

EMJM PARTNERSHIP AGREEMENT

Governing the financial, technical, managerial, academic, operational and administrative implementation of the

Erasmus Mundus – Master of Science in
Imaging and Light in Extended Reality / IMLEX

during the period of implementation of the Grant Agreement 2024 - 2030



IMLEX



UNIVERSITY OF
EASTERN FINLAND



Master technology. create technology

TOYOHASHI
UNIVERSITY OF TECHNOLOGY

KU LEUVEN



Université
Jean Monnet
Saint-Étienne

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By & between

University of Eastern Finland
P. O. Box 111, FI-80101 Joensuu,
FINLAND
(Hereinafter referred to as "the *Coordinating Institution*")

represented for the purposes of signature of this agreement by:
Kari LEHTINEN

Toyohashi University of Technology
1-1 Hibarigaoka, Tempaku-cho,
Toyohashi, Aichi, 441-8580,
JAPAN
(Hereinafter referred to as "*Full Partner*")

represented for the purposes of signature of this agreement by:
Akihiro WAKAHARA

KU Leuven
Oude Markt 13, 3000 Leuven,
BELGIUM
(Hereinafter referred to as "*Full Partner*")

represented for the purposes of signature of this agreement by:
Luc SELS

University Jean Monnet Saint-Etienne
10, Rue Tréfilerie -CS 82301
42023 Saint-Etienne Cedex 2,
FRANCE
(Hereinafter referred to as "*Full Partner*")

represented for the purposes of signature of this agreement by:
Florent PIGEON

(Hereinafter collectively referred to as the "*Full Partners*")

Relating to the Consortium having the coordination at:

University of Eastern Finland
School of Computing,
Joensuu Campus,
Yliopistokatu 2,
P. O. Box 111, FI-80101 Joensuu,
FINLAND

WHEREAS:

- A. The *Full Partners* have successfully submitted a proposal to the European Commission as part of the Erasmus+ Programme, Key Action 2 (KA2) – Cooperation among organisations and institutions, Partnerships for Excellence, Erasmus Mundus Action under the Call for proposals 2024 - EAC/A07/2023 (proposal number: 101179938)
- B. The *Full Partners* wish to enter into a *Partnership Agreement* which describes the policies, procedures, terms and conditions with respect to offering an integrated European Master Degree;

Hereby agree

to the *General Provisions*;

to the *Special Conditions* governing relationships between *Full Partners*;

with regard to their roles and duties described in the terms and condition set forth below and the following annex:

Annex A. definitions;

which form an integral part of this *Partnership Agreement*.

These terms shall take precedence over those set out in the Annexes.

A. GENERAL PROVISIONS

SECTION I. PURPOSE & SCOPE

Article I.1. Purpose

I.1.1. This *Partnership Agreement* describes the relationships, including the financial framework and institutional commitment between the *Consortium Members*, in line with:

- (a) the Principles of the European Charter for Higher Education (ECHE). Toyohashi University of Technology commits to the principles of ECHE, but no further action is required to formally obtain ECHE.
- (b) the guidelines and good practices (including the English version of Erasmus+ programme guide version 1 – 2024 and the Guidelines for EMJM Partnership Agreement, entrusted with the implementation of programmes and activities on behalf of the European Education and Culture Executive Agency EACEA (hereinafter referred to as the *Agency*);
- (c) the IMLEX proposal to the Call EAC/A07/2023 (proposal number: 101179938);
- (d) the EACEA Letter of acceptance (of 11/07/2024);
- (e) the *Grant Agreement* for EMJM PROJECT NUMBER - 101179938 between the *Agency* acting under powers delegated by the European Commission and University of Eastern Finland, the *Coordinating Institution*, and the *Full Partners* duly represented by the *Coordinating Institution* by virtue of mandates;
- (f) the *Administrative and Management Board* kick-off meeting's decisions held on 10/10/2024 in Joensuu, Finland, as per minutes recorded and made public

and cover all academic, operational, administrative and financial aspects related to the implementation of the two-year full time, excluding the preparatory study period at Toyohashi University of Technology, of Erasmus Mundus Master of Science in Imaging and Light in Extended Reality (hereinafter referred to as "the *Programme*"), selected by and with the financial and institutional support of the European Commission. The Programme is centrally managed in Brussels by the *Agency*.

I.1.2. The development of this highly integrated international Master *Programme* has mutual benefits to further the institutional goals of the *Consortium Members*. The *Consortium Members* recognized that this *Partnership Agreement* is a key instrument to ensure robust institutional embedding and a stable basis for an effective cooperation mechanisms within the partnership to ultimately ensure the best possible quality of academic services to *Students* enrolled in the *Programme* and catalyze partners' institutional cooperation.

I.1.3. This *Partnership Agreement* will be implemented within the legal requirements at each *Consortium Members'* institution. The provisions of this *Partnership Agreement* shall not be construed so as to diminish the fully autonomous position of any of the *Consortium Member*. The English version of this *Partnership Agreement* is legally binding as English is the working language of the *Consortium*.

Article I.2. Entire agreement

I.2.1 This *Partnership Agreement* contains the entire agreement of the *Consortium Members*. No other agreement, statement, or promise made on or before the effective date of this *Partnership Agreement* will be binding on the *Consortium Members*.

Article I.3. Effective date and validity terms

The *Partnership Agreement* shall enter into force on the 01/10/2024 and ends on the 30/11/2030.

Article I.4. Amendment

I.4.1. This *Partnership Agreement* may be modified by subsequent agreement/s of the *Consortium Members* either at the time of renewal or while the agreement is in effect, only by an instrument in writing signed by legal representatives of all of them and approved by the *Academic and Management Board* and, if applicable, notify to the *Agency*.

I.4.2. Decisions regarding amendment of the *Special Conditions governing relationships between Full Partners* shall be taken unanimously during an *Academic and Management Board* meeting, all *Full Partners* must be represented at the meeting.

Article I.5. Membership of a new Consortium Member

New memberships are subject to unanimous approval by the *Academic and Management Board*. New members can have either *Full Partners* or *Associated Partners* status. An *Associated Partner* may be granted a *Full Partner* status, with a unanimous approval by the *Academic and Management Board*. A third-party wishing to enter the Consortium as an *Associated Academic Partner* must confirm their participation with a signed letter of intent. A third party wishing to enter the Consortium as an *Associated Industrial Partner* must confirm their participation with a signed letter of Intent.

Article I.6. Withdraw of Consortium Members

I.6.1. A *Full Member* may withdraw (in writing) with *Academic and Management Board's* consent or for good cause, giving six (6) month's written notice to the *Academic and Management Board* and the *Coordinating Institution*. Good cause includes *Full Partner's* breach of this agreement, refusal to cooperate or to follow *Academic and Management Board* or *Quality Assurance Board* decisions on a material matter or any fact or circumstance that would render the *Consortium Members* actions unlawful or unethical.

I.6.2. An *Associated Partner* may withdraw at any time giving thirty (30) day's written notice to the *Academic and Management Board* and the *Coordinating Institution*.

I.6.3. However, any *Consortium Member* wishing to withdraw but which is hosting *Students* who have commenced a *mobility* (commencing one (1) month before the planned physical arrival of the student) at the time of the *Consortium Member* notice of withdrawal must ensure that they are entitled to complete the semester, obtain the credits and diploma at the corresponding hosting institution.

Article I.7. Termination

In case all *Full Partners* should agree during an *Academic and Management Board* to terminate this *Partnership Agreement* and so the *Programme*, they are obliged to make arrangement for all *Students* who have commenced the *Programme* to complete their courses of study and obtain the diploma in a satisfactory way.

Article I.8 Data Protection

All the personal data disclosed during this Project will be treated according to the Regulation EU no. 2016/679 (General Data Protection Regulation), being applicable also the national law that adapts the Regulation into each national legal system. Each Consortium Member will adopt the role of data controller in relation to any personal data processed by the Consortium Member as part of such Consortium Member's participation in the Programme. If a Consortium Member detects that their processing activities require a specific separate contract, including but not limited to data processing agreement or data sharing agreement, such Consortium Member shall notify the other Consortium Members it reasonably deems may be affected thereby without undue delay, and such affected Consortium Members shall undertake to establish such specific separate contract without undue delay. All Consortium Members are required to keep appropriate documentary evidence of data generation and handling.

SECTION II. STRUCTURE AND ORGANIZATION OF THE CONSORTIUM

Article II.1. Consortium membership

II.1.1. The *Consortium* is composed of a number of institutions, primarily Higher Education Institutions and socio-economic or private commercial entities acting in the field of the computer science and photonics applied research and its commercialization at large. The *Consortium Members* have different roles and obligations depending on their status:

II.1.2. The *Coordinating institution* is the organization responsible for the overall management of the project in the *Consortium*. The *Coordinating Institution* acts as the main beneficiary in the contractual and financial relations between the *Consortium* and the *Agency*. University of Eastern Finland is the *Coordinating institution*. The *Coordinating Institution* have signed a multi-beneficiary *Grant Agreement* on behalf of the *Consortium Members*.

II.1.3. *Full Partners* are Higher Education Institutions in EU and Japan that have an instrumental role in the *Programme* implementation, delivery and success and need a solid basis for effective and integrated management. *Full partners* are notably in charge of hosting the *Students*, organizing one semester of teaching and administrative support and to deliver a national master degree to the *Students* who have been hosted in their institution as part of their chosen mobility scheme. *Full Partners* of the *Consortium* are University of Eastern Finland, Toyohashi University of Technology, KU Leuven, and University Jean Monnet Saint-Etienne.

II.1.4. *Associated Academic Partners* are Higher Education Institutions that contribute indirectly to the promotion, implementation, monitoring, evaluation activities and/or sustainable development of the *Programme* and who have joined the consortium by submitting a signed Letter of Intent. They must demonstrate, prior to membership, an expertise in imaging, light, and XR in a broad sense, i.e. they must be associated with a research laboratory and/or faculty, and/or curriculum in line with the academic project embedded by the *Programme*. In contrast to *Full Partners*, *Associate Academic Partners* are not entitled to benefit directly from the *Grant Agreement*. Further cooperation and integration between *Full Partners* and *Associated Academic Partners* can be provisioned in ad-hoc and separate bilateral/multilateral agreements.

II.1.5. *Associated Industrial Partners* are socio-economic or private commercial entities that contribute indirectly to the teaching, supervision, promotion, implementation, monitoring, evaluation activities and/or sustainable development of the *Programme* and who have joined the consortium by submitting a signed Letter of Intent. *Associated Industrial Partners* must operate, in a broad sense, in the sector of Imaging, Light and XR, i.e. their activities in research and development, their technologies, process or products must be, at least partially, based on an expertise in these fields. In contrast to *Full Partners*, *Associate Industrial Partners* are not entitled to benefit directly from the *Grant Agreement*. Further cooperation and integration between *Full Partners* and *Associated Industrial Partners* can be provisioned in ad-hoc separate bilateral/multilateral agreements.

Article II.2. Consortium staffing

II.2.1. *Consortium Members* shall make appropriate internal arrangements to ensure that consortium representatives, that are directly involved in the management of the *Programme*, and supporting local teaching and administrative staff, that are indirectly involved in the activities of the *Programme*, have sufficient and dedicated time and resources to contribute to the best of their abilities to the achievement of the *Consortium* objectives.

II.2.2. Local Academic Coordinators and Local Administrative Coordinators

- (a) *Local Academic Coordinators*, representative of each *Full Partner* and *Associated Academic Partner*. *Local Academic Coordinators* represent their Higher Education Institution and have full mandate to take decision, notably regarding their institution ability and commitment to participate to the *Programme* with regards to their engagement. *Local Academic Coordinators* are supported by *Vice Local Academic Coordinators* to whom they can temporarily delegate their responsibilities. One individual might act as the same time as the *Consortium Coordinator* and *Local Academic Coordinator*, and *Local Academic Coordinator* and *Quality Assurance Board Vice-Head* and perform the duties incumbent to both positions.
- (b) *Local Administrative Coordinators*, one (1) for each *Full Partner*. *Local Administrative Coordinators* are the primary and main focal points of the *Students* with regards to administrative and student's affairs services.

II.2.3. Responsibilities

Each *Consortium Members* shall bear sole responsibility for ensuring that its contractual arrangements are in line with applicable collective labour agreements or national laws.

