

DELIVERABLE 3.3

DOUBLE/JOINT DEGREE AGREEMENT TEMPLATE

WP3 – INTERNATIONAL MOBILITY TOOLKIT

WP Leader: UNIBO-UP

Target groups: teaching staff, administrative staff

Dissemination level: department/faculty, regional, national



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CHECK LIST FOR SETTING UP A DOUBLE/MULTIPLE/JOINT DEGREE PROGRAMME PROJECT

To be filled with the involvement of relevant offices (ex: Education/Agreements/teaching regulations office/s)

<p>DESCRIPTION OF THE PROJECT</p>	<ul style="list-style-type: none"> • The Programme is: <input type="checkbox"/> double; <input type="checkbox"/> multiple; <input type="checkbox"/> joint. • Partner university/ies: • Involved degree programmes for each partner university: - - • Field of the Programme
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PRELIMINARY SURVEY ON THE UNIVERSITY AND LEGAL SYSTEM

<i>issue</i>	<i>description</i>
<p>1. UNIVERSITY SYSTEM</p> <p>Check if the partner country joined the Bologna Process.</p>	<ul style="list-style-type: none"> • The partner country joined the <i>Bologna Process</i>¹: <input type="checkbox"/> yes; <input type="checkbox"/> no. • <i>If so</i>, which cycle the degree programme belongs to? • <i>If not</i>, find a specific solution to be adopted in order to make the involved degree programmes comparable.
<p>2. BINDING RULES</p> <p>Check if the partner country's law provides for restrictions.</p>	<ul style="list-style-type: none"> • National rules of the partner university about the awarding of double or joint degree qualifications and possible restrictions.

¹ https://ec.europa.eu/education/policies/higher-education/bologna-process-and-european-higher-education-area_en

<p>3.NAME OF THE DEGREE QUALIFICATION</p> <p>Specify the title of the awarded degree qualification.</p>	<ul style="list-style-type: none"> • Title of degree qualification awarded by the partner university/ies*: • National correspondent degree qualification, in case of joint degree: <p><i>*It can be different from the title of the degree programme.</i></p>
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<p>4. SETTING UP OF THE INTEGRATED STUDY PROGRAMME</p> <p>Evaluate the feasibility from an educational point of view and set up the integrated study programme with the support of the School/Department/Faculty.</p>	<ul style="list-style-type: none"> • Description of the programme – educational features: <ul style="list-style-type: none"> -Teaching language of the programme and required knowledge level (possible required certifications). -Mobility structure. -Setting up of the course structure diagram and the correspondence table (<i>if already available, please attach it</i>). -Number of credits to be achieved abroad (suggested: 30 ECTS per semester; minimum 1 semester abroad – maximum 3 semesters abroad for 1st cycle degree/2 semesters abroad for 2nd cycle degree). -Start up academic year.
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<p>5. THESIS Pay attention to some important issues.</p>	<ul style="list-style-type: none"> • Features and management modalities of thesis and final exam: <ul style="list-style-type: none"> - national and internal requirements about thesis and final exam are met or not (e.g. features of the thesis, thesis discussion, evaluation process, etc.); - how final exam credits and grade are obtained; - in which partner university the thesis discussion is carried out (home or host)*; <p><i>* it is suggested that the mobility scheme provides for the thesis discussion at the home university.</i></p>
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<p>6. ADMINISTRATIVE ISSUES RELATED TO THE AGREEMENT</p> <p>On the basis of the solutions found for the administrative issues, pay attention to consequences on fees and grants system and other administrative items.</p>	<ul style="list-style-type: none"> • Enrolment and registration procedure <ul style="list-style-type: none"> <u>1st case: double/multiple degree programme</u> <ul style="list-style-type: none"> - Check if partner university/ies share the following procedure: during the mobility period students participating in the Programme remain enrolled at the home university and they are registered at the host university; they continue to pay tuition fees at their own university and they are exempted from paying tuition fees at the host University <u>2nd case: joint programme</u> <ul style="list-style-type: none"> - Student's enrolment university
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	<p>.....</p> <p>- Check if partner university/ies share the following procedure: one enrolment and several registrations (one in each host university) or another procedure.</p>
<p>7. STUDENTS SELECTION</p>	<ul style="list-style-type: none"> • Maximum number of students participating into the programme from each university per academic year (suggested: from 3 to 5 students) • Selection procedure (criteria and modalities) • Possible call for application
<p>8. DEGREE CERTIFICATE (DIPLOMA)</p>	<ul style="list-style-type: none"> • Modality for the awarding of the degree certificate: <ul style="list-style-type: none"> -Award of one joint degree certificate * <i>or</i> - award of a degree certificate for each partner university <i>or</i> - award of one joint degree certificate and in addition of a degree certificate for each partner university <i>or</i> - other <p><i>*Only in case of joint degree programme and joint degree qualification.</i></p>

<p>9. OTHERS ISSUES TO BE DEFINED</p>	<ul style="list-style-type: none"> • Rules governing the insurance for students, teaching staff and administrative personnel • Other future activities to which the agreement may be extended • Rules about prevention and security • Rules about Intellectual Property • Use of the University name and logo • Modes of controversies solution (suggested: an amicable settlement of disputes) • Number of copies of the agreement and written language or languages • Any other need/requirement to be agreed
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