

European Masters Programme in Software Engineering

Consortium Agreement

By and between

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(hereinafter referred to as “UNIBZ”)

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(hereinafter referred to as “UPM”)

This Agreement concerns the participation and delivery of the European Masters Programme in Software Engineering (hereinafter referred to as “EMSE”), an Erasmus Mundus Joint Master Degree (EMJMD) funded by the European Union and offered by the above Full Partners in cooperation with the Associated Partners.



Full Partners will offer an integrated study Programme within EMSE framework and hereby agree as follows with regards to the activities described according to the terms and conditions herewith.



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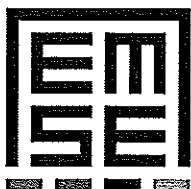
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§1. Terms and definitions

The term “Full Partner” refers to each of the four universities UNIBZ, UNIKL, OY, UPM.

The term “Associated Partners” refers to other organizations that explicitly declared interest in the EMSE programme (e.g., universities, companies, or research centres), but they are not subject to contractual requirements and do not receive Erasmus Mundus funding.

The term “Consortium” refers to Full Partners and Associated Partners as a common entity.

The terms “Master candidate” and “Candidate” are used interchangeably.

The term “Erasmus Mundus Scholarship holder” is referred to a Student that has been awarded an Erasmus Mundus scholarship.

The term “Other scholarship holder” refers to a Student that has been awarded a Consortium scholarship.

The term “Self-paying Student” is referred to any other Student.

The term “local” refers to any issue related to resources, procedures, and goods of the single Full partner.

§2. Programme Objectives

EMSE is a joint Master of Science (MSc) Programme offered by the Institutions with the objective of:

- Educating future software engineers to meet the requirements of today international software practice and research;
- Cooperating in Students’ exchange according to the strategic vision and tactics of the Bologna framework. To this aim, Full Partners will mutually recognize study and exam achievements, the final grades following the agreed study schema and thesis co-supervision according to the ECTS system; and
- Exchanging scholars in order to foster the scientific collaboration, to further develop the curriculum and to share didactic and administrative experience.¹

§3. Programme Language

The language of the EMSE programme is English.

§4. Coordinating and Partner Institutions

With regard to the Erasmus Mundus Framework Partnership Agreement, as required by the European Commission, UNIBZ shall be referred to as “Coordinator”². All Full Partners will proactively collaborate to guarantee a successful coordination process.

§5. Admitting and Hosting institutions

The Coordinator is the “Admitting Full Partner” to which Students apply and register to the Programme. Full Partners at which Students are resident are “Hosting Full Partners” or “Hosting Institutions” Each Student resides in at least two Hosting Full Partners.

§6. Governing bodies

The EMSE Programme is governed by two cooperating bodies: The Joint Board and the Task Force.

¹ Reference is made to Regulation (EU) n. 1288/2013.

² See Annex 1 to this Agreement: “Grant Agreement”.



§6.1 Joint Board

The Consortium sets up a Joint Board. The Joint Board consists of one member appointed by each Full Partner and a Student representative elected by the Students. Every member has one vote. The Joint Board meets at least twice a year, out of which one physically at the Coordinator site. Any Full Partners can call for an extra meeting. The meetings can be physical or by video conferencing.

The quorum consists of the attendance of at least one member of each Full Partner. At least three votes shall be required for any decisions. The Board is ultimately in charge of all tasks implied by this Agreement and aims at running a successful joint degree Programme.

Among these, the following tasks are included:

- Govern the Consortium and its changes;
- Define and change EMSE regulations;
- Determine and manage tuition fees;
- Select and place the candidates;
- Define and update the EMSE curriculum;
- Ensure the quality of the Programme, its further development and its implementation;
- Report to all participating institutions;
- Manage additional third party funds;
- Administer joint funds raised by the Partners for the purpose of the joint degree Programme;
- Student advising and complaints management;
- Partner dispute resolutions;
- Invite and select scholars;
- Organise the annual Summer School;
- Evaluate candidacies as members of the Task Force.

The Joint Board is to be consulted in case any Full Partner intends to change any part of the EMSE study Programme, whether due to local regulations or national law and regulations.

Public decisions of the Joint Board will be announced on the official Consortium's website. All Full Partners agree to respect any decision taken by the Joint Board.

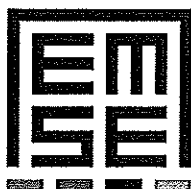
The Joint Board works in tight collaboration with the Task Force and commits to explore new opportunities for the development of EMSE. The Joint Board and the Task Force collaborate for sustaining and developing the Programme.

§6.2 Task Force

The Task Force includes a representative of all Full Partners and Associated Partners (advisory boards, companies, research centres, and other universities). Representatives are selected on the basis of their interest in the EMSE Programme and their experience in the software engineering field at industrial and scientific level. The Task Force meets at least once per year. This meeting can be physical or virtual and it is independent from the Joint Board meetings.

The major activities of the Task Force are:

- Fund raising;
- EMSE marketing;
- Curriculum synchronization with the demand from industry, ICT market, and research; and



- Management of the Internship Programme (Companies inclusion or exclusion, Students' evaluation, quality monitoring).

The Task Force advises the Joint Board on new directions for the employability of the EMSE Students, whereas the Joint Board reports to the Task Force of the actual learning outcome and statistics on Students' performance.

The Task Force evaluates the curriculum quality and the Students learning outcome in terms of employability of the Students in the industrial and the scientific sectors.

§6.3 Staff management

The Coordinator will have a Project Manager and an Academic Coordinator. Each Full Partner will have a local Administrative Representative and an Academic Representative. Local offices will form an administrative network grouped by competence (e.g.: group of International Relations Offices). The Project Manager coordinates the overall administrative network and activities of the programme also acting as reference person for Students and scholars. The Academic Coordinator coordinates the EMSE programme and represents the Joint Board and the EMSE programme at the Education, Audiovisual and Culture Executive Agency of the European Commission (EACEA) and in any other occasion in which EMSE Programme needs to be represented by one person.

Each Full Partner shall, at its own expenses, compensate their own resources employed for the Programme and assume no responsibility for the compensation of the other Full Partners' resources.

§6.4 Internal procedures related to submission of operational / financial documents

The EMSE Project Manager is in charge of collecting data from the partners and elaborating the mandatory Consortium reports requested by the EACEA. All Full Partners shall support the Project Manager to collect such data and finalise the reports. Such reports need to be approved by all Full Partners before submitting them to the requesting agencies.

