



## Deliverable 2

# A draft Joint Partnership Agreement

Grant Agreement number:	101180422
Project acronym:	MEMSE
Project title:	Joint Masters in Emerging Material Science and Engineering
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Core Partners:	WUST (PL), FHM (DE)
Associate Partners:	CUB (SK), UNILIM (FR), IITM (IN), BUET (BD)



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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 Deliverable provides a draft Joint Partnership Agreement that lays down details of academic programme, operational principles and steps as well as legal administrative framework for cooperation.

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 Deliverable provides a draft Joint Partnership Agreement that lays down details of academic programme, operational principles and steps as well as legal administrative framework for cooperation.

## **2. MEMSE: Joint Partnership Agreement Draft**

The draft Joint Partnership Agreement is given in the Appendix along with its own Annexes and Appendice.

## **3 Deviation from Original Plan**

The submission of this Deliverable was delayed.

## **4 Conclusions**

This Deliverable provides a draft Joint Partnership Agreement that lays down details of academic programme, operational principles and steps as well as legal administrative framework for cooperation.

**Appendix: Draft Joint Partnership Agreement of MEMSE**



## ***MEMORANDUM OF AGREEMENT***

*for the*

***Consortium***

***Governing the***

**Erasmus Mundus**

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



FH MÜNSTER  
University of Applied Sciences



Wrocław University  
of Science and Technology

## Background

The MEMSE Consortium was established in 2024 to obtain funding for a joint European Master degree programme in Emerging Materials Science and Engineering, under the European Commission ERASMUS + programme: Erasmus Mundus Joint Masters Design Measure.

The consortium agreement here represents the terms under which **the Programme** will be managed between September 2027 and August 2033 following potential successful outcome of the full application for an Erasmus Mundus Joint Masters grant.

## Parties to the Consortium Agreement

### ***University of Limerick (UL)***

*National Technological Park, Plassey, Limerick, Ireland*

hereafter referred to as **the Coordinating Institution**, and a **Core Partner**

represented by:

**Professor Prof Colin Fitzpatrick –**

Vice President Global and Community Engagement

And the following degree-awarding Universities:

***Wroclaw University of Science and Technology***

***FH Münster***

***Address... Wroclaw, Poland***

***Adress Münster, Germany***

**represented by:**

**represented by:**

***Prof. XXX, Rector***

***Prof. YYY, Rector***

Hereafter collectively referred to as **the Core Partners**,

HAVE AGREED to the following terms and conditions, including those in the annexes, which form an integral part of this Consortium Agreement.

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## Article 1. Purpose and scope of the Agreement

1. All Parties to this Agreement shall cooperate in full in the design, implementation, delivery, assessment, and quality assurance of the **Erasmus Mundus Master in Emerging Materials Science and Engineering (MEMSE)** (hereafter referred to as **the Programme** leading to the conferral of multiple Master degrees by the **Core Partners**, in compliance with their respective national legal and accreditation frameworks. The Parties commit to providing the resources and institutional support necessary for the effective management of the Programme. All Parties shall further comply with the terms and conditions of the relevant grant agreements concluded with the Education, Audiovisual and Culture Executive Agency (EACEA) supporting the Programme, as well as with the relevant European regulations, in particular:

- (a) The European Charter for Higher Education (ECHE);
- (b) The guidelines and good practices of the Erasmus + program, in particular the latest available Erasmus+ Programme Guide 2026 published on 12 November 2025 covering the period between 2021 and 2027;
- (c) The Grant Agreement to be entered between the EACEA acting under powers delegated by the European Commission and **the Coordinating Institution** representing the three Core Partners under powers delegated by the Core Partners by means of the respective mandates;
- (d) Other relevant national and international laws.

2. All Parties to this Agreement shall commit themselves to the on-going management of the agreement, and to ensuring as positive a student experience as possible throughout. The Core Partners shall achieve these through collaborative work via the Governing Board (**GB**) and its sub-groups. Each Partner shall respect the decision of other partners, arrived at following due process, such as assessment, discipline etc. The terms and conditions set out in this Agreement shall apply to **the Programme** offered jointly by members of the Consortium.

3. This Consortium Agreement specifies the rights and obligations of both the **Core Partners** and the **Associate Partners**, as it has been defined in Article 6 of this Agreement, in the preparation and delivery of **the Programme**. In signing this agreement, all Parties agree to respect without reservation its terms and conditions, including the financial agreements set in the document **MEMSE Consortium Partner Financial Agreements** included as ANNEX 6 in this Agreement, and comply with their obligations and roles, including those relating to data protection, according to the General Data Protection Regulation 2016/679 of the EU.

4. Each Core Partner shall, by signing this agreement, confirm that it has:

- (a) The legal capacity to enter into this agreement;
- (b) The legal capacity to award joint, multiple, or double degrees in **the Programme**;
- (c) Accredited or is in the process of accreditation of **the Programme** in accordance with institutional and national requirements as per institutional involvement in the Consortium;
- (d) The Institution's commitment to engage in **the Programme**.

5. This Consortium Agreement and the associated Annexes contain the entire agreement of the Core Partners. No other written or verbal agreement made on or prior to the entry into force of this Consortium Agreement will be binding for the Core Partners.

## Article 2. Duration and validity of the Agreement

### 1. Entry into force, duration and termination

- (a) An entity becomes a Core Partner to this Consortium Agreement upon signature by a duly authorized representative.
- (b) An entity or an individual becomes an Associate Partner to this Consortium Agreement upon signature of a bilateral agreement with the Consortium.
- (c) This Consortium Agreement shall have effect from the date on which it has been signed by all Core Partners until December 31<sup>st</sup> of the year 2033 and shall continue in full force and effect until complete fulfilment of all obligations undertaken by the Parties to this Agreement.
- (d) Termination of the agreement upon the date stated in Article 2.1.c. or at the end of any extension period shall be made by agreement of the Governing Board at least 2 months before the termination date.
- (e) The provisions relating to liability, applicable law and settlement of disputes shall survive the expiration or termination of this Consortium Agreement as agreed in respective articles.
- (f) Termination shall not affect any rights or obligations of Core Partners and Associate Partners leaving the Consortium incurred prior to the date of termination, unless otherwise agreed between the Governing Board and the leaving Partner. This includes the obligation to provide all input, deliverables and documents for the period of its participation.

### 2. Amendment

This Consortium Agreement may be modified by the Governing Board by means of a written annex univocally approved by the Governing Board and signed by all Core Partners.

### 3. Admission of a new Consortium Member

While this Agreement is in force, a new Associate Partner may be admitted to the Consortium upon unanimous consent of the Governing Board and upon signature of a bilateral agreement with an authorized Consortium representative. A new Core Partner may be admitted in the Consortium only in exceptional circumstances, upon unanimous consent of the Governing Board, following a written annex to the Consortium Agreement approved by the Governing Board and signed by all Core Partners.

### 4. Withdrawal of Consortium Members

- (a) A Core Partner may only withdraw from the Consortium where there are reasonable grounds for their withdrawal; such grounds must be stated and submitted in writing by the withdrawing partner to the Coordinating Institution and the Governing Board.
- (b) The withdrawal shall take effect ninety days after the written notice at (a) above is submitted by the Core Partner stating their intention to withdraw is received by the Governing Board and the Coordinating Institution.
- (c) An Associate Partner may withdraw thirty days after a written notice from the Associate Partner stating this intention is received by the Governing Board and the Coordinating Institution.
- (d) In the event of withdrawal, the withdrawing Core or Associate Partner shall ensure that all students undertaking the Programme, in full or in part, under its jurisdiction, are not academically disadvantaged. Such students shall be given the opportunity to complete the relevant semester or internship as originally planned, to obtain the corresponding academic credits, and, where applicable, to receive the degree or diploma awarded by the withdrawing Partner in accordance with the Programme rules and applicable national legislation. In such cases, the Partner is obliged to transfer all relevant documentation to the Coordinating Institution and comply with any reporting obligations. In case of withdrawal of the Full or

Associate Partner, the Students continue their studies at the remaining Full or Associate Partners

### **Article 3. Settlement of disputes**

1. Any dispute arising out of or in connection with this Agreement, including any question regarding its existence, validity or termination, if not resolved by conciliation or mutual settlement between the Parties within a reasonable time, shall be submitted to arbitration in accordance with the Irish Arbitration Act 2010, subject to sections 2-5. The details of the subject and circumstances of the dispute shall be communicated in writing by the Party alleging the same to the other Party/parties.

2. The Governing Board shall act as first level of arbitration.

3. In the event of failure to resolve the disagreement by the Governing Board, each Core Partner shall ap a member to an Arbitration Panel from outside the subject area of **the Programme**. Members of the Arbitration Panel may be members of the partner institutions or aped from outside the institutions if this is deemed appropriate. The Arbitration Panel shall appoint an independent Chair.

4. The Panel so constituted shall determine its choice of law, set its own rules of procedure and adjudicate the matter submitted to it.

5. The decision of the Panel shall be final, and upon it being communicated to the Parties, they shall abide by it forthwith.

### **Article 4. Data Protection**

1. The Consortium shall note the responsibility of complying with the data protection requirements as stipulated in The General Data Protection Regulation (EU) 2016/679.

The Parties agree to comply with the requirements of the General Data Protection Regulation (EU) 2016/679 and with the applicable laws of their respective countries in this respect and shall execute a Joint Controller Agreement in the form appended at Annex 12 which shall articulate their respective obligations.

### **Article 5. Promotion of the Programme**

1. The Core Partners commit to collaborate in active and innovative promotion of **the Programme** at a national, European and international level, and to use all of their existing networks to disseminate **the Programme** as widely and as effectively as possible.

2. The Governing Board shall work closely with the marketing, communication and Public Relations offices from each of the Core Partner institutions to develop a set of promotion tools.

3. A detailed promotion plan shall be set and reviewed annually by the Governing Board.

### **Article 6. Obligations and Responsibilities of Consortium Members**

1. Consortium Members are: the Coordinating Institution, Core Partners and Associate Partners, together known as **Partners**. Each Partner contributes academic modules, supervision expertise, and research facilities to the Programme according to their roles specified in this Agreement. Students must register with the three Core Partners. All Partners can host Students during their thesis work for a partial or full duration of Semester. Each Partner shall bear sole responsibility for ensuring that all contractual arrangements entered into with personnel recruited for the Programme are fully compliant with applicable national legislation and any relevant

collective labour agreements.

## 2. The Coordinating Institution

The Consortium has identified the University of Limerick as the Coordinating Institution for the scheme that has entered into an agreement, on behalf of the Consortium, with EACEA.

- (a) The Coordinating Institution shall be responsible for
  - (1) all formal contacts with EACEA, including the signature of the contract on behalf of the Consortium and the submission of the reports required under the terms of the contract with the EACEA,
  - (2) managing the administrative, legal and financial aspects of the Consortium on the basis of the terms of this Agreement and the contract with EACEA, and
  - (3) ensuring that all the necessary arrangements and resources are available for the effective delivery and management of **the Programme**. The Coordinating institution has the primary legal responsibility towards EACEA for the proper execution of this agreement.
- (b) The Coordinating Institution shall be responsible for
  - (4) maintaining, during the term of this Agreement and for a period of five years after its termination or expiry, or longer, if required by the data retention period of the University, full records of **the Programme**, including details of the students, their academic progress, awards achieved and such other information as necessary.
- (c) The Coordinating Institution shall be responsible for
  - (5) coordinating the issuing of transcripts and/or Diploma Supplements.
- (d) The Coordinating Institution shall ensure that each of the Core Partners
  - (6) is fully debriefed about any formal contacts with EACEA,
  - (7) receives in draft all formal reports for EACEA with a minimum of five (5) working days for reply.
- (e) Manage on behalf of the Consortium accession of Associate Partners as described in Section 4 (c-d)

## 3. Core Partners

- (a) Core Partners are Higher Education Institutions (HEIs) that have an instrumental role in the implementation of **the Programme** and actively participate in the coordination, delivery and management of **the Programme**.
- (b) Core Partners shall be responsible for
  - (1) enrolling students ensuring full support from their University, including all the resources, academic/administrative staff and facilities necessary to effectively deliver and manage **the Programme** at a local level, in particular for hosting MEMSE students, delivering transcripts and diplomas,
  - (2) ensuring prompt communication with the Coordinating Institution in relation to any change of circumstances or difficulties in the execution of this agreement,
  - (3) ensuring the reliability of all information communicated to the Coordinating University in relation to all financial matters, as well as the communication of student records (i.e., grades) obtained at Core Partner institutions,
  - (4) offering thesis topics to students, registering students for thesis work and supervising/co-supervising thesis work according to the local practice.
  - (4) ensuring the availability of all relevant documentation related to the delivery and management of **the Programme** at a local level, and
  - (5) supplying this documentation in a timely manner and no later than ten workdays after any formal request, unless otherwise agreed.

## 4. Associate Partners

- (a) Associate Partners are

(1) Higher Education Institutions or individual scholars (Academic Associate Partners) such as The Programme will accede following Comenius University of Bratislava (CUB), Slovakia, and University of Limoges (ULI), France from the European Union and Bangladesh University of Engineering and Technology (BUET), Bangladesh, and Indian Institute of Technology, Madras (IITM), India as from outside the European Union, or

(2) other organizations (companies, non-governmental organizations, national or international administration bodies; Organizational Associate Partners), that contribute to the dissemination, delivery, monitoring, evaluation and/or sustainable development of **the Programme**.

