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SECCLLO

Master's Programme in Security and Cloud Computing
Student Handbook 2018-2020

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1. About SECCLLO programme

SECCLLO is an Erasmus Mundus double degree programme in the field of Computer Science specializing in Security and Cloud Computing. The studies offer both practical engineering knowledge and theoretical insights into:

- secure systems engineering
- distributed application development
- network and service architectures
- cloud and mobile platforms

We combine practical engineering skills with research-based curriculum. This way, we aim to attract special talent and educate game-changing, highly professional engineers to meet both the immediate hiring requirements and the long-term needs of the European ICT industry.

Two years, two universities, two degrees

During the two-year SECCLLO studies, students will get a unique experience of studying in two different countries while gaining a broad understanding of the latest and future technologies for secure cloud and mobile computing systems. The programme builds on the success of its predecessor, NordSecMob, which had student intakes from 2006 until 2016.



1.1. Consortium universities

Aalto University, Espoo, Finland (coordinating university)

Aalto: Aalto University, located in Espoo Finland (<http://www.aalto.fi/en/>) is a foundation-based university, created in 2010 by merging Helsinki University of Technology, Helsinki School of Economics and University of Art and Design. Aalto University has six Schools with nearly 20 000 students and 4500 employees. The SECCLLO program is coordinated by Aalto University School of Science.

DTU, Copenhagen, Denmark

The Technical University of Denmark (DTU) is Denmark's leading centre for engineering education and research. Founded in 1829, DTU has a long tradition of collaboration with industry and public corporations as well as with internationalization of its education. In SECCLLO, DTU Department of Applied Mathematics and Computer Science offers the second year specialization in Reliable Distributed Systems.

EURECOM, Sophia Antipolis, France

EURECOM is a French graduate school and a research center in Digital Sciences founded in 1991. It brings together renowned European universities (IMT as founding member, TUM, Aalto, CTU, Chalmers, Polito, NTNU) with industrial partners (Orange, BMW Group, Symantec, Monaco Telecom, SAP, IABG) and one institutional partner: the Principality of Monaco. EURECOM's research activities are organized around three areas: Digital Security, Communication Systems, and Data Science. Its specialization in SECCLLO is Big Data Security.

KTH, Stockholm, Sweden

KTH Royal Institute of Technology is the premier research institution for communications technologies in Sweden. It collaborates actively with industry leaders such as Ericsson, IBM, Microsoft, Intel, and ABB. Founded in 1827, KTH is the oldest and largest technical university in Sweden. The School of Electrical Engineering and Computer Science is offering the SECCLLO exit year specialization in Communications Systems.

NTNU, Trondheim, Norway

The Norwegian University of Science and Technology (NTNU) is the largest of the eight universities in Norway and has the main national responsibility for higher education in engineering and technology. The Department of Information Security and Communication Technology conducts internationally competitive research in several areas of cyber security, information security, communication networks and networked services. NTNU specialization in SECCLLO is Information Security.

UT, Tartu, Estonia

University of Tartu, founded in 1632, is the largest and most significant higher education institution, and the only classical university in Estonia. The Estonian research activities in information security and cryptology started in mid-90s, in response to the needs of the newly independent country, and soon afterwards, teaching of cryptology and information security started in University of Tartu. The Institute of Computer Science of the UT offers the second year specialization of Cryptography

1.2. Key academic and administrative staff

Aalto University, Finland

Tuomas Aura, Professor, Director of SECCLLO, Academic Contact at Aalto University

Eija Kujanpää, Manager of International Relations, Administrative Coordinator at Aalto University

Laura Mursu, Study Coordinator for SECCLLO programme

Karoliina Kekko, Planning Officer, SECCLLO Admissions Office

The Royal Institute of Technology (KTH), Sweden

Markus Hidell, Associate Professor, Academic Contact at KTH

May-Britt Eklund-Larsson, Programme Coordinator, Administrative Contact at KTH

The Norwegian University of Science and Technology (NTNU), Norway

Danilo Gligoroski, Professor, Academic Contact at NTNU

Maria Sofie Sortvik Barosen, Higher Executive Officer, Administrative Contact at NTNU

Technical University of Denmark (DTU), Denmark

Flemming Stassen, Associate Professor, Academic Contact at DTU

Morten Ingemann Jensen, International Admissios Officer, Administrative Contact at DTU

University of Tartu, Estonia

Dominique Unruh, Professor, Academic Contact at UT

Maarja Kungla, Academic Affairs Specialist, Administrative Contact at UT

EURECOM, France

Davide Balzarotti, Professor, Academic Contact at EURECOM

Philippe Benassi, International Relations Manager, Administrative contact at EURECOM

For further information, please see <https://secclo.eu/about/our-people/>

1.3. SECCLO programme structure

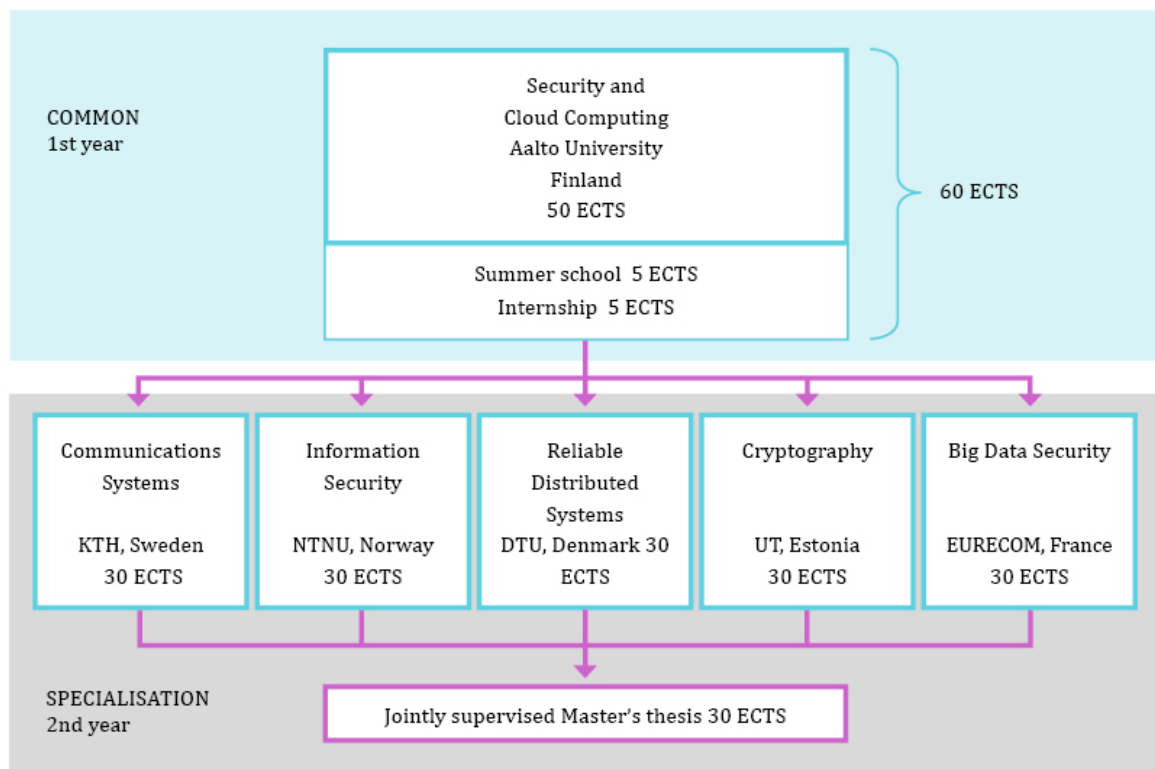
The first year of the SECCLO curriculum is offered by Aalto University and covers the fundamental concepts, methods and latest technologies on secure systems engineering, distributed application development, network and service architectures, ubiquitous computing, and cloud and mobile computing platforms.

At the end of the first academic year, we offer a joint one-week **summer school** for all first year SECCLO students. This complements the curriculum offered by the entry and exit universities by introducing the most recent and up-to-date topics in the information security field. It also serves as a networking and feedback event for all students before they move to exit universities. A **summer internship** is taken at one of the programme's industry partners or in an applied research project in June-August before the second year studies.

The second year will be completed at one of the other consortium universities that each have their own specialization track: KTH (Communication Systems Design), NTNU (Information Security), DTU (Reliable Distributed Systems), UT (Cryptography) or EURECOM (Big Data Security).

The final project, Master's thesis, is written under the joint supervision of both the first- and second-year university.

The language of instruction in all universities is English. Complete SECCLO curriculum is available at <https://secclo.eu/programme/programme/>



1.3.1. Summer school (5 ECTS)

In the *SECCLLO Summer School (5 ECTS)* students work as groups on a timely topic in information security. The school is organized in April-June at the end of the first study year by one of the partner universities. Students will prepare for the summer school by forming groups and reading provided material that consists of research literature. During the summer school, they will start a group project which they will complete after the summer school. All SECCLLO students are required to participate in the summer school.

The learning goals of the summer school depend on the annual topic. Every year, there are also the following goals:

- The students are able to work in a goal-oriented way as members of a group both locally and remotely (online).
- They can plan and manage their own work and take responsibility for delivering the results.

1.3.2. Summer internship (2-5 ECTS)

Between the first and second academic year, students will complete an internship in European industry or research institution. During the internship, the student will work in a real R&D environment or expert organization as member of a project team. The duration of the internship is at least one month, maximum three months. A 10-week internship that meets the program requirements results in 5 ECTS, which are included in Aalto first year curriculum. Together with the other SECCLLO consortium member universities, Aalto will supervise the process to ensure that all students find a placement for the internship and that the internship projects and work contracts are aligned with the program goals and schedule. The organization, which provides the internship placement, will assign a local supervisor who will act as the student's mentor on developing technical and career skills. During the internship, each student will also have a named contact person from the program's academic staff. The students keep an online learning diary of their internship and write a reflective report. Students whose internship is shorter than 10 weeks and who still need credits for the first year will be given a special assignment, i.e. an individual research or software engineering project, to be completed.

