

## **CONSORTIUM AGREEMENT**

### **Image Processing and Computer Vision Erasmus Mundus Joint Master Degree**

BETWEEN

#### **UNIVERSITY OF BORDEAUX, FRANCE**

Public Scientific, Cultural and Professional Establishment

Located at 35 place Pey-Berland, 33000 Bordeaux (France)

Represented by its President, Professor Manuel TUNON DE LARA,

Hereinafter referred to as “UBx”,

AND

#### **UNIVERSIDAD AUTÓNOMA DE MADRID, SPAIN**

Public law institution of the Kingdom of Spain

Located at C/ Einstein 1, Ciudad Universitaria de Cantoblanco, 28049 Madrid (Spain)

Represented by its Rector, D. Rafael Garesse Alarcón

Hereinafter referred to as “UAM”,

AND

#### **PÁZMÁNY PÉTER CATHOLIC UNIVERSITY, HUNGARY**

Located at 1088 Budapest Szentkirályi u. 28 (Hungary)

Represented by President, Dr. Sz. Anzelm SZUROMI DSc.

Hereinafter referred to as “PPCU”,

Hereafter referred to, individually as “Partner Universities” or “Partner Institutions”, and collectively as “Consortium”.

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Considering the decision of University of Bordeaux's management board ("Conseil d'administration") dated October 9<sup>th</sup>, 2014 concerning the delegation of authority to the President of the University,

Considering the communication of the present agreement to the French Ministry of Higher Education and Research and to the French Ministry of Foreign Affairs,

Considering the recommendation of the direction of the Faculty of Computer Sciences (*Unité de Formation*) concerning the present agreement dated 14/06/2016

Considering the recommendation of Sciences and Technologies College Board (*Conseil de Collège*) concerning the present agreement dated 16/06/2016

Considering the recommendation of University of Bordeaux's Studies and Student Affairs Commission (*Commission de Formation et de la Vie Universitaire*) concerning the present agreement dated 23/06/2016

Considering the French Education Code and in particular articles L.123.7 and D.123-15 to D.123-22 related to the higher education public service's missions in relation to international affairs,

Considering the legal procedures required by the Universidad Autónoma de Madrid, as follows:

- i. Approval by the Faculty Board of the Escuela Politécnica Superior, and by the Postgraduate and International Relations Committees.
- ii. Approval by UAM's Government Board.

Considering the declarations required to comply with Hungarian legal regulations, as following:

- i. In accordance with the Hungarian legislation, PPCU shall carry out the tasks related to the admission procedure, the administration of the studies and the data transmission to the Higher Educational Information System (FIR).
- ii. From the point of view of PPCU, the study period in the partner institutions are courses taken at another higher education institution according to the Hungarian

legislation in force, which are approved by PPCU and the fulfilled study requirements are recognized within the joint training programme.

## DECLARE

WHEREAS all Partner Universities are accredited to offer master programmes, according to their respective national legislation.

WHEREAS the Grant Agreement number 2017-1923 existing between the Coordinating University, Université de Bordeaux, and the Educational Audiovisual and Culture Executive Agency within the Erasmus+: Higher Education-Erasmus Mundus Joint Master Degrees (EMJMD) Programme.

THE PARTNER UNIVERSITIES HAVE AGREED WHAT FOLLOWS:

### I. Definitions

**Academic Committee:** includes academic members from each partner university. It oversees all teaching and research aspects of the programme, including changes to the curriculum.

**Administrative Committee:** oversees the practical and administrative aspects of programme management. It includes one administrator from the international relations office of each partner.

**Alumni Representatives:** two Alumni are chosen by the Alumni Association to be the Alumni representatives. They stay in close contact with the Executive Committee, are part of the External Advisory Board and play an active role in the development of our industrial and academic partners.

**Associated partner:** socio-economic partners that can contribute to the promotion, implementation, monitoring, evaluation activities and/or sustainable development of the Joint Master Programme, but are not entitled to benefit from the grant.

**Consortium:** the Partner universities who have jointly submitted the Image Processing and Computer Vision (IPCV) Joint Master Programme under the Erasmus Mundus Joint Master Degrees Programme scheme.

**Consortium Coordinator:** the academic person who coordinates all aspects (educative, administrative, legal and financial) of the Joint Master Programme.

**Consortium Manager:** the administrative person who assists the Consortium Coordinator and the Academic Committee in the day-to-day management of the Joint Master Programme.

**Consortium Coordination Office:** the Consortium Coordinator assisted by the Consortium Manager and staff from the International Department of Université de Bordeaux.

**Coordinating University:** the Consortium Coordinating University, for the purpose of the IPCV Joint Master Programme in Image Processing and Computer Vision, is Université de Bordeaux.

**EACEA:** refers to the Education, Audiovisual and Culture Executive Agency.

**EMJMD participation costs:** any compulsory administrative/operational cost related to the participation of the student in the Erasmus Mundus Joint Master Degree Programme (e.g. library, laboratory, tuition, social security and insurance costs, etc.) and paid by IPCV Master students.

**EMT:** the EACEA Mobility Tool that allows the registration, monitoring, reporting and dissemination/evaluation of the relevant data related of the scholarship holder's activities, mobility tracks and financial aspects.

**Executive Committee:** the Academic and Administrative Committees form together the Executive Committee. It oversees marketing, dissemination and networking aspects of the programme.

**External Advisory Board:** includes 12 persons from academia, industry, students and Alumni, chosen on expertise and experience in the relevant fields. Annually reviews the programme and gives recommendations to the Executive Committee.

**Grant Agreement:** the grant agreement concluded between EACEA and Université de Bordeaux with regard to the Joint Master Programme.

**Partner Country Students:** students who come from a country other than a Programme country and who are not residents nor have carried out their main activity (studies, training or work) in a Programme country for more than a total of 12 months over the last five years.

**Partner Universities (or Parties):** universities that are member of the consortium.

**Programme Country Students:** students who come from a country which can participate in all the Erasmus+ actions as well as any students who do not fulfil the Partner country criteria defined above.

**Student Agreement:** the agreement signed by the Consortium Coordinator and the Master Student to be enrolled in the EMJMD Programme and approved by the Academic Committee.

**Student Representatives:** each student evaluates individually courses and issues arising from mobility. Additionally, each cohort elects two student representatives who meet twice a semester with the local members of the Executive Committee. They are automatically members of the External Advisory Board.

**The IPCV Alumni Association (Alumni IPCV):** an international professional and personal network for graduates from Image Processing and Computer Vision Programme.

**Tuition Fees:** the tuition fees paid by the Coordinating University on behalf of a student to each Partner University.

## **II. Purpose of the Agreement**

The purpose of this agreement is to record the decisions and the involvement of the Partner Universities to run a European Joint Master Degree (JMD) Programme in Image Processing and Computer Vision (IPCV), to outline the principles and terms of their cooperation, to specify the relation among the Partner Universities with regard to the implementation and management of the work, the management of the JMD Programme as well as dispute resolution subject to the Grant Agreement Number 2017-1923, dated 04.09.2017 between the EACEA and the IPCV Consortium.

## **III. General Commitments**

This Agreement shall in all respect be in compliance with the terms of the related Grant Agreement. This agreement will be implemented within the legal and financial requirements at each Partner University. The provisions of this agreement shall not be construed so as to diminish the fully autonomous position of any of the institutions.

All Partner Universities ensure the academic and administrative capacity necessary to execute this agreement at their own institutions. The Partners must also cooperate with the Coordinating University and ensure adequate administrative feedback and help.

#### **IV. Description of the Master Programme**

The Master Programme named Erasmus Mundus Joint Master Degree in Image Processing and Computer Vision will be offered as a full time study programme of 120 ECTS credits. The nominal length of study is 2 academic years.

The aim of the programme is to give the students theoretical and practical knowledge allowing them to adapt to any kind of job related to this topic.

The Partner Universities have jointly decided upon the skills, knowledge and competences, which the graduates of IPCV are expected to possess upon the completion of the programme. The partners have agreed on a programme description, outlining common objectives, curriculum and structure for the programme (see Annex B. Programme Description).

The courses and seminars as well as examinations and Master's thesis will be all conducted and/or submitted in English. Complementary, the Partner Universities will give the IPCV students the opportunity to attend introductory courses in the national language and culture.

#### **V. Responsibilities of the Coordinating University**

The IPCV Consortium Coordinating University is Université de Bordeaux, which hosts the Consortium's Project Coordinator and Consortium's Project Manager.

Université de Bordeaux, through the Consortium Coordination Office, manages the administrative, legal and financial matters of the IPCV Consortium towards the EACEA. Université de Bordeaux is the contact partner with the EACEA.

Université de Bordeaux shall report to the IPCV Consortium in such a way that Partner Universities have full understanding of the administrative, legal and financial matters. In addition, Université de Bordeaux shall undertake:

## **V.1. Consortium Management and Administrative Obligations**

- To nominate the IPCV Consortium Coordinator (academic person) and to appoint a dedicated manager (administrative person) to manage and plan the EMJMD Programme.
- To function as the Coordinating Office of the Consortium.
- To take all the steps necessary to prepare for, perform and correctly manage the EMJMD Programme set out in this Consortium Agreement and its annexes, in accordance with the objectives of the EMJMD Programme, all of which are subject to final approval by the Partner Universities.
- To monitor compliance by the Partner Universities with their obligations and to notify and provide them with any amendments made to this Agreement.
- To be intermediary between the Partner Universities and the EACEA and shall perform all tasks assigned to it under the Grant Agreement and this Consortium Agreement.
- To collect, review, verify consistency and submit reports and other deliverables (including financial statements and related certifications) to the EACEA.
- To ensure the overall delivery of the Erasmus Mundus Joint Master Degree in Image Processing and Computer Vision.
- To produce and distribute the minutes of every meeting to the administrative services in charge of the follow up.

## **V.2. Financial Management**

- To be responsible for managing the Consortium finances in accordance with the policies and decisions agreed within the Consortium.
- To administer EACEA financial contribution and fulfilling the financial tasks described in Annex C.
- To distribute the Tuition Fees and other administrative costs in accordance with this Agreement amongst Partner Universities as described in the attached financial annex (Annex C) respecting the agreements signed by the legal representative of the Coordinating University and the EACEA.

### **V.3. Transparency rules**

- To send the Partner Universities copies of the Agreements signed with the EACEA together with annexes and any other official document concerning the EMJMD Programme.
- To transmit documents and information connected with the EMJMD Programme to and between the Project Committee, as appropriate, and any Partner University concerned.
- To provide upon request, the Partner Universities with official copies or originals of documents which are in the sole possession of the Coordinating University when such copies or originals are necessary for the Partner Universities to present claims.
- To report regularly to the Partner Universities on financial matters.
- To keep the address list of Partner Universities and other contact persons updated and available.
- To set up and maintain under supervision of the Management Committee an IPCV document archive, which includes all reports submitted by Partner Universities as well as reports submitted to the EACEA, procedures and regulations decided upon the Academic Committee, minutes of all Consortium Body meetings, etc.

### **VI. Obligations of the Partner Universities**

The Partner Universities shall undertake:

- To comply with all the provisions of Grant Agreement binding the Coordinating University to the EACEA on behalf of the Consortium.
- To accept responsibility for all information communicated to the Consortium Coordinator, including details of costs claimed and, where appropriate, expenses difficult to justify.
- To communicate to the Consortium Coordination Office all information or document required by the latter for the management of the EMJMD Programme.
- To notify the other Partner Universities in case there is a change of contact person. Any change will be subject to final approval by the Partner Universities.
- To participate in a cooperative manner at the meetings of the different Consortium Bodies under this Consortium Agreement.

