



CONSORTIUM AGREEMENT
ERASMUS MUNDUS JOINT MASTER DEGREE IN 'SUSTAINABLE TERRITORIAL DEVELOPMENT' - STeDe
2016-2022

Among

The Università degli Studi di Padova (hereinafter referred to as “UniPD”), having its registered office at Via VIII Febbraio, 35122, Padova (Italy) officially represented by its Rector, Professor Rosario Rizzuto and hereinafter referred to as the Consortium's Coordinator,

The Katholieke Universiteit Leuven (hereinafter referred to as “KUL”), having its registered office at Oude Markt 13, Bus 5005, 3000 Leuven (Belgium) officially represented by its Rector, Professor Rik Torfs,

The Université Paris 1 Panthéon – Sorbonne (hereinafter referred to as “Paris 1”), having its registered office at 12 place du Panthéon 75005 Paris (France) officially represented by its President, Professor Georges Haddad,

The Universidade Católica Dom Bosco (hereinafter referred to as “UCDB”), having its registered office at 6000 Avenida Tamandaré, Jardim Seminário . 79117-900 Campo Grande – Mato Grosso do Sul (Brazil), officially represented by its Rector, Padre Ricardo Carlos

The University of Johannesburg (hereinafter referred to as “UJ”), having its registered office at Auckland Park Campus, Kingsway, Auckland Park, 2006, Johannesburg (South Africa) officially represented by its Vice-Chancellor, Professor Ihron Rensburg

The Université Ouaga I Pr Joseph KI-ZERBO (hereinafter referred to as “UO1-JKZ”), having its registered office at Avenue de l'Université 03 BP 7021 Ouagadougou 03, Ouagadougou, Burkina Faso officially represented by its President, Professor Rabiou Cissé

The Association of Local Democracy Agencies (hereinafter referred to as “ALDA”), having its registered office at 1A, Place des Orphelins, 67000, Strasbourg (France) officially represented by its President, Oriano Otocan

ViaVia Tourism Academy (hereinafter referred to as “VVTA”), having its registered office in Geerdegemvaart 96-98, 2800 Mechelen, Belgium, officially represented by its Founder and Board member, Robert Elsen

The SEBRAE/MS Serviço de Apoio à Micro e Pequenas Empresas de Mato Grosso do Sul (hereinafter referred to as “SEBRAE”), having its registered office at 1661, Afonso Pena Avenue, Centro, Zipcode: 79.002-950, Campo Grande – Mato Grosso do Sul (Brazil) officially represented by its Superintendent Director in Office, Maristela de Oliveira França.

IT HAS BEEN AGREED WHAT FOLLOWS

1. General objective

The present Agreement defines the framework for an Erasmus Mundus Joint Master Programme in Sustainable Territorial Development (STeDe) between the Department of Historical and Geographic Sciences and the Ancient World – Università degli Studi di Padova, the Faculty of Science - Katholieke Universiteit Leuven, the Université Paris 1 Panthéon – Sorbonne and the Universidade Catolica Dom Bosco.

Furthermore, it defines the conditions of participation of the following academic partners: University of Johannesburg and Université Ouaga I Pr Joseph KI-ZERBO; as well as the professional partners: Association of Local Democracy Agencies, Via Via Tourism Academy and SEBRAE/MS Serviço d'Apoio à Micro/Pequenas Empresas de Mato Grosso do Sul. For the sake of clarity, these Consortium Partners will contribute to the Erasmus Mundus Joint Master Degree by way of hosting inbound students for their 4th semester (internship and research project – see article 9 below).

Upon successful completion of the Joint Master Programme, students shall be awarded the following degrees:

- A Joint Degree between Università degli Studi di Padova and KU Leuven, corresponding to the following national titles:

* Laurea Magistrale in Sustainable Territorial Development, Classe n. LM-81 delle Lauree Magistrali in Scienze per la Cooperazione allo Sviluppo – (D.M. 22/10/2004, n.270), awarded by the Università degli Studi di Padova

* Master of Science in Sustainable Development – Specialisation Erasmus Mundus Joint Master in Sustainable Territorial Development from the Katholieke Universiteit Leuven

and

- A national degree awarded by the Université Paris 1 Panthéon – Sorbonne: Master mention Economie Appliquée, parcours-type international Sustainable Territorial Development (STeDe).

