



**MESPOM**  
Masters in  
Environmental  
Sciences, Policy  
and Management



Co-funded by 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*

*2022-2024 and 2023-2025*

Approved by MESPOM Academic Board in October 2023

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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
EMJM	Erasmus Mundus Joint Masters
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 About MESPOM

MESPOM is an Erasmus Mundus Joint Masters (EMJM) 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 Consortium Partners and a Diploma Supplement (DS).

In 2005-2016, 2017-2023 and 2023-2028 MESPOM operated within the European Commission's Erasmus Mundus and Erasmus + programmes aimed at enhancing the quality, visibility and attractiveness of European higher education. 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 an **Academic Board (AB)** which includes representatives of each of the Consortium Partners, and the MESPOM Co-ordinator. Student representatives may be requested to attend 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 who is responsible for academic and administrative aspects of MESPOM. 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, EMJM 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**

<b>Name, contact information</b>	<b>Position</b>	<b>Role in MESPOM</b>
László Pintér ( <a href="mailto:pinterl@ceu.edu">pinterl@ceu.edu</a> )	Professor, Environmental Sciences and Policy (CEU)	Acting MESPOM Coordinator in 2023-24 and 2024-25. Contact regarding all joint and cooperative issues (mobility, tuition, scholarships, joint degrees and examination, liaison with the EC etc.)
Gyorgyi Puruczky ( <a href="mailto:gyorgyi@mespom.eu">gyorgyi@mespom.eu</a> )	MESPOM administrator, CEU	Contact regarding all intra-Consortium issues (scholarships, alumni etc.),
Tunde Szabolcs ( <a href="mailto:tunde@mespom.eu">tunde@mespom.eu</a> )	PhD and MESPOM administrator, CEU	Contact regarding student and mobility matters
Sonia Yeh ( <a href="mailto:sonia.yeh@chalmers.se">sonia.yeh@chalmers.se</a> )	Professor, Chalmers University of Technology	External Examiner. Issues of academic quality assurance
<b>The University of the Aegean</b>		
Petros Gaganis ( <a href="mailto:gaganis@aegean.gr">gaganis@aegean.gr</a> )	Professor	UAegean Academic Contact.
Karagianni Hrisa ( <a href="mailto:hkaragianni@env.aegean.gr">hkaragianni@env.aegean.gr</a> )	Chief Administrator	
Michael Bakas ( <a href="mailto:mbakas@env.aegean.gr">mbakas@env.aegean.gr</a> )	Postgraduate administrator	UAegean Administrative Contact.
<b>Central European University</b>		
Brandon Anthony ( <a href="mailto:AnthonyB@ceu.edu">AnthonyB@ceu.edu</a> )	Head of Department	
Anke Schaffartzik ( <a href="mailto:SchaffartzikA@ceu.edu">SchaffartzikA@ceu.edu</a> )	Masters Program Committee Director	CEU Academic Contact
Irene Pedroche ( <a href="mailto:Pedrochel@ceu.edu">Pedrochel@ceu.edu</a> )	Dept. academic coordinator	CEU Admin. Contact (scheduling and course support)
Anne-Sophie Henrich ( <a href="mailto:HenrichA@ceu.edu">HenrichA@ceu.edu</a> )	Dept. coordinator	CEU Administrative Contact (scholarships and academic records)
<b>IIIEE at Lund University</b>		
Naoko Tojo ( <a href="mailto:naoko.tojo@iiiee.lu.se">naoko.tojo@iiiee.lu.se</a> )	Director of Educational Programmes	
Lars Strupeit ( <a href="mailto:lars.strupeit@iiiee.lu.se">lars.strupeit@iiiee.lu.se</a> )	Research associate / Project manager	LU Academic contact, MESPOM programme coordinator in Lund
Emelie Frid ( <a href="mailto:emelie.frid@iiiee.lu.se">emelie.frid@iiiee.lu.se</a> )	Student coordinator	LU Administrative Contact