- To ensure the academic and administrative capacity necessary to execute this Agreement at their own institutions.
- To take all the steps necessary to prepare for, perform and correctly manage the EMJMD Programme set out in this contract and its annexes, in accordance with the objectives of the EMJMD Programme as set out in the Grant Agreement, concluded between the EACEA and the Coordinating University.
- To provide the Consortium Coordination Office with any information and documents required for the preparation of the technical report for Key Action 1- Erasmus Mundus Joint Master Degrees (EMJMDs) and, where appropriate, with copies of all the necessary supporting documents completed and signed by the legal representative each year by September 15 at the latest.
- To contribute to the preparation of the final report for Key Action 1- Erasmus Mundus Joint Master Degrees (EMJMDs) by the date communicated to the Partner Universities by the Consortium Coordination Office.
- To nominate a representative to the Academic Committee.
- To nominate a representative to the Management Committee.
- To promptly notify the Executive Committee of any delay in performance or any event that may impact the EMJMD Programme; and inform the Executive Committee of relevant information received from Third Partner Universities as regards the EMJMD Programme.

## **VII. Committees and governance of the Consortium**

- Relations within the Consortium are based on strong trust among partners and based on principles of shared commitment and equal involvement.
- Partner Universities will clarify and resolve any disputes that may arise in the interpretation and implementation of this Agreement.
- Each Partner University has one or more staff members who represent the institution and actively participate in face-to-face meetings 3 times per year, as well as videoconferences and electronic exchanges.
- Each Partner University has one equal vote on all matters.

- All members of the different Committees and bodies of governance are bound by non-disclosure obligations.

## **VII.1. Academic Committee**

The Academic Committee is the main decision-making Body of the Consortium in respect of the EMJMD Programme. It shall consist of the Consortium Coordinator and one representative of each Partner University. The list of the Academic Committee members shall be kept updated by the Management Committee.

### **VII.1.1. Missions**

The Academic Committee shall:

- Decide on joint procedures for application, selection criteria, admission procedure, assessment and examination of Master Students. Such procedures are subject to approval by the EACEA.
- Select the candidates and establish the proposed list of scholarship holders to be sent to the EACEA.
- Supervise and ensure the education and training provided through the Consortium.
- Decide on all other relevant matters with respect to the Consortium.
- Decide on the Evolution of the Consortium, in case of:
  - Entry of a new Partner University to the Consortium and approval of the settlement on the modalities and conditions of the accession of such a new Partner.
  - Withdrawal of a Partner University from the Consortium and the approval of the settlement on the modalities and conditions of the withdrawal.
  - Identification of a breach and declaration of a Partner University to be a Defaulting Partner University.
  - Corrective measures to be required from a Defaulting Partner University.
  - Termination of a Defaulting Partner University's participation in the Consortium Agreement and measures relating thereto.
  - Proposal to the EACEA for a change of the Consortium Coordinator and/or Coordinating University, for changes to the Consortium, suspension of all or part of

the EMJMD Programme, for termination of the EMJMD Programme, for termination of the Consortium Agreement.

### **VII.1.2. Implementation**

- The Academic Committee meets at least twice a year in the framework of the Executive Committee meetings. In addition, a selection meeting is organised annually.
- The Consortium Coordinator shall convene extraordinary meetings at any time upon written request of any member.
- Any member should be present or represented at any meeting; shall participate in a cooperative manner in the meetings; may appoint a substitute or a proxy to attend and vote at any meeting; such proxy shall be bound by non-disclosure obligations.
- Each member shall have one vote.
- Decisions shall be taken by a minimum of two-thirds (2/3) of the votes
- Each member of the Academic Committee shall be deemed to be duly authorised to deliberate, negotiate and decide in the Academic Committee.
- The Consortium Coordination Office shall give notice in writing of a meeting to each member as soon as possible, no later than twenty-one (21) calendar days preceding an ordinary meeting and fourteen (14) calendar days preceding an extraordinary meeting.
- The Consortium Coordination Office shall send each member a written original agenda no later than twenty-one (21) calendar days preceding the meeting, or seven (7) calendar days before an extraordinary meeting.
- During a meeting of the Academic Committee the members present or represented can unanimously agree to add a new item to the original agenda.
- A member that can show that its own work, time for performance, costs, liabilities, and intellectual property rights would be severely affected by a decision of the Academic Committee may exercise a veto with respect to the corresponding decision or relevant part of the decision.
- A Partner University requesting to leave the Consortium may not veto decisions relating thereto.
- The Consortium Manager shall produce written minutes of each meeting which shall be the formal record of all decisions taken. He shall send draft minutes to all members within ten (10) calendar days of the meeting.

- The minutes shall be considered as accepted if, within ten (10) calendar days from sending, no member has objected in writing to the Consortium Manager with respect to the accuracy of the draft of the minutes.

## **VII.2. Management Committee**

The Management Committee consists of the Consortium Manager from the Coordinating University and at least one representative of all Partner Universities. The members are appointed by the Academic Committee. The Consortium Manager shall chair the meetings of the Management Committee.

### **VII.2.1. Missions**

The Management Committee, and in particular the Consortium Manager, assists the Academic Committee and the Consortium Coordinator in respect of the day-to-day of the EMJMD Programme and shall:

- Monitor the effective and efficient implementation of the EMJMD Programme on a daily basis.
- Supervise the set up and maintenance of the document archive by Université de Bordeaux for the IPCV Consortium Programme.
- Detail the budget per partner.
- Establish active and continuous communication and exchange of best practice concerning the academic practices in the EMJMD Programme among the Partners.
- Prepare the meetings, propose decisions and prepare the agenda of the Academic Committee.
- Be responsible for the proper execution and implementation of the decisions of the Academic Committee.
- Support the Consortium Coordinator in preparing meetings with the European Commission/EACEA and in preparing related data and deliverables.
- Prepare the content and timing of press releases and joint publications by the Consortium or proposed by the European Commission in respect of the procedures of the Grant Agreement 2017-1923, Article II. 7.

- Provide the selected students all the necessary documents before and after the registration.

### **VII.2.2. Implementation**

- The Management Committee meets at least twice a year in the framework of the Executive Committee meetings.
- The Consortium Manager shall convene extraordinary meetings at any time upon written request of any member.
- Any member should be present or represented at any meeting; shall participate in a cooperative manner in the meetings; may appoint a substitute or a proxy to attend and vote at any meeting; such proxy shall be bound by non-disclosure obligations.
- Each member shall have one vote.
- Decisions shall be taken by a minimum of two-thirds (2/3) of the votes.
- Each member of the Management Committee shall be deemed to be duly authorised to deliberate, negotiate and decide in the Management Committee.
- Any decision may also be taken without a meeting if the Consortium Manager circulates to all members a written document which is approved by the defined majority of members.
- Decisions will only be binding once the relevant part of the minutes has been accepted.
- The Consortium Coordination Office shall give notice in writing of a meeting to each member as soon as possible, no later than twenty-one (21) calendar days preceding an ordinary meeting and fourteen (14) calendar days preceding an extraordinary meeting.
- The Consortium Coordination Office shall send each member a written original agenda no later than twenty-one (21) calendar days preceding the meeting, or seven (7) calendar days before an extraordinary meeting.
- During a meeting of the Management Committee the members present or represented can unanimously agree to add a new item to the original agenda.
- A member that can show that its own work, time for performance, costs, liabilities, and intellectual property rights would be severely affected by a decision of the Management Committee may exercise a veto with respect to the corresponding decision or relevant part of the decision.

- A Partner University requesting to leave the Grant Agreement may not veto decisions relating thereto.
- The Consortium Manager shall produce written minutes of each meeting which shall be the formal record of all decisions taken. He shall send draft minutes to all members within ten (10) calendar days of the meeting.
- The minutes shall be considered as accepted if, within ten (10) calendar days from sending, no member has objected in writing to the Consortium Manager with respect to the accuracy of the draft of the minutes.

### **VII.3. The Executive Committee**

The Executive Committee is made of the Academic Committee and the Management Committee.

The Consortium Coordinator shall chair the meetings of the Executive Committee.

#### **VII.3.1. Missions**

The Executive Committee shall:

- Support the Consortium Coordinator in managing the EMJMD Programme.
- Establish a budget plan according to the recommendations made by the Consortium Coordinator, to implement the specific aspects of the EMJMD Programme (see Annex B).
- Decide annually about the calendar of the selection procedure.

#### **VII.3.2. Meetings**

- The Executive Committee meets at least twice a year.
- The Consortium Coordinator shall convene extraordinary meetings at any time upon written request of any member.
- Any member should be present or represented at any meeting; shall participate in a cooperative manner in the meetings; may appoint a substitute or a proxy to attend at any meeting; such proxy shall be bound by non-disclosure obligations.

- The Consortium Coordination Office shall give notice in writing of a meeting to each member as soon as possible, no later than twenty-one (21) calendar days preceding an ordinary meeting and fourteen (14) calendar days preceding an extraordinary meeting.
- The Consortium Coordination Office shall send each member a written original agenda no later than twenty-one (21) calendar days preceding the meeting, or seven (7) calendar days before an extraordinary meeting.
- During a meeting of the Executive Committee the members present or represented can unanimously agree to add a new item to the original agenda.
- A member that can show that its own work, time for performance, costs, liabilities, and intellectual property rights would be severely affected by a decision of the Executive Committee may exercise a veto with respect to the corresponding decision or relevant part of the decision.
- The Consortium Manager shall produce written minutes of each meeting which shall be the formal record of all decisions taken. He shall send draft minutes to all members within ten (10) calendar days of the meeting.
- The minutes shall be considered as accepted if, within ten (10) calendar days from sending, no member has objected in writing to the Consortium Manager with respect to the accuracy of the draft of the minutes.

### **VIII. Admission, Registration, Attendance, Academic records**

All candidates must have already obtained a first higher education degree (Bachelor, 180 ECTS) before the programme starts or demonstrate a recognised equivalent level of learning according to national legislation and practices, with excellent grades and/or other study results. Good proficiency in English is required.

Applicants also must fulfill the following requirements:

- Hold a Bachelor degree or equivalent in Engineering Science, Mathematics, Computer Science or Signal Processing before the programme starts.
- Average grade of at least “Good” according to local criteria in the courses concluded before the mobility.

### **VIII.1. Admission and Selection under the EMJMD funding scheme**

The number of students to be admitted in each cohort is to be negotiated annually between the Consortium in accordance with local capacity and regulations and in accordance with the Grant Agreement signed with the EACEA.

The Consortium has developed a Standard Framework of Student Selection Procedures.

The admission process is conducted by the Coordinating University in accordance with the programme's admission requirements, as specified in the programme description (see Article XI). A common application form and selection criteria are used. The Academic Committee reviews the applications and based upon the review ranking, a joint decision on the admission to the programme will be made.

Selection procedure:

- Scholarship application forms on the eMundus platform and/or IPCV website
- General eligibility is checked by the Consortium Coordination Office.
- Applications and supporting documents are to be made available to Academic Committee members.
- Applications are pre-selected after evaluation by academic evaluators based on the appreciation of supporting documents provided (previous academic curriculum, professional experience, letter of motivation, reference letters)
- Each pre-selected application is examined and marked independently by 1) at least a second academic evaluator from another Partner University based on the appreciation of supporting documents provided (previous academic curriculum, professional experience, letter of motivation, reference letters) and 2) a third evaluator from another Partner University based on a face to face interview through the Internet.
- Finalisation of the ranking list is based on the reviews, the interview and taking into account the regulations of the Erasmus Mundus programme funded by European Commission (nationality, number of places...).

The final selection decision is taken by the Academic Committee during the selection meeting based on the agreed final ranking list. During the evaluation procedure, all academic evaluators must state on the absence conflict of interest.

All decisions are recorded in minutes signed by all members of the Academic Committee and the Consortium Manager.

