



MESPOM
Masters in
Environmental
Sciences, Policy
and Management



With the support of
the Erasmus+
programme of the
European Union

Lund University – Central European University – University of the Aegean – University of Manchester

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Master of Science in Environmental Sciences, Policy and Management MESPOM

An Erasmus Mundus Masters course

Student Handbook

2021-2023 and 2022-2024

Approved by MESPOM Academic Board in November 2022

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Abbreviations

| | |
|---------|--|
| AB | (MESPOM) Academic Board |
| CEU | Central European University |
| EACEA | Education, Audio-visual and Culture Executive Agency |
| EC | European Commission |
| ECTS | European Credit Transfer System |
| EM | Erasmus Mundus |
| EMMC | Erasmus Mundus Masters Course |
| EMJMD | Erasmus Mundus Joint Master Degree |
| IIIEE | International Institute for Industrial Environmental Economics (at LU) |
| LU | Lund University |
| MESPOM | Masters in Environmental Sciences, Policy and Management |
| DEES | Department of Earth and Environmental Sciences |
| UAegean | University of the Aegean |
| UoM | University of Manchester |

1 General information

1.1 What is MESPOM?

MESPOM is a joint Masters course in Environmental Sciences, Policy and Management operated by

- The University of the Aegean (UAegean, Greece),
- Central European University (CEU PU, Austria),
- Lund University (LU, Sweden),
- The University of Manchester (UoM, UK)

These four institutions are called the **MESPOM Consortium Partners**.

MESPOM prepares students for developing integrated solutions to environmental challenges, especially in the international context.

MESPOM awards a multiple/joint Master of Science degree which is supported by multiple *degree certificates* issued by the European partner universities and a single Diploma Supplement (DS).

In 2005-2016 MESPOM operated within Erasmus Mundus (EM) and Erasmus +, European Commission's programmes aiming to enhance quality, visibility and attractiveness of European higher education. These programs provided considerable support to develop MESPOM to the point where it could start operate independently since 2015. MESPOM is part of a network of Joint Masters Courses in Europe embodying the idea of a single European Higher Education Area.

1.2 Finding your way in MESPOM

MESPOM is governed by the **Academic Board (AB)** which includes representatives of each of the Consortium Partners, and the MESPOM Co-ordinator. Student representatives may request to attend the AB meetings as appropriate. The **MESPOM Coordinator** is a faculty member appointed by the Academic Board who deals with the coordination of MESPOM. The Coordinator prepares and organizes AB meetings and maintains contacts with the European Commission on behalf of MESPOM.

Each of the MESPOM Consortium partners has at least one faculty and at least one administrative staff member responsible for academic and administrative aspects of MESPOM respectively. These individuals are listed in Table 1. The students are encouraged to turn to MESPOM **Academic Contacts** regarding the academic content of the programme (courses, grading systems, leave of absence, etc.) and to MESPOM **Administrative Contacts** regarding relevant organizational issues (visas, accommodation, transcripts and certificates, calendars, etc.). The **MESPOM Coordinator** should be contacted regarding questions concerning students' mobility, Erasmus + scholarships, and other aspects of coordination and joint operation of the Course as well as matters related to the European Commission.