Name, contact information	Position	Role in MESPOM
<b>DEES at University of Manchester</b>		
Stephen Boulton ( <a href="mailto:Stephen.boulton@manchester.ac.uk">Stephen.boulton@manchester.ac.uk</a> )	Lecturer, Programme Director MSc PEC/MAES  Lecturer, Programme Director MSc PEC	UoM Director of MESPOM, Academic contact
Student queries <a href="mailto:sons.hub@manchester.ac.uk">sons.hub@manchester.ac.uk</a>		Contact for students not yet in Manchester
Assessment & Progression: <a href="mailto:assessment@manchester.ac.uk">assessment@manchester.ac.uk</a>  & Programmes: <a href="mailto:sons.programmes@manchester.ac.uk">sons.programmes@manchester.ac.uk</a> Student Support and Wellbeing: <a href="mailto:sons.wellbeing@manchester.ac.uk">sons.wellbeing@manchester.ac.uk</a> Appeals and Conduct: <a href="mailto:sons.appealsandconduct@manchester.ac.uk">sons.appealsandconduct@manchester.ac.uk</a>  Student Support and Wellbeing: <a href="mailto:sons.wellbeing@manchester.ac.uk">sons.wellbeing@manchester.ac.uk</a> Appeals and Conduct: <a href="mailto:sons.appealsandconduct@manchester.ac.uk">sons.appealsandconduct@manchester.ac.uk</a>	Programme Administrator & General Support Team	Contacts 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, admission of students, selection of MESPOM scholars, students' mobility tracks, MESPOM-wide academic policies and procedures, as well as financial aspects of MESPOM's 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 shown on the MESPOM website. The minutes of the AB meetings are available from the MESPOM coordinator.

### **2.2 Examination Board**

The 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 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 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 liaise with members of their student cohort, and 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

Each MESPOM student receives access to the **MESPOM.EU** domain services provided by Google Apps Education Edition. This provides access to a unique e-mail address [firstname.lastname@mespom.eu](mailto:firstname.lastname@mespom.eu) as well as to relevant 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 these will be used for communication between the students and the Consortium (including the Coordinator).**

Useful email addresses within the MESPOM domain include:

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

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 policies, procedures and other key materials (thesis topics, internship opportunities, etc.) are posted on the [mespom.eu](http://mespom.eu) website and/or on the e-learning platform of CEU.

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 sent also to the students' individual 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 thesis research semester. A detailed and up-to-date description of the MESPOM programme is available on the [MESPOM website](#) and on the [CEU/MESPOM e-learning platform](#).

**The first two MESPOM semesters (the first year), taught at CEU** in Vienna in the Fall and Winter semesters (Sept-March) with contribution from Lund University, include mandatory and elective units on various aspects of environmental challenges and society-environment interaction. Students then continue the program during the **Spring Semester** (April-July) of the same year **at the University of the Aegean** campus on the island of Lesbos, studying subjects of advanced science and management.

During the 3<sup>rd</sup> semester students go on specialised tracks in either preventive environmental strategies in the public and private sector (at Lund University) or environmental sciences and pollution control (at the DEES, University of Manchester). Both tracks emphasize hands-on research and practical experience in industries, organizations, and laboratories.

**Semester 3a at IIIIEE, 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, seminars, and study visits to Swedish organisations and businesses, the module includes writing an individual research paper. The Applied Research (AR) course gives students a possibility to select research topics in regard to strategies for a transition to low-carbon and resource-efficient economies.

**Semester 3b at the University of Manchester. Pollution and Environmental Control.** There are 2 mandatory modules, one of 15 ECTS credits deals with research and research methods specifically related to environmental science, leading to the use of some environmental modules. The 2<sup>nd</sup> 7.5 ECTS credit module is a tutorial class in which guidance is given to prepare project proposals for the MESPOM thesis. The remaining 7.5 ECTS credits can be taken from a wide range of optional units; recommended units are one dealing with pollution damage in marine, freshwater and terrestrial ecosystems and human health, or another that is built around professional practice in managing water pollution.