Results are made public to the candidates as soon as the final selection decision is approved by the Academic Committee and data is encoded in the EMT prior the deadline settled by the EACEA.

### **VIII.2. Admission and selection within non-EU funding scheme**

The budget to be allocated to the non-EU funded cohorts will be agreed jointly according to the funding available to the Consortium.

The number of students to be admitted in each cohort is to be negotiated annually between the Partner Universities in accordance with local capacity and regulations and the agreed budget.

Selection procedure:

- General eligibility is checked by the Consortium Coordination Office.
- Applications and supporting documents are to be made available to Academic Committee members.
- Applications are pre-selected after evaluation by academic evaluators based on the appreciation of supporting documents provided (previous academic curriculum, professional experience, letter of motivation, reference letters)
- Each pre-selected application is examined and marked independently by 1) at least a second academic evaluator from another Partner University based on the appreciation of supporting documents provided (previous academic curriculum, professional experience, letter of motivation, reference letters) and 2) a third evaluator from another Partner University based on a face to face interview through the Internet.
- Finalisation of the ranking list is based on the second reviews and interview.

The final selection decision is taken by the Academic Committee during the selection meeting, based on the agreed final ranking list. During the evaluation procedure, all academic evaluators must state on the absence conflict of interest.

All decisions are recorded in minutes signed by all members of the Academic Committee and the Consortium Manager.

Results are made public to the candidates as soon as the final selection decision is approved by the Academic Committee.

### **VIII.3. Enrolment and Registration**

After being selected by the Academic Committee, all prospective IPCV students are jointly enrolled by the Partner Universities.

#### **VIII.3.1. Official statement between the Student and the Consortium**

At the time of enrolment, every student signs a Student Agreement (Annex D1 and Annex D2 depending on whether the student is granted a scholarship or not).

The Student Agreement will have to satisfy the conditions of the EMJMD programme as laid out in the contract between the Coordinating University and the EACEA, and must be approved by the relevant authority.

#### **VIII.3.2. Enrolment and registration conditions**

The original access documents will be kept at Université de Bordeaux, which will give all necessary information to the other Partners by mid-September.

Each student admitted to the programme will be enrolled at each Partner University at least when they are present at that Partner University.

The Partner Universities will issue a certificate of enrolment, whenever asked for by the students participating in the programme.

Regular student ID-cards will be issued according to the partners' regulations.

### **VIII.4. Academic Regulations**

Students will be subject to the regulations and procedures of the institution at which they follow courses in a given semester. They will be provided with the same academic resources and support services that are available to all students at that institution.

The appeals policy and procedures in matters relating to modules, assessment and practical matters at each individual institution are subject to national and institutional regulations at the institution responsible for the module.

The Consortium and the Coordinating University do not involve themselves in matters concerning the other partners unless it falls within the competences stated in the present Agreement. The Coordinating University and the Consortium can play a moderating role, at their discretion, in matters of difference, but cannot supersede local procedures and regulations.

Students and Partners commit themselves to answer every survey that may be conducted. Their feedbacks about the overall programme are welcome and incorporated into planning and amendment of the programme.

Each Partner University will develop appropriate and adequate information material for the incoming students. Website, brochures and details of all courses will be made available.

### **VIII.5. Academic Records**

Each Partner University commits to make available the transcript of records to the other partners by the end of the semester in which they host the students. Specific dates for this data transfer procedure will be yearly agreed by the Academic Committee.

## **IX. EMJMD participation costs, tuition fees and student financial responsibilities**

### **IX.1. Tuition fees and EMJMD participation costs**

The Université de Bordeaux receives the Erasmus Mundus funds.

The Consortium Coordination Office at Université de Bordeaux collects tuition fees on behalf of the Partners in accordance with their contractual and statutory obligations.

Financial arrangements for the distribution of tuition fees are made under the EMJMD Grant Agreement. The general principle for distributing the tuition fees is based on the standard national tuition fees and necessary administrative costs charged by each University. The Consortium, through the Executive Committee, agrees the budget and overall tuition fees for the EMJMD Programme.

The difference with the collected EMJMD participation costs will be used to implement specific aspects of the Joint Master Programme (i.e. meetings, e-learning, workshops, language courses, communication, meeting organization...). The Executive Committee will establish a yearly budget plan to implement the specific aspects of the EMJMD Programme. Starting from the academic year 2018/2019, the Consortium Coordination Office will establish the amount due to each Partner for its services related to the specific aspects of the EMJMD Programme and according to the decisions laid down by the Executive Committee (see Annex B).

Université de Bordeaux will send a copy of the annual financial report concerning the distribution of the tuition fees to the Partner Universities.

For EMJMD scholarship holders, the EMJMD participation costs for the programme are bound by European Commission regulations and can never exceed the fixed contribution, according to the table below:

	<b>Partner country scholarship holders</b>	<b>Programme country scholarship holders</b>	<b>Partner country not scholarship holders</b>	<b>Programme country not scholarship holders</b>
<b>All tracks</b>	9000€	4500€	9000€	4500€

The distribution of tuition fees among Partner Universities is organised so that the budget will be under the Coordinating University's responsibility will not go below zero (0). It will take into account the costs of the programme to each Partner University according to invoices sent to the Coordinating University. All financial documents are based on the budget established in Euros (EUR).

Each Partner University shall administer in a transparent and clear manner the costs related to Master students. Therefore invoices for tuition fees and administrative costs sent to the Consortium Coordination Office at Université de Bordeaux must be dated and certified as true and exact by the financial officer of the Partner University.

Supporting documents evidencing expenditures incurred by the Partner University for the purpose of the EMJMD Programme must be kept in original and will be sent in copy to the attention of the Consortium Coordination Office in case of a more detailed audit on the

submitted certificate. The Consortium Coordination Office and/or the Management Committee may have the supporting documents verified before paying the tuition fee and any other administrative expenses. Université de Bordeaux shall only pay such invoices without undue delay.

For the avoidance of doubt, it is expressly stated that the total compensation to the Partner Universities is limited in all cases to the total amount of fixed contribution to the costs of the EMJMD students as established and paid by the EACEA.

## **IX.2. Student financial responsibilities**

Students will be financially responsible for:

- Travel to and from the institutions they are attending during the length of the JMD Programme.
- Books, stationery, etc.
- Travel documentation, visas, etc.
- Travel, accommodation, and living expenses.
- Student Association/General Services Charges.

At UBx, students must pay the Contribution Vie Etudiante et de Campus (CVEC) “Student life contribution” to the Regional Center for University and School Works (CROUS). On an indicative basis, the amount is 90€ for the year 2018-2019.

## **X. Safety and Insurance**

As a consequence of enrolment, all IPCV students are insured by an international insurance coverage. The insurance policy is provided to the students by the Consortium through Université de Bordeaux, as part of its role in coordinating the administrative tasks linked to the joint administrative management. The insurance coverage is paid through the EMJMD participation costs charged to students.

The Partner Universities shall supply each mobility programme participant with detailed information about the specific risks existing in the work environment in which they will be carrying out their functions. The Partner Universities will also provide the necessary documentation concerning prevention and emergency safety measures in conformity with the legislative norms and regulations in force in the country of the Hosting University.

## **XI. Joint Master Degree Programme Structure**

### **XI.1. Programme, Structure and Framework**

The JMD Programme is named Erasmus Mundus Joint Master Degree in Image Processing and Computer Vision and will be offered as a full time study programme of 120 ECTS. The nominal length of study is twenty-two (22) months, including two (2) month summer holidays between year 1 and year 2. The JMD Programme is approved by all the Partner Universities involved according to local regulations. However, the Coordinating University and the Consortium can play a role, at their discretion, in matters such as study programme, degree and rights of students.

The Partner Universities have jointly decided upon the skills, knowledge and competencies that the graduates of the EMJMD Programme in IPCV are expected to possess upon the completion of the programme. The Partner Universities have agreed on a programme description (curriculum) for the EMJMD Programme in IPCV, outlining common objectives, admission requirements, admission procedures, core contents, mobility tracks and structure for the programme. The programme description must be approved by each Partner University, in accordance with national and institutional procedures and regulations. It is reviewed every year to improve it in response to quality assurance procedures (Article XIII).

The validity of study periods and courses completed at one Partner University are fully recognised by the other Partner Universities, provided they are in line with the framework for the EMJMD Programme.

Staff mobility is an essential part of the Programme. To the extent that available funding are available, teachers and related staff from the Partner Universities, as well as visiting scholars from Third Partner Universities, will travel to teach the IPCV students and contribute to the development of the EMJMD Programme.

### **XI.2. Programme Aims and Curriculum**

The curriculum has been designed to form specialists in the field of image processing and computer vision. Processing images and videos is essential in domains such as medicine, surveillance, industrial control, remote sensing, e-commerce, automation, etc. IPCV offers theoretical and practical knowledge to form highly-qualified graduates in this field.

All students will follow the same course curriculum (Annex B) except for one/two optional courses in each of the three first semesters. The academic calendar will therefore be the same for everyone. Namely, the first semester will be held in Budapest, the second one in Madrid and the third one in Bordeaux. The training period on the other hand can take place in any country, but the students should be registered and follow the procedures in one of the Partner Universities.

### **XI.2.1. Examinations**

The IPCV EMJMD Programme examination shall establish:

- whether the candidate has acquired the fundamental knowledge necessary to begin the pursuit of a professional career,
- whether the candidate has a comprehensive understanding of the complexities of her/his discipline and,
- whether she/he is capable of working according the scientific principles and is able to further apply scientific knowledge.

The Academic Committee ensures that examinations are carried out in a proper manner. The Academic Committee will report regularly to the Partners on developments concerning the examinations and the length of time students are requiring for their studies. The report will be made public in the usual manner within the Partners. The IPCV Consortium Coordination Office will keep a written record of examinations.

### **XI.2.2. Regular exams and re-sitting exams**

The student will have two opportunities to pass a semester: during the regular exams and during the re-sitting exams. If a course is failed in the regular exam and the semester is not globally passed, the student has to take the re-sitting exam for that course.

Regular exams will be scheduled just at the end of the study period (usually until the 15th January in the first and third semester and until the 30th May in the second one). Re-sitting exams will be scheduled after the regular exams, at the end of the semester (usually until the end of January in the first semester, until the end of June in the second one, and until mid-February in the third one). The re-sitting exams might be taken in any of the partner universities. In case of oral exams, a videoconference can be organized if needed between the

student, the professor and supervised by a professor from the university where the student is located. In case of written exam, the content will be sent if needed to a professor from the university where the student is located, who will have to supervise the examination session.

If a student fails the first or the third semester after the described two opportunities, the corresponding Student Agreement states the available options.

### **XI.2.3. Master Thesis**

Students participating in the Programme are obliged to write a Master thesis and to participate in the Master thesis defence, fulfilling the procedures established by the Academic Committee. Procedures will mandatorily include, not necessarily in this order: an initial declaration, including at least the topic of the Master thesis, the expected dedication and the identification of the academic tutor and its signature; the drafting and acceptance of a Master thesis document (with the employer's consent and if no confidentiality clause is established between the internship's Company and the student); and the setting up of a jury to evaluate an individual defence of the Master thesis, which should be delivered online to the other partner universities. The defence can be made confidential if asked by the student's employer. This defence should take place before a deadline, which will be fixed by the Executive Committee every year. The evaluation of the Master thesis and the defence will follow the common procedure and forms (Annex E) agreed by the Academic Committee. The grades should also be communicated to other Partners within this deadline.

### **XI.2.4. Final Exam**

Partners will cooperate in organising a Final Exam. These final exams will be oral exams organized by all the partner institutions, following PPCU's indications.

## **XI.3. Language and Culture**

The language of the IPCV Programme is English. The courses, seminars and examinations will be conducted in English. The Master's Thesis must be written and defended in English. The Partner Universities will offer the Joint Master Programme students the opportunity to attend introductory courses in the national language and culture (language training).

