# Student toolkit

Get oriented at the EU-CONEXUS joint Master programme in Marine Biotechnology intercampus

2021/2022









# Welcome to EU-CONEXUS intercampus

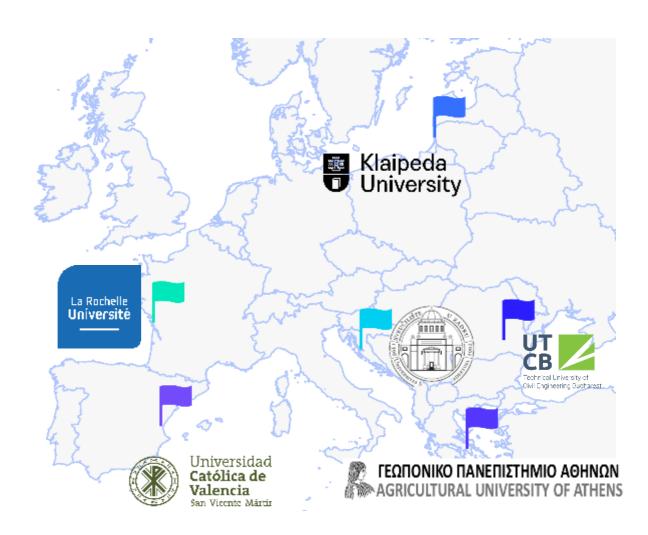
The European University for Smart Urban Coastal Sustainability (EU-CONEXUS) is a transnational European higher education and research institution that covers the smart urban sustainable coastal development from a global point of view.

EU-CONEXUS is formed of 6 European universities, which are located in France, Greece, Romania, Lithuania, Spain and Croatia:

- La Rochelle Université (LRUniv),
- Agricultural University of Athens (AUA),
- Universitatea Tehnica de Constructii Bucuresti (in English Technical University of Civil Engineering Bucharest) (UTCB),
- Klaipėdos Universitetas (in English Klaipeda University) (KU),
- Universidad Católica de Valencia (UCV),
- Sveučilište u Zadru (in English University of Zadar) (UNIZD).

Together we created the international joint Master's degree programme in Marine Biotechnology.

offer a challenging international joint Master's degree programme in Marine Biotechnology.





EU-CONEXUS universities, offering Master programme of Marine Biotechnology, are autonomous universities, acting according to their national and institutional legislation, but nevertheless they are aiming to harmonise the services and procedures to make the international programmes' students to move within the consortium easier and smoother and enjoy the studies and student life with minimal paperwork. EU-CONEXUS Buddy programme assists each and every student to move between the universities, whether for a semester or for short project.

# EU-CONEXUS OPENS UP OPPORTUNITIES TO INTERNATIONAL CURRICULA, CAREER AND EXPERIENCE





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#### 1. Programme content and mobility: plan your itinerary

Title of the programme:	Joint Master programme in Marine Biotechnology (JMPMB)
Official length of the	120 ECTS, 2-year studies
programme:	
Mode of study:	Full-time studies
Qualification degree:	Master's Degree in Marine Biotechnology
Field of study (ISCED):	05 Natural sciences, mathematics and statistics
Tracks:	- Innovative Bioproducts for Future
	- Blue Biomass
	- Marine Biorefinery
	- Aquaculture Biotechnology
Language of studies:	English
Type of diploma	Joint diploma
Access to:	third cycle (doctoral) studies and/or labour market

#### The 120 ECTS joint Master programme consists of

- Core courses (54 ECTS) are taught throughout the 1<sup>st</sup> academic year in the areas of Marine Omics, Marine Biodiversity Prospecting, Blue Biotechnology Business & R&D Management and Bio-Chemistry of Marine Natural Products,
- Internship (6 ECTS) is carried out at the end of the 2<sup>nd</sup> semester of the 1st academic year.
   The professional practice prepares students in a very practical way for future employment,
- Optional courses (taught virtually) of the chosen track (specialisation) (16 ECTS),
- Each track is completed with a course called Academic Research Integration (14 ECTS),
- Master Thesis (30 ECTS).

The student enrolled in the Programme has a mandatory mobility among the universities of the Consortium with a full academic acknowledgement of the credits acquired. During the two years of the Programme, the Student must study in at least two universities of the Consortium even though we highly recommend to choose a new host university every semester.

The joint Master programme in Marine Biotechnology is designed to ensure that students (1) get essential training in key subjects related to marine biotechnology, (2) have the opportunity to thematically specialise, (3) can tailor their study programme to their aspirations via individual professional practice (internship), individual research (academic research integration) and thesis work. JMPMB includes a wide range of mobility opportunities but also ensures integration in a group and a network in the best possible circumstances. By using multiple teaching approaches, it offers an open learning environment to a multicultural group of students.



#### Syllabi of joint Master programme in Marine Biotechnology

			Genomics, Proteomics and Metabolomics for Marine Biodiversity Prospecting Marine Microbiome and Metagenomics	6 ECTS				
	Semester 1		·		UCV -Spain-			
	Mobility 1		Culture Collections and Biobanks	8 ECTS				
			Marine Biodiversity for Marine Natural Products	4 ECTS				
Year 1		Core courses	Blue Biotechnology Business and R&D Management I	6 ECTS				
Ϋ́e			Blue Biotechnology Business and R&D Management II	6 ECTS				
	Semester 2		Marine Natural Products: Classes, Biological Activity and Biosynthesis	6 ECTS			Jniv	
	Mobility 2		Chemical Libraries	6 ECTS		-Fra	nce	
			Screening of Bioactivity	6 ECTS				
	Mobility 3		Internship	6 ECTS	Franc		any ntry	other
				60 ECTS				
			Academic Research Integration	14 ECTS				
		Track 1 Innovative Bioproducts for Future  Track 2 Blue Biomass Mobility 4	Advanced Characterisation Methods for Marine Natural Products Identification	4 ECTS			2	
			Biological Profiling of Marine Natural Products	4 ECTS	AUA	ā	LRUniv	ncv
			Optimisation of Marine Natural Products	4 ECTS				
			Marine Natural Products for Health and Wellness and Food	4 ECTS				
			Academic Research Integration	14 ECTS				
			Bioreactor Design and Management	4 ECTS	⋖			>
			Microorganism Biomass and Metabolite Production	4 ECTS			2	UCV
			Microalgal Biotechnology	4 ECTS				
Year 2			Seaweed Production	4 ECTS				
eal			Academic Research Integration Design of Biorefinery Processes	14 ECTS 4 ECTS				
>		Track 3	Marine Biomass Functional Ingredients		4	.≧	_	m
		Marine	Extraction	4 ECTS	AUA	LRUn	ည	UTCB
		Biorefinery	Functionalisation of Marine-derived Biomaterials	4 ECTS		5	_	
			Marine Whole-cell Factories	4 ECTS				
			Academic Research Integration	14 ECTS				
		Track 4	Aquaculture Systems and Seafood Processing	4 ECTS	AUA	Ε	CV	UNIZD
		Aquaculture Biotechnology	Fish Nutrigenomics	4 ECTS	⋖		<b></b>	5
			Health and Welfare in Aquaculture	4 ECTS				
			Advanced Breeding Programmes	4 ECTS				
	Semester 4 Mobility 5		Master Thesis	30 ECTS	AUA KU	LRUniv	UNIZD	UTCB other
				60 ECTS				

