

SUCCESSING ONLINE COURSES IN M1

ERASMUS MUNDUS JOINT MASTER DEGREES

Japan-Europe Master on Advanced Robotics: JEMARO



ECOLE CENTRALE DE NANTES

Keio University



KEIO UNIVERSITY



**Università
di Genova**

UNIVERSITY OF GENOA



WARSAW UNIVERSITY OF TECHNOLOGY



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1. MESSAGE FROM JEMARO COORDINATORS



“Dear JEMARO students, bienvenue! With all the involved colleagues and team, we are pleased to welcome you in this new Erasmus Mundus program on Advanced Robotics. In those special times where we have to fight against the Covid-19 pandemic, we now understand how science is important for our society and how it can serve and support humankind. Robotics is one of the key sciences and technology for the future and you, through JEMARO, will benefit from this unique program between Europe and Japan. Due to the specificity of the pandemic situation, the implementation of remote teaching is particular. So, we believe that this Online Learning Guide will help you to succeed in JEMARO courses. We welcome you again in the JEMARO program and we wish you the best for this new academic year.”

Prof. Vincent FREMONT, Ecole Centrale de Nantes, France



“Welcome to JEMARO! I am very pleased with your decision to enroll in our JEMARO program. JEMARO is a double degree program for robotics field. As well known, Robotics is a key technology for future development of industry field and social infrastructure in Europe and Japan. Moreover, it is expected that robotics technology is applicable to important fields such as smart cities, smart homes, medical robots, human support, transhumanism and so on. Therefore, in the JEMARO program, three European universities and one Japanese university provide their respective resources for excellent and novel education program. The purpose of JEMARO is to develop next-generation of advanced robotics engineers and to produce people useful for not only industry but also future society by creating an educational research system and collaborating with partner companies in each country. We welcome you to our JEMARO and wish you the best at your new academic challenge.”

Prof. Toshiyuki MURAKAMI, Keio University, Japan



2. MEET THE TEAM BEHIND JEMARO

ECN	KEIO	UNIGE	WUT
Prof. Vincent FREMONT , JEMARO Chief coordinator	Prof. Toshiyuki MURAKAMI , JEMARO co-coordinator	Prof. Fulvio MASTROGIOVANNI , JEMARO local coordinator	Prof. Teresa ZIELINSKA , local coordinator
Prof. Fouad BENNIS , International Relations Department Director	Prof. Norihisa MIKI , Chair, Committee for International Affairs of Faculty of Science and Technology	Ms. Giulia REPETTO , Polytechnic School, Robotics Engineering/EMARO/J EMARO local manager	Prof. Marta SZPAK , Polish teacher
Ms. Anne-Laure FREMONDIERE , International Relations Department Manager	Prof. Kenjiro TEKEMURA , Department of Mechanical Engineering	Prof. Renato ZACARIA	Ms. Krystyna ROZYCKA , Administrative Specialist for Foreign Students
Ms. Cécilia PROVOST , European Project Manager	Ms. Mami KUROKI , Office of Student Services, Faculty of Science and Technology		
Ms. Leslie CUBIZOLLES International Masters Manager	Ms. Yukiko SATO , Office of Student Services, Faculty of Science and Technology		
Ms. Corine VARIPATIS Academic Administrator of the Automatic and Robotic Department			



3. BASIC INFORMATION TO HAVE IN MIND



Make sure you know whom to address:

Question on Scholarship/tuition fees: Cécilia on jemaro@ec-nantes.fr

General information: Leslie on jemaro@ec-nantes.fr or on Slack #all-students-general-information


General information related to your M1 host institution:


- ECN: jemaro@ec-nantes.fr or Slack channel
- UniGe: emaro-robeng@dibris.unige.it
- WUT: krozycka@meil.pw.edu.pl


Question on your attendance in the programme: Prof. Frémont jemaro@ec-nantes.fr + your M1 host institution

- **UniGe:** Ms Giulia Repetto emaro-robeng@dibris.unige.it, Prof. Fulvio Mastrogiovanni fulvio.mastrogiovanni@unige.it
- **WUT:** Ms. Krystyna Rozycka krozycka@meil.pw.edu.pl, Prof. Teresa Zielinska teresaz@meil.pw.edu.pl

Make sure you check your emails everyday (personal email address and school email address).

 Your M1 host institution is likely to contact you on your **school email address**.

 JEMARO management office is likely to contact you on your **personal email address** (the one you used to apply).

 In case there is any change of email address, do not forget to let JEMARO management office and your M1 host institution know.





📌 Have you arrived at your M1 country? Come and say hi to your JEMARO contact there 😊 You will also get to sign your **Certificate of arrival**. Every month you will have to sign your **Attendance sheet** with your host institution.

📌 Get your **enrollment finalised** as soon as possible with your M1 institution, the sooner you'll have an institutional email there, the easier it'll be for the institution to communicate with you.

4. ONLINE LEARNING: KEYS TO SUCCESS

#1 - Time management is your friend



It is very important that you maintain discipline in attending classes, just like what you would do if you were to attend face to face.

Make sure you are ready to connect to each course at least **10 minutes prior to its beginning**.

This way in case of a connection problem you'll have time to fix it before the class starts 😊.

Make sure you keep up with the assignments, readings and projects. The more you communicate with your professor and peers, the more you'll feel a **sense of commitment and belonging**.