## **XII. Degree Awarding and Diploma**

The JMD Programme is named “Erasmus Mundus Joint Master Degree in Image Processing and Computer Vision (IPCV)” and this title should be used by all Partner Universities when referring to the EMJMD Programme.

The degrees covered by the Programme are registered in the country of each Party in accordance with their national legal statutes. After having successfully completed the Programme, the student will be awarded the following master degrees recognized by national instances, as detailed in Annex B:

PCU: Master Degree in Computer Sciences Engineering; Specialization in IPCV

UAM: Erasmus Mundus Joint Master Degree in Image Processing and Computer Vision

UB: Master Degree in “Informatique”, Image Processing and Computer Vision

## **XIII. Quality Assurance**

The EMJMD IPCV will be subject to systematic evaluation and quality assurance in order to further develop the programme.

Monitoring the quality of the IPCV Master Programme will be undertaken through:

- An internal evaluation following the local rules of each partner institution.
- A joint evaluation procedure organized at the Consortium level.
- An external evaluation.

The actions following the evaluation are:

- Action plan. Once the evaluation from all Partner Universities, including students, alumni, teaching staff, guest lectures, and the External Advisory Board are received, the Executive Committee has one month to propose a list of concrete actions for the following year in order to address concerns and comments. It sends this list to the External Advisory Board, which has the right to amend it.
- Annual review. At the end of each year, the Executive Committee reviews the actions undertaken in relation to the list of proposed actions from the previous year.

### **XIII.1. Internal Evaluation at the Institution Level**

Each partner institution is individually responsible for a first evaluation of its courses, as required by the national accreditation systems. The quality of the courses offered by each partner institution will be ensured the appropriate internal bodies in each partner institution.

### **XIII.2. Internal Evaluation at the Consortium Level**

- The students and teaching staff are asked to regularly evaluate the course curriculum through online questionnaires.
- The guest lectures and internships supervisors are asked to evaluate the level of students with regards to their expectations.
- Once a year, the Academic Committee makes a synthesis from the students' and professors' evaluations. It highlights the strengths and weakness of the academic matters of the programme. If necessary, it suggests improvements and provides feedback within one month to the students and professors.
- Joint review of the IPCV Programme structure, contents and operations during a bi-annual meeting of the Executive Committee.
- The Consortium Coordination Office, with the help of the Alumni Association, will collect information to evaluate the programme by its success in terms of completion of the Course: time to get the first employment, career performance, etc.

### **XIII.3. External Evaluation**

The External Advisory Board evaluates and advises the programme as a whole every year. It is made up of:

- 3 academics from within the partner universities but not in the Academic Committee.  
Through a turn-over system, one of them will each year handle the role of secretary of this board, planning the meeting and writing the evaluation report.
- 3 independent academics who are from the partner universities
- 3 actors from the private sector
- 1 programme officer from outside the consortium
- 2 Alumni representatives
- 4 Student representatives (2 per cohort)

Once a year, each member of this board fills an evaluation form based on the internal evaluations provided by the Executive Committee. An analysis and a suggestion of improvements will be handed over the Executive Committee by the Secretary.

#### **XIV. Promotion, Dissemination of the EMJMD Programme**

To fulfil the strategic vision of our programme for sustainability, international mobility, and enhanced employability, the Academic Committee defined the following objectives for dissemination and promotion:

- To assert the global reputation of our programme as the highest-quality European Master in Image Processing and Computer Vision.
- To attract the best students worldwide and enhance their employability in the key sectors for our field.
- To attract strong industry partners who will contribute as curriculum evaluators, sponsors, guest scholars, sources of the latest technological know-how, and providers of internships and jobs.
- To facilitate cooperation and best practice exchange on the institutional level as a prerequisite for long-term sustainability and internationalisation.
- To actively involve policy makers in dialogue on key issues including sustainability, internationalisation, and regional expansion so as to improve mutual understanding of goals and challenges.

The promotion strategy includes an energetic online presence; a palette of advertising tools; outreach through the joint networks, and promotional publications in leading scientific journals.

All consortium members will be fully involved in the dissemination and promotion, with tasks allocated according to each partner's strengths.

## **XV. Validity, renewal and termination**

This Agreement shall come into force on the day when it has been signed by each of the Partner Universities, i.e. the day when the last Partner University signs, hereinafter referred to as the effective date.

An entity becomes a Partner University to this Consortium Agreement upon signature of this Consortium Agreement by a legal representative of the entity.

For entities accessing this Consortium Agreement after the effective date, a written acceptance and/or confirmation by a duly authorised representative of each Partner University must be obtained. The new agreement shall have effect from the date identified on the corresponding written accession document, provided such document has been countersigned by the Coordinating University.

### **XV.1. Duration and termination**

This Consortium Agreement shall continue in full force and effect until complete fulfilment of all obligations undertaken by the Partner Universities under the Grant Agreement and under this Consortium Agreement. The agreement may be extended by mutual consent of the Partner Universities.

However, this Consortium Agreement may be terminated earlier in accordance with the terms of this Consortium Agreement and the Grant Agreement Article I.2 – Entry into Force of the Agreement and Duration of the Action and II.16 – Termination of the Agreement.

Any Partner University may withdraw from this agreement, giving six month written notice to the other institutions. However, such withdrawal shall not affect students who have commenced their studies at any of the partner universities, students which are entitled to complete their courses of study and the program at all institutions.

If all the Partner Universities should agree to terminate the Joint Master Programme, all the partner universities are obliged to make arrangements for all students who have commenced their studies to complete their courses of study and the JMD Programme in a satisfactory way.

### **XV.3. Settlement of Disputes and Applicable Law**

All disputes arising from the interpretation, development, modification, resolution or execution of the present agreement, must be settled by joint agreement and through consultation or negotiation between the Partner Universities through the Executive Committee, or through any other mechanism agreed to by the Partner Universities. If it shall prove impossible to reach a solution through these procedures, the Partner Universities hereby undertake to subject themselves to an International Arbitration which will be determined by agreement of the Partner Universities.

The grant is governed by the terms of the Grant Agreement, and the Union rules applicable.

### **XVI. Signatures**

The present agreement was prepared in 3 original copies – each copy consisting of 31 pages – which are completely identical in every way. Each copy has an Appendix that forms an integral part of the present Agreement.

By signing the present Agreement, the Partner Universities declare their approval of the document as conforming to their intentions entirely.

Agreed,

Date:

Pr. Manuel Tunon de Lara  
President of the Université de Bordeaux

Agreed,

Date:

Dr. Rafael Garesse Alarcón  
Rector of the Universidad Autónoma de Madrid

Agreed,

Date:

Dr. Sz. Anzelm SZUROMI DSc.  
President of the Pázmány Péter Catholic University

**Annex A to the agreement between Consortium Members**

**GRANT AGREEMENT  
Erasmus Mundus Joint Master Degrees (EMJMD)**

**Agreement number: 2017-1923**

Between:

**The Education, Audiovisual and Culture Executive Agency (EACEA)**

And:

**Université de Bordeaux**



Education, Audiovisual and Culture Executive Agency

Erasmus+: Higher Education – Erasmus Mundus Joint Master Degrees



**GRANT AGREEMENT FOR AN ACTION WITH MULTIPLE BENEFICIARIES**

**ERASMUS MUNDUS JOINT MASTER DEGREES (EMJMD)**

**Financing exclusively by lump sum and/or unit costs contribution(s)**

**AGREEMENT NUMBER – 2017 - 1923 / 001 - 001**

**PROJECT NUMBER – 586508-EPP-1-2017-1-FR-EPPKA1-JMD-MOB**

The **Education, Audiovisual and Culture Executive Agency** (hereinafter referred to as “the Agency”), acting under powers delegated by the European Commission (hereinafter referred to as “the Commission”) represented for the purposes of signature of this Agreement by Mr Klaus HAUPT, Head of Unit for Erasmus+: Higher Education – Erasmus Mundus Joint Master Degrees,

on the one part,

and

**UNIVERSITE DE BORDEAUX**

PLACE PEY BERLAND 35,  
F - 33000 BORDEAUX

hereinafter referred to as “the coordinator”, represented for the purposes of signature of this Agreement by **Manuel TUNON de LARA**

and the other beneficiaries listed in Annex IV

duly represented by the coordinator by virtue of the mandates included in Annex IV for the signature of this Agreement, hereinafter referred to collectively as “the beneficiaries”, and individually as “beneficiary” for the purposes of this Agreement where a provision applies without distinction between the coordinator or another beneficiary,

on the other part,

Whereas the Commission has taken the decisions n° C(2013) 8550 of 04/12/2013 and n° C(2014) 6158 of 03/09/2014 authorising the use of lump sum and reimbursement on the basis of unit costs to cover one or more different categories of eligible costs under the Erasmus+ Programme - Key Action 1: Erasmus Mundus Joint Master Degrees.



HAVE AGREED

to the Special Conditions (hereinafter referred to as “the Special Conditions”) and the following Annexes:

- Annex I Description of the action
- Annex II General Conditions (hereinafter referred to as “the General Conditions”)
- Annex III Estimated budget of the action
- Annex IV List of beneficiaries and mandates provided to the coordinator by the other beneficiaries
- Annex V Model technical report
- Annex VI Model financial statement
- Annex VII Model terms of reference for the certificate on the financial statements and underlying accounts: not applicable
- Annex VIII Model terms of reference for the operational verification report: not applicable
- Annex IX Minimum requirements for the Health and Accident Insurance coverage of EMJMD students
- Annex X Minimum requirements and recommendations for student selection & scholarship management

which form an integral part of this Agreement, hereinafter referred to as "the Agreement".

The terms set out in the Special Conditions shall take precedence over those set out in the Annexes.

The terms of Annex II "General Conditions" shall take precedence over the other Annexes.

## SPECIAL CONDITIONS

### ARTICLE I.1 - SUBJECT MATTER OF THE AGREEMENT

A European Union grant is awarded, under the terms and conditions set out in the Special Conditions, the General Conditions and the other Annexes to the Agreement, for the action entitled **EMJMD Image Processing and Computer Vision** ("the action") as described in Annex I.

With the signature of the Agreement, the beneficiaries accept the grant and agree to implement the action, acting on their own responsibility.

### ARTICLE I.2 - ENTRY INTO FORCE OF THE AGREEMENT AND DURATION OF THE ACTION

**I.2.1** The Agreement shall enter into force on the date on which the last party signs.

**I.2.2** The action shall run for **01-09-2017 months** as of **01-09-2017** ("the starting date of the action") and shall end on **31-08-2022**.

### ARTICLE I.3 - MAXIMUM AMOUNT AND FORM OF THE GRANT

The grant shall be of a **maximum amount of EUR 2.627.000,00** and shall take the form of:

- (a) Reimbursement of eligible costs: not applicable.
- (b) A unit contribution ("unit contribution") to cover the following categories of eligible costs related to the EMJMD students scholarships, as indicated in the Erasmus+ Programme Guide:
  - participation costs
  - travel and installation costs
  - subsistence costs
- (c) A lump sum contribution of maximum EUR 170.000 ("lump sum contribution") to cover the following categories of eligible costs:
  - contribution to the EMJMD consortium management costs for the preparatory year financed by a lump sum amount of EUR 20.000
  - contribution to the EMJMD consortium management costs and costs for invited scholars and guest lecturers financed by a lump sum amount of EUR 50.000 per intake of the EMJMD for a total of three intakes. A reduction of EUR 1.950 will be applied for each scholar week not duly carried out and/or not reported.
- (d) Flat-rate contribution: not applicable

## **ARTICLE I.4 - ADDITIONAL PROVISIONS ON REPORTING, PAYMENTS AND PAYMENT ARRANGEMENTS**

### **I.4.1 Reporting periods, payments and additional supporting documents**

In addition to the provisions set out in Articles II.23 and II.24, the following reporting and payment arrangements shall apply:

- Upon entry into force of the Agreement, a pre-financing payment of 25% of the maximum amount specified in Article I.3 shall be paid to the coordinator.

