

STUDENT AGREEMENT

EDUCATION POLICIES FOR GLOBAL DEVELOPMENT (GLOBED)

INTAKE 7



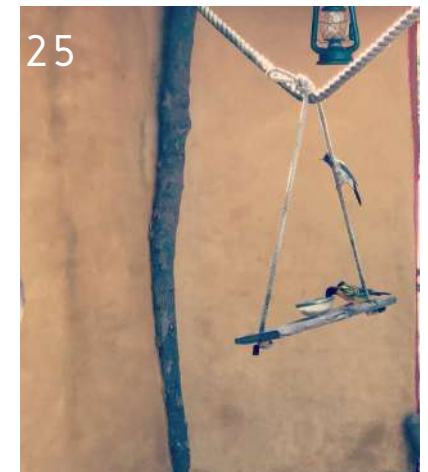
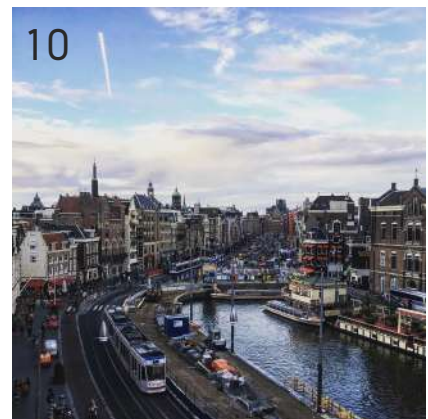
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ANNEX I (Timeline for the whole edition)
 ANNEX II (Medical Insurance documentation)
 ANNEX III (Internship, Fieldwork and Thesis Handbook)

"There is no resistance without modesty and generosity,
 the resitant doesn't crave for dominance, nor colonization, nor power.
 Wants, first and foremost, to don't lose himself, and also,
 in a very special way, to serve others.
 In no case should we confuse this with easy and topical outcry:
 resistance use to be low-key"

Josep Maria Esquirol, Catalan philosopher



Preamble

- (i) The Agreement is made with reference to Education Policies for Global Development (henceforth GLOBED), an Erasmus Mundus Joint Master Degree funded by the European Commission under the programme Erasmus+ (project n° 599240-EPP-1-2018-1-ES-EPPKA1-JMD-MOB) and regulated by the Grant Agreement n° 2018-1362/001-001 between UAB and the Education, Audiovisual and Culture Executive Agency (henceforth EACEA), as well as by the Consortium Agreement between the Universitat Autònoma de Barcelona (UAB), the University of Glasgow (UofG), the Universität Bremen (UB) and the University of Cyprus (UCY).
- (ii) The Agreement defines joint course implementation rules and mechanisms as well as the mutual rights, obligations and responsibilities of the Student and the Consortium.
- (iii) The Student declares that he/she fulfils all the requirements which are necessary to be enrolled in the GLOBED programme, in particular that he/she holds a Bachelor's degree (or equivalent) and a recognized language certificate. For the UB an equivalent degree does not suffice.
- (iv) The Student commits himself/herself to behaving in an ethical manner throughout the programme. He/she will commit no fraudulent act, avoiding in particular cheating, falsification or plagiarism of any academic work. He/she will not abuse or misuse any equipment or installations and will not perform any unauthorised access or violation of any institutional, departmental or university rules. Failure to comply may cause the Student to be disqualified from the programme.
- (v) The Consortium engages to provide the Student with high standards of tuition, supervision, assessment and support services, as required by the EACEA. Relevant information on the rationale, structure and organization of the GLOBED programme are published on GLOBED website (globed.eu)

1. Academic Aspects

1.1. The GLOBED offers a high-quality, integrated programme jointly designed and implemented by the Consortium and has duration of two academic years: from 01/09/2022 to 01/09/2024. The Student shall attend the GLOBED programme on a full time basis:

GLOBED PROGRAMME

SEMESTER 1 (UAB - 30 ECTS)

19 September – 16 December 2022: Semester at UAB

SEMESTER 2 (UofG/UB 30 ECTS)

Glasgow calendar

9 January – 26 May 2023: Semester at UofG

Bremen calendar

1 April – 30 September 2023: Semester at UB

SEMESTER 3 (UB 15 ECTS+ UCY 15 ECTS)

June – October 2023: Internship at one of the Associate Partners institutions of the GLOBED programme (15 ECTS). Students enrolled at UB in the second semester can start their internships in January 2023.

October 2023 - January 2024: Fieldwork on the ground (10 ECTS)

26 February - 1 March 2024: GLOBED Winter School in Cyprus (5 ECTS)

SEMESTER 4 (UAB 10 ECTS/UofG 10 ECTS/UB 5 ECTS/UCY 5 ECTS)

January – June/July 2024: Master's dissertation 30 ECTS

GRADUATION CEREMONY

September 2024

1.2. For each module/period the Student will receive:

- Detailed information on programme content and structure (incl. practical information);
- Academic guidance and counselling;
- Access to the partner institutions' libraries, internet services, social services, sports facilities;
- Administrative assistance (for registration, visa requirements etc.);
- Insurance cover for the full duration of the course, managed by the coordinating institution (see Annex 2 for Dr-Walter insurance details);

1.3. The Student engages to pass all the assessments (exams, assignments, reports etc.), and complete a total of 60 ECTS annually, for a total of 120 ECTS. Failure to comply with these requirements may cause the Student to be disqualified from the programme. He/she shall also contribute to the course requirements (surveys, interviews etc.).

1.4. During the first semester at the UAB, the Student will be assigned an academic mentor, who will monitor his/her performance and provide full guidance and support.

1.5. The main language of instruction will be English. During each module, language courses may be offered if available: Catalan/Spanish (1st and/or 4th semester at UAB), German (2nd and/or 4th semester at UB).

1.6. The students will receive the content of all 2nd semester courses before July 1, and the Student will have to state his/her destination of preference for the second module.

1.7. An internship period of up to four months will be offered to the Student at one of the Associated Partners, or at any other institution jointly selected with the GLOBED Governing Board. Host institutions will mainly be NGOs, public bodies, foundations etc., which are active in the field of education and development cooperation. The Student will be free to choose the destination, within the limits of available places, and will be assigned a second supervisor at the host organization. At the end of the internship, the Student will be assessed by his/her supervisor on the basis of his/her individual experience. At the end of the internship, the student will have to deliver an internship report, graded by the UB in their own grading scale, which will be translated to a 0 to 10 scale afterwards.

As for the fieldwork, the Student will have to deliver a report to the Globed Board, which will be evaluated it during the Winter School.

1.8. The Student's performance will be assessed throughout the course, on the basis of oral and written exams, as well as of the written reports. All assessments will be graded according to the following national grading scale:

UAB	UoG	UB	UCY
10	22 (A1) EXCELLENT	1,0	10
9,5	21 (A2) EXCELLENT	1,0	9,5
9,5	20 (A3) EXCELLENT	1,0	9,5
9	19 (A4) EXCELLENT	1,3	9
9	18 (A5) EXCELLENT	1,3	9
8,5	17 (B1) VERY GOOD	1,7	8,5
8	16 (B2) VERY GOOD	2,0	8
7,5	15 (B3) VERY GOOD	2,3	7,5
7	14 (C1) GOOD	2,7	7
6,5	13 (C2) GOOD	3,0	6,5
6	12 (C3) GOOD	3,3	6
6	11 (D1) SATISFACTORY	3,3	6
5,5	10 (D2) SATISFACTORY	3,7	5,5
5	9 (D3) SATISFACTORY	4,0	5
4,5	8 (E1) WEAK	FAIL	4,5
4	7 (E2) WEAK	FAIL	4
4	6 (E3) WEAK	FAIL	4
3	5 (F1) POOR	FAIL	3
3	4 (F2) POOR	FAIL	3
3	3 (F3) POOR	FAIL	3
2	2 (G1) VERY POOR	FAIL	2
1	1 (G2) VERY POOR	FAIL	1
0	0 (N)	FAIL	0

The final grade, stated in ECTS-scale, is the cumulative grade point average of the GLOBED programme.

1.8.1. In case of overlapping grades between the two institutions, the UofG will take the maximum comparable grade of overlapping ranges. Therefore, if a student is graded with 9.5 by the UAB, it will be automatically converted to a 21 (A2) at the UofG academic records.

1.8.2. At the UofG, the conversion chart should be used as grade banding (i.e. anything between 8 and 8.4 should be B2 and anything between 8.5 and 8.9 should be B1). Therefore, marks will not be rounded up.

1.9. The scholarship can be suspended if the Governing Board has reasons to believe that the Student is not meeting the expectations. If the Student temporarily leaves the EMJMD course following duly justified and well documented reasons (such as medical reasons and/or serious family reasons, e.g. a need to temporarily take care of a family member or hospitalisation/death of a family member), the scholarship payment will be interrupted until the Student is again physically present and can actively continue pursuing the course activities. If the Student is not able to finish the course activities due to the above-mentioned reasons, the GLOBED Consortium will seek acceptable ways to postpone the the finalisation of his/her studies.

1.10. Students who fail in any of the taught study-units (below 5/10 or E) shall be allowed up to one attempt at re-assessment. The re-assessment shall be held at the next scheduled examination session, as the case may be. If successful on re-assessment, the grade to be awarded shall follow the university local rules that regulate examinations.

1.11. If the Student fails the exam again, the Academic Board will decide on a case-by-case basis whether he/she can be accepted into the second year or obtain the diploma. If this is not the case, the student will have to abandon the program.

1.12. The Student will be free to choose the topic of his/her Master thesis.

1.13. The Student must deliver the assignments on time. Local regulations will apply in each case. As for the UofG, the following procedures will be undertaken:

- Grade marked down for every day after submission deadline;
- After 5 days, the submission will not be considered;
- Extensions can be granted in advance for up to 3 days;
- If more than 3 days, needed submit good cause* request, no more than a week after the affected assessment.

*Good Cause (UofG):

‘Good cause’ is the term used to refer to adverse circumstances that are beyond the student’s control and are judged to be sufficiently serious to account for the incomplete assessment or the affected performance.

If a good cause claim is accepted, the most likely outcome is that you will be asked to complete the assessment at a later date. If the good cause claim is not accepted, then if you completed the assessment, the grade that you achieved will stand. If you did not complete the assessment, it will be treated as a non-submission.

Guidance for students on reporting good cause can be found [here](#).

1.14. Students will have two deadlines to submit the Master Thesis: 01/06/2024 and 01/07/2024. Delivering the thesis in the first or the second deadline will depend on the recommendations and the availability of the supervisor. After the second deadline, an extension will be conceded only in well justified specific cases.

1.15. Upon successful completion of the required 120 ECTS, the Student will receive a degree certificate in the Joint European Master’s Programme in “Education Policies for Global Development” along with a Diploma Supplement that corresponds to the guidelines of the European Commission. After a successful final assessment, a double degree will be issued by the UofG or the UB, depending on the university where the Student has been studying along the second semester.

1.16. Right to strike

Local laws will be applied.

Students’ strike: Students have the right to assist or not to class. No evaluation can be done this day.

General/professors strike: Professors have the right to do or not the class. In case of professor follows strike, she/he may reschedule the class but this is not mandatory.

1.17. Rights of the Student

The Student will benefit from a master's program and a service offered in accordance with what has been announced in promotional documents and by the consortium. He/she will notably have the following rights:

Equality. Every student enrolled in the master's program is entitled to:

- be treated and served by the consortium in the same way as home students, irrespective of gender, ethnic background, religion or other belief, sexual orientation, or disability;
- be considered as an equal partner in the master's program;
- appeal against any act he/she would consider as discriminatory. In this case, he/she may appeal to the Coordinator of the program.

Administrative and Academic Issues. The Student has the right to:

- be informed on the master's program in a transparent manner, and therefore to be provided with all relevant and exhaustive information, particularly regarding admission requirements and criteria, prerequisites, course content, learning outcomes, and degree award;
- benefit from an appropriate counselling, both before and during the master's program;
- have an easy access to adequate services and means of support in order to complete the program.

Student Participation and Involvement. All students have the right to:

- take an active part in the running of the master's program by being engaged with the course evaluation through Anonymous surveys which occurs at the end of each semester, and also through a student representative which will have constant interaction with the GLOBED Board;
- organise themselves in legally recognized entities such as Students Board or Alumni Associations.

Privacy and Data Protection. Every student has the right to privacy and to the protection of individual information; the consortium commits itself to deal with all personal data appropriately – in a secure and confidential way – and to respect Email privacy.

The Universities will be not sharing any data nor digital information (such as e-mail) with 3rd parties without prior consultation with the student.

1.18. Available mechanisms for protection of student's rights

Channels to address students rights:

- EACEA: EACEA-EPLUS-EMJMD@ec.europa.eu
- Coordinator of the program: Xavier Bonal i Sarró, Xavier.Bonal@uab.cat
- UAB Ombudsman: sindic@uab.cat

1.19. Health Insurance

During all the duration of the GLOBED programme, a medical insurance coverage will be offered to the Student, at no extra cost. The insurance, arranged with Dr-Walter covers all the minimum requirements for the health and accident insurance coverage provided under Erasmus+ Joint Master Degrees.

The insurance includes all worldwide travel required for the participation in the EMJMD. The coverage includes no extra costs for essential medical and dental care, cover in the event of death, accidental injury resulting in medical disability, third party liability cover, theft and loss of identification documents and travel tickets, visits by relatives in emergency cases, disruption, etc. Regular medical checks are not covered.

Moreover, the Student will have access to medical services on the campuses of host institutions, in the same way as regular students.

During July 2022, details of the medical insurance, as well as the contract for each student, will be sent by the GLOBED Consortium.

The insurance will be in force throughout the world and will be valid from 01/09/2022 to 31/08/2024.

The Coordinating Institution and the participating Universities are exonerated from any responsibility for accidents, illnesses, injuries, losses or damages to persons or goods resulting from or in any way related to the activities that are the object of the present Agreement. The Student is obliged to accept the necessary insurance related to the activities for the full duration of the study period.

1.20 Enrolment procedures

Students will be enrolled at UAB during the first semester; at the UofG or UB during the second semester; at the UB and at the UCY during the third semester, and at all the universities during the fourth semester. Students must follow the guidelines sent by the consortium universities regarding the enrolment procedures in each institution. The enrolment period at the UB (Semester II) is from December 1 2022 to January 15 2023 (online) and students must follow instructions to secure their registration. The UAB will issue all payments on the Students' behalf.

Students will be enrolled on semester basis following this track:

Semester I: UAB 30 ECTS

Semester II: UofG 30 ECTS or UB 30 ECTS

Semester III: UB 15 ECTS + UCY 15 ECTS

Semester IV: UofG 10 ECTS + UAB 10 ECTS + UB 5 ECTS + UCY 5 ECTS

2. Administrative, organizational and financial aspects

2.1 ADMINISTRATIVE ASPECTS: VISA and PERMIT OF STAY

2.1.1. ENTRY INTO EUROPE THROUGH SPAIN

EU, EEA and Swiss Citizens

If you come from a country belonging to the European Union, the European Economic Area or Switzerland, you do not need a visa to enter in Spain.

Citizens from outside the EU/EEA

If you come from a different country than those mentioned, you need to obtain a Visa before your arrival in Spain. The visa request must be submitted to the closest Spanish diplomatic representative (embassy, consulate, etc.). The type of Visa you need to apply for is a student visa at the Spanish Embassy in your home country. Even though your stay in UAB will be less than 6 months, you need to apply for an OPEN visa for studies (type D) in order to get a student residence card in Spain (TIE). This is very important to avoid problems during your European Mobility program.

This type of visa (Visado D Estudios, Investigación) is valid for three months to enter the Schengen Area. Once you have entered Spain you must obtain the Student Residence Card for Foreigners (TIE) in order to remain legally in Spain. You will have a maximum of 30 days after entering the European Union to begin the process of applying for the student residence card (TIE).