Consortium Members agree to finance, from the *Consortium budget* that are managed by the Coordinating institution, respectively, at least:

- (a) One (1) full time position for the overall administrative coordination of the *Programme*, recruited by the *Coordinating Institution*. The *Administrative Coordinator* is based in the *Coordinating Institution*, his/her roles and duties include:
 - a. the overall administrative coordination and implementation of the *Programme* project cycles in cooperation with the *Consortium Members*.
 - b. the support to development projects such as the marketing, visibility and dissemination of the *Programme*, and
 - c. the international facilitation and delivery of *Students'* administrative services.
- (b) One (1) *Quality Assurance Board Head*, recruited by the *Academic and Management Board* and may be compensated for short-term assignments.
- (c) One (1) *Learning Outcomes Coordinator*, recruited by the *Academic and Management Board* and may be compensated for short-term assignments.

Article II.3. Consortium governing bodies

II.3.1. Terms of References - Academic and Management Board

II.3.1.1. Membership

The *Consortium Members* have established an *Academic and Management Board* composed of:

A. permanent members

- (a) the *Academic Coordinator*, representative of the *Coordinating Institution*; *Head of the Academic and Management Board*;
- (b) the *Local Academic Coordinators*, representatives of each *Full Partner*;
- (c) the *Vice Academic Coordinators*, representatives of each *Full Partner*, and
- (d) the *Administrative Coordinator*.

B. *ad-hoc members* (depending on the agenda, invited by any *permanent member* and upon agreement by other *permanent members*):

- (e) alumni representative(s) and student representatives from each current cohorts, elected by his/her peers, at least one representative present at a meeting per academic year;
- (f) the *Local Administrative Coordinator* from the university hosting the *Academic and Management Board*;
- (g) *Associated Academic Partners' Local Academic Coordinators*, at least one representative present at a meeting per academic year;
- (h) *associated Industrial Partners'* representatives, at least one representative present at a meeting per academic year, and
- (i) any *Full Partners'* and *Associated Academic Partners'* academic and administrative staff involved in the *Programme*.

Representatives from each *Full Partners* and *Associated Partners* have been agreed during the kick-off meeting of the *Consortium*. A list and contact details of the *Consortium Members'* representatives is available in the IMLEX coordination e-platform.

Each *Consortium Members* shall have the right to replace its representative and/or to appoint a proxy, after having informed the others. New representative is subject to unanimous approval by the *Academic and Management Board*. Each *Consortium Member* shall use all reasonable endeavors to maintain the continuity of the representation.

II.3.1.2. Venue and frequency of boards

The *Academic and Management Board* is chaired by the *Local Academic Coordinator* where the meeting is held.

The *Academic and Management Board* shall meet at least twice a year or virtually at any other time when necessary at the request of the head of the *Academic and Management Board* or of one of the *Full Partners*. Meetings shall be convened by the head of the *Academic and Management Board* with at least one (1) month notice. Meetings are held alternately in *Full Partners'* administrative office or at another convenient place unanimously agreed on.

Minutes of the meetings and subsequent agendas shall be transmitted to the representatives of the *Consortium Members*. The minutes are considered as accepted by the *Consortium Members* if, within fifteen (15) calendar days from receipt, no *Consortium Members* has objected in a traceable form to the *Coordinating Institution*.

II.3.1.3. Voting rules

In voting, each *Full Partners* shall have one vote. A meeting cannot be constituted without a quorum of *Full Partners* being present physically or by any suitable remote access. A quorum consists of minimum of representatives of three (3) *Full Partners*. Decisions with respect to disposition and terms of the *General Provisions, Special Conditions governing relationships between Full Partners* and final decisions on financial and budgetary issues must be voted for on a unanimous basis and all *Full Members* must be represented at the meeting. Other decisions shall be taken by the majority of the votes of the *Full Partners* present during an *Academic and Management Board*.

II.3.1.4. Missions

The *Academic and Management Board* shall be in charge of the overall direction, over-arching academic design of the *Programme* and the strategic development of the *Programme*. The *Academic and Management Board* shall take responsibility for the successful running of all *Programme* related activities.

To that end, the *Academic and Management Board* shall be responsible for - although not limited to - :

A. at academic level

- (a) defining the *Programme* structure, ensuring consistency of the courses sequence, ensuring quality of teaching, ensuring credit recognition within each *Hosting Institution* and *Learning Outcomes* assessment criteria and rules;
- (b) supervising any changes on teaching offer that may occur in each *Hosting Institution* and validating courses syllabuses and associated *Learning Outcomes*;
- (c) selecting the *Students* and guest lecturers and to validate their *mobility*. The final student selection will be conducted at the *Hosting Institutions*, according to their rules and regulations
- (d) tracking the academic achievements of *Students*, and
- (e) resolving and stating on disputes that may arise from *Students*; providing *Students* with an appeal procedure in case of conflict. This cannot, however, prevent the student from bringing the dispute under the proper and independent procedure of dispute resolution.

B. at management level

- (f) supervising the administrative implementation of their decisions; stating upon budget management and notably *Participation Costs, Consortium Scholarships* and disbursements between *Full Partners*;
- (g) reviewing and proposing to the *Full Partners* models for funding, budget transfers and other financial arrangements relevant to the *Programme*;
- (h) discussing *Quality Assurance Board* recommendations and taking corrective decisions;
- (i) discussing the membership of new *Associated Partners* to the *Consortium*;
- (j) making proposals to ensure the long term sustainability of the *Programme*, and
- (k) making proposals to the *Full Members* for the review and/or amendment of the terms of the *Partnership Agreement*.
- (l) resolving upcoming disputes among partners and/or associated partners

II.3.1.5 Veto rights

A member of the *Academic and Management Board* which can show that its own work, time for performance, costs, liabilities, intellectual property rights or other legitimate interests would be severely affected or its national or internal regulations would prevent the action suggested by a decision of *Academic and Management Board* may exercise a veto with respect to the corresponding decision or relevant part of the decision.

In case of exercise of veto, the members of *Academic and Management Board* shall make every effort to resolve the matter which occasioned the veto to the general satisfaction of all its members.

A Party may neither veto decision relating to its identification to be in breach of its obligations nor to its identification as a defaulting Party. The defaulting Party may not veto decisions relating to its participation and termination in the consortium or the consequences of them.

II.3.2. Quality Assurance Board - Terms of References

II.3.2.1. Membership

The *Consortium Members* have established a *Quality Assurance Board* composed of:

A. permanents members

- (a) *Quality Assurance Board Head*;
- (b) *Quality Assurance Board Vice-Head*;
- (c) *The Learning Outcomes Coordinator*;
- (d) *Industrial Board Head*;
- (e) *Local Academic Coordinators* representatives of each *Full Partner*;
- (f) *Vice Local Academic Coordinators*, representatives of each *Full Partner*, and
- (g) *Alumnus* and one (1) delegate from each current cohort at least one representative present at a meeting per academic year.

B. ad-hoc members (depending on the agenda upon decision of *Quality Assurance Board Head* or *Vice-Head*),

- (h) Any *Full Partners'* and *Associated Academic Partners'* academic and administrative staff involved in the Programme, and
- (i) (g) *Associated Industrial Partners Representatives*, at least one representative present at a meeting per academic year.

II.3.2.2. Venue and frequency of boards

The *Quality Assurance Board* convenes physically or virtually when necessary at the request of the head of the *Quality Assurance Board*.

Minutes of the meetings and subsequent agendas shall be transmitted to the representatives of the *Consortium Members*. The minutes are considered as accepted by the *Consortium Members* if, within fifteen (15) calendar days from receipt, no *Consortium Members* has objected in a traceable form to the *Coordinating Institution*.

II.3.2.3. Voting rules

In voting, each *Full Partner*, the *Quality Assurance Board head* and the *Learning Outcomes Coordinator* shall have one vote. A meeting cannot be constituted without a quorum of *Full Partners* being present. A quorum consists of minimum of representatives of 3 *Full Partners*.

II.3.2.4. Missions

The *Quality Assurance Board* leads the quality management and quality enhancement policy design and implementation in line with this *Quality Assurance Policy* which reflects the *Consortium* recognition that an active and strategic engagement towards a joint quality assurance is instrumental to the fulfillment of the *Consortium* mission.

To that end, the *Quality Assurance Board* shall be responsible for - although not limited to - :

- (a) ensuring the design and implementation of an efficient, relevant and auditable *Quality Assurance Policy* to develop good practices and methodological innovation;
- (b) disseminating the quality procedures, the results of the monitoring plan, annual quality assurance reviews, and corrective actions plan;
- (c) ensuring convergence of this *Quality Assurance Policy* with the Erasmus Mundus Quality Assessment (EMQA), throughout all dimensions of the *Programme* (teaching methodologies, learning methodologies, training methodologies, *Learning Outcomes* evaluation, etc.);
- (d) fostering the quality of learning and teaching activities, formal, non-formal and informal *Learning Outcomes*, teaching coordination among semesters and partners;
- (e) fostering the quality of the overall academic coordination, board-level coordination, *Full Partners'* integration and engagement;

- (f) ensuring the adequacy of the *Learning Outcomes* with the needs of *Associated Industrial Partners* and targeted employers in general, assessing the relevance of changes or updates proposed within the curriculum;
- (g) ensuring that all stakeholders (*Students*, alumni, teaching staff, etc.) are engaged in a participatory way to the *Quality Assurance Policy*, and
- (h) applying effectiveness, efficiency and transparency as key management principles.

The *Quality Assurance Board* defines:

- (a) the indicators and targets for the internal monitoring and annual quality review of the *Programme* and notably the student's feedbacks through questionnaires and focus groups design and implementation;
- (b) the *Learning Outcomes* Evaluation indicators and process.
- (c) the procedures to evaluate the development and quality of the program;
- (d) the criteria and the actualization and improvement procedures of the program;
- (e) the analysis procedures to evaluate the professional insertion of all the graduates from the Master and their satisfaction level for the education received;
- (f) the mechanisms for administrative management and the certification of the results;
- (g) the procedures for the evaluation of teaching and teachers; and
- (h) the procedure for the evaluation of formal, non-formal and informal learning outcomes.

II.3.3. Industrial Board - Terms of References

II.3.3.1. Membership

The *Consortium Members* have established a *Industrial Board* composed of:

A. permanent members

- (a) *Industrial Board Head*, elected for a period of 3 years;
- (b) *Industrial Board Vice-Head*;
- (c) One representative from a *Full Partner*, and;
- (d) representatives of *Associated Industrial Partners*,

B. ad-hoc members (depending on the agenda upon decision of *Industrial Board* Head or Vice-Head),

- (e) Any *Full Partners'* and *Associated Partners'* academic and administrative staff involved in the *Programme*

II.3.3.2. Venue and frequency of boards

The *Industrial Board* convenes physically or virtually when necessary at the request of the head of the *Industrial Board*.

Minutes of the meetings and subsequent agendas shall be transmitted to the representatives of the *Consortium Members*. The minutes are and considered as accepted by the *Consortium Members* if, within fifteen (15) calendar days from receipt, no *Consortium Members* has objected in a traceable form to the *Coordinating Institution*.

II.3.3.3. Missions

The *Industrial Board* acts as an advisory board to enhance the work life relevance and impact of the *Programme*. They will give recommendations for the *Academic and Management Board* and *Quality Assurance Board*, but will not make decisions concerning the implementation or development of the *Programme*. *Industrial Board* can give valuable feedback and suggestions to meet the changing industry demands. In case of curriculum changes, the *Industrial Board* will be consulted.

SECTION III. PROGRAMME STRUCTURE

Article III.1. Programme name

The *Programme* must be solely referred to any third parties as "Erasmus Mundus Master of Science in Imaging and Light in Extended Reality /IMLEX". At any time throughout the period of implementation of the *Grant Agreement*, the *Programme* name will be preceded by the mention "Erasmus Mundus Joint Master" or "EMJM" for short.

Article III.2. Programme general description

III.2.1. ECTS awarded

The *Programme* is a 24 months (2 years) full-time Master of Science study programme and is awarded by 120 ECTS (30 Credit Units in Japan).

