IMBRSea Consortium Agreement

Consortium Agreement concerning an interuniversity programme titled "International Master of Science in Marine Biological Resources (IMBRSea)"

Version 11 February 2020

Partners in this agreement:

1. Universiteit Gent, Belgium
2. Sorbonne Université, France
3. Universidade do Algarve, Portugal
4. Universidad de Oviedo, Spain
5. Galway-Mayo Institute of Technology, Ireland
6. Polytechnic university of Marche, Ancona, Italy
7. University of Bergen, Norway
8. Université de Bretagne Occidentale, France
9. University of Gothenburg, Sweden
10. Université Côte d'Azur, France
11. University of the Basque Country, Leioa, Spain

The institutes listed her are further called "Main Partners" or "Partner Universities", taking into account that

- The Université Côte d'Azur participates in this consortium agreement subject to the suspensive condition that the accreditation for the merger which establishes this new institution has been accomplished by the start of the academic year 2020-2021;
- The University of the Basque Country participates in this consortium agreement subject to the suspensive condition that the IMBRSea programme will be selected for support within the EMJMD Framework of the European Community by the start of the academic year 2020-2021;

In case the abovementioned conditions are not fulfilled for either one or both of the institutions listed sub 10 and 11, their participation in this consortium agreement will not take place; instead, a bilateral agreement will be concluded between the coordinating IMRBSea institution and the institution not partaking in this consortium agreement, by which Université Côte d'Azur resp University of the Basque Country become(s) (an) associate partner(s) of the consortium according to the principles stated in the model of bilateral agreement in annex 2, but with the extra provision of offering a limited amount of specialized course units within the study programme (i.e. the modules taken up for these institutes in the programme as presented in annex 4);

Jointly they are called "Consortium". In addition to Main Partners, Associate Partners are also active within IMBRSea.

Legal Representatives of the Main Partner universities will sign this Consortium Agreement. Associated partners are obliged to subscribe to this agreement via a bilateral agreement (Annex 2).

This interuniversity agreement is drafted within the framework of the action entitled: "International Master in Marine Biological Resources" 1 (IMBRSea in short hereafter).

In case support is received for organization of this programme (from for example the Erasmus Mundus Joint Master degrees) the information on each consortium partners will be communicated to the funding providers according to the regulations of the funding programme. Changes in the consortium will also be communicated using the applicable regulations.

Article 1: Scope

1.1. Background

Worldwide, the blue bio sectors are facing significant challenges in order to grow in line with the Sustainable Development Goals set by the United Nations or in line with more regional strategies such as the European Union's (EU) Blue Growth strategy. Several studies show that there is an urgent need for skilled people trained in an international, interdisciplinary and intersectoral subject matter. IMBRSea is designed to enable students to obtain both core and specialist competencies and skills required by employers in key themes of the blue bio-economy: fisheries and aquaculture; nature conservation; sustainability; ecosystem-based management; blue biotechnology and global change.

Moreover, IMBRSea is considered as the flagship Master programme of the European Marine Biological Resource Centre (EMBRC-ERIC). The EMBRC-ERIC is a pan-European Research Infrastructure for marine biology and ecology research, which aims to answer fundamental questions regarding the health of oceanic ecosystems in a changing environment, enable new technologies to further our investigation capabilities, support life-science breakthrough discoveries with the use of marine biological models, and continue long-term marine monitoring efforts. By delivering future generations of marine graduates, the IMBRSea programme will support UN efforts to reverse the cycle of decline in ocean health and gather ocean stakeholders worldwide behind a common framework that will ensure ocean science can fully support countries in creating improved conditions for sustainable development of the Ocean.

1.2. Objectives of IMBRSea

The IMBRSea - programme aims to qualify students to a level of excellence in the field of Marine Biological Resources.

The objectives of the International Master in Marine Biological Resources (IMBRSea) are the following:

- Discipline oriented objectives:
    - Qualifying Master students to evaluate and understand how marine biodiversity varies across spatial and temporal scales, and between levels of biological organisation, in order to develop methods to detect significant changes in the marine environment.
    - Qualifying Master students to understand theory, models and statistical tests to investigate the relationship between marine biodiversity (assessed at different levels of organisation: genetic, species, functional groups and communities) and ecosystems functioning through the integration of conceptualization and modelling exercises, comparative analyses and carefully designed experiments.
    - Qualifying Master students to understand the value of marine biodiversity and resources, and hence are able to develop the research base required to support the sustainable management of marine biodiversity and resources, including, for example, the monitoring of the health of marine ecosystems, marine aquaculture, the conservation of marine biodiversity and the commercial and recreational use of marine resources and ecosystems.
- Transferable Skills Objectives:
    - Qualifying Master students to apply the necessary communication and research skills for integrated team work.

- Qualifying Master students to develop decision supporting systems for community policy.
- Qualifying Master students to create an interface between researchers and stakeholders.

Students will be trained in at least two institutions in two different European countries within the IMBRSea consortium. IMBRSea will be an integrated flagship programme that capitalizes on the operational, research and academic strengths of its members, to provide the best possible opportunities for employability and career development of programme graduates.

Article 2: Structure and content of the programme

2.1. Structure of the programme

The IMBRSea master programme is spread over two academic years of study (4 semesters – 120 credits). The common language of instruction of the programme is English.

The IMBRSea study programme is structurally designed to ensure that students (1) get essential training in key subjects related to Marine Bioresources and ecosystems, (2) have the opportunity to thematically specialize, (3) can tailor their study programme to their personal aspirations via individual professional practice and thesis work. Besides these three aspects, IMBRSea includes a wide range of mobility opportunities but also ensures integration in a group and in anetwork in the best possible circumstances. By using multiple teaching approaches, IMBRSea offers a learning environment open to a multicultural group of students.

The full IMBRSea study programme is divided in nine blocks that run over two academic years. Each academic year commences in September/October (depending on the University and decided on a yearly basis) and finishes in June/August (depending on the thesis work progress). Students are distributed according to their chosen study pathway across several universities for the Fundamentals course package, and the Thematic course packages.

Annex 3 provides an overview of the educational responsibilities of each partner university.

Annex 4 provides an overview of the full IMBRSea course programme described below.

The first Unit of the programme organized in the first semester (fundamental courses) is a co-designed set of courses that were selected as essential for any professional in the field of marine biological resources. Courses in unit 1 are: Marine policy and governance, marine genomics, quantitative methods in marine science, Oceanography, Marine ecology, Marine GIS and spatial planning. The nature of the courses in this first unit requires a more classical teaching approach with lectures, seminars, and field and labwork. Before the start of the semester, admitted students will be offered an online tool (IMBRSeaCompass) in which they can test their knowledge required to start each course and in case they need refreshment in certain areas, digital resources will be provided to do so.

In Unit 2 and Unit 6 students can specialize in one of the proposed marine bioresources specializations. In Unit 2, offered at the start of the second semester, every student chooses one of the 18-ECTS thematic modules that reflect the research specializations of several partners.

From Unit 2 onward, more innovative approaches including teamwork, individual based learning, project and research-based learning strategies take on more importance. Students will be prepared to engage in the more individual opportunities offered by the professional practice.

Unit 3 is an obligatory professional practice (internship) of 12 ECTS. Building further on the positive experiences from the past, IMBRSea continues to organize this essential component. The professional practice prepares students in a very practical way for future employment. The whole process is closely monitored via an online monitoring platform. Students learn to formulate personal learning goals and use a digital portfolio to document accomplishment of these objectives. The programme level monitoring ensures a fair and equal treatment of all students independently from where they carry out this 12-credit activity. Professional practices can be carried out at any partner of the IMBRSea consortium (full and associate). The variable nature of the partners guarantees a wide variety of opportunities in several sectors and employment areas are represented therein.

Professional Practice Guidelines and Regulations are available in Annex 12 and 13.

The first academic year of IMBRSea is concluded with participation in the annual 'Diving into Marine Minds' symposium organized during the last week of June by one of the full partners partners (Unit 4, this is not a separate course unit, but an obligatory part of the programme nevertheless). During the symposium all students (year 1 and year 2) gather and present their professional practices and thesis works but also participate in a series of training workshops offered by full and associate partners. Workshops focus on transferable and entrepreneurial skills.

For all students that are admitted continuing their studies (upon decision of the Examination board), year 2 starts with the IMBRSea Summer School 'Living Ocean Lab' (Unit 5 – Joint School). The Summer Schools follow the research-based format which was developed during the past ten years, and which combines marine research activities, teamwork, transferable skills training, and outreach and communication.

Unit 6 allows students to complete their specialization in one of the IMBRSea thematics. Similar to Unit 2, thematic modules reflect the academic specialism of the partner (see Annex 3).

During the third semester of IMBRSea, all students (and independent of their current location) take an online course 'Skills for Blue Science' (Unit 7, 'Research Design, Data Management and Data Communication in Marine Sciences) in which they prepare themselves for the transferable skills elements of personal thesis research.

IMBRSea is concluded with a personal Master thesis (Unit 8) that students develop at one of the consortium partners worldwide. The personal thesis project is designed during the first academic year and, after approval by the Programme Board, carried out during the final semester. At the end of the thesis period a written report in the format of a research paper is submitted and evaluated by a reading committee. During the closing Annual Symposium, every student presents and defends the outcomes of the thesis.

Thesis Guidelines are available in Annex 11.

Article 3: Organisational structures and responsibilities

Several governance bodies will be installed within the programme. For each governance body the responsibility and roles of the coordinator, partner universities and associate members is specified and may be further clarified during the first meetings of each of these. The IMBRSea Master is governed by the following management structures:

3.1. The coordination office – CO:

This office is located at Ghent University (P1) and plays a key role in the practical organization of the programme. The office is supervised by the IMBRSea Coordinator. The coordination office is the first point of access for many aspects of the joint programme and is the operational unit, in charge of the coordination of the roll-out of decisions taken by the Programme Board. The office is in close contact with the local secretariats at each main partner. These secretariats link to institutional international services and housing services. Each associate partner involved in IMBRSea also appoints a central contact person. The following tasks are allocated to this office: application procedure, follow-up of applicants and students, outreach, collection and management of all course administration related issues (grades, changes in curriculum), financial management, contact with scholars, organisation of Annual Symposia, professional practice and thesis work follow-up, contact with associates, organisation of board meetings.

3.2. Programme Board - PB:

The PB comprises one representative per full partner, two associate partner representatives and two student representatives from the student board. The coordinator of IMBRSea represents the coordination office on this board. A chair of this board is elected from one of the full partner representatives on a 3-yearly basis. The board overviews the general working of the master programme (financial decisions, approval of the selections, overall organization), is in charge of curriculum review and development and educational quality control. The board meets virtually on a monthly basis and physically during the Annual Symposium. The Programme Board is advised by the Examination Board, the Selection committee, the Student Board and the External advisory board.

Decisions are where possible taken by consensus. In cases where a consensus cannot be achieved, decisions will be taken following the majority plus 1 rule.

3.3. Examination Board - EB:

The EB includes all teachers officially involved in the programme. At examination board meetings, organized at the Annual Symposium, teachers will be represented by a representative per partner university. The examination board is also in charge of following the progress of students. During the student's progress meeting, the performance of all students is discussed.

The examination board takes minutes of the scores given by the responsible teachers to each of the students. A full overview of the scores is generated within the central exam database of Ghent University (http://oasis.ugent.be). This board will also issue special awards, grades and prizes.

3.4. Selection committee - SC:

This board consists of four representatives elected from the members of the PB (excluding students) and is chaired by a full partner representative. Partners represented at the board stay on the board for two consecutive years. The SC is in charge of advising the Programme Board on the admission and selection of students who apply for enrolling in the programme, and for grants offered by the programme through applicable funding schemes (defined in Annex 5). The SC follows the selection

criteria as described in section 5.4. Other partners may assist the SC in reviewing the candidates. The SC meets once each year in person or via electronic consultation.

3.5. Student Board - SB:

This board consists of one member of each partner, representing the different universities where mobility takes place, elected from the student population (year 1 and year 2) and one IMBRSea alumnus. The aim of this board is to provide students with a structural involvement in the organization of the programme. Their task is to organize communication and information flow between year 1 and year 2 students, communication of student related issues to the PB. Through the SB, the PB has access to the opinions, ideas and suggestions of the students when needed. The SB may invite PB members for specific issues. The SB meets monthly virtually prior to the PB meeting and once a year during the Annual Symposium. Two representatives of the SB take part in the PB meetings.

3.6. External advisory board - AB:

This board consists of a representative from the EMBRC network and, per specialization track (units , of one representative from the non-academic sector and one alumnus. The coordination office will provide the AB with access to the results of the internal evaluations, PB reports, … The AB will physically meet during the Annual Symposium and have there the opportunity to meet with the representatives of all full and associate partners, students and alumni. The advisory board is meeting once every two years and advises the Programme Board on issues related to the overall content and aim of IMBRSea.

Article 4: Educational responsibilities

4.1. The role of the partner universities in education:

Since the IMBRSea programme is a specialized master based on many scientific disciplines, and since the student cohorts who enter the course will be diverse, we have to ensure that the basic knowledge relevant for the thematic course modules in each specialization track (units 2 and 6 as defined in article 2.1. and in the programme as 'minors' and 'majors') will be offered in the first semester (independent of the chosen starting university). Universities offering the fundamentals package in first semester are responsible for offering each course unit as such that the jointly agreed final competences for each course are met. In cases where no sufficient competence is present at a partner university, this will be solved via teacher mobility. If possible, teacher mobility will be allowed by each University, as a part of their teaching load.

Partner universities delivering thematic course modules in semester 2 and 3 have to ensure that the content of the courses fits to the knowledge gained during the first semester and meets with the final competences set for each specialization track. To ensure this, for each module an academic will be appointed by the Programme Board. This person will be in charge of supervising the educational aspects and communication of these aspects with the Programme Board. Universities involved in each track should interact at a regular basis and should adapt where needed specific content of each course. On the annual basis, at the start of the second semester, it will be possible to implement these changes upon approval of the Programme Board. Administrative follow-up of this will be organized by the coordination office.

During the second semester students will carry out a professional practice. For this, they will be preferably active in a non-academic structure, under the framework of a work placement.

At the start of the third semester, a Joint school (6 credits), the IMBRSea Summer School, is organized. Lecturers from all partner universities, together with associated (non-academic) partners, are jointly responsible for the Joint school. To allow the joint responsibility to be taken, the teaching load for participating teachers will be recognized at each partner university wherever applicable.

During the fourth semester students will carry out thesis research. For this they will be active in a main or associate partner. An academic mentor will be appointed. This mentor is in charge of ensuring that the work carried out is compliant with the thesis guidelines.

The coordinating institution concludes the agreement for the professional practice and the thesis research between the student, the coordinating institution and the host institution of the professional practice or thesis work of the concerned student.

4.2. Teacher mobility and involvement of teachers (scholars) external to the consortium:

The IMBRSea programme stimulates both involvement of teachers external to the consortium (so called scholars) and teacher mobility within the consortium. Both types of teacher mobility require formal approval by the Programme Board and will at each partner university also be formally recognized as such.

Teacher mobility within the consortium will be regulated according to the Erasmus Mobility framework. All main partners will engage in bilateral Erasmus exchange agreements for this. Where no alternative funding is available for teacher mobility for scholars external to the consortium, it will be funded at an IMBRSea central level. Funding for this kind of mobility will require approval of the Programme Board and will be in line with the IMBRSea financial regulations.

Article 5: Administrative organization of IMBRSea

5.1 Admission criteria

The IMBRSea programme has jointly agreed upon student application, selection and admission criteria for entrance to the programme. The IMBRSea jointly agreed admission criteria include: (1) Applicants hold a Bachelor (or Master) degree in biology, ecology, environmental sciences, oceanography, marine sciences, geography, geology, veterinary medicine, biotechnology or other equivalent degrees with minimum 180 credits, (2) Proof of sufficient knowledge of the English language (refer to Annex 6 Language regulations).

The number of students who can register within each mobility will depend on the logistic possibilities of the involved partner universities. Logistic possibilities will be reviewed on a yearly basis (early December for the next academic year).

The best ranked students will be firstly admitted to their preferred mobility. Preferences of the students regarding the place of study will be taken into account as far as possible.

Knowledge of the English language is a basic requirement: A proof of sufficient knowledge of the English language is required.

The IMBRSea Programme Board can, at its own discretion waive the requirement for proof of English language skills, if English was the official language of instruction/teaching for at least one year of the previous successful Higher Education studies. Specific requirements for English Language proficiency are detailed in Annex 6 and are subject to review by the Programme Board.

5.2 Application procedure

The consortium offers one coherent point of entry as regards the Master's course promotion, information regarding all formalities and application for admission. Applicants will apply to the coordinating university, Ghent University, which is hosting the IMBRSea coordination office. Interested students will find all relevant information on the IMBRSea programme website (http://www.imbrsea.eu): general information, admission criteria, application forms, deadlines for application, course content, information on scholarships and fees, and so on.

The application file must contain the following documents:

- a completed application form (online) where information is given about personal data, study data, linguistic skills, professional data, recommendation letters, motivation, country of preference to start with the IMBRSEA master programme
- a copy of the international passport
- at least two completed referee reports
- legal copies of diplomas and an official translation in English, if the original language is not one of the official languages of the coordinators (all languages other than Dutch, French, German, English need to be translated into English) . If the diploma is not yet obtained at the time of application (student is in their last year of Bachelor study), an original proof of enrolment and a most recent transcript of records must be provided.
- copies of diploma supplements stating courses followed and scores obtained per course and, eventually, a translation in English (see further) and official transcript of records
- copies of language tests scores and language certificates

Application and admission of students may happen in several rounds. After each round applications will be reviewed and students can be admitted to the programme. The number and planning of these

rounds is decided on a yearly basis by the PB and communicated via the website before opening the applications.

5.3. Admission of students

All students fulfilling the diploma requirements and sufficient knowledge of English language, can be admitted by the Programme Board. Partner Universities are not allowed to have additional conflicting admission conditions for students admitted to the programme. The students will get an official letter of admission signed by the Registrar of Ghent University where the Coordination Office is located.

A copy of this letter will be sent to the department responsible for enrolment of the university receiving the student during his Study Pathway (first and second year). Enrolment is only official after payment of the tuition fee by the student to the coordinator and after having performed all formalities (not conflicting with the joint programme regulations) for joining the first hosting partner. The coordinating university will share the final list of students with the partner universities. The coordinating university will transfer the agreed budget for the participation cost covering enrollment costs as well as all cost related to the local organization of the programme to the partner university where the student is enrolled.

5.4. Selection procedures for scholarships

The selection of scholarships and grants recipients is done by the selection committee making use of the following selection criteria: academic scores (30%), language skills (eligible or not eligible), referee letters (20%), Curriculum Vitae (15%), and motivation (35%). Based upon these criteria an overall ranking will be made and scholarships will be proposed according to the specific schemes defined for each scholarship or grant.

The number of, and conditions for each scholarship and grants will be decided by the PB on a yearly basis before the opening of the applications.

If the programme would again be selected for support within the EMJMD Framework of the European Community or within any other context, the same criteria will apply for the ranking to be proposed for scholarships or grants.

5.5. Enrolment of students in the partner universities

The coordinator will inform the partner universities about the students who choose to attend their courses in the following academic year by early May for all non-EU students and end of June for EU students. All students are enrolled in the coordinating university (only students that follow courses in the coordinating university have to pay the enrolment fees of the coordinating university; all other students will be enrolled as ‘pro-forma’ students in the coordinating university) and at least on a semester basis in the university where they perform their studies. They might as well all be enrolled at the other partner universities in a similar status as at the coordinating university, if this is required to issue the joint diploma. In this case no additional funding will be foreseen for this additional enrollment.

