

CONSORTIUM AGREEMENT

ERASMUS MUNDUS JOINT MASTER DEGREE

Between

The University Court of the University of Glasgow

and



The National and Kapodistrian University of Athens

and



La Universidad Autonoma de Madrid

and



Aix-Marseille University

and



Libera Università Internazionale degli Studi Sociali Guido Carli

and



Instituto de Ciências Sociais da Universidade de Lisboa



CONSORTIUM AGREEMENT

THIS CONSORTIUM AGREEMENT is delivered on]
(insert date of last signatory)

Among:

- (1) The University Court of the University of Glasgow, incorporated under the Universities (Scotland) Act 1889, having its principal office at University Avenue, Glasgow G12 8QQ, a Registered Scottish Charity (Charity No SC004401, Charity Name University of Glasgow Court), (“UoG”);
- (2) National and Kapodistrian University of Athens, Special Account for Research Grants, 6 Christou Lada Street, 105 61, Athens, Greece (“NKUA”);
- (3) Universidad Autónoma de Madrid, Campus Cantoblanco, Calle Einstein, 5, 28049 Madrid, Spain (“UAM”);
- (4) Aix-Marseille University, Jardin du Pharo, 58 Boulevard Charles Livon, 13007 Marseille, France (“AMU”)
- (5) Libera Università Internazionale degli Studi Sociali Guido Carli, Viale Pola, 12 00198 Roma (“LUISS”) and
- (6) Instituto de Ciências Sociais da Universidade de Lisboa, Av. Prof. Aníbal de Bettencourt, n.º 9, 1600-189 Lisboa, Portugal (ICS-ULisboa)

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

BACKGROUND

The CPUs have agreed that they will collaborate in the joint development and delivery of a two-year full-time master degree Programme resulting in a joint degree or a double degree awarded by five combinations of three CPUs. Degree awarding partners are UoG, NKUA, UAM, AMU and LUISS. The five combinations are dependent on Study track choices and are as follows: 1) UoG, NKUA and UAM (joint), UoG, NKUA and LUISS (joint), UoG, UAM and LUISS (joint), UoG and NKUA (joint) and AMU (double), UoG and UAM (joint) and AMU (double). ICS-ULisboa is a Key Associate Partner and a non-degree awarding CPU and will contribute an online non-credit-bearing course and a non-credit bearing summer school. The joint degree type and title are International Master in South European Studies. In the case of AMU, the degree type and title are Master of Arts in European and International Studies (herein after referred to as the “Programme”) to be launched through funding from the Education, Audiovisual and Culture Executive Agency (EACEA) for an Erasmus Mundus Joint Master Degree (EMJMD), on the terms and conditions set out in this Agreement and the Programme Schedule (hereinafter defined). The EACEA preparatory funding started in September 2018, with the first Students starting their studies in September 2019.

IT IS HEREBY AGREED as follows:

1. DEFINITION AND INTERPRETATION

1.1 In this Agreement, unless the context otherwise requires:

- “**Academic Year**” means a 12 month period, which normally commences in September, during which courses are taught and assessed;
- “**Administering Institution**” or “**AI UoG**” means, for this Programme, the University of Glasgow;
- “**Agreement**” means this agreement including the Programme Schedule, the appendices to this agreement and any data sharing agreement entered into between the CPUs pursuant to this agreement;
- “**Applicant**” means an applicant for the Programme;
- “**Associate Partner**” or “**AP**” means a partner not listed in this Agreement that may contribute to Master Classes;
- “**Awarded Degree**” means the UoG, NKUA, UAM, LUISS Jointly Awarded Degree or the AMU double degree, as applicable;

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

“Commencement Date” means 1st September 2018 notwithstanding the date of signing;

“Consortium Management Board (CMB)” means in respect of the Programme, the Consortium Management Board set up under Clause 8.1 (Management and Administration);

“Degree Awarding CPU” means each of UoG, NKUA, UAM, LUISS and AMU, as applicable with reference to the relevant Awarded Degree;

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

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

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

“EUROSUD” is the acronym derived from key words of the EMJMD title (South European Studies);

“EUROSUD Consortium” is the Consortium of universities delivering the EMJMD as outlined in this Agreement;

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

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

“Grant Agreement” means the Grant Agreement signed by the AI UoG with the EACEA on behalf of the EUROSUD Consortium;

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

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

“Jointly Awarded Degree” means the single award identified in the Programme Schedule to be conferred by the Degree Awarding CPUs, in the combinations defined by the Study track choices and issued on behalf of the Degree Awarding CPUs to the Student by the AI UoG;

“Joint Board of Examiners” means a single Joint Board of Examiners for the Programme as set out in EUROSUD Consortium Structure (Clause 9);

“Key Associate Partner” or “KAP” means a non-degree awarding partner that delivers part of the Programme (in this case ICS-ULisboa) for the summer school and on-line non-credit-bearing courses;

“Non-Degree Awarding CPU” means ICS-ULisboa;

“Non-University Partner or NUP” means a partner, not listed in this Agreement, that may contribute to Master Classes and other activities such as providing a placement within the Programme, including but not limited to schools, colleges, policy units, businesses, non-governmental organisations, cultural institutions and business communities/associations;

“Partner Country” means a partner country as defined by the applicable Erasmus + Programme Guide;

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

“Programme Country” means a programme country as defined by the applicable Erasmus + Programme Guide;

“Programme Schedule” means the Programme Schedule appended to this Agreement;

“Register” means the Student Registering with each of the applicable CPUs to become a Student of each such CPU in accordance with the procedures and regulations contained in the published regulations of the relevant degree-awarding CPU or Key Associate Partner;

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

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

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

“UoG Award” means the degree identified in the relevant Programme Schedule to be awarded by UoG to Students who successfully complete the Programme and meet the requirements of UoG for the award, when awarded in conjunction with NKUA, UAM or LUISS, as applicable; and

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

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

2. THE COLLABORATION

- 2.1 All CPUs agree to work together to facilitate the joint delivery of the Programme leading to a single joint award being granted by certain combinations (as set out in the Programme Schedule) of UoG, NKUA, UAM and LUISS and a double degree award being granted by AMU as appropriate. The relevant Degree Awarding CPUs and the Non-Degree Awarding CPU will deliver the Programme in accordance with the Programme Schedule.
- 2.2 In respect of the Programme, UoG as the applicant in the grant application to the EACEA, shall be nominated as the AI UoG in the Programme Schedule. Students shall work towards a single award or a double award (as appropriate) from the relevant Degree Awarding CPUs in respect of the Programme and said awards shall be conferred in accordance with the rules and regulations (see Clause 6.1) of the CPUs conferring said joint or double degrees unless otherwise stated herein.
- 2.3 Students shall be based at each of the CPUs in accordance with the timetable set out in the Programme Schedule.
- 2.4 The CPUs will notify each other in writing of (and promptly notify each other in respect of changes to) a representative to act as key contact for operational matters relating to this collaboration: see Appendix 3.

3. RESPONSIBILITIES OF ALL CONSORTIUM PARTNER UNIVERSITIES

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

4. COMMUNICATION RESPONSIBILITIES OF THE CPUS

- 4.1 CPUs shall undertake:

- 4.1.1 to take all the steps necessary to prepare for, perform and correctly manage the Programme set out in this Agreement and its Programme Schedule and appendices, in accordance with the objectives of the project as set out by the EACEA;
 - 4.1.2 to promptly notify any delay in performance or any event that may impact the Programme to the Consortium Management Board (CMB) (see Clause 8.1);
 - 4.1.3 to inform the CMB of relevant information received from third parties as regards the Programme; and
 - 4.1.4 to act at all times in good faith and in a manner that reflects the good name, goodwill and reputation of all other CPUs, in accordance with scientific and academic ethics and to participate in a cooperative manner at the meetings of the different bodies established under this Agreement.
- 4.2 In the case of a Student who is no longer able to follow the Programme or who has to withdraw from the Programme at short notice while at a CPU, the relevant CPU is responsible for notifying the other CPUs immediately.

5. RESPONSIBILITIES OF THE ADMINISTERING INSTITUTION

- 5.1 The AI UoG shall have primary responsibility for administrative matters in relation to the Programme.
- 5.2 The AI UoG shall report to the EUROSUD Consortium via the CMB so that each CPU has a full understanding of administrative matters in relation to the Programme.
- 5.3 The AI UoG shall nominate the Administrative Coordinator of the Programme and at least two representatives to the CMB.

6. FURTHER RESPONSIBILITIES

- 6.1 Each CPU is subject to the rules and jointly agreed regulations set up in this Agreement, as well as to the writings in the Erasmus Mundus Joint Master Degree Application
- 6.2 Use of Mix of Joint and Double Degree Academic Regulations
 - 6.2.1 In relation to the jointly agreed regulations for the joint degrees awarded by UoG, NKUA, UAM and LUISS under this Agreement, it will be the academic regulations of the AI UoG which shall apply and which may be amended by AI UoG from time to time.
 - 6.2.2 It is noted that UAM is permitted to award joint degrees through the following Spanish Royal Decrees: RD 1393/2007, 29th October, Art. 3.4; RD 1002/2010, 5th August, RD 1027/2011, 15th July and ECD/760/2013 of 26th April, with both national (Spanish) and international partner universities. This includes Erasmus Mundus Programmes.
 - 6.2.3 In relation to the jointly agreed regulations for the double degree awarded by AMU, it will be the academic regulations of the said CPU that apply and which will have been coordinated and agreed so as to meet with the minimum requirements of UoG, NKUA, UAM and LUISS.
- 6.3 The joint agreed regulations will govern academic appeals (in the case of both joint and double awards). For the Jointly Awarded Degree, the academic regulations of the AI UoG will apply (assessment and academic appeals).
- 6.4 For the double degree partner (AMU), its own rules and academic regulations will apply to each of its own awards and where necessary compromises, to cover the minimum requirements of the said degree-awarding CPU, will be agreed at the CMB and incorporated into this Agreement.
- 6.5 NKUA, UAM, LUISS and AMU will:
 - 6.5.1 comply with all the provisions of agreement binding the AI UoG to the EACEA;
 - 6.5.2 communicate to the AI UoG any Information or document required by the latter that is necessary for the management of the Programme;
 - 6.5.3 nominate at least one representative to the CMB; and
 - 6.5.4 accept responsibility for all Information communicated to the AI UoG, including details of costs and expenses claimed.

- 6.6 NKUA, UAM, AMU and LUISS shall promptly provide the AI UoG with any information and documents required for the preparation of annual progress and technical reports for the EACEA and, where appropriate, with copies of all the necessary supporting documents and any other information and/or documents which the AI UoG may reasonably request completed and signed by an authorised representative of the relevant CPU.
- 6.7 The CPUs shall provide the AI UoG with any Information and documents required for the preparation of the final report for the EACEA and, where appropriate, with copies of all the necessary supporting documents completed and signed by the legal representative by the date communicated to the CPUs by the AI UoG.

7. ADMISSIONS AND REGISTRATION

- 7.1 The AI UoG shall manage the admissions processes relating to the Programme on behalf of the CPUs in accordance with the Programme Schedule.
- 7.2 Unless otherwise agreed by the CPUs, in each Academic Year each Student shall be required to simultaneously Register with each of the Degree Awarding CPUs and will sign the undertakings relating to adherence to the relevant ordinances, rules and regulation of all CPUs. Upon registration Students will be entitled to use the services of all CPUs. No Student will be allowed to Register for the Programme unless the Entry Requirements have been met.
- 7.3 In relation to optional Summer School, attending Students will be Registered as non-degree Students taking Summer Session courses for the period they attend at the Non-Degree Awarding CPU.
- 7.4 Where applicable, it shall be the Student's responsibility to obtain the necessary visa and/or permits to study in the relevant jurisdiction. UoG may, at its discretion, sponsor certain Students to study in the UK under the terms of its Tier 4 sponsorship registration with the United Kingdom Home Office. Where UoG does so, the other CPUs will provide UoG with all Information and assistance as UoG requires, to enable it to comply legally with its Tier 4 Sponsorship duties. Information will be provided by the other CPUs to UoG as soon as possible and in good time to allow it to comply with any time constraints imposed on UoG by the Home Office in accordance with Tier 4 Sponsorship. Failure to do so may result in the Student having to withdraw from the Programme and in extreme circumstances can affect the 'highly trusted sponsor' status that UoG maintains with the Home Office. At UoG's request, the other CPUs will also provide assistance with the monitoring the attendance of Students for (UK) Tier 4 Sponsorship compliance purposes.
- 7.5 If, and to the extent that, the other CPUs are required to sponsor a Student in respect of entry to study in the jurisdiction in which it is located, UoG shall provide the other CPUs with such reasonable Information and assistance as may be necessary to enable the other CPUs to comply with any obligations imposed on it by the relevant immigration authorities in their jurisdiction.
- 7.6 UoG, on behalf of the EUROSUD Consortium, will make the provisional scholarship offers to successful applicants via email, following the scholarship selection committee meeting. Students offered scholarships will be instructed to confirm participation in the Programme, via the UoG Applicant Self Service, within two weeks of receiving the offer letter. Failure to respond within two weeks from receipt of the offer letter will be interpreted as a rejection of the scholarship, which will then be offered to the first candidate in the reserve list, who will in turn have two weeks to respond.
- 7.7 The EUROSUD International Student Support Group (ISSG) and website will provide a one-stop point of contact for all international Student/staff services. The ISSG will be based in Glasgow but will have a named representative based at each CPU. The ISSG will provide a dedicated advisory service for international Students/staff on non-academic matters.
- 7.8 For each Student, each CPU will appoint an academic advisor/tutor and a non-academic adviser from the ISSG, whom the Student may consult for advice or assistance during his/her stay at the relevant CPU. While present at a CPU that CPU will provide reasonable assistance to Students with finding accommodation and will ensure Students have access to language courses, libraries and to the services offered by its International Office.
- 7.9 AI UoG will keep central records of all the Students' activities, mobility periods, finance payments (in the case of self-funded students), placement venue and mentor, dissertation supervisors, assessment grades and graduation results.
- 7.10 AI UoG will be responsible for the consultation procedures involved in the effecting of any changes to the Programme.
- 7.11 All CPUs agree to exchange proof of their legal status with CPUs that require such documentation.