III.2.2. Programme objectives

Considering the new challenges due to rapid technological changes and fast development of new technical solutions for applications ranging from engineering to creative industries, there is a strong need for the IMLEX master program relating to imaging, lighting, extended reality and their related technical and technological solutions. This program will contribute to the competitiveness of Europe and Japan in those fields and provide a well-trained and highly skilled workforce ready for employment. The EMJM IMLEX will be unique at both EU, Japan and international levels through the expertise of each member of the consortium. It will provide a common foundation for theoretical and applied research, unique both in terms of expertise and academic purposes.

Article III.3. Students eligibility criteria

III.3.1. Entry requirements

The minimum entry requirements to be eligible for the EMJM IMLEX *Programme* are set as following:

- (a) administrative process
 - a. compliance with the application process calendar and deadlines;
 - b. authenticity, completeness, certification (scan of original document or certified translation), translation (English version only) of application files.
- (b) academic prerequisites
 - a. All applicants should have a Bachelor's Degree in information technology, computer science, or in related field corresponding to at least 3 years' of full-time academic studies (equivalent of 180 ECTS credit units) obtained at an internationally recognized and accredited university or higher education institution. (While this condition must necessarily be fulfilled at the time of enrolment, The *Academic and Management Board* accepts applications from *Students* in the last year of their higher education degree);
 - b. The degree should include enough studies in related topics, as defined in the Admission criteria of each student intake.
- (c) language requirements
 - a. The tuition language is English. *Students* are notably expected to produce a Master Thesis in English. A strong command of written and oral English is therefore requested. Applicants will have to demonstrate during application, or at the time of enrollment when one of the *Consortium members* approves, an English language proficiency equivalent to level B2 in the Common European Framework of Reference (CEFR).
 - b. Level of English will be assessed on the basis of test scores or other official documents provided by the applicant. The official documents include statements from faculty at the Consortium Universities.
- (d) Other prerequisites and requirements

Applicants should meet all prerequisites, requirements, rules, and regulations set by national laws for student entry and enrollment in each consortium universities. In Japan, Education laws, Immigration Control and Refugee Recognition Act (Cabinet Order No. 319 of 1951), and Foreign Exchange and Foreign Trade Act (Act no. 228 of 1949) shall be applied to all international students upon entry and during the studies.

III.3.2. Absence of discrimination and equal opportunities

In the IMLEX related processes, there shall be no discrimination on the basis of nationality, gender, age, religion, or health conditions.

III.3.3. Adequate financial resources

Applicants must be fully aware of the Participation costs of the Programme and cost of living in Host Institutions countries at the time of the application. The EMJM scholarships and Consortium scholarships policy must allow applicants with outstanding academic background but limited financial ability to finance their entire period of study.

Article III.4. Student selection process

The Programme have a joint application, eligibility, selection and admission criteria for Students selection and hence scholarships attribution.

III.4.1. Call for Application

A Call for Application must be launched and publicized every intake. This call must set a clear deadline for application. The Call for Application along with all relevant and updated information regarding the Programme for the said intake, notably Participation Costs, tentative number of EMJM and Consortium scholarships available, application process and curriculum must be published on the Programme website at least four (4) months before the application deadline.

III.4.2. Online application

Applicants to the Programme and consequently to the EMJM and Consortium scholarships must apply through an online application server. Full Partners cannot accept application/s individually.

Any applications will be recorded and archived to ensure full transparency of the selection process.

Applicants must create an account on the online application platform prior to uploading application documentation. Application details and attached documentation can be modified by the applicant until the application deadline.

The on-line application form must be filled in and the required enclosures need to be attached (in pdf format) with the on-line application. At the application state only scanned enclosures attached (uploaded) to the application form are required. Paper copies are not required during the application period.

Enclosures:

- B.Sc. degree certificate or equivalent, and an English translation of it. If the applicant has not yet graduated, she/he can be selected on condition that she/he will be able to graduate and submit the required degree certificate and transcript of academic records and their translations by a given deadline to the Administrative Coordinator of the programme. The applicant should also inform the expected date of the graduation in the application form.
- An official transcript of academic records, and an English translation of it
- English language test result or a certificate: The English language test is not required for applicants who have Bachelor's or Master's degree conducted in English language. A certificate from the university stating that the language of instruction during previous degree studies has been English is required.
- Two recommendation letters
- Curriculum vitae. CV must be presented in chronological order and must not have gaps longer than 12 months during the recent five years. Educational history must start from elementary school. Proof of 16 years of education at accredited institutions may be required in Japan.
- A certificate of residence
- A copy of passport
- A passport-size photo

The applicants should follow the guidelines given for the temporary (provisional) degree certificate and for official translations and country-specific regulations at <http://www.uef.fi/en/web/admissions/required-documents>

In the application form statements about applicant's motivation is required, including work experience and international experience, if relevant.

Information relating to individuals (personal data) is collected and used in accordance with both National and institutional Acts, Laws, and Regulations in EU and Japan. These include;

- the Regulation EU no. 2016/679 (General Data Protection Regulation)
- Act on the Protection of Personal Information, Act on Access to Information held by Administrative Organs, and related rules and regulations effective in the Japanese Hosting Institution(s).
- Act on the Use of Numbers to Identify a Specific Individual in Administrative Procedures and related rules and regulations effective in the Japanese Hosting Institution(s)

III.4.4. Application assessment

- (a) An administrative eligibility check is performed immediately after the end of the Call of Application by the *Coordinating Institution*. This eligibility check covers:

- a. respect of application deadline;
 - b. completeness of the application file;
 - c. eligibility of the candidate in relation to the EMJM criteria.
- Ineligible applicants will be notified of the outcome.
- (b) An academic eligibility check is performed by the *Coordinating Institution (Academic Coordinator)*.
 - (c) Complete eligible applications will be evaluated by IMLEX Academic and Management Board members, grading each criterion for each application. The selection criteria are:
 - Recognition of home institution/recognized first degree (0 - 10 points)
 - Rank/grade/distinction (0 - 40 points)
 - Letters of recommendation (0-10 points)
 - Personal motivation (0-20 points)
 - Adequate academic courses, experience, former international mobility (0-20 points)
 - (d) Best applications are moderated by all *Local Academic Coordinators* of the *Full Partners*, using the same criteria and weighting system.
 - (e) The final selection is agreed during an *Academic and Management Board* by full consensus of the four (4) *Local Academic Coordinators* on the basis of pre-evaluation and academic evaluation grades. Selection outcome and final rank is not based only on the averaged grade, but reflect the discussion and agreement of the *Academic and Management Board*. In the meeting, the following lists are defined:
 - a main list (best ranked successful applicants with an EMJM scholarship and;
 - a reserve list (successful applicants with a Consortium scholarship and successful applicants without scholarships).
 - (f) Final selection results will be sent to all applicants by email.
The following documents will be sent to all successful applicants:
 - a. *Student Agreement*;
 - b. links to online guidelines and information on the *Programme* and to prepare arrival in Finland;
 - c. Procedure to confirm participation, guidelines and deadlines for confirmation and inception of visa procedures;
 - d. the procedure to follow for an appeal to the selection decision in accordance with the terms laid down in article III.4.6.*In addition; for applicants in the main list:*
 - e. EMJM scholarship attribution (and applicable amount);
 - f. Academic / linguistic level of competence expected from the *Students* prior and during the *Programme* in order to receive and continue receiving the scholarship payments (if applicable).*In addition; for applicants in the reserve list:*
 - g. Consortium scholarship attribution;
 - h. information regarding the management / use of the reserve list (in case of drop-out of *Students* in the main list);
 - (g) Non selected applicants will be notified by email. The email will include information on the procedure to follow for an appeal to the selection decision in accordance with the terms laid down in article VII.4.6.
 - (h) A second administrative check is performed (diploma authenticity, contact of applicants' referees, if needed) by the *Coordinating Institution (Administrative Coordinator)*.
 - (i) Successful applicants need to notify (electronically, or by sending a signed *letter of confirmation* to the *Consortium*) their confirmation of participation. The calendar of the confirmation must allow time for applicants in the reserve list to decide to join as *Self-financed Students*, or to benefit for potential withdrawals or drop-out from main list applicants.
 - (j) All applications must be archived electronically (during at least 10 years) by the *Coordinating Institution*. Archived applications must include:
 - a. The eligibility assessments/s for all applications;
 - b. The quality assessment/s for eligible applications;
 - c. The eligibility and Selection Committees' minutes.
 - (k) Selected students need to present the original degree diploma and study transcripts or officially verified copies prior to arrival in Finland. For the document submission, they need to follow the country-specific rules specified in the University of Eastern Finland admissions website (<http://www.uef.fi/en/web/admissions/country-specific-requirements>)

III.4.5 Acceptance of transferring students

Consortium universities must provide students' academic records and other necessary documents to the other hosting universities at the time of student entry into each hosting universities. Each hosting university reserves the right to give final approval of the acceptance of incoming student(s) each semester. For the final approval, the consortium universities review incoming students' academic performance and activities at the previous consortium universities.

III.4.6 Appeal procedure

Applicants wishing to appeal on the *Academic and Management Board* decision shall be offered the opportunity to apply for a rectification. Applicants are advised to contact the programme coordinator first for detailed information, if they have questions concerning the decision. Should the applicant still disagree with the decision, they may apply for a rectification of the decision from the Board of Appeal of the University of Eastern Finland within fourteen (14) days of the publication of the student admission results. Instructions for applying for rectification are sent to the rejected applicants by email.

III.4.7 Effective enrollment in the Programme

Effective enrollment of successful applicants is subject of:

- (a) confirming the study place at University of Eastern Finland
- (b) conclusion and signing of a *Student Agreement* between the *Students* and the *Consortium* and providing for rights and obligation of both parties and
- (c) payment of the first installment of the Participation Costs.
- (d) presenting certified educational documents as listed in section III.4.4

III.4.8 Number of students per intake

Number of *Students* per intake is determined for each intake by the *Academic and Management Board*, taking into account the need to ensure a continuity of high-level selection and good teaching conditions.

Number of *Students* per intake will be adjusted for each intake by the *IMLEX Academic and Management Board*.

Article III.5. Participation Costs

III.5.1. *Participation Costs* are set as follows:

	Self-funded students from EU/EEA countries and Switzerland	Self-funded students from non-EU/EEA countries
total participation costs (entire programme, 4 semesters)	0 €	18 000 €

III.5.1.1 Self-funded students who have their previous degree conducted at the *Full Partner* or *Associate Academic Partner* Universities will be exempted from bearing the Participation Costs described above, including tuition fees, in hosting institutions.

III.5.1.2 Erasmus Mundus Scholarship holders, Consortium scholarship holders and self-funded students will be exempted from paying the examination, admission and tuition fees in Toyohashi University of Technology.

III.5.2. Determination of the student's country category

Participation Costs differ if the *Student* is from EU/EEA countries or Switzerland, or from other countries. This distinction reflects the national legislation of the *Coordinating Institution*.

III.5.3. Higher Participation Costs for *Students* coming from a non-EU/EEA countries or Switzerland accounts for special needs, including more expensive hiring and student's services costs.

III.5.4. *Participation Costs* that are charged to each *Student* cover, for the entire duration of the *Programme*, the costs related to:

- (a) selection, according to the terms laid down in article III.4. ;
- (b) registration, and notably, local tuitions fees in hosting university, social security and fees related to edition of diplomas;
- (c) full access to the *Programme* curriculum (courses, summer school, offer of master thesis in the industry, exams, thesis examinations, in-site visits);
- (d) health and travel insurance complying with the *Agency* requirement during the entire period of the *Programme*;
- (e) student's affairs services including administrative counseling, degree delivery, support for banking, housing, and immigration affairs according to the terms laid down in the *Student Agreement*.
- (f) full access to any scientific courses offered by *Hosting Institution*, upon agreement of the *Academic Coordinator/Academic advisor*.
- (g) full access to *Hosting Institution's* libraries, laboratories and online resources services related to the *Programme*
- (h) full access to *Hosting Institution* services (culture, sports, health, ...);
- (i) dedicated local languages courses and Japanese language and culture courses;
- (j) special tutoring / mentoring by an *Academic Advisor*; access to IMLEX events and networking activities with industry and alumni,
- (k) any other mandatory costs related to the *Student's* full participation in the *Programme*.

These *Participation Costs* does not cover:

- (a) travel expenses from home country to the *Coordinating Institution* and from one *Host Institution* to another during the length of the *Programme*;
- (b) travel and immigration documentation (e.g. visas fees, stamps...);
- (c) accommodation;
- (d) books, stationery, personal laptop.

