

Girona, February 14, 2018

Information Pack

MAIA X [September 20XX - September 20XX]

Dear «First_Name» «Middle_Name» «Family_Name»,

These documents are issued in order to plan your travel and to confirm a place to study at **Erasmus+: Erasmus Mundus Joint Master in Medical Imaging and Applications (MAIA) - (20XX-20XX)**.

You will find enclosed the following documents:

- ☐ Calendar of dates (2017-2019)
- ☐ Masters Course Description
- ☐ A certificate to participate in Erasmus+: Erasmus Mundus Joint Master Degree MAIA course.
- ☐ Confirmation of a Place of Study - University of Girona (English and Spanish version).
- ☐ Student Housing certificate from Girona - University of Girona
- ☐ Confirmation of enrolment in Erasmus+: Erasmus Mundus Insurance Scheme.
- ☐ **In annex I:** Certificate on award of Erasmus+: Erasmus Mundus (EM) student scholarships 20XX (intake X). We can transmit the full list of Erasmus+: Erasmus Mundus (EM) granted students to the embassy or consulate by e-mail, if requested, and we will provide all information needed about the Master Programme.
- ☐ **In annex II:** Grant payment schedule.

These documents will be sent directly to you by our partners universities:

- ☐ Confirmation of a Place of Study - University of Burgundy (English and French version).
- ☐ Student Housing certificate from Le Creusot - University of Burgundy
- ☐ Confirmation of a Place of Study - Università degli studi di Cassino e del Lazio Meridionale .

Don't hesitate contacting us if you need any further information.

Sincerely yours,

Arnau OLIVER
Coordinator of the MAIA
**Erasmus +: Erasmus Mundus Joint Master
in Medical Imaging and Applications**
coord.maia@udg.edu

Calendar

Xth Promotion MAIA (20XX-20XX)¹

September 1-11, 20XX	Arrival days for students in CROUS student housing Le Creusot, France
Tuesday to Friday, September 12- 15, 20XX	Induction days² , Université de Bourgogne (Centre Universitaire Condorcet), Le Creusot
From September 18, 20XX to January 31, 20XX	Semester 1 at Université de Bourgogne (Centre Universitaire Condorcet), Le Creusot
From February 1 to February 11, 20XX	Move from Université de Bourgogne to Università degli studi di Cassino e del Lazio Meridionale
From February 12 to February 28 20XX	Winter school + Local Culture in Università degli studi di Cassino e del Lazio Meridionale
From March 1 to July 31 20XX	Semester 2 at Università degli studi di Cassino e del Lazio Meridionale
MAIA DAY / End of June 20XX	Università degli studi di Cassino e del Lazio Meridionale, Cassino
August 1-31, 20XX	<i>Move between partner universities / Internships / Summer holidays</i>
From September 1, 20XX to September 16, 20XX	Arrival days for students in Girona
From September 17, 20XX to January 18, 20XX	Semester 3 at Universitat de Girona (students select where they do the Master Thesis and consortia approve it)
From January 19, 20XX to February 2, 20XX	Move to 4 th semester traineeship destinations
From February 3, 20XX to June 15, 20XX	Semester 4: research project
VIVA + MAIA DAY / End of June 20XX	MAIA Days at Università degli studi di Cassino e del Lazio Meridionale, Cassino
From July 1, 20XX to September 12, 20XX	<i>Move between partner universities / Internships / Summer holidays</i>
Around September 13, 20XX	Graduation Ceremony , Le Creusot

¹ Dates may be subject to change (if so, you will be notified by involved partner institution). Exact dates of holiday periods will be provided later when final university planning are available.

² Confirmation of time and venue of Induction Days will be provided by email at a later stage.

Course Structure

Erasmus+: Erasmus Mundus Joint Master in Medical Imaging and Applications MAIA X [September 20XX - September 20XX]

The MAIA Master is a two-year programme of study divided into four semesters designed and developed to ensure a clear and structured educational progress in the field of medical image analysis, fully integrated among the three universities of the consortium:

Year 1

uB (Semester 1 – 30 ECTS)	UNICLAM (Semester 2 – 30 ECTS)
Sensors and Digitization (ECTS 5)	Pattern Recognition (ECTS 6)
Image Processing I (ECTS 6)	Introduction to Robotics (ECTS 5)
Digital Signal Processing (ECTS 6)	Parallel Processing Systems (ECTS 6)
Software Engineering (ECTS 5)	Distributed Programming and Networking (ECTS 6)
Applied Mathematics (ECTS 6)	Advanced Image Analysis (ECTS 5)
French Culture (ECTS 2)	Italian Culture (ECTS 2)