Table 1. Who is who in MESPOM

| Name, contact information | Position | Role in MESPOM |
|---|---|---|
| Aleh Cherp (aleh.cherp@mespom.eu) | Professor, Environmental Sciences and Policy (CEU) | MESPOM Coordinator. Contact regarding all joint and cooperative issues (mobility, tuition, scholarships, joint degrees and examination, liaison with the EC etc.) |
| Gyorgyi Puruczky (gyorgyi@mespom.eu) | MESPOM administrator, CEU | Contact regarding all intra- Consortium issues (scholarships, alumni etc.), |
| Tunde Szabolcs (tunde@mespom.eu) | PhD and MESPOM administrator, CEU | Contact regarding student and mobility matters |
| Sonia Yeh (sonia.yeh@chalmers.se) | Professor, Chalmers University of Technology | External Examiner. Issues of academic quality assurance |
| The University of the Aegean | | |
| Petros Gaganis (gaganis@aegean.gr) | Professor | UAegean Academic Contact. |
| Karagianni Hrisa (hkaragianni@aegean.gr) | Chief Administrator | |
| Michael Bakas (mbakas@aegean.gr) | Postgraduate administrator | UAegean Administrative Contact. |
| Central European University | | |
| Brandon Anthony (AnthonyB@ceu.edu) | Head of Department | |
| Anke Schaffartzik (SchaffartzikA@ceu.edu) | Masters Program Committee Director | CEU Academic Contact |
| Irene Pedroche (Pedrochell@ceu.edu) | Dept. academic coordinator | CEU Admin. Contact (scheduling and course support) |
| Anne-Sophie Henrich (HenrichA@ceu.edu) | Dept. coordinator | CEU Administrative Contact (scholarships and acad. records) |
| IIIIEE at Lund University | | |
| Naoko Tojo (naoko.tojo@iiiiee.lu.se) | Director of Educational Programmes | |
| Lars Strupeit (lars.strupeit@iiiiee.lu.se) | Research associate / Project manager | LU Academic contact, MESPOM programme coordinator in Lund |
| Patricia Felix (patricia.felix@iiiiee.lu.se) & Emelie Frid (emelie.frid@iiiiee.lu.se) | Student coordinator | LU Administrative Contact |
| University of Manchester | | |
| Stephen Boulton (Stephen.boulton@manchester.ac.uk) | Lecturer, Programme Director MSc PEC/MAES | UoM Co-director of MESPOM, on sabbatical in 2022-2023 |
| James Allan (James.Allan@manchester.ac.uk) | Lecturer, Department of Earth and | UoM Co-director of MESPOM in 2022-2023 |

| Name, contact information | Position | Role in MESPOM |
|---|--|--|
| | Environmental Sciences | |
| Andrew Lowe (Andrew.Lowe-2@manchester.ac.uk) | Lecturer, Department of Earth and Environmental Sciences | UoM Co-director of MESPOM |
| Michael Atherton (Michael.atherton@manchester.ac.uk) | Admissions manager | Contact for students not yet in Manchester |
| Carol Jeffery & Earth Support (Carol.A.Jeffery@manchester.ac.uk) & earth.support@manchester.ac.uk Assessment Team (earth.assessment@manchester.ac.uk) | Programme Administrator & General support teams | Contact for students in Manchester |

2 Governance and Academic Management of MESPOM

2.1 Academic Board

The Academic Board makes key decisions regarding the MESPOM study programme, admissions of students, selection of MESPOM scholars, students' mobility tracks, MESPOM-wide academic policies and procedures, as well as financial aspects of MESPOM operation (such as tuition fees). The Academic Board gathers at least once a year and frequently meets on-line for the purposes of decision-making. The current composition of the MESPOM AB is available from the MESPOM Website. The minutes of the AB meetings are available from the MESPOM coordinator.

2.2 Examination Board

Examination Board includes faculty members of all MESPOM partner universities appointed by the Academic Board as well as the MESPOM External Examiner. The Examination Board convenes twice a year (normally in June in conjunction with presentation and defense of the theses and in October). The Examination Board follows procedures outlined in the Annex to this Handbook. The Examination Board recommends the MESPOM Consortium partners to award the MESPOM Degree to successful graduates and confirms the academic grades of the MESPOM students concluding their studies.

2.3 Student Representation

Each cohort of MESPOM students appoints at least 2 student representatives for the full course of the programme. The MESPOM student representatives regularly contact MESPOM faculty and administrators, including through participation in the Faculty and Academic Board meetings, to share and discuss issues of concern to MESPOM students.

Student representatives do not participate in the Examination Board meetings.

3 MESPOM Information and Communication Tools

Each MESPOM student receives access to the **MESPOM.EU** domain services provided by Google Apps Education Edition. This gives access to a unique e-mail address firstname.lastname@mespom.eu as well as to shared documents, calendars, Websites and other services. The MESPOM Coordinator sets up user accounts for each enrolled MESPOM student.

MESPOM students should regularly check their @mespom.eu e-mail address as they will be used for communication between the students and the Consortium (including the Coordinator).

Please note that e-mail to the @mespom.eu addresses can be automatically forwarded or accessed via POP, IMAP or Exchange e-mail clients for reading off-line. Help in setting up the email boxes will be provided on request.

