



## **Memorandum of Agreement for the Erasmus Mundus Joint Master Degree Central and East European, Russian and Eurasian Studies**

### **Partners**

The University of Glasgow, Scotland

The University of Tartu, Estonia,

Corvinus University of Budapest, Hungary

Iliia State University, Georgia

The Jagiellonian University, Kraków, Poland

KIMEP University, Kazakhstan

National Research Lobachevsky State University of Nizhny Novgorod, Russia

University of Sarajevo, Bosnia and Herzegovina

### **Key Associate Partner**

National University of Kyiv-Mohyla Academy, Ukraine

## CONSORTIUM AGREEMENT

**THIS CONSORTIUM AGREEMENT is delivered on .....**]

**(insert date of last signatory)**

### **Among:**

(1) The University Court of the University of Glasgow, incorporated under the Universities (Scotland) Act 1889, having its principal office at University Avenue, Glasgow G12 8QQ, a Registered Scottish Charity (Charity No SC004401, Charity Name University of Glasgow Court), (“UoG”);

and

(2) The University of Tartu, Estonia, having its principal office at Tartu 50090, Ülikooli 18 (hereinafter “UT”);

and

(3) Corvinus University of Budapest, Hungary having its principal office at 1093 Budapest, Fővám tér 8 (hereinafter “CUB”);

and

(4) Ilia State University, Georgia having its principal office at Tbilisi 0162, Choloqashvili Street 3/5 (hereinafter “ISU”);

and

(5) The Jagiellonian University, Kraków, Poland having its principal office at 31-007 Kraków, Ul. Gołębia 24 (hereinafter “UJ”);

and

(6) KIMEP University, The Republic of Kazakhstan having its principal office at Almaty 050010, 2 Abay Avenue (hereinafter “KIMEP”);

(7) National Research Lobachevsky State University of Nizhny Novgorod, Russia having its principal office at Nizhny Novgorod 603950, Prospekt Gagarin, 23 (hereinafter “UNN”);

and

(8) University of Sarajevo, Bosnia and Herzegovina having its principal office at Sarajevo 71000, Obala Kulina bana 7/II (hereinafter “UNSA”);

And one (1) Non-Degree Awarding University

(9) National University of Kyiv-Mohyla Academy Ukraine having its principal office at Kyiv 04070, vul. Skovoroy 2 (hereinafter “NaUKMA”)

Each a “Consortium Partner University” or CPU and together the “Consortium Partner Universities” or “CPUs”.

## BACKGROUND

The CPUs have agreed that they will collaborate in the joint development and delivery of a two-year full-time master degree programme resulting in a joint degree and a double degree awarded by six combinations of three CPUs. UoG and UT will be joint awarding partners for all the degrees and combined with one of the remaining CPUs (CUB, ISU, UJ, KIMEP, UNN, UNSA), whose programme title will be Central and East European, Russian and Eurasian Studies (CEERES). In the final degree parchment, CEERES will be one of the following: the degree programme title, the pathway of the degree or the specialization mentioned in the parchment supplement. NaUKMA is a Non-Degree Awarding CPU, delivering credits at other CPUs, content during the summer school and hosting students in semester 4 for dissertation and research purposes. CEERES is to be launched through funding from the Education, Audiovisual and Culture Executive Agency (EACEA) for an ERASMUS MUNDUS Joint Master Degree (EMJMD), on the terms and conditions set out in this Agreement and the Programme Schedule (hereinafter defined). The EACEA funding will start in 2020.

IT IS HEREBY AGREED as follows:

### 1. DEFINITION AND INTERPRETATION

#### 1.1 In this Agreement unless the context otherwise requires:

**“Academic Year”** means a 12-month period (10-month in Hungary), which normally commences in August, September or October, during which courses are taught and assessed;

**“Administering Institution or AI”**, means, for the purposes of this Agreement, the University of Glasgow (UoG);

**“Agreement”** means this agreement including the Programme Schedule, the appendices to this agreement and any data processing agreement entered into between the CPUs pursuant to this agreement;

**“Applicant”** means an applicant for the Programme;

**“Associate Partner” or “AP”** means a partner not listed in this Agreement that may contribute to master classes, credit bearing courses, non-credit bearing summer school courses or deliver a summer school from time to time;

**“Awarded Degree”** means the UoG and UT joint degree or the double degree awarded by the other 6 CPUs;

**“Background Intellectual Property”** means all and any Intellectual Property (excluding Foreground Intellectual Property) created, developed or otherwise in existence prior to the Commencement Date;

**“CEERES”** is the acronym derived from key words of the overarching Programme title;

**“CEERES Consortium”** is the Consortium of universities delivering the Programme as outlined in this Agreement;

**“CEERES Consortium Management Board” or “CEERES CMB or “CMB”** means in respect of the Programme, the CEERES Consortium Management Board set up under Clause 8.1

(Management and Administration) which has overall responsibility for the strategy, priorities and management of the Programme. See Appendix 1 for full remit and composition of the CMB;

**“Commencement Date”** means 30<sup>th</sup> August 2021 notwithstanding the date of signing;

**“Degree Awarding CPU”** means each of UoG, UT, UJ, CUB, UNN, KIMEP, ISU and UNSA;

**“Double Degree”** – has the meaning set out in clause 2.2

**“EACEA”** means the Education, Audiovisual, Cultural Executive Agency which is responsible for the management of certain parts of the European Union’s funding programmes;

**“EACEA Scholarship Student”** means a Student studying on the Programme who receives funding from the EACEA to cover their participation costs, travel and subsistence costs;

**“ECTS”** means the European Credit Transfer and Accumulation System, or equivalent system used by the CPUs from time to time;

**“Entry Requirements”** means the entry requirements agreed by the CPUs for the Programme detailed in the Programme Schedule;

**“Fees”** means, for each Programme, the annual tuition fees payable by self-funded Students, and externally funded Scholarship Students and contributed to through the EACEA participation costs of Scholarship Students to the Administering Institution as identified in the Programme Schedule;

**“Foreground Intellectual Property”** means all and any Intellectual Property created or developed in the course of and relating to this Agreement;

**“Grant Agreement”** means the grant agreement signed by the Administering Institution with the EACEA on behalf of the CEERES Consortium;

**“Intake”** means, the intake of Students in each Academic Year as set out in the Programme Schedule;

**“Intellectual Property”** means copyright works, patents, discoveries, improvements, inventions, trademarks, designs, information, data, formulae, specifications, results of tests and field trials, diagrams, expertise, techniques, technology, know-how, and other Intellectual Property of any nature whatsoever, whether registered or unregistered, including applications and the right to apply for registration, renewal or extension of any of the foregoing rights and all similar or equivalent rights or forms of protection which subsist or will subsist now or in the future in any part of the world;

**“IMCEERES Consortium”** is the Consortium of Universities delivering the EMJMD as outlined in his agreement

**“Joint Board of Examiners” or “JBoE”** means a single joint board of examiners for the Programme as set out in Appendix 2;

**“Non-Degree Awarding CPU”** means NaUKMA

**“Non-University Partner” or “NUP”** means a partner, not listed in this Agreement, that may contribute to master classes and other activities such as providing a placement within the Programme, including but not limited to schools, colleges, policy units, NGOs, cultural institutions and business communities;

**“Partner Country”** means a country as defined by the Erasmus + Programme Guide

**“Partner Payments”** means the fees paid to each CPU to cover the costs associated with running the CEERES programme.

**“Programme”** means the programme described in the Programme Schedule and consisting of the relevant taught courses;

**“Programme Country”** means a country as defined by the Erasmus + Programme Guide

**“Programme Director”** has the meaning in Clause 8.11;

**“Programme Schedule”** means the programme schedule appended to the Schedule to this Agreement;

**“Register”** means the Student registering with the relevant CPUs to become a Student of each such CPU in accordance with the procedures and regulations contained in the published regulations of the relevant CPU;

**“Relevant Requirements”** means all applicable laws, statutes, regulations and codes relating to anti-bribery and corruption as may be applicable in their respective jurisdictions: in the case of UoG the UK Bribery Act 2010 (as may be amended);

**“Student”** means a student who meets the Entry Requirements and has been accepted onto the Programme by each CPU; and

**“Supervisor”** means a suitably qualified and experienced member of staff from any of the CPUs appointed and notified to each Student in writing (if applicable).

**“Visiting Scholar”** means a person with outstanding academic and/or professional experience who lectures or conducts research in a recognized higher education institution or a research organisation.

- 1.2 All references to clauses are references to the relevant Clauses in this document. Headings are for convenience only and shall be ignored in interpreting this Agreement.
- 1.3 Where there is any conflict or inconsistency between this Agreement and the Programme Schedule then the terms of this Agreement shall prevail unless expressly stated otherwise in the Programme Schedule.
- 1.4 Words importing the singular shall include the plural and vice versa and words importing the masculine gender shall include the feminine and vice versa.
- 1.5 As used in this Agreement the word “including” means “including but not limited to” and “include” and “includes” will be interpreted accordingly.

## 2. THE COLLABORATION

- 2.1 All CPUs agree to work together to facilitate the joint delivery of the Programme leading to a single joint award being granted by UoG with UT and with the Double Degree being granted by one other CPU (UJ, CUB, UNN, KIMEP, ISU and UNSA) with support from NaUKMA as set out in this Agreement. CPUs will deliver the Programme in accordance with the Programme Schedule. In addition to the joint degree awarded by UT and UoG, UT will issue a single parchment conferring the UT national award.
- 2.2 In respect of the Programme, UoG as the applicant in the grant application to the EACEA shall be nominated as the Administering Institution (AI) in the relevant Programme Schedule. Students shall

work towards the double degree from the relevant Degree Awarding CPUs in respect of the Programme and said awards shall be conferred in accordance with the rules and regulations of the relevant CPUs conferring said degrees unless otherwise stated herein (“**Double Degree**”).

- 2.3 Students shall be based at the relevant CPUs in accordance with the timetable set out in the Programme Schedule.
- 2.4 Prior to the Commencement Date, the CPUs will notify each other in writing of (and promptly notify each other in respect of changes to) a representative to act as key contact for operational matters relating to this Agreement: see Appendix 5.

### **3. RESPONSIBILITIES OF ALL CONSORTIUM PARTNER UNIVERSITIES**

- 3.1 In addition to the responsibilities set out in this Agreement, each CPU shall be responsible for the activities assigned to it in the Programme Schedule in Table B. The procedures which will apply to each such activity will be as outlined in the Programme Schedule unless otherwise stated herein.
- 3.2 If, and to the extent that the CPUs agree to be jointly responsible for an aspect of the Programme, the CMB will agree joint procedures in relation to that activity. This will be outlined in a written amendment to Table B of the Programme Schedule and each CPU will publish and notify them to Students.
- 3.3 Students will complete the courses identified in the Programme Schedule. Each CPU will be responsible for delivering the courses assigned to it in the Programme Schedule, including the provision of teaching materials for the relevant course.
- 3.4 Where the CPUs are jointly responsible for the delivery of any course under the Programme Schedule, the CPUs shall jointly develop appropriate teaching materials and shall agree between them which CPU shall be responsible for the provision of joint teaching materials to Students.
- 3.5 Each CPU will perform the responsibilities assigned to it pursuant to this Agreement and the Programme Schedule with reasonable skill and care and in accordance with all applicable laws, rules and regulations that apply to it.

### **4. COMMUNICATION RESPONSIBILITIES OF THE CPUs**

- 4.1 CPUs shall undertake:
  - 4.1.1 to take all the steps necessary to prepare for, perform and correctly manage the Programme set out in this Agreement and its Schedule and appendices, and in accordance with the objectives of the project as set out by the EACEA.
  - 4.1.2 to promptly notify any delay in performance or any event that may impact the Programme to the Consortium Management Board;
  - 4.1.3 to inform the Consortium Management Board of relevant information received from third parties as regards the Programme; and
  - 4.1.4 to act at all times in good faith and in a manner that reflects the good name, goodwill and reputation of all other CPUs, in accordance with scientific and academic ethics and to participate in a cooperative manner at the meetings of the different bodies established under this Agreement.

4.2 In the case of a Student who is no longer able to follow the Programme or who has to withdraw from the Programme at short notice while based at a CPU, the relevant CPU is responsible for notifying the other CPUs immediately.

## 5. **RESPONSIBILITIES OF THE ADMINISTERING INSTITUTION**

5.1 The AI shall have primary responsibility for administrative matters in relation to the Programme.

5.2 The AI shall report at least twice per year to the CEERES Consortium via the CMB so that each CPU has a full understanding of administrative matters in relation to the Programme.

5.3 The AI shall nominate an Administrative Coordinator of the Programme and at least one representative to the Consortium Management Board.

## 6. **FURTHER RESPONSIBILITIES**

6.1 Each CPU is subject to the rules and regulations set up in this Agreement as well as to the writings in the Erasmus Mundus Joint Master Degree Application.

6.2 Use a mix of Joint and Double Degree Academic Regulations

6.2.1 In relation to the jointly agreed regulations for the joint degree awarded by UoG and UT it will be the academic regulations of the AI which shall apply and which shall be amended from time to time.

6.2.2 In relation to the jointly agreed regulations for the Double Degree awarded by UoG/UT, UJ, CUB, UNN, KIMEP, ISU or UNSA, it will be the academic regulations of each CPU that apply and which will have been coordinated and agreed so as to meet with the requirements of UoG/UT, UJ, CUB, UNN, KIMEP, ISU and UNSA.

6.3 The jointly agreed regulations will govern academic appeals (in the case of joint and double awards). For the joint degree (UoG with UT) the academic regulations of the AI will apply (for example, assessment and academic appeals). For the Double Degree the academic regulations of the relevant CPU will apply.

6.4 For the Double Degree partners (UJ, CUB, UNN, KIMEP, ISU and UNSA) their own rules and academic regulations will apply to each of their own awards and where necessary compromises to cover the requirements of each double degree-awarding CPU will be agreed in writing between the CPUs from time to time.

6.5 UT, UJ, CUB, UNN, KIMEP, ISA, UNSA and NaUKMA will:

6.5.1 Comply with all the provisions of the agreement binding the AI to the EACEA;

6.5.2 communicate to the AI any information or document required by the latter that is necessary for the management of the Programme;

6.5.3 nominate at least one representative to the CMB;

6.5.4 accept responsibility for all information communicated to the AI, including details of costs and expenses claimed;

6.6 UT, UJ, CUB, UNN, KIMEP, ISU, UNSA and NaUKMA shall promptly provide the AI with any information and documents required for the preparation of annual progress and technical reports for the EACEA and, where appropriate, with copies of all the necessary supporting documents and any

other information and/or documents which the AI may reasonably request completed and signed by an authorised representative of the relevant CPU.

- 6.7 The CPUs shall provide the AI with any information and documents required for the preparation of the final report for the EACEA and, where appropriate, with copies of all necessary supporting documents completed and signed by the legal representative by the date communicated to the CPUs by the AI.

## 7. **ADMISSIONS AND REGISTRATION**

- 7.1 The AI shall manage the admissions processes relating to the Programme on behalf of the CPUs in accordance with the Programme Schedule.

- 7.2 Unless otherwise agreed by the CPUs, in each Academic Year each Student shall be required to simultaneously Register with each of the Degree Awarding CPUs who will award the Student a degree as part of the Double Degree. Students will sign the undertakings relating to adherence to the relevant ordinances, rules and regulations of all CPUs. Upon registration Students will be entitled to use the services of the respective CPUs. CPUs will make students aware of any additional registration requirements as soon as possible, this may include the attestation/notarisation of previous degree certificates.

- 7.3 Where applicable, it shall be the Student's responsibility to obtain the necessary visa and/or permits to study in the relevant jurisdiction. UoG may, at its discretion, sponsor certain Students to study in the UK under the terms of its Student visa sponsorship registration with the United Kingdom Home Office. Where UoG does so the other CPUs will provide UoG with all information and assistance as UoG requires to enable it to comply legally with its Sponsorship duties. Information will be provided to UoG as soon as possible and in good time to allow it to comply with any time constraints imposed on UoG by the Home Office in accordance with Sponsorship. Failure to do so may result in the Student having to withdraw from the Programme and in extreme circumstances can affect the 'highly trusted sponsor' status that UoG maintains with the Home Office. At UoG's request the other CPUs will also provide assistance with the vetting of Students for Sponsorship purposes.

- 7.4 If, and to the extent that, the other CPUs are required to sponsor a Student in respect of entry to study in the jurisdiction in which it is located, the AI and the other CPUs shall provide that CPU with such reasonable information and assistance as may be necessary to enable that CPU to comply with any obligations imposed on it by the relevant immigration authorities in the jurisdiction.

- 7.5 The AI will send all selected students an official letter of admission on behalf of the CEERES consortium. The student must confirm participation in the programme by accepting the offer within 2 weeks of receiving notice of the scholarship.

- 7.6 The AI will keep central records of all the Students' activities, mobility periods, finance payments (in the case of self-funded students), placement venue and mentor, dissertation supervisors, assessment grades and graduation results.

## 8. **MANAGEMENT AND ADMINISTRATION**

- 8.1 A Consortium Management Board (**CMB**) will be established by the CPUs to oversee the Programme. The CMB will have overall responsibility for the strategy, priorities and management of the Programme. Day-to-day management will be devolved to the Programme Director who may be supported by a team that will report to the CMB.

- 8.2 The CMB will report to the relevant committees within each CPU.

