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Consortium Agreement

ERASMUS MUNDUS MASTER PROGRAMME IN PLANT BREEDING - emPLANT

Version 5

9 July 2018

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This Consortium Agreement is laying down the rules for the beneficiaries of the Erasmus+ Key Action 1 Erasmus Mundus Joint Master Degree N° 586618-EPP-1-2017-1-FR-EPPKA1-JMD-MOB.

The duration of the project is 01/09/2017-31/08/2022.

BETWEEN:
INSTITUT POLYTECHNIQUE UNILASALLE (« LAS »), an association having its registered office at 19, rue Pierre Waguet, BP30313, 60026 BEAUVAIS Cedex – FRANCE
Represented by Philippe CHOQUET, acting as Executive President,
the Coordinator

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HELSINGIN YLIOPISTO (« UH »)
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hereinafter, jointly or individually, referred to as ”Parties” or ”Party”

relating to the Action entitled

ERASMUS MUNDUS MASTER PROGRAMME IN PLANT BREEDING

in short

emPLANT

hereinafter referred to as “Programme”

WHEREAS:
The Parties, having considerable experience in the field concerned, have submitted a proposal for the Programme to the Education, Audiovisual and Culture Executive Agency as part of the Erasmus+ EU programme for education, training, youth and sport.
The Parties wish to specify or supplement binding commitments among themselves in addition to the provisions of the specific Grant Agreement signed with the Education, Audiovisual and Culture Executive Agency (hereinafter “Grant Agreement”). The Parties are aware that this Consortium Agreement is based upon the DESCA model consortium agreement

NOW, THEREFORE, IT IS HEREBY AGREED AS FOLLOWS:

1. Purpose

The purpose of this Consortium Agreement is to specify with respect to the Programme the relationship among the Parties, in particular concerning the organisation of the work between the Parties, the management and implementation of the Programme and the rights and obligations of the Parties.

2. Entry into force, duration and termination

2.1. Entry into force

An entity becomes a Party to this Consortium Agreement upon signature of this Consortium Agreement by a duly authorised representative.

This Consortium Agreement shall have effect from the Effective Date identified at the beginning of this Consortium Agreement.

2.2. Duration and termination

This Consortium Agreement shall continue in full force and effect until complete fulfilment of all obligations undertaken by the Parties under the Grant Agreement and under this Consortium Agreement.

However, this Consortium Agreement or the participation of one or more Parties to it may be terminated in accordance with the terms of this Consortium Agreement.

If the Grant Agreement

- is not signed by the Funding Authority, or
- is terminated,

or if a Party's participation in the Grant Agreement is terminated, this Consortium Agreement shall automatically terminate in respect of the affected Party/ies, subject to the provisions surviving the expiration or termination under Section 2.3 of this Consortium Agreement.

2.3. Survival of rights and obligations

The provisions relating to Access Rights and Confidentiality, for the time period mentioned therein, as well as for Liability, Applicable law and Settlement of disputes shall survive the expiration or termination of this Consortium Agreement.

Termination shall not affect any rights or obligations of a Party leaving the Consortium incurred prior to the date of termination, unless otherwise agreed between the Executive Board and the leaving Party. This includes the obligation to provide all input, deliverables and documents for the period of its participation.

3. Responsibility of Parties

3.1. General Principles

Each Party engages to take part in the efficient implementation of the Project, and to cooperate, perform and fulfil, promptly and on time, all of its obligations under the Grant Agreement and this Consortium Agreement as may be reasonably required from it and in a manner of good faith.

Each Party undertakes to notify promptly, in accordance with the governance structure of the Project, any significant information, fact, problem or delay likely to affect the Project.

Each Party shall promptly provide all information reasonably required by another Party, the Executive Board or by the Coordinator to carry out its tasks.

Each Party shall take reasonable measures to ensure the accuracy of any information or materials it supplies to the other Parties.

3.2. Breach

In the event that the Executive Board identifies a breach by a Party of its obligations under this Consortium Agreement or the Grant Agreement (e.g.: improper implementation of the project), the Coordinator or, if the Coordinator is in breach of its obligations, the Party appointed by the Executive Board, will give formal notice to such Party requiring that such breach will be remedied within 30 calendar days.

If such breach is substantial and is not remedied within that period or is not capable of remedy, the Executive Board may decide to declare the Party to be a Defaulting Party and to decide on the consequences thereof which may include termination of its participation.

3.3. Involvement of Third Parties

A Party that enters into a subcontract or otherwise involves third parties (including but not limited to Affiliated Entities) in the Project remains responsible for carrying out its relevant part of the Project and for such third party's compliance with the provisions of this Consortium Agreement and of the Grant Agreement. It has to ensure that the involvement of third parties does not affect the rights and obligations of the other Parties under this Consortium Agreement and the Grant Agreement.

4. Liabilities towards each other

4.1. No warranties

In respect of any information or materials (incl. Results and Background) supplied by one Party to another under the Project, no warranty or representation of any kind is made, given or implied as to the sufficiency or fitness for purpose nor as to the absence of any infringement of any proprietary rights of third parties.

Therefore,

- the recipient Party shall in all cases be entirely and solely liable for the use to which it puts such information and materials, and

- no Party granting Access Rights shall be liable in case of infringement of proprietary rights of a third party resulting from any other Party (or its Affiliated Entities) exercising its Access Rights.

4.2. Limitations of contractual liability

No Party shall be responsible to any other Party for any indirect or consequential loss or similar damage such as, but not limited to, loss of profit, loss of revenue or loss of contracts, provided such damage was not caused by a wilful act or by a breach of confidentiality.

The terms of this Consortium Agreement shall not be construed to amend or limit any Party's statutory liability.

4.3. Damage caused to Third Parties

Each Party shall be solely liable for any loss, damage or injury to third parties resulting from the performance of the said Party's obligations by it or on its behalf under this Consortium Agreement or from its use of Results or Background.

4.4. Force Majeure

No Party shall be considered to be in breach of this Consortium Agreement if it is prevented from fulfilling its obligations under the Consortium Agreement by Force Majeure.

Each Party will notify the Executive Board of any Force Majeure without undue delay. If the consequences of Force Majeure for the Project are not overcome within 6 weeks after such notification, the transfer of tasks - if any - shall be decided by the Executive Board.

