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**ERASMUS MUNDUS JOINT MASTER  
DIGITAL CREATIVITY ART & SCIENCE  
STUDENT AGREEMENT**

<b>STUDENT ID</b>	
FAMILY NAME <i>[AS IT APPEARS ON STUDENT PASSPORT]</i>	
GIVEN NAME/S <i>[AS IT APPEARS ON STUDENT PASSPORT]</i>	
PASSPORT #	
FULL PERMANENT ADDRESS <i>[ADDRESS OF THE STUDENT IN HOME COUNTRY]</i>	
EMAIL <i>[PERSONAL EMAIL]</i>	
COUNTRY OF CITIZENSHIP <i>[CITIZENSHIP CHOSEN DURING APPLICATION IN CASE THE STUDENT HOLD DUAL CITIZENSHIP]</i>	
STATUS	
DATE OF BIRTH	

<b>SCHOLARSHIP</b>	
E+ JMD SCHOLARSHIP HOLDER	
SELF-FINANCED	

<b>STUDENT AGREEMENT #</b>	2025-2027 DIGICREA
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# SUMMARY

Section I. Purpose & Scope .....	6
Article I.1. Purpose .....	6
Article I.2. Entire agreement .....	6
Article I.3. Effective date and validity terms .....	6
Article I.4. Amendment .....	6
Article I.5. Termination .....	6
Article I.6. Appeal procedure and dispute resolution .....	6
Section II. Consortium Roles and Obligations .....	7
Article II.1. Scope .....	7
Article II.2. Academic description of the programme .....	7
II.2.1. Programme name .....	7
II.2.2. ECTS awarded .....	7
II.2.3. Programme objectives .....	7
II.2.4. Number of students per edition .....	8
II.2.5. Official language .....	8
II.2.6. Teaching delivery .....	8
II.2.6.1. Unit module sequence and <i>Programme's</i> milestones .....	8
II.2.6.2. Curriculum 2024-2026 edition .....	8
II.2.6.3. Core teaching modules .....	10
II.2.6.4. Extra-curriculum Units .....	10
II.2.6.5. Master Thesis .....	10
II.2.6.6. Curriculum management .....	10
II.2.6.7. Schedule .....	11
II.2.7. Mandatory mobility component .....	11
II.2.8. Grading policy .....	11
II.2.8.1. Mutual recognition and 'jointness' .....	11
II.2.8.2. Common grading scale guidelines and correspondence .....	11
II.2.8.3. Rounding rule to determine alphabetical grade from numerical marks .....	12
II.2.8.4. Averaging rule to determine final averaged grade (and honours when applicable to national degree award) .....	12
II.2.8.5. In case of failed course .....	12
II.2.8.6. Graduation rules .....	12
II.2.8.7. Student record .....	12
II.2.8.8. Fraud / plagiarism .....	12
II.2.8.9. Use of generative AI based tools .....	12
II.2.9. Joint recognition mechanisms and degrees awarded .....	12
II.2.9.1. Joint recognition .....	12
II.2.9.2. Degrees awarded .....	13
II.2.10. Diploma supplement .....	13
II.2.11. Diploma and diploma supplement delivery .....	13
II.2.12. Local Academic Coordinator contacts .....	13
Article II.3. Student's affairs and administrative services .....	13
II.3.1. Effective enrolment .....	13
II.3.2. Administrative enrolment in universities acting as Full Partners .....	13
II.3.3. Administrative coordination .....	13

II.3.4. Administrative services at Coordinating Institution level .....	14
II.3.5. Administrative services at Hosting Institution level .....	14
II.3.6. Women’s empowerment .....	14
II.3.7. Student with special needs .....	14
II.3.8. Local Administrative Coordinators contacts .....	14
II.3.9. Intellectual Property Rights management.....	15
II.3.10. Protection of personal data.....	15
II.3.11. Use of <i>Student’s</i> pictures.....	15
Section III. Student Roles and Obligations .....	15
Article III.1. Student Engagement .....	15
Article III.2. Ethics .....	15
Article III.3. Attendance .....	15
III.3.1. General provisions .....	15
III.3.2. Justified cases of extended leave .....	16
III.3.3. Withdraw of the Programme .....	16
Article III.4. Student and Alumni active involvement in the Consortium governing bodies.....	16
III.4.1. Students Delegates roles .....	16
III.4.2. Alumni Delegate roles .....	16
III.4.3. Student roles in Consortium’s Quality Policy .....	16
Article III.5. Visibility and marketing of the Programme.....	16
III.5.1. Obligations regarding use of Programme’s marketing materials .....	16
III.5.2. Obligations regarding communication with Consortium’s financial and technical partners .....	16
III.5.3. Student’s participation to the Programme marketing.....	16
Article III.6. Students associations .....	17
Section IV. Financial Arrangements .....	17
Article IV.1. Student interlocutor for financial matters .....	17
Article IV.2. Institutional Costs .....	17
IV.2.1. Institutional Costs .....	17
IV.2.2. Services included in Institutional Costs .....	17
IV.2.3. Budgeting .....	17
Article IV.3. Scholarships .....	17
IV.3.1. Scholarships grants management .....	17

By & between

**University Jean Monnet**  
EPSCP expérimental  
Ayant son siège à 10 rue Tréfilerie,  
42023 Saint-Etienne Cedex 2

(Hereinafter referred to as the "*Coordinating Institution*")

**Universidade Católica Portuguesa**  
Palma de Cima,  
1649-023 Lisboa  
PORTUGAL  
(Hereinafter referred to as "*Full Partner*")

**University of Silesia in Katowice**  
ul. Bankowa 12,  
40-007 Katowice,  
POLAND  
(Hereinafter referred to as "*Full Partner*")

(Hereinafter referred collectively to as "*Full Partners*", or "*Hosting Institutions*")

And

Academic Associated Partners and Industrial Associated Partners  
(Hereinafter referred collectively to as the "*Consortium*")

duly represented by the *Coordinating Institution* by virtue of the mandates for the signature of a *Partnership Agreement* where a provision applies without distinction between the *Coordinating Institution* or another *Full Partner*

of the one part, and

Student  
(Hereinafter referred to as "*the Student*")

DRAFT

WHEREAS:

- A. The *Student* has been successfully selected to the 2025-2027 edition of the *Programme* by the Selection Committee held on April 11<sup>th</sup>, 2025.
- B. The *Consortium and the Student* wish to enter into a *Student Agreement* 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 *Consortium* and *Student's* rights and obligations in relation to her/his Master courses studies

Hereby agree to this Student Agreement

Laurent POTTIER

Academic Coordinator

**University Jean Monnet, Saint-Etienne, France**  
Coordinating Institution

Date

Signature / stamp

Student .....

I declare that I have read this agreement and accept the conditions included herein.

*If you are an EMJM student (EMJM scholarship holder)*

I certify that I have never been awarded an EMJM (Erasmus Mundus Joint Masters) scholarship prior to application and I acknowledge that I cannot during the period of the *Programme* be beneficiary of a grant for student or staff mobility in the framework of other higher education programmes funded by the European Union budget.

I acknowledge that attribution and reception of the *EMJM scholarship* payments during the period of the *Programme* is subject to fulfillment of academic and linguistic levels of competence expected from me prior and during the *Programme* as per this *Student Agreement*.

Date

Student signature

The legal basis, taking precedence over this present agreement with regards to financial management of the EMJM scholarships is the English version of [Erasmus+ programme guide version 1 - 2024 - valid as of 28.11.2023](#) – and the Practical Information on Grant Management in the EMJM beneficiaries Space website and are therefore contractually enforceable.

# SECTION I. PURPOSE & SCOPE

## Article I.1. Purpose

**II.1.1.** This *Student Agreement* details all essential implementing rules governing the Erasmus+ Joint Master (hereinafter EMJM) Digital Creativity Art&Science European Master (shortly "DIGICREA") which have a direct impact on the students, in line with:

- (a) the Principles of the European Charter for Higher Education (ECHE),
- (b) the guidelines and good practices (including the English version of Erasmus+ Programme guide version 1 - 2024, and the Practical Information on Grant Management in the EMJM beneficiaries Space website) published by the Education, Audiovisual and Culture Executive Agency, entrusted with the implementation of programmes and activities on behalf of the European Commission (hereinafter referred to as the Agency)
- (c) the DIGICREA proposal to the Call EAC/A07/2024 (submission number: Call-ERASMUS-EDU-2024-PEX-EMJM-MOB ID: 101180274);
- (d) the EACEA Letter of acceptance (of 11/07/2024) reference number: ERASMUS-EDU-2024-PEX-EMJM-MOB ID: 101180274;
- (e) the *Grant agreement signed* according to the 101180274 proposal, between the Agency acting under powers delegated by the European Commission and University Jean Monnet, the *Coordinating Institution*, and the *Full Partners* duly represented by the *Coordinating Institution*;
- (f) the *Partnership Agreement* which describes the policies, procedures, terms and conditions with respect to offering an integrated European Master Degree DIGICREA during the period of implementation of the Grant Agreement 2024-2030 including all Annexes, signed by all *Full and Associated Partners* of the *Consortium*

**II.1.2.** This *Student Agreement* must be understood as the "terms of reference" to provide clear guidance on rights and obligations of the *Student* enrolled in the *Programme* and ensure that these rights and obligations are transparent, comprehensive and agreed in mutual consent.