§7. Joint promotion/awareness-raising activities

§7.1 Consortium Website

The Coordinator will be in charge of up-dating the official EMSE website (<http://em-se.eu/>) with the support of all Full Partners. The website includes general information on the Programme, Student mobility and study plans, lectures and teaching material, information about Erasmus Mundus scholarships and selection procedures, admission criteria and deadlines, instructions for applicants, partners' profile and research. When available, the EMSE website also publishes other useful information such as Students' life, job opportunities, or available grants.

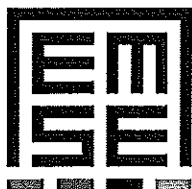
§7.2 Full Partner Specific Activities

Each Full Partner has a press office / marketing office that advertise the Programme through the regular channels.

§7.3 Joint Activities

The Joint Board promotes and coordinates joint activities to advertise the programme such as:

- Advertising it through EMSE Alumni association;
- Advertising it at neighbouring universities;
- Exploiting contacts at other universities (e.g.: Associate Partners);
- Keeping in touch with prospective Students;



- Inviting EMSE graduates to talk at Students' events – e.g.: open day, opening of the academic year, and degree ceremony;
- Using EMSE media;
- Organising visits to universities.

§8. Structure of the Joint Programme

EMSE is a two-years Master Programme of 120 ECTS. Each of the two years, Students obtain 60 ECTS and take one local language / culture course at one Hosting Full Partner according to their mobility schema (see §8.1).



1 st Year		2 nd Year			
1 st semester	2 nd semester	3 rd semester		4 th semester	
Foundations		Internship	8-14 ECTS	Master Thesis	30 ECTS
Verification and Validation (EMSE - VV)	8-12 ECTS				
Empirical Software Engineering Research (EMSE - ESER)	8-10 ECTS				
Software Process and Project Management (EMSE - SPPM)	8-10 ECTS				
Requirements and Design of Software Systems (EMSE - RDSS)	8-14 ECTS				
Advanced Topics in Software Engineering		8-20 ECTS			
Transversal Skills		12-17 ECTS			
Free Choice		12 ECTS			
Local language/culture course at partner 1 st Year		Local language/culture Course at partner 2 nd year			
		Summer School in ESE			

Figure 1: EMSE joint curriculum

The joint curriculum is built on mandatory moduli: Foundations (Verification and Validation, Empirical Software Engineering Research, Software Process and Project Management, Requirement and Design of Software Systems), Advanced Topics in Software Engineering, Transversal Skills, and Free Choice. A learning path is compounded by all moduli, an internship, a summer school, a local language / culture course and a Master thesis (Figure 1). Each learning path specifies the amount of ECTS for each of such learning activities according to a mobility schema (see §8.1). The learning paths are yearly published on EMSE website.

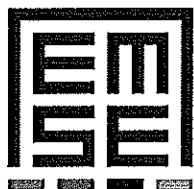
Foundations are taught during the first year in every learning path. Advanced Topics in Software Engineering and Transversal Skills are taught during the first three semesters. All Students must complete an internship by the third semester. The Master thesis is performed on the fourth semester.

At the end of the first year, Students attend a Summer School in Empirical Software Engineering offered by the Consortium. For the first-year Students, no fee is charged for the school. Upon Student's request and Joint Board approval, Students can also attend the school a second time at the end of their second year. During the summer school, the EMSE Alumni Association organize an annual meeting of all EMSE Students where Students can discuss about their experience and collect feedback. Questionnaires for quality assurance are also distributed and gathered during this event. Students that are not awarded an Erasmus Mundus scholarship will obtain a support to travel for the Summer school.

Full Partners accept study credits and study achievements of Students on the basis of the grades obtained in each of the learning activities foreseen by the academic Programme. In documented cases and according to the learning goal of the Programme, the Joint Board can accept study activities not foreseen in the study Programme (see §8.1).

§8.1 Mobility schema

The mobility schema foresees one year (60 ECTS) in each of two Full Partners of the Consortium. The Hosting Full Partner of the first year ("First Hosting Institution") welcomes the new Students and provides them with all the services needed for



the Students' access to Europe and for the local admission procedure in tight collaboration with the International Relations Office network.

The First Hosting Institution will also transmit the Students' transcript of records and control the fulfilment of the EMSE mobility rule (see §7.1.1). The Hosting Full Partner of the second year ("Second Hosting Institution") welcomes and provides Students with all the services needed for the local admission procedures in tight collaboration with the International Relations Office network. The Second Hosting Institution will also support Students for the procedure of Master thesis submission and defence (see §11).

Learning paths are available for every Full Partners pair and each possible mobility schema, (i.e., for Full Partner A and Full Partner B, the Consortium offers the learning paths (A, B) and (B, A)). In addition, Students may visit one of the Associated Partners for their internship or Master thesis for the amount of credits allowed by the Erasmus Mundus Programme.

At each Hosting Institution, Students are assigned a tutor who guides them through: 1) study choices (including the optional period at the Associated Partners); 2) recognition of exams; and 3) final defence of the Master thesis and grade recognition.

§8.2 *Student performance monitoring and evaluation*

EMSE has been designed on the pillars of the Bologna framework and in accordance with the national laws of the Partners. In particular, EMSE uses the ECTS system and issues a Diploma Supplement³.

Students follow the local mechanism of each Hosting Institution for performance assessment. The career of a Student is automatically recognized by the two Hosting Universities visited by the Student, provided that it follows the learning path approved by the Joint Board. Deviations from standard learning activities foreseen in a learning path can be accepted provided the Joint Board approved it. The mobility rule (see §7.2.1) and the curriculum rule (see §7.2.1) regulate the exchange of the Students between two Hosting universities and the implementation of the learning path respectively.

§8.2.1 *Mobility rule*

At the end of the first year and no later than October of the second academic year, Students must have obtained at least 52 ECTS out of the 60 ECTS required at the First Hosting Institution. Except in few exceptional /documented cases, Students that did not obtain 52 ECTS credits within the prescribed timeframe will be out of the EMSE Programme. The Joint Board shall ratify by e-mail to the Students the final exclusion from the Programme.

§8.2.2 *Curriculum rule*

Each activity of the learning path (Figure 1) is mandatory. Students that do not attend the Summer School or any of the local language / culture courses or perform the internship will be excluded from the Programme. The Joint Board will decide such exclusion on a case-by-case basis and according to well-documented reasons of Student's impediments. The Joint Board shall ratify by e-mail to the Students their final exclusion from the Programme.

§8.3 *Grading Schema*

An ECTS compliant, equivalence-grading schema among the Full Partners' local grading systems has been defined and is maintained on three-year statistics basis. The equivalent grading schema defines conversion of grades of the First Hosting Institution to the grades of the second university. Thanks to such schema, courses, exams and their final grade gained at one Full Partner are fully and automatically recognized by the other Full Partners.