5. Governance structure

5.1. General structure

The Coordinator is the legal entity acting as the intermediary between the Parties and the Funding Authority. The Coordinator shall, in addition to its responsibilities as a Party, perform the tasks assigned to it as described in the Grant Agreement and this Consortium Agreement. The operational work of the programme will be carried out by the Coordinator who will be assisted by a Programme Manager. The Executive Board is the decision-making body of the consortium. The Executive Board will be supported and advised by 5 permanent Committees:

- Academic & Scientific Affairs, Quality Assurance and Diploma Committee,
- Student Recruitment, Communication & Dissemination Committee
- Employability, Professional Advice and Company/University Relations Committee
- Finances, Sustainability & Fundraising Committee,
- Student Affairs and Services Committee

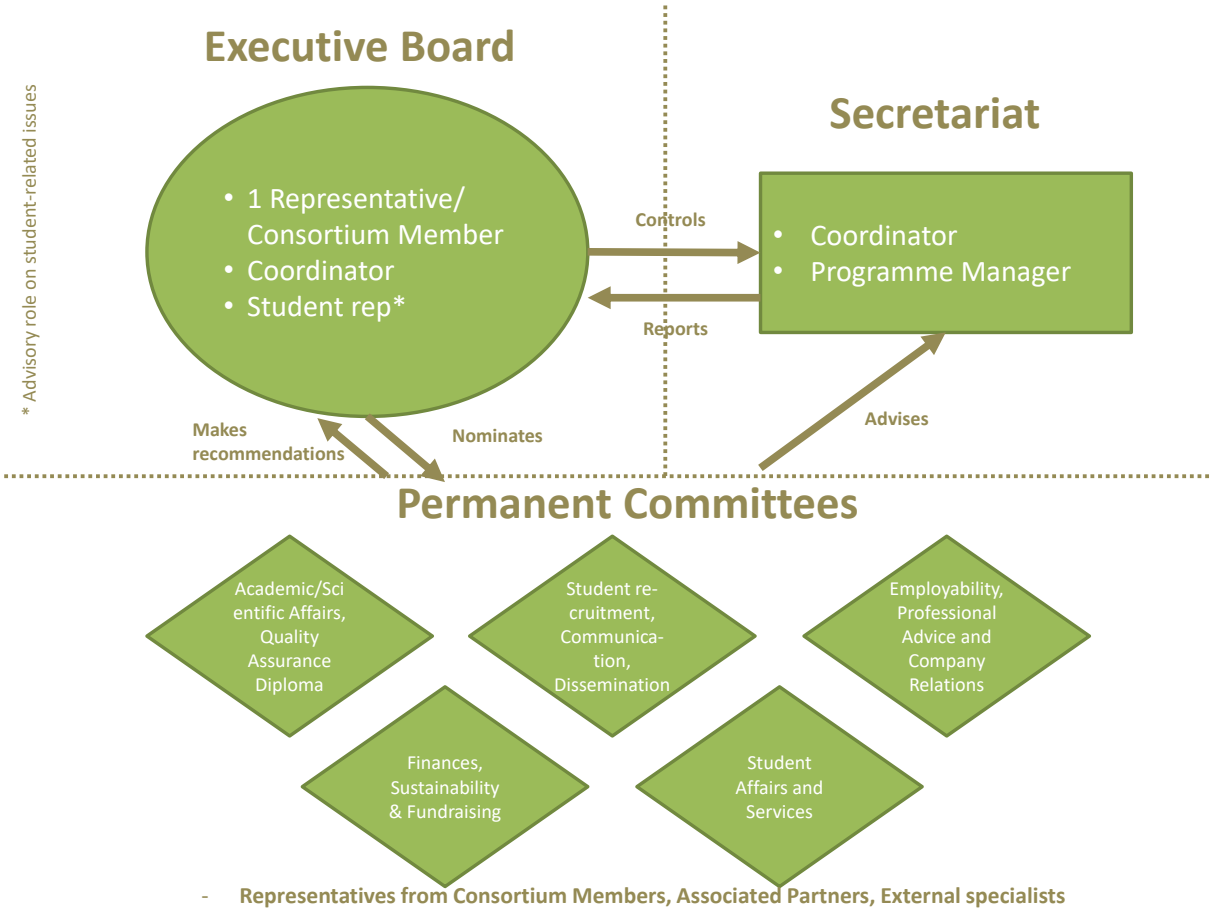

Figure 1: General structure of the emPLANT project

The members of the EB, the Secretariat, the Permanent Committees and the Associated Partners can decide to meet once every two years to discuss about the project and to network.

5.2. Executive Board

5.2.1. Representatives

The Executive Board shall consist of one representative of each Party, the Coordinator and a student representative in an advisory role (hereinafter referred to as "Representatives"). The representatives of each Party shall be the Master Coordinators. The student representative will be elected by his peers during the integration week, his nomination will last two years if not terminated before by resign of the student or breach. Each Representative shall be deemed to be duly authorised to deliberate, negotiate and decide on all matters listed in Section 5.2.3 *Decision of the Executive Board* of this Consortium Agreement.

The Coordinator shall chair all meetings of the Executive Board, unless decided otherwise by the Executive Board.

The Parties agree to abide by all decisions of the Executive Board.

This does not prevent the Parties from submitting a dispute for resolution.

5.2.2. Operational procedures

5.2.2.1. Representation in Meetings

Any Party :

- should be present or represented at any meeting;
- may appoint a substitute or a proxy to attend and vote at any meeting;
- and shall participate in a cooperative manner in the meetings.

5.2.2.2. Convening meetings

2 ordinary face-to-face Executive Board Meetings will take place per year. Extraordinary Meetings can be convened by the Coordinator or by the majority of the members of the Executive Board. The dates for the 2 ordinary Meetings will be determined at least 4 weeks in advance for the first and at least 3 months for the following Meetings.

5.2.2.3. Sending the agenda

The Coordinator shall send to each Party a written original agenda preceding the meeting. The coordinator ensures that the agenda and other meeting documents are circulated at least 10 days prior to regular Executive Board meetings.

5.2.2.4. Adding agenda items

Any agenda item requiring a decision by the Parties must be identified as such on the agenda.

Any Party may add an item to the original agenda by written notification to all of the other Parties preceding the meeting. The notification must be made at least 2 days prior to the meeting.

During a meeting of the Executive Board the Parties present or represented can unanimously agree to add a new item to the original agenda.