Access JMPMB ECTS Course Catalogue for full information on <a href="https://www.eu-conexus.eu/marinebiotech">www.eu-conexus.eu/marinebiotech</a>



#### 2. Contacts of the host university

Joint Master programme of Marine Biotechnology is implemented by six universities, and all of them have an appointed contact person for the programme's students led by Programme Coordinating University (UCV) and the Master programme director and officer.

**EU-CONEXUS Master Officer (EMO)** is the main contact person for the applicants and students throughout the study programme. Feel free to contact him for whatever general questions.

EMO will consult and communicate with you, will guide you through the application process and will assist to start the studies at the first university of the JMPMB.

Contacts:	To contact for the questions related to:
admission.MB@eu-conexus.eu	Application process
	Application documents
	Admission results
	Assistance before the arrival
students.MB@eu-conexus.eu	General questions during studies (if it is host university related, contact university's representative)
	Administrative formalities
	To stop, change the studies/tracks
	Suggestions and complaints
	Students & Alumni networks
	l

Before writing an email, please check our website <u>www.eu-conexus.eu/en/marinebiotech</u> and search in this toolkit for the procedures, documents, deadlines, academic calendar, exams, tips and tricks.

The **Academic Coordinator** is the main person to respond to your academic questions

To contact for the questions related to:
Academic issues
Programme orientation
Choosing the track/ARI project
To stop, change the studies/track
Appeals, complaints, suggestions
Scholarships

EU-CONEXUS joint programme universities created a network of support for the students while you are studying or visiting particular (host) university.



University	International tutor	Academic tutor
	To contact for the questions related to:	To contact for the questions at the university related to:
	Migration procedures	Academic regulations
	Arrival and departure	Tutoring
	Integration	Timetables, professors, internships
	Events for international students	Suggestions, complaints about the
	Administrative formalities	study part
	Buddy programme (and personal mentor)	
UCV	Name Surname*	Name Surname
	Email	Email
	Office address	Office address
LRUniv	Name Surname	Name Surname
	Email	Email
	Office address	Office address
AUA	Name Surname	Name Surname
	Email	Email
	Office address	Office address
UTCB	Name Surname	Name Surname
	Email	Email
	Office address	Office address
KU	Name Surname	Name Surname
	Email	Email
	Office address	Office address
UNIZD	Name Surname	Name Surname
	Email	Email
	Office address	Office address

<sup>\*</sup> Will be updated after the accreditation of the programme



Stay updated

www.eu-conexus.eu/marinebiotech (for the latest updates and information, Student toolkit, maps, etc.)

Facebook (for the events, updates, internal communication).

P.S. closed FB group will be created for each academic group. At host university you will be added to local communication channels for international students



## **Mobility Toolkit**

### **Before**

# **During**

## **After**





#### 3. Before Arrival

#### 3.1. Acceptance, study agreement & fees

#### **Congratulations!**

You have been accepted and invited to study joint Master programme in Marine Biotechnology at EU-CONEXUS.

The Student Agreement that you receive informs you about the study programme, mobility scheme, your rights and obligations, fees payment structure. Read it carefully and, if you accept our offer, send it back to the EU-CONEXUS Master Officer <a href="mailto:admission.MB@eu-conexus.eu">admission.MB@eu-conexus.eu</a>.

Please review the personalised letter which will explain the further procedures and remaining documents you need to submit, if any. Once you sign the Student Agreement (electronically), you will get the first invoice to pay the first instalment of the tuition fees. The annual tuition fee of the Programme is XXXX EUR (amount in words Euro 00 cents). You have 10 days to complete the payment and officially you are the student!

The rest of the fees are paid according to the plan indicated in the Student Agreement. If you fail to receive visa (if needed) or withdraw your application, the tuition fee will be returned – all the advices are in the Student Agreement.



The tuition fee includes all materials, facilities, laboratory consumables, teaching and counselling required to fulfil the Programme requirements and achieve the Programme outcomes. But it does not include accommodation, travelling, health insurance and any other living costs of the Student. Read further about the accommodation and living cost in each of the EU-CONEXUS countries.

You will be registered as a full-time student of the joint Master programme in Marine Biotechnology in all EU-CONEXUS joint Master programme in Marine Biotechnology consortium universities for the full duration of the Programme (2 years).

Feel free to ask questions or documents to apply for scholarship, health insurance, visa, or any other reason at admission.MB@eu-conexus.eu.

#### 3.2. Arrival to the 1st university and mobility

Welcome to Universidad Católica de Valencia (UCV) where your journey begins!

UCV is found in Valencia, the third largest city of Spain on the coast of the Mediterranean Sea. The university has several campuses (check <a href="www.ucv.es">www.ucv.es</a>) but you will be studying in the heart of the city, just next to the Torres de Quart – one of the defensive towers that were surround the old city in the medieval times. Studying you will not only learn about the city via multiple events, excursions, but also will have an opportunity to learn Spanish language, to cook paella, to swim in the sea, ride the bike or to explore Albufeira.











The **first semester starts on the 15 September** so we recommend to arrive earlier, to get an apartment or student room (see Accommodation). **Your buddy** will help you around, and we will see you on the Welcome Week! And check the **welcome info pack** attached!

Before packing, make sure, you got everything you need for the start of studies:



- ✓ Passport or ID
- ✓ Travel and health insurance
- ✓ Acceptance and student registration letter
- ✓ Original documents of your previous education (with apostille)
- ✓ The notary verified translations of your documents
- ✓ Original certificate of English proficiency
- ✓ The addresses and contacts
- ✓ Phone with uploaded maps and some family photos
- ✓ Clothes, shoes and swimming suit it is still warm (hot) in September
- ✓ Maybe something personal
- ✓ Laptop
- ✓ and you can get the rest in Valencia from clothes to exotic spices



During the next semesters you will continue your studies at La Rochelle Université in France, and later – the university of choice:

	Host university
1 <sup>st</sup> semester	UCV, Spain
	LRUniv, France.
2 <sup>nd</sup> semester	Internship (8 weeks) at the end of the 2 <sup>nd</sup> semester may be carried at any company in any country.
3 <sup>rd</sup> semester	All partner universities according to the chosen track by the student in order to carry out his/her ARI; the elective courses will be taught online
4 <sup>th</sup> semester	All partner universities, associated partners and other higher education and/or research institutions according to the chosen Master's thesis topic

Before every new university and country, you will get the updates, suggestions and new **buddy** at the next stop of your itinerary.