This *Student Agreement* will be implemented within the legal requirements at each *Hosting Institutions*. The English version of this *Student Agreement* is legally binding as English is the working language of the *Consortium* and tuition language of the *Programme*.

## Article I.2. Entire agreement

This *Student Agreement* contains the entire agreement between the *Consortium* and the *Student*. This agreement is the primary document establishing the terms governing the participation of the *Student* in the DIGICREA EMJM programme, superseding any pre-existing agreement, statement, or promise made on or before the date this *Student Agreement* comes into effect, and prevailing over any subsequent arrangements between the parties, notably the *Internship Agreement* (see below).

During the course of study in DIGICREA, the *Student* will do one or more internship(s) which may be conducted within host organisations that are not signatories of the *Student Agreement* nor the *Consortium Agreement*. Therefore, prior to any DIGICREA internship, an *Internship agreement* will be drawn out to establish the terms of the internship in the host organisation, signed by the *Student*, the hosting organisation and the *Coordinating Institution* representing the *Consortium*. The *Student agreement* will have priority over the *Internship agreement* for all issues concerning the DIGICREA academic programme.

## Article I.3. Effective date and validity terms

The *Student Agreement* shall enter into force on the date of signature and ends upon graduation, no later than 31/08/2027.

## Article I.4. Amendment

This *Student Agreement* may be modified by the *Coordinating Institution* representing the *Consortium* while the agreement is in effect, upon prior notification to the *Student* and only by an instrument in writing signed by both parties. Amendment might result from the implementation of a decision taken by the *Programme Board* or the *Academic Board* or alterations or discovery of error in the initial situation of the *Student*. Upon mutual agreement of contractual amendment, the *Coordinating Institution* will issue an addendum to the present contract.

## Article I.5. Termination

**I.5.1.** In case the *Consortium* should agree during an *Programme Board* to terminate the *Programme*, *Full Partners* are obliged to make arrangement for all *Students* who have commenced the *Programme* to complete their units of study and obtain the diploma in a satisfactory way.

**I.5.2.** Any *Full Partner* 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 *Full Partner* notice of withdrawal must ensure that they are entitled to complete the semester, obtain the credits and diploma at the corresponding hosting institution.

**I.5.3.** A *Student* may withdraw at any time giving thirty (30) day's written notice to the *Academic Coordinator*, *Local Academic Coordinator* and *Administrative Coordinator*. Financial implications of this withdrawal are detailed in *Section III Student Roles and Obligations - Article 3.3*. Withdrawal of the *Student* leads to the termination of the present agreement, without recourse to any juridical procedure apart from adequate communication to the academic and administrative staff.

**I.5.3.** The *Programme Board* may decide to exclude a *Student* from the *Programme* for good cause, giving two (2) weeks written notice to the *Student*. Good cause includes *Student's* breach of this agreement, refusal to cooperate or to follow *Programme Board* or *Academic Board* decisions. Financial implications of this exclusion are detailed in *Section IV. Financial Arrangements*. Exclusion leads to the termination of the present agreement, without recourse to any juridical procedure apart from adequate communication to the *Student*.

## Article I.6. Appeal procedure and dispute resolution

**I.6.1.** If a dispute arises out of or relating to any aspect of this *Student Agreement* between the *Consortium* and the *Student*, the *Student* wishing to appeal on the *Programme Board* decision (including but not limited to grading policy and performance outcomes, mobility, graduation, scholarship management and student exclusion), shall be offered the opportunity to draft a settlement letter, that must be transmitted to the *Academic Board* within ten (10) days following the notification of the decision.

**I.6.2.** The *Academic Board* may decide or not to ask the *Programme Board* to reassess and reconsider the decision, and to do so before beginning of the following semester or thirty (30) days after the notification of the appeal. The *Student* will be informed of the appeal decision by a written instrument at the very least before the following semester starts or *Programme* ends.

**I.6.3.** Failing agreement by both parts, the French courts are designated as the only competent authorities to resolve any legal dispute between the *Coordinating Institution* and the *Student* emerging from the Contract. The present Contract will be governed by French Law.

# SECTION II. CONSORTIUM ROLES AND OBLIGATIONS

## Article II.1. Scope

The *Consortium* agrees to:

- (a) undertake to use reasonable endeavours to perform and be responsible for carrying out, promptly, actively and on time, all of its obligations under this *Student Agreement*, the *Consortium Quality Policy* and other obligations derived from the general provisions and special conditions of the *Partnership Agreement*;
- (b) be responsible for complying with any legal obligation incumbent on them jointly or individually;
- (c) ensure the academic delivery and administrative support services and capacity necessary to execute this *Student Agreement* at each hosting institutions to deliver a high-quality scientific Master degree in Digital Creativity Art & Science.
- (d) foster *Students* and alumni engagement in the *Consortium* governing bodies.

The *Consortium* shall not subcontract any part of its tasks to any other third party.

## Article II.2. Academic description of the programme

### II.2.1. Programme name

The *Programme* must be solely referred to any third parties as "DIGICREA – Digital Creativity Art & Science". At any time throughout the period of implementation of the *Grant Agreement*, the *Programme* name must be preceded by the mention "Erasmus Mundus Joint Master" or "EMJM" for short.

### II.2.2. ECTS awarded

The *Programme* is a 24-month (2 years), full-time Master study programme and is awarded by 120 ECTS.

### II.2.3. Programme objectives

In recent years, the film, video game, digital arts and music industries have undergone far-reaching changes linked to the development of technologies, and particularly the rapid rise of artificial intelligence. As a result, the various creative players in these fields are having to adapt constantly to the development of increasingly complex tools, offering ever more sophisticated creative possibilities.

The overall aim of the EMJM Digital Creativity Art & Science European Master (shortly "Digital Creativity") programme is to qualify students to a level of excellence in the field of new audio-visual media, new technologies in the film industry, music, graphics, artificial intelligence knowledge, and Virtual Reality and their applications in a broad context. Students will gain new skills and competencies driving their innovation in the face of rapid changes in film and new media markets.

The aim is for students following this programme to become the next generation of creators in these artistic fields, who will have multidisciplinary skills in image, sound, music, video, film, computer science, sound and image processing and digital synthesis, all specialising in several of these fields and with a good general knowledge of the other fields. They must be able to work in collaboration with professionals in other fields and adapt quickly to changes in digital technologies.

"As cutting-edge technologies are characterized by their intricate nature and mastering all the necessary skills and knowledge is rare for one person, collaborating with specialists has become an imperative, whether through individual partnerships or residencies within the artists' studios. Under this perspective, innovative technologies can be seen as growing opportunities for building economic – and possibly social – resilience, by changing work methods and patterns, from co-working spaces, collectives' studios to startup accelerators and incubators. These collaborative models which integrate actors coming from various disciplines from the CCS industry (music, design, games, film, 3D, VR, XR, ...) and make large

use of digital technologies, have become more and more popular. In addition, digital artists have diverse backgrounds - some come from design, architecture, coding (as trainers or professionals) - and the majority has experience in fields that require technical skills and collaboration with non-art-world stakeholders. Their ability to navigate extensive networks and engage with various disciplines is integral to their multidisciplinary approach."

In today's fast-paced world, visual production has grown increasingly specialized, with a wide range of professions working collaboratively to create compelling imagery in films, video games, and other media. Large-scale film productions often showcase a seemingly endless list of roles, each essential to the final product. A similar trend is evident in the video game industry, where visual asset creation and integration involve numerous specializations. Art directors define the overall visual style and ensure artistic coherence across the project, while concept artists develop detailed visual ideas for characters, environments, and objects, forming the foundation for all subsequent work. Environment artists focus on crafting immersive game worlds, including landscapes and architectural details, and character artists design and model lifelike characters.