In addition to the above, upon students' request, the Universidade Catolica Dom Bosco will recognize the above mentioned degrees, in compliance with Brazilian legal requirements in the National Diploma of Programa de Mestrado em Desenvolvimento Local, the same knowledge area and equivalent level, so as to correspond to the national degree in Mestrado em Desenvolvimento Local.

The present agreement's validity starts from September 1st 2016 and ends December 31st 2022, except what established in Art. 16.

2. Collaboration on the Erasmus Mundus Joint Master Programme STeDe

The present Erasmus Mundus Joint Master STeDe builds on the Erasmus Mundus Master Course in Sustainable Territorial Development which started in September 2011 and trained 5 batches of students (from the academic year 2011-12 till 2016-17). The partners agree, starting from the academic year 2017-2018, to strengthen and develop the existing program, that is to say to organize, on the basis of existing curricula, an integrated two-year study program of high quality at the Master level in Sustainable Territorial Development, which satisfies the requirements of an Erasmus Mundus Joint Master degree.

Towards this goal, the partners form a (Master) Consortium and the integrated study programme is referred to as the Erasmus Mundus Joint Master Degree in Sustainable Territorial Development (STeDe). STeDe Programme is run in accordance with this Agreement and its Annexes.

3. Consortium's organisation

The Consortium is composed of the above quoted Academic and Professional Partners and is coordinated by the Università degli Studi di Padova.

- 3.1. The Coordinator is in charge of the institutional and administrative coordination of the Master: implementation of the global communication, planning of pedagogical issues, collection of Consortium common resources, redistribution of common resources to each partner according to the Financial Agreement, administrative and financial follow-ups.
- 3.2. The overall management of the organisational, financial and administrative issues of the Consortium is dealt with by the Partnership Council, composed of a representative of each Partner, who is in charge of her/his nomination.
- 3.3. All scientific and pedagogical issues are dealt by the Partnership Board, composed of an academic representative (Local Director) of the Degree awarding/recognising partner Universities (UniPD, KUL, Paris 1, UCDB) and of one (1 year rotation) of the non-Degree awarding partner Universities (UJ, UO1-JKZ) that are in charge of her/his nomination. The Partnership Board is in charge of: organization of scientific training and pedagogical activities, academic quality assurance, admission and assessment criteria, selection and monitoring of the students, according to national laws of each partner country. In particular, representatives of UJ and UO1-JKZ will cooperate with the Board, also when they will be not member of it, for the recruitment of Arab and African students. When necessary, students' representatives could take part in the meetings. All Partnership Board Meetings will be documented by a record, reporting on the main decisions, provided by the Stede Secretariat.
- 3.4. The Coordinator is supported by a Joint Technical Secretariat, composed of one or two people nominated by each Partner in charge of the financial and administrative aspects, and coordinated by the administrative responsible of the coordinating institution. The staff of the coordinating institution forms the STeDe Secretariat, based at Università degli Studi di Padova, that is responsible for: preparation of reports, promotion of activities, meetings organization, administrative procedures for students' admission, enrolment and post-graduation. The staff of the partner institutions is responsible for providing at due time all necessary documents, information and assistance to the STeDe Secretariat for the reconstruction of students' careers (e.g. transcripts of records), preparation of reports (e.g. financial documents) and smooth STeDe management.
- 3.5. Every partner University sets up a Local Scientific and Teaching Commission, composed of local professors participating in the STeDe program, the local students' tutor, two students' representatives and max. two members of the administration, under the coordination of the Local Director, in charge of the organization and of the monitoring and evaluation of teaching activities.
- 3.6. Each hosting partner University appoints, under the responsibility of the Local Director, a tutor whom the STeDe students may consult for advice or assistance during his/her stay at the institution. The tutor (Ph.D./senior student or other) will act as ombuds (unless a separate ombuds is appointed) and as facilitator of the student in order to be introduced in the local life and rules, as well as to have a peer point of view about the academic context.
- 3.7. The Consortium's partner Universities engage themselves in helping students with incoming procedures such as getting visa, finding housing (at the University Residences or in the housing market) and ensure that students will have access to language courses, libraries and canteens as well as to the services of the respective International Offices and Registration Offices.
- 3.8. The three Consortium professional Partners (ALDA, VVTA, SEBRAE) engage themselves in participating into joint seminars in participating into joint seminars, in hosting students for Internship and, eventually, in co-supervising Master Theses.

