and operational policies
- admission policy oversight
- approval of curriculum changes
- long-term programme sustainability planning

It is recognized that the Governing Board shall act in an advisory capacity when reporting to the degree awarding universities/bodies on issues such as standard. It shall, however, monitor Partner Institutions' compliance with the Joint Partnership Agreement and associated Annexes.

The Governing Board shall:

At the academic level:

- (a) Define Consortium policies, make strategic long-term decisions on the programme of study, define programme structure and ensure the consistency of mobility paths;
- (b) Monitor any changes in Partner Institutions' educational offer and validate syllabuses of new courses to be included in **MEMSE**;
- (c) Be in charge of the selection and admission of Programme students and guest lecturers, validating their mobility projects;
- (d) Monitor the achievement of **MEMSE**'s learning objectives;
- (e) Mediate disputes between Consortium Members and Programme students.

At the administrative level:

- (a) Oversee all aspects of delivery of **MEMSE**;
- (b) Monitor progress against targets and define clear effectiveness and efficiency criteria;
- (c) Monitor the implementation of its own decisions;
- (d) Ensure equal division of labour across the Consortium;
- (e) Establish and evaluate models and procedures of funding from the Consortium budget, budget transfers and other financial arrangements relevant to **MEMSE**;
- (f) Receive, discuss and vote on recommendations of the Quality Assurance Board, in particular the

- Quality Assurance Policy;
- (g) Receive, discuss and approve the annual financial report and other reports required under the terms of contract with EACEA;
  - (h) Receive, discuss and vote on the annual Consortium budget plan;
  - (i) Monitor budget management, namely tuition fees, EMJM scholarships and the coverage of Consortium Members' costs;
  - (j) Propose means to ensure the long term sustainability of **MEMSE**;
  - (k) Review, on an annual basis, Consortium policies set in this Consortium Agreement and the associated Annexes, propose and vote on amendments (as needed);
  - (l) Discuss and vote on the admission of new Associate Partners to the Consortium;
  - (m) Act as first level of arbitration in case of disputes between Consortium Members.

### 3. Joint Programme Management Board (JPMB)

The Consortium shall establish a joint Quality Assurance Board which shall be responsible for monitoring the quality of **MEMSE**, designing and implementing quality enhancement policies. The Quality Assurance Board shall act without prejudice to existing local Quality Assurance measures implemented by the Core Partners.

### 4. International Advisory Board (IAB)

The Consortium shall establish a joint International Advisory Board which shall provide independent advice and guidance to the Governing Board and to the Quality Assurance Board. It shall make recommendations on crucial technical choices taking into consideration the international context, on the distribution of resources to comply with priorities, and on activity planning.

5. The detailed management structure of the Consortium, including the structure of the Governing Bodies, as well as the tasks and responsibilities of Consortium Coordinators and of the Governing Bodies, is stipulated in the MEMSE Consortium Structure and Organization Description.

## 2. Description of MEMSE

### 1. Structure and objectives of **MEMSE**

- (a) MEMSE is a comprehensive 2-year (4 semesters, 120 ECTS) full-time Master programme. It combines the specific expertise and programme specializations offered by the three **Core Partners** and four **Associate Partners** of the Consortium.
- (b) MEMSE will provide advanced education and interdisciplinary training in the field of sustainable materials, advanced manufacturing technologies, and emerging material systems. It integrates expertise from multiple institutions and combines academic coursework, international mobility, research training, and industry engagement.
- (c) MEMSE addresses global technological and environmental challenges through innovation in sustainable materials and technologies through an academic structure that is built on the following key principles:
  - International mobility and collaborative education
  - Integration of sustainability and emerging materials science
  - Strong connection between academia and industry
  - Interdisciplinary training across materials science, engineering, and sustainable technologies
  - Joint academic oversight across partner institutions.
  - Students enrolled in MEMSE will benefit from access to the research infrastructure,

academic expertise, and industrial networks of all Partners.

## 2. Student Mobility

**MEMSE** curriculum includes three compulsory mobilities. A mobility is defined as studying a full semester and obtaining at least 30 ECTS at a University that is different than the University where the student studied in the previous semester. The mobility scheme is specified in MEMSE Programme, Grading and Graduation Specifications included as specified in the MEMSE Handbook and Regulations.

The mobility scheme is specified in MEMSE Programme, Grading and Graduation Specifications included as ANNEX 1 and summarised as follows:

Students will follow the following compulsory mobility paths:

**Mobility 1.** Foundations and Sustainability Frameworks @ University of Limerick (UL), Ireland, Semester 1, Academic Year 1: **Mobility (⇒)** to Wroclaw University of Science and Technology (WUST), Poland.

**Mobility 2.** Advanced Materials Processing and Computational Approaches @ Wroclaw University of Science and Technology (WUST), Poland Semester 1, Academic Year 1: **Mobility (⇒)** FH Münster, Germany.