During the two years of the Programme, you must study in at least two universities of the Consortium eventhough it is highly recommended to choose a new host university every semester.

#### Isn't it exciting!

We leave about a month in the Academic calendar for you to move, get settled and prepare for the new semester. International and academic tutors at every university will be just a message or an email away to assist you with personal questions.

#### 3.3. Migration / Visa procedures

Depending on your citizenship, you may be required to complete certain immigration procedures (for example, apply for a visa) in order to start your studies in Spain, and then to continue in the rest of the countries of the JMPMB. Making sure you fulfil all the requirements and complete all



the immigration procedures on time is your responsibility, but the Master programme officer and International tutors (see Chapter 2) will assist you throughout the process and will help you to make it as smooth and easy as possible.

#### 1st semester: Spain

In order to start the studies at UCV, Spain, you need to fulfil the following procedures.



#### If you are an EU/EEA citizen\*

All EU/EEA citizens are allowed to enter Spain and start studies without any immigration procedures. Once in Spain, if the stay is to be longer than 90 days, it is obligatory to register in the Central Registry of Foreigners (Registro Central de Extranjeros, NIE document). This can be done at a local Immigration office (Extranjería)

Consult Immigration offices in Valencia

Documents (among others)\*\*:

- Confirmation of being enrolled in the JMPMB (which will be given to you by UCV)
- Health insurance to cover medical treatment during the study period in Spain and/or a valid European Health Insurance Card
- Proof of resources to cover living costs



#### If you are a non- EU/EEA citizen

Non-EU/EA citizens typically need a student visa to enter Spain and start studies. You should apply for a Student Visa at the Spanish Embassy or Consulate in your country of residence (or in the country with jurisdiction to provide visas to your country of residence):

Consult embassies and consulates and country-based requirements

When to apply: max 90 and min 45 days before your departure date.

Visa fee: it depends on the country of your residence (consult the embassy).

Documents (among others)\*\*:

- Valid passport/travel document (it should be valid for the whole period of studies + 3 months)
- Acceptance letter to study JMPMB (which will be given to you by UCV)
- The study programme content and description (which will be given to you by UCV)
- Health insurance to cover medical treatment and repatriation costs during the study period in Spain
- Medical certificate
- Proof of resources to cover living costs, or scholarship statement, or an undertaking to accept financial liability from a guarantor who must provide proof of adequate, reliable and regular income, as well as a copy of their ID document
- Proof of accommodation for the period the studies
- Diplomas of previous studies may be requested
- Proof of paid tuition fee may be requested



After your arrival to Spain, you should also register in the Central Registry of Foreigners (Registro Central de Extranjeros, NIE document) and obtain your residence permit. This can be done at a local Immigration office (Extranjería).

Consult Immigration offices in Valencia

- \* If you are a citizen or a permanent resident of Spain, these procedures do not apply
- \*\* This is a general list and it may not include all the documents required by the corresponding institution as they are subject to change

The immigration/visa procedures are subject to change. We will update you on the current procedures prior to the beginning of your stay in each EU-CONEXUS university within the joint Master programme.

#### 2<sup>nd</sup> semester: France

In order to continue your studies on the second semester in La Rochelle, France, you need to fulfil the following procedures.



#### If you are an EU/EEA citizen\*

All EU/EEA citizens are allowed to enter France and start studies without any immigration procedures. It is obligatory to come with the European Health Insurance Card (see more about insurance in section 3.4. of this Chapter)



#### If you a non-EU/EEA citizen

If you are a non-EU/EA citizen, you will need a French student visa to enter France and start studies. Within the first 3 months of your stay, you must validate your visa through an online process on the following website: <a href="https://administration-etrangers-en-france.interieur.gouv.fr/particuliers/#/">https://administration-etrangers-en-france.interieur.gouv.fr/particuliers/#/</a>.

You have two ways to obtain French visa, in your transition from Spain (1st semester of your studies) to France (2nd semester of your studies): applying for a French visa from Spain or entering France with Spanish visa and applying for a new visa in France.

Applying for a French visa from Spain

You can apply for a French visa at French Embassy in Madrid, Spain (note that you must be legally in Spain at the moment of application).

Link to French embassy in Spain

For general information and for preparing, submitting and tracking your application, log on to France-visas, the <u>official website</u> for visa application to France.

When to apply: max 90 and min 45 days before your departure date.

Visa fee: 99 EUR (subject to change)

Documents (among others)\*\*:



- Valid passport/travel document (it should be valid for the whole period of studies+3 months)
- Student status and future mobility confirmation (which will be given to you by LRUniv)
- The study programme content and description (which will be given to you by LRUniv)
- Health insurance to cover medical treatment and repatriation costs during the study period in France
- Proof of resources to cover living costs (min 615 EUR/month) deposited in French bank, or scholarship statement, or an undertaking to accept financial liability from a guarantor who must provide proof of adequate, reliable and regular income, as well as a copy of their ID document
- Proof of accommodation for the first 3 months or during the studies
- Diplomas of previous studies may be requested
- Paid tuition fee may be requested

Once in France, within the first 3 months, you must validate your visa through an online process on the following website: <a href="https://administration-etrangers-en-france.interieur.gouv.fr/particuliers/#/">https://administration-etrangers-en-france.interieur.gouv.fr/particuliers/#/</a>

Entering France with Spanish visa and applying for a new visa in France

If your visa to Spain is still valid and it allows you to travel in Schengen area, you can enter France with your Spanish visa and apply for a new student visa in France once you're already there. If you enter France with your student visa to Spain, you need to apply for student visa to study in France <u>as soon as you arrive</u>. International office of LRUniv or your Master officer will help you with these procedures.

# 3<sup>rd</sup> and 4<sup>th</sup> semesters: Greece, Romania, Lithuania, Croatia, France or Spain

During the second and third semester you will be guided to prepare for the immigration procedures, for the third and fourth semester of your studies in the universities of your choice.



#### If you are the EU/EEA citizen\*

All EU/EEA citizens are allowed to enter Croatia, Greece, Lithuania, France, Romania or Spain and study without any immigration procedures. You may be obliged, however, to register in local Immigration Offices upon your arrival, if your stay in the country is going to be longer than 90 days. Your host university will inform you about these procedures upon your arrival.