5.6. IMBRSEA programme costs and institutional tuition fees

The amounts for programme costs for European and non-European students valid in the academic year 2020-2021 are laid down in annex 7; non-substantial yearly changes can be decided and agreed upon by the programme board.

Before opening the application forms, the programme board decides, on a yearly basis, on the possibility of additional partial waivers of programme costs. The adapted programme cost amounts

for students qualifying for these partial waivers will be advertised on the website in addition to the 'normal' amounts.

Scholarships are managed according to the specific conditions of the applicable scholarship scheme. Rules for individual scholarship schemes will be agreed upon in annex to the student agreement of beneficiary students.

The coordinator of the Consortium will transfer the agreed institutional tuition fees (cf. annex 7, subject to 2-yearly changes) to the accounts indicated by the respective universities upon issuing of an invoice or certificate. Joint programme elements (coordination, joint school, annual symposium, …) will be financed by the central coordination budget. On a yearly basis a budget plan will be agreed upon in accordance with the IMBRSea financial rules described in Annex 8.

Students who do not complete the study program by the end of the timeframe defined in the student agreement (two years), may upon approval of the programme board still enroll for a third year. Tuition fees for this extension will be calculated on a semester basis following the normal IMBRSea participation fee paid by the student for participation in previous academic years (as documented in the student agreement). In case a student does not complete the programme after an additional third year, this student will no longer be allowed to participate in the programme and might continue his studies following local regulation of each partner university.. In this case the student will receive an official transcript listing the courses for which he/she has obtained credits.

In case students are admitted for entry in year two of the programme, the programme cost will be calculated in relation to the study load still to be completed and taking into account the additional administrative work concerned. Programme costs and conditions for these cases will be decided on a yearly basis by the PB.

5.7. Education

All institutes are responsible for providing appropriate education, teaching and examination within the framework of articles 2 and 4 in this agreement.

5.8. Mobility

Student mobility is an integral aspect of the IMBRSea programme. Partner universities engage to make practical arrangements for their incoming students before and during the mobility. This includes, if applicable, instructions on visa procedures, providing a local admission letter, housing and other services for international students.

Students are required to undertake a mobility period of at least one semester (30 ECTS) to a main partner university different from the one where they took the 'Fundamentels package' in the 1st semester. All students are also required to take part in the annual Symposium (which is yearly organized by one of the main partners during the last week of June) and in the 'Summer School', which takes places at the beginning of the third semester. Depending on their interests, students are allowed to maximize their mobility opportunities.

The full IMBRSea study programme is divided into nine blocks run over two academic years, as described in article 2.1. Each academic year commences in September/October and finishes in June/August (depending on the starting university and thesis defense period).

Students are distributed across the participating universities for the Fundamentals package, and Thematic modules. Joint activities for the full cohort of students are organized during the Joint school

and Annual symposium. For the thesis work, students can choose between research groups of all full and associate partners.

5.9. Transfer of credits

The IMBRSea curriculum is based on the ECTS. The procedure for transfer of credits, if applicable, is as follows:

- The institute where the student effectively studied, sends the obtained marks of the student to the IMBRSea coordination office (for first semester courses by February 1st , and for second semester courses before June 20th or September, 1st). For each course, the locally obtained grade per student, the total number of students following the course and the ECTS grade (or the place of the student in the ranking of all students who followed that course) will be communicated.
- The IMBRSea coordination office converts the local grades to a 20 point scale according to an agreed conversion table (see Annex 9) for each participating institute. This is done to facilitate the final awarding of the degree. After approval by the programme board, converted scores will be entered in the study management platform at Ghent University.
- At the end of each academic year the secretariats of the partner universities will produce an official transcript of records per semester with an overview of already obtained credits. These transcripts of records will be made available to the students.
- When a student has obtained all necessary credits and successfully defended their master dissertation, the official diploma is issued accompanied by the diploma supplement. The coordinator provides an additional certificate showing the optional courses that student might have taken and passed at one of the partner universities. Students are awarded a joint degree of the consortium.

5.10. Passing exams

The partner university offering courses and hosting the students will organize the examination component (for each course) according to the local regulations. The students are bound to the examination regulations (including resit policy) and criteria of the university where they are registered and follow the courses. At the start of each teaching period partner universities provide all students with the local examination regulations.

The IMBRSea Programme Board will define and issue a common framework for examination for the programme's joint elements.

If students fail a course, at least one resit per course will be allowed. This resit will preferably take place in the partner university where the course was taught, but in order to accommodate for the mobility of students of the program, resits can be relocated: when the calendar and mobility of the student does not allow for a resit at the partner where the class was taken, a common resit session will be organized for all students within the week before the annual symposium under the supervision of the hosting partner.
Students resitting a course remain bound to the examination regulations and criteria of the university where they followed the course.

Students that fail the resit need to retake the course.

The following options for students that fail a semester 1 course at the resit are available:

A. if semester 3 is at a university offering the 'Fundamentals package', the retake the semester 1 course on top of their normal curriculum

B. if semester 3 is not taken at a university offering the 'Fundamentals package'
   i. The student's mobility scheme is altered in such a way that he/she takes semester 3 at one of these, or
   ii. In case the local teacher agrees, the student is allowed to study from abroad making use of the normal provided course material (including potentially recordings) and to take the evaluation also from abroad (same time, under the supervision of a local teacher)

   Note that decision on either taking option B.i or B.ii should be approved by the Programme Board.

The following options for students that fail a semester 2 or 3 course at the resit are available:

A. If the student fails the resit of a semester 2 course (resit in June year 1), the student has to retake the exam (additional resit) in the common resit session organized the week before the annual symposium under the supervision of the hosting partner.

B. If the student fails the resit of a semester 3 course (resit in June year 2), the student has to re-enroll for an additional semester on the basis of the number of credits to retake. The tuition fee will be calculated as follows: fee = normal fee/60 * number of credits to retake, with a minimum cost of 1000 Euro.

C. If the student fails the resit of the thesis in semester 4 (August year 2), the student has to re-enroll for an additional semester on the basis of the number of credits to retake. The tuition fee will be calculated as follows: fee = normal fee/60 * number of credits to retake, with a minimum cost of 1000 Euro.

At the end of each academic year the examination board will review the study performance status of each student and advises on continuation of the programme in accordance with the regulations at each university.

Students with very weak study performance (decided by the examination and programme board) may not be allowed to continue their studies. Students who quit the IMBRSea programme early but have successfully completed courses will get a certificate stating the courses for which they have earned credits.

For the master thesis, a common evaluation procedure is developed. Dissertations (even those performed outside one of the awarding universities) are defended at the Annual Symposium. Common standards are used and the thesis is defended before an examination commission appointed by the Management Board and consisting of at least two academics of which one belongs to another institute awarding the degree.

The dissertation can only be defended when all other requirements (passing of all courses, fulfilling the mobility and participation in joint programme activities) to obtain the degree are fulfilled so that the examination commission can decide on behalf of the Programme Board on awarding the degree or not.

In case of doubts, the decision can be postponed and discussed at the yearly coordination meetings of the Programme Board. The final grade of the diploma, if applicable, is decided by the Examination Board, and communicated to the coordinating university who will prepare the joint diploma, accompanied by the diploma supplement.

5.11. Awarding the degree and the diploma

After successful completion of the IMBRSEA academic Programme, graduates shall receive a Joint Masters degree by all Consortium Universities. The Diploma is fully based on the ECTS system and will be accompanied by a diploma supplement which follows the model developed by the European Commission, Council of Europe and UNESCO/CEPES, including a list of all the courses taken by the student with mention of the title of the thesis with their accompanying ECTS credit points and grades with specification of training hours, language of instruction, institution delivering the course and all other relevant details such as the ECTS system.

The joint diploma and diploma supplement will be awarded in accordance with the higher education legislation of the coordinating university. On the diploma the names and the logos of all partner universities will be mentioned, and the diploma will be signed by the representatives of all universities. The diploma supplement accompanying the joint diploma will be signed by a representative of the coordinating institution on behalf of all partner institutions awarding the diploma.

The coordinating university will present a specimen thereof for approval to all partner universities which will jointly award it; crucial incompatibilities with the requirements of any of the partner institutions as to their national education regulation will then be amended by the coordinating university, within the limits of its possibilities and without infringing on its own national education regulation. In order to make the joint awarding of the diploma possible, the partner institutions will show their utmost flexibility on this matter, taking into account the fact that the joint diploma should in the first place be compliant with the higher education regulation of the coordinating university which issues the diploma and ensures its validity within its own higher education system, this being the only way of awarding a joint diploma by partner universities bound to separate national higher education systems.

Any changes to the diploma required by any of the awarding institutions within the course of this agreement, which will most frequently pertain to (names of) representatives of the partner institutions signing the joint diploma or logos of partner institutions mentioned on the joint diploma, will be communicated to the coordinating institution by the local coordinators as soon as possible and preferably some months before the next moment on which the Examination Board advices Ghent University on the awarding of diplomas.

With an eye to speeding up the delivery of the joint diplomas to the students, the signatures will be applied by means of images for all partners who agree to supply, to this purpose, the image of the signature of its representative to the coordinating university. In case this is not possible or only possible for some of the diploma awarding partners, the diplomas will be sent by registered post to all signing partner universities.

In order to make the awarding of the joint diploma possible, all partner institutions commit themselves to passing all information concerning the courses taken by all students at their university within the context of the programme, as well as the study results obtained for these courses, to the coordinating institution without delay.

A model of the joint diploma is provided in Annex 10.

5.12. Joint school organisation

The joint school is organized every year between semester 2 and 3, as a part of the third semester. The organizational costs (including accommodation costs) are covered from the central coordination budget according to the regulations outlined in Annex 8.

5.13. Quality Assurance

Quality assurance will be considered both at a European level for the programme as a whole and the joint programme elements and, on a local level. The local quality assurance is done by each partner university individually and typically fits in national quality assurance programmes. A quality assurance working group will monitor the program and report to the PB.

They can monitor the added value offered by the Erasmus Mundus programme (as compared to local non-joint programs at the different partners), be involved in the comparison of the core programs at different partners, advise on industrial relevance, knowledge and skill levels required by policy makers, etc.

An External Advisory Board will be installed consisting of a representative from the EMBRC network, per specialization track one representative from the non-academic sector and one alumnus. The Board has access to the results of the internal evaluations and will be able to meet with the representatives of all full and associate partners, students and alumni. The Advisory Board meets once every two years and advises the Programme Board on issues related to the overall content and aim of IMBRSea.

In function of accreditation reviews, a programme portfolio will be created and maintained at Ghent University. The portfolio includes a description of the context of the joint programme, includes the key quality features of the programme based on the NVAO Quality Code Flanders 2015-2017, includes a 'Quality Improvement Plan' outlining the major actions that are needed in the future to ensure or increase the quality of the international joint programme, and finally includes a compilation of attachments that are available for the international study program and that address the key quality features in more detail.

Depending on the accreditation regulations for each main partner, the Programme board will ensure that the progamme remains accredited in each country and partner and may as such decide on accreditation review procedures (joint or nationally).

5.14. Publicity material

No publicity material will be designed and distributed by any partner without prior approval of the Programme Board.

5.15. Other responsibilities

Each hosting partner university is responsible for receiving students and arranging its programme. This includes, if applicable, instructions on visa procedures, providing a local admission letter, housing and other services for international students.

Article 6: Costs and financing

Financial and administrative coordination of the master course will be done by the coordinating institution (Ghent University) according to financial management guidelines (Annex 8) and upon decisions made by the Programme Board.

The financial arrangements will be as follows:

The coordinating university receives all incoming money on a central account. The currency of the consortium will be Euros. From the incoming money generated from tuition fees the following costs will be covered:

- Tuition costs and course participation costs at each university where the student is following courses at: the coordinating institution will reimburse to each partner university a

programme-wide set rate per semester per student. This rate will be decided on a 2-yearly basis by the full programme board, cf. annex 7.

- All costs of jointly organized activities such as the joint school and the annual symposium (both excluding transport).
- Costs for scholar mobility in cases where no alternative funding can be found.
- The administrative costs programme (coordination costs, meetings of the board, …).

Financial transactions within the programme are clearly earmarked, registered and saved. Proof has to be collected. By law furthermore, the finances of public universities in Flanders are supervised by a Commissioner of the Flemish Community, continuously following up the activities. The coordination office is responsible for an open accounting system to the partners allowing full transparency of money flows and internal and external control. Detailed guidelines on the financial management are outlined in Annex 8.

Article 7: Intellectual property rights

Each partner shall make the student aware of the intellectual property rights management provisions of this agreement and those in place at the University where he or she in enrolled. Such information shall include ownership rights and royalty sharing arrangements.

Results are owned by the Party that generates them. In case of results generated from work carried out jointly by two or more Parties, those results shall be jointly owned. The joint owners shall agree in a joint ownership agreement on the allocation and terms of exercise of their joint ownership, in compliance with their obligations under this Agreement.

The joint owners of results will decide whether patent applications are to be submitted for such results, and will appoint from among them the Party which will be tasked with carrying out the formalities of filing, extension and maintenance of new joint patent(s) on such results in their joint names In case of joint ownership of results, ownership of each of the joint owners shall be determined in good faith, taking into account each owner's relative intellectual and financial contribution to the joint results.

Where no joint ownership agreement has yet been concluded:

- each of the joint owners shall be entitled to use their jointly owned results for research purposes (including sponsored research and research in cooperation with academic third parties) without commercial aim, and teaching on a royalty-free basis, and without requiring the prior consent of the other joint owner(s), and
- each of the joint owners shall be entitled to use their jointly owned results by way of direct exploitation and to grant non-exclusive licenses to third parties, without any right to sub-license, subject to the following conditions:
    - at least 45 days prior notice must be given to the other joint owner(s); and
    - compensation under fair and reasonable conditions to be discussed, must be provided to the other joint owner(s).

In any case where, in the opinion of the student and their supervisor(s), novel intellectual property has been created this must be documented as soon as possible after its creation in accordance with each Partner's invention disclosure procedures

Article 8: Confidentiality - Dissertation and Examination

Most universities will have policies with regards to confidentiality and it is recognized that some of the information may be confidential or be required to be kept confidential. Each partner shall make the student aware of the provisions of this agreement and those in place at the Partner University he or she has matriculated. Where confidentiality of results of any work is an issue the Supervisor of the student should make their institution aware and arrange to put in place a confidentiality agreement. This need may extend to the external examination of the dissertations arising from this programme.

All information in whatever form or mode of transmission, which is disclosed by a Party (the "Disclosing Party") to any other Party (the "Recipient") in connection with the IMBRSea programme during its implementation and which has been explicitly marked as "confidential", or when disclosed orally, has been identified as confidential at the time of disclosure and has been confirmed and designated in writing within 15 days from oral disclosure at the latest as confidential information by the Disclosing Party, is "Confidential Information".

The Recipients hereby undertake for a period of 5 years after the end of the IMBRSea programme:

- not to use Confidential Information otherwise than for the purpose for which it was disclosed;
- not to disclose Confidential Information to any third party without the prior written consent by the Disclosing Party;
- to ensure that internal distribution of Confidential Information by a Recipient shall take place on a strict need-to-know basis; and
- to return to the Disclosing Party on demand all Confidential Information which has been supplied to or acquired by the Recipients including all copies thereof and to delete all information stored in a machine readable form. If needed for the recording of ongoing obligations, the Recipients may however request to keep a copy for archival purposes only.

The above shall not apply for disclosure or use of Confidential Information, if and in so far as the Recipient can show that:

- the Confidential Information becomes publicly available by means other than a breach of the Recipient's confidentiality obligations;
- the Disclosing Party subsequently informs the Recipient that the Confidential Information is no longer confidential;
- the Confidential Information is communicated to the Recipient without any obligation of confidence by a third party who is in lawful possession thereof and under no obligation of confidence to the Disclosing Party;
- the Confidential Information, at any time, was developed by the Recipient completely independently of any such disclosure by the Disclosing Party; or
- the Confidential Information was already known to the Recipient prior to disclosure or
- the Recipient is required to disclose the Confidential Information in order to comply with applicable laws or regulations or with a court or administrative order.

The Recipient shall apply the same degree of care with regard to the Confidential Information disclosed within the scope of the Project as with its own confidential and/or proprietary information, but in no case less than reasonable care.

Each Party shall promptly advise the other Party in writing of any unauthorised disclosure, misappropriation or misuse of Confidential Information after it becomes aware of such unauthorised disclosure, misappropriation or misuse.

If any Party becomes aware that it will be required, or is likely to be required, to disclose Confidential Information in order to comply with applicable laws or regulations or with a court or administrative order, it shall, to the extent it is lawfully able to do so, prior to any such disclosure

- notify the Disclosing Party, and
- comply with the Disclosing Party's reasonable instructions to protect the confidentiality of the information.

Plagiarism of information included in thesis reports or any other reports will not be allowed and may lead to exclusion from the programme. Proper references need to be given in all documents used.

Article 9: Protection of Personal Data

The Parties commit themselves to respect the European Regulation EU 2016/679 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data (GDPR) as well as the national applicable laws.

The Parties may share personal data of individuals involved in the collaboration such as: name, business telephone, address, and email ("Business Contact Information"). Each Party may store and otherwise process such Business Contact Information. The Parties agree that Business Contact Information will only be processed for administrative purposes to the limited extent as required for the performance of this agreement.

Taking into account that the processing of other than Business Contact Information is necessary for the performance of this agreement, the Parties commit themselves to agree and enter into a data processing agreement, which shall amend this agreement, as is reasonably required to reflect each Party's rights and obligations in this respect. In case of any conflict between the data processing agreement and this agreement, the provisions of the data processing agreement shall prevail in relation to the matters covered by the data processing agreement. For all other matters the provision of this Agreement shall prevail.

Article 10: Liability

10.1. Each partner shall be solely liable for any loss incurred by, or damage or injury to, third partners, resulting from its own actions in the execution of this agreement.

10.2. Each partner shall be fully responsible for the performance of any part of its share of the agreement and for the requirements of Insurance and Social Security for its personnel, involved herein.

10.3. With respect to any injury to any person or any damage to any property of any person occurring at any establishment of any of the partners in the course or arising out of the execution of this agreement, the partner at whose establishment the injury or damage occurs, shall be solely responsible for the payment of compensation to such extent as this partner shall be under a legal liability in respect of such injury or damage. This article shall not apply with respect to any such injury or damage, the causing of which is attributable to any act of a servant or agent of any of the partners, committed with the intention of causing harm to any person or property or with reckless disregard for the consequences of his act.

Article 11: Entry into force and termination

This agreement shall come into force as of the date of its signature (referred to as T0 no later than 30 June 2020) by all the partners and will be valid as from the academic year 2020-2021 up to and including the academic year 2023-2024. This agreement shall automatically be renewed every 4 years *unless* a partner want's to opt out.

In case agreements are being set up in relation to the programme with funding organizations such as the European Community, these will be signed on behalf of the Consortium and specific arrangements regarding management of scholarships will be added in Annex 5 of this agreement.

If a partner university wishes to leave the agreement before the end of the agreement, this should be notified at least six months prior to the start of an academic year (September). This partner will discuss this with the Consortium and appropriate actions will be taken. In these case continuity of the joint programme will be promoted.

This is not the case if the partner institute should leave by force majeure.

The parties ensure that they shall respect human rights. Each of the parties may terminate this agreement with immediate effect if the other party is involved in a serious violation of human rights

Article 12: Applicable law and Competent Court

This agreement shall in all respects be construed and operate as an agreement made in Belgium and in compliance with Belgian law. The settlement of any difference or conflict arising from or in connection with this agreement shall be attempted by an amicable effort from the partners.

However, due to the international nature of this agreement, only the International Chambers of Commerce in Geneva are competent to decide on the disputes, which would remain unresolved.