3D modelers convert conceptual designs into three-dimensional assets, such as props, vehicles, and in-game objects, while texture artists add surface details like materials, colors, and weathering to bring these models to life. Lighting artists establish the mood and tone of scenes by carefully placing and adjusting light sources, and animators create fluid and lifelike motion for characters, creatures, and objects. VFX artists design and implement dynamic effects like explosions, water, and smoke, and cinematographers specializing in virtual production capture cinematic shots within digital environments. Technical artists bridge art and programming, ensuring that artistic visions are technically feasible within game engines or software pipelines. Art outsourcing managers coordinate work with external studios, ensuring outsourced assets meet visual and technical standards.

In the realms of directing and production, similar specialization is apparent. Directors of photography oversee the visual composition and lighting of live-action scenes, while production designers craft the overall aesthetic of sets and locations to align with the director's vision. Visual effects supervisors manage the integration of CGI and practical effects into live-action footage, and virtual production supervisors blend real-time technologies, such as motion capture and LED wall backdrops, into production pipelines. Across all these fields, collaboration between specialists is crucial. Whether producing imagery for games, films, or other media, teams increasingly rely on advanced tools and workflows. Furthermore, the roles of artificial intelligence experts, pipeline developers, and software engineers are becoming indispensable as productions grow in scale and complexity.

In this headlong rush, people involved in artistic production are becoming increasingly specialised, as can be seen from the endless list of professions involved in making big-budget films. In the video game industry, there are almost a dozen different professions involved just for the realization of the sound parts: Sound designer for creation and integration of sounds into the game; Sound tech designer, with more technical profile, they can create small programming scripts; Voice designer who work only on dialogues and onomatopoeia; Music designer for editing and music integration work (no creation); Audio artist with profile focused solely on sound creation and editing; Foley artist; Audio Technical Director for the implementation of tools to manage game sound (they works with audio programmers); Audio programmers for the developments related to sound, this can range from managing sound acoustics (propagation, diffraction, occlusion, reverb, etc.) to other developments related to game sound (vehicle sound). All these professions have to work together in a collaborative way.

In the field of music creation, composers are accompanied by performers, sound engineers and computer music producers who must have increasingly developed skills in the field of computer science and whose role is becoming more and more important for large-scale productions.

New professions are emerging which increasingly require a certain technical expertise, combined with creative skills. For the various trades to work together, they need to be able to talk to each other, speaking the same language and therefore all having multidisciplinary skills. To remain active and to be able to evolve in these highly competitive environments, it is increasingly necessary to master several disciplines, both scientific and artistic.

## II.2.4. Number of students per edition

Number of *Students* per edition is determined for each edition by the *Programme Board*, considering the need to ensure a continuity of high-level selection and good teaching conditions.

## II.2.5. Official language

**II.2.5.1.** The official language of the *Programme* is English. Any educational material (including unit module supporting material, examination) shall be available in English.

**II.2.5.2.** Additionally, any administrative communication, process (including the application files, timetables, administrative template and files) must be in English or translated in English.

## II.2.6. Teaching delivery

### II.2.6.1. Unit module sequence and *Programme's* milestones

<b>Year 1: 2025-2026</b>	
<b>Induction week</b> (from the 1 <sup>st</sup> of September to the 5 <sup>th</sup> of September 2025)	
<b>Semester 1</b> (from the 1 <sup>st</sup> of September 2025 to February 2026)	
<i>Indicative time frame</i>	from September Year n till February Year n+1
<i>Hosting Institution</i>	University Jean Monnet (UJM)
<i>Country</i>	France
<i>Learning rationale</i>	Develop knowledge, skills and competencies in audio and image studio techniques, music and digital arts production, composition, signal processing, general and applied IT programming, project management, aesthetics and art history.
<b>Fall school</b> (from the 27 <sup>th</sup> of October to the 31 <sup>th</sup> of October 2025)	
<i>Indicative time frame</i>	October Year n
<i>Hosting Institution</i>	Associated Academic Partners
<i>Country</i>	France
<i>Learning rationale</i>	A Fall school focused on the intersection of art and science will explore the synergy between methodologies and artistic practices, fostering applied knowledge and initiating the germination of ideas for final projects. Participants will engage in collaborative activities designed to bridge creative expression and scientific inquiry, laying the foundation for innovative outcomes.
<b>Semester 2</b> (from the 15 <sup>th</sup> of February 2026 to September 2026)	
<i>Indicative time frame</i>	February Year n+1 till September Year n+1
<i>Hosting Institution</i>	Catholic University of Portugal (CPU)
<i>Country</i>	Portugal

<i>Learning rationale</i>	Develop knowledge, skills, and competencies in new media art, sound design, applied computing, and art
<b>Year 2: 2026 - 2027</b>	
<b>Semester 3</b> (from the 1 <sup>st</sup> of October 2026 to the end of February 2027)	
<i>Indicative time frame</i>	from October Year n+1 till February n+2
<i>Hosting Institution</i>	University of Silesia in Katowice
<i>Country</i>	Poland
<i>Learning rationale</i>	Develop knowledge, skills, and competencies in pre-production and creative activities, production, post-production, and theoretical and practical aspects.
<b>Semester 4</b> (from the 1 <sup>st</sup> of March to the 31 <sup>st</sup> August or 30 <sup>th</sup> September 2027)	
<i>Indicative time frame</i>	from March Year n+2 till August or September Year n+2
<i>Hosting Institution</i>	Associated Industrial Partners (or) Associated Academic Partners (or) Full partner
<i>Country</i>	World
<i>Learning rationale</i>	Professionalization in research and art of writing scientific text, new perspective of arts, entrepreneurship, copyright, and audio-visual projects.
<b>Graduation ceremony / professional network</b> (September-October 2027)	

### II.2.6.2. Curriculum 2024-2026 edition

<b>Semester 1</b>	
<i>Hosting Institution</i>	University Jean Monnet
<i>Learning rationale</i>	Develop knowledge, skills and competencies in audio and image studio techniques, music and digital arts production, composition, signal processing, general and applied IT programming, project management, aesthetics and art history.
<b>Core Teaching Modules</b>	<b>= 30 ECTS</b>
<b>Major units</b>	<b>= 20 ECTS</b>
<b>Computer Techniques:</b>	<b>5 ECTS</b>
. Computer Science	3
. Web techniques	2

<b>In-depth disciplinary studies:</b> <ul style="list-style-type: none"> <li>. Gesture capture</li> <li>. Real-time techniques (audio and image)</li> </ul>	5 ECTS 2 3
<b>Project I:</b> <b>Image specialization</b>  OR <b>Sound specialization</b>	5 ECTS
<b>Humanities</b> <ul style="list-style-type: none"> <li>. Artistic project management</li> </ul> <b>Image specialization</b> <ul style="list-style-type: none"> <li>. History and theory of the arts</li> </ul> OR <b>Sound specialization</b> <ul style="list-style-type: none"> <li>. History of music</li> </ul>	5 ECTS 1 4 4
<b>Elective units</b>	<b>= 10 ECTS</b>
<b>Image specialization</b>  OR <b>Sound specialization</b>	8 ECTS  8
<b>Elective cours to take in the other speciality</b>	2 ECTS

<b>Semester 2</b>	
<i>Hosting Institution</i>	Catholic University of Portugal
<i>Learning rationale</i>	Develop knowledge, skills, and competencies in new media art, sound design, applied computing, and art
<b>Core Teaching Modules</b>	<b>= 30 ECTS</b>
<b>Major units</b>	<b>= 17 ECTS</b>
<b>Project II</b> <b>Image speciality</b> <ul style="list-style-type: none"> <li>. Digital Creation Laboratory</li> </ul> OR <b>Sound speciality</b> <ul style="list-style-type: none"> <li>. Post-Production Sound Design</li> </ul>	12 ECTS
<b>Image speciality</b> <ul style="list-style-type: none"> <li>. Aesthetics and Digital Art Ecology</li> </ul> OR <b>Sound speciality</b> <ul style="list-style-type: none"> <li>. Sound Production for Video</li> </ul>	5 ECTS  5 ECTS
<b>Elective units</b>	<b>= 13 ECTS</b>
<b>Tangible Interfaces and Physical Computing or</b>  <b>Sound speciality Electronic Production</b>	5 ECTS
<b>Interdisciplinary Seminar or</b>  <b>Image speciality Art Theory</b>	3 ECTS
<b>Image speciality</b> <ul style="list-style-type: none"> <li>. Creative Code and Algorithm in Art</li> </ul> OR <b>Sound speciality</b> <ul style="list-style-type: none"> <li>. Soundtrack for Film</li> </ul>	5 ECTS

