

Erasmus Mundus Joint Master
on
**“Human Diseases Models Morphological
Phenotyping”**
Cooperation Agreement

Between

Universitat Autònoma de Barcelona (Spain)

Represented by Javier Lafuente Sancho,

Rector

and

Università degli Studi di Napoli Federico II (Italy)

Represented by Matteo Lorito,

Rector

and

Universidade de Lisboa (Portugal)

Represented by Luís Manuel dos Anjos Ferreira,

Rector

and

Aristotle University of Thessaloniki (Greece)

Represented by Nikos Papaioannou,

Rector

Preamble

Universitat Autònoma de Barcelona (Spain), Università degli Studi di Napoli Federico II (Italy), Universidade de Lisboa (Portugal), and Aristotle University of Thessaloniki (Greece) and hereinafter referred to individually as “Partner” or, “Partner Institutions”, or interchangeably, “Party”; and jointly referred to as “Partners”, or interchangeably, “Partner Institutions”, or “Parties”, having considered

- the advantage of joining forces in the creation, dissemination, and application of knowledge,
- the usefulness of sharing their experiences and strengths as innovative institutions,
- the chance of mutually enhancing the quality of teaching and research,
- that Universitat Autònoma de Barcelona (UAB), Università degli Studi di Napoli Federico II (UNINA), Universidade de Lisboa-Faculdade de Medicina Veterinária (FMV-ULisboa), and Aristotle University of Thessaloniki (AUTH) and will create a consortium to jointly design and deliver a 60 ECTS ERASMUS MUNDUS Joint Master (EMJM), starting academic year 2023-2024,
- that Universitat Autònoma de Barcelona (UAB), Università degli Studi di Napoli Federico II (UNINA), Universidade de Lisboa-Faculdade de Medicina Veterinária (FMV-ULisboa), and the Aristotle University of Thessaloniki (AUTH) will create and award an EMJM as a joint degree to all students, entitled Erasmus Mundus Joint Master in Human Disease Models Morphological Phenotyping (MorphoPHEN),

and confirm their commitment and therefore reaffirm the advantage of joined forces in the creation, dissemination, and application of knowledge, based on the **GRANT AGREEMENT ERASMUS-EDU-2022-PEX-EMJM-MOB**—for the implementation of the EMJM in Human Disease Models Morphological Phenotyping from 2023 to 2028.

Each Partner shall deliver modules within the overall MorphoPHEN EMJM. Each of the Partners shall be responsible for the quality of the student learning experience while at their given institution and the academic standard of its own modules. Together the partners shall be responsible for the quality of the jointly designed and delivered programme.

This Agreement shall come into effect from the date of signature by all Partners and will be effective initially for five years (a preparatory phase of one year and four intakes) from that date in accordance with Article 21.

The undersigning universities hereby agree on the following

Article 1: Aims

The new MorphoPHEN EMJM is a research-oriented taught Master and will be closely integrated with relevant research activities in the Departments that are responsible for the delivery of the programme. Furthermore, the Partners involved have different traditions and strengths in respect of didactics and pedagogy, and these will be integrated in the MorphoPHEN EMJM to enrich the students' learning experiences.

Staff mobility between Partners for the purposes of enriching the teaching of modules is an integral part of the MorphoPHEN EMJM as is project work with Associated Partners, such as European "Mouse Clinics", global business mouse producing companies and other European Universities. This collaboration will give all students a hands-on understanding of the "Mouse Morphological Phenotyping".

The MorphoPHEN EMJM programme is designed to make best use of the specific expertise available at each Partner and Associated Partner. Special attention is given to exchange in didactics and pedagogies, to enable each student to profit from the best of education and to gain experience in an international environment.

Article 2: Consortium's organization

The Partners hereby agree to distribute the administrative work between themselves. Each Partner shall be in charge of a certain assignment, according to prior experience and local capacities. These assignments shall be as follows, provided that they may change according to future needs that may arise, and subject to Agreement of all parties:

- **Universitat Autònoma de Barcelona:** This Partner shall be responsible for the MorphoPHEN EMJM coordination; the preparation of meetings and their follow up; representation of the consortium towards external organisations (including reporting); setting up and maintaining the programme website; coordinating the management and selection of guest lecturers; coordinating relations with MorphoPHEN Associate Partners and other collaborative organization; the implementation of quality assurance (QA) measures (see article 16); coordinating measures for continuous improvement of the MorphoPHEN EMJM (including evaluation, setting up the Management Board and preparing reports on quality assurance and student performance; and coordinating the MorphoPHEN Alumni Association. UAB shall also be responsible for the organization and teaching of the Module 1 (Mouse Anatomy and Pathobiology) and the co-supervision of the student's Master's Degree Dissertation.
- **Università degli Studi di Napoli Federico II:** This Partner shall be responsible for selection of students and supervision of the Student's Agreement, and is the lead of the Student Selection and Examination and Dissertation Committees. The Partner will be responsible for coordinating the provision of professional guidance for students. UNINA shall also be responsible for the organization and teaching of the Module 2 (Mouse Imaging) and the co-supervision of the student's Master's Degree Dissertation.
- **Universidade de Lisboa** represented by **Faculdade de Medicina Veterinária:** This Partner shall be co-responsible with UAB for the promotion of the master programme. FMV-ULisboa shall also be responsible for the organization of the Master's Degree Dissertation - Module 4 and the co-supervision of the student's Master's Degree Dissertation.

- **Aristotle University of Thessaloniki:** This Partner shall be co-responsible with UAB for preparing the master programme Business Plan. AUTH shall also be responsible for the organization and teaching of the Module 4 (Deep Learning and Experimental Design) and the co-supervision of the student's Master's Degree Dissertation.

The Parties hereby mandate the **Universitat Autònoma de Barcelona** to function as Coordinating Institution of the MorphoPHEN EMJM on behalf of the Partner Institutions. To such end, the Universitat Autònoma de Barcelona shall host the Programme Secretariat.

Coordination and management of the programme to be led by Prof. Jesús Ruberte (Department of Animal Health and Anatomy, UAB) as Director, and Guillem Gràcia (Veterinary Faculty, UAB) as Project Manager.

As such, the aforementioned mandate to the Coordinating Institution includes that by signing this Agreement a Party grants power of attorney to the Coordinating Institution to act in its name and on its account concerning the implementation of this project and for the duration of this project and within the decisions of the competent committees. The Partners also hereby designate and mandate the **Universitat Autònoma de Barcelona** to sign bilateral Agreements with each Associated Partner on behalf of the Consortium, provided that such bilateral Agreements shall in every instance be in keeping with the provisions of this Agreement and the annexes to this Agreement, as well as any other Agreement that may be reached between the Parties regarding the MorphoPHEN EMJM. It is also agreed that all Partners will have sight of the bilateral Agreements before signature and have input to the Agreement where necessary.

The Consortium shall have the **Management Board (MB)** is in charge of the overall management of the programme, including: student recruitment and selection; quality assurance; mobility schedules and issues (e.g. problems with examination and teaching schemes); financial management. The MB has the following minimum composition: two members of each consortium partner who are responsible for the management of the programme within their institution (1 academic, 1 administrative). Other relevant persons may be invited to assist with the meetings of the MB, upon approval by the MB. The MB meets at least twice a year: once back-to-back with the inception week and once during student and scholarship selection. The MB is assisted by specific committees, as described below:

- The **Programme Steering Committee (PSC)** consists of: two academic staff members from each partner university (who preferably also represent the programme on the local education committees); two students from the programme; one alumnus; 3 representatives from associated partners, who will alternate during the programme. The PSC advises on modifications to the programme content and individual courses. The PSC checks whether the overall programme learning outcomes are covered by the learning outcomes of the individual courses. The PSC also advises on the grade conversion table, individual study programmes, thesis topics and nomination of guest lecturers. The PSC submits its advice to the partner universities and reports to the MB of the programme. The PSC meets at least three times a year and more often if required. Members attend through videoconferencing, and the PSC can also take decisions by electronic consultation (pools and e-mail).
- The **Student Selection Committee (SSC)** is appointed by the MB to screen candidates for academic admissibility and select students that are eligible for ERASMUS scholarship, according to EACEA criteria.. The SSC will convene at least once a year to finalise the selection and ranking.
- **Examination and Dissertation Committee (EDC):** local institutional examination committees are established at each partner university in accordance with the legal and institutional regulations. The joint MorphoPHEN examination and dissertation committee (EDC) is composed of at least two academic staff

members from each partner university. The EDC can advise the local institutional examination committee on the success/failure of the student for individual courses organised in the respective universities, both for examination and re-examination results. The EDC officially validates the grades at the end of each academic year and decides whether the final degree and grade of merit is awarded, in consultation with local examination committees. The EDC is chaired by one person from the coordinating university. The final decision remains with the local examination committees.