Students receiving a grant from the programme (e.g. Erasmus Mundus) are bound to the rules and regulations from the institute at which s/he is enrolled and to the individual student contract between coordinator and each student. Students shall be informed of these rules and regulations prior to physical arrival at the partner.

Article 13: Amendments and annexes

The IMBRSea Programme Board, consisting of a representative of each partner, has the mandate to add or change annexes to this agreement when necessary. Approval by each signing party is required in case of substantial modifications.

Amendments to this agreement may be added when necessary, upon mutual agreement between the signing parties. For all matters not stipulated in this agreement the IMBRSea Programme Board can decide, eventually upon approval by the official bodies of signing parties, when this is deemed necessary.

Annexes

Annex 1 List of the Associate Partners

Annex 2 Bilateral agreement to the Consortium Agreement

Annex 3 Overview of the educational responsibilities of each partner university

Annex 4 Overview of the full IMBRSea course programme

Annex 5 Applicable funding schemes

Annex 6 Specific requirements for English Language proficiency

Annex 7 Programme fees for European and non-European students

Annex 8 IMBRSea budget plan

Annex 9 Grades conversion table academic year 2020-2021

Annex 10 Joint diploma model

Annex 11 Thesis Guidelines

Annex 12 Professional Practice Guidelines

Annex 13 Professional Practice Regulations

Annex 1: List of Associate Partners

1	UNIVERSITEIT GENT	BE
2	SORBONNE UNIVERSITE	FR
3	UNIVERSIDADE DO ALGARVE	PT
4	UNIVERSIDAD DE OVIEDO	ES
5	GALWAY-MAYO INSTITUTE OF TECHNOLOGY	IE
6	University of the Basque Country	ES
7	UNIVERSITA POLITECNICA DELLE MARCHE	IT
8	UNIVERSITETET I BERGEN	NO
9	UNIVERSITE DE BRETAGNE OCCIDENTALE	FR
10	GOETEBORGS UNIVERSITET	SE
11	ABS INTERNATIONAL	BE
12	ALFRED-WEGENER-INSTITUT HELMHOLTZ-ZENTRUM FUR POLAR- UND MEERESFORSCHUNG	DE
13	ALMA MATER STUDIORUM - UNIVERSITA DI BOLOGNA	IT
14	Archipelagos, Institute of Marine Conservation	EL
15	FUNDACION AZTI - AZTI FUNDAZIOA	ES
16	Caribbean Netherlands Science Institute	BQ
17	CARL VON OSSIETZKY UNIVERSITAET OLDENBURG	DE
18	CENTRO DE CIENCIAS DO MAR DO ALGARVE	PT
19	CENTRE NATIONAL DE LA RECHERCHE SCIENTIFIQUE CNRS	FR
20	DEAKIN UNIVERSITY	AU
21	DREDGING, ENVIRONMENTAL AND MARINE ENGINEERING NV	BE
22	DUKE UNIVERSITY	US
23	ECOAST	BE
24	EUCC - DIE KUSTEN UNION DEUTSCHLAND EV	DE
25	UNIVERSITEIT ANTWERPEN	BE
26	FUNDACION GAIKER	ES
27	HELMHOLTZ ZENTRUM FUR OZEANFORSCHUNG KIEL	DE
28	Fundación Oceanográfica de Gipuzkoa	ES
29	Instituto Antártico Chileno	CL
30	INSTITUTO ESPANOL DE OCEANOGRAFIA	ES
31	EIGEN VERMOGEN VAN HET INSTITUUT VOOR LANDBOUW- EN VISSERIJONDERZOEK	BE
32	EIGEN VERMOGEN VAN HET INSTITUUT VOOR NATUUR- EN BOSONDERZOEK	BE
33	Centro Interdisciplinar de Investigação Marinha e Ambiental da Madeira	PT
34	JAN DE NUL NV	BE
35	JOHANN HEINRICH VON THUENEN-INSTITUT, BUNDESFORSCHUNGSINSTITUT FUER LAENDLICHE RAEUME, WALD UND FISCHEREI	DE
36	UNIVERSIDADE DE COIMBRA	PT
37	UNIVERSITAT DE LES ILLES BALEARS	ES
38	Município Machico	PT
39	NACIONALNI INSTITUT ZA BIOLOGIJO	SI
40	STICHTING NEDERLANDSE WETENSCHAPPELIJK ONDERZOEK INSTITUTEN	NL
41	INSTITUTO PORTUGUES DO MAR E DA ATMOSFERA IP	PT
42	INSTITUT ROYAL DES SCIENCES NATURELLES DE BELGIQUE	BE
43	Sciaena - Associação de Ciências Marinhas e Cooperação	PT
44	STAZIONE ZOOLOGICA ANTON DOHRN	IT
45	Australian Institute of Marine Sciences	AU

Annex 1: List of Associate Partners

46	UNITED KINGDOM RESEARCH AND INNOVATION	UK
47	UNIVERSIDAD DE LAS PALMAS DE GRAN CANARIA	ES
48	UNIVERSITAET BREMEN	DE
49	UNIVERSITE DE LIEGE	BE
50	UNIVERSITE DIJON BOURGOGNE	FR
51	University of Helsinki	FI
52	UNIVERSITETET I OSLO	NO
53	UNIVERSITY OF OTAGO	NZ
54	THE CHANCELLOR, MASTERS AND SCHOLARS OF THE UNIVERSITY OF OXFORD	UK
55	University of Pavia (Italy) -Department of Civil Engineering and Architecture	IT
56	THE UNIVERSITY OF RHODE ISLAND	US
57	THE UNIVERSITY OF SALFORD	UK
58	UNIVERSIDAD DE VIGO	ES
59	VLAAMS INSTITUUT VOOR DE ZEE VZW	BE
60	EUROPEAN MARINE BIOLOGICAL RESOURCE CENTRE EUROPEAN RESEARCH INFRASTRUCTURE CONSORTIUM	FR
61	European Marine Science Educators Association	BE
62	UNITED NATIONS EDUCATIONAL, SCIENTIFIC AND CULTURAL ORGANIZATION -UNESCO	FR
63	MARINE BIOLOGICAL ASSOCIATION OF THE UNITED KINGDOM	UK
64	GREENBRIDGE INCUBATIE-EN INNOVATIECENTRUM GENT-OOSTENDE	BE
65	SVEUCILISTE U ZADRU	HR
66	AKVAPLAN-NIVA AS	NO
67	ASSOCIATION DE PREFIGURATION DE L INSTITUT D'EXCELLENCE DES ENERGIES DECARBONEES (IEED) FRANCE ENERGIES MARINES	FR
68	SCEA FRANCE HALIOTIS	FR
69	COMMUNAUTE D'UNIVERSITES ET ETABLISSEMENTS UNIVERSITE COTE D'AZUR	FR
70	CYAN PLANET UG	DE

Agreement concerning the exchange of students in the framework of the interuniversity programme entitled 'International Master of Science in Marine Biological Resources' (IMBRSea)

This Agreement is made on behalf of the consortium organising the International Master of Science in Marine Biological Resources (IMBRSea) between:

1. IMBRSea coordinating institute, Ghent University, Belgium, represented by Prof. Dr. ir. Rik Van de Walle, rector and Dr. Tim Deprez, coordinator of the Master Programme

And

2. (Institute)……, represented by (Name)……, (Title)……. hereinafter called the Associate Partner

The IMBRSea Programme involves the participation of a network of Higher Educational Institutions (HEIs), Research Institutes, SMEs, and any other type of organization deemed acceptable by the IMBRSea management board.
The network consists of two groups of institutions: a core group of academic full Partners (Ghent University, University of Algarve, University of Oviedo, Sorbonne University, Galway-Mayo Institute of Technology, University of Bergen, University of the Basque Country, Polytechnic University of Marche, University of Western Brittany and University of Gothenburg) who recognise and award the diploma of the International Master of Science in Marine Biological Resources, and a group of associate Partners who collaborate with the Master Programme through the organization of Professional Practices and supervision of thesis students.

Ghent University, acting on behalf of the full Partners, and (Institute)……. hereby agree to the conditions described below for exchange of students in the framework of this agreement.

Article 1: Scope

This agreement comprises the specific conditions and regulations for the exchange of students between the institutions of the core group and the Associate Partner.
As far as necessary for the performance of this specific agreement, the terms and conditions of the Consortium Agreement, signed by the full Partners, shall also apply to the Associate Partner.

Article 2: Educational responsibilities

The Associate Partner will provide appropriate education, guidance and evaluation within the framework of IMBRSea and in conformity with any and all applicable arrangements in the Professional Practice and Master Thesis Guidelines (see Annex 2 and 3).
(Institute)…… will contribute to the following aspects of the programme:

- *Professional Practice*

The Associate Partner can offer opportunities for first year IMBRSea students to do a Professional Practice. A Professional Practice is defined as a period in which a student can gain experience in an

actual work situation. The Professional Practice counts for 12 ECTS credits (minimum 240 hours), of which the hours can be spread over a minimum of 6 weeks and a maximum of 2 months. Evaluation shall be based on feedback from the Professional Practice supervisor at the Associate Partner, and a portfolio made and presented by the student and evaluated by an evaluation committee during the annual symposium.
Practical guidelines for Professional Practice organisation are provided in Annex 2. In case practicalities change during the running of this agreement, the associate Partner organization will be timely informed.

- *Master thesis supervision*

The Associate Partner can offer opportunities for IMBRSea students to carry out thesis research. When students are carrying out thesis research, a staff Partner of the Associate Partner may act as (co-)supervisor for the MSc thesis. The (co-)supervisor will participate in the examination committee for the student concerned (upon approval of the IMBRSea Programme Board). Master thesis regulations and guidelines are provided in Annex 3.

Article 3: Administrative Organisation

3.1 Enrolment of IMBRSea students

When the IMBRSea student follows part(s) of the programme at an Institute which is a higher education organisation (HEI), the student will be treated as a regular exchange student.

3.2 Finances

All students pay programme tuition fees to the IMBRSea coordinating institute and therefore should not pay any additional tuition fees to the Associate Partner.
An Associate Partner will not receive a financial compensation from the IMBRSea Consortium for hosting students. In case an Associate Partner would ask a financial compensation for receiving the student (e.g. housing, use of facilities, etc.) this has to be clearly advertised at the time of proposal of subjects/positions.

3.3 Insurance

Students are insured by Ghent University for the activities during a professional practice and thesis Work (https://www.ugent.be/student/nl/administratie/verzekering).

3.4 Role of the Associate Partner in the IMBRSea Network

Associate Partners are considered as a Partner of the IMBRSea network and will thus be informed about the status of the programme on a regular basis. The contact person of the Associate Partner will spread this information within his Institution.

As a Partner of the IMBRSea network the name of the institute will be mentioned among the organizing institutes on the programme website.

Associate Partners may be invited to the Programme Board meetings or may be requested to give feedback on specific management related issues.

When accepting an IMBRSea thesis student, the thesis promotor (and supervisor) agrees to act as reserve reader for the IMBRSea programme in case a designated reader does not comply. In case the promotor would have to act as a reserve reader, this will be for another student than the one they are supervising (see also Thesis Guidelines).

Article 4: Intellectual property rights

Each Associate partner shall make the student aware of the intellectual property rights management provisions of this agreement. Such information shall include ownership rights and royalty sharing arrangements.

Results are owned by the Party that generates them. In case of results generated from work carried out jointly by two or more Parties, those results shall be jointly owned. The joint owners shall agree in a joint ownership agreement on the allocation and terms of exercise of their joint ownership, in compliance with their obligations under this Agreement.

The joint owners of results will decide whether patent applications are to be submitted for such results, and will appoint from among them the Party which will be tasked with carrying out the formalities of filing, extension and maintenance of new joint patent(s) on such results in their joint names. In case of joint ownership of results, ownership of each of the joint owners shall be determined in good faith, taking into account each owner's relative intellectual and financial contribution to the joint results.

Where no joint ownership agreement has yet been concluded:

- each of the joint owners shall be entitled to use their jointly owned results for research purposes (including sponsored research and research in cooperation with academic third parties) without commercial aim, and teaching on a royalty-free basis, and without requiring the prior consent of the other joint owner(s), and
- each of the joint owners shall be entitled to use their jointly owned results by way of direct exploitation and to grant non-exclusive licenses to third parties, without any right to sub-license, subject to the following conditions:
    - at least 45 days prior notice must be given to the other joint owner(s); and
    - compensation under fair and reasonable conditions to be discussed, must be provided to the other joint owner(s).

In any case where, in the opinion of the student and their supervisor(s), novel intellectual property has been created this must be documented as soon as possible after its creation in accordance with each Partner's invention disclosure procedures

Article 5: Confidentiality – Dissertation and Examination

Each Associate partner shall make the student aware of the provisions of this agreement. Where confidentiality of results of any work is an issue, the Supervisor of the student should make their institution aware and arrange to put in place a confidentiality agreement. This need may extend to the external examination of the dissertations arising from this programme.

All information in whatever form or mode of transmission, which is disclosed by a Party (the "Disclosing Party") to any other Party (the "Recipient") in connection with the IMBRSea programme

during its implementation and which has been explicitly marked as “confidential”, or when disclosed orally, has been identified as confidential at the time of disclosure and has been confirmed and designated in writing within 15 days from oral disclosure at the latest as confidential information by the Disclosing Party, is “Confidential Information”.

The Recipients hereby undertake for a period of 5 years after the end of the Master thesis or Professional practice:

- not to use Confidential Information otherwise than for the purpose for which it was disclosed;
- not to disclose Confidential Information to any third party without the prior written consent by the Disclosing Party;
- to ensure that internal distribution of Confidential Information by a Recipient shall take place on a strict need-to-know basis; and
- to return to the Disclosing Party on demand all Confidential Information which has been supplied to or acquired by the Recipients including all copies thereof and to delete all information stored in a machine readable form. If needed for the recording of ongoing obligations, the Recipients may however request to keep a copy for archival purposes only.

The above shall not apply for disclosure or use of Confidential Information, if and in so far as the Recipient can show that:

- the Confidential Information becomes publicly available by means other than a breach of the Recipient’s confidentiality obligations;
- the Disclosing Party subsequently informs the Recipient that the Confidential Information is no longer confidential;
- the Confidential Information is communicated to the Recipient without any obligation of confidence by a third party who is in lawful possession thereof and under no obligation of confidence to the Disclosing Party;
- the Confidential Information, at any time, was developed by the Recipient completely independently of any such disclosure by the Disclosing Party; or
- the Confidential Information was already known to the Recipient prior to disclosure or
- the Recipient is required to disclose the Confidential Information in order to comply with applicable laws or regulations or with a court or administrative order.

The Recipient shall apply the same degree of care with regard to the Confidential Information disclosed within the scope of the Project as with its own confidential and/or proprietary information, but in no case less than reasonable care.

Each Party shall promptly advise the other Party in writing of any unauthorised disclosure, misappropriation or misuse of Confidential Information after it becomes aware of such unauthorised disclosure, misappropriation or misuse.

If any Party becomes aware that it will be required, or is likely to be required, to disclose Confidential Information in order to comply with applicable laws or regulations or with a court or administrative order, it shall, to the extent it is lawfully able to do so, prior to any such disclosure

- notify the Disclosing Party, and
- comply with the Disclosing Party’s reasonable instructions to protect the confidentiality of the information.

Plagiarism of information included in thesis reports or any other reports will not be allowed and may lead to exclusion from the programme. Proper references need to be given in all documents used.

Article 6: Liability

9.1. Each Associate partner shall be solely liable for any loss incurred by, or damage or injury to, third partners, resulting from its own actions in the execution of this agreement.

9.2. Each Associate partner shall be fully responsible for the performance of any part of its share of the agreement and for the requirements of Insurance and Social Security for its personnel, involved herein.

9.3. With respect to any injury to any person or any damage to any property of any person occurring at any establishment of the Associate partner in the course or arising out of the execution of this agreement, the Associate partner at whose establishment the injury or damage occurs, shall be solely responsible for the payment of compensation to such extent as this Associate partner shall be under a legal liability in respect of such injury or damage. This article shall not apply with respect to any such injury or damage, the causing of which is attributable to any act of a servant or agent of the Associate partner, committed with the intention of causing harm to any person or property or with reckless disregard for the consequences of his act.

Article 7: Entry into force and termination

This agreement shall come into force as of the date of its signature by all the parties and shall continue until (Option 1: date to be negociated or Option 2: as long as IMBRSea is functioning).

If an Associate Partner wishes to leave the agreement, the IMBRSea programme board should be informed of this in writing. In case there are no running student exchanges, the Associate Partner will be removed from the consortium. This is not the case if the Associate Partner should leave by force majeure.

For option 1: The cooperation might be prolonged after the above stated end date. In this case a signed addendum will be made and added to this agreement.

By signing this agreement, the Associate Partner agrees to adhere to the programme wide tools and mechanisms related to the professional practice and thesis organization described in the Professional Practice and Thesis regulations and guidelines (Annex 3 and 4). If an Associate Partner does not comply with the regulations and guidelines, the IMBRSea Programme Board may decide to terminate the collaboration.

Article 8: Amendments

Upon mutual agreement between the signing parties, amendments to this agreement may be added when necessary. For all matters not stipulated in this agreement the IMBRSea Programme Board can decide, eventually upon approval by the official bodies of signing parties, when this is deemed necessary.

For Ghent University
Prof. Dr. ir. Rik Van de Walle, Rector
Date:
Signature:

Dr. Tim Deprez, IMBRSea coordinator
Date:
Signature:

For (Institute)…….
(Name)……, (Title)……
Date:
Signature:

Annexes
Annex 1: IMBRSea Associate Partner Identification Details
Annex 2: IMBRSea Professional Practice guidelines and regulations (http://www.imbrsea.eu/do-you-want-offer-professional-practice)
Annex 3: IMBRSea Master Thesis guidelines (http://www.imbrsea.eu/do-you-want-offer-master-thesis-topic)

Annex 1: IMBRSEA Associate Partner Identification Details

(Institute)…….

Legal representative
(Name)……, (Title)……

Website
.....