#### **Further pre-financing payments:**

- A second pre-financing payment of 50% of the maximum amount specified in Article I.3 shall be paid to the coordinator, subject to having used at least 70% of the previous pre-financing instalment paid, and to the receipt of a progress report on the implementation of the action (“technical report on progress”), and a statement on the amount of the previous pre-financing instalment used to cover costs of the action (“statement on the use of the previous pre-financing instalment”), drawn up in accordance with Annexes V and VI, including an extract from the EACEA mobility tool in order for the Agency to check the level of consumption of the first instalment;
- A third pre-financing payment of 25% of the maximum amount specified in Article I.3 shall be paid to the coordinator, subject to having used at least 70% of the previous pre-financing instalments paid, and to the receipt of a progress report on the implementation of the action (“technical report on progress”), and a statement on the amount of the previous pre-financing instalment used to cover costs of the action (“statement on the use of the previous pre-financing instalment”), drawn up in accordance with Annexes V and VI, including an extract from the EACEA mobility tool in order for the Agency to check the level of consumption of the previous instalments;
- Should preceding pre-financing instalments not be executed in full, a further pre-financing (fourth pre-financing) shall be requested by the coordinator in order to reach the maximum amount of pre-financings. A fourth pre-financing request (accompanied by the forms specified in Annexes V and VI) should be submitted no later than one year before the end of the period set out in Article I.2.2.

#### **Payment of the balance:**

- Sole reporting period from the starting date of the action to the end of the period set out in Article I.2.2: the balance shall be paid to the coordinator, subject to the receipt of the final report accompanied by a summary financial statement, drawn up in accordance with Annex V and VI.

#### **Reporting arrangements:**

The documents referred to in Annexes V and VI must be submitted by the following dates:

- 1) a **technical report by 31.10.2018**;
- 2) a **second pre-financing request** (accompanied by the forms specified in Annexes V and VI) **by 31.08.2019**;
- 3) a **third pre-financing request** (accompanied by the forms specified in Annexes V and VI) **no later than 28.02.2021**;
- 4) a **final report** covering the whole duration of the action, accompanied by a summary financial statement (forms to use specified in Annexes V and VI) must be submitted **no later than 60 calendar days after the end date** of the action set out in Article I.2.

#### **I.4.2 Time limit for payments**

The time limit for the Agency to make further pre-financing payments and payment of the balance is 60 days.

#### **I.4.3 Language of requests for payments, technical reports and financial statements**

All requests for payments, technical reports and financial statements shall be submitted in English, French or German.

### **ARTICLE I.5 - BANK ACCOUNT FOR PAYMENTS**

All payments shall be made to the coordinator's bank account, denominated in euro, as indicated below:

Name of bank: **TRESOR PUBLIC**

Address of branch: **24 RUE FRANCOIS DE SOURDIS,**

**F - BORDEAUX CEDEX**

Precise denomination of the account holder: **AGENT COMPTABLE UNIVERSITE DE BORDEAUX**

Full account number (including bank codes): **IBAN\_ ONLY**

IBAN code: **FR7610071330000000100124128**

### **ARTICLE I.6 - DATA CONTROLLER AND COMMUNICATION DETAILS OF THE PARTIES**

#### **I.6.1 Data controller**

The entity acting as a data controller according to Article II.6 shall be the person who is representing the Agency for the purposes of the signature of this Agreement.

#### **I.6.2 Communication details of the Agency**

Any communication addressed to the Agency shall be sent to the following address:



Education, Audiovisual and Culture Executive Agency  
Mr Klaus HAUPT  
Unit A3 – Erasmus+: Higher Education – Erasmus Mundus Joint Master Degrees  
J-59 01/034  
Avenue du Bourget, 1  
1049 Brussels  
BELGIUM  
E-mail address: [EACEA-EM-Consortia@ec.europa.eu](mailto:EACEA-EM-Consortia@ec.europa.eu)

### **I.6.3 Communication details of the beneficiaries**

Any communication from the Agency to the beneficiaries shall be sent to the following address:

Vincent LEPETIT  
UNIVERSITE DE BORDEAUX  
PLACE PEY BERLAND 35,  
F - 33000 BORDEAUX

### **ARTICLE I.7 - ADDITIONAL PROVISIONS ON USE OF THE RESULTS (INCLUDING INTELLECTUAL AND INDUSTRIAL PROPERTY RIGHTS)**

In addition to the provisions of Article II.8, if the beneficiaries produce materials under the scope of the project, such materials must be made available for the public, in digital form, freely accessible through the Internet under open licenses.

The beneficiaries must also warrant that the Agency and the Union has the rights to:

- communicate the results of the action by any other types of communication not specified in the General Conditions;
- edit or re-write in another way the results of the action, including shortening, summarising, modifying the content, correcting technical errors in the content;
- cut, insert meta-data, legends or other graphic, visual, audio or word elements in the results of the action;
- extract a part (e.g. audio or video files) of, divide into parts or compile the results of the action;
- prepare derivative works of the results of the action;
- translate, insert subtitles in, dub the results of the action in all official languages of EU;
- authorise or sub-licence the modes of exploitation set out above to third parties;

The Agency and the Union shall have the rights of use specified in the General Conditions and set out above for the whole duration of the industrial or intellectual property rights concerned.

#### **ARTICLE I.8 – SPECIAL PROVISIONS ON BUDGET TRANSFERS**

Not applicable.

#### **ARTICLE I.9 - SETTLEMENT OF DISPUTES WITH NON EU BENEFICIARIES**

By way of derogation from Article II.18.2, where a beneficiary is legally established in a country other than a Member State of the European Union (the 'non EU beneficiary'), the Agency and/or the non EU beneficiary may bring before the Courts of Brussels any dispute between the Agency and the non EU beneficiary concerning the interpretation, application or validity of the Agreement, if such dispute cannot be settled amicably. In such case where one party (i.e. the Agency or the non EU beneficiary) has brought proceedings before the Courts of Brussels concerning the interpretation, application or validity of the Agreement, the other party may not bring a claim arising from the interpretation, application or validity of the Agreement in any other court than the Courts of Brussels already seized.

#### **ARTICLE I.10 - OTHER SPECIAL CONDITIONS**

##### **ARTICLE I.10.1 - MINIMUM INSURANCE REQUIREMENTS**

The beneficiaries shall provide a health and accident insurance scheme that guarantees adequate coverage in accordance with Annex IX.

##### **ARTICLE I.10.2 - MINIMUM STUDENT SELECTION & SCHOLARSHIP MANAGEMENT REQUIREMENTS**

The beneficiaries shall adhere to the minimum requirements and recommendations for students' selection and scholarship management provided in Annex X.

##### **ARTICLE I.10.3 - PARTICIPATION IN MEETINGS ORGANISED BY THE AGENCY**

Representatives of the coordinator (or other beneficiaries if required) are expected to participate in meetings organised by the Agency, i.e. indicatively up to two meetings per year. The expenses for participation are eligible costs and are covered by the project budget under "lump sum contribution to the management costs".

## ARTICLE I.10.4 - DISSEMINATION AND EXPLOITATION OF RESULTS

### I.10.4.1 - Dissemination

Beneficiaries of grants under the Erasmus+ Programme have the duty to ensure that the work undertaken within the framework of this grant agreement and the results accruing from it receive substantial visibility. The co-ordinator must pay specific attention to the importance of dissemination, exploitation of results of the action and to their visibility at a transnational level. In this respect, the co-ordinator must:

- create and maintain (at least during the project lifetime) a website for the action. The website must be kept up-to-date with at least: a description of the project, the contact details of the co-ordinator, the list of beneficiaries, mention of the European Union's financial support with the relevant logo (see Article I.10.4.2), and access to the all results, as and when they become available.
- update the project summary in accordance with the instructions provided in Annex V.
- provide during the project lifetime the Agency and/or the Commission with the information requested in order to promote the Erasmus+ Programme and disseminate the results. This may include answering questionnaires and entering data into databases.
- use the Erasmus+ Project Results Platform, on the website <http://ec.europa.eu/programmes/erasmus-plus/projects/> to disseminate and exploit project results and deliverables in accordance with the instructions provided therein. The approval of the final report will be subject to the upload of the project results/deliverables on the aforementioned platform by the time of its submission.

### I.10.4.2 - Publicity Obligations

1. For the purpose of Article II.7 of the grant agreement, relating to the publicity and use of the relevant logo, the beneficiaries must follow the instructions available on the following website: [https://eacea.ec.europa.eu/about-eacea/visual-identity\\_en](https://eacea.ec.europa.eu/about-eacea/visual-identity_en)
2. The beneficiaries must inform the public, press and media of the action (internet included), which must, in conformity with Article II.7 mentioned above, visibly indicate “with the support of the Erasmus+ Programme of the European Union” as well as the graphic logos.
3. Where the action, or part of the action, is a publication, the mention and graphic logos must appear on the cover or the first pages following the editor's mention.
4. If the action includes events for the public, signs and posters related to this action must be displayed. This must include the logos mentioned under point 1. Authorisation to use the logos described in point 1 implies no right of exclusive use and is limited to this agreement.

**ARTICLE I.10.5 - FINANCIAL PENALTIES**

**I.10.5.1 - Penalties in case of non-compliance with publicity provisions**

The obligation to comply with the publicity provisions set out in Article II.7 constitutes a substantial obligation. Without prejudice to the right to terminate the grant, in case of failure to fulfil this obligation, the Agency may apply a 20% reduction of the grant initially provided for.

**I.10.5.2 - Penalties in case of poor, partial, or late implementation**

For the purpose of poor, partial or late implementation as provided for in Article II.25.4, and in a total of maximum 100 points, the reduction will be of::

- 25% if the project scores at least 40 points and below 50 points;
- 35% if the project scores at least 30 points and below 40 points;
- 55% if the project scores at least 20 points and below 30 points;
- 75% if the project scores below 20 points.

**ARTICLE I.10.6 - INAPPLICABILITY OF THE NO-PROFIT PRINCIPLE**

By way of derogation from Article II.25.3, the no-profit principle does not apply to the action.

**ARTICLE I.10.7 - SPECIAL PROVISIONS ON THE CONVERSION OF COSTS INCURRED IN ANOTHER CURRENCY INTO EURO**

By way of derogation from Article II.23.4, any conversion into euro of costs incurred in other currencies shall be made by the beneficiaries at the monthly accounting rate established by the Commission and published on its website

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

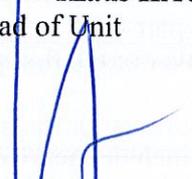
**SIGNATURES**

For the coordinator  
**Manuel TUNON de LARA,**  
 Function: *President*

[signature]   
 Done in *Talence*  
 Date: *04/09/17*



For the Agency  
**Klaus HAUPT**  
 Head of Unit

[signature]   
 Done in Brussels  
 Date: *15/9/2017*

In duplicate in English

## **Annex B to the agreement between Consortium Members concerning the management and delivery of the Erasmus Mundus Joint Master Degree in Image Processing and Computer Vision: Programme Description**

The JMD Programme is named “Erasmus Mundus Joint Master Degree in Image Processing and Computer Vision (IPCV)” and this title should be used by all Partner Universities when referring to the EMJMD Programme.