4. Joint admission

- 4.1. Common standards for admission, a common application procedure and a joint selection process will be agreed on by the Partnership Board and carried out in collaboration with the Secretariat (See Art . 3.3 and Annex 2 – Academic Regulations).
- 4.2. Students' applications have to be submitted on-line through the STeDe website, supplemented with the scanned required documents to be defined every year by the Partnership Board: details will be specified in the application form.
- 4.3. Students' admission is dealt with directly by the Partnership Board.

- 4.4. Students enrolled in the Master program have to take out a full health insurance, for the entire STeDe period, according to the national requirements of the countries where they will actually spend their mobility track. STeDe will offer a full insurance scheme, based on EACEA's minimum requirements, to Erasmus+ scholarship holders. The same scheme will be proposed to non-scholarship holders, and alternatives could be suggested by Local Secretariats/Coordinators in relation to particular national conditions.

5. Joint Master program

The program requires that students spend the first semester of their curriculum at the Università degli Studi di Padova, the second semester at the Katholieke Universiteit Leuven, the third at the Université Paris 1 Panthéon – Sorbonne, and the fourth in one of the seven Universities of the Consortium. All partner Universities agree on the study plan for the participating students (Annex 2 – Academic Agreement). The Degree Awarding Universities agree that they recognize and validate the entire students' career. ECTS credits are recognized by Degree Awarding Universities only if students comply with this study plan or with modifications agreed upon by the Partnership Board. During the teaching semesters, students are monitored and assessed by the Local Scientific and Teaching Commission, according to the rules applied at the partner universities for tutoring and counselling and with respect of the common Path Coursework (Annex 2– Academic Agreement) and under the general supervision of the Partnership Board. Agreed pass/fail criteria are made explicit in Annex 2 – Academic Agreement and will be used as guiding principle for all assessments in the programme while the way of assessing and recording the assessment results will follow national rules.

The STeDe list of course units and corresponding ECTS credits and obtained marks (Transcript of records) for each semester is sent by the concerned partner University to the Coordinator as soon as the results are available, after the end of its curricular part. The Coordinator will forward it to other partners. During the fourth semester, students must perform a 30 ECTS activity in one of the seven partner universities, including an internship and a final master thesis. These have to be supervised by an academic, according to the local rules.

6. Tuition fees

- 6.1. Tuition fees are charged to students, collected by the Coordinator, and divided among partners in accordance with a scheme agreed by the Partners (See Annex 1 - Financial Agreement).
- 6.2. For Erasmus+ scholarship-holders, the tuition fees will be deducted from the scholarship according to the EMJMD regulations (once for the whole programme). Non-scholarship holders pay tuition fees twice per year, to the Consortium' Secretariat, Università degli Studi di Padova. The Secretariat annually transfers fees to each Partner according to the agreed scheme (See Annex 1 - Financial Agreement).

7. Language policy

Every STeDe student follows his/her entire curriculum in English and French. The partner Universities may organize language training beyond the curriculum. Students could be eventually charged for these activities.

8. Examinations and assessment rules

Examinations are performed at the same University where the Course Units have been attended, and follow local regulations and methods of assessment. The ECTS credits for a Course Unit are gained if the student passes the exam, according to the local rules on pass/fail. (see Annex 2 – Academic Agreement).

9. Internship and Thesis

Internship and Thesis must be carried out by the student during the 4th semester, under the responsibility of one Partner University (Host University). Internship can be carried out within one of the three Professional Partner Organisations (See Annex 2 – Academic Agreement) or in any suitable Organisation/Institution/Company.

10. Quality assurance

- 10.1. At Partner level: Local Scientific and Teaching Commissions, under the responsibility of the Local Director, are responsible for the quality of the Course Units, according to the local rules.
- 10.2. At Consortium's level: ad-hoc questionnaires and hearings, set-up and approved by the Partnership Board, are administered to the students about the quality of each Semester, covering aspects such as the quality of teaching, the quality of exercises and labs, the quality of the study material, the quality of the examination and the study load for each Course Unit, as well as the quality of facilities (international office, accommodation, libraries, internet connection, language courses, etc.).
- 10.3. Ad hoc procedures, according to National and EU rules, will be adopted to guarantee the quality and to allow accreditation of the Degree/s.

11. Degrees delivery

11.1. To complete the STeDe's requirements for the Joint Degree, a student has to acquire 120 ECTS in the Consortium's Universities, including writing and successfully defending her/his Thesis. Each degree awarding university commits itself to automatically recognize the ECTS credits obtained in any partner university.