Contact Person:
(Name and email)……

Postal address:
……
Role
- Offering internships
- Offering thesis subjects

Annex 3 Overview of the educational responsibilities of each partner university

Partner 1: Ghent University (UGent)

- Fundamentals Module - Semester 1 (30 ECTS)
- Thematic Module: Experimental Marine Ecology - Semester 2 (18 ECTS)
- Professional Practice - Semester 2 (12 ECTS)
- Joint School - Semester 3 (6 ECTS)
- Health Management in Aquatic Marine Animals in specialization track: *Fisheries and aquaculture* - Semester 3 (18 ECTS)
- Introduction to Research Practice: Project Management, Data Management and Scientific Communication - Semester 3 (6 ECTS)
- Marine education and literacy in specialization track: *Ocean literacy and education* - Semester 3 (18 ECTS) - in collaboration with Sorbonne University
- Master Thesis - Semester 4 (30 ECTS)

Partner 2: Sorbonne University (SU)

- Thematic Module: Global Change and Functional Biodiversity - Semester 2 (18 ECTS)
- Professional Practice - Semester 2 (12 ECTS)
- Joint School - Semester 3 (6 ECTS)
- Marine education and literacy in specialization track: *Ocean literacy and education* - Semester 3 (18 ECTS) - in collaboration with Ghent University
- Measuring, analyzing and modeling marine ecosystems in specialization track: *Analysis and Forecast in Marine Systems* - Semester 3 (18 ECTS)
- Marine Ecosystems Functioning and Change: from fundamentals to experiments and monitoring in specialization track: *Analysis and Forecast in Marine Systems* - Semester 3 (18 ECTS)
- Impact Assessment and Mitigation in specialization track: *Applied Marine Ecology and Conservation* - Semester 3 (18 ECTS)
- Introduction to Research Practice: Project Management, Data Management and

Scientific Communication - Semester 3 (6 ECTS)

- Master Thesis - Semester 4 (30 ECTS)

Partner 3: University of Algarve (UAlg)

- Fundamentals Module - Semester 1 (30 ECTS)
- Thematic Module: Fisheries - Semester 2 (18 ECTS)
- Professional Practice - Semester 2 (12 ECTS)
- Joint School - Semester 3 (6 ECTS)
- Biotechnology - Sustainable exploitation of marine resources in specialization track: *Blue Biotechnology and Bioeconomy* - Semester 3 (18 ECTS)
- Introduction to Research Practice: Project Management, Data Management and Scientific Communication - Semester 3 (6 ECTS)
- Master Thesis - Semester 4 (30 ECTS)

Partner 4: University of Oviedo (UniOvi)

- Fundamentals Module - Semester 1 (30 ECTS)
- Thematic Module: Marine Living Resources - Semester 2 (18 ECTS)
- Professional Practice - Semester 2 (12 ECTS)
- Joint School - Semester 3 (6 ECTS)
- Introduction to Research Practice: Project Management, Data Management and Scientific Communication - Semester 3 (6 ECTS)
- Master Thesis - Semester 4 (30 ECTS)

Partner 5: Galway-Mayo Institute of Technology (GMIT)

- Fundamentals Module - Semester 1 (30 ECTS)
- Professional Practice - Semester 2 (12 ECTS)
- Joint School - Semester 3 (6 ECTS)
- Applied Megafauna Conservation in specialization track: *Applied Marine Ecology and Conservation* - Semester 3 (18 ECTS)
- Ecosystem Based-fisheries Management in specialization track: *Fisheries and Aquaculture* - Semester 3 (18 ECTS)

- Introduction to Research Practice: Project Management, Data Management and Scientific Communication - Semester 3 (6 ECTS) - Coordination
- Master Thesis - Semester 4 (30 ECTS)

Partner 6: Polytechnic University of Marche (UNIVPM)

- Fundamentals Module - Semester 1 (30 ECTS)
- Thematic Module: Applied Marine Ecology - Semester 2 (18 ECTS)
- Thematic Module: Marine Conservation - Semester 2 (18 ECTS)
- Professional Practice - Semester 2 (12 ECTS)
- Joint School - Semester 3 (6 ECTS)
- Marine Habitat Restoration in specialization track: *Applied Marine Ecology and Conservation* - Semester 3 (18 ECTS)
- Introduction to Research Practice: Project Management, Data Management and Scientific Communication - Semester 3 (6 ECTS)
- Master Thesis - Semester 4 (30 ECTS)

Partner 7: University of Bergen (UiB)

- Professional Practice - Semester 2 (12 ECTS)
- Thematic Module: Fisheries and Fisheries Management - Semester 2 (18ECTS)
- Joint School - Semester 3 (6 ECTS)
- Food production in specialization track: *Fisheries and Aquaculture* - Semester 3 (18 ECTS)
- Introduction to Research Practice: Project Management, Data Management and Scientific Communication - Semester 3 (6 ECTS)
- Master Thesis - Semester 4 (30 ECTS)

Partner 8: University of Western Brittany (UBO)

- Fundamentals Module - Semester 1 - 30 ECTS
- Professional Practice - Semester 2 (12 ECTS)
- Joint School - Semester 3 (6 ECTS)

- Marine Biotechnology in specialization track: *Blue Biotechnology and Bioeconomy* - Semester 3 (18 ECTS)
- Quantitative Marine Ecology in specialization track: *Analysis and Forecast in Marine Systems* - Semester 3 (18ECTS)
- Introduction to Research Practice: Project Management, Data Management and Scientific Communication - Semester 3 (6 ECTS)
- Master Thesis - Semester 4 (30 ECTS)

Partner 9: University of Gothenburg (UGot)

- Professional Practice - Semester 2 (12 ECTS)
- Joint School - Semester 3 (6 ECTS)
- Sea and Society in specialization track: Ocean Literacy and Education - Semester 3 (18 ECTS)
- Introduction to Research Practice: Project Management, Data Management and Scientific Communication - Semester 3 (6 ECTS)
- Master Thesis - Semester 4 (30 ECTS)

Associate Partner: University of the Basque Country (UPV/EHU): Courses at this partner will for academic year 2020-2021 be organized via student exchanges. The partner will become a full diploma-signing partner from 2021-2022 onwards in case of successful Erasmus Mundus funding.

- Thematic Module: Marine Animal Health - Semester 2 (18 ECTS)
- Professional Practice - Semester 2 (12 ECTS)
- Joint School - Semester 3 (6 ECTS)
- Introduction to Research Practice: Project Management, Data Management and Scientific Communication - Semester 3 (6 ECTS)
- Master Thesis - Semester 4 (30 ECTS)

Associate Partner: University Côte d'Azur (UCA): Courses at this partner will for academic year 2020-2021 be organized via student exchanges. The partner will become a full diploma-signing partner from 2021-2022 onwards in case of successful Erasmus Mundus funding.

- Professional Practice - Semester 2 (12 ECTS)
- Thematic Module: Marine Resource Valorization - Semester 2 (18ECTS)
- Joint School - Semester 3 (6 ECTS)
- Blue growth: unveiling new potentials of marine bioresources in specialization track: *Blue Biotechnology and Bioeconomy* - Semester 3 (18 ECTS)
- Remote sensing in aquaculture and fisheries in specialization track: *Fisheries and Aquaculture* - Semester 3 (18 ECTS)
- Introduction to Research Practice: Project Management, Data Management and Scientific Communication - Semester 3 (6 ECTS)
- Master Thesis - Semester 4 (30 ECTS)

GHENT UNIVERSITY

Study Programme

Academic year 2020-2021

Faculty of Sciences

International Master of Science in Marine Biological Resources

Campus: UGent

Language(s) of instruction: English (Programme sheet as of: 2020)

Programme version 1 Valid as from the academic year 2020-2021 (VOORSTEL)

1 General Courses 54.0 credits

Subscribe to 1 package from the following list.

Nr	Course		CRDT	Ref	MT1	MT2	Session	Contact	Study
1	C003906	Professional Practice [en]	12.0		1		A:2	240.0	300
2	C003907	Joint School [en]	6.0		2		A:1	72.0	150
3	C003934	Research Design, Data Management en Data Communication in Marine Sciences [en]	6.0		2		A:1	75.0	150

1.1 Fundamentals Package (UGent) 30.0 credits

Nr	Course		CRDT	Ref	MT1	MT2	Session	Contact	Study
1	C003870	Marine Policy and Governance [en]	3.0		1		A:1	30.0	75
2	C003871	Marine Genomics [en]	3.0		1		A:1	28.0	75
3	C003872	Quantitative Methods in Marine Science [en]	6.0		1		A:1	116.0	150
4	C003873	Oceanography [en]	6.0		1		A:1	51.0	150
5	C003874	Marine Ecology [en]	6.0		1		A:1	55.0	150
6	C003875	Marine GIS and Spatial Planning [en]	3.0		1		A:1	48.0	75

1.1.1 Transferable Skills

Subscribe to 3 credit units from the following list.

Nr	Course		CRDT	Ref	MT1	MT2	Session	Contact	Study
1	C004034	Graphics Design and Digital Imaging [en]	3.0		1		A:1	32.0	75
2	A002615	Practical English 3 - B1- Universitair centrum voor taalonderwijs	3.0		1			30.0	75
3	A002616	Practical English 4 - B1+ Universitair centrum voor taalonderwijs	3.0		1			30.0	75
4	A002658	Practical English 5 - B2 Universitair centrum voor taalonderwijs	3.0		1			30.0	75

1.2 Fundamentals Package (UniOvi) 30.0 credits

Nr	Course		CRDT	Ref	MT1	MT2	Session	Contact	Study
1	C004021	Marine Policy and Governance [en] Universidad de Oviedo	3.0		1		A:1	30.0	75
2	C004022	Marine Genomics [en] Universidad de Oviedo	3.0		1		A:1	28.0	75
3	C004023	Quantitative Methods in Marine Science [en] Universidad de Oviedo	6.0		1		A:1	108.0	150
4	C004024	Oceanography [en] Universidad de Oviedo	6.0		1		A:1	51.0	150
5	C004025	Marine Ecology [en] Universidad de Oviedo	6.0		1		A:1	55.0	150
6	C004026	Marine GIS and Spatial Planning [en] Universidad de Oviedo	3.0		1		A:1	48.0	75

1.2.1 Transferable Skills

Subscribe to 3 credit units from the following list.

Nr	Course		CRDT	Ref	MT1	MT2	Session	Contact	Study
1	C004038	Spanish Language Course [en] Universidad de Oviedo	3.0		1		A:1	40.0	75
2	C004275	Voluntary Work in the Solidarity Space [en] Universidad de Oviedo	3.0		1		A:1	75.0	75

1.3 Fundamentals Package (UAlg) 30.0 credits

Nr	Course		CRDT	Ref	MT1	MT2	Session	Contact	Study
1	C004015	Marine Policy and Governance [en] Universidade do Algarve	3.0		1		A:1	30.0	75
2	C004016	Marine Genomics [en] Universidade do Algarve	3.0		1		A:1	28.0	75
3	C004017	Quantitative Methods in Marine Science [en] Universidade do Algarve	6.0		1		A:1	120.0	150
4	C004018	Oceanography [en] Universidade do Algarve	6.0		1		A:1	51.0	150
5	C004019	Marine Ecology [en] Universidade do Algarve	6.0		1		A:1	55.0	150
6	C004020	Marine GIS and Spatial Planning [en] Universidade do Algarve	3.0		1		A:1	48.0	75

1.3.1 Transferable Skills

Subscribe to 3 credit units from the following list.

Nr	Course		CRDT	Ref	MT1	MT2	Session	Contact	Study
1	C004037	Portuguese Language Teaching B [en] Universidade do Algarve	3.0		1		A:1	60.0	75
2	C004276	Advanced SCUBA Skills for Scientific Diving [en] Universidade do Algarve	3.0		1		A:1	30.0	84
3	C004277	SCUBA Diver Level 1 [en] Universidade do Algarve	3.0		1		A:1	30.0	84
4	C004278	Scientific Diving in Marine Ecology [en] Universidade do Algarve	3.0		1		A:1	30.0	84
5	C004279	Field Methods B [en] Universidade do Algarve	3.0		1		A:1	40.0	84
6	C004280	Laboratory Methods B [en] Universidade do Algarve	3.0		1		A:1	40.0	84

1.4 Fundamentals Package (UBO) 30.0 credits

Nr	Course		CRDT	Ref	MT1	MT2	Session	Contact	Study
1	C004027	Marine Policy and Governance [en] Université de Brest (Université de Bretagne Occidentale)	3.0		1		A:1	30.0	75
2	C004028	Marine Genomics [en] Université de Brest (Université de Bretagne Occidentale)	3.0		1		A:1	28.0	75
3	C004348	Quantitative Methods in Marine Science [en] Université de Brest (Université de Bretagne Occidentale)	6.0		1		A:1	108.0	150
4	C004030	Oceanography [en] Université de Brest (Université de Bretagne Occidentale)	6.0		1		A:1	51.0	150
5	C004031	Marine Ecology [en] Université de Brest (Université de Bretagne Occidentale)	6.0		1		A:1	55.0	150
6	C004032	Marine GIS and Spatial Planning [en] Université de Brest (Université de Bretagne Occidentale)	3.0		1		A:1	48.0	75

1.4.1 Transferable Skills

Subscribe to 1 option from the following list.

1.4.1.1 Elective Course List

Nr	Course		CRDT	Ref	MT1	MT2	Session	Contact	Study
1	C004357	French for Foreign Students [en] Université de Brest (Université de Bretagne Occidentale)	3.0		1		A:1	75.0	75

1.4.1.2 Elective Courses UBO

Subscribe to 3 credit units from the study programmes of UBO.

1.5 Fundamentals Package (Univpm) 30.0 credits

Nr	Course		CRDT	Ref	MT1	MT2	Session	Contact	Study
1	C004281	Marine Policy and Governance [en] Università Politecnica delle Marche	3.0		1		A:1	24.0	75
2	C004282	Marine Genomics [en] Università Politecnica delle Marche	3.0		1		A:1	24.0	75
3	C004283	Quantitative Methods in Marine Science [en] Università Politecnica delle Marche	6.0		1		A:1	48.0	150

4	C004284	Marine Ecology [en] Università Politecnica delle Marche	6.0		1		A:1	48.0	150
5	C004285	Marine GIS and Spatial Planning [en] Università Politecnica delle Marche	3.0		1		A:1	24.0	75
6	C004286	Oceanography [en] Università Politecnica delle Marche	6.0		1		A:1	48.0	150

1.5.1 Transferable Skills

Nr	Course		CRDT	Ref	MT1	MT2	Session	Contact	Study
1	C004287	Science Dissemination and Communication [en] Università Politecnica delle Marche	3.0		1		A:1	24.0	75

1.6 Fundamentals Package (GMIT) 30.0 credits

Nr	Course		CRDT	Ref	MT1	MT2	Session	Contact	Study
1	C004352	Marine Policy and Governance [en] Galway-Mayo Institute of Technology	3.0		1		A:1	30.0	75
2	C004353	Marine Genomics [en] Galway-Mayo Institute of Technology	3.0		1		A:1	28.0	75
3	C004347	Quantitative Methods in Marine Science [en] Galway-Mayo Institute of Technology	6.0		1		A:1	108.0	150
4	C004354	Oceanography [en] Galway-Mayo Institute of Technology	6.0		1		A:1	51.0	150
5	C004355	Marine Ecology [en] Galway-Mayo Institute of Technology	6.0		1		A:1	55.0	150
6	C004356	Marine GIS and Spatial Planning [en] Galway-Mayo Institute of Technology	3.0		1		A:1	48.0	75

1.6.1 Transferable Skills

Nr	Course		CRDT	Ref	MT1	MT2	Session	Contact	Study
1	C004288	Stakeholder Management [en] Galway-Mayo Institute of Technology	3.0		1		A:1	24.0	75

2 Minors 18.0 credits

Subscribe to 1 minor from the following list.

2.1 Fisheries (UAlg) 18.0 credits

Nr	Course		CRDT	Ref	MT1	MT2	Session	Contact	Study
1	C004242	Conservation and Management [en] Universidade do Algarve	6.0		1		A:2	45.0	168
2	C004243	Fisheries Economics [en] Universidade do Algarve	3.0		1		A:2	25.0	84
3	C004244	Fisheries Technology and Stock Assessment [en] Universidade do Algarve	6.0		1		A:2	50.0	168
4	C004245	Socioeconomic Dimension of Fisheries [en] Universidade do Algarve	3.0		1		A:2	25.0	84

2.2 Marine Resource Valorization (UCA) 18.0 credits

Nr	Course		CRDT	Ref	MT1	MT2	Session	Contact	Study
1	C004289	Natural Resources Valorization [en] Université Côte d'Azur	6.0		1		A:2	39.0	150
2	C004290	Depict Marine Biodiversity [en] Université Côte d'Azur	6.0		1		A:2	39.0	150
3	C004291	Entrepreneurship and Innovation in the Blue Economy [en] Université Côte d'Azur	6.0		1		A:2	39.0	150

2.3 Global Change and Functional Biodiversity (SU) 18.0 credits

Nr	Course		CRDT	Ref	MT1	MT2	Session	Contact	Study
1	C004344	Concepts and Practices in Biological Oceanography and Marine Ecology - Part 1 [en] Sorbonne Université	6.0		1		A:2	60.0	150
2	C004345	Concepts and Practices in Biological Oceanography and Marine Ecology - Part 2 [en] Sorbonne Université	6.0		1		A:2	60.0	150
3	C004292	Concepts and Practices in Biological Oceanography and Marine Ecology - Part 3 [en] Sorbonne Université	6.0		1		A:2	60.0	150

2.4 Fisheries and Fisheries management (UiB) 18.0 credits

Nr	Course		CRDT	Ref	MT1	MT2	Session	Contact	Study
1	C004293	Ecosystem- and Fisheries Assessment Models [en] University of Bergen	10.0		1		A:2	44.0	250
2	C004294	Stock Monitoring and Responsible Harvest [en] University of Bergen	8.0		1		A:2	24.0	200

2.5 Marine Living Resources (UniOvi) 18.0 credits

Nr	Course		CRDT	Ref	MT1	MT2	Session	Contact	Study
1	C003885	Molecular Techniques applied to Resource Evaluation and Management [en] Universidad de Oviedo	6.0		1		A:2	48.0	150
2	C003886	Modelling and Management of Wild Populations [en] Universidad de Oviedo	6.0		1		A:2	48.0	150
3	C003887	Management of Marine Living Resources in Practice [en] Universidad de Oviedo	6.0		1		A:2	48.0	150

2.6 Marine Spatial Planning (UniOvi) 18.0 credits

Nr	Course		CRDT	Ref	MT1	MT2	Session	Contact	Study
1	C004237	Integrated Coastal Zone Management Universidad de Oviedo	3.0		1			30.0	75
2	C004238	Landscape Genetics in Marine Settings Universidad de Oviedo	3.0		1			30.0	75
3	C004239	Marine Protected Areas Universidad de Oviedo	3.0		1			30.0	75
4	C004240	Spatial Distribution of Genetic Biodiversity Universidad de Oviedo	3.0		1			30.0	75
5	C004241	Spatial Planning in Practice Universidad de Oviedo	6.0		1			50.0	150

2.7 Marine Animal Health (UPV/EHU) 18.0 credits

Subscribe to 20 credit units from the following list.

Nr	Course		CRDT	Ref	MT1	MT2	Session	Contact	Study
1	C004346	Cellular and Molecular Biomarkers [en] Universidad del País Vasco / Euskal Herriko Unibertsitatea	4.0		1		A:2	40.0	100
2	C004295	Comparative Endocrinology and Endocrine Disruption [en] Universidad del País Vasco / Euskal Herriko Unibertsitatea	4.0		1		A:2	40.0	100
3	C004230	Environment and Fisheries/Aquaculture Interactions [en] Universidad del País Vasco / Euskal Herriko Unibertsitatea	4.0		1		A:2	40.0	100
4	C004231	Environmental Toxicogenomics [en] Universidad del País Vasco / Euskal Herriko Unibertsitatea	4.0		1		A:2	40.0	100
5	C003881	Histology and Histopathology of Aquatic Animals [en] Universidad del País Vasco / Euskal Herriko Unibertsitatea	4.0		1		A:2	40.0	100
6	C004232	Marine Resources Genomics [en] Universidad del País Vasco / Euskal Herriko Unibertsitatea	4.0		1		A:2	40.0	100
7	C004233	Physiological Energetics of Marine Organisms [en] Universidad del País Vasco / Euskal Herriko Unibertsitatea	4.0		1		A:2	40.0	100

2.8 Experimental Marine Ecology (UGent) 18.0 credits

Nr	Course		CRDT	Ref	MT1	MT2	Session	Contact	Study
1	C003893	Species Interactions and Marine Food Webs - Experiments in Marine Food Web Ecology [en]	6.0		1		A:2	52.0	150
2	C003891	Responses in a Changing Marine Environment - Experiments in Marine Global Change Ecology [en]	6.0		1		A:2	52.0	150
3	C003892	Methods in Experimental Marine Ecology [en]	6.0		1		A:2	46.0	150

2.9 Marine Conservation (Univpm) 18.0 credits

Nr	Course		CRDT	Ref	MT1	MT2	Session	Contact	Study
1	C004349	Field Practices, Sampling Design and Census of Marine Communities [en] Università Politecnica delle Marche	6.0		1		A:2	48.0	150
2	C003894	Marine Conservation Biology [en] Università Politecnica delle Marche	6.0		1		A:2	48.0	150
3	C004301	Marine Protected Areas, Design and Management [en] Università Politecnica delle Marche	6.0		1		A:2	48.0	150

2.10 Applied Marine Ecology (Univpm) 18.0 credits

Nr	Course		CRDT	Ref	MT1	MT2	Session	Contact	Study
1	C004350	Field Practices in Marine Monitoring [en] Università Politecnica delle Marche	6.0		1		A:1	48.0	150
2	C003897	Applied Marine Ecology [en] Università Politecnica delle Marche	6.0		1		A:2	48.0	150
3	C004351	Marine Ecotoxicology [en] Università Politecnica delle Marche	6.0		1		A:2	48.0	150

3 Majors 18.0 credits

Subscribe to 1 major from the following list.