Year 2

UdG (Semester 3 – 30 ECTS)	Research / Training (Semester 4 – 30 ECTS)
Medical Image Registration and Applications (ECTS 6)	<p>MSC Thesis in a company or any of the partners institutions UdG, uB or UNICLAM (ECTS 30)</p>
Medical Image Segmentation and Applications (ECTS 6)	
Computer Aided Surgery and Medical Robotics (ECTS 6)	
Computer Aided Diagnosis (ECTS 5)	
eHealth (ECTS 5)	
Local Culture (ECTS 2)	

The overall objective is to start from science fundamentals, low-level image and signal processing and acquisition. The second semester is devoted to more advanced image processing algorithms along with machine learning and pattern recognition. Special emphasis will be given to fundamentals of medical robotics and algorithm optimization methods. The third semester will take advantage of the previous modules and will focus on developing frameworks of computer aided detection and diagnosis systems with special emphasis to its clinical applicability and evaluation. In addition, advanced medical robotics will be covered taking into account computer aided surgery and assisted intervention. In addition a project on medical imaging will be proposed which will put those topics into practice. The final semester will be fully devoted to the development of the master thesis in a topic proposed by the consortium, collaborating companies/research labs or by the motivation of the student within the context of medical image analysis.

An induction week is organized each year in September during which the enrolled students are informed about the programme, the assessment and the rules. The induction week also permits new students to meet second-year students or former MAIA students.

Girona, February 14, 2018

Certificate of participation in the Erasmus+: Erasmus Mundus Joint Master in Medical Imaging and Applications (MAIA) MAIA X [September 20XX - September 20XX]

I hereby confirm that **«First_Name» «Middle_Name» «Family_Name»**, nationality, has been selected to participate in the Erasmus+: Erasmus Mundus Joint Master in Medical Imaging and Applications (MAIA) from September 20XX to September 20XX.

The course is coordinated by the University of Girona and taught as a joint activity by:

- The Centre Universitaire Condorcet in Le Creusot, a subdivision of the department of Sciences and Technology of the University of Burgundy (France)
- the Università degli studi di Cassino e del Lazio Meridionale (Italy)
- the Escola Politècnica Superior of the Universitat de Girona, Catalunya (Spain)

This masters course given in English is based on a two-year programme (120 ECTS) with 4 semesters of 30 ECTS each according to the enclosed curriculum.

«First_Name» «Middle_Name» «Family_Name» will join the programme from 12th to 15th September 20.... for an induction week, held in Le Creusot (France). Arrival days of students at Le Creusot from 1st to 11th September 20....

He/she will spend the first semester, from September, 18th 20... to January, 31st 20..., at the University of Burgundy in Le Creusot (France).

«First_Name» «Middle_Name» «Family_Name» will pursue the masters the February, 12th to July, 31st 20... for the second semester at the University of studi di Cassino e del Lazio Meridionale in Italy. This period will include a Winter School.

He/she will continue the masters from September, 17th 20... to January, 18th 20... at University of Girona, Catalunya (Spain) (third semester).

«First_Name» «Middle_Name» «Family_Name» will complete the masters from February, 3rd to June, 15th 20... in any country for the last semester (fourth semester).

«First_Name» «Middle_Name» «Family_Name» will be requested to attend the graduation ceremony at the Université de Bourgogne, Le Creusot, France, on 13th of September 20.... This attendance is compulsory for all the students of the master.

Yours faithfully,

Arnau OLIVER

Coordinator of the MAIA

**Erasmus +: Erasmus Mundus Joint Master
in Medical Imaging and Applications**

coord.maia@udg.edu

Confirmation of a Place to Study at University of Girona (Spain)

MAIA X [September 20XX - September 20XX]

Girona, February 14, 2018

Dear «First_Name» «Middle_Name» «Family_Name»,

This is to certify that the above-named has been **offered and accepted** to a place to study at this University.

MAIA Erasmus+: Erasmus Mundus programme enrolment is **conditioned** on successful completion of the Bachelor's degree.