### Semester 3

<i>Hosting Institution</i>	University of Silesia in Katowice
<i>Learning rationale</i>	Develop knowledge, skills, and competencies in pre-production and creative activities, production, post-production, and theoretical and practical aspects.
<b>Core Teaching Modules</b>	<b>= 30 ECTS</b>
<b>Major units:</b>	<b>= 6 ECTS</b>
<ul style="list-style-type: none"> <li>. Video game production</li> </ul>	1
<ul style="list-style-type: none"> <li>. Storytelling</li> </ul>	1
<ul style="list-style-type: none"> <li>. Video game design - logic and game mechanics</li> </ul>	1
<ul style="list-style-type: none"> <li>. Mood board</li> </ul>	1
<ul style="list-style-type: none"> <li>. Academic writing and research methods</li> </ul>	1
<ul style="list-style-type: none"> <li>. Financing and budgeting</li> </ul>	1
<b>Elective units:</b>	<b>=24+ ECTS</b>
<b>Production</b>	15 ECTS
<b>Image speciality</b>	
<ul style="list-style-type: none"> <li>. Project III Film workshop</li> </ul>	10
<ul style="list-style-type: none"> <li>. Film studio</li> </ul>	3
<ul style="list-style-type: none"> <li>. Special techniques in Filmmaking (Motion Capture, Performance Capture, Stop-Motion Animation)</li> </ul>	2
<ul style="list-style-type: none"> <li>. Special techniques in Filmmaking (Motion Control, Time-Lapse, Slow Motion, 360 Degree Filmmaking, Dolly Zoom)</li> </ul>	2
OR	
<b>Sound speciality</b>	10
<ul style="list-style-type: none"> <li>. Project III Composition workshop</li> </ul>	3
<ul style="list-style-type: none"> <li>. Sound studio</li> </ul>	2
<ul style="list-style-type: none"> <li>. Recording of the acoustic instruments, voice and choir</li> <li>. Recording of the amplified instruments, voice and electronics</li> </ul>	2
<b>Theoretical and practical aspects</b>	5 ECTS
<ul style="list-style-type: none"> <li>. Interpenetration of the arts (Visual and Performing Arts Interconnections)</li> </ul>	1
<ul style="list-style-type: none"> <li>. Interpenetration of the arts (Sound and Media Arts Synergies)</li> </ul>	1
<ul style="list-style-type: none"> <li>. Extended Reality Technologies (Foundations and Future Trends)</li> </ul>	1
<ul style="list-style-type: none"> <li>. Extended Reality Technologies (Applications in Art and Media)</li> </ul>	1
<ul style="list-style-type: none"> <li>. Music in films</li> </ul>	1
<ul style="list-style-type: none"> <li>. Music in video games</li> </ul>	1
<ul style="list-style-type: none"> <li>. VR in utility forms</li> </ul>	1
<ul style="list-style-type: none"> <li>. VR in creative industries</li> </ul>	1
<b>Image speciality</b>	
<ul style="list-style-type: none"> <li>. Film directing</li> </ul>	1
<ul style="list-style-type: none"> <li>. Digital Photography and Graphics</li> </ul>	1
OR	
<b>Sound speciality</b>	
<ul style="list-style-type: none"> <li>. Composing techniques of the 20th and 21st centuries</li> </ul>	1
<ul style="list-style-type: none"> <li>. Virtual instruments</li> </ul>	1

<b>Pre-production and creative activities</b>		2 ECTS
. DAW programs		1
. Editing programs		1
. Music production		1
. Film production		1
<b>Post-production</b>		2 ECTS
. Image post-production and VFX (with film editing)		1
. Color grading		1
. Sound post-production		1
. Sound effects		1
<b>Semester 4</b>		
<i>Hosting Institution</i>	Associated Industrial Partners (or) Associated Academic Partners (or) Full Partners	
<i>Learning rationale</i>	Professionalization	
<b>Core Teaching Modules</b>	<b>= 30 ECTS</b>	
<b>Dissertation (Master Thesis)</b>	<b>10 ECTS</b>	
<b>Project IV / Internship</b>	<b>20 ECTS</b>	

### II.2.6.3. Core teaching modules

Successful completion of *Core Unit Modules* is awarded by 30 ECTS credits per semester. *Core Unit Modules* include:

- Compulsory units* that any *Student* must follow during semester 1, 2 and 3 (according to their specialization);
- Elective units* during semester 1, 2 and 3 (according to their specialization), and
- a *Master Thesis*.

The DIGICREA program offers two specializations: "Image" and "Sound/Music". During the application period, students must choose a specialization in their curriculum, which they have to follow during the 4 semesters (no modification possible).

### II.2.6.4. Extra-curriculum Units

*Full Partners* are encouraged to offer full access to any relevant unit modules taught in English to the *Student*. The *Student* however acknowledges that the schedule cannot be adjusted to allow specific optional choices by given students.

*Full Partners* are encouraged to offer local language and culture units to the *Students*.

Although successful completion and validation of extra ECTS credits of those additional modules must be indicated in the *Diploma Supplement*, the extra credits obtained for those optional units cannot compensate for credits from *Core Teaching Modules*.

### II.2.6.5. Master Thesis

The Master Thesis serves as a cornerstone of the Programme, enabling students to bridge their academic experience and the knowledge and skills developed during the first three semesters with hands-on experience through research, artistic creation, or professional engagement.

Students in the DIGICREA Programme have the option to undertake one of the following:

- Research Project:** Accompanied by a written reflection document, referred to as the Master Thesis.
- Artistic Project:** Accompanied by a written reflection document, referred to as the Master Thesis.
- Professional Internship:** Accompanied by a written report, also referred to as the Master Thesis.

The Master Thesis must be related to at least one (1) major topic of the DIGICREA Programme, such as:

- Composing music
- Digital arts
- New media arts
- Sound designing
- Film production
- Video game production
- AI applications in these fields

The *Programme Board* validates Master Thesis proposals for each cohort.

Institutional Collaboration:

- The Master Thesis should preferably be undertaken with a *Full Partner*, an *Associated Academic Partner*, or an *Associated Industrial Partner* of the Programme.
- *Full Partners* are responsible for liaising with *Associated Industrial Partners* to identify thesis opportunities, which are compiled and published on the *Programme* intranet for students to review.
- All completed theses are stored within the internal systems of the respective Full Partner institutions.

External Opportunities:

- Students may propose their own Master Thesis topics and may undertake projects with institutions outside the Consortium.
- Such proposals require approval from the coordinating Institution and are encouraged if they lead to new collaborations, such as the inclusion of the institution as an *Associated Industrial Partner* or *Supporting Partner*.

Work Placement Requirements:

- The Master Thesis must typically involve at least three (3)-months work placement.
- This placement should preferably occur within:
  - An *Associated Industrial Partner*, or
  - A research laboratory affiliated with an *Associated Academic Partner* or *Full Partner*.
- the placement may be conducted in a private company or research laboratory outside the Consortium.
- Regardless of location, the project topic must align with at least one (1) major DIGICREA topic.

Master Thesis implementation:

Each *Student* benefits from the follow-up of an academic supervisor during her/his master thesis who is a PhD holder or near completion to one and part of the Faculty of universities acting as *Full Partners*. Academic supervisor's follow-up the work of the *Student* regularly. When the placement is done in one of the countries where one *Full Partner* is located, the academic supervisor organizes an on-site visit in addition with regular monitoring at distance. The draft of the *Master Thesis* must be approved by the academic supervisor prior to the oral presentation at the thesis defense.

The *Consortium* will organize the *Master Thesis* defense, possibly during the "Induction week". This Master Thesis defense could also be online. Members of the jury are:

- The academic supervisor of the *Master Thesis*
- One member of each university acting as *Full Partner*.
- Host company / institution supervisor (if possible);
- Students / Alumni (not compulsory).

The examination of the Master Thesis (MT) will lead to one grade. This will be based on:

- a written report (submission of report 2 weeks before the defense),
- a public defense (see above) of the work realized

The consortium must provide the students with Master Thesis guidelines at the beginning of Semester 4

### III.2.6.6. Curriculum management

*Full Partners* agree that a degree of flexibility in the catalogue of unit 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*.

The curriculum for each edition is validated during a *Programme Board* and fixed in the present *Student Agreement*.

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

### II.2.6.7. Schedule

The starting date, first session exams, resit dates and ending dates of a given semester are defined up to one (1) month before the starting of said semester. All these dates shall be agreed by the *Programme Board* in line with the local constraints of each *Host Institution*.

Schedule for the current semester is available either physically on the premises of the *Hosting Institution* or online.