8. MANAGEMENT AND ADMINISTRATION

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

8.1.1 Composition

The CMB shall normally comprise (a) the Programme Director (or their nominees) from each participating CPU; (b) representatives of the group of staff with responsibility for teaching major elements or for key aspects of the Programme; and (c) Student representation.

- 8.1.1.2 The membership can be added to by co-option to obtain particular expertise.
- 8.1.1.3 The Programme Director from the AI UoG (or their nominee) shall be the Convener.
- 8.1.1.4 The quorum of the CMB shall be six (6) and shall comprise of at least one (1) representative from each of the five Degree Awarding CPUs, plus ICS-ULisboa.
- 8.1.1.5 The membership of the CMB may be modified subject to the agreement of all CPUs.

8.1.2 Remit

The CMB will normally meet at least twice a year and will report to the Senate of the AI UoG in accordance with the normal procedures of the AI UoG. The remit of the CMB is as follows:

- 8.1.2.1 Monitoring and ensuring that the terms, conditions and expectations that were originally approved/agreed between the CPUs have been, and continue to be, met;
- 8.1.2.2 Provision of ongoing risk management and the maintenance of a risk Register in relation to the Programme
- 8.1.2.3 Oversight of the recruitment and admission of Students;
- 8.1.2.4 Oversight of the operation of the Programme (e.g. staffing, timetabling, accommodation, student services, CPUs facilities);
- 8.1.2.5 Oversight of Student assessment including assessment requirements and Joint Boards of examiners;
- 8.1.2.6 Identification of Programme-related resource needs;
- 8.1.2.7 Oversight of the production and maintenance of comprehensive Student course documentation;
- 8.1.2.8 Monitoring and evaluation of the Programme including external examiner reports and follow up actions;
- 8.1.2.9 Production of an annual report for the AI UoG, outlining information on each of the key areas of the CMB's remit (outlined in this section). A copy of the annual report will be supplied to the administrative contact in the other CPUs.
- 8.1.2.10 Approval of the annual course monitoring/EACEA technical report(s) for the Programme,
- 8.1.2.11 Recommendations relating to initial approval and subsequent modification of the Programme and regulations;
- 8.1.2.12 Nomination of external examiners. The fees payable to the external examiner will be borne equally between all CPUs;
- 8.1.2.13 Setting the level of tuition Fees;
- 8.1.2.14 Oversight of the management of Fees, including the allocation, disbursement and monitoring of fee waivers to Students and payment of visiting scholars;
- 8.1.2.15 Annual decision on the (CPU specific) registration Fees of the Programme in accordance with the current legislation in each of the countries of each CPUs and other such Fees that Students may be liable for;
- 8.1.2.16 Financial responsibility and control of all EMJMD funds, including the allocation, disbursement and monitoring of European grants to Students and scholars. To review and amend the scholarship conditions if necessary;
- 8.1.2.17 Responsibility for the quality assurance of the Programme;
- 8.1.2.18 Recommendation of adaptations and updates of the joint curriculum to recent developments and to give final approval to new course proposals/amendments;

- 8.1.2.19 Definition of common standards for admission, a common application procedure and to organise and oversee a joint Student and academic staff selection process;
- 8.1.2.20 Oversight of the production and maintenance of comprehensive Student course documentation;
- 8.1.2.21 Monitoring and evaluating the EUROSUD Consortium's Equality and Diversity Policy based on UoG's policy in the first instance;
- 8.1.2.22 Approval of the annual course monitoring report(s) for the Programme;
- 8.1.2.23 Monitoring of staffing levels in accordance with Student numbers and recommendations on staffing levels.
- 8.1.2.24 Development of marketing and sustainability strategies for the Programme;

8.1.3 Terms of Engagement

- 8.1.3.1 The CMB shall meet on such dates and times as agreed between the CPUs in writing (which shall include email) from time to time but not less than two times each Academic Year. The meetings referred to in this Clause 8.1 (apart from the Annual General Meeting of the CMB ("AGM")) may take place by means of a telephone or video conference call. In the case of the AGM and not being able to travel CPUs may elect to take part via video-conference. Where travel is required however, all travel and accommodation will be organised directly by the AI UoG. CPUs' expenses for local transport and sustenance can be claimed from the Consortium Management Fee by submission of receipts and a UoG Sundry Payment Form to the AI UoG.
- 8.1.3.2 Each degree-awarding CPU shall, at its own expense, compensate their own Programme Director and staff whom it employs for its courses and assumes no responsibility for the compensation of the other CPUs' instructors or Programme Director.
- 8.1.3.3 Should operational board and group meetings be required in addition to the meetings of the CMB these will be agreed between the CPUs. The CPUs shall keep the CMB informed of any relevant operational development or issue as they relate to the remit of the CMB.
- 8.1.3.4 The CMB shall have no power to alter the terms of this Agreement but may recommend changes to the Programme to the relevant authority of each CPU. Any changes to the Programme, including changes to the regulations, must be agreed in writing by each CPU.
- 8.1.3.5 Each CPU will be responsible for ensuring that its share of Student numbers is recognised in its internal planning and budgeting procedures and in any statistical return: for example, in the case of UoG, to the Scottish Funding Council (SFC).
- 8.1.3.6 Each CPU shall appoint a Programme Director. The Programme Director at each CPU shall liaise with their counterpart(s) in the other CPUs on all matters concerning the Programme, including curriculum; assessments; Students' progress; and quality issues. The Programme Director at each CPU shall ensure that the Programme of study at their CPU is consistent with the objectives of the Programme curriculum. The main communication channel of Programme Directors will be via meetings of the CMB and the Applications and Scholarship Selection Committee where at least one meeting per Academic Year will be face to face at one of the Degree Awarding CPUs.
- 8.1.3.7 The AI UoG shall be responsible for maintaining an archive of Student results in accordance with its normal practices. Student results shall be made available to the other CPUs.
- 8.1.3.8 All CPUs will be entitled to include details of successful Students on their alumni databases.
- 8.1.3.9 Each CPU acknowledges that Students will be subject to UoG's requirements regarding "Open Access" to publications. On request by the other CPUs UoG will provide the relevant web link to UoG's requirements regarding "Open Access" to publications to the other CPUs as soon as reasonably practical. The cost of any "Open Access" charges will be met on a basis to be agreed in writing between UoG and the CPUs from time to time.
- 8.1.3.10 The AI UoG will be responsible for providing Students with Information on the applicable regulations for the Programme which will be the current regulations at the date of the Student's Registration.

9. THE EUROSUD CONSORTIUM STRUCTURE

9.1 In addition to the CMB, the EUROSUD Consortium is also composed of the committees, boards and groups outlined below. These committees will report to the CMB and will be supported by UoG administratively. The CMB may agree to reassign and rotate responsibilities for convening the committees among the CPUs from time to time, subject to agreement by all CPUs.

9.2 EUROSUD Committees, Boards & Groups

9.2.1 **The Administrative and Student Support Group (ASSG):** this group brings together EMJMD administrators, support staff, international officers and finance officers from the CPUs and 2 Student representatives. It has its base in Glasgow and meets once a year virtually. The Convening CPU is UAM. It shall:

9.2.1.1 Review existing administrative arrangements for the coordination of the EUROSUD Programme including pre-arrival guidance, accommodation arrangements, welcome, induction and visa support, financial advice services for Students, disbursement of Student scholarships, insurance, networking needs and other student services as required.

9.2.1.2 Ensure support is in place for Students with families or special needs.

9.2.2 **The Applications and Scholarship Selection Committee (ASSC):** Each Degree Awarding CPU is represented in this group which will meet virtually at least once annually. The Non-Degree Awarding CPU will be invited to attend. The Convening CPU is the UoG. The ASSC shall:

9.2.2.1 Review admission criteria annually and make necessary changes.

9.2.2.2 Be responsible for assessing each EACEA scholarship Applicant according to rigorous and transparent admissions criteria.

9.2.2.3 Select the EACEA Scholarship Students and establish the proposed list of scholarship holders to be sent to the EACEA.

9.2.2.4 Select the Visiting Scholars to be invited and establish the proposed list of Visiting Scholars to be sent to the EACEA.

9.2.3 **The Marketing & Student Recruitment Group (MSRG):** all CPUs are represented on this committee which meets once per semester virtually and also includes 2 Student representatives. A key role for this group is the development of sustainability activities. The Convening CPU is LUISS. The MSRG shall:

9.2.3.1 Develop course promotion and marketing strategies in consultation with the UoG Administrative and Student Support Group, who will also be represented on this committee.

9.2.3.2 Be responsible for the overseeing of the management of the EUROSUD website.

9.2.4 **The Teaching, Learning and Quality Assurance Group (TLQAG)** (see Table B in Programme Schedule): all Degree Awarding CPUs are represented on this committee which meets once per semester and also includes 2 Student representatives. The Non-Degree Awarding CPU and selected APs will also be invited to attend. The Convening CPU is the NKUA. The TLQAG shall:

9.2.4.1 Be responsible for curriculum development and select the topics for the summer school submitted by KAP, ICS-ULisboa.

9.2.4.2 Be responsible for the overall classification of marks.

9.2.4.3 Be responsible for the maintenance and development of the Moodle intranet, e-learning platform.

9.2.4.4 Be responsible for the development of Student internships and placements.

9.2.4.5 Be responsible for academic standards and quality assurance, including developing and refining EUROSUD Consortium-wide quality assessment processes. Be responsible for organising academic staff training sessions in the AI UoG and in the other CPUs at the beginning of the Academic Year to promote consistent teaching practices across the EUROSUD Consortium.

9.2.4.6 Review provisional UoG marks for Year 1 EUROSUD Students and make progression decisions.

- 9.2.4.7 Formally confirm the marks to be submitted to each CPU and approve Students' curriculum choices for the remainder of the Programme.
- 9.2.4.8 Meet to review the marks from the entire 2-year Programme of each Intake of Students and confirm the list of students to be awarded the EUROSUD degree, and those Students to be conferred with the grade of 'MERIT' or 'DISTINCTION'.

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

- 9.2.5.1 Discuss reports received from the EUROSUD CMB regarding the Programme's activities and achievements and make recommendations to the CMB.
- 9.2.5.2 Cooperate with the TLQAG to develop new Student internships and placements and to review existing ones.
- 9.2.5.3 Cooperate with the TLQAG; the ASSG and the CMB to promote Programme development and sustainability.

9.2.6 **The Staff-Student Liaison Committee (SSLC)** is a formal opportunity for Student Representatives to be involved in course coordination, implementation and evaluation. It will meet once per semester. Students (with a proportional split of EU and non-EU countries reflected in choice of representatives) will be elected at the beginning of Year 1, Semester 1 and they will be invited to attend Student Representative Training which is provided by UoG's Student Representative Council. Two members of staff from each CPU will attend the SSLC meeting being held at their respective CPU and typically chaired by the Programme Director. The SSLC's minutes will be circulated to all Students and relevant academic and administrative staff via Moodle and will be communicated to the CMB so as to note the content, consider recommendations and any actions that may be required on its part. The SSLC will meet face to face in semesters 1, 2 and 3 and virtually in semester 4 while Students are dispersed amongst CPUs for the dissertation period. The Convening CPU is the ICS-ULisboa.

9.2.7 The following table lists the names and acronyms of groups and committees, and the convening CPU. Changes in the structure of these are decided by the CMB, which these report to.

NAME	ACRONYM	CONVENING CPU
1. Administrative & Student Support Group	ASSG	UAM
2. Applications and Scholarship Selection Committee	ASSC	UoG
3. Marketing & Student Recruitment Group	MSRG	LUISS
4. Teaching, Learning & Quality Assurance Group	TLQAG	NKUA
5. External International Advisory Board	EIAB	AMU
6. Staff-Student Liaison Committee	SSLC	ICS-ULisboa

9.3 EUROSUD Duties, Roles & Task Distribution

9.3.1 The EUROSUD Consortium has established an integrated practice for the co-ordination of placements, staff & student mobility, AP co-ordination, summer school and dissertation supervision, by establishing six specific administrative roles to be assigned to academic staff from the six CPUs. To assist the implementation of the proposed EMJMD, the EUROSUD Consortium has also determined the creation of three administrative roles: a dedicated EUROSUD Programme Administrator (0.5), a Web Officer (0.25), and a Placement Officer (0.25), all based at UoG unless the EUROSUD Consortium decide otherwise. These roles will be endorsed at EUROSUD Consortium level, and their responsibilities outlined in the

Consortium Agreement [see Annex 1]. The table below summarises these, NB. Two stars denote full involvement; one star denotes partial involvement:

Administration & Support	UoG	NKUA	UAM	LUISS	AMU	ICS-ULisboa	APs
<i>Course promotion/marketing</i>	**	*	*	*	*	*	*
<i>Website Management</i>	**	* (All to contribute towards content)					
<i>Application Procedure</i>	**	-	-	-	-	-	-
<i>Financial Management & Scholarship Payments</i>	**	-	-	-	-	-	-
<i>Central Student Support/Induction</i>	**	**	**	**	**	**	-
<i>Outreach to APs</i>	**	**	**	**	**	**	-
<i>Summer School</i>	*	*	*	*	*	**	*

Academic Responsibilities	UoG	NKUA	UAM	LUISS	AMU	ICS-ULisboa	APs
<i>Networking</i>	**	**	**	**	**	**	**
<i>Performance Assessment</i>	**	**	**	**	**	**	*
<i>Programme Evaluation</i>	**	**	**	**	**	**	*
<i>Selection of Scholarship Students</i>	**	**	**	**	**	**	-
<i>Academic Tutor/Advisor</i>	**	**	**	**	**	**	-
CO-ORDINATION	<i>Staff Mobility</i>	*	*	*	**	*	-
	<i>Student mobility</i>	*	*	**	*	*	-
	<i>Dissertation supervision</i>	**	*	*	*	*	-
	<i>Work placements</i>	*	*	*	*	**	-
	<i>AP Co-ordinator</i>	*	**	*	*	*	*
<i>Summer School</i>	*	*	*	*	*	**	*

10. ASSESSMENT

- 10.1 Each CPU delivering credit bearing courses on the Programme shall have primary responsibility for the assessment of each Student in relation to those courses, including the appointment of external examiners if required, unless otherwise agreed in writing between the CPUs. Each CPU will confirm the outcome of its courses to the Joint Board of Examiners which shall be responsible for converting reported course grades and determining the final outcome in line with the grading scales set out in Appendix 1. The Joint Board of Examiners shall be responsible for the assessment of the Programme in line with the academic regulations of the AI UoG for the Jointly Awarded Degree (awarded by UoG, NKUA, UAM and LUISS, as applicable) and the jointly agreed academic regulations for the CPU awarding a double degree (AMU).
- 10.2 A Programme External Examiner will be appointed by the AI UoG, subject to the agreement of all Degree Awarding CPUs, who will be responsible for monitoring the examination process and for the maintenance of academic standards at Programme level. The AI UoG will also be responsible for providing the Programme External Examiner with the relevant induction.
- 10.3 The quorum of the Joint Board of Examiners must include the Programme External Examiner and the Programme Directors (or their nominees). Exceptionally, where due cause is shown, if the Programme External Examiner is unable to be present then written confirmation of the discharge of the functions of the Programme External Examiner may be considered as equivalent to attendance. There may be agreement between the Programme Directors for each Degree Awarding CPU and the Programme

External Examiner that attendance by the Programme External Examiner at Joint Board of Examiners meetings for re-assessments is not required. If the relevant External Examiner is unable to be present then written confirmation of the discharge of the duties of the External Examiner may be considered as equivalent to attendance.