1.3.3. Student selection to the second-year university

Applicants may indicate their preferences for the second-year specialization in the online application form. At the admission phase, however, the student is only admitted to the first-year university, Aalto University in Finland.

The final selection of the specialization will take place during the first-year spring semester. The selection is based on the student's study success during the first semester studies at Aalto University and on the student's motivation for studies in the specialization area. Skype interviews may be used to determine student's suitability for the second-year university (DTU, EURECOM, KTH, NTNU, UT). The SECCLLO consortium allocates students to the second-year universities based on the above-mentioned criteria, students' preferences and on the availability of seats at each university.

1.4. SECCLLO programme schedule

1ST YEAR AT SECCLLO PROGRAMME (AALTO UNIVERSITY, FINLAND)

September	1 st autumn term begins Starting common studies in Aalto University
October	
November	
December	
January	1 st spring term begins
February	Selections for exit university for second year
March	Preparations for summer school begin
April	Summer school (5 ECTS)
May	Completing common studies
June	Internship (3-5 ECTS)
July	Internship continues (3-5 ECTS)
August	Internship continues (3-5 ECTS) / Summer holiday

2ND YEAR AT SECCLLO PROGRAMME (DTU, EURECOM, KTH, NTNU or UT)

August	2 nd autumn term begins. Starting specialization studies (30 ECTS) at one of the exit universities (DTU, KTH, NTNU, UT)
September	Starting specialization studies (30 ECTS) at EURECOM
October	
November	
December	Completing specialization studies (DTU, KTH, NTNU, UT)
January	2 nd spring term begins. Starting Master's thesis (30 ECTS) (DTU, KTH, NTNU, UT)
February	Completing specialization studies (EURECOM)
March	Starting Master's thesis (30 ECTS) (EURECOM)
April	
May	
June	Finishing Master's thesis and graduation (DTU, KTH, NTNU, UT)
July	
August	
September	Finishing Master's thesis and graduation (EURECOM)

2. Practical matters

2.1. Residence permit (before arrival)

1st year at Aalto University, Finland

EU/EAA citizens

EU/EAA citizens do not need a residence permit, they will register their residence at the Finnish Immigration Service after arrival in Finland. For more information, please see Finnish Immigration Service website at www.migri.fi/eu_registration .

It is advisable to book an appointment for registration in good time beforehand, already in the summer, as upon arrival in September there may not be time slots available anymore.

Non-EU/EAA citizens

Non-EU/EEA citizen need to apply for a residence permit at a Finnish Embassy in your home country. The application process takes time, so please apply as soon as possible. Please see the Finnish Immigration Service instructions at <http://migri.fi/en/studying-in-finland> and start the application process. Please apply for two year residence permit, if possible.

2nd year at exit university

DTU:

Students from outside the EU/EEA must apply for a residence permit for studies from the Danish Agency for International Recruitment and Integration (SIRI). DTU will initiate the residence permit application process and send login information to the student. Students who pay tuition fee do not need to provide a financial statement. Students who receive a scholarship or tuition fee waiver must be able to demonstrate to have funds of minimum DKK 73.080 for the entire study period. There is an application fee for the residence permit of DKK 2.110.

Students from EU/EEA countries need to register as part of the registration requirement scheme for EU/EEA Nationals. After arriving in Denmark, students must go to the Regional State Administration (Statsforvaltningen) and register. Students need to bring their passport, two passport photos and their Letter of Admission.

Nordic citizens are exempt from applying for an EU residence document.

For more information about residence permit for non-EU/EEA citizens, see:

<https://www.nyidanmark.dk/en-GB>

For more information about residence permit for EU/EEA citizens, see:

<http://www.statsforvaltningen.dk/site.aspx?p=6394>

EU registration certificate application form for EU/EEA citizens is found here:

<http://www.statsforvaltningen.dk/site.aspx?p=6110>

Embassy of Denmark in Finland

Address: Mannerheimintie 8, 6th floor, 00100 Helsinki

E-mail: helamb@um.dk

finland.um.dk

EURECOM:

Students from European Union or European Economic Area country do not need a visa to stay in France (EU countries + Norway + Switzerland).

Non-EU students need a student resident permit to be allowed to stay on the French territory for the duration of their studies.

This residence permit is called Student long-stay visa, or student VLS-TS: it allows you to study in France for a period of four months to one year. When it expires, you must request a residency permit to be able to remain in France.

How to obtain a student long-stay visa?

If you are a citizen of one of the 41 countries affected by the "Studying in France" procedure (<https://www.campusfrance.org/en/procedure-studying-in-France>), you must request a student long-stay visa via Internet.

If this is not the case, contact the French consular authorities in your country of residence.

There is an official website for visa application to France : <https://france-visas.gouv.fr/>

Embassy of France, Helsinki

Address: Itäinen Puistotie 13, 00140 Helsinki

E-mail: consulat.helsinki-amba@diplomatie.gouv.fr

<https://fi.ambafrance.org/>

KTH:

Students from outside the EU/EEA must apply for a residence permit for studies from the Swedish Migration Agency, directly after receiving the admission letter. Student must be able to demonstrate to have funds of minimum of SEK 8010 per month for the entire study period. Students holding a scholarship awarded by the European Union (e.g. Erasmus Mundus) are not charged the residence permit fee for Sweden.

For more information about the residence permit, see <http://www.kth.se/studies/master/admitted-students/1.6909?l=en> UK .

The application form can be found at: <http://www.migrationsverket.se/English/Private-individuals/Studying-in-Sweden.html> .

Embassy of Sweden, Helsinki

Address: Pohjoisesplanadi 7 B, 00170 Helsinki

E-mail: ambassaden.helsingfors@gov.se

<https://www.swedenabroad.se/en/>

NTNU:

The Norwegian Directorate for Immigration (UDI) has a comprehensive website (<https://www.udi.no/en/>) that explains the visa application processes for non-EU nationals and the registration scheme for EU/EEA nationals. All EU/EEA nationals who are going to stay in Norway for more than three months must register.*

Non-EU/non-EEA nationals will receive information about visa procedures together with the admission offer from NTNU. You should not apply for a visa before you have an offer of admission.

Non-EU/non-EEA nationals must be able to demonstrate to have funds of at least 116 369 NOK for a 1 year study period (valid for 2018/2019)

Please note: NTNU does not have the possibility to act as a general reference for the application.

*Does not apply to Nordic students. You only need to report a move to the National Registry

Embassy of Norway in Finland

Address: Hornintie 1, 00150 Helsinki

E-mail: emb.helsinki@mfa.no

<https://www.norway.no/fi/finland/>

UT:

Students from outside the EU/EEA must apply for a residence permit for studies in Estonia directly after receiving the admission letter. Students must be able to demonstrate to have funds of minimum 300 euros per months. This, however, does not cover real living costs in Estonia.

For more information, please see: <https://www.ut.ee/en/welcome/eunon-eu-visas-and-residency>

Estonian Embassy in Helsinki

Address: Itäinen Puistotie 10, 00140 Helsinki

E-mail: Embassy.Helsinki@mfa.ee

<http://www.estemb.fi/eng>



2.2. Registering with Local Authorities (after arrival)

Upon arriving, you may be required to register to local authorities.

Aalto:

EU/EEA citizens have to register their residence at the Finnish Immigration Service after arrival in Finland (please see 2.1. Residence permit). However, SECCLo students are not required to register at Maistraatti because their stay in Finland does not exceed one year. If you have not received Finnish personal identity code before (when applying for a residence permit or when registering as EU-citizen in Finland at Finnish Immigration Service), you can apply the ID-code from Maistraatti (Local register office).

Finnish Immigration Service
Address: Käenkuja 3 aA, 00500 Helsinki
Open: Monday-Friday 8-16:15
Book an appointment online beforehand!

Maistraatti (Local register office)
Address: Lintulahdenkuja 2, 2nd floor, 00530 Helsinki
Open: Monday-Friday 9:00-16:15 (registration of foreigners 9:00-12:00)

DTU:

All incoming international students, except for Nordic citizens, must register with International House Copenhagen, unless they live in Lyngby municipality. By registering with International House Copenhagen or Lyngby municipality the student will receive their Social Security Number/Central Person Register Number (CPR-number), which is necessary to access the public welfare system, i.e. Hospitals, doctors, dentists, public libraries etc. The CPR-number is also needed if the student wishes to open a bank account.

The student must bring their passport, documentation of residence permit, and a rental agreement.

The International Study Guidance Office can assist the student in locating his/her local municipality. A visit to the International House Copenhagen is usually part of the DTU Introduction Week.

For more information about registering with the local municipality, see:
<https://ihcph.kk.dk/artikel/apply-your-cpr-number-here>

EURECOM:

In the three months following their arrival in France, EURECOM will help students to validate the student long-stay visa processing all the administrative tasks with OFII, the *Office Français de l'Immigration et de l'Intégration* (French Office of Immigration and Integration).

For information, the process is the following :

By regular mail, send the OFII attestation form to the OFII office nearest your home. You should receive it from the French consular authorities in your country of residence before your departure. Otherwise, you can download it on the [OFII](#) site;

- attach a copy of the pages of your passport showing the information concerning your identity and the date of your entry into France or in another country in the Schengen area (police stamp) to the form.

On receipt of these documents, the OFII registers your file and sends you an attestation of receipt by regular mail to the address stated on the form. You will then receive a summons to the OFII in order to validate your student long-stay visa.