Useful email addresses within the MESPOM domain include:

- studentsxx@mespom.eu - an address for all the students *starting* MESPOM in the given year (xx);
- lundxxxx@mespom.eu and manchesterxxxx@mespom.eu for the tracks of the given year
- students@mespom.eu - email to all MESPOM students, past and present (use sparingly);
- alumni_list@mespom.eu - email address to all MESPOM alumni;
- Alumni@mespom.eu - email address to the MESPOM Alumni Association

MESPOM policies, procedures and other key materials (thesis topics, internship opportunities, etc.) are posted at the **Students Space** (<http://students.mespom.eu/>). Access to this platform is possible with @mespom.eu usernames and accounts. Students can edit and create Webpages and establish separate Websites available within the MESPOM community or beyond using this tool.

The first year of MESPOM studies is supported by an [e-learning platform at CEU](#) where all students have access to course information (including the latest schedule), materials and other learning tools. The CEU/MESPOM e-learning platform also has an electronic copy of the most recent MESPOM syllabi.

MESPOM also has a number of **informal on-line communities**, such as e-mail lists on Google Groups (MESPOM for the programme in general and MESPOM05...10 for each cohort), LinkedIn groups, Facebook, etc. The MESPOM Google Groups and Facebook may be used to send official MESPOM announcements, but these will always be duplicated to the students' e-mail addresses.

4 MESPOM Study programme

The 2-year (120 ECTS credits) MESPOM programme includes three semesters of taught courses followed by a fourth research semester. A detailed and up-to-date description of the MESPOM programme is available from the [MESPOM website](#) and the [CEU/MESPOM e-learning platform](#).

The first two semesters, taught at CEU in Vienna with contribution from Lund University, include mandatory and elective units on various aspects of environmental challenges and society-environment interaction. Students then proceed with the **Spring Semester at the University of the Aegean** at their campus on the island of Lesvos studying the subject of advanced science and management. During the 3rd semester students go on specialised tracks in either preventive environmental strategies in the public and private sector (at IIEE, Lund University) or environmental sciences and pollution control (at the SEAES, University of Manchester). Both tracks emphasize hands-on research and practical experience in industries, organizations, and laboratories.

Semester 3a at IIEE, Lund University. Environment, Industry, Products. The aim of this module is to equip students with knowledge and skills necessary to prepare and implement environmentally relevant management decisions, especially at a strategic level. Besides lectures and seminars, the module includes writing an individual research paper and is based on direct interaction with companies and municipalities. All units are mandatory, while the Applied Research in Preventive Environmental Approaches (ARPEA) course gives students a possibility to select research topics in strategic environmental development.

Semester 3b at the University of Manchester. Pollution and Environmental Control. The overall aim of this track is to provide an understanding of the effects of pollution on marine, freshwater and terrestrial ecosystems and human health, the management of solid, liquid and gaseous wastes and pollution abatement and research. Moreover, the Module strives to build analytical skills necessary to design and implement environmental and pollution control projects, as well as to communicate and disseminate relevant information. All parts of the taught element will be supplemented by laboratory and field practicals, field and industrial visits, and seminars and guest lectures from outside experts.

Semester 4 Individual thesis research. (30 ECTS credits; February - June of the 2nd academic year). Individual research will be undertaken at the CEU, IIEE, the UoM, or the UAegean, depending upon the students' and Consortium partners' interests. Each student will have a thesis advisor from one of the degrees awarding institutions and may have a second advisor from another Consortium partner. The topics of student research are closely linked to areas of research excellence of Consortium partners. The research will result in a Masters thesis which will be examined according to the procedures described in this Handbook.

5 MESPOM Registration and Degree

Each MESPOM student is registered at CEU, Lund University, and the University of Manchester and at the University of the Aegean upon joining the programme. Student registration is valid for the whole period of studies (2 years) independent of the students' study track.

Upon successful completion of the MESPOM course, each student receives a "MESPOM Degree". The MESPOM degree has features of both joint and multiple degrees. It is awarded jointly by four MESPOM Consortium partners (CEU, Manchester, Lund and the UAegean) and the degree certificates cross-refer to each other to stress the joint character. At the same time there are four separate degree certificates to ensure proper compliance with relevant national legislation and university charters.

MESPOM is a fully accredited program in Hungary since 2011. Students were granted a full-fledged Hungarian diploma since 2014 and until 2021. MESPOM is a fully accredited academic programme in Austria since 2019. Students are granted Austrian diplomas since 2022.

