



CROSSWAYS IN EUROPEAN HUMANITIES

ERASMUS MUNDUS MASTERS

Student Handbook

Rules and Regulations (Last revised Feb. 2009)

The purpose of this Handbook is to provide students and staff with information regarding the Erasmus Mundus Masters: *Crossways in European Humanities*, under the headings listed below. It gives rules, guidelines and procedures for the programme as a whole, and on behalf of the Crossways consortium as a whole. It should be read in conjunction with official documents such as Degree Regulations, Code of Practice and departmental literature in each of the individual institutions attended by the student; and it is complemented by information available on the consortium website, at www.munduscrossways.eu. The contents of the Handbook are kept under review and may be subject to modifications from time to time.

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I. DEGREE REGULATIONS

This section provides information on the structure and requirements leading to the award of the Masters Degree "Mundus Masters: Crossways in European Humanities".

1. The final award will take the form of a Masters Degree, issued by each of the establishments in which the graduate will have undertaken his or her studies, a parchment and a Diploma Supplement in which mention will be made of the number of (ECTS) credits obtained in each institution. The multiple degree formula actually implies the delivery of both an international diploma supplement which conforms to the European standards of the Bologna process AND Masters degree certificates (3 for a standard 2-year programme laureate, 2 for a one-year programme laureate) fully recognized or accredited by the national structures of the 3 countries of study. The universities of the consortium are of equal status and exercise complementary functions in the processes leading to the award of the degree.

2. It is understood that every student selected to join the *Crossways in European Humanities* Master programme (with or without an Erasmus Mundus scholarship) must be physically present at the beginning of every semester to fulfill his/her obligations as regards registration, both administrative and academic. He / she must contact and introduce him/herself to the *Crossways* local coordinator and follow the procedures as indicated locally. Failure to do so will result in no award of ECTS credits from the university in question and will disqualify the student from the award of a *Crossways* Multiple Degree.

In case of overlapping semesters between the universities of the Consortium, the student must contact the local coordinators involved in writing.

3. There are two pathways to the Degree:

- the 2-year pathway (the standard programme of 4 semesters);
- the 1-year pathway (a programme of 2 semesters and a 'trailing semester' [TS] for students who have already completed the equivalent of 4 years of Higher Education).

In order to obtain the Degree, students must fulfil three criteria:

- i. they must obtain 120 ECTS (2 years, 3 countries) or 90 ECTS (1 year, 2 countries)
- ii. they must achieve an ECTS grade average of D- or above in each year
- iii. they must achieve an ECTS grade of D- or above for the final dissertation.

Full explanations of the ECTS grades, their Mundus Masters definitions, and the criteria for obtaining them are contained below, in sections II.2 and IV.1 respectively.

4. Credits must be acquired according to the following pattern:

Semester & Credits	Institution
2-Year Pathway	
S1: 20 ECTS	Institution A ('Home')
S2: 40 ECTS (30 taught; 10 dissertation report)	Institution B
S3: 20 ECTS	Institution A
S4: 40 ECTS (10 taught; 30 final dissertation)	Institution C
1-Year Pathway	
S1: 30 ECTS	Institution A
S2: 30 ECTS	Institution B
TS: 30 ECTS (dissertation)	Either A or B

5. Progression to year 2 of the 2-year Pathway is dependent on a student's obtaining 60 taught ECTS with a grade average of D- or above. The final decision on progression to Year 2 of the programme is at the discretion of the *Crossways* Board of Examiners.

6. Progression to the dissertation for students taking the 1-year Pathway is dependent on the student's obtaining 60 taught ECTS credits with a grade average of D- or above. The final decision on progression to the dissertation is at the discretion of the *Crossways* Board of Examiners.

7. A student who achieves an average of grade A in the taught modules, and who also achieves a grade A for the Mundus Masters Dissertation will automatically be entitled to the mention 'with Distinction' on the Diploma Supplement.

8. A student who obtains 120 (2-year) or 90 (1-year) ECTS credits but who does not have a grade average of D- or above, or who does not achieve a grade of D- or above for the final dissertation, will not be eligible for the Mundus Masters Degree, but will receive the Crossways Diploma issued by the co-ordinating university on behalf of all the partner institutions of the Crossways consortium (e.g. Graduate Diploma or equivalent; also known as certificate of attendance or certificate of study).

9. No diploma is awarded at the end of the first year of study of the Mundus Masters programme.

10. In most universities of the Consortium, re-sits are organized systematically and students are not required to obtain the approval of the university's Board of Examiners or to apply in writing. Once they know their grade is E or inferior, they must consult the academic calendar concerning the date of re-sits.