- 10.4 If a Student requires to be re-assessed for a course undertaken at one of the CPUs while present at a different CPU, the policies of the CPU that provided the courses will apply in relation to such re-assessment – irrespective of where the assessment takes place. The respective CPU will also administer the re-assessment unless otherwise agreed by the CMB.
- 10.5 In relation to the Jointly Awarded Degree, a single parchment, containing the signatures of the respective Rectors (or equivalent) will be issued to each successful Student by the AI UoG on behalf of the relevant joint Degree Awarding CPUs (UoG, NKUA, UAM and LUISS).
- 10.6 In relation to the double degree, AMU will issue parchments to successful Students. The parchments will make reference to the input of the other Degree Awarding CPUs.
- 10.7 At the end of each semester the result for each 30 ECTS component of the Programme will be communicated between and to the other Degree Awarding CPUs by the AI UoG.
- 10.8 At the end of each EMJMD Programme Student results will be processed at the Programme's Joint Board of Examiners (before the end of October each year for each of the 4 Intakes of the EMJMD Programme). By that date the Degree Awarding CPUs will send to AI UoG all grades for a Student Registered on the Programme, which will then be presented to the Joint Board of Examiners for final approval.
- 10.9 In the case of optional non-credit bearing courses that a Student may take in a Summer School, the Non-Degree Awarding CPU will forward overview reports of the Students' contributions within the respective Summer School to the Joint Board of Examiners with reference to the Summer School being made in the parchment or the transcript/diploma supplement/HEAR (Higher Education Achievement Record).

11. JOINT GRADING SCALES AND PERFORMANCE EXPECTATIONS FOR STUDENTS

- 11.1 All credit bearing courses, placements and the dissertation are weighted according to the ECTS system as outlined in the Programme Schedule.
- 11.2 Each of the five Degree Awarding CPUs will provide between 32 and 44 ECTS credits.
- 11.3 Each Degree Awarding CPU will operate a different marking scale which will be converted into the AI UoG's 22 point scale as outlined in Appendices (1 and 2) to this Agreement. Although the CPUs will refer to their respective grading scales in the Joint Board of Examiners meetings, the final decision of grades will be reported in the AI UoG 22 point scale and will feature on the student transcripts (HEAR / diploma supplement).
- 11.4 If in the reasonable opinion of the AI UoG it appears that a Student is no longer a suitable candidate for the Awarded Degree (for example if the Student is failing to obtain the necessary ECTS in each semester or if the Student has a poor attendance record), the AI UoG may refer that Student to the CMB who shall decide whether that Student should be permitted to complete the Programme or be offered the opportunity to receive a UoG exit award, equivalent to the ECTS completed by the Student.
- 11.5 Subject to the agreement of UoG, Students who require to leave the Programme early for personal or other reasons may be eligible for a UoG exit award. If the Student has successfully completed 30 or 60 ECTS they may be eligible for a UoG post graduate certificate (PGCert) or UoG postgraduate diploma (PGDip) respectively. If only one Academic Year has been completed instead of two they may be able to transfer to the equivalent one year Masters programmes at UoG.

12. STUDENT RECORDS

- 12.1 In relation to assessment and reporting, each CPU is solely responsible for obtaining assessment records for all participating Students and transmitting that Information to the AI UoG. Records shall be transmitted by the CPUs to the AI UoG within a month of the completion of the assessment. The AI UoG should transmit assessment records pertaining to all students to the other CPUs.
- 12.2 The AI UoG is responsible for passing on progress reports of all Students to NKUA and UAM in the 2nd semester and NKUA, UAM, LUISS and AMU in the 3rd semester and to the Students' supervision team for the dissertation in the 4th semester.

13. ACADEMIC APPEALS, STUDENT COMPLAINTS AND CONDUCT

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

14. ACADEMIC STANDARDS AND QUALITY

- 14.1 The maintenance of academic standards and the management and enhancement of procedures for quality assurance are the collective responsibility of the relevant CPUs in accordance with their respective Calendars, Charters, Statutes and Regulations.
- 14.2 The TLQAG (see clause 9, Consortium Structure) shall review the standards and practices of each CPU annually and shall make recommendations to the CMB to ensure that compatibility of standards is maintained.
- 14.3 Each CPU shall, during the term of this Agreement, ensure that the Programme (and each course on the Programme) satisfies the requirements of any academic quality assurance regime and/or the requirements of any professional or regulatory body to which a CPU is subject. The CPUs acknowledge that in the case of UoG the standards required by the Quality Assurance Agency for Higher Education (**QAA**) in the United Kingdom will apply and the CPUs agree during the term of this Agreement to work together to maintain the academic standards for the Programme (including each course) such that UoG is able to meet its obligations to the QAA.
- 14.4 The CPUs agree that each CPU shall share relevant information for the purposes of facilitating monitoring and review of the collaborative arrangement, including reviewing the other CPU's compliance with this Agreement and maintenance of academic standards. The other CPUs shall provide reasonable assistance and information to enable the reviewing CPU to conduct any such monitoring process within any reasonable timescales requested by that CPU in writing. In the case of UoG this Clause (14.4) shall include the monitoring and review processes outlined in UoG's Framework for Academic Collaborations (including the right to conduct any reviews specified therein) as may be amended from time to time. On request, UoG will provide the relevant web link to the Framework for Academic Collaborations to the other CPUs as soon as reasonably practicable.
- 14.5 Internal evaluation will be addressed as follows:
 - 14.5.1 Course work will be marked and moderated in line with each CPU's internal quality assurance process, monitored and reviewed by the TLQAG.

- 14.5.2 The Programme External Examiner is crucial to the maintenance of academic standards and to ensuring that Student performance is judged properly. The Programme External Examiner moderates the examination process and submits an annual report to the CMB. Each CPU shall carry out reviews of the courses they provide under the Programme and shall disclose results of those reviews with other CPUs. Formal Student evaluation of course content and teaching on individual modules will be received through anonymous student end-of-module evaluation questionnaires and meetings of the Staff-Student Liaison Committee (SSLC) as well as Student representation on the following board and groups: Teaching, Learning and Quality Assurance Group (TLQAG); EUROSUD Consortium Management Board (CMB), Marketing & Student Recruitment Group (MSRG) and Administrative & Student Support Group (ASSG).
- 14.6 The results of Student feedback from all CPUs will be discussed by the TLQAG who will make recommendations to the CMB. Thereafter the results will be displayed on Moodle. Students are formally consulted on all Course or Programme changes. The continuous monitoring and enhancement of EMJMD degree provision is an essential activity and will be conducted through annual monitoring. CPU administrators, feedback from representatives of the Key Associate Partner, Associate Partner Universities and Non-University Partners will feed into this process through the relevant committees. The resulting reports will form part of QA self-assessment documentation and would cover:
- 14.6.1 distribution of grades and comments on Student performance in each academic session;
 - 14.6.2 feedback or comments of staff and Students (via questionnaires, a range of informal mechanisms, the Staff-Student Liaison Committee and Teaching, Learning and Quality Assurance Group);
 - 14.6.3 comments from the external examiners' reports and consultation; a reflective analysis and proposals for quality enhancement;
 - 14.6.4 evaluation by academics, APs and alumni of adequacy between the course and the demands, both professional and academic.
- 14.7 External quality assurance will be addressed as follows:
- 14.7.1 EMJMDs are subject to periodic external evaluations by government bodies in each of the Partner Countries (as outlined in Clause 14.3). The EUROSUD Consortium will have an External International Advisory Board (EIAB) composed of a minimum of three (or up to five) internationally recognised experts (with one or two respectively being professional, non-academic members).
 - 14.7.2 The EIAB will produce an annual quality assurance and evaluation report based upon: 1) the EUROSUD Consortium's own Self-Assessment Report containing feedback from staff, Students and APs; 2) all Programme documentation (aims, ILOs, course content etc); 3) EIAB's interviews with all key stakeholders (Students, CPU administrators, CPU academics, Associate Partner (AP) visiting scholars and Alumni Association).
 - 14.7.3 The EIAB report will be submitted to the CMB. The EIAB's external review will provide an independent benchmark against national and international standards and will ensure that the project activities follow correctly their definition and proceed according to the objectives of the EMJMD.

15. AWARD AND GRADUATION

- 15.1 Once a Student satisfies all of the conditions set out in the rules and regulations that apply to the Programme and is successful in the relevant assessment process, the AI UoG shall arrange for the Jointly Awarded Degree (a single parchment) and AMU shall arrange for the double degree parchments, as applicable, to be issued to the Student on behalf of the respective Degree Awarding CPUs.
- 15.2 The Jointly Awarded Degree parchment will include the signature of all relevant authorities of the Degree Awarding CPUs (UoG, NKUA, UAM or LUISS). The degree parchment will be produced by the AI UoG.
- 15.3 All degree parchments will make reference to the other CPUs who have contributed to the delivery of the degree.
- 15.4 There will be one degree awarding ceremony for each intake, at UoG.

16. JOINT RECOGNITION MECHANISMS AND THE FINAL DEGREE AWARDED

- 16.1 In compliance with the normal procedures for degree approval and recognition of each of the Degree Awarding CPUs, the Programme will be considered and approved (as appropriate). This will include the procedures for new degree Programmes, new pathways within established national degrees and new collaboration arrangements. Where necessary, Ministerial approval from the respective Ministry of Education will be confirmed.
- 16.2 All approval/accreditation processes must be completed prior to the start of the Programme.
- 16.3 Changes to the Programme must be formally agreed through revisiting these formal degree approval and degree recognition procedures at each Degree Awarding CPU.
- 16.4 The relevant award will be conferred following the successful completion of 120 ECTS.
- 16.5 If the criteria for the 120 ECTS are not met, the student's eligibility for an exit award from UoG such as a postgraduate certificate (PGCert) (30 ECTS) or postgraduate diploma (PGDip) (60 ECTS) (by UoG recognising credits gained at NKUA or UAM) will be considered.
- 16.6 For self-funded students or externally funded Scholarship students who during their first year find they are unable to complete the full two years (for example, for reasons of finance or health) of the Programme, there is the option to transfer to the full time 1 year Masters programmes at UoG (MSc in International relations). This would not be a joint award and would rely on the UoG recognising the credits of other CPUs.

17. FINANCE

- 17.1 The CMB shall agree upon the amount of Fees for self-funded Students for each Intake. The amount of Fees for the first intake is set approximately 5% below the normal tuition fees requirement for the CPUs. Fees for following Intakes will depend on the number of self-funded Students in previous Intakes, and other costs to be covered by the EUROSUD Consortium.
- 17.2 The tuition Fees will be fixed for the 2 years of the Programme for each Intake of self-funded Students. However, the Fees will increase at least in line with inflation each year for the next new Intake.
- 17.3 Fees for self-funded Students will be listed on the EUROSUD website in EUROS and GBP.
- 17.4 Self-funded Students will pay Fees to the AI UoG in GBP by bank transfer to the bank account nominated by the AI UoG from time to time. Self-funded Students may pay in a lump sum or by instalments as may be agreed between the AI UoG and the Students. Without prejudice to the generality of the foregoing, if the AI UoG is unable to recover all or part of the Fees from a student having taken all reasonable steps to do so ("Unpaid Fees"), the AI UoG shall not be liable to pay the relevant proportion of the Unpaid Fees to the other CPUs. It should be noted that enrolment (or graduation) is not possible unless Fees (or the respective instalment) have been paid.
- 17.5 The cost of the Fee waivers for self-funded Students offered by the EUROSUD Consortium will be distributed proportionally amongst the CPUs in terms of share of Fees.
- 17.6 Self-funded Students will have access and be subject to the following:
 - 17.6.1 Competitive Fee waivers to launch the Programme will be offered by the EUROSUD Consortium: 2 for non-EU self-funded Students and 1 for an EU self-funded Student (see Programme Schedule). The EUROSUD Consortium will decide on whether to offer these Fee waivers in the first, second, third or fourth Intake and/or to split them into percentage Fee waivers, depending on demand and link to sustainability.
 - 17.6.2 A Fee reduction for the Programme in general will be offered to both EU and non-EU self-funded Students in recognition of the EMJMD degree status of the Programme (see Programme Schedule).
 - 17.6.3 The Fee waivers and reduction mentioned in this Clause (17.6) are not accumulative.
- 17.7 Self-funded Students are also responsible for their own travel, moving, installation, accommodation and subsistence costs, as appropriate.
- 17.8 The rate of exchange for EUROS from GBP for setting the tuition fees for the Programme will be taken from the EACEA currency converter for the month of September (when the programme is advertised for the following Intake):
http://ec.europa.eu/budget/contracts_grants/info_contracts/infoeuro/infoeuro_en.cfm. See Table A in the Programme Schedule.
- 17.9 EACEA Scholarships Students will have automatic fee waivers for the difference between the maximum participation costs contributed by the EACEA and the published Fees for tuition: see Table A in the Programme Schedule. The costs of travel, accommodation and subsistence are the responsibility of each EACEA Scholarship Student and shall be paid for from their own funds or Scholarship.