Each successful graduate thus receives the following award documents:

| | |
|--|---|
| Education certificate | Joint document certifying the completion of the MESPOM programme. Awarded at graduation ceremony |
| Diploma supplement | Joint document in accordance with the EUROPASS standards. Identifies the MESPOM qualification and its holder |
| Transcript of records | Issued by CEU on behalf of the MESPOM Consortium. Contains records of all courses, grades and credits over 2 years; |
| UAegean Diploma (degree certificate) | Certifies the award of the UAegean degree |
| CEU Diploma (degree certificate) | Certifies the award of the CEU MESPOM degree (registered with the New York States Board of Regents and accredited in Austria) |
| Lund Diploma (degree certificate) | Certifies the award of Lund University MESPOM degree. Is accompanied by a record of courses as registered in Lund |
| Manchester Diploma (degree certificate) | Certifies the award of the University of Manchester MESPOM degree |
| Austrian Diploma | Certifies the MESPOM degree in Austria. Issued in English and German (from 2022) |

In order to qualify for the MESPOM degree, a student should successfully complete all semesters of the course on the chosen mobility track. Relevant compensation and re-sit rules¹ - as defined by

¹ **Compensation rules** allow a student to fail in one course component and be 'compensated' by good performance in another course component. Compensation can be compared to 'averaging' the grades for two or more course components. **Re-sit rules** are rules which allow a student to take a second chance in an exam or other assessment after failing it. The students are advised to get acquainted with compensation and re-sit rules in their host institutions.

host institutions – apply within each semester. The following table shows ‘exit tracks’ if a student fails one or more of the semesters.

| Semester 1 (CEU) | Semester 2 Winter (CEU) | Semester 2 Spring (UAegean) + internships | Semester 3* | Semester 4** (thesis) | Result |
|------------------|-------------------------|---|-------------|-----------------------|---|
| Fail | Not allowed | Not allowed | Not allowed | Not allowed | None |
| Pass | Fail | Not allowed | Not allowed | Not allowed | Transcript (CEU) |
| Pass | Pass | Fail | Not allowed | Not allowed | Transcript (CEU) |
| Pass | Pass | Pass | Fail | Not allowed | |
| Pass | Pass | Pass | Fail | Pass | (CEU Austrian) MSc Degree |
| Pass | Pass | Pass | Pass | Fail | CEU transcript, MESPOM Certificate of Education An option of postgraduate certificate (if in Manchester) |

* Normally, the grades for the Internship components are not available before Semester 3 in Lund starts; the students are therefore allowed to start Semester 3 at Lund as long as all the components of the Internship course up to submitting the student’s report are completed.

** For the students to start their thesis semester after Semester 3 in Lund, completion of 85 ECTS credits is sufficient.

6 MESPOM Policies and Procedures

6.1 General provisions

Unless specifically regulated by the MESPOM-wide policies and procedures contained in this Handbook, the rules of the host institution (i.e. the institution where a student is hosted at a given moment) always apply. As these vary from one place to another, MESPOM students are advised to carefully study applicable policies and procedures every time they change a host institution. Student Handbooks of the four consortium partners are shared with the students.

The academic matters which are regulated by MESPOM Consortium as a whole are (a) the common grading scale which is necessary to translate grades received in one institution to another; (b) progression from one semester to another when it is associated with mobility between Consortium partners; and (c) joint examination of the thesis and the award of MESPOM degree. MESPOM Consortium partners communicate about academic malpractice so that malpractice incidents in a previous mobility period are taken into account in judging incidents in the subsequent periods.

6.2 ECTS and grading scale

MESPOM partner universities use the European Credit Transfer System (ECTS) to facilitate mutual recognition of courses and grades. Each MESPOM course has a value in ECTS credits. CEU, LU and the UAegean directly use ECTS credits whereas the UoM uses UK credits (1 UK credit = 0.5 ECTS credits). The final MESPOM transcript and the Diploma Supplement use ECTS credits.