11.2 The Università degli Studi di Padova and KU Leuven will award the Joint Master Degree mentioned in the Art. 1.

11.3 The Université Paris 1 Panthéon – Sorbonne will award the national degree mentioned in the Article 1 and the related diploma, according to its national legislation. In case of success of the accreditation procedure for a joint degree with the Università degli Studi di Padova and KU Leuven, a Joint Diploma shall be delivered.

11.4 If a student wants his/her Joint Master Degree to be recognised by the Universidade Catolica Dom Bosco, he/she has to apply for it after having defended his/her Thesis and complying with Brazilian national legislation.

11.5 The Diploma supplement describes at first the overall organization of STeDe, and at second the details of the student's study course. It will be drafted according to quality standards, compatible with the European ones (http://ec.europa.eu/education/tools/diploma-supplement_en.htm). The Università degli Studi di Padova will provide the Degree Diploma and the Diploma Supplement, validated by the partner Universities.

The Coordinator informs the students that, after graduation, they must refer to the obtained degree by mentioning ALL universities that were part of their mobility path.

11.6 This procedure is followed up by the International Offices/Academic Services of the Partner Universities.

12. National validation

Degree awarding universities must inform the relevant authorities of the existence of this agreement in order to obtain written validation of national recognition of the STeDe Master degree. All partners engage themselves in finding operational solutions to achieve this objective, according to necessities expressed by each of them.

13. Further collaboration

Partner Universities also promote the development of language programmes and cultural integration activities, through their respective International Offices, as well as the creation of means for disseminating "good practices" and

administrative procedures, aimed at improving methods of hosting students. Further collaboration will be encouraged. In particular, the Partner Universities engage themselves at activating all procedures as to guarantee the quality, the attractiveness and the continuity of the STeDe programme, including evaluation and self-evaluation requested and recognized at a European level.

14. Means and facilities

Partner Universities find the means to accompany the STeDe program, in particular by:

- assisting in finding housing for students
- providing information within the possibilities, on financial support to students
- offering easily accessible contact points for students
- advertising the STeDe program widely.

15. Conflict Resolution

The parties shall endeavour to reach an amicable agreement on the settlement of any dispute that may arise regarding the validity, interpretation, performance, non-performance (especially in the case of force majeure), interruption or termination of the present cooperation agreement. Should any of the parties consider that the dispute jeopardizes the functioning of the present agreement, it shall notify the other party/ies in order for the dispute to be settled within three months. If the dispute cannot be resolved within this period, the parties can agree to terminate the present agreement at the duly notified request of one of them, without any right to compensation, and they renounce any prejudicial action claiming damages.

The parties undertake action to ensure that, notwithstanding the termination of this Agreement, the ongoing activities are implemented in accordance with the present Agreement by all partner institutions and completed without prejudice for the enrolled students.

16. General provisions

The present agreement will take effect when all ten partners have signed it, and will remain in effect until the end of the 3rd batch (academic year 2020-21 and retake year 2021-2022) upon approval of the partners' governing bodies. Each partner has the right to terminate the agreement before the expiration date, by giving written notice to all other parties not less than one year in advance. This temporal requirement does not apply if the accreditation of the diplomas mentioned in Art. 1 is not renewed during the programme implementation. In this case, each partner can terminate the agreement by giving written notice to all other parties as soon as National Authorities communicate the non-accreditation.

In the event of the agreement being terminated, any activities in progress shall be run to completion and all parties must ensure that enrolled students can complete the Joint Degree Programme.

Any amendment to and change of this agreement are subject of unanimous approval by the Partnership Board. Possible modifications will have to be incorporated following the same procedure as that which has been followed for the first signature, upon approval of the partners' governing bodies.

Thirty originals of the present agreement shall be signed, 10 in English, 10 in French and 10 in Portuguese, one in English, French and Portuguese for each of the signatories of the contract. Each original shall have equal validity. All the Consortium Partners agree that they will follow all applicable laws and regulations in all the countries as they exist today as well as in the future, including but not limited to any privacy legislation. All the Consortium Partners will at all times adhere to all applicable privacy and data protection legislation.

Any amendment of and/or modification to the Agreement will require the written approval from all the Consortium Partners.

ANNEX 1– FINANCIAL REGULATIONS

Attached to the STeDe Cooperation Agreement, this Financial Annex specifies how the Consortium will manage income and expenses.