- (b) Associate Partners collaborate with the Consortium on an *ad-hoc* basis.
- (c) Forms of collaboration between Associate Partners and the Consortium shall be specified in separate bilateral protocols.
- (d) Each Associate Partner shall sign with the Consortium a bilateral protocol previously approved by the Governing Board for the purpose of accession to the Programme. The Coordinating Institution will sign this document on behalf of the Consortium.
- (e) Associate Partners can co-supervise. They can be primary supervisors provided that the student thesis is offered and registered through one of the Core Partners with co-supervision from one the one of the staff members of the respective Core Partner.

## Article 7. 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 **the Programme** 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 **the Programme**.

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 **the Programme**, 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 The organogram of the governance structure is shown in ANNEX 11.

Its responsibilities include *inter alia*:

- strategic oversight of the programme
- 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 this Agreement and the 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 **the 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 **the Programme**;
- (c) Be in charge of the selection and admission of Programme students and guest lecturers, validating their mobility projects;
- (d) Monitor the achievement of **the Programme's** learning objectives;
- (e) Mediate disputes between Consortium Members and Programme students.

At the administrative level:

- (a) Oversee all aspects of delivery of **the Programme**;
- (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 **the Programme**;
- (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 **the Programme**;
- (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 **the Programme**, 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, included as ANNEX 1. The organogram of the Consortium, as well as contact details of Consortium Coordinators, are provided in ANNEX 11.

## Article 8. Description of the Programme

### 1. Structure and objectives of the Programme

- (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 the Programme will benefit from access to the research infrastructure, academic expertise, and industrial networks of all Partners.

### 2. Student Mobility

**The Programme** 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 2 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 the Programme 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 7;**
- (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 the master thesis are specified in the document MEMSE Programme, Grading and Graduation Specifications included as ANNEX 2.

#### 5. Degree awarding and Degree certificates

**The Programme** 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 **the Programme**. 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:**

### Article 9. 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 included as ANNEX 5. 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 given as ANNEX 8. The Student Agreement must be signed by each student prior to enrolment in **the Programme**. The conclusion of the agreement with the student indicated in Annex 8 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 indicated in Annex 8.

3. The rights and obligations of MEMSE students who have been granted an EMJM scholarship are specified in MEMSE Model Scholarship Contract included as ANNEX 8. The Scholarship Contract must be signed by each student receiving a scholarship prior to their enrolment in **the Programme**. The conclusion of the agreement with the student indicated in Annex 8 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 indicated in Annex 8.

#### 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 **the Programme**. The minimum requirements, selection, admission and registration procedures are specified in the document Student Selection, Admission and Enrolment included as ANNEX 3. The recruitment and selection process of the students will be performed by the Coordinating Institution.

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## Article 10. Guest lecturers and invited scholars

The Consortium shall select and invite high profile experts in fields of relevance to **the Programme** to act as invited scholars or guest lecturers for **the Programme**. Roles of invited scholars and guest lecturers, selection procedures, modes of collaboration and financial conditions are specified in the document MEMSE Guest Lecturers and Invited Scholars given as ANNEX 4.

## Article 11. Budget of the Consortium

### 1. Income and costs

#### 1.1. The Consortium's financial income consists of:

- (a) Funding from EACEA through the EMJM Grant. The Grant is paid to the Coordinating Institution and includes: (1) Contribution to the institutional costs of the EMJM; and (2) Student scholarships. This Scholarship shall be redistributed by the Coordinating Institution directly to Scholarship receiving Programme students;
- (b) Tuition fees paid by MEMSE students whose participation cost is not covered by EACEA's Contribution to the institutional costs of the EMJM;

1.2. The Coordinating Institution is the sole recipient of students' participation costs and bears the primary responsibility for management of the Consortium budget and redistribution thereof among Consortium Members as specified in ANNEX 6.

1.3. Predicted costs of delivering the MEMSE programme are specified in ANNEX 6. These costs shall be reviewed and amended by the Governing Board on an annual basis by means of the annual budget plan.

### 2. Participation costs

2.1. The Consortium will not charge any tuition fees to students, scholarship and non-scholarship holders, whose participation cost is covered by EACEA's Contribution to the institutional costs of the EMJM.

2.2 Students of non-EU nationality whose participation cost is not covered by EACEA's Contribution to the institutional costs of the EMJM shall pay a tuition fee to the Core Partners according to their respective fees policies. The Governing Board shall review the participation costs to be charged to students respecting the national practice and legislation of each partner.

2.2. The participation costs shall be quoted in Euros.

2.3. The participation costs shall be collected in accordance with the policy adopted by the Governing Board (see ANNEX 6).

2.4. The participation costs shall be distributed to Partner Institutions on the basis of student enrolments, and in accordance with a formula as per MEMSE Consortium Partner Financial Agreements given in ANNEX 6.

2.5. The participation costs distributed to Partner institutions are at the exclusive disposal of the Partner Institutions.

2.6 In the event of any costs or additional fees arising from the course of study that are not covered by the EACEA's Contribution or any other funds under this agreement, the Core Partners may charge them directly to the students.

## **Article 12. Confidentiality and intellectual property**

### **1. Intellectual Property**

The ownership and/or control of intellectual property used or generated in connection with **the Programme** 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 **the Programme**.

### **Article 13. Final Provisions**

1. This agreement has been drawn up in English.
2. Any amendments to and supplementations of this agreement shall require written form under the pain of being null and void.

SIGNED AS AGREED BY:

**The Coordinating Institution:**

**Professor Colin Fitzpatrick - Vice President Global and Community Engagement**

University of Limerick (UL)

Prof. Colin Fitzpatrick

***Place: ...University of Limerick,  
Limerick, Ireland.***

***Date:***

***Wroclaw University of Science and  
Technology***

***Address...Wroclaw, Poland***

represented by:

***Prof. XXX, Rector***

***Date:***

***Place:***

***FH Münster***

***Adresss Münster, Germany***

represented by:

***Prof. YYY, Rector***

***Date:***

***Place:***

## ANNEXES

## ANNEX 1: MEMSE CONSORTIUM STRUCTURE AND ORGANIZATION DESCRIPTION

### 1.1 MEMSE Project Management Structure

#### 1. The Coordinator

The Coordinating Institution shall nominate a Coordinator, who shall be responsible for managing **the Programme** at a central level and for ensuring that all the responsibilities and obligations of the Coordinating Institution toward the Core Partners are fulfilled.

#### 2. Partner Leaders

Each Partner shall nominate a Partner Leader and ensure that they provide sufficient and dedicated time and resources to contribute to the best of their abilities to the effective delivery of **the Programme**. Partner Leaders shall support the Coordinator on behalf of the respective Partners in the leadership and implementation of **the Programme**. The Coordinator and Partner Leaders shall be supported by their respective global, legal, finance and administration departments.

#### 3. Chair of the Governing Board (GB)

The Consortium shall establish a joint Governing Board constituting respective partner leaders from each Partner and chaired by the Coordinator.

#### 3. Chair of the Joint Programme Management Board (JPMB)

Chair of the JPMB shall be nominated by the Governing Board.

#### 5. Chair of the Advisory Board (AB)

Chair of the JPMB shall be nominated by the Governing Board.

#### 6. Academic Administration Unit (AAU)

The Consortium shall establish an Academic Administration Unit with membership from Core Partners' relevant Subject Expert/Programme Leader/Course Directors and relevant representative from their respective Academic Administration/Academic Registry or equivalent department. AAU will maintain academic quality in compliance with the respective academic regulations and standards of **Core Partners** while ensuring overall coherence with **the Programme**.

Its responsibilities include:

- (a) Ranking of student applications to recommend scholarship
- (b) Recommend grading, progression and award with quality assurance
- (c) curriculum design, review and evaluation
- (d) module coordination and assessment frameworks at the local level
- (e) recognition and recommendation of credits across partner institutions
- (f) ensuring alignment of learning outcomes.

#### 7. Operational Coordination Unit (OCU):

The Consortium will establish an Operational Coordination Unit (OCU) with membership from representatives from Core Partners' international office, admissions, graduate and postgraduate studies and finance offices or their equivalents.

The OCU will be responsible for:

- (a) coordinating promotion of the Programme at national, European and international level for

- recruitment,
- (b) Screening of student applications for AAU recommendation for admission offer with or without Erasmus scholarship and enrolment of student accepting
- (c) student onboarding, pastoral care, mobility management,
- (d) manage administration cost, scholarships, and financial administration according the local financial practices.
- (e) issue offer letters to students. facilitate student enrolment and visa process (if applicable), and manage mobility.

## 1.2 MEMSE Governing Bodies

### 1.3 GOVERNING BOARD (GB)

#### Membership of the Governing Board

The Governing Board shall be composed of the following members:

- 1.3.1 The Coordinator (Chair of the Governing Board)
- 1.3.2 Partner Leaders
  - Chair of Joint Programme Management Board (JPMB)
  - Chair of the Advisory Board (AB)
  - Student Representatives

Partners shall use all reasonable endeavours to facilitate and maintain the continuity of representation. Partners reserve the right to replace their representative/s and/or to appoint a substitution. The new representative must obtain unanimous approval from the Governing Board.

#### Meetings of the Governing Board

The Governing Board shall meet at least twice per academic year, including at least one physical meeting. Meetings may be hosted in rotation by the Core Partners on their respective campus.

Virtual meetings may be held at any time upon request of any permanent member of the Governing Board and upon approval of the Chair of the Governing Board.

Minutes from each meeting of the Governing Board shall be sent to all permanent members and shall be considered as tacitly approved if none of the permanent members objects in writing (i.e., by email to the Chair of the Governing Board) within 10 calendar days after receipt.

#### Voting

Each member of the Governing Board present or represented at the meeting shall have one vote.

The Governing Board shall not deliberate and decide validly unless a quorum of 70% of its members are present or represented.

Decisions shall be taken by a two-thirds majority of the votes of the members present or represented. \_\_\_\_\_

### 1.4 Joint Programme Management Board

#### Mission of the JPMB

The JPMB is responsible for the day-to-day operational management and quality control of the Programme. It shall:

- (a) Formulate selection criteria for the approval of GB as Jointly Selected Student Selection Criteria
- (b) Receive recommendations for admission ranked by Academic Administration Unit (AAU) following evaluation of applications screened by Operational Coordination Unit (OCU)
- (c) Coordinate the delivery of **the Programme** across institutions, monitor implementation, identify risk and suggest and implement contingency
- (d) Establish key performance indicators (KPIs) for continuous internal monitoring and annual quality monitoring review including feedback from students and academic staff and prepare a formal report to the GB;
- (e) Establish indicators and procedures for the evaluation and monitoring of learning outcomes.
- (f) Monitor the implementation of the agreed Quality Assurance tasks and evaluate their outputs;
- (g) Monitor the quality of learning and teaching activities, formal, non-formal and informal learning outcomes, teaching coordination between semesters and between partners, and propose improvement plans;
- (h) Monitor the quality of the overall academic coordination, board-level coordination, Full Partners' integration and engagement, and propose improvement plans;
- (i) Monitor the adequacy between the learning outcomes of **the Programme** and the needs of potential employers, including the assessment of any relevant changes in the curriculum;
- (j) Ensure that all stakeholders (students, teaching staff, administrative staff, etc.) are engaged in a participatory way in implementing the Board's recommendations;
- (k) Track the academic and professional achievements of Programme students
- (l) Recommend to the GB award of degree
- (m) Manage thesis co/supervision and assessment
- (n) Oversee Secondment and Industrial training
- (o) Organise and promote Winter/Spring/Summer School

#### Members of the Joint Programme Management Board

The Quality Assurance Board shall consist of the following members:

Permanent members are:

- Chair, an external expert independent of the **Partners**
- Subject Expert/Course Director from the **Core Partners**
- Representatives of Associate Partners
- Student Representatives and Programme alumni.

#### Meetings of the JPMB

The JPMB shall meet at least twice per semester at a physical or virtual meeting.

Extraordinary virtual meetings may be held at any time at the request of the Chair.

Minutes of JPMB shall be sent to all members of the Governing Board will be discussed at the next available meeting of the Governing Board.

#### Voting

Each member of the JPMB present or represented in the meeting shall have one vote.

JPMB shall not deliberate and decide validly unless a quorum of 70% of its members are present or represented. Decisions shall be taken by a two-thirds majority of the votes of the members present or represented.

### 1.5 ADVISORY BOARD

#### Members of the International Advisory Board

The International Advisory Board shall consist of international experts nominated by the Governing Board and shall be chaired by a Chair appointed by the Governing Board.

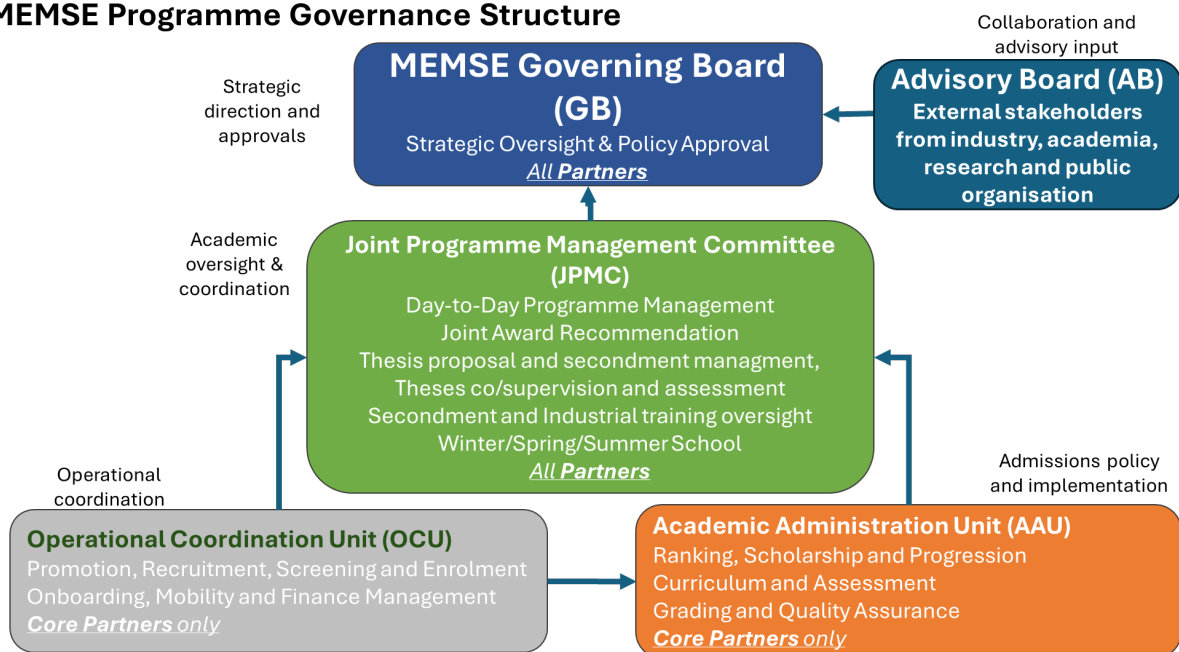
All members of the International Advisory Board shall be required to sign a confidentiality agreement.