Each of the MESPOM partner institutions applies its own grading scale which will be explained to the students. In order to translate grades between institutions, the MESPOM Consortium uses the conversion table based on the so-called ECTS grading bands (Table 2)

Table 2. Inter-institutional grading scale

| Mark | CEU | | Aegean | Manchester | Lund | ECTS | |
|------|------|---------|---------|------------|------|------|----|
| | GPA | Range | | | | Band | %* |
| A | 4.00 | 96-100% | 85-100% | 70-100% | 5 | A | 10 |
| A- | 3.67 | 88-95% | 75-84% | 65-69% | | 4 | B |
| B+ | 3.33 | 80-87% | 65-74% | 60-64% | C | | 30 |
| B | 3.00 | 71-79% | 55-64% | 55-59% | 3 | | D |
| B- | 2.67 | 63-70% | 50-54% | 50-54% | | E | 10 |
| C+ | 2.33 | 58-62% | | | | | |
| F | | | 40-49% | 40-49% | 2 | FX | - |
| | 0.00 | < 57% | 30-39% | < 40% | 1 | F | - |

* Share of students who are expected to fall in the band, on average, in a comparable group of graduate students

Distinction to graduating MESPOM students is awarded upon the fulfillment of 2 conditions: (a) thesis grade of ECTS Band A; (b) GPA for all taught courses of 3.67 or above². *Merit* to graduating MESPOM students is awarded if final GPA (including the thesis) is 3.33 or above and the student does not qualify for distinction. *Pass* to graduating students is awarded provided the student achieves an overall GPA of 2.66 or above (and does not qualify for distinction or merit).

6.3 Selection of mobility tracks (Semester 3)

Students select their 3rd semester mobility tracks at the time of application. It is up to the admissions committee to make offers for one or the other track. In exceptional circumstances, students may request the change of track from the MESPOM Academic Board before March 1st of the first year of their studies.

6.4 Selection of mobility tracks (Semester 4). Thesis Research and Examination

6.4.1 General

Preparing a Masters' Thesis is a key element in the MESPOM course and its successful completion is a prerequisite for the award of the MESPOM degree. The thesis research project concludes the MESPOM course. It is undertaken during the 4th Semester of the 2nd Academic Year. The thesis research project is equivalent to 30 ECTS credits.

Students who did not complete Semester 3 course work with satisfactory grades according to the rules of the Semester 3 host institution will not be allowed to commence their thesis projects.

During their 4th semester MESPOM students may be hosted within any one of the MESPOM Consortium partners (further referred to as the '**Host Institution**').

During their thesis preparation period, each student has a **supervisor** who is a faculty member of the Host Institution. The role of the supervisor is to provide relevant advice and guidance to the student in the process of preparing the thesis, ensure that the thesis meets the overall requirements and continuously assess student's progress during Semester 4. Thesis supervisors are appointed by Host Institutions in consultation with the student and the MESPOM Academic Board.

According to the practice of each Host Institution, students may also have one or more **advisors (secondary supervisors)** whose role is to provide advice, guidance and feedback on students' work, especially in case of the primary supervisor's unavailability. Thesis advisors may also come from an institution other than the Host Institution including from outside the MESPOM Consortium, especially when thesis work is combined with an external internship.

6.4.2 Thesis preparation timeline

All months refer to the 2nd Academic Year of the MESPOM course. See the detailed timeline in the Academic Calendar at the end of this document.

² Distinction on CEU degree certificate is awarded for any student that achieves GPA 3.67 or above.

- A. **(by early October)** MESPOM Academic Board sets the exact thesis timeline including the deadline for thesis submission and examination;
- B. In **October** students conduct consultations with potential supervisors to identify thesis writing opportunities.
- C. **(by early November)** students inform the MESPOM Coordinator about their selection of host institution for thesis (should be approved by the host institution):
- D. **(by early December)** students identify their potential supervisors and advisors, hold preliminary consultations with them and prepare short proposals with the following information:
 - Proposed thesis title;
 - Proposed Host Institution;
 - Proposed supervisor (secondary supervisor, advisor(s) if relevant);
 - Background information and justification (2 pages maximum) explaining the relevance and key details of the proposed research.