### II.2.7. Mandatory mobility component

Ensuring meaningful student learning *mobility* is at the core of the *Programme* rationale. The *Student* must spend three (3) complete mobility periods in three (3) of the *Consortium's* Higher Education Institutions acting as *Full Partner* (not *Associated Academic Partners*) and which are located in different *Programme Countries* and undertake a *Master Thesis* preferably with a Higher Education Institution acting as *Full Partner* or *Associated Academic Partner* of the *Consortium*, or with an *Associate Industrial Partner* or corporate partner of the consortium at large.

Induction week and first semester take place at University Jean Monnet, the second semester at Catholic University of Portugal, the third semester at University of Silesia and the fourth semester in any public or private institution upon prior approval of the *Academic Coordinator* and conclusion of a placement agreement.

Each of these mandatory *mobility* periods must include a volume of study or placement / thesis preparation corresponding to at least 30 ECTS credits.

The mandatory *mobility* periods cannot be replaced by virtual *mobility* (excluding unit modules that are provided by Higher Education Institutions acting as *Full Partners* to ensure consistency of the units sequence) neither can they take place in institutions outside the *Consortium*. In the event of *force majeure*, exemptions to this rule can be considered on a case-by-case basis by the *Programme Board*.

The *Student* must choose a specialization in his/her curriculum during the application period: Image or Sound/Music. S/He has to follow this specialization during the complete curriculum (all 4 semesters). There shall be no possibility to change specialization during the curriculum.

Each *Student* admitted to the *Programme* shall be administratively and academically registered at the *Coordinating Institution* and at any other *Full Partner's university* in which they choose to study.

### II.2.8. Grading policy

#### II.2.8.1. Mutual recognition and 'jointness'

*Full Partners* recognized that the effective implementation of a harmonized process of validation of *Learning Outcomes* is instrumental to ensure to all *Programme's* stakeholders (students and employers alike) the best possible accountability and transparency.

Steps taken to ensure further 'connection in learning outcome validation between the *Full Partners* include:

- (a) Systematic use of the European Credit Transfer and Accumulation System (ECTS) to define *Programme's* unit modules, to recognize *Learning Outcomes*, and ultimately to allow DIGICREA to be an easily readable and comparable degree to increase *Student's* 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. For instance, the evaluation process of the *Master Thesis*, which is

conducted by an international jury of at least 2 different faculty members and one professional of the given field of research;

- (c) While each *Full Partner* must apply the grading scale in accordance with national and institutional regulations at the institution responsible for the delivery of the *unit 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 *Student* transcripts from each institution, and
- (d) Recognized awarded degrees, local diploma supplements and common *Diploma Supplement*.

#### II.2.8.2. Common grading scale guidelines and correspondence

Grade equivalence between University Jean Monnet institutional grading system and DIGICREA grading system

University Jean Monnet grading system: (All marks: X/20) to assess performance for each unit module			DIGICREA grading scale
1	Very Good - Très bien	<16	X ≥80
2	Good - Bien	14 ≤ X < 16	70 ≤ X < 80
3	Satisfactory – Assez Bien	12 ≤ X < 14	60 ≤ X < 70
4	Sufficient - Passable	10 ≤ X < 12	50 ≤ X < 60
5	Fail - Echec	X < 10	X < 50

Grade equivalence between Catholic University of Portugal institutional grading system and DIGICREA grading system

Catholic University of Portugal grading system: (All marks: X/20) to assess performance for each unit module			DIGICREA grading scale
1	Excellent – Excelente	X ≥18	X ≥90
2	Very Good - Muito Bom	16 ≤ X < 18	80 ≤ X < 90
3	Good - Bom	14 ≤ X < 16	70 ≤ X < 80
4	Sufficient - Suficiente	10 ≤ X < 14	50 ≤ X < 70
5	Fail - Insuficiente	X < 10	X < 50

Grade equivalence between University of Silesia in Katowice institutional grading system and DIGICREA grading system

University of Silesia in Katowice grading system: (All marks: 2.0 to 5.0) to assess performance for each unit module				DIGICREA grading scale
1	Very Good- Bardzo dobry	From 91% to 100%	5.0	X ≥90
2	Good Plus - Dobry plus	From 81% to 90%	4.5	80 ≤ X < 90
3	Good - Dobry	From 71% to 80%	4.0	70 ≤ X < 80
4	Satisfactory plus - Dostateczny plus	From 61% to 70%	3.5	60 ≤ X < 70
5	Satisfactory - Dostateczny - performance meets the minimum criteria	From 51% to 60%	3.0	50 ≤ X < 60
6	Fail - Niedostateczny	From 0% to 50%	2.0	X < 50

Some units are not graded with numbers but with pass/fail

Joint grade equivalence between the evaluation system of the internships and Master thesis and the DIGICREA grading system

Joint grading system: (All marks: X/100) to assess performance for internships and Master thesis			DIGICREA grading scale
1	Excellent – <i>Excellent</i>	$X \geq 90$	$X \geq 90$
2	Very Good - <i>Très bien</i>	$80 \leq X < 90$	$80 \leq X < 90$
3	Good - <i>Bien</i>	$70 \leq X < 80$	$70 \leq X < 80$
4	Satisfactory – <i>Assez Bien</i>	$60 \leq X < 70$	$60 \leq X < 70$
5	Sufficient - <i>Passable</i>	$50 \leq X < 60$	$50 \leq X < 60$
6	Fail - <i>Echec</i>	$X < 50$	$X < 50$

#### II.2.8.3. Rounding rule to determine alphabetical grade from numerical marks

*Local Academic Coordinators* may decide to round up to the closest higher alphabetical grade when the numerical mark is borderline (minus 0.25 / 10) and upon instructor recommendation.

#### II.2.8.4. Averaging rule to determine final averaged grade (and honours when applicable to national degree award)

At the end of the *Programme* the weighted average of all unit modules grades and the *Master Thesis* will be calculated.

*Programme Board* may decide to round up to the closest higher alphabetical grade when the numerical mark is borderline (minus 0.25 / 10) and upon all *Local Academic Coordinators* recommendation.

#### II.2.8.5. In case of failed course

Rules regarding failed course or unit module performance assessment will be precise in local studies regulations. Students will be informed of these regulations while they officially register in each *Hosting Institution* for the related semester. Those local regulations will also specify resit examination rules.

#### II.2.8.6. Graduation rules

Validation	Rule
Semester	To validate a semester, a <i>Student</i> must capitalize 30 ECTS.
Semester 1	Student will be allowed to pursue in semester 2 only if at the end of the semester 1 s/he has capitalized 30 ECTS. If a <i>Student</i> doesn't get this minimum of 30 ECTS at the end of semester 1, s/he must stop her/his academic year. S/he can be allowed to enrol again in the <i>Programme</i> for the next edition as a self-funded student once. Upon agreement by the <i>Programme Board</i> (in case of justified health or personal issues), the student may have to pay the full tuition fees or may benefit from the 100% fee waiver upon agreement by the <i>Programme Board</i> .
Semester 2	Student will be allowed to pursue in semester 3 at the end of semester 2 provided that s/he has capitalized 60 ECTS over the two first semesters. If a student does not validate this minimum of 60 ECTS at the end of semester 2, s/he is allowed to enrol again in the <i>Programme</i> for the next edition as a self-funded student once.
Semester 3	<i>Student</i> will be allowed to pursue in Master Thesis at the end of the Semester 3 provided that s/he has capitalized 90 ECTS. If a student does not validate this minimum of 90 ECTS at the end of semester 3, s/he is

allowed to enrol again in the second year of the *Programme*, as a self-funded once.

Semester 4 The *Master Thesis* successful completion is awarded by 30 ECTS and is equivalent to a semester of learning.

If a *Student* fails her/his Master Thesis, s/he is allowed to enrol again in the second year of the *Programme*, as a self-funded once.

Programme To validate the *Programme* and be awarded the multiple national diploma, the *Student* must have validated the four semesters, i.e. s/he must have capitalized 120 ECTS.

#### II.2.8.7. 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*.

#### II.2.8.8. Fraud / plagiarism

Students will receive information about local studies regulations regarding plagiarism while they officially register in each *Hosting Institution* for the related semester.

Each *Full Partner* must apply national and institutional regulations at the institution responsible for the delivery of the *unit module* in case of fraud and/or plagiarism. *Hosting Institution* must declare without delay instances of suspected fraud, and provide factual elements (examination sheets, instructors and *Student's* formal feedback) to the *Programme Board*.

#### II.2.8.9. Use of generative AI based tools

In DIGICREA, responsible, ethical, forthcoming usage of tools based on generative Artificial Intelligence (AI). will be authorized in some activities. Irresponsible and/or dishonest use or abuse of generative AI based tools can be punishable.