**Mobility 3.** Specialisation Tracks and Applied Laboratories @ FH Münster, Germany. Semester 1, Academic Year 2 **Mobility (⇒)** Any **Partner** of MEMSE for Master Thesis and Colloquium

## 3. Examinations and Grading

- (a) For each course/module/thesis the examination criteria of the host **Partner**, where the course/module/thesis is taken, apply. Examination results are transferred between/with **Core Partners** and fully recognized by all **Partners**.
- (b) All marks/grades obtained by students for courses/module/thesis completed at each Core Partner institution will be converted according to the MEMSE Consortium Student Grade Conversion Table included as ANNEX 4;
- (c) **Core Partners** process respective Grade rechecks and repeat examinations students according to the local Regulations and Academic Calendar for deadlines.

## 4. Master Thesis

To graduate from MEMSE, student must carry out research to complete and submit a Master Thesis.

The Master thesis will be supervised under a structured consortium framework designed to ensure academic quality, joint ownership, and interdisciplinary perspectives. The detailed requirements regarding the master thesis are specified in the document MEMSE Programme, Grading and Graduation Specifications included as ANNEX 1.

## 5. Degree awarding and Degree certificates

**MEMSE** is a 'Joint Programme' with an integrated curriculum coordinated by the University of Limerick, Ireland (the Coordinator) and offered jointly by the **Core Partners** leading to multiple degrees awarded by the **Core Partners** attesting to the successful completion of **MEMSE**. The Consortium is committed to delivering a Joint Master Programme through multiple degree award pathway in accordance with the appropriate

legislation in each of the partner countries, that is:

Ireland: Universities Act 1997 and Qualifications and Quality Assurance (Education and Training) Act 2012, as amended 2019;

Poland: Law on Science and Higher Education of 20 July 2018 and respective bylaws.

Germany:

### 3. MEMSE students

1. The Core Partners are committed to provide support for MEMSE students in preparation for their stay at their institutions, obtaining visas, finding suitable accommodation, induction, orientation, and language support including local language courses. The forms of support provided to students are specified in the document Student Support Activities. Moreover, MEMSE students shall be entitled to access all the services offered by the Core Partners to their regular students, with identical access conditions.

2. The rights and obligations of MEMSE students are specified in the MEMSE Model Student Agreement. The Student Agreement must be signed by each student prior to enrolment in **MEMSE**. The conclusion of the agreement with the student indicated in Agreement does not preclude the Core Partner admitting the student from concluding an additional agreement resulting from the internal regulations of the Core Partner admitting the student, which must not conflict with the Agreement.

3. The rights and obligations of MEMSE students who have been granted an EMJM scholarship are specified in MEMSE Model Scholarship Contract. The Scholarship Contract must be signed by each student receiving a scholarship prior to their enrolment in **MEMSE**. The conclusion of the agreement with the student does not preclude the Core Partner admitting the student from concluding an additional agreement resulting from the internal regulations of the Core Partner admitting the student, which must not conflict with the agreement.

#### 4. Insurance

The Coordinating Institution will be responsible for securing, in consultation with the Partners, the most appropriate insurance coverage for MEMSE students under the terms of this Agreement and as a charge on the funding provided under the contract with EACEA.

#### 5. Student selection, admission and enrolment

In order to become a MEMSE student, the candidate must comply with the minimum requirements with regard to administrative prerequisites, academic prerequisites and language prerequisites, successfully pass the selection procedure and enrol in **MEMSE**. The minimum requirements, selection, admission and registration procedures are specified in the document Student Selection, Admission and Enrolment included as ANNEX 2. The recruitment and selection process of the students will be performed by the Coordinating Institution.

## **4. Confidentiality and intellectual property**

### **1. Intellectual Property**

The ownership and/or control of intellectual property used or generated in connection with **MEMSE** shall apply as follows:

- (a) If generated by the student, subject to the rules of the institution where the student was registered at the time the intellectual property was created;
- (b) If generated by staff, subject to the rules of the employing institution;
- (c) If generated jointly between students and/or staff of two institutions, the institutions shall agree which of them shall manage the intellectual property, taking into account the internal institutions' rules on intellectual property, and for this purpose shall ensure that full assignments of the intellectual property are obtained.

### **2. Confidentiality**

2.1. No party to this Agreement shall divulge to any person (other than those whose province it is to know it or with proper authority) or use for any purpose, any confidential information or any financial information relating to the other which it acquires as a result of entering into this Agreement and shall endeavour to prevent its employees from doing anything which would be a breach of this clause. This restriction shall continue to apply for ten years after the expiration or termination of this Agreement but shall cease to apply to secrets or information which come into the public domain through no fault of the party concerned.

2.2. The institutions shall each individually confirm that strict confidentiality will be observed in all communications relating to portable or potentially commercially valuable intellectual property created within **MEMSE**.

## ANNEXES



# ANNEX 1: MEMSE PROGRAMME, GRADING AND GRADUATION SPECIFICATIONS

## 1.1 Student Mobility

### 2.1.1 Compulsory mobilities

MEMSE curriculum includes three compulsory mobilities for students as shown in the Figure below.

