



MESPOM
Masters in
Environmental
Sciences, Policy
and Management

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

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Master of Science in Environmental Sciences, Policy and Management MESPOM

An Erasmus Mundus Masters course

Student Handbook

2015-2017 and 2016-2018

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Abbreviations

AB	(MESPOM) Academic Board
CEU	Central European University
EACEA	Education, Audio-visual and Culture Executive Agency
EC	European Commission
ECTS	European Credit Transfer System
EM	Erasmus Mundus
EMMC	Erasmus Mundus Masters Course
IIIEE	International Institute for Industrial Environmental Economics (at LU)
LU	Lund University
MESPOM	Masters in Environmental Sciences, Policy and Management
MIIS	Middlebury Institute of International Studies at Monterey
SEAES	School of Earth and Environmental Sciences
UAegean	University of the Aegean
UoM	University of Manchester
UoS	University of Saskatchewan

1 General information

1.1 What is MESPOM?

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

- The University of the Aegean (UAegean, Greece),
- Central European University (CEU, Hungary),
- Lund University (LU, Sweden),
- The University of Manchester (UoM, UK)
- [Middlebury Institute of International Studies at Monterey](#) (MIIS, US)
- The University of Saskatchewan (UoS, Canada).

These six institutions are called the **MESPOM Consortium Partners**. CEU, LU, the UAegean and the UoM are called **European MESPOM Consortium Partners**.

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

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

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

1.2 Finding your way in MESPOM

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

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

Table 1. Who is who in MESPOM

Name, contact information	Position	Role in MESPOM
Aleh Cherp (aleh.cherp@mespom.eu)	Professor, Environmental Sciences and Policy (CEU)	MESPOM Coordinator. Contact regarding all joint and cooperative issues (mobility, tuition, scholarships, joint degrees and examination, liaison with the EC etc.)
Gyorgyi Puruczky (gyorgyi@mespom.eu)	PhD and MESPOM administrator, CEU	Contact regarding all intra-Consortium issues (mobility, scholarships, etc.), thesis electronic submission
TBD	TBD	External Examiner. Issues of academic quality assurance
The University of the Aegean		
Petros Gaganis (gaganis@aegean.gr)	Professor	UAegean Academic Contact.
Michael Bakas (mbakas@env.aegean.gr)	Postgraduate administrator	Uegean Administrative Contact.
Central European University		
Ruben Mnatsakanian (mnatsaka@ceu.edu)	Head of Department	CEU Academic Contact (course director)
Irina Herczeg (herczegi@ceu.edu)	Admin. assistant	CEU Admin. Contact (scheduling and course support)
Krisztina Szabados (Szabados@ceu.edu)	Dept. coordinator	CEU Administrative Contact (scholarships and academic records)
IIIEE at Lund University		
Beatrice Kogg (beatrice.kogg@iiiee.lu.se)	Director of Educational Programmes	LU Academic Contact
Naoko Tojo (naoko.tojo@iiiee.lu.se)	Associate Professor	LU Academic Contact, MESPOM teaching coordinator
Isabelle Frej (isabelle.frej@iiiee.lu.se)	Student Coordinator	Registration and student affairs in Lund.
The University of Manchester		
Stephen Boulton (Stephen.boulton@manchester.ac.uk)	Lecturer	UoM Academic Contact
Michael Atherton (Michael.atherton@manchester.ac.uk)	Admissions manager	Contact for students not yet in Manchester
Carol Jeffery (Carol.A.Jeffery@manchester.ac.uk)	Administrator	Contact for students in Manchester
<u>Middlebury Institute of International Studies at Monterey (MIIS)</u>		

Name, contact information	Position	Role in MESPOM
Lyuba Zarsky (lzarsky@miis.edu)	Professor	MIIS Academic Contact
The University of Saskatchewan (UoS)		
Markus Hecker markus.hecker@usask.ca	Professor	UoS Academic Contact
Irene Schwalm irene.schwalm@usask.ca	Graduate Secretary	UoS Administrative Contact

2 Governance and Academic Management of MESPOM

2.1 Academic Board

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

2.2 Examination Board

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

2.3 Student Representation

Each cohort of MESPOM students appoints at least 2 student representatives. The representatives may be different for the 1st and 2nd years of study. The MESPOM student representatives regularly contact MESPOM faculty and administrators, including through participation in the Faculty and Academic Board meetings, to share and discuss issues of concern to MESPOM students.

Student representatives do not participate in the Examination Board meetings.

3 MESPOM Information and Communication Tools

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

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

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

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

The first year of MESPOM studies is supported by an e-learning platform at CEU (<http://ceulearning.ceu.hu/course/index.php?categoryid=221>) where all students have access to course information (including the latest schedule), materials and other learning tools. The CEU/MESPOM e-learning platform also has an electronic copy of the most recent MESPOM syllabi.

Useful email addresses within the MESPOM domain include:

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

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

4 MESPOM Study programme

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

The first two semesters, taught at CEU in Budapest with contribution from Lund University and the University of Manchester, include mandatory and elective units on various aspects of environmental challenges and society-environment interaction. The last 6 weeks of the first year (the Ecosystems Management course) are taught by the University of the Aegean at their campus on the island of Lesbos.