#### If you are a non-EU/EEA citizen

Non-EU/EA citizens will, typically, need a student visa to enter and study in Croatia, Greece, Lithuania, Romania or Spain.

<sup>\*</sup> If you are a citizen or a permanent resident of France, these procedures do not apply

<sup>\*\*</sup> This is a general list and it may not include all the documents required by the corresponding institution as they are subject to change



Where to apply: at the Embassy of the given country

General guidelines: The required documentation may differ for each country, but it is similar to the one submitted during your first visa applications to Spain and France – i.e. student status, proof of resources, health insurance, etc.

For more details, you may consult the embassies:

Greek embassy in France
Romanian embassy in France
Lithuanian embassy in France
Croatian embassy in France
Spanish embassy in France

List of Greek embassies in other countries
List of Romanian embassies in other countries
List of Lithuanian embassies in other countries
List of Croatian embassies in other countries
List of Spanish embassies in other countries

Once in the country, you may be obliged to register in local Immigration Offices. Your host university will inform you about these procedures upon your arrival.

If you will stay in France for the third semester of your studies, you will have to prolong your stay in France at the local Immigration Offices. International office of LRUniv will help you with these procedures.



#### Once again

The immigration/visa procedures are subject to change. We will update you on the current procedures prior to the beginning of your stay in each EU-CONEXUS university within the joint Master programme.

#### 3.4. Health insurance

Today more than ever is important to have travel and health insurance.

Before you purchase any new, check what your health insurance is covering, is it valid in the European countries. Typically, the European Health Insurance Card that you may have in your home country covers the essential medical care in any other European country.

If you need to apply for visa, the travel and health insurance may be necessary even before applying for visa. The insurance company which collaborates with us may offer you a yearly health insurance valid in all JMPMB countries for 250-450 Eur.

Please note that safety is your thing and you should take care of it yourself.

But when you are at the university, you are insured by the university against the consequences of physical accidents and liabilities towards the third parties via the appropriate insurance.



#### 3.5. Accommodation

Some of the universities within the JMPMB offer accommodation in their own university dormitories, while other will provide you recommendations on private accommodation. Admission to accommodation in dormitories is not automatic – in most cases, you will need to make an application. Each host university will inform you about the option, and relevant procedures, prior to your arrival.

#### **UCV**, Spain

UCV does not have university dormitories and accommodation office as such, but we do advise you some safe Accommodation Agencies with which the UCV is partner of and that offer special discounts for UCV students:

- Beroomers more information at help@beroomers.com
- HousingAnywhere.com more information at vip@housinganywhere.com
- Uniplaces for being a UCV student you get to benefit from a 25% discount on Uniplaces Service Fee

When it comes to student halls in Valencia, Collegiate Marina Real student residence is the perfect Valencia home for you, with excellent transport links to reach UCV and the city centre - less than 15 minutes away. UCV Students can benefit from a 100 EUR discount for stays higher than 24 weeks. For more information, please contact: marinareal@collegiate.

#### LRUniv, France

The Department of International Relations of La Rochelle University helps international students to find accommodation. The University residences are managed by the CROUS, which are regional centres for Student Affairs that aim to improve students' living and study conditions on a daily basis.

The CROUS also offers housing in private homes via Lokaviz (www.lokaviz.fr), and L'ARPAE has a large number of apartments.

#### **AUA, Greece**

Agricultural University of Athens does not have students' hall of residence, but the European Programmes' Office provides incoming students with a list of accommodation options (private owned flats/rooms furnished or not, sometimes shared) upon request. ESN-AUA buddies help students in order to solve the problem of accommodation whenever is possible.

#### **UTCB**, Romania

UTCB students have the possibility to live in one of the 6 residence buildings (dormitories) placed in Tei campus. Depending on the country of origin and the type of financing (with scholarship or self-financed) the price of a place in the dormitory varies from 50 to 120 euros depending on the type of the room.

#### KU, Lithuania

There are two student dormitories at Klaipeda University. Dormitory at Statybinnku ave. 43 is located in the southern part of the city. The building has not been renovated and it contains double and triple rooms. A block of a double and triple room shares a washbasin and a toilet. There are also shared showers and kitchens. Second dormitory at Universiteto ave. 12 is located



in the campus of Klaipėda University. The building is new with double rooms. A block shares a shower and a toilet. Each floor offers a common kitchen-dining room.

Dormitory fees are - 150 €/month (per person) living in a double room; 200 €/month (per person) living alone in a double room; 180 €/month (per person) living in a single room (if it will be possible). International students willing to take up residence in a dormitory shall fill in an application and submit a receipt of the paid deposit and a receipt of the accommodation fee.

#### **UNIZD, Croatia**

International students in Zadar are usually accommodated in the residence hall or in private apartments.

The university residence hall has 94 rooms, 18 of which are triple, and 76 double rooms, which can in total accommodate 206 students. There are three kitchenettes, two TV rooms, a large hall, a classroom, a computer cabinet, a laundry room and a recreational hall. The fees per month are around 500,00 KN. If you would like to live in the Residence Hall during your studies in Zadar, you have to fill in the application form.

A much more reliable way of finding satisfactory accommodation is a private room or an apartment. The university can provide list of agencies that can help in the search of private accommodation and an access to social media groups managed by local ESN where you can find roommates and rent offers.



Before arrival we will have a webinar where you will have opportunity to ask the questions, to meet your future classmates and feel more confident to start the studies!



#### 4. Upon arrival

#### 4.1. Welcome Week & Welcome Day

Your studies will start with an introductory course which is called **Welcome Week**.

15-17 September you are invited to come to the university for the first time. During the Welcome Week you will

- ✓ Learn about bout EU-CONEXUS and the Programme.
- ✓ Meet the Academic Coordinator, EU-CONEXUS Master Officer, international tutor, classmates all the people that you were emailing and video-talking with during the application and preparation for studies months.
- ✓ Get the tour around UCV.
- ✓ Meet the teachers and get the classes schedule.
- ✓ Get an access to the UCV email, connections to the intranet, EU-CONEXUS Smart Campus.
- ✓ Make the Student card.
- ✓ Get a crash course on multicultural communication.
- ✓ Discover Valencia and surroundings.
- ✓ and much more, including a surprise in your welcome bag!

Once you will be moving from one university to another, each host university will organise a similar **Welcome Day** (the first day of the semester) to explain

- ✓ About the host university.
- ✓ Meet the lecturers and get the classes schedule.
- ✓ Meet academic and international tutor of the host university.
- ✓ Learn about the city and the country.
- ✓ And.... we leave something out to surprise you when you come!