3.1 Analysis and Forecast in Marine Systems 18.0 credits

Subscribe to 1 Option from the following list.

3.1.1 Marine Ecosystem Functioning and Changes: from Fundamentals to Experiments and Monitoring (SU) 18.0 credits

Subscribe to 18 credit units from the following list.

Nr	Course		CRDT	Ref	MT1	MT2	Session	Contact	Study
1	C004297	Coastal Ecosystem Ecology and Functioning [en] Sorbonne Université	6.0		2		A:1(2021)	60.0	150
2	C004298	Characterizing Dynamics and Trends in Coastal Environments [en] Sorbonne Université	6.0		2		A:1(2021)	60.0	150
3	C004299	Major Challenges in Polar Oceans: from Biogeochemistry to Ecosystems [en] Sorbonne Université	6.0		2		A:1(2021)	50.0	150
4	C004300	Ecology of Coastal Communities [en] Sorbonne Université	6.0		2		A:1(2021)	60.0	150

3.1.2 Quantitative Marine Ecology (UBO) 18.0 credits

Nr	Course		CRDT	Ref	MT1	MT2	Session	Contact	Study
1	C004302	Physic-Biology Interactions [en] Université de Brest (Université de Bretagne Occidentale)	4.0		2		A:1(2021)	32.0	100
2	C004303	Applied Hierarchical Modeling for Effective Monitoring and Conservation of Marine Megafauna: Sampling Design, Model Development and Inference [en] Université de Brest (Université de Bretagne Occidentale)	4.0		2		A:1(2021)	30.0	100
3	C004304	Modelling for Quantitative Management of Marine Resources and Ecosystems [en] Université de Brest (Université de Bretagne Occidentale)	6.0		2		A:1(2021)	32.0	150
4	C004305	Numerical Ecology: Multivariate Methods for Marine Community Ecology [en] Université de Brest (Université de Bretagne Occidentale)	4.0		2		A:1(2021)	32.0	100

3.1.3 Measuring, Analysing and Modelling Marine Ecosystems (SU) 18.0 credits

Nr	Course		CRDT	Ref	MT1	MT2	Session	Contact	Study
1	C004306	Marine Ecosystem Modelling [en] Sorbonne Université	6.0		2		A:1(2021)	60.0	150
2	C004307	Methods for the Exploitation of Data in Oceanography [en] Sorbonne Université	6.0		2		A:1(2021)	60.0	150
3	C004308	Instrumentation and Acquisition of Data in Oceanography [en] Sorbonne Université	6.0		2		A:1(2021)	60.0	150

3.2 Applied Marine Ecology and Conservation 18.0 credits

Subscribe to 1 option from the following list.

3.2.1 Impact Assessment and Mitigation (SU) 18.0 credits

Nr	Course		CRDT	Ref	MT1	MT2	Session	Contact	Study
1	C004309	Management and Conservation of Marine Ecosystems [en] Sorbonne Université	6.0		2		A:1(2021)	60.0	150
2	C004310	Dynamics of Marine Biodiversity and Conservation [en] Sorbonne Université	6.0		2		A:1(2021)	60.0	150
3	C004311	Human-induced Impacts on Coastal Ecosystems [en] Sorbonne Université	6.0		2		A:1(2021)	60.0	150

3.2.2 Applied Megafauna Conservation (GMIT) 18.0 credits

Nr	Course		CRDT	Ref	MT1	MT2	Session	Contact	Study

Nr								
1	C004312	Species Distribution Modelling as a Marine Conservation Tool [en] Galway-Mayo Institute of Technology	5.0	2	A:1(2021)	39.0	125
2	C003924	Acoustic Monitoring as a Marine Conservation Tool [en] Galway-Mayo Institute of Technology	5.0	2	A:1	39.0	125
3	C004313	Seabird and Marine Mammal Population Assessment Techniques [en] Galway-Mayo Institute of Technology	3.0	2	A:1(2021)	24.0	75
4	C004314	Animal Behaviour: Recording and Analysis [en] Galway-Mayo Institute of Technology	5.0	2	A:1(2021)	39.0	125

3.2.3 Marine Habitat Restauration (Univpm) 18.0 credits

Nr	Course		CRDT	Ref	MT1	MT2	Session	Contact	Study
1	C004315	The Legal Framework of Habitat Restoration [en] Università Politecnica delle Marche	3.0		2		A:1(2021)	24.0	75
2	C004316	Field Practice and Applied Methodologies for Habitat Restoration [en] Università Politecnica delle Marche	6.0		2		A:1(2021)	48.0	150
3	C004317	Marine Habitat Restoration of Temperate and Tropical Reefs [en] Università Politecnica delle Marche	3.0		2		A:1(2021)	24.0	75
4	C004318	Marine Habitat Restoration of Soft Bottoms (from Shallow Waters to the Deep Sea) [en] Università Politecnica delle Marche	3.0		2		A:1(2021)	24.0	75
5	C004319	Socio-economic Effects of Marine Ecosystem Restoration [en] Università Politecnica delle Marche	3.0		2		A:1(2021)	24.0	75

3.3 Blue Biotechnology and Bioeconomy

Subscribe to 1 option from the following list.

3.3.1 Biotechnology - Sustainable Exploitation of Marine Resources (UAlg) 18.0 credits

Nr	Course		CRDT	Ref	MT1	MT2	Session	Contact	Study
1	C004248	Applied Immunology [en] Universidade do Algarve	3.0		2		A:1(2021)	27.0	84
2	C004249	Genomics, Transcriptomics and Proteomics [en] Universidade do Algarve	3.0		2		A:1(2021)	30.0	84
3	C004250	Labs in Biotechnology [en] Universidade do Algarve	6.0		2		A:1(2021)	50.0	168
4	C004251	Sustainable Bioprospecting of Natural Products [en] Universidade do Algarve	6.0		2		A:1(2021)	55.0	168

3.3.2 Blue Growth: Unveiling New Potentials of Marine Bioresources (UCA) 18.0 credits

Nr	Course		CRDT	Ref	MT1	MT2	Session	Contact	Study
1	C004320	The Blue Growth [en] Université Côte d'Azur	6.0		2		A:1(2021)	39.0	150
2	C004321	Intellectual Property for Blue Innovation [en] Université Côte d'Azur	6.0		2		A:1(2021)	39.0	150
3	C004322	Analytical Chemistry for Identification of Bioactive Marine Molecules [en] Université Côte d'Azur	6.0		2		A:1(2021)	39.0	150

3.3.3 Marine Biotechnology (UBO) 18.0 credits

Nr	Course		CRDT	Ref	MT1	MT2	Session	Contact	Study
1	C004323	Bioactive Molecules from Marine Animal Biomasses [en] Université de Brest (Université de Bretagne Occidentale)	3.0		2		A:1(2021)	32.0	75
2	C004324	Innovation and Entrepreneurship in Biotechnology: from Science to Business [en] Université de Brest (Université de Bretagne Occidentale)	3.0		2		A:1(2021)	64.0	75
3	C004325	Green Biotechnology and Intelligent Mariculture [en] Université de Brest (Université de Bretagne Occidentale)	3.0		2		A:1(2021)	32.0	75
4	C004326	Biotechnological Potential of Marine Microorganisms [en] Université de Brest (Université de Bretagne Occidentale)	3.0		2		A:1(2021)	32.0	75
5	C004327	Marine Biotechnology applied to Cosmetics and Healthcare Products Development [en] Université de Brest (Université de Bretagne Occidentale)	3.0		2		A:1(2021)	32.0	75
6	C004328	Bioactive Molecules from Marine Plant Biomasses [en] Université de Brest (Université de Bretagne Occidentale)	3.0		2		A:1(2021)	32.0	75

3.3.4 Blue Economy and Sustainable Use of Marine Resources (UGOT) 18.0 credits

Nr	Course		CRDT	Ref	MT1	MT2	Session	Contact	Study
1	C004329	Practical Applications of Blue Economy and Sustainable Use of Marine Resources [en] University of Gothenburg	3.0		2		A:1(2021)	15.0	75
2	C004330	Blue Economy and Sustainable Use of Marine Resources [en] University of Gothenburg	15.0		2		A:1(2021)	120.0	375

3.4 Fisheries and Aquaculture

Subscribe to 1 option from the following list.

3.4.1 Health Management in Aquatic Animals (UGent) 18.0 credits

Nr	Course		CRDT	Ref	MT1	MT2	Session	Contact	Study
1	I002797	Fish and Shellfish Immunology [en]	4.0		2		A:1	40.0	120
2	I002796	Diseases in Aquaculture	6.0		2			60.0	180
3	I002086	Aquatic Microbial Community Management [en]	3.0		2		A:1	30.0	75
4	C004331	Marine Mammal Health [en]	5.0		2		A:1(2021)	50.0	125

3.4.2 Ecosystem Based Fisheries Management (GMIT) 18.0 credits

Nr	Course		CRDT	Ref	MT1	MT2	Session	Contact	Study
1	C004332	Ecology of Top Predators in Marine Systems [en] Galway-Mayo Institute of Technology	5.0		2		A:1(2021)	39.0	125
2	C004333	Secondary Impacts of Harvest on Wild Populations and Ecosystems [en] Galway-Mayo Institute of Technology	5.0		2		A:1(2021)	39.0	125
3	C004334	Statistical Analysis in Population Ecology [en] Galway-Mayo Institute of Technology	5.0		2		A:1(2021)	39.0	125
4	C004335	Life History Strategies and Trade-offs [en] Galway-Mayo Institute of Technology	3.0		2		A:1(2021)	39.0	75

3.4.3 Remote Sensing in Aquaculture and Fisheries (UCA) 18.0 credits

Nr	Course		CRDT	Ref	MT1	MT2	Session	Contact	Study
1	C004336	Environmental Quality & Impact Assessment [en] Université Côte d'Azur	6.0		2		A:1(2021)	39.0	150
2	C004337	Fisheries Biology, Management & Conservation [en] Université Côte d'Azur	6.0		2		A:1(2021)	39.0	150
3	C004338	Remote Sensing for Marine Research and Innovation [en] Université Côte d'Azur	6.0		2		A:1(2021)	39.0	150

3.4.4 Food Production (UiB) 18.0 credits

Nr	Course		CRDT	Ref	MT1	MT2	Session	Contact	Study
1	C003913	Fish Nutrition [en] University of Bergen	8.0		2		A:1	24.0	200
2	C003912	Aquatic Food Production [en] University of Bergen	10.0		2		A:1	44.0	250

3.5 Ocean Literacy and Education

Subscribe to 1 option from the following list.

3.5.1 Sea and Society (UGOT) 18.0 credits

Nr	Course		CRDT	Ref	MT1	MT2	Session	Contact	Study
1	C004339	The Sea and Society Relationship; Historical Perspectives, Present Status and Future Challenges [en] University of Gothenburg	15.0		2		A:1(2021)	120.0	375
2	C004340	Practical Applications of Relating Sea and Society [en] University of Gothenburg	3.0		2		A:1(2021)	15.0	75

3.5.2 Ocean Literacy (UniOvi) 18.0 credits

Nr	Course		CRDT	Ref	MT1	MT2	Session	Contact	Study
1	C004246	Current Topics in Marine Literacy Universidad de Oviedo	9.0		2			70.0	225
2	C004247	Practicum in Ocean Literacy Universidad de Oviedo	9.0		2			70.0	225

3.5.3 Marine Education and Literacy (SU) 18.0 credits

Nr	Course		CRDT	Ref	MT1	MT2	Session	Contact	Study
1	C004341	Ocean Literacy Principles [en] Sorbonne Université	6.0		2		A:1(2021)	50.0	150
2	C004342	Training and Education in Marine Sciences [en] Sorbonne Université	6.0		2		A:1(2021)	50.0	150

3	C004343	Applied Marine Communication and Outreach [en] Sorbonne Université	6.0		2	A:1(2021)	25.0	150

4 Master's Dissertation 30.0 credits

Nr	Course		CRDT	Ref	MT1	MT2	Session	Contact	Study
1	C003935	Master's Dissertation [en]	30.0		2		A:2	0.0	750

Annex 5: Applicable funding schemes

SUPPORT GRANTS COHORT 2020			
Code	**Offering University**	**Conditions**	**Amount per year**
CON001	IMBRSea Consortium	The best non-EU student applicant.	1000 Euro
CON002	IMBRSea Consortium	The best non-EU student applicant.	1000 Euro
CON003	IMBRSea Consortium	The best EU student applicant.	1000 Euro
GEN001	Ghent University	The best non-eu student applicant, starting at UGent (Belgium) in the first year of the program (2020-2021).	1000 Euro
GEN001	Ghent University	The best non-eu **mature** student applicant starting at UGent (Belgium) in the first year of the program (2020-2021). A mature student is defined as >23 years old on Jan 1st in the year a student applies to the first year.	1000 Euro
ANC001	Polytechnic University of Marche	The best non-EU student applicant starting at UNIVPM (Italy) in the first year of the program (2020-2021).	1000 Euro
ANC002	Polytechnic University of Marche	The best EU student applicant starting at UNIVPM (Italy) in the first year of the program (2020-2021).	1000 Euro
GAL001	Galway-Mayo Institute of Technology	The best non-eu student applicant, starting at GMIT (Ireland) in the first year of the programme (2020-2021).	1000 Euro
GAL002	Galway-Mayo Institute of Technology	The best non-eu **mature** student applicant starting at GMIT (Ireland) in the first year of the program (2020-2021). A mature student is defined as >23 years old on Jan 1st in the year a student applies to the first year.	1000 Euro
BRE001	University of Western Brittany	The best non-EU student applicant starting at UBO (France) in the first year of the program (2020-2021).	1000 Euro
BRE002	University of Western Brittany	The best EU student applicant starting at UBO (France) in the first year of the program (2020-2021).	1000 Euro

Annex 5: Applicable funding schemes

SOR001	Sorbonne University	The best student applicant for the Module 'Global Change and Functional Biodiversity' organized by SU (France) in the second semester of the program (2020-2021).	1000 Euro
SOR002	Sorbonne University	The best student applicant for the Module 'Marine Ecosystem Functioning and Changes: from Fundamentals to Experiments and Monitoring' organized by SU (France) in the third semester of the program (2021-2022).	1000 Euro
SOR003	Sorbonne University	The best student applicant for the Module 'Measuring, Analysing and Modelling Marine Ecosystems' organized by SU (France) in the third semester of the program (2021-2022).	1000 Euro
SOR004	Sorbonne University	The best student applicant for the Module 'Impact Assesment and Mitigation' organized by SU (France) in the third semester of the program (2021-2022).	1000 Euro
UCA001	University of Côte d'Azur	The best student applicant coming to UCA at least one semester in year 1 (track Marine Resource Valorization)	1000 Euro
UCA002	University of Côte d'Azur	The best student applicant coming to UCA at least one semester in year 2 (track Blue Growth or remote sensing)	1000 Euro
ALG001	University of Algarve	The best non-EU student applicant starting at UAlg (Portugal) in the first year of the program (2020-2021).	1000 Euro
ALG002	University of Algarve	The best EU student applicant starting at UAlg (Portugal) in the first year of the program (2020-2021).	1000 Euro
ALG003	University of Algarve	The best EU student applicant for the Module 'Fisheries' organized by UAlg (Portugal) in the second semester of the program (2020-2021).	1000 Euro
ALG004	University of Algarve	The best non-EU student applicant for the Module 'Biotechnology-Sustainable Exploitation of Marine Resources' organized by UAlg (Portugal) in the third semester of the program (2021-2022).	1000 Euro

Annex 5: Applicable funding schemes

Annex 6 Specific requirements for English language proficiency

Knowledge of the English language is considered as a basic requirement to follow classes. All students must provide evidence of their proficiency in English through one of the following documents:

- A recent TOEFL Certificate: minimum score: 570 points (paper) or 87 points (internet)
- A recent IELTS Certificate: minimum score: 6.5
- A recent Certificate of a University Language Centre testifying that the student masters the necessary knowledge of English to function academically (specify CEF-level / minimum CEF-level B2)
- A recent Cambridge English certificate: Cambridge English First (FCE) - grade A or B
- A certificate proving that you have followed at least 1 year of higher education in English

Annex 7 Programme fees for European and non-European students

The IMBRSea tuition fees are set at:

- €4500 per year for EU applicants
- €9000 per year for non-EU applicants

Tuition fees are kept as low as possible. Every year partial tuition fee waivers are granted of €1000 per student per year for EU applicants and €4500 for non-EU applicants resulting in the following fees:

- €3500 per year for EU applicants
- €4500 per year for non-EU applicants

The annual tuition fees cover:

1. Enrollment and tuition costs at local universities
2. Joint School costs (2 weeks): food, accommodation
3. Annual Symposium costs (1 week): food, accommodation

Annex 8: IMBRSea Budget plan

This document describes the budget management principles of the IMBRSea master programme.

1. IMBRSea Financial principles

All partners of the IMBRSea consortium agree that the IMBRSea budget will be managed according the following principles:

- Principle 1: All partner universities agree to charge to the coordinating institution participation cost of 1500 euro per semester per student. These participation cost will cover local enrollment fees as well as all costs related to the local organization of the programme.
- Principle 2: The official participation cost for taking part in the programme will be 4500 per year for EU students and 9000 for non-EU students. The programme on a yearly basis installs a number of extra fee waivers reducing the participation cost for taking part in the programme to 3500 euro per year for EU students and 4500 euro per year for non-EU students. Participation costs can be covered via scholarship schemes (for example Erasmus Mundus) or from individual students contributions.
- Principle 3: Distribution of the students among the first year universities may be altered in order to achieve a balanced budget.
- Principle 4: The IMBRSea participation fee will cover:
    - Participation cost at each of the universities where a student is active ensuring that a joint diploma can be delivered by all participating universities
    - Participation in two annual symposia (including accommodation, excluding transport to the place of the annual symposium)
    - Participation in one joint school (including accommodation and food, excluding transport to the place of the joint school)
    - Programme organization cost (secretariat, and general organizational elements)
- Principle 5: In case there is any surplus from the participation cost, this will be put into an IMBRSea fund. This fund will be used for organizational surplus costs or may be used to support mobility grants for eligible groups of students, or extra grants supporting additional teacher or scholar mobility. The programme board decides on a yearly basis on the use of this fund.

2. Practical management of the budget

The reference amounts listed in section 3 of this annex which will be used to design a yearly budget table. This budget table will be approved on yearly basis by the Programme Board during the physical board meeting, organized during the annual meeting. Approved budget tables will always cover the period of the next academic year (September year x – August year y).

Management of scholarships: the budget for payment of scholarships (in case available) is maintained on a different budget line per intake.

At the start of a new intake a student agreement is signed between the coordinator and the student. For students that are awarded a scholarship this agreement includes clear guidelines on amounts of the scholarship and the payment scheme.

Management of central budget:

At Ghent University one budget line is created to pool all funds related to the management of the programme, such as: tuition fees, project related lump sums, budget from potential sponsors,...

According to the yearly agreed budget tables, money is transferred to each of the partners on the basis of invoices issued at the start of the academic year (between September and November).