#### Meetings of the International Advisory Board

The International Advisory Board shall meet once a year during a physical or virtual meeting. An extraordinary meeting can be held at any time.

After each meeting, the Chair of the International Advisory Board shall provide the Governing Board with a formal report including an evaluation of the current state of **the Programme** and recommendations.

### MEMSE Programme Governance Structure



## ANNEX 2: MEMSE PROGRAMME, GRADING AND GRADUATION SPECIFICATIONS

### 2.1 Student Mobility

#### 2.1.1 Compulsory mobilities

The Programme 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  $\Rightarrow$ ) 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 the Programme 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 ( $\Rightarrow$ )** 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 ( $\Rightarrow$ )** FH Münster, Germany.

**Mobility 3.** Specialisation Tracks and Applied Laboratories @ FH Münster, Germany. Semester 1, Academic Year 2 **Mobility ( $\Rightarrow$ )** Any Partner of the Programme 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 the programme'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 the Programme 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 **the Programme'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 the Programme 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 **the Programme**.

#### 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 **the Programme**, 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 the Programme. 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 the programme'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 the Programme.

The institution that is sending the Student is the home or sending institution (Sender). Within the framework of the Programme, 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 the programme'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 the Programme.

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 **the Programme**, (2) completed the three semesters of **the Programme**, (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 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 **the Programme**, explanation of the joint nature of MEMSE, **the Programme** 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 3: 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 **The Programme** 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 the programme

Letters of recommendation	Academic references supporting the application
English language certificate	Proof of language proficiency
Passport copy	Identification document

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

**The Programme** 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

**The Programme** shall encourage applications from underrepresented regions. A number of Erasmus Mundus Scholarships are allocated to European Commission Targeted Regions. The Programme 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 **the Programme**, in particular the tuition fees, application procedures, required documentation and Programme curriculum description will be published on **the**

## Programme 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 **the Programme**, 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.
<p><b>20. Acknowledgement of Student Category and Financial Implications</b></p> <p>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 the programme, North Macedonia, Serbia, Iceland, Liechtenstein, Norway, Türkiye.</p> <p>By submitting this form, <b>I confirm that I understand and accept these conditions and that my application will be considered for a self-funded position.</b></p> <p>I understand that it is my responsibility to calculate and assess the financial feasibility of the programme. I can read more about the costs of taking this master's programme here: <a href="https://global-minds.eu/budget-simulator/">https://global-minds.eu/budget-simulator/</a></p> <p><b>Please tick the box</b></p> <p><input type="checkbox"/> I want to apply for a self-funded position</p>		
<p><b>21.</b> 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.</p>		
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.

<b>Criterion</b>	<b>Weight</b>
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 the Programme (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 the programme, 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 **the Programme** 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 **the Programme**, 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 **the Programme**. 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 **the Programme** 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 **the Programme**.

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 the programme.

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 the Programme 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 the Programme.

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

## **ANNEX 4: MEMSE GUEST LECTURERS AND INVITED SCHOLARS**

### **1. General conditions of guest lecturer/invited scholar's engagement**

#### **1.1. Number of guest lecturer/invited scholar positions and duration of engagement**

A minimum of two guest lecturers per intake shall be engaged. The minimum duration per engagement of a guest scholar lecturer/invited scholar is one week. A week is defined as a minimum of four working days out of seven consecutive days.

Additional guest lecturer/invited scholar positions may be opened by the Governing Board based on need and availability of funds.

#### **1.2. Modes of collaboration**

The Consortium admits two modes of collaboration with guest lecturers and invited scholars:

- a. Mobility between Consortium Members, in particular from the Associate Partners to the Core Partners;

- b. Mobility from outside the Consortium, if particularly relevant to **the Programme**.

The Consortium agrees that the guest lecturers/invited scholars shall have two main roles for **the Programme**:

- a. Contribute to a specific compulsory mobility path;
- b. Contribute to the development of the overall student competencies and skills, in particular in the field of research methods, soft skills and other professional skills relevant for psychologists.

Specifically, the contribution of guest lecturers and invited scholars may consist of, but is not limited to, the following activities: as main activities,

(1) giving workshops and/or lectures as part of the MEMSE Summer School,

(2) teaching other short courses,

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(3) participating in the research activities of **the Programme**, and

(4) contributing to Programme management, in particular curriculum development, transfer of knowledge, network and partnerships development.

## **2. Funding of guest lecturer/invited scholar positions**

Guest lecturer and invited scholar positions shall be financed from the Consortium budget, and may be considered either as shared expenses of the Consortium or specific expenses of a Core Partner. Guest lecturers and invited scholars shall sign a Visiting Scholar Agreement with the Consortium.

## **3. Selection of guest lecturers and invited scholars for the Programme**

3.1. The Consortium may select and invite high profile experts in fields relevant to **the Programme** to act as invited scholars or guest lecturers for **the Programme**.

3.2 Invited scholars and guest lecturers are only eligible for guest lecturer positions if they comply with the following criteria:

- (a) Hold PhD degree in a disciplinary field of high relevance to the project and substantial experience in research and teaching at the High Education level, coaching or training;
- (b) OR have a strong professional background in a relevant private, governmental or non-governmental organization combined with substantial experience in teaching at the High Education level, coaching or training;
- (c) Have proficiency in written and spoken English.

## **4. Visiting Scholar Agreement**

Each invited scholar and each guest lecturer must sign, prior to the start date of their activities, a Scholar Agreement with the Consortium represented by the Coordinating Institution. The Scholar Agreement may be negotiated individually and shall specify:

- (a) Grant payment modalities and modes of reimbursement of travel, accommodation and other costs;
- (b) A detailed description and a calendar of this scholar's activities within **the Programme**;
- (c) Conditions of annulation of the Scholar Agreement;
- (d) Arrangements in regard to intellectual property rights;
- (e) Required reports from this scholar's activities to the Consortium;

- (f) Contribution to the promotion and dissemination of the MEMSE programme in their HEI and country of origin.

## 5. A Template for Agreement with the Visiting Scholar

### MEMSE VISITING SCHOLAR SCHOLARSHIP AGREEMENT

Between the Visiting Scholar:

First name	
Surname	
Sex	
Title	
Affiliated Organisation	
Place of birth	
Nationality	
Passport number	
Passport expiry	
Home Address	

And:

The Coordinator of the Erasmus Mundus Master in Emerging Materials Science and Engineering (MEMSE) Consortium

Dr. Tofail Syed,  
Professor, Department of Physics  
University of Limerick  
Castletroy, V94 T9PX Limerick

Have agreed the Special Conditions and Annexes below which form an integral part of this agreement ("the agreement"):

Annex I                      Visiting Scholar Agreement  
Annex II                     General Conditions

Note: The terms set out in the Special Conditions shall take precedence over those set out in the Annexes I and II.

Introduction:

This Agreement regulates the mutual rights and obligations between the parties in all that concerns the Erasmus Mundus Master in Emerging Materials Science and Engineering (hereafter MEMSE) to be delivered according to:

- (a) The Erasmus Charter for Higher Education (ECHE);
- (b) Erasmus+ Programme Guide 2025;
- (c) The Grant Agreement between the Consortium and the Education, Audiovisual and Culture Executive Agency (hereafter EACEA), acting under powers delegated by the European Commission;

- (d) The MEMSE Consortium Agreement;
- (e) Other relevant national and international laws.

The Visiting Scholar and the MEMSE Partners are obliged to participate fully in MEMSE in accordance with **the Programme** approved and supported by the European Commission Grant Agreement [Grant No.: XXXX – MEMSE] signed between the EACEA and the Coordinator on behalf of the MEMSE Consortium.

## Special Conditions

### Article 1 Subject Matter and Conditions of the Agreement

- 1.1. The MEMSE Programme shall provide support to the visiting scholar for undertaking a mobility activity under the MEMSE Visiting Scholar Programme.
- 1.2 The Visiting Scholar accepts the financial support or the provision of services as specified in article 4 and undertakes to carry out the mobility activity as described in Annex I.  
Amendments to the agreement shall be requested and agreed by both parties through a formal notification by letter or by electronic message.
- 1.3 The Visiting Scholar commits to: spending x weeks participating in the MEMSE programme and performing the activities described in Annex 1, including, but not limited to:
  - teaching for a minimum of 8 hours per week
  - research
  - assignment preparation and grading
  - Advice and guidance to MEMSE students in the development of their thesis
- 1.4 The Visiting Scholar commits to continued involvement in activities related to the visiting scholar activity beyond the time at the host institution, where appropriate and anticipated in the plan of activities; such activities may include, but not be limited to the grading of assignments and/ or exams which may occur after the mobility period.
- 1.5 The Visiting Scholar commits to preparing and sharing the materials which will be used in advance with the MEMSE Governing Board including, but not limited to, course syllabus, lecture notes, class handouts, lab manuals, and digital presentations. In order to protect the scholar's copyrights, scholars are encouraged to put a copyright notice on their work, including the copyright symbol, year it was written, and name of the author, i.e., "© 2010 Pat Doe".
- 1.6 The Visiting Scholar aims to bring added value to the delivery of the MEMSE programme; and contribute to the promotion and dissemination of the MEMSE programme after completing the mobility.
- 1.7 The Visiting Scholar hereby commits to duly take part in the MEMSE programme, in accordance with all terms and conditions of the present agreement and the MEMSE Consortium Agreement.
- 1.8 The Visiting Scholar acknowledges that this agreement does not constitute a work contract nor any other paid or unpaid affiliation with any of the consortium institutions.

### Article 2 Entry into Force and Duration:

- 2.1. The agreement shall enter into force on the date when the last of the two parties signs.
- 2.2. The Consortium extends an invitation to the Visiting Scholar for the dates
- 2.3. The Visiting Scholar shall spend his/her /their mobility period at [Name of the Partner, Address and Country]
- 2.4. The visiting scholar will teach for a minimum of XX hours in XX weeks excluding travel days on the Erasmus Mundus Master in Emerging Materials Science and Engineering Programme (MEMSE)
- 2.5. A detailed Plan of Activities is attached as ANNEX 1 and forms part of this agreement. The Visiting Scholar will strictly adhere to the time frame and activities agreed upon with the Consortium and the hosting

institution(s) and understands that any deviation from the stated plan must be approved by the MEMSE Governing Board.

- 2.6. The total duration of the mobility period shall not exceed the dates agreed and approved by the MEMSE Governing Board.
- 2.7. This agreement terminates once the final report is submitted within one week of the end of the activity. Failure to submit the final report within two weeks will lead to the termination of the financial support and lead to the recovery of any travel and accommodation costs covered by the MEMSE programme.

#### Article 3 General Rules of Visiting Scholar Participation in MEMSE

3.1 The Visiting Scholar shall comply with all rules and regulations of the host institution, the national laws and regulations of their home and host country and their home and host institution, including the respective codes of academic conduct.

3.2 The Visiting Scholar shall benefit from the academic environment and services offered by the host university. The MEMSE Consortium commits itself to providing the Visiting Scholar with a high-level academic environment and to working to integrate the Visiting Scholar in this environment.

3.3 The Consortium shall provide the Visiting Scholar with all information, materials and other resources necessary to carry out the agreed activities within MEMSE, as well as administrative support related to these activities.

3.4 The Visiting Scholar shall immediately inform the Coordinating Institution of:

- Any change of personal details, particularly bank details for scholar payment transfer;
- Any circumstance that may compromise carrying out the agreed upon Visiting Scholar activities.

3.5 The Consortium reserves the right to terminate this contract if:

- 3.5.1 The Visiting Scholar does not comply with the terms and conditions stipulated in this agreement, especially if he/she does not carry out the agreed activities for any personal reason;
- 3.5.2 The Visiting Scholar is found to have provided any false information to the MEMSE programme.

#### Article 4 Financial Provisions

6.1. The Visiting Scholar shall receive a Weekly grant of €1000, under the Visiting Scholar Programme for MEMSE.

4.2 The Visiting Scholar acknowledges that a week is counted as 4 - 7 consecutive calendar days.

4.3 The Visiting Scholar shall receive support to secure their travel and accommodation arrangements during the visit. The costs of travel and accommodation cannot exceed €1500 for a contribution of one week, and maximum €3000 for a contribution of two weeks. Overall, the travel and accommodation allowance cannot exceed €1500 per week.

4.4 These amounts shall not be altered. The amount received includes, if applicable, any charge that was made by the bank to his/her personal account with respect to the receipt of the payment.