Yours sincerely,

Arnau OLIVER

Coordinator of the MAIA

Erasmus +: Erasmus Mundus Joint Master
in Medical Imaging and Applications
coord.maia@udg.edu

Offer date:	February 14, 2018
Master's programme title:	Erasmus +: Erasmus Mundus Joint Master in Medical Imaging and Applications (MAIA)
Study mode:	Full-time, on campus, English taught course
Programme duration:	24 months
Start Date:	September 18 th , 20XX (arrival period for Le Creusot student housing September 1-11, 20XX)
End Date:	September 13 th , 20XX
Offer type:	Erasmus+: Erasmus Mundus MSc course <u>Granted</u> student
Category:	«CATEGORY» «CATEGORY_comment»
Total grant amount*	«Montant_bourse_max» €
MAIA programme fees:	«Programme_fees» €
Monthly allowance*:	1000 € (excepting period spent student's in country of residence)
Contribution to travel costs*	«Contribution_travel_costs_per_year» € per year
Contribution to installation costs*:	«Contribution_installation_costs_for_who» € for whole programme duration

** The above mentioned monthly allowance and contributions to travel and installation costs will be paid directly to the students following a fixed monthly payment schedule. They are calculated on the basis of their specific situation, complying with the EACEA rules explained in the Calculation of scholarship.*

Your place of residence: «City_of_residence» - «Country_of_residence»
Distance from UdG: «Distance_place_of_residenceGirona_Spai» km

Academic structure of the masters and mobility:

The two-year study programme proposed is divided into four semesters. The first three semesters are taught, while the last semester corresponds to the Masters thesis. The Masters is kicked off by an induction week in September, held in Le Creusot, France. **The first semester, S1 (6 months)**, is carried out within the Centre Universitaire Condorcet in Le Creusot, a subdivision of the department of Sciences and Technology of the University of Burgundy, France. **The second semester, S2 (6 months)**, takes place in the Università degli studi di Cassino e del Lazio Meridionale, in Cassino, Italy. **The third semester, S3 (6 months)**, is hosted by the Escola Politècnica Superior of the Universitat de Girona, in Catalunya, Spain. **The fourth semester, S4 (6 months)**, the Masters thesis consists in either an introduction to research carried out in one of the laboratories of the consortium or an industry placement in a company involved in imaging or robotics medical technologies. The majority of students are expected to carry out their thesis within one of the consortium universities' lab. However, they can also choose to join another host laboratory/company for their thesis which will need to be accredited by the International MSc Academic Board (IMAB), the steering committee for all academic aspects, according to Erasmus Mundus Joint Master Degrees regulations.

Confirmación de una plaza de estudio en la Universidad de Girona (España)

MAIA X [Septiembre 20XX - Septiembre 20XX]

Girona, February 14, 2018

Estimado «First_Name» «Middle_Name» «Family_Name»,

Esto es para certificar que al arriba nombrado se le ha **ofrecido y ha aceptado** una plaza de estudio en esta Universidad.

MAIA Erasmus+: la matriculación en el programa de Master Erasmus Mundus está **condicionada** a la finalización con éxito de su licenciatura.

Le saluda atentamente,

Arnau OLIVER

Coordinador MAIA – Universidad de Girona

**Erasmus +: Erasmus Mundus Joint Master
in Medical Imaging and Applications**coord.maia@udg.edu

Fecha del ofrecimiento:	February 14, 2018
Titulación:	Erasmus +: Erasmus Mundus Joint Master in Medical Imaging and Applications (MAIA)
Modo de estudio:	Tiempo completo, en campus, curso impartido en inglés
Periodo de estudio:	24 meses
Fecha de inicio:	18/09/20XX (llegada a Le Creusot para alojamiento 1-11 Septiembre 20XX)
Fecha de finalización:	13/09/20XX
Ofrecimiento:	Erasmus+: Estudiante <u>con beca</u> del programa Erasmus Mundus
Categoría:	«CATEGORY» «CATEGORY_comment»
Total beca*	«Montant_bourse_max» €
Matrícula MAIA:	«Programme_fees» €
Asignación mensual *:	1000 € (excepto periodo que el estudiante pase en su país de residencia)
Contribución a los gastos de viaje *	«Contribution_travel_costs_per_year» € por año
Contribución a los costes de instalación *:	«Contribution_installation_costs_for_who» € para la totalidad del programa

** La asignación mensual y contribuciones para los costes de viajar e instalación arriba mencionados serán pagados directamente a los estudiantes siguiendo un calendario de pago mensual fijo. Se calculan sobre la base de su situación específica, cumpliendo con las normas EACEA explicadas en el cálculo de la beca.*

Su lugar de residencia: «City_of_residence» - «Country_of_residence»

Distancia desde la UdG: «Distance_place_of_residenceGirona_Spai» km

Estructura académica del máster y de la movilidad:

El programa de estudio de dos años propuesto se divide en cuatro semestres. Los tres primeros semestres se imparten, mientras que el último semestre corresponde a la tesis de máster. El Master se inicia con una semana de inducción en septiembre, celebrada en Le Creusot, Francia. **El primer semestre, S1 (6 meses)**, se lleva a cabo en el Centro Universitario Condorcet en Le Creusot, una subdivisión del Departamento de Ciencias y Tecnología de la Universidad de Borgoña, Francia. **El segundo semestre, S2 (6 meses)**, se lleva a cabo en la Università degli Studi di Cassino e del Lazio Meridionale, en Cassino, Italia. **El tercer semestre, S3 (6 meses)**, es organizado por la Escuela Politécnica Superior de la Universidad de Girona, en Cataluña, España. **El cuarto semestre, S4 (6 meses)**, la tesis de máster consiste en ya sea una introducción a la investigación llevada a cabo en uno de los laboratorios del consorcio o una inserción en la industria en una empresa dedicada a tecnologías de robótica o imagen médica. Se espera que la mayoría de los estudiantes para llevar a cabo su tesis dentro de un laboratorio de una de las universidades del consorcio. Sin embargo, también pueden optar por unirse a otro laboratorio / empresa para su tesis en cualquier país de la Unión Europea, que tendrá que ser acreditada por el Consejo Académico y Administrativo del máster (AAB), el comité de dirección de todos los aspectos académicos.

MAIA X
[20XX – 20XX]

Girona, February 14, 2018

A quien corresponda
To Whom It May Concern

Yo, abajo firmante, Dr. Arnau Oliver, coordinador del **Erasmus+: Erasmus Mundus Joint Master in Medical Imaging and Applications (MAIA)** hago constar que **student's name**, de ..., ha sido aceptado en el programa de Master MAIA (Promoción 20XX-20XX), que comenzará en Septiembre 20XX en Le Creusot, Francia.

Nuestra institución apoya la requerida reserva de alojamiento para estudiantes, que debe realizarse personalmente, por el estudiante antes mencionado a través del Servicio de alojamiento de la Universidad (allotjament@udg.edu) en el campus de la "Universitat de Girona" **de septiembre 20XX a enero 20XX** en la residencia de estudiantes (GESA) o apartamentos administrado por ellos.

*I, undersigned, Dr. Arnau Oliver, **Erasmus+: Erasmus Mundus Joint Master in Medical Imaging and Applications (MAIA)** Coordinator, hereby certifies that **student's name**, from ..., has been accepted in the MAIA Masters programme (Edition 20XX-20XX), starting September 20XX, in Le Creusot, France.*

*Our institution supports the required student housing booking, to be made personally, by the above mentioned student through the University Accommodation Service (allotjament@udg.edu) in the campus of the "Universitat de Girona" **from September 20XX to January 20XX** at the student residence (GESA) or apartments managed by them.*

Le saluda atentamente.
Yours faithfully,

Arnau OLIVER
Coordinator of the MAIA
**Erasmus +: Erasmus Mundus Joint Master
in Medical Imaging and Applications**
coord.maia@udg.edu

Confirmation of enrolment Erasmus+: Erasmus Mundus Insurance scheme

Erasmus+: Erasmus Mundus Joint Master in Medical Imaging and Applications

MAIA X [September 20XX - September 20XX]

Girona, February 14, 2018

To whom this may concern,

I, Dr. Arnau Oliver, as the coordinator of the Erasmus +: Erasmus Mundus Joint Master in Medical Imaging and Applications at the University of Girona, hereby

CERTIFIES:

That the Erasmus+: Erasmus Mundus granted student (edition 20XX-20XX) **student's name** will be duly enrolled in a special Erasmus Mundus International Student insurance scheme complying with the insurance requirements as defined by the EACEA granting agency, and for the whole duration of the MAIA programme.

Coverage period: **1 September 20XX until 15 September 20XX.**

Insurance certificates and coverage details will be made available to the students directly from the Insurance Company by email.

Do not hesitate contacting us if you need any further information.

With kind regards,

Arnau OLIVER
Coordinator of the MAIA
**Erasmus +: Erasmus Mundus Joint Master
in Medical Imaging and Applications**
coord.maia@udg.edu

Bank account information

MAIA X [20XX – 20XX]

Girona, February 14, 2018

Dear **student**,

University of Girona, coordinating institution of MAIA, is in charge of periodically transferring you the scholarship instalments. In order to be able to do that, we will **open for you an account in a Spanish bank** called Abanca: <https://www.abanca.com/es> (the website is only in Spanish and Galician, but they have a Mobile App in English). Since UdG is based in Spain, it is very convenient to have a Spanish bank account, because it considerably simplifies the procedure of transferring money.