The Partner Universities deliver the “Erasmus Mundus Joint Master Degree in Image Processing and Computer Vision (IPCV)” a multiple degree and a diploma supplement to all successful IPCV students. The diploma supplement will be edited in English and will contain a common description of the IPCV Programme. As soon as national regulations permit it, a Joint Degree Diploma will be implemented. Currently the student will be awarded with the national Master’s diplomas and diploma supplement from the three universities fully accredited and recognized by national instances:

- PCU: Master of Science in Computer Science Engineering; Specialization in IPCV
- UAM: Erasmus Mundus Joint Master Degree in Image Processing and Computer Vision
- UBx: Master Degree in “Informatique”, Image Processing and Computer Vision

All Partner Universities are degree awarding institutions. National rules are the basis of recognition. The degrees are recognized by all Partner Universities, what has also been stipulated in the Consortium application submitted to the EACEA.

Degrees will be offered in accordance with the current legislation, local procedures and regulations of the involved Partner Universities.

The content and the layout of the Diploma(s) and the Diploma Supplement(s) have to be agreed upon between the Partner Universities with regard to the legal framework of the involved partners.

### **Programme**

The student will be taught the following courses. The number of places may be limited in some of the classes and therefore we cannot ensure the students that their choice will be accepted.

**1<sup>st</sup> semester: PPCU**

Course name	ECTS
Parallel Computing Architectures	3
Numerical Analysis	4
Basic Image Processing Algorithms	5
Data Mining and Machine Learning	5
Programming Methodology	5
Signal Processing	0
Sports	0
Biomedical Signal Processing (Track 1)	4
Personal Navigation (Track 1)	4
Intelligent Sensors (Track 2)	3
High-level Synthesis Methods on FPGAs (Track 2)	5
<b>TOTAL (offered/coursed)</b>	<b>38/30</b>

**2nd semester: UAM**

Course name	ECTS
Applied Bayesian Methods	6
Tutored Research & Development Project I	4
Applied Video Sequences Analysis	6
Writing/Presentation Skills Workshop	0
Initiation to Research	2
Vision for Multiple or Moving Cameras	6
People Detection and Biometric Recognition (Track 1)	6
Tomography and 3D Imaging Applied to Biomedical Samples (Track 2)	6
<b>TOTAL (offered/coursed)</b>	<b>36/30</b>

### 3rd semester: UBx

Course name	ECTS
Variational method and PDE and optimization for image processing	6
IT Project Management	3
Acquisition, Reconstruction and Invers Problems	6
Tutored Research & Development Project II	4
Career Development Week	2
Deep Learning in Computer Vision	3
Computational Photography (Track 1)	6
Augmented and Virtual Reality (Track 2)	6
<b>TOTAL (offered/coursed)</b>	<b>36/30</b>

### 4th semester

Course name	ECTS
Master Thesis	30
<b>TOTAL (offered/coursed)</b>	<b>30/30</b>

## **Annex C to the agreement between Consortium Members concerning the management and delivery of the Erasmus Mundus Joint Master Degree in Image Processing and Computer Vision: Financial Scheme**

### **1. Use and distribution of the grant**

The financial contribution to the internal management costs of the IPCV Consortium (lump sum and invited scholars) plus all EMJMD students scholarships (Partner country scholarship, Programme country scholarship, ENI East), will be collected by Université de Bordeaux.

Université de Bordeaux will distribute the required values to the Parties to pay the current fees according to the student allocation in the different Parties. The difference with the collected EMJMD participation costs will be used to implement specific aspects of the JMD Programme (i.e. meetings, e-learning, workshops, language courses, communication, meeting organization...). The Academic Committee will establish a yearly budget plan to implement the specific aspects of the JMD Programme. Starting from the academic year 2018/2019, the Consortium Coordination Office will establish the amount due to each Party for its services related to the specific aspects of the JMD Programme and according to the decisions laid down by the Academic Committee.

The financial contribution (lump sum) to the Erasmus Mundus Joint Master Degrees' internal management costs will be devoted to run the Erasmus Mundus Joint Master Degrees' Coordination Office (salaries and functioning).

### **2. Management of an intake of students within non-EU funding scheme**

According to the financial budget available within non-EU funding scheme for the Consortium, the Parties agree to select students as follows:

The Consortium will invest an agreed budget per year to take over from EU funding for the non-funded cohorts, and promote self-funded applications by growing the programme's reputation. This investment will be used to propose partial and full fee waivers based on academic performance.

### **3. Students' participation costs and fee distribution**

In the academic year 2018/2019, overall students' EMJMD participation costs for all category Partner country and Programme country students (irrespective of the chosen study tracks) will be 9,000 Euros and 4,500 Euros per year respectively. The difference between Partner and Programme country students EMJMD participation costs is due to the services provided by the Master Consortium to welcome and host Partner country students.

Financial arrangements for the distribution of tuition fees are made under the EMJMD Grant Agreement. The Consortium, through the Academic Committee, agrees the budget and overall tuition fees for the JMD Programme.

Tuition fees will be distributed by Université de Bordeaux among Partner universities according to their national, yearly revised, fee structure. All Parties agree that no additional fees or overheads can be charged later to the students.

Current tuition fees applied in each partner (€/year) are as follows:

2018-2019	Partner country students	Programme country students
<b>Budapest</b>	1600€	1600€
<b>Madrid</b>	2522,1€	1421,7€
<b>Bordeaux</b>	262€	262€

\*These amounts can change according to each university/country's regulations.

#### 4. Students' and Scholars' Financial scheme

##### 4.1. Scholarship holders

Access to scholarship money will be provided to students and scholars as early as possible. For all, a clause stipulating the conditions of access and use of the scholarship will be included in the student or scholar agreement that will be signed between the Consortium Coordinator and the student or scholar, according to EMJMD regulations.

Upon arrival in Budapest, each student holding a scholarship (either Partner or Programme country) will have to open a bank account that is in accordance with the financial regulations of Université de Bordeaux (obligatory IBAN for the scholarship payment). The IPCV Coordination Office will help the students in dealing with all these financial matters.

##### Partner country students:

- Payment of the Contribution to travel & installation costs: For Partner country scholarship holders residents living at more than 4,000 km away from Bordeaux Coordination Office, from the fixed amount of 7,000 Euros, 4,000 Euros will be paid on the day of registration. The remaining sum (3,000 Euros) will be paid the next year in September. For Partner country scholarship holders residents living at less than 4,000 km away from Bordeaux Coordination Office, from the fixed amount of 5,000 Euros, 3,000 Euros will be paid on the day of registration. The remaining sum (2,000 Euros) will be paid the next year in September.
- Payment of the monthly allowance: A monthly payment of an installment of 1,000 Euros will be paid from September (year n) through August (year n+1) at the beginning of each month by the Consortium Coordination Office to Partner country students holding a scholarship (i.e. 24 months, from the enrolment to the completion of the JMD Programme).

##### Programme country students:

- Payment of the Contribution to travel & installation: For Programme country scholarship holders residents, from the fixed amount of 2,000 Euros, 1,000 Euros will be paid on the day of registration. The remaining sum (1,000 Euros) will be paid the next year in September.
- Payment of the monthly allowance: A monthly payment of an installment of 1000 Euros will be paid from September (year n) through August (year n+2) at the beginning of each month by the

Consortium Coordination Office to Programme country students holding a scholarship (i.e. 24 months, from the enrolment to the completion of the JMD Programme).

Scholars:

The EMJMD Programme is expected to engage minimum 4 different scholars per student intake for a minimum of 8 weeks in total per intake.

The amount of the scholar scholarship will be validated by the Academic Committee at each scholar selection in function of the selection criteria established based on the place of residence, the period of the mobility and available budget.

A “week” is defined as minimum 4 out of 7 consecutive calendar days. It is not possible to consider 8 consecutive days as 2-weeks. It is not possible to carry out more than a maximum of 2-weeks stay/scholar. The amount will be paid to scholars upon arrival.

Thanks to the feedback provided by the network of tutors, the Academic Committee will be informed of the actual and active participation of the grantees in the EMJMD Programme. In case of non-compliance of the grantee, the Academic Committee will inform the Executive Agency (EACEA) of the problem to take appropriate measures.

**4.2. Non-scholarship holders**

Non-scholarship holders will pay their EMJMD participation costs including tuition fees (i.e. a yearly amount of 9,000 Euros for Partner country students and a yearly amount of 4,500 Euros for Partner country students) in one installment to the Consortium Coordination Office, at registration each year.

Non-scholarship holders have to certify that they have adequate funds to pursue the IPCV Programme. They can expect no financial assistance from the IPCV Programme towards payments of either fees or living/travel costs during their period of study.

**Annex D to the agreement between Consortium Members concerning the  
management and delivery of the European Master in Image Processing and  
Computer Vision:  
Student Agreements**

**STUDENT AGREEMENT**  
**Erasmus Mundus Joint Master Degree**  
**Image Processing and Computer Vision**

**Academic years 2018/2020**

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Between,

the Coordinating Institution, the Université de Bordeaux,

represented by Pascal DESBARATS, LABRI, 351 cours de la Libération, FR-33405 Talence Cedex,  
on behalf of the IPCV Consortium formed by the following institutions :

- The Université de Bordeaux (UBx), France
- The Universidad Autónoma de Madrid (UAM), Spain
- The Pázmány Péter Catholic University (PPCU), Budapest, Hungary

And the Student,

First and last name:

Date and place of birth:

Permanent address:

Nationality:

Passport number:

Agree on this agreement under the following terms and conditions:

### **I. Academic Issues**

The student commits herself/himself to attend the academic programme of IPCV Master Degree course for 120 ECTS, having duration of 2 academic years. The language of instruction is English.

The student will follow courses and perform work in the three partner universities of the Consortium. The specific exam and holiday periods during each semester are considered in accordance with the valid regulations set in the relevant university.

## 1. Programme

The student will be taught the offered courses (mandatory and optional courses). The number of places in the optional courses may be limited in some of the classes and therefore we cannot ensure the students that their choice will be accepted.

## 2. Evaluation procedures

During the whole program the students are evaluated by the ECTS grading system:

[http://ec.europa.eu/education/tools/docs/ects-guide\\_en.pdf](http://ec.europa.eu/education/tools/docs/ects-guide_en.pdf)

During the program, studies and examinations follow the rules of the partner University where the student is currently studying. Students are expected to globally pass each semester. While courses are evaluated independently, the system of compensation of marks will be applied for a semester, i.e., it is possible to compensate the marks of the different courses if the sum of all of them is at least 10/20 in Université de Bordeaux, 5/10 in Universidad Autónoma de Madrid and 2.5/5 in Pázmány Péter Catholic University. The minimum marks for every course that will allow setting up this system are 7/20 in Université de Bordeaux, 4/10 in Universidad Autónoma de Madrid and 2/5 in Pázmány Péter Catholic University.

### 2.1. Regular exams and re-sitting exams

The student will have two opportunities to pass a semester: during the regular exams and during the re-sitting exams. If a course is failed in the regular exam and the semester is not globally passed, the student should follow the re-sitting exam for that course.

Regular exams will be scheduled just at the end of the teaching period (usually until the 15<sup>th</sup> January in the first and third semester and until the 30<sup>th</sup> May in the second one). Re-sitting exams will be scheduled after the regular exams, at the end of the semester (usually until the end of January in the first semester, until the end of June in the second one, and until mid-February in the third one). The re-sitting exams might be followed in any of the partner universities. In case of oral exams, a videoconference will be organized if needed between the student and the professor and supervised by a professor from the university where the student is. In case of written exam, the content will be sent if needed to a professor from the university where the student is, who will have to supervise the examination session.

If a scholarship student fails a semester, the scholarship will be withdrawn.

### **3. Master Thesis**

The fourth semester will consist of developing the Master Thesis via an internship in a laboratory or in a company. As a result, the student must deliver a Master Thesis report (40-50 pages) and a short internship report describing the work in the laboratory/company and the teamwork (5 pages). The work should include 750 hours and take place between the 15th of January and the 15th of June 2020.