1. STeDe Consortium income management

All income, from both the students and any other sources, is paid into an ad-hoc sub account, managed by the STeDe Secretariat set up at Università degli Studi di Padova (hereinafter “STeDe Secretariat”), and created especially for the purpose of managing STeDe.

2. Payment of tuition fees

2.1 Non-scholarship holders will pay the consortium fees for participation in STeDe directly to the STeDe Secretariat in one or two instalments.

2.2 For Erasmus+ scholarship holders all participation costs (fees) are covered by the scholarship for the legal duration of the Master programme.

2.3. Health and civil responsibility insurance, for Erasmus+ scholarship-holders will be paid by the STeDe Secretariat using the students’ tuition fees, while, for non-scholarship holders, this will be charged to students themselves. Non-scholarship holders will be informed on the matter.

3. Amount of the Consortium fees

3.1. Annual amount of the Consortium fees for Erasmus+ scholarship holders:

- For students graduated in EU Universities: 4.000€ per year
- For students graduated in Universities of other Countries: 7.000€ per year

3.2. Annual amount of the Consortium fees for non-scholarship holders is established by the SteDe Partnership Council, before the beginning of each academic year. The STeDe Partnership Council may review the tuition fees scheme for the following intake of students. The STeDe Partnership Board has the right to wave the fees and may award a partial or total waiver to deserving non-scholarship holders candidate(s), based on academic excellence and/or geographical, social, political, economic, psychological conditions.

3.3. If a student withdraws from the program, he/she will not be entitled to claim any fee reimbursement.

3.4. If a student cannot defend his/her Thesis within September of the 2nd academic year, to graduate he/she will have to pay extra fees as follows:

- 500€ if defence takes place within December of the following the 2nd academic year
- 1250€ if defence takes place within February of the 3rd academic year
- 2000€ if defence takes place within September of the 3rd academic year

September of the 3rd year will be the last chance the student will have to defend her/his thesis. After that date, she/he will be declared defaulting and will lose any possibility of obtaining a STeDe diploma.

Before the beginning of each academic year, the STeDe Partnership Board may review the extra fees scheme for the following intake of students.

4. STeDe Consortium distribution of income

4.1. All incomes of the Consortium will be divided among the partner Institutions on the basis of the following criteria: (i) holding or not a teaching Semester; (ii) awarding/recognising or not the Degree; (iii) responsibility in

supervising Internship and Thesis; (iv) positive discrimination towards the Partner Countries Universities and the professional Partners.

4.2. The distribution among partners is as follows (1st and 2nd year of each student intake)

1st year

- UniPD, KUL, Paris 1: 22% for each University (i.e. 66% in total)
- STeDe Secretariat: 14%
- UCDB : 8%
- UJ, UO1-JKZ: 3,0% for each University (i.e. 6,0% in total)
- ALDA, VVTA., SEBRAE: 2,0 % for each organisation (i.e. 6,0% in total)

2nd year

- UniPD, KUL, Paris 1 : 22% - $0,275(a.X + b.Y)$ for each University
- STeDe Secretariat: 14% - $0,175(a.X + b.Y)$
- UCDB : $8\% + a.X_{UCDB}$
- UJ, UO1-JKZ: $3,0\% + a.x^{Afr}_i$ for each University
- ALDA, VVTA., SEBRAE: $2,0\% + b.y^{Prof}_j$ for each organisation

with:

- X : total number of students choosing one of the non-EU partner Universities for their 4th semester (i.e. UCDB, UJ or UO1-JKZ)
- X_{UCDB} : number of students choosing UCDB for the 4th semester
- x^{Afr}_i : number of students choosing African partner University i for the 4th semester
- Y : total number of students choosing one of the professional Partners for internship (i.e. ALDA, VVTA or SEBRAE)
- y^{Prof}_j : number of students choosing professional Partner j for internship.

It is agreed that:

- 1) $a = 1\%$ and $b = 0,8\%$
- 2) $a.X_{UCDB}$ cannot exceed 6%.
- 3) $a.x^{Afr}_i$ cannot exceed 2% for each African partner University.
- 4) $b.y^{Prof}_j$ cannot exceed 1,6% for each professional Partner.

- 4.3. The Secretariat will pay 1 meeting of the Partnership Council per year in Padova (9 persons, 1 per partner, 3 nights) as far as lodgement and food (NOT Travel expenses).
- 4.4. The STeDe Secretariat will allocate two annual transfers to each partner university. Each partner institution is responsible for providing the STeDe Secretariat with accurate and detailed banking information using the attached Bank Account Form.
- 4.5. Student and scholar scholarships, provided by partner Universities, are paid directly by the concerned University to each student and scholar unless otherwise agreed in writing.
- 4.6. Each partner is responsible for financing STeDe related costs that are necessary for the proper functioning of the Consortium, including financing teachers' participation. This includes costs of participating in STeDe meetings.