Article III.6 Scholarships

III.6.1. Scholarships holder selection

III.6.1.1. EMJM scholarships

III.6.1.1.1. There is no specific application process or additional information needed for applicants to apply to *EMJM scholarships*. Those scholarships are merit-based and the same selection criteria, method and decision-making for selection to the *Programme* will be applied to grant *EMJM scholarships* (best-ranked applicants being offered *EMJM Scholarships* constituting the *main list*).

III.6.1.1.2. However, additional eligibility criteria apply to be considered eligible to an *EMJM scholarship*, in line with the *Erasmus+ Programme Guide* and the *Grant Agreement*. Those criteria are provided in the *Student Agreement*.

III.6.1.1.3. The *EMJM scholarships* attribution are validated by the *Academic and Management Board* conjointly to the selection outcomes. The *main list* defined in the selection process must be provided clearly for applicants who are awarded an *EMJM scholarship*.

III.6.1.1.4. Without prejudice to academic excellence, *EMJM scholarships* must be offered to *Students* by taking geographical balance into account, in accordance with the terms laid down in the *Programme Guide*, and notably; no more than 10% of the total number of scholarships awarded during project implementation should be awarded to candidates with the same citizenship.

To ensure that priority is given over academic excellence rather than adjustments toward compliance with geographic balance at the end of the period of implementation of the *Grant Agreement*, the *Academic and Management Board* agrees to:

- (a) First and foremost assess and rank applicants in line with the selection criteria provided in article III.4.4. and without consideration of the countries of origin of the applicants;
- (b) Then adjust the attribution of EMJM scholarships taking into account the geographical balance requirements in line with following principles:

- a. Adjustments must be made every intake (to minimize risk of non-compliance at the end of the period of implementation of the *Grant Agreement* and avoid allocation of *EMJM scholarships* essentially on a geographic basis during the fourth intake);
- b. Selection outcomes only must be used to determine these adjustments and *Consortium scholarships* must be given in priority to best-ranked applicants that cannot receive an *EMJM scholarship* due to geographic imbalance.

III.6.1.2 Consortium scholarships

III.6.1.2.1. Consortium scholarships are granted for one (1) academic year.

The same selection criteria, method and decision-making for selection to the *Programme* will be applied to attribute *Consortium scholarships* at the beginning of the first academic year of each intake.

Attribution of *Consortium scholarships* for the second academic year of the master programme of each intake will be based on *Consortium Scholarship holders'* performance during the first academic year.

III.6.1.2.2. The *Consortium scholarships* attribution are validated by the *Academic and Management Board* conjointly to the selection outcome. The reserve list published subsequent to the selection process will be communicated for applicants who are awarded a *Consortium scholarship*.

III.6.1.3. Management of scholarships attribution during intake selection

Considering that:

- (a) Successful applicants may decide not to confirm their participation in the *Programme* if they don't receive substantial financial support during the period of their studies;
- (b) Successful applicants who are awarded a scholarship may decide not to benefit from it, or are not able to join the programme (e.g. for immigration issues).

The applicants must have, subsequent to the publication of the final selection outcomes by the *Academic and Management Board*, at least one (1) week to consider the outcome of the selection, assess their financial ability to join the *Programme* and confirm their participation in full knowledge.

Final adjustments to the *EMJM scholarship* main and reserve lists must be made in accordance to the terms laid out in article III.6.1.1.4. and upon confirmation in writing of the successful applicants and serve as the basis for the *Consortium* to send the final main list to the *Agency*.

III.6.2. Scholarships grants management

III.6.2.1. EMJM scholarships

III.6.2.1.1. Source of funding and budget

EMJM scholarships are funded by the *Agency*, to help the *Programme* attract the best European and international *Students*. EMJM scholarships are therefore funded directly from the Consortium consolidated budget and considered as *shared expenses* for internal financial arrangements provided in yearly *Financial Agreements*. They must be funded by the "Contributions for scholarships" component of the *EMJM Grant*.

The Programme is entitled for the maximum budget of 2 016 000 € as stipulated in the Annex 2 – Estimated budget of the action of the *Grant Agreement* – sub-total for Contributions for scholarships.

The number of *EMJM scholarships* offered every intake is set by the *Academic and Management Board*.

III.6.2.1.2. Amount granted

The legal basis and documentation that prevails for determining scholarships amount is the English version and latest version of the *Erasmus+ Programme Guide*, pages 293 - 295 (version 1, 2024) and fixed in the *Student Agreement*.

III.6.2.1.3. EMJM scholarship disbursement

EMJM scholarships cover the entire duration of the *Programme* and are awarded exclusively for a full-time enrolment in one of the *Programme* intake. *EMJM scholarships* disbursement are managed by the *Coordinating Institution* in accordance with the general principles indicated in *Programme Guide* and fixed in the *Student Agreement*.

III. 6.3.2. Consortium scholarships

III.6.3.2.1. Source of funding and budget

Consortium scholarships are funded directly from the *Consortium* consolidated budget and considered as *shared expenses* for internal financial arrangements provided in yearly *Financial Agreements*. They may be funded by any recurring or non-recurring revenues.

The number of *Consortium scholarships* offered every intake is set by the *Academic and Management Board*.

III.6.3.2.2. Amount granted

The amount of *Consortium scholarships* offered every intake is set by the *Academic and Management Board*. Additional financial support, notably to finance *Student mobility* may be provided on an ad-hoc basis. This support is ruled for each intake by the *Academic and Management Board*.

III.6.3.2.3. Consortium scholarship payment management

Consortium scholarships cover two (2) consecutive semesters of the *Programme* and are awarded exclusively for a full-time enrolment in one of the *Programme* intake. A *Student* can receive, during 2 consecutive years, 2 consecutive *Consortium scholarships*. *Consortium scholarships* payment are managed by the *Coordinating Institution* in accordance with the general principles fixed in the *Student Agreement*.

III.6.3.3. Other scholarships directly managed by the Full Partners

Allocation of other potential scholarships are ruled by *Academic and Management Board* in line with the own requirements and legal framework of the financial partner. Those potential scholarships include notably scholarships granted to *Students* that can be financed by the corporate partners of the *Consortium*, including but not limited to *Associated Industrial Partners* and managed by separate and ad-hoc agreements.

III.6.3.4. Other scholarships not directly managed by the Full Partners

The identification, promotion, and potential administrative and financial management of scholarships programmes directly linked with a *Full Partner*, for instance national or bilateral scholarships programmes or scholarships who are directly financed by one *Full Partner* are the sole responsibility of the said *Full Partner*. However, *Full Partners* must notify the *Academic and Management Board* on such scholarships if already granted or for which *Students* might be eligible and the *Academic and Management Board* may decide to take this in consideration when deciding upon allocation of the *Consortium* scholarships.

Article III.7. Official language

III.7.1. The official language of the *Programme* is English. Any educational material (including course module supporting material, examination shall be available in English.

III.7.2. Additionally, any administrative communication, process (including the applications files, timetables, intranet interface, administrative template and files) notification, and official certificate and documentation (including the final degrees and diploma supplement) must be in English.

Article III.8. Course modules sequence

III.8.1. The Programme is divided into 4 semesters and a summer break.

Year 1 – Year n / Year n+1	
Semester 1	
Indicative time frame	from September Year n till December Year n
Hosting Institution	University of Eastern Finland (UEF)
Country	Finland
Learning rationale	Fundamental courses
Semester 2	
Indicative time frame	January Year n+1 till June Year n+1

Hosting Institution	University Jean Monnet
Country	France
Learning rationale	Computational Imaging
Summer break	
Indicative time frame	July – August Year n+1
Hosting Institution	Not defined
Country	World
Learning rationale	Professionalization (OPTIONAL)
Summer School	
Indicative time frame	Two weeks in September Year n+1
Hosting Institution	KU Leuven
Country	Belgium
Learning rationale	Lighting
Year 2 - -- Year n+1 / Year n+2	
Semester 3	
Indicative time frame	from October Year n+1 till February Year n+2
Hosting Institution	Toyohashi University of Technology
Country	Japan
Learning rationale	Lighting and XR / Computational Imaging and XR
Semester 4	
Indicative time frame	from March Year n+2 till August Year n+2
Hosting Institution	Full Partners, Associated Academic Partners, or Associated industrial Partners
Country	World
Learning rationale	Professionalization, Scientific research

Toyohashi University of Technology offers preparatory courses, from April through August in the Year 1 for participants enrolled in TUT. The preparatory courses are a part of the Programme at TUT, but the academic credits of the preparatory courses are not counted in the IMLEX Master's Degree.

The starting date, first session exams, resit dates and ending dates of semesters 1 to 4 are defined before starting of each semester. All these dates shall be agreed by the *Academic and Management Board* in line with the local constraints of each *Host Institution*.

III.8.2. Core course modules

Successful completion of *Core Course Modules* are awarded by 30 ECTS credits per semester, where semester 2 is divided in two parts: first part at University Jean Monnet and a summer school at KU Leuven. *Core Course Modules* include:

- (a) *mandatory courses* that any *Students* must follow during semester 1, 2 and 3;
- (b) *optional courses* to explore in-depth knowledge within the topics offered, and
- (c) a *Master Thesis*.

The curriculum and courses are defined in the *Student Agreement*.

III.8.2. Optional Courses

Full Partners are encouraged to offer full access to any relevant course modules taught in English to the *Students*.

Full Partners are encouraged to offer language and culture courses to the *Students*, in addition to the compulsory language component of the curriculum. All students who do not have solid skills in Japanese language prior to enrollment must study Japanese language during the semesters 1, 2 and 3.

Although successful completion and validation of the ECTS credits of those additional modules must be indicated in the transcript of Records, the credit obtained for those optional courses cannot compensate credits from *Core Course Modules*.

III.8.3. Summer Break

The *Students* are encouraged to devote the summer break to an optional short-term research or work placement. This internship period is optional and will not be counted in the Master's Degree.

III.8.4. Master's Thesis

The *Master's Thesis* is a cornerstone of the *Programme*. It is designed to allow *Students* to bridge academic experience, the knowledge and skills developed during the first 3 semesters with scientific research and/or industrial experience.

The *Master's Thesis* must be undertaken with a *Full Partner*, *Associated Academic Partner*, or *Associated Industrial Partners*. Each *Full Partner* must, given their relations with the *Associated Industrial Partners*, discuss *Master Thesis* opportunities and submit a list of *Master's Thesis* proposals that will be published on the *Programme* intranet for *Students'* perusal.

The final *Master's Thesis* is a public document by default. The student (author of the Thesis) may define whether the Thesis will be openly published at the *Coordinating Institution's* Thesis database, or only locally at the Library of the *Coordinating Institution*. These instructions and guidelines are available on the programme website. All students have to publish their theses locally in the Library database at Toyohashi University of Technology.

Article III.9. Curriculum management

Curriculum is informed with harmonized syllabus for each *course modules*. It shall detail notably the *Learning Outcomes* expected for each *course module* and their consistency and internal logic within the course sequence.

Full Partners agree that a degree of flexibility in the catalogue of course modules offered is essential to drive the *Programme* curriculum in light with the *Consortium* development, and notably the work performed in terms of cooperation with employers to refine the *Learning Outcomes*. Curriculum for every intake is validated during an *Academic and Management Board* and annexed in the *Student Agreement*.

The updated *Programme* curriculum shall be published in the *Programme* website when *Students* Call for Application open, each *course modules* referring to the course syllabus, to allow applicants to have a detailed view on *Programme* academic offer.

Course modules can be mutualized with other international master programmes courses taught in English to foster a true international experience. *Hosting institutions* should however take care that the number of students in practical sessions shall be limited to ensure a satisfactory teaching and learning environment.

Article III.10. Mandatory mobility component

III.10.1. Ensuring meaningful student learning *mobility* is at the core of the *Programme* rationale. *Students* must spend three (3) full semesters and summer school in four (4) of the Consortium Higher Education Institution acting as *Full Partner* (not *Associated Academic Partners*) and which are located in different *Programme Countries* and undertake a *Master Thesis* at one (1) the Consortium Higher Education Institution acting as *Full Partner*, *Associated Academic Partner* or *Associated Industrial Partner*.

III.10.2. Each of these mandatory *mobility* periods must include a volume of study or placement / thesis preparation corresponding to at least 30 ECTS credits. Semester 2 is divided in two parts: 23 ECTS in France and 7 ECTS as summer school in Belgium.