Budget for the organization of the joint school, thesis and joint school mobility, organization of the Annual Symposia is kept at the central account. A partner that organizes the annual symposium will receive the foreseen budget for the symposium four months prior to the symposium upon the issue of an invoice.

Each partner university is responsible for the management of the budget received in the framework of IMBRSea. As stipulated in the consortium agreement, each partner has to ensure that all the minimum requirements of the delivery of the programme elements and services are met.

3. Overview of IMBRSea financial management reference amounts

The yearly budget table will be designed by the IMBRSea coordination office using the following reference amounts. Where needed, reference amounts can be modified upon agreement by the programme board and ensuring the continuous functioning of the programme.

- Tuition fees at each university where the student takes courses are set at 1500 euro per full semester (30 ECTS).
- Costs for organization of the joint school: € 1000 per student
- Costs of participation in the annual symposium year 1: € 280 per student
- Costs of participation in the annual symposium year 2: € 280 per student
- Costs for thesis enrolment and insurance: € 500 per student
- Costs related to full-cover health insurance scheme: €700 per student (only included for non-EU students and Erasmus Mundus Scholarship holders). Optional upon payment of this cost for all other students.
- Administrative overhead (covering secretariat, board meetings, course promotion, …): € 400 per student
- Organisation of a yearly board meeting (covers travel, accommodation and organization): € 8000 per year
- Academic induction: representative of the coordination office visits all starting universities (covers travel, accommodation, welcome event): € 4000 per year
- Outreach & communication: posters, flyers, targeted advertisement in regions, participation in educational fairs: € 1200 per year
- Coordination office: salary cost of one administrative person at coordination office: € 65000 per year
- Coordination office materials: office material, costs related to posting of documents, diploma's: € 2000 per year
- Website & online tools: use of EConsort platform, streaming video services, domain name: € 1500 per year
- Teacher mobility: covering the costs related to scholar mobility which cannot be covered from alternative funding. Costs will include travel, accommodation and a per diem compensation in line with the amounts used for regular Erasmus Mundus teacher exchange.

Annex 9 Grade conversion table academic year 2020-2021

The below grade conversion table complies with the ECTS Users Guide (https://ec.europa.eu/education/ects/users-guide/docs/ects-users-guide_en.pdf) and is based on data provided by each partner university within the ISCED area of IMBRSea (Biological Sciences – field 0518).
This grade conversion will be reviewed on a 2-yearly basis.

	Scores per Partner University											
Final Score	UGent	GMIT	UCA	UniOvi	UiB	UniVPM	UGot	UAlg	SU	UPV/EHU	UBO	
<10	<10	<35	<50	<5	F	<18		<10	<10		<10	Fail
10	10	35	50-55	5-5.5		18 -20		10 - 12	10		10	Sufficient
11	11	40	60 - 65	6	E	21 -22			11	5-6.9	11	Satisfactory
12	12	41-44	70	6.5	D	23 -24		13	12		12	Satisfactory
13	13	45	75	6.6 - 7	C	25 -26			13		13	Satisfactory
14	14	50	80	7 - 8	B	27 -28		14	14	7-8.9		Good
15	15	51 - 54	81 - 84	8.5 - 9		29		15			14	Good
16	16	55	85	9.5	A	30		16	15	9-9.9		Very Good
17	17	60-65	90	10		30L		17		10	15	Excellent
18	18	70	96	10+				18		10+		Excellent
19	19	75	100					19	16		16	Excellent
20	20							20	17			Excellent

GHENT UNIVERSITY · GMIT · SORBONNE UNIVERSITÉ · UNIVERSIDAD DE OVIEDO · Universidad del País Vasco · Euskal Herriko Unibertsitatea · UNIVERSIDADE DO ALGARVE · UNIVERSITÀ POLITECNICA DELLE MARCHE · UBO Université de Bretagne Occidentale · UNIVERSITY OF BERGEN

The Rector of Universiteit Gent (Belgium), the President of the Institiúid Teicneolaíochta Na Gaillimhe-Maigh Eo (Ireland), the President of the Sorbonne Université (France), the Rector of the Universidad de Oviedo (Spain), the Rector of the Universidad del País Vasco / Euskal Herriko Unibertsitatea UPV/EHU (Spain), the Rector of the Universidade do Algarve (Portugal), the Rector of the Università Politecnica delle Marche (Italy), the President of the Université de Brest (Université de Bretagne Occidentale) (France) and the Dean of the Faculty of Mathematics and Natural Sciences of the Universitetet i Bergen (Norway) grant to

born on in

the Academic Degree of

International Master of Marine Biological Resources

obtained cum laude
(met onderscheiding)

The holder of this degree can use the title of Master of Science (MSc). This degree corresponds to level 7 of the Flemish Qualifications Structure, as laid down in the Decree of 30 April 2009 concerning the Qualifications Structure, and to level 7 of the European Qualifications Framework for Lifelong Learning.
This joint academic training programme is organised on an interuniversity level by: Universiteit Gent (*Ghent University*, Belgium), Institiúid Teicneolaíochta Na Gaillimhe-Maigh Eo (*Galway-Mayo Institute of Technology*, Ireland), Sorbonne Université (France), Universidad de Oviedo (*University of Oviedo*, Spain), Universidad del País Vasco / Euskal Herriko Unibertsitatea UPV/EHU (*University of the Basque Country*, Spain), Universidade do Algarve (*University of Algarve*, Portugal), Universitetet i Bergen (*University of Bergen*, Norway), Università Politecnica delle Marche (Italy) and Université de Brest (Université de Bretagne Occidentale) (France).
The diploma is given and this programme is accredited in accordance with the Higher Education Code dated 11 October 2013, ratified by the Decree dated 20 December 2013. The joint awarding of the diploma by the institutes involved is made to take place in due compliance with article II.172§3 of said code.
The curriculum of this programme amounts to 120 credits.

Issued in Ghent, 13 September 2019

Prof. Dr. Rik Van de Walle,
Rector Universiteit Gent

Dr. Michael Hannon,
Interim President Institiúid Teicneolaíochta Na Gaillimhe-Maigh Eo

Prof. Dr. Jean Chambaz,
President Sorbonne Université

Prof. Dr. Santiago García Granda,
Rector Universidad de Oviedo
on behalf of His Majesty Felipe VI, King of Spain

Prof. Dr. Miren Nekane Balluerka Lasa,
Rector Universidad del País Vasco/Euskal Herriko Unibertsitatea

Prof. Dr. Paulo Águas,
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Prof. Dr. Sauro Longhi,
Rector Università Politecnica delle Marche

Mr. Matthieu Gallou,
President Université de Bretagne Occidentale (UBO)

Prof. Dr. Helge K. Dahle,
Dean Faculty of Mathematics and Natural Sciences
University of Bergen

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The diploma and the diploma supplement are one and indivisible.
Check the authenticity on http://attestering.UGent.be with code 97d76-8c237-d5a79-06c82

VKS

IMBRSEA THESIS WORK

Thesis Guidelines
Thesis Evaluation
Thesis Timeline

This document provides an overview of all thesis regulations, documents and procedures that are implemented for the IMBRSea Master Programme

Update January 2020

CONTENT

1. THESIS WORK – AN INTRODUCTION

Thesis work is an integrated part of the IMBRSea Master Programme and is credited for 30 ECTS. All students are doing thesis work during their fourth semester (starting after finishing the courses at the third semester University) in one of the member institutes of the network (main or associated).

During thesis work students are focusing on a specific subject for a certain amount of time. The students work independently albeit under supervision of a thesis supervisor and promoter (promoter can be the supervisor). During thesis work, students are able to apply techniques and knowledge they gained during the courses in the three previous semesters. The final product is a written report stating the main results presented in a scientifically correct way. Thesis students also present and discuss their results on a thesis symposium.

2. THESIS WORK – TIMELINE OVERVIEW *

*exact timing is subject to change on a yearly basis

- November Academic year 1:
    - Partners of the IMBRSea network are invited to send updated research lines in which they would like to receive thesis students to the IMBRSea coordination office (see section 3).
    - Thesis research lines are checked and approved by the programme board and bundled in a Thesis Research-line catalogue.
- January Academic year 1:
    - The Thesis Research-line catalogue is provided to the students which enables them to find a thesis topic that matches their interest. Students will contact potential thesis supervisors and negotiate a topic.
- May/June Academic year 1:
    - Students submit a thesis project to the coordination office making use of an electronic form available on the electronic thesis platform (Matix -www.thesis.ugent.be) . Thesis project descriptions include a title, an abstract, a work plan, contact details of supervisor and promoter and an agreement of the promoter to welcome the student for the particular thesis subject.
    - Students can submit thesis topics at a non-IMBRSea partner, only after approval by the IMBRSea programme board. Therefore, students have to contact the IMBRSea coordination office before May of year 1, in order to discuss the feasibility of the topic, the partner, and other potential issues.
- June Academic year 1:
    - Research projects are checked and during the programme board organized during the annual symposium. Projects can be approved, rejected or conditionally approved. In the last cases students will get time until end of August to formulate a new project or to improve the original topic.
    - During the annual symposium, students prepare one slide introducing their proposed thesis subject. The aim of the slides is to inform fellow students about the different topics that will be studied and to give them the chance to discuss and interact (for instance about techniques that will be used during the thesis work).
- July-August Academic year 1:
    - Depending on the selected thesis topic, students have the possibility to prepare the thesis work by collecting samples, literature study, first practical work,… In this case the coordination office will be informed about these stays in order to ensure insurance regulations are taken care off.
- January-June Academic year 2:
    - Students work full-time on the thesis project at the respective thesis institute.
- June Academic year 2
    - By the end of the first week of June (the exact date may change yearly) students submit the thesis in electronic and paper format to the IMBRSea coordination office. An online thesis submission form will be made available. Upon submission, students receive an email of confirmation. Students who did not manage to submit the thesis by the deadline have a second opportunity in early August. Note that only students submitting the thesis in June, are eligible for IMBRSea performance awards (Best thesis prize and Carlo Heip award for most deserving student).
    - Week 2 & 3 of June: The coordination office sends the thesis and thesis evaluation forms to the thesis evaluators. Each thesis is evaluated by 2 evaluators. The thesis supervisor is invited to evaluate the work performance of the student. All evaluations are collected at the coordination office. At the end of week 3, students will receive written feedback from each of their 2 evaluators in an anonymous way.
    - Week 4 of June: All students come together during the thesis symposium. At this symposium each thesis is presented through an oral presentation followed by a public

debate including the thesis evaluators and the public present in the room. In case evaluators cannot be present physically, interaction is possible through Video Conference. All the presentations are also recorded and broadcasted in real time.

- End of week 4 of June: The IMBRSea examination board uses all presentation and thesis feedback reports to assign a final score. This score will appear on the diploma.

Remarks:

- Students who do not submit the final thesis in June also give a presentation during the thesis symposium and will receive a score for this presentation. This presentation score will be taken into account for the calculation of the final thesis score.
- Students submitting their thesis early August will go through the same evaluation process as described earlier: Two independent evaluators will read and evaluate the thesis. Depending on the rules of the host institute, an extra thesis presentation may be organized locally. By mid-September a final thesis score is awarded based on the reports of the readers and the earlier presentation during the annual symposium.

3. THESIS GUIDELINES

3.1 Publication of Research topics for theses on IMBRSea website

- Each year, thesis research lines are collected by the Coordination office. On the online thesis platform (Matix -www.thesis.ugent.be) research lines from IMBRSea Partner Universities and IMBRSea Associated Partners will be posted.

- Each research line must be documented with the following information:

  1. Host organisation
  2. Title
  3. Contact person for this research line
  4. Short description of the thesis research lines
  5. Language requirements
  6. Specific competences required
  7. Location where the thesis research will take place
  8. Accommodation possibilities
  9. Any additional costs to be covered by the student

3.2 Responsibilities of thesis (co-) promoter / thesis supervisor

- **Promoter :**
  - professor or post-doc (depending on the local regulations of the host institute)
  - member of the host institute of the students (IMBRSea partner: main or associated)
  - fully responsible for the implementation of the thesis work (can be a supervisor as well)

- **Supervisor (s)** :
  - at least 3 years of relevant scientific experience
  - does not have to (but can) be a member of the host institute
  - responsible for the daily follow up of the thesis –

- **Co-promoter** : if applicable,
  - this can be any person relevant for the thesis at the professor or post-doctorate level (can be a supervisor as well)
  - does not have to (but can) be a member of the host institute

3.3 Preparation of the Thesis

- IMBRSea students can start with the preparation of the thesis (literature study, introduction, collection of samples,…) during semesters 2 and 3. However, this must not interfere with the other courses planned in these semesters. In principle, semester 4 (January to June) is fully available for the thesis preparation and thesis submission. Therefore, these activities have to be supervised by the thesis promoter/supervisor. **The students, stimulated by their supervisors, will organise their thesis work in a way that enables them to submit the thesis**

in the first session exam period (June). Only with motivated exceptions, thesis submission is possible in August (for concrete dates see end of this document)

- During thesis work, all students are insured against the consequences of physical accidents and against liabilities towards third parties, via the insurance of Ghent University.

3.4 Thesis format

The thesis must be written in English, and should have the format of a scientific publication.
Contents:

- Executive Summary (max 400 words)
- Abstract (max 200 words)
- Introduction & Aims
- Material and Methods
- Results
- Discussion
- Conclusion
- Acknowledgements
- References

3.5 Remarks on the thesis format

The expected level and quality of the thesis should equal a scientific publication in a peer-reviewed journal. This means that the thesis is not evaluated on the basis of the number of pages, but much more on the basis of quality and conciseness of the work.

The Executive *Summary* (400 words) contains a summary of all relevant information documented in the thesis (introduction, M&M, Results, Conclusion).

The Abstract (200 words) is conform the summary but without detailed information about methods end results.

The *Introduction* should contain the state of the art of the subject, with references to relevant recent literature; when the thesis is part of a broader research project, the content of the project can be mentioned as well.

The *Aim* of the thesis is presented clearly (if opportune together with the working hypotheses, which have to be discussed in "*Discussion*" and "*Summary*").

The *Material & Methods* section contains the design of the research: e.g. experimental design, area description, sampling methods, analysis methods, statistical design and methods,…

The *Results* section gives an overview of the most important data, both in written text, figures and tables. All the raw data have to be added in annex and be sent in a digital format (CD/DVD, USB, shared cloud space). Copies of the data will be archived at the VLIZ (Flanders Marine Institute – Data Centre). The data have to be presented in a logical order; each table, figure,… must be attended by a legend which contains all necessary information to understand the table or figure

The *Discussion* section offers a critical analysis of the interpretation of the data, compared to the available literature.

In the *Conclusions,* a brief summary of the main findings (original data, lesson learned,…) is given.

The *Acknowledgements* refer to the funding agencies, field workers,...

The *Reference list* is limited to the literature cited within the text.

3.6 Data ownership

- All data belong to the institute of the thesis promoter/supervisor according to the data policy between the collaborating institute partners. Depending on this data policy, IMBRSea students might send their thesis in for publication to a peer-reviewed journal (only after consultation with the thesis promoter).

- The IMBRSea coordination office is not responsible for any eventual conflicts within this context.

- Each thesis should contain the following phrase on the inside of the front page : *'No data can be taken out of this work without prior approval of the thesis promoter / supervisor (*)'*

(*): this has to be discussed beforehand by the promoter/co-promoter and the thesis supervisor

3.7 Plagiarism

Plagiarism is considered to be a form of fraud and an irregularity within the IMBRSea study programme. To commit plagiarism is to present (parts of) a source as original and your own, without adding any acknowledgements. It can relate to different forms of production, such as texts (written, oral), images (photographs, film, graphs, diagrams, figures, etc.), databases, ideas,... When fraud is detected in the Master Thesis, the full examination board of IMBRSea will discuss and decide about the consequences for the student.

3.8 Data policy

- All thesis output will be archived on the Marine Data Archive (MDA). This archive was developed by VLIZ to provide a backup and storage system for files (data, metadata, graphics,...) related to marine sciences and if required, to be able to share them within a context with other scientists. All files stored in the MDA 'shared', are restricted within the context and data can only be used conform the data policy of this context.

- The Data Policy-document will be generated after the thesis has been submitted completely. The student and the thesis promoter will receive a completed and signed copy after submission.

3.8 Thesis Presentation/Defence

- End of June : IMBRSea students will present the results of their thesis work during the IMBRSea annual symposium, to be organized by one of the IMBRSea partner universities. Students give an oral presentation (15 minutes), followed by a discussion.

- If the thesis is not submitted during the first session exam period of the second master year, the thesis can be submitted in August. **However, students (and supervisors) will be strongly encouraged to finalise the thesis by June.**

4. THESIS EVALUATION

4.1 General information

- The Thesis manuscript counts for 75 % of the final grade; the oral presentation for 25%. In case students finalise their work in August, they have to present the state of the art of their progress of the thesis in June. Even if results are still missing, the 'oral' part of the presentation will be graded (final grading on the thesis will not take place when the thesis work has been finalized).

- The full thesis has to be submitted in PDF file to the IMBRSea coordination office.

- The student has to submit two hard copies of the thesis to the IMBRSea coordination office. The hard copies have to be sent at the latest on the day of the submission deadline (postmark counts).

- The Examination/Reading Committee of the thesis consists of two members, of which at least one member must belong to one of the IMBRSea full partner institutes. The two readers must belong to at least two different institutions

    - The thesis promotor and supervisor evaluate the performance of the student during the thesis research period.

    - When accepting an IMBRSea thesis student, the thesis promotor (and supervisor) agrees to act as reserve reader for the IMBRSea programme in case a designated reader does not comply. In case the promotor would have to act as a reserve reader, this will be for another student than the one they are supervising.

    - The thesis promoter proposes a possible composition of the Examination Committee at the time the thesis topics are submitted

        - 15th of May of semester 2 (for thesis topics hosted by institutes that are not a partner of the IMBRSea consortium yet)

        - 15th of June of semester 2 (for thesis topics hosted by institutes that are already a partner of the IMBRSea consortium)

    - The examination committee for each thesis has to be approved by the IMBRSea programme Board in December of semester 3.

The readers should have a Ph.D. or at least 3 years of relevant scientific experience.

4.2 Evaluation criteria

Following aspects are evaluated (including their respective weight in the score):

- **Written report :**
    - Title, Abstract, Summary : 10 %

- Introduction, Background and context : 15 %
- Methods : 15 %
- Results : 20 %
- Discussion: Interpretation within the research context : 30 %
- Layout : 10 %

- **Oral presentation :**
  - Visual appearance : 20 %
  - Content : 30 %
  - Presentation : 30 %
  - Contextual awareness and critical thinking : 20 %

In the scoring table below the score band from “insufficient” to “excellent” is explained for each of the above listed aspects.