³ See Annex 5 to this Agreement: "Diploma Supplement Template".



§8.4 Examination of Students and Organisation of the Master thesis

All Full Partners adhere to article 21 of the European Charter⁴ that guarantees equal treatment among Students also at the examination stages. The MSc thesis is done in *co-supervision* between the two Hosting Full Partners. On Student's request and Joint Board approval, the Master thesis can be additionally supervised by an external member of an Associated Partner visited by the Student. The final MSc grade is computed according to the Second Hosting Institution system and then converted into the First Hosting Institution system.

The graduation ceremony for all Students is held at the Coordinator's. Students participate to the ceremony at their own expenses.

§8.5 Services to Students

The Coordinator is the first and primary contact with Students since the application stage. The Coordinator accompanies Students for their application submission, admission procedure, and double degree process. The Project Manager at the Coordinator's prepares and issues admission letters to Students as soon as they are admitted and confirms their participation to the EMSE Programme. The Project Manager coordinates the services to the Students among Full Partners exchanging with all Full Partners the needed documentation and support for Students' enrolment and study development. The Coordinator also maintains the EMSE web portal. After admission to the Programme, each Full Partner autonomously contacts the incoming Students to guide them to local enrolment, application for a residence permit, accommodation, opening tax code and a bank account. The advisory offices of each Full Partners organise advising services, careers and psychological counselling.

Support and assistance in finding suitable accommodations is offered to all EMSE Students and scholars as soon as they are admitted and confirm their participation to the EMSE Programme. All EMSE Students are eligible for university residences and hostels while at UNIBZ, UNIKL, OY and UPM. International Relations Offices of the Full Partners endeavour to ensure that EMSE Students and scholars have a suitable university accommodation prior to their arrival. However, when this is requested, Students and scholars will also be assisted in their search in the private landlord sector (e.g. taking on the role of guarantor, offering contract-checking service).

EMSE Consortium aims to an increasingly efficient installation/accommodation process stimulating the creation of a network among Students on the same track throughout all EMSE editions.

In case of Students with disabilities or with special education needs, the EMSE Consortium will assure that they can participate in all teaching and non-curricular activities and have access to classrooms and to other university facilities as well as technological assistance and accommodation.

All Full Partners provide services such as canteens, library and computer labs; the university buildings are equipped with WLAN, special needs services, sport services, and services of the language learning centres.

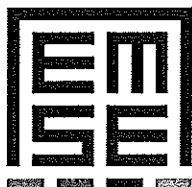
Besides the typical services of the language centres for international Students, the centres offer to EMSE Students a course of local language free of charge and accredited in the EMSE curriculum.

Faculty secretariats as well as Student secretariat will deal with didactic, IT facilities (e.g. free wireless, Student cards) and health insurance.

The controlling offices at the Coordinator's provide the relevant services with the management of tuition fees and scholarships of EMSE.

Besides the typical services of these offices, Full Partners share a common archiving system (private archive) for Students'

⁴ Ref.: http://www.europarl.europa.eu/charter/pdf/text_en.pdf



transcripts and career documents (including Master thesis). The Coordinator collects and updates this information. The Coordinator maintains the EMSE Alumni database within the private archive.

§8.5.1 Interaction with non-educational actors and integration of Students

1. Internship and a Summer School. Both events expose Students to the practice and the professional environment and to research and academic environment;
2. Full partners will promote activities aimed at integrating international Students, such as social activities, trips, sport tournaments, etc.
3. EMSE Alumni social networks where Students keep being in contact also after graduation.

§9. Participation to the Programme

§9.1 Information about scholarships

The website <http://em-se.eu/> contains all information about any scholarship offered by the Consortium, including the eligibility of applicants and the application procedure.

§9.2 Prerequisites for Participation

All Students intending to study in the EMSE Programme must apply through the on-line portal <http://em-se.eu/>. The Joint Board sets every year the timeframe to apply to the Programme (see §8.6).

§9.3 Application

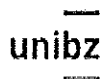
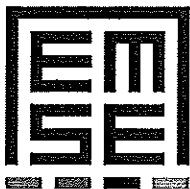
A complete description of the application procedure and admission and selection criteria is publicly available on the website <http://em-se.eu/>. A call with all the information on how to apply to the Programme is issued and published on the web portal every year. Students are accepted in the EMSE programme regardless of sex, age, or nationality. The Joint Board evaluates the candidacies (§8.4, 8.5, 8.12) and assigns the available scholarships for each edition.

§9.4 Application deadlines

The application for the Erasmus Mundus scholarships and admission to EMSE Programme opens on November 1st of year n-1 and closes on January 31st of year n if not otherwise announced in the call. The Joint Board might eventually decide to open an additional application session from May 1st to June 30th of year n. No Erasmus Mundus scholarships will be offered in this additional timeframe for application. The Joint Board may also decide to offer fewer learning paths during the additional timeframe for application.

§9.5 Submission procedure

To get information about EMSE Programme, prospective candidates may directly contact any Full Partner, visit the website <http://em-se.eu/>, or write an e-mail to emse-secretariat@unibz.it. Every year a call for admission and scholarship is issued. Applicants must apply on-line by the deadline stated in the call. Applicants fill out the on-line application form and enclose all required documents. All enclosed documents will be accepted in digital (scanned) form. English is the language used in the submission procedures and the lingua franca of EMSE Consortium.



§9.6 Eligibility criteria

In order to be eligible to the program, applicants must fulfil the following requirements:

1. *Type of entrance qualification.* Have been awarded a BSc in Software Engineering, Computer Science or Computer Engineering or degrees with equivalent skills in the three areas (Software Engineering, Computer Science or Computer Engineering) by an internationally recognized university-level institution. Applicants who have not completed their first level degree yet, but are expected to graduate before July 31st of the year of the call, are allowed to apply. If selected, they will have to provide a copy of the first-level degree certificate before July 31st of the year of the call. For non-European candidates, the first-level degree diploma must be legalized with the Hague or Consular stamp or seal of the Embassy in the country of origin.
2. *Proof of proficiency in English language at level B2.2 (CEFR):*
 - a. With one or more of the following internationally recognized certificates, issued no more than 5 years before application deadline date: TOEFL (≥ 550 (paper based), ≥ 213 (computer-based), or ≥ 78 (internet-based)), IELTS (≥ 6.0 Academic moduli), or CEFR (B2.2 or higher). For more information regarding "Equivalent certificates", applicants are advised to visit http://em-se.eu/wp-content/uploads/2015/11/English_certificate_conversion.pdf
 - b. With university declaration of undergraduate studies in English: applicants who have received a degree from a university-level institution where the official teaching language is English must submit a declaration issued by the same University stating that English is the official language of the respective Programme of degree at level B2.2 or equivalent.
 - c. With country of origin certification: applicants who are citizens and first-degree-holders of the following English speaking countries Antigua & Barbuda, Australia, Bahamas, Barbados, Belize, Canada, Gambia, Ghana, Grenada, Guyana, Republic of Ireland, Jamaica, Kiribati, Liberia, Mauritius, Micronesia, New Zealand, Nigeria, Papua New Guinea, St. Kitts-Nevis, St. Lucia, St. Vincent, Sierra Leone, Solomon Islands, Trinidad & Tobago, Uganda, United Kingdom, United States of America, Zambia or Zimbabwe must submit a document attesting their country of origin. The Consortium may request an assessment the Student's English level during the selection interview.
3. *Respect the application deadline.*
4. *Indicate the preferred mobility track.*