COHORT Number		COHORT 1																													
Project Year (PY) vs Academic Year (AY)		Project Year PY1							Project Year PY2 (AY1)							Project Year PY3 (AY 2)							Project Year PY4								
Month Number		Sep	Nov	Jan	Mar	May	Jul	Sep	Nov	Jan	Mar	May	Jul	Sep	Nov	Jan	Mar	May	Jul	Sep	Nov	Jan	Mar	May	Jul	Sep	Nov	Jan	Mar	May	Jul
Partner Responsible		Core Partners (UL/WUST/FHM)																													
Student Recruitment and Facilitation	Administration, Promotion																														
	Recruitment, Enrolment, Visa and travel																														
Partner Responsible		Joint Academic Programme																													
ECTS	75 Modules/Subject/Course							24	3					27						24											
	6 Winter school																														
	9 Language/Placement/Skill Development																														
	90 Course work																														
	30 Thesis																														
Total ECTS	120							30	⇒					30	⇒					30	⇒					30	⇒				
Partner Responsible		Core Partners (UL/WUST/FHM)																													
Academic Administration	Exam/Assesment																														
	Progression to Year 2 and Thesis Selection																														
	Annual Repeat Deadline																														
	Degree Award Decision																														
	Conferring/Graduation																														
	Conferring/Graduation (Repeat)																														

Figure Annex 2. Academic structure and mobility framework (denoted by ⇒) within the MEMSE of a given cohort e.g. COHORT 1. There will be a total of four (4) such COHORTs in MEMSE.

The compulsory mobilities must take place in the first three semesters of MEMSE within the first two academic years (AY). Students will follow the following compulsory mobility paths:

**Mobility 1.** Foundations and Sustainability Frameworks @ University of Limerick (UL), Ireland, Semester 1, Academic Year 1: **Mobility (⇒)** to Wroclaw University of Science and Technology (WUST), Poland.

**Mobility 2.** Advanced Materials Processing and Computational Approaches @ Wroclaw University of Science and Technology (WUST), Poland Semester 1, Academic Year 1: **Mobility (⇒)** FH Münster, Germany.

**Mobility 3.** Specialisation Tracks and Applied Laboratories @ FH Münster, Germany. Semester 1, Academic Year 2 **Mobility (⇒)** Any **Partner** of MEMSE for Master Thesis and Colloquium

During Semester 1 of Year 1 at the University of Limerick, students focus on sustainability, research methods, and foundational knowledge in materials science. Semester 2 of Year 2 at Wroclaw University of Science and Technology builds advanced competence in materials processing, computational modelling, and industrial systems orientation. In Semester 3 of Year 4, hosted by FH Münster, students undertake deep thematic specialisation through applied laboratory work and industry-adjacent modules. Semester 4 of Year 2 is dedicated to the Master’s thesis, which may be undertaken at any consortium partner institution, and optionally in an industrial setting, while adhering to MEMSE’s joint supervision framework. This structured and academically differentiated mobility model reflects established practice within Erasmus Mundus Joint Master programmes and ensures that partner excellence areas contribute coherently to the overall learning pathway. Figure 3 shows this academic structure. Figure shows an indicative breakdown of 120 ECTS distributed over the 4 semesters of MEMSE with 30 ECTS credits per semester.

Each compulsory mobility path shall have its own curriculum composed of compulsory and elective/optional modules/lectures/courses in general fields of sustainability, materials science, processing and engineering and research methods, data science and management, computational approaches and transferable skills in

accordance with the focus of each path coherent with locally available and managed study plan. The curricula shall specify targeted learning outcomes for each path in alignment with teaching and assessment methods used.

The list of compulsory and elective modules within each compulsory mobility path for each academic year shall be published on **MEMSE's** website to be available during the application period. The list is subject to change as required upon approval of the GB. Students will declare at the time of application, their mobility path, compulsory modules and a ranked preference of elective modules. Students will provide a ranked selection list for thesis topics and host supervisors in Semester 1 of Academic Year 2. The allocation of thesis topic, supervisors, host institute associated with student mobility path/s will be decided by the Governing Board based on the recommendation made by JPMB which shall take into consideration student preferences and ranking as well as specific requirements, advantages and/or limitations of any host **Partners**.

#### 2.1.2 Optional mobility

The optional mobility may take place between first and second academic year motivated by specific research interest of students requiring thesis co-supervision, internship, or secondment opportunities. Students may also have the opportunity to participate in industry training through short term industrial placements, professional training within industrial research laboratories at any **Partners** supported through letters of intent, internship agreements, or collaborative training frameworks.

## 2.2 MEMSE Spring/Winter/Summer School

MEMSE integrates Spring, Summer and/or Winter schools into the planned academic activity to bring together students, academic staff, and industry partners for intensive thematic training including but not limited to:

- specialised workshops/symposium
- laboratory training and/or demonstration
- interdisciplinary project work
- industry-focused innovation challenges
- networking events.