While at the OFII, you must present:

- your passport and your visa;
- proof of residence in France (rent receipt, lease, utility bill, attestation of residence, etc.);
- a passport photo;
- paper or dematerialised fiscal stamps for the amount of 60 Euros in 2017;
- depending on the case, a certificate stating that you have already had the medical checkup with a doctor authorised by the OFII in your country of residence.

At the end of this appointment, the OFII will give you a sticker to put in your passport. This OFII sticker certifies that your student long-stay visa has been validated. If you have not completed the OFII formalities in the allotted time frame, you will have to submit a new visa request to the French consular authorities in your country of residence.

Please note the visa Affairs Department of EURECOM will help you to manage all the administrative procedures related to the student's residence permit.

KTH:

All students will get a temporary personal number from KTH. In order to get the "real personal number", the civic registration number, the student has to apply for it at the tax office. A valid residence permit for one year is needed or an admission letter where the end date of the programme 31/8 is stated.

NTNU:

You will need to register at the Police Station to get a residence card (Non-EU/Non-EEA) or a registration certificate (EU/EEA*). NTNU organizes group appointments during the Orientation Week in August, so do not book your own appointment. This also applies if your assigned appointment date is later than seven days after arrival.

If you are unable to participate in the group appointment at the police, an appointment should be booked at <https://selfservice.udi.no/en-gb/Information/Booking-appointments/My-application-has-been-granted-and-I-need-to-get-a-residence-card-How-do-I-book-an-appointment-with-the-police-in-order-to-get-the-decision-letter-and-order-the-residence-card/>

If you are staying in Norway for more than six months, you will have to apply for a national ID-number at the National Population Register.

Detailed information about what you have to do after arrival in Norway is available at:

<https://www.ntnu.edu/documents/140572/19584024/Checklist+january+2018+online.pdf/1be301b9-8214-4a44-82bf-60000ca89bac>

* Does not apply to Nordic Students

UT:

Students who have received their residence permit prior coming to Estonia, do not need any additional registration as Estonian ID has been issued with the residence permit. Those who enter Estonia without having received the residence permit yet will be informed as how to proceed once they come to the Study Abroad Centre. Students from the European Union, the European Economic Area and the Swiss Confederation need to obtain the right of temporary residence and must register as residents of Tartu within three months from the date of entering Estonia. That can be done in the Population Register Office in Tartu.

Students can find useful information before coming to University of Tartu, including how to reach Estonia and Tartu and other practical matters here: <http://www.ut.ee/en/studies/practical/getting-started>

2.3. Insurance

The SECCLLO consortium provides insurance package for all enrolled students. This insurer provides insurance services to cover certain risks such as accidental death, permanent invalidity due to an accident, costs of treatments following an accident or sickness, costs of urgent dental care, luggage, assistance to persons, et cetera. The cover of this insurance contract is valid worldwide during the period the insured is participating in the Erasmus Mundus Programme.

For more information, please see your insurance certificate.

2.4. Health care

Aalto:

All degree students at Aalto University must pay the AYY Student Union fee. By paying the fee, students are entitled to use the services of the Finnish Student Health Service (FSHS). FSHS provides basic health care services for university students: medical care, mental health care and oral health care. It is important to know that there are also certain limitations on the services FSHS provides. The services are available during office hours only (there are no services in the evening, at night or during the weekend), nor does FSHS provide any hospital or emergency services. This is why you also need to have a valid health insurance.

For more information, please see: <http://www.yths.fi/en>

DTU:

Students are entitled to use the National Danish Health Service once they receive their social security number (a CPR number). This number is found on the Health Insurance Card (also called the Yellow Card), which the student must bring when going to the doctor, hospital, dentist, etc.

Please note that until you have received the Health Insurance Card you are not covered by the Danish National Health Service. For that time, you should use the insurance provided by SECCLLO programme.

EURECOM

- European students

EU students are exempt from having to register with the French student social security scheme. They will remain affiliated to the health insurance scheme in their home country. However, they should bring along the European Health Insurance Card which will give access to medical treatment under the French Health Insurance scheme. This card should be requested at your local health services agency in your home county before coming to France.

<http://ec.europa.eu/social/main.jsp?catId=559>

You should then forward your requests for reimbursements to your health agency in your country. You can ask for reimbursement in France as well, but you will need to do a few necessary procedures.

Please be aware that this card will be required as well for the housing public assistance (CAF).

- Non- European students under 28 years of age

Students need to fill a form upon arrival at EURECOM. The social security coverage starts on october 1st of year 1 until september 30th of year + 1.

Within a few weeks, your insurance card called the “carte vitale” will be sent directly to your home address in France.

Your carte vitale should be presented during visits to all healthcare professionals: doctors, medical specialists, hospitals, clinics, pharmacies. This card allows for rapid reimbursements of healthcare charges, up to 70%,

You also can register for a complementary health insurance proposed by different companies to obtain an additional healthcare reimbursement of 30%.

- Non European students over 28 years of age

If you are over 28 years of age as of the 1st of October, you are not entitled to the French student social security scheme. students must take a private social and medical insurance. It can be a local one from their country or a French private insurance.

Students can be eligible for the free supplementary health insurance coverage (“Couverture Maladie Universelle Complémentaire” or “CMU-C”). If so, you need to make sure that the private social and medical insurance they subscribed to is without a deductible or a maximum limit. They also need to bring a statement of yearly income / financial resources received during the last two years to receive it for free. The statement can be an official document from your employer (salary sheets) or tax certificate, you can also ask the French consulate to give you this document since this information is required for the student visa.

For more information, please refer to: <http://www.cmu.fr/overview-health-care-assistance-programs.php>

Please note the social Affairs Department of EURECOM will manage all the administrative procedures related to the student’s registration to the healthcare system.

WARNING: Please be aware there is a current social security reform in France that should affect the incoming students and could modify theses information for the 2019 intake.

KTH:

You can find more information on health services at <https://www.kth.se/en/student/newatkth/degree-programme-stu/healthcare-in-sweden-1.359368> , for example where to turn if you need for example dental treatment, to find your nearest hospital, pharmacy or the Student Welfare Office.

NTNU:

Non-EU/EEA students staying in Norway for 3-12 months can apply for enrolment in the National Insurance Scheme after they have received the national ID number and get the same right to medical care as Norwegian citizens, although there are some coverage limitations. Before you have the National ID number the SECCLLO insurance can be used. EU/EEA students must bring a valid European Health Insurance Card (EHIC) from their home country, which entitles them to medical care on the same conditions as the citizens of the EU/EEA countries they are visiting. Without EHIC, EU/EEA students must use the SECCLLO insurance.*

Citizens of some countries have to undergo a compulsory health check within 4 weeks after arrival. This is organized by the Office of International Relations.

You can find more information on health services at <https://innsida.ntnu.no/en/helsetjenester>

* Nordic citizens are entitled to medical care under the National Health Insurance Scheme without any insurance documentation

UT:

The university does not have special health care services for the students. SECCLLO students can contact a general practitioner / family doctor. For consulting a specialist, a prescription has to be issued by the family doctor, but it is not needed in case of a dentist, gynaecologist, ophthalmologist, psychiatrist, surgeon or pulmonologist. Please present your EMPA insurance card. Dental care is not free of cost in Estonia. The accident ward and the emergency medical service unit have opening hours round the clock and one may seek help from them especially at weekends and at night time when practitioners are off duty. The ambulance service is free for those having an emergency. 112 is the toll free ambulance service provider number in Estonia.

For more information, please see: <https://www.ut.ee/en/welcome/health-care>

2.5. Accommodation

Aalto:

The housing situation in Finnish capital area is challenging. Aalto University does not own any student dormitories itself. Two main providers of student housing are HOAS (Foundation for Student Housing in the Helsinki Region) and AYY (Aalto University Student Union). Please apply for accommodation on time. If/when you are offered an accommodation, accept the offer, even if the location or the quality of housing does not match all your requirements!

For more information, please see: <https://into.aalto.fi/display/enopisk/Housing> .

DTU:

The DTU Accommodation Office prioritizes students of Joint Degree Programmes, but cannot give a definitive guarantee that all students will be provided for.

Students must apply for accommodation via the DTU Accommodation Office. The application deadline is 15 May. The student can choose and prioritize from a list of different student dorms. Students apply with their student number, which they receive in April.

For further information on the types of student dorms available at DTU and the application process, see:

<http://www.dtu.dk/english/education/student-guide/living-in-denmark/accommodation>

Questions regarding accommodation should be directed to:

acco@adm.dtu.dk

EURECOM:

EURECOM does not have on-campus residences but provides access to an **online platform of accomodation opportunities** from landlords and residences close to the campus (in Antibes, Biot, Valbonne, Mougins, Nice). You can use the school's housing platform to find a rental close to the campus for the duration of your studies at EURECOM: <http://housing.eurecom.fr> . Log into the platform by clicking on "Student login" then on "Connection with intranet".

EURECOM also has a specific agreement and a special access to a limited number of rooms in the nearby **CROUS university residences** (<http://www.crous-nice.fr/>)

The rooms in the university residences, also called *cités U* (U-residences), are managed by the CROUS (Regional Centres of University and Academic Services). This is the cheapest type of student lodging.

At the same time, check the "accommodation" and "international" sections of your CROUS site to learn about the conditions for assigning a university residence room. To receive one, you must prepare an "international lodging" application and submit it between January 15th and May 31st before the start of the academic year.

Public Housing Assistance (CAF): as well as French students, the "internationals" can benefit from public housing assistance, the CAF (Caisse d'Allocations Familiales <http://www.caf.fr/allocataires/caf-des-alpes-maritimes/actualites>). Students receive on average 150€/month if they rent a studio and 70€ if they share a room.