#### 4.2. Registration at host university

When you come to the university for the first time (sorry, but this should be repeated), bring your passport/ID and education documents to complete the registration procedures. The academic and international tutors will prepare everything for you.

And that's it, nothing to worry. No more paper work!

Check the second part of this toolkit to learn about the academic affairs.

#### 4.3. Student status and student card

During the whole period of your studies, you will be registered as a full-time student of the Joint Master Programme in Marine Biotechnology in all EU-CONEXUS programme consortium universities. As such, you will receive the student card of the UCV, and you will be also entitled to obtain a student card of each university where you will (physically) stay during the Programme.

The student card will provide you the discounts for public transport, cinema, some shops, events, and of course, you will have an access to the libraries, buildings, self-service, labs, and more.

#### 4.4. Local language classes

The language of communication, instruction and exams in the JMPMB is only English and you are not required to speak or learn any other language. However, if only you wish to, you may take the opportunity to study the local languages of EU-CONEXUS countries while you stay there.



During your stay at each of the EU-CONEXUS universities, you are entitled to enrol for a language course of its national language of up to 6 ECTS for free. If you want to take more classes, or enrol for a course of any language other than the national language of the given country, it will be possible upon an additional payment, at a rate of the host university.

If you are interested in the language courses you should simply inform your host university before the start of the semester or during the first 15 days of the semester. You will be obliged to pass the exam of the selected language course at the end of the semester. The language courses will be included in your Diploma Supplement.

#### 4.5. Student life

This experience is not only about studying, but also living a life!

At each host university of the consortium, you will be able to access all available services and facilities (e.g., sports activities, library, co-studying spaces, counselling, psychological support, etc.) and you are invited to participate in the local student life. Each university has student organisations and associations, such as Erasmus Student Network or local Student Boards, that organise events, activities and initiatives for international and local students. You are free to join all of the offered activities or, even suggest your own ideas and/or become an active member of the student official structures.

#### 4.6. Costs of living and currency

Each of the Programme country and city has different average costs of living. You can consult the tables below to see average costs of certain products and services. Some of the universities offer low-cost accommodation in the on-campus dormitories (see <u>3.5</u> above) or discounted meals in university canteens. The student card will also give you discounts in many services, especially public transport.

The currency in Spain, France, Greece and Lithuania is euro, whereas Romania and Croatia have their own national currencies: Romanian leu (code: RON) and Croatian kuna (code HRK). The average prices presented in the table below are their equivalents in euro.



#### 1st and 2nd semester

		Valencia, Spain	La Rochelle, France	
Accommodation – average monthly rent for a room		250 – 300€ plus bills	350 – 500€	
	Lunch in a student canteen		3,3€	
FOOD	Lunch outside campus	8-15€	15-20€	
	Average cost of food and groceries per month	200-250€	100-150€	
	Public transport	Monthly student card: 25€	Monthly student ticket: 23€	
	A coffee in a café	1,5 – 2€	2-3€	
	A beer in a pub	2-3€	3-5€	
F	Cinema ticket:	8-10€	5-7€	
ENTERTEINMENT	Other	A glass of wine or sangría: 3-5€  Oceanographic museum: 25€ for students  Most of other museums: 2-5€  An organised hiking / sightseeing trip: 18-20€	A croissant: 1€  Maritime museum: free for students  Aquarium: 17,5€	

#### Other locations (for 3<sup>rd</sup> and 4<sup>th</sup> semester)

		Athens, Greece	Bucharest, Romania	Klaipeda, Lithuania	Zadar, Croatia	
Accommodation – average monthly rent for a room		Around 250€	250 - 350€ euro plus bills	Around 200€ plus bills	130-150 €	
FOOD	Lunch in a student canteen	9€ for 3 meals per day	5-10€	3-7€	13-20€ per week	
	Lunch outside campus	10€	10-15€	7-10€	7-11€	
	Average cost of food and groceries per month	150€	100-200€	150-250€	200 €	
Public transport		Student monthly ticket 25 €	Monthly ticket around 15 €	Student monthly ticket 4-5 €	Student monthly ticket is for free	



	A coffee in a café	4€	2€	2-3€	1 – 1,5€
	A beer in a pub	6€	2-5€	3-5€	2€
_	Cinema ticket:	8€	6€	5,5 €	5-10 €
ENTERTEINMENT	Other	Acropolis and some other sights: free for students A cocktail in a club: 10€	Escape room: 20€ Karaoke: 10€ Botanical garden: 1,2€	Pizza: 5-7 € Ice skating: 6€ A cocktail in a club: 6€	Nightclub: 3- 12 € Hot chocolate: 1,6€ Bike rental for one day: 15€ Ferry to a nearby island: 2€

#### 4.7. Bank account

If you want or need to open a bank account in Spain (that is, the country where you will stay for the first semester of the Programme) these are the documents that may be required:

- National ID card (EU citizens) or Passport and visa (non-EU citizens)
- NIE document (document of being registered in the Central Registry of Foreigners of Spain

   see 3.3 above)
- The letter of acceptance and enrolment to JMPMB
- Proof of income

Please note that each bank may require more document and some fees may apply. To open an account, you need to personally visit the bank office, with originals of the documents. As a suggestion, we recommend Banco Santander.

You can keep your Spanish bank account open for the whole 2 years of studies. If you want or need to, you can also open bank accounts in the other countries of your stay within the JMPMB – the local university will help you with this.

#### 4.8. Services for students with disabilities

EU-CONEXUS and the JMPMB is open to all students from all countries, and we aim to assist every of you in the best possible way. The EU-CONEXUS partners aim at developing a disability-inclusive higher education environment in order to ensure that no one are not excluded from higher education and that their potential is realised.

If you have any kind of disability and have challenges to move or to follow the class, we will help you. All our universities have a department or a specialist to assist the students with disabilities. If you notify us in advance, we can guide you providing a buddy, advising the university for your mobility within the Programme which is the best fit to your specific needs. The learning and exam framework is easy to adapt for blended (physical+virtual) learning.

And if you need academic tutor or more time with the teacher, it's just an email away students.MB@eu-conexus.eu.



#### **5.** Before leaving

#### **5.1.** Heading to new destination

Well, semester is going to an end. All exams have been passed, you know how to say hello in local language, and unfortunately, it's time to say good bye or see you later.

Before you leave please visit the Academic tutor at the host university and make sure you know everything about your new destination.



It's time to read this toolkit once again

Check for the latest version of this toolkit and make sure you have all documents with you, you have visa, if needed, health insurance, booked the accommodation. New university is waiting for you!

International tutor will be assisting you if you need any new documents to prove your status, to pay the fees or to receive the scholarship, or...