These schools will award ECTS credit and can be scheduled between academic semesters at the convenience of the Core Partner who is organizing it (Figure).

Students who, for a good reason, are unable to participate in these must notify the Coordinator as soon as possible. These students will be given the option to join a school in the following Academic Year, or additional coursework by the end of the respective Academic Year.

## 2.3 Grading and Graduation Requirements

### 2.3.1 Transcripts of records

At the end of each semester, **Core Partners** shall issue transcripts of records for all students hosted at their University. Students on mobility will receive a leave of absence from the non-host Core Partners. Partner Leaders of **Core Partners** will be responsible for sending the transcripts to the Chair of JPMB for recording in the general student monitoring database of MEMSE and other **Core Partners**.

The Coordinating Institution will issue a transcript for all students at the end of each of the two academic years of **MEMSE**.

### 2.3.2 Research Project and Master thesis

Semester 2 of AY 2 will be dedicated for research projects leading to Thesis.

Students must register with one of the **Core Partners**. All **Partners** can host Students for a partial or full duration of Semester 2 of AY 2. **Core Partners** can supervise and/or co-supervise Theses. **Associated Partners** can co-supervise. They can be primary supervisors or host supervisors provided that the student thesis is offered and registered through one of the Core Partners with co-supervision from one of the staff members of the respective Core Partner.

The primary or host supervisor from a **Partner** is responsible for overseeing the research work, together with a co-supervisor from the **Sender** institution to reinforce the joint nature of **MEMSE**, provide complementary expertise, and ensuring consistent management of Student mobility and PLOs. Where appropriate, particularly for practice-oriented or applied research topics, an industry mentor may also be involved in the supervision process to contribute practical insight and ensure relevance to industrial contexts. Industry can accede as **Associate Partners** or can be involved through bilateral agreements with one of the **Partners** subject to the authorization of the Governance Board.

Thesis assessment will be conducted through a two-stage evaluation process. This includes a written evaluation of the submitted thesis by academic examiners, followed by an oral defense (colloquium). During the defense, the student will present their research work and respond to questions from the thesis committee, allowing for a comprehensive assessment of the scientific quality of the thesis, the student's understanding of the research topic, and their ability to communicate and defend their findings effectively.

## 2.4 Student Mobility Responsibilities

The MESMAT programme incorporates structured student mobility across Partners as defined in Section 1. The mobility framework will be supported through Learning Agreements (LA) that define the academic activities undertaken at each institution.

Partner receiving a student is a Host institution (Host). Any Partner can host a Student within MEMSE. In the context of MESMAT, the Host Institution, acting as a full member of the approved consortium, or Partner, undertakes to deliver the learning, teaching, training, and assessment activities assigned to it in accordance with the jointly agreed curriculum and the individual Learning Agreement.

The Host will

- ensure that academic activities are provided at the appropriate level and workload, aligned with MEMSE's jointly defined learning outcomes, quality assurance framework, and degree requirements.
- designate a responsible academic coordinator or supervisor, provide access to the necessary academic and student support services, and apply transparent, fair, and non discriminatory assessment procedures consistent with consortium rules.
- ensure modifications to the learning programme are discussed and formally approved by all relevant parties in line with consortium procedures
- issue official and timely documentation certifying the learning outcomes achieved, including credits and grades when the mobility is complete
- cooperate fully to ensure their recognition and integration into MEMSE.

The institution that is sending the Student is the home or sending institution (Sender). Within the framework of MEMSE, the Sender, is a Core Partner and is responsible for the academic oversight, coordination, and recognition of the mobility activity as agreed in the Learning Agreement (LA) and the jointly approved curriculum.

The Sender will

- provide timely academic guidance to the student in the preparation and approval of the Learning Agreement, ensuring alignment with MEMSE's jointly defined learning outcomes, degree structure, and progression requirements
- ensure that learning outcomes successfully achieved at the Host Institution are fully recognised and integrated into the joint degree, in accordance with MESMAT rules and Erasmus Mundus recognition principles
- cooperate closely with Partners in approving justified changes to the Learning Agreement, monitoring academic progress, and resolving any academic or administrative issues arising during the mobility period
- apply transparent, fair, and non-discriminatory procedures and to contributing to the joint quality assurance, assessment, and award mechanisms underpinning MEMSE.

The examination committee will evaluate the Master thesis and attribute a grade. In order to promote consistency in the grading, a standard marking template shall be distributed to all examination committee members.

Students shall be entitled to repeat the final master examination only in case of a failure. The dates for repeating the final examination shall be between 3 and 12 months after the failed examination, unless internal regulations provide otherwise.

The degree shall not be awarded to students unless they have: (1) gathered 120 ECTS within **MEMSE**, (2) completed the three semesters of **MEMSE**, (3) performed the compulsory mobilities, (4) completed the internship, (5) complied with local university requirements, and (6) successfully passed the thesis defence.