5.2.2.5. Decisions

Any decision may also be taken without a meeting if the Coordinator circulates to all Parties a written document which is then approved by the defined majority of Representatives (see Section 5.2.3 *Decision of the Executive Board* of this Consortium Agreement). Such document shall include the deadline for responses.

5.2.2.6. Virtual Meetings

Meetings of the Executive Board may also be held by teleconference or other telecommunication means.

5.2.2.7. Voting rules and quorum

The Executive Board shall not deliberate and decide validly unless two-thirds (2/3) of its voting Representatives are present or represented (quorum). This corresponds to 4 out of 6 Representatives.

Each Representative but the Student Representative shall have one vote.

Defaulting Parties may not vote.

Decisions shall be taken by simple majority of the votes cast. In case of equal number of votes, the vote of the Coordinator counts double.

5.2.3. Decision of the Executive Board

The following decisions shall be taken by the Executive Board:

- Content of the programme, finances and intellectual property rights
- Proposals for changes to the Grant Agreement to be agreed by the Funding Authority
- Changes to the Consortium Plan
- Composition of the Committees
- Selection of Students
- Withdrawal of a Party from the consortium and the approval of the settlement on the conditions of the withdrawal
- Identification of a breach by a Party of its obligations under this Consortium Agreement or the Grant Agreement
- Declaration of a Party to be a Defaulting Party
- Remedies to be performed by a Defaulting Party
- Termination of a Defaulting Party's participation in the consortium and measures relating thereto
- Proposal to the Funding Authority for a change of the Coordinator
- Proposal to the Funding Authority for suspension of all or part of the Project
- Proposal to the Funding Authority for termination of the Project and the Consortium Agreement

In the case of abolished tasks as a result of a decision of the Executive Board, the Representatives shall rearrange the tasks of the Parties concerned. Such rearrangement shall take into consideration the legitimate commitments taken prior to the decisions, which cannot be cancelled.

5.2.4. Minutes of meetings

The Coordinator shall produce written minutes of each meeting which shall be the formal record of all decisions taken. Draft minutes shall be sent to all Parties within 5 calendar days of the meeting.

The minutes shall be considered as accepted if, within 5 calendar days from sending, no Party has sent an objection in writing to the Coordinator with respect to the accuracy of the draft of the minutes.

5.3. Secretariat

The Coordinator shall be the intermediary between the Parties and the Funding Authority and shall perform all tasks assigned to it as described in the Grant Agreement and in this Consortium Agreement. The Coordinator shall be assisted by a Programme Manager.

In particular, the Coordinator shall be responsible for:

- monitoring compliance by the Parties with their obligations
- collecting, reviewing and submitting information on the progress of the Project and reports and other deliverables (including financial statements and related certification) to the Funding Authority
- preparing the EB meetings, proposing decisions and preparing the agenda of Executive Board meetings, chairing the meetings, preparing the minutes of the meetings and monitoring the implementation of decisions taken at meetings
- transmitting promptly documents and information connected with the Project,
- administering the financial contribution of the Funding Authority and fulfilling the financial tasks described in Section *18.10 Payments*

- if one or more of the Parties is late in submission of any project deliverable, the Coordinator may nevertheless submit the other parties' project deliverables and all other documents required by the Grant Agreement to the Funding Authority in time.

The Coordinator shall not be entitled to act or to make legally binding declarations on behalf of any other Party or of the consortium, unless explicitly stated otherwise in the Grant Agreement or this Consortium Agreement.

The Programme Manager shall be in charge of the operational day-to day management of the programme. His/her tasks include but are not limited to:

- Student Recruitment
- Consortium Management
- Dissemination
- Reporting towards the Funding Authority
- Scholarship Management
- Dealing with student requests and complaints
- Organising the common activities of the Programme (Joint Introductory Week, Joint Summer Breeding Field Camp, Diploma Ceremony and Final Conference), etc.

5.4. Permanent Committees

5 Committees advise the work of the Executive Board:

- Academic & Scientific Affairs, Quality Assurance and Diploma Committee,
- Student Recruitment, Communication & Dissemination Committee,
- Employability, Professional Advice and Company/University Relations Committee,
- Finances, Sustainability & Fundraising Committee,
- Student Affairs and Services Committee

Each Committee is chaired by one of the 5 Representatives of the 5 Consortium Members. Each chairman forms its committee with a certain number of external experts (minimum 3) and internal to the consortium (staff of the consortium universities) who are competent in the subject dealt by the committee. The Executive Board has the right to refuse a member of a committee.

These committees are advisory committees. They have an advisory opinion and therefore do not take decisions. They don't have the right to vote.

The Executive Board shall ask committees to clarify a subject, an opinion or give advices on a specific topic. The work of the Committees is mostly done by email and telephone.

5.5. Associated partners

The Associated Partners have committed to support emPLANT with different actions according to their expertise and competencies. They can include but are not limited to:

- disseminating information about the programme and its results
- student recruitment
- providing guest lecturers in the field of their expertise
- providing internships
- participating in the Permanent Committees

6. Academic Programme

emPLANT is a two year Master Programme of Excellence of 120 ECTS in the field of plant breeding and is composed of the following elements:

- The Joint Integration Week (all emPLANT students together)
- The first year of studies at LAS or SLU
- The Joint Summer Breeding Field Camp (all emPLANT students together)
- The second year of studies at UH, UPV or EgeU
- The Final Conference and Diploma Ceremony (all emPLANT students together)

The complete list of courses is available in the Course Catalogue on www.emplant-master.eu.

Each student of the Program will study in two of the five Parties in which they obtain 60 ECTS. All combinations of universities within the first or second year are permitted in the mobility component of the program:

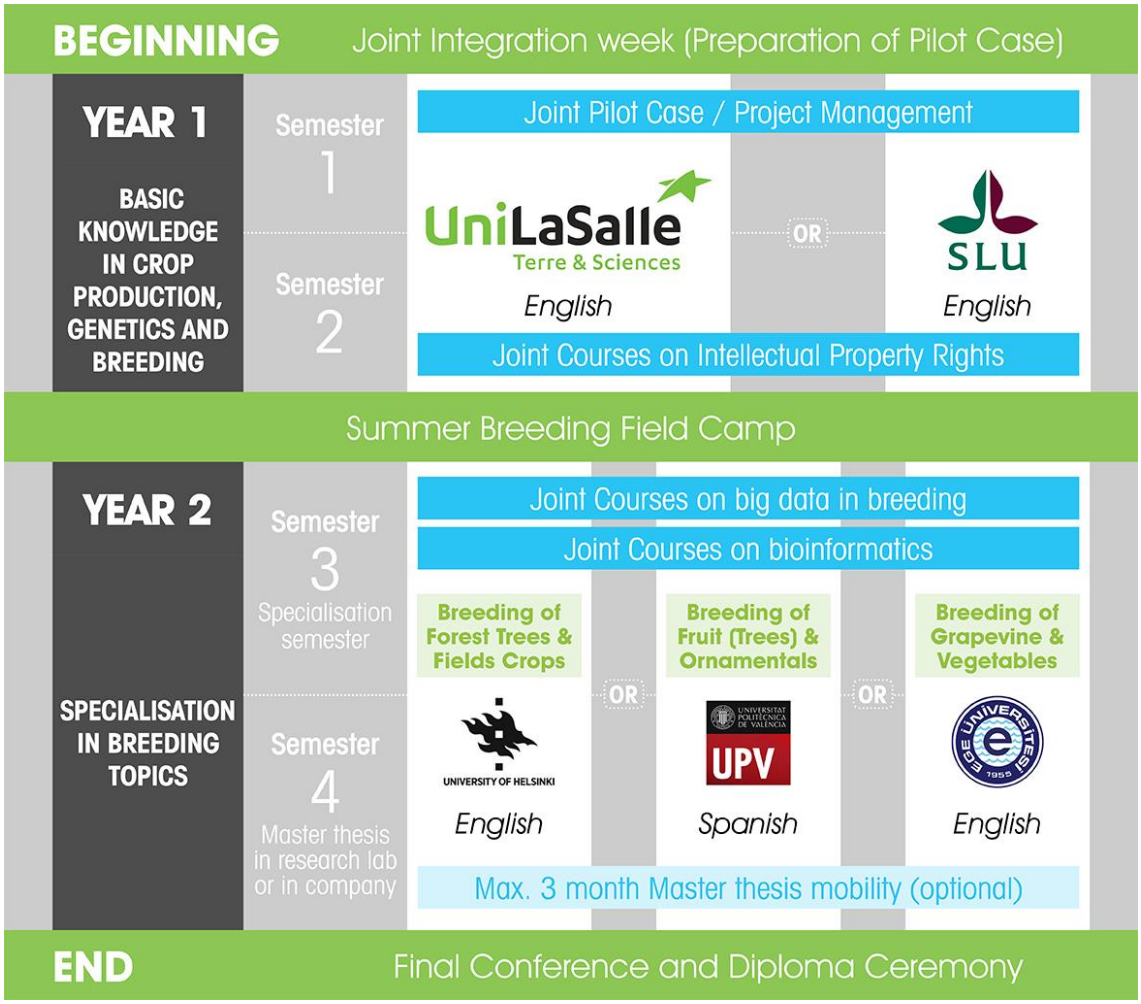

Figure 2: emPLANT mobility scheme

Students will attend each host institution for a full academic year. Taught modules will be delivered between mid-August and mid-July of each year. One academic year is divided in two semesters. Although the semester timetables differ slightly in each Party, every effort will be made to ensure that

students attending the Program at different locations will have adequate vacation time between the two academic years.

7. Internal and external evaluation

An extensive evaluation of the academic quality, the student service quality and the employability will be evaluated on a semester basis via questionnaires (see example for evaluation questionnaire of European Plant Breeding College http://bit.ly/2kOh3Hh) and will focus on the parameters indicated below. An external audit concerning the programme management will be conducted after each intake. External evaluations by the respective National Higher Education Evaluation Authorities will be carried out (request for prolongation of accreditation of the Master programmes where applicable).

Should the teachers raise concerns during the semester, they can be forwarded to the Coordinator. From student-side minor concerns can be discussed directly with the teacher/administrative staff and major concerns can be brought to the attention of the Consortium via the student representative who will participate in the Executive Board and who can contact the programme Coordinator directly.

The following evaluation will be carried out:

- Academic Evaluation: Quality of each course, Quality of every teacher, Quality of the teaching methods, Academic results of the students, Self-evaluation by the student
- Student Service Evaluation: Insurance, Accommodation, Enrolment, Pre-arrival service/information, Welcome package, Student facilities, Campus life, Administrative support (issue diploma, etc.)
- Employability Evaluation: Pertinence of the internships, Employability ratio, Pertinence of training for seed industry, Pertinence of training for research
- External Audit: Financial management of the project
- Evaluation of student recruitment activity: Effectiveness of student recruitment actions (methods web-based/student recruitment fairs, etc.), countries, local partners

The operational evaluation of emPLANT will be conducted by the Secretariat (see governance described in *chapter 5.3*). The results will be analysed by the Permanent Committees of the Executive Board and the quality assurance contact points, course coordinators, administrative coordinators at each consortium partner. The EB will then formulate recommendations and an action plan on Programme level. Evaluations on University level with all module coordinators and the emPLANT Coordinator will be conducted and fully integrated into the evaluation process of emPLANT to further improve the programme and increase its excellence.

8. Contribution per partner

Contribution of each partner to the implementation of the programme:

- Staff/faculty hours for teaching and administrative support, project management and for participation in the governance of the programme
- Contribution to student recruitment actions (participation in student recruitment fairs, distribution of material, travel costs, etc.)

- Contribution to dissemination and alumni actions (implementation of alumni networks, dissemination about the Master programme, testimonies etc.)
- Contribution to travel costs for EB meetings
- Contribution to the funding of Summer Breeding Field Camp and Final Conference/Diploma Ceremony will be obtained from partner companies

The EB will meet at least twice a year in person to decide on the student selection, coordinate the academic implementation, select the guest lecturers, control financial data, decide on administrative questions submitted by the emPLANT Secretariat, and validate the results of the thesis defences.

The emPLANT Secretariat will organise at least 2 video-conferences with the Administrative Contact Points in each member organisation to review the financial and administrative results of the previous period and to adapt the marketing and recruitments plan.

Communication channels are email, telephone, skype, video conference and face-to-face contact.

9. Sustainability Plan

The objective of emPLANT is to achieve financial sustainability after the end of the 5-year Erasmus-Mundus funding. Therefore the work on the sustainability of the programme will be started immediately in the preparatory year. Several companies and associations have committed to participate in the sustainability committee. The sustainability committee will work to obtain company funding to cover the participation costs of the students from intake 4. A second task force within the sustainability committee will elaborate a list of eligible non-EU grants that students can apply for to cover their living costs (e.g. scholarships in home country, Embassy Grants, Bourse Eiffel, scholarships of International Organisations (UNO, UNESCO, etc.), etc.).