5. STeDe Consortium monitoring and reporting

- 5.1. The STeDe Secretariat will use all reasonable endeavours to contain its expenditure within the funding allocated annually to it.

- 5.2. For such purpose the STeDe Secretariat will provide an annual overview of the total STeDe income and expenses to be presented to the STeDe Partnership Council to be approved.

ANNEX 2 – ACADEMIC REGULATIONS

1. Curriculum

In order to fulfil the requirements for obtaining the STeDe degree, the following semester organization is compulsory (30 credits each):

Università degli Studi di Padova: First semester
30 credits (Course Units)
Katholieke Universiteit Leuven: Second semester
30 credits (Course Units)
Université Paris 1 Panthéon – Sorbonne: Third Semester
30 credits (Course Units)
Università degli Studi di Padova, Katholieke Universiteit Leuven, Université Paris 1 Panthéon – Sorbonne, Universidade Catolica Dom Bosco, University of Johannesburg, Université Ouaga I Pr Joseph KI-ZERBO - Fourth semester
Internship (12 credits)
Thesis (18 credits)

The structure and the content of the Course Units will be agreed by the Partnership Board in order to comply with the national rules. The mobility is an intrinsic feature of the Master STeDe, aiming at providing the students with a multiplicity of approaches to territorial sustainable development, regarding academic traditions and specializations, as well as cultural environments and atmospheres. Focal contributions of the three Consortium's Degree Awarding Universities can be labelled as follows: a) Università degli Studi di Padova: tools and categories to deal with a multicultural sustainable development (territorial and multicultural framing for understanding and acting, psycho-pedagogical tools for participatory approaches, statistical tools to analyze and evaluate) - *social sustainability* ; b) Katholieke Universiteit Leuven: strategies and methodologies for spatial planning and sustainable tourism development (natural resources management, strategic planning and culture/heritage management, sustainable destination development) - *environmental sustainability*; c) Université Paris 1 Panthéon – Sorbonne: focus on integrated economic approach for sustainable development - *economic sustainability*.

1.1. The starting dates of each semester are the following:

1 st semester	Università degli Studi di Padova	last week of September
2nd semester	Katholieke Universiteit Leuven	(ca.) 2 nd week of February
3rd semester	Université Paris 1 Panthéon	Beginning of September
4th semester <i>(Since 4th semester is dedicated to internship and thesis, these 4th semester dates are indicative)</i>	<ul style="list-style-type: none"> ▪ Università degli Studi di Padova ▪ Katholieke Universiteit Leuven ▪ Université Paris 1 Panthéon ▪ Universidade Catolica Dom Bosco ▪ University of Johannesburg ▪ Université Ouaga I Pr Joseph KI-ZERBO 	<ul style="list-style-type: none"> ▪ Beginning of March ▪ (ca.) 2nd week of February ▪ End of January ▪ 2nd week of March ▪ (ca.) 2nd week of February ▪ (ca.) 2nd week of February ▪ February

- 1.2. By the end of October of the third semester, the Coordinator will ask the students about their preferred Host Universities to carry out the 4th semester assignments (thesis and internship). Wishes expressed by students are submitted to the approval of the Partnership Board. If, after being officially notified, a student does not agree with the Board's decision, she/he should inform the Consortium's Coordinator within 5 days. The Consortium's Coordinator will trigger an internal consultation process and will be responsible for providing a final decision within 2 weeks.
- 1.3. The Evaluation or examination periods are the following
- **1st Semester at Università degli Studi di Padova:**
 - Examination: January
 - Re-sit examination in case of failed Course Units: before the end of April (distance evaluation procedures can be organized if possible)
 - **2nd Semester at Katholieke Universiteit Leuven**
 - Examination: from the end of May till the beginning of July
 - Re-sit examination: half August till half September (distance evaluation procedures can be organized if possible)
 - **3rd Semester at Université Paris 1 Panthéon – Sorbonne**
 - Examination: December and January
 - Re-sit examination: no re-sit but compensation system
 - **4th Semester**
 - Common Thesis defence session: there will be 4 sessions: one in June/July, one between the end of August and the end of September, one in December, one in February; precise date and place will be agreed upon by the Partnership Board and communicated to the students.