- 8.3 The CMB shall meet on such dates and times as agreed between the CPUs in writing (which shall include email) from time to time but not less than twice each Academic Year, one of which such meetings shall be the Annual General Meeting (**AGM**). The meetings referred to in this Clause 8.3



(with the exception of the Annual General Meeting) may take place by means of a telephone or video conference call. Where travel is required however, the management fee will be used to cover the expenses of one representative from each CPU. Additional representatives will be responsible for their own costs.

- 8.4 Each CPU shall, at its own expense, compensate their own Programme Director and instructors whom it employs for its courses and assumes no responsibility for the compensation of the other CPUs' instructors or Programme Directors. The Partner Payments paid to each CPU can be used to cover these costs.
- 8.5 Should operational board and group meetings be required in addition to the meetings of the CMB these will be agreed between the CPUs. The CPUs shall keep the CMB informed of any relevant operational development or issue if they relate to the remit of the CMB.
- 8.6 The CMB shall have no power to alter the terms of this Agreement but may recommend changes to the Programme to the relevant authority of each CPU. Any changes to the Programme, including changes to the regulations, must be agreed in writing by each CPU.
- 8.7 The CMB will be responsible for overseeing the process relating to the allocation and supervision of dissertations or projects including the allocation of Supervisors. UT has the lead responsibility in relation to the selection of dissertation Supervisors.
- 8.8 The CMB will have the responsibility of overseeing the management of Student placements. UJ has the lead responsibility in relation to the co-ordination of Student placements. (see Table B in the Programme Schedule).
- 8.9 The CMB will have the responsibility of overseeing the management of Student mobility periods. UT has the lead responsibility in relation to the co-ordination of Student mobility. (see Table B in the Programme Schedule).
- 8.10 The CMB will have the responsibility of overseeing the management of staff mobility. CUB has the lead responsibility in relation to the co-ordination of staff mobility. (see Table B in the Programme Schedule).
- 8.11 Each CPU will be responsible for ensuring that its share of Student numbers is recognised in its internal planning and budgeting procedures and in any statistical return: for example, in the case of UoG, to the Scottish Funding Council (SFC).
- 8.12 Each CPU shall appoint a programme director (**Programme Director**). Each CPU shall procure that its Programme Director shall liaise with her or his counterparts in the other CPUs on all matters concerning the Programme, including curriculum, assessments, Students' progress and quality issues. Each CPU shall procure that its Programme Director ensures that the Programme of study at her or his CPU is consistent with the objectives of the Programme curriculum.
- 8.13 The CMB shall appoint an External Examiner for the Programme (**Programme External Examiner**). The fees payable to the Programme External Examiner shall be borne equally among the CPUs in accordance with Clause 17 through the EACEA Management fee.
- 8.14 The AI shall be responsible for maintaining an archive of Student results in accordance with its normal practices.
- 8.15 All CPUs will be entitled to include details of successful Students on their alumni databases.
- 8.16 The AI will be responsible for providing Students with information on the applicable regulations for the Programme which will be the current regulations at the date of the Student's Registration.

- 8.17 The Programme regulations which apply shall be those of the AI (unless agreed otherwise) as amended from time to time and published annually in The University of Glasgow Calendar.
- 8.18 Each CPU acknowledges that Students will be subject to UoG's requirements regarding "Open Access" to publications. On request by the other CPUs, UoG will provide the relevant web link to UoG's requirements regarding "Open Access" to publications to the other CPUs as soon as reasonably practical. The cost of any "Open Access" charges will be met on a basis to be agreed in writing between UoG and the CPUs from time to time.

## 9. THE CEERES CONSORTIUM STRUCTURE

- 9.1 In addition to the CMB, the CEERES Consortium is also composed of the committees, boards and groups outlined below. These committees, boards and groups will report to the CMB and will be supported by UoG administratively (scheduling, video-conferencing, minute taking). There will be an equal share of chairperson arrangements for each degree-awarding CPU which will be rotated annually. The details below outline the distribution of chairing of the committees, boards and groups among CPUs for the first year of Agreement.
- 9.1.1 The Applications & Scholarship Selection Committee (ASSC) is coordinated by UoG. All CPUs are represented on this committee which meets once per year, virtually, in the first semester to approve the list of Scholarship candidates put forward to the EACEA for approval following the assessment of Scholarship applications. See Appendix 2 for remit.
- 9.1.2 The Teaching, Learning and Quality Assurance Committee (TLQAG) is coordinated by UNN (see Table B in Programme Schedule). All CPUs are represented on this committee which meets once per semester virtually and also includes 2 Student representatives. Selected APs will also be invited to attend. See Appendix 2 for remit.
- 9.1.3 Joint Board of Examiners (JBoE) is coordinated by UT (see Table B in Programme Schedule). All CPUs are represented on this committee which will meet at least once per semester as a progression Board and shall meet to review provisional marks for the Year 1 CEERES Students and make progression decisions.. Responsibility for the overall classification of marks for the EMJMD lies with the Joint Board of Examiners and these will be finalised at the October meeting of the JBoE. The JoBE will review the marks from the entire 2-year Programme of each Intake of Students and confirm the list of Students to be awarded the Double Degree, and those Students to be conferred with the grade of 'MERIT' and 'DISTINCTION'. The remit and memberships of the Joint Board of Examiners is set out in Appendix 2.
- 9.1.4 The International Support and Staff-Student Liaison Committee (ISSSLC) is coordinated by ISU and is a formal opportunity for Student Representatives to be involved in course coordination, implementation and evaluation. It will meet once per semester. Two Students will be elected by Students at the beginning of Year 1, Semester 1 and they will be invited to attend Student Representative Training which is provided by UoG's Student Representative Council. Student representatives will rotate the role of Chairperson and minute taker from within the group. One member of staff from each CPU will attend the ISSSLC meeting being held at their respective CPU (UT in semester 1, UoG in semester 2 and CUB, ISU, UJ, KIMEP, UNN or UNSA in semester 3. The ISSSLC's minutes will be circulated to all Students and relevant academic and administrative staff via Moodle and will be communicated to the CMB so as to note the content, consider recommendations and any actions that may be required on its part. This group has staff from the ISU central international Student support staff as well as the administrative staff who have regular contact with the Students. Counterpart staff at the CPUs will join the meeting of this group as appropriate by video/audio conference. See Appendix 2 for remit.

- 9.1.5 The External International Advisory Board (EIAB) will be made up of three or five academic and professional non-academic members related to the subject area, and preferably all of different nationalities. The EIAB will meet once a year after the completion of the first Intake and where possible this will be face to face and will be coordinated by KIMEP. Each CPU will put forward 3 candidates in order of preference for the CMB to approach and offer a place on the Board. The aim of the EIAB will be to review the CMB reports and offer feedback and evaluation. See Appendix 2 for remit.

## 10. ASSESSMENT

- 10.1 This section relates to CPUs. In the case of optional non-credit bearing courses that a Student may take in a summer school, this section is not a requirement but the respective CPU (or AP) will forward overview reports of the Students' contributions within the respective summer school to the Joint Board of Examiners with reference to the summer school being made in the diploma/parchment supplement or HEAR (Higher Education Achievement Record).
- 10.2 Each CPU delivering credit bearing courses on the Programme shall have primary responsibility for the assessment of each Student in relation to those courses, including the appointment of External Examiners and payment of those External Examiners' costs, unless otherwise agreed in writing between the CPUs. Each CPU will confirm the outcome of its courses to the JBoE which shall be responsible for converting reported course grades and determining the final outcome in line with the grading scales set out in Appendix 3.
- 10.3 The JBoE shall be responsible for the assessment of the Programme in line with the joint regulations agreed by all CPUs. The quorum of the JBoE must include the Programme External Examiner and the Programme Directors and one representative from each CPU. Exceptionally, where due cause is shown, if the Programme External Examiner is unable to be present then written confirmation of the discharge of the functions of the Programme External Examiner may be considered as equivalent to attendance. There may be agreement between the Programme Directors for each CPU and the Programme External Examiner that attendance by the Programme External Examiner at JBoE meetings for re-assessments is not required.
- 10.4 If a Student requires to be re-assessed for a course undertaken at one of the CPUs while present at a different CPU, the policies of the CPU that provided the courses will apply in relation to such re-assessment.
- 10.5 The AI will advise the other CPUs of the result for each 30 ECTS component of the Programme at the end of each semester.
- 10.6 A Student who, by the end of the course, has failed to attain the threshold Grade C3 (12) on the UoG scale / Grade D on the ECTS scale in that course shall normally be afforded the opportunity to improve that assessment result. In the case of semester 1 at UT, however, a Student will be permitted reassessment in any taught course for which s/he has obtained a UT Grade F or less / Grade FX or less on the ECTS scale. Only one re-assessment per course is permitted. There is no formal progression point at the end of semester 1 so if a Student completes less than 30 ECTS in UT he or she has the right to resit his/her assessment. The timing of the assessment will be determined by UT. A student may not progress from the taught element to the dissertation stage unless the outstanding assessment for the taught element has been successfully completed.
- 10.7 A Student will be permitted to progress to preparation of the dissertation only if he or she has obtained a grade point average of 12 (equivalent to C3) on the UoG scale [Grade D on the ECTS scale] or above in the taught courses with at least 75% of the credits at grade D3 (9) on the UoG scale [Grade E on the ECTS scale] or better and all credits at grade F or above on the UoG scale.

The Student must also achieve a grade D3 (9) on the UoG scale [Grade E on the ECTS scale] or better in the year 1 Language component and the year 1 Methodology component.

- 10.8 At the end of the Programme Student results will be processed at the Programme JBoE (before the end of October each year for each Intake of the Programme).

## 11. **JOINT GRADING SCALES AND PERFORMANCE EXPECTATIONS FOR STUDENTS**

- 11.1 All credit bearing courses, placements and the dissertation are weighted according to the ECTS system as outlined in the Programme Schedule.
- 11.2 Each Degree Awarding CPU will operate a different marking scale which will be converted into the Administering University's 22-point scale as outlined in Appendices 1 and 2 to this Agreement. Although the CPUs will refer to their respective grading scales in the Joint Board of Examiners meetings, the final decision of grades will be reported in the UoG 22-point scale and will feature on the student UoG transcripts (HEAR/diploma supplement). Double Degree CPUs (UT, UJ, CUB, UNN, KIMEP, ISU and UNSA) may also issue their equivalent transcripts/diploma supplements.
- 11.3 Each CPU will refer to its own points scale in its respective transcripts.
- 11.4 If in the reasonable opinion of the AI it appears that a Student is no longer a suitable candidate for the Double Degree, the AI may refer that Student to the CMB who shall decide whether that Student should be permitted to complete the Programme.
- 11.5 Students who leave the Programme in semester 1 may receive a transcript of their studies from UT. If the Student has successfully completed 60 ECTS (by the end of semester 2) they may be eligible for a UoG postgraduate diploma at UoG's sole discretion. If they can only complete one Academic Year instead of two they may be able to transfer to the one year MSc in Russian, East European and Eurasian Studies programme at UoG: the decision as to whether to offer a Student such an exit route will be made at UoG's sole discretion.

## 12. **STUDENT RECORDS**

- 12.1 In relation to assessment and reporting, each CPU is solely responsible for obtaining assessment records for all participating Students from their staff and transmitting that information to the consortium SharePoint as soon as possible after the assessment period.

## 13. **ACADEMIC APPEALS, STUDENT COMPLAINTS AND CONDUCT**

- 13.1 For academic appeals relating to a course the academic appeals procedure of the CPU delivering that course will apply unless the other CPUs notify the CPU delivering the course that they believe that its academic appeals procedure should apply. Thereafter the CMB will meet to discuss and agree a course of action.
- 13.2 The academic appeals procedure of the AI will apply to appeals made by a Student against the decisions of the JBoE unless otherwise agreed in writing by the CPUs.
- 13.3 For cases of alleged academic misconduct, including plagiarism, relating to a course or courses delivered by a CPU, the code of student conduct and procedures of the CPU delivering the course or courses will apply.

- 13.4 In the case of academic misconduct relating to the Programme the code of student conduct and procedures of the AI will apply unless otherwise agreed in writing by the CPUs.
- 13.5 If a Student wishes to complain about any general aspect of a course the complaints or other equivalent procedure of the CPU delivering that course will apply.
- 13.6 If a Student wishes to complain about any general aspect of the Programme the complaints or other equivalent procedure of the AI will apply.
- 13.7 In cases of non-academic misconduct where it is alleged that an offence has been committed by a Student whilst present at a CPU, the relevant code of student conduct of that CPU will apply. In all other cases of non-academic misconduct, the code of student conduct and procedures of the AI will apply.
- 13.8 Where it is not clear to a CPU which code of student conduct should apply, or if a CPU believes that the code of student conduct of another CPU should apply, it shall so notify the other CPU and the Consortium Management Board will thereafter discuss and agree, acting reasonably, a course of action.
- 13.9 If a Student wishes to complain about any specific service or facility provided by, or a student or member of staff from, a CPU, the relevant complaints or other procedure of that CPU will apply.
- 13.10 Each CPU will, where the policy or procedure of another CPU applies, provide the other CPU with reasonable assistance in connection with the administration of academic appeals, Student complaints and Student conduct procedures, in order to ensure that all such academic appeals, Student complaints and allegations of Student misconduct are handled fairly.

#### **14. ACADEMIC STANDARDS AND QUALITY**

- 14.1 The maintenance of academic standards and the management and enhancement of both procedure for quality assurance and control in relation to the Programme are the collective responsibility of the CPUs in accordance with their Calendars, Charters, Statutes and Regulations.
- 14.2 The TLQAG (see clause 9, Consortium Structure) shall review the standards and practices of each CPU annually and shall make recommendations to the CMB to ensure that compatibility of standards is maintained.
- 14.3 Each CPU shall during the term of this Agreement ensure that the Programme (and each course on the Programme) satisfies the requirements of any academic quality assurance regime and/or the requirements of any professional or regulatory body to which a CPU is subject.
- 14.4 The CPUs agree that each CPU shall share relevant information for the purposes of facilitating monitoring and review of the collaborative arrangement, including reviewing the other CPU's compliance with this Agreement and maintenance of academic standards. The other CPUs shall provide reasonable assistance and information to enable the reviewing CPU to conduct any such monitoring process within any reasonable timescales requested by that CPU in writing.
- 14.5 Internal evaluation will be addressed as follows:
  - 14.5.1 A sampled selection of coursework will be moderated by the relevant CPU before being sent to the Programme External Examiner for confirmation.
  - 14.5.2 The Programme External Examiner is crucial to the maintenance of academic standards and to ensuring that Student performance is judged properly. The Programme External Examiner

moderates the examination process and submits an annual report to the CMB. Each CPU shall carry out reviews of the courses they provide under the Programme and shall disclose results of those reviews to other CPUs. Formal Student evaluation of course content and teaching on individual modules will be received through anonymous student end-of-module evaluation questionnaires and meetings of the ISSSLC as well as Student representation on the following board and groups: Teaching, Learning and Quality Assurance Group (TLQAG); CEERES Consortium Management Board (CMB), (see Appendices 1 and 2).

- 14.6 The results of Student feedback from all CPUs will be discussed at TLQAG who will make recommendations to the CMB and these will be displayed on Moodle. Students are formally consulted on all course or Programme changes. The continuous monitoring and enhancement of the Double Degree provision is an essential activity and will be conducted through annual monitoring. CPU administrators, feedback from representatives of the Associate Partner Universities and will feed into this process through the relevant committees. The resulting reports would be part of Quality Assurance self-assessment documentation and would cover:
- 14.6.1 distribution of grades and comments on Student performance in that academic session;
  - 14.6.2 feedback or comments of staff and Students (via questionnaires, a range of informal mechanisms, the International Support and Staff-Student Liaison Committee and Teaching, Learning and Quality Assurance Group;
  - 14.6.3 comments from the External Examiners' reports and consultation; a reflective analysis and proposals for quality enhancement;
  - 14.6.4 evaluation by academics and alumni of adequacy between the course and the demands, both professional and academic.
- 14.7 External quality assurance will be addressed as follows:
- 14.7.1 EMJMDs are subject to periodic external evaluations by government bodies in each of the Partner Countries. For example, provision at UoG is subject to review on an institutional level by the UK's Quality Assurance Agency for Higher Education (QAA). The Consortium will have an External International Advisory Board (EIAB) composed of a minimum of three internationally recognized experts (with one or two respectively being professional, nonacademic members).
  - 14.7.2 The CEERES EIAB will produce an annual quality assurance and evaluation report based upon: 1) the Consortium's own Self-Assessment Report containing feedback from staff and Students; 2) all Programme documentation (aims, ILOs, course content etc.); 3) EIAB's interviews with all key stakeholders (Students, CPU administrators, CPU academics, Associate Partner (AP) visiting scholars, and Alumni Association).
  - 14.7.3 The CEERES EIAB report will be submitted to the CMB and to the EACEA. The EIAB's external review will provide an independent benchmark against national and international standards and will ensure that the project activities follow correctly their definition and proceed according to the objectives of the EMJMD.

## 15. **AWARD AND GRADUATION**

- 15.1 Once a Student satisfies all of the conditions set out in the rules and regulations that apply to the Programme and is successful in the relevant assessment process at each Degree Awarding CPU, the AI shall arrange for the Jointly Awarded Degree (a single parchment) to be issued to the Students. Degree Awarding CPUs will issue the relevant double degree (a single parchment) to the

Students. The Joint Degree parchment will include the signature of all relevant authorities of both Degree Awarding CPUs (UoG and UT).