In order to proof their eligibility, applicants must submit the following digital documents that must be compliant with the originals:

- A copy/photocopy of English proficiency certificate;
- Curriculum Vitae (European format);
- Proof of nationality (copy of passport);
- Proof of place of residence (e.g., residence certificate);



5. Certified (translated in English) copy of university;
 - Certified (translated in English) copy of transcript of study results (subjects taken during their degrees, along with the marks obtained and the number of hours/credits devoted to each subject);
 - Motivation letter; and
 - Recommendation letters and references.

§9.7 Admission procedure

The Coordinator evaluates the applications for eligibility creating a list of eligible applications (see §9.9, 9.10). The Joint Board evaluates the eligible applications and creates the rankings of admitted Students (see §9.11).

The Consortium ensures a fair approach to the recruitment, assessment and selection process, ensuring consistency with equal opportunity principles. It ensures that process is transparent, whilst balancing the need for confidentiality of all applicants.

§9.8 Admission criteria

Eligible candidates are ranked according to the following admission criteria:

1. *Excellent academic background.* Candidates will be evaluated on the basis of their curriculum vitae, academic grades, working and professional experience in Computer Science, motivation letter explaining their education and professional objectives, and up to two letters of recommendation,
2. *Language skills,* and
3. *Type of entrance qualification.* Have been awarded a BSc in Software Engineering, Computer Science or Computer Engineering or degrees with equivalent skills in the three areas (Software Engineering, Computer Science or Computer Engineering) by an internationally recognized university-level institution. Applicants who have not completed their first level degree yet, but are expected to graduate before July 31st of the year of the call, are allowed to apply. If selected, they will have to provide a copy of the first-level degree certificate before July 31st of the year of the call. For Non-European Students, the first-level degree diploma must be legalized with the Hague or Consular stamp or seal of the Embassy in the country of origin.

Each criterion has a weight and for each criterion an applicant receives a score. The total score is computed first multiplying the applicant's score for a criterion by the criterion weight and then summing up the resulting value over all criteria.

Every year, the Joint board in its annual meeting decides a minimum threshold for the total score. Students are admitted if their total score exceeds the threshold.

§9.9 Acknowledge of Receipt

The on-line system automatically warns applicants of missing documents and prevents the application to be finally submitted. Applicants receive an automatic message of acknowledge of receipt once they close their on-line submission. The Coordinator checks the legibility of the submitted documents and may eventually ask the applicants for additional supporting documents before performing any eligibility check (see §9.10).

§9.10 Check of eligibility criteria

After submission closure, the Coordinator checks all applications for eligibility (see §8.4). All Full Partners have access to



such data as well and can check the applications in case is needed.

§9.10.1 Check of eligibility criteria for the Erasmus Mundus Scholarships

The Coordinator verifies the applications to ensure they comply with the eligibility requirements of Erasmus Mundus Scholarship Programme⁵ and the Erasmus Mundus Grant Agreement n. 2015 – 2320 / 001 – 001 EMJMD⁶ and EMSE submitted Proposal to the European Commission⁷.

§9.11 Admission and awarding procedure

According to the number of scholarships available for a given EMSE edition and the position in the admission ranking (see §8.5), admitted applicants are awarded an Erasmus Mundus scholarship according to the following ~~s in the following~~ procedure:

The Joint Board reviews the eligible candidacies against the admission criteria (see §8.5). Members manage any opinion divergence by consensus. A preliminary ranking list and a reserve list is created.

The Joint Board interviews applicants in the preliminary ranking list. Applicants of the preliminary reserve list can be interviewed upon decision of the Joint Board.

After the interviews, a final ranking list and reserve list are created. Applicants in the final ranking list will be awarded an Erasmus Mundus scholarship according to the availability in each mobility schema and following the order of the ranking list. The number of available scholarships per mobility schema is yearly published with the call.

If no scholarship for the mobility schema chosen by an applicant of the final ranking list is available, the applicant will be offered a scholarship for a different mobility schema. In case of applicant's refusal or no answer by the confirmation deadline (see below), the first applicant of the reserve list will be offered the scholarship. The selection will continue iteratively until all scholarships have been allocated.

Applicants in the final reserve list will be awarded an Erasmus Mundus scholarship only in case of refusal of applicants in the ranking list.

Applicants of the final ranking list must communicate their acceptance and participation to the programme by the date specified in the call ("first confirmation deadline"). If a scholarship for a given learning path has not been assigned after the first confirmation deadline, applicants in the reserve list will be notified and provisionally assigned such scholarship. They can confirm their acceptance and participation to the programme by a "second confirmation deadline" specified in the call. Applicants that fulfil the admission requirements but do not belong to the ranking and reserve list are not awarded an Erasmus Mundus scholarship and can participate to the EMSE programme as self-paying Students.

At the end of the admission procedure, each member of the Joint Board must formally approve the lists. The final lists are then encoded in the European Mobility Tool (EMT),

§9.12 Principle of participation

Students participating to this programme will be subject to the following principle:

⁵ Ref.: http://eacea.ec.europa.eu/erasmus_mundus/funding/scholarships_Students_academics_en.php

⁶ See Annex 1 to this Agreement: "EMSE Grant Agreement".

⁷ See Annex 2 to this Agreement: "Submitted Proposal to the European Commission - 2015".



- Rules and regulations of the Consortium are binding upon every student during the entire duration of the stay. Every students shall be requested to read the rules and regulations which are public and available on the official EMSE website.
- All Students have the same rights and duties regardless of the place where they study.

Tuition fees and cost of living

- All Students shall pay the EMSE tuition fee (see §13).
- Costs related to studies (such as text books, stationery, printing and photocopying, course-related equipment and materials), living costs (such as accommodation costs, food) and mobility costs (such as transport costs, visa) are all at the student's expense.