Another important procedure to do is the so-called 'empadronamiento' or registration of residency. Ask your landlord or landlady whether this is possible at the rented apartment. If they refuse to sign the required document, you can be 'empadronado' [here](#). The 'empadronamiento' is not a requirement anymore to get the TIE card, but will be useful to access the public health system ([La Meva Salut](#)), or get the [Gaudir Mes](#) card, for instance.

From the [International Support Service](#) office we will provide you the necessary assistance during this process. Please, contact the Spanish Embassy in your home country to get more information about the visa application process.

You can also request more information at the following email address: programes.conjunts.internacionals@uab.cat

2.1.2. ENTRY INTO THE UNITED KINGDOM THROUGH SPAIN

Citizens from EU/EEA countries

You may need a visa if you're coming to the UK after 1 January 2021 for more than 6 months, to work, live or study. However, you can still visit the UK for up to 6 months without applying for a visa.

Citizens from outside the EU/EEA:

Any student who is a national of a country outside the EEA (European Economic Area) or Switzerland, and is coming to the UK to study during a whole semester, must obtain Entry Clearance before travelling to the UK. Students must obtain Entry Clearance from their home country, or the country in which they are normally resident. Please note, UofG will provide a letter of acceptance in October.

1. Student route visa (recommended option)

Benefits:

- Duration is 2 years, allowing a return to UK for internship and completion of Dissertation.
- Part-time employment permitted up to 20 hours per week and post-study work visa.
- Preferred option for visa applications from within the UK.

Downside:

- More expensive option.

UofG will provide Confirmation of Acceptance of Studies (CAS) in October.

Please note that for UofG Admissions Office, you will be required to submit the following documents: Degree Certificate and Transcript with certified translations in English, a copy of your passport and a relevant English language test.

With the CAS, Students can then apply via the Visa Application Centre (TLS Contact UK) in Barcelona or Madrid – an appointment is required.

Students must ensure they have checked which documents are required before leaving their home country.

Students from EU/EEA who were not eligible for the EU Settlement Scheme will have to apply for visas now to study in the UK. Please note that all students from outside the EU/EEA must comply with the UK government's visa requirements.

Please note that regulations are strict and we are required to monitor attendance regularly. We are obliged to have a full record of where students are located at all times throughout the 2-year programme and students are required to inform us of any changes which might arise at any time.

Immigration Health Surcharge

This is a financial contribution to the UK's National Health Service. You will pay the surcharge if you are a non-EEA national and you are granted immigration permission to enter the UK to study for a time-limited period of more than 6 months. You will also need to pay it if you are a non-EEA national who is already in the UK and you wish to apply to extend your stay.

You will pay the charge when you make your application.

If you make a new IHS payment as part of a new application to enter or remain in the UK before your current leave expires, you may be eligible for a refund on your previous payment. This could be for some, or all, of your previous IHS payment. Further information is available on the Home Office pages of the GOV.UK.

2. Standard visitor visa:

Benefit:

- Less expensive option.

Downsides:

- Duration is only 6 months so to return for an internship or Dissertation, students would need to return to Spain to apply for a fresh Visa.
- Employment not permitted.

Students must ensure they have checked which documents are required before leaving their home country. Please note, UofG will provide a letter of acceptance in October.

For more information, see International Student Support's webpages.

If you have any visa or immigration queries, you will need to contact: internationalstudentsupport@glasgow.ac.uk
The team will offer advice to you based on your individual circumstances and any current UKVI concessions / immigration rules or guidance changes etc.

After the student has submitted their application it will be considered by UK Visas & Immigration staff at the respective Visa Application Centre. Specific processing times are available here (<https://www.gov.uk/visa-processing-times>), but students will be advised to submit their applications as early as possible. On arrival at UofG, students will need to present their passport and visa at Visa Registration, in order to demonstrate their valid immigration permission to study.

For both visa options, please ensure the following:

- check visa applications costs for the different mobilities in advance (this may vary depending on nationality).
- budget accordingly for travelling to the different Embassies/Consulates to process the visa.
- self-funded students should bear in mind that you may need to present proof of sufficient finances required for each visa application.
- the visa application process will start during the first semester in Barcelona.

2.1.3. ENTRY INTO GERMANY THROUGH SPAIN

Citizens from EU/EEA countries

Students from the European Economic Area (EU and Swiss citizens) do not need a residence permit in Germany. Citizens of some other countries (e.g. USA, Japan, Australia) are also exempt, though often only for a certain amount of time before ultimately requiring a visa.

Citizens from outside the EU/EEA

As long as you have a valid residence permit from Barcelona you can travel to Germany with this Schengen visa, for a period of until 90 days.

Students who are not EU citizens but have a study visa or residence permit for study from another EU country and are sent or supported through an EU program do not need a study visa or residence permit for Germany. Instead, they have to be reported to the BAMF (Federal Office for Migration and Refugees) by the University of Bremen. Upon presentation of all necessary documents you will receive the corresponding certification of eligibility for entry, movement and stay in Germany.

When you arrive in Bremen, you must (1) register as a resident and, in case you are a non-EU citizen and do not have a study visa (2) apply for a residence permit. Cost: 56 euros paid by bank transfer. More information can be found in this [link](#) and in the 'Master's Degree in Social Policy Information for International Students' delivered to all the students going to the UB.

2.1.4. ENTRY INTO CYPRUS THROUGH THE EU

Students from non-EU countries who enter into Cyprus for only one week, along the Winter School, do not need to apply for an entry permit visa. They can enter as tourists/visitors. More information [here](#).

2.1.5. SECOND YEAR VISA

Students from outside the EU/EEA will have to, at some point at the end of the first year of the program, update their residence permit in Europe. The options are:

- a. Applying for the German visa for the period September 2023 - September 2024.
- b. Renewing the Spanish residence permit (TIE).
- c. Using the long-term UK visa, if the student will be staying in the UK for the internship period, fieldwork and while writing the thesis. For this type of visa, students will need a Glasgow supervisor. The universities of the Consortium will provide with the needed documentation for each option.

2.2. Organizational aspects: UNIVERSITIES INFORMATION

2.2.1. Universitat Autònoma de Barcelona – UAB



The history of the UAB begins on 6 June 1968, when the decree on the creation of the Universitat Autònoma de Barcelona (UAB) is officially promulgated. Teaching activities at the UAB began in October 1968. Since its first years, the UAB strived to set the foundations for a university model based on the respect for the basic principles of autonomy, participation and social commitment. This model unfortunately did not receive support from the then authoritarian dictatorship of Francisco Franco, who in 1973 suspended the university's statutes and relieved the rector of his position. Nevertheless, the convictions with which the UAB began to take its first steps explain the drafting of the Bellaterra Manifest in 1975, the first document to vindicate an autonomous, democratic and socially responsible university. During the 1990s, the UAB completed its development and transformation into a campus university. In 1992, the UAB inaugurated the Vila Universitària and in 1996, the university inaugurated a series of areas and services at the new Plaça Cívica, making it the centre of the cultural and social life of the university. In September 1999, the most emblematic symbol of the university was inaugurated, the UAB Columns, work of the Valencian sculptor Andreu Alfaro.

With regard to the process of adaptation to the European Higher Education Area, the UAB decided from the beginning to take on a process of convergence as an opportunity for the internationalisation of the university, thanks to the creation of competitive, high quality academic programmes which promote the mobility of students. The decision to internationalise the UAB was made even more visible with the creation in 2007 of the International Welcome Point.

Though still about 50 years old, the UAB has already consolidated itself amongst the 200 best universities in the world within the main university rankings and is located within the top 10 new universities with greatest international projection and prestige.

In recent years, the UAB has seen recognition for its efforts in promoting quality in teaching, in attracting international talent and in obtaining a growing impact in research, together with a progressive improvement in its classifications in the most prestigious and influential international rankings. Thus, the UAB is well as occupying an outstanding position among Spanish universities in world rankings such as the QS World University Rankings (QS WUR), the Times Higher Education World University Rankings (THE WUR) and the Academic Ranking of World Universities (ARWU).

2.2.2. University of Glasgow - UofG



Founded in 1451, the University of Glasgow is the fourth oldest university in the English-speaking world. We are one of the top 100 of the world's universities (QS World University Rankings 2020 and The Times Higher Education World University Rankings 2019) and our alumni include the father of economics Adam Smith, Scotland's architect of devolution Donald Dewar and renowned physicist and engineer Lord Kelvin.

We have approximately 29,000 undergraduate and postgraduate students from more than 140 countries and boast a global community of over 219,000 alumni. Our College of Social Sciences is proud to offer eight prestigious Erasmus Mundus programmes and we are the Lead Institution for seven of these. This is the highest number of Erasmus Mundus programmes offered by any Institution in the UK. In addition, we have 420 Study Abroad and Exchange partners.

The University is renowned for world-class research and through our discoveries, we strive to create a positive impact on both society and the economy. We are a member of the prestigious Russell Group of leading UK research universities and a founding member of The Guild of European Research Intensive Universities.

As we build our future, we are making a £1 billion investment in our estate over ten years to expand our world-class campus and facilities. This development will mean the University remains a centre for world-renowned research as well as a vibrant community hub and centre for public engagement.

We are a place that inspires ambitious people to succeed, a place where inquiring minds can develop their ideas, a place where talented people are given the space to realise their dreams.

We are open to the world. Our doors are open to the brightest minds, regardless of background, who wish to study at university. We are open to collaboration and the exchange of knowledge with other universities, government and business.

To continue to be a world-class and progressive university, we are dedicated to bringing inspiring people together to change the world.

2.2.3. University of Bremen - UB



The University of Bremen is a medium-sized German university with around 20,000 students. Founded in 1971, the University of Bremen offers a wide range of subjects in more than 100 masters and bachelor programs. Together with the local research institutes and cooperation partners, it constitutes the leading research hub in northwest Germany. With research-based learning, the University has reinterpreted project studies, a defining feature originating from when it was founded. 2,500 academics, among them 270 professors, teach and research in a wide range of disciplines. In the natural sciences, engineering, the social sciences and the humanities as well as in teacher training, the University has a long established tradition in interdisciplinary cooperation and excellent research. In 2012, the University's Institutional Strategy "Ambitious and Agile" led to it being awarded with the title of "University of Excellence", one of only eleven universities in Germany.

The University of Bremen is one of the top 50 European universities younger than 50 years. The issues of today's and future societies are dealt with in six interdisciplinary high-profile areas focused on the oceans and the global climate, the future of industrial production, the social conflicts of modern welfare states, the interfaces between digital technology and humans, the logistics of global supply chains, and equity in health care. The University promotes diversity, has always encouraged the implementation of new ideas and the independence of its young researchers, and takes its social responsibilities seriously. We are not afraid to be the first to tread new territory: Founded as a reform university, we aim to breathe life into change.

The University has been cooperating successfully with the non-university research institutes in its immediate vicinity for a long time, this includes 11 jointly funded by the federal government and the federal states. More than 50 so-called 'cooperation professors' can testify to this. Our vision: To further anchor Bremen as a leading European research university and an inspiring place of education. To achieve this, we rely on our strengths, on the potential of all University members, and on the trusting cooperation with our partners.

2.2.4. University of Cyprus - UCY



The University of Cyprus (UCY) is a public university located in Nicosia, Cyprus. It was founded in 1989 and admitted its first students in 1992 with an enduring mission, that is, the advancement of science, knowledge, learning and education by teaching and research. UCY envisions functioning as a beacon of science, ethos and creativity in the greater Euro-Mediterranean area and the global community, with a continuous and enduring contribution to social progress, culture and the vibrancy of Cyprus at large.

UCY offers a range of undergraduate, graduate and professional degree programmes, in 8 faculties, 23 departments, 11 research units, 2 institutes and 15 organisational entities. It also offers training and lifelong learning programmes. UCY has around 8,000 students, 22,000 alumni, 870 academic and administrative staff and 200 research scientists. The University is a vigorous community of scholars engaged in the generation and diffusion of knowledge. Despite its brief history, the University of Cyprus has earned the respect of the international academic community and the appreciation of the Cypriot society. UCY graduates are employed in international companies and organizations, while they excel abroad as academics and researchers in universities.

The University of Cyprus aims to establish itself as a pioneer research institution achieving international scientific recognition in European Higher Education, offering competitive programmes of study, as well as becoming a centre of excellence in the wider Euro-Mediterranean Region. The main objectives of the University are twofold: the promotion of scholarship and education through teaching and research and the enhancement of the cultural, social and economic development of Cyprus.

UCY is located in Nicosia, the capital of the island, in an innovative, energy-efficient and sustainable campus, with state-of-art infrastructure, buildings at the forefront of architectural design and cutting-edge research equipment.

To date, UCY has held on to its place as the leading university in Cyprus, boasting a wide array of academic, research and other achievements, and has been improving its international spot in the competitive lists with world's top universities. Indicatively, UCY is included in the Shanghai List (Shanghai Academic Ranking of World Universities-ARWU) at 601-700 and has joined the top 200 world universities under 50 years old at 63rd (Times Higher Education World University Rankings).

2.3. Organizational aspects: HOUSING AND PRACTICAL INFORMATION

2.3.1. Universitat Autònoma de Barcelona – UAB

Contact person at the UAB: Laia Ramia (laia.ramia@uab.cat)

Plus, at the [InfoUAB / Information Service](#) of the Universitat Autònoma de Barcelona students can find out all the information they need after they arrive, resolve any queries regarding academic life, obtain their [UAB student card](#), see what activities are taking place, find out what grants are available, get help with finding accommodation, ask about the different services at the university and find out about the available language courses.

[InfoUAB / Information Service](#)

Campus de Bellaterra-Plaça Cívica

Tel. + 34 93 581 11 11 | E-mail: informacio@uab.cat

Housing

Vila Universitaria is a residential complex enclosed in the UAB campus. If you decide to live there, you will live in the same campus and share experience with other students.

[Vila Universitària](#)

Campus de la Universitat Autònoma de Barcelona

08193 - Bellaterra (Cerdanyola del Vallès)

Tel. +34 93 581 70 04

www.vilauniversitaria.com

E-mail: vila@vilauniversitaria.com

If students prefer to live in the city, they are encouraged to find a shared apartment in Barcelona or other nearby cities such as Cerdanyola del Vallès, Sant Cugat del Vallès, Sabadell, etc. These are some useful websites to find an apartment: [Idealista](#), [Fotocasa](#), [Habitacalia](#), [Badi](#), [Aluni](#), [Spotahome](#), [Coliveit](#), [Coasis Coliving](#), etc. Please make sure that you don't pay any deposit before you visit the flat in order to avoid possible scams.

You may find some more necessary information on [UAB's Welcome Guide for International Students](#).

Other useful information:

- Get the [Biblioteques de Barcelona](#) card (public libraries in the region of Barcelona) for discounts and books.
- Use the [Escena 25](#) platform to have access to amazing spectacles for a low price.
- Recommended [travel cards](#): T-Jove (under 25 years old) or T-Usual (over 25 years old).

2.3.2. University of Glasgow - UofG

Contact person in the UofG: Leigh Burns (Leigh.Burns@glasgow.ac.uk)

The Semester begins on Monday 9th January 2023. The Semester finishes at the end of April, however you may have assignment deadlines after this date so we would recommend remaining in Glasgow until at least mid-May. If you choose to stay in Glasgow until June, we will be able to offer access to courses on academic development.

Housing

The GLOBED Consortium has three organisations in Glasgow who have agreed to provide accommodation to Erasmus Mundus students on a first come, first served basis for GLOBED students studying in Glasgow for semester 2.

Option 1) UNITE Students

UNITE students have reserved a limited number of rooms in shared apartments at their Kelvin Court property: <https://www.unitestudents.com/glasgow/kelvin-court> The cost for this accommodation is £146 per week.