15.2 All degree parchments will make reference to the other CPUs who have contributed to the delivery of the degree.

15.3 There will be one degree awarding ceremony for each intake, at UoG

## 16. JOINT RECOGNITION MECHANISMS AND THE FINAL DEGREES AWARDED

16.1 Each CPU has formally considered and approved the CEERES Programme under normal approval procedures for new degree Programmes and new collaboration arrangements. Changes to the Programme must be formally agreed through revisiting these formal degree approval and degree recognition procedures at each CPU.

**DEGREE ACCREDITATION SCHEDULE**

PARTNER	DEGREE TITLE	PROGRAMME TITLE OR ACRONYM	PATHWAY TITLE ACRONYM/DIPLOMA SUPPLEMENT ACRONYM*	ACCREDITATION DATE FOR NEW DEGREE/PATHWAY
UoG	IM	CEERES	n/a	20/05/2016
UT	MA SS	CEERES	n/a	11/10/2010
UJ	mgr	European Studies	CEERES	30/04/2017
CUB	MA	Political Science	CEERES	07/11/2016
UNSA	MA	International Relations and Diplomacy	CEERES	pending
UNN	M	Sociology of Politics and International Relations	CEERES	30/10/2018
KIMEP	M	International Relations	CEERES*	01/05/2017
ISU	MCS	CEERES	n/a	26/01/2018

16.2 The degree is both a joint and double degree comprising separate awards from each of UoG and UT and one of the other Degree Awarding CPUs which will be awarded after a 2-year full time Programme and on the successful completion of 120 ECTS by the Student

16.3 Students will be issued with 2 degree diplomas/parchments which will include mention of the other contributing CPUs. If the criteria for the 120 ECTS are not met, the Student's eligibility for an exit award such as postgraduate diploma (60 ECTS) (by UoG recognising credits gained at UT) will be considered.

16.4 For Students who during their first year find they are unable to complete the full two years (for example for reasons of finance or health) of the Programme, there may be the option to transfer to the full time one year Master programme at UoG (MSc in Russian, East European and Eurasian Studies) at UoG's sole discretion.

## 17. FINANCE

17.1 Subject to Clause 17.2, the CMB to this Agreement shall agree upon the amount of Fees for self-funded Students for each Intake. The amount of Fees will depend on the number of self-funded Students, the amount of expenses claimed by the CPUs (for example travel between the CPUs) and the fees and expenses payable to the Programme External Examiner and guest speakers.

- 17.2 The Fees will be fixed for the 2 years of the Programme for each Intake of Students. However the Fees will increase at least in line with inflation each year for following Intakes.
- 17.3 Notwithstanding the departure of the UK from the European Union the CEERES consortium will maintain the UK fee level for EU students outlined in the successful application to the EACEA.
- 17.4 Fees for self-funded Students will be listed on the CEERES website in EUROS as well as GBP (Great Britain, Pound/Sterling).
- 17.5 Self-funded Students will pay Fees exclusively to the AI in GBP by bank transfer to the bank account nominated by the AI from time to time. Self-funded Students may pay in a lump sum or by instalments as may be agreed between the AI and the Students. Without prejudice to the generality of the foregoing, if the AI is unable to recover all or part of the Fees from a student having taken all reasonable steps to do so (“Unpaid Fees”), the AI shall not be liable to pay the relevant proportion of the Unpaid Fees to the other CPUs. It should be noted that enrolment (or graduation) is not possible unless Fees (or the respective instalment) have been paid.
- 17.6 The rate of exchange for EUROS from GBP for setting the tuition fees charged to self-funded Students will be taken from the EACEA currency converter for the month of September (when the programme is advertised for the following Intake): [http://ec.europa.eu/budget/contracts\\_grants/info\\_contracts/infoeuro/infoeuro\\_en.cfm](http://ec.europa.eu/budget/contracts_grants/info_contracts/infoeuro/infoeuro_en.cfm). See Table A in the Programme Schedule.
- 17.7 Fees will differ as outlined in Table A in the Programme Schedule and relates to an individual Student’s fee status.
- 17.8 The cost of any fee waivers for self-funded Students offered by the CEERES Consortium will be distributed proportionally amongst the CPUs in terms of share of Fees as set out in Table A of the Programme Schedule.
- 17.9 Self-funded Students are also responsible for their own travel, moving, installation, accommodation and subsistence costs as appropriate.
- 17.10 EACEA Scholarships Students will have automatic fee waivers for the difference between the maximum participation costs contributed by the EACEA and the published Fees: see Table A in the Programme Schedule. The costs of travel, accommodation and subsistence are the responsibility of each EACEA Scholarship Student and shall be paid for from their own funds or Scholarship.
- 17.11 The rate of exchange for EUROS from GBP for payments to EACEA Scholarship Students will be taken from the EACEA currency converter on a monthly basis: [http://ec.europa.eu/budget/contracts\\_grants/info\\_contracts/infoeuro/infoeuro\\_en.cfm](http://ec.europa.eu/budget/contracts_grants/info_contracts/infoeuro/infoeuro_en.cfm).
- 17.12 In addition to Fees paid to the AI by the Student, the CPUs are responsible for advising the Student of other fees they will be charged, for example, re-examination fees, registration fees which are payable by the Student at each CPU. These other fees shall be levied at the standard rate at each CPU and are directly payable to the relevant CPU.
- 17.13 The AI shall distribute the Fees to UT, CUB, ISU, UJ, KIMEP, UNN, UNSA and NaUKMA as laid out in this Clause 17 and Table A of the Programme Schedule. The split of Fees is done on a pro-rata basis for delivery of ECTS and includes a weighting in favour of the AI so as to cover administration costs, resource costs and travel insurance for Self-Funded Students, the “Administration Fee”.. The Administration Fee due to UoG for its role as AI in each Academic Year is set out in the “Fees” section of Table A of the Programme Schedule and shall be deducted by UoG from the Fees prior to the distribution of the Fees to the CPUs in accordance with this Agreement.



- 17.14 The management fee from the EACEA will cover the following: travel insurance for EMJMD scholarship Students, the cost of expenses for staff from CPUs to attend meetings and teaching periods; the cost of travel expenses for the jointly appointed External Examiner, marketing of the Programme by the AI and CPUs, external board/committee members as well as representatives from APs All costs have to be approved by the CEERES CMB prior to their compensation from the EACEA management fee. It should be noted that External Examiners appointed by the individual CPUs, for their own purposes, will have their expenses paid by the CPU which appointed the relevant External Examiner.
- 17.15 The split of Fees and participation costs and weighting in favour of the AI will be reviewed and recalculated at the AGM of the CMB should the exchange rate of the EURO to GBP fall more than 5% from the Commencement date of this Agreement. The EACEA Currency Converter tool will be used to establish when the 5% threshold has been passed.
- 17.16 Supporting documents evidencing expenditures incurred by the CPUs for the purpose of the Programme must be sent electronically to the AI for reimbursement. The AI shall verify the documents related to costs prior distribution of the Fees to the CPUs in accordance with Clause 17.19 and the EACEA management fee. For the avoidance of doubt, it is expressly stated that the total amount payable to the CPUs to the present Agreement is limited in all cases to the total amount of the Fees due to them as calculated in accordance with this Clause 17 and Table A of the Programme Schedule and the EACEA management fee.
- 17.17 Payment to CPUs is done by the generation of a purchase order at the AI, followed by an invoice (quoting the relevant purchase order) from the relevant CPU. Each CPU will issue an invoice to the AI which will list the amount of Fees due to it in accordance with the mechanism set out in this Clause 17 and Table A in the Programme Schedule. CPUs will be listed as suppliers on the AI finance system (Agresso). All invoices will be quoted in EURO. All invoices to the AI must be dated and certified as true and exact by the Financial Officers of each CPU.
- 17.18 If the AI receives an invoice from the CPUs which it disputes in good faith, it shall notify the relevant CPU as soon as reasonably practicable. The relevant CPU will provide the AI with such reasonable assistance as may be required to enable the Administering Institution to verify the contents of the disputed invoice. The Administering Institution may withhold payment of the Fees that are in dispute pending resolution of such dispute. Such a withholding will not be a breach of this Agreement.
- 17.19 Subject to Clauses 17.15 and 17.18, the AI shall be responsible for paying the relevant proportion of the Fees to the other CPUs as agreed in the relevant Programme Schedule within thirty (30) days following receipt of a valid invoice from the CPUs unless otherwise agreed. All sums payable by the AI to the other CPUs are payable in EUROS by bank transfer to the bank account nominated by the other CPUs for this purpose from time to time. Any costs relating to currency exchange will be covered by the recipient CPU. Any banking transfer costs will be covered by the AI.
- 17.20 The financial split is dependent on the number of ECTS multiplied by the number of students a CPU teaches, be that at their own university or at another CPU. This arrangement allows 1<sup>st</sup> and 2<sup>nd</sup> semester CPUs (delivering a minimum of 30 ECTS to all students) and 3<sup>rd</sup> semester CPUs (delivering 50 ECTS to all those they award the degree to) to deliver a respective equal number of total ECTS for their semester group once ECTS are multiplied by the number of students

## 18. EACEA FINANCE

- 18.1 The EACEA will fund the Consortium annually. The funds referred to in this Agreement are paid to the Administering Institution and can be summarised as follows:

- 18.1.1 Management fee, as specified in the ERASMUS+ Programme Guide under Key Action 1, EMJMD: €20,000 for the preparatory year and €50,000 for each of the four Intakes of Students.
- 18.1.2 Scholarships, as specified in the ERASMUS+ Programme Guide under Key Action 1, EMJMD: 60 Scholarships (with at least 75% from Partner Countries) and 28 regional Scholarships for the four intakes of Students to distribute to the EACEA Scholarship Students.
- 18.2 The EACEA Scholarship Students involved in the Programme pay participation costs. EACEA Scholarship Students will have their participation costs paid via the EACEA grant allocated to the Consortium. The annual rate of participation costs are determined for the duration of the Agreement within the Erasmus+ Programme Guide: €4,500 per year for Programme Country Scholarship Students and €9,000 per year for Partner Country Scholarship Students
- 18.3 The AI will also receive the scholarship funds for the Students' accommodation, travel and subsistence costs and this portion of the scholarship is paid directly to the Students on a monthly basis (€1,000), including a portion of the lump sum prior to arrival to facilitate travel and visa requirements before they arrive to settle in Tartu (total lump sum paid in two or three installments over the two years of the Programme = €2,000, €5,000 or €7,000 depending on the Student's point of departure/country of residence): see the relevant Erasmus+ Programme Guide EMJMD section.
- 18.4 Should an enrolled EACEA Scholarship Student fail to participate fully in the Programme and s/he is not replaced by another EACEA Scholarship Students, the AI will return part or the totality of the grant to the EACEA. If such a reimbursement takes place the other CPUs will renounce the funds due to them and return the corresponding funds to the AI

## 19. TRAVEL INSURANCE

- 19.1 All Students will be fully covered by a travel insurance policy which will meet the minimum health and accident insurance requirements prescribed by the EACEA. In the case of both EACEA Scholarship Students and self-funded Students this insurance will be arranged by the Consortium through an EACEA approved insurer.

## 20. MARKETING AND PUBLICITY

- 20.1 Each CPU agrees to work together to market the Programme effectively in line with their normal procedures and in accordance with the following provisions of this Clause 20.
- 20.2 There will be a specific website for the Programme, following EACEA guidelines. The AI shall maintain the Programme website and all CPUs will contribute to and maintain links with that website from their own websites.
- 20.3 Each CPU will maintain their respective web page for the Programme and each CPU will maintain links with the relevant web pages of the other CPUs.
- 20.4 Each CPU will be responsible for including the Programme in their own prospectuses and publicity materials as well as their own A-Z Programme web listings.
- 20.5 Each CPU will submit all publicity and marketing materials to be used by that CPU to market the Programme, and/or which refer to another CPU or contain any of the logos, trademarks or other Intellectual Property of another CPU, to the other CPUs for prior written approval. All such materials shall be accurate and shall not contain inappropriate or misleading comparisons with other third party programmes, derogatory statements about third parties, misleading statements or advice about recognition of awards and/or statements that could reasonably bring any of the CPUs into disrepute.

- 20.6 Each CPU shall immediately cease to use in any manner whatsoever all publicity and marketing materials and the logos, trademarks or other Intellectual Property of another CPU upon termination or expiry of this Agreement for any reason.
- 20.7 The UoG will organise the common marketing efforts and will review existing CPUs'/APs' recruitment strategies and draw upon examples of best practice to develop a coherent, integrated Programme promotion strategy. A general marketing policy will be discussed and approved by the CMB. The CPUs will engage in a variety of activities to promote and market the Programme.

## 21. PROGRAMME INFORMATION

- 21.1 The AI will produce a Programme Handbook which details the rules and regulations of the Programme. This will serve as an introductory handbook for the entire Programme. All CPUs will contribute to the text of the general Programme Handbook. The AI will provide a copy of the Programme Handbook to Students on or promptly following the Programme start date.
- 21.2 Each other CPU will also produce a mobility period handbook in, at least, electronic format, according to their own regulations and standards, detailing information about the components of the Programme that they offer. Each CPU will provide a copy of their mobility period handbook to Students on or promptly following their arrival on site.

## 22. ERASMUS MUNDUS STAFF REQUIRMENTS

- 22.1 In order to support the delivery of the Programme, each CPU shall agree to select at least one member of its academic staff who will provide teaching and related assistance, as appropriate, to the delivery of the Programme in at least one other CPU that they visit in the course of an Academic Year.
- 22.1.1 The CPUs shall regulate the reception and employment of teaching and administrative staff participating in the mobility programme envisaged by this Agreement in conformity with the legislation and regulations in their jurisdiction and in accordance with the ERASMUS MUNDUS Programme Guide.
- 22.1.2 Staff who participate in the mobility programme will continue to comply with the contractual obligations to their home university and will continue to receive the remuneration and to benefit from the rights they are entitled to according to the legislation and regulations in force in their home country, without any legal or administrative relationship between the staff and the host university. In any case, the home University shall consider the duration of the stay as an ordinary service period for all purposes.
- 22.1.3 The CPUs agree that all financial issues that arise, will have to be negotiated and will depend on the availability of funds allocated to this project by EACEA funding or by potential public or private institutions.
- 22.2 Activities for teaching and administrative staff are as follows:
- 22.2.1 The CEERES Consortium Management Board undertakes to organise joint activities for the teaching staff involved in delivering the Programme from all CPUs; for invited scholars from the APs;
- 22.2.2 The Consortium Committee undertakes to organise joint activities for the administrative staff involved in the Programme from all CPUs.

- 22.3 At least 4 invited master class/guest lecturers for each of the 4 Intakes of Students would be engaged in EMJMD activities for at least 8 weeks in total (56 days) (see ERAMUS + Programme guide [EMJMD section]) will be financed by the CEERES Consortium.

## 23. STUDENT MATTERS

- 23.1 Each Student shall enjoy the privileges and access to resources throughout the Programme and be subject to the regulations of each CPU during their mobility period with each CPU. Students are Registered with their respective degree-awarding CPUs at all times. UT and UoG will provide the Student's documentation to the degree-awarding CPU that the Student will choose for 3rd semester mobility. The Student is obliged to provide any additional documentation required by the regulations of the degree-awarding CPU.
- 23.2 Students will be registered with UT and UoG from the start of the Programme. In relation to the third semester Students will register with CUB, ISU, JU, KIMEP, UNN or UNSA before commencing their mobility.
- 23.3 The Student must comply with the requirements of the CPU in question as regards documentation for registration procedures and documentation for visa purposes.
- 23.4 The Students' responsibilities are detailed in the CEERES Consortium's Student Agreement, see Appendix 8.
- 23.5 Each CPU assumes no responsibility for any personal property or personal belongings which Students may bring onto its premises and each CPU is expressly released from all liability for any loss or theft of, or any damage to, personal property or personal belongings that may be sustained by Students as a result of participating in the Programme.
- 23.6 Fieldwork activities for dissertation research may be undertaken at any CPU, AP from Year 2, Semester 2 onwards.

## 24. EACEA SCHOLARSHIP STUDENT-CONSORTIUM AGREEMENT

- 24.1 The Consortium AI will receive all scholarships awarded by the EACEA. The CEERES Consortium will use a specific scholarship Student Agreement, for eligible Students, which has to be signed by the Students applying for an EMJMD scholarship to facilitate the administrative and financial relations between the CEERES Consortium and the Student. The Programme Participation Costs will be deducted directly from the EMJMD scholarship. The Student will sign the "Erasmus Mundus scholarship conditions" prior to receiving any payment. The EMJMD scholarship payments will be transferred to the student bank account.

## 25. INTELLECTUAL PROPERTY

- 25.1 Any Background Intellectual Property shall at all times remain the sole and exclusive property of the CPU to whom that Background Intellectual Property belonged prior to the commencement of this Agreement. Each of the CPUs hereby grants to the other CPUs a non-exclusive and non-transferable license to use that first CPU's Background Intellectual Property to the extent necessary to fulfill the other CPUs' obligations under this Agreement and the Programme Schedule.
- 25.2 Any Foreground Intellectual Property shall be, subject to any written agreement between the CPUs to the contrary, the sole and exclusive property of the CPU creating or developing it. Each CPU hereby grants to the other CPUs a non-exclusive, royalty-free and non-transferable license to use its

Foreground Intellectual Property to the extent necessary to fulfill their obligations under this Agreement and any Programme Schedule.