- **Quality Assurance Committee (QAC):** consists of one member per partner. The QAC checks if the established local quality assurance procedures are coherent with the programme and if procedures are properly implemented. The QAC has access to all pertinent quality assurance documents (surveys, student evaluations, feedback etc.) provided by the consortium partners and can ask for additional information if considered necessary. The QAC is independent from the MB and reports on a regular basis and whenever occurring issues require.
- The **Programme Secretariat (PS)** is hosted at UAB and consists of a Programme manager and administrative staff. The PS will treat all administrative questions and problems and will be in charge of practical issues, such as: arrival of students; mobility arrangements; collecting the marks of students; organisation of the selection procedure; overall organisation of thesis; organisation of meetings of the managing bodies; communication; financial reporting; and report writing. The secretariat is further responsible for the design and the follow-up of the programme's website. This secretariat will work under the guidance of the programme coordinator.
- **Local Secretariats (LS)** are hosted at each of the partner universities. The LS refers students with questions to the respective departments and contact persons within the university to assist the students with housing, arrival, visa, mobility arrangements, communication on progress of the students, selection of elective courses, incorporation in the local student body, etc. The LS serve as single point of contact at each partner institution.
- The **Advisory Board (AB)** has been previously selected for the consortium and is composed of three international experts external to MorphoPHEN: Prof. Horts König (representative field of mouse anatomy), Dr. Jerroll M. Ward (representative field of mouse pathology), and Prof. Vasilis Ntziachristos (representative field of imaging).

Article 3: Structure of the MorphoPHEN EMJM

The EMJM in “Human Diseases Models Morphological Phenotyping” will be a postgraduate taught Masters programme (60 ECTS), full-time over one year, and will lead to a Master's degree award in line with Article 12.

The programme shall offer a broad range of combinations for the students. Each Partner shall provide modules in which it has special competencies and strengths.

Students shall start their studies in Semester I at Universitat Autònoma de Barcelona (10 ECTS) with the Mouse Anatomy and Pathobiology Module, followed by the Mouse Imaging Module at Università degli Studi di Napoli (20 ECTS).

Students will start the Semester II at Aristotle University of Thessaloniki (20 ECTS) and will write their Master's Degree Dissertation at any of the Partner Institutions, where they will work on their Academic Portfolio (dissertation writing; equivalent to 10 ECTS).

Annex A provides a detailed description of the MorphoPHEN EMJM curriculum structure and Annex B provides the administrative guidelines. These shall be reviewed and revised by the JMC on a yearly basis.

Article 4: Departments / Faculties / Sections involved

The cooperation for the implementation of the MorphoPHEN EMJM involves the following Departments / Institutes from the Partner Institutions:

- The Veterinary Faculty (Universitat Autònoma de Barcelona);
- The Institute Biostructure and Bioimaging, and the Department of Veterinary Medicine and Animal Production (Università degli Studi di Napoli Federico II)
- The Department of Anatomy and Animal Physiology (Faculdade de Medicina Veterinária da Universidade de Lisboa)
- The Department of Electrical and Computer Engineering and the School of Veterinary Medicine (Aristotle University of Thessaloniki)

Each of the Partner Institutions shall identify a Local Programme Coordinator from the named Departments/ Institutes to be the given main point of contact for the purpose of the implementation of the MorphoPHEN EMJM.

Article 5: Participation costs and duration of the programme

The length of the full time EMJM in “Human Diseases Models Morphological Phenotyping” (MorphoPHEN) is one year (60 ECTS), divided into two (2) semesters. The programme shall start in **September 2023** with its first of four cohorts.

The Consortium shall charge annual comprehensive participation costs of **4,820.55** EUR for Programme Countries’ candidates and **5,519.89** EUR for Partner Countries candidates according to the Category definitions in the *Programme Guide for ERASMUS+* and irrespectively of whether the candidate becomes an EACEA scholarship beneficiary or a self-funded student otherwise. MorphoPHEN tuition fees, for self-funded students, are the same as the participation costs awarded by the EACEA to scholarship students.

Article 6: Financial Agreements

The financial aspects of the programme are settled in the Financial Guidelines (Annex C). The Consortium awards scholarships and is responsible for paying these scholarships.

Article 7: Insurance

The Coordinator is responsible for entering into an Agreement with an insurance company that fulfil the requirements set up by the EACEA (see Annex D). Furthermore, the Consortium vis-à-vis the MorphoPHEN EMJM is responsible for paying the insurance premiums as per this Agreement. Insurance costs are included into the students’ Participation Costs, irrespectively of whether the student is self-funded or in receipt of an EACEA Scholarship.

Article 8: Selection and Admission of students

The MorphoPHEN EMJM is designed to offer a scientific and theory-oriented study programme on high academic level with a strong emphasis on project work in order to highly motivated graduates, who already successfully completed a first cycle degree in Biochemistry, Biotechnology, Pharmacy, Veterinary or Medicine.

All candidates shall apply to the Coordinating Institution, Universitat Autònoma de Barcelona using the consortium application form and through the MorphoPHEN webpage.

The Partner Institutions guarantee the admission of new students annually provided they fulfill their respective admission requirements and aim to secure a balanced student flow.

The SSC will select the students. In a first step, all incoming applications will be pre-screened by Universitat Autònoma de Barcelona (Coordinating Institution) to decide eligibility, according to the joint admission requirements. In a second step, the SSC will review all eligible applications according to joint Selection Criteria and will decide on the final list of admitted students.

The Consortium shall strive for a selection of excellence, and therefore the financial situation or the social background of applicants will not be considered. Every candidate shall receive a confirmation upon the reception of their application, as well as the final decision in written format from the UAB. During the entire admission process, the staff of the Programme Secretariat will be in contact with the candidate and will inform them on actions to be taken, missing/incomplete documents etc.

General joint admission requirements, specific joint selection criteria and all administrative procedures and guidelines are provided on Annex B.

Article 9: Rights and Services for the students

Neither of the Parties will discriminate against any Students or any member of staff on the basis of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex or sexual orientation.

Any access and/or use by: (i) staff of either Party; or (ii) Students, of any resources under this Agreement is subject to the policies and procedures of the Party which granted access to those resources. Resources include IT facilities, library resources, publications, databases or other material resources. Each Party will ensure that its staff and Students are made aware of all applicable policies and procedures of the Party which granted access to the resources.

The quality and variety of services for students shall correspond to the standards set out in the guidelines for the ERASMUS+ Programme, with special emphasis on the following aspects:

- The Partners shall be committed to the timely undertaking of all administrative tasks related to the issuing of student visas and making reasonable endeavors to provide clear and regularly-updated information to the Consortium on national policies and procedures on the topic as appropriate.
- The Partners shall undertake all efforts to help students to integrate as smoothly and as expeditiously as possible into local campus life and society.
- Language courses in the local languages shall be made available at each institution at beginner, intermediate and advanced levels. Students may have to pay additional fees for the courses.
- Special counselling services will be available during the entire duration of the programme, as well as an introductory and a cultural programme for quick immersion into the new surroundings will be offered at each campus. Assistance in finding appropriate accommodation will also be provided.