2. Joint admission procedure

Candidates will find comprehensive information on application procedures, admission/selection criteria, timetable and deadlines on the official website (www.em-stede.eu). Students are asked to upload (starting from October onward) their application via the website. Documents include: Personal data, Academic and Professional CV, Transcripts of Records and Diplomas, language proficiency (certifications and self-certification), reference letters (2, at least 1 academic), personal statement (a specific template is provided), special needs and/or circumstances, other relevant documents. The Partnership Board will jointly evaluate all the submitted documents and the selection will end after a joint final discussion, considering ranking, available scholarships, interview results and special circumstances/needs.

Admitted students are regularly enrolled at UniPD and, simultaneously, in the two other EU partner Universities for the entire EMJMD period. Students who choose UCDB, UJ or UO1-JKZ for their 4th semester will be registered also in that University for the 4th semester

3. Assessment/evaluation

- 3.1 The Local calendar of examinations and assessment methodologies apply. Re-sits (failures and marks upgrade) must be handled according to the rules of the local university as long as the final results are available by the end of the concerned semester.
- 3.2 18 credits (considering also re-take exam sessions) is the minimum requirement for students to be allowed to continue to the second semester of studies; 48 ECTS credits (considering also re-take exam sessions) is the minimum requirement for students to be allowed to continue to the third semester of studies; 78 credits (considering also re-take exam sessions) is the minimum requirement for students to be allowed to continue to the fourth semester of studies. For failed course units at the Università degli Studi di Padova, a distance evaluation method could be arranged before the end of April of the first academic year in collaboration with Katholieke Universiteit Leuven; for failed course units at the Katholieke Universiteit Leuven, a retake period from half August till half September offers face-to-face retake opportunities while a distance evaluation method could be arranged in the first half of September of the first academic year in collaboration with Université Paris 1 Panthéon – Sorbonne if possible; at Université Paris 1 Panthéon – Sorbonne, the compensation system is applied. The administrative admission to the second year for visa reasons does not

overrule the previous minimum requirements. If a student fails in more than 12 ECTS at the end of one semester, she/he will not be able to continue the STeDe programme even within the same academic year, except special conditions to be evaluated by the Partnership Board.

- 3.3 Complaints concerning exams' results will be addressed and discussed within the concerned University according to local rules.
- 3.4 The local scoring system will be used by all institutions within the consortium but the conversion table in Annex 3 of the Cooperation Agreement will be applied to it in order to facilitate the understanding and comparison of marks given according to different national systems and national and institutional grading cultures.
- 3.5 The Partner Universities will send the students' Transcript of Records (corresponding their Individual Study Programs) to the Consortium's Coordinator after the end of their curricular part. The Coordinator will forward it to other partners.
- 3.6 The detailed description of the curricular program including the assessment procedures of each course unit can be found in the Course Unit on-line templates.

4. Grading

- 4.1 Partner Universities agree on the marks' conversion procedure which is described hereafter. The conversion procedure from the local grading systems to a common STeDe system (Annex 3 - Marks conversion table) allows to easily exchange and recognise marks between partner universities. The Coordinator will provide the students with this table.
- 4.2 The teaching staff/examiners of any Partner University are responsible for the examination of the respective course units taught, on the basis of the local grading system.
- 4.3 The Local Director of each University is responsible for transmitting transcripts of records concerning her/his semester to the program coordinator of the Università degli Studi di Padova using the local grading scale.
- 4.4 The marks and the ECTS credits on each course unit are stored, in Italian marks (/30), in the Registrar's Office system of the Università degli Studi di Padova and will be monitored by the Partnership Board as a part of the quality assurance of the programme.
- 4.5 At the end of the program, for each student, the final grade will be calculated by weighing every mark with the number of credits for the corresponding course unit, according to the Conversion Table in Annex 3, and using the Italian grade marks (transforming the resulting grade (in /30) into a /110 one). Students will therefore be assigned a final grade in /110 (Voto di Laurea, Graad van Verdienste, Mention, Menção) and a Grade of merit (A+ to E), based on the Conversion Table (Annex 3 - Marks conversion table).
- 4.6 The program coordinator of the Università degli Studi di Padova is responsible for transmitting transcripts of records concerning the entire program using the Padova grading scale to the Local General Directors as well as a list of final grades (on 110) and grades of merit.