To book please fill out the Unite Students Accommodation Booking Form 2019-2020 document provided with this Welcome Pack and return to Glasgow@unistudents.com.

Option 2) Fresh Student Living

Fresh Student Living have reserved a number of rooms for students in their Collegelands property: <http://freshstudentliving.co.uk/property/collegelands/>

This property is in Glasgow City Centre and they would be happy to arrange virtual viewings.

To book please complete the 'Fresh Student Living UofG Erasmus Accommodation Referral Form' provided with this Welcome Pack and return to Collegelands@freshstudentliving.co.uk.

Option 3) True Student

True Student accommodation have reserved a number of rooms for students. Please see offer and prices below:

Shared Apartments: Ensuite style rooms; double bed, under bed storage, desk, wardrobe and ensuite bathroom.

True Club Suites: Studio style rooms; double bed, under bed storage, desk, wardrobe, ensuite bathroom and kitchenette.

The cost for this accommodation is as follows:

Room Type Price (per week)

Shared Apartment £225

True Club Suite £250

Please see attached Information Sheet for more details. To book, please e-mail: glasgow@truestudent.com
www.truestudent.com

Option 4) Private accommodation

Alternatively, you may be interesting in seeking private accommodation. If you are considering staying in private accommodation for the semester in Glasgow then we would strongly recommend that you use the Glasgow Pad website: <http://www.glasgowpad.org/>

PAD (Private Accommodation Database) has been created to assist students seeking private accommodation and was developed by our Accommodation Services, in association with the other Glasgow higher education institutions to provide an online database of private accommodation. You will note that on the PAD website you can search by lease term and there is an option for less than 6 months.

If you are interested in flat sharing then the Student Representative Council advertises a flat share service: <http://www.glasgowstudent.net/services/flatshare/>

Option 5) Havannah House are offering rooms at £180 a week. Some rooms still available:
<https://prestigestudentliving.com/student-accommodation/glasgow/havannah-house>

2.3.3. University of Bremen - UB

Contact person in the UB: David Krogmann (krogmann@uni-bremen.de).

Housing

Students in Germany typically live in a student residence hall provided by the university student service or in a private shared apartment. The university student service (Studentenwerk) maintains eleven housing complexes with 1,906 housing opportunities for students in Bremen, as well as two accommodation facilities with 136 places available in Bremerhaven.

Depending on whether you live in a room or in an apartment with roommates, these housing options will include a small kitchenette or a full built-in kitchen. Bathrooms, sinks, and refrigerators are also included in all housing options. Students can choose between single room apartments (an option without roommates) and shared apartments from two to eight rooms. Worth noting is that housing complexes usually have a bicycle area, a laundry room, and community rooms that residents can use. The average monthly rent for a furnished room in one of the student residence halls is 240 euros depending on the kind of apartment. All rents are fixed, or “warm”, meaning that there are no additional costs to factor into your budgets. You can also register for student dormitories operated by other private or spiritual organizations: Bremer Ökumenisches Wohnheim, Campus Viva, Galileo Residence, Conway’s Home.

Additionally, you can try to find a private single-room apartment or a private room in shared apartments. Rents will vary somewhat depending on factors like location, amenities and the type/size of the room or apartment. Offers are shared on various notice-boards at the universities in Bremen or in the internet: schwarzes Brett (virtual notice board) www.wg-gesucht.de

You can also check the marketplace or relevant groups and pages on Facebook.

Read here more information for [incoming students](#) and the [Institutional Factsheet](#) for Erasmus students.

2.3.4. University of Cyprus - UCY

Contact person in the UCY: Athena Stylianou (stylianou.athena@ucy.ac.cy), Eleftherios Klerides (klerides.eleftherios@gmail.com), and Helen Phtiaka (helen@ucy.ac.cy).

Housing

Accommodation for the Winter School week will not be paid by GLOBED. Further information on accommodation possibilities will be sent on due time.

2.4. Financial aspects: PARTICIPATION COSTS AND SCHOLARSHIPS

2.4.1. Participation Costs

The GLOBED edition participation costs for non-EU students amounts to € 14,500 and to € 9,000 for EU Students, managed directly by the Consortium. The participation costs include:

- The costs for tuition: fees/salary costs and mobility costs for partner institutions' internal staff as well as external experts and lecturers;
- The cost to implement and maintain an EMJMD joint programme: secretariat, contact points, administration (registration and admission procedures, file management, book-keeping etc.);
- The cost of tutoring, supervision and complementary language courses;
- The cost of services and facilities: promotional and guidance material, libraries, buildings, equipment (Wi-Fi access, pc rooms etc.);
- The cost for participation in fieldwork activities: internships and complementary training;
- The insurance costs (see Annex 2 to the agreement for insurance coverage details);
- Any mandatory administrative/operational cost related to the participation of the Students in the course (including any additional mobility costs).

2.4.2. Administration of Scholarships

The scholarship will be paid to the Student in the following way:

Category A Scholarships – Up to € 35,000 for each Student of Programme countries

Amount I

Contribution to travel costs: total € 2,000 to be paid in two instalments of € 1,000 each in the month of September of the first and second study year.

Amount II

Contribution of participation costs: total € 9,000, including tuition fees and insurance coverage.

An amount of € 9,000 will directly be withheld within the consortium budget. By signing this contract the Student authorizes the annual collection.

Amount III

Contribution to monthly allowance: up to a total of € 24,000 for 24 months. The allowance of € 1,000 will be paid on a monthly basis to the Student's personal bank account.

Category B Scholarships – Up to € 45,500 for each Student of Partner countries

Amount I

Contribution to travel and installation costs: total € from € 4,000 (place of residence is less than 4,000 km from Barcelona) to € 6,000 (place of residence is more than 4,000 km from Barcelona).

Travels costs will be paid in two instalments of € 2,000 or € 3,000 each in the month of September of the first and second study year.

Installation costs of € 1,000 will be paid in September of the first year only.

Amount II

Contribution to participation costs: total € 14,500, including tuition fees and insurance coverage.

An amount of € 14,500 will directly be withheld within the consortium budget. By signing this contract the Student authorizes the annual collection.

Amount III

Contribution to monthly allowance: up to a total of € 24,000 for 24 months. The allowance of € 1,000 will be paid on a monthly basis to the Student's personal bank account.

*Please note that, for those students whom flight ticket from home destination to Barcelona was paid by GLOBED Consortium, the amount of the ticket will be deducted from the first instalment of the Travel costs.

2.4.3. During the months that the Students spend (e.g. for study/research/placement/thesis preparation) in their country of residence they will not receive the monthly allowance.

The monthly subsistence allowance is not given to Partner Country scholarship holders for the EMJMD periods exceeding three months (indicatively the equivalent of 15 ECTS credits) spent in any Partner Country.

2.4.4 Money Transfers

Immediately upon arrival at the first-semester institution, the recipient must open a European bank account and forward the account details (including the IBAN number) to the Secretariat. All payments will be directly transferred from UAB to a bank account within the Economic European Area (EEA) specified by the scholarship recipient.

The GLOBED Consortium recommends checking the possibilities offered by the new digital banks such as Wise or Revolut.

2.4.5 First payment upon arrival

100% of the installation costs payment will be issued to students together with the first payment of the scholarship. This payment will also include 50% of the total of the travel costs. As this may take a few days since the students arrive in Barcelona, and the first payment cannot be done until the bank account has been open, we advise students to take some money with them. Usually, this process takes around 30 days since the student arrives. All scholarship payments will be issued by the UAB.

2.4.6. Scholarship interruption and drop-out from the programme

2.4.6.1. If EMJMD scholarship holders withdraw their participation in the Master course before or during their study period, or if they are excluded from the EMJMD course, the consortium has the possibility to reallocate the remaining monthly subsistence costs, participation costs and travel and installation costs to another Student on the reserve list.

2.4.6.2. A scholarship reallocation of a drop-out or no-show Student to a Student on the reserve list is only possible in the first few weeks of the first academic year, as long as the potential new scholarship recipient was placed in the EMJMD reserve list of Students and has participated in the course as self-paying Student from the beginning of the course.

2.4.6.3. As stated in preamble and 1.9/1.10/1.11, a student participation in the programme may be immediately interrupted if fraudulent act, cheating, falsification or plagiarism of any academic work is committed. Also if there is an evidence of abuse or misuse of any equipment or installations or unauthorised access or violation of any institutional, departmental or university rules.

Also, the student participation in the programme may be immediately interrupted if the academic expectations are not achieved: such as failing reassessments on Semester 1 or 2 study-units, or failing in Internship; Fieldwork; Winter School; Master Thesis.

2.4.6.4. As stated by EACEA, all Erasmus Mundus Joint Master Degree students must participate in programme surveys/evaluations, as well as joining the Erasmus Mundus Association and Alumni Association (EMA - <http://www.em-a.eu/>).

2.5.6.5. More information related to EMJMD action in general can be found at the Erasmus + Programme Guide, section EMJMD (pages 215 to 226).

2.4.7 National policies regarding part-time work during studies apply.

Although there is no specific EU regulation regarding part-time work for scholarship holders, they should avoid part-time work. National rules will apply to all students. Instead, the Consortium understands that self-funding students combine studies and part-time or occasional work.

3. Complaints and amendments

- 3.1. Any complaints arising in relation to GLOBED course or termination of studies must without delay be brought to the attention of the programme coordinator.
- 3.2. A distinction is made between teaching/learning issues and other matters, such as housing or student services. For complaints relating to the teaching or learning process, students should contact the staff member who is directly involved in the process, or their supervisors/tutors.
- 3.3. For complaints or feedback relating to other matters, such as housing or student service, students should address via e-mail the university services which are responsible for the matter (see point 2.3 of the Student Agreement).
- 3.4. This agreement automatically expires at the end of the second academic year. The annual “Education Policies for Global Development” payment is not refundable.

4. Term and validity

- 4.1. This agreement shall take effect after it has been signed by both parties on the last date of signature and automatically expires at the end of the second academic year.
- 4.2. If the agreement is terminated at an earlier point, the scholarship payment is automatically stopped at the same time. The Secretariat will seek reimbursement of prepaid installments.
- 4.3. This agreement is written in duplicate copies in English with each of the copies being equally authentic.
- 4.4. The annexes to the agreement constitute an integral part thereof.
- 4.5. Modification of the Contract and dispute resolution conditions:

Any alteration to the present Contract must be communicated in writing. All alterations to the initial situation must be immediately communicated by the Student to the GLOBED Consortium. Upon mutual agreement of contractual modifications, the GLOBED Consortium will issue addenda to the present contract.

Without prejudice to the general consequences laid down in national law applicable in the present Contract, the GLOBED Consortium reserves the right to cease the effects of the present contract, without recourse to any juridical procedure apart from adequate communication to the Student. Failing agreement by both parts, the Spanish courts are designed as the only competent authorities to resolve any legal dispute between the GLOBED Consortium and the Student emerging from the contract. The present contract will be governed by the Spanish Law.

The signatories declare that they have read and accept the conditions laid down in the present Contract.

September, 19 [2022]

Beginning of Semester 1 at the UAB and Welcome Days

November, 4 [2022]

Internship Catalogue sent to students

December, 1 - January, 15 [2022/23]

Online registration at the UB

November, 21 [2022]

Internship preference communicated by the students (5 options)

December, 16 [2022]

End of Semester 1 at the UAB

January, 9 [2023]

Beginning of Semester 2 at the UofG

January / February [2023]

Students from UB can start their internship (>200h)

February, 28 [2023]

Internship placement is communicated to all

April, 1 [2023]

Beginning of Semester 2 at the UB

April, 11 [2023]

Letter of Intent for the Thesis Topic and preference of Supervisors (5)

May, 2 [2023]

Thesis Supervisor allocation is communicated

May, 26 [2023]

End of Semester 2 at the UofG

June [2023]

Students from UofG can start their internship (>200h)

June / July [2023]

Deadline for final proposal for students supervised by UofG

July, 14 [2023]

Deadline for final proposal for students supervised by UB/UAB/UCY

August [2023]

UofG students send the ethics application form

September, 30 [2023]

End of Semester 2 at the UB

October, 31 [2023]

End of all internships and start fieldwork

December, 4 [2023]

Deliver the internship report

January [2024]

End of fieldwork - Deliver the fieldwork report - Start writing Thesis

February, 26 - March, 1 [2024]

Winter School organised by the UCY

January - June [2024]

M.A. Thesis writing period

June, 1 [2024]

First deadline for M.A. Thesis

July, 1 [2024]

Second deadline for M.A. Thesis



Versicherungsausweis // *Certificate of Insurance*

PROTRIP-WORLD-PLUS-2: Ihre Dr. Walter Erasmus Mundus
und Erasmus + Versicherungskombination //

PROTRIP-WORLD-PLUS-2: Your Dr. Walter Erasmus Mundus
and Erasmus + Insurance





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Wichtige Hinweise für den Krankheits- und Schadensfall

How to act in the event of a claim

I. Verhalten in medizinischen Notfällen / Assistance Leistungen

I. How to act in case of medical emergency / assistance services

Für medizinische Notfälle innerhalb der USA und Kanada wenden Sie sich bitte an:

GMMI, Global Medical Management,
1300 Concord Terrace, Suite 300,
33323 Sunrise (Florida/USA), Telefon:

+1-954-308-3923

Medical emergencies in the USA and Canada:

GMMI, Global Medical Management,
1300 Concord Terrace, Suite 300,
33323 Sunrise (Florida/USA), Phone:

+1-954-308-3923

Für Notfälle in anderen Ländern

wenden Sie sich bitte an die
Europ Assistance Versicherungs-AG,
München, Deutschland, Telefon:

+49 (0) 89 55 987-641

Emergencies in other countries

Please contact
Europ Assistance Versicherungs-AG,
Munich, Germany, Phone:

+49 (0) 89 55 987-641

Bitte halten Sie für diesen Fall Ihre Versicherungsbestätigung bzw. Ihre Versicherungsnummer bereit oder verweisen Sie auf die PROTRIP-WORLD-PLUS-2 Versicherung.

Please keep your insurance confirmation or policy number ready or refer to the PROTRIP-WORLD-PLUS-2 Insurance.

Typische Beispiele für Notfälle

- Unfälle
- schwere Erkrankungen
- bevorstehende Krankenhausaufenthalte
- mögliche Krankenrücktransporte
- Verlust von Reisezahlungsmitteln
- Hilfe bei rechtlichen Problemen

Typical cases of emergency

- accidents
- severe illness
- requests for in-patient treatment
- requests for medical repatriation
- loss of means of payment
- help with legal matters

2. Verhalten im Krankheitsfall

Als Reisender im Ausland sind Sie im Rahmen einer Reisekrankenversicherung versichert. Die Leistungen der Krankenversicherung sind auf die akute Heilbehandlung neu aufgetretener Erkrankungen begrenzt.

Wichtiger Hinweis: Bitte setzen Sie sich bei aufwändigen und längeren ambulanten Behandlungen immer vorab mit uns in Verbindung, damit die Kostenzusage geklärt werden kann! Dies betrifft insbesondere radiologische Maßnahmen wie Kernspintomographien sowie Krankengymnastik nach Unfällen etc.

Bei allen Krankheitsfällen innerhalb der USA wenden Sie sich bitte an: GMMI für Dr. Walter GmbH, 1300 Concord Terrace, Suite 300, Sunrise, FL 33323, Tel. gebührenfrei: **+1-855-488-5523** oder **+1-954-308-3923** (lokal)
E-Mail: customerservice@gmmi.com

Bei allen Krankheitsfällen in anderen Ländern wenden Sie sich bitte an: Dr. Walter GmbH, Abteilung Leistung, Eisenerzstr. 34, 53819 Neunkirchen-Seelscheid
E-Mail: leistung@dr-walter.com
T +49 (0) 22 47 91 94 -31
F +49 (0) 22 47 91 94 -20

Legen Sie dem Arzt bitte vor Behandlungsbeginn Ihre Versicherungsbestätigung und die Leistungsbeschreibung dieser Versicherung vor, damit sich der Arzt über den Umfang des Versicherungsschutzes informieren kann.