- 25.3 Any Foreground Intellectual Property created or developed by the Student will be owned by the Student unless otherwise agreed in writing by the Parties.
- 25.4 The CPUs will ensure that all communications relating to Foreground Intellectual Property are kept strictly confidential.
- 25.5 The CPUs shall not disclose any Intellectual Property which belongs to the other CPUs to third parties without the prior written consent of the owner of that Intellectual Property. If Foreground Intellectual Property is developed jointly between Students and/or a CPU or between two or more CPUs, the CPUs and/or Student (as applicable) will agree which of them shall manage that Foreground Intellectual Property and will ensure that any necessary assignments are obtained.

## 26. **INSURANCE AND INDEMNITY**

- 26.1 Each CPU (each an **Indemnifying CPU**) shall and hereby agrees to indemnify the other CPUs (each an **Indemnified CPU**) in full in respect of liabilities, costs, damages and losses (excluding any indirect or consequential losses or losses of profit) incurred or suffered by or imposed upon an Indemnified CPU (including without limitation claims made by a Student and/or staff of any CPU) arising out of, or in connection with, any failure of the Indemnifying CPU to perform or discharge any of its obligations or liabilities under this Agreement or which arise as a result of the negligence of the Indemnifying CPU.
- 26.2 The indemnity given under Clause 26.1 shall not apply to any loss, liability or damage to the extent that such loss, liability or damage is attributable to the fault, negligence or willful misconduct of the Indemnified CPU or any of its officers, employees, or agents.
- 26.3 Each CPU, with the exception of UT, will obtain and/or maintain at all times during the period of this Agreement appropriate insurance policies covering any negligent acts, errors or omissions, employer's liability, public liability, professional indemnity insurance in respect of its involvement in the Programme in amounts which are reasonable and customary for academic institutions of comparable size and undertaking similar activities as the CPUs.
- 26.4 Each CPU, with the exception of UT, will, on request, provide written proof of the existence of such insurance policies to the other CPUs.
- 26.5 The Indemnified CPU shall, in respect of any claim for which it will seek indemnity within the terms of this Agreement, as soon as reasonably practical after becoming aware of the claim:
  - 26.5.1 Provide the Indemnifying CPU with reasonable details of the claim and thereafter provide the Indemnifying CPU in a timely manner, with such information relating to the claim as may reasonably be requested;
  - 26.5.2 Not make, and use its reasonable endeavours to procure that there is not made, any admission of liability, except with the prior written consent of the Indemnifying CPU, such consent not to be unreasonably withheld or delayed;
  - 26.5.3 Keep the Indemnifying CPU regularly informed of the progress of the claim;
  - 26.5.4 Use its reasonable endeavours to procure that the handling of the claim is carried out and conducted in all material respects in accordance with such reasonable written directions as may be given by the Indemnifying CPU; and

26.5.5 Not settle or compromise the claim, and procure that the claim is not settled or compromised, except with the written consent of the Indemnifying CPU, which consent shall not be unreasonable, withheld or delayed.

## 27. LIMITATION OF LIABILITY

- 27.1 Subject to Clause 27.2, the CPUs agree that the liability of each CPU under this Agreement shall not exceed the cumulative Fees payable by Students to UoG in the preceding twelve (12) month period in relation to the Programme or £100,000 GBP whichever is greater, provided that this Clause (27.1) shall not limit the indemnity granted under Clause 26 (Insurance and Indemnity) or any liability arising under Clause 25 (Intellectual Property).
- 27.2 In no circumstances shall any CPU be liable for any loss, damage, costs or expenses of any nature that is: (i) of an indirect, special or consequential nature; or (ii) any loss of profits (whether direct or indirect) or goodwill which arises directly or indirectly from that CPU's breach or non-performance of this Agreement, or negligence in the performance of this Agreement, or from any liability arising in any other way out of the subject matter of this Agreement, save that nothing in this Agreement excludes any liability for death or personal injury, liability for fraud or fraudulent misrepresentation or any other liability which cannot by law be excluded.
- 27.3 Force Majeure
- 27.3.1 None of the CPUs shall be responsible to another CPU for any delay in performance or non-performance due to Force Majeure (which, for the purpose of this Agreement, means any cause preventing any CPU from performing any or all of its obligations which arise from or are attributable to the acts, events, omissions or accidents beyond the reasonable control of the CPU so prevented, including without limitation, any strike, lock-out or other form of industrial action, war, riot, civil commotion, terrorism, malicious damage, compliance with law or governmental order, rule, regulation or direction, accident, breakdown of plant or machinery, fire, flood, storm or other natural disasters).
- 27.3.2 The affected CPU shall promptly upon occurrence of any such causes inform the other CPUs, stating that such cause has delayed or prevented its performance hereunder and thereafter such CPU shall take all action within its power to comply with the terms of this Agreement as fully and promptly as possible. Should the Force Majeure in question prevail for a continuous period in excess of one (1) month, the CPUs shall enter into discussion with a view to alleviating its effects or to agreeing upon such alternative arrangements as may be fair and reasonable. Throughout the duration of the Force Majeure event/s, the affected CPU shall use its reasonable efforts to cure or reduce the effect thereof.

## 28. TERM AND TERMINATION

- 28.1 Subject to Clauses 28.2 and 28.3 (Term and Termination), this Agreement shall be effective from the Commencement Date for a period of 5 years (the **Term**) following which it shall automatically terminate unless otherwise agreed between the CPUs.
- 28.2 If following any review under Clause 14 (Academic Standards and Quality) or Clause 31.15 (General) the collaboration is not operating to the reasonable satisfaction of any CPU, or the academic standards of the Programme or any course under the Programme Schedule are not in the reasonable opinion of any CPU being maintained by another CPU, that CPU may terminate this Agreement immediately without penalty (subject always to Clause 28.5) upon written notice to the other CPUs.

- 28.3 This Agreement may be terminated by each CPU without penalty:
- 28.3.1 on six (6) months' prior written notice to the other CPUs, without cause; and/or
- 28.3.2 by written notice to the other CPUs if another CPU:
- (i) materially breaches this Agreement (and the breach, if capable of remedy, is not remedied within thirty (30) days following the date of notice requiring the breach to be remedied);
  - (ii) engages in conduct that is prejudicial to the reputation of the CPU serving notice; or
  - (iii) enters into insolvency or equivalent proceedings.
- 28.4 Following the expiry or termination of this Agreement for any reason each CPU shall return to the other CPUs at its own expense all materials in its possession belonging to the other CPUs relating to this Agreement or the Programme and shall return or destroy (at the option of the relevant other CPU) all confidential information of the other CPUs then in their possession or control provided always that each CPU shall be entitled to retain copies of confidential information as may be required by it in order to comply with any law or regulatory requirement.
- 28.5 The CPUs shall ensure that upon expiry or termination of this Agreement, satisfactory arrangements are put in place for all existing Students on the Programme, or who have accepted a place on the Programme, to complete the Programme. The relevant terms of this Agreement will continue in force to the extent necessary to allow such Students to complete the Programme and be assessed for the Multiple Degree.
- 28.6 Subject always to Clause 28.5 withdrawal of the Programme during the Term may only be made by written agreement between all CPUs and in accordance with the timescales and any other limitations set out in the policies of the Administering Institution.
- 28.7 Termination of this Agreement will not affect the rights of each CPU against the other in respect of the period up to and including the date of termination. Notwithstanding the foregoing, Clauses 1 (Interpretation), 3 (Responsibilities of all CPUs), 5 (Responsibilities of the Administering Institution), 6 (Further Responsibilities), 7.3 and 7.4 (Admissions and Registration), 13 (Academic Appeals, Student Complaints and Conduct), 17 (Finance) (to the extent any Fees remain unpaid as at the termination date), 20 (Marketing and Publicity), 25 (Intellectual Property), 26 (Insurance and Indemnity), 27 (Limitation of Liability), 28 (Term and Termination), 29 (Confidential Information and Data Protection), 30 (Dispute Resolution) and 31 (General) shall survive termination and/or expiry of this Agreement.

## 29. **CONFIDENTIAL INFORMATION AND DATA PROTECTION**

- 29.1 Each CPU shall not, during the term of this Agreement or at any time thereafter, disclose to any third party any confidential information of the other CPUs or make use of any such confidential information except as necessary to fulfil its obligations under this Agreement. This Clause 29.1 shall not apply to any confidential information which:
- (i) becomes generally known to the public, other than by reason of an act or omission of the recipient;
  - (ii) is required to be disclosed pursuant to any applicable laws or to any competent governmental, statutory or supervisory body to which the relevant CPU is subject;
  - (iii) is required to be disclosed pursuant to any court order; or

(iv) is disclosed by a CPU to its professional advisers.

29.2 CPUs acknowledge that UoG is subject to the Freedom of Information (Scotland) Act 2002 ("**FOISA**") (as may be amended). The other CPUs will provide reasonable assistance to UoG to enable UoG to comply with its information disclosure requirements under FOISA. UoG will be permitted to disclose confidential information of the other CPUs in response to a Request for Information (as defined under FOISA), and any such disclosure shall not be a breach of Clause 29.1.

29.3 The CPUs shall enter into a separate data sharing agreement in respect of the sharing of any personal data necessary for the performance of their obligations under this Agreement prior to the sharing of any such personal data.

## 30. **DISPUTE RESOLUTION**

30.1 If at any time a dispute arises in connection with this Agreement or if a Party considers that the other Party is in breach of any of the terms of this Agreement, then prior to raising any court action the Parties agree to first implement the following settlement procedure:

30.1.1 the Party raising the dispute (the "**complaining Party**") will submit a detailed written notice formally requiring the other Party to take steps to remedy or prevent the breach or other conduct or omission in respect of which the dispute has arisen;

30.1.2 if within fourteen (14) days (or such other period as may be agreed between the Parties) of receipt of the notice described in Clause 30.1.1 the other Party fails to agree to perform a course of action which satisfies the complaining Party (acting reasonably), the latter may convene a meeting at a mutually convenient time but not later than thirty (30) days following the date of the formal written notice described in Clause 30.1.1. If the complaining Party convenes such a meeting, appropriate senior representatives of each Party must meet in order to attempt a resolution of the dispute.

30.2 Throughout the settlement procedure described in this Clause 30, the Parties agree to use all reasonable efforts to resolve the dispute in good faith.

30.3 If the dispute has not been resolved within sixty (60) days of receipt of the notice under Clause 30.1.1, either Party may take such further steps as it considers appropriate to resolve the dispute, including the initiation of court proceedings under Clause 32.

30.4 Nothing in this Clause 30 shall operate to restrict either Party's rights to apply to a court for the preservation of its legal rights or for emergency or interlocutory or interim relief (including, for the avoidance of doubt, interim interdict).

## 31. **GENERAL**

31.1 Any access and/or use by:

(i) staff of any CPU; or (ii) Students, of any resources under this Agreement is subject to the policies and procedures of the CPU which granted access to those resources. Resources include IT facilities, library resources, publications, databases or other material resources. Each CPU will ensure that its staff and Students are made aware of all applicable policies and procedures of the CPU which granted access to the resources.

31.2 Each CPU shall at all times comply with the Relevant Requirements, shall have and maintain appropriate policies and procedures to ensure compliance with the Relevant Requirements (which it shall enforce where appropriate) and shall immediately notify other CPUs of any demand for any



undue financial or other advantage of any kind received by it in connection with the Programme or this Agreement.

- 31.3 Further cooperation projects, including intensive courses, distance learning, joint research, organisation of seminars, symposia, and meetings on common interest topics and all other activities aimed at consolidating the cooperation will be encouraged by all CPUs. These projects shall be agreed by the interested CPUs and subject to separate agreements.
- 31.4 None of the CPUs discriminate against any Students or any member of staff on the basis of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex or sexual orientation.
- 31.5 Each CPU shall at all times comply with applicable health and safety and environmental laws in its relevant jurisdiction.
- 31.6 No failure or delay on the part of any CPU to exercise any right or remedy under this Agreement shall be construed as a waiver thereof, nor shall any single or partial exercise of any right or remedy preclude the further exercise of such right or remedy.
- 31.7 No CPU shall have the right to assign, delegate, transfer or otherwise dispose of its rights and/or obligations under this Agreement without the prior written consent of the other CPUs. No CPU shall sub-contract any of its obligations under this Agreement or any aspect of the delivery of the Programme (including without limitation any course) for which it is responsible under the Programme Schedule without the prior written consent of the other CPUs.
- 31.8 Any notice required to be given under this Agreement shall be served by international courier, with recorded delivery, and addressed to the other CPUs at the addresses set out above or such other addresses as notified for this purpose from time to time, marked for the attention of, in the case of UoG, the Secretary of Court of the University of Glasgow; in the case of the CPUs, the equivalent representative.
- 31.9 This Agreement shall not be varied other than in writing, signed by the duly authorized representatives of each of the CPUs.
- 31.10 Nothing in this Agreement shall create, nor is intended to create a corporate partnership or joint venture between the CPUs and nothing in this Agreement is intended to create any joint liability, or joint and several liabilities, between UoG and the other CPUs. UoG and the other CPUs shall each be liable only for their own acts and omissions and for performance of (or failure to perform) their own obligations under this Agreement, and none of them shall be liable to any third party for any loss or damage arising out of another CPU's acts or omissions including but not limited to any breach of the terms of or failure to perform fully the obligations contained in this Agreement.
- 31.11 In the event that any CPU undergoes a change of control (as defined in section 416 of Income and Corporation Taxes Act 1988), a change of status or a change in ownership that CPU shall inform the other CPUs in writing as soon as reasonably practical.
- 31.12 This Agreement constitutes the entire agreement between the CPUs and supersedes all other agreements, statements, representations or warranties made by or between the CPUs in respect of the subject matter. The CPUs acknowledge that in entering into this Agreement none of them has relied on, nor shall have any remedy in relation to, any such statements, representations or warranties not set out in this Agreement.
- 31.13 This Agreement is written in the English language. If this Agreement is translated into any other language, the English language version shall prevail. Any notice given under or in connection with this Agreement will only be effective if it is in the English language.

- 31.14 Sufficient original copies of this Agreement (one for each CPU and one for the EACEA) will be signed by all CPUs and each copy is equally valid.
- 31.15 This Agreement represents the complete understanding of the CPUs with respect to the subject matter hereto.
- 31.16 The CPUs will conduct a review of this Agreement at least once in each Academic Year.
- 31.17 Where executed in counterparts:
- 31.17.1 this Agreement shall not take effect until all of the counterparts have been delivered; and
- 31.17.2 delivery will take place when the date of delivery is agreed between the parties after execution of this Agreement as evidenced by the date inserted at the start of this Agreement.

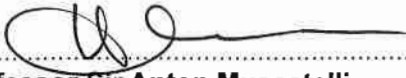
## **32. GOVERNING LAW**

This Agreement is to be governed by the Laws of Belgium and the CPUs hereby irrevocably agree that the Belgian Court shall have exclusive jurisdiction to settle any dispute or claim that arises out of or in connection with this Agreement or its subject matter or formation (including non-contractual disputes or claims).

- 32.1 UT irrevocably waives any right to sovereign immunity with respect to any proceedings raised in the Belgian Courts pursuant to a dispute arising out of or in connection with this Agreement and hereby waives any right to sovereign immunity from execution to which it might otherwise be entitled with respect to the enforcement of any award rendered by the Belgian Courts pursuant to or in connection with this Agreement.

**IN WITNESS WHEREOF** these presents consisting of this and the preceding **43** pages together with the Form of Programme Schedule and appendices appended hereto are signed as follows:

Signed on behalf of The University Court of the University of Glasgow



Professor Sir Anton Muscatelli

Principal and Vice-Chancellor

Date: 3/11/2021

Place: GLASGOW

Witness



[Please sign]

MS FIONA QUINN

[Insert title / first name / surname]

HEAD OF PRINCIPAL'S OFFICE

[Insert role/job title]

Address

PRINCIPAL'S OFFICE

MAIN BUILDING

UNIVERSITY OF GLASGOW

GLASGOW G12 8QQ

Signed on behalf of the University of Tartu



**Mr Taivo Raud**

**Head of Grant Office**



Date: 09.07.2021

Place: Tartu

Witness



[Please sign]

Ms Kadi Erik

[Insert title / first name / surname]

Foreign Funds Coordinator

[Insert role/job title]

Address

Ülikooli 18, 50090 Tartu, ESTONIA

Signed on behalf of Corvinus University of Budapest



**Dr. Zoltán Oszkár Szántó and Dr. Helga Habis**  
**Vice-Rector for International Relations and Accreditations and Dean**

Date: 23 July, 2021.

Place: Budapest



Financially countersigned by:



**Ildikó Such**  
**CFO**

Legal countersigned by:



**dr. Barbara Bíró**  
**Head of Legal Affairs, Legal Adviser**

Date: 23 July, 2021.

Place: Budapest

Date: 23 July, 2021.

Place: Budapest

Witness

.....  
[Please sign]

.....  
[Insert title / first name / surname]

.....  
[Insert role/job title]

Address

.....  
.....  
.....  
.....

Signed on behalf of Ilia State University

  
.....  
**Professor Dr. Giga Zedania**  
**Rector**

Date: 22.03.2021

Place: Tbilisi, Georgia

Witness

  
.....  
[Please sign]

Tinatin Kadagishvili  
.....  
[Insert title / first name / surname]

Head of Rector's office  
.....  
[Insert role/job title]

Address

3/5 K. Cholokashvili Avenue  
Tbilisi, Georgia  
.....  
.....