**Semester 4 Individual thesis research.** (30 ECTS credits; February - June of the 2<sup>nd</sup> academic year). Individual research will be undertaken at the CEU, IIIIEE, the UoM, or the UAegean, depending upon the students' and Consortium partners' interests. Each student will have a thesis supervisor from one of the degrees awarding institutions and may have a second advisor from another Consortium partner or elsewhere (see 6.5.1 for further details). 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, the University of Manchester, and the University of the Aegean upon joining the programme. Student registration is valid for the entire 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.

Each successful graduate thus receives the following award documents:

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

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 rules<sup>1</sup> - as defined by Host Institutions – apply within each semester. The following table shows 'exit tracks' if a student fails one or more of the semesters.

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<sup>1</sup> **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.

Semester 1 (CEU)	Semester 2 Winter (CEU)	Semester 2 Spring (U Aegean) + 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***	Transcript (CEU)***
Pass	Pass	Pass	Fail***	Pass	(CEU Austrian) MESP 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 the start of Semester 3 in Lund; the students are therefore allowed to start Semester 3 in Lund as long as all components of the Internship course, including submitting the internship report are completed.

\*\* For students to start their thesis semester after Semester 3 in Lund, completion of 77.5 ECTS credits, submission of the final paper under IMEN 60-63 (Applied Research) course and under IMEN69 (Research Design and Methodology) course is necessary. Students who are on the Manchester track for Semester 3 and write their thesis in Lund are expected to successfully complete all Manchester courses (Final grades available in Febr/March).

\*\*\* Students at Lund University are given a possibility to re-take failed components of Semester 3 and Semester 4, for which they have been registered, and secure LU degree according to LU's-wide regulations. The joint MESPOM degree can only be secured if a successful re-take/(re-)submission takes place within 2 years from the end of Semester 3 (see also 6.5.4).

## 6 MESPOM Policies and Procedures

### 6.1 General provisions

Unless specifically regulated by the MESPOM-wide policies and procedures contained in this Handbook, always the rules of the Host Institution (i.e., the institution where a student is presently hosted) apply. As these vary from place to place, MESPOM students are advised to carefully study applicable policies and procedures every time they change a Host Institution.

Academic matters regulated by the 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 involves mobility between Consortium partners; and (c) joint examination of the thesis and the award of the MESPOM degree. MESPOM Consortium partners communicate about academic malpractice so that malpractice incidents in previous mobility periods are taken into account when judging incidents during 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. In order to translate grades between institutions, the MESPOM Consortium uses a conversion table based on ECTS grading bands, as shown in Table 2.

**Table 2. Inter-institutional grading scale**

CEU			Aegean	Manchester	Lund			ECTS **	% *
Mark	GPA	Range			Mark	Range	ECTS range	Band	
A	4.00	96-100%	85-100%	70-100%	5	85-100%	90-100%	A	10
A-	3.67	88-95%	75-84%	65-69%	4	70-84%	80-89%	B	25
B+	3.33	80-87%	65-74%	60-64%			70-79%	C	30
B	3.00	71-79%	55-64%	55-59%	3	50-69%	60-69%	D	25
B-	2.67	63-70%	50-54%	50-54%			50-59%	E	10
C+	2.33	58-62%							
F			40-49%	40-49%	UG	<50%	<50%	FX	-
	0.00	< 57%	30-39%	< 40%				F	-

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

\*\* The translation of Lund grades into CEU grades is done by translating the Lund ECTS grades into the respective CEU grades.

*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 above<sup>2</sup>. *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 Academic progression**

MESPOM students can academically progress to the next semester after successfully completing the academic requirements of the previous semester. In exceptional and individually judged cases, the Academic Board can allow conditional progression while the requirements of the previous semester are still not completed (e.g., in case of re-sits or re-submission of assignments).