- 17.10 The rate of exchange for GBP from EUROS for payments to EACEA Scholarship Students will be taken from the EACEA currency converter on a monthly basis:
http://ec.europa.eu/budget/contracts_grants/info_contracts/infoeuro/infoeuro_en.cfm.
- 17.11 In addition to Fees for tuition, the CPUs are responsible for advising the Student of other Fees they will be charged, for example, re-examination and registration Fees are payable by the Student in addition to the Fees for tuition or their waived contribution costs (in the case of Scholarship Students). These other Fees shall be levied at the standard rate at each CPU. These costs will be waived by the EUROSUD Consortium for EACEA Scholarship Students, and in the case of these costs resulting in different charges for students on different study tracks, the costs in question will be waived by the EUROSUD Consortium for all Students regardless of funding status.
- 17.12 The management fee from the EACEA will cover, among others, the following: the cost of expenses for staff from CPUs to attend meetings and teaching periods; the cost of travel expenses for the jointly appointed external examiner, external board/committee members as well as visiting scholars and representatives from APs and NUPs. All costs have to be approved by the EUROSUD CMB prior to their compensation from the EACEA management fee. It should be noted that external examiners appointed by the individual CPUs, for their own purposes, will have their expenses paid by the CPU which appointed the relevant external examiner.
- 17.13 The AI UoG shall distribute the Fees to NKUA, UAM, AMU, LUISS and ICS-ULisboa as laid out in Table A of the Programme Schedule. The split of Fees is done on a pro-rata basis for delivery of ECTS and includes a weighting in favour of the AI UoG so as to cover administration and resource costs.
- 17.14 The split of Fees and participation costs and weighting in favour of the AI UoG will be reviewed and recalculated at the AGM of the CMB. The weighting in favour of the AI UoG will range between 0.5 and 0.8.
- 17.15 Should the exchange rate of the EURO to GBP (Great Britain, Pound/Sterling) change more than 5% from the Commencement Date of this Agreement, the split of Fees and participation costs will be further reviewed at the AGM of the CMB and an adjustment to Semester 4 payments to CPUs may be made.
- 17.16 Supporting documents evidencing expenditures incurred by the other CPUs for the purpose of the Programme must be kept in original and will be sent to the AI UoG upon request for audits. The AI UoG shall verify the documents related to costs prior to their compensation from the Fees and the EACEA management fee. For the avoidance of doubt, it is expressly stated that the total compensation to the CPUs to the present Agreement is limited in all cases to the total amount of the Fees and the EACEA management fee.
- 17.17 Payment to CPUs is done by the generation of a purchase order at the AI UoG, followed by an invoice (quoting the relevant purchase order) from the relevant CPU. The invoice will list the number of Students multiplied by the number of ECTS the CPU (or financial credits in the case of the summer school provider) has delivered to the Students. The fee status of the Student does not affect the calculation, in that a universal payment per a single ECTS is calculated for each Intake depending on the number of registered Students for each type of fee status: from a Programme Country or a Partner Country (for EACEA Scholarship Students) and from inside the EU or outside the EU (for self-funded Students), see Table A in Programme Schedule. CPUs will be listed as suppliers on the AI UoG's finance system (Agresso). All invoices will be quoted in EURO. All invoices to the AI UoG must be dated and certified as true and exact by the Financial Officers of each CPU.
- 17.18 If the AI UoG receives an invoice from a CPU which it disputes in good faith, it shall notify the relevant CPU as soon as reasonably practicable. The relevant CPU will provide the AI UoG with such reasonable assistance as may be required to enable the AI UoG to verify the contents of the disputed invoice. The AI UoG may withhold payment of the Fees that are in dispute pending resolution of such dispute. Such a withholding will not be a breach of this Agreement.
- 17.19 The AI UoG shall be responsible for paying the relevant proportion of the Fees to the other CPUs. Semester 2 and Semester 3 payments will be made no later than thirty (30) days following the start of the corresponding mobility period, upon receipt of an invoice from the relevant CPU quoting the relevant PO raised by the AI UoG, provided that the corresponding Students have been fully registered at both the AI UoG and the relevant CPU and have paid tuition fees in full or set up a payment plan for payment of tuition fees with the AI UoG. Payments for Semester 4 will be made within thirty (30) days of the end of the corresponding mobility period, adjusting for any over/under payments made prior to it due to Student dropouts, pathway changes or any other reason. If the amount advanced to a CPU by the AI UoG under this clause 17.19 for any reason exceeds the value of Fees actually payable to a CPU under this MoA, the CPU shall reimburse the excess to the AI UoG.

17.20 All sums payable by the AI UoG to the other CPUs are payable in EUROS by bank transfer to the bank account nominated by the other CPUs for this purpose from time to time. Any costs relating to currency exchange will be covered by the recipient CPU. Any banking transfer costs will be covered by the AI UoG.

17.21 Interest at the rate of two per cent (2%) per annum above the base rate from time to time of the [Bank of England] will be due and payable on all sums due under this Agreement from the due date for payment until settlement in full.

18. EACEA FINANCE

18.1 The EACEA will fund the EUROSUD Consortium. The funds referred to in this Agreement are paid to the AI UoG and can be summarised as follows:

18.1.1 Management fee, as specified in the Erasmus+ Programme Guide under Key Action 1, EMJMD: €20,000 for the preparatory year and €50,000 for each of the four Intakes of Students.

18.1.2 Scholarships, as specified in the Erasmus+ Programme Guide under Key Action 1, EMJMD: 60 [Heading 1] Scholarships (with at least 75% from Partner Countries) and 14 regional [Heading 4] Scholarships for the four Intakes of Students to distribute to the EACEA Scholarship Students.

18.2 The EACEA Scholarship Students involved in the Programme will pay participation costs. EACEA Scholarship Students will have their participation costs paid via the EACEA grant allocated to the EUROSUD Consortium. The annual rate of participation costs are determined for the duration of the Agreement within the Erasmus+ Programme Guide: €4,500 per year for Programme Country Scholarship Students and €9,000 per year for Partner Country Scholarship Students.

18.3 The AI UoG will also receive the Scholarship funds for the Students' accommodation, travel and subsistence costs and this portion of the Scholarship is paid directly to the Students on a monthly basis (€1,000), including a portion of the lump sum prior to arrival to facilitate travel and visa requirements before they arrive to settle in Glasgow (total lump sum paid in two or three installments over the two years of the Programme = €2,000, €5,000 or €7,000 depending on the Student's point of departure/country of residence): see the relevant Erasmus+ Programme Guide EMJMD section.

18.4 Should an enrolled EACEA Scholarship Student fail to participate fully in the Programme and s/he is not replaced by another Scholarship Students, the AI UoG will return part or the totality of the grant to the EACEA. If such a reimbursement takes place the other CPUs will renounce the funds due to them and return any corresponding funds already received to the AI UoG.

19. TRAVEL INSURANCE

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

19.2 Prior to the Programme start date, Students and their families will be advised by the CPUs to obtain the European Health Insurance Card, where possible. EU national Students coming from EU countries can apply through their own EHC equivalent so they are entitled to health care here. More info: <https://www.ehic.org.uk/Internet/home.do>. It should be noted that the EHC will be available/in use during the transition period prior to the UK departure from the EU, under the terms of the BREXIT agreement.

20. MARKETING AND PUBLICITY

20.1 Each CPU agrees to work together to market the Programme effectively in line with their normal procedures and in accordance with the following provisions of this Clause (20).

20.2 There will be a specific website for the Programme, following EACEA guidelines. The AI UoG shall maintain the Programme website and all CPUs will contribute to and maintain links with that website from their own websites.

20.3 Each CPU will maintain their respective web page for the Programme and each CPU will maintain links with the relevant web pages of the other CPUs.

20.4 Each CPU will be responsible for including the Programme in their own prospectuses and publicity materials, as well as their own A-Z Programme web listings.

- 20.5 Each CPU will submit all publicity and marketing materials to be used by that CPU to market the Programme, and/or which refer to another CPU or contain any of the logos, trademarks or other Intellectual Property of another CPU, to the other CPUs for prior written approval. All such materials shall be accurate and shall not contain inappropriate or misleading comparisons with other third party Programmes, derogatory statements about third parties, misleading statements or advice about recognition of awards and/or statements that could reasonably bring either of the CPUs into disrepute.
- 20.6 Each CPU shall immediately cease to use in any manner whatsoever all publicity and marketing materials and the logos, trademarks or other Intellectual Property of another CPU upon termination or expiry of this Agreement for any reason.
- 20.7 The UoG will organise the common marketing efforts through the EUROSUD Consortium's Marketing and Student Recruitment Group (MSRG) which will review existing CPU's/AP's recruitment strategies and draw upon examples of best practice to develop a coherent, integrated Programme promotion strategy. A general marketing policy will be discussed and approved by the CMB. The CPUs will engage in a variety of activities to promote and market the Programme.

21. PROGRAMME INFORMATION

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

22. ERASMUS MUNDUS STAFF REQUIREMENTS

- 22.1 In order to support the delivery of the Programme, each Degree Awarding CPU shall agree to select at least one member of its academic staff who will provide teaching and related assistance, as appropriate, to the delivery of the Programme in at least one other CPU that they visit in the course of an Academic Year.
 - 22.1.1 The CPUs shall regulate the reception and employment of teaching and administrative staff participating in the mobility programme covered by this Agreement in conformity with the relevant legislation and regulations and in accordance with the Erasmus Mundus Programme Guide.
 - 22.1.2 Staff who participate in the mobility programme will continue to comply with the contractual obligations to their home university and will continue to receive the remuneration and to benefit from the rights they are entitled to according to the legislation and regulations in force in their home country, without any legal or administrative relationship between the staff and the host university. In any case, the home CPU shall consider the duration of the stay as an ordinary service period for all purposes.
 - 22.1.3 The CPUs agree that all financial issues that arise, and are not covered by this Agreement, will be negotiated by the CMB and will depend on the availability of funds allocated to this project by EACEA funding or by potential public or private institutions.
- 22.2 Activities for teaching and administrative staff are as follows:
 - 22.2.1 The CMB undertakes to organise joint activities for the teaching staff from all CPUs involved in delivering the Programme; for invited scholars from the APs; and for invited representatives of the NUPs.
 - 22.2.2 The CMB undertakes to organise joint activities for the administrative staff from all CPUs involved in the Programme.
- 22.3 At least 4 invited master class/guest lecturers for each of the 4 Intakes of Students would be engaged in EMJMD activities for at least 8 weeks in total (inclusive of travel).
- 22.4 Expenses for masters class/guest speakers will be financed by the EUROSUD Consortium.

23. STUDENT MATTERS

- 23.1 Each EMJMD Student shall enjoy the privileges and access to resources throughout the Programme and be subject to the regulations of each CPU during their mobility period. Students will be Registered with all Degree Awarding CPUs at all times. Registration with Summer Schools at the Non-Degree Awarding CPU will be for the period of the Summer School only.
- 23.2 The Student must comply with the requirements of the CPU in question as regards documentation for registration procedures and visa purposes.
- 23.3 The Students' responsibilities are detailed in the EUROSUD Consortium's 'Student Agreement'.
- 23.4 Each CPU assumes no responsibility for any personal property or personal belongings which Students may bring onto its premises and each CPU is expressly released from all liability for any loss or theft of, or any damage to, personal property or personal belongings that may be sustained by Students as a result of participating in the Programme.
- 23.5 While at a CPU, the local policies for the resolution of non-academic complaints and appeals will apply.
- 23.6 Students involved in the mobility Programme shall be subject to the rules and regulations which are in force in the CPU where they spend their mobility period or Summer School (as applicable).
- 23.7 Fieldwork activities for dissertation research may be undertaken at any CPU and AP from the second semester onwards.

24. EACEA SCHOLARSHIP STUDENT-CONSORTIUM AGREEMENT

- 24.1 According to Grant Agreement number 2018 – 1469 / 001 – 001 – EMJMD, financial management will be managed by the coordinator and AI UoG will receive all scholarships awarded by the EACEA. The EUROSUD Consortium will use a specific scholarship Student Agreement, for eligible Students, which has to be signed by the Students applying for an EMJMD scholarship to facilitate the administrative and financial relations between the EUROSUD Consortium and the Student. The Programme participation costs will be deducted directly from the EMJMD scholarship with prior consent from the Student. The Student will sign the "Erasmus Mundus Scholarship conditions" prior to receiving any payment. The EMJMD scholarship payments will be transferred to a UK bank account only.

25. INTELLECTUAL PROPERTY

- 25.1 Any Background Intellectual Property shall at all times remain the sole and exclusive property of the CPU to whom that Background Intellectual Property belonged prior to the Commencement Date of this Agreement. Each of the CPUs hereby grants to the other CPUs a non-exclusive and non-transferable licence to use that first CPU's Background Intellectual Property to the extent necessary to fulfill the other CPUs' obligations under this Agreement and the Programme Schedule.
- 25.2 Any Foreground Intellectual Property shall be, subject to any written agreement between the CPUs to the contrary, the sole and exclusive property of the CPU creating or developing it. Each CPU hereby grants to the other CPUs a non-exclusive and non-transferable licence to use its Foreground Intellectual Property to the extent necessary to fulfill their obligations under this Agreement and any Programme Schedule.
- 25.3 Any Intellectual Property created or developed by the Student will be owned by the Student unless otherwise agreed in writing by the CPUs.
- 25.4 If Foreground Intellectual Property is developed jointly between Students and/or a CPU or between two or more CPUs, the CPUs and/or Student (as applicable) will agree which of them shall manage that Foreground Intellectual Property and will ensure that any necessary assignments are obtained.
- 25.5 The CPUs will ensure that all communications relating to Foreground Intellectual Property are kept strictly confidential.
- 25.6 The CPUs shall not disclose any Intellectual Property to third parties without the prior written consent of the owner of that Intellectual Property.

26. INSURANCE AND INDEMNITY

- 26.1 Each CPU (each an **Indemnifying CPU**) shall and hereby agrees to indemnify the other CPUs (each an **Indemnified CPU**) in full in respect of liabilities, costs, damages and losses (excluding any indirect or consequential losses or losses of profit) incurred or suffered by or imposed upon an Indemnified CPU (including without limitation claims made by a Student and/or staff of any CPU) arising out of, or in connection with, any failure of the Indemnifying CPU to perform or discharge any of its obligations or liabilities under this Agreement or which arise as a result of the negligence of the Indemnifying CPU.