## 2.5 Resits

In the case of failure on one exam, a provisional validation of the corresponding mobility may be granted. The final validation shall be conditional upon either a resit of the failed assessment if conditions and local rules allow this and the resit takes place at the beginning at the appropriate time for the relevant institution, or a retake and a successful passing of the course in the following year, which may require re-enrolling at the university offering this course, retaking the entire course and paying the tuition fees for this course. This applies also to the MEMSE summer school course. Resits or retakes will not be granted for the purposes of grade improvement.

## 2.6 Diploma and Diploma Supplement

Graduating from the MEMSE Master's Degree Programme will lead to a master degree awarded by the Coordinating University, University of Limerick, in partnership with the Core Partner Universities.

There are different degree awarding options for students depending on the mobility path.

Full details on how the various diplomas and final parchments for MEMSE students can be found in Annex 9. MEMSE Diploma

The Diploma Supplement includes a transcript of records covering all the courses students have successfully completed within **MEMSE**, explanation of the joint nature of MEMSE, **MEMSE** structure and content, mobility and grading scheme. This diploma supplement is designed to enhance recognition and understanding of the degree award among employers, universities and other interested organizations.

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Full details on how the various diplomas and final parchments for MEMSE students can be found in Annex 10, Diploma Supplement.

The Partner Universities will convert grades between universities to the ECTS grading scale in accordance with the following scheme:

University of Limerick (UL)			ECTS
A1 (First Class Honours)	19-20	5.0	A
A2 (First Class Honours)	18	5.0	A
B1 (Second Class Honours 2.1)	16-17	4.5	B
B2 (Second Class Honours 2.1)	14-15	4.5	B
B3 (Second Class Honours 2.2)	13	4.0	C
C1 (Second Class Honours 2.2)	12	3.5	D
C2 (Third Class Honours)	11	3.0	E
C3 (Third Class Honours)	10	3.0	E
D1	FAIL	FAIL	F
F	FAIL	FAIL	F
	FAIL	FAIL	F

## ANNEX 2: STUDENT SELECTION, ADMISSION AND ENROLMENT

### 1. Student eligibility criteria

MEMSE shall implement a transparent and merit-based admission process to attract highly qualified students from diverse academic, and geographic backgrounds. The admission process shall ensure that selected candidates possess:

- strong academic preparation in relevant disciplines
- motivation to pursue advanced studies in materials science and sustainable technologies
- ability to succeed in an international and interdisciplinary learning environment

Admissions will be conducted in accordance with institutional regulations of the Core Partners and the jointly agreed procedures of the MEMSE consortium.

Applicants must meet minimum academic, language and administrative requirements to be considered for admission.

**Academic Background:** Applicants must hold a **Bachelor's degree or equivalent qualification** in a relevant field, such as: Materials Science, Physics, Chemistry, Mechanical Engineering, Chemical Engineering, Electrical Engineering, Nanotechnology, Applied Sciences related to materials and engineering. The degree should normally correspond to **three to four years of undergraduate study** or an equivalent qualification recognised by the consortium. Applicants with degrees from closely related fields may also be considered if they demonstrate sufficient background knowledge in relevant scientific subjects.

**Language Requirements:** Since **MEMSE** is delivered in English, applicants must demonstrate sufficient proficiency in English. Acceptable evidence includes internationally recognised English language tests. Minimum English Language Requirements are outlined below.

Test	Minimum Score
IELTS	6.5
TOEFL iBT	90
Cambridge English	B2 or higher

Equivalent certifications may also be accepted according to institutional regulations of the Core Partners

#### **Administrative prerequisites:**

- (a) Compliance with the application calendar and deadlines;
- (b) Submission of a complete set of required application documents in English language versions (certified English translation if required).

Applicants must submit a complete application package including, for example, the following documents.

Document	Description
Academic transcripts	Official transcripts of previous studies
Degree certificate	Proof of completion of bachelor's degree
Curriculum vitae	Summary of academic and professional experience
Motivation letter	Statement explaining interest in MEMSE
Letters of recommendation	Academic references supporting the application
English language certificate	Proof of language proficiency

Passport copy	Identification document
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Additional documents may be requested depending on institutional requirements.

The admission cycle follows an annual schedule to allow sufficient time for application review, visa processing, and enrollment. Admission process for a cohort of students starting their study from September of the academic year (AY) will need to start a year prior to the enrollment. A typical timeline for admission process for this cohort of students (COHORT 1) is given below:

Stage	Timeline for COHORT 1 starting in AY1
Programme announcement	October of Project Year (PY) 1
Application opening	November of PY 1
Application deadline	February of PY 1
Evaluation period	March of PY 1
Admission decisions	April of PY 1
Enrollment confirmation (including visa processing)	May–August of PY 1
Programme start	September of AY 1 (PY2)

The exact schedule may vary slightly each year.

## 2. Equal Opportunity, Diversity, and Inclusion

**MEMSE** is committed to promoting diversity and equal opportunity in student recruitment. Admission decisions shall be made without discrimination based on:

- nationality
- gender
- religion
- ethnicity
- disability

**MEMSE** shall encourage applications from underrepresented regions. A number of Erasmus Mundus Scholarships are allocated to European Commission Targeted Regions. **MEMSE** will promote gender equality and inclusivity in its implementation.