The consortium partners are highly committed to the sustainability of the programme and to the objective of obtaining 14 company grants for two years from intake 5 (6 LAS, 2 UPV, 2 EgeU, 2 SLU, 2 UH).

10. Promotion/Awareness raising/student recruitment

The promotion activities of emPLANT will be coordinated and mainly conducted by the Secretariat. The promotion strategy will be reviewed annually by the Executive Board and further improved by Committee 2: Student Recruitment, Communication & Dissemination. The new strategy will be validated by the Executive Board and implemented by the Secretariat. The members of the Executive Board as well as the external experts will be involved in activating their private networks with regard to promotion and dissemination activities.

The emPLANT website is a major tool for student recruitment and dissemination of information on emPLANT. The website is designed to comply with the guidelines of the EACEA.

All partners commit to using the emPLANT logo in emPLANT-related publications as well as the logo of the Erasmus+ programme.

11. EMJMD Scholarship Management System

The allocation of a Programme Country or Partner Country scholarship is based on the information provided by the student during the scholarship application process.

	Partner Country students	Program Country students
Contribution to emPLANT participation costs	18'000€ (2-year full-time Master degree)	9'000€ (2-year full-time Master degree)
Contribution to travel costs*	2'000€/year if place of residence is less than 4'000km from LAS 3'000€/year if place of residence more than 4'000km from LAS	1'000€/year
Contribution to installation costs*	1'000€	N.A.
Living allowance (max. 24 months)	1'000€/month (not when in country of residence and max. 3 months in any Partner Country)	1'000€/month (not when in country of residence)

**Scholarships amount for travel/installation depend on the place of residence by the deadline of the student scholarship application.*

Figure 3: emPLANT scholarships grants

The emPLANT Secretariat administers the Erasmus+ EMJMD scholarship scheme. Students having been awarded with an Erasmus+ EMJMD scholarship shall receive:

11.1. Contribution to travel costs:

To be paid by the Coordinator in two equal instalments: the first one upon registering at the Y1 university (at the start of the first semester), and the second one upon registering at the Y2 university (at the start of the third semester).

The contribution to travel costs is designed to cover the expenses related to compulsory mobility of each individual scholarship holder (i.e. return trip from their country of origin and all other travel expenses necessary to carry out the emPLANT Master's Degree). In case a scholarship holder's travel costs exceeds the established amounts, the scholarship holder must cover the difference.

Following the EMJMD Programme rules, the amount paid to the student for year 2 shall not be claimed should the student drop out or be expelled after the third semester and before graduation.

The city of residence considered is the one defined and proven by the student during the application process. All original boarding cards, tickets, invoices, fee charges, etc. shall be sent by the student to the Host University and sent to the Coordinator.

11.2. Contribution to participation costs

An amount of 9'000€ for Partner country students and 4'500€ for Programme country students will annually be charged directly by the emPLANT Consortium from the funds received from the European Commission to cover the Participation Costs of EMJMD grantees. Therefore this amount shall not be transferred to the scholarship holder.

11.3. Monthly Living Allowance

A basic monthly amount of 1'000€/month during maximum 24 months shall be paid to the scholarship holder. Payments shall be performed in a systematic way in EURO to a European bank account whose account holder must be the scholarship holder.

The payment of the living allowance will correspond to the effective time of stay, during which the scholarship holder undertakes his/her academic activities. The monthly allowance can only be paid as from the month of arrival of the student at the first host University (Y1) and after formal enrolment to the course. The payment will be stopped immediately in case of interruption of the course by the student. Should the absence be not excused in a satisfactory manner within 10 days, the student will be exmatriculated.

If students decide to voluntarily join the programme at an earlier stage, then this period must not be considered as part of the EMJMD's course duration. This rule also applies to cases of late arrivals of students to the course.

The regular scholarship payments to the student can be stopped if the student is expelled or released from the course, blocked from entry in the country of mobility by national authorities, or leaves the course on own demand.

The monthly living allowance is paid from the month of arrival of the student and is further transferred at the beginning of each month during a maximum duration of 24 months.

For Partner country students who want to spend study time at a Partner Country, e.g. to do a master thesis or internship, only a maximum of 3 months will be covered by the monthly allowance.

For all students, the monthly living allowance will not cover the periods when the student is in his/her country of residence.

11.4. Contribution to installation costs

The contribution to installation costs (1'000€) is offered only to grantees resident of a Partner Country (see figure 3) and it is a single payment in the first year. It is an incentive to help covering the additional costs related to the issuing of visas, residence permits, etc. as well as the temporary accommodation needs upon arrival in the first Programme Country Host University Partner and the subsequent mobility.

11.5. Money transfers

All payments will be by direct transfer to a European bank account specified by the scholarship recipient and in compliance with the rules established by the Erasmus + EMJMD Programme. Immediately upon arrival at the first year institution, the recipient must open a European bank account and forward the account details (including the IBAN number) to the Secretariat using the provided Bank Account Form.

In case the student decides to change his/her bank account (e.g. as a result of moving to a different city for the second masters year), s/he will need to provide the corresponding bank account form to the emPLANT Secretariat.

The scholarship is only awarded after the student has signed the student agreement and after the student's official enrolment at the first year host institution. In order to transfer to the scholarship

holders, the individual scholarship payments which are centralised by the coordinator (i.e. travel costs, installation costs, monthly living allowances), the hosting Partners shall forward the Coordinator the following documents (scanned copies) as soon as the scholarship holder arrives at the hosting university:

- Boarding cards and other travel documents
- Proof of enrolment
- Certificate of arrival signed by the local emPLANT coordinator and the student
- Student agreement signed by the grantee
- European bank account of the student where the funds shall be transferred (official document issued by the bank, clearly stating the bank account details and the name of the account holder).

12. Student Application, Selection and Admission Criteria

emPLANT will implement a joint transparent and objective student application, selection and admission procedure according to the following principles agreed by all consortium partners. The procedure will comply with the requirements and recommendations for student selection and scholarship management https://eacea.ec.europa.eu/sites/eacea-site/files/student_selection_scholarship_management-final.pdf.