Viele Ärzte und Krankenhäuser akzeptieren diese Versicherung und rechnen direkt mit uns ab. Wenn ein Arzt oder Krankenhaus auf einer direkten Begleichung der Rechnung be-

2. How to act in case of illness

While traveling abroad you are covered by a travel health insurance. Please bear in mind that cover is granted for the acute treatment of an illness occurring for the first time.

Important note: In case of extensive and long-term medical treatment, please always contact us in order to determine cost coverage! This especially applies to radiology such as MRIs and physiotherapy after an accident.

To submit claims in the USA please refer to: GMMI for Dr. Walter GmbH, 1300 Concord Terrace, Suite 300, Sunrise, FL 33323,
Phone (toll-free): **+1-855-488-5523** or **+1-954-308-3923** (local)
Email: **customerservice@gmmi.com**

To submit claims in other countries please refer to: Dr. Walter GmbH, Abteilung Leistung, Eisenerzstr. 34, 53819 Neunkirchen-Seelscheid, Germany
E-Mail: leistung@dr-walter.com
T +49 (0) 22 47 91 94 -31
F +49 (0) 22 47 91 94 -20

Please present your insurance confirmation and the benefits overview of this insurance to the doctor so that the service provider can be informed about the scope of insurance coverage.

Many doctors and hospitals accept our insurance and handle claims directly with us. If a doctor or hospital insists you to pay the bill on the spot, please send the original invoice along

steht, senden Sie die Originalrechnung bitte zusammen mit der vollständig ausgefüllten Schadensmeldung an eine der oben genannten Adressen.

3. Meldung von Unfall- und Haftpflichtschäden

Bitte teilen Sie uns Unfälle und Haftpflichtschäden unverzüglich mit. Dazu reichen Sie bitte eine genaue Schilderung des Schadenhergangs sowie Belege über die entstandenen Kosten bei uns ein.

Die Meldung aller Unfall- und Haftpflichtschäden erfolgt über:

Dr. Walter GmbH, Abteilung Leistung, Eisenerzstr. 34, 53819 Neunkirchen-Seelscheid

E-Mail: leistung@dr-walter.com

T +49 (0) 22 47 91 94 -31

F +49 (0) 22 47 91 94 -20

with the completed claim form to the corresponding address indicated above.

3. Accident and Liability Insurance

Please report claims regarding accident and liability insurance immediately. In such cases, please hand in a detailed description of how the event occurred as well as receipts showing costs incurred.

Claims regarding accident and liability insurance are to be reported to:

Dr. Walter GmbH, Abteilung Leistung, Eisenerzstr. 34, 53819 Neunkirchen-Seelscheid, Germany

E-Mail: leistung@dr-walter.com

T +49 (0) 22 47 91 94 -31

F +49 (0) 22 47 91 94 -20

4. Ansprechpartner und Versicherer

Ansprechpartner für alle Fragen rund um den Versicherungsschutz ist die Dr. Walter GmbH. Für dieses Versicherungsprodukt arbeitet die Dr. Walter GmbH mit ausgewählten, renommierten Versicherungsgesellschaften zusammen. Den Versicherungsschutz für die Krankenversicherung gewährt die Allianz Worldwide Care SA. Allianz Worldwide Care SA verfügt über eine AA Bewertung von Standard & Poor's. Den Versicherungsschutz für die Unfall- und Haftpflichtversicherung sowie für die Reisegepäckversicherung gewährt die Generali Versicherung AG und den Versicherungsschutz für die Assistance-Versicherung gewährt die Europ Assistance Versicherungs-AG.

4. Contact and insurer

For general information on insurance coverage please contact Dr. Walter GmbH. Travel health insurance is provided by Allianz Worldwide Care SA. Allianz Worldwide Care SA offers excellent financial strength and stability holding an AA Rating by Standard & Poor's. Travel accident insurance and travel liability insurance as well as baggage insurance are provided by Generali Versicherung AG. Assistance insurance is provided by Europ Assistance Versicherungs-AG.

Häufig gestellte Fragen

1. Zu welchem Arzt kann ich gehen, wenn ich krank werde?

Grundsätzlich haben Sie mit dieser Versicherung die freie Arztwahl. Wir bitten Sie, bei größeren ambulanten Behandlungen und stationären Behandlungen schnellstmöglich Kontakt mit unserem Schadensservice oder der Notrufzentrale aufzunehmen. So können frühzeitig die Kosten mit dem Arzt und der Klinik geklärt werden und Sie müssen in solchen Fällen nicht in Vorleistung treten.

2. Welche Unterlagen muss ich im Krankheitsfall zur Kostenerstattung einreichen?

Bitte reichen Sie die Rechnungsbelege (Arztrechnungen, Rezepte etc.) immer im Original ein. Aus den Rechnungen müssen immer der Name der behandelten Person, die Bezeichnung der Krankheit, die Art der einzelnen ärztlichen Leistungen sowie die Behandlungskosten hervorgehen. Zusätzlich reichen Sie bitte wichtige Nachweise (Arzt- und Krankenhausberichte, Polizeiberichte etc.) in Kopie ein. Senden Sie die Unterlagen vollständig mit dem beiliegenden Schadensformular an die in dieser Broschüre genannte Adresse.

3. Was muss ich bei einem Krankenhausaufenthalt tun?

Bei jedem stationären Aufenthalt informieren Sie bitte unverzüglich die Notrufzentrale. So werden Sie schnell und kompetent betreut und müssen die Kosten nicht vorstrecken.

4. Was muss ich in Notfällen tun?

Bei jedem Notfall wenden Sie sich bitte sofort an die Notrufzentrale, damit dringende Kostenzusagen abgegeben werden können und ggf. schnell ein Krankenrücktransport erfolgen kann.

Frequently Asked Questions

1. Which doctor may I consult in case of illness?

In principle, our insurance offers free choice of medical practitioners. However, in case of major out-patient treatment or any kind of in-patient treatment, please contact our claims office or emergency service as soon as possible. This will enable us to quickly settle the costs for your medical treatment with the doctor or clinic and you won't be asked to make an advance payment.

2. Which documents do I need to submit to be reimbursed for medical costs?

We kindly ask you to submit original invoices (practitioners' invoices, prescriptions, etc.). Invoices must carry the following information: name of patient, description of illness, itemised list of medical treatments, and overall treatment costs. In addition, please submit a copy of supporting documents (medical reports, police reports, etc.). Please send the complete documentation along with the enclosed claims form to the address mentioned in this brochure.

3. What do I need to do in case of in-patient treatment?

For any kind of in-patient treatment, please contact our emergency service. This will enable us to attend to your needs as quickly as possible. You will also avoid an advance payment.

4. What do I need to do in case of emergency?

In any kind of emergency, please contact our emergency service staff who will provide cost guarantees or arrange for quick repatriation.

5. In welchen Ländern bin ich versichert?

Der Versicherungsschutz PROTRIP-WORLD-PLUS-2 gilt im Ausland. Für zwischenzeitliche Heimreisen, z. B. zu Urlaubszwecken, gilt der Versicherungsschutz im Heimatland bzw. im Land des ständigen Wohnsitzes für maximal sechs Wochen innerhalb eines Jahres. Bei Studienaufenthalten an Universitäten im Heimatland bzw. im Land des ständigen Wohnsitzes im Rahmen des Erasmus Mundus Programmes besteht ausschließlich Versicherungsschutz in der Unfall- und Haftpflichtversicherung.

6. Welche Regelung besteht bei Vorerkrankungen?

Versichert ist die akute und unvorhersehbare Verschlechterung einer chronischen oder vorher bestehenden Erkrankung. Falls Sie an einer chronischen Erkrankung oder einer Vorerkrankung leiden sollten, ist es ratsam, dass Sie sich von Ihrem Hausarzt im Heimatland die Reisetauglichkeit vor Abreise ins Ausland schriftlich bestätigen lassen.

7. Bin ich während meines Auslandsaufenthaltes auch bei der Ausübung von Sport versichert?

Grundsätzlich ist die Ausübung jeglicher Sportarten mitversichert. Kein Versicherungsschutz besteht in der Unfallversicherung bei der aktiven Teilnahme an privaten und öffentlichen Rennveranstaltungen, bei denen es auf die Erzielung von Höchstgeschwindigkeiten ankommt.

5. For which countries am I covered?

The insurance coverage applies for stays abroad. For intermediate stays abroad, like holidays etc., the insurance coverage also applies in the home country (i. e. the country of permanent residence) for a maximum stay of six weeks within one year. For academic stays at universities in the home country (i. e. the country of permanent residence) within the Erasmus Mundus Programme, coverage shall only apply in liability and accident insurance.

6. Which rules apply in case of pre-existing conditions?

The acute and unforeseeable deterioration in health related to prior or chronic illnesses shall be covered. If you suffer from a pre-existing or chronic illness it is advisable to ask your general practitioner in your home country to certify in writing that you are fit to travel before going abroad.

7. Am I covered for sports activities during my stay abroad?

Any kind of sports activity is covered in principle. However, your accident insurance does not cover claims resulting from participation in private or official high speed racing.

8. Bin ich mit dieser Versicherung als Fahrer eines Kraftfahrzeuges im Ausland haftplichtversichert?

Nein, jeglicher Gebrauch von Kraftfahrzeugen ist in der Haftplichtversicherung ausgeschlossen.

9. Kann ich meinen Versicherungsschutz verlängern, wenn ich länger im Ausland bleiben möchte?

Ja, kein Problem. Wenden Sie sich dazu bitte rechtzeitig VOR Ablauf des Versicherungsschutzes an ihre Kontaktperson an ihrer koordinierenden Universität, um die Verlängerung zu beantragen.

8. Does this insurance cover third party liability when driving motor vehicles in a foreign country?

No, the use of motor vehicles is not covered through this liability insurance.

9. Can I extend my insurance period if I decide to prolong my stay abroad?

Yes, there is no problem to do so. For this purpose please contact your contact person at the coordinating University in good time BEFORE your insurance expires.

Tarifbestimmungen und Annahmerichtlinien für PROTRIP-WORLD-PLUS-2

1 Zielgruppe

Teilnehmer am Erasmus Mundus und Erasmus+ Programm wie von ihrer koordinierenden Universität festgelegt.

2 Versicherbare Personen

Personen mit europäischer und nicht-europäischer Staatsangehörigkeit für ihre Reisen und Aufenthalte im Rahmen des Erasmus+ und Erasmus Mundus Programms wie von ihrer koordinierenden Universität festgelegt.

Altersgrenze: bis 39 Jahre.

3 Vertragsdauer

Versicherungsschutz besteht für den im Versicherungszertifikat angegebenen Zeitraum, maximal 36 Monate, mindestens ein Monat. Innerhalb des maximal versicherten Zeitraumes können Verlängerungen beantragt werden (vor Ablauf des ursprünglichen Vertrages und unmittelbar im Anschluss). Der Vertrag verlängert sich automatisch um bis zu drei weitere Monate, wenn die versicherte Person bei Ablauf der Versicherung nicht transportfähig ist. Ist die versicherte Person bei Beendigung des versicherten Aufenthaltes nicht transportfähig, so übernimmt der Versicherer die Behandlungskosten bis zum Eintritt der Transportfähigkeit. Für diesen Zeitraum besteht keine Beitragspflicht.

Tariff provisions and acceptance guidelines for PROTRIP-WORLD-PLUS-2

1 Target group

Participants in the Erasmus Mundus and Erasmus+ Programme as set forth by your coordinating university.

2 Persons to be insured

Persons of European and Non-European nationality for their stays and travels within the Erasmus+ and Erasmus Mundus Programme as organised by your coordinating university

Age of entry: up to 39 years.

3 Contract period

Insurance coverage is provided for the period indicated in the insurance certificate for a maximum of 36 months, at least one month. Within the maximum insurance period, extensions can be requested before the initial contract period expires with the extension period beginning directly thereafter. The contract period will be automatically extended for a maximum period of three months if the insured person is not medically transportable when the insurance expires. If the insured person is not medically transportable by the end of the insured stay, the insurer will pay the costs of medical treatment until the day the insured person is medically transportable. During this period, no insurance premiums will be charged.

4 Versicherungsbedingungen

Die genauen Leistungen und Leistungsausschlüsse ergeben sich aus den zugrundeliegenden Auslandsversicherungsbedingungen PROTRIP-WORLD-PLUS-2. Werden in den Auslandsversicherungsbedingungen Aussagen getroffen, die von diesen Tarifbestimmungen und Annahmerichtlinien abweichen, gehen die Tarifbestimmungen und Annahmerichtlinien immer den Auslandsversicherungsbedingungen vor.

5 Assisteur

Der Assisteur erbringt die Assistance-Leistungen im Namen von Dr. Walter. Der Assisteur für dieses Produkt ist die Europ Assistance, München. Europ Assistance wird von Dr. Walter beauftragt und bezahlt.

6 Beitragszahlung/Versicherungsnachweis

Das Beitragsinkasso für diesen Vertrag erfolgt durch den Versicherungsmakler Dr. Walter GmbH. Dr. Walter übernimmt das Erstellen der Versicherungszertifikate je versicherter Person.

7 Bearbeitung von Leistungsfällen

Die Bearbeitung von Leistungsfällen erfolgt durch Dr. Walter. Dr. Walter steht ihrer koordinierenden Universität sowie den Versicherten als Ansprechpartner gegenüber dem Versicherer zur Verfügung.

4 Insurance conditions

The specific services and exclusions of benefits are based on the Overseas Insurance Conditions PROTRIP-WORLD-PLUS-2. The Tariff provisions and acceptance guidelines always prevail where there is an inconsistency between the Tariff provisions and acceptance guidelines and the Overseas Insurance Conditions.

5 Assistance service

The assistance service provides its Assistance Services on behalf of Dr. Walter. The assistance service for this product is Europ Assistance, Munich. Europ Assistance is commissioned and paid by Dr. Walter.

6 Payment of premiums/Proof of insurance

The collection of premiums for this contract is carried out by the insurance broker Dr. Walter. Dr. Walter issues the insurance certificates for each insured person.

7 Processing of claims

The processing of claims is carried out by Dr. Walter. With regard to your coordinating university and the insured persons, Dr. Walter acts a contact and broker for the insurance company.

8 Deckungen

Den genauen Deckungsumfang Ihrer Versicherung entnehmen Sie bitte dem Versicherungszertifikat.

8.1 Auslands-Krankenversicherung

Kostenersatz bei akut eintretenden Krankheiten oder Unfällen für medizinisch notwendige Heilbehandlungen im Ausland sowie bei Krankentransport.

Leistungen:

- Ambulante und stationäre Heilbehandlungskosten
ohne Summenbegrenzung
- Versorgung mit ärztlich verordneten Arznei-, Verbands- und Heilmitteln
ohne Summenbegrenzung
- Hilfsmittel, die infolge eines Unfalles erforderlich werden
ohne Summenbegrenzung
- Medizinisch notwendige Behandlung bei Schwangerschaften/Entbindung
ohne Summenbegrenzung
- Schmerzstillende Zahnbehandlung einschließlich Zahnfüllungen in einfacher Ausführung und einfache Reparatur bei Beschädigung von Zahnersatz
bis zu 500 € pro Fall
- Unfallbedingter einfacher Zahnersatz
bis zu 1.000 € pro Fall
- Ambulante Erstbehandlung psychischer Erkrankungen **bis zu 1.500 €**
- Stationäre Notfallbehandlung bei erstmals auftretenden geistigen und seelischen Störungen **bis zu 20.000 €**
- Medizinisch sinnvoller und vertretbarer Krankenrücktransport an den Wohnort der versicherten Person
ohne Summenbegrenzung

8 Scope of coverage

The exact scope of coverage of your insurance can be found on the insurance certificate.