## 3. Student selection and admission

Student application, eligibility, selection, admission and scholarship attribution shall be based on joint criteria and procedures identical for the three Core Partners.

### Call for Applications

- (a) The Call for Applications will be launched and disseminated prior to every intake at least three months before the application deadline specified by this Call.
- (b) This call will clearly state the application deadline.
- (c) All the relevant and updated information on **MEMSE**, in particular the tuition fees, application procedures, required documentation and Programme curriculum description will be published on **MEMSE** website.

### Application process

- (d) The application process will be entirely online.
- (e) No application will be accepted in any other form.
- (f) Non-submitted applications, incomplete applications and applications received after the application

deadline may not be taken into consideration.

- (g) All completed applications will be recorded and archived to ensure full transparency of the selection process.

Required documentation must be uploaded as digital copies and in English language versions. The required documents are:

1. A completed application form (online via the GPS at UL website).
2. A Supporting statement which is a combined Statement of Interest and Previous Experience (explaining why an applicant is a suitable candidate for **MEMSE**, including the justification for the choice of mobility path, and the justification for applying for Erasmus Mundus funding – if applicable)
3. Curriculum Vitae (preferred format: Europass);
4. A scan of passport (a scan of the national ID or equivalent will be accepted conditionally if the applicant does not have a passport at the time of application);
5. A scan of an official 1<sup>st</sup> cycle degree diploma or other eligible diploma in psychology along with an official supplement listing courses taken and the respective grades (certified translation to English). In case of degrees other than the Bachelor or integrated Master degree, a statement of comparability issued by ENIC-NARIC is required. If the applicant has not completed the 1<sup>st</sup> cycle degree at the time of application, she/he must send available transcripts, proof of current enrolment, and a declaration of degree completion;
6. Certificates of English language proficiency, at least B2 level of the CEFR. The list of accepted certificates and scores will be published along with the Call for applications.
7. If applicable, any academic publications of which applicant is an author or co-author. In case of publications in languages other than English, an English translation of the abstract should be provided;
8. Candidates who are selected for interview will be asked to provide two recommendation forms specifying the contact details of the referees. If preferred, the referees may send these forms directly to the European Consortium Coordinator.
9. Privacy policy: Applicants' personal information will be collected and used in accordance with the General Data Protection Regulation (EU) 2016/679.

#### 4. A template for Submitting Expression of Interest and Previous Experience

MEMSE 2025		
1. Full name	Click or tap here to enter text.	
2. Email address	Click or tap here to enter text.	
3. Phone number	Click or tap here to enter text.	
4. Date of birth (DD/MM/YYYY)	Click or tap to enter a date.	
5. Gender	Choose an item.	
6. What is your country of nationality? (This is the country that issued your passport or citizenship, which may differ from the country where you were born.)	Click or tap here to enter text.	
7. Current address and country of residency	Click or tap here to enter text.	
8. Bachelor's degree	Click or tap here to enter text.	
9. Institution and country of bachelor's degree	Click or tap here to enter text.	
10. Graduation date	Click or tap to enter a date.	
11. Final Grade Average (GPA) / Percentage	Click or tap here to enter text.	
12. Additional degrees or diplomas, if any (Degree, institution, country, graduation date, final GPA):		
13. Relevant Courses or Certifications (Course/Certification Name, Institution, Date Completed, Brief Description):		
14. Describe your research experience, if any, in chronological order (Research Title/Project, Institution/Organisation, Supervisor/Principal Investigator, Duration, Brief Description of Research, Publications):		
15. Describe your volunteer work, internships and extracurricular activities, if any (Volunteer Experience, Organisation, Role, Duration, Brief Description of Activities):		
16. Describe your professional experience, if any, in chronological order (Job Title, Organisation, Country, Duration, Responsibilities):		
17. Statement of Purpose (Max 800 words). Why do you want to pursue the MEMSE Programme? How does this Programme align with your career goals? What are your research interests?		
18. Is there any other information you wish to provide?		
19. List two academic or professional references. They will be asked for a reference letter should you be shortlisted for the second stage of the selection process. Please provide: Name, Position, Institution, Email, and Phone Number.		
	Reference 1	Reference 2
Name	Click or tap here to enter text.	Click or tap here to enter text.
Position	Click or tap here to enter text.	Click or tap here to enter text.
Institution	Click or tap here to enter text.	Click or tap here to enter text.
E-mail	Click or tap here to enter text.	Click or tap here to enter text.
Phone number	Click or tap here to enter text.	Click or tap here to enter text.
<b>20. Acknowledgement of Student Category and Financial Implications</b>		

I hereby acknowledge that I am applying for a Self-funded place on the Erasmus Mundus Global-MINDS Master's Programme. If admitted as a self-funded student, I acknowledge that I will be responsible for covering all my expenses, including tuition fees. The fees are €18,000 for the two-year programme for non-EU citizens, and €9,000 for citizens of European Union countries or of the 3rd countries associated to MEMSE, North Macedonia, Serbia, Iceland, Liechtenstein, Norway, Türkiye.