4.5 Travel and accommodation will be arranged if required on the production of a valid visa to travel to the host country to the maximum amount set out in 4.3 but not within two weeks of the expected start date of the mobility activity. The travel-booking request must be sent to [memse@ul.ie](mailto:memse@ul.ie) stating the name of the person travelling as per passport, the passport number, date of birth, the departure city, arrival city and dates of travel. The host institution will provide the travel and accommodation logistics in advance.

4.6 In the event that the Visiting Scholar terminates the agreed activities for any personal reason,

he/she/they shall repay the Weekly Allowance proportional to the duration of his/her visit within 1 month of the date of the termination of **the Programme** and/or travel and accommodation bookings made in advance on behalf of the visiting scholar.

4.7 The Visiting Scholar will provide the Governing Board with a Final Report on the teaching activities carried out no later than one week after the completion of his/her/their visiting period.

4.8. The Visiting Scholar will sign a Grant Receipt, summarising the formal distribution of all payments, for auditing purposes.

4.9 The Visiting Scholar acknowledges that the Weekly grant is the only payment to be received for the teaching activities.

#### Article 5 Payment Arrangements

5.1 The Visiting Scholar acknowledges that the Weekly grant shall be transferred to his/her/their bank account by the Coordinating Institution once all active teaching activities have been completed and the Final Report (has been received).

5.2 Should the visiting scholar make their own travel and accommodation arrangements any outstanding expenses related to travel and accommodation can be reimbursed retrospectively, provided evidence of spending (i.e., receipts) and provided that the total amount does not exceed the overall total of €1500 per week.

5.3 The scholar's bank account details to which the grant will be transferred are:

SEPA Account Holders:

Account Holder Name	
Bank Name	
BIC/SWIFT	
IBAN (International Bank Account Number)	

Non-SEPA Account Holders:

It is your responsibility to ensure that your bank accepts international transfers in Euro. Please note that we cannot process via intermediary banks. The account details provided must be an account where the grant is transferred directly.

Account Holder Name	
Account Holder Address in full	
Account Holder City	
Account Holder County/State	
Account Holder Zip/Postcode	
Account Holder Country Code	
Account Holder Telephone Number	
Account Holder Email Address	
Bank Name	
Bank Address in Full	

Bank City	
Bank County/State	
Bank Zip/Postcode	
Bank Country Code	
BIC/SWIFT	
Sort Code	
Account Number	
IBAN (International Bank Account Number)	

#### Article 6 Insurance Details

6.1 The visiting scholar shall have adequate insurance coverage. By signing this agreement the participant confirms that they are clearly informed about issues related to insurances. Full medical and travel insurance is mandatory. The participant is responsible for ensuring that they have full insurance cover for all eventualities including accidents, emergencies and repatriation.

6.2 Acknowledgement that health insurance coverage has been organised shall be included in this agreement.

Insurance coverage is mandatory. Basic coverage might be provided by the national health insurance of the participant. However, the coverage may not be sufficient, especially in case of repatriation and specific medical intervention. In that case, a complementary private insurance is necessary.

6.3 The Visiting Scholar acknowledges his/her/their full responsibility for his/her health and all other necessary insurance coverage for the time spent at the host institution(s). Neither the Consortium nor the hosting institution(s) shall be liable for any damage resulting from insufficient insurance coverage

Insurance Details	
Reference Number	
Company	
Responsible	Participant
Emergency Contact Details	
Name	
Relationship to Staff Member	

Telephone	
Email	
Postal Address	
Please confirm the languages spoken by your emergency contact	
Please list other languages spoken	
Please confirm that in the event of an emergency that the host institution can contact the named person above should the need arise	

Article 7 Handling of Visiting Scholar's Personal Data

7.1 Partner Universities will store the Visiting Scholar's personal information and documentation securely and confidentially unless informed otherwise or legally required to disclose it.

7.2 In line with EACEA rules governing Erasmus + programmes, data about the Visiting Scholar may be used for the purposes of evaluating the Erasmus + Programme and will be made available to the EACEA, Erasmus + National Structures, EU Delegations and the Erasmus + Student and Alumni Association, acting as stakeholders of MEMSE.

By signing this agreement, the Visiting Scholar acknowledges and accepts the rules, terms and conditions of the MEMSE programme stipulated in the Consortium Agreement and its annexes, as well as the terms and conditions of the Erasmus + programme.

SIGNED AS AGREED BY:

Dr. Tofail Syed, Professor, Department of Physics, and Bernal Institute, University of Limerick, Ireland  
The Coordinator, on behalf of the MEMSE the Consortium

Date: ..... Place:

.....

Signature: .....

[Visiting Scholar Name] Visiting  
Scholar

Date: ..... Place:

.....

Signature: .....

## Annex I Visiting Scholar Agreement

### General Information:

Title	
Name	
Job Title	
Email	
Telephone	
Institution Affiliation	
Area of Expertise	

### Host and Duration:

Start Date Excluding Travel	
End Date Excluding Travel	
Duration in days excluding travel days	
Host Institution	
Contact at Host Institution	

### Activity Details:

Please outline the objectives of your mobility activity: (Min 150 words)

What added value or expertise does your participation bring to the MEMSE Programme: (Min 150 words)

Please provide a clear outline and daily breakdown of your proposed activity. Ensure that you work with your proposed host to develop the timetable of activities. Please add rows as necessary.

Date	Detailed breakdown of activity per day including the number of teaching hours, the number of students involved and the overall aims and objectives of the activity including the expected learning outcomes:


Signatures and approval:

Participant:

Name: Signature Date:

Host Institution:

Name: Signature Date:

Coordinating institution:

Name: Signature Date:

ANNEX II  
GENERAL CONDITIONS

Article 1: Liability

Each party of this agreement shall exonerate the other from any civil liability for damages suffered by them or their staff as a result of performance of this agreement, provided such damages are not the result of serious and deliberate misconduct on the part of the other party or his staff.

The MEMSE Partners, the European Commission or their staff shall not be held liable in the event of a claim under the agreement relating to any damage caused during the execution of the mobility period. Consequently, the MEMSE Partners and the European Commission shall not entertain any request for indemnity of reimbursement accompanying such claim.

#### Article 2: Termination of the agreement

In the event of failure by the Visiting Scholar to perform any of the obligations arising from the agreement, and regardless of the consequences provided for under the applicable law (host country), the MEMSE Partners are legally entitled to terminate the agreement without any further legal formality where no action is taken by the participant within one month of receiving notification by registered letter.

#### Article 3: Recovery

The travel and accommodation costs shall be recovered by the MEMSE Partners if the participant does not comply with the terms of the agreement. If the participant terminates the agreement before its agreement ends or if they fail to follow the agreement in accordance with the rules, they shall have no entitlement to the grant. The latter shall be reported by the host organisation and accepted by the MEMSE Governing Board.

#### Article 4: Data Protection

All personal data contained in the agreement shall be processed in accordance with Regulation (EC) No 2018/1725 of the European Parliament and of the Council on the protection of individuals with regard to the processing of personal data by the EU institutions and bodies and on the free movement of such data. Such data shall be processed solely in connection with the implementation and follow-up of the agreement by the MEMSE Partners and the European Commission, without prejudice to the possibility of passing the data to the bodies responsible for inspection and audit in accordance with EU legislation<sup>1</sup> (Court of Auditors or European Antifraud Office (OLAF)).

The Visiting Scholar may, on written request, gain access to their personal data and correct any information that is inaccurate or incomplete. They should address any questions regarding the processing of their personal data to the MEMSE Partners. The Visiting Scholar may lodge a complaint against the processing of their personal data to the European Data Protection Supervisor with regard to the use of the data by the European Commission.

#### Article 5: Checks and Audits

The parties of the agreement undertake to provide any detailed information requested by the European Commission or by any other outside body authorised by the European Commission to check that the mobility period and the provisions of the agreement are being properly implemented.

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<sup>1</sup> Additional information on the purpose of processing personal data, what data we collect, who has access to it and how it is protected, can be found at:

[https://ec.europa.eu/programmes/erasmus-plus/specific-privacy-statement\\_en](https://ec.europa.eu/programmes/erasmus-plus/specific-privacy-statement_en)

## **ANNEX 5: STUDENT SUPPORT ACTIVITIES**

### **1. 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.

### **2. 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.;

### **3. 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.

- (a) 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.
- (b) 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.

### **4. 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.

## ANNEX 6: MEMSE CONSORTIUM PARTNER FINANCIAL AGREEMENTS

### 1. Budget management

(a) The Consortium agrees that the period from the 1<sup>st</sup> of October to the 30<sup>th</sup> of September of the following calendar year shall be considered one financial year.

(b) At the end of each financial year, the Coordinating Institution shall draft and submit for voting by the Governing Board an annual budget plan specifying: (1) the planned income for the upcoming academic year, (2) the planned shared expenses related to the promotion, management and delivery of **the Programme**, in particular the costs of Programme promotion, staff salaries and ad-hoc compensations, (3) planned specific expenses of Core Partners related to the management and delivery of **the Programme**, in particular expenses related to the organization of meetings of the Consortium governing bodies and travel expenses (if applicable), and (4) planned redistribution of the Consortium funding among Core Partners.

(b) After the budget plan is approved by the Governing Board, the Coordinating Institution shall redistribute funding according to that budget. The budget will be distributed to the Partner Institutions each year, in two instalments, one in each semester.

(c) Each of the Core Partners is responsible for managing, in accordance with the annual budget proposal, the amount that was allocated to this Partner, and commits to keeping full financial records and documentation for all transactions relating to funds distributed under this Agreement and to make available all requested financial documentation for audit and/or reporting purposes within a maximum of ten working days of the request except as agreed to by all Parties.

(d) The Coordinating Institution shall ensure timely payments to the Core Partners, monitored by the Technical Secretariat. In case of any delay, the Coordinating Institution shall inform the concerned parties as soon as possible. The payment of annual contributions shall be completed in October at the beginning of the new financial year, once the Governing Board has approved the budget. Any adjustments due to student withdrawal shall be implemented in the next financial year.

(f) At the end of each financial year, the European Administrative Coordinator shall draft and submit for voting by the Governing Board a financial report from this financial year.

### 2. Tuition fees

The Consortium agrees that:

- (a) EMJM Scholarship holders will not be charged any tuition fees.
- (b) EMJM Non-scholarship holders whose participation costs is covered by contribution to the institutional costs of the EMJM will not be charged any tuition fees.
- (c) Self-funded students and any students whose participation costs will not be covered by contribution to the institutional costs of the EMJM will be charged by the local practice of the Core Partners on a semester by semester basis for the duration of their study including thesis work registered at the Core Partner. Such fees will be clearly indicated in the offer letter.
- (d) The fees, if applicable, shall be paid to the Coordinating Institution by the student.
- (e) In the event of any costs or additional fees arising from the course of study that are not covered by the EACEA's Contribution or any other funds under this agreement, the Core Partners may charge the cost directly to the students.

### 3. Consortium budget

MEMSE CONSORTIUM BUDGET 2027-2033	
Number of Enrolled Students	
Total number of students:	96
of which:	
EMJM Scholarship holders (EU: 48; Targeted Region: 18)	66
EMJM Non-Scholarship holders	30
Estimated number of EU/EEA self-funded students	18

Estimated number of Non-EU/EEA self-funded students	12
<b>EMJM Contribution to the Consortium and Tuition Fees</b>	
EMJM contribution per student per year:	16800 EUR
Tuition fees Erasmus+ country per year (self-funded students):	0 EUR
Tuition fees non-Erasmus+ country per year (self-funded students):	9 333 EUR
<b>EMJM Scholarships</b>	
EMJM Scholarships:	2 217 600 EUR
EMJM Contribution for Special Needs:	120 000 EUR
Total Contribution to Students:	2 337 600 EUR
<b>Consortium Institutional Costs</b>	
EMJM Contribution to Institutional Costs:	1 720 800 EUR
Estimated income from Self – Funded Students’ Tuition Fees:	154 000 EUR
<b>Estimated</b> total institutional costs:	1 882 000 EUR
of which:	
Estimated <b>Central Management Costs (25%)</b> :	470 500 EUR
Estimated <b>Contribution to Core Partners (75%)</b> :	1 882 000 EUR
of which:	
Estimated contribution to <b>UL</b> :	<b>514500 EUR</b>
Estimated contribution to <b>WUST</b> :	<b>465 000 EUR</b>
Estimated contribution to <b>FHM</b> :	<b>432 000 EUR</b>

The final amount to be distributed to each Core Partner shall be calculated based on the actual consortium income and number of students enrolled in a given institution in each academic year, as described in Point 1.

There are three separate calculations for the budget:

- I. Income from the Erasmus Mundus Grant
- II. Income from Self Funded EU students (at the EU/EEA fee) estimated to be €0 as fees will not be charged.
- III. Income from Self Funded non-EU students (at the non-EU/EEA fee)

The breakdown of the cost estimate is shown below:

		COHORT 1 2028	COHORT 2 2029	COHORT 3 2030	COHORT 4 2031	Total Students	EC scholarship	Implementation Fee from EC	EC Scholarships charged	EU tuition fee, if	Total Income (implementation fee, scholarship, tuition fee)	Total cash (implementation fee, Tuition Fees)
<b>Total students</b>		24	24	24	24	96		1728000	2217600	154000	4099600	1882000
Full Scholarship	1400 p.m. for 24 months p.student	12	12	12	12	48	1612800					
Full Scholarship to Targeted regions	1400 p.m. for 24 months p.student	6	6	3	3	18	604800					
Non Scholarship students (EU+Non-EU)	for 24 months p.student	6	6	9	9	30	0					
Nonscholarship self funded EU students	No fees	3	3	6	6	18	0					
Nonscholarship self funded non EU students	UL 6000 est. per semester	3	3	3	3	12	0			110000	1425200	686000
	WUST 2000 est. per semester									44000	1359200	620000
	FHM 0 est per semester									0	1315200	576000
EMIM Contribution for Special Needs:												

The total income for the Core Partners consortium is a sum of the implementation fees and fees income from non-EU students and amount to €686000, €620000 and €576000 for UL, WUST and FHM respectively. Each Core Partner contributes 25% of the income to the central consortium management budget and retain 75% of the income. The maximum intake of students per academic year is 24. Actual numbers will depend on student preferences and other considerations, which will be balanced by the Governing Board in the selection procedure.