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

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

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

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

5 MESPOM Registration and Degree

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

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

MESPOM is a fully accredited program in Hungary since 2011. Students are granted a full-fledged Hungarian diploma since 2014.

Each successful graduate thus receives the following award documents:

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

In order to qualify for the MESPOM degree, a student should successfully complete all semesters of the course on the chosen mobility track. Relevant compensation and re-sit rules¹ - as defined by host institutions – apply within each semester. The following table shows 'exit tracks' if a student fails one or more of the semesters.

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

Semester 1 (CEU)	Semester 2 (CEU)	Semester 3	Semester 4 (thesis)	Result
Fail	Not allowed	Not allowed	Not allowed	None
Pass	Fail	Not allowed	Not allowed	Certificate of completion (CEU)
Pass	Pass	Fail	Fail	Certificate of completion (CEU)
Pass	Pass	Fail	Pass	CEU MSc Degree
Pass	Pass	Pass	Fail	Certificate of completion (MESPOM, CEU) An option of postgraduate certificate (if in Manchester)

6 MESPOM Policies and Procedures

6.1 General provisions

Unless specifically regulated by the MESPOM-wide policies and procedures contained in this Handbook, the rules of the host institution (i.e. the institution where a student is hosted at a given moment) always apply. As these vary from one place to another, MESPOM students are advised to carefully study applicable policies and procedures every time they change a host institution. Student Handbooks of the four European consortium partners are available at the [Students Space](#) and the relevant documents of North American partners will be posted there.

The academic matters which are regulated by MESPOM Consortium as a whole are (a) the common grading scale which is necessary to translate grades received in one institution to another; (b) progression from one semester to another when it is associated with mobility between Consortium partners; and (c) joint examination of the thesis and the award of MESPOM degree.

6.2 ECTS and grading scale

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

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

Table 2. Inter-institutional grading scale

CEU			Aegean	Manchester	Lund	ECTS	
Mark	GPA	Range				Band	%*
A	4.00	90-100%	85-100%	70-100%	5	A	10
A-	3.67	80-89%	75-84%	65-69%		4	B
B+	3.33	70-79%	65-74%	60-64%	3		C
B	3.00	60-69%	55-64%	55-59%		D	25
B-	2.67	55-59%	50-54%	50-54%		E	10
C+	2.33	50-54%					
F	0.00	40-49%	40-49%	40-49%	2	FX	-
	0.00	< 40%	30-39%	< 40%	1	F	-

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

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

6.3 Selection of mobility tracks (Semester 3)

During the 3rd semester each MESPOM student is hosted either at Lund University or at the University of Manchester. Each MESPOM student should submit an application to the track of their choice to the MESPOM Coordinator by the end of February of their first year of studies. The application should contain a short (0.5-1 page) summary of the academic and professional reasons they are applying for a particular track and be accompanied by a one-page summary of the student's educational and professional background. The MESPOM Academic Board will make individual decisions regarding the track of each particular student based on student's interests, capabilities and academic performance as well as upon the financial and other capacity of the MESPOM Consortium. The decisions will be communicated to students by the end of March. In order to start their 2nd year studies the students should fully complete the first year's course work with satisfactory grades.

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

6.4.1 General

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

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

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

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

MESPOM students who conduct their studies in NA partners are also required to have a thesis advisor from one of the MESPOM degree-awarding institutions (European partners).

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

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

6.4.2 Thesis preparation timeline

The timeline may be adjusted for theses written at the MESPOM NA partners: MIIS and the UoS).

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

- A. **(by early October)** MESPOM Academic Board sets the exact thesis timeline including the deadline for thesis submission and examination;
- B. **(by late-October)** the MESPOM Coordinator informs students about thesis writing options (topics and supervisors) available in all host institutions.
- C. **(by early December)** students identify their potential supervisors and advisors, hold preliminary consultations with them and prepare short proposals with the following information:
 - Proposed thesis title;
 - Proposed Host Institution;
 - Proposed supervisor (secondary supervisor, advisor(s) if relevant);
 - Background information and justification (2 pages maximum) explaining the relevance and key details of the proposed research.

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

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

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

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

6.4.3 Thesis format

The common elements in MESPOM thesis include the following:

- The thesis should be written and typeset in English except bibliographic references which may be given in the original language;
- Thesis submission should follow the procedure of the host institution. Two electronic versions (in MS Word and pdf format) should be e-mailed to thesis@mespom.eu.
- the 2nd page following the title page should include the MESPOM and specify that

“this thesis is submitted in fulfillment of the Master of Science degree awarded as a result of successful completion of the Erasmus Mundus Masters course in Environmental Sciences, Policy and Management (MESPOM) jointly operated by the University of the Aegean, Central European University, Lund University and the University of Manchester”.

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

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

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

6.4.4 Examination of theses

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

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

- 1. **Problem definition.** The thesis clearly defines a problem that it intends to contribute to solving.
- 2. **Aims and objectives.** The thesis contains a clear definition of its aim and objectives.
- 3. **State of the art (literature review).** The thesis contains a comprehensive description of the current state of the art with respect to the problem it seeks to solve (typically in the form of a literature review).