By submitting this form, **I confirm that I understand and accept these conditions and that my application will be considered for a self-funded position.**

I understand that it is my responsibility to calculate and assess the financial feasibility of MEMSE. I can read more about the costs of taking this master's programme here: <https://global-minds.eu/budget-simulator/>

**Please tick the box**

I want to apply for a self-funded position

21. I hereby certify that the information provided in this application is accurate and complete to the best of my knowledge. I understand that any false information may result in the rejection of my application or withdrawal of admission.

Place and date	.
Name of the Applicant	
Signature	

## 5. Selection and admission procedures

Applications will be submitted through the official MEMSE programme application platform following, for example, different stages as indicated below.

- a. Programme Advertisement
- b. Application Submission by interested candidates
- c. Administrative Screening by Operational Coordination Unit (OCU)
- d. Academic Evaluation by Academic Administration Unit (AAU)
- e. Interview of candidates by AAU (if required)
- f. Ranking of Candidates by AAU
- g. Admission Decision and Offer Letter issued by AAU
- h. Student Acceptance of Offer and Enrollment at the **Core Partners** through AAU and OCU

This structured process ensures fairness, transparency, and consistency in student selection. Typical steps involved in different stages described above are given below.

The first stage of the evaluation process involves administrative screening by **OCU**. During this stage the OCU verifies completeness of application documents, compliance with eligibility requirements and authenticity of submitted information. Applications that do not meet basic eligibility criteria may be rejected at this stage. Eligibility forms will be verified by the **OCU** during and immediately after the closure of the Call for Applications. At this stage, the fulfilment of the minimum requirements will be verified. Candidates whose applications fail to meet any of the above requirements will be considered ineligible and excluded. The Coordinating Institution will notify ineligible participants about the reasons of their exclusion and the appeal procedure not later than one month after the closure of the call.

Applications that pass the administrative screening stage shall proceed to academic evaluation. Evaluation will be conducted by the **AAU**, which consists of academic representatives from the partner institutions. Evaluation criteria typically include academic performance, relevance of previous studies, research experience, motivation and career goals, and recommendation letters. An example of a typical scoring scheme is given below.

Criterion	Weight
Academic performance and potential including grades and distinctions	40%
Motivation and personal statement (career ambitions and alignment with MEMSE)	20%
Relevant research or professional experience	20%
Letters of recommendation	10%
Interview performance (if conducted)	10%

This scoring framework shall ensure a balanced evaluation of both academic excellence and motivation. Candidates will be ranked according to their evaluation score. Evaluators shall report potential conflict of interest prior to the evaluation. Recommendation Letters (enthusiasm and intimacy) will be consulted in specific cases where clarification about a candidate is needed. Minimum acceptable score is 65 out of 100. Candidates who do not meet the minimum score, will not be considered any further in the application process. These candidates will be informed by email by the Graduate and Professional Studies or their equivalent at the Core Partner University that they are not included in the interview process and will not be considered for MEMSE (essentially a “rejection decision”). AAU will compile a short list for interview from the ranking based on average scores above 65%. The eligible remaining candidates will be selected for the interviews or placed on a waiting list.

Shortlisted candidates will be invited for an online interview. The interview will assess understanding of materials science concepts involved in MESMAT, motivation for joining MEMSE, research interests, and ability to communicate effectively in English. Academic members of AAU will conduct this interview.

Interviews will be conducted via video conferencing or by telephone by at least two evaluators from two different Core Partners universities. There will be a team of 3 evaluators. After completion of the interviews, a meeting of all evaluators will be held to rank-order scholarship and self-financed awardees. Interviews will be conducted via video conferencing or by telephone by two evaluators. During the interviews, candidates will be assessed against the following criteria:

- (a) Individual criteria defined in advance of each interview and completing the information provided in the online application;
- (b) ability to understand questions and provide adequate and concise answers;
- (c) ability to demonstrate the adequacy and consistency between the objectives of **MEMSE** and the applicant’s background and/or professional project;
- (d) Motivation and professional project.

Each interview should last for about 10 minutes. The AAU evaluation team shall decide if each candidate has sufficient quality to be accepted into **MEMSE**, and then rate them on each category and rank order of the candidates to be accepted on a consensus basis. Interviews will be scored on a scale of 1-10. A minimum acceptable score of 7.5 will be required to be considered for **MEMSE**. Those who do not meet this minimum score will be sent a “rejection decision”.

Once the interview phase is completed, the AAU will submit to the JPMB a final ranking of candidates. JPMB will then provide a list of offer and scholarship decisions on the basis of applicant ranking, available programme capacity and diversity and special need considerations specifying which of the candidates:

- (a) Will be offered a place on **MEMSE** in order of the ranking in one of the three funding categories (full scholarship, partial scholarship, if any, and self-funded ).
- (b) Will be communicated that they will not be offered a place on **MEMSE**.