The student is responsible for finding the internship. The place and the subject of the internship/Master Thesis must be validated by the Consortium and an academic tutor will be assigned to the student. The student will have to sign all the documents required.

The Master Thesis is defended in front of a jury at one of the three partner universities. In order to defend the Master thesis, all the previous semesters should have been passed. This should be public, except in case of confidentiality by the company/laboratory. The defense should be held before the 30<sup>th</sup> June.

If a scholarship student does not pass the Master Thesis evaluation, the scholarship will be withdrawn.

### **4. Final exam**

The student will have to take a final exam before 30th June 2020 so that it can meet the Hungarian requirements needed for the issuance of PPCU's diploma. This oral exam will be organized at the same university as the defense.

### **6. Graduation**

At the end of the successfully completed programme, the student will be awarded with the IPCV Joint Master Degree, unless local authorities have not yet authorized it. In that case, the student will be awarded with the national Master's diplomas and diploma supplement from the three universities fully accredited and recognized by national instances:

- PPCU: Master Degree in Computer Science Engineering; Specialization in IPCV
- UAM: EMJMD in Image Processing and Computer Vision
- UB: Master degree in "Informatique", Image Processing and Computer Vision

### **7. Coordination**

The IPCV Consortium has appointed two local coordinators by institution.

The local coordinators will be the reference of the student during her/his stay at the assigned university. Should the student have any kind of difficulty, either academic, logistic or administrative, social or cultural, she/he will have the possibility to refer to his/her local coordinators for advice.

## II. Students Rights

1. The student will enjoy the same rights and privileges and be subject to the same regulations and discipline as students of the host institution.
2. The student will obtain assistance from the International Relations Office of the assigned universities with all administrative formalities she/he may need, such as the period of enrolment at the university, welcome reception, language courses, how to get the student card, accommodation, sport facilities as well as cultural events. A Non EU student will be assisted with necessary documents in order to obtain their visa or residence permit.
3. The student will automatically receive access on-site and online learning facilities and join in the consultation possibilities, mentorship system of the three institutes.

## III. Students Commitments

1. The student behaving in a way contradictory to the curriculum academic (cheating, fabrication, forgery, plagiarism, or facilitating academic dishonesty), cultural or professional aims shall see his/her situation reviewed by the Consortium regarding the delivery of the Degree and the withdrawal and refund of the Scholarship.
2. The student shall respect the policies regarding student life at the host institution.
3. The student shall keep the Academic Committee aware about possible difficulties he/she might encounter. In case of an individual problem, the Academic Committee will try to find the best solutions to solve it. More generally, the student could also benefit from the help/support/advice of the Student Representatives that will advise the Academic Committee with regard to the interests of the Student.
4. The student commits to participate to the development of the IPCV brand before and after graduation. He/she will integrate the Alumni Association.
5. The student approves his/her mandatory participation in all Programme surveys/evaluations.
6. The student agrees to arrive, and be present for integration and registration days, on the date and at a place and time specified by the Programme. He/she understands that if he/she arrives late or is

not present for these mandatory days shall see his/her situation reviewed by the Consortium regarding the withdrawal and refund of the Scholarship.

7. The student agrees and understands that the Consortium shall not be responsible for modifications or changes made by the Hosting University with respect to the academic term(s) calendar or for the provision of room, which may be specified.

8. The student granted with an Erasmus Mundus scholarship agrees not to receive any other scholarship or subvention financed by the European Commission under other Community programmes.

9. The student wishing to complain about specific service or facility provided by a specific Hosting University shall invoke the complaint procedure of that institution.

10. The student will keep the Programme Coordinator informed of any change in his/her contact details for three years following the end of the Student Agreement.

11. The student will use the IPCV email address provided by the Consortium.

#### **IV. Financial matters**

The tuition fees of the Programme are:

- 9.000€ per year for Partner Country students
- 4.500€ per year for Programme Country students

These fees cover the national enrolment fees; services in force in each university (e.g. all costs for obligatory course trainings/seminars, including administrative costs related to the issuing of the diploma and diploma supplement). Additionally, the student will be provided with health insurance during the whole period of the studies from the insurance company “Marsh”. The insurance scheme called EMIS (Erasmus Mundus Insurance Scheme: <https://www.marshconnect.eu/emis2MC.htm>) has been tailor made for such programmes. The insurance will be subscribed 2 months before the Programme starts and end 2 months after it ends.

## 1. Erasmus Mundus Scholarship

The amount of the scholarship for the EMJMD scholarship-holder students are:

	Programme country students	Partner country students
<b>Contribution to the travel and installation costs</b>	1 000 Euros per year	2 000 Euros per year for travel costs + 1 000 Euros for installation costs for countries situated at less than 4 000 km from the coordinating institution  3 000 Euros per year for travel costs + 1 000 Euros for installation costs for countries situated at more than 4 000 km for the coordinating institution
<b>Contribution to subsistence costs</b>	1000 Euros per month during 24 months	1000 Euros per months during 24 months
<b>Contribution to the participation costs (tuition fee)</b>	4500 Euros per year	9000 Euros per year

The management of the Erasmus Mundus scholarship will be done as follows:

- Contribution to the participation costs is directly deducted from the scholarship for tuition fees payment.
- Contribution to subsistence costs is paid directly to the student once a month, from September 2018 and for a total duration of 24 months and once the student has arrived in the first university.
- Contribution to travel and installation costs will be paid once a year starting from the month of arrival of the student in the first university.
- In case of interruption of the Programme by the student without any justification, the payments will be stopped immediately.
- The subsistence cost will not be transferred during the last semester if the student is doing its internship in its originate living country.

In case of prior leaving the Programme, the rules for reimbursement of unjustified scholarship payment will be in accordance with the regulations in the University of Bordeaux.

If the student does not possess a Euro bank account of a European bank, with the help of the International Relations Office, the student will have to open this kind of bank account where the scholarship will be transferred each month. If a change occurs in his/her bank account, the student has the responsibility to inform the Coordinating Institution.

## **2. Financial rules**

In the event that a student granted an Erasmus Mundus scholarship does not commit him/herself to participate in the Joint Master Degree in accordance with the terms defined above or in the event that the student discontinues the Programme for personal or non-medical reasons:

- Firstly, the scholarship is cancelled and thus the student cannot receive money anymore from the Consortium,
- Secondly, the student agrees to refund the part of the scholarship he/she has already received, within 12 months of the date of his/her discontinuation of the Programme.

In the event that the student discontinues the Programme for medical reasons or due to low academic performance (i.e., failing a semester):

- Firstly, the scholarship is cancelled and thus the student cannot receive money anymore from the Consortium,
- Secondly, the student will keep the amount of the living allowance he/she has received from the Consortium in proportion to the time he/she spent in the program already. He/she agrees to refund the whole remaining part within 12 months of the date of his/her discontinuation of the Programme.
- Thirdly, the student will also refund his/her travel allowance within 12 months of the date of his/her discontinuation of the Programme. From this amount will be deducted the costs of his/her travel from and to his/her country of origin and Visa(s). The student will have to provide a copy of his/her travel ticket and Visa(s) to the Programme Coordinator.

If the student plans not to attend the courses for more than 2 weeks, he/she has to inform the Coordinator and justify the absence. The student will only be able to be absent if the Coordinator validates it.

## **3. Resignation documentation**

Any student who does not want to continue the program for personal or non-medical reasons will have to provide an official resignation letter to the Programme Coordinator, explaining his/her motivation to cancel his/her participation.

Any student who does not want to continue the program for medical reasons will have to provide an official resignation letter to the Programme Coordinator, and a medical certificate.

#### 4. Erasmus Mundus Joint Master Degree action regulation

For further information, the EMJMD regulation is available on:

[http://ec.europa.eu/programmes/erasmus-plus/documents/erasmus-plus-programme-guide\\_en.pdf](http://ec.europa.eu/programmes/erasmus-plus/documents/erasmus-plus-programme-guide_en.pdf)

#### 5. Bank details of the student

Attached: Bank details provided by the Bank.

The student will keep the IPCV Coordination Office informed of any change in his/her contact details for three years following the end of the Student Agreement.

### VI. Modification, mediation and cancellation

1. Any alteration to the present agreement must be communicated in writing. All alterations to the initial situation must be immediately communicated by the student to the Consortium. Upon mutual agreement of contractual modifications, the Consortium will issue addenda to the present contract.

2. Without prejudice to the general consequences laid down in national law applicable in the present agreement, the consortium reserves the right to cease the effects of the present agreement, without appeal to any judicial procedure apart from adequate communication to the student. Failing agreement between both parts, the French courts are designed as the only competent authorities to resolve any legal dispute between the Consortium and the student emerging from the agreement. The present agreement will be governed by the French law.

3. Any breach of conditions here established by the student may lead to the cancellation of this agreement.

### VII. Signatures

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

#### The Student

Name:

Date:

Signature:

#### The IPCV coordinator

Name:

Date:

Signature:

**STUDENT AGREEMENT**  
**Erasmus Mundus Joint Master Degree**  
**Image Processing and Computer Vision**

**Academic years 2018/2020**

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Between,

the coordinating institution, the Université de Bordeaux,

represented by Pascal DESBARATS, LABRI, 351 cours de la Libération, FR-33405 Talence Cedex,  
on behalf of the IPCV Consortium formed by the following institutions :

- The Université de Bordeaux (UBx), France
- The Universidad Autónoma de Madrid (UAM), Spain
- The Pázmány Péter Catholic University (PPCU), Budapest, Hungary

And the student,

First and last name:

Date and place of birth:

Permanent address:

Nationality:

Passport number:

Agree on this agreement under the following terms and conditions:

### **I. Academic Issues**

The student commits herself/himself to attend the academic programme of IPCV Master Degree course for 120 ECTS, having duration of 2 academic years. The language of instruction is English.

The student will follow courses and perform work in the three partner universities of the Consortium. The specific exam and holiday periods during each semester are considered in accordance with the valid regulations set in the relevant university.

## 1. Programme

The student will be taught the offered courses (mandatory and optional courses). The number of places in the optional courses may be limited in some of the classes and therefore we cannot ensure the students that their choice will be accepted.

## 2. Evaluation procedures

During the whole program the students are evaluated by the ECTS grading system:

[http://ec.europa.eu/education/tools/docs/ects-guide\\_en.pdf](http://ec.europa.eu/education/tools/docs/ects-guide_en.pdf)

During the program, studies and examinations follow the rules of the partner University where the student is currently studying. Students are expected to globally pass each semester. While courses are evaluated independently, the system of compensation of marks will be applied for a semester, i.e., it is possible to compensate the marks of the different courses if the sum of all of them is at least 10/20 in Université de Bordeaux, 5/10 in Universidad Autónoma de Madrid and 2.5/5 in Pázmány Péter Catholic University. The minimum marks for every course that will allow setting up this system are 7/20 in Université de Bordeaux, 4/10 in Universidad Autónoma de Madrid and 2/5 in Pázmány Péter Catholic University.

### 2.1. Regular exams and re-sitting exams

The student will have two opportunities to pass a semester: during the regular exams and during the re-sitting exams. If a course is failed in the regular exam and the semester is not globally passed, the student should follow the re-sitting exam for that course.

Regular exams will be scheduled just at the end of the teaching period (usually until the 15<sup>th</sup> January in the first and third semester and until the 30<sup>th</sup> May in the second one). Re-sitting exams will be scheduled after the regular exams, at the end of the semester (usually until the end of January in the first semester, until the end of June in the second one, and until mid-February in the third one). The re-sitting exams might be followed in any of the partner universities. In case of oral exams, a videoconference will be organized if needed between the student and the professor and supervised by a professor from the university where the student is. In case of written exam, the content will be sent if needed to a professor from the university where the student is, who will have to supervise the examination session.