Erasmus Mundus Scholarship Holder:

- The EMSE tuition fee is covered by the Erasmus Mundus Scholarship for the first two years. Any advanced payment concerning the tuition fee made by the Student will be paid back.

§9.13 Registration to the Programme

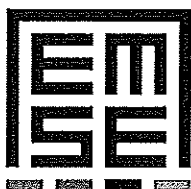
Each admitted candidate must register to the EMSE programme. To register to the program, the admitted Student must confirm his / her participation to the Programme and pay the first EMSE installation fee (see §14) by the deadline specified in the call.

§10. Enrolment procedure

The Coordinator transmits the list of admitted Students and their learning paths to the First Hosting Institution in time to proceed with the local admittance procedure. After the Student has registered to the Programme, each Full Partner autonomously contacts the incoming Students to guide them in local enrolment, application for a residence permit, accommodation, opening tax code and a bank account.

Each Full Partner will follow Students with the enrolment in its local information system, ensure that Students provide the necessary documents for the enrolment in the local system, and collect the Student's Agreement⁸ signed by the Student and the local representative (signed in three copies). One of the signed agreements is sent to the Coordinator for archiving. The local International Relations Office will provide all support to the incoming Students related to the welcome sessions, accommodations, residence permits and all local requirements for registering Students' residence in the First and Second Hosting Countries.

⁸ See Annex 3 to this Agreement: "Student's Agreement Template".



§11. Conferral of the Degree

All EMSE Students spend one year at each of two universities of the Consortium following their learning path and mobility schema (see §8 and §8.1).

Full Partners shall recognize automatically the credits obtained by the Students at the other Full Partner according to the learning path and the conversion standards based on the ECTS grading system.

Upon approval of the Joint Board, Students can perform also their thesis and internship in a different site than the Second Hosting Institution. To get such approval Students must submit their request to the Joint Board no later than three months before the commencement of the activities. Scholarship holders can perform such activities only under the terms and conditions of the Erasmus Mundus Programme.

The initiation, development and submission of the thesis must follow the *EMSE master thesis regulation*.

The Master thesis is submitted and defended at the Second Full Hosting Partner. The Master thesis is co-supervised by two teachers of the two Hosting Universities and eventually co-supervised by a representative of an Associated Partner at which the Student has further performed the Master thesis. All supervisors are invited as members of the defence commission. Students having successfully fulfilled all requirements of the EMSE Programme will be awarded a double degree from the two Full Partners of the Consortium.

A Joint Degree will be issued as soon as all Full Partners have defined their internal procedures. In this case, the Master thesis will be defended in front of a joint jury.

In any case, the degree will correspond to the Italian "*Laurea Magistrale in Ingegneria del Software*", the German degree "*Master of Science*", the Finnish "*Filosofian maisteri, pääaine tietojenkäsittelytiede*" and the Spanish "*Máster Universitario en Ingeniería del Software – European Master on Software Engineering*".

Each Full partner must ensure that any document issued or requested to the Student by local national regulations is available before and in time to confer the EMSE degree. Any of such documents is requested, managed, released by the single Full Partner following its own procedures and under its own responsibility.

The EMSE Joint Diploma Supplement (DS)⁹ will contain the following information: Student's identification, qualification details, level of qualification, content and results obtained, Programme details (including the conversion grading schema), access to further studies of profession, the full details of the education system of the two Full Partners visited by the Student. In particular, the Diploma Supplement contains the joint EMSE curriculum instantiated in the specific learning path. The Diploma Supplement reports the conversion of grades between the two educational systems of the Hosting Full Partners. The Consortium keeps a file for each Student for Consortium regulation enforcement and reporting purposes. In case of a Joint Diploma, the Second Hosting Institution issues the certificate; the Diploma Supplement is issued by the Coordinator.

⁹ See Annex 4 of this Agreement: "*Diploma Supplement Template*".



§12. Exchange of Scholars

The Full Partners intend to foster the exchange of lecturers and researchers aiming at cross-fertilization in teaching through research. Scholars are selected by their expertise in the field of Software Engineering or in disciplines that have direct impact on the research and didactics in Software Engineering.

Scholars shall stay between a minimum of two and a maximum of eight weeks, if not otherwise decided by the Joint Board. Scholars must bring concrete added value to the delivery of EMSE Programme (teaching, research, promotion activities...). Scholars shall sign a contract and a report to the Coordinator within three weeks after the end of the stay. The payment of monthly instalments will start after the receipt of a copy of the tickets and the signed contract but at the earliest one week before the beginning of the stay.

Selection rules:

- In case of Erasmus Mundus award, grants for scholars are provided according to the Grant Agreement;
- At the annual meeting the Joint Board identify scholars to invite for the next academic year.

§13. Students' Participation Costs and Tuition Fees

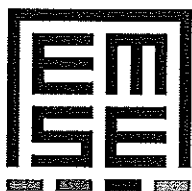
For each academic year, the tuition fees are EUR 6.000 for Partner Country Students and EUR 4.250 for Programme Country Students.

Programme country Students (PrC) are applicants:

- Whose citizenship is one of European Union, Turkey, Turkey, the former Yugoslav Republic of Macedonia (FYROM), and the European Economic Area / European Free Trade Association (Iceland, Liechtenstein, Norway). The list of programme countries is available at <http://em-se.eu/wp-content/uploads/2015/11/PartnerProgrammeCountryList.pdf>.
- Partner Country Students who are/have been residents or have carried out their main activity (studies, training or work) for more than a total of 12 months over the last five years in any Programme Country are considered as Programme Country Students.
- Partner Country Students who are/have been residents or have carried out their main activity (studies, training or work) for more than a total of 12 months over the last five years in any Programme Country are considered as Programme Country Students. The five-year reference period for this 12-months rule is calculated backwards as from the submission deadline (defined by the consortia) of applying for a scholarship.

Partner country Students (PaC) are applicants:

- Whose citizenship is **not** one of European Union, Turkey, the former Yugoslav Republic of Macedonia (FYROM), and the European Economic Area / European Free Trade Association (Iceland, Liechtenstein, Norway). The list of partner countries is available on <http://em-se.eu/wp-content/uploads/2015/11/PartnerProgrammeCountryList.pdf>.
- Partner Country Students who are/have **NOT** been residents **NOR** have carried out their main activity (studies, training or work) for more than a total of 12 months over the last five years in any Programme Country are



considered as Partner Country Students. The five-year reference period for this 12-months rule is calculated backwards as from the submission deadline (defined by the consortia) of applying for a scholarship.

Students with a double nationality (of a Partner and of a Programme Country) must specify their nationality under which they submit their scholarship application.