For any assigned DIGICREA work that is to be graded, and for which internet access is authorised, including work at home, group work, individual projects or exams, the use of generative AI tools will be **authorised unless otherwise stated by the teacher in charge.**

However, in cases where such tools are authorized, the *Student* should use it responsibly and **respect guidelines and local studies regulations in application in each *Hosting Institution*.** This can go from fully disclosing all AI usage to quotation of all AI-based tools.

In some situations and/or courses, failure to declare part or all of the uses and contributions obtained with generative AI-based tools could be considered as fraudulent behaviour and can lead to sanctions.

The *Student* is solely responsible for his work; not having identified erroneous, plagiarised or otherwise unacceptable material in AI-based contributions to the work will be sanctioned as his/her responsibility. *Student* must review AI-generated content carefully to avoid errors or plagiarism.

#### II.2.9. Joint recognition mechanisms and degrees awarded

##### II.2.9.1 Joint recognition

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

*Full Partners* jointly recognize the unit modules and corresponding ECTS awarded in each Higher Education Institutions acting as *Full Partner* for the purpose of the award of their own national diploma. Mandatory *mobility* periods at *Host Institutions* are fully recognized by the *Full Partners* and are linked to the awarded degree.

The final list of graduates / alumni is endorsed every edition by an *Programme Board* and published in the *Programme* website upon explicit agreement by graduates.

### II.2.9.2. Degrees awarded

A multiple *degree* will be awarded after two years on the completion of 120 ECTS in three *Full Partner* universities (from semesters 1 to 4). The *Students* must obtain at least 60 cumulative ECTS from University Jean Monnet and Catholic University of Portugal during the first year and 30 ECTS from University of Silesia and 30 ECTS delivered from the collegial evaluation of the *Master Thesis* during the second year for the award of the degree

Successful completion of the *Erasmus Mundus Joint Master Digital Creativity Art & Science* will result in the award of multiple Master degrees. According to the concentration which has been chosen by the graduate, the consortium will deliver multiple diplomas from University Jean Monnet, Portuguese Catholic University and University of Silesia in Katowice.

Awarding Institution	National degrees awarded, official name in local language	National degrees awarded, legalized English translation
University Jean Monnet	Master, mention Arts. Master Création contemporaine et nouvelles technologies	Master of Arts, specialization in Contemporary Creation and New Technologies
Portuguese Catholic University	Mestrado em Som e Imagem	Master in Sound and Image specialization Sound Design, and New Media
University of Silesia in Katowice	Magister sztuki, Muzyka w multimediach	Master of arts, Music in Multimedia

### II.2.10. Diploma supplement

In addition to official diplomas and to ensure the best understanding and recognition of the *Programme* graduates achievements, notably towards employers, the *Coordinating Institution* shall deliver to each *Student* a personalized *Diploma Supplement*, signed by all awarding Higher Education Institutions and issued by the *Coordinating Institution*, including:

- learning objectives and *Consortium* track-record and recognition;
- overall organization of the study programme (selection process, *mobility*, host institutions, *Learning Outcomes* methods of assessment, tuition language);
- added value which is brought to the *Students* with respect to *Learning Outcomes* (which have been developed along with recruiters from the industry);
- full transcript of all credits (120 ECTS credits minimum) obtained during the master unit, concentration and grades obtained, Master Thesis subject, and
- awarded degrees in national languages and legalized English translation.

### II.2.11. Diploma and diploma supplement delivery

#### II.2.11.1. Cases when the Student must register in PhD school

Considering below timeline, graduates wishing to enrol in PhD studies right after the completion of their master might need a temporary certificate of completion to demonstrate they will be soon awarded a master degree. The *Student* can require this certificate to the *Administrative Coordinator* as soon as s/he has defended her/his Master Thesis in July or September of Year n+2 at the latest.

#### II.2.11.2. Diploma edition and delivery

Issuance of the diplomas follows the transmission of minutes of jury and / or defense by the secretariats of faculties. In each component, a temporary certificate of completion ("Attestation de réussite") is issued to successful *Students*. The original final diploma is produced in no less than six months.

By December of the graduating year (e.g. December 2027 if you've defended your MT in September 2027 for instance), the *Student* receives an email as soon as the national diploma from University Jean Monnet is available. Collecting procedure details will be explained to students later.

Portuguese Catholic University and University of Silesia in Katowice will have their own process in place to send the diploma to graduates and will inform the students of these procedures.

### II.2.12. Local Academic Coordinator contacts

Coordinating Institution	Contact	
University Jean Monnet	Prof. Laurent Pottier	laurent.pottier@univ-st-etienne.fr
Hosting Institutions	Contact	
University Jean Monnet	Prof. Laurent Pottier	laurent.pottier@univ-st-etienne.fr
Portuguese Catholic University	Prof. Jose Vasco Carvalho	jvcarvalho@ucp.pt
University of Silesia in Katowice	Prof. Adrian Robak	adrian.robak@us.edu.pl

## Article II.3. Student's affairs and administrative services

### II.3.1. Effective enrolment

Effective enrolment in the *Programme* of successful applicants is subject of:

- actual arrival of the student on the first day of the program
- conclusion and signing of a *Student Agreement* between the *Student* and the *Consortium* and providing for rights and obligations of both parties and
- effective official registration of the Student in the *Coordinating Institution*

### II.3.2. Administrative enrolment in universities acting as Full Partners

The *Student* must be registered in the *Coordinating Institution* during the full duration of the *Programme*, i.e. s/he must register during two academic years. Registration for the second academic year can be done remotely.

The *Student* must be registered in each university acting as *Full Partner*, in accordance with the mobility scheme.

*Full Partners* agree to offer to the *Student* a level of administrative services at least equivalent to services normally performed to international students they welcome. *Programme's* student must be treated and served by *Full Partners* in the same way as home students, irrespective of gender, ethnic background, religion or other belief, sexual orientation, or disability.

While at the *Host Institution*, the local policies for resolution of complaints and appeal will apply in addition to policies at *Consortium* level detailed in the present agreement.

### II.3.3. Administrative coordination

*Full Partners* recognized the need to facilitate as much as possible the sometimes heavy administrative process implied by enrolling in a European Master Degree located in three 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 "single-window system" with one *Administrative Coordinator* following-up *Students'* overall "administrative life" from selection to post-graduation. The *Student* receives advices and guidance at each campus from one single dedicated *Local Administrative Coordinator* 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 the *Student* 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 the *Student* might have to deal with or face during her/his stay in *Hosting Institution's* country or at least a contact person that liaises with relevant services. *Local Administrative Coordinators* are responsible for:
  - a. Implementing in liaison with *Local Academic Coordinators* the *Programme Board's* decisions;
  - b. Implementing in liaison with *Local Academic Coordinators* the *Academic Board's* decisions;
  - c. Managing operational activities linked with academic services, and notable teaching delivery, *Learning Outcomes* validations and degree delivery, in liaison with the *Administrative Coordinator*; and
  - d. Ensuring 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.

Each *Local Administrative Coordinator* are primary focal points regarding all student's services and information with regards to given *Host Institution* (i.e. visa application guidance should be sought by the *Student* from the *Local Administrative Coordinator* of the university where the *Student* have to study next).

#### II.3.4. Administrative services at Coordinating Institution level

The *Student* is entitled to receive administrative services with regards to:

- a. Pre-arrival services
  - a. guidance on French visa application (follow-up and confirmation with French Consulate / Campus France Office; provision of certificate of admission and certificate of residence upon selection);
  - b. guidance on housing services during semester 1;
- b. information on administrative steps during the *Programme* (documentation needed through the entire duration of the *Programme*);
- c. *Institutional Costs* and scholarship management in accordance with provisions laid down in section IV of the present agreement;
- d. Key information needed to prepare mobility in each *Hosting Institutions* (bank services, visa application details, accommodation services available, reference to key information) will be available on the *Programme's* website;
- e. a full health and accident insurance coverage, in accordance with the minimal requirements of the Erasmus+ Joint Master *Programme* provided in Practical Information on Grant Management available on the EMJM beneficiaries Space website and which constitutes Annex 5, to the *Grant Agreement* (coverage, conditions, restrictions and helpdesk contacts are available on the website, the *Administrative Coordinator* is available to liaise directly and support the *Student* in insurance-related processes). Further information can be obtained in the guidelines "Minimum requirements for the Health and Accident Insurance coverage of Erasmus Mundus Joint Master Degrees students" (see European Education and Culture Executive Agency website);
- f. alumni network access and events;
- g. professional network and events and job / PhD opportunities;
- h. *Programme's* milestones and events (mobility management, summer internship and *Master Thesis* legal framework, delivery of diploma and diploma supplement).