11. In the institutions where re-sits are not automatically provided, a student who fails a module may apply in writing to the Examination Board of that institution for permission to be reassessed in the failed module during the summer months. The letter of application should be addressed to the local Co-ordinator of the Mundus Masters programme where the module in question was taken, within 10 working days of receipt of the grade.

Permission for reassessment will be decided on the merits of individual cases, and shall be entirely at the discretion of the Examinations Board.

Where permission for reassessment is granted and requires the student to travel between institutions during the summer, the travel will be at the student's expense.

Where a student is allowed to re-sit a module, the grade recorded will be the one awarded for the reassessment.

The form of reassessment will be at the discretion of the Board of Examiners.

12. A student who does not obtain credits due to failure to meet the requirements of the department or institution in which the credits are being taken (e.g., in respect of attendance, or of submission of work) will not be entitled to proceed with the Degree. Where special circumstances prevent a student from complying fully with institutional requirements, s/he should follow the guidelines at VI below, in order to have those circumstances taken into account.

13. In Sheffield and St Andrews students need to inform the Registry Office whether they wish to graduate in person or *in absentia* (Graduation ceremonies are held in both the winter and summer seasons) before they finish their last semester. Failure to do so is liable to delay their graduation process.

II. EXAMINATION AND ASSESSMENT PROCEDURES

1. This section explains how students' work is evaluated and graded.

2. Students' work will be graded on the local marking scale by the institution at which each set of credits is taken. Staff will then translate the local grade into a grade counting towards the Mundus Masters: *Crossways in European Humanities*. The consortium uses the ECTS grading system, which is applied as follows:

ECTS grade	ECTS Definition	Degree Awarding
A	EXCELLENT – Outstanding performance with only minor errors	DISTINCTION
B	VERY GOOD – Above the average standard but with some errors	CLEAR PASS
C	GOOD – Generally sound work with a number of notable errors	CLEAR PASS

D	SATISFACTORY – Fair but with significant shortcomings	MASTERS PASS Meets the minimum criteria for the award of credits counting towards the award of the Mundus Masters degree.
E	<i>Crossways</i> DIPLOMA – Performance meets the minimum criteria	GRADUATE STUDIES PASS Meets minimum criteria for <i>Crossways</i> Diploma (certificate of study, but DOES NOT show sufficient quality for award of Masters)
FX	FAIL – Some more work would be required for the credits to be awarded	FAIL
F	FAIL – Considerable further work would be required for the credits to be awarded	FAIL

A more detailed set of guidelines relating to each category is contained under 'Academic Standards and Practices' below.

3. Each institution will provide students with information about the correlation of local grades with ECTS grades. Here is the conversion table:

4. The method for averaging students' grades will be as follows:

CROSSWAYS	Crossways Reporting Scale									
	Grades	A	A-	B	B-	C	C-	D	D-	E
Perpignan (/20)	20-17	16	15	14	13	12	11	10	9-8	< 7
UNLisboa (/20)	20-18	17	16	15	14	13	12	11	10	< 9
Bergamo (/30)	30 Lode	30	29	28	27	26	25-23	22-18		< 17
Sheffield (/100)	100-73	72-70	69-66	65-63	62-60	59-56	55-53	52-50	49-48	< 47
StAndrews (/20)	20-18	17,9-16,5	16,4-16	15,9-15,5	15,4-15	14,9-14,5	14,4-14	13,9-13,5	13,40 – 7	< 6,9
Santiago deCompostla (/ 10)	10 – 9,5	9,4 – 9,0	8,9 – 8,0	7,9 – 7,5	7,4 – 7,0	6,9 – 6,5	6,4 – 6,0	5,9 – 5,0	4,9 – 4,0	< 3,9
Tübingen (from 1 to 6)	1,0	1,3 – 1,7	2,0	2,3 – 2,7	3	3,3	3,7	4	4,3 – 4,7	> 5

i. In order to graduate a student may have no more than 20 ECTS credits at grade E – or 15 in the case of the one-year programme - , provided that his or her overall average is D- or above.

No compensatory mechanism may be applied for a grade E in the final dissertation, where a minimum grade of D- is required for award of the *Crossways* Multiple Degree.

ii. FX is not a mark that will appear on any final academic transcript. It is to be understood as a formative mark that obliges the student to retake an exam or resubmit his/her dissertation report or final dissertation. If the final mark is no better, the definitive grade is F, which means that the student has failed: a first-year student will not be allowed to continue into the second year; a second-year student will not receive the national degrees, *Crossways* parchment, Diploma Supplement or *Crossways* diploma.

III. DISSERTATIONS

1. The Semester 2 Dissertation Report (10 ECTS) is an extended scholarly essay of approximately 10,000 words, reviewing the critical material available and outlining a first approach to the research topic to be addressed in the Masters Dissertation (see III.4 below). Its topic must normally be agreed by the end of the first semester in the Home Institution, where it must have the approval of the local Head of the Mundus programme in collaboration with the Semester 2 and Semester 4 institutions.

