

GLODEP Consortium Agreement
Erasmus Mundus Joint Master Degree
Global Development Policy

Univerzita Palackého v Olomouci (Palacký University Olomouc)

established in Křížkovského 8, 771 47 Olomouc, Czech Republic,

represented by Prof. Jaroslav Miller, the rector,

Coordinating Institution of the Consortium, of the one part,

Université Clermont Auvergne (University of Clermont Auvergne)

established in 49 bd François Mitterrand, CS 60032, 63001 Clermont-Ferrand cedex 1, France,

registered under the Siret 130 028 061 00013 and APE 8542Z

represented by [REDACTED]

Università degli Studi di Pavia (University of Pavia)

established in Corso Strada Nuova 65, 27100 Pavia, Italy,

represented by Prof. Francesco Svelto, the rector,

recognized **Partner Institutions** of the Consortium, of the other part,

i.e. three **Consortium Institutions**, have concluded the following Agreement.

Article 1 – Aim and Scope of the Agreement

The aim of this agreement is to specify the terms under which students in the ERASMUS MUNDUS Joint Master Degree *Global Development Policy - GLODEP* (accredited as Master program in Development Studies and Foresight – specialization in Global Development Policy at Palacky University Olomouc; accredited as Master program in Economics of Development – specialization Development Economics at University of Clermont Auvergne; accredited as Laurea Magistrale in Economics, Finance and International Integration, LM-56 – Scienze dell’economia at University of Pavia, hereafter referred to as “the Program”) may be granted by the Consortium Institutions, upon successful fulfilment of all requirements, the academic joint master degree in respective field(s) of study (see Article 13).

Article 2 – Roles and Duties

The Coordinating Institution coordinates the Consortium and acts on behalf of all Consortium Institutions in matters concerning the Program. The Coordinating Institution is responsible for the program management, including financial management. All Consortium Institutions cooperate on the management and operation of the Program. This includes regular consultations between the four Directors (see Article 3) and daily operation of the Program including, *inter alia*, the admission process, teaching, quality assurance, student support, internship/research stay organization, communication with associated partners, PR activities and fundraising, thesis supervisions and reviews, and final exam including the thesis defence.

Article 3 – Board of Directors

Board of Directors consists of four members – the Consortium Director and three Local Directors, i.e. directors at the three Consortium Institutions. The Consortium Director is nominated by the Coordinating Institution; the Local Directors are nominated by the respective Consortium Institutions (current members are listed in Annex 1; their nomination can be changed by the respective institutions). The Board of Directors determines the main direction of the Program operation and development. The members of the Board of Directors gather at regular meetings (at least once for each intake) and, according to need, at online conferences. The decisions are taken by majority.

- *Consortium Director* manages issues related to the whole Consortium and represents the Consortium towards third parties. The Consortium Director or the rector of Palacký University Olomouc are authorized to act on behalf of the Consortium in matters related to the Program.
- *Local Directors* are in charge of the relevant part of the Program on behalf of the respective Consortium Institutions. At the Coordinating Institution, the Local Director manages the relevant part of the Program in cooperation with the Consortium Director.

The Consortium Director and the Local Directors act within the scope of this Agreement and within the limits given by the Board of Directors.

Article 4 – Other bodies

- *External Advisory Board* is composed of independent persons not directly related to any of the Consortium Institutions. The External Advisory Board members are appointed by the Board of Directors. The members provide external advice to the Board of Directors in the form of a review of the program in order to enhance its quality. When reviewing the Program, the members act individually, on their own behalf – the reviews reflect their own views, not those of their employers or other entities. The questions to be answered by the external advisors will be developed jointly by the members of the Consortium.
- *Admission Committee* is appointed by the Board of Directors from academic staff of all Consortium Institutions. Admission Committee guarantees the admission process.
- *Final Exam Committee* is composed of at least five members, with at least two academic members from the Coordinating Institution and at least one academic member from any of the two Partner Institutions. The Final Exam Committee members are appointed by the Dean of the Faculty of Science of Palacký University Olomouc upon the proposal of the Board of Directors. For the re-sitting of the exams the members from Partner Institutions may be present online. The committee ensures the proper process of the Final Exam including the thesis defence.