The *Student* understands the *Coordinating Institution* commits only to provide administrative services directly linked to the academic delivery of the *Programme* (such as registration, scholarships management, insurance cover, graduation). The *Coordinating*

*Institution* must make reasonable endeavours to facilitate as much as possible provision of additional services provided by third parties and ruled by other relevant agreements, such as immigration steps, housing and banking, but the *Student* ultimately bears the sole responsibility of such contractual arrangements.

#### II.3.4.1. Housing services

The *Student* acknowledges that the contract will be concluded upon arrival and subject to the payment of a deposit and registration fees. The *Student* agrees that any expenses related to housing services is own and sole responsibility and that *Hosting Institutions* accept no responsibility with regards to problem incurred as a result of the contractual relationship concluded.

#### II.3.4.2. Banking services

All *Students*, Non-European and European, need an European bank account during the period of the study. Non-European *Students* (and European *Students* if they wish to) may ask the *Coordinating Institution* to support them in this process.

This European account is needed for the *Coordinating Institution* to disburse the scholarship the *Student* have been awarded when applicable, and in any case to allow the *Student* to have means of payments during the entire period of the *Programme* (the visa card can be used in all hosting countries of the *Programme*).

The *Student* acknowledges that s/he is fully aware that any expenses related to banking services is their own and sole responsibility.

#### II.3.5. Administrative services at Hosting Institution level

*Full Partners* commit to provide in due time to the *Student* information on the systems that are necessary for the studies and information about the university study regulations and regulations for examinations and appeals (referenced on the programme website).

The *Student* is entitled to receive administrative services with regards to guidance and support on administrative steps to be taken (visa application, residence permit, potential housing allowances, information on student life registration, schedules, campus services, university regulations, graduation rules, legal advice, health and sport services, diploma delivery when applicable directly by the *Host Institution*).

#### II.3.6. Women's empowerment

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

#### II.3.7. Student with special needs

Students with specific learning difficulties (e.g. dyslexia) and disabilities (e.g. visual impairment - partial sight or blind, hearing loss - partial hearing or profoundly deaf, mobility difficulties or wheelchair use, ...) are advised to disclose any disabilities, in confidence, at the earliest opportunity so that the Consortium can make provision for the *Student's* needs even if the *Student* does not believe that additional support is required.

The *Hosting Institutions* are striving to improve its facilities to ensure equal opportunities for all students with disabilities and specific learning difficulties. *Host Institution's* disability support services, support includes special arrangements for examinations, liaison with tutors and needs assessments.

#### II.3.8. Local Administrative Coordinators contacts

The *Student* should contact following focal points:

<i>Coordinating Institution</i>	Contact	
University Jean Monnet	Lucas Martinet	lucas.martinet@univ-st-etienne.fr
<i>Hosting Institutions</i>	Contact	
University Jean Monnet	Lucas Martinet	lucas.martinet@univ-st-etienne.fr

Portuguese Catholic University	Teresa Lopes	tlopes@ucp.pt
University of Silesia in Katowice	Daria Krzywoń	daria.krzywon@us.edu.pl

### II.3.9. Intellectual Property Rights management

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

### II.3.10. Protection of personal data

Pursuant to EU's General Data Protection Regulation (GDPR), relating to the protection of natural people with respect to the processing of personal data and the free movement of that data, the Consortium Members agree to comply with the rules established by the Commission of the European communities: related to the Regulation (EU) 2016/679, adopted on 27 April 2016 and enforceable from 25 May 2018, on standard contractual clauses for the transfer of personal data to third countries.

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) applicants' personal data uploaded on the on-line application server during the Call for Application for scholars as listed in article VI.11.4, and
- (c) Students
- (d) academic results during their participation in the Programme.

The transfer is necessary for:

- (a) the Students' selection process as detailed in *Partnership Agreement*;
- (b) the Scholars' selection process as detailed in *Partnership Agreement*;
- (c) 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).

The personal data may be stored for longer periods in cases where national law requires that institutions store personal data for a longer period.

The European Education and Culture Executive Agency (EACEA), in the context of managing the Erasmus Mundus Joint Master Degrees, collects and processes the personal data of some of the candidates. In particular, certain data of the scholarship holders (students and scholars), non-scholarship holders and reserve list candidates is shared with the Agency through the EACEA Mobility Tool and treated according to the following [privacy statement](#).

### II.3.11. Use of Student's pictures

The student, for good and valuable consideration, the receipt of which is acknowledged, hereby grants to *Consortium*, its legal representatives, assignees, and those acting under its authority, the unrestricted right and permission to copyright and/or use, and/or publish photographic portraits or pictures of the *Student*, and the negatives, transparencies, prints, or digital information pertaining to them, in still, single, multiple, moving or video format, or in which *Student* may be included in whole or in part, or composite, or distorted in form, or reproductions thereof, in colour or otherwise, in any media for advertising or any other lawful purpose.

## SECTION III. STUDENT ROLES AND OBLIGATIONS

### Article III.1. Student Engagement

The Consortium expects the *Student* to:

- a. be present in person from the first day to the end of the program, for each semester, at all academic, pedagogical and socio-cultural activities organized by the Consortium;
- b. know the study programme descriptions and the unit descriptions and meet the compulsory activities and the given deadlines;
- c. know the study regulations and the regulations for examinations and appeals at both *Consortium* level and *Hosting Institution* levels, including regulations regarding specialization choice, plagiarism and more;
- d. use the universities' services regularly and take advantage of the possibilities given, like the library, studios, facilities and laboratories;
- e. read the information sent by e-mails by the *Consortium's* academic and administrative staff and take action when applicable. They must use the e-mail account given at the time of application or notify the *Administrative Coordinator* of change of principal email;
- f. participate at the best of their capabilities to the implementation of the *Consortium's Quality Policy* and governance of the *Consortium*;
- g. uphold all engagements made within the frame of the DIGICREA programme, notably with regards to local regulation at both *Consortium* level and *Hosting Institution* levels. Failure to complete required work and obligations will be sanctioned and could result in the termination of the scholarship.

### Article III.2. Ethics

The *Student* engages to behave with ethics during his/her studies. He/she will commit no fraudulent act, and will specially avoid cheating, falsification or plagiarism of any academic work. Moreover, he/she will not abuse or misuse the access to equipment and installations and will not perform any unauthorized access or violation of departmental or university rules. Any incident against this compromise will be treated by the *Programme Board* and may cause the exclusion of the *Student*.

The *Student* acknowledge that her/his participation on a European programme may require cultural adaptation to local customs, "do and don't" of a given culture.

### Article III.3. Attendance

#### III.3.1. General provisions

The *Student* commits him/herself to duly attend the *Programme* including all prescribed lectures, seminars, special schools, examinations and activities of the *Programme*, having a duration of two academic years, upon the signature of this *Student Agreement*.

The *Student* should not, in any cases, leave the national territory of the *Hosting Institution* without prior notification and justification to local *Academic* and *Administrative Coordinators*.

Attendance is mandatory from the very first day of the Programme, including Induction week, for the whole duration of the two academic years and for all classes, lectures, seminars, examinations and activities. Late arrival will only be tolerated in cases of extreme emergency or force majeure and will be examined by the *Programme Board*. Absence at the start of the program will be considered as a withdrawal and will result in cancellation of the scholarship and student status.

Attendance is monitored by instructors on a daily basis and administrative staff on a monthly basis. In case a *Student* cannot attend a unit module for predictable good cause (health issues, administrative tasks), s/he must notify the instructor and copy the local academic and/or administrative coordinator. The *Student* must enclose to this leave request a justification (medical certificate signed by a local medical practitioner for health issues, meeting request for administrative tasks for instance). Absence for personal reasons does not constitute grounds for justification.

More than 10% of absence can not be allowed (10% of a given unit module with regard to volume of hours and 10% of global hourly volume of a given semester cumulatively). Any absence beyond this threshold will be considered by the *Programme Board* and the *Student* will be requested to justify her/his absence.

In case of repeated and unjustified absences, measures taken by the *Programme Board* can range from cancelation of the examination to final exclusion from the *Programme* and termination of any scholarship directly managed by the *Consortium* upon one (1) month noticed to the student. The *Student* may in that case appeal in accordance with the terms laid down in Article I.6.