These proposals are submitted to the MESPOM Consortium Coordinator and circulated to the MESPOM Academic Board;

- E. **(by end-December)** MESPOM Academic Board, in consultation with MESPOM Consortium partners and with students decides on the allocation of students to host institutions for Semester 4. This allocation takes into account: (1) students' research interests; (2) willingness and interests of potential thesis supervisors and host institutions; (3) capacities (including financial) of the MESPOM Consortium and its partners to host students during their 4th semester. The MESPOM Consortium strives to achieve a balanced and equitable allocation of students to all four Consortium partners. In case of excessive demand for particular host institutions, the Academic Board may take into account past academic performance of individual students in assigning preferences.
- F. **(by first week of February)** students arrive to their host institutions; thesis research and writing starts;
- G. **(by early June)** Students submit their theses for examination. Thesis grading at Host Institutions starts.
- H. **(mid-June)** Thesis presentations. Meeting of the MESPOM Examination Board. Graduation.

Preparations for thesis research start during Semester 3 when students choose their topics, supervisors and host institutions. Lund University and the University of Manchester have regular research training courses and other activities preparing students for thesis writing.

Thesis research and writing takes place from the first week of February until the submission deadline in June. During this period the student should be present in the Host Institution unless his/her research requires field trips or access to resources in other places. In these latter cases the supervisor should give explicit permission for students' absence. It is students' responsibility to regularly keep the supervisor updated on the progress of thesis research and writing including during those periods when they are away on research missions.

6.4.3 Thesis format

The common elements in MESPOM thesis include the following:

- The thesis should be written and typeset in English except bibliographic references which may be given in the original language;
- Thesis submission should follow the procedure of the host institution. Two electronic versions (in MS Word and pdf format) should be e-mailed to thesis@mespom.eu.
- the 2nd page following the title page should include the MESPOM and specify that
“this thesis is submitted in fulfillment of the Master of Science degree awarded as a result of successful completion of the Erasmus Mundus Masters course in Environmental Sciences, Policy and Management (MESPOM) jointly operated by the University of the Aegean, Central European University, Lund University and the University of Manchester”.

NB: an electronic version of the 2nd page is available at [Students Space](#).

All other elements of thesis style and format are regulated by the Host Institution.

After successful examination of the thesis, the student may be asked to introduce certain corrections and to submit final copies following specific binding and submission procedures necessary for correct storage of the thesis in relevant libraries and databases. These minor corrections (e.g. typos) need normally be made within 8 weeks after the thesis presentations and corrected works be emailed to thesis@mespom.eu

6.4.4 Examination of theses

All theses are examined by at least two examiners appointed by the Host Institution.

The examiners should provide a written report on the thesis which should normally cover the following:

- 1. **Problem definition.** The thesis clearly defines a problem that it intends to contribute to solving.
- 2. **Aims and objectives.** The thesis contains a clear definition of its aim and objectives.
- 3. **State of the art (literature review).** The thesis contains a comprehensive description of the current state of the art with respect to the problem it seeks to solve (typically in the form of a literature review).
- 4. **Theoretical framework/hypotheses/guiding assumptions.** The thesis is based on sound and clearly outlined theoretical premises including where appropriate scientific theories or other well justified theories, hypotheses and assumptions.
- 5. **Methods/approach.** The thesis includes an explanation, a justification and an application of the method/approach used for achieving its aim.
- 6. **Data gathering and presentation.** The thesis demonstrates proper data gathering and presentation
- 7. **Discussion.** The thesis contains interpretation of the collected data

- **8. Conclusions and recommendations for future work.** The thesis explains how it has achieved its aim and objectives and what are the broader practical or academic implications of the work done
- **9. Presentation and organization.** The thesis is presented and organized in a professional manner.
- **10. Originality.** The thesis demonstrates originality in relation to previous published work.

This report can be provided by filling in the Theses Examination Forms of the Host Institution (if available).

Examination forms should also contain suggested grades (using the grading scale of the Host Institution), including a percentage score.

The completed theses and the grades with justifications are submitted to the External Examiner at least one week before the theses presentations start.

6.4.4.1 Thesis presentations and peer reviews

The students orally present their theses to selected members of the Examination Board who have not necessarily read the thesis. Such presentations are also open to other MESPOM students as well as to the faculty, staff and the general public. As a mandatory element of the study programme, each MESPOM student is asked to provide peer-review of two theses. The peer reviewers must attend thesis presentations and will be penalised by a reduction in their own presentation mark if they fail to do so. Normally, the thesis presentations take 15 minutes with additional time given to comments from peer reviewers and questions and answers, first by the members of the Examination Board and then by others present.