Article 10: Credit transfer, recognition issues

The European Credit Transfer and Accumulation System (ECTS) will be used for transfer of academic records between the universities. Partners agree to mutually recognize each course successfully done by a

student at a Partner Institution, and to accept the results of examination and the grades given as specified in Annex B.

Article 11: Languages

The language of instruction for the MorphoPHEN EMJM will be English.

At the time of application to the programme every candidate must have English proficiency providing a certificate (validity of 2 years) for one of the following tests: TOEFL IBT 92, with sub speaking 23; ACADEMIC IELTS 6.5 overall score with a min. of 6 for writing; CEFR B2 Issued by a European university language centre; and the ESOL CAMBRIDGE English CAE (Advanced).

Language proficiency proof is not required for applicants who are nationals from, or have obtained a bachelor and/or master degree in, a higher education institute with English as mode of instruction (USA, Australia, New Zealand, United Kingdom, Republic of Ireland or Canada). A certificate confirming that the mode of instruction was English needs to be submitted.

Article 12: Examination, Degree, Diploma Supplement, Examination Records

Successful completion of the MorphoPHEN EMJM programme shall entitle the graduate to be awarded the following degree: Erasmus Mundus Master in Human Diseases Models Morphological Phenotyping (jointly awarded by the Universitat Autònoma de Barcelona, Università degli Studi di Napoli Federico II, Universidade de Lisboa (Faculdade de Medicina Veterinária), and Aristotle University of Thessaloniki, to all students on the MorphoPHEN EMJM.

Universitat Autònoma de Barcelona, as the Degree awarding institution, shall keep a record of all the Master students' transcripts.

After a successful final assessment, the Joint Degree Certificate will be issued by the Universitat Autònoma de Barcelona, as the Coordinating Institution, along with a Diploma Supplement.

After each semester, all partners will issue transcripts of the successful examinations by the students. Provided this is permitted according to Data Privacy Law, the partners will send the transcripts directly to the Programme Secretariat at the UAB.

The university partners shall archive the examination records according to their local legislations. The examination records shall contain the information needed to provide evidence of successful completion of the programme. The partners are entitled to request documentary evidence in case it is needed for any valid legal requirements.

Article 13: Intellectual Property Rights

- Each Partner Institution hereby grants to the other Partner Institutions a non-exclusive, non-transferable, royalty-free license to use their respective names and logos including trademarks, solely for the purpose of performing their obligations and exercising their rights under this Agreement. Each instance of such use of the names and logos shall be in such form as agreed with the Partner Institution in question prior to use.
- The ownership and, or control of Intellectual Property generated in connection with the MorphoPHEN EMJM shall apply as follows:

- If generated by the student, it is subject to the rules of the Partner Institution where the student was based at the time the Intellectual Property was created, provided that it is hereby agreed that any Intellectual Property being created or developed by a Student shall be owned by the given student, unless otherwise agreed in writing by the Partner Institutions.
 - If generated by staff, it shall be subject to the rules of the employing Partner Institution.
- For the purposes of this article and this Agreement, the following definitions shall apply:
- "Background Intellectual Property" means all and any Intellectual Property (excluding Foreground Intellectual Property) created, developed or otherwise in existence prior to the commencement date of this Agreement and made available to a Partner Institution;
 - "Foreground Intellectual Property" means all and any Intellectual Property created or developed by a Partner Institution in the course of the implementation of the Master Degree Programme
 - "Intellectual Property" means copyright works, patents, discoveries, improvements, inventions, trademarks, designs, information, data, formulae, specifications, results of tests and field trials, diagrams, expertise, techniques, technology, know-how, and other intellectual property of any nature whatsoever, including applications and the right to apply for registration of any of the foregoing rights.
- The Partner Institutions each individually confirm that strict confidentiality shall be observed in all communications relating to the portable or potentially-commercially valuable Intellectual Property created within the MorphoPHEN EMJM. No disclosures of Intellectual Property shall be made to third parties without permission of the appropriate authorities or persons. Where Intellectual Property is developed jointly between students and, or staff of two or more Partner Institutions, the Partner Institutions shall agree which of them shall manage the generated Intellectual Property and for this purpose shall ensure that full assignments of Intellectual Property are obtained.
- Any Background Intellectual Property shall at all times remain the sole and exclusive property of the Partner Institution to whom that Background Intellectual Property belonged prior to the commencement date of this Agreement. Each of the Partner Institutions hereby grants to the other Partner Institutions a non-exclusive and non-transferable license to use the first Partner Institution's Background Intellectual Property to the extent necessary to fulfill the other Partner Institution's obligations under this Agreement, and related Agreement or regulations, for the purposes of the implementation of the MorphoPHEN EMJM.
- Any Foreground Intellectual Property shall be, subject to any written Agreement between the Partner Institutions to the contrary, and subject to this article, the sole and exclusive property of the Partner Institution creating or developing it. All the Partner Institutions hereby grant to the other Partner Institutions a non-exclusive and non-transferable license to use the first Partner Institution's Foreground Intellectual Property to the extent necessary to fulfill their obligations under this Agreement, and related Agreement or regulations, for the purposes of the implementation of the MorphoPHEN EMJM.
- Each Partner Institution shall promptly and fully notify the other Partner Institution of any actual, threatened or suspected infringement of the other Partner Institution's Intellectual Property Rights which comes to the first Partner Institution's notice, and of any claim by any third party coming to its notice that the marketing and, or offering of the MorphoPHEN EMJM infringes any rights of any third party.

- The Partner Institutions shall ensure that all goodwill resulting from the use by a Partner Institution under this Consortium Agreement of the Intellectual Property Rights of other Partner Institutions shall be of benefit to the owner of such Intellectual Property Rights.

Article 14: Student Complaints and Discipline

To the extent permissible by law, institutions will keep each other informed about any complaints by or about students, including allegations of harassment. Where appropriate the Partner institution will endeavor to resolve such complaints or appeals through its respective appropriate institutional procedures. If a student remains dissatisfied after the Partner Institution has dealt with a complaint, the complaint may, where appropriate, be heard by the Board of Studies of the programme.

Students will be subject to the disciplinary codes and regulations of each of the Partner Institutions in which they are studying. In the event of allegations being made against a student in relation to an incident in which more than one Partner Institution is involved, the relevant Partner Institution/s shall consult on the actions to be taken and the discipline code/procedures that shall apply.

For academic appeals relating to a teaching module the academic appeals procedure of the Partner delivering that course will apply unless another Partner notifies the Partner delivering the course that it believes that its academic appeals procedure should apply. Thereafter the MB will meet to discuss and agree a course of action.

The academic appeals procedure of the Coordinating Institution will apply to appeals made by a Student against the decisions of the EDC unless otherwise agreed in writing by the Partners.

For cases of alleged academic misconduct relating to a teaching module or modules delivered by a Partner, the code of Student conduct and procedures of the Partner delivering the course or courses will apply.

In the case of academic misconduct relating to the Programme the code of Student conduct and procedures of the Coordinating Institution will apply unless otherwise agreed in writing by the Partners.

In cases of non-academic misconduct where it is alleged that an offence has been committed by a Student whilst present at a Partner, the relevant code of Student conduct of that Partner will apply. In all other cases of non-academic misconduct of a Student, the code of Student conduct and procedures of the Coordinating Institution will apply. In case of non-academic misconduct by a member of a Partner affecting a Student of the programme, the appropriate institutional procedures of that Party will apply.

Where it is not clear to a Partner which code of Student conduct should apply, or if a Partner believes that the code of Student conduct of another Partner should apply, it shall so notify the other Partner and the Joint Management Committee will thereafter discuss and agree, acting reasonably, a course of action.

If a Student wishes to complain about any general aspect of a course the complaints or other equivalent procedure of the Partner delivering that course will apply.