Signed on behalf of the Jagiellonian University, Kraków



.....  
Professor dr hab. Piotr Kuśtrowski

Vice Rector for Research

Date: ..... 22.12.2021

Place: ..... Kraków

Witness

.....  
[Please sign]

Marek Sokół

.....  
[Insert title / first name / surname]

Zastępca Kwestora  
(Głównego Kolegowego)  
Uniwersytetu Jagiellońskiego

  
mgr Marek Sokół

DEPUTY BURSAR FOR STRUCTURAL FUNDS  
AND INTERNATIONAL PROGRAMS

.....  
[Insert role/job title]

Address

24 GOŁĘBIA STR.

31-007 KRAKÓW

POLAND

Signed on behalf of KIMEP University



.....  
Dr Joseph Luke

*Joseph Luke*

Acting Vice President of Academic Affairs

Date: *July 28, 2021*

Place: *Almaty, Kazakhstan*

Witness

*[Signature]*

.....  
[Please sign]

Dr. Gerald Pech  
[Insert title / first name / surname]

Dean of College of Social Sciences  
[Insert role/job title]

Address

050010 Almaty Kazakstan

Abay avenue, 4, office 505

.....

.....

*[Signature]*



*[Handwritten signature]*



Dr Elena Zagainova

Rector

Date: *May, 25, 2021*

Place: *Nizhny Novgorod, Russia*

Witness

*[Handwritten signature]*  
[Please sign]

*Dr. Irina Leonova*  
[Insert title / first name / surname]

*International Affairs*  
[Insert role/job title]

*Faculty of Social  
Sciences, Deputy Dean*

.....  
.....

Signed on behalf of the University of Sarajevo

Prof. Dr. Rifat Skrijelj

→ Rector

0101-12811/21

Date:

10.12.2021.

Place:

Sarajevo

Witness

[Please sign]

Prof. Dr. Mirza Dautbašić

[Insert title / first name / surname]

Vice Rector for Research

[Insert role/job title]

Address

Obala Kulina baka 7/2

71000 Sarajevo

Bosnia and Herzegovina



Signed on behalf of National University of Kyiv-Mohyla Academy

  
.....  
Dr. Oleksandra Humenna  
Acting President



Date: 10 December 2021

Place: Kyiv, Ukraine

Witness

  
.....  
[Please sign]

Mrs. Larysa Chovnyuk  
[Insert title / first name / surname]

Head of International Office  
[Insert role/job title]

Address

National University of Kyiv-Mohyla Academy  
2 Skovorody str.  
Kyiv 04070  
Ukraine

## PROGRAMME SCHEDULE

**This is the Programme Schedule referred to in the Consortium Agreement between UoG, UT, CUB, ISU, UJ, KIMEP, UNN and UNSA** (and Key Associate Partner NaUKMA)

**Overarching Programme Title: Central and East European, Russian and Eurasian Studies**

For the collaboration between:

Consortium Partner Universities

- (1) The University of Glasgow (UoG)
- (2) The University of Tartu (UT)
- (3) Corvinus University of Budapest (CUB)
- (4) Ilia State University (ISU)
- (5) The Jagiellonian University (UJ)
- (6) KIMEP University (KIMEP)
- (7) National Research Lobachevsky State University of Nizhny Novgorod (UNN)
- (8) University of Sarajevo (UNSA)

And Key Associate Partner

- (1) National University of Kyiv-Mohyla Academy (NaUKMA)

for the delivery of the Programme described in Table A below in accordance with the Agreement

**IT IS HEREBY AGREED as follows:**

- A. The CPUs shall work together to deliver the Programme in accordance with Table A and Table B below. The terms of the Agreement shall apply to this Programme Schedule.
- B. In the case of conflict between the Programme Schedule and the Agreement, the terms of the Agreement shall prevail.
- C. This Programme Schedule shall be effective from the Commencement Date, and shall continue until the last Intake of Students has completed the Programme, unless the Agreement is terminated earlier in accordance with Clause 28 (Term and Termination) the Agreement. The number of consecutive Intakes shall be as specified in Table A below.

**Table A – Programme Details**

<p><b>Jointly Awarded Degree</b></p>	<p>International Master UoG and UT</p>
<p><b>Double Degree</b></p>	<p>Magister (mgr) (UJ) awarded with joint degree from UoG and UT Master of Arts (MA) (UNSA, CUB, UNN) awarded with joint degree from UoG and UT Master (M) (KIMEP) awarded with joint degree from UoG and UT Master of Caucasus Studies (ISU) awarded with joint degree from UoG and UT</p>
<p><b>Individual Programme title</b></p>	<p>UoG: Central and East European, Russian and Eurasian Studies (joint degree) UT: Central and East European, Russian and Eurasian Studies (joint degree) CUB: Political Science (Central and East European, Russian and Eurasian Studies) ISU: Central and East European, Russian and Eurasian Studies UJ: European Studies (Central and East European, Russian and Eurasian Studies) KIMEP: International Relations UNN: Sociology of Politics and International Relations (Central and East European, Russian and Eurasian Studies) UNSA: International Relations and Diplomacy (Central and East European, Russian and Eurasian Studies)</p>
<p><b>Administering Institution</b></p>	<p>The University of Glasgow</p>
<p><b>CPU award combinations</b></p>	<p>UoG, UT, CUB UoG, UT, UJ UoG, UT, UNSA UoG, UT, UNN UoG, UT, ISU UoG, UT, KIMEP</p>

<b>Summer School</b>	Delivered at UoG by CUPs and KAPs (non credit-bearing)
<b>Level of study &amp; Credits</b>	Postgraduate, Master (120 ECTS)
<b>Nature of Award</b>	Full time, 2 years
<b>Commencement Date</b>	first Intake from 30 August 2021
<b>Number of consecutive Intakes</b>	4: to start in 2021 finishing in 2026
<b>Entry Requirements</b>	<p>2.1 Honours degree or the equivalent (e.g. a Grade Point Average of 75%) (i.e. Bachelors degree or equivalent with 180 ECTS credits completed)</p> <p>IELTS 6.5 (with no subset less than 6.0) or equivalent (if English is not a Student's first language and their undergraduate degree was not undertaken in an English speaking country, as recognised by the UK Home Office).</p>
<b>Application process</b>	All Students will apply to the Administering Institution who will process the applications on behalf of the CPUs, following agreed entry criteria.
<b>Application statement and references</b>	<p>Two written references are required at least one should be from an academic the Student has studied with. Applicants will be asked to detail the following in the Supporting Personal Statement: i) motivation for choosing the Programme (250 words); ii) suitability for the Programme (250 words); and iii) an explanation of research interests and teaching placement aims / practice aims (500 words).</p> <p>In the application, Students will also be asked to declare their semester 3 pathway preference so that the split of the cohort numbers can be anticipated/estimated.</p>
<b>Scholarship Applications process</b>	<p>To be eligible to be considered for a scholarship, Students must first have secured a place on the degree Programme (unconditional or conditional). The University of Glasgow postgraduate admissions office will assess all applications and reply directly to the Applicant to let them know if they have been offered a place. Applicants who receive an offer of a place on the degree Programme, and who have submitted the scholarship application on time, will be put forward to the scholarship competition.</p> <p>The ASSC will assess each application according to the following criteria:</p> <ul style="list-style-type: none"> <li>• Academic Merit (e.g. relevance and level of academic qualifications) – 30%</li> <li>• Supporting Personal Statement – 45%</li> <li>• Quality of Academic References – 10%</li> <li>• Other (e.g. relevant research/professional experience/interests) – 15%</li> </ul>

<b>3<sup>rd</sup> Semester minimum numbers guideline</b>	12 Students is seen as the minimum sustainability requirement for the whole cohort so that a minimum of two students go to each of the six 3 <sup>rd</sup> semester CPUs.
<b>Diversity</b>	<p>In relation to successful applicants for the EACEA scholarships for an EMJMD: without prejudice to high academic standards and in order to ensure geographical and gender diversity among Students, the CEERES Consortium shall respect the following basic criteria when selecting Students for EACEA Scholarships:</p> <ul style="list-style-type: none"> <li>• no more than three of the Students selected for an Erasmus Mundus scholarship should have the same nationality;</li> <li>• the majority gender of EACEA Scholarship Students in each Intake will be no more that 70% of Students.</li> </ul>
<b>Timetable, courses, mobility periods and ECTS.</b>	<b>The Main Structural Features of CEERES (CPUs, Overall Credits and Length)</b> [See Appendix 6]
<b>Liability cap (if applicable)</b>	As set out in Clause (24)



**Fees**

**Tuition Fees and Fee Waivers by Student Status**

The rate of exchange for EUROS from GBP for setting the tuition fees charged to Students will be taken from the EACEA currency converter for the month of September (when the programme is advertised for the following Intake) rounded up to the nearest multiple of £25.

[http://ec.europa.eu/budget/contracts\\_grants/info\\_contracts/infoeuro/infoeuro\\_en.cfm](http://ec.europa.eu/budget/contracts_grants/info_contracts/infoeuro/infoeuro_en.cfm).

This table was submitted with the application to the EACEA in February 2020.

<i>Financial Calculation for 60 ECTS in year 1 (60 credit-bearing, and 60 ECTS) in year 2 (120 ECTS in total) and a Summer School</i>	<i>Estimated UoG Fee (€) for 2yr Programme (21/22– 22/23)</i>	<i>Estimated CEERES Fee (€) for 2yr Programme (21/22 – 22/23)</i>	<i>Approximate % of Fees waived by CEERES Consortium</i>
<b>SELF-FUNDED STUDENT FEES</b>			
<b>EU Student from EU Programme Countries</b>	€15,000	€14,300	- €700, - 4.7%
<b>Non-EU Student from Partner &amp; Programme Countries</b>	€30,000	€29,000	- €1,000, - 3.4%
<b>SCHOLARSHIP STUDENT PARTICIPATION CONTRIBUTION</b>			
<b>Home/EU Student from EU Programme Countries</b> (Belgium, Bulgaria, Czech Republic, Denmark, Germany, Estonia, Ireland, Greece, Spain, France, Croatia, Italy, Cyprus, Latvia, Lithuania, Luxembourg, Hungary, Malta, Netherlands, Austria, Poland, Portugal, Romania, Slovenia, Slovakia, Finland, Sweden, United Kingdom)	€15,000	€9,000 (max contribution to participation costs): annual = €4,500	- €6,000 - 40%
<b>Non-EU Student from non-EU Programme Countries</b> (North Macedonia, Iceland, Liechtenstein, Norway, Turkey, Serbia)	€30,000	€9,000 (max contribution to participation costs): annual = €4,500	- €21,000 - 70%
<b>Non-EU Student from Partner Countries</b>	€30,000	€18,000 (max contribution to participation costs): annual = €9,000	- €12,000 - 40%

4 x 50% fee waivers will be shared equally between the CPUs (2 International and 2 EU)

NaUKMA as a Key AP, will receive a fixed fee per student for semester 1, for teaching provision on the joint course and pro rata payments for dissertation supervision.

The Fees are fixed for each Intake. However for each new Intake, Fees are subject to change as there will be an annual increase at least in line with inflation. Fees depend on the Students' fee status (EU or non-EU) – see table above.

Self-funded Students will pay the Fees to the AI at the beginning of each Academic Year or they can choose to pay by instalments.

Payment for each Intake to CPUs will be made by the Coordinating Institution in the month of June each year with invoices being issued in May.

**Programme Fee reductions and waivers (Preparatory year)**

The Consortium has built into its finance model the following

- Competitive annual Fee Waiver scholarships: 2 x 50 percent Fees waiver scholarships for non-EU Students and 2 x 50 percent Fees Waivers



	scholarships for EU Students.
<b>Payment of tuition fees and participation costs to CPUs-</b>	A universal payment per ECTS is calculated for each intake taking into account the number of students that represent each of the five types of student fee status/participation cost
<b>Partner Payments</b>	Finally, a weighting in UoG's favour is also applied to the calculation for its share of the tuition fees/participation costs which enables UoG to cover its delivery costs, administration costs and promotion costs of CEERES. The weighting will vary between 0.5 and 0.8 for each intake, depending on the number of registrations for each type of tuition fee/participation costs status.  The universal payment per ECTS is then applied against the weighted credits per CPU to calculate the fee for each CPU.
<b>Numbers of Students</b>	Minimum of 20 Students per Intake (including Scholarship Students). Maximum of 40 Students per Intake (including Scholarship Students) or as may be decided in writing by the CEERES Consortium.
<b>Registration</b>	Students will be Registered at both UT and UoG from the start of the Programme. Registration at UoG, UT, CUB, ISU, UJ, KIMEP, UNN and UNSA will take place from August to October of Year 2. Once Registered Students will be eligible to access all the e-resources and e-platforms of a CPU.
<b>Timetable</b>	Students will attend a combination of three Degree Awarding CPUs (UT, UoG and CUB or UJ or UNSA or UNN or ISU or KIMEP for semesters 1, 2 and 3 within Academic Years that start on the Monday closest to the 1 <sup>st</sup> of September* and finish in early September. The first summer has a summer school at UoG and the 2 <sup>nd</sup> summer is an extension of the writing up period for the final, 4 <sup>th</sup> , semester when the dissertation is written.  *UJ academic year begins on 1 <sup>st</sup> October and ends 30 <sup>th</sup> September * UNN academic year begins on 15 <sup>th</sup> October and ends 30 <sup>th</sup> June  Care has been taken to ensure that Students have a balanced work load with 30 ECTS being delivered and assessed during each semester: 4 semesters = 120 ECTS.
<b>Mobility periods and placements with CPUs</b>	Each Intake will move as a group between UT and UoG in the first year. In the second year Students will spend the third semester with CUB or UJ or UNSA or UNN or ISU or KIMEP, depending on their specialism. Students will have the opportunity to do a placement in the 3 <sup>rd</sup> semester. The fourth and final semester destination, when the dissertation is being written, is spent at the Semester 3 CPU, UT or UoG. The choice is dependent on research topic. Within Semester 4 Students may also take part in a further interim, non-credit bearing short mobility period (for data collection). The courses at each CPU will be delivered by the CPU where the Students are based as well as staff from other CPUs (see colour coding in the Mobility period table in Appendix 6).
<b>Summer School</b>	Between semesters 2 and 3, Students attend a summer school at UoG. The courses that are studied during the summer school are non-credit bearing.

## Table B – Responsibilities

The CPUs shall each be responsible for the activities listed below marked with an "X" and the policies and procedures of that CPU shall apply in respect of each item subject to the terms of Clauses 3, 4, 5 and 6 of the Consortium Agreement.

ITEM	UoG <small>Administering Institution</small>	UT	UJ	CUB	UNSA	UNN	KIM EP	ISU
1. Marketing the Programme in jurisdiction of Administering Institution	X							
2. Marketing the Programme in the jurisdiction of each CPU		X	X	X	X	X	X	X
3. Management of the application process, including responding to enquiries and initial review of applications	X							
4. Making decisions on applications about whether an Applicant has met the Entry Requirements	X							
5. Making decisions on applications about whether an Applicant should be made a formal offer to study on the Programme and when applicable whether a Scholarship should be offered.	X	X	X	X	X	X	X	X
6. Issuing offers to Applicants and notifying Students of the relevant Fees for the programme.	X							
7. Ensuring Applicants are fully advised of the financial requirements (including but not limited to the need for successful self-funded applicants to be financially sustainable for the whole period of the study)	X							
8. Providing Applicants with advice on immigration and visa requirements in the jurisdiction of the Administering Institution	X							

ITEM	UoG <small>Administering Institution</small>	UT	UJ	CUB	UNSA	UNN	KIM EP	SU
9. Providing Applicants with advice on immigration and visa requirements in the jurisdiction of each CPU where Students spend a mobility period		X	X	X	X	X	X	X
10. Making Applicants aware that securing the offer of a place on the Programme does not guarantee entry to study in the relevant jurisdiction and that it shall be the Applicant's responsibility to obtain the necessary visa and/or permits	X							
11. Monitoring and reporting attendance of sponsored Students in accordance with UK Home Office legislation (where relevant)	X							
12. Monitoring and reporting attendance of Students in accordance with legal requirements in the jurisdiction of each other CPU where Students spend a mobility period		X	X	X	X	X	X	X
13. Upon registration at UT & UoG: <ul style="list-style-type: none"> <li>providing Students with a registration number and card (where applicable), on-line access to appropriate resources subject to the Student's compliance with the relevant policies and providing orientation;</li> <li>induction for Students and reasonable assistance finding accommodation</li> </ul>	X	X						

ITEM	UoG <small>Administering Institution</small>	UT	UJ	CUB	UNSA	UNN	KIM EP	ISU
14. Upon registration at other CPUs <ul style="list-style-type: none"> <li>providing Students with a registration number and card, on-line access to appropriate resources subject to the Student's compliance with the relevant policies and providing orientation.</li> </ul>			X	X	X	X	X	X
15. Prior to arrival at CPUs (other than UoG and UT), provide reasonable assistance to Students to help them find accommodation and upon arrival provide induction sessions for Students			X	X	X	X	X	X
16. General administration of the Programme	X							
17. Delivering the relevant courses (including the development and provision of teaching materials): See Appendix 6 for list of courses.	X	X	X	X	X	X	X	X
18. Providing Summer school course	X							
19. General Administration of the assessment process (central gathering and distribution of marks)	X							
20. Co-ordination of selection of dissertation Supervisors		X						
21. Co-ordination of staff mobility				X				
22. Co-ordination of Student placements			X					
23. Local monitoring of Student placements			X	X	X	X	X	X
24. Co-ordination of Student mobility		X						
25. Local monitoring of Student mobility periods	X	X	X	X	X	X	X	X
26. Co-ordination of summer school	X							
27. Management of website	X							
28. Contribution to CEERES website	X	X	X	X	X	X	X	X

ITEM	UoG <small>Administering Institution</small>	UT	UJ	CUB	UNS A	UNN	KIM EP	ISU
29. Co-ordination of the following committees/groups: <ul style="list-style-type: none"> <li>• CEERES Consortium Management Board (CMB)</li> <li>• Applications &amp; Scholarships Selection Committee (ASSC)</li> <li>• International Support and Staff – Student Liaison Committee (ISSSLC)</li> <li>• External International Advisory Board (EIAB)</li> </ul>	X							X
30. Co-ordination of the following committees/groups: <ul style="list-style-type: none"> <li>• Joint Board of Examiners (JBoE)</li> </ul>		X						
31. Co-ordination of the following committees/groups: <ul style="list-style-type: none"> <li>• Teaching, Learning and Quality Assurance Group (TLQAG)</li> </ul>						X		
32. Decisions as to whether a Student should continue on the Programme and be assessed for the UoG award	X							
33. Conferring of the Joint UoG/UT award	X							
34. Conferring of the award from another CPU		X	X	X	X	X	X	X

## Appendix 1: Composition and Remit for the Consortium Management Board

### Consortium Management Board

The Consortium Management Board (CMB) will have overall responsibility for the strategy, priorities and management of the Programme. Day-to-day management will be devolved to the Programme directors who may be supported by a course team that will report to the CMB.