If a student fails the first or the third semester after the described two opportunities, he might follow the second or fourth semester respectively. However, if a semester is failed and the student desires to keep into the Programme, he/she must start again the academic course and to pay the fees for the complete year.

### **3. Master Thesis**

The fourth semester will consist of developing the Master Thesis via an internship in a laboratory or in a company. As a result, the student must deliver a Master Thesis report (40-50 pages) and a short internship report describing the work in the laboratory/company and the teamwork (5 pages). The work should include 750 hours and take place between the 15th of January and the 15th of June 2020.

The student is responsible for finding the internship. The place and the subject of the internship/Master Thesis must be validated by the Consortium and an academic tutor will be assigned to the student. The student will have to sign all the documents required.

The Master Thesis is defended in front of a jury at one of the three partner universities. In order to defend the Master thesis, all the previous semesters should have been passed. This should be public, except in case of confidentiality by the company/laboratory. The defense should be held before the 30<sup>th</sup> June.

If the student does not pass the Master Thesis evaluation, he/she will be able to repeat the Master Thesis defense in September. In this case, he/she will have to register again and pay the fees.

### **4. Final exam**

The student will have to take a final exam before 30th June 2020 so that it can meet the Hungarian requirements needed for the issuance of PPCU's diploma. This oral exam will be organized at the same university as the defense.

### **6. Graduation**

At the end of the successfully completed programme, the student will be awarded with the IPCV Joint Master Degree, unless local authorities have not yet authorized it. In that case, the student will be awarded with the national Master's diplomas and diploma supplement from the three universities fully accredited and recognized by national instances:

- PPCU: Master Degree in Computer Science Engineering; Specialization in IPCV
- UAM: EMJMD in Image Processing and Computer Vision
- UB: Master degree in "Informatique", Image Processing and Computer Vision

### **7. Coordination**

The IPCV Consortium has appointed two local coordinators by institution.

The local coordinators will be the reference of the student during her/his stay at the assigned university. Should the student have any kind of difficulty, either academic, logistic or administrative, social or cultural, she/he will have the possibility to refer to his/her local coordinators for advice.

## II. Students Rights

1. The student will enjoy the same rights and privileges and be subject to the same regulations and discipline as students of the host institution.
2. The student will obtain assistance from the International Relations Office of the assigned universities with all administrative formalities she/he may need, such as the period of enrolment at the university, welcome reception, language courses, how to get the student card, accommodation, sport facilities as well as cultural events. A Non-EU student will be assisted with necessary documents in order to obtain their visa or residence permit.
3. The student will automatically receive access on-site and online learning facilities and join in the consultation possibilities, mentorship system of the three institutes.

## III. Students Commitments

1. The student behaving in a way contradictory to the curriculum academic (cheating, fabrication, forgery, plagiarism, or facilitating academic dishonesty), cultural or professional aims shall see his/her situation reviewed by the Consortium regarding the delivery of the Degree.
2. The student shall respect the policies regarding student life at the host institution.
3. The student shall keep the Academic Committee aware about possible difficulties he/she might encounter. In case of an individual problem, the Academic Committee will try to find the best solutions to solve it. More generally, the student could also benefit from the help/support/advice of the Student Representatives that will advise the Academic Committee with regard to the interests of the Student.
4. The student commits to participate to the development of the IPCV brand before and after graduation. He/she will integrate the Alumni Association.
5. The student approves his/her mandatory participation in all Programme surveys/evaluations.
6. The student agrees to arrive, and be present for integration and registration days, on the date and at a place and time specified by the Programme.

7. The student agrees and understands that the Consortium shall not be responsible for modifications or changes made by the Hosting University with respect to the academic term(s) calendar or for the provision of room, which may be specified.

8. The student wishing to complain about specific service or facility provided by a specific Hosting University shall invoke the complaint procedure of that institution.

9. The student will keep the Programme Coordinator informed of any change in his/her contact details for three years following the end of the Student Agreement.

10. The student will use the IPCV email address

#### **IV. Financial matters**

The tuition fees of the Programme are:

- 9.000€ per year for Partner Country students
- 4.500€ per year for Programme Country students

These fees cover the national enrolment fees; services in force in each university (e.g. all costs for obligatory course trainings/seminars, including administrative costs related to the issuing of the diploma and diploma supplement). Additionally, the student will be provided with health insurance during the whole period of the studies from the insurance company “Marsh”. The insurance scheme called EMIS (Erasmus Mundus Insurance Scheme: <https://www.marshconnect.eu/emis2MC.htm>) has been tailor made for such programmes. The insurance will be subscribed 2 months before the Programme starts and end 2 months after it ends.

The payment of the 20% of fees has to be done by July.

The rest of fees shall be payed less than ten working days after the beginning of classes every year.

Fees are due to:

Agent Comptable - Université de Bordeaux

35 PLACE Pey Berland – 3300 - Bordeaux - France

IBAN: FR76 1007 1330 0000 0010 0124 128.

BIC : TRPUFRP1

Code banque/Bank code : 10071 - Guichet/Desk code: 33000

Numéro de Compte/Account number: 00001001241 clé/key 28

Domiciliation TPBORDEAUX

**Indicate your name, surname and specify IPCV Programme.**

The student should send by email the proof of the payment delivered by his/her bank to: [ipcv@u-bordeaux.fr](mailto:ipcv@u-bordeaux.fr)

**1. Financial rules**

In the event that a self-funded student does not commit himself to participate in the Joint Master Programme in accordance with the terms defined above or in the event that the student discontinues the Programme for personal or non-medical reasons:

- The part of the participation costs he/she already paid cannot be refunded.

In the event that a self-funded student discontinues the Programme for medical reasons:

- From the participation costs the student already paid, the IPCV Consortium will keep the amount corresponding to the time he/she has spent in the program.
- The remaining part will be refunded to the student within 12 months from the date of his/her discontinuation of the Programme.

**2. Resignation documentation**

Any student who does not want to continue the program for personal or non-medical reasons will have to provide an official resignation letter to the Programme Coordinator, explaining his/her motivation to cancel his/her participation.

Any student who does not want to continue the program for medical reasons will have to provide an official resignation letter to the Programme Coordinator, and a medical certificate.

**3. Erasmus Mundus Joint Master Degree action regulation**

For further information, the EMJMD regulation is available on:

[http://ec.europa.eu/programmes/erasmus-plus/documents/erasmus-plus-programme-guide\\_en.pdf](http://ec.europa.eu/programmes/erasmus-plus/documents/erasmus-plus-programme-guide_en.pdf)

**4. Bank details of the student**

Attached: Bank details provided by the Bank.

The student will keep the IPCV Coordination Office informed of any change in his/her contact details for three years following the end of the Student Agreement.

## VI. Modification, mediation and cancellation

1. Any alteration to the present agreement must be communicated in writing. All alterations to the initial situation must be immediately communicated by the student to the Consortium. Upon mutual agreement of contractual modifications, the Consortium will issue addenda to the present contract.
2. Without prejudice to the general consequences laid down in national law applicable in the present agreement, the consortium reserves the right to cease the effects of the present agreement, without appeal to any judicial procedure apart from adequate communication to the student. Failing agreement between both parts, the French courts are designed as the only competent authorities to resolve any legal dispute between the Consortium and the student emerging from the agreement. The present agreement will be governed by the French law.
3. Any breach of conditions here established by the student may lead to the cancellation of this agreement.

## VII. Signatures

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

### The Student

Name:

Date:

Signature:

### The IPCV coordinator

Name:

Date:

Signature:

**Annex E to the agreement between Consortium Members concerning the management and delivery of the Erasmus Mundus Joint Master Degree in Image Processing and Computer Vision: Evaluation Forms**

**1 Master Thesis Proposal**

**MASTER THESIS PROPOSAL**

**Student name: ...**

**Department: ...**

**Internship Supervisor: ...**

**Company/Laboratory: ...**

**Master thesis title: ...**

**Summary of the thesis: ...**

**Main contributions / task of the student: ....**

Hereby I apply for the approval of the theme of my Diploma Thesis.

---

Signature of Student

The theme of the Diploma Thesis has been approved by the University .....

---

Signature of IPCV local coordinator

## 2 Defense Evaluation Aspects

		Good/Average/Fair
<b>Quality of the slides</b>	Overall amount of content was appropriate (not too much, not too little)	
	Amount of content per slide was appropriate, outlined clearly (No whole sentences, font size is legible)	
	Figures are clear, graphs are meaningful, axes are labeled (including units if relevant)	
<b>Clarity of the presentation</b>	The order of the material is logical and follows a clear thread.	
	The student is familiar with the slides and does not need to read them.	
	The student makes an effort to check if the message he is trying to deliver goes through.	
<b>Introduction/Context</b>	The context is introduced in a way that a non-specialist engineer is able to understand it.	
	The motivation and the actuality of the work are explained.	
<b>Contribution</b>	The contribution of the student is clearly defined and is separate from the contribution of others.	
	The main basis for evaluating this category should be the amount of effort put into the work and the choices made for where to put the efforts.	
	An excellent work should include specification, planning, design, implementation, testing, potentially improvements and evaluation.	
	It is a plus if the work involves both hardware and software aspects.	
<b>Results analysis</b>	Results are clearly presented.	
	An analysis of the results if given that should be through enough to allow for deciding on the limits of applicability.	
	If there are parts that are unclear or not explicable, these	
<b>Conclusions/perspectives</b>	A good summary of the achievement is provided.	
	The applicability of the results is explained.	
	Potential future paths/goals are explored.	
<b>Answer to questions</b>	The student understands the intent and the significance of the questions.	
	The student gives a relevant and concise answer even if it is not a positive one.	
	If the question is relevant/not competent, then the student still answers it and explains in a polite manner what a good question could be.	

**3 Internship Evaluation by the Supervisor**

**Student name:**

**Internship Topic:**

**Supervisor Name / Affiliation:**

**Mail:**

**1. Internship Topic**

a. Please summarize the subject of the internship

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

b. Is this topic related to Image processing and computer vision?      yes  no

.....  
.....

c. Was the student working alone or within a team, was (s)he autonomous enough?

.....  
.....

d. Indicate for any of the following items the quality of the work

- State of the art .....

.....  
.....

- Theoretical analysis

.....  
.....

- Development/Programming

.....

- .....
- Proofs of theoretical results
- .....
- .....

- Experimental validation .....
- .....

- Other
- .....
- .....

**2. Quality of the student**

- a. Did the quantity of work match your expectation?
- .....
- .....

- b. Did the student have the prerequisites necessary for the internship? What were his/her competencies?
- .....
- .....

- c. Which objectives were or were not achieved?
- .....
- .....

- d. Did the student have the appropriate writing/presentation skills?
- .....

.....

e. What is the quality of hisher Master thesis?

.....

.....

f. Did the student made an important contribution? How could it be valorised?

.....

.....

g. Was the student able to draft perspectives to the current work? .....

.....

h. Could the student continue as a researcher or an engineer?

.....

.....

i. Would you be willing to offer him/her a job?

.....

.....

j. Do you have any particular comments/suggestions

.....

.....

#### 4 Master Thesis Defense

## Master Thesis Defense

**Student name:**

**Master thesis title:**

Has defended his/her Master thesis on the ...

In front of the following Jury

- ...
- ...
- ...

He/She was granted the following grade for the defense: .../10

He/She was granted the following grade for the Master Thesis: .../10

Date and place:

---

IPCV local coordinator

## 5 Final Examination Report

# Final Examination Report

**Name of student:**

**Date and place of birth:**

**Name of study program:** Master in Computer Science Engineering, PPCU, Hungary

**Specialization:** Image Processing and Computer Vision

<b>Final examination</b> (questions)	<b>Grade</b> (with number and letters)

In front of the following Jury:

- 

Date and place:

---

IPCV local coordinator