If a Student wishes to complain about any general aspect of the Programme the complaints or other equivalent procedure of the Coordinating Institution will apply unless otherwise agreed in writing by the Partners.

If a Student wishes to complain about any specific service or facility provided by, or a Student or member of staff from, a Partner, the relevant complaints or other procedure of that Partner will apply.

Each Partner will, where the policy or procedure of another Partner applies, provide the other Partner with reasonable assistance in connection with the administration of academic appeals, Student complaints and Student conduct procedures, in order to ensure that all such academic appeals, Student complaints and allegations of Student misconduct are handled fairly.

Article 15: Confidential Information

- All data and other documents and information supplied in writing by any Partner Institution (the “Disclosing Party) to another Partner Institution (the “Receiving Party) under this Agreement and marked as “Confidential Information” (hereinafter referred to as “Confidential Information”) shall remain the property of the Disclosing Party and shall be treated as confidential, both during the performance of this Agreement and for an indefinite period thereafter.
- The Receiving Party shall not, during the term of this Agreement or at any time thereafter, use any Confidential Information, or disclose any Confidential Information to any third party, save to the extent as may be reasonably necessary for the fulfilment of the Receiving Party's duties and obligations under this Agreement.
- Without prejudice to the above, the Receiving Party's obligations under the preceding clause shall nevertheless cease to apply in the following cases:
 - where any Confidential Information which becomes available to the public generally other than through a breach of this clause;
 - where the Receiving Party can prove that the Confidential Information was lawfully known to them at the time of receipt from the Supplying Party without any existing obligation of confidentiality or that the Confidential Information was already in the public domain at such time;
 - where the Confidential Information was lawfully received from a third party without restriction or breach of any obligation of confidentiality;
 - where the Receiving Party is required to disclose any Confidential Information pursuant to a court, judicial or other lawful order; and
 - where the disclosure of Confidential Information is required to enable the Receiving Party to comply with the information disclosure obligations required by national legislation.
- Each Party shall use reasonable efforts to promptly advise the other Party in writing of any unauthorized disclosure or misuse of Confidential Information after it becomes aware of such unauthorized disclosure or misuse.
- Each Party shall take measures to comply with and to bind its employees and sub- contractors to comply with the confidentiality obligations stipulated hereabove, which may be waived only by the prior written authorization of the Disclosing Party concerned.
 - The Parties acknowledge that each party is subject to their respective Freedom of Information laws. The Parties will provide reasonable assistance to each other to enable each other to comply with their respective information disclosure requirements. The parties will be permitted to disclose confidential information of each other in response to a Request for Information (as defined under their Freedom of Information Laws), and any such disclosure shall not be a breach of this article.
- The Parties will enter into a separate Data Sharing Agreement in respect of the sharing of any personal data necessary for the performance of their obligations under this Agreement prior to the sharing of any such personal data

The provisions of this article shall remain valid following termination or expiration of this Agreement.

Article 16: Quality assurance

Quality will be assured through regular exchange of lecturers between the universities and student participation in the evaluation of lectures.

The QAC shall meet at least once per year to discuss the development of the MorphoPHEN EMJM programme, student services and quality assurance.

All Partner Institutions ensure that their part of the MorphoPHEN EMJM is consistently accredited by an accreditation agency registered with ENQA in accordance with the national quality assessment protocols.

The Partner Institutions ensure that the evaluation, survey results and accreditation recommendations concerning all courses of the programme at the participating universities and the programme as such are discussed at the QAC at least once a year and - if necessary - changes are initiated and documented

Article 17: Changes, amendments

Changes or amendments to this Agreement proposed by one of the partners will be valid only if they are submitted in writing and a written amendment Agreement has been signed by an authorized representative of all Partner Institutions. If changes are related with the master programme, they will only be accepted if the National quality agencies accept them.

In the event of any terms of the Agreement being found to be invalid, the remainder of the terms shall remain in full force and effect.

This Agreement is written in the English language. If this Agreement is translated into any other language, the English language version shall prevail. Any notice given under or in connection with this Agreement will only be effective if it is in the English language.

Article 18: Resolution of Disputes, Application of Laws

- In the event of any dispute between the Parties regarding this Agreement, the details of the subject circumstances of any such dispute shall be communicated in writing by the Party alleging the same to the other Party/Parties, which communication shall also be copied to the Consortium Secretariat.
- In the event of any dispute between the Parties regarding this Agreement, the Parties agree to attempt to reach a mutual amicable settlement in good faith, which amicable settlement shall attempt to be facilitated by the Consortium Secretariat.
- If such attempt is unsuccessful, such dispute shall be resolved through a “Dispute Resolution Panel”, in accordance with the following:
 - The Dispute Resolution Panel shall be a three-person panel composed as follows: the claimant and the respondent (or, in the case of multiple claimants and/or respondents, the multiple claimants jointly, and/or the multiple respondents jointly), shall each nominate one member. The nominated members shall appoint a third panel member, who shall also serve as the chairperson of the Dispute Resolution panel.
 - The Dispute Resolution Panel so constituted shall set its own rules of procedure and adjudicate the matter submitted to it.

- The decision of the Dispute Resolution Panel shall be final, and upon it being communicated to the Parties, they shall abide by it forthwith, as far as legally possible.

Each Party shall always comply with any applicable laws in its relevant jurisdiction.

If either Party undergoes a change of control, a change of status or a change in ownership that Party shall inform the other Party in writing as soon as reasonably practical.

Any dispute arising out of, or in connection with, this Agreement, including any question regarding its existence, validity or termination, if not resolved by mutual settlement or by means of a Dispute Resolution Panel between the Parties within a reasonable time, being no more than a total of three months, shall be subject to:

- The laws of Spain when the Universitat Autònoma de Barcelona is the respondent;
- The laws of Italy when the Università degli Studi di Napoli Federico is the respondent;
- The laws of Greece when Aristotle University of Thessaloniki is the respondent;
- The laws of Portugal when Universidade de Lisboa (Faculdade de Medicina Veterinária) is the respondent;

Article 19: Indemnity, Liability

Each Party generally undertakes to perform its scope of work relating to the Agreement, at its own risk and under its own sole liability and shall bear all consequences in compliance with the provisions hereunder.

Each Party shall release the other Parties from all civil liability arising from loss, damage or cost, liability, litigation, expenses, injury to the person or injury resulting in death or as a result of the performance of this Agreement, unless such loss, damage or cost, liability, litigation, expenses, injury to the person or injury resulting in death is due to gross negligence or deliberate omission or wrongful act on the part of the other Party or its staff.

No Party shall be responsible to another for indirect or consequential loss or damages such as but not limited to loss of profit, loss of revenue, or loss of funding, provided that the foregoing shall not apply to injury, damage, or loss suffered by third parties.

Each Party in respect of any claim for which it will seek indemnity within the terms of the Agreement shall:

- as soon as reasonably practicable after becoming aware of the claim, provide the other with reasonable details of it and thereafter provide the other in a timely manner with such information relating to the claim as may reasonably be requested from time to time by the other;
- not make, and use its reasonable endeavors to procure that there is not made, any admission of liability, except with the prior written consent of the other, such consent not to be unreasonably withheld or delayed;
- keep the other reasonably informed of all material developments relating to, and regularly informed of the progress of, the claim;

- use its reasonable endeavors to procure that the handling of the claim, including without limitation any resistance of or defense to it, is carried out and conducted in all material respects in accordance with such reasonable written directions as may be given by the other; and
- not settle or compromise the claim and procure that the claim is not settled or compromised, except with the prior written consent of the other, which consent shall not be unreasonable, withheld or delayed.

With respect to defaults and/or difficulties in the performance of this Agreement, obligations that may give rise to a claim and/or to the application of liquidated damages for default or delay, the Parties agree to inform each other of foreseeable delays and/or failures in the performance of their works, so that any action likely to mitigate the expected delay and/or failure, or of avoiding the application of liquidated damages or any other indemnity, herein provided, may be taken forthwith.