- 4. **Theoretical framework/hypotheses/guiding assumptions.** The thesis is based on sound and clearly outlined theoretical premises including where appropriate scientific theories or other well justified theories, hypotheses and assumptions.
- 5. **Methods/approach.** The thesis includes an explanation, a justification and an application of the method/approach used for achieving its aim.
- 6. **Data gathering and presentation.** The thesis demonstrates proper data gathering and presentation
- 7. **Discussion.** The thesis contains interpretation of the collected data
- 8. **Conclusions and recommendations for future work.** The thesis explains how it has achieved its aim and objectives and what are the broader practical or academic implications of the work done
- 9. **Presentation and organization.** The thesis is presented and organized in a professional manner.
- 10. **Originality.** The thesis demonstrates originality in relation to previous published work.

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

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

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

6.4.4.1 Thesis presentations and peer reviews

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

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

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

6.4.4.2 Late submissions and re-submissions

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

MESPOM-wide rule on late submission:

Up to 5 penalty percentage points will be deducted from thesis grade per each day of late submission for up to maximum 4 days. Beyond a 4 day delay the thesis will be awarded a fail (F). Theses failed on the account of late submission or as a result of examination can be re-submitted by the deadline specified by the Examination Board. Examination of such theses would normally not be possible before the following academic year.

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

6.4.5 Electronic submission of theses

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

6.5 MESPOM Examination Board meeting

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

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

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

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

6.6 Appeal Procedures

Appeals against assessment results are made in accordance with relevant procedures of the host institutions. In case an appeal relates to the award of the final MESPOM degree or to the manner

in which assessment results have been translated between the institutions, the appeals are directed to the MESPOM Examination Board through the MESPOM Co-ordinator.

7 Tuition fees and financial aid

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

All matters related to the MESPOM Tuition Fee should be addressed to the MESPOM Coordinator.

MESPOM Calendar 2016-2017 (classes '17 and '18)

2016	
Sep 1	Class '17. Semester 3a (on-site classes) starts at IIIIEE, Lund University;
Sep 19	Class '18. Semester 1 (Fall) starts at CEU;
Sep 19	Class '17. Teaching of Semester 3b starts at Manchester University.
Oct	Class '17 Start of ARPEA (LU) and Tutorial Unit (Manchester)
Oct 17	Class '17. Proposed thesis topics circulated to students.
	MESPOM and CEU Examination Board
Dec 1	Class '17. Deadline for short thesis and Semester 4 mobility proposals.
Dec 9	Class '16. MESPOM AB decides on Semester 4 mobility tracks (on-line).
Dec 16	Class '18. End of Semester 1 (Fall) at CEU
Dec 16	Class '17 Teaching of Semester 3b ends at Manchester University
Dec 16	Class '17. Semester 3a (on-site classes) ends at IIIIEE, Lund University;
2017	
Jan 9	Class '18. Semester 2a (winter) starts at CEU
Feb 1	Deadline for MESPOM applications 2017-2019 (seeking financial aid)
Feb 1	Class'17. Semester 4 (thesis writing) starts Lund, Manchester, UAegean, CEU, Saskatchewan, MIIS
Feb 28	Class '18. Deadline for Semester 3 mobility track proposals
Mar 9	Class '18. Main decisions on the mobility track Semester 3
Apr 10	Class '18. Semester 2b (Spring) starts at CEU
May 22	Class '18. Start of the UoA module at Lesvos (departure to Mytilene 1-2 days ahead)
June 1	Deadline for MESPOM applications 2017-2019 not seeking financial aid
June 5th	Class '17. Thesis submission deadline (12 pm (noon) CET)
June 19-21	Class '17. Theses defense, Examination Board meeting, Graduation (CEU, Budapest)
Jun 23	CEU Official Graduation Ceremony
June 30	Class '18. End of the UoA module at Lesvos

Own notes

Annex. Examination Board procedures

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

Membership

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

Conduct of meetings

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

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

- 7 Meetings should always include general discussion with the External Examiners of their reflections on that year's examination process, on the standards set in the examination and achieved by the students, and on the degree programme itself. These discussions may serve to summarize less formal conversations from the whole period of contact with the External Examiners and must be recorded in the minutes of the Examination Board. Members of the Board may wish to clarify what the External Examiners mean by their comments, and should indicate where action has already been taken or will be taken in response to those comments.
- 8 The minutes of the meeting should be written up promptly, normally within one working week, and circulated for approval by all members present, including the External Examiners. Once the minutes have been duly approved, the Universities will regard them as part of the process by which the External Examiners report. The External Examiners are also asked to complete a report form, but need not repeat there anything that they believe is adequately covered in the minutes. They may of course amplify or modify their comments if they so choose. Capturing the dialogue between the Consortium and the External Examiners in the minutes allows the Consortium to reflect and respond sooner than waiting for the formal report. It can also save the External Examiners some effort, which it is hoped they will regard as making more appropriate use of their time.
- 9 Boards should compile and promulgate their own clear working procedures.