#### 1. Composition

1.1 The CEERES CMB shall normally comprise:

- the Heads of the Departments/Schools in which the Programme is located in each CPU (or their nominees);
- two representatives appointed by UoG in accordance with Clause 5.3;
- the Programme Directors;
- representatives of the group of staff with responsibility for teaching major elements or for key aspects of the Programme; and
- Student representation.

1.2 The membership can be added to by co-option to obtain particular expertise.

#### 2. Terms of Reference

2.1 The CEERES CMB will normally meet at least twice a year and will report to the Senate of the Administering Institution in accordance with the normal procedures of the Administering Institution.

2.2 The remit of the CMB is set out below:

- a) Monitoring and ensuring that the terms, conditions and expectations that were originally approved/agreed between the CPUs have been, and continue to be, met;
- b) Provision of ongoing risk management and the maintenance of a risk Register in relation to the Programme;
- c) Oversight of the recruitment and admission of Students;
- d) Oversight of the operation of the Programme (e.g. staffing, timetabling, accommodation);
- e) Oversight of Student assessment including assessment requirements and Joint Boards of Examiners;
- f) Identification of Programme-related resource needs;
- g) Oversight of the production and maintenance of comprehensive Student course documentation;
- h) Monitoring and evaluation of the Programme including External Examiner reports and follow up actions;
- i) Production of annual reports, including an annual financial report.
- j) Approval of the annual course monitoring/technical report(s) for the Programme,
- k) Recommendations relating to initial approval and subsequent modification of the Programme and regulations;
- l) Nomination and appointment of Programme External Examiner;
- m) Setting the level of tuition Fees;
- n) Oversight of the management of Fees, including the allocation, disbursement and monitoring of fee waivers to Students;
- o) Financial responsibility and control of all EMJMD funds, including the allocation, disbursement and monitoring of European grants to Students and scholars. To review and amend the scholarship conditions if necessary.

- p) Responsibility for the quality assurance of the Programme.
- q) Adaptation and update of the joint curriculum to recent developments and to give final approval to new course proposals/amendments.
- r) Definition of common standards for admission, a common application procedure and to organise and oversee a joint Student and scholar selection process.
- s) Operative oversight of the Programme (e.g. staffing, timetabling, accommodation, Student services and CPUs facilities).
- t) Oversight of the production and maintenance of comprehensive Student course documentation.
- u) Monitoring and evaluating the Consortium's Equality and Diversity Policy.
- v) Approval of the annual course monitoring report(s) for the Programme.
- w) Monitoring of staffing levels in accordance with Student numbers and recommendations on staffing levels.
- x) Development of marketing and sustainability strategies for the Programme.

2.3 The CMB will record a minute of each meeting, with points of action noted. Minutes will be made available to consortium on SharePoint.

2.4 The quorum of the CMB shall be eight (8) and shall comprise at least one (1) representative from each CPU.

2.5 The membership of the CMB may be modified by the CPUs in accordance with the Agreement.

## Appendix 2: Composition and Remit for other CEERES Boards, Committees and Groups

- A) **The Applications & Scholarships Selection Committee (ASSC)** is coordinated by UoG. All CPUs are represented on this committee which meets once per semester virtually. APs and NUPs are also invited to attend. The ASSC shall:
- Review admission criteria annually and make necessary changes
  - Define Student quota for the Programme
  - Be responsible for assessing each EACEA scholarship Applicant according to rigorous and transparent admissions criteria
  - Agree on the EACEA scholarship application evaluation of tasks between CPUs
  - Select the students and establish the proposed list of scholarship holders to be sent to the EACEA
  - Select the scholars to be invited and establish the proposed list of scholars to be sent to the EACEA
  - Be responsible for Programme development and sustainability in consultation with the CMB and Non-Academic Users' Advisory Board
- B) **The Teaching, Learning and Quality Assurance Committee (TLQAG)** is coordinated by UNN for the first year after which the chairing will be rotated annually. All Consortium members, including APs and NUPs, are represented on this committee which meets once per semester virtually and also includes 2 Student representatives. The TLQAG shall:
- Be responsible for curriculum development.
  - Be responsible for the maintenance and development of the Moodle intranet, e-learning platform.
  - Be responsible for the development of Student internships and placements.
  - Be responsible for academic standards and quality assurance, including developing and refining Consortium-wide quality assessment processes.
  - Be responsible for organising academic staff training sessions in the Administering Institution and in the other CPUs at the beginning of the Academic Year to promote consistent teaching practices across the Consortium.
- C) **Joint Board of Examiners (JBoE)** is coordinated by UT for the first year after which the chairing will be rotated annually. JBoE consists of: Programme Directors from each CPU; the Programme External Examiner; and other members of academic staff which the CPUs agree from time to time. The JBoE shall:
- Meet at least once per semester as a Review Board and shall meet
    - to review provisional marks for Year 1 CEERES Students at the end of Year 1;
    - to make progression decisions from the taught element to the dissertation;
    - to formally confirm the marks to be submitted to each CPU and approve Students' curriculum choices for the remainder of the Programme;
  - Meet as a Joint Board of Examination to review the marks from the entire 2-year Programme of each Intake of Students and confirm the list of students to be awarded the Multiple Degree, and those Students to be conferred with the grade of 'MERIT' and 'DISTINCTION' and other special



endorsements.

- D) **The International Support and Staff-Student Liaison Committee (ISSSLC)** is coordinated by ISU for the first year after which the chairing will be rotated annually. ISSSLC is a formal opportunity for Student Representatives to be involved in course coordination, implementation and evaluation. It will meet once per semester face to face in the respective CPUs (and virtually in semester 4). Two Students will be elected at the beginning of Year 1, Semester 1 and they will be invited to attend Student Representative Training which is provided by UoG's Student Representative Council. During Year 2 all CPUs have at least one Student representative on the ISSSLC. This Committee's minutes will be circulated to all CEERES Students and relevant academic and administrative staff via Moodle and will be reviewed by the CMB. International support officers from the respective CPUs will participate in these meetings and together with the students shall:
- Review arrangements for student pre-arrival guidance, welcome, networking needs and induction and visa support and other student services as required.
  - Ensure support is in place for Students with families or special needs.
- E) **The External International Advisory Board (EIAB)** will be made up of three or five academic and professional non-academic members related to the subject area, and preferably all of different nationalities. The EIAB will meet once a year after the completion of the first Intake and where possible this will be face to face and will be coordinated by KIMEP for the first year after which the chairing will be rotated annually. Each CPU will put forward 3 candidates in order of preference for the CMB to approach and offer a place on the Board. The aim of the EIAB will be review to the CMB reports and offer feedback and evaluation.

### Appendix 3: Grade Conversion Equivalent Table

Course marks from CPUs will be translated into the University of Glasgow's Code of Assessment. The table below shows how these marks are equated. Please note that the CEERES's Joint Board of Examiners will have the final say on how marks are to be interpreted.

**\*NOTE: Students who obtain a 9/D3 (equivalent) grade at Tartu or Glasgow will not be able to proceed to UNSA as, on their conversion system, this equates to a fail.**

ECTS	Comparison of current grade	Descriptors							
	Percentage / guidelines	UoG Scale	CUB Scale	UJ Scale	KIMEP Scale	UT Scale	UNN Scale	ISU scale	UNSA scale
A	98-100% (Strong A)	22 (A1)	5	5	A+	A/5	Outstanding	A Excellent	10 (A)
A	94-97% (Average A)	21 (A2)	5	5	A+	A/5	Excellent	A Excellent	10 (A)
A	91-93% (Weak A)	20 (A3)	5	5	A+	A/5	Excellent	A Excellent	9 (B)
B	88-90% (Strong B)	19 (A4)	4	4.5	A	B/4	Very Good	B Very Good	9 (B)
B	84-87% (Average B)	18 (A5)	4	4.5	A	B/4	Very Good	B Very Good	9 (B)
B	81-83% (Weak B)	17 (B1)	4	4.5	A-	B/4	Very Good	B Very Good	8 (C)
C	78-80% (Strong C)	16 (B2)	3	4	B+	C/3	Good	C Good	8 (C)
C	74-77% (Average C)	15 (B3)	3	4	B	C/3	Good	C Good	8 (C)
C	71-73% (Weak C)	14 (C1)	3	4	B-	C/3	Good	C Good	7 (D)
D	66-70% (Strong D)	13 (C2)	2	3.5	C+	D/2	Satisfactory	D Satisfactory	7 (D)
D	61-65% (Weak D)	12 (C3)	2	3.5	C/C-	D/2	Satisfactory	D Satisfactory	6 (E)
E	58-60% (Strong E)	11 (D1)	2	3	D+	E/1	Satisfactory	E Sufficient	6 (E)
E	54-57% (Average E)	10 (D2)	2	3	D	E/1	Satisfactory	E Sufficient	6 (E)
E	51-53% (Weak E)	9 (D3)	2	3	D-	E/1	Satisfactory	E Sufficient	5 (F. FX)
FX	48-50% (close to pass)	8 (E1)	1	2 (fail)	F	F/0 fail	Fail	FX Unsatisfactory (exam)	5 (F. FX)
FX	44-46% (close to pass)	7 (E2)	1	2 (fail)		F/0 fail	Fail	FX Unsatisfactory (exam)	5 (F. FX)
FX	41-43% (close to pass)	6 (E3)	1	2 (fail)		F/0 fail	Fail	FX Unsatisfactory (exam)	5 (F. FX)
F	38-40% (some effort made but not sufficient)	5 (F1)	1	2 (fail)		F/0 fail	Bad	Failure (repeat course)	5 (F. FX)
F	34-37% (some effort made but not sufficient)	4 (F2)	1	2 (fail)		F/0 fail	Bad	Failure (repeat course)	5 (F. FX)
F	31-33% (very poor result)	3 (F3)	1	2 (fail)		F/0 fail	Bad	Failure (repeat course)	5 (F. FX)
F	21-30% (very poor result)	2 (G1)	1	2 (fail)		F/0 fail	Bad	Failure (repeat course)	5 (F. FX)
F	11-20% (almost no effort)	1 (G2)	1	2 (fail)		F/0 fail	Bad	Failure (repeat course)	5 (F. FX)
F	0-10% (no effort)	0 (H)	1	2 (fail)		F/0 fail	Bad		5 (F. FX)

## Appendix 4 detail of UoG 22 Point Grading Scale

- A candidate will be eligible for the award of the Double Degree on obtaining an average aggregation score equivalent to UoG Grade 12 or C3 or above in the taught courses of the Programme, with at least 75% of these credits at UoG Grade 9 or D3 or better, and all credits at UoG Grade 5 or F1 or above. A UoG Grade 9 or D3 (or equivalent) or better in the dissertation must also be obtained.
- A candidate will be permitted to progress to Dissertation at the end of Year 1 only if s/he has obtained an average aggregation score equivalent to UoG Grade 12 or C3 (or equivalent) in the preceding taught courses with at least 75% of the credits at UoG Grade 9 or D3 (or equivalent) or better and all credits at UoG Grade 5 or F1 (or equivalent) or above.
- A candidate will be permitted reassessment in any taught course for which s/he has obtained a UoG Grade 11 or D1 (or equivalent) or worse. A candidate will be entitled to one reassessment only in any course. Reassessment of the dissertation is permitted on one occasion only, under such conditions as the JBoE might prescribe in each particular case. There will be no automatic right to additional Supervisory sessions. In exceptional circumstances supervision may be offered and will be at the discretion of the CBM. All reassessment results will be capped at UoG Grade 12 or C3. This does not apply to courses completed at Jagiellonian University, where reassessing a positive grade is prohibited

A candidate will be eligible for the award of **Merit** on achieving at the first attempt:

- a) a grade point average of at least 14.5 in the 240 or more credits completed on the programme, and
- b) a grade point average of at least 14 (equivalent to C1) in the taught courses, and
- c) a grade of at least C1 in the dissertation.
- D) Where a candidate has satisfied the requirements set out at §8.3 (b) and (c), and their grade point average for the 240 or more credits [120 ECTS equivalent] completed on the programme at the first attempt falls within the range 14.1 to 14.4 the Board of Examiners shall make the award with Merit where at least 50% of the weighted course grade profile comprises grades of B or above.

A candidate will be eligible for the award of **Distinction** on achieving at the first attempt:

- a) a grade point average of at least 17.5 in the 240 or more credits completed on the programme, and
- b) a grade point average of at least 17 (equivalent to B1) in the taught courses, and
- c) a grade of at least B1 in the dissertation.
- d) Where a candidate has satisfied the requirements set out at §8.5 (b) and (c), and their grade point average for the 240 or more credits [120 ECTS equivalent] completed on the programme at the first attempt falls within the range 17.1 to 17.4 the Board of Examiners shall make the award with Distinction where at least 50% of the weighted course grade profile comprises A grades.

**These regulations are for University of Glasgow , each CPU awards Merits/Distinctions according to their own regulations.**

## Appendix 5: Key Contact details for Operational Matters

CPU	Key Contact – name, telephone, skype, email
UoG	Dr Ammon Cheskin, Senior Lecturer, Central & East European Studies, School of Social & Political Sciences, University of Glasgow. Telephone: + 44 141 330 2845 or 5585 Skype: ammoncheskin Email: <a href="mailto:Ammon.Cheskin@glasgow.ac.uk">Ammon.Cheskin@glasgow.ac.uk</a>
UT	Dr Heiko Pääbo, Lecturer, Johan Skytte Institute of Political Studies, Faculty of Social Sciences, University of Tartu. Telephone: +372 52 29035 Skype: ut.cbs E-mail: <a href="mailto:heiko.paabo@ut.ee">heiko.paabo@ut.ee</a>
CUB	Dr Katalin Farkas Bede, Associate Professor, Institute for Political Science, Faculty of Social Sciences, Corvinus University of Budapest Telephone: +36 30 274 3711 Skype: Katalin Farkas Bede E-mail: <a href="mailto:Katalin.farkas.bede@uni-corvinus.hu">Katalin.farkas.bede@uni-corvinus.hu</a>
ISU	Mr Zviad <b>z</b> al <b>ik</b> iani QA Specialist, Faculty of Arts and Sciences, (International School of Caucasian Studies), Iliia State University E-mail: <a href="mailto:zviad.zalikian.1@iliauni.edu.ge">zviad.zalikian.1@iliauni.edu.ge</a>
UJ	Ms Rita Hornok Academic Coordinator, Centre for European Studies, Faculty of International and Political Studies of the Jagiellonian University in Krakow. Skype: ces.jagiellonian Email: <a href="mailto:rita.hornok@uj.edu.pl">rita.hornok@uj.edu.pl</a>
KIMEP	Dr JeongWon Park, Academic Coordinator, Associate Professor, Department of International Relations and Regional Studies, College of Social Sciences, KIMEP University.