III.10.3. The mandatory *mobility* periods cannot be replaced by virtual *mobility* (excluding courses modules that are provided by Higher Education Institutions acting as *Full Partners* to ensure consistency of the courses sequence) neither can they take place in institutions outside the *Consortium*.

III.10.4. Each *Student* admitted to the programme shall be administratively and academically registered at the *Coordinating Institution* and at other *Full Partner's universities*.

III.10.5. Each *Student* must defend their *Master's Thesis* at the Toyohashi University of Technology. The defense will take place in August of the year 2, and the students need to be on site in Toyohashi, Japan, or join the defense session online. On site participation is required unless physical absence is unavoidable.

Article III.11. Grading policy and mutual recognition

III.11.1. *Full Partners* recognized that the effective implementation of a harmonized process of validation of *Learning Outcomes* is instrumental in ensuring to all *Programme* stakeholders the best possible accountability and transparency.

III.11.2. Steps taken to ensure further 'jointness' in learning outcome validation between the *Full Partners* include:

- (a) Systematic use of the European Credit Transfer and Accumulation System (ECTS) to define *Programme* course modules, to recognize *Learning Outcomes*, and ultimately to allow IMLEX to be an easily readable and comparable degree to increase *Students* competitiveness and employability;
- (b) Shared examination methodologies and performance assessment criteria. In addition, efforts are made through continuous dialogue to tackle cultural differences between *Full Partners* faculty with respect to expectations linked to a given mark.
 - The evaluation process of the master thesis is conducted by an international jury of at least 2 different faculty members and the supervisor. The evaluators shall give one shared grade and evaluation report.
- (c) While each *Full Partners* must apply the grading scale in accordance with national and institutional regulations at the institution responsible for the delivery of the *course module*, the development of a common grading table with guidelines must serve as a reference to compare grading scales directly and state on the successful completion of the *Programme*. This procedure will be transparent as institutional and ECTS grading scales will be available with the transcript of records from each institution, and
- (d) Recognized awarded degrees, local diploma supplements and common Diploma Supplement.

III.11.3. Student record

With relation to assessment and reporting, each *Host Institution* has the primary and ultimate responsibility for obtaining from the lecturer and transmitting to the *Coordinating Institution* and other *Host Institutions*, in a timely fashion, assessment records for all *Students*.

III.11.3. The grading scale and grading rules are detailed in the *Student Agreement*.

Article III.12. Joint recognition mechanisms and degrees awarded

III.12.1. Joint recognition

Each *Full Partner* has formally considered and approved this Erasmus Mundus Joint Master under the normal approval procedures for new degree programmes.

Full Partners jointly recognise the course modules and corresponding ECTS and Credit Units (CU) awarded in each Higher Education Institutions acting as *Full Partners* for the purpose of the award of their respective diploma. When necessary, each full partner converts the ECTS to CU, or vice versa, to recognize the course modules offered by the other *Full Partners* in order to meet degree requirements. Mandatory *mobility* periods at *Host Institutions* are fully recognised by the *Full Partners* and are linked to the awarded degree.

The final list of graduates is endorsed every intake by an *Academic and Management Board*.

III.12.2. Degrees awarded

The joint *Master of Science in Imaging and Light in Extended Reality* and the national Master of Engineering degree will be awarded after two years, on the completion of 120 ECTS in four *Full Partner* universities (from semesters 1 to 3) and during the *Master thesis* placement in semester 4. The *Students* must obtain at least 30 ECTS from each semester and 30 ECTS from the collegial evaluation of the *Master Thesis* for the award of the degree. The ECTS can be converted into Credit Units (CU) for the evaluation of the award of the degree.

Successful completion of the *Master of Science in Imaging and Light in Extended Reality* will result in the award of joint Master degree from University of Eastern Finland, KU Leuven and University Jean Monnet and a national degree from Toyohashi University of Technology, fully recognized in these respective countries.

Each *Full Partner* shall comply with national law and related regulations as well as institutional rules and regulations for the degree award.

Awarding Institution	Official name of the joint degree	Joint degree basis: official name of the degree in national language	Joint degree basis: official name of the degree in English	National accreditation institution / legal basis
University of Eastern Finland	Erasmus Mundus Master of Science in Imaging and Light in Extended Reality	Filosofian maisteri, tietojenkäsittelytiede	Master of Science in Computer Science	Finnish Ministry of Education decree 794/2004. Master's programme: Finnish Ministry of Education decree 1451/2014
University Jean Monnet		Master Optics, Image, Vision et Multimedia With the specialization "Imaging and Light in Extended Reality"	Master Optics, Image, Vision et Multimedia	approved by the French Ministry of Higher Education and Research in 2004, reaccredited A+ in 2022; Arrêté du 6 octobre 2022
KU Leuven		Erasmus Mundus Master of Science in Imaging and Light in Extended Reality	Erasmus Mundus Master of Science in Imaging and Light in Extended Reality	Accredited by the Flemish Ministry of Education and the NVAO (Dutch -Flemish Accreditation Board), stated in Accreditatieverklaring 1 September 2019
Awarding institution	Official name of the degree in national language	Official name of the degree in English	National accreditation institution / legal basis	
Toyohashi University of Technology	SHUSHI (KOUGAKU)	Master of Engineering	Ministry of Education, Culture, Sports, Science and Technology – Japan accreditation	

Article III.13 Diploma supplement

In addition to official diplomas and to ensure the best understanding and recognition of the *Programme* graduates achievements, notably towards employers, the *Full Partners* shall deliver to each *Student* a personalized Joint *Diploma Supplement*, signed by University of Eastern Finland, the *Coordinating Institution*, including:

- (a) learning objectives and *Consortium* track-record and recognition;
- (b) overall organization of the study programme (selection process, *mobility*, host institutions, *Learning Outcomes*, methods of assessment, tuition language);
- (c) added value which it brings to the *Students* with respect to *Learning Outcomes* (which have been developed along with recruiters from the industry);
- (d) individual mobility track of the student, Master Thesis hosting institution, subject and supervisors, and
- (e) awarded degrees in national languages and English translation.

Article III.14. Student's affairs and administrative services

III.14.1. *Full Partners* agree to offer to *Students* a level of administrative services at least equivalent to services normally performed to international students they welcome.

III.14.2. In addition, *Full Partners* recognized the need to facilitate as much as possible the sometimes heavy administrative process implied by enrolling in European Master Degree located in four different countries and their respective set of national regulations to allow *Students* to focus on their studies. *Full Partners* agree to ensure any additional administrative cooperation which is needed due to the high level of integration and compulsory *mobility* of the *Programme*. This includes notably:

- (a) a "single-window system" with one *Administrative Coordinator* following-up *Students'* overall "administrative life" from selection to graduation. *Students* receive advice and guidance at each campus from one single dedicated administrative focal point along the way;
- (b) a single primary focal point for administrative issues (the *Administrative Coordinator*) who will be in charge to ensure the best possible implementation of any administrative process needed for *Students'* full participation in the *Programme* and, if applicable, act as the intermediary with Local Administrative Coordinators;
- (c) *Local Administrative Coordinator/s* in each *Hosting Institution* acting as the main focal point for any administrative issues *Students* might have to deal with or face during their stay in *Hosting Institution's* country or at least a contact person that liaise with relevant services. *Local Administrative Coordinators* are responsible for:

- a. Implement in liaison with *Local Academic Coordinators* the *Academic and Management Board's* decisions;
- b. Implement in liaison with *Local Academic Coordinators* the *Quality Assurance Board's* decisions;
- c. Manage operational activities linked with academic services, and notable teaching delivery, *Learning Outcomes* validations and degree delivery, in liaison with to the *Administrative Coordinator*; and
- d. Ensure the delivery of student's affairs services, and notably be the primary focal point for all *Students* during their stay, for immigration, housing, banking, insurance, scholarships and health affairs.

Administrative and student life services are detailed in the *Student Agreement*.

III.14.3. Each *Student* shall be entitled to the same rights and privileges and as *Students* normally enrolled at the Host institution and be subject to the regulations of the *Host Institution*. While at the *Host Institution*, the local policies for resolution of complaints and appeal will apply.

III.14.4. Women's empowerment

The *Full Partners* are dedicated to achieving equity for women in science and agree to support women who face difficult circumstances or barriers to their full participation, notably for women planning to enroll while having to care for children.

Article III.15. Student Agreement

Full Partners agree to mandate the *Coordinating Institution* to sign on their behalf with each *EMJM Student*, *Self-financed student*, and *Student* with a Consortium Scholarship a *Student Agreement*. This agreement explicitly indicates any academic, financial and administrative modalities related to *Students'* participation in the course, and the award and management of *EMJM* and *Consortium scholarships*. The parties signing the agreement commit themselves complying with all the arrangements agreed, thereby ensuring that both parties are fully aware of the mutual rights and obligations resulting from the implementation and participation in the *Programme*.

B. SPECIAL CONDITIONS GOVERNING RELATIONSHIPS BETWEEN FULL PARTNERS

SECTION IV. COORDINATING INSTITUTION OBLIGATIONS AND ROLES

Article IV.1. Scope

IV.1.1. The *Coordinating Institution* must monitor that the *Programme* is implemented in accordance with the *Partnership Agreement* and other obligations derived from the *Consortium* engagement of responsibility including the *Grant Agreement*.

IV.1.2. The *Coordinating Institution* shall not subcontract any part of its tasks to the other *Full Partner* or to any other party.

Article IV.2. Financial management

IV.2.1. The *Coordinating Institution* is primarily responsible for the overall *Consortium* budget management, notably as the main beneficiary of the *Grant Agreement* and sole recipient of payments on behalf of all the *Full Partners*.

The *Full partners* have agreed as a decision of the *Administrative and Management Board* kick-off meeting held on 10 October 2024, that the *Institutional Contribution* defined in the *Grant Agreement* will be divided between the *Full Partners*.

IV.2.2. In this respect, the *Coordinating Institution* shall:

- (a) draft and submit to the *Academic and Management Board* for discussion and validation an updated budget for the current financial year and a provisional annual budget;
- (b) this provisional annual balanced budget must detail:
 - a. planned revenues for the coming year, depending notably on the results of the student selection outcomes;
 - b. planned shared expenditures contributing to *Consortium* management and development costs;
 - c. planned specific expenditures for each *Full Partners*;
 - d. planned surplus / deficit.
- (c) draft and submit to the *Academic and Management Board* for discussion and validation a provisional rolling budget along with up-to-date main financial management decisions that will serve as a *Business Plan*.
- (d) upon agreement, this provisional annual budget will be formalized by an annual *Financial Agreement*, providing for:
 - a. *shared Expenditures* that will be directly paid by the *Coordinating Institution*;
 - b. Transfer of Institutional Contributions by the *Coordinating Institution* to *Full Partner*;
 - c. *payment schedule and mode*

IV.2.3. The *Coordinating Institution* shall make the appropriate arrangements for providing any financial guarantees required under the *Financial Agreement*, ensure that all the appropriate payments are made to the other *Full Partners* without unjustified delay.

IV.2.4. The *Coordinating Institution* is responsible to arrange proper management and payment of:

- (a) *Participation Costs*, including insurance fees and national tuition fees;
- (b) scholarships - *EMJM scholarships* and *Consortium scholarships*.

IV.2.5. Accounting system / internal control

The *Coordinating Institution* must set up an adequate accounting system, which must make it possible to easily retrieve and identify the payment of *EMJM scholarships* to *Students* 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.

All transactions relating to the *EMJM scholarship* scheme must be recorded using a numbering system in which the *EMJM scholarship* scheme is given a specific identifiable number.

As far as possible, the people responsible for managing the daily activities of the *EMJM scholarship* scheme should not be the same as those responsible for its financial management.

Article IV.3. Communication and reporting

IV.3.1. The *Coordinating Institution* must be the intermediary for all communications between the *Consortium Members*, and between the *Consortium Members* and third parties, e.g. technical and financial partners, including the *Agency*.

IV.3.2. The *Coordinating Institution* shall bear responsibility for providing all the necessary documents in the event of checks and audits initiated before the payment of the balance, and in the event of evaluation by any of the *Programme* financial partners, and notably the *Agency* in accordance with the *Grant Agreement*.