Article 5 – Academic Program

The Program provides students with knowledge and skills to analyse development issues and to design and promote development policies at national, regional, and international levels. The Program has duration of two academic years (22 months) and consists of a mandatory mobility amongst the Consortium Institutions. The students spend the first semester (September–January) at Palacký University Olomouc, the second semester (February–June) at the University of Clermont Auvergne, and the third semester (September–January) at the University of Pavia. The fourth semester (February–May) is reserved for a research stay or internship. The student is obliged to obtain minimum 120 ECTS during the four semesters of the Program and at the same time to pass successfully all the obligatory courses that are part of the study curricula of the program at each Consortium Institution. The Program is concluded with the Final Exam in June. The Program structure is described in Annex 2 to this Agreement and can be revised during the operation of the Program respecting the national accreditation requirements.

Article 6 – Participation Costs, and Tuition Fees

The participation costs are set at 7500 EUR per year for Partner Country students and 4500 EUR per year for Programme Country students. The participation costs include tuition fees, insurance costs, and other mandatory costs directly related to the Program (e.g. university registration fees, student card, diploma issuance and delivery, language and intercultural courses, other administrative costs). For EMJMD Scholarship holders, the participation costs are covered by the EU grant.

Tuition fees are 4200 EUR per year for 2020–2022 intake and may be changed for the next intakes. Tuition fees for EMJMD Scholarship holders are covered by participation costs.

Article 7 – Budget

Regular intake: Budget for an intake includes EU grant resources (management costs and participation costs based on the actual number of EMJMD Scholarship students) and self-funded students' tuition fees. After the start of each intake and based on the proposal of the Consortium Director, the Board of Directors approves the proposed budget for the intake including allocation of funds among Consortium Institutions. The approved proposed budget for the first intake (2020–2022) is summarized in Annex 3. If the Board of Directors does not agree on different rules for allocation of management and participation costs, the rules effective for the first intake will be effective also for the next three intakes.

Reimbursement: If the total grant is reduced due to penalties for undue or wrongly calculated scholarship amounts or for poor, partial or late implementation of the Program, at the end of the project, the three Consortium Institutions are equally responsible for sharing the costs of reimbursement to the Education, Audiovisual and Culture Executive Agency (hereafter referred to as “the EACEA”).

Financial management: Each Consortium Institution is responsible for proper management of the allocated funds for Program operation and in line with their national legislation and EU rules.

Visiting scholars: Visiting scholars required by EU rules are covered from management costs from the budget allocation of a given Consortium Institution. Additional visiting scholars may be covered from participation costs of a given Consortium Institution.

Article 8 – Payments

Regular intake: The payments of the allocated funds to the Partners Institutions will be implemented by the Coordinating Institution according to the following time schedule:

- In November of the first academic year of the intake, the Coordinating Institution transfers 80% of the allocation (based on the approved proposed budget for the intake and the number of enrolled students at the Coordinating Institution) to the Partner Institutions. If the payments from the EACEA and from self-funded students to the Coordinating Institution do not allow for such payments to the Partner Institutions (given the reserve for payments of EMJMD Scholarships, management cost and 80% allocation to the Coordinating Institution), the percentage of the allocation will be reduced.
- In October after the end of each intake, the Coordinating Institution prepares the final account of the budget for the completed intake, based on the number of students taught at each Consortium Institution, the number of these supervised at each Consortium Institution, the cost of insurance, and management costs. The Coordinating Institution transfers the remaining funds (i.e. the difference between the total allocation based on the final budget account and the first payment) within three weeks after the final account is approved by the Board of Directors. The costs incurred after August of the second academic year of the intake that are related to that intake will be charged to the following intake.