Thesis Content:

Element:	Weight:	Grade and score band (out of 20):				
		Insufficient	Sufficient to Satisfactory	Good	Very good	Excellent
		0 - <10	10 - 13	14 - 15	16 - 17	18 - 20
Title, Abstract and Summary	10%	Omission of either Abstract or Summary.	Executive summary repeats the Abstract without discernment. Main conclusions are incompletely presented. Purpose is not clear. Ill-focussed summary and/or abstract.	Abstract and summary present the main conclusion from the study. The purpose of the study (i.e. hypothesis, objectives, questions) is specifically stated. Summaries complicated by inclusion of much superfluous material.	As for Good, but description includes some material of little relevance.	As for Very good, but only material of particular relevance are summarised. Indicative of highly developed skills in discerning and summarising the salient outcomes.
Introduction: Background and context	15%	No reference to relevant literature. No evidence of library skills. Presents insufficient understanding of the question. Aims and hypotheses are not stated.	Presents enough information to identify the topic but with little prioritising. Sparse or irrelevant referencing. Little evidence of library skills. Only some critical awareness of context is displayed. Aims and hypotheses are not stated.	Description of topic demonstrates an acceptable grasp of the subject material. Evidence of a reasonable familiarity with the relevant literature. Presents a proposal for new research, but indicates limited evidence of capacity for original and logical thinking.	Demonstrates strong grasp of the subject matter. Comprehensive referencing indicating discerning research of the topic. Identifies the strengths and limitations of previous work, and presents a logical progression to the research topic. The aims and significance of the new work are clearly stated. Displays some original insights and capacity for creative and logical thinking	Displays strong ability to organise, analyse and express ideas and arguments in an original, sophisticated and discriminating manner. Mastery of the subject matter is demonstrated through an interesting and complex account of the significance of the research topic, and the importance of the questions posed. Richly supported by relevant citation. Indicates a foretaste of an original contribution.
Methods	15%	Poor analytical skills. Methods are used inappropriately for the particular research question. Formulaic application of methods demonstrates very poor understanding of the procedures used. Level of detail is insufficient to allow a reader to repeat the procedure.	Materials and Methods are presented without context. Methods are sometimes used inappropriately for the particular research question. Formulaic application of methods demonstrates little understanding of the procedures used. Sufficient detail is presented to allow repetition of the procedure.	Sufficient detail is presented to allow repetition of the procedure. Materials and Methods chosen are presented in context. Appropriateness of the methods chosen is established. Use of the methods is mainly correct.	As for Good, but methods are consistently used correctly. Succession of methods employed demonstrates a clear understanding of strengths / limitations of each procedure.	As for Very good, but also demonstrates innovative adaptation of methods and procedures, as appropriate to the peculiarities of the research question. Selection and adaptation of methods indicates highly-developed analytical capacity.
Results	20%	Results of marginal relevance predominate. Errors in the presentation of results. Random and undisciplined demonstration of the results. Limited structure.	Tables & Figures are presented without context. Some superfluous results are included. Errors in the presentation of results. Presentation of results demonstrates only a basic understanding of relevance to the topic. Unclear presentation of results, random layout, with some omissions or inaccuracies.	Appropriate Tables & Figures are presented. Important results are highlighted in the text of the Results section. Correct presentation of Tables & Figures (e.g. Title, axis labels, units given, appropriate captions). Few factual errors in the presentation of the results. Intellectually competent interpretation of results.	As for Good, but without errors in the interpretation of results. Presentation is distilled to exclude superfluous results. Logical sequence to presentation demonstrates a well-developed capacity to analyse issues, organise material, and present results clearly and cogently.	As for Very good, plus capacity for critical analysis is further demonstrated through presentation of the results in a manner that builds the scientific argument. The results section establishes the basis for discussion without itself becoming discursive.
Discussion: Interpretation within the research context	30%	Failure to place the topic in context resulting in a largely irrelevant discussion. Inadequate knowledge displayed related to the research question(s). Very serious omissions / errors in logic and/or major inaccuracies included in interpretation.	Some relevant points presented, but discussion is descriptive rather than argumentative / analytical. Basic or confused grasp of the context. Somewhat lacking in focus and structure. Conclusions are not well argued or poorly substantiated. Lacking evidence of capacity for original and logical thinking.	Basic contextual understanding indicating average critical awareness and analytical skills. Pros and cons are recognised but without resolution. Ideas are stated rather than developed and are insufficiently supported by evidence and relevant citation. A convincing scientific argument is not made. Weak conclusion or jumps to a conclusion.	Context well understood. Research outcomes are placed within the scientific context. Well supported by synthesis of evidence and relevant citation. Uses appropriate structure to resolve issues in a convincing argument. Conclusions are balanced and well-reasoned.	Displays penetrative insight, originality and creativity to make original arguments in own voice. Arguments are amply supported by evidence and relevant citation, reflecting deep and broad knowledge and critical insight. Evidence of extensive reading demonstrated through discerning selection and synthesis of relevant literature. Conclusion generates original issues for subsequent study.
Layout	10%	A random layout / underdeveloped structure. Insufficiently planned. Lack of clarity. Confused expression. Poor spelling and grammar.	Ineffective presentation. References incorrectly formatted. Report not completely written in accordance to standard scientific practice. Little evidence of proof reading.	Report written according to standard scientific practice. Most references are correctly formatted. Writing of sufficient quality to convey meaning but some lack of fluency and command of suitable vocabulary. Few typographic errors.	As for Good, but with consistently correct referencing format, and clear evidence of proof reading.	Presentation indicative of an excellent ability to organise, analyse and present arguments fluently and lucidly with a high level of critical analysis. Strong evidence of care in presentation. Free of grammatical errors and typographic errors. Scholarly prose and writing style.

Presentation:

Element:	Weight:	Grade and score band (out of 20):				
		Insufficient	Sufficient to Satisfactory	Good	Very good	Excellent
		0 - <10	10 - 13	14 - 15	16 - 17	18 - 20
Visual appearance	20%	• Poor planning, organisation and flow- logical order is not clear. • Text size is too small to view comfortably by a conference audience. • Graphics/media are not used, OR, superfluous, irrelevant graphics/media are used. • Too much text: The slides demand an overwhelming amount of reading, OR, • Not enough text: The audience cannot readily understand the relevance of the graphics/media. • Many errors in grammar, punctuation, and spelling.	• Title poorly refined, not explicitly informative of topic. • Presentation is not immediately visually appealling or engaging. • Unnecessary graphics/media are included, complicating the interpretation of crucial ideas. • Little logical order is apparent in the organisation and flow. • Main text size is OK, but some text remains too small to read by a conference audience. • Use of Text, Graphics and Media are somewhat out of balance. • Limited evidence of proof reading - Many errors remain in grammar, punctuation, and spelling.	• Informative title presents the main argument of the presentation. • Overall appearance is visually appealing and interesting. • Organisation and flow are implicit: Headings or other devices imply organization and flow. • All text is easy to read by a conference audience. • Text, Graphics and Media are well-balanced. • Graphics and Media generally relate to the text and oral presentation. • There is evidence of some proof reading, but several errors remain in grammar, punctuation, and spelling.	As for Good, and: • Organisation and flow are explicit text, numbers or graphic devices direct flow. • Use of color, space and design helps to communicate the purpose, and to attract attention to major ideas. • Only clear and relevant Graphics and Media are used to complement the text and presentation. • Presentation indicative of a sound ability to present arguments clearly in oral paper format. • There is clear evidence of proof reading - very few errors exist in grammar, punctuation, and spelling.	As for Very good, and: • Appropriate and relevant audio-visual aids are used to enhance visual presentation. • Visual appearance indicates an exceptional ability to organise and present information for oral presentation. • There is strong evidence of care in presentation, prose and writing style. • Free of grammatical & typographic errors.
Content	30%	• Author is not identified. • Does not clearly identify the question being addressed. • The aims of the project are not identified. • Irrelevant information is included. • Basic understanding of the topic is not demonstrated.	• Author identification is incomplete: There is insufficient information presented to contact the author. • Concept and ideas are loosely connected, but the content lacks clear transitions, flow and organisation. • Enough information is presented to identify the question but little critical awareness of the context is displayed. • The aims of the project are identified, but only implicitly. • Important details are omitted, OR, • There are so many details that the main idea is lost.	• Author identification is complete: There is sufficient information to contact the author without further research. • Content is mostly presented in a logical sequence and generally very well organised. • The objectives of the project are identified. • Main conclusions or assertions are made, but only implicitly.	As for Good, and: • A strong grasp of the research question is demonstrated. • The objectives of the project are identified explicitly. • Main conclusions or assertions are made explicitly.	As for Very good, and: • The organisation is logical: a clear flow of ideas links one section to the next. • The relevance and importance of the project objectives are made extremely clear. • Key assertions or conclusions are given prominence, yet the presentation is free of unnecessary detail.
Presentation	30%	• Presentation is grossly too long OR too short. • Audience cannot understand presentation because there is no logical sequence of information. • Often inaudible or too loud. • No eye contact with the audience, speaker reads off note cards or directly from the screen.	• Presentation is made within a minute of the allotted time. • Audience has difficulty following presentation because the sequence is disjointed. • The significance and relevance of the project are mentioned without emphasis. • Mostly presented facts with little or no imagination. • Sometimes inaudible, OR too loud. • Little eye contact with audience, speaker often reads from the screen	• Presentation is made within the allotted time. • Audible and clear articulation but not polished. • Presentation follows a logical sequence which the audience can follow. • The presentation was reliant on notes, OR made to the screen rather than to the audience.	As for Good, and: • Articulation is audible and clear, with some enthusiasm or expression. • The audience was engaged with eye contact and energy - infrequent reading or use of notes. • Props used during presentation sometimes aid understanding.	As for Very good, and: • Oral presentation was logical, calm and persuasive. • The audience was engaged with eye contact and energy - the presenter was not reliant on notes. • Relevant props always aid the presentation.
Contextual awareness and critical thinking	20%	• The context of the topic is not presented resulting in a largely irrelevant presentation. • Inadequate knowledge displayed related to the research question(s). • Very serious omissions / errors in logic and/or major inaccuracies included in the presentation. • Response to questions demonstrates poor preparation and anticipation, and a poor grasp of information: student cannot answer questions about subject.	• Some relevant points presented, but the presentstion is descriptive rather than argumentative / analytical. • Basic or confused grasp of the context. • Somewhat lacking in focus and structure. • Conclusions are not well argued or poorly substantiated. • Response to questions demonstrates little preparation or anticipation: Student is uncomfortable with information & can only answer rudimentary questions.	• Basic contextual understanding indicating average critical awareness and analytical skills. • Ideas are stated rather than developed and are insufficiently supported by evidence from the research context. • Response to questions demonstrates some preparation and anticipation: Student is at ease with expected answers to all questions, but fails to elaborate.	• Context well understood. • Research proposal and/or outcomes are placed within the scientific context. • Well supported by synthesis of evidence and relevant citation. • A convincing argument supports sound conclusions. • Response to questions demonstrates good preparation and anticipation, and some knowledge of the subject, and its context.	• Displays penetrative insight, originality and creativity. • Use of evidence and relevant contextual reference demonstrates deep and broad knowledge and critical insight. • Response to questions demonstrates substantial preparation, anticipation, knowledge of the subject, and its context: Student can answer all class questions with explanations and elaboration.

5. AGENDA FOR THESIS SUBMISSION AND DEFENSE FOR COHORT 2019

5.1 First session exam period

- Manuscripts of the thesis (in pdf format) should be submitted to the IMBRSea coordination office by **May 31st, 2021, 4 pm (CET)**. Guidelines on the submission procedure will be communicated by May 10th, 2021.
- Oral presentation and defense is organized on June 21-25, 2021, during the Annual Symposium.

5.2 Second session exam period

- Manuscripts of the thesis should be submitted by **August 2, 2021, 4 pm (CET).**
- Oral presentation of the preliminary results of the thesis presented on June 22-26, 2020, during the Annual Symposium (together with all first session students).

IMBRSEA PROFESSIONAL PRACTICE

Guidelines
Evaluation

This document provides an overview of practicalities related to the organisation of the Professional Practice. This document is valid for academic year 2020-2021

Version January 2020

Contents

PROFESSIONAL PRACTICE GUIDELINES

1. Objective

The main objective of the IMBRSea Professional Practice is to become familiar with different workplace functions and roles expected for a particular profession. The Professional Practice should allow the student to understand how knowledge acquired during schooling may be applied to solving problems in real world situations. Through the Professional Practice the student will be immersed in the working environment and will get acquainted with the real-life job world. They may also be engaged in NGOs for their Professional Practice thereby achieving gains in service learning.

2. Roles

2.1 Intern

Once the Professional Practice is approved and the agreements are signed, it is the responsibility of the student to discuss the practical aspects of the Professional Practice as well as the coherence of the project with the educational objectives of the Professional Practice experience with the Professional Practice mentor. See Annex 3 for the code of conduct for students.

2.2 Professional Practice mentor

The mentor also commits himself to make sure that the rules of the Professional Practice are respected within the host organisation, including providing adequate supervision for guarding the intern and the coherence of the work with the educational objectives. The mentor acts as both resource and guide for the intern within the host organisation.

2.3 Academic supervisor

This is the person who is responsible for the Professional Practice module of the IMBRSea programme. The student should stay in regular contact with the academic supervisor. The academic supervisor should also serve as a resource to resolve both technical and practical problems that may occur during the Professional Practice.

This person is also responsible for the management of the Professional Practices and the development and application of any regulations and rules applicable. This academic supervisor is also the primary contact between the host institutions and Ghent University.

2.4 Coordinator of the IMBRSea programme

The signature of this person is mandatory for establishing a legally binding Professional Practice contract. He or she may also make any final decisions related to conflicts which may arise during the Professional Practice that cannot be resolved through mediation.

3. Rules governing Professional Practices

See IMBRSea Professional Practice Regulations:

http://www.imbrsea.ugent.be/sites/default/files/IMBRSeaPP_Regulations_cohort%202019%20_0.pdf

4. Evaluation

The evaluation of the professional practice will be based on several elements:

1. An online reflective portfolio
2. A final reflective report
3. An evaluation by the Professional Practice mentor on student's performance and adaptation to the working environment
4. An exhibition stand at the annual symposium in which the professional practice is presented.

Further guidelines on the online reflective portfolio and the final reflective report are provided below.

During the Professional Practice, the student will compile a portfolio. The elements within the portfolio will not be assessed directly, but will contribute to the final report which will be evaluated. All elements of the portfolio will however be validated. Not providing the elements will lead to a negative impact on the final grade. At the end of the Professional Practice, the student will submit a final reflective report that will be evaluated by the Professional Practice team taking into account the evaluation given by the Professional Practice mentor.

In the month of January, a webinar will be organised to introduce the requirements and evaluation and follow-up mechanisms of the Professional Practice.

4.1 The online reflective portfolio

The online reflective portfolio is managed by the Matix platform. Some elements will require a validation by the mentor. Other elements will involve also peer students. Via the online platform all actors will be able to easily follow up their tasks.

Week 1:

- An initial meeting is organized between the student and the Professional Practice mentor. Before this meeting, you will need to have defined your personal objectives corresponding with the Professional Practice end competences (see table below for examples). During this meeting the objectives are discussed and finalized. The work plan for the entire Professional Practice is also decided upon.
    - **Portfolio task 1:**
        - Submit a report of this initial meeting and make an extensive list of all the objectives you wish to achieve. Be as detailed as possible and allocate each of your personal objectives to the overall Professional Practice end competences. Ensure that for each end competence at least one specific objective is specified.
            - Agenda points for the initial meeting should at least include:
                - Work plan
                - Who has what tasks and responsibilities
                - Safety issues
            - Learning objectives should be specific, challenging, proximal and meaningful. They should help you to identify learning opportunities. (extra reading: Setting Goals: Who, Why, How?" by Turkay, 2014).
            - Add a personal reflection on this first meeting and on the objectives you wish to achieve.
        - Personal work plan Professional Practice. If you are doing a Professional Practice together with other students, make sure that your individual tasks and responsibilities have been defined.
    - This task will be reviewed by the academic supervisor and feedback on the set personal objectives will be provided.

	End competence	Example personal objective
1	Describe how their Professional Practice experience has improved their professional competence (e.g. through an improved ability to: • communicate and work effectively with others; • show initiative and work independently; • organise their workload and set priorities; • respond to new challenges and changing situations).	During my professional experiences in the past my tasks were always very clear so I never had to ask what work needed to be done. With this Professional Practice I hope to improve in taking initiative and assessing the situation to examine what tasks need to be done, without hesitating to ask questions when needed to my mentor.
2	Critically evaluate how they have contributed to their host organisation's objectives	E.g. The Centre d'Estudis Avançats de Blanes (CEAB) aims to increase knowledge about biodiversity of organisms and understand their functions and interactions, and aims to use this knowledge gained to determine management actions. During my Professional Practice I aim to contribute to this by investigating population dynamics of invasive species, which will help to improve management actions to control their populations.
3	Explain how they applied previously acquired theory and practical knowledge to their professional duties in the host organisation.	During the Fundamentals Module in the course Quantitative Methods in Marine Science I first start learning to use R, and I would like to improve my R skills during the course of this Professional Practice.
4	Explain how their Professional Practice experience has modified their career aspirations.	In order to have a better idea of which direction I want to go in after I graduate, I want to get to know the organization I'm working for and what projects they have running, even the ones not directly relevant to my Professional Practice. This will give me an idea of the possibilities out there.
5	Assess the effect of their Professional Practice on their future employment prospects.	To improve my chances of finding work after the master, I want to take the opportunity during this Professional Practice to get to know the research field and the people working in it so that when I want to work within this area of research, I

	already have some background knowledge and contacts.

Table 1. Examples on translating learning outcomes to personal objectives. See Annex 2 for tips and tricks to define your personal objectives.

Week 2:

- Get to know the institute you will work for in the coming six weeks via introduction meetings, by talking to staff members, by research on sources.
    - **Portfolio task 2:**
        - Describe the overall scientific and professional objectives, tasks and characteristics of the institute. This can be accompanied by pictures/diagrams/videos? Identify the most attractive characteristic of the institute in terms of your own personal development. Discuss why you chose this characteristic.

Example question	**Answer**	**Reflection**
What type of organization is it? (NGO, company, university…)	BREEN is a commercial aquaponics company.	I chose this Professional Practice to learn how it is to work in a company environment. I want to know how BREEN approaches research when the objective is to be profitable rather than publish papers.
Is the organization organized into different research groups?	IUEM is a research institute that does research on multidisciplinary themes. Laboratories from different disciplines combine forces to investigate themes from different angles.	I would like to know how this is organized practically because I am interested in multidisciplinary research.
…	…	…

Table 2. Potential features to use when characterising your institute

From Week 1 to 6:

- **Portfolio task 3:** Every week, upload 2 pictures that illustrate yourself (or someone else) in an activity in which you were involved and explain the context in which this picture was taken. You should not always be visible in the picture, but at least show you were present. If possible, link the pictures to one of your personal objectives from task 1.
- **Portfolio task 4:** Every week, comment on at least one skill you acquired or worked on during the past weeks and upload proof that shows this. Proof can be of any form: a report, a movie, an interview, … Link these skills to the original defined objectives of your

Professional Practice. Check the following link with some tips to identify your skills http://www.sciencemag.org/careers/2012/09/so-you-think-you-have-skills

Remark: Note that the proof uploaded in task 3 and 4 will be the only accepted proof that you can use when writing your final reflective report. Keep in mind that the final report should represent the activities you document on weekly.

Week 2-3:

- **Portfolio task 5: Follow-up questionnaire from the IMBRSea coordination office:** At the end of week 2, an online questionnaire will be available in Matix. In this questionnaire a list of questions that relate to the flow of the professional practice will be asked. You can indicate in the questionnaire if you would like to have a meeting with the coordinators to discuss your answers and/or have a moment to ask questions, share concerns about your professional practice.

From week 3 onwards:

- **Portfolio task 6**: Peer review by a fellow student.
  - Every student will be assigned to another student who will act as peer that will evaluate how the Professional Practice is going. Via a virtual meeting, students will discuss the flow of the Professional Practice. To guide these peer assessments, the interviewing student will have to devise a set of questions based on the five end competences of the Professional Practice (see Annex 1).
  - The aim is that for each question the answer (as an outcome of the interview) is provided as well as a critical reflection by the interviewer. Both the answers and the reflections will be provided to the interviewed student and to the academic supervisor

Week 3-4:

- A mid-term meeting should be organized between the student and the mentor. During the meeting the progress of the Professional Practice is discussed. This will involve asking for feedback from the mentor (after you have reflected on it yourself first) on how you are doing with your personal objectives. The original list of objectives is evaluated and adapted where needed.
- **Portfolio task 7:** a report of the meeting is uploaded. The mentor will be asked to confirm that this meeting happened. The report should include reflection by the student and feedback from the supervisor on the personal objectives.