KTH:

KTH Accommodation (accommodation@kth.se) can guarantee the student a room for one year. For more information, please see: <https://www.kth.se/en/student/newatkth/degree-programme-stu/accommodation-1.703715>

NTNU:

The Office of International Relations is responsible for allocating accommodation to the students. For more information, please see: <https://www.ntnu.edu/lifeandhousing/trondheim/student-housing>

UT:

Accommodation information is available in <http://www.campus.ee/en/> . Please pay attention to the fact that all students need to pay a refundable deposit fee of 150 Euros right after receiving the accommodation offer. Detailed information on how and when to apply for accommodation will be sent to all students along with the admission package.



Intake 2019 SECCLO students in Aalto University, Finland
September 2019

3. Academic matters

3.1. Academic year

Aalto:

Autumn term 2018 begins with orientation week, which is held from 3rd September to 7th September, 2018. All SECCLLO students are expected to arrive to campus on 3rd September. Teaching begins 10th September. Autumn term runs from September to December, and spring term from January to May.

The complete academic calendar for 2018-2019 can be found at:

<https://into.aalto.fi/display/enopinnot/Academic+calendar+2018-2020>

DTU:

Autumn semester starts the first week of September. However, in the last week of August DTU arranges an Introduction Week for new international students. During the Introduction Week, students will learn about practical matters and engage in social activities on campus and in Copenhagen. The Introduction Week is one part social event and one part practical information (how does the intranet, DTU Inside, work; how do I make new friends in an intercultural setting etc.).

The academic calendar is found here:

<http://www.dtu.dk/english/education/student-guide/studying-at-dtu/Academic-calendar>

All information pertaining to the structure and rules at DTU is found on DTU Inside, the DTU intranet, see:

www.inside.dtu.dk

EURECOM:

At EURECOM, the academic year starts with Intensive French Program (September), is followed by a Welcoming Week (late September), after which teaching begins (late September / early October).

The complete academic calendar for 2018-2019 can be found at:

<http://www.eurecom.fr/en/teaching/academic-schedule>

KTH:

Academic year begins with introduction week. Arrival and Introduction week information and activities can be found at <https://www.kth.se/en/student/newatkth/degree-programme-stu/arrival-and-introduction-1.710093>

The complete academic calendar for 2018-2019 can be found at:

http://www.kth.se/student/schema/1.1007?l=en_UK&programme=tsmkm

Guiding principles for exam periods at: <https://www.kth.se/en/student/kurs/tentamen>

NTNU:

The academic year begins in August. The complete academic calendar can be found at:

<http://www.ntnu.edu/studies/academiccalendar>

We strongly recommend that all international students register for the orientation week program in August. Information about the orientation week inclusive the matriculation ceremony is available at <https://www.ntnu.edu/studies/orientation-week>

UT:

At the beginning of each academic year, there is an Orientation Course for international students. All international students are strongly recommended to participate in the course. A festive opening ceremony of the academic year is held on the same day the academic year begins. Further information on getting started at UT is available on <https://sisu.ut.ee/gettingstarted/getting-started>

The complete academic calendar can be found at: <https://www.ut.ee/en/academic-calendar>

3.2. Registration/Enrollment

Aalto:

Degree students must register at the Aalto University School of Science every academic year either as present or as absent. Only students who are present have the right to study. SECCLLO students have to be registered as present at Aalto during academic year 2018-2019 (1st year of SECCLLO programme) and during spring term 2020 in order to graduate and complete joint thesis. If the thesis procedure is completed after July 2020, student has to register as present also for autumn term 2020. More information on joint thesis procedures can be found in chapter 3.10.

In order to enrol as present for the first time, please pay the obligatory AYY student union membership fee (116€) for academic year 2018-2019 and send the receipt to secclo@aalto.fi. Alternatively, you can pay the AYY membership fee upon arrival to Aalto University during August or during the first days of orientation week. AYY student union fee is not part of the SECCLLO participation fee.

When you enroll for the second time (2nd year spring) you can do it in WebOodi with your Aalto username. Enrolling as present requires Finnish online bank codes and you have to pay the AYY membership at the same time.

DTU:

Students must register to DTU for their second year of studies. Links will be sent to students coming to DTU by the SECCLLO administrative coordinator at DTU. The student must upload the following documents to the DTU application portal: Bachelor's Diploma, Bachelor's Transcript, Proof of English level.

The student will receive an Offer of Admission when all required documents have been uploaded. When the student accepts this offer, he/she will be enrolled and receive a student number and login information to DTU Inside, the DTU intranet. Students will get their student card from the International Study Guidance Office.

Students sign up for courses on DTU Inside. Questions regarding course registration should be directed to the International Study Guidance Office: international@adm.dtu.dk.

Questions regarding the transfer process and enrollment at DTU should be directed to the SECCLLO administrative coordinator at DTU

For more information on International Student Services and other administrative services at DTU, see:

<http://www.dtu.dk/english/Education/Student-Guide/Guidance-and-counselling>

EURECOM:

International students must register on the online EURECOM admission platform

<http://www.eurecom.fr/sifi/admission/>

A special SECCLLO option will be proposed to the students involved in the program.

The enrollment process will be similar to this: <http://www.eurecom.fr/en/teaching/international-cooperation/student-exchange-programs>

All information regarding the organisation of the curriculum (assessment, schedule...) will be delivered during the "INTRODUCTION DAY" before the start of each semester.

KTH:

The student is registered in the programme at the mandatory School Introduction (announced in your welcome letter). In case of a late arrival, the students should contact the local programme coordinator. During the registration the student will get the KTH-account and access card.

NTNU:

The student has already been registered in the NTNU system upon arrival, and will receive an e-mail with log-in information to the student web system some time before the semester starts. Student web is the system where the students pay semester-fee, register their courses, exams, confirm study plans etc. The students can also see their study results and order transcripts of study records.

All information about how to register as a new student in the NTNU systems is available at <https://innsida.ntnu.no/en/ny-student>

UT:

All international students who cannot participate in the Orientation Course are required to inform the Study Abroad Centre of their arrival to Tartu. Please visit the Centre personally, it is located at: Ülikooli str. 18, rooms 132, 134. As all students will have their tutors meeting them either at the Orientation Course or later, the students should make sure to contact their tutors by the beginning of the academic year. The students will be directed as how to find their study facilities and where to find the academic and administrative coordinator of the SECCLLO programme at UT.

3.3. Obligations and rights

This programme is planned to be completed within two academic years. The student is expected to be full-time student during the two year studies. The study workload of each semester, 30 credits, requires full commitment of the student. Working in addition to full-time studies is not recommended. The programme includes lot of group work, participation to compulsory lectures, assignments and other tasks so part-time studies are not possible.

The student shall:

- commence the studies in the beginning of the course (exact dates given by each entry and exit university) and take care of the enrollment of each academic year to both home and host university.
- study full-time and comply with the established attendance rules
- pursue studies according to the Programme curricula and according to the established schedule and rules
- reside at a location that allows frequent and systematic use of university facilities
- abide by the Universities' regulations and statutes, including the ethical code
- diligently and to the best of his/her ability apply him/herself to the successful completion of the course
- participate to evaluation/feedback surveys organized by the consortium/programme and/or the European Commission (general feedback, semester-based feedback and programme feedback or other)
- join Erasmus Mundus Students and Alumni Association (EMA)
- Erasmus Mundus scholarship holders should not receive any other scholarship or subvention financed by the European Commission under other Community programmes
- notify the Coordinator and his/her exit university immediately, in writing, of any changes in circumstances which may affect his/her ability to abide by these obligations.

The study success and the number of achieved credits of the student is regularly checked by the local coordinator and the main coordinator of the programme and reported to the European Commission.

If the student fails to achieve 24 ECTS per semester, the student will be asked to submit a clear study plan for the successful accomplishment of the programme to the Consortium. The Consortium maintains the right to not accept the presented plan. In this case, the mobility of the student to the exit university may be hindered and the scholarship payments can be suspended. Any questions related to extension of the programme for a third academic year must be justified and discussed with the local coordinators.

Detailed "Code of conduct" and other rules are specified in student agreement.

The student who is accepted and enrolled in to the SECCLLO programme is entitled to the following support and services:

- access to all SECCLLO courses
- assistance from the student services and administrative support of the university in accordance with the regulations of the student/international office services
- academic tutoring/mentoring
- local language courses offered by the consortium partner university
- use of the library in accordance with the library regulations of the institution

- use of the information technology infrastructure in accordance with the specific regulations of the institutions
- educational support through any of the learning environments at the consortium universities
- the right of attendance to all SECCLLO programme activities
- Insurance coverage

The rights and obligations of the student and the participating universities are stipulated in detail on the individual student agreement.

With regards to any appeal and complaints that a student could make (mark, grade, procedure, courses, practical matters, etc.), during any semesters 1-4 at each individual institution, the local procedure for appeal policy applies.

3.4. Feedback system

Each university has their own local feedback systems/forms for individual courses.

The consortium has also developed feedback forms for students:

- **General feedback** form for collecting information from the application phase until enrolment
- **Semester feedback** form for collecting feedback of the first study year + second autumn semester
- **Global feedback** form for collecting feedback on the whole two-year program at graduation phase
- **Alumni feedback** form for graduates six to twelve months after graduation

The feedback results are summarized for the meetings of the consortium committee.

3.5. Study administrative systems

Aalto:

WebOodi is the student information system, where you can view your personal details, register for courses and examinations and order a transcript of records and certificate of student status.

WebOodi also includes important course information, such as the content, timetable and teaching location for each course. The university uses the contact details you have provided in WebOodi for all communication, and therefore it is important that you keep them up to date at all times.

<https://oodi.aalto.fi/>

MyCourses is a system where you can find work spaces and home page of each course. You can also browse the courses in MyCourses.

<https://mycourses.aalto.fi/>

Into: The Into portal is designed for Aalto University students for information and instructions relating to studies, to Aalto services and to the university. In Into you can find, for instance, the calendar of the academic year, graduation schedule, degree programme news and events at Aalto University.