## ANNEX 7: 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.

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

## ANNEX 8: TEMPLATE STUDENT AGREEMENT

### STUDENT AGREEMENT

Between the Student:

First Name	
Surname	
Date of Birth	
Nationality	
Address	
Signature and Date	

and:

The Consortium of universities *University of Limerick (UL), Limerick, Ireland, Wroclaw University of Science and Technology, Wroclaw, Poland and FH Münster, Steinfurt, Germany* (hereafter referred to as Core Partners) taking part in the

Erasmus Mundus Master in Emerging Materials Science and Engineering (MEMSE)

represented by the Coordinator on behalf of the MEMSE Consortium:

Dr. Tofail Syed  
Department of Physics and Bernal Institute  
University of Limerick  
Limerick, Ireland

The parties above agree that:

1. This Agreement regulates the mutual rights and obligations between the parties in all that concerns the Erasmus Mundus Master of Science in the Master in Emerging Materials Science and Engineering (hereafter MEMSE) to be delivered according to:

- (a) The European Charter for Higher Education (ECHE);
- (b) Other relevant national and international laws.

The Student and the Partner Universities are obliged to participate fully in MEMSE in accordance with **the Programme** of studies.

## 1. The Programme

- (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. **Core Partners** are the degree awarding universities.
- (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 the Programme will benefit from access to the research infrastructure, academic expertise, and industrial networks of all Partners.

- (d) **The Programme** 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. Mobilities must take place in the first three semesters of the Programme 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 to FH Münster, Germany.

Mobility 3. Specialisation Tracks and Applied Laboratories @ FH Münster, Germany. Semester 1, Academic Year 2. Mobility to Any Partner of the Programme for Master Thesis and Colloquium.

- (c) To graduate from MEMSE, student must carry out research in Semester 2 of Academic Year 2 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.
- (d) 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.
- (e) 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.
- (f) Core Partners process respective Grade rechecks and repeat examinations students

according to the local Regulations and Academic Calendar for deadlines.

- (g) The Student recognizes that in the case of failure on one course, a provisional validation of the corresponding mobility may be granted. The final validation will be subject to either a resit of the failed assessment if conditions and local rules allow and the resit takes place at the beginning of the following semester, or to a retake and 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 spring/summer/winter schools. Resits or retakes will not be granted for the purposes of grade improvement.

(h) The Student shall select and have approval for their research topic for the Master thesis no later than 31 May of Semester 2 of the Academic Year 1. The Master thesis project will be subject to approval from the Governing Board and relevant committees at the respective University regarding its feasibility, ethical aspects and concordance with the objectives and learning outcomes of MEMSE. The Student shall express preferences for supervisor(s), thesis topics, Partner to host the research. While the student can choose from listed topics and supervisors from any of the **Partners** of the Consortium, there must be co-supervision from one of the Core Partners. Based on these preferences and the availability of supervisors, the consortium shall approve or assign research thesis. JPMB holds the ultimate discretion of the allocation of thesis topic and Partner/s.

(i) The Student shall submit and defend their master thesis in the 2<sup>nd</sup> year by the 31st of August. Student must recognise that if the thesis is not defended by this date for any reason on the Student's side, the thesis shall remain incomplete and roll into the following academic year a full fee for the following year shall be due to the student.

## 2. Degree award

The Programme 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 the Programme. Upon successful completion of requirements of the Programme, students will receive:

- Three individual master's degrees, each issued by one of the Core Partners in accordance with the respective national regulations and institutional procedures.
- In addition to the individual institutional degrees, students will also receive:
- A joint common certificate issued by the Consortium, confirming successful completion of the MESMAT joint master programme.

The joint certificate will be signed by the authorised representatives of the three Core Partners (such as the Partner Leader, or Head of Department, programme director, or institutional leadership). The Certificate will serve as formal recognition of the collaborative nature of the Programme and the integrated curriculum completed across the Partners.

The Degree Supplement will include a transcript of records covering all the courses the student has successfully completed within **the Programme**, explanation of the joint nature of MEMSE, **the Programme** 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.

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

<b>UL</b>	<b>WUST</b>	<b>FHM</b>	<b>ECTS</b>
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
F	FAIL	FAIL	F

### 3. Participation costs

Students receiving scholarships from EACEA through the EMJM Grant do not require to pay any tuition fees. Fees are waived in the Programme for EU-students who are not in receipt of any scholarships from EACEA through the EMJM Grant. Non-EU students who are not in receipt of any scholarships from EACEA through the EMJM Grant are liable to pay a tuition fee according to the regulations of the Core Partners. All students are responsible for the cost of travel, accommodation and other living expenses.

#### 4. Obligations of the Partners of MEMSE

The Partner Universities are obliged to:

- (a) Deliver **the Programme** as described in the MEMSE Handbook published on **the Programme** website, including academic content, calendar, structure, degree awards and participation costs.
- (b) Provide well-qualified staff and high-quality resources to teach and support the Student during **the Programme**.
- (c) Ensure that **the Programme** is well organized, well taught and up-to-date.
- (d) Maintain robust quality assurance procedures that incorporate student feedback and external scrutiny.
- (e) Apply procedures and processes for teaching and assessment in a fair, just and equitable way for all MEMSE Students
- (f) Further responsibilities are summarized as follows:

Responsibility	Description
Module Delivery	Partner institutions deliver specific modules aligned with their academic expertise
Research Supervision	Academic staff supervise master's thesis projects
Curriculum Development	Institutions contribute to curriculum design and updates
Assessment	Institutions conduct examinations and assessments for modules they deliver
Credit Recognition	Institutions recognise academic credits earned during mobility

#### 5. Obligations of Core Partners

Core Partners are responsible for student enrolment, onboarding, day to day student administration and management, pastoral care, programme delivery, learning outcomes, assessment, grading and award of degree.

#### 6. Rights of Programme Students

- (a) Each Partner University will have a Partner Leader and a Subject Expert who act as initial contact and source of advice for queries and concerns at the individual Partner University, whether academic, logistic, administrative, social or cultural.
- (b) Each Partner will offer the Student all the services that are also available to local students (e.g. language courses, library access, social services, internet access, sports facilities) during their stay at the relevant university, unless restricted to do so by local law or factors beyond Partner's control.
- (c) The rights and responsibilities of students during their stay at a Partner shall be the same as those of the other Master students enrolled at that university. Students will enjoy the same benefits and shall be likewise subjected to the regulations and standards of conduct which are in force at the Partner University where they are enrolled.
- (d) Each Partner will offer information on local and national administrative and logistical processes, for example university enrolment, accommodation (cost of living, finding and renting flats), university facilities, Programme-related travel, visa information, registration with local authorities and residence permits. This information shall be provided to students in the MEMSE Handbook and individual university welcome brochures prior to the start of the edition of **the Programme** in which they are enrolled, and upon student's request by relevant services at each Partner. Information provided by **the Programme** about legal matters, such as national visa and residence permit information does not replace consultation with the competent legal

authorities.

- (e) The Student has the right to raise complaints regarding academic and administrative aspects of MEMSE by following the procedures established in the MEMSE Handbook. Complaints should be initiated at the relevant level, generally starting at a local level with the Local Administrative Coordinator at the specific Partner University concerned. Formal complaints should be submitted by filling in the complaints form which can be obtained from the European Administrative Coordinator. Any further legal dispute between the Consortium
-

and the Student emerging from this agreement will be subject to the exclusive jurisdiction of the Courts of Ireland.

## 7. Obligations of Programme Students

The Student is obliged to:

- (a) Attend and actively participate in **the Programme** (lectures, seminars, teaching and learning events including the MEMSE Summer School, assignments, etc.)
- (b) Follow the compulsory mobility path to which the Student has been allocated
- (c) Uphold professional and academic ethics during the study cycle
- (d) Comply with the local code of conduct at any university he or she is enrolled at or organization he or she is working at
- (e) Commit no fraudulent act, in particular abstain from cheating, falsification or plagiarism of academic work including those involving artificial intelligence (AI)
- (f) Not abuse or misuse equipment and facilities, nor perform any unauthorized access or violation of departmental, school or university rules
- (g) Deliver the expected outputs (projects, assignments, publications, etc.) in accordance with **the Programme's** requirements
- (h) Achieve the expected performance results in order to be allowed to continue participating in MEMSE
- (i) Inform the Local Academic Coordinator at the university at which the Student is enrolled of any prolonged absence and justify it with official certificates whenever required. An absence of more than 28 days without justified reasons will be considered withdrawal from **the Programme**. This includes the 4<sup>th</sup> semester of **the Programme** (second semester of academic year two) until the submission of the thesis, during which the student must be present at the university of their primary supervisor, except with a justified absence communicated to and accepted by the supervisor, the university, and the consortium.
- (j) Inform the Local Academic Coordinator as soon as possible at the university at which the Student is enrolled of any circumstances that impede the Student from taking an exam and/or other forms of course evaluation.
- (k) Adhere to the academic regulations of the partners and the consortium.

## 8. Insurance

The Consortium shall ensure that all students are covered by an emergency travel insurance for illness, accident, death, permanent disability, and third-party liability during the entire period of studies, as specified in the MEMSE Handbook. This insurance will be paid from Erasmus Mundus Grant awarded to MEMSE in 2022, and shall have no additional costs for the students. This insurance is valid world-wide, although only for short visits to one's home country, but does not cover all expenses (such as preventative care).

Partner Universities are exonerated from any responsibility for accidents, illnesses, injuries, losses or damages to persons or goods resulting from or in any way related to the activities that are the object of the present Agreement.

## 9. Intermision

Intermission from studies in **the Programme** will only be granted to the student in cases of grave and exceptional circumstances, and only if such intermission is allowed by study rules of the given Partner University. Periods of intermission will not normally be granted for periods longer than 2 semesters. Applications for intermission should be made in advance to the MEMSE Governing Board,

and require the acceptance of the given Partner University, and the support of the master thesis supervisor or/and the Local Academic Coordinator.

**10. Modification of the Student Agreement**

Any alteration to the present Agreement must be agreed by the Consortium and the Student in writing. All alterations to the initial situation of the Student must be immediately communicated by the Student to the Consortium. Upon mutual agreement of contractual modifications, the Consortium will issue addenda to the present Agreement, in accordance with the rules of each relative Partner University.

**11. Termination of the Student Agreement**

This Agreement may be ceased by any of the parties. Cessation must be communicated in writing to the other party, including the reasons for ceasing the contractual relationship.

Failure to comply with obligations of MEMSE Students laid down in this Student Agreement may be a reason for the Consortium to dissolve the agreement.

Termination will be communicated in writing setting out the reasons and effective from 14 days of the dated communication.

**12. Handling of Student’s Personal Data**

Partner Universities will store the Student’s personal information and documentation securely and confidentially unless informed otherwise or legally required to disclose it. MEMSE is committed to protecting Students’ personal data. The Consortium’s Data Policy is in line with the General Data Protection Regulation (EU) 2016/679. Additionally, all Quality Assurance data for **the Programme** are collected anonymously.

By signing this Student Agreement, the Student confirms that he/she has received the MEMSE handbook and understands his/her obligation to abide by the policies therein.

SIGNED AS AGREED BY:

<p>The Coordinator</p> <p>Dr. Tofail Syed</p> <p>Department of Physics and Bernal Institute</p> <p>University of Limerick Limerick, Ireland</p> <p>Signature: .....</p>	<p>The Student:</p> <p>Name:</p> <p>Place</p> <p>Date:</p> <p>Signature: .....</p>
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## ANNEX 9: TEMPLATE OF THE MEMSE JOINT CERTIFICATE

Upon successful completion of requirements of the Programme, students will receive three individual master degrees, each issued by one of the **Core Partners** in compliance with the respective institutional procedures through multiple degree award pathway in accordance with the respective national legislation such as

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.

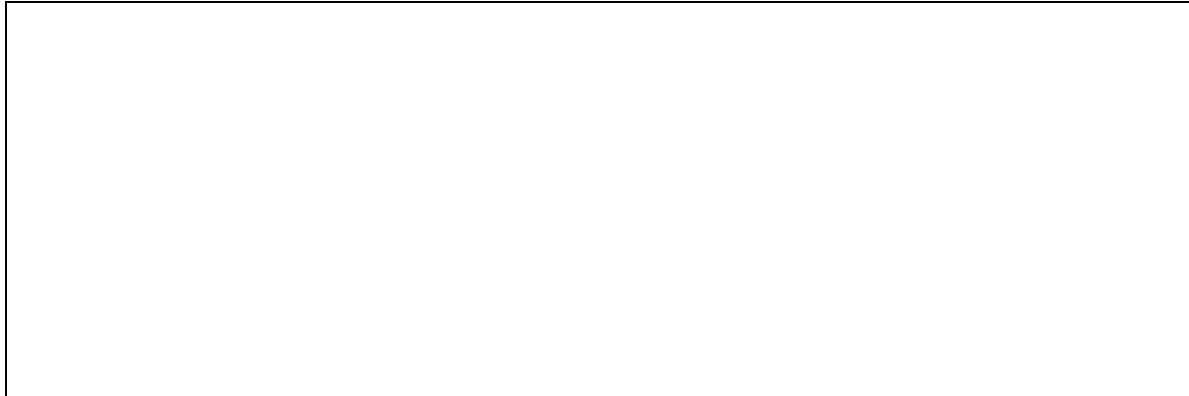
Germany:

Examples of Parchments issued by respective Core Partners are given belows:


UL Standard Parchment for MSc in Applied Physics

WUST Standard Parchment for MAGISTRA INŻYNIERA uzyskany na kierunku w dyscyplinie naukowej INŻYNIERIA MATERIAŁOWA

FHM Standard Parchment for MSc in Materials Science



Students will also receive a common certificate issued by the Consortium, confirming successful completion of the Erasmus Mundus Master in Emerging Materials Science and Engineering. The joint certificate (the Certificate here to fore) will be signed by the authorised representatives of the three Core Partners (such as the Partner Leader/Coordinator, or Head of Department, programme director, or institutional leadership). The Certificate will serve as formal recognition of the collaborative nature of The Programme and the integrated curriculum completed across the Partners. Figure below provides a pro-forma Certificate.