Payments to the University of Clermont Auvergne will be made to the following bank account:

- Account holder: [REDACTED]
- Bank address: [REDACTED]
- Bank account: [REDACTED]

Payments to the University of Pavia will be made to the following bank account:

- Account holder: [REDACTED]
- Bank address: [REDACTED]
- Bank account: [REDACTED]

Article 9 – Promotion

The Coordinating Institution has a coordination role in marketing. The Partner Institutions support marketing activities, especially within their respective countries and elsewhere.

The Program website www.glodep.eu contains information related to the Program, mainly the description of the Program and of the admission process, including information about the EMJMD Scholarships. The website is managed by the Coordinating Institution. The website contains a portal with course materials; the courses are administered by the respective Consortium Institutions.

Article 10 – Scholarship Management

The Coordinating Institution administers the payment of financial contributions to EMJMD Scholarship holders according to EMJMD guidelines; i.e. one-time payment of installation costs, annual payments of travel costs and monthly payments of subsistence costs. The payments will be administered by the Coordinating Institution based on the approval of the Consortium Director. The financial contributions will be paid to a bank account established in the Czech Republic.

Article 11 – Admission Process

Admission process is administered by the Coordinating Institution with the support of the Partner Institutions. Applications to the Program are submitted via the online platform before the application deadline. After the eligibility check of all applications, the admission process is administered in the following way: The Admission Committee makes a ranking of the eligible applicants based on academic merits and motivation. In the second round, the best-ranked applicants are invited for online interview with academic staff of at least two Consortium Institutions.

The final ranking of applicants will be used for the decision on applicants' admission to the Program and for the awarding of the EMJMD Scholarships. The EMJMD Scholarships will be offered to the highest-ranked applicants, respecting the EMJMD guidelines. If an applicant selected for the EMJMD Scholarship effectively withdraws from the Program before the Program has started, the Consortium considers reallocating the Scholarship offer to another applicant, respecting the EMJMD guidelines. Applicants who are not offered the EMJMD Scholarship, but are ranked above the last recommended applicant to the Program with the EMJMD Scholarship, are offered to study the Program on a self-funded basis.

The decision on the admission of the applicants to the Program is taken by the Dean of the Faculty of Science of Palacký University Olomouc based on the proposal of the Admission Committee. The recommendation for awarding the EMJMD Scholarship is issued by the Consortium Director based on the proposal of the Board of Directors and after the approval by the EACEA.

Article 12 – Student Performance Monitoring and Evaluation

The course examination follows the conditions of each Consortium Institution where the course is carried out. Each Consortium Institution awards marks based on its own grading system. A course is considered as “passed,” i.e. the ECTS credits are acquired, if a converted grade is “E” or higher. At the University of Clermont Auvergne re-sits are proposed to students whose general average for the semester is below 10. In this situation a course (“module”) can be passed by compensation which is then converted to a grade “E”.

The Final Exam takes place at Palacký University Olomouc at the end of the 4th semester. It is composed of an oral examination and public defence of the thesis. The examination and the thesis defence are evaluated by the Final Exam Committee. The successful completion of the degree requires the Student to obtain minimum 120 credits from the Program courses and at the same time to pass successfully all the obligatory courses that are part of the study curricula of the program at each Consortium Institution; and to pass the Final Exam including a successful defense of the thesis.. Distinctions are awarded based on Palacký University Olomouc rules.

Decisions on the rights and obligations of students are administered by the Coordinating Institution with the support of the Partner Institutions.

Article 13 – Diploma

The students are awarded a joint Master Diploma by all three Consortium Institutions:

- Magistr (Mgr.) v magisterském studijním programu Development Studies and Foresight – specialization in Global Development Policy [*Master in master program Development Studies and Foresight – specialization in Global Development Policy*] from Palacký University Olomouc
- Master mention Economie du Développement, parcours Development Economics [*Master program in Economics of Development, specialization Development Economics*] from University of Clermont Auvergne
- Laurea Magistrale in Economia, Finanza e Integrazione Internazionale [*Economics, Finance and International Integration, LM-56*] – Scienze dell'economia from University of Pavia

Students also receive Diploma Supplement (issued by Palacký University Olomouc) that contains marks from all semesters converted to a common grading system (see Annex 4). The Partner Institutions provide students with their own Transcript of Records according to their grading systems.