8.1 Overseas Health Insurance

Provides cost coverage of medical treatment and transportation resulting from acute illnesses or accidents abroad.

Benefits:

- In-patient and out-patient treatment
unlimited coverage
 - Medically prescribed medicine, bandages and remedies
unlimited coverage
 - Medically prescribed aids which are necessary as a consequence of an accident
unlimited coverage
 - Necessary Treatment in the event of pregnancy
unlimited coverage
 - Palliative dental treatment including simple fillings and simple repair of existing dentures
up to 500 € per insured event
 - Accident-related provisional dentures
up to 1,000 € per insured event
 - Out-patient initial treatment of mental illnesses **up to a total of 1,500 €**
 - In-patient emergency medical treatment for mental and psychological disorders occurring for the first time **up to a total of 20,000 €**
 - Medically effective and reasonable evacuation of the insured person to his/her place of residence
unlimited coverage
-

- Überführung der versicherten Person im Todesfall

Ohne Summerbegrenzung

- Allgemeiner Selbstbehalt pro Fall: **0€**
Selbstbehalt nur in den USA: Behandlungen im Emergency Room, die nicht dringend oder medizinisch notwendig waren: **250€**

8.2 Assistance (Beistandsleistungen/ Soforthilfe)

Aktive Unterstützung durch eigene Notruf-Zentrale bei Notfällen, die dem Versicherten während der Reise zustoßen.

Leistungen:

- Hilfe bei Verlust von Zahlungsmitteln
- Hilfe bei Verlust von Reisedokumenten
- Hilfe bei Strafverfolgungsmaßnahmen
- Heimreise im Notfall
- Anreise einer Vertrauensperson im Notfall pro Schadensfall bis zu einem Betrag von max. 4.000€

8.3 Auslands-Privathaftpflichtversicherung

Schadenersatzansprüche Dritter gegen die versicherte Person bei Personen- und Sachschäden.*

Leistungen:

- Privathaftpflichtversicherung inklusive „Berufs-“Haftpflicht für Au-Pairs, pauschal für Personen- und/oder Sachschäden
bis 1.000.000€
- Sachschäden am unbeweglichen Eigentum der Gastfamilie
bis 1.000.000€
- Mietsachschäden
bis 100.000€

- Repatriation of the insured in case of death
unlimited coverage

- General excess per case: **0€**

Excess only for stays in the USA: for treatment in the Emergency Room which are not medically necessary or urgent: **250€**

8.2 Emergency Assistance Abroad

Active support by the Europ Assistance service in case of emergencies suffered by the insured person while travelling abroad.

Benefits:

- Assistance in case of loss of means of payment
- Assistance in case of loss of travel documents
- Assistance in case of criminal prosecution
- Return trip in case of an emergency
- Arrival of a person in a position of trust in case of an emergency per insured event up to a maximum amount of 4,000€

8.3 Overseas Personal Liability Insurance

Covers claims of property damage and bodily injury made against the insured person.*

Benefits:

- Personal liability insurance including “professional” liability insurance for au pairs with a lump sum for personal injury and/or property damage
up to 1,000,000€
- Property damage to host family’s immovable property
up to 1,000,000€
- Damage to rented property
up to 100,000€

8.4 Auslands-Unfallversicherung

Versicherungsschutz besteht bei Unfällen, die der versicherten Person während der Dauer des Vertrages zustoßen.

Leistungen:

- Kapitalzahlung bei Unfalltod
10.000 €
- Invaliditätssumme
30.000 €
- Invaliditätsstaffel
350 %
- Kapitalzahlung bei 100 % Unfallinvalidität
105.000 €
- Bergungskosten
25.000 €
- Unfallbedingte kosmetische Operationen
25.000 €

8.5 Reisegepäckversicherung

Mitversichert sind Schäden an Pelzen, Schmucksachen und Gegenständen aus Edelmetall, Laptops sowie Foto-, Filmapparaten und tragbare Videosystemen jeweils mit Zubehör.

Leistungen:

- Versicherungssumme
2.000 €
- Ersatzpflicht je Versicherungsfall höchstens
50 % der Versicherungssumme
- Selbstbehalt bei Reisegepäckschäden
50 € pro Schadensfall

Die genauen Leistungen und Leistungsaus-schlüsse entnehmen Sie bitte den PROTRIP-WORLD-PLUS-2 Auslandsversicherungsbe-dingungen.

8.4 Overseas Accident Insurance

Cover is provided for accidents suffered by the insured person while being insured.

Benefits:

- Accidental death benefit
10,000 €
- Disability benefit
30,000 €
- Disability classification
350 %
- Benefit in case of 100% accidental disability
105,000 €
- Rescue costs
25,000 €
- Plastic surgery as a result of an accident
25,000 €

8.5 Baggage Insurance

The policy includes damages to furs, jewelry, objects made of precious metals, laptops, photographic and film equipment and portable video systems, including their accessories.

Benefits:

- Sum insured
2,000 €
- Liability for damages per insured event is limited to **50 % of the sum insured**
- Deductible for damage to baggage
50 € per insured event

For detailed coverage information please read the PROTRIP-WORLD-PLUS-2 Insurance Conditions.

Vertragspartner/ Kontakt/Impressum

Contractual Partner/ Contact/Imprint

Vertragspartner

Für dieses Versicherungsprodukt arbeitet die Dr. Walter GmbH mit ausgewählten, renommierten Versicherungsgesellschaften zusammen.

Den Versicherungsschutz für die Krankenversicherung gewährt die:

Allianz Worldwide Care SA

Tour Neptune
20 place de Seine
92086 Paris la Défense cedex,
Frankreich

Den Versicherungsschutz für die Unfall- und Haftpflichtversicherung sowie für die Reisegepäckversicherung gewährt die:

Generali Versicherung AG

Adenauerring 7
81731 München
Deutschland

Den Versicherungsschutz für die Assistance-Versicherung gewährt die:

Europ Assistance Versicherungs-AG

Adenauerring 9
81737 München
Deutschland

Contractual Partner

With respect to this insurance product, Dr. Walter GmbH works together with selected, renowned insurance companies.

Travel health insurance is provided by:

Allianz Worldwide Care SA

*Tour Neptune
20 place de Seine
92086 Paris la Défense cedex,
France*

Travel accident insurance and travel liability insurance as well as baggage insurance are provided by:

Generali Versicherung AG

*Adenauerring 7
81731 München
Germany*

Assistance insurance is provided by:

Europ Assistance Versicherungs-AG

*Adenauerring 9
81737 München
Germany*

Kontakt

Ihr Ansprechpartner für die Auslandsversicherung PROTRIP-WORLD-PLUS-2 ist die Dr. Walter GmbH, Versicherungsmakler. Die gesamte Vertrags- und Leistungsabwicklung erfolgt über die Dr. Walter GmbH.

Dr. Walter GmbH

Versicherungsmakler
Eisenerzstraße 34
53819 Neunkirchen-Seelscheid

T +49 (0) 22 47 91 94 -0
F +49 (0) 22 47 91 94 -40

info@dr-walter.com
www.dr-walter.com

Gerichtsstand Siegburg
Registergericht Siegburg
HRB 4701
Ust-Id.Nr. DE 212252105

Geschäftsführer:
Dipl.-Kfm. Reinhard Bellinghausen

Postbank Köln
IBAN: DE 03 3701 0050 0212 0765 00
BIC: PBNKDEFF

Contact

Your provider on PROTRIP-WORLD-PLUS-2 Insurance combination is Dr. Walter GmbH, Insurance Broker. Contract handling, payment processing and claims settlement will be dealt with by Dr. Walter GmbH.

Dr. Walter GmbH

Insurance Broker
Eisenerzstrasse 34
53819 Neunkirchen-Seelscheid

Phone +49 (0) 22 47 91 94 -0
Fax +49 (0) 22 47 91 94 -40

info@dr-walter.com
www.dr-walter.com

Place of jurisdiction: Siegburg
Registergericht Siegburg (Registration Court)
HRB 4701
Ust-Id.Nr. DE 212252105

Managing director:
Dipl.-Kfm. Reinhard Bellinghausen

Postbank Köln
IBAN: DE 03 3701 0050 0212 0765 00
BIC: PBNKDEFF

Impressum

Statusinformation nach § 11 Versicherungsvermittler-Verordnung

Die Dr. Walter GmbH ist als Versicherungsmakler mit einer Erlaubnis durch die Industrie- und Handelskammer Bonn/Rhein-Sieg nach § 34d Absatz 1 der Gewerbeordnung tätig.

Die zuständige Erlaubnisbehörde ist die IHK Bonn/Rhein-Sieg, Bonner Talweg 17, 53113 Bonn, T +49 (0) 228 2284-0, F +49 (0) 228 2284-170, info@bonn.ihk.de, www.ihk-bonn.de.

Die Dr. Walter GmbH ist im Versicherungsvermittlerregister unter der Nummer D-QAMW-L7NVQ-57 eingetragen. Dies kann im Internet überprüft werden unter der Adresse www.vermittlerregister.info oder beim Versicherungsvermittlerregister beim Deutscher Industrie- und Handelskammertag (DIHK) e. V., Breite Straße 29, 10178 Berlin, T +49 (0) 30 20308-0, F +49 (0) 30 20308-1000

Die Dr. Walter GmbH hält keine direkte oder indirekte Beteiligung von über 10% an den Stimmrechten oder am Kapital eines Versicherungsunternehmens. Kein Versicherungsunternehmen oder Mutterunternehmen eines Versicherungsunternehmens hält eine direkte oder indirekte Beteiligung von über 10% an den Stimmrechten oder am Kapital der Dr. Walter GmbH.

Auf von uns vermittelte Versicherungsverhältnisse findet, soweit nichts anderes vereinbart wurde, das Recht der Bundesrepublik Deutschland Anwendung.

PROTRIP-WORLD-PLUS-2 ist eine Gruppenvertragslösung aus rechtlich unabhängigen Versicherungsverträgen, über die sich Mitglieder des LAC Living Abroad Community e. V. (LAC) sowie Teilnehmer von angeschlossene Partnerfirmen und Organisationen für Auslands-

Imprint

Status information pursuant to § 11 Insurance Mediation Directive (Versicherungsvermittlerverordnung)

Dr. Walter GmbH has received the permission to act as an insurance broker from the competent Chamber of Industry and Commerce (IHK Bonn/Rhein-Sieg) pursuant to § 34d par. 1 Industrial Code (Gewerbeordnung).

Competent authority: IHK Bonn / Rhein-Sieg, Bonner Talweg 17, 53113 Bonn, T +49 (0) 228 2284-0, F +49 (0) 228 2284-170, info@bonn.ihk.de, www.ihk-bonn.de.

Dr. Walter GmbH is registered in the Register of Insurance Brokers (Versicherungsvermittlerregister) under number D-QAMW-L7NVQ-57. This entry can be reviewed online at www.vermittlerregister.info or in the Register of Insurance Brokers (Versicherungsvermittlerregister) at Deutscher Industrie- und Handelskammertag (DIHK) e. V., Breite Strasse 29, 10178 Berlin, T +49 (0) 30 20308-0, F +49 (0) 30 20308-1000

Dr. Walter GmbH has no direct or indirect interest of more than 10% in voting rights or capital of any insurance company. No insurance company or parent company of an insurance company has a direct or indirect interest of more than 10% in voting rights or capital of Dr. Walter GmbH.

Unless otherwise agreed, our insurance policies are governed by German Law.

PROTRIP-WORLD-PLUS-2 is a group contract solution consisting of legally independent insurance contracts. PROTRIP-WORLD-PLUS-2 provides insurance cover during trips abroad for members of the LAC Living Abroad Community e. V. (LAC) and for participants of affiliate part-

aufenthalte versichern können. Das Produkt PROTRIP-WORLD-PLUS-2 wird exklusiv über die Dr. Walter GmbH (Dr. Walter) bzw. deren Vertriebspartner angeboten und verwaltet.

Sollte es einmal zu Unstimmigkeiten kommen, wenden Sie sich bitte an die Dr. Walter GmbH: Dr. Walter GmbH, Eisenerzstraße 34, 53819 Neunkirchen-Seelscheid, Deutschland T +49 (0) 2247 9194-0, F +49 (0) 2247 9194-40 E-Mail: info@dr-walter.com
Wir werden versuchen, schnellstmöglich eine einvernehmliche Lösung zu finden.

Gelingt dies nicht, können Sie sich auch an einen außergerichtlichen Streitschlichter wenden:

Bitte wenden sie sich bei Beschwerden, die nicht die Krankenversicherung betreffen, an den

Versicherungs-Ombudsmann, Postfach 080632, 10006 Berlin.
Der Ombudsmann ist zugleich Schlichtungsstelle zur außergerichtlichen Beilegung von Streitigkeiten bei Versicherungsverträgen mit Verbrauchern und zwischen Versicherungsvermittlern und Versicherungsnehmern. Seine Entscheidungen sind für den Versicherer nicht bindend. Die Möglichkeit zur Einleitung eines gerichtlichen Verfahrens bleibt unberührt.

Beschwerden können Sie außerdem richten an die

Bundesanstalt für Finanzdienstleistungsaufsicht, Graurheindorfer Straße 108, 53117 Bonn.

Beschwerden, die die Auslandskrankenversicherung betreffen, richten Sie bitte per Brief oder E-mail an

Allianz Worldwide Care SA – Relations Clients, Case Courrier BS, 20 place de Seine, 92086 Paris La Défense Cedex.

ner companies and organizations. The product PROTRIP-WORLD-PLUS-2 is exclusively offered and managed by Dr. Walter GmbH (Dr. Walter) or its distribution partners.

*In the event of a disagreement, please contact Dr. Walter GmbH. Our contact data are: Dr. Walter GmbH, Eisenerzstrasse 34, 53819 Neunkirchen-Seelscheid, Germany T +49 (0) 2247 9194-0, F +49 (0) 2247 9194-40 Email: info@dr-walter.com
We will try to find a mutually acceptable solution as quickly as possible.*

If we don't succeed in this endeavor, you can also contact an extra-judicial arbitrator:

For complaints that do not affect health insurance, please contact

Versicherungs-Ombudsmann (ombudsman for insurance matters), Postfach 080632, 10006 Berlin, Germany.
This ombudsman is both responsible for extra-judicial arbitration in the event of a dispute arising from insurance contracts with consumers and between insurance brokers and policyholders. His decisions are not binding for the insurer. The right to take legal action shall remain unaffected hereby.

In addition, you can file a complaint with Bundesanstalt für Finanzdienstleistungsaufsicht (Federal Financial Supervisory Authority) Graurheindorfer Strasse 108, 53117 Bonn, Germany.

For complaints that affect international health insurance, please send a letter or email to

Allianz Worldwide Care SA – Relations Clients, Case Courrier BS, 20 place de Seine, 92086 Paris La Défense Cedex, France.

E-Mail: clients@allianz.fr

Allianz Worldwide Care SA ist Mitunterzeichner des Vermittlungs-Charters der Französischen Verbandes der Versicherungsgesellschaften (FFSA). Daher können im Falle einer anhaltenden und endgültigen Meinungsverschiedenheit, und nach Erschöpfung aller unten aufgeführten innerstaatlichen Rechtsbehelfe, die Versicherungsnehmergemeinschaft, die Mitgliedsgesellschaft oder die versicherten Personen den Mediator des FFSA in Anspruch zu nehmen, der – ohne Nachteil für andere mögliche Rechtswege – per Post kontaktiert werden kann unter:

BP 290 – 75425 Paris Cedex 09.