### **6.4 Selection of mobility tracks (Semester 3)**

Students select their 3<sup>rd</sup> 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 a change of track from the MESPOM Academic Board before March 1st of the first year of their studies.

### **6.5 Selection of the thesis mobility track (Semester 4). Thesis Research and Examination**

#### **6.5.1 General**

Preparing a Masters' Thesis is a key element in the MESPOM programme and its successful completion is a prerequisite for the award of the MESPOM degree. The thesis research project concludes the MESPOM programme, and is undertaken during the 4<sup>th</sup> Semester of the 2<sup>nd</sup> Academic Year. The thesis research project is worth 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 4<sup>th</sup> 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 the student's progress during Semester 4. Thesis supervisors are appointed by Host Institutions in consultation with the student and the MESPOM Academic Board.

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

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.

### **6.5.2 Thesis preparation timeline**

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

- A. In **October** the MESPOM Academic Board sets the exact thesis timeline including the deadline for thesis submission and examination and sends students thesis topics available at each partner.
- B. In **October** students conduct consultations with potential supervisors to identify opportunities for thesis topics.
- C. **By the end of October** students inform the MESPOM Coordinator about their selection of Host Institution for their theses and prepare short proposals with the following information:
  - Proposed thesis title;
  - Proposed Host Institution;
  - Proposed supervisor and advisor(s), if relevant;
  - Background information and justification explaining the relevance and key aspects of the proposed research (maximum 2 pages).

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

- D. During **October - December** students identify their potential supervisors and advisors and hold preliminary consultations with them.
- E. **By early January** the 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 4<sup>th</sup> semester. The MESPOM Consortium strives to achieve a balanced and equitable allocation of students to all four Consortium partners. Note that taking the Lund/Manchester track for the 3<sup>rd</sup> semester does not grant automatic possibility to be registered at Lund/Manchester University for Semester 4. 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. (actual supervisor allocation may only be finalized **by the end of January**).
- F. **By the first week of February** students arrive at their Host Institutions and start thesis research and writing.

- G. **By early June** students submit their theses for examination. Thesis grading is started at Host Institutions.
- H. Thesis presentations take place in **mid-June**, followed by a meeting of the MESPOM Examination Board and graduation.

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 early June. During this period the student should be present at 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 the students' responsibility to regularly keep their supervisor updated on the progress of thesis research and writing including during those periods when they are away on research missions.

### 6.5.3 Thesis format

The common elements in MESPOM theses include the following:

- The thesis should be written and typeset in English except bibliographic references which may be 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](mailto:thesis@mespom.eu).
- The 2<sup>nd</sup> page following the title page should include the MESPOM logo 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”.*

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 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 to be made within 8 weeks after the thesis presentations. Final corrected versions must be emailed to [thesis@mespom.eu](mailto:thesis@mespom.eu).

### 6.5.4 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 and objectives.
- 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.

The examiners' report can be provided by completing 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 start of the thesis presentations.

#### **6.5.4.1 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 faculty, staff and the general public. As a mandatory element of the study programme, each MESPOM student is asked to peer-review two other MESPOM theses. Normally, the thesis presentations take 15 minutes with additional time for comments by 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 is their own work 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 relevant thesis presentations, examination, and peer review sessions. The failure to participate in the peer review session will result in a grade reduction of up to 10% for the thesis component of the course unless there are mitigating circumstances approved by the Mitigating Circumstances Committee in accordance with their normal procedures.

#### **6.5.4.2 Late submissions and re-submissions**

Late submissions of theses, similarly to other assessed elements of studies, are handled according to the rules of the Host Institution and specified in their relevant handbooks or regulations. In particular, Host Institutions may specify rules for re-submission including in case of failed theses and impose grade penalties for late submissions.

*MESPOM-wide rule on late submission:*

The multiple MESPOM degree can only be awarded in case of thesis submission not later than 2 calendar years after the end of the taught component of the MESPOM course (Semester 3). Re-take exams over Semester 3 cannot be considered in this calculation.