Article 14 – Thesis

A thesis can only be supervised by academic staff from one of the Consortium Institutions; student may consult the thesis with other specialists. The thesis has to be written in English and has to comply with the requirements of the Program and with the rules of the Consortium Institutions. The Coordinating Institution is obliged to archive electronic and hard copies of all theses.

The thesis is assessed by two reviewers. First reviewer is the thesis supervisor; second reviewer will be appointed by the Consortium Director upon the proposal of the respective Local Director. Each reviewer will provide a written review. The reviews are sent to the Coordinating Institution at least two weeks before the defence of the thesis.

Article 15 – Internship and Research Stay

The 4th semester is dedicated to a research or an internship followed by writing of thesis. The internship and research stay will be carried out in any place of the world except for those (country or region) that are forbidden or strongly not recommended by the ministry of foreign affairs of the Partner University leading the student's thesis. The internship/research stay institution and the content of the internship/research stay must be approved by the thesis supervisor and by the Local Director with respect of the rules of the respective Consortium Institution. The Partner Institutions forward the Internship/Research Stay Agreements for each of their supervised students – signed by the student, the representative of the hosting institution, and the Local Director – to the Consortium Director in February of the second academic year.

Article 16 – Services for Students

All Consortium Institutions shall provide services to the students such as career days, housing, advice on banking account, and visas. EMJMD Scholarship holders are covered by insurance administered by the Coordinating Institution. A student card/certificate shall be issued to all students at each Consortium Institution.

Before and during the study, the Consortium Institutions ensure that students can consult relevant persons for administrative and study issues. In each Consortium Institution students are provided with access to the library and computer facilities. Students can seek advice from Local Directors and other relevant staff at all Consortium Institutions. Each Consortium Institution provides the students with respective national language courses free of charge.

Article 17 – Graduation Ceremony

The Graduation ceremony takes place at the Coordinating Institution after the successful completion of the Final Exam and thesis defence. Students will receive a certificate confirming the completion of their studies at the ceremony. The Diploma(s) and the Diploma Supplement will be sent to the students within six months after graduation by post.

Article 18 – Personal Data Protection

The Consortium Institutions agree to cooperate, as far as practicable, to ensure personal data protection of applicants for study in the Program. For the purposes of personal data protection, Palacký University Olomouc is the controller and University of Clermont Auvergne (Université Clermont Auvergne) together with the University of Pavia (Università degli Studi di Pavia) are the processors of personal data of the applicants for study in the Program. The rights and obligations of the parties in relation to personal data protection as well as other related issues are defined in a contractual clause which constitutes Annex 5 hereto.

Article 19 – Disputes

The parties agree to make every effort to resolve disputes arising from the implementation of this Agreement. If an amicable solution to the issues that may arise is not possible, the issue will be decided by Czech courts, in accordance with Czech law.

The parties agree to maintain the Program in conformity with the regulations of all Consortium Institutions. If such a solution is not possible, Palacký University Olomouc regulations and Czech legal requirements take precedence.

Article 20 – Terms of the Agreement


This Agreement is governed by the laws of the Czech Republic. It shall come into effect on the day of the signature of the last of the authorized representatives of the three Consortium Institutions and is valid until the approval of the final report by the EACEA after the end of the Project which is on 31 August 2025. Amendments that substantially change the content of the Agreement shall be made in writing and signed by the authorized representatives of the three Consortium Institutions. Minor changes in the Program operation may be approved by the Board of Directors.