Rechtshinweis:

Diese Broschüre ist urheberrechtlich geschützt. Die Kopie oder Veröffentlichung auch einzelner Bestandteile ist nur mit ausdrücklicher Genehmigung der Dr. Walter GmbH möglich.

Verantwortlich für die Inhalte:

Dr. Walter GmbH
Versicherungsmakler
Eisenerzstraße 34
53819 Neunkirchen-Seelscheid

Alle Fragen beantworten wir Ihnen gerne unter:

+49 (0) 2247 9194-0

Email: clients@allianz.fr

Allianz Worldwide Care SA is a signatory to the mediation charter of the French Federation of Insurance Companies (FFSA). Therefore, in the event of a persistent and definitive disagreement, and after exhaustion of all domestic remedies listed below, the policyholder association, the member firms or the insured persons have the option to contact the Mediator of the FFSA – without prejudice to other potential remedies – by mail to the following address: BP 290 – 75425 Paris cedex 09.

Juridical indication:

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Responsible for the content:

Dr. Walter GmbH
Insurance Brokers
Eisenerzstrasse 34
53819 Neunkirchen-Seelscheid
(Germany)

We will readily answer any questions that you may have. Please call our service line:

+49 (0) 2247 9194-0



How to act in case of emergency?

Emergencies in the USA and Canada

Please contact the 24 hour emergency service of GMMI, Florida, USA, Phone

+1-954-308-3923

Emergencies in other countries

Please contact Europ Assistance Versicherungs-AG, Munich, Germany Phone

+49(0) 89 55 987 -641

Please keep your policy number ready and refer to the PROTRIP-WORLD-PLUS-2 Insurance Combination.

DR. WALTER
weltweit gut versichert



Dr. Walter GmbH

Versicherungsmakler//

Insurance Brokers

Eisenerzstrasse 34

53819 Neunkirchen-Seelscheid

Germany

T +49 (0) 22 47 91 94 -0

F +49 (0) 22 47 91 94 -40

info@dr-walter.com

www.dr-walter.com



What to do in case of an emergency and in the event of a claim

A. What to do in case of an emergency?

1.



Check if there is an emergency. Typical emergencies are:

- Accidents
- Serious illnesses
- (Upcoming) hospital stays

If you are not sure, you better assume it is an emergency!

2.



Call the Assistance's 24-hour emergency number:

without USA/Canada +49 (0) 89 55 987-641

including USA/Canada 1-954-308-39 23

Please refer to the insurance policy PROTRIP-WORLD-PLUS and provide the following information:

- Name and birth date of the patient
- Name and phone number of the attending physician/hospital
- Diagnosis/suspected diagnosis
- Onset of the illness/date of the accident
- Contact data of the contact person on site

3.



The Assistance will help you:

- They will provide you with the name of a nearby physician or hospital
- In case of accidents, serious illnesses and hospital stays, the Assistance will: contact the attending physician or hospital, immediately provide a confirmation of cover and organize all further steps
- It will organize and coordinate any unplanned return flights and return transports

B. What to do in case of illness?

1.

Stomach pains, toothache, mental problems? Go see a doctor! You are covered abroad by your international health insurance policy. However, not all treatments are covered. To make sure your treatment costs are covered, we recommend informing yourself prior to any treatment about the provided services and exclusions of benefits under your insurance policy. You will find all information on your policy/tariff at www.erasmus-plus-insurance.com

If you are not sure whether your illness is covered or in case of expensive upcoming treatments, we recommend that you get in contact with us.

You can call the Claims Department of Dr. Walter GmbH from Monday to Friday between 8.00 am and 6.00 pm (CET) at

T +49 (0) 2247 9194-31

Please send any written requests via **email** to leistung@dr-walter.com or send us a **fax** to +49 (0) 2247 9194-20

2.

Go see a doctor and get yourself treated.

3.

When it comes to paying the invoiced treatment, you will have to make an advance payment. Don't forget to demand **original receipts** for all costs incurred.

Exception: in case of an inpatient treatment at a hospital or specialist clinic, we will immediately cover the costs. If requested, we can also directly cover invoices higher than US-\$ 500, should you not be able to pay the treatment costs in advance.

4.

You must provide us with the original receipts. Please send the original receipts together with the filled in claim form (download the PDF at www.erasmus-plus-insurance.com) to:

Dr. Walter GmbH
Abteilung Leistung (Claims Department)
Eisenerzstrasse 34
53819 Neunkirchen-Seelscheid
Germany

5.

As soon as your right to benefits and the invoices are approved by our Claims Department, we will reimburse your prepaid costs.

C. Notice of accidental damage and liability loss

1.

Please inform us immediately about any accidents and substantial liability losses.

You can call the Claims Department of Dr. Walter GmbH from Monday to Friday between 8.00 am and 6.00 pm (CET) at **T +49 (0) 2247 9194-31**

Please send any written requests via **email** to leistung@dr-walter.com or send us a **fax** to +49 (0) 2247 9194-20

2.

Please send us a detailed report of the circumstances of the accident/loss as well as receipts of the costs incurred. In case of damage to baggage, please also send us the police report and the respective confirmation of the local police. You can download all notices of claim and accident report forms as a PDF at www.erasmus-plus-insurance.com

Dr. Walter GmbH
Abteilung Leistung (Claims Department)
Eisenerzstrasse 34
53819 Neunkirchen-Seelscheid
Germany

3.

Our Claims Department will assess the claim and, if necessary, coordinate with the claims department of the insurer. As soon as your right to benefits and the invoices are approved, we will reimburse your prepaid costs.

Internship, Fieldwork and Thesis Handbook

For students following the Master Degree on Education Policies for Global Development,
Edition VII (22/24)

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1. Introduction

GUIDELINES FOR M.A. STUDENTS

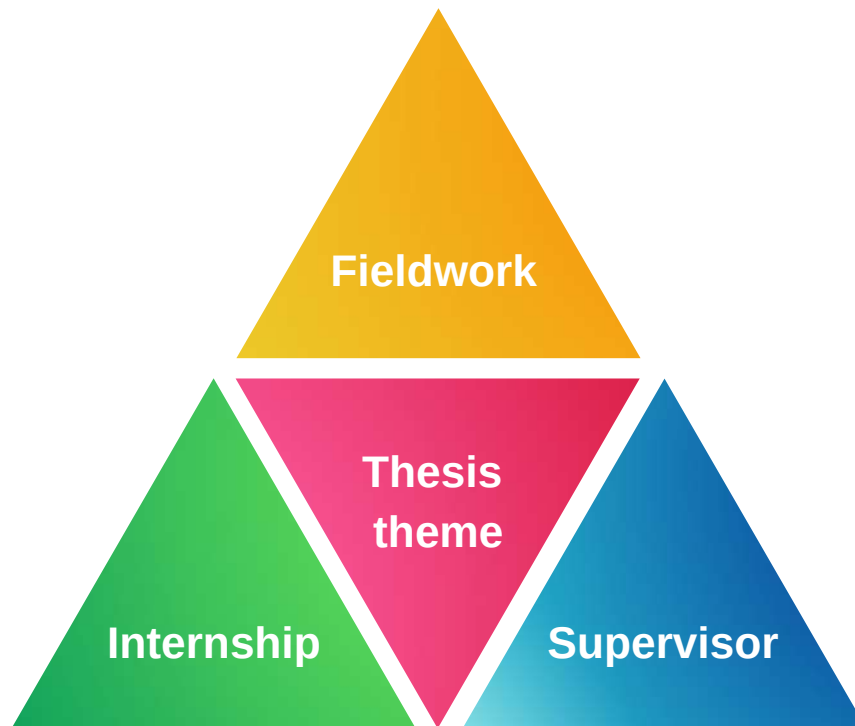
The notes in the following pages highlight some of the steps with which students need to be familiar when it comes to choosing the focus for their internship, fieldwork and dissertation, and the processes involved in submitting a proposal, carrying out their research under the supervision of a tutor, and presenting their completed work. They complement but do not replace the GLOBED consortium regulations. These Guidelines will help students to understand those regulations better, and to have a clearer insight into the different steps that they need to follow.

There are slight variations in the guidelines in force in the four partner universities when it comes to the dissertation. These variations do not impact on the quality of work expected, or on the process of supervision and evaluation. As a rule of thumb, students should follow the instructions of the university in which their supervisor is located. However, there will be a unique assessment form for all the students, which you will find at the end of this section. Therefore, all students will be evaluated on the basis of eight aspects and an overall general qualitative assessment.

In the third term, GLOBED students are required to take their internship and conduct their fieldwork. These two academic and professional activities can be aligned in a variety of ways, depending on each student's particular interests.

What structures all the activities of the second year is the theme of the dissertation. The theme of preference will help students decide on aspects such as the organization in which the internship is carried out, the country or region where the fieldwork is done, and the choice of supervisor. Therefore, ideally, during the third and the fourth semesters, the student will follow a path connecting an internship and a fieldwork experiences that will lead to prepare the Master's thesis.

FIGURE 1. GLOBED SECOND YEAR TRIANGLE



We can understand the second year as a triangle in which the thesis theme will structure the rest, in concrete, the fieldwork and supervisor choices. The internship might be disconnected from the thesis theme.

During the second year students are expected to engage in a regular conversation with the internship coordinators (UAB for the general internship coordination and UB for the internship assessment), the local mentor from the host organization and the fieldwork/thesis supervisor. A good communication with all these individuals will lead to a successful academic/professional experience during the third and fourth semesters.

It is extremely important that students consult GLOBED faculty so that they are familiar with all the compulsory requirements. Such consultations will increase the likelihood that students get the most out of opportunities they find as they progress through the GLOBED course.

2. Roles of supervisors and students

This section outlines the main roles of the parties involved in GLOBED second year activities.

2.1 THE STUDENT

Master student duties include:

- a. Maintaining regular contact with the supervisor, and responding to their comments in good time. The first communication must come from the student.
- b. Communicating with the supervisor regularly, keeping a written record of the discussions, and giving due weight to any guidance or corrective action proposed.
- c. Drawing up a research plan and timetable of work in consultation with the supervisor, and keeping relevant records of all aspects of your work.
- d. Co-operating with the supervisor to make a detailed joint report at the end of the third and fourth semester. In case the supervisor is not responsive and/or communication is not fruitful, the student may communicate immediately with the Consortium Board.
- e. Taking responsibility for the research programme, including the development of subject-specific, research, and personal and professional skills.
- f. Taking responsibility for (i) the preparation and content of the dissertation, giving due regard to any advice from the supervisor; and (ii) its timely submission in accordance with the timetable set.
- g. Being aware of issues related to plagiarism and to ethical, legal or intellectual property issues arising from the research carried out.
- h. Pursuing opportunities to engage with the wider academic community at national and international levels.
- i. Write the internship report (see section 4.2).
- j. Write a report based on the fieldwork experience (see section 5.2, step 4).
- k. Take responsibility for the internship and fieldwork, including the development of subject-specific, research, and personal and professional skills.

2.2 THE INTERNSHIP COORDINATOR

The internship coordinator is expected to:

- Contact the associate partner institutions where the internship will take place (UAB).
- Agree on a job description and a collaboration agreement with the mentor and the student (UAB).
- Keep regular contact with the student during the internship (UAB).
- Provide guidance on how to write up the internship report (UAB / UB).
- Assess the report (UB).

2.3 THE INTERNSHIP MENTOR

The internship mentor is expected to:

- Agree on a job description and a collaboration agreement with the GLOBED Consortium and the student.
- Introduce the student to the everyday activity of the institution.
- Assess the student according to the standard GLOBED Internship Grading Sheet (see Appendix II).

2.4 THE FIELDWORK AND THESIS SUPERVISOR

According to the division of ECTS on the 4th semester, the supervisors will be likely organized in the following way:

- UAB: 8 students
- UofG: 8 students
- UB: 4 students
- UCY: 4 students

In the UofG, each student is allowed to 4 one-hour supervision meetings with his/her supervisor (12 hours of workload in total). Individual members of staff involved in supervision will depend on availability at the moment.

The time dedicated to thesis supervision by the members of the UB, the UAB and the UCY on the other side, is not stipulated and will depend on the necessities of each case and the supervisors' availability.

Students following the UofG path will be not able to choose a supervisor from the UB, whereas students following the UB path will be not able to choose a supervisor from the UofG. In all cases students can choose a supervisor from the UAB and the UCY.

Generally speaking, the supervisor's role consists in:

- a. Establishing a timetable of regular meetings for detailed discussion of the student's progress (the frequency of meetings will depend on the research progress, but typically students are expected to meet with their supervisors two or three times per semester). Students being supervised at the UB will suggest a programme of meetings to their supervisors.
- b. In case the student does not keep regular contact with the supervisor, the latter should submit a progress report to the GLOBED Dissertation Board to signal that there might be a problem. Students being supervised at the UB will have to report any problem in their performance themselves.
- c. The student has to agree with the supervisor a research plan and programme of work, as well as to establish clear academic expectations and milestones.
- d. Agreeing to provide critical comments on the students' work submission within a reasonable time and setting a timetable for the submission of written work. Students being supervised at the UB have to propose a timetable for the submissions themselves.
- e. Supervisors are entitled but not obliged to assess formally the students' subject-specific, personal and professional skills training needs on a regular basis and ensuring that these needs are met.
- f. Ensuring that students are aware of the formal requirements in relation to the final submission, and helping students to incorporate these into their programme of work.
- g. Providing feedback to the student after the proposal has been approved by the GLOBED Dissertation Board. Feedback can be provided in written or orally.
- h. The role of the supervisor does not cease when the dissertation is submitted for examination because he/she will be one of the two evaluators. Also, on the advice of the Dissertation Board, supervisors will provide guidance to students whose dissertation is referred back for significant correction pending final acceptance.

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- i. Supervisors are not responsible for a proof-reading dissertation. Neither is it their responsibility to ensure that the dissertation does not contain plagiarised parts. In any case, all dissertations will run through a programme that detects plagiarism.
- j. If plagiarism is detected by supervisors in drafts or in the final version of a dissertation prior to the formal submission for examination, the supervisor shall give the student advice to correct this misbehaviour. The supervisor may report the matter to the GLOBED Dissertation Board, depending on the gravity of the offense.
- k. Supervisors shall inform the Program Coordinator that they are aware that the student is submitting his/her dissertation for examination.
- l. Supervisors are entitled but not obliged to assist and assess the student in the production of his/her fieldwork report.

3. Before the internship and fieldwork: Steps to Follow

STEP 1 (28/11/2022) SHOWING PREFERENCES FOR THE INTERNSHIP

Students will send until 23/11/2022 a brief letter to the Program Manager stating the five preferred positions she/he is willing to apply for as well as an updated CV and a Motivation Letter for the 2 first options. In case there are more students interested in a position than places offered, the Associate Partner will start a Selection Process. This may consist in CV evaluation only or in interviewing the candidates.

Students are required to choose their preferred internship position from the list of Associate Partners provided by the GLOBED Dissertation Board (UAB). In case a student is especially interested on applying to another position, every student can suggest up to two institutions. Institutions will be contacted and incorporated at the Catalogue, if possible. The Catalogue will be delivered to the students by 4/11/2022 at the latest.

GLOBED Consortium will inform all students about their internship placement at the latest by 28/02/2023. Bremen students can start their internship in January as long as they have been selected by the AP.

STEP 2 (11/04/2023) LETTER OF INTENT OF THE M.A. THESIS TOPIC

This phase precedes the process of fieldwork and the writing of the MA proposal. It consists of the writing a Letter of Intent aimed at communicating, in a preliminary way, your intentions regarding the area of study and the main research question/s, as well as the theoretical orientation/s and research methods most likely to be employed in the study. You must also suggest the names of 5 potential supervisors, keeping in mind, however, that the final appointment of dissertation supervisors is made by the GLOBED Dissertation Board. The Letter of Intent should be maximum 1,000 words in length.