Neither Party shall have the right to assign, delegate, transfer or otherwise dispose of its rights and/or obligations under the Agreement without the prior written consent of the other Party. Neither Party shall subcontract any of its obligations under this Agreement or any aspect of the delivery of a Programme (including without limitation any course) for which it is responsible under a Programme Schedule without the prior written consent of the other Party.

Article 20: Force Majeure

Without prejudice to that provided in the previous article of this Agreement, none of the Parties shall be responsible to another other Party for any delay in performance or non- performance due to Force Majeure (which, for the purpose of this Agreement, means any cause preventing any Party from performing any or all of its obligations which arise from or are attributable to the acts, events, omissions or accidents beyond the reasonable control of the Party so prevented, including without limitation, any strike, lock-out or other form of industrial action, war, riot, civil commotion, terrorism, malicious damage, compliance with law or governmental order, rule, regulation or direction, accident, breakdown of plenty or machinery, fire, flood, storm, pandemic, and other natural disasters).

The affected Party shall promptly upon occurrence of any such causes inform the other Parties, stating that such cause has delayed or prevented its performance hereunder and thereafter such Party shall take all action within its power to comply with the terms of this Agreement as fully and promptly as possible. Should the Force Majeure in question prevail for a continuous period in excess of one (1) month, the Parties shall enter into discussion with a view to alleviating its effects or to agreeing upon such alternative arrangements as may be fair and reasonable. Throughout the duration of the Force Majeure event/s, the affected Party shall use its reasonable efforts to cure or reduce the effect thereof.

Article 21: Running time of this Agreement

- This Agreement shall come into effect from the date of signature by all Partner Institutions and it shall remain valid until the complete fulfilment of all obligations undertaken by the parties according to the Erasmus Mundus Grant Agreement, for four intakes of students (**September 2023 to November 2028**) – five years, including the preparatory year of funding. The termination of the Agreement shall not affect the status and the studies of any students enrolled in the EMJM. The parties shall assure that each student may finish their studies in the programme.
- This notwithstanding, a given Partner Institution may withdraw from this Agreement without penalty by written notice to the other Partner Institutions, in the event any one or more of such other Partner Institutions:

- engaging in conduct that is prejudicial to the reputation of the Partner Institution serving notice; or
 - entering insolvency or equivalent proceedings.
- Any one of the Partner Institutions may be expelled from the Consortium and the MorphoPHEN EMJM if all remaining Partner Institutions agree that the Partner in question is guilty of any material breach of the Agreement for instance, but not limited to, the following events:
- if any of the annual programme reports indicate a decline in the standard of the operation or delivery of the MorphoPHEN EMJM by one or more of the Partner Institutions which it feels cannot be sufficiently rectified by the Partner Institutions in an appropriate timescale;
 - if the details of the approved MorphoPHEN EMJM are deviated from to such an extent that the other Partners Institutions would no longer wish to validate it; or deviation from these standard terms and conditions refer to, for instance, arrangements for health and safety measures, equal opportunities, etc.

Any one of the Partner Institutions may also terminate their participation in this Agreement for any material breach of this Agreement by any of the other Partner Institutions, such as in the above-mentioned instances, where such breach, if capable of remedy, is not remedied within thirty (30) days following the date of notice requiring the breach to be remedied.

- A single Partner Institution may withdraw from the Agreement, for good cause only. Good cause exists if the objective or personal requirements for the participation in the programme has lapsed. In this case, it must guarantee that any student admitted at that time will be able to continue their studies and graduate within the pre-established amount of time.
- Following the expiry or termination of this Agreement for any reason, each Partner Institution shall return to the other Partner Institutions at its own expense all materials in its possession belonging to the other Partner Institutions relating to this Agreement or the Programme and shall return or destroy (at the option of the other Partner Institutions) all confidential information of the other Partner Institutions then in their possession or control provided always that each Partner Institution shall be entitled to retain copies of confidential information as may be required by it in order to comply with any law or regulatory requirement.
- The Partner Institutions shall ensure that upon expiry or termination of this Agreement (even where it is terminated vis-à-vis one or more given Partner Institutions), satisfactory arrangements are put in place for all existing students participating in the MorphoPHEN EMJM to complete their studies. The relevant terms of this Agreement will continue in force to the extent necessary to allow such students to complete the MorphoPHEN EMJM and be assessed for the degree.
- Withdrawal of the MorphoPHEN EMJM during the Term of this Agreement may only be made by written Agreement between all Partner Institutions and in accordance with the timescales and any other limitations set out in the policies of the Coordinating Institution. Should withdrawal of the MorphoPHEN EMJM be necessary, and where the student has been offered and has accepted a place, all Partner Institutions shall agree in writing arrangements to continue to offer the MorphoPHEN EMJM to accepted Students or to offer a suitable alternative, considering the personal and reputational impact of a withdrawal.
- Termination of this Agreement will not affect the rights of each Partner Institution against the other in respect of the period up to and including the date of termination.

Article 22: This Agreement

This Agreement constitutes a contractual relationship between the Parties which shall exist only for the purposes set out in this Agreement. This Agreement and its annexes constitute the entire Agreement and the Parties acknowledge that in entering into this Agreement no Party relies on, and shall have no remedy in respect of, any statement, representation, warrant or understanding, however made, other than as expressly set out in this Agreement.

This Agreement is not intended to create, nor should it be construed as creating a corporation, agency or partnership (whether general or limited), or any legal entity or continuing relationship or commitment between the Parties other than as expressly contained in the Agreement. There will be no sharing of profits or losses among the Parties.

- Non-enforcement of any provision of this Agreement shall not constitute a waiver or precedent in respect of that or any other provision at any other time or by any other Party.
- If any provisions (or part of a provision) included in this Agreement is found to be illegal, void or unenforceable, in whole or in part, then such provision shall be severed from the rest of this Agreement and the remainder of the Agreement shall continue to have full force and effect for all intents and purposes of law.
- No change, alteration, modification or addition to this Agreement shall be valid unless agreed in writing and properly executed by the Parties hereto.
- Any demand, notice or other communication given or made under or in connection with this Agreement shall be in writing and shall be addressed to the legal authorized representative of the receiving Party.

Annexes

- Annex A: Erasmus Mundus Joint Master in “Human Diseases Models Morphological Phenotyping” Curriculum.
- Annex B: Administrative Guidelines
- Annex C: Financial Guidelines
- Annex D: EACEA Requirements for the medical insurance

In witness hereof, the cooperating universities have signed this Agreement in five originals by their hands on the day and year below.

**Universitat Autònoma de Barcelona
Prof. Javier Lafuente Sancho
Rector
Date: .../.../.....**

**Università degli Studi di Napoli Federico II
Prof. Matteo Lorito
Rector
Date: .../.../.....**

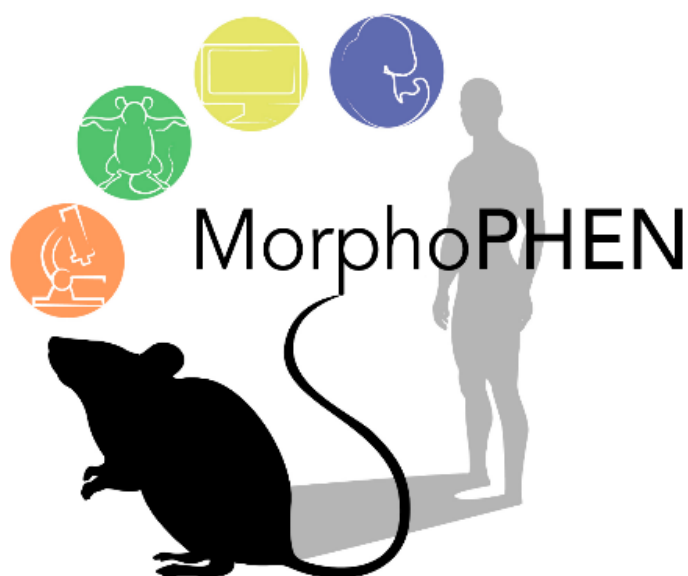
**Universidade de Lisboa,
Prof. Luís Manuel dos Anjos Ferreira
Rector
Date: .../.../.....**