12.1. Application procedure

Two calls for applications will be open each year:

- The first call for applications will be published in fall for the following academic year and closed in January (minimum 3 months open). During this first call all emPLANT applicants apply for the Erasmus Mundus scholarship.
- The second call for applications will be published in February for at least 1 month. The Executive Board decides each year of the length of that 2nd call. During this second call, emPLANT applicants can't apply anymore for the Erasmus Mundus scholarship.

Both scholarship and self-funded applicants have to submit their application through the same online application form available on the website of the program.

The calls information will contain all relevant information concerning the study programme (course descriptions, learning objectives, mobility schemes, partner universities, language requirements, participation costs, insurance details, application procedure, selection procedure and criteria, timetable/deadlines, diplomas awarded, grant and scholarship information etc.).

The elements of the application form are:

- Personal information, proof of nationality, proof of place of residence, eligibility criteria
- Language proficiency (certified copy of test results)
- Academic qualifications/transcripts/diplomas (certified/translated copies)
- Work experience
- Preferred mobility track
- Motivation (must include their preference of the mobility track by indicating their preferences for Y1 and Y2 – Y1: LAS/SLU; Y2: UH, UPV, EgeU)
- CV (European format)

- 2 reference letters
- Declaration of honor that given information are true and accurate

The supporting documents/scans/certificates will need to be attached to the application. All applicants will receive an acknowledgement of receipt.

12.2. Selection procedure

The emPLANT Secretariat screens all applications and discards applications that are not eligible.

Ineligible applicants will be informed immediately after the check and provided with the reasons of ineligibility as well as information on the appeal procedure.

The eligibility criteria are:

- Application received before the end of the deadline
- Application containing all requested elements
- Application filled out in English language
- Awarded Bachelor of Science degree (min. 180 ECTS) in agriculture/agronomy, biology, biotechnology, biochemistry, Master 1 genetics, molecular biosciences or related relevant fields (or applicants in their last BSc year)
- Language proficiency: B2 in English (IELTS 6,5, no section below 5,5, TOEFL 575 paper-based, 233 computer-based, 90 internet-based (20 written), etc.) except when English is the mother tongue and B1 in Spanish (DELE, ALTE) for those applying to UPV in Y2 except when Spanish is the mother tongue

Eligible applications will be submitted by the emPLANT Secretariat to the Executive Board. Each eligible application is assessed by two universities of the Consortium according to the following specifications:

Criteria	**Sub-criteria**	**Score**	**Coefficient**	**Total score criteria**
Academic competencies	General academic results (all fields of study)	5	3	45
	Academic results in subjects relevant for emPLANT (agriculture, genetics, plant biology …)	10		
Subject-related knowledge, skills and motivation	Professional experience and professional project consistent with the objectives of emPLANT	10	3	45
	Motivation for Plant Breeding (why this field of study & how they intend to develop their skills)	5		
Personal and interpersonal competencies	Extracurricular activities (CV), involvement in projects, recommendation letters, open-mindedness	10	1	10
Complete application file from the 1st time		+1		

Figure 4: Assessment criteria of eligible application files

Selection and admission to emPLANT is based on academic merit. So applicants who score at least 25 out of 45 in "academic competencies" and 50 out of 100 in total will be ranked according to the total score of the consortium members. Unfortunately other applicants will not be considered and put on a "non-selected list".

The applications of the first call will be ranked according to their total score in a scholarship candidates list. On the basis of this absolute ranking list, candidates will be separated in two different lists:

- Programme Country
- Partner Country (including applicants eligible for a specific "geographical window")

The ranking for both lists will contain a main and a reserve list.

If the main list already includes three students with the same nationality, the following students with the same nationality will be placed on the reserve list. The order of the students in the reserve list corresponds to the order of the students in the absolute ranking list.

Best ranked applicants of each main lists will be selected for a short interview. Candidates are contacted at least 7 days before the date and time of the interview. The interview is designed to check the English level, the motivation, knowledges and communication skills of each applicants. Two different universities of the Consortium manage each interview thanks to a specific procedure agreed by all Consortium members.

Following interviews, the Executive Board selects the best candidates of each main list and places the other candidates on the reserve list. Those best candidates will be offered a place in the emPLANT program with an Erasmus Mundus scholarship.
The Secretariat (after discussion within the EB) can offer to the first students on the reserve list a place in the emPLANT program as a self-funded student depending on the number of places available in the Program.

According to their choices expressed in their application and their position in the final ranking, the consortium strives to distribute the students evenly over the two Y1 destinations (LAS, SLU) and the three Y2 destinations (UH, UPV and EgeU) to ensure harmonised student distribution over the consortium members.

The applications received from the second call are discussed within an Executive Board meeting at the end of the call and applicants are contacted by the Secretariat to know if they are accepted to be part of emPLANT as self-funded student or if they are refused.

All lists, the minutes of the selection meeting as well as a conflict of interest statement[1] will be signed by each Consortium member. emPLANT promotes equal opportunities for women/men and students with special needs so it will be considered carefully during the selection.

Admission of students is subject to the approval of the relevant authorities in the partner universities.

12.3. Informing the candidates

The selection process for the first call for applications will be finalised before March 30.
Non-selected candidates are informed as soon as they are placed on that list. Reserve-list candidates and main-list candidates will be informed after the selection decision about the status of their application to ensure they can get well prepared. The admitted students will be sent a model of the

[1] Document asked by the EACEA in the "Minimum requirements and recommendations for student selection & scholarship management"

student agreement, the student guide, the scholarship amount and informed about the necessary steps to take to validate their admission (signature of student agreement (including suggested mobility track), obtaining valid visa, and signature of scholarship contract if applicable) and the corresponding deadline (also to accept the EMJMD grant if applicable).

The selection process for the second call for applications will be finalised at the end of the call and each applicants will receive an e-mail from the Secretariat to know if they are accepted or not.

After the confirmation of their participation, the students will receive all relevant information regarding their housing, insurance and recommended travel itinerary as well as the programme structure, content of courses, learning outcomes mobility tracks etc. The emPLANT Secretariat will be in charge of the operational implementation of informing and advising the students and of validating the admission.

Reserve-list candidates will receive the results of the assessment of their applications, information regarding the management and use of the reserve-lists and the procedure to follow an appeal to the selection decision.

The appeal procedure consists in writing to the emPLANT Executive Board within 7 days after receiving notification of the rejection mail. The emPLANT Coordinator will prepare the response which will be submitted to the Executive Board for approval. Before sending the response to the enquirer, the Coordinator might consult with the relevant EACEA staff. The enquirer will be notified in writing of the outcome of his appeal within 14 days after his appeal submission.