**Erasmus Mundus  
Master in Emerging Materials Science and Technology**

*Awarded to*

**[Full Name of the Graduate]**

for successfully completing a programme of study of 120 ECTS credits of which 30 ECTS credits of *MSc in Applied Physics* at the University of Limerick (Ireland); 30 ECTS credits of *Master in Materials Engineering*, at Wrocław University of Science and Technology (Poland); 30 ECTS credits of *Master in Materials Science* FH Münster (Germany), and 30 ECTS credits of Thesis at the University of Limerick (Ireland)/Wrocław University of Science and Technology (Poland) and FH Münster (Germany) with placement hosted at Comenius University of Bratislava (Slovakia)/University of Limoges, France/Bangladesh University of Engineering and Technology (BUET), Bangladesh/ Indian Institute of Technology (IIT) Madras, India/ University of Limerick (Ireland)/Wrocław University of Science and Technology (Poland) and FH Münster (Germany) in accordance with the standards of the European Higher Education Area

*By*

<p>Coordinator/Partner Leader</p> <p><b>University of Limerick, Ireland</b></p> 	<p>Partner Leader</p> <p><b>Wrocław University of Science and Technology, Poland</b></p> 	<p>Partner Leader</p> <p><b>FH Münster, Germany</b></p> 
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*complementing respective certifications of Master of Science in Applied Physics from the University of Limerick (Ireland), Master in Materials Engineering, from Wrocław University of Science and Technology (Poland) and Master in Materials Science FH Münster (Germany)*

## ANNEX 10: DRAFT OF THE DEGREE SUPPLEMENT



# Erasmus Mundus Master in Emerging Materials Science and Engineering (MEMSE) DEGREE SUPPLEMENT

Valid with University of Limerick Parchment No. [xxxxx]

Awarded on [Date]

### Contents

1. Information identifying the holder of the qualification
2. Information Identifying the qualification
3. Information on the level of the qualification
4. Information on the contents and results gained
5. Information on the Function of the qualification
6. Additional Information
7. Certification of the supplement
8. Information on the National Higher Education Systems.



FH MÜNSTER  
University of Applied Sciences



Wrocław University  
of Science and Technology



Co-funded by  
the European Union

## DEGREE SUPPLEMENT

This degree supplement follows the model developed by the European Commission, Council of Europe and UNESCO/CEPES. The purpose of the supplement is to provide sufficient independent data to improve the international 'transparency' and the fair academic and professional recognition of qualifications (diplomas, degrees, certificates etc.). It is designed to provide a description of the nature, level, context and status of the studies that were pursued and successfully completed by the individual named on the original qualification to which this supplement is appended. It is free from any value judgements, equivalence statements or suggestions about recognition.

### 1. INFORMATION IDENTIFYING THE HOLDER OF THE QUALIFICATION

1.1 Family name(s):

1.2 Given name(s):

1.3 Date of birth (day/month/year):

1.4 Country of birth:

1.5 Student identification number at the University of Limerick, Ireland:

### 2. INFORMATION IDENTIFYING THE QUALIFICATION

2.1 Name of qualification and title conferred (in original language):

**Master of Science in the Master in Emerging Materials Science and Engineering** is a 120 Credit Erasmus Mundus Joint Master programme delivered by a consortium through multiple degree award pathway.

This Degree and supplement are signed by the three (3) universities as Core Partners where the student has completed at least 30 ECTS credits.

As an international degree, each university indicates how this title is accredited in accordance with their respective national educational rules and regulations and the standards of the European Higher Education Area.

Titles conferred by the respective Core Partner institutions are:

MSc in Emerging Sustainable Materials and Technology by the University of Limerick (Ireland);

Master in Materials Engineering, by Wrocław University of Science and Technology (Poland) and

Master in Materials Science by FH Münster (Germany), in accordance with

2.2 Main field(s) of study for the qualification: Materials Science, Physics, Engineering.

2.3 Name and status of awarding institutions (in English and original language):

University of Limerick/Ollscoil Luimnigh, public university

Wrocław University of Science and Technology (Poland) and

FH Münster (Germany).

### 3. Language(s) of instruction/examination: English

#### 4. INFORMATION ON THE LEVEL OF THE QUALIFICATION

##### 4.1 Level of qualification:

Ireland: Master of Science, Level 7, European Qualifications Framework, Level 9, National Framework for Qualifications (QQI)

Poland: Magister, Level 7, Polish Qualifications Framework (confirmed by a separate Degree)

Germany:

##### 4.2 Official length of programme: 2 years (four semesters)/120 ECTS credits

##### 4.3 Entrance requirement(s):

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.

#### 5. INFORMATION ON THE CONTENTS AND RESULTS GAINED

##### 5.1 Mode of study: Full-time studies in a joint programme with three compulsory mobility between universities.

##### 5.2 Programme requirements:

The Programme addresses global technological and environmental challenges through innovation in sustainable materials and technologies through an academic structure that requires 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 Programme involved three (3) compulsory mobilities along with its own curriculum and is composed of compulsory advanced courses in sustainability, emerging materials, processing, technology, and research methods:

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 to FH Münster, Germany.

Mobility 3. Specialisation Tracks and Applied Laboratories @ FH Münster, Germany. Semester 1, Academic Year 2. Mobility to Any Partner of the Programme for Master Thesis and Colloquium.

To graduate from MEMSE, student must carry out research in Semester 2 of Academic Year 2 to complete, submit and defend a Master Thesis that carries 30 ECTS. The Master thesis has been supervised under a structured consortium framework designed to ensure academic quality, joint ownership, and interdisciplinary perspectives.

5.3 Programme details:

Academic Year 1 Semester 1: UL

	Course	ECTS Credits	Contact Hours	Partner Grade	UL Grade
Compulsory Courses					
1.					
2.					
3.					
Elective Courses					
4.					
5.					

Academic Year 1 Semester 2: WUST

	Course	ECTS Credits	Contact Hours	Partner Grade	UL Grade
Compulsory Courses					
1.					
2.					
3.					
Elective Courses					
4.					
5.					

Academic Year 2 Semester 1: FHM

	Course	ECTS Credits	Contact Hours	Partner Grade	UL Grade
Compulsory Courses					
1.					
2.					
3.					
Elective Courses					
4.					
5.					

Academic Year 2 Semester 2: Host Partner, Sender

	Course	ECTS Credits	Contact Hours	Partner Grade	UL Grade
Compulsory Components					

1.	Master Thesis	30			
2.					

**Final Award Classification:**

**Final QCA::**

**5.3 Grading scheme used by the MEMSE Programme**

All grades obtained within the MEMSE programme are expressed in national scales of the Core Partners Universities. They are converted to the UL Grading Scale, and the final QCA/GPA calculated according to Irish law, and associated with the European Credit Transfer System (ECTS) as per the table below.

University of Limerick (UL)	WUST	FHM	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

**5.4 Overall classification of the qualification according to the University of Limerick.**

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

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

**6. INFORMATION ON THE FUNCTION OF THE QUALIFICATION**

6.1 Access to further study: Doctoral studies, postgraduate studies

6.2 Professional status: Graduates of MEMSE have qualifications to conduct scientific research, as well as qualifications to deliver work as an engineer or scientist in areas of materials science and engineering.

## 7. ADDITIONAL INFORMATION

### 7.1 Additional information:

The Erasmus Mundus Master in Emerging Materials Science and Engineering (MEMSE) is a Master programme providing students with knowledge and skills to address global technological and environmental challenges through innovation in sustainable materials and technologies.

The original degree and transcripts for this programme are issued in English.

### 7.2 Further information sources:

MEMSE website: [www.MEMSE.eu](http://www.MEMSE.eu) University of

Limerick website: <https://www.ul.ie/>

WUST website:

FHM website

## 8. INFORMATION ON THE NATIONAL HIGHER EDUCATION SYSTEMS

### 8.1 The National Higher Education System in Ireland

The Irish system of higher education and training comprises a range of higher education institutions. The universities (including linked colleges and colleges of education), Dublin Institute of Technology (DIT), and the Royal College of Surgeons of Ireland (RCSI), are each established in law as autonomous awarding bodies. Institutes of Technology make awards under delegated authority from Quality and Qualifications Ireland (QQI). A range of private and other education and training institutions also deliver programmes leading to QQI awards. A list of recognised Higher Education Institutions can be accessed on [www.qqi.ie](http://www.qqi.ie).

#### Government Agencies

While overall responsibility for the education and training system lies with the Department of Education and Skills ([www.education.ie](http://www.education.ie)), there are several state agencies with responsibility for specific functions in higher education. The Higher Education Authority ([www.hea.ie](http://www.hea.ie)) is responsible for furthering the development and assisting in the co-ordination of State investment in higher education and training, including research and international education. Quality and Qualifications Ireland (QQI) ([www.qqi.ie](http://www.qqi.ie)) is responsible for the National Framework of Qualifications (NFQ) and for the external quality assurance of further and higher education and training (including English language provision).

#### The National Framework of Qualifications (NFQ)

The types and expected learning outcomes of national awards made by higher education institutions at undergraduate and postgraduate level are described in the National Framework of Qualifications (NFQ). The Framework has ten levels, which include awards made by schools, further and higher education and training institutions. Awards in the NFQ are nationally and internationally recognised and are underpinned by legislative quality assurance arrangements. There are overarching level indicators at each of the 10 levels of the Framework with associated sub-strands of knowledge, skill and competence appropriate to the achievement of an award at each of these levels. The NFQ is aligned with the Bologna Framework (Framework for Qualifications of the European Higher Education Area) and is referenced to the European Qualifications Framework for Lifelong Learning (EQF).

#### Higher Education and Training Awards

There are two overall groups of classes of awards in the NFQ: Major and Non-Major. Major awards are the principal class of awards made at each level. They have a larger volume and breadth associated with them than non-major awards. There are sixteen Major award-types included across the ten levels of the Framework including eight higher education and training award-types which are made from levels 6 - 10. There are three classes of Non-Major award: minor, special purpose and supplemental. Non-major award types facilitate the provision of a wide range and variety of programmes. The volume associated with higher education and training awards is expressed in terms of the allocation of European Credit Transfer and Accumulation System (ECTS) compatible credit.

Access to initial higher education and training is largely on a competitive basis following successful completion of the Leaving Certificate examinations. Access may also be gained through a range of alternative progression mechanisms, including those for mature entrants (23 years of age +); for holders of further education and training awards; or through the recognition of prior learning.

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Each Major Higher education and training award is described below:

#### Higher Certificate (NFQ Level 6/ EQF Level 5)

The Higher Certificate is normally awarded after completion of a programme of two years duration (120 ECTS credits). Entry to these programmes is generally for school leavers and those with equivalent qualifications. The Higher Certificate is an intermediate qualification within the Bologna First Cycle.

#### Ordinary Bachelor Degree (NFQ Level 7/ EQF Level 6)

The Ordinary Bachelor Degree is normally awarded after completion of a programme of three years duration (180 ECTS credits). Entry to a programme leading to an Ordinary Bachelor degree is typically for school leavers and those with equivalent qualifications. In addition, there are transfer arrangements in place across higher education and a number of programmes of one year duration leading to the Ordinary Bachelor Degree for holders of the Higher Certificate. The Ordinary Bachelor Degree is compatible with the Bologna First Cycle descriptor, though holders of this award do not generally immediately access programmes leading to Second Cycle awards in Ireland.

#### Honours Bachelor Degree (NFQ Level 8/ EQF Level 6)

The Honours Bachelor Degree is normally awarded following completion of a programme of three to four years duration (180-240 ECTS credits), although there are examples of longer programmes in areas such as architecture, dentistry and medicine. Entry is generally for school leavers and those with equivalent qualifications. In addition, there are transfer arrangements across higher education, and a number of programmes of one year duration leading to Honours Bachelor Degrees for holders of the Ordinary Bachelor Degree. The Honours Bachelor Degree is a Bologna First Cycle qualification

#### Higher Diploma (NFQ Level 8/ EQF Level 6)

The Higher Diploma is normally awarded following completion of a programme of one year duration (60 ECTS credits). Entry to a programme leading to a Higher Diploma is typically for holders of Honours Bachelor Degrees but can also be for holders of Ordinary Bachelor Degrees. It is of note that the Higher Diploma is typically in a different field of learning than the initial award. The Higher Diploma is a qualification at the same level as completion of the Bologna First Cycle.

#### Masters Degree (NFQ Level 9/ EQF Level 7)

There are two types of Masters Degree in Ireland: taught Masters Degrees and research Masters Degrees. The taught Masters Degree is awarded following the completion of a programme of one to two years duration (60-120 ECTS credits). Entry to a programme leading to a taught Masters Degree is typically for holders of Honours Bachelor Degrees. In some cases, entry to such programmes can be permitted for those with Ordinary Bachelor Degrees or equivalent. Research Masters Degree programmes are typically of two years duration (120 ECTS credits) though not all such programmes are credit rated. The Irish Masters Degree is compatible with completion of the Bologna Second Cycle.