**Aristotle University of Thessaloniki,
Prof. Nikos Papaioannou
Rector
Date: .../.../.....**

Annex A

Erasmus Mundus Joint Master in “Human Diseases Models Morphological Phenotyping” Curriculum

Module 1. Mouse Anatomy and Pathobiology - UAB (10 ECTS)	Module 2. Mouse Imaging - UNINA (20 ECTS)
<ul style="list-style-type: none"> - Mouse status in biomedicine - Standardized nomenclature for mice - Anatomical and histological methods - Mouse embryology and placenta - Gross anatomy and topography in mouse - Histology of mouse organs - Ultrastructure of mouse tissues - Ontological approach to mouse morphology - Introduction to general mouse pathology - Mouse necropsy - Pathology of the major organ systems - Optional language (Spanish, Catalan) 	<ul style="list-style-type: none"> - Anatomical bases of mouse imaging - Mouse handling, care, and anaesthesia - Imaging using ionizing radiation (X-ray, CT, SPECT, PET) - Imaging using non-ionizing radiation (MRI, FMT, NIR, HFUS, PAI) - Hybrid imaging (PET/CT, PET/MR, US/PAI) - Applications: cell trafficking and cell tissue homing, angiogenesis, hypoxia, apoptosis and inflammation - Optional language course (Italian)
Module 3. Deep learning and Experimental Design – AUTH (20 ECTS)	Module 4. Master’s Degree Dissertation FMV-ULisboa . UAB . UNINA . AUTH (10 ECTS)
<ul style="list-style-type: none"> - Introduction to deep and machine learning - Classifiers and metrics for evaluation - Supervised and unsupervised algorithms - Convolutional neural and recurrent networks - Methodologies for 1D and 2D signals: sliding windows, super-pixels, streaming data and whole pictures transformation - Methodologies for conducting deep learning experiments - Experimental design with mouse: quantitative comparison, ARRIVE and 3Rs - Optional language course (Greek) y 3Rs 	<ul style="list-style-type: none"> - Research Project on anatomy, pathology, or deep learning applied to the morphological phenotyping of human diseases mouse models



Annex B

Administrative Guidelines

Admission procedure, matriculation and calendar:

The Coordinating Institution, Universitat Autònoma de Barcelona (UAB), hosts the Programme Secretariat.

The MorphoPHEN website has a direct link to the UAB's on-line application procedure, through which MorphoPHEN candidates will apply.

Admission periods will be defined prior to each new intake.

As an orientation, for the first intake of this new Period (2023-2024), admission period has been settled as follows:

Pre-enrolment period: From February 1st 2023 to March 30th 2023 Students admission will be decided on April 30th 2023.

Admission requirements

The members of the consortium have defined a common set of admission criteria with the aim of making sure that all candidates admitted to UAB in the first semester will also fulfill the admission requirements at the Partner Universities. Admission requirements are based on the prior academic training of the candidates and their level of English - with a minimum score of C of the Level C1 of the Common European Framework of Reference for Languages.

Candidates must have:

- A degree title in Biochemistry, Biotechnology, Pharmacy, Veterinary or Medicine.
- Are required to demonstrate that their standard of English is satisfactory. The offer of admission to the programme may be made subject to the applicants obtaining such proficiency qualifications prior to the commencement of their studies.

Proficiency in English may be certified by one of the following:

- (a) TOEFL: score of at least 577 (paper-based test) or 90 with a writing score of at least 24 in the writing section (internet-based test);
- (b) Cambridge Proficiency Examination Advanced Certificate: at least pass grade C or better;

(c) IELTS: at least 7.0 with a minimum 6.0 in each element and 7.5 in the writing section.

The Student Selection Committee will consider language certificates valid for two years.

English Proficiency Waiver

Students who fall in one of the following categories may request an English language proficiency waiver, i.e.:

- Applicants from countries where English is one of the several official languages:
- Applicants who have obtained their undergraduate degree from a University in Australia, Canada, Ireland, the UK, the USA or New Zealand.
- Applicants who, in the past five years, spent a minimum of two consecutive academic years of study at a university or institution of higher education in Australia, Canada, Ireland, the UK, the USA or New Zealand and whose language of instruction was English.
- Applicants who have minimum two years work experience in an international company/institution where English is the official working language (attestation from employer which testifies proficiency in both written and spoken English must be provided).

In each of the above cases the Student Selection Committee reserves the right to request evidence of English language proficiency.

The Student Selection Committee will check whether the degree is recognized by the Partner institutions. The members of each Partner institution in the Student Selection Committee will be obliged to check during the selection process with the competent administration of their institution whether the degree of the prospective students are recognized by their institution.

The selection procedure will consist of two phases: a technical and an academic evaluation. The Student Selection Committee will be in charge of the selection procedure. The first phase will consist of a technical evaluation: once the applications are received, they will be registered and controlled by the Programme Secretariat of the consortium and made sure that the admission criteria are fulfilled. After that, all candidates will be informed by the secretariat on whether or not they have passed the first phase and will go on to the academic evaluation phase. Those who are accepted to the second phase will have two weeks to present all necessary documents. Should any of the documents be missing, international qualifications will be evaluated with the help of professional diploma evaluators. In the second phase, all applications will be reviewed by the Student Selection Committee to verify that the qualifications correspond to the selection criteria set by all members of the MorphoPHEN. Depending on the number of applications, all candidates will be assessed by all members of the Admissions Committee, or the applications will be divided and reviewed by at least two members of the committee.

Selection criteria

Should the number of applicants be higher than the number of places on offer, these will be allocated according to the following criteria:

- Relevant academic background in Biomedicine (15%)

- Grade Average on their Degree Diploma (15%)
- Work experience in a relevant field such as laboratories working with mice (15%)
- Experience in conducting quantitative and/or qualitative bio research (15%)
- Motivation letter (authenticity, concern for Biomedicine issues, interest in conducting research) (20%)
- Essay on a topic suggested by the Student Selection Committee, maximum two pages (20%).

Applicants will be assessed according to a three-point scale (A, B, C, where A – Admitted; B – Waiting list; C – Not admitted) and will be contacted once the Admissions Committee has reached a decision. The final list of selected candidates will be presented to the Programme Secretariat, which will then inform each member of the consortium of the final result and send out the letters of admission. The Programme Secretariat will also send out a verified copied of all enrolment documents for the students selected to the master's degree.

Admission Procedure

The UAB, acting as a coordinating institution will be in charge of sending out an institutional admittance letter to the students enrolling in the master's degree in their university. All member universities will promote equal opportunities and foster balanced participation between MorphoPHEN groups of different origins. Therefore, during the selection process and any type of organised activity the diversity of genders, regions and countries will be taken into account.

Required Documentation for admission at UAB/UNINA/AUTH/UL:

- Copy of a valid passport;
- An up-to- date Europass CV, presenting the skills and qualifications of the candidates in a clear way;
- Copy of TOEFL, IELTS or Cambridge EFL certificate;
- A letter of motivation explaining the candidates background and reasons for applying to the programme;
- Certified copies of diplomas and transcripts in the original language as well as certified English translations detailing subjects studied (ECTS or hours), grade per subject and overall grade;
- Contact details of the recommender (full name, position and e-mail address).
- Essay on a topic suggested by the Academic Board, maximum two pages

Notice of admission

The **result of the selection process** will be sent to the candidate at the **e-mail address** given in the application for pre-registration.