Thesis presentations are marked on a pass-fail basis based on the ability to demonstrate that the thesis work is their own and to professionally communicate its findings to a non-specialist audience. Presenters are entitled to receive oral feedback on their performance (though not their grade) from the examiners immediately after their presentation.

It is mandatory for students to attend the thesis presentations, examination and peer review sessions. The failure to do so will result in a lower grade for the thesis component of the course unless there are mitigating circumstances approved by the Mitigating Circumstances Committee in accordance with their normal procedures.

6.4.4.2 Late submissions and re-submissions

Theses not submitted by the deadline without a valid documented reason (usually severe adverse personal circumstances) and prior permission (requested immediately when the special circumstances arise) from the Host Institution will fail. Special circumstances for late submission of theses are dealt with by Host Institutions. The MESPOM Special Circumstances Board oversees consistent and equal application of the rules of deadline extension.

MESPOM-wide rule on late submission:

Up to 5 penalty percentage points will be deducted from thesis grade per each day of late submission for up to maximum 4 days. Beyond a 4 day delay the thesis will be awarded a fail (F). Theses failed on the account of late submission or as a result of examination can be re-submitted

by the deadline specified by the Examination Board. Examination of such theses would normally not be possible before the following academic year.

The multiple MESPOM degree can only be awarded in case of thesis submission not later than 2 years after the end of the taught component of the MESPOM course (Semester 3). The host institution's rules on late submission will also apply in addition to this MESPOM-wide rule (please consult the relevant Handbooks of your host institution).

6.4.5 Electronic submission of theses

Final MESPOM theses should be submitted in the electronic form to the MESPOM Coordinator (at the address thesis@mespom.eu) and uploaded to both the MESPOM Intranet (<http://students.mespom.eu>) and to the Host Institution's repositories according to their procedures.

6.5 MESPOM Examination Board meeting

The Examination Board meets immediately following the presentation of MESPOM theses and prior to the Graduation Ceremony (in June). Its meeting follows the rules established by the MESPOM Consortium Agreement (Annex).

Final grades for Semester 4 are agreed by the MESPOM Examination Board based on the grades given by the Examiners for the written theses under the condition that the presentation has successfully passed.

The Examination Board also considers the results of the three taught Semesters of MESPOM and recommends the award of the MESPOM Degree or any other certificates, as well as deciding on the award of distinctions.

The grades and final results along with all necessary corrections are communicated to the student.

6.6 Appeal Procedures

Appeals against assessment results are made in accordance with relevant procedures of the host institutions. In case an appeal relates to the award of the final MESPOM degree or to the manner in which assessment results have been translated between the institutions, the appeals are directed to the MESPOM Examination Board through the MESPOM Coordinator.

7 Tuition fees and financial aid

MESPOM has a single tuition fee which is independent of the study track a student is taken but is different for EU and non-EU citizens. CEU collects the tuition fee on behalf of the MESPOM Consortium. CEU also pays respective tuition fees to the Partner Universities and administers Erasmus + (EMJMD) scholarships.

Contribution to subsistence costs will not be given to the Erasmus +scholarship holders for the EMJMD periods (study/research/placement/thesis preparation) spent in their country of residence, nor to scholarship holders from a Partner Country for the EMJMD periods exceeding one trimester (i.e., 3 months or the equivalent of 15 ECTS credits) spent in any Partner Country.

All matters related to the MESPOM Tuition Fee and E+ scholarships should be addressed to the MESPOM Coordinator.

MESPOM Calendar 2022-2023 (classes '23 and '24)