- 26.2 The indemnity given under this Clause 26 shall not apply to any loss, liability or damage to the extent that such loss, liability or damage is attributable to the fault, negligence or willful misconduct of the Indemnified CPU or any of its officers, employees, or agents.
- 26.3 Each CPU will at all times obtain and/or maintain during the period of this Agreement appropriate insurance policies covering any negligent acts, errors or omissions, employer's liability, public liability, professional indemnity insurance in respect of its involvement in the Programme in amounts that are reasonable and customary for academic institutions of comparable size and undertaking similar activities as the CPUs.
- 26.4 The Indemnified CPU shall, in respect of any claim for which it will seek indemnity within the terms of this Agreement, as soon as reasonably practical after becoming aware of the claim, provide the Indemnifying CPU with reasonable details of the claim and thereafter provide the Indemnifying CPU in a timely manner, with such Information relating to the claim as may reasonably be requested not make, and use its reasonable endeavours to procure that there is not made, any admission of liability, except with the prior written consent of the other CPUs, such consent not to be unreasonably withheld or delayed keep the Indemnifying CPU regularly informed of the progress of the claim, use its reasonable endeavours to procure that the handling of the claim is carried out and conducted in all material respects in accordance with such reasonable written directions as may be given by the Indemnifying CPU, and not settle or compromise the claim, and procure that the claim is not settled or compromised, except with the written consent of the Indemnifying CPU, which consent shall not be unreasonable, withheld or delayed.

27. LIMITATION OF LIABILITY

- 27.1 The CPUs agree that the liability of each CPU under this Agreement shall not in either case exceed the cumulative Fees payable by Students in the preceding twelve (12) month period in relation to the Programme or £100,000 whichever is greater, provided that this Clause (27.1) shall not limit the indemnity granted under Clause 26.1.
- 27.2 In no circumstances shall any CPU be liable for any loss, damage, costs or expenses of any nature that is: (i) of an indirect, special or consequential nature; or (ii) any loss of profits (whether direct or indirect) or goodwill which arises directly or indirectly from a CPU's breach or non-performance of this Agreement, or negligence in the performance of this Agreement, or from any liability arising in any other way out of the subject matter of this Agreement, save that nothing in this Agreement excludes any liability for death or personal injury, liability for fraud or fraudulent misrepresentation or any other liability which cannot by law be excluded.
- 27.3 Force Majeure
- 27.3.1 None of the CPUs shall be responsible to another CPU for any delay in performance or non-performance due to Force Majeure (which, for the purpose of this Agreement, means any cause preventing any CPU from performing any or all of its obligations which arise from or are attributable to the acts, events, omissions or accidents beyond the reasonable control of the CPU so prevented, including without limitation, any strike, lock-out or other form of industrial action, war, riot, civil commotion, terrorism, malicious damage, compliance with law or governmental order, rule, regulation or direction (including the exit of a CPU country from the European Union), accident, breakdown of plant or machinery, fire, flood, storm or other natural disasters).
- 27.3.2 The affected CPU shall promptly upon occurrence of any such causes inform the other CPUs, stating that such cause has delayed or prevented its performance hereunder and thereafter such CPU shall take all action within its power to comply with the terms of this Agreement as fully and promptly as possible. Should the Force Majeure in question prevail for a continuous period in excess of one (1) month, the CPUs shall enter into discussion with a view to alleviating its effects or to agreeing upon such alternative arrangements as may be fair and reasonable. Throughout the duration of the Force Majeure event/s, the affected CPU shall use its reasonable efforts to cure or reduce the effect thereof.

28. TERM AND TERMINATION

- 28.1 Subject to Clauses 28.2 and 28.3 (Term and Termination), this Agreement shall be effective from the Commencement Date for a period of 6 years (the Term) in accordance with the Grant Agreement 2018 – 1469 / 001 – 001 – EMJMD, following which it shall automatically terminate unless otherwise agreed

between the CPUs, including for reasons such as continuing to deliver the Programme after the EACEA funding period.

- 28.2 If following any review under Clauses 14 (Academic Standards and Quality), or 3 (Responsibilities of all Consortium Partner Universities), the collaboration is not operating to the reasonable satisfaction of any CPU, or the academic standards of the Programme or any course under the Programme Schedule are not in the reasonable opinion of any CPU being maintained by another CPU, that CPU may terminate its involvement in this Agreement immediately without penalty (subject always to Clauses 28.6 and 28.8, Term and Termination) upon written notice to the other CPUs.
- 28.3 Subject to Clause 28.6 and 28.8, any CPU may terminate its involvement in this Agreement without penalty on twelve (12) months' prior written notice to the other CPUs.
- 28.4 Subject to Clauses 28.6 and 28.8 (Term and Termination), this Agreement may be terminated in respect of any CPU (the "CPU In Breach") by the other CPUs without penalty
- 28.4.1 by written notice to the CPU In Breach from the other CPUs collectively if the CPU In Breach:
- 28.4.2 materially breaches this Agreement (and the breach, if capable of remedy, is not remedied within thirty (30) days following the date of notice requiring the breach to be remedied);
- 28.4.3 engages in conduct that is prejudicial to the reputations of the CPUs serving notice; or
- 28.4.4 enters into insolvency or equivalent proceedings.
- 28.5 Following the expiry or termination of this Agreement for any reason each CPU in respect of which the Agreement has expired or terminated shall return to the other CPUs at its own expense all materials in its possession belonging to the other CPUs relating to this Agreement or the Programme and shall return or destroy (at the option of the relevant other CPU) all confidential Information of the other CPUs then in their possession or control provided always that each CPU shall be entitled to retain copies of confidential Information as may be required by it in order to comply with any law or regulatory requirement.
- 28.6 The CPUs shall ensure that upon expiry or termination of this Agreement (whether entirely or in respect of any CPU), satisfactory arrangements are put in place for all existing Students on the Programme, or who have accepted a place on the Programme, to complete the Programme. The relevant terms of this Agreement will continue in force to the extent necessary to allow such Students to complete the Programme and be assessed for the Jointly Awarded Degree or Double Degree.
- 28.7 Subject always to Clauses 28.5 and 28.7 (Term and Termination), withdrawal of the Programme during the Term may only be made by written agreement between all CPUs and in accordance with the timescales and any other limitations set out in the policies of the AI UoG.
- 28.8 Termination of this Agreement will not affect the rights of each CPU against the other in respect of the period up to and including the date of termination. Notwithstanding the foregoing, Clauses 1 (Interpretation), 3 (Responsibilities of all CPUs), 5 (Responsibilities of the Coordinating Institution), 6 (Further Responsibilities), 7.4 (Tier 4 Sponsorship), 12 (Appeals, Complaints and Conduct), 17 (Finance) (to the extent any Fees remain unpaid or reimbursable as at the terminate date), 20 (Marketing), 25 (Intellectual Property), 26 (Insurance and Indemnity), 27 (Liability), 28 (Term and Termination), 29 (Confidential Information and Data Protection), 31 (Dispute Resolution) and 32 (General) shall survive termination and/or expiry of this Agreement.
- 28.9 The CPUs acknowledge that the arrangements outlined in this agreement may need to be reviewed in light of the United Kingdom's exit from the European Union. Each CPU shall cooperate with the other CPUs in good faith to review and agree and document any necessary and reasonable changes to this agreement to ensure that it addresses the requirements of the laws applicable in Scotland and the European Union following the United Kingdom's exit from the European Union.

29. CONFIDENTIAL INFORMATION AND DATA PROTECTION

- 29.1 Each CPU shall not, during the term of this Agreement or at any time thereafter, disclose to any third party any confidential Information of the other CPUs or make use of any such confidential Information

except as necessary to fulfil its obligations under this Agreement. This Clause 29.1 shall not apply to any Information which:

- (i) becomes generally known to the public, other than by reason of an act or omission of the recipient;
- (ii) is required to be disclosed pursuant to any applicable laws or to any competent governmental, statutory or Supervisory body to which the relevant CPU is subject;
- (iii) is required to be disclosed pursuant to any court order; or
- (iv) is disclosed by a CPU to its professional advisers.

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

29.3 Each of the CPUs shall at all times comply with the applicable Laws in their given jurisdiction, including EU Regulation 2016/679 of the European Parliament and Council of 27th April 2016) and national regulations. In the case of UoG this relates to the UK Data Protection Act 2018 ("**DPA**") (as may be amended) and all applicable local laws and /or jointly agreed regulations. In so far as the other CPUs process any personal data and/or sensitive personal Data (as defined under the DPA) on behalf of UoG, it shall:

- (i) take appropriate technical and organisational security measures to prevent unauthorised or unlawful processing of such Information and to prevent accidental or unlawful loss, alteration or destruction of, or damage or access to, such data; and
- (ii) comply with UoG's reasonable instructions. Prior to the Commencement Date the CPUs shall enter into a separate Data Processing Agreement in respect of the sharing of any personal data necessary for the performance of their obligations under this Agreement prior to the sharing of any such personal data..

29.4 Each of the CPUs shall at all times comply with the applicable laws in their given jurisdiction with respect to this Clause 29.

30. THIS AGREEMENT

30.1 This Agreement represents the complete understanding of the CPUs with respect to the subject matter hereto, subject to any additional Information provided in Programme or course handbooks prepared by UoG, NKUA, UAM, AMU and LUISS and agreed by all CPUs.

30.2 This Agreement supersedes all other agreements, statements, representations or warranties made by or between the CPUs in respect of the subject matter.

30.3 Each CPU acknowledges that it cannot rely on any remedy, representation or warranty which is not set out in this Agreement.

30.4 The Agreement will be reviewed each Academic Year. It may only be amended or modified by a document in writing, signed by the duly authorised representatives of each of the CPUs.

31. DISPUTE RESOLUTION

31.1 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 Consortium Partner Universities through the Consortium Management Board or through any other mechanism agreed to by the Consortium Partner Universities. If at any time a dispute arises in connection with this Agreement, the CPUs agree to use all reasonable efforts to resolve the dispute in good faith, firstly by implementing the following settlement procedure:

31.1.1 The CPU raising the dispute (the "complaining CPU") will submit a detailed written notice formally requesting the other CPU(s) to which the dispute relates (the "Concerned CPU(s)") to take steps to remedy or prevent conduct or omission in respect of which the dispute has arisen.

31.1.2 If within fourteen (14) days (or such other period as may be agreed between the CPU(s) of receipt of the notice described in Clause 31.1.1, the Concerned CPU(s) fail(s) to agree to perform a course of action which satisfies the Complaining CPU (acting reasonably), the latter will convene a meeting at a mutually convenient time but not later than thirty (30) days following the date of the written notice described in Clause 31.1.1. If the Complaining CPU

convenes such a meeting, appropriate senior representatives of the Complaining CPU and the Concerned CPU(s) must meet in order to attempt a resolution of the dispute.

- 31.2 If the dispute has not been resolved within sixty (60) days of receipt of the notice under Clause 31.1.1, either the Complaining CPU or the Concerned CPU(s) may take such further steps as it considers appropriate to resolve the dispute, including the initiation of an International Arbitration which will be determined by agreement of the Consortium Partner Universities, and/or court proceedings.
- 31.3 Nothing in this Clause 31 shall operate to restrict any CPU's rights to apply to a court for the preservation of its legal rights or for the emergency or interlocutory or interim relief (including, for the avoidance of doubt, interim interdict).

32. GENERAL

- 32.1 Any access and/or use by:
(i) staff of any CPU; or
(ii) Students,
of any resources under this Agreement is subject to the policies and procedures of the CPU which granted access to those resources. Resources include IT facilities, library resources, publications, databases or other material resources. Each CPU will ensure that its staff and Students are made aware of all applicable policies and procedures of the CPU which granted access to the resources.
- 32.2 Each CPU shall at all times comply with the Relevant Requirements, shall have and maintain appropriate policies and procedures to ensure compliance with the Relevant Requirements (which it shall enforce where appropriate) and shall immediately notify other CPUs of any demand for any undue financial or other advantage of any kind received by it in connection with the Programme or this Agreement.
- 32.3 Further cooperation projects, including intensive courses, distance learning, joint research, organisation of seminars, symposia, and meetings on common interest topics and all other activities aimed at consolidating the cooperation will be encouraged by all CPUs. These projects shall be agreed by the interested CPUs and subject to separate agreements.
- 32.4 None of the CPUs discriminate against any Students or any member of staff on the basis of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex or sexual orientation.
- 32.5 Each CPU shall at all times comply with applicable health and safety and environmental laws in its relevant jurisdiction.
- 32.6 No failure or delay on the part of any CPU to exercise any right or remedy under this Agreement shall be construed as a waiver thereof, nor shall any single or partial exercise of any right or remedy preclude the further exercise of such right or remedy.
- 32.7 No CPU shall have the right to assign, delegate, transfer or otherwise dispose of its rights and/or obligations under this Agreement without the prior written consent of the other CPUs. No CPU shall sub-contract any of its obligations under this Agreement or any aspect of the delivery of the Programme (including without limitation any course) for which it is responsible under the Programme Schedule without the prior written consent of the other CPUs.
- 32.8 Any notice required to be given under this Agreement shall be served by international courier, with recorded delivery, and addressed to the other CPUs at the addresses set out above or such other addresses as notified for this purpose from time to time, marked for the attention of, in the case of UoG, the Secretary of Court of the University of Glasgow; in the case of NKUA, UAM, AMU, LUISS and ICS-ULisboa, the equivalent representative.
- 32.9 This Agreement shall not be varied other than in writing, signed by the duly authorized representatives of each of the CPUs.
- 32.10 Nothing in this Agreement shall create, nor is intended to create a corporate partnership or joint venture between the CPUs and nothing in this Agreement is intended to create any joint liability, or joint and several liabilities, between UoG and the other CPUs. UoG and the other CPUs shall each be liable only for their own acts and omissions and for performance of (or failure to perform) their own obligations under this Agreement, and none of them shall be liable to any third party for any loss or damage arising out of another CPU's acts or omissions including but not limited to any breach of the terms of or failure to perform fully the obligations contained in this Agreement.
- 32.11 In the event that any CPU undergoes a change of control (as defined in section 416 of Income and Corporation Taxes Act 1988, UK legislation), a change of status or a change in ownership that CPU shall inform the other CPU's in writing as soon as reasonably practical.