The **status of the application** can also be checked by accessing the pre-registration with the candidate university ID (NIU) and password, as from the corresponding decision date. The detailed information on each resolution will be in the personalized email that the candidate will receive.

Course Duration

The Course shall extend over one year of full-time study.

Catalogue of Study Units

The Programme Steering Committee shall draw up a catalogue of all study-units. The catalogue shall indicate the level, code, title, description and type of each study-unit, the ECTS credits assigned to each study-unit, the methods of teaching and assessment, as well as the re-assessment opportunities for each study-unit. The Committee shall publish the catalogue prior to the commencement of the Course, following the approval of the Management Board.

Work placements

MorphoPHEN will provide opportunities to students for learning by doing. The Master's Degree Dissertation implementation in associate partner institutions will be of paramount importance for the acquisition of the necessary experience and skills to develop quality work in the field of education and international development.

Assessment and Progress:

Students will follow local assessment regulations at the University in charge of the assessment. An assessment may be repeated at a Partner University according to the examination regulations of the University in charge of the first assessment. The Partner University will then supervise the examination on behalf of the University in charge of the assessment.

The ECTS system will be used for the transfer of the master students' evaluation between the Partner Universities. The examinations marks will be noted according to the system in place in each partner's institution. A translation into A-F marks, according to the European system of ECTS credits, will be afterwards performed by the examination committee which centralizes the marks, using the table below:

ECTS	Definition	SPAIN	ITALY	GREECE	PORTUGAL
A	Excellent	9,0 - 10,0	29 - 30 cum laude	8,5 - 10	17,5-20,0
B	Very Good	8,0 - 8,9	27 - 28,99	6,5- 8,49	15,5-17,4
C	Good	7,0 - 7,9	24 - 26,99	6 - 6,49	13,5-15,4
D	Satisfactory	6,0 - 6,9	19 - 23,99		11,5-13,4
E	Sufficient	5,0 - 5,9	18 - 19		9,5-11,4
F	Fail	0,0 - 4,9	0 - 17,99	<6	0,0-9,4

All grades will be transferred first to the Consortium Secretariat. Grades will be converted into the UAB Grading Scale; grade average will be calculated accordingly.

Master's Degree Dissertation

Students shall be required to submit an individual Master's Degree Dissertation of at least 15,000 words (excluding annexes), in accordance with the guidelines issued by the Programme Steering Committee.

The Master's Degree Dissertation shall be written and assessed in English.

Writing of the Master's Degree Dissertation shall be undertaken in the second semester of the Programme. Students shall submit for approval by the Examination and Dissertation Committee a title and a detailed research proposal by the deadline and in the format specified in the Student Handbook.

Students shall seek approval from the Examination and Dissertation Committee for any substantial modification in the title or content of the dissertation.

Dissertations shall include a declaration signed by the students that it is their own original work.

Before graduating students shall present a digital copy of the dissertation to the Examination and Dissertation Committee, which shall include a signed declaration of authenticity. The electronic version must conform to the standards set up by each of the Partner Institutions.

The Examination and Dissertation Committee will appoint one supervisor for each student. Students shall be required to have regular contact with their supervisor.

Supervisors shall submit to the Examination and Dissertation Committee progress reports for the Master's Degree Dissertation of each student under their supervision. Such reports may include a recommendation to either (a) extend the period of study in order to enable the student to complete the Master's Degree Dissertation; or (b) terminate studies prematurely if the supervisor deems this to be proper in the circumstances, provided that:

The extension of the study period referred to in (a) shall be in accordance with the provisions as outlined under course duration; and the Examination and Dissertation Committee may not terminate studies prematurely according to (b) until it has first given the student a chance to be heard.

The role of the supervisors shall cease when the Master's Degree Dissertation is submitted for examination but may be re-assumed, on the advice of the Examination and Dissertation Committee, in order to provide guidance to students whose dissertation is referred back for significant correction pending final acceptance.

Each Master's Degree Dissertation shall be examined by an Examination and Dissertation Committee, composed of at least two members, one of whom shall normally be a local examiner from one of the Partner Institutions. The supervisor cannot be one of the examiners. The Examination and Dissertation Committee may additionally include an external examiner appointed from an institution external to the Partner Institutions. The Master's Degree Dissertation defence will be a public event following the regulations of the university partners.

Students whose Master's Degree Dissertation is found unsatisfactory may be allowed by the Programme Steering Committee, on the recommendation of the Examination and Dissertation Committee, to re-submit it in a revised form, before the beginning of the new academic year.

The MorphoPHEN Examination and Dissertation Committee expects high ethical standards in the process of conducting research. This section is meant to reassure the Board that students are aware of the ethical issues underpinning their proposed study.

Students must make sure they are aware of the relevant research ethics/data protection issues and standards, including any forms that have to be completed and approved by the relevant boards, and the deadlines that need to be met. It is important to note that such clearance must be obtained before you start gathering data.

Universities may dismiss applications from candidates who have already begun their research. Guidelines regarding researchers' ethical conduct can be found at the [UAB website](#).

Registration and Academic Management:

Admitted students will register following Coordinating Institution's procedures.

According to a European regulation (European Convention on the Abolition of Legalisation of Documents executed by Diplomatic Agents or Consular Officers London 1968 <https://www.coe.int/en/web/conventions/full-list/conventions/rms/090000168007231504&CL>) legalised documents accepted by the UAB will be automatically recognised by consortium partners.

Simple copies of the CV, motivation letter and essay would be enough for application. Verified copies of legalised degree, academic transcript and ID card will be requested for enrolment.

All partners will receive verified copies of all documents from the coordinating institution.

Recognition issues: The European Credit Transfer System (ECTS) will be used for transfer of records between the universities. Partners agree to mutually recognise all modules successfully done in the whole master and to accept the examination results and the grades given. Dissertation work is supervised by one of the lecturers of MorphoPHEN, with the possibility of having two professors from different institutions.

The Programme Secretariat will redistribute the transcripts, certificates and diplomas to the respective partners provided they are needed for their records.

Award of the Degree

Students who obtain the 60 ECTS credits as provided by the Curriculum in Annex B shall be eligible for the award of the following joint degree issued by: European Master in Human Diseases Models Morphological Phenotyping (MorphoPHEN).

The joint Diploma Supplement (DS) will be issued together with the Diploma describing the overall organisation of the master programme.

Annex C

Financial Guidelines

The MorphoPHEN budget has been set up and calculated following **three main principles**:

1. Respecting all partner universities tuition fees policies, so that every university receive its institutional fee income according to the number of hosted students per semester.
2. Providing equitable financial treatment to all partners, according to their workload in the running of the joint master.
3. Minimising institutional costs as much as possible, except for the cost relative to the payment of the invited scholars (travelling and accommodation) due to the pivotal importance of guest lecturers to complete the expertise necessary to develop the master programme.

MorphoPHEN **Participation Costs** (Table 6 and 7) have been calculated taking into consideration:

- A scenario of 25 students per intake: 12 EU students (8 EM scholarships + 4 self paying), 13 Non-EU students (7 EM scholarships + 4 targeted regions + 2 self paying).
- Tuition fees per intake in awarding institutions for EU and non-EU students.
- Cost of the insurance according to the Erasmus Mundus Insurances Scheme.
- Diploma fee and language courses cost.