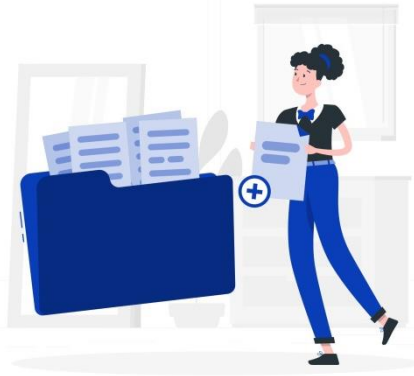
Allot enough time to work on your assignments and readings, in addition to a 2 hours class, try to evaluate how much personal work you have to provide, 2 hours? 3 hours? What resources do you need? You can also ask advice from your professors on that matter.

Submit assignments on time. This is the best evidence your professors will have about your commitment to the course.



#2 - Organization is key

You woke up at 7, you do not have class and you do not know where to start? Try to **list all the things** you have to do per subject.



Now try to estimate the **time needed to do these things properly**. Add some more bonus time in case of misevaluation.

Now you can prepare **retro planning**, allotting you to work for instance 2 hours on topic A from 8-10, then 1 hour on topic B from 11-12, then 2 hours on topic C from 14-16h and so on... The better vision of your available time is, the less confused you will get.

#3 - Plan for the worst and always save your work

- 📌 **Don't forget that "save" button!**
- 📌 **Also always have a copy of your files on a cloud or external hardware.**

#4 - Academic integrity: Beware of plagiarism

It is important for you to be **aware of your School and/or programme regulations** and comply to them at all times. Also make sure to properly cite your sources when you write a paper, your institution probably had an anti-plagiarism charter you can refer to.

In case you have a doubt about whether or not you are plagiarizing someone, you can use online plagiarism checkers like <https://www.turnitin.com/>

#5 - Know yourself

At that time of your academic track, you already have experience in being a student in higher education institutions, you should therefore be **starting to know yourself**.

- 📌 Do you have a visual or an auditory memory?
- 📌 Are you an early bird or a night owl?
- 📌 Do you work better after a short nap?

You have the possibility to work at the moments that suit you the most, take advantage of it!



#6 - Communicate

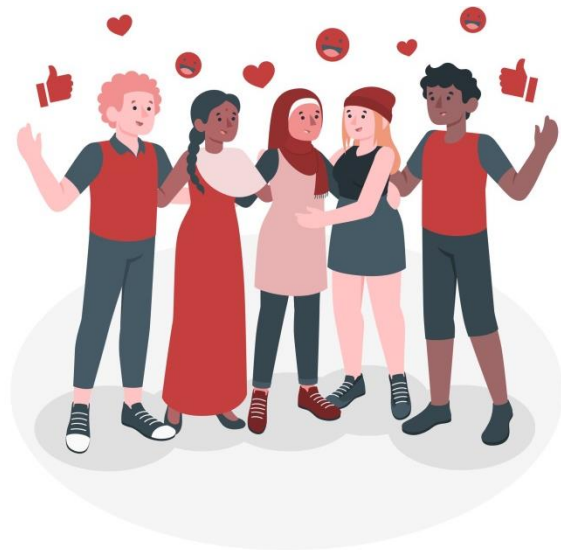
Having a doubt, facing a difficulty? **Do not wait for that to become a problem.** Whether the issue is personal, financial, academic or else, you should always feel free to share it with someone who could help you find a solution or address you to the proper resource.

jemaro@ec-nantes.fr and your local contact university contact can be a starting point, depending on your query, you can also address your friends, the local student associations, university services or your professors. A JEMARO student representative will also be elected during the first weeks of the programme, feel free to be in touch with him/her! **The more brains there are, the more solutions can be found** 😊







#7 - Socialize

Most of your courses are held online? **Go visit your campus anyway!** If your campus is open, there will most likely be activities running and clubs and associations meeting. Erasmus Mundus programmes are meant to promote diversity, take advantage of it!

You are in a different country for this exciting new year, think about how much you have to learn from it and how many different people you'll get to meet! These people will help shape your personality, dreams and career plans.



Ideas of resources you can use include:

-  International Student Associations
-  International Relations Office
-  Clubs
-  Facebook groups
-  [Erasmus Mundus Association](#)
-  [Erasmus Student Network](#)







#8 – Be aware of your digital carbon footprint

We are all accountable for the world we live in. Keep in mind that all the changes that happened in our world started with a first step. The JEMARO Master's course has gained strong support from the industrial and academic worlds, **now the power is in your hands to lead the changes you wish to see in this world!**

Conducting most of our activities online could lead us to think we are reducing our carbon footprint: we travel less by plane, we print less paper, use less postal services.



However, the **carbon footprint behind digitalization is far from being neutral**, here are some small actions to have in mind when using digital devices:

-  **Downloading** a video is actually better than watching it online
-  Listening to music on a streaming platform is better than watching its video clip online
-  **Switch your 4G off** and use the Wi-Fi whenever you can
-  Adding websites to your **favorites** will limit your use of search engines
-  Use platforms such as [WeTransfer](https://www.wetransfer.com/) to send heavy attachments
-  Are the apps you use eco-friendly? Check here: <http://www.clickclean.org/>

To a wider extent, do not hesitate to get in touch with **local student associations and eco-friendly initiatives** in your home institution and city. Travelling to a new country could also be a way for you to discover **local traditions and foods**.

Any suggestion to improve JEMARO's carbon footprint? Please share it with jemaro@ec-nantes.fr

#9 – Be careful online

Be very careful when opening your emails.

Some spams are easier to detect than others, be particularly attentive when you receive an odd email from one of your contacts asking for help. Always double check the spelling of their email address, sometimes only one letter is changed, leading you to not noticing it.

It is very important not to answer emails if you are not sure they are legitimate, especially when using your institution email, do not hesitate to **ask advice to your local institution IT department**.

Finally, be careful of the pictures you share online, especially on social media.