We are sure that we all meet once again at the graduation ceremony!

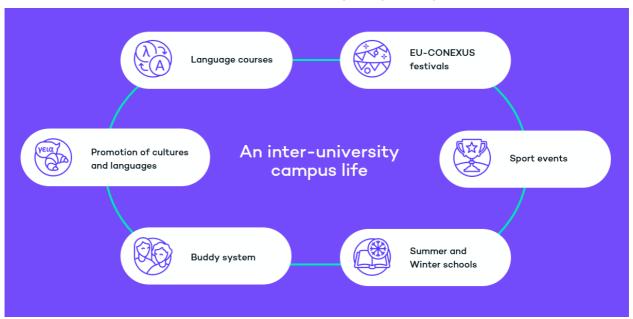
And if this is your last semester and the last university -

it's time to celebrate your Master's degree in Marine Biotechnology!



#### 6. EU-CONEXUS Student Board and Buddy programme

EU-CONEXUS Student Board, with collaboration of local students and student organisations at each university, is coordinating Buddy programme for international students of the JMPMB. Buddy programme is meant to offer you a mentoring service during your stay at each of the universities – i.e., provide help and support before your arrival and during your first days of studies, as well as social activities and events throughout your stay.



Thanks to the Buddy programme you will get in touch with local students even before your arrival, so that you will be able to ask any questions about the city, accommodation, transportation, university procedures etc. Once you arrive, you will meet the students in person and they will make sure you feel welcomed and integrated with local student community. Your Master Officer will keep you updated on how to apply to the Buddy programme prior to your arrival at each university.

Have any questions, contact <u>buddy@eu-conexus.eu</u>!

And we hope that later on you will become a buddy yourself!



# Academic Toolkit from Welcome Week to Graduation ceremony





#### 7. Academic Calendar

Even though you will study in different countries, the JMPMB academic calendar is unified in order to enable smooth your transfer from one university and country to other.

The academic calendar for the next semester is confirmed by 30 May and is available on <a href="https://www.eu-conexus.eu/en/studies-at-eu-conexus/master-3/marinebiotech/students-toolkit/">https://www.eu-conexus.eu/en/studies-at-eu-conexus/master-3/marinebiotech/students-toolkit/</a>

Autumn semester (2021/2022)			
Lectures period	15 Sept – 3 Dec		
Welcome week (1st year students)	15 –17 Sept		
Welcome day (2 <sup>nd</sup> year students)	15 Sept		
Exam session	6 – 20 Dec		
Complementary exam session (resit of exams)	10 Jan – 21 Jan		
Winter holidays	24 Dec – 6 Jan		
Spring semester (2021/2022)			
Lectures period	15 Feb – 31 May		
Welcome day	15 Feb		
Internship (1st year students)	April - May		
Exam session/Master thesis defence*	1 –17 June		
Complementary exam session (resit)	20 – 30 June		
Graduation ceremony	1-10 July (2023)		
Summer holidays	1 July – 31 Aug		

Public holidays depend on the country where Student is studying physically.

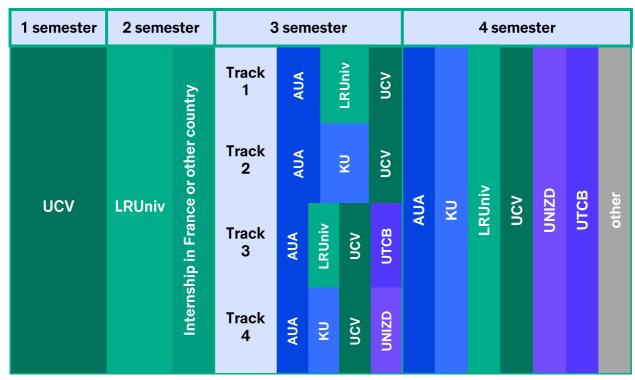
<sup>\*</sup> If for whatever reasons you will not manage to submit the Master thesis on time or fail Master thesis defence, you will be able to defend them in September of the next academic year.



#### 8. Studies mobility

In order to complete the JMPMB, there is a mandatory mobility among the universities of the Consortium with a full academic acknowledgement of the credits acquired. During the two years of the Programme, the you must study in at least two universities of the Consortium eventhough it is highly recommended to choose a new host university every semester.

Therefore, the 1<sup>st</sup> semester is conducted at UCV, the 2<sup>nd</sup> – at LRUniv. The internship at the end of the 2<sup>nd</sup> semester may be conducted in France or any country of students' choice. The 3<sup>rd</sup> (Tracks) and 4<sup>th</sup> (Master thesis) semesters are offered by all Partners and are freely chosen by the students. You should've already indicated your preference in the application stage, but still you can change it depending of your interest after the 1<sup>st</sup> semester. During the 3<sup>rd</sup> semester you will be physically in the university where you will perform the Academic Research Integration course of the selected Track is performed, while other courses will be taught virtually. Again, you may select the university for the Master thesis (4<sup>th</sup> semester) based on the offered Master projects by the six universities, or even associated partners in Ireland and Germany, or even other universities.



As we said earlier, the movement from one country to another is not included into the fees but we will do everything to offer you scholarships and, of course, help with the advices.



#### 9. Choosing the Track in the 3rd semester

The JMPMB has 4 tracks (specialisation) that you can choose and deepen your knowledge:

- Innovative Bioproducts for Future
- Blue Biomass
- Marine Biorefinery
- Aquaculture Biotechnology

The students who choose the specialisation of **Innovative Bioproducts for Future** will focus on the validation of new marine bioproducts, following up all the procedures until the commercialisation of new therapeutic drugs, cosmetic ingredients and food additives. The students will be able to assist companies in the health, cosmetics and agri-food sectors to reach new markets and segments.

The students who choose the specialisation of **Blue Biomass** will focus on the production techniques of new sources of renewable of aquatic biomass. The students will be able to identify the industrial applications of the biomass of the marine organisms.

The students who choose the specialisation of Marine Biorefinery will focus on new approaches and developments for the use of marine biogenic feedstocks. The students will be able to maximise the usage of biomass for the manufacturing of new functional products from marine resources.

The students who choose the specialisation of **Aquaculture Biotechnology** will focus on the various uses of Biotechnology to the aquaculture sector. The students will be able to manage advanced breeding programmes, estimate significant diseases of aquatic organisms and assess the causes of the disease, modify the metabolism of molecules in living organisms and support modern research and analytical methods for practical aquaculture development and seafood processing.