It is recommended that you read widely before deciding on a topic. While the Letter of Intent is not a proposal, it should nevertheless be given due importance as the evaluating team will need to form an opinion about your potential in pursuing a specific project, besides the potential of the research you wish to undertake. It should therefore include:

1. A rationale for the study: Give a short explanation as to why you are interested in this particular area of study.
2. The research question/s: The focus of your research should be expressed as one or more questions to be explored.
3. A brief literature review: Indicate familiarity with the key debates shaping your field of interest, and how the intended research, whether empirical or otherwise, plans to build on those debates and push the boundaries of knowledge and understanding further. An annex listing a selection of around 10 central texts read in preparing the Letter of Intent and shaping your main theoretical framework should also be included.
4. The research methods: Provide some details of the research methods (empirical or otherwise) that you are planning to use in your study, showing that you have also thought through the ethical issues that are likely to arise.
5. Suggest the names of 5 potential supervisors you would like to work with, in order of preference.

Additional guidance should be sought from your contact person of choice in the GLOBED Consortium.

A soft copy of the Letter of Intent should be sent to the GLOBED Dissertation Board by the deadline.

The GLOBED Dissertation Board's response will be based on its reading of the study's research potential, importance, and relevance, and on the availability of supervisors with the necessary background to supervise the proposed study. If the Letter of Intent is approved, the GLOBED Dissertation Board will connect the student with the allocated supervisor, which could also include further suggestions regarding the name/s of potential supervisor/s. Where necessary, the GLOBED Dissertation Board might deem the Letter of Intent as not being adequate and might require students to revisit it before moving on to writing a formal Research Proposal.

The allocated supervisor will give feedback to the student in a maximum of 30 days since the communication of the thesis supervisor.

STEP 3 (June/July 2023 for UofG and 14/07/2023 for UAB, UB, UCY) RESEARCH PROPOSAL & ETHICAL CLEARANCE Once you have received feedback on your Letter of Intent by the allocated supervisor, you can start writing the Research Proposal. The deadline for submitting the proposal is June for the students being supervised by the UofG and July 14 for students being supervised by the UAB, UB or UCY .

Students are encouraged to send a preliminary thesis proposal to their supervisors before this deadline.

The length of the proposal should be around 3,000 words.

It is recommended that your Research Proposal covers the following headings:

Title: This should be as brief as possible. It should clearly indicate the main focus of your research.

Rationale: In this section, you are expected to build a case for your study. You should state its main objectives, why the proposed research is of interest, as well as why it is important.

Research Questions and/or Hypotheses: In this section, your research focus should be expressed as a question/set of questions or hypothesis/es. Due attention should be given to the epistemological orientations underpinning your research.

Theoretical Framework/Literature Review: What disciplines or other sources of knowledge will you draw upon to build your conceptualization for the proposed research? What are the fundamental theoretical perspectives upon which the study is based? What are the major concepts informing your study, and how are they connected? What is the key literature?

Research Design: This section should provide a clear indication of the methodology to be used, including information regarding participants and settings of the study. You should describe and justify each of the following aspects:

- a. Design: What general label would you use to describe your research (e.g., ethnographic, experimental, historical, survey, library-based research) and how will you construct the specific design for the study? What is the key methodological literature?
- b. Sample: From what sources will you gather data and/or information?
- c. Data Collection: How will you seek to collect valid, reliable, authentic and trustworthy information? In what contexts? Using what kinds of data and/or information collection procedures?
- d. Data Analysis: How will you organize data and/or information for purposes of analysis? What procedures will you use to analyse your data and/or information in order to address your research question/s?
- e. Report Format: How will you present your findings? While discursive and narrative styles tend to be the most commonly used formats, other presentational styles can be envisaged.

Where the dissertation relates to, or in any way builds on your course internship experience, this should be clearly specified. In this case, the proposal must distinguish between the tasks to be developed during the internship and the added value of the fieldwork and dissertation.

Ethics: The GLOBED Dissertation Board expects high ethical standards in the process of conducting research. This section is meant to reassure the Board that you are aware of the ethical issues underpinning your proposed study. You are therefore expected to be thoroughly familiar with the research ethics requirements of the University in which your supervisor is employed.

Generally speaking, students are to make sure they are aware of the relevant research ethics/data protection issues and standards, including any forms that have to be completed and approved by the relevant boards, and the deadlines that need to be met. It is important to note that such clearance must be obtained before you start gathering data. Universities may dismiss applications from candidates who have already begun their empirical research.

Where applicable, you should obtain ethical clearance from the relevant Dissertation Board before engaging in empirical research. If the lead supervisor is based at Glasgow, an ethical application should go through the University of Glasgow School of Education. If the lead supervisor is based in any other university of the Consortium, you will have to follow the general Ethical dimensions of research for GLOBED M.A. Also, a copy of the UAB ethical approval should be forwarded to the UofG if you are getting a Joint Degree there.

UAB: <http://www.uab.cat/doc/Bones-Practiques-Recerca-en>

UofG: <https://www.gla.ac.uk/schools/education/research/ethics/>

A document about the ethical dimensions of research for GLOBED M.A. will be sent to students before the beginning of the fieldwork. Ethical standards and procedures must be mentioned on the Research Proposal.

Timeframe: Here you will provide an outline of how you intend to manage the different aspects of your research, clearly indicating the time allocated to the different phases, such as preparation and desk research, data collection and analysis, and writing.

References: The main references are to be included in a bibliography, using an appropriate and consistent referencing style.

The proposal should be written in clear and correct English. Languages other than English can be used in exceptional and limited circumstances (e.g., transcription of oral interviews), as long as the supervisor agrees.

All MA students are allocated one supervisor, generally from the consortium. Additional local advisers might be appointed depending on the nature of the proposed research and supervisory expertise required. Advisers are usually individuals with very specific academic and/or professional knowledge whose insights might be required at various stages of the research, but who are not expected to maintain constant close supervisory contact with the Student. Such advisers might be your mentor/s during the internship and/or your fieldwork advisors.

STEP 4 - REVIEW OF THE RESEARCH PROPOSAL

Your proposal will be reviewed by your supervisor who will give feedback either in written or orally. It may include relevant comments that you are expected to rethink or reevaluate. Feedback may also include a list of questions that the supervisor expects the Student to address. Further lecturer and peer feedback about the proposal may be given during the workshops organized at the Winter School.

STEP 5 - RESEARCH APPROVAL

The research phase commences once the Student receives a formal approval from the supervisor indicating that the proposal, and ethical clearance, have been accepted.

The approval may indicate the approved title of the dissertation, the approved supervisor (and co-supervisor or adviser if deemed necessary), and the time-frame in which the dissertation has to be conducted.

4. Internship

4.1. INTERNSHIP LEARNING OUTCOMES

GLOBED aims to teach the core competences required to develop professional and academic work in the field of educational policy for global development. Students are expected to learn by doing. After completing their internship, students will be able to work in different cultural and socio-economic settings. They will have improved in an array of communication skills, and moreover, they will have worked in teams and have taken initiative in professional and research contexts. All these competencies are crucial to manage projects and engage in fruitful partnerships with other professionals, public agencies, international organisations, civil society partners and other stakeholders involved in international development programmes.

Ideally, internships have to be aligned with the fieldwork and thesis project. When this is not totally possible, students have to carefully calculate the timing distribution for internships and fieldwork, so that there is sufficient time to develop both activities satisfactorily. In any case, the GLOBED internship represents an opportunity for students to participate in the everyday work of an organisation, and they are encouraged and expected to make the most of this experience.

4.2 INTERNSHIP MAIN STEPS

1. Finding an internship

GLOBED has signed agreements with a list of Associate Partners who have generously offered places for internships. These organizations announce the job description of the positions they offer, and these will be distributed to students in advance. Students have to choose up to five of these positions, by order of preference, and prepare a proposal. Students who send a list including less than five organizations may risk to end up at a non preferred organization.

Alternatively, students can propose another organization in which to carry out their internship. This proposal has to be submitted to the GLOBED Dissertation Board and the internship mentor should indicate which activities the student will carry out and how the internship experience will contribute to learning the relevant skills. The GLOBED Dissertation Board will discuss this document with the student and suggest how to relate these activities to the relevant skills.

The UAB, as the coordinating institution for GLOBED, will sign a partnership agreement with the host institution.

2. Establishing a new collaboration agreement

The UAB, on behalf of the Consortium, the host organization and yourself will produce a collaboration agreement that specifies what activities you will carry out during your internship. Only when the partnership agreement will be in force you will be allowed to contact your mentor in the organisation so there isn't any interference along the selection process.

3. Participating in the activities of the organization

You will participate in the everyday work of the organisation according to the job description set out by the organisation offering the partnership. This activity will be assessed by the mentor placed in the organisation according to a standard grading sheet (see Appendix II).

4. Reporting your internship

At the end of the internship, you must produce a report describing the organisation where you have developed your internship, sketching an initial analysis of the main organisational processes and providing evidence of your activity there. The report must be about 3,500 words length.

Structure of the report:

The report has to provide evidence of the student's activity in the institution. It will consist of two components, i.e. first an analysis of the organisation, and second a collection of relevant items.

For example, the analysis section will show that the student is able to:

- outline the profile of the organisation concerning the number of staff, economic resources, mission, vision, institutional history and other related matters;
- spell out the official strategy of the organisation and distinguish the core processes through which this strategy is implemented;
- note which secondary processes are necessary to carry out these core processes (e.g. funding, staffing, communicating, innovating, knowledge management, training, guaranteeing equality and others), and
- reflect on the results of the institution work as well as on their relationship with the strategy.

For example, the collection of relevant items can include:

- products of your work in the organisation (e.g. internal reports, contributions to meetings, publications);
- notes focusing on the relationship between your research and the internship organisation;
- your personal contribution to the organisation's external communication instruments (e.g. blogs, social networks), and
- personal reflections.

5. Criteria of assessment

- Indicate the word count (without attachments) on the cover page of the internship report.
- Include an Index.
- The report should follow general guidelines for academic papers as to referencing, spelling, formatting, style etc.
- Reports should not exceed 3.500 words. However, reports that are too short (1.5 or 2 pages) will be likely penalised.

The final assessment, by the UB for all the students, will consider 3 main aspects:

- Structure
- Formalities/Language
- Reflective level

5. Fieldwork

5.1. FIELDWORK LEARNING OUTCOMES

1. GLOBED aims at building a multi-scalar approach to the relationship between globalization and education. It sets out to help students challenge simple top-down approaches to global education policy. Thus, students are expected to be able to carry out fieldwork with an advanced awareness of the global, national and local implications of a given research issue.
2. After completing their fieldwork, students will have learned how to develop a comprehensive research plan and how to carry out the main tasks involved in doing fieldwork. All these aspects will be reflected in a short report.

5.2 FIELDWORK MAIN STEPS

1. Making a fieldwork plan

While preparing your research proposal, it is important to discuss the basic outline of your fieldwork with your supervisor. Obviously, the main aspects of the fieldwork plan will be included in the research proposal. However, it is important that students pay attention to the following aspects in particular.

- Identify the type of fieldwork and a local area of study
- Identify possible and accessible primary and secondary data
- Plan a fieldwork that is coherent with your research/questions and wherever appropriate hypotheses
- Select the fieldwork methods you will use
- If appropriate, map your study area and look for survey sites
- Choose sampling methods and sample size
- Pilot and develop questionnaires (if needed)
- Make a plan of access to people and sites where you will carry out research (schools, higher education institutions, policy makers, teachers, families)
- Make a contingency plan to activate in case of unexpected difficulties to get access to people and sites.

GLOBED encourages students to ask for advice from local experts, whether academics, NGOs, and social movement activists or government officials. Taking this into account, GLOBED has a specific budget for local advisors that can be used by students if needed.

2. Fieldwork preparations

- Practical preparations include arranging a visa, vaccinations, travel and accommodation.
- Academic preparations include increasing knowledge of the theme of choice, reading on the topic of choice in the country of choice, gathering general information about the country/region of your choice, and about the organisation you will be working in.
- Language: Make sure either you speak the local language or you have some interpretation service available. However, translators or interpreters cannot be considered as fieldwork advisers.

3. In the field

- Contacts with the local population: Try to allow space to observe everyday life and, if possible, engage in some activities beyond your research. Do not hide behind your project.
- Contacts with your supervisor: Keep your GLOBED supervisor updated on a regular basis about the evolution of your fieldwork, and ask for advice through email and other online communication tools. Before you leave, agree with him/her on the best way to keep in touch.
- Check the state of your data collection: Start drafting parts of your dissertation while you are still in the field. This exercise helps you to be more aware of what information you have and what data is still missing.
- Research permits: Find out early before you leave the field whether you will need a research permit, what the requirements are to obtain such a permit and submit your permit application in advance. These requirements differ substantially in different countries.
- Finally, set aside enough time for writing up your thesis.

4. Fieldwork Report

After the fieldwork period, you will have to submit a Fieldwork Report. This report can help you to focus on the direction of writing the thesis and can also be used as a 'progress' report to discuss with your supervisor. The report will help you to structure the analysis and the writing strategy of your thesis. Finally, this report will also work as basic material for the workshops that will be organized in the Winter School, where you will receive feedback from professors and students.

The structure and focus of the report will be shared with students on due time.

The report will have an extension of 1.500 to 2.000 words.

Students will have to send their report to the GLOBED Board by the agreed deadline, before the Winter School.

5.3 CRITERIA OF ASSESSMENT

Both the Fieldwork and the Winter School courses will be evaluated on Pass / Fail basis. The assessment of the Fieldwork will take into account both the report and the presentation at the Winter School.

5.4. ETHICAL DIMENSIONS OF RESEARCH

This document is intended for students and thesis supervisors of GLOBED M.A. to help them assess the ethical dimensions of the students' research and, if necessary, provide models of action.

In general, the supervisor is the one who must ensure the respect of the ethical codes of scientific research in the research work of his or her student. In this sense, the UAB is governed by the Code of Good Practice for Research, approved by the Catalan Government on 30 January 2013. This code contains the basic guidelines and criteria for action by the UAB's professors and researchers.

In this document, we first present the basic considerations to be considered in the research, and then present a list of control questions and the consequent actions to be taken.

General Ethical Considerations

All scientific research must have the objective of contributing to the creation of new knowledge, prototypes, concepts and/or new applications that create value for a collective, institution or for society in general. Except in cases where a commitment to confidentiality is made, this knowledge, methods and data collected must be published to allow the scientific community for its critical review.

The research must cite univocally the sources on which it is based, recognize the intellectual authorship when needed, detail the techniques and methods undertaken and the quality of the data collected, as well as make explicit the possible existence of the bias and the limitations of the conclusions reached. In the same way, any researcher who is interested or involved with people and/or organizations or entities related to the research must exclude himself/herself from the conflict of interest.

To this end, when data are collected in the context of a research project, the principal researcher must authorize the use of the data and methods and must recognize the funding entity or entities in the text.

Finally, when research involves the structured collection of information of a personal nature from individuals, their autonomy, freedom to participate and withdraw from the research, confidentiality and/or anonymity of their data, and, whenever possible, an appropriate return to these people of the conclusions reached, must be guaranteed at all times.

Checklist of questions

The following are some questions and the appropriate actions in case the answer is still positive.

1. Has the data used in the research been collected in the framework of projects and / or agreements?

- You must get the permission of the main researcher.
- You must get a user's licence in the case of Open Source repositories.
- In the case of secondary data (official organizations, public data bases), please cite the appropriate font.