<https://into.aalto.fi/display/ensecclo>

All Aalto online systems can be accessed with the same username and password.

After you have paid AYY membership fee and enrolled as attending by sending the receipt of the paid fee to secclo@aalto.fi or by showing the receipt at Aalto University School of Science Student Services (Konemiehentie 2, room B157), you can get your Aalto username and password from August onwards by the following methods:

1. At salasana.aalto.fi with your Finnish online banking details or with a Finnish electronic ID (HST) card.
2. By visiting Aalto IT Service Desk and presenting your identification
3. By visiting Aalto University School of Science Student Services and presenting your identification

DTU:

DTU Inside: DTU Inside contains all services and information needed to study at DTU. Students sign up for courses, submit papers and exams, receive grades via DTU Inside. DTU Inside also contains information regarding rules for leave of absence, re-exams and the like. DTU Inside is also the platform used to send out general messages to all students at DTU as well as messages specific to the students' cycle.

www.inside.dtu.dk

EURECOM

SIFI: SIFI is the study information system at EURECOM. It provides updated information about study programs, courses, timetables and allows the students to make their courses selections.

<http://sifi.eurecom.fr>

EURECOM Intranet provides relevant and updated information on social affairs, exams, student affairs, news, conferences and events, scientific insights, etc.

<http://my.eurecom.fr>

KTH:

Personal Menu: In your Personal Menu you register for the courses you are admitted to and register for exams. You can also see your study results and print transcripts of study records.

<https://www.kth.se/en/student/kurs>

<https://www.kth.se/en/student/program/intyg-1.322667>

Canvas: Canvas is the learning management system (LMS) that is used for all courses at KTH. It is an open source platform developed by Instructure, Inc. KTH's Canvas instance is hosted by Instructure in the cloud. Canvas provides access to course material, discussion forums, assignments, quizzes, etc. via a web interface, a mobile app, and even via a RESTful Application Programming Interface (API).

For further information see <https://www.kth.se/en/student/kth-it-support/learning-platforms/canvas/canvas-1.784659>

Ladok: Ladok is the administrative system that is used by KTH and most other universities in Sweden. In Ladok you can find the data about the student, courses that the student has chosen, has registered for, and examinations that have been passed. In your Personal Menu you can get access to the academic records stored in the student's records database Ladok.

NTNU:

Student web: Student web is the system where the students pay semester-fee, register their courses, exams, confirm study plans etc. The students can also see their study results and order transcripts of records.

<https://fsweb.no/studentweb/>

Blackboard: Blackboard is a net-based e-learning platform where the students can download lecture notes, course assignments, receive messages from their professors, find other materials related to their studies and participate in discussion groups about a particular course. Access to Blackboard requires that the student has paid the semester fee and is registered for the lectures in the relevant course.

<https://innsida.ntnu.no/bb-student>

Innsida: Innsida is the NTNU intranet which gives you access to all important systems and useful information about NTNU. You get access to innsida after you have activated your NTNU user account.

<https://innsida.ntnu.no/c/portal/login>

UT:

Study Information System - SIS (Õppeinfosüsteem or ÕIS in Estonian) provides updated information about courses and study programmes taught at the university, enables students to see timetables, register for courses and examinations and to keep an eye on their academic progress. It includes all the teaching materials students are provided electronically and stores information on each individual student from admission to graduation.

All international students admitted to the university are given a password for using the system for the aforementioned purposes. However, the system is accessible for general information, such as courses and programmes offered, without a username and password. Further info is here:

<http://www.ut.ee/en/studies/study-regulations/system>

3.6. Courses and exams

The students must attend exams during the regular exam dates and time. The students' performance is evaluated according to the regular university procedures and methods applied to all enrolled students. In the case of failing a course, the student must attend the regular re-exams offered by the university and if required make necessary travel arrangements as well as cover the related expenses. The SECCLo programme universities will not arrange extra exams.

Aalto:

Students at Aalto are required to sign a personal study plan (HOPS) which is pre-filled by the SECCLO administration and agreed with the Professor in charge of the SECCLO programme. Students are required to follow the SECCLO study plan. Any additional course that is not part of the SECCLO curriculum will not be included in the degree.

The course and exam schedule can be found in the WebOodi system <https://oodi.aalto.fi/a/frame.jsp?Kieli=6&valittuKieli=6>. The same system is used for course and exam registration. Please check WebOodi for course-specific timetables and registration deadlines. SECCLO students can register to courses as soon as they arrive to Aalto and have received Aalto username and password. All Aalto courses can also be found in MyCourses (Please see chapter 3.5. Study administrative systems for more information).

DTU:

Registration for courses and exams are done via DTU Inside: www.inside.dtu.dk

Students must ensure to sign up for courses specified in their study plan.

Examinations are held in May for the Spring semester and December for the Autumn semester. Re-examinations for Spring semester and Autumn semester is in May and June.

Contact information in relation to exams and course registration: studieservice@adm.dtu.dk

Information regarding exams, rules, and guidelines, see DTU Inside: <https://www.inside.dtu.dk/en/undervisning/regler/regler-for-eksamen>

EURECOM:

All students are required to use the SIFI (sifi.eurecom.fr) to register for courses at EURECOM

Course Registration : students do not register to courses before their arrival at EURECOM. The Course registration process will open during their first week at EURECOM. A first course choice will have to be submitted by the last friday of September, yet students will still be able to change their initial choice later as the final registration should be submitted two weeks later. The course selection has to be validated by the academic coordinator.

All information regarding the organisation of the curriculum (assessment, schedule, registration ...) will be delivered during the "INTRODUCTION DAY" before the start of the semester.

Exams : the exams are organised at the end of fall semester (mid february). The exam session schedule is given in december.

KTH:

After registration students are able to log in to the KTH-web www.kth.se. In the Personal Menu the student can find ongoing courses as well as the schedules for the courses.

A course registration is always made in two steps. First, the student gets admitted to a course and as soon as the course has started, it is important that the student register before deadline in the Personal Menu.

Supplementary rules for examination at KTH can be found at

<https://www.kth.se/social/program/tcomm/page/examination-314/>

<https://www.kth.se/en/student/kurs/tentamen>

If the student wants to complain about or to improve the exam result, he/she should contact the teacher.

NTNU:

Registration for courses is done at Student web:

<https://studentweb.ntnu.no/cgi-bin/WebObjects/studentweb2?inst=NTNU>

Please mark both "class registration" and "exam registration". The course schedule and date of exam is available for each course here: <http://www.ntnu.edu/studies/coursesearch> .

Examinations are held in November and December for the Autumn term and in May and June for the Spring term. The re-sit exam period is weeks 32 and 33. Deadline for registration for re-sit exam: 9th of July. Exam dates are published in the middle of July.

Information regarding registration deadlines, examination rules including complaints about grades and examinations is available here: <http://www.ntnu.edu/studies/examinations>

UT:

Information regarding courses, timetables and examination times is available in the Study Information System - <https://www.is.ut.ee/pls/ois/tere.tulemast> . Further information as how to operate within the system is available here: <http://www.ut.ee/en/studies/study-regulations/system>. Students coming to Tartu can register for courses within two weeks from the beginning of a semester, so there is no need to register prior coming to Tartu. However, passwords and usernames will be sent electronically before the academic year starts. As for assessment methods and criteria used for a particular course, please check a course outline and syllabus which are available in the Study Information System. More detailed information on the grading system and organization of studies at UT, including procedure for taking exams and resits, is available here: <http://www.ut.ee/en/studies/study-regulations/examinations-and-passfail-evaluations/>

Further information as how to proceed with complaints about the courses and course grades is available in the document called Study Regulations:

http://www.ut.ee/sites/default/files/www_ut/study_regulations_as_of_2_september_2013.pdf.

3.7. Language courses

SECCLO students are encouraged to learn and use local European languages during their studies. For this purpose, SECCLO consortium universities offer various language courses for students.

Aalto University, Finland

A mandatory advanced communication course in English is part of degree requirements (LC-1310 Academic Communication for MSc Students, 3 ECTS), but students who have excellent command of English may choose 3 ECTS credits of Finnish courses instead. For more

information on compulsory language studies for SECCLLO students at Aalto University, please see [here](#).

In addition to SECCLLO courses and compulsory language courses, SECCLLO students can take Finnish and Swedish language courses for free, and have the possibility to take the course LC-7003 Survival Finnish Online (1 ECTS) before arrival to Finland. Please see Finnish courses [here](#) and Swedish courses [here](#) for international students. Possibility to take courses in other languages (Chinese, French, German, Portuguese, Russian, Spanish) depends on the language of instruction of the specific course.

DTU

Speak School of Danish offers Danish module courses at all levels for DTU students. One module course is free of charge for the SECCLLO students. Please read more about Danish courses [here](#).

EURECOM

A mandatory language course is part of degree requirements (1 ECTS) – French is compulsory for students whose initial level is below B1. For those with a level B1 and above in French, any foreign languages can be chosen to validate this.

KTH

Swedish language courses are not organized by KTH, but instead Learning Swedish free online course is highly recommended for all international students. Credits will not be reported for the course.

NTNU

A Norwegian language course (15 ECTS) is offered at NTNU free of charge for all international students. The application deadline is June 1st for the Autumn semester, and November 1st for the Spring semester. Please find more information about the Norwegian course [here](#), including how to apply, detailed course information, etc.

UT

Estonian language courses are offered by the College of Foreign Languages and Cultures during the semester. The student can select one elective course (up to 6 ECTS) of Estonian language as part of the degree. Please see list of Estonian courses at UT [here](#).