2. The Semester 2 Dissertation Report will be submitted by the 20th June, and will be assessed by two members of academic staff (the supervisor and one other). Only in very exceptional circumstances may an extension of one month be granted by the Consortium's Dissertation Co-ordinator in St Andrews, after consultation with both supervisors.

3. In institutions where work placements are available, the Semester 2 Dissertation Report may take the form of a critical review and intellectual reflection based on research related to a summer work placement, in which case it may be submitted to the semester 2 institution before the end of September.

4. The Mundus Masters Final Dissertation (semester 4 for the 2-year pathway; trailing semester for the 1-year pathway) is a substantial piece of scholarly research of approximately 20,000 words, which will normally follow on from the Semester 2 Dissertation Report. The broad topic will be decided in agreement with academic staff and will normally be approved by the Head of programme in the Home Institution before the end of the first semester of study. The topic will be refined if necessary and approved definitively in concertation with the supervisor as soon as possible following the Semester 2 Dissertation Report (2-year pathway) or by the end of Semester 2 (1-year pathway).

5. For the Mundus Masters Final Dissertation, students will be supervised by two supervisors (a principal supervisor and a co-supervisor), one in their Home institution and one in the institution where the Dissertation is written. Both supervisors will be competent to supervise the subject area selected. The principal supervisor will be fluent in the language in which the dissertation is to be written. The student will be in regular contact with his/her supervisors until the dissertation is submitted.

6. The Mundus Masters Final Dissertation will be assessed by the Main Supervisor (S1 and S3) and S4 supervisor. In case of disagreement, the S 2 supervisor will be called upon to adjudicate.

7. The Mundus Masters Final Dissertation is to be submitted by the 20th June for students on the 2-year pathway and by the 20th October for students on the 1-year pathway. Only in very exceptional circumstances may an extension of one month be granted by the Consortium's Dissertation Co-ordinator in St Andrews, after consultation with both supervisors.

8. The Mundus Masters Final Dissertation may in addition normally be the subject of a short oral presentation and discussion, involving two members of academic staff from the Semester 4/Trailing Semester institution, to take place not more than 3 weeks after the deadline for submission of the Dissertation. This element will not be assessed separately from the written Dissertation and will not normally substantially affect the grade awarded, but is an opportunity for students to demonstrate that they have developed their ability to discuss a substantial piece of independent work.

9. All Dissertations should be submitted word processed, in one of the languages of the consortium as agreed with the supervisor(s).

10. The number of copies required for the long dissertation will be determined by the institution in which the dissertation is submitted.

11. For all Dissertations, examiners may be drawn from the same institution, or from different consortium universities, depending on the expertise required.

IV. ACADEMIC STANDARDS AND PRACTICES

1. The table below explains the overall criteria applied for the award of grades on the ECTS scale for the Mundus Masters programme.

GRADE	GUIDELINES
<p style="text-align: center;">Distinction (GRADE A)</p>	<ul style="list-style-type: none"> - an excellent overview of the topic; - a clear ability to contextualise the topic; - detailed knowledge and analytical understanding of the material; - thorough and informed engagement with critical and other secondary material; - highly independent thought; - relevant application to the question set; - logical structuring of argument; - fluent and persuasive expression; - excellent scholarly presentation of all sources
<p style="text-align: center;">Clear Pass (GRADES B, C)</p>	<ul style="list-style-type: none"> - a good overview of the topic and its context; - good knowledge and analytical understanding of the material; - sound engagement with critical and other secondary material; - some independent thought; - relevant application to the question set; - logical structuring of argument; - fluent and persuasive expression; - good scholarly presentation

Masters Pass (GRADE D)	<ul style="list-style-type: none"> - a solid knowledge and understanding of the primary materials of the course; - a solid capacity to respond to the question set; - a solid capacity to develop an argument; - some engagement with secondary material; - fluent expression; - solid scholarly presentation
Diploma Pass (GRADE E)	<ul style="list-style-type: none"> - failure to meet the criteria for Masters Pass, but shows some knowledge and understanding, and ability to respond to the question set; - some fluency of expression; - some attempt at scholarly presentation
Fail (GRADES FX, F)	<ul style="list-style-type: none"> - major shortcomings in knowledge and/or ability to respond to the question; - major shortcomings in expression and/or presentation

2. The marking of scripts according to local practices and the translation of grades from local systems to the Mundus Masters scale is carried out with rigour to ensure that students are treated equitably. Students should note, however, that the above guidelines may be applied relatively flexibly. For example, where only 7 out of 9 desired qualities are present in a piece of, the higher or lower grade may be awarded, depending on the extent to which the 7 qualities are demonstrated.

