Deliverable 6

A plan for common services offered to students

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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 provides a common plan for services offered to students at all stages of the joint master degree.

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 provides a common plan for services offered to students at all stages of the joint master degree. 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 Plan 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 document provides a common plan for services offered to students at all stages of the joint master degree. 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 Services

1.1 Student Services and Support Framework

The MEMSE programme recognises that student success depends not only on academic excellence but also on the availability of effective support systems. Given the international and mobility-based nature of the programme, comprehensive support services are provided to ensure that students are able to adapt successfully to new academic, social, and cultural environments.

Student support services are coordinated collaboratively by the partner institutions and include:

- academic support
- mobility assistance
- administrative guidance
- wellbeing and counselling services
- career development support

These services aim to ensure a positive learning experience and facilitate successful completion of the programme.

1.1.1 Student Orientation

At the beginning of the programme, students participate in an orientation programme designed to introduce them to the academic and administrative environment.

The orientation programme typically includes:

- introduction to the MEMSE curriculum
- overview of programme structure and mobility
- academic expectations and regulations
- introduction to laboratories and research facilities
- information about campus services

Orientation activities also allow students to meet faculty members, administrative staff, and fellow students.

1.1.2 Academic Advising

Each student is assigned an **academic advisor** who provides guidance throughout the programme.

Academic advisors assist students with:

- module selection and study planning
- academic progression monitoring
- research topic selection for the master thesis
- addressing academic challenges

Advisors also serve as the primary contact point between students and **The Programme** management.

1.1.3 Mobility Support

Because MEMSE includes mobility across partner institutions, dedicated mobility support is provided.

Mobility support services include:

- pre-departure information sessions
- guidance on travel and accommodation
- assistance with administrative procedures
- support during transitions between institutions

Mobility coordinators at each institution collaborate to ensure smooth student transitions.

1.1.4 Visa and Residence Support

International students may require visas or residence permits to study in the host countries.

Partner institutions provide assistance through their international offices to support students with:

- visa application procedures
- residence permit requirements
- documentation required for immigration authorities

Students receive official admission and enrollment documents necessary for visa applications.

1.1.5 Accommodation Support

Students participating in **The Programme** receive assistance in securing suitable accommodation.

Housing options may include:

- university residence halls
- private student housing
- shared apartments

Institutional housing offices provide guidance on housing availability and application procedures.

1.1.6 Language Support

Although the MEMSE programme is delivered in English, language support may be available to help students integrate into the local environment.

Language support may include:

- introductory courses in local languages
- language workshops
- conversation groups

These services help students adapt to daily life in the host country.

1.1.7 Health and Wellbeing Services

Student wellbeing is an important priority for the MEMSE programme.

Students have access to institutional wellbeing services such as:

- health services
- counselling services
- psychological support
- stress management programmes

These services ensure that students receive appropriate support when facing personal or academic challenges.

1.1.8 Student Integration Activities

To promote a strong international student community, partner institutions organise integration activities.

Examples include:

Welcome events and Onboarding

In the beginning of each semester, each Core Partner University hosting MEMSE students shall organize, in collaboration with the local Academic and Administrative Coordinating team, a Welcome Week in order to orient the students and to provide them with information about language courses, housing, and other practicalities. This information will be delivered in the form of oral presentations and will be backed up with the MEMSE Handbook. Videoconferencing may also be used in order to introduce other local Academic Coordinators to the students.

The MEMSE Handbook

All MEMSE students shall receive a MEMSE Handbook that provides an overview of the Master Programme (e.g., mobility paths, meaning of the joint degree, etc.); information on the required internship; practical information (e.g., regarding fees, visa, accommodation, email set up, student/ staff ID cards), contact information for various services (e.g., MEMSE technical secretariat), etc.;

Buddy and advising system

At each Core Partner Institution, every attempt shall be made that MEMSE students are assigned to a local buddy and an academic advisor.

The academic advisor shall be a member of the local MEMSE Coordination Team accompanying the students during their university stay and providing academic information and advice.

The buddy may be a volunteer recruited among local students. Whenever possible, the buddy will provide the student with support and assistance before his/her study period. Any practical doubt or information can be discussed with the Buddy before their arrival. Local buddies will receive a certificate attesting their involvement in these extra-curricular intercultural activities.

Cultural exchange events, student networking activities, excursions and social gatherings, student association activities are also initiatives that help students build friendships and strengthen the cohort experience.

1.1.9 Career Development Support

Career development services help students prepare for employment or further academic research after graduation.

Career services may include:

- career counselling
- CV preparation workshops
- interview preparation training
- networking events with industry partners
- internship opportunities

Industry collaboration within **The Programme** also supports career development.

1.1.10 MEMSE Alumni and Student Association

The Core Partners shall encourage MEMSE students and alumni to participate in the MEMSE Alumni Association and offer all reasonable support and assistance.