In November of the 1<sup>st</sup> semester we will organise the information seminar were we will present the tracks and projects to be carried out in the 'Academic Research Integration' course in the 3<sup>rd</sup> semester

You will be able to choose the track and the project by filling in the application form on the Programme's website until the end of the Complementary exam session of the 1<sup>st</sup> semester (21 January 2022). If there is a competition for the same project, the priority will be given to the student with higher ranking (the ranking depends on the grade point average (GPA) of the 1<sup>st</sup> semester (50%), motivation letter (50%)).

The final assignment of the track and project will be confirmed by the 25th February 2022.

Therefore, in February you will already know where you will spend the 3<sup>rd</sup> semester.

**Academic Research Integration** (ARI; 14 ECTS) is a fascinating course and one of the highlights of the programme.

During the ARI the you with some other classmates will be working together (in groups of 5-7) on a shared and transversal research project. The proposed multidisciplinary research projects, designed by professors of different specialisations, will give you the opportunity to apply general academic, research and/or design skills in practice. At the same time, the transversality will be encouraged through the collaboration between students from different specialisations and in different locations, adding up each student's work and thus running a truly multidisciplinary joint research project. You will be working with your Academic Supervisor, who will help you to meet the project's milestones. This practical, professional and soft skills you will gain will assist you in carrying on other projects in companies or doing your Master thesis and PhD research.



#### **10.** Email and access to e-services

Once you register to the university (UCV), you will get university's email id.

After activating it you will have the access to the EU-CONEXUS Smart Campus with its moodle, e-library, platforms for mentorship, projects, internship search.



EU-CONEXUS Smart Campus - www.eu-conexus.eu/smart-campus/

EU-CONEXUS Smart Campus with its moodle, e-library, platforms for mentorship, projects, internship search is your learning environment.

It is important that you check your email not to miss the latest updates on the classes, events, assignments, open calls for internships, projects, feedback, etc.

Also the email sent from your university's email id is considered as official opinion, application, request, etc. The JMPMB policy denies the communication with those who use other email servers.



#### 11. Classes, assignments and exams

During the first year your classes (if we finally beat the pandemia) will be organised in the classrooms, laboratories and so on. **The attendance in each class will be highly recommended**. Even though the courses will be organised at UCv and LRUniv, many visiting teachers, experts from industry will be giving the classes and sharing their insights and 'real life' experiences.

In the 3<sup>rd</sup> semester, except the Academic Research Integration, the classes will be online. The reason for this is that we have foreseen the teachers from different universities, companies, countries to provide you the best knowledge.

EU-CONEXUS Smart Campus with its moodle, e-library, platforms for mentorship, projects, internship search is your learning environment.

#### 11.1. Information about the courses

The JMPMB ECTS Course catalogue gives you the description of each course, the components of assignments throughout the course, the weight of each assignment and the composition of the final grade.

Also you will find all information in the moodle of the course.

During the semester you will have various activities: from theoretical classes to practices in the laboratories; making portfolios, visiting companies, having guest lecturers, working on your own and in group.

The course differs in the intensity and workload. ECTS (European Credit Transfer System) are used to describe it, when 1 ECTS is equal to 25 hours of studies: classes, practice, laboratory works, individual studying.

#### 11.2. Assessment

The assignment (and grades) are used to evaluate how you achieve the intended learning outcomes of the course.

The final assessment of each course consists of the assignment during the semester (tests, reports, lab test, modelling, oral presentation, etc.) and final examination, if any, with the exception of internship and Master thesis.

Usually the teacher or teachers who will be delivering the course will be the ones who will do the assessment.

The university who coordinates the course is responsible for organising the assessment and the exams. If the course is offered virtually (3<sup>rd</sup> semester), the physical exam will take at the university where you are doing Academic Integration Research course with the tasks provided virtually.

The dates for each assignment during the course will be presented by the teacher(S) in the beginning of the semester and also on the course moodle.

The dates of exam session and of the complementary exam session (you have one more chance! if you fail) is indicated in the academic calendar of each academic year that is available on the JMPMB website.

The exam schedule of each course will be announced one month prior to the beginning of the exam session. We will make sure the exams do not overlap and leave you sufficient time to prepare for the exams.

Please visit our website and read the **Students' assessment regulations here**.



You have right to know the assessment methods and criteria that will be used by the teacher and are entitled to an objective assessment on your achievements in all summative assessments performed on the subject.

If you are not satisfied with your grades, you have right to **appeal** against the assessment result(s). You should file your appeal to the Academic Coordinator <u>academic.coordinator@eu-conexus.eu</u> including a statement detailing the reasons for the appeal. In three working days at the latest, the Programme Board is informed and communicates with the examiner, who either accepts the appeal and changes the grade or rejects it. In either case, you may accept the grade or request for a further assessment. Upon your request, Programme Board assigns the evaluation to two other examiners, and the final grade will result as the average of the two marks.



We have a zero-tolerance policy on cheating and plagiarism.

To progress from Year 1 to Year 2 you must achieve a minimum ECTS grade of 'E' (i.e., a sufficient) in all courses of Year 1 (60 ECTS).

You can defend Master thesis only when all other courses in the programme and individual study plan have been passed.

#### 11.3. Grading system

The results of assessments and examinations are given as a local grade (of the host university). The grades will be automatically transferred into the grading systems of all universities, and the joint diploma supplement that you will receive after the graduation will be reflected in the Spanish grading system.

ECTS description	Exceptional	Excellent	Very good	Good	Sufficient	Fail
ECTS Grade	Α	В	С	D	Е	F
Requirements	outstanding performance without errors	above the average standard but with minor errors	generally sound work with some errors	fair but with significan t shortcom ings	performan ce meets the minimum criteria	Fail – consider able further work is required
Percentage of successful students normally achieving the grade	10%	25%	30%	25%	10%	
LRUniv (France)	20-18	17.9-16	15.9-13	12.9- 11.0	10.9-10	<10
AUA (Greece)	10-8.5	10-8.5	8.4-6.5	6.4-5	6.4-5	<5
UTCB (Romania)	10	9	8-7.0	6	5	<5
KU (Lithuania)	10	9	8-7.0	6	5	<5
UCV (Spain)	10	9.9-9	8.9-7	6.9-6	5.9-5	<5
UNIZD (Croatia)	5	4	3	2	2	<2

To receive the Master's degree you must have defended the Master thesis with a minimum ECTS grade of 'E' (i.e., a sufficient).



#### 12. Career and academic support

An internship (8 weeks; 6 ECTS) at the end of the 2nd semester is an obligatory part of the Programme's curricula. Two internship supervisors (one from Consortium of Universities, one from laboratory or company) will be assigned to the Student. The internship may be carried out in a laboratory of LRUniv or at any company in any country.