#### Post Graduate Diploma (NFQ Level 9/ EQF Level 7)

The Postgraduate Diploma is normally awarded following completion of a programme of one year duration (60 ECTS credits). Entry to a programme leading to a Postgraduate Diploma is typically for holders of Honours Bachelor Degrees but can also be for holders of Ordinary

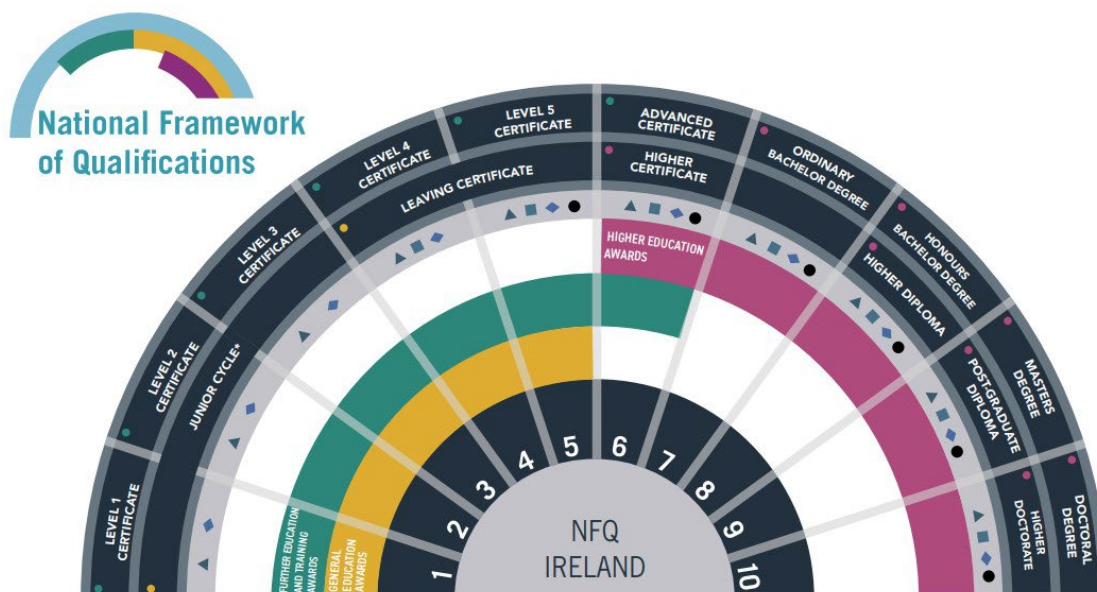
Bachelor Degrees. The Post-graduate Diploma is an intermediate qualification within the Bologna Second Cycle.

Doctoral Degree (NFQ Level 10/ EQF Level 8)

Possession of an Honours Bachelor Degree is normally required for entry to a doctoral programme. In some disciplines, a Masters Degree is also preferred. Normally those entering a doctoral programme with an Honours Bachelor Degree initially register for a research Masters Degree or provisional doctoral candidature. Upon successful completion of this initial stage, the candidate acquires full doctoral candidature. Doctoral programmes are between three and four years in duration. ECTS credits are used in doctoral programmes for taught elements only. Varying doctoral programmes now exist, including professional and performance/practice based doctorates. The Irish Doctoral Degree is compatible with completion of the Bologna Third Cycle.

Higher Doctorate (NFQ Level 10/ EQF Level 8)

This award largely recognises excellent and distinguished contributions to learning. It may be used for career progression to advanced levels of academia and research. This award is never based on a provider's programme and, as such, is not subject to validation but is assessed by the awarding body for each individual provider. Normally, the learner already holds a first doctorate or equivalent for some period of time prior to becoming a candidate for the higher doctorate. The Irish Higher Doctorate is compatible with completion of the Bologna Third Cycle.



#### CLASSES OF AWARD

- ▲ Major Awards: named in the outer rings, are the principal class of awards made at a level
  - Minor Awards: are for partial completion of the outcomes for a Major Award
  - ◆ Supplemental Awards: are for learning that is additional to a Major Award
  - ◆ Special Purpose Awards: are for relatively narrow or purpose-specific achievement
  - Professional Awards: are for occupation-orientated qualifications including apprenticeships
- \*Please refer to NCCA website, [ncca.ie/en/junior-cycle/](http://ncca.ie/en/junior-cycle/)

#### IRISH REGISTER OF QUALIFICATIONS

- For more information on
- Qualifications
  - Providers
  - Courses
- visit [www.irq.ie](http://www.irq.ie)



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## 8.2 The National Higher Education System in Poland

### 8.3 The National Higher Education System in Germany

#### **8.4 Legal Bases for Awarding a Joint Master Degree**

Joint Master degrees is possible based on the following laws and regulations:

- Ireland: Universities Act 1997 and Qualifications and Quality Assurance (Education and Training) Act 2012;
- Poland: Act of 20 July 2018 - Law on Higher Education and Science and respective bylaws;
- Germany:

## 9. CERTIFICATION OF THE SUPPLEMENT

### University of Limerick

9.1 Date:

9.2 Signature:

9.3 Name and capacity: **Prof. Shane Kilcommins Acting President**

9.4 Official stamp or seal:

### WUST

7.1 Date:

7.2 Signature:

7.3 Name and capacity: **Prof. Dr. Maria de Lurdes Rodrigues, Rector**

7.4 Official stamp or seal:

### FHM

7.1 Date:

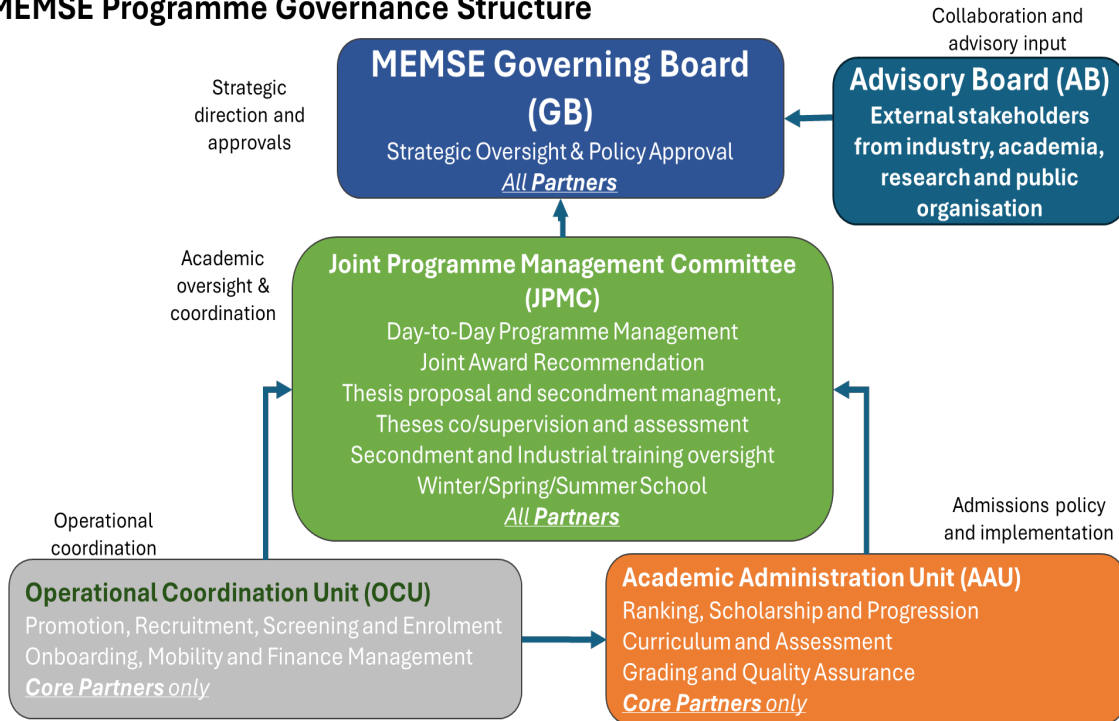
7.2 Signature:

7.3 Name and capacity: **Prof. Roman Cieślak, Rector**

7.4 Official stamp or seal:

## ANNEX 11: ORGANOGRAM OF THE CONSORTIUM

### MEMSE Programme Governance Structure



## ANNEX 12: MEMSE JOINT CONTROLLER AGREEMENT

The Parties are to work together on the preparation, delivery and quality assurance of the **Erasmus Mundus Master in Emerging Materials Science and Engineering (MEMSE)** which will involve the sharing of Personal Data by a Party(ies), as applicable, for the purposes of organising and delivering the Joint Master Programme (“the Programme”) as described in Appendix 1.

The Parties have agreed to share data including Personal Data as described in Appendix 2 for the purposes of **the Programme** (the “Shared Personal Data”).

The Parties have jointly determined the purposes of the Processing (as defined below) for the Programme as specified in Appendix 1 (“Agreed Purpose”).

The Parties wish to set out the principles and procedures that the Parties shall adhere to in relation to Shared Personal Data being shared for the Agreed Purpose.

The Parties wish to enter into this Agreement to comply with the requirements of the current legal framework in relation to Data Processing and with the Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data, and repealing Directive 95/46/EC (General Data Protection Regulation).

Therefore, the Parties agree as follows:

**Coordinating Institution** as defined in the Consortium Agreement between the Parties

**Data Controller** means a person who (either alone or jointly or in common with other persons) determines the purposes for which and the manner in which any personal data are, or are to be, processed.

**Data Processor** means any person (other than an employee of the data controller) who processes the data on behalf of and under the instruction of the Data Controller.

**Data Protection Laws** means all legislation and regulations relating to the protection of personal data including (without limitation) the Data Protection Act 2018, the GDPR, and all other statutory instruments, industry guidelines (whether statutory or non-statutory) or codes of practice or guidance issued by the Data Protection Commission (the “DPC”) or other relevant competent authorities relating to the processing of personal data or privacy or any amendments and re-enactments thereof.

**Data Discloser** means the Party transferring Personal Data to the Data Receiver. Either Party may be a Data Discloser.

**Data Receiver** means the Party receiving the Personal Data from the Data Discloser. Either Party may be a Data Receiver.

**Data Subject** means an individual who is identifiable from personal data including students, staff members and other individuals involved with **the Programme**.

**Delete** means removing all Personal Data which is electronically held in such a way that it can never be retrieved from the device on which it is held.

**GDPR** means the General Data Protection Regulation (Regulation (EU) 2016/679).

**Joint Controller** shall mean two or more Data Controllers jointly determining the purposes and means of processing as defined in Article 26 of GDPR.

**Personal Data** shall mean any personal data (as defined in the Data Protection Law) Processed by a

Party in connection with this Agreement, and for the purposes of this Agreement includes the special categories of sensitive personal data as listed in Article 9(1) of GDPR.

**Processing** shall mean any operation or set of operations which is performed on Personal Data or on sets of Personal Data, whether or not by automated means, such as collection, recording, organisation, structuring, storage, adaptation or alteration, retrieval, consultation, use, disclosure by transmission, dissemination or otherwise making available, alignment or combination, restriction, erasure or destruction (and Process and Processed should be construed accordingly).

**Pseudonymisation** shall have the meaning given to that term in Article 4 of the GDPR.

**Shared Personal Data** means the Personal Data to be shared and processed between the Parties. Shared Personal Data shall be confined to that listed in Appendix 2. Each data set of Shared Personal Data to be listed separately in Appendix 2, as applicable.

### **12.1 Joint Controller Obligations**

The Parties acknowledge that a Party (as the Data Discloser), will, as necessary, disclose to the other Party (as the Data Recipient) Shared Personal Data collected by the Data Discloser for the Agreed Purpose.

Each Party shall comply with all the obligations imposed on a Data Controller under the Data Protection Laws in the performance of its obligations under this Agreement and any other agreement between the Parties which pertains to Shared Personal Data (“Relevant Agreements”), and any material breach of the Data Protection Laws in respect of a Relevant Agreement by one Party shall, if not remedied within 30 days of written notice from the other Party, give grounds to the other Party to terminate this Agreement with immediate effect.

Each Party will Process that Shared Personal Data only for the purpose of carrying out the Agreed Purpose.

Each Party will take such technical and organisational measures as may be appropriate to ensure the security of that Shared Personal Data (including by way of example and without limitation, the Pseudonymisation and encryption of Shared Personal Data, the ability to ensure the ongoing confidentiality, integrity, availability and resilience of processing systems and services and the ability to restore the availability and access to Shared Personal Data in a timely manner in the event of a physical or technical incident). Without prejudice to the generality of the foregoing, each Party will keep that Shared Personal Data secure from any unauthorised or accidental use, access, disclosure, damage, loss or destruction.

Each Party will ensure that access to that Shared Personal Data is limited to those of its employees, staff, officers and agents who need access to the Shared Personal Data for the Agreed Purpose and will take reasonable steps to ensure the reliability of such persons which shall include ensuring that such persons understand the confidential nature of the Shared Personal Data, have received appropriate training in data protection prior to their use of the Personal Data and have committed themselves to confidentiality or are under an appropriate statutory obligation of confidentiality.

Each Party will not authorise any third party or sub-contractor to Process any Shared Personal Data without (i) first informing the other Parties and (2) such third party or sub-contractor entering into a contract with it on terms which are substantially the same as the terms set out in this Agreement and, on condition that the Processing of that Shared Personal Data pursuant to such contract shall terminate on the earlier of termination or expiry of this Agreement or the sharing of Personal Data between the Parties no longer being required for the purposes of the Project.