The tuition fee aims at covering all the participation costs. The participation costs per Student is calculated on the following expenses: local tuition fees and Student's services, European insurance cost, travel support for participating to the summer school, compulsory language / culture course cost, and central administration reserve (10% * participation cost).

As some of the costs vary across the full partners, there will be some left over or loss for each individual partner. The 5% of the total left over will be used for consortium travel and event organisation. The remaining 95% will be used to fund new scholarships beyond the Erasmus Mundus ones. Partners, who have some loss (e.g., their local tuition fee cannot be completely covered by the EMSE tuition fee), must cover the difference with their own resources.

The payment of the EMSE tuition fee is centralised: the Coordinator collects it from all the Students participating to the programme. For the first year Students, the Coordinator collects a portion of the tuition fee ("First Instalment") when Students register to the Programme (see §9.12). The Coordinator collects the remaining tuition fee ("Second Instalment") at the beginning of the EMSE academic year. Each year, the Joint Board decides the amount of the First and Second Instalment.

For the second year Students, the Coordinator collects the whole tuition fee (First and Second Instalment) at the beginning of the academic year.

For each annual tuition fee (TF) of a participating Student, the Coordinator retains 1) the administrative reserve (10%*TF) to cover unbudgeted, unforeseen expenses (AR), 2) the amount to support Students participation in the summer school (SSP) 3) the amount for the European insurance cost (EI) and transfer to the each Full Partner the portion to cover the local tuition fee (LTF) and the language / culture course (LC). The remainder per Student per year is then calculated as:

$$R = TF - AR - SSP - EI - (LTF + LC)$$

If $R \geq 0$ then the Coordinator transfers to the corresponding Hosting Full Partner the amount $(LTF + LC)$ and keeps $5\%*R$ for Consortium travel and events costs and $95\%*R$ for fund for Consortium scholarships.

If $R < 0$ the Coordinator transfers to the corresponding Hosting Full Partner the amount $(LTF + LC + R)$ and the Full Partner needs to cover R with its own resources.

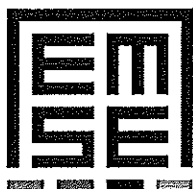
Regarding partner OY, the partners agree that no $LTF + LC$ shall be collected by OY for PRC students attending OY.

Based on decision by the Executive Board of the University of Oulu (15th June 2016), OY charges a national tuition fee of 10.000 euros per student per year for those students studying at OY and coming from outside the EU/EEA. To overcome any arising issues related to this decision, the University of Oulu's Tuition Fee Scholarship Programme has decided to cover the full amount of the tuition fee for the accepted PAC EMSE students studying at the University of Oulu.

In the annual meeting, the Coordinator reports the financial balance to the Joint Board.

§14. Budget, development, and sustainability plan

In the annual meeting, the Joint Board establishes the budget for the next edition by allocating funds for scholarship,



mobilizing private funds and revising the participation costs if needed. In its annual meeting, the Task Force revises the strategy of fund raising, new members of the “Become a Partner” campaign and the Internship Programme. The Task Force Report is periodically reported to the Joint Board. The Erasmus Mundus funds are managed as described in the Financial Plan¹⁰. Every year, the Joint Board defines the amount and the procedure to reimburse travel and participation expenses of Students for the Summer School in Empirical Software Engineering. In the yearly meetings, the Joint Board also reviews the development and sustainability plan for the next three editions.

§14.1 Mobility under the Erasmus Charter for Higher Education (ECHE)

The Full Partners have additionally signed mobility, bilateral agreements under the ECHE charter. The Agreement allows to support Students with no other mobility scholarships and to further attract good Students.

§14.2 Development and sustainability

Principle of co-financing and a sustainability strategy: *Each Full Partner will give an equal contribution to the sustainability of the project.*

In addition, the EMSE Consortium has agreed the following internal measures of sustainability and development:

- The EMSE Consortium aims at offering every year Consortium scholarships that include the tuition fee or/and a monthly allowance to live in any of the Consortium countries;
- The 10% of the administration reserve and 5% of the remainder if not used for unbudgeted expenses or travelling costs respectively can be used to scholarships for next intakes;
- The Task Force must include different types of organizations that can represent the market in which future graduates will find the first job and promote the EMSE Programme;
- Explore new source of funding like scholarship Programmes in the partner countries;
- Apply to other Students and scholars’ mobility Programmes of the European Commission.
- The Consortium maintains a list of universities in the Consortium countries where no master course in computer science is offered to contact for the marketing purposes. The Consortium also maintains a list of websites where to advertise the Programme and a database of Students that inquired the EMSE Consortium about the Programme to contact when the next application sessions will be opened.

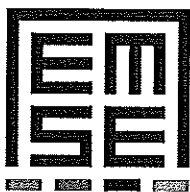
§15. Erasmus Mundus Scholarship management

Scholarships, contribution to participation costs, contribution to travel and installation costs and contribution to subsistence costs for both years and for each edition of the Master’s course are paid in full to the scholarship holder by the Coordinator on behalf of EMSE Consortium and in compliance with the principles of transparency and accountability.

§15.1 Commencement of the scholarships

The commencement of the grant starts upon Student’s arrival and the Student’s Agreement has been duly signed by the Legal Representative, the Consortium Coordinator, the Academic representative of the Hosting Full Partner and the Student. The payments to a scholarship holder shall be made in accordance with section E2.1 of the EMJMD Project Handbook (2015). The first payment shall start within 30 days after

¹⁰ See Annex 6 to this Agreement: “Financial Plan”.



- Student's agreement has been duly signed
- The Student has officially enrolled at the Institution
- The Student has informed the Institution about his/her bank account within the European Union.

Any delay in fulfilling the above conditions will proportionally postpone the commencement of the payments. After 60 days of delay the present agreement is terminated. After 60 days of delay, the Student's Agreement shall be considered as terminated.

If Students decide to voluntarily join the programme at an earlier stage, then this period is not considered as part of the EMSE duration. This rule also applies to cases of late arrivals of Students to the course as well.

§15.2 Scholarship payments

No payment can be done if the conditions of section §14.3.1 are not met in full. All payments shall follow the Coordinator's Accounting and Controlling Offices procedures. EMSE Consortium cannot be held liable for any problems in the transaction or any losses related to fluctuations in the exchange rate. Money transfer costs will be charged to the scholarship holders. Payments will be immediately stopped in case of any interruption of the course of study (see §14.3.7).

§15.2.1 Contribution to participation costs

Every year, contribution to participation costs for each Scholarship holder will be automatically deduced from the Erasmus Mundus pre-financing. Administrative costs eventually incurred to the issuing of diploma and diploma supplement (not including local taxes e.g., costs for stamps) are included.