EU-CONEXUS Smart Campus platforms and services throughout the studies will help you to prepare yourself to make your own CV and be competitive in the labour market:

- EU-CONEXUS University-Industry platform to facilitate the search for internships and to receive counselling on CV writing, job and internship search and other topics of interest will also be used for project development and Academic Research Integration course.
- **EU-CONEXUS Mentoring platform** will provide you mentoring in the following areas of interest: academic, research, career, entrepreneurship guidance.

Before the start of the internship (2<sup>nd</sup> semester) LRUniv will organise orientation seminar how better benefit from the internship.

You will be able to use the Career centre services of all universities during once you are there.

The high inclusion of the stakeholders into the teaching and learning process of the courses and the national language courses offered by the host universities of your choice will facilitate better integration in the labour market.

If you feel like the course covers the topics that you haven't studied before, or maybe the topic is too difficult and you need more time to get into it, feel free to talk about it with the teacher or academic tutor. On EU-CONEXUS Mentoring platform you will be able to choose a tutor for specific subject. We emphasise the personal attention to everyone!

Or maybe you decide to take the <u>EU-CONEXUS Minor in Blue Economy and Growth courses</u> (sector of Marine Biotechnology) to fill in slight gaps.

It's up to you, just do not delay: the earlier you start collaborating with tutors, the sooner you will catch up!



#### 13. Individual study plan and additional courses

You will follow the study plan of the Programme as confirmed in the 'JMPMB ECTS Course Catalogue for intake of 2021' and an individualised part via the chosen track in the 3<sup>rd</sup> semester.

But we want a **flexibility** and so you can gain the most during the studies!

You are allowed to take additional local language courses up to 6 ECTS at the host university each time you change the host university. The additional 6 ECTS language course is complementary and do not have to pay any fees for it.

If you want to take any other additional courses, it is allowed but total study plan must not exceed 42 ECTS. Any other but national language course is paid at the rate of the host university.

The additional course must be chosen before the semester or during the first 15 days after the semester commences at the latest and communicated and approved by the academic tutor at the host university. Once the study plan is confirmed, you can start the classes and, of course, you are obliged to pass the exam of the selected course.

Additional courses to the Programme plan will be included in the Diploma Supplement.



#### 14. Transcript of records

The JMPMB curriculum is based on the ECTS (European Credit Transfer System). You are registered at all universities throughout the studies as a student of the joint Master programme in Marine Biotechnology and the credits obtained at the Partners are automatically recognised by all members of the Consortium of Universities.

Don't worry, you do not have to do anything.

If at any point for any reason you want to get the Transcript of Records (an official certificate stating what courses you have taken and what grades you have received up-to-date), just drop an email to <a href="mailto:students.MB@eu-conexus.eu">students.MB@eu-conexus.eu</a>.



#### **15.** Master thesis

After having successfully passed all prior exams you finally will start your Master thesis.

Master thesis is an integrated part of the joint Master programme in Marine Biotechnology with the workload of 30 ECTS. Master thesis is carried out in one of Partners', Associated Partner universities or other higher education and/or research institution ('host university') according to the chosen Master thesis topic.

Before starting the Master thesis work, the you must have completed all previous courses and gained at least 90 ECTS.

During the thesis work, you will be focusing on a specific subject for a certain amount of time under the supervision of a thesis supervisor and, if relevant, a co-supervisor. During thesis work, you will apply the techniques and knowledge they gained during the courses in the three previous semesters. The final product of Master thesis is a written document ('Master thesis', 'thesis') stating the main scientific results. The Master thesis results are presented and defended publically ('Master thesis defence').

Research topics for Master thesis are offered by the teaching and research staff of the Consortium of Universities, Associated Partners, other higher education and research institutions.

The Master thesis catalogue will be published for the 2<sup>nd</sup> year students on the EU-CONEXUS Smart Campus.

You may suggest your own topic and supervisor, especially if the work is foreseen to be carried out at another higher education and/or research institution, which does not belong to the Consortium of Universities or Associated Partners.

You will be able to choose the Master thesis topic by filling in the application form on the Programme's website until beginning of December. If there is a competition for the same project, the priority will be given to the student with a higher ranking (the ranking depends on the grade point average (GPA) of the previous semesters (50%), motivation letter (50%)).

The final confirmation of Master thesis topics and the host university is announced on the EU-CONEXUS Smart Campus by 20 December.

During the 4<sup>th</sup> semester you will be working on the Master thesis which may be of 3 types: experimental, project or bibliographic.

By the end of May, you will have to present the thesis manuscript and in June to present the thesis to the Jury of Master thesis at the Universidad Católica de Valencia (physically of virtually)

The final grade for the Master thesis consists of

- 1) Assessment of the Master thesis manuscript for 70 % (20% supervisor, 50% Jury)
- 2) Public defence (oral presentation) 30%.

If for any chance you do not manage to present and/or defend your Master thesis on time, you will have the second chance in September.

More detailed requirements are in the **Master thesis guidelines** <u>here</u>.



#### Graduation and Master's degree

Congratulations! We are inviting you to the official graduation ceremony which will be organised in the beginning of July!

You will be awarded a joint Master's degree in Marine Biotechnology of the Consortium of Universities.

Joint Master's degree in Marine Biotechnology refers to the following degrees issued by the universities of Consortium:

Fundación Universidad Católica de Valencia San Vicente Mártir	Máster Universitario en Biotecnología Marina
La Rochelle Université	Master en Biotechnologies Marines*
Agricultural University of Athens	Master in Marine Biotechnology
Γεωπονικό Πανεπιστήμιο Αθηνών	Μεταπτυχιακό Πρόγραμμα Σπουδών Θαλάσσιας Βιοτεχνολογίας
Klaipėdos Universitetas	Technologijų mokslų magistro laipsnis, studijų kryptis - Biotechnologija
Sveučilište u Zadru	Magistar morske biotehnologije

<sup>\*</sup> to be confirmed

Universitatea Tehnica de Constructii Bucuresti is participating in the implementation of the JMPMB but will not issue the joint deploma.

You will have to apply for issuing the diploma and diploma supplement at UCV. The joint diploma and diploma supplement will be issued and registered by the Universidad Católica de Valencia within six months after the request is submitted and can be collected at UCV or the Spanish embassy or consulate where the you decide to reside after the graduation.

The Universidad Católica de Valencia will issue a provisional diploma and transcript of records to on the Graduation ceremony or deliver it to by post/email if you cannot participate in the official ceremony. The latter shall be eligible to apply for further studies or to enter labour market until the final diploma and diploma supplement are issued.





Labas!

Bonjour! Zdravo!

¡Hola! Our community Chairete!

buddy@eu-conexus.eu

Hello! Bună ziua!!

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