2. Is it necessary to collect personal and/or sensitive data in a structured way?

- In this case, you must specify whether the data will be treated confidentially or whether they will be kept anonymous, who will have access to them and what will make them a part of the study.
- An informed consent signed by the tutor and the student must be obtained.

3. Is it necessary to collect personal and/or sensitive data from minors, people with diseases or mental or cognitive disabilities?

- In these cases, the express permission of the legal tutors or responsible persons must be obtained by means of an informed consent signed by the tutor and the student.
- In the case of minors, it is necessary to guarantee their right not to participate.
- In the case of institutionalised people, they must obtain a permit from the institution.

4. Is it necessary to collect personal and/or sensitive data from vulnerable people or minorities at risk of social exclusion?

- In these cases, there is a special need to inform these people of the project's objectives in an understandable way, if necessary with the support of a mediator. An informed consent signed by the tutor and the student must be obtained.

- It is advisable to provide the participants with feedback on the results of the study, in an understandable language, whenever possible.

5. Are there any participants taking part in the research who have a hierarchical or teaching dependence on the tutor or the person doing the research work?

- In general, research that relies on participants who have some kind of hierarchical or teaching dependence with the researcher(s) should be avoided, even if they express their willingness to participate.

6. Do you want to record testimonies, people, activities to use them afterwards in audiovisual productions?

- You must obtain informed consent.

- You must inform when you will be using the images and/or audio and obtain specific consent for this purpose, bearing in mind that this cannot be done on a commercial basis.

The informed consent collected during the research must be kept for at least two academic courses and destroyed afterwards (the recommended period for research projects is five years).

6. Dissertation

6.1 SUBMISSION OF DISSERTATION

The dissertation should be about 15,000 words in length, excluding bibliography, appendices and abstract. In addition, the following guidelines should be adhered to:

Submission of the dissertation:

(a) Dissertations can be submitted in soft copy but should be formatted in a standard and acceptable manner, as indicated below.

(b) Typing: Font should be Times New Roman or Arial. Spacing for the main text should be 1.5. Single spacing for footnotes. Single spacing may also be used for long quotations in the main text. A left-hand margin of 3.5 cm. Top and right-hand margins of 1.5 cm. A top margin of 5 cm to be left on the first page of every division, i.e., chapters, bibliography, etc. Footnote(s) should appear at the bottom of the relevant page or after every chapter.

(c) Format: The main text, including the introduction (if any), the bibliography and any appendices of the dissertation shall have Arabic numerals; the title page, dedication (if any), preface, acknowledgments, table of contents, etc. preceding the main text, shall have Roman numerals.

(d) Referencing should follow in a consistent way a standard academically-recognized style, preferably APA. At the University of Glasgow they prefer Harvard referencing.

(e) A layout of title page: the title of dissertation and subtitle (if any), followed by the name of the student, the subject, and the date of submission.

(f) When relevant, the following signed declaration should also feature on a separate page: 'I, the undersigned, declare that this dissertation is my original work, and has not been presented in fulfilment of other course requirements at any university.'

(g) The title page should show the name of the student; the title of the dissertation; the degree for which the dissertation is submitted; and the year of submission.

When submitting a final draft of the dissertation, you as a student are required to submit a signed and dated copy of a declaration automatically while submitting the Thesis electronically.

You are also encouraged to check your dissertation for plagiarism prior to submitting it. For theses submitted at the UAB, URKUND software will be used.

There will be two unique deadlines for thesis submission: on June, 1 and on July, 1 2024. Supervisors are allowed to recommend students to deliver the dissertation in the first or the second deadline. Students receiving the diploma from the UofG will submit their dissertation through their moodle. Plus, all students (UAB, UB, UCY) will submit dissertations through the UAB moodle and by sending a copy to the GLOBED Dissertation Board through email.

6.2 EXAMINATION OF DISSERTATION

The dissertation is examined by an examination board made up of 2 examiners, consisting of the supervisor of the thesis and a second examiner, who might be from one of the universities of the GLOBED consortium or external.

Each examiner will write a report and allocate a mark to the dissertation following the grading scale of the UAB (0 to 10). The examiners will draw up a report outlining the strengths of the dissertation, as well as the areas that could be improved, which will be shared with the student afterwards. The examination board will be responsible for issuing a final mark, which represents the evaluators average mark. If both marks are not consistent, evaluators will be asked to discuss their criteria.

In the case that a dissertation is found to be not satisfactory, i.e. not reaching a passing grade, the student may be allowed one resubmission within a period of up to six months from the date of the referral. In this case, a detailed report outlining the changes that the student is required to make should be set out clearly by the examination board.

If a student does not agree with the result of the thesis, he/she will have 10 days to appeal. A third examiner will have to review the thesis, taking into account the assessment forms of the precedent examiners. This final examiner does not have to write a report but only to agree or disagree with the initial qualification. The third examiner will determine the validity of the previous qualification.

8. Copyright

What is intellectual property?

The World Intellectual Property Organization (WIPO) classifies the different aspects of intellectual property into two main branches: industrial property rights (brands, patents, industrial design, designation of origin) and intellectual property rights (authors' rights and related rights).

In Spanish legislation, intellectual property only comprises the latter of these two branches.

Authors' rights are defined as a set of rights by a natural person over their work, be it of literary, artistic or scientific nature; legal persons may also be entitled to rights over intellectual properties. The laws aim to make the works of authors always recognized and work towards guaranteeing that they obtain benefits for their intellectual work and their contributions to culture and science, benefits which are recognized during a limited time.

What are authors' rights?

Authors' rights are defined as a set of legitimate rights of a natural person over their work, be it of literary, artistic or scientific nature; legal persons may also be entitled to rights over intellectual properties. The legislation states that the author may obtain benefits for his/her intellectual work and contribution to culture in general, during a limited time.

The authors' rights are:

- Moral rights, non-waivable and inalienable, such as the right of attribution and the right of the integrity of the work.
- Economic rights, transferable and of limited duration, basic rights to exploitation.

What are exploitation rights?

The author has the right to use their work in any manner or form. This includes the rights to authorize the reproduction, distribution, public communication, and transformation of their work. A work cannot be exploited without the author's consent, except in cases provided for by law.

What is public domain?

It is the situation in which literary, artistic and scientific works find themselves in when exploitation rights expire. A work existing in the public domain may be used by anyone as long as their authorship and physical integrity are respected.

Spanish laws regarding copyrights surpass the life of the author and are maintained until 70 years after the death of the author. Once this period has passed, the work goes on to form part of the public domain.

What is a copyright?

Copyright is the Anglo-Saxon formula to designate a work's exploitation rights only; there is no connection to moral rights. In fact, this is considered to be the basic right, prior to any exploitation, and this is why it has become the identifying symbol for all exploitation rights. The symbol © associated to a name indicates the holder of exploitation rights. The use of the symbol is not obligatory.

Normally, although not necessarily, it is followed by the expression "all rights reserved". It is also used to record the rights of others who have taken part in the dissemination of the work, such as the translator or publishing house in charge of publishing the work.

What is right to quote?

Article 32 of the Spanish Intellectual Property Law includes the right to quote, which allows for quoting excerpts of copyrighted works, except for university textbooks and manuals.

How long will I have the exploitation rights over my work once it is published?

Exploitation rights surpass the life of the author and last 70 years after the death of the author. Once this period has passed, the work goes on to form part of the public domain.

How can I maintain the rights to use my work?

All exploitation rights belong to the author, who can transfer them for an economic compensation or for free. To prevent involuntary exclusive transfers, there are a series of tools which can come in handy: Scholar's Copyright Addendum Engine by Science Commons, which generates a PDF which is annexed to the copyright agreements of the publishers, a tool with a legal value which guarantees that specific rights are retained.

Scholar's Copyright Addendum Engine:

<http://scholars.sciencecommons.org>

JISC licence model:

<http://copyrighttoolbox.surf.nl/copyrighttoolbox/authors/licence>

Creative Commons licences:

<http://cat.creativecommons.org/licencia>

Materials available online

Although works found on the internet seem to be of free use, they are in reality subject to the conditions set down by their authors or owners. Therefore, it is important to pay attention to the information regarding intellectual property offered on the website.

TERMS OF REFERENCE FOR GLOBED INTERNSHIPS

Full list of Associate Partners and the positions offered will be sent to the students by November 4 2022, three weeks before the deadline on the internship preference letter.

Bellow you will find an example of the previous editions offer (I, II, III), so that you can see what to expect from this internship experience. You are also encourage to take a look at the most recent [Internship Catalogue \(Edition VI\)](#).

List of the Associated Partners

1st, 2nd, 3rd Edition Students

EDUCO -Fundación Educación y Cooperación- (*Catalonia*)



Internationale de l'Éducation (*Belgium*)



Institute of Lifelong Learning -UNESCO- (*Germany*)



Open Society Foundations (*United States*)



UNESCO Education Sector (*France*)



UNESCO International Institute for Educational Planning (*France*)



UNESCO Instituto Internacional de Planteamiento de la Educación (*Argentina*)



Right to Education (*U.K.*)



UNHCR Dakar (*Senegal*)



KOPIN (*Malta*)



Council on Int. Educational Exchange Cuba-U.S. (*Cuba*)



ASPBAE (Philippines)



Global Partnership for Education (United States)



Universidad de Chile. CIAE (Chile)



Education Development Trust (United Kingdom)



ÖFSE (Austria)



Universidad Iberoamericana (Mexico)



Departamento de Sociología de la Universidad de la República (Uruguay)



KH Freiburg (Germany)



ASPBAE – Asia South Pacific Association for Basic and Adult Education (Philippines)



ACTION AID (United Kingdom)



ACEH- ICAIOS (Indonesia)



Universidade General de Minas Gerais (Brazil)



UNRWA (Jordan)



OECD (France)



GEPS – Reformed (Barcelona)



UNESCO IICBA (Ethiopia)



UNESCO Addis Ababa Regional Office (Ethiopia)



Kiron International (Germany)



INTERNSHIP MENTOR GRADING SHEET AND THESIS ASSESSMENT FORM

Candidate's name: _____

E-mail: _____

Institution: _____

Mentor: _____

Student: _____

Supervisor: _____

Year: _____

Please fill the most suitable cell to assess the student's activity. Be aware that left box stands for the lowest grade and right side box for the highest one.

BASIC PERFORMANCE

Complying with the basic rules (hours, meetings, reporting on time and so on):

1__ 2__ 3__ 4__ 5__

Being available for discussing relevant issues at the appropriate time:

1__ 2__ 3__ 4__ 5__

DOING THE TASK

Fulfilling the work plan:

1__ 2__ 3__ 4__ 5__

Understanding the tasks:

1__ 2__ 3__ 4__ 5__

Contributing with new ideas and proposals:

1__ 2__ 3__ 4__ 5__

PROFESSIONAL ATTITUDE

Integrating into the institution, accepting responsibilities, participating in teams:

1__ 2__ 3__ 4__ 5__

Being interested in the task:

1__ 2__ 3__ 4__ 5__

Being able to manage his/her own time:

1__ 2__ 3__ 4__ 5__

LEARNING OUTCOMES

Knowing the relevant theoretical concepts:

1__ 2__ 3__ 4__ 5__

Applying these concepts to the tasks successfully:

1__ 2__ 3__ 4__ 5__

Managing to search for specialized information:

1__ 2__ 3__ 4__ 5__

Being capable of analyzing information and producing a synthesis:

1__ 2__ 3__ 4__ 5__

Reasoning, arguing and defending his/her own idea in a convincing way:

1__ 2__ 3__ 4__ 5__

Being fluently written communication:

1__ 2__ 3__ 4__ 5__

Being fluent in oral communication:

1__ 2__ 3__ 4__ 5__

Learning to use any necessary specialized software:

1__ 2__ 3__ 4__ 5__

GLOBAL GRADE

1__ 2__ 3__ 4__ 5__

Observations:

Evaluation Form Master Thesis Global Policies for Education Development

Name student:		Cohort/Year:
Thesis title:		
Date:	Thesis supervised by:	Mark/Grade:
This form has been filled in by: Name of first reader: Signature: Name second reader: Signature:		Name of Chair of examination board: Signature:

The thesis is evaluated on the basis of eight aspects, and an overall general qualitative assessment. Undemeath each aspect, special points of attention are listed. Each aspect separately (thus not each point) receives a score on a scale of 1 to 10 (1 is very poor and 10 excellent). The overall remarks section is allocated 20 marks. A copy of the signed evaluation form should be submitted to the GLOBED Thesis Board for endorsement and to ensure a dequate monitoring across the whole process.

1. Purpose and relevance of the research	1	2	3	4	5	6	7	8	9	10
- Is the purpose of the research clear? - Does the research have scientific relevance? - Does the research have social relevance?										
2. Articulation of the research question/s	1	2	3	4	5	6	7	8	9	10
- Is the research question clearly formulated? - Are the main research questions and sub-questions clearly defined? - Does the title of the thesis adequately capture the research focus? - Does the Abstract clearly outline the scope of the thesis? - Is the research question original? - Does the researcher critically reflect on his/her motives for choosing the research topic? - Can the questions be reasonably answered/explored with the time frame available? - Has the main research question been answered?										
3. Theoretical knowledge and conceptual model	1	2	3	4	5	6	7	8	9	10
- Have the relevant theoretical frameworks been adequately elaborated and mobilised? - Is the existing literature used effectively, critically and intelligently? - Is there careful and purposeful use of data sources? - Is there appropriate acknowledgment and citation of other people's work? - Is there a conceptual model defined and critically engaged with? - Does the conceptual model give direction to the research? - Does the thesis contain original insights? - Does the conclusion contain reflection on existing theories and knowledge?										
4. Use of research methods (if thesis is empirical)	1	2	3	4	5	6	7	8	9	10
- Is there a discussion of the epistemology underpinning the choice of research methodology? - Has the choice of the methods and techniques used been justified? - Is the approach to generating data fit for purpose? - Has the researcher considered how his/her persona impacts on/constructs the research field? - Is there ample use of available empirical data (case-studies, policy-evaluations, surveys, statistical data, etc)? - Have the additional data been collected in a reliable, ethical and responsible manner? - Has the research given careful thought to the cultural/local context in which it is carried out?										

5. Presentation of data	1	2	3	4	5	6	7	8	9	10
- Is the data presented clearly, coherently and in a structured manner? - Are the sections and sub-sections helpful in organising the presentation of data? - Is the approach descriptive or does it also integrate analytic discussion? - Is there internal referencing in the text so that the different parts are adequately connected? - Are connections made between the data reported and the literature review? - If the thesis is based on desk research, is the relevant literature critically engaged with?										

6. Argumentation	1	2	3	4	5	6	7	8	9	10
- Is the line of argument clear and consistent? - Do the conclusions follow from the findings and/or from the arguments made? - Can statements be checked? - Are the conclusions relevant to the problem? - Are the conclusions connected to the theoretical framework/s used? - Is the data analysis correctly performed? - Is the interpretation of outcomes and results justified?										

7. Policy and/or research recommendations	1	2	3	4	5	6	7	8	9	10
- Are the recommendations well formulated? - Are the recommendations sufficiently sustained? - Do the recommendations reflect a personal view? - Are the limitations of the research acknowledged? - Does the concluding chapter indicate future areas of research?										

8. Composition, language, tables and graphics	1	2	3	4	5	6	7	8	9	10
- Is the thesis well structured? (sufficient introduction and background, clear distinction between principal and secondary issues, report not too elaborate or too brief)? - Are there helpful introductions and conclusions to chapters? - Are the different sections and chapters adequately linked? - Is the writing clear and to the point? - Is there good use of English grammar, syntax and spelling? - Is the empirical data well illustrated with maps, tables, figures and citations? - Does the typing, formatting, pagination, setting follow expected standards? - Do the references systematically follow accepted stylistic conventions (e.g. APA)?										

Remarks:	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20