- 32.12 This Agreement is written in the English language. If this Agreement is translated into any other language, the English language version shall prevail. Any notice given under or in connection with this Agreement will only be effective if it is in the English language.
- 32.13 Sufficient original copies of this Agreement (one for each CPU and one for the EACEA) will be signed by all CPUs and each copy is equally valid.
- 32.14 The CPUs will conduct an annual review of the terms and conditions of this Agreement.
- 32.15 Where executed in counterparts:
32.15.1 this Agreement shall not take effect until all of the counterparts have been delivered; and
32.15.2 delivery will take place when the date of delivery is agreed between the CPUs after execution of this Agreement as evidenced by the date inserted at the start of this Agreement.

33. GOVERNING LAW

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

IN WITNESS WHEREOF these presents consisting of this and the preceding 24 pages together with the Form of Programme Schedule and appendices appended hereto are signed as follows:

Signed for and on behalf of **THE UNIVERSITY COURT OF THE UNIVERSITY OF GLASGOW** by

.....

David Duncan
Chief Operating Officer and University Secretary

In Glasgow on 2019
(month and day)

In the presence of:

..... Witness Signature

..... Full name

.....Address

Back of signature page

Signed for and on behalf of The **National and Kapodistrian University of Athens** by

.....

Prof. Thomas Sfikopoulos
Vice-Rector of Research and Development

In Athens on 2019
(month and day)

In the presence of:

..... Witness Signature

..... Full name

.....Address

Back of signature page

Signed for and on behalf of **La Universidad Autonoma de Madrid** by

.....

Rafael Garesse

Rector

M^a Carmen Calés Bourdet

Vice Chancellor for Internationalisation

By delegation of the Rector

In Madrid on 2019

(month and day)

In the presence of:

..... Witness Signature

..... Full name

.....Address

Back of signature page

Signed for and on behalf of **Aix-Marseille University** by

.....

Prof Yvon Berland

President

In Marseille on 2019

(month and day)

In the presence of:

..... Witness Signature

..... Full name

.....Address

Back of signature page

.....

Giovanni Lo Storto

General Manager

In Rome on 2019

(month and day)

In the presence of:

..... Witness Signature

..... Full name

.....Address

Back of signature page

Signed for and on behalf of the **Instituto de Ciências Sociais da Universidade de Lisboa** by

.....

António Manuel da Cruz Serra

Rector

In Lisbon on 2019

(month and day)

In the presence of:

..... Witness Signature

..... Full name

.....Address

Back of signature page

This is the Programme Schedule referred to in the Consortium Agreement between UoG, NKUA, UAM, AMU and LUISS dated

Programme Title: South European Studies International Master

For the collaboration between Degree Awarding Consortium Partner Universities:

The University Court of the University of Glasgow; (2) The National and Kapodistrian University of Athens; (3) La Universidad Autonoma de Madrid; (4) Aix-Marseille University; (5) Libera Università Internazionale degli Studi Sociali Guido Carli; and Non-Degree Awarding Consortium Partner University (6) Institute of Social Sciences University of Lisbon

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

IT IS HEREBY AGREED as follows:

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

Table A – Programme Details

Jointly Awarded Degree	International Master 1. UoG, NKUA & UAM 2. UoG, NKUA & LUISS or UoG, UAM & LUISS 3. UoG & NKUA or UoG & UAM
Double Degree	Master of Arts (AMU) awarded with joint degree from UoG & NKUA or UoG & UAM
Programme title (for joint degree combinations) and Acronym	South European Studies (EUROSUD)
Programme title (for double degree)	European and International Studies
Administering Institution	The University of Glasgow
Degree Awarding CPUs	UoG, NKUA, UAM, AMU, LUISS
Summer School Non-Degree Awarding CPU	ICS-ULisboa
Level of study & Credits	Postgraduate, Master (120 ECTS)
Nature of Award	Full time, 2 years
Commencement Date	1 Sept 2019 (for first intake)

Number of consecutive Intakes	4: to start in 2019 (as EMJMD), finishing in 2024
Entry Requirements	2.1 Honours degree or the equivalent (eg a Grade Point Average of 75%) IELTS 6.5 (with no subset less than 6.0) or equivalent (if English is not a Student's first language or their undergraduate degree was not undertaken in an English speaking country, as recognised by the UK Home Office).
Application process	All Students will apply to the AI UoG who will process the applications on behalf of the CPUs, following agreed entry criteria.
Application statement and references	Two written references are required with at least one from an academic the Student has studied with. Applicants will be asked to detail the following in the Supporting Personal Statement (600 words): i) motivation for choosing the Programme; ii) suitability for the Programme; and iii) an explanation of research interests and teaching placement aims / practice aims.
Scholarship Application process	Students shall include extra documentation for a scholarship application. An Applications & Scholarships Selection Committee (ASSC) will be convened to process and approve the scholarship applications on line. ASSC will have an academic representative from each CPU. The applications will be graded by two CPUs and an aggregate table will be produced to identify successful scholarship candidates with the top group producing the EMJMD Scholarship Students. If there is any doubt about an Applicant a Skype interview will be arranged with an academic from each CPU taking part.
Scholarship Application	To be eligible to be considered for a scholarship, students must first have secured a place on the degree Programme (unconditional or conditional). The University of Glasgow postgraduate admissions office will assess all applications and reply directly to the Applicant to let them know if they have been offered a place. Applicants who receive an offer of a place on the degree Programme, and who have submitted the scholarship application on time, will be put forward to the scholarship competition. The ASSC will assess each application according to the following criteria: <ul style="list-style-type: none"> • Academic merit (e.g. relevance and level of academic qualifications) - 30% • Supporting personal statement - 40% • Quality of (academic) references - 10% • Other (e.g. relevant research/professional experience/interests) - 20% Selection procedure and timetable typically follow this pattern: <ul style="list-style-type: none"> • October: Online scholarship application becomes available • January/February: Deadline for all scholarship applicants • March/April: the EUROSUD Consortium submits its scholarship candidates proposal to the agency • April: The applicants receive preliminary notification of results = • May: The scholarship applicants on the main list and reserve list receive the final results of their applications after the EUROSUD Consortium has received the final approval on selection from the European Commission. • End July/August: deadline for international (non-EU)/UK and other EU self-funding applications

Diversity	<p>In relation to successful applicants for the EACEA scholarships for an EMJMD: without prejudice to high academic standards and in order to ensure geographical and gender diversity among Students, the EUROSUD Consortium shall respect the following basic criteria when selecting Students for EACEA Scholarships:</p> <ul style="list-style-type: none"> • no more than three of the Students selected for an Erasmus Mundus scholarship within the same category should have the same nationality; • the majority gender of Students in the Main List of each Intake will be no more that 70% of Students. 																								
Timetable, courses, mobility periods and ECTS.	The Main Structural Features of EUROSUD (CPUs, Overall Credits and Length) – see appendix 4																								
Liability cap (if applicable)	As set out in Clause 27 in this Agreement.																								
Fees	<p><u>Tuition Fees and Fee Waivers by Student Status</u></p> <ul style="list-style-type: none"> • Note the exchange rate with EUROS is taken from the EACEA Currency Calculator for the Month of September each year (http://ec.europa.eu/budget/contracts_grants/info_contracts/info_reuro_en.cfm) for EUROSUD self-funded student fees in GBP, rounded up to the nearest multiple of 25 EURO. The table below shows the estimated fees and fees waived depending on a student's fee status for both self-funded and EACEA scholarship Students. This table was submitted with the application to the ECAEA in February 2018. <p style="text-align: center;">TUITION FEES & FEE WAIVERS BY STUDENT STATUS</p> <table border="1" data-bbox="395 1032 1291 2054"> <thead> <tr> <th data-bbox="405 1032 683 1368"><i>Financial Calculation for 60 ECTS in Y1 and 60 ECTS in Y2 (120 ECTS in total), a summer school (non-credit bearing) and placement opportunities</i></th> <th data-bbox="691 1032 874 1368"><i>Estimated UoG Fee (€) for 2yr Programme (19/20 – 20/21)</i></th> <th data-bbox="882 1032 1098 1368"><i>Estimated EUROSUD Fee (€) for 2yr Programme (19/20 – 20/21)</i></th> <th data-bbox="1106 1032 1291 1368"><i>Approximate % of Fees waived by EUROSUD Consortium</i></th> </tr> </thead> <tbody> <tr> <td colspan="4" data-bbox="405 1379 1291 1406" style="text-align: center;">SELF-FUNDED STUDENT FEES</td> </tr> <tr> <td data-bbox="405 1417 683 1514">EU Student from EU Programme Countries</td> <td data-bbox="691 1417 874 1514" style="text-align: center;">€ 15,000</td> <td data-bbox="882 1417 1098 1514" style="text-align: center;">€ 14,000</td> <td data-bbox="1106 1417 1291 1514" style="text-align: center;">- € 1000 (6.6%)</td> </tr> <tr> <td data-bbox="405 1525 683 1648">Non-EU Student from Partner & Programme Countries</td> <td data-bbox="691 1525 874 1648" style="text-align: center;">€ 30,000</td> <td data-bbox="882 1525 1098 1648" style="text-align: center;">€ 28,000</td> <td data-bbox="1106 1525 1291 1648" style="text-align: center;">- € 2,000 (6.6%)</td> </tr> <tr> <td colspan="4" data-bbox="405 1659 1291 1686" style="text-align: center;">SCHOLARSHIP STUDENT PARTICIPATION CONTRIBUTION</td> </tr> <tr> <td data-bbox="405 1697 683 2054">Home/EU Student from EU Programme Countries (Belgium, Bulgaria, Czech Republic, Denmark, Germany, Estonia, Ireland, Greece, Spain,</td> <td data-bbox="691 1697 874 2054" style="text-align: center;">€ 15,000</td> <td data-bbox="882 1697 1098 2054" style="text-align: center;">€ 9,000 (max contribution to participation costs): annual = € 4,500</td> <td data-bbox="1106 1697 1291 2054" style="text-align: center;">- € 6,000 (40%)</td> </tr> </tbody> </table>	<i>Financial Calculation for 60 ECTS in Y1 and 60 ECTS in Y2 (120 ECTS in total), a summer school (non-credit bearing) and placement opportunities</i>	<i>Estimated UoG Fee (€) for 2yr Programme (19/20 – 20/21)</i>	<i>Estimated EUROSUD Fee (€) for 2yr Programme (19/20 – 20/21)</i>	<i>Approximate % of Fees waived by EUROSUD Consortium</i>	SELF-FUNDED STUDENT FEES				EU Student from EU Programme Countries	€ 15,000	€ 14,000	- € 1000 (6.6%)	Non-EU Student from Partner & Programme Countries	€ 30,000	€ 28,000	- € 2,000 (6.6%)	SCHOLARSHIP STUDENT PARTICIPATION CONTRIBUTION				Home/EU Student from EU Programme Countries (Belgium, Bulgaria, Czech Republic, Denmark, Germany, Estonia, Ireland, Greece, Spain,	€ 15,000	€ 9,000 (max contribution to participation costs): annual = € 4,500	- € 6,000 (40%)
<i>Financial Calculation for 60 ECTS in Y1 and 60 ECTS in Y2 (120 ECTS in total), a summer school (non-credit bearing) and placement opportunities</i>	<i>Estimated UoG Fee (€) for 2yr Programme (19/20 – 20/21)</i>	<i>Estimated EUROSUD Fee (€) for 2yr Programme (19/20 – 20/21)</i>	<i>Approximate % of Fees waived by EUROSUD Consortium</i>																						
SELF-FUNDED STUDENT FEES																									
EU Student from EU Programme Countries	€ 15,000	€ 14,000	- € 1000 (6.6%)																						
Non-EU Student from Partner & Programme Countries	€ 30,000	€ 28,000	- € 2,000 (6.6%)																						
SCHOLARSHIP STUDENT PARTICIPATION CONTRIBUTION																									
Home/EU Student from EU Programme Countries (Belgium, Bulgaria, Czech Republic, Denmark, Germany, Estonia, Ireland, Greece, Spain,	€ 15,000	€ 9,000 (max contribution to participation costs): annual = € 4,500	- € 6,000 (40%)																						

	France, Croatia, Italy, Cyprus, Latvia, Lithuania, Luxembourg, Hungary, Malta, Netherlands, Austria, Poland, Portugal, Romania, Slovenia, Slovakia, Finland, Sweden, United Kingdom)			
	Non-EU Student from non-EU Programme Countries (former Yugoslav Republic of Macedonia, Iceland, Liechtenstein, Norway, Serbia, Turkey)	€ 30,000	€ 9,000 (max contribution to participation costs): annual = €4,500	- € 21,000 (70%)
	Non-EU Student from Partner Countries	€ 30,000	€ 18,000 (max contribution to participation costs): annual = €9,000	- € 12,000 (40%)
	<ul style="list-style-type: none"> • 3 Fee waivers will be shared equally between the CPUs (2 international and 1 EU). • ICS-ULisboa, as a key AP, will receive a fixed fee per students for the Summer School courses for payment purposes and Summer School courses will appear on the parchment or HEAR as non-credit-bearing. In the case of the Summer School courses not running, the tables below will be adjusted to calculate fees distribution on 120 ECTS. • The Fees are fixed for each Intake. However, for each new Intake, Fees are subject to change as there will be annual increase at least in line with inflation. Fees depend on the Students' fee status – see table above. • Self-funded Students will pay the Fees to the AI UoG at the beginning of each Academic Year or they can choose to pay by instalments. 			
Programme Fee reductions and waivers	<p>The EUROSUD Consortium has built into its finance model the following</p> <ul style="list-style-type: none"> • General Fees reductions depending on Fee status (see section above) • Competitive Fee waiver scholarships to facilitate the launch and the sustainability of the Programme: 2 full Fees waiver scholarships for non-EU Students and 1 full Fees waiver scholarship for an EU Student. 			
Payment of tuition fees and participation costs to CPUs	<p>A universal payment per ECTS is calculated for each intake taking into account the number of students that represent each of the five types of student fee status/participation cost (see table above).</p> <p>Where appropriate the following deductions are made before the universal payment per ECTS is calculated</p>			