Graduates of the MEMSE programme become part of the programme's alumni network.

The alumni network facilitates:

- professional networking
- knowledge exchange
- collaboration between graduates and current students

Alumni may also participate in programme events and mentoring initiatives.

1.1.11 Student Feedback and Representation

Students are encouraged to participate in programme development through feedback mechanisms.

Feedback may be collected through:

- module evaluation surveys
- programme evaluation surveys
- student–staff meetings

Student representatives may also participate in programme meetings where appropriate.

1.1.12 Student Code of Conduct

Students enrolled in **The Programme** must adhere to the academic and behavioural regulations of the partner institutions.

The code of conduct includes expectations regarding:

- academic integrity
- respectful behaviour
- compliance with institutional policies

Violations of the code of conduct may result in disciplinary action according to institutional procedures.

1.2 Industry Engagement and Training Framework

The MEMSE programme emphasises strong engagement with industry and applied research environments. **The Programme** recognises that modern materials science and engineering education must be closely connected with industrial innovation, manufacturing systems, and real-world technological challenges.

Industry engagement within **The Programme** aims to:

- provide students with exposure to industrial practices
- strengthen the relevance of the curriculum to technological development
- facilitate collaboration between academia and industry
- enhance graduate employability

The Programme therefore integrates industry interaction through internships, collaborative projects, guest lectures, and joint research initiatives.

1.2.1 Objectives of Industry Engagement

The industry engagement strategy of the MEMSE programme has several objectives.

Bridging Academia and Industry

Students gain insight into industrial materials research and manufacturing processes.

Enhancing Employability

Industry collaboration ensures that graduates possess skills aligned with labour market needs.

Supporting Innovation

Collaborative projects encourage innovation and knowledge transfer between universities and industry.

Exposure to Industrial Research

Students learn how scientific knowledge is applied in industrial research and development environments.

1.2.2 Industry Partnerships

The MEMSE consortium aims to establish partnerships with organisations operating in fields such as:

- advanced materials manufacturing
- renewable energy technologies
- semiconductor and photonics industries
- battery technology and energy storage
- sustainable manufacturing systems

Industry partners may include:

- multinational corporations
- small and medium-sized enterprises
- research laboratories
- technology start-ups

Partnerships may take the form of:

- internship agreements
- collaborative research projects
- industrial guest lectures
- industry-sponsored projects

1.2.3 Internship Opportunities

Students may have the opportunity to undertake **industry internships** during the programme.

Internships allow students to apply academic knowledge in practical environments and gain professional experience.

Typical internship activities may include:

- materials testing and analysis
- product development
- manufacturing process optimisation
- research and development projects

Internships may take place during:

- semester breaks
- the final thesis period
- dedicated industry training modules

1.2.4 Industry-Supported Projects

Project-based learning forms an important component of the MEMSE curriculum.

Industry partners may contribute to student projects by:

- providing real-world problem statements
- offering mentorship during project development
- participating in project evaluation

Examples of project topics may include:

- development of sustainable materials for energy storage
- optimisation of industrial materials processing methods
- evaluation of environmental impacts of manufacturing technologies

These projects provide valuable experience in solving real-world engineering challenges.

1.2.5 Industry Guest Lectures

Industry professionals may contribute to **The Programme** through guest lectures and seminars.

These lectures provide students with insight into:

- current technological trends
- industrial research challenges
- career opportunities in the materials sector

Guest lectures also strengthen collaboration between universities and industry partners.

1.2.6 Industry Advisory Board

To ensure continued relevance of **The Programme** to technological developments, an **Industry Advisory Board** may be established.

The advisory board may include representatives from:

- industry partners
- research organisations
- innovation clusters

The board may provide guidance on:

- curriculum development
- emerging technology trends
- skills required by industry

Recommendations from the advisory board help ensure that **The Programme** remains aligned with industrial needs.

1.2.7 Industry Collaboration in Thesis Projects

Industry collaboration may also extend to master thesis projects.

Students may conduct thesis research in collaboration with industry partners.

Benefits include:

- access to industrial research facilities
- exposure to real-world technological challenges
- enhanced employment opportunities after graduation

Industry mentors may participate in the supervision process where appropriate.

1.2.8 Innovation and Entrepreneurship

The Programme encourages students to develop innovative solutions to technological challenges.

Entrepreneurship activities may include:

- innovation workshops
- start-up incubation programmes
- technology commercialisation seminars

Students interested in entrepreneurial careers may receive guidance on transforming research ideas into technological innovations.

1.2.9 Long-Term Industry Collaboration

The MEMSE programme aims to establish long-term relationships with industry partners through:

- collaborative research initiatives
- joint research projects
- knowledge transfer activities
- industry-funded research opportunities

Such partnerships strengthen the impact of **The Programme** on both academic research and industrial innovation.