3.8. Credit system and marks

All SECCLO contractors use ECTS or credit system equal to ECTS credits. The credit systems and grading scales used by the partner universities are as follows:

- **Aalto** has credit system equal to ECTS credits. The grading scale is 1 to 5. Also grades pass/fail are used.
- **DTU** uses the ECTS credit system. For marking, DTU uses both the Danish 7-point grading scale as well as the ECTS grading scale. DTU also uses the “passed/not passed” evaluation.
- **EURECOM** uses ECTS credit system and grading scale 0 to 20. 10/20 minimum is required to pass.
- **KTH** uses higher education credits where 1 higher education credit equals 1 ECTS credit. The grading scale is an absolute scale: A-Excellent, B-Very Good, C-Good, D-Satisfactory, E-Sufficient, F-Fail.
- **NTNU** has letter-based credit system in correspondence with ECTS. Grades are on a scale from A- F (A is best, F – failed). NTNU also uses the scale Passed/Not Passed.
- **UT** uses ECTS credit system and letter-based grading on scale A-F. UT also uses passed/failed evaluation.

The following table will be used as guidance for the recognition of partner university courses within the national degree (courses and thesis):

ECTS	Aalto	DTU	EURECOM	KTH	NTNU	UT
A	5	12 (A)	16- 20	A	A	A
B	4	10 (B)	14-15	B	B	B
C	3	7 (C)	12-13	C	C	C
D	2	4 (D)	11	D	D	D
E	1	02 (E)	10	E	E	E
F, fail	0, failed	00, (Fx), -3, (F)	0-9	F	Fx, F	F

This information is also available at <https://into.aalto.fi/display/ensecclo/Credit+transfer> .

3.9. Transcripts

The universities will take care of the transferring of the credits and exchange of transcripts between the universities and they will not be transferred upon student's request.

Aalto:

Digitally verified transcript can be printed out from WebOodi. You can get the signed and stamped transcript from the Student Services.

DTU:

The student can print a transcript from computers located inside the International Study Guidance Office. The student must then have the International Study Guidance Office to sign and stamp the transcript to make it official.

EURECOM:

The transcript is available 3 to 4 weeks after the end of the exams session.

The student can get their transcript asking directly or by email to the Department of student affairs (office 001 / level 0).

KTH:

The student can print a verified transcript from "The Personal Menu" on the web

<https://www.kth.se/en/student/program/intyg-1.322667>

or get one stamped and signed from the local coordinator during the drop-in hours.

NTNU:

The student can order a transcript from Student web.

UT:

The students can get their transcript of records from the Institute of Computer Science or print the list of courses from the Study Information System – OIS.

3.10. Thesis

The fourth and final semester of the SECCLLO programme is dedicated to the Master's thesis (30 ECTS), jointly supervised by professors from both universities the student has studied in. The thesis is usually written in a research and development project either in industry or in academia.

Joint thesis procedure

1. The student must contact both the Aalto and exit university professors/contact persons for discussing the thesis procedure and the topic - start with your exit university first:
 - **AALTO**: Prof. Tuomas Aura tuomas.aura@aalto.fi
 - **KTH**: Prof. Markus Hidell mahidell@kth.se
 - **NTNU**: Prof. Danilo Gligoroski, daniilog@ntnu.no
 - **DTU**: Prof. Flemming Stassen stassen@imm.dtu.dk
 - **UT**: Prof. Dominique Unruh, unruh@ut.ee
 - **EURECOM** : Davide Balzarotti, davide.balzarotti@eurecom.fr

Contact your potential supervisor in November during 2nd year of the programme at the latest and earlier if needed (check local requirements)! Above mentioned key academics may direct you to contact other supervisors at their respective universities. If you have found a topic from industry/research organization, you will still need to agree about the topic with the two supervisors.

2. The thesis is written under joint supervision by the Aalto and exit university professors. The topic must be agreed on by both Aalto and exit university professors. As a rule, the professor of the exit university is the main supervisor and provides most of the day-to-day supervision but upon agreement, the Aalto professor may become the main supervisor.
3. The student must find out the local rules of the two partner universities concerning the thesis procedure and respect the deadlines given by both Aalto and the exit university; and in addition keep the SECCLLO coordinator informed about the procedure (see below: Issues related to scholarships).
4. The thesis project can be done outside the university (e.g. at a company or research institution) if both the Aalto and the exit university supervisors agree on it. In this case the student can have an instructor/thesis advisor at the company or research institution, who takes part in the thesis guidance, but the academic evaluation of the thesis is still made by the supervisors of the consortium universities and the supervisors need to be kept updated about the thesis process.
5. The student has a responsibility to make sure that all parties are aware of the given deadlines and to communicate regularly with both supervisors. Keep especially the main supervisor up to date with your progress. If there is any delay or problems in the project, it is important to discuss them frequently with your main supervisor.
6. All students should submit the thesis for evaluation by end of July 2020 at the latest, and the exactly same content (i.e. actual thesis text, excluding possible university-specific requirements on lay-out, abstract, font, case color etc.) for both universities.

However, if one of the universities (Aalto or exit university) has an earlier deadline for thesis submission, the student should respect it and submit the thesis following the earlier deadline (this concerns students at UT/NTNU/DTU/KTH in particular).

7. Presentation/defense of thesis

Presentation/defense of the thesis must follow the rules of each partner university:

- AALTO: presentation of the thesis must be given either at Aalto or at exit university
- KTH: presentation of the thesis must be given either at KTH or at Aalto
- NTNU: presentation is required at NTNU, and physical presence is required
- DTU: oral defense, physically at DTU or virtually
- UT: defense, physical presence at UT
- EURECOM: defense, physical presence at Eurecom

The timing of the presentation/defense must be agreed on following the local requirements, usually in May/June (Aalto, KTH, DTU, NTNU) or in September (Eurecom). Both supervisors need to be informed about the agreed presentation date so that the supervisors can attend the presentation also in the partner university.

Issues related to Erasmus Mundus scholarships

If student graduates in June, the last Erasmus Mundus payment 30.5 (graduation date June, also possible defense or other activities in June). If student graduates from Aalto 31.7 and from partner university earlier, the last EM payment in 30.6 (monthly payment of July). If student graduates from Eurecom in September, the last payment 31.7 (monthly payment of August) as defense is in September and student has academic activities in September).

The scholarship is only granted for full-time studies and the payment will be terminated once the student graduates and has no longer any academic activities.

Steps for all SECCLO students

- 1) The student must complete all remaining courses by **28 February**.
 - the student must be in contact with the local coordinators regarding the missing courses
 - if courses are missing, the student submits an updated study plan to the coordinator at Aalto and to the local coordinator on how the student plans to complete the missing courses and when (course code and name, date of re-exam etc.)
 - NTNU: If the students fail to pass courses in the autumn, they are not able to take the re-sit exams before August the next year.
- 2) **“SECCLO confirmation of topic”-form**
 - will be sent to students
 - deadline for returning the form to Aalto (laura.mursu@aalto.fi) : 24.2. at the latest and in addition, fill in any required topic form or register your topic according to exit university requirements
 - the form includes the following information:
 - Contact information of both the Aalto and exit university supervisors + possible instructors or other contact persons
 - Title of the agreed thesis topic

- Information on agreed schedule
- Form is signed by the supervisors
- Make sure that your supervisors are aware of the SECCLO programme specific features (joint supervision: especially if your supervisor is not one of those listed above) and agree to follow the recommendations given by the consortium regarding the joint supervision.

3) Progress report:

- the student submits an interim report of the thesis to the supervisors (Aalto and exit university) by the end of March (if any additional local requirements, check those)
- the student asks the main supervisor to contact the study coordinator at Aalto and to confirm that the thesis is proceeding in schedule by the 15th April
 - the scholarship payments will be suspended if the supervisor does not confirm the status of the thesis

4) Write press release for Aalto before submission of thesis

<https://mycourses.aalto.fi/mod/page/view.php?id=374830>

For further details, please see

<https://into.aalto.fi/display/ensecclo/Completing+your+master%27s+thesis> .

3.11. Graduation

The SECCLO programme leads to two officially recognized Master of Science degrees (120 ECTS credits) issued by the entry and exit point university (double degree). The graduates of the SECCLO programme receive degrees from the two institutions that have hosted them according to the study track.

Institution	Title of Degree Awarded in English
AALTO	Master of Science (Technology)
KTH	Master of Science (120 credits)
NTNU	Master of Science in Security and Cloud Computing
DTU	Master of Science in Engineering, Security and Mobile Computing
UT	Master of Science in Engineering (Computer Science)
EURECOM (co-deliverance with Institut Mines Télécom), France	Master of Science in Computer Science (Specialisation in Digital Security), Diplôme National de Master en Sciences et Technologies, Mention “Informatique”, Parcours Sécurité Numérique

Degrees are awarded upon successful completion of the two-year programme. The students must meet the degree requirements of both entry and exit university.

3.11.1. Applying for degree

Aalto University and the exit university will issue a degree certificate forming part of the double degree. In addition to the degree certificate each party will issue a diploma supplement.

Aalto:

In order to graduate from Aalto University students need to be enrolled as present, they must have completed all their courses, submitted their thesis works for evaluation, held their thesis presentation and completed the maturity test. Students must submit a form for Evaluation and approval of Master's thesis to the SECCLLO office. This form is for applying for evaluation and approval of Master's thesis and requesting for the degree certificate, and it can be found at:

<https://into.aalto.fi/display/ensecclo/Graduation>

DTU:

Your MSc degree certificate is automatically sent to the student's home address after 6-8 weeks of completing his/her studies.

EURECOM:

In order to graduate, students must have completed all their courses, thesis and thesis defence.

In the case of SECCLLO, EURECOM will need to receive the confirmation form Aalto that the student has properly validated all the 1st year credits.

After all the grades have been registered in the system, the student affairs department can issue a certificate and transcript.

After having completed the MSc studies, the student and his/her family will be invited to one of the bi-annual graduation receptions held at DTU.