§15.2.2 Contribution to travel and installation costs

The contribution to travel costs for both years and for each edition of the Master's course will be paid in full to the scholarship holder by the Coordinator as follows:

- The full amount for year 1 upon arrival at the First Hosting Full Partner
- The full amount for year 2 upon the beginning of the third semester at the Second Hosting Full Partner

The amount paid to the scholarship holder for year 2 remains unaffected in case of dropout or expulsion after the third semester and before graduation.

The contribution to installation costs will be paid only to Partner Country scholarship holders upon arrival at the First Hosting Full Partner.

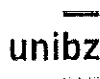
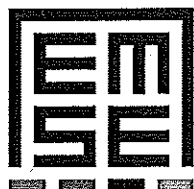
§15.2.3 Contribution to subsistence costs

The contribution to subsistence costs will be transferred by the Coordinator to each Scholarship holder at the end of any month starting from the month of grant commencement (see §14.3.1). All payments will be transferred to the Student's bank account. EMSE Consortium cannot be held liable for any problems in the transaction or any losses related to fluctuations in the exchange rate.

The scholarship holder will receive 12 monthly allowances per academic year. The monthly allowance amounts to 1,000 EUR.

Contribution to subsistence costs must:

- neither be given to scholarship holders for the EMJMD periods (study /research /placement /thesis preparation) spent in their country of residence;



- nor to Partner Country scholarship holders for the EMJMD periods exceeding three months (indicatively the equivalent of 15 ECTS credits) spent in any Partner Country.

§15.2.4 Accounting system

The Coordinator sets up an adequate accounting system, which makes possible to easily retrieve and identify the payment of scholarships to participating Students and scholars at any time throughout the period of implementation of the Grant Agreement until their balances are paid and for a period of five years from the date of payment of the balance for the corresponding action.

§15.2.5 Scholarship interruption

The scholarship payment will be stopped only upon decision of the Joint Board. The scholarship holder must notify via email the Academic referent of the Hosting Full Partner justifying the reasons of his/her withdrawal or absence. The Joint Board is entitled to decide on case-by-case basis whether to stop the scholarship or/and to exclude the scholarship holder from the Programme.

In respect of the EMJMD Project Handbook (2015) articles and upon the Joint Board decision, payments will be immediately stopped and in case of:

1. Expulsion from the course of study
2. Withdrawal from the Programme or not showing up for at least one month without previous communication to the Joint Board.

A scholarship can be put on hold in the cases foreseen by art. E.4 of the EMJMD Project Handbook (2015).

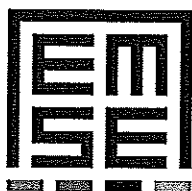
§15.2.6 Extra remunerated activities

The EMSE programme does not foresee any restrictions for remunerated work in addition to the scholarship provided that the activities comply all the constraints of the article E2.1 of the EMJMD Project Handbook (2015).

§15.2.7 Major milestones

Estimated deadlines ¹¹	Milestones
By 15/04	The Coordinator receives and verifies the reception of the first installment of the tuition fees (10%) paid by all admitted Students and encodes in the European Mobility Tool (EMT) the relative list of admitted Students specifying the scholarship holders
By 15/4	The Coordinator publishes on-line the final list of admitted Students and scholarship holders
By 30/06	The Coordinator stipulates or renegotiates the insurance coverage
Within 30 days from Student's arrival at First Hosting Partner	Upon the arrival of the Student at each First Hosting Institution and the fulfillment of the criteria for the commencement of the scholarship stated in the Student's agreement (see Student's Agreement in Annex), the Coordinator initiates the procedure to transfer to

¹¹ Dates can vary in case of external (EACEA) or internal (Consortium) needs / requests. For each edition the Joint Board revise / confirm such dates. Final dates will be announced in the due documents (e.g., call or Student's agreements)



	scholarship holders the funds for travel, installation and subsistence costs, the first monthly allowance and the reimbursement of the first installment.
By 20/09	The Coordinator verifies the reception and correctness of the payments of all first installments
By 20/10	Based on the financial balance, the Joint Board defines the number and the amount of the Consortium scholarships for the next edition
By 15/11	The Coordinator transfers to the Full Partners the local tuition fees and the eventual cost for local language/culture course (reference is made to the EMSE financial plan, see Annex 7).

§15.3 Other Scholarships

The EMSE consortium can allocate an annual budget for scholarships. In particular, the 95% of the remainder (R) of the tuition fee is used to provide Consortium scholarships for future EMSE editions according to the Financial Plan Annex 7. The amount, the type of scholarship and related mobility schema will be defined at the annual meeting of the Joint Board and in accordance with the principle of co-financing (§14.2). Any fund coming from individual initiatives of the Full Partners is managed by the Full Partners in autonomy, but they are discussed at the Joint Board meetings. All the funding opportunities are and published on the EMSE web site.

§15.4 Management of Student's insurance

All Students are covered by the same insurance. Insurance costs are covered by the participation costs.

The Coordinator stipulates or renegotiates the insurance coverage under the terms and conditions of ANNEX I.

EMSE Consortium will provide the Students with a complete insurance coverage according to the guidelines specified by the European Commission.

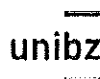
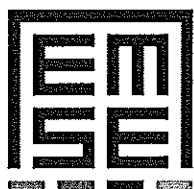
The insurance coverage must commence at the start of EMSE and remain valid until the end of the course. It can be brought forward up to two months if the Student arrives in the destination country earlier and extended beyond for max two months after the end of the course.

§15.5 Management of the lump sum and scholar grants

The lump sum of the participation year (2015-2016) is retained by the Coordinator and used to partially cover the cost of a Project Manager (13,000 Euro) and to cover Consortium expenses for Joint Board and Task Force meetings, advertisements and events to announce the Programme (7,000 Euro).

The lump sum per edition (50,000 euro per edition) of the three following editions is retained by the Coordinator to cover the cost of a Project Manager (about 35,000 Euro per year) and the costs of scholars (at least 4 per edition for at least 8 weeks in total per edition equivalent to 10,000 Euro) and distributed as in the following table.

	2015-2016	2016-2017	2017-2018	2018-2019	2019-2020	Total
Lump sum	20,000	50000		50000	50000	170,000



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Project Manager	13,000	35000	5000+30000	10000+25000	15000	133,000
Scholars		10000		10000	10000	30,000
Travel and events	7000					7,000

The funds allocated to scholars are retained by the Coordinator, but assigned to the Full Partners in equal parts (about 2,500 Euro each Full Partner per edition) except the Joint Board decides to distribute them otherwise.