The parties take note that this Agreement including all its annexes is subject to mandatory publication according to the Czech Republic's Act no. 340/2015 Coll., on Special Conditions for the Effectiveness of Certain Contracts, the Disclosure of These Contracts and the Register of Contracts (Act on the Register of Contracts). The parties agree that this Agreement, with the exception of Annex 3, may be made available to the public on the Program website.

* * *

This Agreement has been signed in four originals in English language, of which each of the Partner Institutions takes one copy and the Coordinating Institution takes two copies.

Dates, stamps and signatures of legal representatives:

 *Prof. Jaroslav Milker*
Palacký U


University of Clermont Auvergne

Prof. Francesco Svelto
University of Pavia


17. 03. 2021

Jan. 20, 2021

Annex 1: Board of Directors

As of the date of effectiveness of this agreement the Board of Directors consists of the following members:

Consortium Director

- [REDACTED]

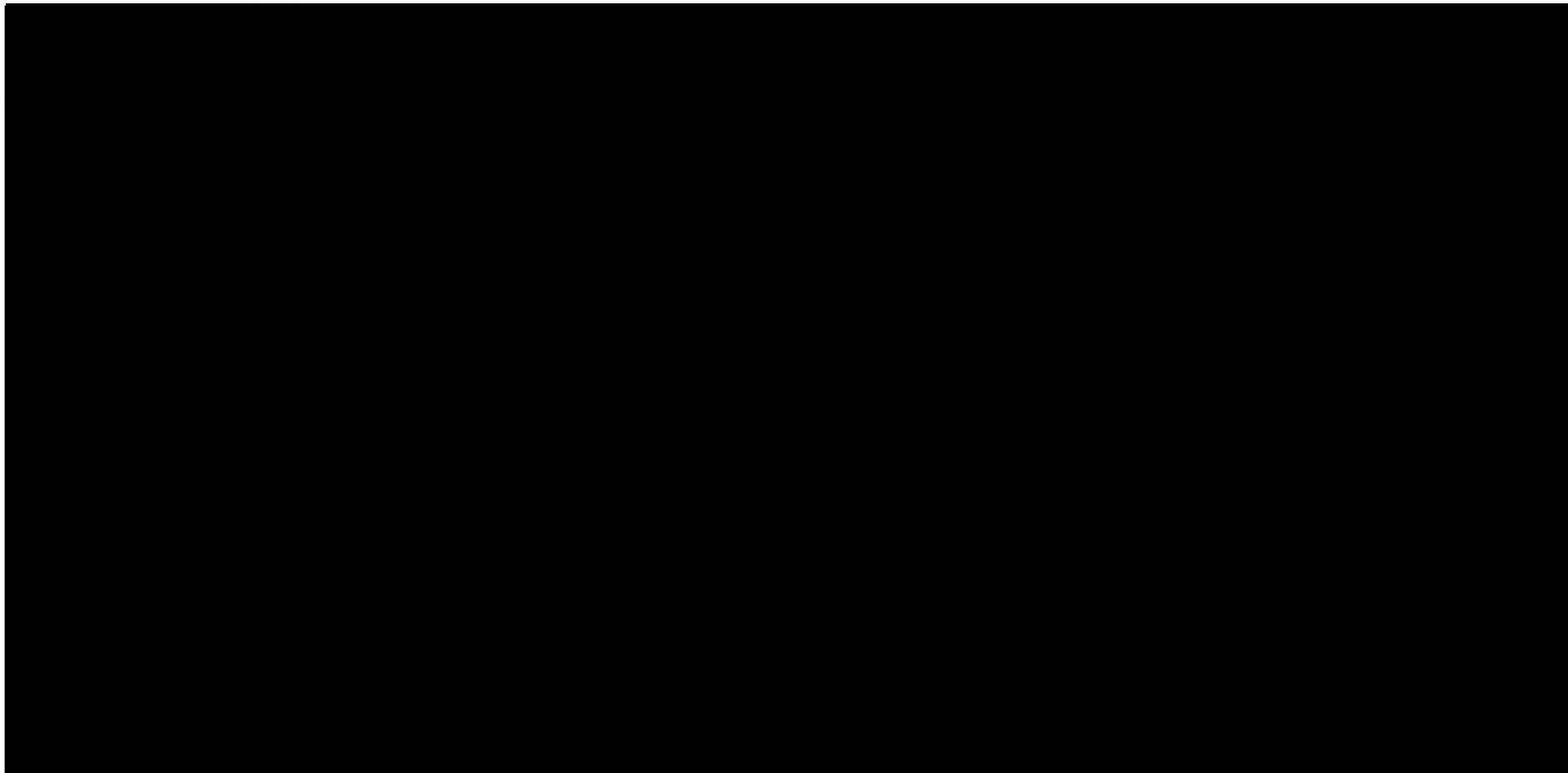
Local Directors

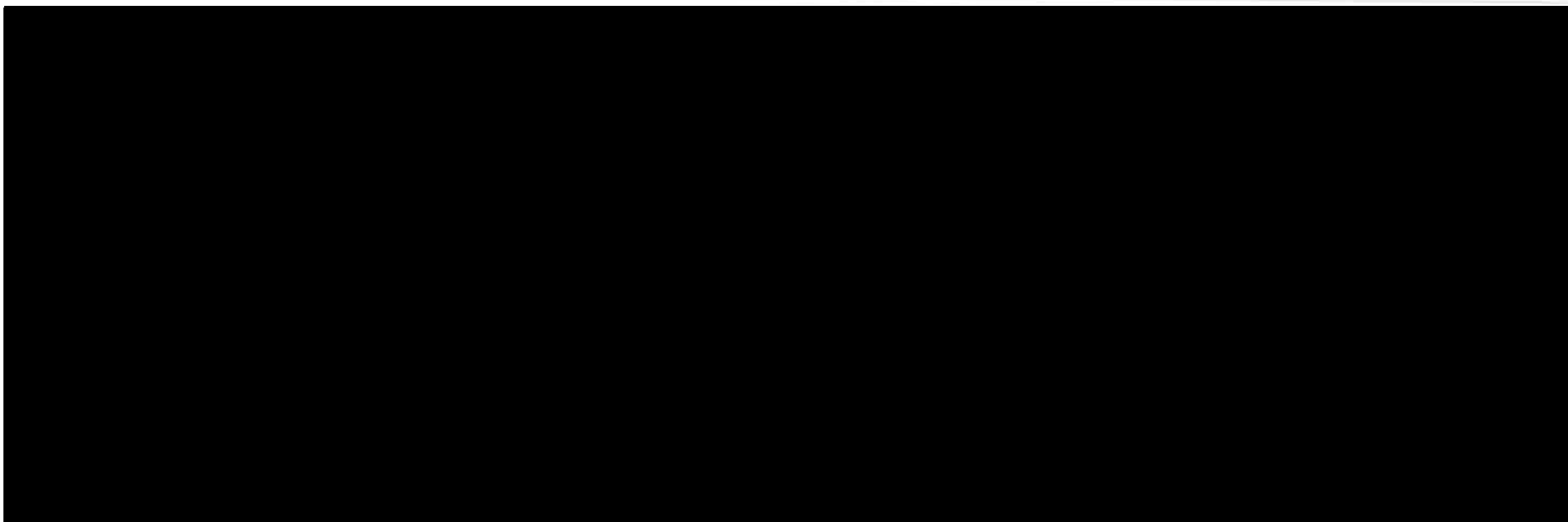
- [REDACTED]
- [REDACTED]
- [REDACTED]