For more information, see:

http://www.alumni.dtu.dk/english/Events/Graduation_Ceremonies

KTH:

As soon as the thesis is completed the student needs to apply for the degree at KTH, in the Personal Menu. It will NOT be sent to the student automatically.

The degree certificate will be e-mailed to the student's e-mail address given in the application. More information at: <https://www.kth.se/en/student/program/examen>

The Graduation Ceremony is held twice per year (May and December). Please check the date when the degree needs to be issued to find out when you can attend

<https://www.kth.se/en/aktuellt/akademiska-hogtider/diplomutdelning/diplomutdelning-i-stockholms-stadshus-1.1977?programme=teilm-eng>

NTNU:

After all the grades have been registered in the system, the exam's office at NTNU issues the degree certificate, diploma supplement and transcript. It may take several weeks after the final grade has been registered to receive this. Please make sure your local coordinator is informed about your valid home address as the degree certificate will be sent to this address by registered mail.

It is an official graduation ceremony in June for all students of the Faculty of Information Technology and Electrical Engineering.

UT:

All students who have completed the SECCLLO study programme are considered to have finished their studies and shall be issued the diploma certifying the award of the Master's degree, the diploma supplement and the English language diploma supplement. Students who leave Tartu before the diploma is issued, will have their diplomas sent to them by post, provided that they have informed the Dean's office of their correct postal address in advance.

3.11.2. Delivery of degree certificate

SECCLLO students can join ceremonies at entry and exit universities.

Aalto:

The Master of Science (Technology) degrees are approved by the Dean of Aalto University School of Science. The official date of graduation is the date when the degree is approved by the Dean. Students must request for graduation with an online form. There is no separate graduation ceremony for SECCLLO students but they will be invited to the School of Science graduation ceremony, which is held in the beginning or mid of September. The degree certificate can be claimed at the graduation ceremony or a few days after at the Student Servicedesk. It can also be sent by mail/courier to the student's home address.

DTU:

SECCLLO students can attend the regular graduation ceremonies, for dates please see: http://www.alumni.dtu.dk/english/Events/Graduation_Ceremonies

EURECOM:

There is no specific ceremony for delivery of the SECCLLO degree certificate.

The official Master degree diploma is delivered during the annual official diploma ceremony which is held in Nice around the 3rd Friday of September.

KTH:

There is no specific ceremony for delivery of the degree certificate as it will be sent by Email. There is a diploma ceremony which is held in Stockholm City Hall twice a year, in May and in December. The students need to confirm their attendance to the ceremony on the web in order to receive a ticket. The diploma presented in this ceremony is not a degree certificate. Please check the date when the degree needs to be issued to find out when you can attend. More information at <https://www.kth.se/en/aktuellt/akademiska-hogtider/diplomutdelning/diplomutdelning-i-stockholms-stadshus-1.1977?programme=teilm-eng>.

NTNU:

There is no specific ceremony for delivery of the SECCLLO degree certificate. However it is possible to join the official graduation ceremony in June for all students of the Faculty of Information Technology and Electrical Engineering.

UT:

Graduation ceremonies are traditionally held in June, around mid-summer celebration. The SECCLO students studying in Tartu will have the graduation ceremony together with other students of the Faculty of Science and Technology. Students will be informed on the exact date of graduation ceremony in May. If the student cannot attend the festive graduation ceremony, during which the degree certificate is conferred, the student is required to inform the institute's academic affairs specialist and the degree certificate will be mailed to the student.

Intake 2018 SECCLO students in Aalto University, Finland
February 2019



4. Student services

4.1. Student support and counseling

There are local coordinators in the administration at department or faculty level for the SECCLO programme, who assist the students with practical issues such as bank accounts, residence permits or study affairs. The administrative staff is usually responsible also for the credit transfer and academic records. In the beginning of this handbook you can find the contact information of the key academics and administrative persons. Either the International Office staff or other administrative staff will provide necessary information about how and when to apply for accommodation. The students have equal access to facilities and the same rights as other degree students at partner universities. The local coordinators will inform students about programme specific information meetings in the beginning and during each academic year.

Academic tutoring: there is a local academic coordinator for the programme (professor or other academic staff) who is responsible for the academic content of the programme. Academics are responsible for contributing to the improvement of teaching and supporting all activities related to courses and course development.

Aalto:

- Administrative support: At Aalto the administrative assistance concerning the SECCLO is provided by Study Coordinator **Laura Mursu**.
- Study counseling: Students can approach the course staff (assistants, professors) with their problems related to individual courses. Also the study advisor and tutors can help students with study related problems and questions.
- Student support: you can get standard certificates (transcript of records, certificate of attendance, travel discount forms etc.) from Study Coordinator Laura Mursu in Computer Science building (School of Science Study Services)
- Student psychologist: Aalto has two student psychologists who counsel and support the students in matters related to e.g. studying, motivation, goal orientation, and learning difficulties.
- The Computer Science Guild and the Student Union (AYY)

For more information, please see: <https://into.aalto.fi/display/enopisk/Student+services>

DTU:

- Administrative support: Administrative questions concerning the SECCLO programme should be addressed to Morten Ingemann, moing@adm.dtu.dk or by phone: +45 4525 1095. Alternatively, questions can be directed to international@adm.dtu.dk.
- Study Counselling: Students can write, call, or visit the International Study Guidance Office with any types of questions related to their studies. The International Study Guidance Office will, if they cannot provide a proper answer, redirect the student to the right office or person.
- Students with special needs: The Disability Office is responsible for advising students who have special physical or psychological needs. Students are advised to contact the Office as soon as possible if they have special needs. Contact: AUS-sps@adm.dtu.dk.
- Career Center: DTU's Career Center orchestrates workshops on everything from LinkedIn and resumé to Danish work culture. They also arrange company meetings and career advice.
- Student Union: Polytechnical Society (Polyteknisk Forening) is the biggest student union at DTU. They arrange sports activities, concerts, and other types of social event.
- Academic counseling: Programme Managers can provide students with help and advice in regards to academic aspects of their studies. Most of the academic staff at DTU has an "open

door policy” which means that students are welcome to come to their office without any prior arrangements and talk.

EURECOM:

- Administrative support: the administrative questions concerning the SECCLLO should be addressed to Philippe Benassi (philippe.benassi@eurecom.fr).
- Study counseling: The student can approach the course staff (assistants, professors) with any problems related to individual courses. An academic coordinator/ has been nominated to help the SECCLLO students with study related problems and questions (Davide Balzarotti: balzarotti@eurecom.fr).
- Social Affairs (Housing, Health Insurance, Bank issues) can be dealt with Gwenaelle Le Stir (gwenaelle.le-stir@eurecom.fr).

KTH:

- Administrative support: the administrative questions concerning the SECCLLO should be addressed to com.secclo-master@eecs.kth.se and are mainly answered by **May-Britt Eklund-Larsson**.
- Study counseling: The student can approach the course staff (assistants, professors) with any problems related to individual courses. There is also an academic coordinator/Professor who will help the SECCLLO students with study related problems and questions.

NTNU:

- Administrative support: At NTNU the administrative help concerning the SECCLLO is mainly provided by **Mona Nordaune** mona.nordaune@ntnu.no
- Study counseling: The student can approach the course staff (assistants, professors) with any problems related to individual courses. There is also an academic coordinator/Professor and an education coordinator who will help SECCLLO students with study related problems and questions.
- Student support at University level:
- Orakel service: <https://innsida.ntnu.no/wiki/-/wiki/English/Orakel+Support+Services>
This office offer support for NTNU's IT systems.
Student services division: advices regarding study technique and motivation, special needs accommodation (<https://innsida.ntnu.no/tilrettelegging>), career counseling etc.
Student advisers at the IE faculty can help the students with registration for courses, transcripts, study counseling
Student psychologist: SIT offers an easily accessible service that can provide help for students during what can be a challenging phase in life. <https://www.sit.no/en/health>

UT:

- Administrative and study related questions concerning the SECCLLO should be addressed to SECCLLO administrative coordinator at UT.
- An academic coordinator has been nominated to help the SECCLLO students with SECCLLO courses related problems and questions.
- Students may always ask for advice and directly contact students counsellors in the Institute of Computer Science or send them an e-mail at ati.study@ut.ee.
- Many students also find the lecturers and professors easy to approach and helpful.
- Central administrative support and help is provided by the Study Abroad Centre, the full list of services is available here: <https://www.ut.ee/en/counselling>
- At the faculty level, SECCLLO students are registered in the Faculty of Science and Technology.

- International student organisations are very active in Tartu. As befits a true university town, Tartu is bustling with student life. In Tartu one can find representatives of every major international student organisation, like ESN, AIESEC and AEGEE. ESN is the main student organisation that coordinates student social life and events that often go beyond the borders of Estonia.
- Student Council of the University of Tartu is the organization that represents UT students in all decisive matters regarding students. For further info, please see <http://tyye.ee/en/>.
- The overall list of students to students services is available here: <https://www.ut.ee/en/welcome-web/students-students-services>

All information regarding the organisation of the curriculum (assessment, schedule, registration ...) will be delivered during the "INTRODUCTION DAY" before the start of the semester.

4.2. Career services

The SECCLLO programme graduates are equipped to be employed internationally by both industry and academia, having acquired the necessary skills for various work opportunities including expert roles, R&D, research and management positions. This programme gives a solid basis to continue the academic career towards the doctoral level; it also provides the students with experience of international R&D environments, and enables access to major international networks.

Aalto:

Aalto University's Career Services offer career guidance, CV clinics and help in job hunting.