	Email: <a href="mailto:jwpark@kimep.kz">jwpark@kimep.kz</a>
UNN	Dr Irina Leonova, Deputy Dean of Faculty of Social Sciences, National Research Lobachevsky State University of Nizhny Novgorod. Email: <a href="mailto:irina.leonova@unn.ru">irina.leonova@unn.ru</a> <a href="tel:+79200777831">Telephone: +79200777831</a>
UNSA	Dr Sead Turčalo, Dean of Faculty of Political Sciences, University of Sarajevo Telephone: Tel. +387 (0) 33 20 35 62 Skype: sead.turcalo Email: <a href="mailto:sead.turcalo@fjn.unsa.ba">sead.turcalo@fjn.unsa.ba</a>
NaUKMA	Dr Anna Osypchuk, Department of Sociology, National University of Kyiv-Moyhla Academy. Telephone: + 380 50 6063493 Skype: ann_dd Email: <a href="mailto:anna.osypchuk@gmail.com">anna.osypchuk@gmail.com</a> or <a href="mailto:osypchukad@ukma.edu.ua">osypchukad@ukma.edu.ua</a>

**Appendix 6 – CEERES STRUCTURE (120 ECTS)**

YEAR 1			YEAR 2						
S1	S2		S3					S4	
UT [Aug-Dec]	UoG [Jan-June]	UoG [May]	JU [Oct-Jan]	CUB [Sept-Jan]	UNN [Sept - Jan]	KIMEP [Aug-Dec]	ISU [Oct-Feb]	UNSA [Sept - Feb]	S3 CPU/ UoG/UT
ALL STUDENTS			CENTRAL and EASTERN EUROPE (Study Track I)		RUSSIA (Study Track II)	EURASIA (Study Track III)		WESTERN BALKANS (Study Track IV)	ALL STUDENTS
<p><b>CORE LANGUAGE</b></p> <ul style="list-style-type: none"> <li>Polish (6)</li> <li>Estonian (6)</li> <li>Russian (6)</li> <li>Hungarian (6)</li> <li>Czech (6)</li> </ul> <p>• Introduction to CEERE Studies (12) with all CPUs present</p> <p>• Social Science Methodology (6)</p> <p><b>OPTIONAL</b></p> <ul style="list-style-type: none"> <li>International Relations (6)</li> <li>Foreign Policy Analysis (6)</li> <li>Conflict Management and Resolution (6)</li> <li>History of the Baltic Sea Region (6)</li> <li>Political Developments in the Baltic Sea Region (6)</li> <li>Comparative ethnopolitics (6)</li> <li>Political and social change (6)</li> <li>Elections and political behaviour (6)</li> <li>The Politics of History &amp; Memory (6)</li> </ul>	<p><b>CORE LANGUAGE</b></p> <ul style="list-style-type: none"> <li>Polish (10); Russian (10); Hungarian (10); Czech (10)</li> </ul> <p><b>Study Track I</b></p> <ul style="list-style-type: none"> <li>Geopolitics of CEE (10) <b>OR</b> <i>Statehood &amp; Nationality in CEE (10)</i></li> </ul> <p><b>Study Track II</b></p> <ul style="list-style-type: none"> <li>Post-Soviet Russia: Renegotiating Global &amp; Local Identities (10) <b>OR</b> <i>Russian Foreign Policy (10)</i></li> </ul> <p><b>Study Track III</b></p> <ul style="list-style-type: none"> <li>Rethinking Central Asian Security (10) <b>OR</b> <i>Contested States: The South Caucasus after 1991 (10)</i></li> </ul> <p><b>Study Track IV</b></p> <ul style="list-style-type: none"> <li>History of the Balkans (10)</li> </ul> <p><b>OPTIONAL</b></p> <ul style="list-style-type: none"> <li>Developments in Czech society since 1989 (10)</li> <li>Gender &amp; identity in Soviet and Post-Soviet Russia (10)</li> <li>Media &amp; democratisation in CEE &amp; FSU (10)</li> <li>De-facto states in the post-Soviet space (10)</li> <li>A Cultural History of Communism (10)</li> </ul>	<p><b>OPTIONAL</b></p> <ul style="list-style-type: none"> <li>Non-credit-bearing 2-week Summer School focusing on Research Methods to study Central &amp; Eastern Europe, Russia &amp; Eurasia</li> </ul> <ul style="list-style-type: none"> <li>Contributions from all partners</li> </ul> <ul style="list-style-type: none"> <li>Opportunity for Y2 students, during their dissertation period, to engage with Y1 students, in person or via video link</li> </ul> <ul style="list-style-type: none"> <li>Includes master class sessions by former students, Erasmus Mundus Association (EMA) representatives, &amp; other non-academic practitioners (work engagement &amp; professional networking)</li> </ul>	<p><b>CORE</b></p> <ul style="list-style-type: none"> <li>Placement (5)</li> <li>European Civilisation (10)</li> </ul> <p><b>OPTIONAL</b></p> <ul style="list-style-type: none"> <li>Foreign and International Relations in CEE Facing CFSP/ESDP (10)</li> <li>European Union Foreign and Security Policy: Euro Atlantic Security / Foreign Policy of the EU (10)</li> <li>Economy of Central and Eastern Europe (5)</li> <li>Political and Social History of 20<sup>th</sup> CEE (10)</li> <li>Gender, Citizenship and Democracy in CEE (5)</li> <li>European Integration Theory and Practice (5)</li> </ul>	<p><b>CORE</b></p> <ul style="list-style-type: none"> <li>Placement (6)</li> <li>Contemporary Hungarian Politics (6)</li> <li>Politics of Transition in East Central Europe (6)</li> </ul> <p><b>OPTIONAL</b></p> <ul style="list-style-type: none"> <li>Nations, Minorities, and Minority Policies in ECE (6)</li> <li>Radical Right in Europe (3)</li> <li>The Challenges to Security in CEE (3)</li> <li>Parliaments in East-Central Europe (3)</li> <li>The Politics of Development and Crisis in East Central Europe (3)</li> </ul>	<p><b>CORE</b></p> <ul style="list-style-type: none"> <li>Placement (6)</li> <li>Regional foreign, security and defense policies (3)</li> <li>Cooperation in the fields of education, culture and science within the Eurasia (3)</li> </ul> <p><b>OPTIONAL</b></p> <ul style="list-style-type: none"> <li>Cultural and regional policy in the EU, Russia and Post-Soviet countries (3)</li> <li>Status of an individual in the EU and Russian law (3)</li> <li>Sociology of the Internet in Russia (3)</li> <li>Civil society as the element of sustainable development in the Eurasia (3)</li> <li>Anti-corruption legislation in the EU, Russia and Post-Soviet Countries (3)</li> <li>Russian Foreign Policy in the Middle East (3)</li> </ul>	<p><b>CORE</b></p> <ul style="list-style-type: none"> <li>Placement (5)</li> </ul> <p><b>OPTIONAL</b></p> <ul style="list-style-type: none"> <li>Central Asia in Global Politics (5)</li> <li>Asian Security: Theory and Practice (5)</li> <li>Domestic Politics and Foreign Policy in the Post-Communist World (5)</li> <li>Emerging Powers and Markets (5)</li> <li>Government and Politics in Central Asia (5)</li> <li>Russian Foreign Policy (5)</li> <li>Petro Politics (5)</li> <li>Central Asia – Russia Relations (5)</li> <li>Central Asia – United States Relations (5)</li> </ul>	<p><b>CORE</b></p> <ul style="list-style-type: none"> <li>Placement (6)</li> </ul> <p><b>OPTIONAL</b></p> <ul style="list-style-type: none"> <li>Research seminar on Stalin and Stalinism (6)</li> <li>Political History of the Caucasus (6)</li> <li>Democratization and Political Development in the South Caucasus (6)</li> <li>Security and Geopolitics of the Caucasus (6)</li> <li>Energy and Economics of Transition in the South Caucasus (6)</li> <li>Ethnic conflicts in Comparative perspective: the Caucasus and Central Asia (6)</li> <li>Foreign Policies of the States of the South Caucasus: Comparative Perspective (6)</li> <li>Attitudes to others in Georgia (6)</li> </ul>	<p><b>CORE</b></p> <ul style="list-style-type: none"> <li>Placement (6)</li> </ul> <p><b>OPTIONAL</b></p> <ul style="list-style-type: none"> <li>Bosnia and Herzegovina in International Relations (6)</li> <li>Diplomacy in 21<sup>st</sup> Century (6)</li> <li>Theories of International Relations (6)</li> <li>Development Studies (6)</li> <li>International Judicial Institutions (6)</li> <li>Contemporary Debates in International Relations (6)</li> <li>Economic Diplomacy (6)</li> <li>Comparative Democratization and Authoritarianism (6)</li> </ul>	<ul style="list-style-type: none"> <li>The dissertation mobility period is spent at UT, UoG or the S3 partner. The choice is dependent on research topic or mobility requirements for UK and Estonian Scholarship students.</li> <li>Within S4 students may also take part in a further interim, non-credit bearing short mobility period (for data collection).</li> <li>Dissertation length is between 20,000 and 25,000 words.</li> <li>The dissertation is worth 30 ECTS divided between S3 partner/1<sup>st</sup> supervisor (12), S1 partner/2<sup>nd</sup> supervisor (9) and S2 partner/2<sup>nd</sup> supervisor (9)</li> </ul>

					<ul style="list-style-type: none"> <li>Socio-economic transformation in the post-Soviet space (3)</li> </ul>					
			<b>Joint Seminar Series (non-credit bearing) hosted at S3 partners (rotating), livestreamed to all cohorts (Y1 &amp; Y2 at all S3 partners)</b>							
			<b>OPTIONAL LANGUAGE</b>	<b>OPTIONAL LANGUAGE</b>	<b>OPTIONAL LANGUAGE</b>	<b>OPTIONAL LANGUAGE</b>	<b>OPTIONAL LANGUAGE</b>	<b>OPTIONAL LANGUAGE</b>	<b>OPTIONAL LANGUAGE</b>	
			<ul style="list-style-type: none"> <li>Polish (6)</li> <li>Russian (6)</li> </ul>	<ul style="list-style-type: none"> <li>Hungarian (4)</li> <li>Russian (6)</li> </ul>	<ul style="list-style-type: none"> <li>Russian (5)</li> </ul>	<ul style="list-style-type: none"> <li>Kazakh (5)</li> <li>Russian (5)</li> </ul>	<ul style="list-style-type: none"> <li>Georgian (6)</li> <li>Russian (6)</li> </ul>	<ul style="list-style-type: none"> <li>Bosnian (6)</li> <li>Russian (6)</li> </ul>		
<b>30 ECTS</b>	<b>30 ECTS</b>	<b>N/A</b>	<b>30 ECTS</b>	<b>30 ECTS</b>	<b>30 ECTS</b>	<b>30 ECTS</b>	<b>30 ECTS</b>	<b>30 ECTS</b>	<b>30 ECTS</b>	
All other CPUs contribute 2 ECTS in Y1 through teaching on UT's core modules and participation in the Summer School at UoG (14 ECTS total). UoG and UT contribute 1 ECTS at each other's university.			Further jointness across all partners ensured through joint seminar series in S3, hosted alternatively by S3 partners. Seminar series involves staff mobility between 2 CPUs and is broadcast to Y1 and Y2 cohorts across all S3 SPUs. The series will convene 2-4 times per year.						<b>S3 partner (12 ECTS)</b> <b>UoG (9 ECTS)</b> <b>UT (9 ECTS)</b>	





## Appendix 7:– Corvinus University of Budapest (CUB) specific requirements

### A) Table - Disciplines for students of Corvinus University (specialization CEERES: Central and East European, Russian and Eurasian Studies) and University of Tartu (1st Semester) and University of Glasgow (2nd Semester) double degree program

University of Tartu (UoT) disciplines	Credit Units, UoT	Corvinus University of Budapest (CUB) disciplines	CUB, credits
First year, first semester			
Social Science Methodology	6	Political Science Methodology	6
Introduction to Central and East European, Russian and Eurasian Studies	12	Political History of Central and Eastern Europe in the 20 <sup>th</sup> Century	6
		Social History of Central and Eastern Europe in the 20 <sup>th</sup> and 21 <sup>st</sup> Centuries	6
Language – Hungarian, Russian, Polish	6	Political Ideas of Central and Eastern Europe  <i>Foundation: Language (Hungarian for Specific Purposes (HSP); Russian for Specific Purposes (RSP); Polish for Specific Purposes); Power; Representation</i>	6
Elective course	6	Elective course	6
Total (semester)	<b>30</b>		<b>30</b>

University of Glasgow (UoG) disciplines	Credit Units, UoG	Corvinus University of Budapest (CUB) disciplines	CUB, credits
First year, second semester			
Language – Hungarian, Russian, Polish	10	Critical Analytical Skills: Text Analysis (HSP, RSP, PSP)	9
<i>One core course from the list below depending on which pathway they wish to take</i>  ✓ Statehood and Nationality in Central Europe	10	Balkan Studies	3

<ul style="list-style-type: none"> <li>✓ Russia, China and the International Politics of Eurasia</li> <li>✓ Contested States: The Caucasus since 1991</li> <li>✓ Yugoslavia and After: Themes and Controversies</li> <li>✓ Russian Foreign Policy</li> <li>✓ Post-Soviet Russia: Renegotiating Global and Local Identities</li> <li>✓ Rethinking Central Asian Security</li> </ul>		Political Discourse Analysis (Case studies in CEE)	3
		Radical Right in Europe	6
Geopolitics of CEE	10	Elective courses	9
Total (semester)	<b>30</b>		<b>30</b>

		<b>Corvinus University of Budapest (CUB) disciplines</b>	<b>CUB, credits</b>
<b>Second year, first semester-CEERES Specialisation</b>			
		Politics of Transition in East Central Europe	6
		Challenges to Security in Central and Eastern Europe	6
		Reading Authentic Texts (HSP)	6
		<i>Courses from the list below (min 6. cr-s)</i> <ul style="list-style-type: none"> <li>✓ Contemporary Hungarian Politics (3 cr.)</li> <li>✓ Nations and Minorities in East-Central Europe (6 cr.)</li> <li>✓ Parliaments in East Central Europe (3 cr.)</li> <li>✓ The Politics of Development and Crisis in East Central Europe (3 cr.)</li> </ul>	6
		CEERES Placement ( <i>Field work</i> )	6
Total (semester)			<b>30</b>

		<b>Corvinus University of Budapest (CUB) disciplines</b>	<b>CUB, credits</b>
Second year, second semester			
		Thesis Writing	20
		Academic Writing in Practice	10
Total (semester)			<b>30</b>
<b>Total</b>			<b>120</b>

## B) Course equivalency

<b>MA in Political Science program (IMCEERES DD)</b>			
<b>University of Tartu (UoT)</b>		<b>Corvinus University of Budapest (CUB)</b>	
Social Science Methodology	6	Political Science Methodology	6
Introduction to Central and East European, Russian and Eurasian Studies	12	Political History of East Central Europe in the 20 <sup>th</sup> and 21 <sup>st</sup> Centuries	6
		Social History of East Central Europe in the 20 <sup>th</sup> and 21 <sup>st</sup> Centuries	6
Language – Hungarian, Russian, Polish	6	Political Ideas of Central and Eastern Europe Foundation: Language (HSP, RSP, PSP), Power; Representation	6
<b>University of Glasgow (UoG) disciplines</b>		<b>Corvinus University of Budapest (CUB)</b>	
Language – Hungarian, Russian, Polish	10	Critical Analytical Skills: Text Analysis (HSP, RSP, PSP)	9
<i>One core course from the list below depending on which pathway they wish to take</i> <ul style="list-style-type: none"> <li>✓ Statehood and Nationality in Central Europe</li> <li>✓ Russia, China and the International Politics of Eurasia</li> <li>✓ Contested States: The Caucasus since 1991</li> <li>✓ Yugoslavia and After: Themes and Controversies</li> <li>✓ Russian Foreign Policy</li> <li>✓ Post-Soviet Russia: Renegotiating Global and Local Identities</li> <li>✓ Rethinking Central Asian Security</li> </ul>	10	Balkan Studies	3
		Political Discourse Analyses (Case studies in CEE)	3
		Radical Right in Europe	6
Geopolitics of CEE		Elective courses	8

## **C) SPECIAL REQUIREMENT OF CORVINUS UNIVERSITY OF BUDAPEST (CUB)**

### **1. Admission:**

- 1.1. The admission criteria of their own programme shall be published by CPUs.
- 1.2. The Parties shall decide on the admission with respect to the laws of their jurisdiction.
- 1.3. The Parties declare that the students enrolled in the programme have student status at relevant CPU during their studies.
- 1.4. The Parties shall establish a student status with the admitted person in the Programme in accordance with the order of their jurisdiction. The person admitted to the double degree programme must also enrol in the relevant CPU too in order to establish their student status.
- 1.5. According to the rules on recognition for higher education in Hungary, students coming from a non-Hungarian educational institution need to have their previous bachelor's degree recognized for higher education
- 1.6. During the participation in the double degree programme, students maintain their student status on relevant CPU too. While students study in one institution during their participation in the double degree programme, they have an active student status in the other institution even if they are not staying on campus and their studies are not organized by the other institution.
- 1.7. If a student fails to fulfil his/her obligations related to the progress of studies set out in the internal regulations or curricula, and his/her student status must be terminated for this reason or for any other reason, and if he/she seriously violates the provisions of the internal regulations and one Party initiates proceedings for the violation the other Party must be notified immediately. If the initiating party terminates or disqualifies the student from the university, the student loses his/her right to continue the double degree program, however, unless the internal regulations of the other institution provide otherwise, the student may continue his/her studies in the relevant education programme of his/her own institution.
- 1.8. If the student is not allowed to continue his/her studies in the double degree programme, but continues to participate in the programme of either Party, the Party shall independently determine the amount of the due costs related to the participation and the way in which the student will bear the costs within the framework of the jurisdiction of said Party and shall have the necessary documentation prepared.

### **2. Award and Graduation**

- 2.1. The study programme is successfully completed if the student has successfully met the requirements of the curricula of relevant CPU (if it relevant including final assessment)
- 2.2. Corvinus requirements:
  - 2.2.1. The study programme is successfully completed if the student:
  - 2.2.2. has completed all obligatory courses and the prescribed quantity of elective courses,
  - 2.2.3. collected at least 120 credits on Corvinus and
  - 2.2.4. has successfully met the requirements of the curricula, including final exam/assessment.
- 2.3. Students must conduct independent empirical research. The topic of the thesis is preliminary approved by programme director at Corvinus
- 2.4. Students participating in the double degree programme shall do the final assessment in accordance with the requirements of Corvinus.
- 2.5. The student completing the double degree programme and successfully completing the joint final assessment will receive diploma of CORVINUS.