	<ul style="list-style-type: none"> • EUROSUD Consortium fee waivers • Insurance (self-funded students) • Insurance (scholarship students) • Registration fees • Graduation fees • Homologation fees <p>Where there is an unequal split between CPUs (in the Study Track semesters), a further credit adjustment may take place for the Study track partners.</p> <p>Finally, a weighting in UoG's favour is also applied to the calculation for its share of the tuition fees/participation costs which enables UoG to cover its delivery costs, administration costs and promotion costs of EUROSUD. The weighting will vary between 0.5 and 0.8 for each intake, depending on the number of registrations for each type of tuition fee/participation costs status.</p> <p>The universal payment per ECTS is then applied against the weighted credits per CPU to calculate the fee for each CPU.</p>
Number of Students	Minimum of 20 Students per Intake (including EACEA Scholarship Students) Maximum of 60 Students per Intake (including EACEA Scholarship Students) or as may be decided in writing by the EUROSUD Consortium.
Registration	Students will be Registered at all three Degree Awarding CPUs throughout the Programme and will be eligible to access all the e-resources and e-platforms. Registration will be an electronic process for all three Degree Awarding CPUs.
Timetable	Students will attend a combination of three Degree Awarding CPUs (UoG, NKUA/UAM and NKUA/UAM/AMU/LUISS) for semesters 1, 2 and 3 within Academic Years that start in September and finish in August. The first summer has an optional Summer School in Portugal (ICS-ULisboa), and the 2 nd summer is an extension of the writing up period for the final, 4 th , semester when the dissertation is written. The EUROSUD Consortium will ensure, as far as possible, that Students have a balanced work load with 30 ECTS being delivered and assessed during each semester: 4 semesters = 120 ECTS.
Mobility periods and placements with Degree Awarding CPUs	Each Intake will move as a cohort between each of the CPUs in the following sequence: UoG (S1), NKUA or UAM (S2), NKUA or UAM or AMU or LUISS (S3 and S4) The third and fourth semester destination, when the dissertation is being written, will be chosen by the Student depending on where they wish to be based for research/supervision purposes. The courses at each CPU will be delivered by the CPU where the Students are based as well as staff from other CPUs (see colour coding in the Mobility period table of structure above).
Summer School Portugal	Between semesters 2 and 3, Students have the option to attend a Summer School at ICS-ULisboa. The Courses that are studied during the Summer School are non-credit bearing. As a Key Associate Partner, ICS-ULisboa is a signatory to the EUROSUD Consortium Agreement.

Table B – Responsibilities

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

ITEM	AI UoG	NKUA	UA M	AM U	LUI SS	ICS-ULis boa
1. Marketing the Programme in jurisdiction of AI UoG	X					
2. Marketing the Programme in the jurisdiction of each CPU		X	X	X	X	X
3. Management of the application process, including responding to enquiries and initial review of applications	X					
4. Making decisions on applications about whether an Applicant has met the Entry Requirements and should be made a formal offer to study on the Programme.	X					
5. Making decisions on whether a Scholarship should be offered.	X	X	X	X	X	
6. Issuing offers to Applicants and notifying Students of the relevant Fees for the Programme.	X					
7. Ensuring Applicants are fully advised of the financial requirements (including but not limited to the need for successful self-funded Applicants to be financially sustainable for the whole period of the study)	X					
8. Providing Applicants with advice on immigration and visa requirements in the jurisdiction of the AI UoG	X					
9. Providing Applicants with advice on immigration and visa requirements in the jurisdiction of each CPU where Students spend a mobility period		X	X	X	X	X
10. Making Applicants aware that securing the offer of a place on the Programme does not guarantee entry to study in the relevant jurisdiction and that it shall be the Applicant's responsibility to obtain the necessary visa and/or permits	X					
11. Monitoring and reporting attendance of Tier 4 Students in accordance with UK Home Office legislation (where relevant)	X					
12. Monitoring and reporting attendance of Students in accordance with UK Visas and Immigration requirements in the jurisdiction of each other CPU where Students spend a mobility period		X	X	X	X	X
13. Upon registration at UoG: <ul style="list-style-type: none"> providing Students with a registration number and card, on-line access to appropriate resources subject to the Student's compliance with the relevant policies and providing orientation; induction for Students and reasonable assistance finding accommodation 	X					
14. Upon registration at other CPUs <ul style="list-style-type: none"> providing Students with a registration number and card, on-line access to appropriate resources subject to the Student's compliance with the relevant policies and providing orientation; 		X	X	X	X	
15. Upon registration at other CPUs where Students spend a period of mobility <ul style="list-style-type: none"> induction for Students and reasonable assistance finding accommodation 		X	X	X	X	X

ITEM	AI UoG	NKUA	UA M	AM U	LUI SS	ICS-ULis boa
16. General administration of the Programme	X					
17. Delivering the following courses (including the development and provision of teaching materials): Summer School options						X
18. General Administration of the assessment process	X					
19. Issuing the relevant degree certificate for the Jointly Awarded Degree on behalf of the Degree Awarding CPUs (UoG)	X					
20. Co-ordination of selection of dissertation Supervisors	X					
21. Co-ordination of staff mobility					X	
22. Co-ordination of Student placements				X		
23. Local monitoring of Student placements	X		X	X		
24. Co-ordination of Student mobility			X			
25. Local monitoring of Student mobility periods	X	X	X	X	X	X
26. Co-ordination of Summer School/s						X
27. Management of web site	X					
28. Contribution to EUROSUD website	X	X	X	X	X	X
29. Co-ordination of e-learning						X
30. Co-ordination of the following committees/groups: EUROSUD Consortium Management Board (CMB)	X					
30. Co-ordination of the following committees/groups: Marketing & Student Recruitment Group (MSRG)					X	
31. Co-ordination of the following committees/groups: Administrative & Student Support Group (ASSG)			X			
32. Co-ordination of the following committees/groups: Applications and Scholarship Selection Committee (ASSC)	X					
33. Co-ordination of the following committees/groups: Teaching, Learning and Quality Assurance Group (TLQAG)		X				
34. Co-ordination of the following committees/groups: Staff-Student Liaison Committee (SSLC)						X
35. Co-ordination of the following committees/groups: External International Advisory Board (EIAB)				X		

Appendix 1: DRAFT Grade conversion table

UoG	ECTS/ percentage scale	NKU A	UAM	LUISS MC	AMU	ICS- ULisboa
22 (A1) Excellent	A (top results, 97-100% exceptionally strong performance during entire semester) Excellent	10	10	30 e lode	19/20 or 20/20	20
21 (A2) Excellent	A (above average A, 93-96%) Excellent	10	9.7-9.9	30	18/20	20
20 (A3) Excellent	A (average A, 95-96%) Excellent	10	9.5-9.6	30	17/20	20
19 (A4) Excellent	A (weak A, 93-94%) Excellent	9	9.3-9.4	29	16/20	19
18 (A5) Excellent	A (weakest A, 91-92%) Excellent	9	9-9.2	29	16/20	19
17 (B1) Very Good	B (strong B, 86-90%) Very Good	8	8.5-8.9	28	15/20	18
16 (B2) Very Good	B (weak B, 81-85%) Very Good	8	8-8.4	27	14/20	17
15 (B3) Very Good	C (strong C, 76-80%) Good	7	7.5-7.9	26	13/20	16
14 (C1) Good	C (weak C, 71-75%) Good	7	7-7.4	25	12/20	14
13 (C2) Good	D (strong D, 66-70%) Satisfactory	6	6.5-6.9	24	11/20	13
12 (C3) Good	D (weak D, 61-65%) Satisfactory	6	6-6.4	23	11/20	12
11 (D1) Satisfactory	E (strong E, 57-60%) Sufficient – meets minimum criteria for award of credits	5	5.7-5.9	21-22	10/20	11
10 (D2) Satisfactory	E (average E, 54-56%) Sufficient –meets minimum criteria for award of credits	5	5.3-5.7	19-20	10/20	10
9 (D3) Satisfactory	E (weak E, 51-53%) Sufficient – meets minimum criteria for award of credits	5	5-5.2	18	10/20	10
8 (E1) Weak	FX (strong FX, 47-50%) Fail – some work required before credit can be awarded	4	4.5-4.9	16-17	9/20	9
7 (E2) Weak	FX (average FX, 44-46%) Fail – some work required before credit can be awarded	4	4-4.4	14-15	8/20	8
6 (E3) Weak	FX (weak FX, 40-43%) Fail – some work required before credit can be awarded	3	3.5-3.9	12-13	7/20	7
5 (F1) Poor	F (strong F, 37-39%) Fail – considerable work required before credit can be awarded	3	3-3.4	10-11	6/20	6
4 (F2) Poor	F (average FX, 34-36%) Fail – considerable work required before credit can be awarded	2	2.5-2.9	8-9	5/20	5
3 (F3) Poor	F (weak FX, 30-33%) Fail – considerable work required before credit can be awarded	2	2-2.4	6-7	4/20	4
2 (G1) Very poor	F (zero percent)	1	1.5-1.9	3-5	0/20	3
1 (G2) Very poor	F (zero percent)	1	1-1.4	1-2	0/20	1-2
0 (N)	F (zero percent)	0	0-0.9	0	0/20	0

Appendix 2 (detail of UoG grading scale)

UoG	ECTS/ percentage scale
22 (A1) Excellent	A (top results, 97-100% exceptionally strong performance during entire semester) Excellent
21 (A2) Excellent	A (above average A, 93-96%) Excellent
20 (A3) Excellent	A (average A, 95-96%) Excellent
19 (A4) Excellent	A (weak A, 93-94%) Excellent
18 (A5) Excellent	A (weakest A, 91-92%) Excellent
17 (B1) Very Good	B (strong B, 86-90%) Very Good
16 (B2) Very Good	B (weak B, 81-85%) Very Good
15 (B3) Very Good	C (strong C, 76-80%) Good
14 (C1) Good	C (weak C, 71-75%) Good
13 (C2) Good	D (strong D, 66-70%) Satisfactory
12 (C3) Good	D (weak D, 61-65%) Satisfactory
11 (D1) Satisfactory	E (strong E, 57-60%) Sufficient – meets minimum criteria for award of credits
10 (D2) Satisfactory	E (average E, 54-56%) Sufficient –meets minimum criteria for award of credits
9 (D3) Satisfactory	E (weak E, 51-53%) Sufficient – meets minimum criteria for award of credits
8 (E1) Weak	FX (strong FX, 47-50%) Fail – some work required before credit can be awarded
7 (E2) Weak	FX (average FX, 44-46%) Fail – some work required before credit can be awarded
6 (E3) Weak	FX (weak FX, 40-43%) Fail – some work required before credit can be awarded
5 (F1) Poor	F (strong F, 37-39%) Fail – considerable work required before credit can be awarded
4 (F2) Poor	F (average FX, 34-36%) Fail –considerable work required before credit can be awarded
3 (F3) Poor	F (weak FX, 30-33%) Fail – considerable work required before credit can be awarded
2 (G1) Very poor	F (zero percent)
1 (G2) Very poor	F (zero percent)
0 (N)	F (zero percent)

Appendix 3 (Key Contacts – Academic and Administrative)

For general enquiries about EUROSUD, the application process and scholarships, contact eurosud@glasgow.ac.uk

For enquiries about a particular partner, see contact details below.

University of Glasgow

Academic Contact:

Dr Georgios Karyotis

Georgios.Karyotis@glasgow.ac.uk

Administrative Contact:

Lauren Hoare

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National and Kapodistrian University of Athens

Academic Contact:

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Universidad Autónoma de Madrid

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Aix-Marseille Université

Academic Contact:

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LUISS Guido Carli

Academic Contact:

Prof Maria Elena Cavallaro

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Administrative Contact:

Sara Bruziches

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ICS, University of Lisbon

Academic Contact:

Prof Marcelo Camerlo

mcamerlo@ics.ulisboa.pt

Administrative Contact:

Cláudia Andrade

claudiac.andrade@ics.ulisboa.pt

Appendix 4 EUROSUD Programme Structure

Programme Title		International Master in South European Studies (EUROSUD)							
Type/ Credits/ Length		Erasmus Mundus Master Degree/ 120 ECTS / 24 months (full-time)							
Full Partners and degree title		University of Glasgow (UoG)	LUISS Guido Carli (LUISS)	Universidad Autonoma de Madrid (UAM)	National and Kapodistrian Univ of Athens (NKUA)	Aix-Marseille Universite (AMU)			
Key Associate Partner		Institute for the Social Sciences, University of Lisbon (ICS-ULisboa)							
Semester	S1	S2	S2	Summer	S3	S3	S3	S3	S4
CPU	UoG	NKUA	UAM	ICS-ULisboa	NKUA	AMU	LUISS	UAM	
Pathway (Research)	Overview	SE and the Balkans	SE and the Arab World	Summer School	Crisis & Change	Borders	Democratisation	Nationalism	Dissertation**
Dates	Mid-Sept to Dec	Mid-Jan to July	Mid-Jan to July	July (10 days)	End of Sept to mid-Jan	Mid-Sept to mid-Jan	End of Sept to mid-Dec	End of Sept to end-Dec	Jan to August
Semester 1, 2 and 3 courses: INTERIOR Theme (to SE)	<ul style="list-style-type: none"> • Politics and Society in SE (10 ECTS) 	<ul style="list-style-type: none"> • Contemporary Turkey: Domestic and Foreign Policy (10) 	<ul style="list-style-type: none"> • Elections and Electoral behaviour (6 ECTS) • Management and Public Administration (6) 	<ul style="list-style-type: none"> • Attended by both Y1 and Y2 students • Lectures by guest speakers • Workshops/ Student presentations • Meetings with supervisory teams 	<ul style="list-style-type: none"> • Greece: Political Economy, Crisis and Change (10 ECTS) 	<ul style="list-style-type: none"> • Political Transitions in Southern Europe (3) • Euro-Mediterranean immigration policies (3) • Nationalism, Religion and Identity in the Balkans (3) 	<ul style="list-style-type: none"> • European Politics in the 20th Century (7) • European Macroeconomics (7) • European Institutions (7) 	<ul style="list-style-type: none"> • Representation and Political Participation (6 ECTS) • Seminar in Comparative Politics (6) • Theories of Nationalism (6) • Public Policy Analysis (6) 	<ul style="list-style-type: none"> • Dissertation (30)
									<ul style="list-style-type: none"> • Dissertation (24) • Support (6) <p>S1 CPU = 4 ECTS S2 CPU = 10 ECTS S3 CPU = 16 ECTS</p>
Semester 1,									

