Cooperation Agreement

Double Degree Programme

“NAME OF THE PROGRAMME”

between

JULIUS-MAXIMILIANS-UNIVERSITÄT WÜRZBURG (DE)

represented by its President, Prof. Dr. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_,

Hereafter named “JMU”

and

     ,

represented by

represented by its President,      ,

Hereafter named “     ”

Preamble

The purpose of this Cooperation Agreement is to promote the establishment of a Double Degree Programme jointly organised by JMU and      , starting in the academic year      . The double degree programme will involve the Master’s degree programme      at JMU and      at      .

§ 1 – Overall Objectives

In particular, the principal objectives are to (1) enhance institutional profile, (2) enlarge educational offerings, (3) promote student and staff mobility, (4) share expertise in the fields of education, quality assurance, and internationalisation, (5) increase international students’ mobility, (6) internationalize the curriculum, (7) raise graduate employability, and (8) attract foreign students.

§ 2 - Programme Objectives and Learning Outcomes

The proposed Double Degree Programme will be called …. and will be based on a two-year syllabus: between two and three semesters spent in the home institution and between one and two semesters in the host institution.

The main objective of the Programme is to train students in the field of …

By the end of the Programme, students…

§ 3 - Content of the Double Degree Programme

The proposed Double Degree Programme will last 2 years totalling 120 ECTS credits and will be implemented according to a study plan and mobility scheme jointly defined by the home and host institutions.

Both universities agree to develop and implement a study plan in conformity with the examination regulations of the home and host university referring to the curricula of the Master’s degree programme      at JMU and      at      .

The content of the double degree programme, the study plan, approved by the relevant authorities of both institutions, will be added to the existing Cooperation Agreement subject to mutual agreement between the parties (Appendix Study Plan). The curricula could be updated upon approval from both universities, that must be done in written form.

*Students with JMU as their home university* will spend the first semester at their home institution, the second semester at …, and the third and fourth semesters at JMU.

*Upon arrival at …,* students must provide proof of … ECTS credits according to the study plan. The Deadline for Admission for Local Master’s Programme (cf. § 4a) is XX (winter term) and XX (summer term).

*Students with … as their home university* will spend the first and second semester at their home institution, the third semester at JMU and the fourth semester either at JMU or at ….

*Upon arrival at JMU*, students must provide proof of … ECTS credits according to the study plan. The Deadline for Admission for Local Master’s Programme (cf. § 4a) is XX (winter term) and XX (summer term).

§ 4a - Admission Requirements for Local Master’s Programmes

Students must have successfully completed the first cycle of studies (equivalent to First Level Degree/ Bachelor’s Degree/ at least 180 ECTS credits).

*At JMU*

* admission to the Master's degree programme in … will require a completed Bachelor's degree programme (acquisition of 180 ECTS credits) at JMU or another German or foreign university or an equivalent German or foreign degree in the field of … .
* students must have completed a Bachelor’s Degree totalling 180 ECTS in the field of … . They must give proof of competencies from modules totalling at least … ECTS credits, usually acquired as part of the first-degree programme mentioned in § 4a, consisting of all of the following … areas and to the minimum extent of ECTS credits specified in each case. In the minimum scope specified in each case:

- … (at least .. ECTS credits)

- …(at least .. ECTS credits)

* students must provide proof of English language proficiency at level … CEFR and German language proficiency at level … CEFR; at the latest by the end of the second semester.

*At …*

* admission to the Master's degree programme in … will require a completed Bachelor's degree programme (acquisition of 180 ECTS credits) at … or another … or foreign university or an equivalent degree in the field of … .
* students must have completed a Bachelor’s Degree totalling … ECTS in the field of … . They must give proof of competencies from modules totalling at least … ECTS credits, usually acquired as part of the first-degree programme mentioned in § 4a, consisting of all of the following … areas and to the minimum extent of ECTS credits specified in each case. in the minimum scope specified in each case:

- … (at least .. ECTS credits)

- …(at least .. ECTS credits)

* students must provide proof of English language proficiency at level … CEFR and … language proficiency at level … CEFR.

§ 4b - Joint Admission Committee

A joint admission committee consisting of the coordinating committee (cf. § 9) shall verify and document that all applying candidates meet the local admission requirements (cf. § 4a) at both universities as to ensure that selected candidates can be regularly enrolled at both institutions. The documentation is to be provided at both universities’ offices that are responsible for enrolling the selected candidates. The respective offices are to be involved in case of equivocal application documents.

§ 5 - Eligibility Criteria for the Double Degree Programme

The following eligibility criteria must be fulfilled by students applying for the Double Degree Programme.

* Students must be regularly enrolled in the equivalent Master’s Degree Programme involved in the Double Degree Programme at their respective home university and fulfil the local admission requirements at the respective partner university.
* To be eligible
* *JMU students* must have completed       semesters of study at their home university and obtained at least       credits.
* *… students* must have completed       semesters of study and obtained at least       credits.

The number of students that will participate in this double degree programme will be       in both directions each year/jointly determined by both institutions on the yearly basis, aiming for balance.

§ 6 - Selection

a. The home institution makes preliminary selection of candidates.

b. The final decision about the acceptance of the exchange students is taken by the host institution.

c. The criteria for selection will be based on academic records and motivation without regard to race, national or ethnic origin, religion, colour, age, gender, marital status, physical disabilities, or sexual orientation.

d. Care will be taken by the coordinating committee to select only those students who shall presumably complete their Double Degree studies, based on their academic performance and motivation.

§ 7 – Enrolment

Students shall be enrolled as regular (degree-seeking) students at both universities at their arrival. They shall have the same rights and obligations as regular students.

If any student violates any law of a certain degree of severity in the country of the host institution, that host institution may expel the student and withdraw academic sponsorship of that student.