13. Student Performance Monitoring and Evaluation

The performance of the students is assessed in every course. To pass the courses, the student has to pass the exam and other exercises, such as literature and laboratory reports as well as oral presentations, computer based test, written exams, internship report, tutored work reports etc. These components will be graded according to the national grading scale and the ECTS grading scale and contribute to the final grade for the course. The student also has to participate in compulsory parts of the courses. The student is evaluated according to the course objectives.

Erasmus grades			France	Sweden	Finland	Spain	Turkey
A	Excellent	Best 10%	20-14	> 90	5	10-9	> 85
B	Very good	Next 25%	13,99-12	90-71	4	8,9-7	84-75
C	Good	Next 30%	11,99-11	70-60	3	6,9-6	74-66
D	Satisfactory	Next 25%	10,99-10,50	59-55	2	5,9-5,5	65-55
E	Sufficient	Next 10%	10,49-10,00	54-50	1	5,4-5	54-50
F	Fail		< 10	< 50	0	< 5	< 50

Figure 5: Common evaluation grid

Re-sit examinations are organised according to the regulations of the host Party.

For the thesis examination a report is mandatory which should include at least the following sections: introduction, objectives, materials and methods, results and discussion and bibliography, must be presented. In addition an oral presentation of the work in front of three PhD level examiners is necessary. Any specific regulations from the degree-issuing Partners shall be respected.

Note: If a student chooses to do a 3 months internship during his master thesis (optional), the student will have 2 different supervisors during the internship: one from year 1 Party and one from year 2 Party.

14. Student Services

emPLANT students can use the facilities of their host institutions and will receive professional administrative support. An emPLANT Help Desk is available in every partner university. The students will participate all in the Joint Integration Week, the Joint Summer Breeding Field Camp and the Final Conference/Diploma Ceremony. Internship opportunities will be provided by the host universities, the EPBC database and the active search by the students. Language courses in the local language will be provided by each university.

15. Employability

emPLANT will seek to continue the dialogue with the Seed Industry and especially via its associated partners to increase the network of employment opportunities for emPLANT graduates and to further develop the emPLANT curriculum to ensure that it corresponds to the needs of the labor market.

16. Enrolment of Scholars and Guest Lecturers

Based on the academic requirements validated by the Executive Board, the emPLANT Secretariat will issue a call for applications for at least 4 guest lecturers/scholars per intake. The scholars will be primarily recruited among the associated partners but also from other world-renowned organisations. The Secretariat is responsible for the operational implementation of the call and the Executive Board will select the guest lecturers based on previously established criteria.

17. Final Degree and Recognition

The degrees delivered within emPLANT are recognised by all participating partners. All degrees are accredited by the respective national authorities. The program curriculum has been defined and approved by all consortium members. If any changes occur, the Executive Board must be informed of the modification of the Master program and decide of what happen next. All members of the consortium have identified and validated the requirements for the courses and the compatibility between all mobility tracks as well as the eligibility for conferring two diplomas per mobility track. 6 possible diploma combinations are possible: LAS-UH/UPV/EgeU and SLU-UH/UPV/EgeU.

The following degrees are delivered:

- Institut Polytechnique UniLaSalle: Diplôme de Master Sciences et Technologie de l'Agriculture, de l'alimentation et de l'environnement (ST2AE), Parcours Plant Breeding (Sélection végétale, amélioration des plantes et créations variétales)
- Swedish University of Agricultural Sciences : Masterexamen med huvudområdet Biologi - Degree of Master of Science with a major in Biology
- Universitat Politècnica de València : Master Universitario Erasmus Mundus en Mejora Genética Vegetal por la Universitat Politècnica de València

- Ege University: Master Programme Plant Genomics and Improvement, Department of Seed Science and Technology, Graduate School of Natural and Applied Sciences
- University of Helsinki: Master of Science (Agriculture and Forestry), Master's Programme in Agricultural Sciences, study track Plant Production Sciences

Each degree contains a diploma supplement. The degree of each Party is recognised in every country of the consortium members.

18. Financial Provisions

18.1. Maximum Amount and form of the Grant

As specified in the Grant Agreement, the grant shall be of a maximum amount of EUR 3.642.000 and shall take the form of:

- A unit contribution to cover the following categories of eligible costs related to the EMJMD students scholarships, as indicated in the Erasmus+ Programme Guide :
  - Participation costs
  - Travel and installation costs
  - Subsistence costs
- A lump sum contribution of maximum EUR 170.000 to cover the following categories of eligible costs:
  - Contribution to the EMJMD consortium management costs for the preparatory year financed by a lump sum amount of EUR 20.000
  - Contribution to the EMJMD consortium management costs and costs for invited scholars and guest lecturers financed by a lump sum amount of EUR 50.000 per intake of the EMJMD for a total of three intakes. A reduction of EUR 1.950 will be applied for each scholar week not duly carried out and/or not reported

18.2. Student Participation Costs

In view of the costs related to academics, registration, recognition and all relevant costs included in the programme, emPLANT establishes the following participation costs for students:

- 4'500€ per year for Program Country students and
- 9'000€ per year for Partner Country students

Participation costs include:

- Tuition fees
- Compulsory health and accident insurance required in each country of the Consortium during the whole academic period
- Campus fees
- Costs linked to sport and student association memberships
- Joint activities (Joint Integration Week, Summer Breeding Field Camp, Final Conference/Diploma Ceremony)
- Language and culture courses
- Complementary Health Insurance to comply with the Erasmus Mundus Health Insurance requirements

As set up by the European Commission, all compulsory fees a student has to pay in the framework of his studies must be included in the participation costs. Which means those costs are not to be paid by the student.

18.3. Distribution of Management Lump Sum

The financial contribution of the Funding Authority to the Project shall be distributed by the Coordinator according to:

- the Programme Budget and Consortium Plan, and
- the approval of reports by the Funding Authority

A Party shall be funded only for its tasks carried out in accordance with the Consortium Plan.