IV.3.3. The *Coordinating Institution* shall bear responsibility for supplying all documents and information to the technical and financial partners which may be required under the *Consortium* engagements, and notably the technical, pre-financing and final reports provided in the *Grant Agreement*, except where provided otherwise in the *Grant Agreement*, where information is required from the other *Consortium Members*. The *Coordinating Institution* shall bear responsibility for obtaining and verifying this information before passing it on to the third parties.

This includes notably encoding of the data relating to *EMJM Students* in the “mobility” section of the EACEA Continuous reporting tool.

IV.3.4. The *Coordinating Institution* shall immediately provide the *financial partners* to which each Institution is accountable for the *Agency* with the information related to any change in the name, address, legal representative as well as in the legal, financial, technical, organizational or ownership situation of any of the *Full Partners* or its affiliated entities or to any event likely to affect or delay the implementation of the action, of which the *Coordinating Institution* is aware.

Article IV.4. Visibility and Dissemination of the results

IV.4.1. The *Coordinating Institution* must pay specific attention to the importance of dissemination, exploitation of the results of the *Programme*, and to their visibility at a transnational level.

IV.4.2. The *Coordinating Institution* shall provide the *Agency* with information requested in order to promote the *Programme* and disseminate the results. This may include answering questionnaires, conduct student surveys and entering data into databases and publicity obligations provided in the *Grant Agreement*.

SECTION V. FINANCIAL ARRANGEMENTS

Article V.1. Consortium sources of financial revenues

V.1.1. Recurring financial revenues are comprised of:

- (a) *Participation Costs* of the enrolled self-funded *Students*. The *Participation Costs* are set annually by the *Academic and Management Board*.

V.1.2. Non-recurring financial revenues are comprised of:

- (a) the *Agency* funding through the *EMJM Grant*;
- (b) potential additional public or private co-funding that could be fundraised to co-finance complementary *Programme* activities or to sponsor *Students* through the award of scholarships;
- (c) direct financial contribution from the *Full-Partners* or *Associated Academic Partners* or *Associated Industrial Partners*, e.g. a scholarship awards managed locally and which is earmarked for the *Students*.

V.1.3. Financial management, and notably any financial revenue generated from a *University-Business Cooperation*, e.g. commercialization of joint research projects, will be governed by separated agreements.

Article V.2. Consortium eligible expenditures

Additionally to the *Grant Agreement* provisions and terms (notably the funding rules detailed in the *Erasmus+ Programme Guide*), the *Full Members* agree to manage the *Consortium* expenditures in accordance with following principles:

V.2.1. Shared expenditures

V.2.1.1. *Shared expenditures* are set-up and in-built costs incurred by the *Consortium* to allow satisfactory implementation of the *Programme* and investment costs allocated to the *Consortium* development projects and which benefit the *Consortium* as a whole.

V.2.1.2. The *Coordinating Institution* is mandated by the *Full Partners* to be the sole financial and accounting manager of those shared expenditures. *Full Partners* renew every year, during an *Academic and Management Board*, the discharge to the *Coordinating Institution* during said fiscal year on the basis of the consolidated financial statements as presented on the said *Financial Agreement*.

V.2.1.3. Eligible shared expenditures are:

- (a) Monthly scholarship payments of *EMJM Students*;
- (b) contributions to special needs;
- (c) reimbursement of the national fees related to registration, when applicable;
- (d) provision expenses to meet charge against profit for future contingencies, reflecting the possibility that the *Consortium* may not recover full payment of the grant earmarked to *EMJM scholarships* in the event of an *EMJM Student* drop-out or withdraw;
- (e) full insurance coverage of all *Students* enrolled in the *Programme*;
- (f) disbursement of the *Consortium Scholarships*;
- (g) staff costs, including notably all costs incurred by the recruitment of the *Administrative Coordinator* and the remuneration of the external experts acting as *Quality Assurance Board Head* and *Learning Outcomes Coordinator*.
- (h) management costs incurred by the administrative and financial management in the *Coordinating Institution*;
- (i) costs incurred by the *Programme* shared academic and networking activities, and notably the annual *IMLEX Days* and related events.
- (j) costs of visibility and dissemination activities, including marketing tools for the set up and maintenance of the *Programme* online presence (website, social media, referencing), communication material, tools for the promotion and recruitment of the *Students* (online application platform, participation in student fairs) and *Programme* results, good practice and lesson learnt dissemination (e.g. funding of participation in conferences related to the *Programme* implementation), and
- (k) any development costs that are agreed by the *Academic and Management Board* (e.g. cost associated with development projects such as fundraising, *University-Business Cooperation* development).

V.2.2. Specific expenditures

V.2.2.1. *Specific expenditures* are costs incurred by each *Full Partner* to deliver academic and administrative services to the *Students* that are hosted in their respective institution. *Specific expenditures* reflect the need for a decentralized financial management for a limited number of expenditures and the flexibility needed within the *Consortium* to allocated dedicated financial in-flow to each *Full Partner*.

V.2.2.2. Each *Full Partners* will bear responsibility for the financial and accounting management of those specific expenditures. The *Academic and Management Board* allocates to each *Full Partners* payment entitlements from the *Consortium budget* during said fiscal year on the basis of the consolidated financial statements as presented on the *Financial Agreement*.

V.2.2.3. Eligible specific expenditures are:

- (a) academic services directly related to the implementation of the *Programme* and the hosting of the *students*, notably the teaching costs, the funding of scholars *mobility* and teaching services, industrial in-site visit, educational equipment and materials;
- (b) administrative services, notably additional organization costs incurred by the management of the *Programme* and the hosting of the *Students*;
- (c) logistic costs incurred to host an *Academic and Management* or *Quality Assurance Board* when applicable and travel costs and lump sum for representatives to attend the *Consortium* boards at least twice a year;
- (d) costs incurred by the implementation of the development project(s) the *Full Partner* is responsible for.

Article V.3. Financial management schedule

V.3.1. The annual *Financial Agreement* for each fiscal year must be signed by all *Full Partners* legal representatives by the 15th of the preceding December.

The *Full Partners* shall provide information in time to ensure that the *Coordinating Institution* can draft the annual *Financial Agreement*.

V.3.2. The instalment for each year must be paid by the *Coordinating Institution* to each *Full Partners* in January of the same year.

Article V.4. Financial penalties in case of poor, partial or late implementation

V.4.1. A *Programme* financial partner, notably the *Agency*, may take the decision to:

- (a) reduce their final grant (relating to the Institutional Contribution to the *Consortium* management costs and costs for invited scholars and guest lecturers in the case of the *Grant Agreement*) on the basis on the assessment of the quality of the project implementation;
- (b) or suspend the payment of pre-financing payment following the technical report on progress due to weak (i.e. poor, partial or late) implementation.

In that case, the *Academic and Management Board* must convene and decide:

- (a) If the weak implementation is deemed as resulting from a share and collective responsibility: all *Full Partners* must be liable.

In that case the *Academic and Management Board* will state on: 1/ reduced level of shared expenditures for the current fiscal year, 2/ fair and balanced reduction of specific expenses for each *Full Partners* and 3/ in case this reduction is not sufficient to balance the budget, the amount of repayment from the *Full Partners* to the *Coordinating Institution* for the latter to be able to settle current financial engagements.

Instances of weak implementation resulting in joint liability include notably fewer scholarships actually allocated either because of a lower number of enrolled *Students* or because of drop-out *Students*, poor level of "jointness" of the course.

- (b) If the responsibility of weak implementation is deemed as resulting from the responsibility of one or several *Full Partners* only: said *Full Partner/s* must be solely liable for the financial penalty.

In that case the *Academic and Management Board* will state on: 1/ reduced level of specific expenses for each concerned *Full Partner* and 2/ in case this reduction is not sufficient to balance the budget, the amount of repayment from the said *Full Partner* to the *Coordinating Institution* for the latter to be able to settle current financial engagements. When laws and regulations associated with the grant management

prohibit a direct repayment, the said Full Partner will financially contribute to the Consortium to compensate for the financial penalty that the said Full Partner is responsible for.

Instances of weak implementation resulting in sole liability include the inability to host the *Students* and non-delivery of the diploma in a satisfactory timeframe.

V.4.2. If a *Full Partner* does not fulfil its obligations according to the terms laid down in the *Partnership Agreement* in a way not deemed satisfactory by the *Academic and Management Board* and even if this weak implementation does not result in reduction of or suspension of financial partners' grants, the *Academic and Management Board* may decide to suspend, reduce or cancel the amount of the annual payment provided for each *Full Partner* in the *Financial Agreement*.

Instances of non-fulfilment that may result in a financial penalty are notably:

- (a) Weak implementation of the development project each *Full Partner* is responsible for;
- (b) Lack or late feedback on the information and data, both quantitative and qualitative, that the *Coordinating Institution* or *Full Partner* may need for reporting purpose;
- (c) Level of academic and administrative services to *Students*.

SECTION VI. FULL PARTNERS OBLIGATIONS AND ROLES WITH REGARDS TO THE PROGRAMME MANAGEMENT

Article VI.1. Scope

VI.1.1. *Full Partners* shall agree to:

- (a) play an instrumental role in the implementation and development of the *Programme*;
- (b) undertake to use reasonable endeavors to perform and be responsible for carrying out, promptly, actively and on time, all of its own obligations under this *Partnership Agreement* and other obligations derived from the *Consortium* engagement of responsibility including the *Grant Agreement*.
- (c) be responsible for complying with any legal obligation incumbent on them jointly or individually, and
- (d) make appropriate internal arrangements for the proper implementation of the *Programme*, consistent with the provisions of this *Partnership Agreement*: those arrangements shall take the form of an internal co-operation between the *Full Partners*.

VI.1.2. *Full Partners* roles and obligations are twofold:

- (a) they shall contribute in a collegial way to the strategic and administrative management of the *Programme* and the development of the *Consortium* in accordance with the terms laid down in section III. and in the present section, and
- (b) they shall ensure the academic and administrative capacity necessary to execute this *Partnership Agreement* at their own institutions and notably to host the *Students* during one semester or summer school and deliver a Master degree in the terms and conditions laid down in following Section VII.

VI.1.3 *Full Partners* shall not subcontract any part of its tasks to the other *Full Partner* or to any other third party.

Article VI.2. Full Partners active involvement in the Consortium governing bodies

Full Partners agree to collectively and collegially manage the *Programme* under the administrative leadership of the *Coordinating Institution* and in accordance with the terms laid down in the Article III.3.

This implies notably the obligation for each *Full Partner* to:

- (a) designate a *Local Academic Coordinator*, which shall act as the representative of the *Host Institution*, the main focal point and contact person for the *Consortium* communication and the leader of development projects.
- (b) designate a *Vice Local Academic Coordinator*;
- (c) designate a *Local Administrative Coordinator*;
- (d) ensure continuity of representation of these representatives;
- (e) participate in the *Consortium Academic and Management Board* and *Quality Assurance Board* held physically at least once a year and virtually anytime upon proposition of the Heads of the Boards or any *Full Partners* request, and
- (f) participate in meeting organized by the *Programme* financial partner, notably the *Agency* (indicatively up to two meetings for the duration of the funding).

Article VI.3 Information obligations

Full Partners shall notify promptly the *Coordinating Institution* of:

- (a) any change likely to affect or delay the implementation of the *Programme* of which the *Full Partner* is aware;
- (b) any change in its legal, financial, technical, organization or ownership situation or of its affiliated entities and of any changes in its name, address, or legal representative or of its affiliated entities;
- (c) any significant issues, such as communications it receives from third parties;
- (d) any publication, including online publications related to the *Programme* that they contributed to develop as part of the joint effort to publicize the *Programme* or that they might be aware of.

Article VI.4 Monitoring, evaluation and reporting obligations

Full Partners must submit in due time to the *Coordinating Institution*:

- (a) the data needed to draw up the reports, financial statements and other documents provided for in the *Grant Agreement*;
- (b) all the necessary documents in the event of audits; checks or evaluation in accordance with Article II.27 of the *Grant Agreement*;
- (c) any other information to be provided to the *Agency* according to the *Grant Agreement*, except where the *Grant Agreement* requires that such information is submitted directly by the *Full Partner* to the *Agency*.

Full Partners must use reasonable endeavors to ensure proper implementation of the *Consortium* internal monitoring, evaluation and *Quality Assurance Policy*, including the local implementation and coordination of quantitative and qualitative surveys.