End of Week 6:

- **Portfolio task 8:** Final meeting between the Professional Practice mentor and the student. At the end of the Professional Practice a final closing meeting should happen between the student and the mentor. The mentor and student submit an agreed report which shows the outcome of this final meeting.

5. Portfolio and Report formats

5.1 Elements of the portfolio

Deliverable	Description	Person responsible
Task 1	- Report initial meeting - Work plan - Listing of personal objectives	Student and Professional Practice mentor
Task 2	Describe your institute	Student
Task 3	Weekly activity pictures + discussion	Student
Task 4	Weekly documented personal objective progress as well as time sheets	Student
Task 5	Follow-up questionnaire from the Coordination Office	Student and Coordination Office
Task 6	Report of the virtual meeting with a fellow student	Student 1,student 2, academic supervisor
Task 7	Report of mid-term meeting Listing of potentially adapted objectives after the meeting (including feedback from the student and personal reflections on this feedback)	Student and Professional Practice mentor
Task 8	Report of the closing meeting	Student and Professional Practice mentor

5.2 Preparation of the final report

At the end of the Professional Practice period (one week before the annual symposium) the electronic Portfolio is completed with a final report. This final report should be based on the elements collected for the portfolio throughout the Professional Practice. The final report will be evaluated by two independent evaluators. These evaluators will also interview the student during the exhibition at the Annual Symposium.

Format of the final report:

- **Cover page**: This includes at least the name of student, the name of host organisation, the name of the Professional Practice mentor and the title of the Professional Practice.
- **Introduction**: Include information about your host organisation and details about the type of work that you carried out for the organisation. Maximum: 1 page (use information from task 2)

- **Reflection on Professional Practice experience**: In each of the following sections (1-5) you should provide a reflective account of how the Professional Practice has allowed you to meet the learning outcomes for the module. As well as a descriptive account of the experience it should also include opinions. For example, if you provide information on a task you completed for the host organisation, you could explain why it was done in a particular way, provide an opinion on the effectiveness of the approach and add thoughts on what could be done differently in the future. Evidence to support the reflection should be included in the Appendix. Evidence has to be taken from the weekly uploaded material related to the online portfolio (task 3 and task 4). A maximum of ten separate pieces of evidence in the Appendix are permitted. You should also explain in detail (approx. ½ a page) why particular evidences were included in the Appendices, i.e. what evidence do they provide to show that you have been achieving the competences of the module?
    - **1. Reflection on how my Professional Practice has improved my professional competence**s
      Maximum: 2 pages, evidence in support of statements should be provided in the Appendix
    - **2. Reflection on how I contributed to my host organisation's objectives**
      Maximum: 2 pages, evidence in support of statements should be provided in the Appendix
    - **3. Reflection on how I applied previously acquired theoretical and practical knowledge to work with the host organisation**
      Maximum: 2 pages, evidence in support of statements should be provided in the Appendix
    - **4. Reflection on how my Professional Practice has modified my career aspirations**
      Maximum: 2 pages, evidence in support of statements should be provided in the Appendix
    - **5. Reflection on my Professional Practice experience has affected my future employment prospects**
      Maximum: 2 pages, evidence in support of statements should be provided in the Appendix
- **Conclusion**: This section should contain an overall summary of your Professional Practice. What were the most useful parts of the experience? Could some aspects have been better? What were the main advantages for you?
  Maximum: 1 page
- **Bibliography**
- **Appendix**

6. Presentation during the annual symposium

Exhibition guidelines

At the end of June during the Annual Symposium the Professional Practice experiences will be presented during a scientific exhibition. Via a poster or via alternative exhibition material (video, photo album, game, etc), the student will show the experiences gained during the practice. All creative ideas are welcome, just keep in mind that the exhibition is **individual**, each student must present one exhibition item and there are no exceptions.

If you choose to present a poster, we can print it for you. You just need to consider the following specifications:

- Poster dimensions: A2 format (420 mm * 594 mm), vertical or horizontal
- Poster content: you are free to choose the best design and content of your poster, however, you should include the following basic information: student name and number, Professional Practice institution (country) as well as the logo of IMBRSea and Erasmus Mundus.

Poster panel, tables, chairs, extension cable and other materials necessary for the exhibition set-up will be provided to students that required them via the symposium registration. Laptops are not provided, please bring your own.

During this exhibition the members of the reading committee of the reflective portfolio will interview the student and the public will choose the best exhibition items.

7. Profession practice evaluation

The reflective portfolio counts for 75 % of the final grade of the Professional Practice module; the exhibition presentation for 25%.

• All reports and tasks must be uploaded in PDF-format on the Matix platform. The pieces of evidence for the portfolio tasks must also be uploaded onto the Matix platform.

• The Examination/Reading Committee of each reflective portfolio consists of two members, who have to belong to one of the IMBRSea partner institutes:

- Reader 1 : academic supervisor
- Reader 2 : external to the academic supervisor institute and external to the host organization

The final Professional Practice score will be deliberated by the examination board of IMBRSea and be communicated to the coordination office, which is in charge of uploading the grade to the course management database and communicating the feedback to the students.

8. Overview of the organisation of the Professional Practice

Step	**Description**
Call for Professional Practice topics	The coordination office launches a call for Professional Practice topics to interested parties.
Applying for a topic from the Professional Practice catalogue	Students apply for 3-5 topics from the catalogue and write a motivation for each on the Matix platform
Evaluation of applications by the potential host organisations	Scientists that submitted a topic evaluate the applications of the students.

Assignment of topics to the students	Using an algorithm, students are assigned to Professional Practice topics by the IMBRSea Coordination Office based on the preferences of the students, the evaluations of the supervisors and the number of students allowed per topic. Both students and supervisors are then informed about the assignment by the IMBRSea Coordination Office Supervisors are allowed to participate in the selection of the students, however they are not entitled to inform the students about the outcome of the topic selection process.
Contract signature	The Professional Practice contract has to be signed by the student, the host organisation and the coordinator of the IMBRSea programme. The final signed contract will be uploaded by the IMBRSea Coordination office on the Matix platform and be available to all involved actors.
Arrival and installation	The student confirms that he/she is installed at the host organization by notifying the IMBRSea Coordination Office via Matix during the first week.
Portfolio	The portfolio contains the outputs of tasks 1-8
Final report	This report contains a synthesis of the accomplished tasks and objectives during the Professional Practice and time sheets.

ANNEX 1: COMPETENCES TO BE OBTAINED AT THE PROFESSIONAL PRACTICE

1 Describe how their Professional Practice experience has improved their professional competence e.g. through an improved ability to:

- communicate and work effectively with others;
- show initiative and work independently;
- organise their workload and set priorities;
- respond to new challenges and changing situations

2 Critically evaluate how they have contributed to their host organisation's objectives

3 Explain how they applied previously acquired theory and practical knowledge to their professional duties in the host organisation.

4 Explain how their Professional Practice experience has modified their career aspirations.

5 Assess the effect of their Professional Practice on their future employment prospects.

ANNEX 2: TIPS AND TRICKS TO DEFINE YOUR PERSONAL OBJECTIVES IN THE CONTEXT OF THE PROFESSIONAL PRACTICE PORTFOLIO

A useful way of making goals more powerful is to use the SMART principle. While there are plenty of variants, SMART usually stands for:

- S – Specific (or Significant).
- M – Measurable (or Meaningful).
- A – Attainable (or Action-Oriented).
- R – Relevant (or Rewarding).
- T – Time-bound (or Trackable).

For example, instead of having "to be able to communicate better with my fellow researchers" as a goal, it's more powerful to use the SMART goal "To have talked and explained my work at the institute to at least 5 people in the institute by 30 April, 2019."

The following broad guidelines will help you to set effective, achievable goals:

- State each goal as a positive statement – Express your goals positively – "Be able to work with a titration unit" is a much better goal than "Not making mistakes anymore when doing titrations"
- Be precise – Set precise goals, putting in dates, times and amounts so that you can measure achievement. If you do this, you'll know exactly when you have achieved the goal, and can take complete satisfaction from having achieved it.
- Set priorities – When you have several goals, give each a priority. This helps you to avoid feeling overwhelmed by having too many goals, and helps to direct your attention to the most important ones.
- Write goals down – This crystallizes them and gives them more force.
- Keep operational goals small – Keep the low-level goals that you're working towards small and achievable. If a goal is too large, then it can seem that you are not making progress towards it. Keeping goals small and incremental gives more opportunities for reward.
- Set performance goals, not outcome goals – You should take care to set goals over which you have as much control as possible. It can be quite dispiriting to fail to achieve a personal goal for reasons beyond your control! If you base your goals on personal performance, then you can keep control over the achievement of your goals, and draw satisfaction from them.
- Set realistic goals – It's important to set goals that you can achieve. All sorts of people can set unrealistic goals for you. They will often do this in ignorance of your own desires and ambitions. It's also possible to set goals that are too difficult because you might not appreciate either the obstacles in the way, or understand quite how much skill you need to develop to achieve a particular level of performance.

ANNEX 3: CODE OF CONDUCT – FOR STUDENTS

The student should:

- Act within the terms and conditions of employment laid down by the host employer.
- Take responsibility for his/her own Health and Safety and that of others who may be affected by his/her actions.
- Respect the confidentiality of the organisation.
- Adhere to policies, procedures and work practices of the organisation.
- Work diligently, responsibly and in a professional manner at all times.
- Adhere to company dress code.
- Be accountable and accept responsibility for actions.
- Use the email/internet for work purposes only.
- Use the work phone for work purposes only
- Submit all documentation that is requested by the organisation and by the IMBRSea Coordination Office.

Responsibility of the Student to IMBRSea:

- Complete all reports and records for the consortium as specified.
- Consult with the IMBRSea Coordination Office/Academic Supervisor prior to making any changes in the terms and duration of the placement.
- Provide access to all records maintained during the placement for the academic supervisor, except where there is an issue of commercial secrecy.

IMBRSea Professional Practice Regulations Cohort 2020

1.Object of the contract

1.1.Professional Practice

The contract holds for Professional Practice activities whose nature and duration are described in the IMBRSea study programme overview and which are performed by the student at the employer in the execution of a Professional Practice within a time frame stipulated in the IMBRSea study programme overview.
The Professional Practice takes place during the first academic year of the IMBRSea programme in the period between April and June (depending on when the courses finish at the second semester university).
During the Professional Practice, the student remains registered as a student at the second semester university and at Ghent University.

1.2.Unpaid

The student is not entitled to any form of remuneration by either the Professional Practice provider (except for a fee for costs) or IMBRSea.
Neither the Professional Practice provider (host organisation) nor the Professional Practice mentor appointed by the Professional Practice provider are remunerated by IMBRSea.

2.Execution of the Professional Practice

2.1.Duration and period

A Professional Practice worth 12 credits should not exceed 2 months and should contain a workload of at least 240 hours.
If at the time of the agreed start date, the student does not meet the conditions for commencing the Professional Practice, the Professional Practice contract is dissolved by law without giving rise to any right to compensation for any of the parties concerned.
The student, the Professional Practice mentor and the IMBRSea academic supervisor will, prior to the start of the Professional Practice, exchange a general work schedule detailing the timing of the Professional Practice activities.

2.2.Promoting successful performance

The provider will promote the successful execution of the Professional Practice and to that effect, s/he will honour the programme agreed with IMBRSea. In selecting activities to be performed by the student, the provider will particularly consider the student's educational needs.

2.3.Coordination of supervision

The Professional Practice mentor is an identified individual within the Professional Practice provider, charged with providing guidance to the student.
The IMBRSea academic supervisor is an identified individual and the contact person within IMBRSea for the Professional Practice provider for all matters related to the execution of the Professional Practice.
The Professional Practice mentor and the IMBRSea academic supervisor will monitor the progress of the Professional Practice and, if necessary, will contact each other to ensure its correct and unhampered execution.

2.4.Monitoring absence

The consortium will require the student to attend the entire duration of their Professional Practice module and complete the full complement of stated hours.
Students will be required to inform their Professional Practice Supervisor and the IMBRSea Coordination Office in the event that they are unable to attend work due to ill-health. Medical certificates will be required for any absences due to health issues.
The Professional Practice mentor will inform the IMBRSea Coordination Office whenever the student is absent from any arranged Professional Practice activities without informing the mentor.
The student can take a leave of absence, provided that the residence time in the host organisation meets the minimum training period specified in the certificate. For any temporary interruption of the course (illness, maternity, unjustified absence,...) the host organisation notifies the IMBRSea Coordination Office. Any absences resulting in a shortfall of hours must be made up by the student in their own free time and with the approval of the IMBRSea Coordination Office and the Professional Practice Supervisor.

2.5.Confidentiality

Students agree to not use any information collected or obtained by them, including the Professional Practice report, for publication or disclosure to third parties during and after the Professional Practice without prior agreement from the institution.
The host organisation may request a restriction of the dissemination of the report, or removal of certain confidential elements. The student agrees not to hold, carry, or make copies of any documents or software, of any nature whatsoever, belonging to the host organisation, unless approved by the latter.

2.6.Intellectual property

When the students work results in the creation of a work protected by copyright or industrial property (including software), the host organisation can use it when the intern agrees and a contract is signed between the intern (author) and the host organisation.
This contract must include the scope of the rights, the possible exclusivity, destination, media used and the duration of the assignment, and, when applicable, the remuneration due to the student.

2.7.Meeting duties

The provider and the student agree to honour the following contracts and regulations:

- All legal requirements and regulations that apply to the Professional Practice and the Professional Practice contract
- The Professional Practice regulations of IMBRSea
- The Professional Practice contract
- The education and examination code of the second semester university. The student may return to the university during the Professional Practice as part of prior obligations (courses, exams) required by the university. The student must be able to comply with the schedules of the second semester university and the IMBRSea programme.

The student also agrees to honour the following regulations and duties in the execution of the Professional Practice :

- the Professional Practice Code of Conduct and the responsibilities of the student to IMBRSea (see Professional Practice guidelines),
- if applicable, the ethics, industry regulations and house regulations of the provider,

The supervisor will inform the student at the start of the Professional Practice of any relevant duties and/or regulations.
During the Professional Practice, the student is subject to the discipline and internal regulations of the host organisation, particularly with regard to schedules and the safety and hygiene regulations.
Any disciplinary action can be decided on by the IMBRSea programme. In this case, the host organisation informs the IMBRSea Coordination Office of any breaches of conduct and provides the necessary proof. In the case of a particularly serious breach of discipline, the host organisation reserves the right to terminate the Professional Practice of the student.

3.Status of the student under social law

3.1.No employment contract

In view of the absence of remuneration, the Professional Practice contract does not qualify as an employment contract.

3.2.Exemption from social security payments for employees

As the student is not an employee, the student is exempted from social security payments for employees and as such, neither the provider nor IMBRSea are to be charged with any form of social security contribution.

3.3.Industrial accidents

In case of on-the-job injury or illness, the intern is covered by the public healthcare system. The intern is also covered by the global Ghent University insurance as each intern is officially enrolled at the University of Ghent. The insurance certificate is available on the IMBRSea website (http://cohort2020.imbrsea.eu/insurance).
In case of an accident (at work or on an excursion/trip associated with work) involving the intern, the host organisation agrees to send within 48 hours all relevant information to Ghent University (IMBRSea Coordination Office) in order to establish the accident report.
The law on industrial accidents conforms to the Belgian Royal Decree of 13 June 2007,which amended the Royal Decree of 25 October 1971 to extend the applicability of the Law on Industrial Accidents of 10 April 1971 to interns
Ghent University provides the legally required industrial accidents insurance coverage for the student during Professional Practice activities.

4.Prevention ensuring Student Health and Welfare

The provider provides the student with all relevant information and training within the context of the prevention policy related to the health and welfare of employees and persons considered equal in status to employees, as stipulated by the Law on Welfare and the Codex for Welfare.
In addition, the provider draws up a risk analysis of the work place.

5.Reporting and assessment

The student's work schedules are went over and agreed on by the project tutor or supervisor on the first day. At the end of the Professional Practice, the mentor completes an online form as proof of the execution of the Professional Practice and gives feedback on the performance of the student.
At the end of the Professional Practice, the host organisation provides a Professional Practice completion certificate. This certificate shall only be awarded if the host organisation (through the Tutor) and the academic contact agree on the quality of the work accomplished by the intern. The tutor and the academic contact will jointly decide on the grade.

6a.Placement Difficulties Procedure – For Students

- He/she should in the first instance inform their Professional Practice Supervisor.
- If a problem persists, the student should request a meeting with the IMBRSea Coordination office/Academic Supervisor. If appropriate, a meeting should then be arranged between the employer and IMBRSea co-ordination office/Academic Supervisor with a view to seeking a resolution to the problem.

6b.Placement Difficulties Procedure – For Employers

- The employer should in the first instance address any issues or problems arising with the performance of the student directly with the student, as would be the case with any other employee.
- The Professional Practice Supervisor should ask to meet with the IMBRSea Coordination office/Academic Supervisor to discuss matters.
- If these interventions fail to remedy the situation and if internal disciplinary measures are initiated in the event of a serious breach of company codes by the student, then the IMBRSea coordination office

will liaise with and support any decision that the employer makes, including the termination of the student's employment. Such action may well result in the student failing the Professional Practice module

7a.Termination of the Professional Practice contract

In case one party wishes to terminate the Professional Practice, the other parties must be immediately informed in writing. The reasons will be examined closely during a consultation round. The final decision about the termination of the Professional Practice is taken at the end of this consultation phase.
The Professional Practice contract can be terminated immediately:
by IMBRSea, the provider or the student in case of the following events:

- serious breach of the contract or of relevant regulations
- misconduct or malevolence

by IMBRSea or the provider in case of the following events:

- illegitimate absence of the student
- when the Professional Practice is found to be inefficient and not useful

by IMBRSea and the student in case of the following events:

- when the physical or psychological health of the student is endangered.

In such cases, the revoking party informs the other parties through a letter providing an explanation for the termination.

7b.Extension of the Professional Practice contract

Any extension of the placement agreement will require an amendment to the contract. If extended, the Professional Practice end date may not exceed the current academic year.

8.Liability

When the host organisation lends out a vehicle to the intern, the host organisation is responsible for checking that the insurance policy covers the vehicle when used by an intern and that the student holds a valid driver's license.
When in the course of the Professional Practice, the student uses his own vehicle or a vehicle loaned by a third-party, this must be clearly passed on to the vehicle insurer stating that such use is a prerequisite for work and, if necessary, any additional premium must be paid.
Regarding civil liability of the Professional Practice provider and the intern the following applies.
The Professional Practice provider is the one who appoints the intern in the sense of article 1384, part three of the Civil Code and is therefore mandatory liable for damages caused by the intern in the execution of the Professional Practice.
The intern is only personally liable for his or her deceit, major fault and usually occurring minor fault.
The above-mentioned liability of the Professional Practice provider, for damages towards third parties as well as for damages towards the Professional Practice provider itself, is insured within the policy civil liability of Ghent University, this within the policy conditions and limits. For the damages caused by the intern to goods of the Professional Practice provider with which or on which the intern works, the section 'goods in care' of the policy is applicable.
The above-mentioned personal liability of the student is not covered by the policy.
In case foreign legislation states that Ghent University as the education institution, or the intern are mandatory liable for actions of the intern in the execution of the Professional Practice, this civil liability will be covered by the policy civil liability of Ghent University, with the exception of deceit, major fault and usually occurring minor fault.
The civil liability of IMBRSea itself is covered by its policy civil liability, this within the policy conditions and limits.

9.Disputes

Any disputes concerning the provider regarding the application or execution of the Professional Practice contract are to be heard only by courts of East-Flanders (section Ghent).