§16. Financial obligations

Any financial undertakings that will arise during the performance of the present Agreement must be specified, negotiated, and regulated by the Consortium on a case-by-case basis. This does not include any guarantees for any financial contribution from any of the Full Partners, but it guarantees their proactive participation to the implementation and performance of the Joint Programme.

§17. Entry into force and duration

This Agreement will come into force from the date of the signature of the parties and will be valid for the entire duration of the Erasmus Mundus Charter. The first intake (Students and scholars) will start on the academic year 2016/2017.

It shall be renewable and modifiable by mutual Agreement of the Full Partners. All changes and modifications shall be done in writing and shall be signed by the authorised representatives of each Full Partner.

Any party may withdraw from this Agreement for any forthcoming edition of the EMSE by providing written communication to other Full Partners at least 6 months before the forthcoming edition is launched.

For any edition already launched or started, all Full Partners are committed to continue with that master edition until its conclusion, if not otherwise agreed among all Full Partners.

§18. Official Communication Language

This Consortium Agreement is drawn up in English, which language shall govern all documents, notices, meetings, arbitral proceedings and processes relative thereto.

§19. Students Complaint System

EMSE Students may raise a complaint during or after their study period. Before submitting any formal complaint, Students are invited to search for a dialogue and solve any issue with any person directly involved in the complaint. As second step, Students are invited to contact the EMSE Academic Representative of the Host Full Partner.

To submit a formal complaint, Students must write an email to the Academic Coordinator of EMSE through his/her personal address. Students can contact the EMSE Coordinator individually or through the Student Representative. The Joint Board will discuss the complaint and eventually invite the Students and any other person involved in the complaint for a colloquium. The Joint board will inform the Student by email on any formal decision taken therein.

§20. Applicable law and Competent Court

This Agreement is governed by the laws of Italy, being the laws of the Coordinator's Country.



In case of any disputes on matters under this Agreement, which cannot be resolved by amicable settlement, the matter shall have to be decided in accordance with the jurisdiction of the Coordinator's country.

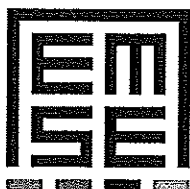
In witness whereof, the parties have caused this Consortium Agreement to be duly signed by the undersigned authorized representatives in:



Bozen-Bolzano, _____ (date)

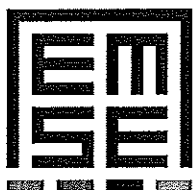
Prof. Walter Lorenz
Rector

Freie Universität Bozen - Libera Università di Bolzano



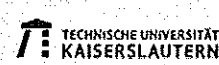
Kaiserslautern, _____ (date)

Univ.-Prof. Dr. rer nat. Helmut J. SCHMIDT
Präsident
Technische Universität Kaiserslautern



Madrid, _____ (date)

Prof. Guillermo Cisneros Pérez
Rector
Universidad Politécnica de Madrid



Oulu, _____ (date)

Prof. Jouko NIINIMÄKI
Rector
University of Oulu



LIST OF ATTACHMENTS TO THE CONSORTIUM AGREEMENT

Annex 1: Grant Agreement

Annex 2: Submitted Proposal to the European Commission - 2015

Annex 3: Student's Agreement Template

Annex 4: Diploma Supplement Template

Annex 5: Diploma Template

Annex 6: Financial Plan

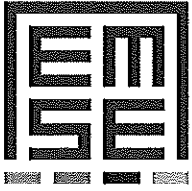


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(date)

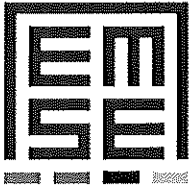
Prof. Walter Lorenz
Rector

Freie Universität Bozen - Libera Università di Bolzano



Kaiserslautern, 20/10/2016

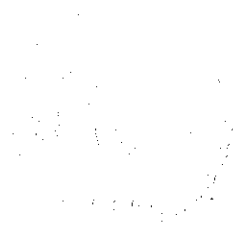
Univ.-Prof. Dr. rer nat. Helmut J. SCHMIDT
Präsident
Technische Universität Kaiserslautern



Madrid, October 18, 2016



Prof. Jose M. Atienza
Vice-Rector for Academic Strategy and Internationalization
Universidad Politécnica de Madrid





POLITÉCNICA

CAMPUS
DE EXCELENCIA
INTERNACIONAL

UNIVERSIDAD
POLITÉCNICA DE MADRID
RECTORADO - EDIFICIO A
Ramiro de Maeztu, 7
28040 Madrid

DELEGATION OF THE POWER TO SIGN, SEAL AND DELIVER CONTRACTS ON BEHALF OF UNIVERSIDAD POLITÉCNICA DE MADRID UNDER THE INTERNATIONAL MOBILITY FUNDING PROGRAMS AS INDICATED BELOW

I, Prof. Guillermo Cisneros Pérez, Rector Magníficus of the Universidad Politécnica de Madrid (UPM)ⁱ, acting on behalf of the UPM according to the powers conferred upon me by the University Statutes (article 67.2)ⁱⁱ, hereby

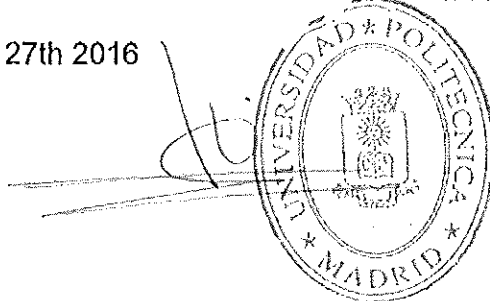
DELEGATE to the Vice-Rector for Academic Strategy and Internationalization, Dr. José Miguel Atienza Riera,

The power to sign, seal and deliver contracts, and any other documents related to their production and performance, under the following mobility funding programs:

- European Programs
- EU/USA cooperation
- EU/Canada cooperation
- China Cooperation and Asian Programs
- Cooperation for Development Programs
- Latin American and Caribbean Programs
- Other International Programs.

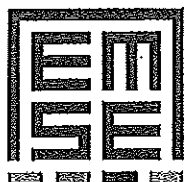
This delegation is effected pursuant to article 16 of the Public Administration and General Administrative Procedures Law 30/1992.

Madrid, April, 27th 2016



ⁱ Appointed Rector of the University by Decree 25/2016, dated April 5th (published in the Official Journal of the Community of Madrid on April 6th, 2016).

ⁱⁱ Statutes passed by Decree 74/2010, dated October 21st, 2010 (published in the Official Journal of the Community of Madrid on November 15th, 2010).



European Masters Programme in Software Engineering



Oulu, October 14, 2016

A handwritten signature in black ink, appearing to read 'Helka-Liisa Hentilä'.

Prof. Helka-Liisa HENTILÄ
Vice Rector -Education
University of Oulu