#### **6.5.5 Electronic submission of theses**

Final MESPOM theses should be submitted in electronic form to the MESPOM Coordinator (at the address [thesis@mespom.eu](mailto:thesis@mespom.eu)) and uploaded to the Host Institution's theses repositories according to their procedures.

### **6.6 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 procedures established by the MESPOM Consortium Agreement (see Annex).

Final grades for Semester 4 are agreed by the MESPOM Examination Board based on the grades given by the Examiners for the written component of 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 and/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.

### **6.7 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 way 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 taking but is different for citizens of EU and non-EU countries. CEU collects the tuition fee on behalf of the MESPOM Consortium. CEU also pays respective tuition fees to the Partner Universities and administers EMJM scholarships.

Contribution to subsistence costs will not be provided to EMJM scholarship holders for the EMJM periods (study/research/placement/thesis preparation) spent in their country of residence, nor to scholarship holders from a Partner Country for the EMJM 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 EMJM scholarships should be addressed to the MESPOM Coordinator.

## MESPOM Calendar 2023-2024 (classes '24 and '25)

<b>2023</b>	
Aug 28	Class '24. Semester 3a (on-site classes) starts at IIIIEE, Lund University
Sept 4	Class '25. Semester 1 (Fall) starts at CEU (Orientation 4-8 Sept, Intro to classes 11-15)
Oct	Class '24. Students start consultations with potential supervisors
Sept 11	Class '24. Teaching of Semester 3b starts at Manchester University
Oct 31	Class '24. Deadline for short thesis and Semester 4 mobility proposals (Students inform the MESPOM Coordinator about their selection of Host Institution for thesis)
Dec 7	Class '25. End of Semester 1 (Fall) at CEU
<b>2024</b>	
Early Jan	Class '24. MESPOM AB decides on Semester 4 mobility tracks (on-line)
Jan 8	Class '25. Semester 2a (winter) starts at CEU
Jan 12	Class '24. Semester 3a (on-site classes) ends at IIIIEE, Lund University
Jan 28	Class '24 Teaching of Semester 3b ends at Manchester University
Feb 1	Deadline for MESPOM applications 2024-2026 (for financial aid)
Feb 1	Class '24. Semester 4 (thesis writing) starts Lund, Manchester, UAegean and CEU
March 29	Class '25. End of Semester 2a (winter) at CEU
Apr 1	Class '25. Spring semester starts at UAegean
Mar 15	Deadline for MESPOM applications 2024-2026 3 <sup>rd</sup> countries not seeking financial aid
June 1	Class '24. Thesis submission deadline (12 pm (noon) CET)
June 18-19	Class '24. Theses defense
June 20	Class '24. MESPOM Examination Board and graduation event, (location tbd)
June 21	Class '24. CEU Graduation
July 5	Class '25. End of the UAegean module at Lesvos
July 8 - Aug 31	Class '25. Summer Internships or academic break
Aug 15	Deadline for MESPOM applications 2024-2026 EU citizens not seeking financial aid
Sept 2, 2024	Class '25. Semester 3a at IIIIEE, Lund University starts (till January 19, 2025)
Sept 23, 2024	Class '25. Semester 3b at Manchester University starts (till January 26, 2025)
<b>2025</b>	
Febr-June 2025	Class '25. Semester 4 (thesis writing) Lund, Manchester, UAegean and CEU
End of June 2025	Class '25. Theses defenses, MESPOM Examination Board and Graduation (tbd)
July-Aug 2 <sup>nd</sup> y	Class '25. Cap-stone months for thesis or internship



## **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 the teaching staff who is registered for a research degree may be a member of a Board for taught programmes.
- 3 All Examination Board meetings should be chaired by the designated member of the 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 Examination Board meetings should be serviced by the MESPOM co-ordinator and administrative staff. They are responsible for advising on procedures, recording proceedings, and transmitting decisions to 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.