Each Party will give the other Party such information and assistance as it reasonably requires in

order to enable the other Party to meet its obligations to data subjects, in particular, but without limitation, complying with Data Subjects' requests for access to, information about, and the rectification of, their Personal Data.

Unless agreed otherwise between the Parties, the Coordinating Institution shall be aped as the single point of contact (SPoC) for Data Subjects. The SPoC shall be detailed within Appendix 2 of this Agreement.

The SPoC is responsible for maintaining a record of individual requests for information, the decisions made and any information that was exchanged. Records must include copies of the request for information, details of the data accessed and shared and where relevant, notes of any meeting, correspondence or phone calls relating to the request.

Each Party will notify the other Party immediately should it receive any request or enquiry from any Data Subject in relation to the Shared Personal Data being Processed for the purpose of **the Programme**, give the other Party such assistance in dealing with that request or enquiry as it may reasonably request; and not disclose or release Shared Personal Data without first consulting with the other Party wherever possible.

Each Party will notify the other Party without delay of any actual or suspected breach of security which involves that Personal Data or breach of this Clause 1.

In respect of any breach of Shared Personal Data, each Party will notify the other Party of the Personal Data breach without undue delay (in accordance with applicable law) and provide the other Party without undue delay with such details as the other Party reasonably requires regarding the nature of the Personal Data breach (including the categories and approximate numbers of Data Subjects and protected data records concerned or likely to be concerned), any investigations into such Personal Data breach, the likely consequences of the Personal Data breach and any measures taken, or recommended, to address the Personal Data breach, including to mitigate its possible adverse effects.

At the other Party's written request without delay (in accordance with the applicable law), each Party will either securely Delete or securely return to the other Party all the Shared Personal Data that the other Party has shared with it in such form as it requests after the earlier of:

- the expiry or termination of this Agreement; the end of **the Programme**; or
- the sharing of the Shared Personal Data in question no longer being required for the purposes of **the Programme**; and
- securely Delete existing copies (unless storage of any data is required by applicable law and, if so, it will inform the other Party of any such requirement).

Each Party will promptly (and in any event within two Business Days) inform the other Party if it receives a complaint or request relating to any Party's obligations under the Data Protection Laws relevant to this Agreement, including any compensation claim from a data subject or any notice, investigation or other action from any local, national or multinational agency, department, official, parliament, public or statutory person or any government or professional body, regulatory or supervisory authority, board or other body responsible for administering any Data Protection Laws and provide the other Party with full details of such complaint or request; and

Each Party will not transfer that Personal Data outside the European Economic Area without first obtaining the other Party's written consent. In the case of any proposed transfer of Shared Personal Data outside the European Economic Area, the Party will ensure that it complies with the relevant provisions of GDPR and the Data Protection Laws;

Each Party will ensure that the sharing of responsibilities between both Parties reflects the Joint

Controller Matrix in Appendix 3 of this Agreement.

## **12.2 Audit**

Each Party will allow the other Party at all reasonable times to inspect and review the steps being taken by it to comply with Clause 1 above, and will give the other Party any assistance which it reasonably requires with that inspection and review.

## **12.3 Data Protection**

The Parties must comply with the Data Protection Laws that apply to it in relation to Shared Personal Data processed in connection with **the Programme** and the performance of this Agreement.

## **12.4 Termination**

12.4.1 Subject to clause 12.4.2 either Party may terminate this Agreement upon giving 45 days prior written notice to the other.

12.4.2 The provisions in this Agreement will continue in full force and effect for so long as a Party is a Data Controller or shares any Personal Data with the other Party, notwithstanding the expiry or termination of this Agreement.

12.4.3 Without prejudice to any termination rights in this Agreement, if any Party is in breach of its obligations under Clause 12.4.1, the other Party may suspend any sharing of Shared Personal Data for the purposes of **the Programme** until the breach is remedied.

## **12.5 Data Retention**

12.5.1 The Parties shall not retain or process Shared Personal Data for longer than is necessary to carry out the Agreed Purposes.

12.5.2 The Shared Personal Data will be retained by each Party in accordance with each Party's records retention schedule.

## **12.6 Assignment**

Neither Party shall assign, sub-licence, delegate or otherwise transfer all or any of its rights or obligations under this Agreement, without the prior written consent of the other Party.

## **12.7 General**

12.7.1 Each of the provisions of this Agreement is separate and severable and enforceable accordingly. If at any time any of the provisions is held to be void or unenforceable, the validity or enforceability of the remaining provisions shall not be affected. If any provision is held to be void or unenforceable, the Parties agree to substitute any such provision with a valid enforceable provision which achieves to the greatest extent possible the economic, legal and commercial objectives of the invalid or unenforceable provision.

12.7.2 This Agreement represents the entire agreement between the Parties with respect to the subject matter therein and supersedes all prior representations, agreements, arrangements and undertakings with respect thereto whether written or oral. This Agreement may only be amended in writing signed by duly authorised representatives of the Parties.

12.7.3 Neither this Agreement nor any subsequent discussions between the Parties shall create any obligations other than those expressly stated herein. Nothing in this Agreement shall oblige either Party to enter into any further agreement with the other in relation to the subject matter of this Agreement.

12.7.4 All notices given by a Party to the other pursuant to this Agreement shall be in writing and may be delivered by email, including request of read receipt, or pre-paid post, registered courier, by hand to the address at the beginning of this Agreement.

12.7.5 Any such notice, if so given, shall be deemed to have been served:

if sent by hand, when delivered;

if sent by post or courier, five business day after posting;

if sent by email, upon read receipt notification.

12.7.6 This Agreement may be executed in any number of counterparts all of which taken together shall constitute one single agreement between the Parties. Transmission of an executed counterpart of this Agreement by e-mail (in PDF, JPEG or other agreed format) shall take effect as delivery of an executed counterpart of this Agreement. The Parties acknowledge and agree that this Agreement may be executed by electronic signature, which shall be considered as an original signature for all purposes and shall have the same force and effect as an original signature. Without limitation, "electronic signature" shall include emailed versions of an original signature or electronically scanned and transmitted versions (e.g., via pdf) of an original signature.

12.7.7 This Agreement shall be governed by and construed in accordance with the laws of Ireland and the Parties submit to the exclusive jurisdiction of the Irish courts as regards any claim or matter arising under this Agreement.

12.7.8 Any dispute arising in connection with this Agreement, which the Parties will not be able to resolve amicably, will be submitted to the exclusive jurisdiction of the courts of Ireland.

12.7.9 The Parties hereto have caused this Agreement to be executed the day and year herein first appearing by their duly authorised representatives.

## **APPENDIX 1**

The structure of the consortium along with a description of the organisation of the Erasmus Mundus Master Programme, MEMSE, is set out in Annex 1 of the Consortium Agreement.

## APPENDIX 2

Table 1. Shared Personal Data of Students on the MEMSE programme. *Table to be replicated and completed for each data set of Shared Data.*

TABLE – SHARED PERSONAL DATA	
<b>The subject matter of the Processing</b>	<p>Clarify the purpose of the processing/sharing of data in the context of <b>the Programme</b> (Agreed Purpose)</p> <p>Student selection, registration at the Coordinating Institution and at the respective Core Partner Institutions, progression and graduation via the recognition of credits earned at each Core Partner university, placement of students on placements and arrangements for the thesis supervision, maintaining contact with the Alumni of <b>the Programme</b>; supporting the process around visa applications.</p>
<b>The nature and purpose of the Processing</b>	<p>Describes the type of processing being performed on personal data. Examples include:</p> <ul style="list-style-type: none"> <li>Collection of data</li> <li>Organisation of data</li> <li>Storage of data</li> <li>Consultation of data</li> <li>Erasure of data</li> <li>Destruction of data</li> </ul>
<b>The type of Personal Data being Processed</b>	<p>Please select one or more from the following or add as appropriate:</p> <ul style="list-style-type: none"> <li>Name</li> <li>Date of Birth (DoB)</li> <li>Address (postal and electronic)</li> <li>Phone numbers</li> <li>Passport details</li> <li>Nationality/Ethnic</li> <li>Student ID numbers at each university</li> <li>Student records/transcripts</li> <li>Student’s previous diplomas/degree information</li> </ul>
<b>The categories of data subjects</b>	<p>Please select one or more from the following:</p> <ul style="list-style-type: none"> <li>Students</li> <li>Applicants to <b>the Programme</b> (during the selection period)</li> </ul>
<b>Party responsible for providing information under art 13 and 14 i.e. data protection notice</b>	<p>Document the SPOC: The Coordinating University- University of Limerick</p>

Table 2. Shared Personal Data of Staff working on the MEMSE programme.

TABLE – SHARED PERSONAL DATA	
<b>The subject matter of the Processing</b>	Clarify the purpose of the processing/sharing of data in the context of <b>the Programme</b> (Agreed Purpose) Management of <b>the Programme</b> and communication between the partners of the MEMSE consortium; allocation of supervisors; engagement for grade rechecks and exam procedures; general administration of <b>the Programme</b> and student supports.
<b>The nature and purpose of the Processing</b>	Describes the type of processing being performed on personal data. Examples include: Collection of data Organisation of data Storage of data Erasure of data Destruction of data
<b>The type of Personal Data being Processed</b>	Please select one or more from the following or add as appropriate: Name Address (postal and electronic) Phone numbers
<b>The categories of data subjects</b>	Please select one or more from the following: Staff
<b>Party responsible for providing information under art 13 and 14 i.e. data protection notice</b>	Document the SPOC: The Coordinating University- University of Limerick

Table 3. Shared Personal Data of Invited Scholars (Subject matter experts) for the MEMSE programme.

<b>TABLE – SHARED PERSONAL DATA</b>	
<b>The subject matter of the Processing</b>	Clarify the purpose of the processing/sharing of data in the context of <b>the Programme</b> (Agreed Purpose) Invitation of Expert Scholars to deliver teaching or conference/seminar presentations to the students on <b>the Programme</b> ; invitation to be on International Advisory Board, or the Quality Assurance Board; processing reimbursements when applicable; arranging for travel when applicable; arrangements with internship supervisors.
<b>The nature and purpose of the Processing</b>	Describes the type of processing being performed on personal data. Examples include: Collection of data Organisation of data Storage of data Erasure of data Destruction of data
<b>The type of Personal Data being Processed</b>	Please select one or more from the following or add as appropriate: Name Date of Birth (DoB) Address (postal and electronic) Phone numbers Passport details Bank account details Tax Identification Number
<b>The categories of data subjects</b>	Please select one or more from the following: Subject matter experts
<b>Party responsible for providing information under data protection notice</b>	Document the SPoC: The Coordinating University: University of Limerick

### APPENDIX 3

#### Joint Controllers Matrix

Data protection obligation	Responsible party
Provide information on the processing of personal data to data subjects in accordance with articles 13 and 14 GDPR.	All parties
Establish the legal basis for the processing of personal data.	All parties
Safeguarding that the data subjects can exercise their rights under the GDPR	All parties. Processes and procedures shall be laid down to enable the exercise of data subjects' rights.
Ensuring the security of personal data in accordance with article 32 GDPR and in accordance with other arrangements in this Agreement.	All parties
Comply with data breach obligations (articles 33 and 34 GDPR).	If any party becomes aware of a personal data breach in connection with this Agreement, that party shall promptly notify the relevant other Party. Parties will fully cooperate with each other in order to fulfil the (statutory) notification obligations timely.
Ensuring that employees who have access to personal data are instructed by a binding agreement or binding instruction(s) to process the personal data in conformity with the instructions of the controllers, including the duty of confidentiality.	All parties
Ensuring that engaged (sub) processors who have access to personal data are instructed by a binding agreement (data processor agreement) to process the personal data in accordance with the requirements stated in article 28 of the GDPR.	All parties
Ensuring that the transfer of personal data takes place in accordance with the GDPR.	All parties
Ensuring that compliance with the requirements regarding retention periods, destruction, return and/or migration of personal data.	All parties provided that these requirements are made known to each other.
Safeguarding that a data protection impact assessment is conducted prior to the collection, including obtaining and further processing of personal data (Article 35 AVG).	All parties
Cooperation with and audits by the supervisory authorities.	All parties

## ANNEX 13: MEMSE CURRICULUM

### Academic Year 1, Semester 1

#### Compulsory

PH6011	Experimental Design and Research Methodology	6
PH5XXX	Winter School	3
CO6001	Professional Development	3

#### Electives

PH5041	Condensed Matter Physics	6
PH5091	Physics of Solids	6
PH5093	Physics of Advanced Metrology	6
PH5094	Nanoscience and Nanotechnology 1	6
PH5098	Semiconductor Processing 1	6
PH6071	Advanced Analysis of Materials 1	6
PH6081	Earth and Atmospheric Science	6

### Academic Year 1, Semester 2

Nanostructures in Industrial and Numerical Applications	6
Summer School	3
Economics and Management (Placement/Internship/Skill Development)	3
<i>Electives (Pick 3)</i>	
Structure and Crystallography of Solids	6
Synthesis and Fabrication of Nano-engineering Systems	6
Fabrication of Smart Polymers	6
Engineering of Nano-machines	6
Biomaterials-Biomedical Devices	6
Biophotonics	6

### Academic Year 2, Semester 1

ITB.2.0034.0.P Dielectrics and Ceramics	6
XXXX Summer School	3
ITB.2.0024.0.P Business Simulation (Placement/Internship/Skill Development)	3
<i>Electives (Pick 3)</i>	
CIW.2.0065.0.P Applied Process Development	6
ITB.2.0066.0.P Life-Cycle Assessment	6
MB.2.0063.0.P Innovative Materials	6
PHY.2.0127.0.P Battery Production	6
PHY.2.0121.0.M Quantum Sensors	6
ITB.2.0093.0.P Photovoltaic System	6

### Year 2 Semester 2

Thesis

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