| 2022 | |
|-------------------------|---|
| Aug 29 | Class '23. Semester 3a (on-site classes) starts at IIIIEE, Lund University |
| Sep 19 | Class '24. Semester 1 (Fall) starts at CEU |
| Oct | Class '23. Students start consultations with potential supervisors |
| Sept 12 | Class '23. Teaching of Semester 3b starts at Manchester University |
| Early Nov | Class '23. Students inform the MESPOM Coordinator about their selection of host institution for thesis |
| Dec 5 | Class '23. Deadline for short thesis and Semester 4 mobility proposals |
| Dec 9 | Class '24. End of Semester 1 (Fall) at CEU |
| Dec 19 | Class '23. MESPOM AB decides on Semester 4 mobility tracks (on-line) |
| 2023 | |
| Jan 9 | Class '24. Semester 2a (winter) starts at CEU |
| Jan 13 | Class '23. Semester 3a (on-site classes) ends at IIIIEE, Lund University |
| Jan 16 | Class '23 Teaching of Semester 3b ends at Manchester University |
| Feb 1 | Deadline for MESPOM applications 2023-2025 (for financial aid) |
| Feb 1 | Class'23. Semester 4 (thesis writing) starts Lund, Manchester, UAegean and CEU |
| March 31 | Class '24. End of Semester 2a (winter) at CEU |
| Apr 3 | Class '24. Spring semester starts at UAegean |
| Mar 15 | Deadline for MESPOM applications 2023-2025 3 rd countries not seeking financial aid |
| June 1 | Class '23. Thesis submission deadline (12 pm (noon) CEST) |
| June 20-21 | Class '23. Theses defense |
| June 22 | MESPOM Examination Board and graduation event, (location tbd) |
| June 23 | Class '23. CEU Graduation |
| July 7 | Class '24. End of the UAegean module at Lesvos |
| July 10 - Aug 31 | Class '24. Summer Internships |
| Aug 15 | Deadline for MESPOM applications 2023-2025 EU citizens not seeking financial aid |

Annex. Examination Board procedures

- 1 The meeting of an Examination Board to agree degree awards is an important occasion. For students it represents the culmination of their period of study that is important for their future. For staff it represents the output from their teaching and support of the students and their learning. For the MESPOM Consortium and all its partner Universities it represents the opportunity to verify that academic standards are appropriate in the relevant subject, with the help of External Examiners. This document prescribes procedures that help to recognize the importance of the occasion and extract the maximum benefit from it efficiently.

Membership

- 2 An Examination Board is normally constituted from the teaching staff in the relevant discipline, and must include as full members the duly appointed External Examiner(s) for the programme or group of programmes under consideration. No student may be a member, except that a member of teaching staff who is registered for a research degree may be a member of a Board for taught programmes.
- 3 All meetings of Examination Boards should be chaired by the designated member of academic staff or an academic nominee if necessary. The chair is responsible for ensuring that the meeting is properly conducted and that appropriate decisions are reached.
- 4 All meetings of Examination Boards should be serviced by the MESPOM co-ordinator and administrative staff. They are responsible for advising on procedures, recording proceedings and transmitting decisions in all Consortium partners.

Conduct of meetings

- 5 Adequate notice of meetings should be given. Ideally a schedule of meetings should be published at the beginning of the academic year.
- 6 Minutes of meetings must be kept. These should record the names of those present (distinguishing full members of the Board from others in attendance). They should also record the decisions in summary form by candidate number on the marks list (e.g. candidates 1 – 7: first class, etc). It is important to record clearly in the minutes the candidates for whom supplementary information was considered (e.g. mitigating circumstances or *viva voce* examination by External Examiner) and the reason for the Board's decision. If a student subsequently submits an academic appeal, the person dealing with the appeal may request to see the minutes of the Board to clarify whether and how any special circumstances were considered. Detailed results by candidate will be part of the separate official record of the examination results and the student transcripts.

In its proceedings, the Examination Board should use only students' ID numbers, not their names, to ensure fair and consistent application of the rules.

- 7 Meetings should always include general discussion with the External Examiners of their reflections on that year's examination process, on the standards set in the examination and achieved by the students, and on the degree programme itself. These discussions may serve to summarize less formal conversations from the whole period of contact with the External Examiners and must be recorded in the minutes of the Examination Board. Members of the Board may wish to clarify what the External Examiners mean by their comments, and should indicate where action has already been taken or will be taken in response to those comments.

- 8 The minutes of the meeting should be written up promptly, normally within one working week, and circulated for approval by all members present, including the External Examiners. Once the minutes have been duly approved, the Universities will regard them as part of the process by which the External Examiners report. The External Examiners are also asked to complete a report form, but need not repeat there anything that they believe is adequately covered in the minutes. They may of course amplify or modify their comments if they so choose. Capturing the dialogue between the Consortium and the External Examiners in the minutes allows the Consortium to reflect and respond sooner than waiting for the formal report. It can also save the External Examiners some effort, which it is hoped they will regard as making more appropriate use of their time.

- 9 Boards should compile and promulgate their own clear working procedures.