5. Internship and Master Thesis

- 5.1. The STeDe Internship and Thesis will be carried out under the responsibility of one of the 7 Consortium's Academic Partners, with the agreement of the Partnership Board. Each Internship and Thesis will have a Supervisor chosen by the student among the teaching staff of the host university and agreed upon by the Local Director, according to the selected topic and the competences of the teaching staff.
- 5.2. The Internship will be carried out and assessed according to the rules of the host University; anyhow, it will be jointly assessed, minimal, on the basis of a written report (15-20 pages) by the host University's Academic Supervisor and the Internship Organization Supervisor.

- 5.3. The STeDe Thesis will have a Discussant who doesn't belong to the teaching staff of the university at which the student spent his/her 4th semester.
- 5.4. The Thesis is defended at one of the Consortium's Universities and is evaluated by an ad-hoc Thesis Examination Commission, composed of at least 5 professors, at least one for each Degree awarding partner University. Members of this Commission are designated by the Partnership Board. If the Supervisor and/or the Discussant can't participate into the Examination Commission, by physical presence or online, they send a detailed written report, including their arguments, mark and a number of questions.
- 5.5. The mark for the Thesis is decided by the Thesis Examination Commission on the basis of the Thesis content, process and oral presentation. The Thesis mark, as well as the entire STeDe evaluation, follows the same scale as the common Table of conversion (Annex 3).
- 5.6. The Thesis must be written in English or in French. A summary (1 to 3 pages) must be written in the other language.
- 5.7. Students should make clear reference in the Thesis of the fact that it was part of the Erasmus Mundus Master Programme and should also mention their complete mobility path.
- 5.8. A digital copy (PDF format) of the Thesis should be sent to the Secretariat and the 7 Directors.
- 5.9. Non-degree awarding universities and professional partners may register students according to their internal procedures

6. Delay or interruption of the scholarship

- 6.1. For students who do not obtain 18 credits at the start of the 2nd semester, the Partnership Board has the right to revoke the admission of the student to the program; the same goes for students who do not obtain 48 credits at the start of the 3th semester or 78 credits at the start of the 4th semester, even when their scholarship lasts for another half academic year.
- 6.2. In case the excluded student has an Erasmus+ scholarship, this is automatically discontinued. In case the student receives a different financial support, this is discontinued according to the regulations of the financing institution.

Annex 3 - Marks conversion table

Final master assessment								
STeDe Final grade of merit	A+ Greatest distinction cum laude/ Summa cum laude/ With highest honor	A Great distinction / Magna cum laude/ With great honor	B Distinction/ Cum laude/ With honor	C Satisfaction	D Satisfaction	E Satisfaction	Failure	
SteDe final grade in /110	110 e lode	110	100-109	94-99	85-93	66-84	No degree	
Course unit assessment								
STeDe marks	Università degli Studi di Padova (/30)	30 e lode	30	28-29	26-27	24-25	18-23	<18
	Katholieke Universiteit Leuven (/20)	18-20	16-17,9	14-15,9	12-13,9	11-11,9	10-10,9	<10
	Université Paris 1 Panthéon – Sorbonne (/20)	18-20	16-17,9	14-15,9	12-13,9	11- 11,9	10-10,9	<10*
	Universidade Catolica Dom Bosco (for internship and thesis) (/10)	9-10	8-8,9	7-7,9	6- 6,9	5,1-5,9	5	<5
	Université Ouaga I Pr Joseph KI-ZERBO	18-20	16-17,9	14-15,9	12-13,9	11- 11,9	10-10,9	<10*
	University of Johannesburg	90-100	80-89	70-79	60-69	55-59	50-55	<50
	Explanation	Excellent in all aspects (the student masters the subject completely, in-depth insights and content, originality, exceptional critical scientific attitude).	Very good; high grade of originality; the student not only masters the subject but gives proof of high critical scientific attitude.	Good; the student proves to master the subject beyond basic requirements for a good scientific analysis.	The student proves to master the subject. Basic requirements for a good scientific analysis of the subject are fulfilled but with some minor errors; limited original insights.	Rather weak but sufficient; very limited personal insights. Some errors but no shortcomings; some interpretations are questionable.	Weak, just sufficient; no personal insights. Some errors but no serious shortcomings; some interpretations are questionable because e.g. superficial, basic content	Insufficient; does not fulfil minimum requirements and objectives; the student does not master the subject; severe shortcomings or errors

* Compensation should be taken into account