Article VI.5. Publicity obligations

VI.5.1. The *Full Partners* agree to joint their efforts to deliver publicity for the *Programme* and design joint promotion and awareness-raising activities in order to ensure the worldwide visibility of the *Programme* as well as the scholarship scheme.

VI.5.2. *Full Partners* must take reasonable steps to contribute to promote the *Programme* by disseminating communication materials and by leveraging their own networks, notably to publicize *Students Call for Application* and contribute to raise the *Consortium* and *Programme* profile in their academic and institutional networks.

VI.5.3. There shall be a single website for the *Programme*, in English. The main domain name for marketing is <http://imlex.org>.

VI.5.4. *Full Partners* may develop their own webpages as they see fits, but the aforementioned website shall serve primarily to disseminate updated and comprehensive information on the *Programme* to prospect and current *Students*, scholars/guest lecturers and corporate partners, *Programme* news, and publish any information relating to the *Consortium* to ensure the best transparency to all stakeholders.

VI.5.5. Any communication materials developed independently by *Full Partners* must explicitly mention the *Programme* website and comply with the *Programme* identity guidelines, and notably the use of the *Programme* and its financial partner's logos.

VI.5.6. *Full Partners* agree to contribute to the development of the *Consortium* and *Programme* social media by transferring any sectorial news, milestones, jobs and projects opportunities and media that can be used to promote the *Programme*.

VI.5.7. Each *Full Partner* shall be responsible for making entries in its own prospectus and other publicity material.

Article VI.6. Communication policy and visual identity

VI.6.1. A set of communication tools that will be developed by the *Coordinating Institution* will be, upon approval by the *Academic and Management Board*, socialized to the *Consortium Members*, including visual identity guidelines, "elevator pitch", and presentation materials.

VI.6.2. *Full Partners* must use approved communication material, or if they need to develop seek approval from the *Coordinating Institution* to ensure consistency, accuracy and efficiency of the *Programme* communication policy.

Article VI.7. Intellectual Property Rights and Open educational resources

VI.7.1 Intellectual Property Rights management

VI.7.1.1. *Full Partners* acknowledge that nothing herein shall alter the ownership or control of any intellectual property.

National regulations and institutional policies regarding intellectual property rights of each *Full Partners* will apply to right management of intellectual materials produced within the framework of the *Programme*, including but not limited to teaching materials produced during the period of the agreement.

VI.7.1.2. The establishment of Intellectual Property Rights relating to teaching modules materials will remain with the *Host Institution* responsible for delivery of that module. Where existing copyright material is used, this must be acknowledged. Delivering institutions shall be responsible for obtaining the necessary third party authorisation. If generated by the *Students*, it will be subject to the rules of the institution where the *Student* was registered at the time the intellectual property was created.

VI.7.1.3. The *Full Partners* shall each individually confirm that strict confidentiality will be observed in all communications relating to portable or potentially valuable intellectual property created within the *Programme*.

VI.7.1.4. No disclosures will be made to third parties without permission of the appropriate authorities.

VI.7.1.5. Separate arrangements shall govern the management of Intellectual Property Rights that arise from cooperation between *Full Partners*, between *Full Partners* and *Associated Academic Partners* and /or *Associated Industrial Partners*, including but not limited to joint research project, *Students'* work placement or teaching materials used by guest-lecturers employed by aforementioned partners. These agreements cannot in any case derogate from the national and institutional regulations.

Article VI.7.2. Open access

The *Full Partners* commit to promoting, in the framework of the development of a Massive Online Open Course strategy, open access to materials, documents and media that are useful for learning and teaching and that has been primarily made possible through public European Union funding, as direct project outcomes by defining the most appropriate level of open access and licensing rights without prejudice to the intellectual property rights of the partners.

Article VI.8. Development projects

The *Programme* development is project-driven. Those projects are transversal and cross-cutting.

VI.8.1. *Full Partners* agree to take the lead, constitute working groups and to meet, to the best of their abilities, the objectives of the following development project during the implementation period of the *Grant Agreement*.

VI.8.2. Dedicated budgets might be provided for the funding of project-related activities within the framework of the *Financial Agreement*.

Project	<i>Full Partner</i> in charge	Main objectives & deliverables
University Business Cooperation	University Jean Monnet	- set-up and coordination of the <i>Industrial Board</i>
EU – Japan higher education collaboration	Toyohashi University of Technology	- cooperation between the <i>Full Partners</i> and Japanese <i>Associate Academic Partners</i> ; - dialogue to enhance EU – Japan higher education policy
Quality related feedback	KU Leuven	- coordinating the quality mechanisms and the <i>Quality Assurance Board</i>

Article VI.9. Communication mechanisms

VI.9.1. *Full Partners* must participate, to the best of their abilities, to physical *Programme* Boards and virtual meetings.

VI.9.2. For reporting purpose and better transparency, integration, knowledge exchange and efficiency, the preferred mode of communication will be the use of an online project management application which allows tracking of conversations, collaborative work and the use of project management tools.

Article VI.10. Faculty and Staff management

VI.10.1. *Full Partners* shall, at their own expense, compensate their own representatives, academic (including teaching staff) and administrative staff which they employ for the delivery of the courses and assumes no responsibility for the compensation of the other *Full Partners'* representative, academic or teaching staff.

VI.10.2. *Full Partners* shall bear sole responsibility for ensuring that its contractual arrangements are in line with applicable collective labour agreements or national laws.

VI.10.3. *Full Partners* shall ensure that the academic staff involved in the delivery of the *Programme* teaching is recruited in line with at least the national minimum requirements, and preferably hold a PhD (or be near completion of one).

Article VI.11. Scholar roles

Full Partners recognized that effective *mobility* and enrollment of high-level invited scholars / guest-lecturers (hereinafter referred as "*Scholars*") to *Host Institutions* or coming from one *Host Institution* of *Full Partners* to one *Associated Partner* is an instrumental way: 1/ to complement teaching, learning and project activities supervised by teaching staff of *Full Partners*; 2/ to increase quality and relevance of the *Learning Outcomes* of the *Programme*; 3/ to contribute to better employability of the *Programme's* graduates and promote the *Programme*; and 4/ to foster knowledge exchange to increase relevance and efficiency of the *Programme* as a whole.

VI.11.1. EMJM scholars

VI.11.1.1. Eligible EMJM scholars

EMJM scholar mobility is considered eligible in the following cases:

- (a) *mobility* between the *Consortium Members*, and
- (b) *mobility* from outside the Consortium, in case such *mobility* is clearly linked to the Master course.

VI.11.1.2. Source of funding and budget

EMJM scholars' mobility may be financed by the Erasmus Mundus Joint Master *Institutional Contribution* of the *EMJM Grant*. *EMJM scholars' mobility* costs are considered as specific expenses for internal financial arrangements provided in yearly *Financial Agreements*.

EMJM scholars will sign a *scholar agreement* with the *Coordinating Institution* on behalf of the *Full Partner* who will host this scholar or will benefit directly from activities to be done.

VI.11.2. Scholars must contribute to:

- (a) *Programme* teaching activities, either as the main lecturer of a *Programme's* course module or to support and complement an existing lecture, for instance to introduce a case study or provide Master thesis support;
- (b) *Programme* research activities,
- (c) OR *Programme* cycle management, from contribution to the curriculum development, transfer of knowledge, increase of the international outreach and partnerships development, *Quality Assurance Policy* implementation;
- (d) OR *Programme's* development projects, e.g. engagement and setting-up of *University-Business Cooperation*, *Learning Outcomes* definition and evaluation;
- (e) OR a combination of (a), (b), (c) and (d).

VI.11.3. Application and selection process

Full Partners must inform regularly the *Coordinating Institution* of the needs for *Scholars* they foresee for the following intake and produce job descriptions to document those needs.

Scholar recruitment relies largely by *Full Partners* networks. Scholars may be directly invited by the Academic and Management Board, and also staff of the participating organisations are eligible participants.

VI.11.4. Eligibility criteria

The *Consortium* equally welcomes lecturers from Higher Education Institutions as well as professionals from the private sector.

Scholars must:

- (a) hold a PhD (or be near completion of one, or demonstrate substantial experience as lecturer in a Higher Education Institution);
- (b) OR a substantial track-record in a relevant industry in a position where they demonstrate a relevant expertise as engineer, project/product manager,
- (c) AND be able to demonstrate their ability to teach at a high level, through professional experience in knowledge transfer activities (seminars, teaching and project management).

The *Consortium* encourages equal opportunity employment. Minority individuals, people with disabilities, and women are encouraged to apply. The *Consortium* offer support to women who face difficult circumstances or barriers to their full participation in the *Programme*.

VI.11.5. Reporting

Engaged *scholars* must submit in English a report detailing the performed tasks and results at the latest one (1) month after the end of the engagement. The report shall follow a template designed by the *Coordinating Institution*. The *Full Partner* engaging and welcoming the scholar is responsible for forwarding this report promptly to the *Coordinating Institution*. Scholar visits shall be reported for the *Agency* as part of periodic project reporting activities.

Article VI.12. Protection of personal data

To ensure adequate data protection and efficient data distribution, the *Coordinating Institution* will produce a Data Management Plan.

All the personal data disclosed during this *Programme* will be treated according to the Regulation EU no. 2016/679 (General Data Protection Regulation), being applicable also the national law that adapts the Regulation into each national legal system. Each *Full Partner* will adopt the role of data controller in relation to any personal data processed by the *Full Partner* as part of such *Full Partner's* participation in the *Programme*. If a *Full Partner* detects that their processing activities require a specific separate contract, including but not limited to data processing agreement or data sharing agreement, such *Full Partner* shall notify the other partners it reasonably deems may be affected thereby without undue delay, and such affected partners shall undertake to establish such specific separate contract without undue delay. All *Full Partners* are required to keep appropriate documentary evidence of data generation and handling.

Data subjects are:

- (a) applicants' personal data uploaded on the on-line application server during the Call for Application for *Students* as listed in article III.4.2.;
- (b) *Students*
- (c) academic results during their participation in the *Programme*.

The transfer is necessary for:

- (a) the *Students'* selection process as detailed in article III.4.;
- (b) the monitoring of students *Learning Outcomes* and academic results.

The personal data transferred may be disclosed only to Local Academic Coordinators and Local Administrative Coordinator of each *Full Partner* and internal services in charge of the procedure that requires the personal information.

The personal data transferred may be stored for no more than: six (6) years (i.e. one (1) year more than the period of implementation of the *Grant Agreement*).

Consortium Members also agree that transferred and shared information and personal data shall be treated and protected as stated III.4.2. of this Agreement. Information relating to individuals (personal data) is collected and used, as applied to each Consortium Member, in accordance with both National and institutional Acts, Laws, and Regulations in EU and Japan, namely;

- (EC) N° 45/2001 of the European Parliament and of the Council of 18.12.2000 on the protection of individuals with regard to the processing of personal data by the Community institutions and bodies and on the free movement of such data (OJ L8 of 12.1.2001, p. 1).
- Act on the Protection of Personal Information, Act on Access to Information held by Administrative Organs, and related rules and regulations effective in the Japanese Hosting Institution(s).

- Act on the Use of Numbers to Identify a Specific Individual in Administrative Procedures and related rules and regulations effective in the Japanese Hosting Institution(s)
- The Finnish Data Protection Act (1050/2018)
- Belgian Act of July 30, 2018 concerning the protection of natural persons in the context of the processing of personal data.

C. CONFIDENTIALITY, DISPUTE RESOLUTION, LIABILITY AND APPLICABLE LAW

Article C.1 Confidentiality

Confidential Information means either oral or written information concerning technical, financial, commercial or other matters which is clearly marked as confidential prior to its disclosure or when disclosed orally has been identified as confidential at the time of disclosure and has been confirmed and designated in writing within 15 calendar days from oral disclosure at the latest as confidential information.

The Parties are not entitled to use Confidential Information for other purposes than for fulfilling their obligations according to this Agreement.

The confidentiality obligations shall not apply to information, which the receiving Party is able to demonstrate to be:

- public or which later becomes part of the public domain through no fault or negligence of the receiving Party or its personnel, or through no breach on this Agreement or applicable legislation;
- already in the receiving Party's possession at the time of disclosure through no fault or negligence of the receiving Party;
- received from a third Party without any confidentiality obligations;
- independently developed by the receiving Party without using any Confidential Information of the disclosing Party; or
- required to be disclosed by law, decree, governmental order or similar.