Annex 2: Program Structure

University semester	Course	ECTS	
		Course	Semester
Palacký University Olomouc 1 st semester	Foresight	5	35
	Sustainable Development	4	
	Global Development	6	
	Global Environmental Geography	5	
	Development Theories and Anthropology	5	
	Research Methods	6	
	Politico-geographical Processes in Developing World	4	
University of Clermont Auvergne 2 nd semester	Economic Theory and Policy	6	30
	Economics of Development	9	
	Sustainable Development II	6	
	Quantitative Methods	9	
University of Pavia 3 rd semester	Development Economics	6	30
	Economics and Management of Cooperation and Development	9	
	Food Economics and Agricultural Development	6	
	Applied Econometrics Lab	3	
	Quantitative Policy Analysis for Development	6	
4 th semester	Thesis I	15	30
	Thesis II	15	
Total		120/125	120/125

Annex 3: Consortium Budget for 2020 – 2022 intake





Annex 4: Grade Conversion Table

Consortium	Palacký University Olomouc	University of Clermont Auvergne (points)	University of Pavia (points)
A	A	16–20	30–30+
B	B	14–15.99	28–29
C	C	12–13.99	24–27
D	D	11–11.99	21–23
E	E	10–10.99	18–20
F	F	<10	<18

Annex 5: Protection of Personal Data Clause

Personal Data Controller: Palacký University Olomouc

a public university under Act No. 111/1998 Sb., on higher education institutions and on the amendment and modification of other acts (the Higher Education Act), as amended, ID No.: 61989592, with registered office at Křižkovského 511/8, 771 47 Olomouc, Czech Republic, represented by Prof. Mgr. Jaroslav Miller, M.A., Ph.D., Rector (hereinafter the “Controller”)

and

Personal Data Processors:

1) **Université Clermont Auvergne**, 49 bd Francois Mitterrand, 63001 Clermont-Ferrand, France, represented by Prof. Mathias Bernard, President of the University.

2) **Università degli Studi di Pavia**, Corso Strada Nuova 65, 27100 Pavia, Italy, represented by Prof. Francesco Svelto, Rector.

(hereinafter the “Processor” or “Processors”)

under **Article 28 of Regulation (EU) 2016/679 of the European Parliament and of the Council on the protection of natural persons with regard to the processing of personal data and on the free movement of such data, and repealing Directive 95/46/EC (General Data Protection Regulation - hereinafter “GDPR”)** have agreed as follows:

FUNDAMENTAL PROVISIONS

1. The Processor processes personal data for the Controller under the GLODEP Consortium Agreement (hereinafter the “Agreement”), into which this clause is incorporated by reference. The purpose of processing is enabling the applicants to file an application form for study of the Erasmus Mundus Joint Master Degree International Development Studies study programme as well as the related administration of the admission procedure.
2. The following personal data of the applicants are processed: name, surname, date of birth, address, email, phone number, gender, diploma(s) and transcript(s) of records, motivation letter, reference letters, passport, English language certificate(s), CV. These details are processed as long as the obligation under the Agreement exists. The Processor processes the personal data for the purpose of administering its admission procedure.
3. Under the Agreement neither sensitive data nor personal data related to criminal judgments or crimes are processed.
4. In the context of their contractual relations, the parties undertake to comply with the regulations in force applicable to the processing of personal data and, in particular, GDPR applicable from May 25, 2018.

PERSONAL DATA PROCESSING

5. The Processor agrees to process the personal data only in such a form as received from the Controller.
6. The Processor further agrees to refrain from combining personal data obtained for different purposes.

7. The Processor processes the personal data only for the purpose and in the extent required by the performance of the Agreement.
8. The Processor stores the personal data only as long as the obligation under the Agreement exists. The Processor will delete the personal data as soon as the obligation under the Agreement or the purpose of processing ceases to exist.