### **3. Finance**

- 3.1. The tuition fee shall include:
  - 3.1.1. the first take up of lectures, seminars, consultations, practical courses necessary to meet the educational and academic requirements set out in the programme for obtaining the diploma, re-taking reports, examinations and failed reports or examinations one time, and the taking the final examination while the student status is maintained.
  - 3.1.2. use of the facilities and devices related to the free services of the Parties - library and basic library services, laboratory, IT, sports and leisure facilities
  - 3.1.3. student counselling,
  - 3.1.4. providing all training documents one time,

- 3.1.5. administrative services related to the student status,
- 3.2. Parties agree that students don't pay any specific fees in accordance with the Parties' internal regulations.
- 3.3. All costs of the services received either from the Parties or third parties that are not part of the health insurance and double degree programme and further costs not listed in Clause 3.1. shall be borne by the student. If the student's social security insurance does not cover the costs of health and medical care in the given country, the student must provide adequate health insurance. The insurance shall cover medical and emergency care, death, disability caused by accident, costs of repatriation of the body and costs of medical care arising from an accident.

## Appendix 8 – STUDENT AGREEMENT (Scholarship)



Funded by the  
Erasmus+ Programme  
of the European Union

### EMJMD Central and East European, Russian and Eurasian Studies (CEERES)

#### STUDENT AGREEMENT

#### Student Recipient of an Erasmus Mundus Joint Master Degree Scholarship

#### Academic Years 2021 to 2023

Between the Coordinating Institution: The University Court of the University of Glasgow, incorporated under the Universities (Scotland) Act 1889, having its principal office at University Avenue, Glasgow G12 8QQ, a registered Scottish Charity (Charity No SC004401, Charity Name University of Glasgow Court), (“UoG”);

On behalf of the CEERES Consortium formed by the following degree awarding institutions

- **The University of Glasgow (Scotland, UK)**  
and
- **The University of Tartu (Estonia)**  
then
- **The Jagiellonian University (Poland)**  
or
- **Corvinus University of Budapest**  
or
- **University of Sarajevo (Bosnia and Herzegovina)**  
or
- **UNN (Russia)**  
or
- **KIMEP (Kazakhstan)**  
or
- **Ilia State University (Georgia)**

And the Student

First name/s	
Middle name/s	
Family name/s	
Date of Birth	
Place of Birth	
Nationality	
Residency as noted on application	
Passport number	

Passport expiry date	
----------------------	--

Agree on this contract under the following terms and conditions:

## 1. General conditions:

- 1.1 The Student commits to attend the academic Programme CEERES (a double degree within the ERASMUS MUNDUS Joint Master Degrees framework starting on 30 August 2021, approved by the European Commission under Framework Partnership Agreement Number 619589 whose duration covers two academic years.
- 1.2 The student declares that they shall meet the entry requirements to follow the proposed academic Programme, before starting the Programme, particularly that they hold:
  - a Bachelor's 2.1 Honours degree or equivalent (e.g. GPA of 75% or above)
  - proof of level of English (for applicants whose first language is not English), for example an IELTS (International English Language Testing System) (IELTS) Academic module certificate with an overall score of 6.5 (no subset less than 6.0) or equivalent scores in another recognised English language qualification.
- 1.3 The Universities will endeavour to provide the Student with tuition, supervision, assessment and support policies of a professional standard. Relevant information concerning the structure and organisation of the CEERES Programme is published on the CEERES website: <http://ceeres-erasmusmundus.eu/>
- 1.4 During the two-year CEERES Programme the Student will have three mobility periods where they will study and be assessed for a minimum of 30 ECTS in each mobility period. The 4<sup>th</sup> semester will be for the dissertation period and *may* involve an optional 4<sup>th</sup> mobility at any of the degree awarding partners in the student's study pathway.
- 1.5 The Student will be offered a short credit-bearing placement during the third semester.
- 1.6 A summer school will be held at the University of Glasgow (UoG) in May each year for all Year 1 students.
- 1.7 The Student is obliged to participate in programme surveys and/or evaluations.
- 1.8 The student is obliged to join the Erasmus Mundus Students and Alumni Association (EMA) <http://www.em-a.eu/>.
- 1.9 The Student is not entitled to embark on any full-time occupation with a regular salary in parallel to the studies under the Erasmus Mundus International Master programme.
- 1.10 The student agrees that the personal information that they provide to the coordinating institution will be shared with the EACEA for recording purposes and with the consortium partners and other relevant third parties in order to fulfil the degree requirement. University of Glasgow data protection policies and procedures can be found here <http://www.gla.ac.uk/services/senateoffice/policies/calendar>
- 1.11 Each partner institution will be responsible for processing the student's personal information in compliance with its applicable data protection laws.
- 1.12 By signing this agreement, the student certifies that they did not receive previously another EMJMD scholarship or an Erasmus Mundus Master Course/Joint Doctorate scholarship. False declaration may result in reimbursement of the scholarship.

## 2. Assessment

The below relates only to the degree awarded from Glasgow. Each consortium partner will have their own assessment regulations.



- 2.1 A candidate will be eligible for the award of the CEERES degree on obtaining an average aggregation score equivalent to UoG Grade 12/C3 or above in the taught courses of the programme, with at least 75% of these credits at UoG Grade 9/D3 or better, and all credits at UoG Grade F or above. A UoG Grade D (or equivalent) or better in the dissertation must also be obtained. A grade of D or above in the language course must also be achieved.
- 2.2 A candidate will be permitted to progress to Dissertation only if they have obtained an average aggregation score equivalent to UoG Grade 12/C3 (or equivalent) in the taught courses with at least 75% of the credits at UoG Grade 9/D3 (or equivalent) or better and all credits at UoG Grade F (or equivalent) or above. A grade of D or above in the language course must also be achieved.
- 2.3 A student who, by the end of a course, has failed to attain the threshold Grade C3 (12) on the UoG scale/Grade D on the ECTS scale in that course shall normally be afforded the opportunity to improve that assessment result. In the case of Semester 1 at the University of Tartu (UT), however, a student will be permitted reassessment in any taught course for which they have obtained a UT Grade F or less/Grade FX or less on the ECTS scale. Only one reassessment per course is permitted. There is no formal progression point at the end of semester 1 so if a student completes less than 30 ECTS at UT he or she has the right to resit their assessment (Tartu regulations apply). The timing of any reassessment will be determined by UT, UoG or the semester 3 degree awarding partner. The student may progress to dissertation only if the outstanding assessment for the taught element is successfully completed.
- Reassessment of the dissertation is permitted on one occasion only, under such conditions as the Joint Board of Examiners (JBoE) might prescribe in each particular case. Normally re-submission would be no later than three months from the date of the meeting of the JBoE. Feedback to the candidate will be in the form of a derived statement from the two internal examiners and the External Examiner. There will be no additional supervisory sessions.
- 2.4 Dissertation extensions will only be granted in extreme cases, with evidenced good cause and at the discretion of the consortium. An additional fee of €750 will be charged for all dissertation extensions granted. This additional charge will not be covered by the scholarship.
- 2.5 A candidate will be eligible for the award of Merit on achieving at the first attempt:
- a) a grade point average of 15 (equivalent to B3) or above in the 240 or more credits completed on the programme, and
  - b) a grade point average of at least 14 (equivalent to C1) in the taught courses, and
  - c) a grade of at least C1 in the dissertation.

Where a candidate has satisfied the requirements and their grade point average for the 240 credits completed on the programme at the first attempt falls within the range 14.1 to 14.9 the Board of Examiners shall have discretion to make the award with Merit

A candidate will be eligible for the award of Distinction on achieving at the first attempt:

- a) a grade point average of 18 (equivalent to A5) or above in the 240 or more credits completed on the programme, and
- b) a grade point average of at least 17 (equivalent to B1) in the taught courses, and
- c) a grade of at least B1 in the dissertation.

Where a candidate has satisfied the requirements and their grade point average for the 240 credits completed on the programme at the first attempt falls within the range 17.1 to 17.9 the Board of Examiners shall have discretion to make the award with Distinction.

- 2.6 Assessment conditions (oral, written [exam, assignment, dissertation], individual, group) are decided for each course. A grade is given per course unit under the responsibility of the Programme Convener of each Consortium Partner.
- 2.7 The Student has the possibility of consulting their exam paper/s if needed/wanted addressing the Lecturer/Professor in charge of the respective course. All types of assessment (oral, written [exam, assignment,

dissertation] individual, group) stay in the institution where the assessment takes place. If necessary, the student also has the option to consult their exam papers from a distance (sending a scanned copy after permission of the lecturer/professor in charge of the course).

- 2.8 During the Programme the Student will have access to a single placement in the 3<sup>rd</sup> semester. All placements will be recognised in the diploma supplement. If, for good reason (and with programme director approval), a student does not take part in a placement then they will have access to supplementary subject relevant courses equivalent to the respective ECTS during each mobility period, or alternative arrangements may be made to complete the assessment relevant to the placement, at the discretion of the mobility partner.
- 2.9 An oral viva will take place after the submission of the dissertation in front of a jury made up of a single representative from each of the 3 degree-awarding universities. In the case of failing the oral viva, the jury will have the possibility to speak to the student: to give feedback and explain the resubmission procedure.
- 2.10 When the successful students are awarded the double degree diplomas/parchments they will also receive a degree supplement which will detail the ECTS gained from each University.

### **3. Support**

- 3.1 The Student will have a named contact at each partner university during each period of mobility. Should the Student have any kind of difficulty (be it academic, logistic, administrative, social or cultural) during their stay with the respective partner, they will have the option to refer to the named contact for advice. Where appropriate the named contact will direct the Student to the relevant support staff.
- 3.2 The Student will receive assistance, advice and information from the International support office at each of the partner universities in relation to all administrative formalities they may need such as enrolment/registration, gaining a student ID card/number, welcome reception, accommodation information (student accommodation), sports facilities as well as cultural and social events, and if needed, residence permits/taxes/registration with local authorities and visa information.
- 3.3 The Student will be provided with travel insurance during the whole period of EMJMD study. This comprehensive insurance policy covers European Commission minimum requirements (medical expenses all over the world, civil responsibility and repatriation costs to the Student's country etc.).

### **4. Responsibilities and Complaints**

- 4.1 The Student commits to behave with ethics during their studies. They will commit no fraudulent act, and will specifically avoid cheating, falsification or plagiarism of any academic work. Moreover they will not abuse or misuse the access to equipment and installations and will not perform any unauthorized access or violation of departmental, school or university rules. Any incident against this commitment will be assessed by the Consortium Management Board and may result in the exclusion of the Student from the EMJMD Programme.
- 4.2 In case of a general complaint, the Student may appeal to the Consortium Management Board (CMB). The CMB will consider the issue and will aim to resolve the issue as soon as reasonably possible. In the case of a specific service or facility provided by a partner university, the student shall invoke the complaints procedure of that particular partner university.
- 4.3 The CEERES Consortium is exonerated from any responsibility for accidents, illness, injuries, losses or damage to persons or goods resulting from or in any way related to the activities that are subject to the present contract.

### **5. Tuition and Scholarship Conditions:**

- 5.1 Tuition fees are published each year on the CEERES website.
- 5.2 Scholarships awarded to partner and programme country students will be as follows

- Contribution costs of €9,000 per year per Scholarship holder from a Partner country
- Contribution costs of €4,500 per year per Scholarship holder from a Programme country

5.3 Any difference in the published tuition fees for the CEERES Programme and the Contribution costs mentioned above for Scholarship Students will be waived by the CEERES Consortium and will not be charged to the Scholarship holder.

5.4 Contribution to the travel and installation costs for Scholarship Students

- €1,000 per year per scholarship holder **resident** of a Programme Country for travel costs
- €2,000 per year for travel costs + €1,000 for installation costs for scholarship holder **resident** of a Partner Country whose location is situated at less than 4,000 KM from the EMJMD coordinating HEI (university of Glasgow)
- €3,000 per year for travel costs + €1,000 for installation costs per scholarship holder **resident** of a Partner Country whose location is situated at 4,000 KM or more from the EMJMD coordinating HEI (University of Glasgow)

5.5 Contribution to subsistence costs

- €1,000 per month for the entire duration of the EMJMD study programme (24 months maximum) for both Programme and Partner country Students with the **following exceptions**:
  - *contribution to subsistence costs will not be given to the scholarship holders for the EMJMD periods (study/research/placement/thesis preparation) spent in their country of residence,*
  - *contribution to subsistence costs will only be paid for a maximum of three months to scholarship holders from a Partner Country for the EMJMD periods spent in any Partner Country*

5.6 Scholarship Summary Table

	<b>Programme Country Students</b>	<b>Partner Country Students</b>
<b>Contribution to installation and/or travel costs</b>	€1,000 per year for travel costs	€2,000 per year for travel costs + €1,000 for installation costs (when location is less than 4,000km from UoG) €3,000 per year for travel costs + €1,000 for installation costs (when location is more than 4,000km from UoG)
<b>Contribution to participation costs (tuition fees, registration, insurance etc)</b>	€4,500 per year	€9,000 per year
<b>Monthly subsistence allowance</b>	€1,000 per month (see exceptions above)	€1,000 per month

5.7 Programme and Partner Country definitions

- Programme countries including the member states of the EU (Belgium, Bulgaria, Czech Republic, Denmark, Germany, Estonia, Ireland, Greece, Spain, France, Croatia, Italy, Cyprus, Latvia, Lithuania, Luxembourg, Hungary, Malta, Netherlands, Austria, Poland, Portugal, Romania, Slovenia, Slovakia, Finland, Sweden, United Kingdom) as well as the following non-EU countries (North Macedonia, Iceland, Liechtenstein, Norway, Turkey, Serbia).
- Partner countries refer to other countries not mentioned in the Programme countries list immediately above:

for details see the 'Who can participate in the ERASMUS+ programme' section of the ERASMUS+ programme Guide.

5.8 Important Notice: Citizens from partner countries who have lived or carried out their main activities in one of the Programme countries for more than 12 months over the last five years, will also be considered within Programme Scholarship band. The five year period is calculated backwards from the scholarship application submission deadline.

## **6. Management of the scholarship funds**

6.1 You are entitled to receive a contribution to travel and installation costs (destined to cover mobility costs) totalling a maximum of **€5,000/€7,000**. This amount is based on your place of residence as at 18.01.2021 and calculated using the European Commission's Distance Calculator [http://ec.europa.eu/programmes/erasmus-plus/tools/distance\\_en.htm](http://ec.europa.eu/programmes/erasmus-plus/tools/distance_en.htm). This contribution to travel and installation will be paid in three instalments. You will receive €2,000 as an advance payment prior to commencing the CEERES programme in Tartu. This amount will be paid directly to your existing personal bank in August. A further instalment of the travel contribution of ..... will be paid end September 2021 and a final payment of ..... will be paid May 2022

6.2 The €2,000 advance payment is paid mid-August, before the official start of the programme to assist with relocation expenses. Should you fail to register for the programme you are required to repay the €2,000 to the University of Glasgow.

6.3 The contribution to the participation costs (tuition/registration fees and insurance) will be retained by the Coordinating Institution and will not be transferred to the student. The outstanding participation costs will be waived for scholarship students.

6.4 The monthly allowance is paid from the end of the month of the arrival of the Student: normally this will be the month of September. The payment will be made by bank transfer at the end of each month for the duration of the Programme apart from the exceptions laid out in clause 5.5. Please note that these payments will be immediately stopped in the case of interruption of the programme by the Student.

6.5 Under the present contract, the Student is obliged:

- to attend assiduously the Programme with the objective of successfully gaining an EMJMD
- not to receive any other scholarship or subvention financed by the European Commission under other Community programmes.

6.6 The scholarship does not create or entitle an employer/employee relation between the any of the partner universities and the Student.

6.7 Each scholarship student will have to open a bank account. The scholarship will be paid, by bank transfer, to this account. If a change occurs in this bank account, the student has the responsibility to inform the CEERES Coordinator. The student will open a UK bank account on arrival to Glasgow in semester 2, until then payments will be paid to the students existing bank account.

## **7. Management of the scholarship funds in case of course interruption**

7.1 In the case of termination of the programme, due to one of the following reasons:

- the student did not reach the minimum requirements to continue
- lack of active participation (in the lectures, practical sessions, field trips, informative official meetings, placement, etc.) due to personal reasons/choices and for which
- the student cannot justify with medical certificates or
- permission has not been granted by the CEERES staff then exclusion from the CEERES programme will take place because of serious infringement of the

ethical code.

7.2 To ensure permission is granted, in the case of a Student requesting permission to interrupt their studies, this must be done in advance, when the cause of the interruption is not an accident.

7.3 The amount to be reimbursed will be decided by the Consortium Management Board in consultation with the EACEA.

### **8. Modification of the Contract and dispute resolution conditions**

8.1 Any alteration to the present Contract or Annex must be communicated in writing. All alterations to the initial situation must be immediately communicated by the Student to the CEERES Consortium.

8.2 Upon mutual agreement of contractual modifications, the CEERES Consortium will issue addenda to the present contract.

8.3 Without prejudice to the general consequences laid down in national law applicable in the present contract, the CEERES Consortium reserves the right to cease the effects of the present contract, without recourse to any juridical procedure apart from adequate communication to the Student. Failing agreement by both parties, the Belgian courts are named as the only authority to resolve any legal dispute between the CEERES Consortium and the Student emerging from the contract. The present contract will be governed by the Belgian Law.

### **9. Signatures**

The signatories declare that they have read and accept the conditions laid down in the present Contract.

SIGNED AS AGREED

The CEERES Coordinator represented by [Ammon Cheskin], on behalf of the CEERES Consortium,

Signature:.....

STAMP

Date:..... Place: Glasgow, Scotland

**The student,**

Signature.....

Date.....

Place: .....