The Parties shall apply the confidentiality obligations set out herein during the term of this Partnership Agreement and five (5) years thereafter.

Article C.2. Publication

Unless otherwise stated in this Agreement, the intellectual property is, in principle, public information and each Party has the right to publish the intellectual property generated by it. Theses and dissertations made in the course of the Programme shall be public. In case confidential information or data is used in reports, theses or dissertations that part can be excluded from the publicly available information.

Confidential Information shall not be disclosed when publishing intellectual property. The Full Partners and, when affiliated, the relevant Associate Partners are entitled to review the intended publications prior to publishing. The material which is intended to be published shall be delivered to the Full Partners and, when affiliated, the relevant Associate Partners for approval in writing (including e-mail). Restricting the publication shall be claimed no later than within thirty (30) days as of receiving the material intended to be published. Restricting the publication may only be claimed on well-founded grounds, which may either be the protection of Confidential Information or protecting intellectual property rights included in the intended publication. Should this be the case, the Full Partners and, when affiliated, the relevant Associate Partners shall negotiate amending the publication and avoid the situation, where the whole publication would be banned. If the Full Partners and, when affiliated, the relevant Associate Partners have not expressed their well-founded and specified claim to restrict the publication within the said time limit, the publication shall be considered permitted.

Article C.3 Dispute resolution

C.3.1 Mediation

If a dispute arises out of or relating to any aspect of this Partnership Agreement between the Parties and if the dispute cannot be settled through negotiation, Consortium Partners agree to discuss in good faith the use of mediation before resorting to arbitration, litigation, or any other dispute resolution procedure. The Parties shall agree upon a three-person panel to hear and determine the dispute.

C.3.2. Arbitration

Should the Parties fail to so settle the dispute, the matter in dispute shall be finally and exclusively settled by binding arbitration according to the Rules of Arbitration of the International Chamber of Commerce ("ICC") with the composition of one arbitrator. The arbitral proceedings shall take place in Helsinki in the English language.

Article C.4 Liability

The Parties shall carry out the work related to the Programme using reasonable skill, care and diligence as well as professional personnel. The Party shall not, however, be held liable for the content of the Intellectual Property. Additionally, the Party using the Intellectual Property shall be exclusively liable for the use it puts such Intellectual Property, including the intellectual property rights relating thereto.

The Parties shall be liable towards each other for damage caused by a breach of contract. The liability of either Party arising in any way out of the subject matter of this Agreement shall not extend to any indirect or consequential loss or damage. The liability of a Party shall in all cases be limited to the share of financing of the Party in breach in accordance with this Partnership Agreement. The limitations of liability set out herein shall not apply if the damage is caused by a wilful act or gross negligence.

Each Party shall be solely liable for any loss, destruction, damage, death or injury to the persons or property of the Party in question or of the Partner's employees or third parties resulting directly or indirectly from performance of the Programme activities by the Partner in question under the present Agreement. Each Party shall be solely liable towards the European Commission for any breach or noncompliance as described in the present Agreement. If the Coordinating Institution has to pay any damages or punitive sanctions to the European Commission for such breach or non-compliance by a Partner, the Coordinating Institution shall be entitled to full reimbursement from the said Party.

The Coordinating Institution shall not be required to provide insurance cover to persons other than as required by European Commission and the Programme.

The Parties shall not be liable for damage caused by any delay or failure in the performance of the other Parties. The Parties shall not be liable for damage caused by any delay or failure due to force majeure.

All claims against a Party shall be made no later than one (1) year as of the date the damage incurred or the date the aggrieved Party became aware of the damage. All claims for damages shall, however, be made no later than one (1) year as of the termination of this Agreement.

Article C.5 Applicable law

This Agreement is governed by the laws of Belgium excluding its conflict of law provisions.

Nothing in this Partnership Agreement shall limit the Parties' right to seek injunctive relief in any applicable competent court.

In case the terms of this Partnership Agreement are in conflict with the terms of the Grant Agreement, the terms of the latter shall prevail. In case of conflicts between the attachments and the core text of this Partnership Agreement, the latter shall prevail.

D. SIGNATURES OF FULL PARTNERS

THE PARTIES HAVE READ AND UNDERSTOOD THE FOREGOING TERMS AND AGREE TO THEM, AS OF THE DATE OF ENTERING INTO FORCE. THE PARTIES SHALL RECEIVE A FULLY EXECUTED DUPLICATE OF THIS AGREEMENT.

THIS AGREEMENT MAY BE EXECUTED IN SEVERAL COUNTERPARTS, EACH OF WHICH SHALL BE DEEMED AN ORIGINAL AND ALL OF WHICH SHALL CONSTITUTE ONE AND THE SAME INSTRUMENT, AND SHALL BECOME EFFECTIVE WHEN COUNTERPARTS HAVE BEEN SIGNED BY EACH OF THE PARTIES AND DELIVERED TO THE OTHER PARTIES; IT BEING UNDERSTOOD THAT ALL PARTIES NEED NOT SIGN THE SAME COUNTERPARTS.

_____ Kari LEHTINEN

Date

Legal representative
University of Eastern Finland, Finland
Coordinating Institution

_____ Akihiro WAKAHARA

Date

Legal representative
Toyohashi University of Technology, Japan
Coordinating Institution in Japan

_____ Florent PIGEON

Date

Legal representative
University Jean Monnet, Saint-Etienne, France
Full Partner

_____ Luc SELS

Date

Legal representative
KU Leuven, Belgium
Full Partner

ANNEX A. DEFINITIONS

Academic and Management Board shall mean the main governing body established under this *Partnership Agreement*, to resolve a variety of management issues in accordance with the terms laid down in article II.3.1.

Agency shall mean the Education, Audiovisual and Culture Executive Agency entrusted with the implementation of programmes and activities on behalf of the European Commission the European Commission.

Associated Academic Partner shall mean any Higher Education Institution that contributes indirectly to the promotion, implementation, monitoring, evaluation activities and/or sustainable development of the *Programme* and who has joined the Consortium by submitting a signed Letter of Intent. Their expertise is called upon on an ad-hoc basis. In contrast to *Full Partners* (see definition below), *Associate Academic Partners* are not entitled to benefit directly from the *Grant Agreement*.

Associated Industrial Partner shall mean any socio- economic entity (i.e. commercial enterprises, public authorities or organizations, non-profit or charitable organizations, etc.) that contributes to the promotion, implementation, monitoring, evaluation activities and/or sustainable development of the *Programme* and who has joined the Consortium by submitting a signed Letter of Intent. Their expertise is called upon on an ad-hoc basis. In contrast to *Full Partners* (see definition below), *Associate Industrial Partners* are not entitled to benefit directly from the *Grant Agreement*.

Associated Partners shall mean *Associated Academic Partners* and *Associated Industrial Partners*.

Partnership Agreement shall mean this agreement including all Annexes.

Consortium Members or the Consortium shall mean all parties associated to the Consortium: *Full Partners*, *Associated Academic Partners* and *Associated Industrial Partners*.

Coordinating Institution: shall mean the organization responsible for the overall management of any activities necessary to readily implementation of the action within the *Consortium*. The *Coordinating Institution* acts as the main beneficiary in the contractual and financial relations between the *Consortium* and the *Agency*. University or Eastern Finland is the *Coordinating Institution*. The *Coordinating Institution* has signed a multi-beneficiary *Grant Agreement* on behalf of the *Full Partners*.

Corporate Partners any socio- economic entity (i.e. commercial enterprises, public authorities or organizations, non-profit or charitable organizations, etc.) that contribute directly or indirectly to the *Programme* implementation. *Corporate Partners* may or may not be *Associated Industrial Partner*.

EMJM Grant shall mean the grant awarded by the Education, Audiovisual and Culture Executive Agency and forms the estimated budget of the action as provided in Annex III of the *Grant Agreement*.

EMJM Scholars shall mean a professional (professor, assistant professor, postdoc, lecturer, expert, consultant, engineer, etc.) that contributes directly to the teaching, supervision, promotion, implementation, monitoring, evaluation activities and/or sustainable development the *Programme* during a short term period.

EMJM Student shall mean a *Student* effectively enrolled in the *Programme*, registered at University or Eastern Finland, and who is beneficiary of an EMJM scholarship.

Erasmus+ Programme Guide shall mean the "guidelines" published for beneficiaries of the Erasmus+: Key Action 2 (KA2) – Cooperation among organisations and institutions, Partnerships for Excellence, Erasmus Mundus Action of the European Commission, Version 1 (2024).

Financial partners shall mean any public or private institution entering a grant agreement with the *Consortium*.

Full Partners shall mean any Higher Education Institution signatory of this *Partnership Agreement*, including *General Conditions* and *Special Conditions* of this *Partnership Agreement* AND direct beneficiaries of the *Grant Agreement*. *Full Partners* are European and Japanese degree-awarding Higher Education Institutions recognized as such by the relevant authorities of the country in which they are established and contribute actively and directly to the preparation, implementation and evaluation of the *Programme*. Each *Full Partner* signed a mandate by which the signatory grants power of attorney to the *Coordinating Institution* to act in his name and on his account during the implementation of the action.

General Conditions shall mean the terms and obligations governing the relationships between the *Full Partners*. These terms are set for the same period as the *Partnership Agreement* but can be changed in accordance with the terms laid down in article II.5. Terms and obligations that are likely to be revised every academic year are laid out in the annexes.

Grant Agreement shall mean Grant agreement between the *Agency*, acting under powers delegated by the European Commission, and the University or Eastern Finland and the *Full Partners* duly represented by the *Coordinating Institution* by virtue of Accession forms included in Annex 3 the *Grant Agreement*.

Host Institution shall mean the institution which is either a *Full Partner* (during the first three semesters of the *Programme*) or *Associated Partner* (during semester four of the *Programme*) where the *Student* will reside during the *Programme* for completion of one semester.

IMLEX shall mean 'Master of Science in Imaging and Light in Extended Reality' and is the name of the Erasmus+ Erasmus Mundus Joint Master for which this *Partnership Agreement* is established.

Learning Outcomes shall mean significant and essential learning that learners have achieved, and can reliably demonstrate at the end of the *Programme*, notably in terms of knowledge and skills needed by the *Programme's Corporate Partners* in the perspective of better employability of the *Students*.

Local university tuition fees shall mean any fees that *Students* registered in the *Programme* have to pay to the *Hosting Institution* where they are enrolled or following course modules, including the Master Thesis and work placement. The cost to these local university tuition fees shall be accounted in the *Participation Costs* of the *Programme* for the *EMJM students*.

Mobility shall mean physical *mobility* of a *Students* or teaching and administrative staff from a *Consortium Member* to another.

Mobility scheme shall mean learning path embedded in the *Programme*, including options that can be made by the *Students* and international travel needed to ensure full participation to the *Programme*.

Parties shall mean *Full Partners*

Programme shall mean all administrative and academic activities and development projects supporting the development, implementation, evaluation and sustainability of the IMLEX.

Quality Assurance Board shall mean the board established under this *Partnership Agreement* to resolve a variety of quality assurance issues in accordance with the terms laid down in article II.3.2..

Representative shall mean an individual appointed by a *Consortium Partner* and who is authorized to represent this *Consortium partner*. She/he is the project leader in the institution which is a *Consortium Member*. He/she acts as the contact person for the *Consortium* in all aspects related to the management and the implementation of the project.

Scholars shall mean a professional (professor, assistant professor, postdoc, lecturer, expert, consultant, engineer, etc.) that contributes directly to the teaching, supervision, promotion, implementation, monitoring, evaluation activities and/or sustainable development the *Programme* during a short term period.

Self-financed student shall mean a *Student* effectively enrolled in the *Programme*, registered at University of Eastern Finland, but who did not benefit from a EMJM scholarship nor benefit from a scholarship directly managed by the *Coordinating Institution*.

Student/s shall mean individual that are effectively (administratively and academically) registered in the *Programme* in view of a graduation. *Students* include *EMJM students* and *Self-financed Students*.

Student Agreement shall mean the contract signed between a *Student* following her/his enrolment in the *Programme* and the *Coordinating Institution* on behalf of all *Full Partners*. It aims to ensure the proper participation of the *Student* in the *Programme* activities and guarantee adequate transparency of the *Programme* participation rules by defining both the *Full Partners* and *Student's* rights and obligations in relation to her/his Master courses studies.