JPMB will review the ranking and recommendations agree on the final, absolute ranking of candidates, and

will finalise a sequential list of offers for the final approval of the GB, following which AAU will start sending offer letter. Places will be offered in descending order to fill full scholarship places first, then the partial scholarship places are filled second, and finally the self-financed student places. A second round of selection will be run if there are still open places.

Scholarship from Erasmus Mundus will depend on the funding received. Below is an example of the capacity and scholarships that can be offered:

	<b>Total students</b>	<b>24</b>	<b>24</b>	<b>24</b>	<b>24</b>
Full Scholarship	€1400 p.m. for 24 months per student	12	12	12	12
Scholarship to Targeted regions	€1400 p.m. for 24 months per student	6	6	3	3
Non-Scholarship students	€0 p.m. for 24 months per student	6	6	9	9

This means that the MESMAT programme will admit a limited number of students each year through an internationally competitive process in order to maintain a high-quality learning environment. The average number in an annual cohort is expected to be a maximum of 24 **Students**. This cohort size ensures: effective supervision, strong cohort interaction and access to laboratory resources.

Applicants who believe that their application has not been fairly evaluated may submit an appeal. Appeals will be reviewed by the Governing Board. Appeals shall only be considered if the applicant makes a case in writing that there has been a failure in the admissions procedure or that they have been discriminated against unlawfully. All appeals should be made to the Coordinator in writing within 10 days after the decision has been communicated. All appeals should be directed to the Coordinator unless the appeal is regarding the Coordinator, in which case the written appeal should be directed to the Governing Board. Any appeal will be accorded thorough consideration and will normally be addressed within 28 calendar days of receipt. Where an appeal does not produce the outcome sought by the applicant, reasons shall be given for such decisions.

The Governing Board shall be the body accord any considerations to an appeal. Due to the requirements of data protection, the Governing Board will only correspond on any issue regarding an application with the applicants themselves, unless the applicant has provided written permission to discuss it with another person.

## 6. Enrolment and registration

Successful applicants receive an official admission offer letter. The offer letter will typically includes:

- programme admission confirmation
- information on scholarship awarded or not awarded and in the latter case information on the tuition fees applicable to the student according to the practice of the **Core Partners**
- enrollment procedures
- mobility structure of MEMSE.

Applicants must confirm acceptance of the offer within the specified deadline. After accepting the offer, students must complete the enrollment procedure.

Enrollment requirements typically include:

- submission of original academic documents
- payment of any required administrative fees
- completion of institutional registration

All students shall enrol for MEMSE at the three **Core Partners** who will grant leave of absence for the semesters students will not be hosted by them. Coordinating University, at their starting university, and subsequently at the universities at which they are hosted as part of their compulsory and optional mobility paths.

Once enrolled, students receive official student status within MEMSE.

## 6.5 Equal Opportunity and Diversity

The selection and admission process will consist of three phases: eligibility check, preselection and interview.

Following enrolment, all students shall register for courses at the Coordinating Institution as well as the hosting partner university. The courses and modules will have different codes at the different universities, and students will be supported to ensure registration correctly.

The Local Administrative Coordinators and the European Administrative Coordinator shall confirm and verify registration and enrolment of all students in all modules at the respective partner universities within one month from the beginning of the academic programme.

Places on **MEMSE** cannot be deferred to the next academic year, as a rule, unless there are serious exceptional circumstances related to disability or health concerns.

### ANNEX 3: MEMSE CONSORTIUM STUDENT GRADE CONVERSION TABLE

All grades obtained within the MEMSE programme are expressed in national scales of the Partner Universities. They are converted to the UL Grading Scale, and the final Quality Cumulative Average (QCA) or Grade Average (GPA) calculated according to Irish law, and associated with the European Credit Transfer System (ECTS) as per the table below. The calculation of the final grade shall be determined by factoring in the Coordinating Institution's weightage, which takes into consideration any disparities in ECTS credits acquired at the partner institution as compared to those granted by the Coordinating Institution.

UL	WUST	FHM	ECTS
A1 (First Honours)	19-20	5.0	A
A2 (First Honours)	18	5.0	A
B1 (Honours 2.1)	16-17	4.5	B
B2 (Honours 2.1)	14-15	4.5	B
B3 (Honours 2.2)	13	4.0	C
C1 (Honours 2.2)	12	3.5	D
C2 (Third Honours)	11	3.0	E
C3 (Third Honours)	10	3.0	E
D1	FAIL	FAIL	F
D2	FAIL	FAIL	F
F	FAIL	FAIL	F

The award of the Master's degree is made at honours level.

<b>Award Classification</b>	<b>Cumulative QCA/GPA</b>
<b>First class honours</b>	3.40
<b>Second class honours grade 1 (2.1)</b>	3.00
<b>Second class honours grade 2 (2.2)</b>	2.60
<b>Third class honours</b>	2.00