Table 6: Tuition fees calculation

UNIVERSITY	COURSE COSTS		MASTER'S DISSERTATION COSTS	
	ECTS	Cost (€)	ECTS	Cost (€)
UAB	10	EU Student	10	EU Student
		824,57		394,49
		Non-EU Student		Non-Eu Student
		1.138,47		941,16
UNINA	20	EU Student	10	EU Student
		1.400,00		700,00
		Non-EU Student		Non-Eu Student
		1.400,00		700,00
AUTH	20	EU Student	10	EU Student
		920,00		460,00
		Non-EU Student		Non-Eu Student
		920,00		460,00
FMV-ULisboa	0	EU Student	10	EU Student
		0,00		333,33
		Non-EU Student		Non-Eu Student
		0,00		833,33

Table 7: Participation Costs

PARTICIPATION COSTS	EU STUDENT / INTAKE	NON EU STUDENT / INTAKE
Tuition Fees	3.539,40	4.238,74
Medical Insurance	563,00	563,00
Diploma fee	218,15	218,15
Language courses	500,00	500,00
TOTAL INDIVIDUAL PARTICIPATION COSTS	4.820,55	5.519,89
TOTAL PARTICIPATION COSTS Scenario: 25 students (12 EU + 13 NON EU)	57.846,60	71.758,53

MorphoPHEN **Management Costs** consist of fixed cost for managing the programme (Table 8). Clarification of fixed cost components per intake:

- Programme Manager: due to the heavy workload involved with the coordination and management, a full-time project manager will be employed.
- Website, promotion, recruitment: this cost component covers creation and maintenance of a programme website, preparing promotional material, attending recruitment fairs.

- Management Board meetings: at least two are foreseen with participation of 2 representatives per university partner. One management board meeting will be organized back-to-back within the inception week, costs are included in that component.
- Inception week: will be attended by 1 representative per university partner.
- Guest lecturers: due to importance of invited scholars to complete the MorphoPHEN educational programme a total of 14 EU guest lecturers and 4 non-EU guest lecturers have been envisaged for each intake for an average 3 lecturing days.
- Administrative costs: although most administrative tasks are handled by the coordinating institution, a fair compensation for administrative support is agreed with the other partner universities.
- MorphoPHEN will offer two consortium scholarships for Non-EU students per intake.

Table 8: Management Costs

EXPENSES/INTAKE	
Project Manager	35.000,00
Webpage + Promotional material	6.000,00
Management Board meetings	5.670,00
Inception week	6.960,00
EU Guest Lectures	8.440,00
Non-EU Guest Lectures	5.265,00
Administration Costs Partners	2.500,00
Theses evaluation committees	4.000,00
External Evaluation	4.000,00
Lectures Recording	3.000,00
Consortium scholarships	11.418,00
TOTAL MANAGEMENT EXPENSES	92.253,00

The **financial administration** will be managed by the coordinating partner in the following manner: (a) consistent with decisions made by the Management Board; (b) according to regulations set by UAB as a public institution and (c) following financial regulations as stipulated by EACEA, the funding agency.

Financial transactions are clearly earmarked and registered. Proof is collected for all transactions and is made available for audits and control mechanisms. UAB will be responsible for an open accounting system to the consortium, allowing full transparency of money flows and internal and external control. The financial management is handled according to the following principles:

1. The grant from EACEA and participation costs from non-EMJM scholarship students will be paid into a separate sub-account at UAB, reserved for MorphoPHEN. UAB does not charge any overhead on grants and participation costs.
2. From the dedicated MorphoPHEN account, contributions to travel and accommodation costs and 24 monthly contributions to subsistence costs will be transferred to the EMJM scholarship students to a personal account of the student in a European country (no bank charges to the consortium).
3. Central MorphoPHEN organization and coordination costs, in particular project manager costs and operational expenses, such as costs for invited scholars, are reserved first at UAB from the annual income on this sub-account. Additionally, an annual insurance cost per student is reserved at UAB.
4. The Programme Secretariat will transfer institutional tuition fees to the partners according to the number of students and number of credits enrolled for at the partner institutes.

5. The Programme Secretariat will centrally manage invited scholars' costs directly with the scholars
6. Possible deficits in one year will be balanced by surpluses in another year.

Annex D

EACEA Requirements for the medical insurance

Minimum requirements for the health and accident insurance coverage provided under Erasmus Mundus Joint Masters.

The purpose of this document is to set the minimum required level of the obligatory insurance coverage for eligible candidates who have received a European Union grant to study in an Erasmus Mundus Joint Master (EMJM). Note that these requirements are the same as those required of Erasmus Mundus Masters Courses under the Erasmus Mundus Programme 2009-2013.

In the context of this document candidates to receive the obligatory insurance coverage by the consortium/partnership are:

- student scholarship holders,

Candidates for whom insurance coverage provided by the consortium/partnership is NOT obligatory are:

- EMJM scholar scholarship holders

Results to be obtained:

- The insurer must provide high-quality¹ insurance services to cover programme participants in relation to certain risks such as illness, accident, death, permanent disability, third-party liability etc.
- The cover must automatically be provided by the consortium/partnership's chosen insurer to all participants who have been awarded a grant for an EMJM in a programme or a partner country.
- The participant in the EMJM must be insured during their stay in programme countries, as well as during their stay in full or associated partner institutions in partner countries.
- The cover must include all worldwide travel required for the participation in the EMJM. Reasons for travel may be: departure to the destination where the action will take place, travel between the participating higher education institutions, return trip home following completion of the action or during the academic breaks within the specific eligibility period of the action, preparatory meetings, mid-term evaluation meetings, final evaluation meeting, courses, conferences, seminars, research, cultural and intercultural sessions.

In the event of a return trip home during the period covered by their EMJM scholarship; the participant shall also receive cover for medical costs and urgent dental care. This coverage must be guaranteed for periods up to 4 weeks. Cover must take effect by the time the grant holder starts their journey to participate in the Programme (maximum two months prior to the start of the specific actions eligibility period for which the grantee is enrolled) and must be valid until two months after the end² of the same action, unless there is a prior end to the EMJM grantee status³.

The insurance contract must cover all the risks set out in points A to G below.

A) Conditions that must apply

- Non-deductible
- Non-permanent and non-chronic mental disorders will not be accepted as exclusions

- B) **Sickness/pregnancy and childbirth/accident** This must cover out-patient and hospital expenses as a result of sickness, pregnancy, childbirth or accidents arising during the period of cover. It must make provision for direct payment of all hospitalization costs.

100% cover must be provided in respect of:

- doctors' fees
- medicines, examinations and analyses prescribed by a physician
- urgent dental care following an accident
- all hospital expenses and surgical fees (including advances on hospital expenses)
- repatriation in the event of serious illness or accident Cover must be total in respect of these services. Pregnancies at stage less than 6 months, at the moment of departure from the home country to participate in the action, shall not be excluded from cover.

- C) **Death** Cover must be provided around the clock and must include death during the period of cover following accident, whether or not it is attributable to the trans-national EMJM activity Cover in the event of death must include, in all cases, even suicide:

- Transport of the mortal remains to the place chosen by the deceased's family
- Funeral and laying-out costs
- The cost of the coffin

"The end" is understood as the last official activity in the context of the action; this is usually the graduation ceremony

Change in status is considered to be taking up an activity other than that for which the grant has been awarded.

For urgent dental care without accident the amount covered must be up to a minimum of 250 EUR per year

- D) **Permanent invalidity** Eligible candidates must have round-the-clock cover against partial or full disability of a permanent nature resulting from an accident. The cover must not be restricted to a disability directly attributable to the performance of the trans-national EMJM activity.

- E) **Third-party liability** Eligible candidates must have round-the-clock cover against financial consequences of third-party liability, by virtue of the legislation or case-law of the host country, occasioned by physical or material damage to third parties. In all cases, this cover must extend to the eligible candidates' host higher education institutions where the eligible candidate's action may devolve third-party liability to them.

- F) **Theft and loss of documents** Eligible candidates must be insured against the risk of theft and loss of the following documents: identification documents (e.g., identity card, passport, etc.) and travel tickets.

- G) **Supplementary assistance services** Supplementary assistance services may be offered separately, provided that they comply with the minimum conditions set out in the specifications.

Examples of such services are: travel expenses for family members in the event of the eligible candidates' death, serious illness or serious accident; early return in the event of a serious illness or accident affecting a close family member, etc. Each consortium shall be responsible for the respect of any local legislation as far as insurance is concerned, such as - for example - the compulsory affiliation to a mutual insurance company.