The Parties will provide students with relevant documentation to assist them in obtaining a student visa where necessary. Students will, however, be individually responsible for applying for and maintaining the correct immigration status and meeting the appropriate visa requirements at all stages of the Programme.

Students must have a valid health insurance policy before entering the host country, whose terms of validity must correspond to their entire stay, to cover all illnesses and injuries which may be sustained whilst attending the Programme.

Details on the enrolment procedure at both universities will be provided separately.

§ 8 - Exams and Academic Regulations, Master Thesis

Both universities will recognise the courses, examination results, and grades the students admitted to the Double Master’s Degree Programme have obtained at their home and host university according to the study plan. Details on the grading system will be provided separately.

The master thesis will be supervised by a professor, both in the home and in the host institution. Each university will nominate a supervisor according to the local thesis regulations. The submission will follow the local procedures at both institutions, the results will be fully recognised by the partner university, and an evaluation will be expressed according to the local grading system. The thesis will be written in LANGUAGE/S.

The host university shall send a transcript of records to the home university as soon as the grades are granted. The host university shall deliver a letter of confirmation to the home university that the student has fulfilled all the requirements necessary to obtain the host university's Master’s degree. If the student has not fulfilled the host university's requirements and is not eligible for the degree, the home university shall take the decision concerning the awarding of the home university's degree.

§ 9 - Degree Awarding

Upon the completion of the double degree procedure and fulfilment of all relevant requirements at both institutions, JMU will award the degree      . The       will award the       degree. Both universities will issue separate certificates according to their respective regulations.

Both certificates clearly state that one degree has been awarded in a double degree procedure and that therefore both certificates are only valid in combination. The certificates enable the student to use the academic grade       in the Federal Republic of Germany and the       in      .

§ 10 - Financing

Both universities agree that appropriate funding to implement and develop the double degree programme must be secured.

Both universities agree that students participating in this double degree programme shall be exempted from payment of any tuition fees at the host institution. All visiting exchange students at JMU have to pay an enrollment fee for administrative costs and for public transportation (“WVV semester ticket”). This fee must be paid by the exchange student by the end of a defined payment deadline that may vary according to the term. The fees are subject to change without prior notice.

The students must have sufficient funds to cover all costs that are not sustained by the home university and the host university.

The students shall be obliged to cover any travelling, board and accommodation costs as well as any personal expenses and costs.

The students are responsible for arranging and paying for medical assistance. Students must ensure that they have adequate health/medical insurance coverage and visas.

§ 11 – Coordination Committee

Each university will designate a responsible person who will coordinate the activities arranged within this agreement:

For JMU:

For      :

Both parties shall ensure a constant exchange of information and transparent administrative procedures. The parties commit to send the required documentation of students taking part in the programme leading to the awarding of the Double Master’s Degree.

In addition, the local academic coordinator or person in charge in each institution will meet on a regular basis in order to:

• Assess the pertinence of the teaching programmes in both institutions.

• Report on the cooperation and the academic results of the students.

• Propose new initiatives.

§ 12 - Quality Assurance

The Partner Institutions are part of the national university system of their respective countries, as a consequence their activity is evaluated on a regular basis by certified bodies.

At JMU, the Master’s programme       is accredited by      /currently participating in the university-wide system accreditation process (“Systemakkreditierung”) that will guarantee a comprehensive quality of education.

At ...., the Master’s programme       is accredited by      /currently participating... .

The Coordination Committee (cf. § 8) is also responsible for quality assurance of the Double Degree Programme. An internal quality assurance protocol will be operating, managed jointly by both partners. Feedback by students and teaching body will ensure permanent revising, updating and improvement of the Programme. At least every other year the committee discusses the results of evaluations, both by students and teaching body, at each partner institution in written or oral form. For reasons of documentation the discussions should be followed by a results protocol containing concrete measures developed from the discussion results. In case of a continued negative evaluation, such as non-fulfilment of the mobility objectives, the cooperation can be terminated.

If for any reason, one of the partner universities is no longer authorized to award its degree, this institution shall immediately notify the partners, and will be excluded from the program up to a new accreditation, without that it affects the students in the course of the academic year.

§ 13 - Liability

This Cooperation Agreement does not create any right, benefit, or trust responsibility, substantive or procedural, enforceable at law or equity, by either party, its officers, employees, or agents against the other party, its officers, employees, or agents.

Nothing in this agreement obligates either party to commit or transfer any funds, assets, or other resources in support of projects or activities between the two parties.

The parties do not expect any intellectual property to be created in the course of this agreement. In this improbable case, the parties will discuss in good faith a separate agreement with respect to the parties’ interests.

§ 14 - Duration and Signature, Dispute Resolution; Jurisdiction

This Cooperation Agreement will be valid for       years and will be tacitly extended by one year respectively. It may be amended or terminated at any time upon mutual agreement between the signing parties. If mutual agreement to termination is not accepted either party can terminate the agreement with or without cause giving six months written notice. However, students admitted to this double degree programme shall be able to complete their studies.

This Cooperation Agreement is produced in English. Any changes shall be deemed invalid unless signed by both parties. It is effective upon signature by the representatives of the partner institutions.

In order to settle any doubts that may arise under the performance or in the construction of this agreement, the parties shall exert their best efforts to reach a solution by mutual consent.

This agreement will be governed by the laws of Germany (without giving effect to its conflict of laws provisions). Any dispute in connection with this agreement will be subject to the exclusive jurisdiction and venue of the courts located in Würzburg, Germany.

JMU Würzburg

The President The President

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Date: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_\_ Date: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_\_

JMU Würzburg

Dean       Dean

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Date: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_\_ Date: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_\_