Each Party will receive a contribution to the travel costs of one person for Executive Board Meetings (two persons for the Coordinator)

The contribution to travel costs to be received per Party is:

	Global amount for travel costs over the project	Annual amount for travel costs	Amount to be received by each Party (to be used for 2 Executive Board Meetings each year)
Preparatory year (2017-2018)	27 000€	7000€	7000€/6 persons = 1166,66€
Year 1 (2018-2019)		5000€	5000€/6 persons = 833,33€
Year 2 (2019-2020)		5000€	5000€/6 persons = 833,33€
Year 3 (2020-2021)		5000€	5000€/6 persons = 833,33€
Year 4 (2021-2022)		5000€	5000€/6 persons = 833,33€

Figure 6: Consortium travel costs to be received each year

The student representative is also invited to participate to Executive Board meetings. As the budget is limited, he is invited to participate by Skype or to come on his own funds if it is possible for the student.

18.4. Fundraising

The Parties are highly committed to the sustainability of the programme and to the objective of obtaining 14 company grants for two years from intake 5 (6 LAS, 2 UPV, 2 EgeU, 2 SLU, 2 UH).

18.5. Justifying costs

In accordance with its own usual accounting and management principles and practices, each Party shall be solely responsible for justifying its costs with respect to the Programme towards the Funding Authority. Neither the Coordinator nor any of the other Parties shall be in any way liable or responsible for such justification of costs towards the Funding Authority.

18.6. Funding principles

A Party which spends less than its allocated share of the budget as set out in the Consortium Plan or – in case of reimbursement via unit costs - implements less units than foreseen in the Consortium Plan will be funded in accordance with its actual duly justified eligible costs only.

A Party that spends more than its allocated share of the budget as set out in the Consortium Plan will be funded only in respect of duly justified eligible costs up to an amount not exceeding that share.

18.7. Financial Consequences of the termination of the participation of a Party

A Party leaving the consortium shall refund all payments it has received except the amount of contribution accepted by the Funding Authority or another contributor.

18.8. Budgeting

The budget set out in the Consortium Plan shall be valued in accordance with the usual accounting and management principles and practices of the respective Parties.

18.9. Payments

Payments to Parties are the exclusive tasks of the Coordinator.

In particular, the Coordinator shall:

- notify the Party concerned promptly of the date and composition of the amount transferred to its bank account, giving the relevant references
- perform diligently its tasks in the proper administration of any funds and in maintaining financial accounts
- keep the financial contribution to the Project separated from its normal business accounts, its own assets and property, except if the Coordinator is a Public Body or is not entitled to do so due to statutory legislation.
- No Party shall before the end of the Project receive more than its allocated share of the maximum grant amount from which the amounts retained by the Funding Authority for the final payment have been deducted.

18.10. Payment schedule

The payment schedule, which contains the transfer of Consortium travel costs and participation costs to Parties, will be handled according to the following instalments:

- the Coordinator will wire Consortium travel costs at the beginning of each academic year to Parties
- the Coordinator will wire participation costs at the beginning of each academic year to Parties after reception by the Secretariat of all registration certificates and attendance certificates of students enrolled in each Party

The Coordinator is entitled to withhold any payments due to a Party identified by the Executive Board to be in breach of its obligations under this Consortium Agreement or the Grant Agreement or to a Beneficiary which has not yet signed this Consortium Agreement.

The Coordinator is entitled to recover any payments already paid to a Defaulting Party. The Coordinator is equally entitled to withhold payments to a Party when this is suggested by or agreed with the Funding Authority.

18.11. Benefits

Benefits can be generated during the project, for example with the participation costs of a self-funded student. If benefits are generated, they shall be entirely reinvested in the project (for scholarship, communication material…). The use and distribution of such benefit shall be agreed by the Executive Board.

18.12. Deficit

In case of deficit at the end of the project in 2022, each Party commits to compensate it as described below:

- From 0 to 10 000€ of deficit, each Party compensates it equally so each Party pays form 0 to 2 000€

- Beyond 10 000€ of deficit, the coordinator takes in charge the part over 10 000€

19. Reporting obligations

The Parties agree to comply with all reporting obligations toward the funding authority and the instructions of the Secretariat to ensure effective reporting procedures. Reports must be submitted by the following dates:

- A technical report by 31.10.2018
- A second pre-financing request by 31.08.2019
- A third pre-financing request no later than 28.02.2021
- A final report covering the whole duration of the action, accompanied by a summary financial statement must be submitted no later than 60 calendar days after the end of the action

20. Executive Board Meetings

Executive Board Meetings will rotate among the Parties. The host organisation provides logistic and preparatory support to organise the meeting. Instead of using its consortium travel costs to travel in another Consortium member country, the host organisation uses the money to provide food and drinks to the participants and organises one social dinner. The participants cover travel and accommodation costs.

21. Communication

The Executive Board must be informed in advance of all communication activities linked to emPLANT.

22. Results

22.1. Confidentiality

Parties shall each individually confirm that strict confidentiality will be observed in all communications relating to portable or potentially commercially valuable intellectual property and results created within the Program.

22.2. Disclosures

No disclosures will be made to third parties without permission of the appropriate authorities/person.

22.3. Ownership of results

A result is defined as all types of production made during the timeframe of the program. Here are some examples (non-exhaustive list): website, brochure, pictures of students during courses, gathered statistics, common evaluation grid, intellectual property …

The ownership and/or control of results used or generated in connection with the Programme should apply as follows:

- If generated by the student, subject to the rules of the institution where the student was registered at the time the result was created
- If generated by staff, subject to the rules of the employing institution

22.4. Joint ownership

Where a result is developed jointly between students and/or staff of multiple institution, each of the joint owners shall be entitled to exploit the joint results as it sees fit, and to grant non-exclusive licences, without obtaining any consent from, paying compensation to, or otherwise accounting to any other joint owner, unless otherwise agreed between the joint owners.

The joint owners shall agree on all protection measures and the division of related cost in advance.

22.5. Cooperation obligations

The Parties undertake to cooperate to allow the timely submission, examination, publication and defence of any dissertation or thesis for a degree which includes their Results or Background subject to the confidentiality and publication provisions agreed in this Consortium Agreement.

22.6. Use of names, logos or trademarks

Nothing in this Consortium Agreement shall be construed as conferring rights to use in advertising, publicity or otherwise the name of the Parties or any of their logos or trademarks without their prior written approval.

23. Miscellaneous

In case the terms of this Consortium Agreement are in conflict with the terms of the Grant Agreement, the terms of the latter shall prevail.

Amendments and modifications to the text of this Consortium Agreement require a separate written agreement to be signed between all Parties.

24. Signatures

AS WITNESS:

The Parties have caused this Consortium Agreement to be duly signed by the undersigned authorised representatives in separate signature pages in five originals.