### III.3.2. Justified cases of extended leave

The *Student* who has to interrupt their studies for a certain period of time, due to justifiable reasons of health, pregnancy or family matters, must notify the *Academic* and *Administrative Coordinators* and seek formal agreement prior to the beginning of the leave period. All such situations will be evaluated on an individual basis by the *Programme Board*.

### III.3.3. Withdraw of the Programme

In case the student wishes to leave the *Programme*, s/he must notify the *Academic* and *Administrative Coordinator* in accordance with the provision laid down in article I.5.3.

This will notably result in termination of the scholarships managed by the *Consortium*. The scholarship payment will be stopped on the exact date when the leave is confirmed by the student, the local coordinator and the coordinator. This could lead to a pro-rata payment based on the effective days of participation for the last instalment (in the case of drop-out during the month).

## Article III.4. Student and Alumni active involvement in the Consortium governing bodies

### III.4.1. Students Delegates roles

*Students* agree to collegially designate two (2) *Students Delegates* who will represent all the *Students* during the said edition and who will act as the main focal point between the *Programme Board* and *Academic Board* on one hand and the *Students* on the other hand.

*Students* must elect one (1) delegate and one (1) alternate delegate for their cohort two (2) months after the beginning of the *Programme* at the latest and notify the *Academic* and *Administrative Coordinators*. Method of election is left to *Students* own judgement.

Students Delegates' roles entails:

- a. organize regularly meetings on his/her own initiative with her/his fellows, physically or virtually (notably during semester 4 when *Students* are not located at the same place);
- b. feedback, anonymously if requested by *Student/s*, to *Academic* and *Administrative Coordinators* or *Consortium* governing bodies any *Student's* feedback, positive (idea for development) or negative (collective and individual concerns that might arise during the period of the *Programme*, issues faced by the *Students*);
- c. take part in the *Programme* governance bodies work and meetings, in accordance with the terms laid down in article II.1, the *Partnership Agreement* and the *Programme Quality Policy*. This implies notably the obligation for each delegate to participate in the *Consortium's Academic Board* and *Quality Assurance Board* held physically twice a year and virtually anytime upon proposition of the Heads of the Boards or any *Full Partners* request.
- d. Promote their fellow colleagues to participate in the Erasmus Mundus Student and Alumni association

### III.4.2. Alumni Delegate roles

At the end of the *Programme*, the *Students* shall elect one or several *Alumni Delegate/s* that will represent the cohort within the *Programme* governing bodies. *Students delegates* and *Alumni Delegates* may or may not be the same individual.

*Students* must elect one alumni representative for their cohort two (2) months before the end of the *Programme* at the latest and notify the academic and administrative coordinator. Method of election is left to *Students* own judgement.

Alumni Delegates roles entails:

- a. be, on a voluntary basis, the cohort focal point for alumni management, including the annual alumni employability survey, the community management of social media linked to the *Programme*.
- b. inform regularly alumni of progress of the *Programme* milestones, achievement and strategy and take all necessary endeavors to further alumni cooperation in the *Programme* in liaison with the *Academic* and *Administrative Coordinators*.
- c. take part in the *Programme* governance bodies work and meeting, in accordance with the terms laid down in article II.1, the *Partnership Agreement* and the *Programme Quality Policy*.
- d. Promote their fellow colleagues to participate in the Erasmus Mundus Student and Alumni association

### III.4.3. Student roles in Consortium's Quality Policy

The *Student* shall dedicate time and attention to formal (i.e. online questionnaires) and informal (focus group at the end of each semester) monitoring and evaluation activities implemented within the framework of the *Consortium Quality Policy*.

Rationale, frequency, objectives and exploitation of data of these monitoring and evaluation activities are defined and ruled by the *Consortium's Quality Policy*, designed and updated regularly by the *Quality Assurance Board* and available on the *Programme's* website.

Participation to these surveys is compulsory and linked to the academic validation of credits and hence diploma (i.e. each unit module must be assessed by the student for him/her to get the ECTS associated to the unit module, and the overall academic and administrative experience during a mobility period must be assessed to validate the semester). Although administration of these surveys is carried out anonymously, The *Student* may be required to complete individual online questionnaire to ensure full participation. The *Administrative Coordinator* is the only individual that can access individual data and s/he is obliged to convey to the *Consortium* governing bodies only aggregated data or anonymized qualitative feedbacks.

## Article III.5. Visibility and marketing of the Programme

### III.5.1. Obligations regarding use of Programme's marketing materials

The *Student* commits to follow the guidelines given by the *Programme Board* (document to be sent by Project coordinator) with regards to use of the *Programme* name, logo and any materials owned by the *Consortium*. This includes notably best practices in terms of referencing the *Programme's* degree name and degree-awarding institutions in the *Student's* CV and social media, and to respect terms of uses of social media managed by the *Consortium*.

### III.5.2. Obligations regarding communication with Consortium's financial and technical partners

The *Coordinating Institution* must be the intermediary for all communications between the *Student* and between the *Consortium* third parties, i.e. technical and financial partners, including the *Agency*. The *Student* acknowledges that the *Agency* cannot answer specific complaints that *Students* might have regarding the *Programme* on an individual basis. The *Student* is advised to follow first the appeal process in accordance with the terms laid down in article I.6. prior to attempt to lodge a complaint before the *Agency*.

### III.5.3. Student's participation to the Programme marketing

Although not compulsory, the *Student* is encouraged to join her/his 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. The *Student* may 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.

### Article III.6. Students associations

The *Student* is advised to join the Erasmus Mundus Association and to engage in the association governance and activities.

The *Student* is encouraged to set-up his/her own alumni association.

## SECTION IV. FINANCIAL ARRANGEMENTS

### Article IV.1. Student interlocutor for financial matters

The *Coordinating Institution* is primarily responsible to arrange proper management and payment of:

- a. *Institutional Costs*, including insurance fees
- b. *Scholarships - EMJM scholarships*

Hosting Institutions may directly manage national (government or university sponsored) scholarship programmes.

### Article IV.2. Institutional Costs

#### IV.2.1. Institutional Costs

Institutional Costs are not charged to students. They will be paid by Europe to the *Full Partners*. They cover for the entire duration of the programme.

#### IV.2.2. Services included in Institutional Costs

Institutional *Costs* that are not charged to each *Students* cover, for the entire duration of the *Programme*, the costs related to:

- a. selection costs according to the terms laid down in article III.5 of the *Partnership Agreement* (no costs shall be charged at the time of the application);
- 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 (units, offer of master thesis in the industry, exams, thesis examinations, in-site visits);
- d. social insurance and full insurance coverage 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. access to *Hosting Institution's* libraries, laboratories and online resources services related to the *Programme*
- g. full access to *Hosting Institution* services (culture, sports, health, ...);
- h. dedicated local languages units that may be offered by the different universities;
- i. access to DIGICREA events and networking activities with industry and alumni, and
- j. any other mandatory costs related to the *Student's* full participation in the *Programme*.

These *Institutional 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. bank account fees;
- d. accommodation;
- e. books, stationery, personal laptop, and
- f. student Associations' membership fees.

#### IV.2.3. Budgeting

*Self-financed students* are encouraged to plan their 2-year budget ahead of the induction week. The *Consortium* must inform, at the time of selection, a ballpark figure of expected costs of living that *Self-financed students* shall be able to meet. This financial ability to cover the cost of education may be required for visa application.

### Article IV.3. Scholarships

#### IV.3.1. Scholarships grants management

##### IV.3.1.1. EMJM scholarships

The legal basis and documentation that prevails for determining scholarships amount is the English version of the Erasmus + programme guide –version 1 - 2024 - valid as of 28.11.2023, page 293.

Provided that the student is selected by the *Consortium* to receive an Erasmus Mundus scholarship, the scholarship will be paid on a monthly basis after signing the *Student Agreement* by the start of the programme. The students will receive a scholarship amounting to a total of 1400 Euros/month for the entire period needed to complete the study programme (up to a maximum of 24 months), which will be used for covering travel expenses, visa application, installation and subsistence costs.

The scholarship will be paid in Euro currency by bank transfer to a European bank account. The student shall inform the *Consortium* as soon as possible on any change in his/her/their bank details.

The scholarship does not create or entitle an employer-employee relation between DIGICREA Programme and the student.

##### IV.3.1.2. 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* editions. *EMJM scholarship* disbursements are managed by the *Coordinating Institution* in accordance with the EACEA rules.

##### IV.3.1.3. Scholarship reimbursement

In case of termination of the Agreement, i.e. withdrawal of studies before completion of the programme or exclusion from the programme, the student hereby declares to reimburse the *Coordinating institution* the excess funding from the grants allocated to him/her, which consist in any DIGICREA funds received covering the period following the date of termination of the Agreement.