OBLIGATIONS OF THE PROCESSOR

9. When processing the personal data under the Agreement, the Processor shall act with due professional care so as not to breach any of the provisions of the GDPR.
10. When processing the personal data, the Processor shall act only on the basis of instructions demonstrably received from the Controller. The Processor shall notify the Controller without undue delay of the fact that any of the instructions is inappropriate provided that the Processor could have detected such inappropriateness. In such a case, the Processor shall only perform the instructions if the Processor has been informed by the Controller in writing that the Controller insists on the performance of the instruction; otherwise, the Processor shall indemnify the Controller for any monetary compensation paid by the Controller to a data subject or for any fine imposed by the Office for Personal Data Protection (hereinafter the "Office").
11. If a data subjects believes that his or her personal data are processed by the Controller or Processor in violation of the GDPR and requests that the Processor provide an explanation or that the situation be remedied, the Processor agrees to notify the Controller thereof without undue delay.
12. The Processor shall notify the Controller without undue delay of an inspection by the Office related to the personal data processed for the Controller, and if requested to do so by the Controller, then provide details about the inspection and a copy of the inspection report.
13. The Processor shall notify the Controller without undue delay of every single personal data security breach detected in relation to the processing under the Agreement by e-mail [REDACTED]. The notice of such a breach must contain as many details under Article 33(3) of the GDPR as the Processor knows.
14. If the nature of the personal data allows so, the Processor shall use appropriate technical and organizational measures to assist the Controller to respond to requests filed by data subjects to exercise their rights including, without limitation, the right to access the personal data, the right to obtain rectification, the right to have the personal data erased and the right to data portability.
15. The Processor shall keep evidence of any technical and organizational measures taken to ensure the protection of personal data; the Controller may request such evidence for consultation at any time. The Processor shall make it possible for audits, including inspections, by the Controller or an auditor authorized by the Controller to take place, and contribute to such audits.
16. The Processor shall cooperate with the Controller on personal data impact assessment under Article 35 of the GDPR, communicate personal data breaches to the Office or, subject to prior consultation with the Office, to the data subjects, provided that the nature of processing and available information are taken into account.

ENGAGEMENT OF OTHER PROCESSORS

17. Without prior specific or general written authorization of the Controller, the Processor shall not engage another processor in the processing of the data. If a general authorization has been granted, the Processor shall notify the Controller of any contemplated changes related to the engagement of other processors or their replacement, and thus make it possible for the Controller to raise an objection.

18. If the Processor engages, subject to the prior authorization of the Controller, another processor to perform part of the processing on behalf of the Controller, the Processor shall subject such a processor to the same data protection obligation as arises for the Processor under the Agreement or hereunder.

MEASURES TO ENSURE PERSONAL DATA SECURITY

19. The Processor agrees to adopt appropriate technical and organizational measures, taking into account the technical situation, implementation costs, as well as the nature, extent, context and purpose of processing and the risks involved (considering how probable and serious for the rights and freedoms of the data subjects such risks are), in order to eliminate the possibility of an unauthorized or arbitrary access to personal data, their modification, destruction or loss or other misuses, including, without limitation, the following measures:
- a) the Processor shall subject all its employees as well as other persons authorized to process personal data to the duty of confidentiality, and shall inform them of other duties they must observe to avoid a security breach;
 - b) the Processor shall store the data in buildings and rooms that are duly secured;
 - c) the Processor shall store the data in an electronic form on secure servers and data media that may only be accessed by authorized employees using access codes or passwords;
 - d) the Processor shall ensure that any remote data transfer is done either through a private network or through an encrypted transfer on public networks.

OBLIGATIONS OF THE CONTROLLER

20. The Controller must provide the Processor with the personal data necessary to carry out the partnership.
21. The Controller must document in writing any instructions regarding the data processing carried out by the Processor.

FINAL PROVISIONS

22. The Processor is liable to the Controller for any damage incurred as a result of the breach of the Processor's duties under the GDPR, the Agreement or hereunder, and shall, without limitation, indemnify the Controller for any monetary compensation paid by the Controller for damage or personal injury to a data subject or for any fine imposed by the Office.
23. Even after the obligation under the Agreement ceases to exist, the Processor shall observe all the duties under the GDPR including, without limitation, the duty to prevent any unauthorized use of the data.