Besides, we have an agreement with Abanca that is difficult to have with any other bank in Spain. This agreement includes: (1) the possibility of opening bank accounts for you although you are not physically present and you do not provide original documentation; (2) having an account with especial conditions. Some important conditions of this bank account are:

- Opening and maintenance without commission
- Debit card without issue costs
- Money withdrawal from an ATM worldwide without commission up to 5 times per month. In Spain, only without commission if you use Bankia, Sabadell and "Euro6000" ATMs
- SEPA transfers (mainly within Europe and in Euros) through online banking or mobile app without commission

To have these conditions the account holder must be under 30.

The procedure for opening these accounts is the following:

- UdG will open the accounts during summer
- We'll bring all the bank documents to the Induction Week in Le Creusot (ID20.... Sept 12-15, 20....)
- You will sign the documentation
- We'll give you copy of the documentation, debit card and passwords
- We'll send all the signed documents to the bank

Important: if you have ever been resident in Spain before, please inform us now. If you have never been resident in Spain, you do not need to inform us.

All this procedure must be completed during Induction Week, because we need all bank accounts ready to proceed with the first payment at mid/end September. Please note that you need to foresee a lump sum for first September payments (housing, insurance, food awaiting effective payment of grants after university registrations during the induction days).

Therefore, I use the opportunity to ask you to please try to arrive on time for the Induction week in Le Creusot. Confirmation of arrival is also required to unblock EU funds at UdG department and always takes some time. If you are not able to be there please inform us as soon as possible.

To begin the process of opening the bank account the first step would be to return signed the document that I will email you at beginning of July: *declaration of tax residence*. You must return it signed in both pages by email **before the deadline set in the email**.

If you already have an European bank account it is not necessary to open a Spanish account. Please contact us in this case.

Yours sincerely,

Arnau OLIVER
Coordinator of the MAIA
**Erasmus +: Erasmus Mundus Joint Master
in Medical Imaging and Applications**
coord.maia@udg.edu

Annex I

Certificate of award of Erasmus+: Erasmus Mundus Scholarships

MAIA X [September 20XX - September 20XX]

Annex II – Grant Payment schedule

MAIA X [20XX-20XX]

For all students with Erasmus+: Erasmus Mundus Scholarship, the MAIA Coordinating Institution (University of Girona, Spain) shall allocate the student funds following application of the European Agency's rules (EACEA) (e.g. partner or programme country student, distance from coordinating institution, country of residence at time of application). The table below presents the grant distribution differentiation for Programme and Partner Country students:

Payment date	Contribution to subsistence costs	Contribution to Travel costs (amount in €)			Contribution to Installation costs (amount in €)
	<i>Monthly allowance</i> (amount in €)	Programme Country Student	Partner Country Student <4000km*	Partner Country Student >4000km*	Partner Country Students
	All students				
September Y	1.000	1.000	2.000	3.000	1.000
October Y	1.000	-	-	-	-
November Y	1.000	-	-	-	-
December Y	1.000	-	-	-	-
January Y+1	1.000	-	-	-	-
February Y+1	1.000	-	-	-	-
March Y+1	1.000	-	-	-	-
April Y+1	1.000	-	-	-	-
May Y+1	1.000	-	-	-	-
June Y+1	1.000	-	-	-	-
July Y+1	1.000	-	-	-	-
August Y+1	1.000	1.000	2.000	3.000	-
September Y+1	1.000	-	-	-	-
October Y+1	1.000	-	-	-	-
November Y+1	1.000	-	-	-	-
December Y+1	1.000	-	-	-	-
January Y+2	1.000	-	-	-	-
February Y+2	1.000	-	-	-	-
March Y+2	1.000	-	-	-	-
April Y+2	1.000	-	-	-	-
May Y+2	1.000	-	-	-	-
June Y+2	1.000	-	-	-	-
July Y+2	1.000	-	-	-	-
August Y+2	1.000	-	-	-	-
		1000 € / year	2000 € / year	3000 € / year	1000 €
TOTAL	24.000	2.000	4.000	6.000	1.000

* This amount will vary depending on the country of origin of the student (1500 Eur if origin > 4.000 km from Girona)

Contribution to subsistence costs will neither be given to the scholarship holders for the EMJMD periods (study/research/placement/thesis preparation) spent in their country of residence, nor to scholarship holders from a Partner Country for the EMJMD periods spent in any Partner Country exceeding one trimester (i.e. 3 months or the equivalent of 15 ECTS).