V. ACADEMIC MISCONDUCT

1. Academic integrity is fundamental to the values promoted by the Universities of the Consortium. It is important that all students are judged on their ability, and that no student is allowed unfairly to take an advantage over others, to affect the security and integrity of the assessment process, or to diminish the reliability and quality of the *Crossways* Mundus degree.

Academic misconduct may involve : plagiarism (the act of taking another person's ideas or texts and representing them as one's own); submitting work which has been submitted in another course; falsifying data; inventing citations; colluding with another person in the production of an essay, and so on. It follows that all the work submitted by students as part of continuous assessment should be their own - not that of other students, and not copied from secondary material without due acknowledgement.

2. Each institution has its own procedures for identifying and sanctioning academic misconduct. In many cases, a student found to be guilty of academic misconduct may be expelled from a module or even from the university. The consortium as a whole will respect any penalty imposed by an individual institution on a student found guilty of it, the student will not be permitted to complete his / her programme in the *Crossways* context, and will not be awarded any degree certificate.

3. Any student who is not absolutely certain about the rules and definitions concerning academic misconduct has a responsibility to clarify his or her understanding by consulting academic staff and/or any *Crossways* local co-ordinator for further clarification.

VI. FEEDBACK TO AND FROM STUDENTS

1. Students' work will be returned with the mark sheet used in the local institution, giving feedback, advice and criticism. Sample copies of both student work and marksheets will be kept for consideration

where necessary or appropriate by the *Crossways* Masters Board of Examiners, and for scrutiny by members of academic staff across the consortium.

2. Students will be given an opportunity to offer feedback on the learning experience in every institution of the consortium. A feedback form soliciting comments on the programme as a whole will be issued to students at the end of each year. Students will be invited to return this form to the local Head of the *Crossways* Mundus Masters programme, who will forward it for analysis to the institution in charge of Quality Enhancement issues: the University of Sheffield.

VII. STUDENT PROBLEMS AND COMPLAINTS

1. Student problems and complaints may be related to personal circumstances (disability, bereavement, illness) affecting a student's performance or even leading to temporary suspension of studies. They may equally be linked to dissatisfaction with a particular mark or module. In the case of illness, medical certificates must be provided immediately after the illness occurs. Medical certificates provided after a mark has been disputed will not be accepted.

2. Each institution in the consortium has local procedures for dealing with student problems and complaints. Students should use these procedures in the first instance, where the difficulty is a local one.

2.A. Taught courses

Students who wish to appeal against the assessment for any taught course should follow the established procedures in the relevant institutions. Appeals may normally be made on grounds of personal circumstances which could not be brought to an examiner's attention before the examination, or of procedural irregularities.

The Consortium as a whole will accept and abide to the local ruling.

2.B. Dissertations

Deadlines for submission of dissertations must be respected scrupulously.

Dissertations are assessed by teams of international co-supervisors, hence appeals must be made first to the Dissertation Co-ordinator in St Andrews and the General Co-ordinator of the whole programme in Perpignan. If necessary, the latter will consult the *Crossways* Academic Council to consider the appeal and will communicate the decision agreed upon collectively, operating as the delegated authority of the consortium partners.

Students who wish to appeal against the decision taken by the *Crossways* Academic Council should turn to the legal representative of the co-ordinating university, the University of Perpignan, France (see below).

2.C. Where problems and complaints relate to the non academic aspects of the programme *as a whole* (selection procedures, data processing, financial administration, etc.) students should approach the local Head of programme, who will consult with the Heads of programme in the other institutions attended by the student and the General Co-ordinator of the programme in the co-ordinating institution, Perpignan University. Every reasonable effort will be made to deliver a final ruling within 15 working days of receipt of such an appeal.

Students who wish to appeal against the decision taken by the *Crossways* Academic Council should turn to the legal representative of the co-ordinating university, the University of Perpignan, France, represented by the Vice Président C.E.V.U. (conseil des études et de la vie étudiante): UPVD, 52 Avenue Paul Aduy, 66860 Perpignan Cedex, France.

5. Individual institutions and the consortium as a whole may refuse to receive complaints and appeals deemed to be frivolous.

6. In the case of appeals against individual marks or results, students should be aware that the mark may go up or down as a result of the appeals process.

VIII. PROVISION OF TUTORS

1. Each *Crossways* Masters student will be allocated a Tutor in the Home institution upon arrival; the latter can be approached at any time for academic advice and support, especially in the first weeks and before a supervisor is appointed for the student. The Tutor will meet the student at least once in any semester spent in the home institution and will be available for consultation via e-mail while the student is in another institution. The Tutor may advise on any academic matters and may serve as an initial point of contact where a student is experiencing problems of any kind.