2 and 3 courses: EXTERIOR Theme (to SE)	• SE in International Affairs (10)			• Nationalism in South Eastern Europe (10) • International law and peaceful settlement of disputes in Southeast Europe (10)			• Processes of democratic transition in the Arab World (6) • Political Islam in the Magreb and Machreq (6)			• Annual meeting of governing board	• EU Enlargement to South-Eastern Europe (10) • Political Change, Democracy and Crisis in South Eastern Europe (10)			• Patrimony, Culture and Sustainable Development in the Mediterranean (3) • Writings and Representations of the Mediterranean Sea (3) • Borders, Territory and Conflict in the Euro-Mediterranean Space (3)			• Security and Migration in the Mediterranean (3) • History of South European Enlargements (3) • Business and Economics in the Mediterranean area (3)			• Other options in English and Spanish will also be available			• Dissertation (30) • Oral Defence (12) • Contemporary Political Theory (6) • Research Seminar (core) (6) • Dissertation (12)		
	Other	• Research Design (10)			• Research Seminar (core) (6)			• Research Methods in the Social Sciences (online) *			• Language*	• Workshops – MMSH (6)			• Language*			• Language*			• Language*				
• Language*			• Language*			• Language*			• Language*			• Language*			• Language*			• Language*							
ECTS (S1-4)	30			30			30				30			30			30			24			30/36 (UAM)***		
ECTS (CPU)	26	2	2	2	26	2	2	2	26		24	2	2	2	2	24	2	2	2	2	24	2	2	2	2

DATA CONTROLLER – DATA CONTROLLER

DATA SHARING AGREEMENT

between

THE UNIVERSITY COURT OF THE UNIVERSITY GLASGOW

and

UNIVERSIDAD AUTÓNOMA DE MADRID

and

LUISS GUIDO CARLI

and

NATIONAL AND KAPODISTRIAN UNIVERSITY OF ATHENS

and

AIX-MARSEILLE UNIVERSITÉ

and

UNIVERSIDADE DE LISBOA

Dated: _____

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DATA CONTROLLER – DATA CONTROLLER AGREEMENT AMONG

- (1) **THE UNIVERSITY COURT OF THE UNIVERSITY OF GLASGOW**, incorporated under the Universities (Scotland) Act 1889 and having its principal office at University Avenue, Glasgow G12 8QQ, a registered Scottish charity in terms of Section 13(2) of the Charities and Trustee Investment (Scotland) Act 2005 (Charity Number SC004401, Charity Name 'University of Glasgow Court') (the "**UG**");
- (2) **UNIVERSIDAD AUTÓNOMA DE MADRID**, having its principal office at Ciudad Universitaria de Cantoblanco, 28049 Madrid, Spain ("**UAM**");
- (3) **LUISS GUIDO CARLI**, having its principal office at Viale Pola 12, 00198 Roma, Italia – Centralino, Italy ("**LGC**");
- (4) **NATIONAL AND KAPODISTRIAN UNIVERSITY OF ATHENS**, having its principal office at Πανεπιστημίου 30,106 79 Αθήνα, Greece ("**NKUA**"),
- (5) **AIX-MARSEILLE UNIVERSITÉ**, having its principal office at Jardin du Pharo, 58, bd Charles Livon -13284 Marseille Cedex 07, France ("**AMU**"); and
- (6) **UNIVERSIDADE DE LISBOA**, having its principal office at Alameda da Universidade, 1649-004 Lisboa, Portugal ("**UL**");

Each a "**Party**" and together the "**Parties**".

NOW IT IS AGREED as follows:

1. BACKGROUND

- 1.1 The Parties entered into a Memorandum of Agreement dated on or around the date of this Agreement (the "**Memorandum of Agreement**") relating to an Erasmus Mundus joint masters degree programme entitled "*South European Studies Erasmus Mundus International Masters (EUROSUD)*" (the "**Programme**").
- 1.2 In connection with the Memorandum of Agreement and the Programme, the Parties wish to share certain Personal Information with each other.
- 1.3 As this Personal Information is "Personal Data" for the purposes of applicable data protection law, so as to comply with those laws the Parties are required to enter into a written contract with each other relating to the sharing of that Personal Information. This Agreement constitutes that written contract.

2. DEFINITIONS

- 2.1 In this Agreement the following words shall have the meaning set out opposite:

Agreement means this agreement;

Controller means the natural or legal person, public authority, agency or other body which, alone or jointly with others, determines the purpose and means of the processing of Personal Data;

Data Subject means an identified or identifiable natural person; an identifiable natural person is one who can be identified, directly or indirectly, in particular by reference to an identifier such as a name, an identification number, location data, an online identifier or to one or more factors specific to the physical, physiological, genetic, mental, economic, cultural or social identity of that natural person;

DP Laws means the GDPR and any other law, enactment, regulation, regulatory policy, by-law, ordinance or subordinate legislation relating to the processing, privacy and use of Personal Data, as applicable to any of the Parties and/ or the Purpose, and includes any judicial or administrative interpretation of them, any guidance, guidelines, codes of practice, approved codes of conduct or approved certification mechanisms issued by any applicable regulator;

GDPR means Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons with regard to the data processing of Personal Data and on the free movement of such data;

Personal Data means any information relating to a Data Subject;

Personal Information means any Personal Data in respect of which a Party acts as Controller and which is provided or made available to another Party (together with any data which is generated from such Personal Data) for the Purpose on or after the last date of signature of this Agreement;

Purpose means the sole purpose of delivering the Programme as envisaged in the Memorandum of Agreement;

Security Breach means a breach of the security by accident or by unlawful means, which leads to the destruction, loss, corruption, or unauthorised release of, or unauthorised access to, data that has been transferred, stored, or processed in some other way.

2.2 In this Agreement, unless the context otherwise requires:

2.2.1 references to Clauses are references to the relevant clauses of this Agreement;

2.2.2 references in this Agreement to the word “include” or “including” are to be construed without limitation to the generality of the preceding words;

2.2.3 the masculine gender shall be deemed to include the feminine and neuter and vice versa and the singular shall be deemed to include references in the plural and vice versa; and

2.2.4 the Clause headings are for convenience of reference only and shall not affect the construction or interpretation of this Agreement.

3. DATA PROTECTION

3.1 Each Party shall comply with the DP Laws that are applicable to it.

3.2 The Parties shall each be a Controller of the Personal Information and this Agreement shall apply to that sharing of the Personal Information amongst the Parties.

3.3 The Parties agree that the Personal Information may:

3.3.1 include the following types of Personal Data: (i) data about prospective students and students registered by the Parties on the Programme, including data relating to relatives, guardians and associates of the student and sensitive personal data about the student (e.g. health information); (ii) data relating to staff, advisers, consultants and other professional experts of each Party and (iii) data relating to staff of other organisations who are associated with the Programme (e.g. external advisory board members and visiting scholars); and

3.3.2 be shared amongst the Parties in connection with the Purpose during the term of this Agreement to the extent reasonably necessary, including in the following scenarios and for the following purposes: In order to deliver the Programme including but not limited to dealing with applications, registration of students, pastoral care, dealing with complaints and appeals.

3.4 Each Party shall, in relation to the Personal Information:

3.4.1 comply with its obligations under DP Laws, including without limitation:

(a) ensuring there is a lawful basis on which to process the Personal Information (including its disclosure to the other Parties in the scenarios and for the purposes set out in Clause 3.3);

(b) ensuring that appropriate privacy notices and/or policies are communicated to the relevant Data Subjects which explain how the Personal Information will be processed (including the fact that the Personal Information may be disclosed to the other Parties in the scenarios and for the purposes set out in Clause 3.3);

3.4.2 not do or permit anything to be done through act or omission which would cause any other Party to incur any liability under the DP Laws;

3.4.3 promptly notify the other Parties with whom it has shared Personal Information in the event that it receives updates or corrections to any of that Personal Information;

- 3.4.4 ensure that it keeps the Personal Information secure and only share the Personal Information with the other Parties in a secure manner;
- 3.4.5 provide reasonable assistance, information and co-operation where requested by another Party in respect of data protection matters, including:
- (a) in respect of any matter which in the reasonable opinion of that Party is required for ensuring that Party's continued compliance with the DP Laws;
 - (b) in respect of any claim and/or exercise or purported exercise of rights by a Data Subject under the DP Laws or any investigation or enforcement activity by the applicable regulator, which relates to or is connected with that Party's processing of the Personal Information;
 - (c) any Security Breach;
 - (d) assisting that Party in complying with its obligations as a Controller. Such assistance may include (without limitation) providing information to Data Subjects on the other Party's behalf as required by the DP Laws and communicating the other Party's privacy notices and/or policies to the relevant Data Subjects; and
 - (e) providing copies of records it is required to maintain under the DP Laws;
- 3.4.6 notify the other Parties immediately, and take into account any information and/or reasonable requests provided by another Party before responding publicly or to a regulator or any third party (provided that such information and/or requests are provided promptly and before any applicable response deadline):
- (a) if it is contacted or approached in relation to any claim and/or exercise or purported exercise of rights by a Data Subject under the DP Laws; or
 - (b) in the event of any investigation or enforcement activity the applicable regulator; or
 - (c) in the event of any Security Breach;
- 3.4.7 retain Personal Information in relation to the relevant Data Subjects for the following retention period only, and delete such data in a secure manner and in accordance with the DP Laws following expiry of such retention period: for so long as is required by the DP Laws affecting such Party taking into account its responsibilities in Clause 13 of the Consortium Agreement.

International data transfers

- 3.5 No Party shall transfer any Personal Information disclosed to it by another Party to any country outside the European Economic Area or United Kingdom without the prior written consent of

the Party who disclosed that Personal Information. If such consent is given, the Party transferring Personal Information shall ensure that such transfer (and any onward transfer):

3.5.1 is pursuant to a written contract including provisions relating to security and confidentiality of the Personal Information;

3.5.2 is governed by such additional terms and conditions as the other Parties may consent to at the relevant time; and

3.5.3 otherwise complies with any applicable DP Laws.

3.6 The Parties acknowledge that the arrangements outlined in this Agreement may need to be reviewed in light of the United Kingdom's exit from the European Union. Each Party shall cooperate with the other Parties in good faith to review and agree and document appropriate and reasonable changes to this Agreement to ensure that it addresses the requirements of the GDPR and any replacement law applicable to UG in place of the GDPR in accordance with good market practice, in each case prior to such applicable law becoming effective.

4. **NOTICES**

4.1 All notices to be given and other documentation to be sent under the terms of this Agreement may be delivered personally, or sent by signed for international post, and addressed to the relevant Party at the address set out at the start of this Agreement, or such other address as may be provided by the relevant Party from time to time for that purpose.

4.2 Any notice or other documentation shall be deemed to have been served, if delivered personally, on the day of delivery and, if posted, on the day on which it is signed for.

4.3 In proving the posting of any notice or other documentation, it shall be sufficient to produce a copy of the notice or other documentation properly addressed with the relevant post office receipt for its despatch by signed for international post or the foreign equivalent.

5. **GENERAL**

Amendment

5.1 This Agreement may only be amended in writing signed by duly authorised representatives of each Party.

No assignation

5.2 No Party's rights or obligations under this Agreement may be assigned, transferred, or sub-contracted by it without the prior written consent of the other Parties, such consent not to be unreasonably withheld or delayed.

No waiver

- 5.3 No failure or delay by a Party in exercising any right or remedy under this Agreement will operate as a waiver of such right or remedy nor will any single or partial exercise or waiver of any such right or remedy preclude its further exercise or the exercise of any other right or remedy.

Illegality

- 5.4 If any one or more of the provisions contained in this Agreement is, in whole or in part, invalid, illegal or unenforceable in any respect, the validity, legality or enforceability of the remaining provisions shall not in any way be affected or impaired thereby and the provision in question shall to the extent it is invalid, illegal or unenforceable be deemed not to form part of this Agreement and shall be replaced with another provision which achieves the result of the invalid, illegal or unenforceable provision to the greatest extent permitted by law.

No partnership or agency

- 5.5 Nothing in this Agreement shall constitute or be deemed to constitute a partnership or joint venture between the Parties or the relationship between any of the Parties of principal and agent.

Entire agreement

- 5.6 This Agreement constitutes the entire agreement amongst the Parties in relation to its subject matter and supersedes all previous proposals, representations, agreements and arrangements whether oral, written or implied amongst the Parties in relation to its subject matter.
- 5.7 Each Party acknowledges that in entering into this Agreement it does not rely on, and shall have no remedies in respect of, any representation or warranty (whether made innocently or negligently) that is not set out in this Agreement. Nothing in this Agreement purports to exclude liability for fraudulent misrepresentation.

Counterparts

- 5.8 This Agreement may be executed in any number of counterparts. Where executed in counterparts, this Agreement will not take effect until each of the counterparts has been delivered (which delivery may be made by electronic means). Without prejudice to the validity of the Agreement thus made, each Party shall provide the UG with an original of such counterpart as soon as reasonably possible thereafter.
- 5.9 This Agreement shall become effective on the last date of signature by the Parties and shall remain valid until termination of the Memorandum of Agreement.

6. **LAW**

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

IN WITNESS WHEREOF this Agreement consisting of this and the preceding seven (7) pages is executed, in counterpart, as follows:

For and on behalf of **THE UNIVERSITY COURT
OF THE UNIVERSITY OF GLASGOW**

Name

Witness

Signature.....

Name

Position

Address

Date

.....

Location

Date.....

For and on behalf of **UNIVERSIDAD AUTÓNOMA DE MADRID**

Name

Witness

Signature.....

Name

Position

Address

Date

.....

Location

Date.....

For and on behalf of **LUISS GUIDO CARLI**

Name

Witness

Signature.....

Name

Position

Address

Date

.....

Location

Date.....

For and on behalf of **NATIONAL AND KAPODISTRIAN UNIVERSITY OF ATHENS**

Name

Witness

Signature.....

Name

Position

Address

Date

.....

Location

Date.....

For and on behalf of **AIX-MARSEILLE UNIVERSITÉ**

Name

Witness

Signature.....

Name

Position

Address

Date

.....

Location

Date.....

For and on behalf of **UNIVERSIDADE DE LISBOA**

Name

Witness

Signature.....

Name

Position

Address

Date

.....

Location

Date.....