For more information, please see http://www.aalto.fi/en/about/contact/services/career_services/ and <https://into.aalto.fi/display/encareerweb>

E-mail: career-tech@aalto.fi

There are also various recruitment fairs held at Aalto University or elsewhere in Finnish capital area, for example:

- Finland's largest ICT recruiting event IT Talent <https://fairs.aalto.fi/talentit/en/> (autumn)
- Finland's largest career fair for university students and recent graduates Contact Forum <http://www.contactforum.fi/en/> (beginning of the year)

DTU:

DTU Career Center provides information for DTU students on job seeking, career opportunities, ways of cooperating with companies as well as organizes workshops and meetings with the companies.

The Career Center also gives guidance in preparing your CV and tips for the job interview. See www.inside.dtu.dk.

EURECOM:

Our Students Affairs Department provides information for EURECOM students on job seeking, Internship, research and career opportunities, ways of cooperating with companies (members or not of the EURECOM governance body)

EURECOM also organizes workshops and meetings with the companies.

KTH:

The career centre of KTH arranges now and then CV workshops in English both at the Main Campus and at KTH ICT School in Kista http://www.kth.se/student/karriar?l=en_UK&programme=tsmkm .

The THS Armada one-week career event/fair is arranged by the Student union yearly in November. Around 150 companies are usually represented.

NTNU:

Every year, mainly in January/February, many companies come to NTNU to present themselves in order to recruit students:

IAESTE's business life days in Trondheim: <http://iaeste.no/wp/for-bedrifter/iaestes-naeringslivsdager/in-trondheim/?lang=en>

IT-dagene: <http://itdagene.no/>

Student assistant positions are announced on the intranet in October for the Spring term and April for the Autumn term. Other sources for job hunting in Norway:

<https://www.nav.no/en/Home/Work+and+stay+in+Norway/Work+in+Norway> and

<http://www.ntnu.no/bridge/>

UT:

Career and Psychological Counseling Service: This office is specifically designed to provide students with professional support in their future career planning, e.g., resume preparation, information on internships and job possibilities. Students needing psychological help to cope with cultural stresses and adjustment can turn to the department psychologist. Further information is available at <http://www.ut.ee/en/329223> .

In addition to services provided by the career services units, the students are advised to contact local academic coordinators for further information about summer jobs and internships at the departments.

4.3. Joint activities and social networking

Student associations

- Erasmus Mundus Association EMA <http://www.em-a.eu/>
 - membership is mandatory for all students of Erasmus Mundus Master Programmes
- ESN Erasmus Student Network <https://esn.org/>
- Computer Science Guild at Aalto University <http://tietokilta.fi/en/>

Alumni associations

- Aalto Alumni Circle <https://alumniCircle.aalto.fi/>
- DTU Alumni <http://www.alumni.dtu.dk/English>
- EURECOM Alumni Network <http://alumni.eurecom.org/alumni-network>
- KTH Alumni <https://www.kth.se/en/alumni>
- NTNU Alumni <https://www.ntnu.edu/alumni>

Social media

- Facebook group for SECCLO students: <https://www.facebook.com/groups/secclostudents/>
- Facebook group for new Aalto University School of Science students (2018-2019): <https://www.facebook.com/groups/aaltoscineWstudents2018/>
- Facebook group for new Aalto University School of Science students (2019-2020): <https://www.facebook.com/groups/818412325161253>
- SECCLO Instagram account: [instagram.com/seccloerasmusmundus](https://www.instagram.com/seccloerasmusmundus)
- SECCLO Youtube Channel: [youtube.com/seccloerasmusmundus](https://www.youtube.com/seccloerasmusmundus)

5. Financial matters

5.1. Opening a bank account

Scholarship recipients have to provide European bank account details in order for them to receive scholarship installments. If the student does not have a European bank account, he/she can open a Finnish bank account upon arrival to Finland.

Please note the following regarding scholarship installments:

- If you have been granted a monthly scholarship, you are entitled to this scholarship from the month of your arrival (start of the semester/orientation week at the home university) until the month you graduate, or max. 24 months.
- If the scholarship instalments cannot begin from the month of your arrival (opening a bank account takes time), the pending monthly instalments will be paid retrospectively.
- Scholarship payments can only be processed twice a month, on the 15th and on the 30th (if these dates fall on weekend or holiday, the payment is processed on the weekday before). The first scholarship instalments will be paid on the earliest payment date possible but after that, the instalments will be paid regularly on the 15th of each month.

- The coordinator must have your bank details at least three weeks prior to the payment date. The student can submit his or her bank account details with Aalto personal data form (will be sent to scholarship recipients).
- When you move to your host university country, don't close your Finnish bank account as scholarship can be paid to your Finnish bank account also during your second year. In case you open another bank account in your second year country and wish the scholarship to be paid there, please do not close your Finnish bank account before updating your bank account information by sending a new Aalto personal data form.

More information on how to open a bank account in Finland:

<https://into.aalto.fi/display/enopisk/Financial+matters>

5.2. Scholarships, fees and costs

Please see SECCLLO website at http://secclo.aalto.fi/en/scholarships_and_costs/ for detailed and updated information on scholarships and participation fees. Please see your student agreement for scholarship rules.

5.2.1. Participation cost

The students accepted and enrolled in to the SECCLLO programme whose programme fee is either covered by scholarship or by the student him/herself are entitled to the following support and services:

The participation cost contribution covers:

- tuition fees: educational expenses such as courses, academic supervision, exams, counselling and university support services such as student services, use of library services and use of IT services in accordance with university regulations and policy concerning degree studies.
- insurance: including accident and health insurance satisfying the minimum requirements as published by the EACEA in its guidelines for Erasmus Mundus Joint Master Degrees.
 - Insurance provided: Erasmus Mundus – Protect & Assist (EMPA), insurer: XL Catlin Insurance Company
- compulsory summer school participation (compulsory course): travel and accommodation costs

The participation costs contribution does not include:

- travel from and to the original country of residence
- visa and residence permit related costs
- travel between SECCLLO consortium countries and universities
- possible travel costs to internship positions
- travel costs to thesis positions
- accommodation and personal living expenses
- textbooks, personal computers, printers or study materials the student decides to purchase
- any other compulsory or voluntary local costs that may be charged according to the university rules (e.g. student union fees, casing of thesis) or national legislation.

For further details on living costs and other minor study costs, see section 6.3.2.

Self-funded students need to cover the participation costs and the living costs with their own funding.

5.3.2. Other fees and costs

Aalto:

The students are required to pay the Student Union fee each academic year. Student union fee includes the fee for FSHS (Finnish Student Health Service). Members of AYY can order a Finnish student card Frank (either a digital student card application Frank App or a plastic card). In order to the free Frank application, the student has to have Finnish ID code. For more information, please see <https://www.frank.fi/en/> . For more information on AYY fee, please see <https://www.ayy.fi/en/membership-and-student-card/membership-fee> .

DTU:

No student fees are established for DTU students.

EURECOM:

No student fees are established for EURECOM students.

KTH:

There is no mandatory student union fee at KTH, however it is possible to join the Student union by paying their fee in order to get some benefits. More information at <http://ths.kth.se/international/> .

NTNU:

The students are required to pay a fee of 510kr (NOK) per semester to SIT - Studentsamskipnaden i Trondheim (Student Welfare Association). Among other factors the fee funds the welfare services for the students. The payment deadline is 15 September for the autumn term and the 1st of February for the spring term. <https://innsida.ntnu.no/wiki/-/wiki/English/Semester+fee+and+registration>

UT:

No student fees are established for UT students.

6.3.3. Living expenses

Costs of living in EUR in each partner university country per month, EUR:

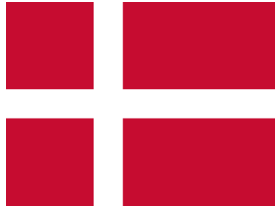
Cost	Aalto	KTH	NTNU	DTU	UT	EURECOM
Rent/ accommodation	300-450	410-750	320-600	240 - 310	90 (dorm) – 320 (private flats)	350-600
Local transportation*	25-90	57 (student reduced price)	60 (depends on type of ticket)	up to 80	8 (inner city)	100 - 200 for an academic year
Food	300	350	320	170	200	200-300
Misc. (phone, hygiene, books)	100	170	160	120	100	100
Clothing/hobby/ leisure	50	45	50	45	40	50
Total EUR	775-1000	1000-1370	910-1190	655-725	450-660	800-1250

* Not necessary for students living on the campus.

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QUICK COUNTRY FACTS



Capital: Copenhagen
Population: 5,8 million
Area: 42,933 km²
Language: Danish
Currency: Danish krone (DKK)
Time zone: CET UTC+1 / CEST UTC+2

DENMARK



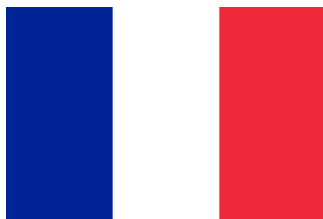
Capital: Tallinn
Population: 1,3 million
Area: 45,227km²
Language: Estonian
Currency: Euro (€) (EUR)
Time zone: EET UTC+2 / EEST UTC+3

ESTONIA



Capital: Helsinki
Population: 5,5 million
Area: 338,424 km²
Languages: Finnish, Swedish
Currency: Euro (€) (EUR)
Time zone: EET UTC+2 / EEST UTC+3

FINLAND



Capital: Paris
Population: 67,2 million
Area: 640,679 km²
Language: French
Currency: Euro (€) (EUR)
Time zone: CET UTC+1 / CEST UTC+2

FRANCE



Capital: Oslo
Population: 5,3 million
Area: 385,203 km²
Languages: Norwegian, Sami
Currency: Norwegian krone (NOK)
Time zone: CET UTC+1 / CEST UTC+2

NORWAY



Capital: Stockholm
Population: 10,2 million
Area: 450,295 km²
Language: Swedish
Currency: Swedish krona (SEK)
Time zone: CET UTC+1 / CEST UTC+2

SWEDEN