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)

<table>
<thead>
<tr>
<th>DESCRIPTION OF THE PROJECT</th>
<th>• The Programme is: □ double; □ multiple; □ joint.</th>
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<tr>
<td></td>
<td>• Partner university/ies:</td>
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<td>..................................................................................</td>
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<tr>
<td></td>
<td>• Involved degree programmes for each partner university:</td>
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<td>- ..................................................................................</td>
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<td>• Field of the Programme ...........................................</td>
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### PRELIMINARY SURVEY ON THE UNIVERSITY AND LEGAL SYSTEM

<table>
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<th>issue</th>
<th>description</th>
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| **1. UNIVERSITY SYSTEM** | • The partner country joined the *Bologna Process*\(^1\): [ ] yes; [ ] no.  
[ ] if so, which cycle the degree programme belongs to?  
[ ] if not, find a specific solution to be adopted in order to make the involved degree programmes comparable. |
| **2. BINDING RULES** | • National rules of the partner university about the awarding of double or joint degree qualifications and possible restrictions. |

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\(^1\) [https://ec.europa.eu/education/policies/higher-education/bologna-process-and-european-higher-education-area_en](https://ec.europa.eu/education/policies/higher-education/bologna-process-and-european-higher-education-area_en)
3. NAME OF THE DEGREE QUALIFICATION

Specify the title of the awarded degree qualification.

- Title of degree qualification awarded by the partner university/ies*:
  ……………………………………………………………………………………………

- National correspondent degree qualification, in case of joint degree:
  ……………………………………………………………………………………………

*It can be different from the title of the degree programme.

4. SETTING UP OF THE INTEGRATED STUDY PROGRAMME

Evaluate the feasibility from an educational point of view and set up the integrated study programme with the support of the School/Department/Faculty.

- Description of the programme – educational features:
  - 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 (if already available, please attach it).
  ……………………………………………………………………………………………

  - 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.
  ……………………………………………………………………………………………
5. THESIS
Pay attention to some important issues.

- Features and management modalities of thesis and final exam:
  - 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)*

* it is suggested that the mobility scheme provides for the thesis discussion at the home university.

6. ADMINISTRATIVE ISSUES RELATED TO THE AGREEMENT

On the basis of the solutions found for the administrative issues, pay attention to consequences on fees and grants system and other administrative items.

- Enrolment and registration procedure

  1st case: double/multiple degree programme
  - 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

  2nd case: joint programme
  - Student’s enrolment university
7. STUDENTS SELECTION

- 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

8. DEGREE CERTIFICATE (DIPLOMA)

- Modality for the awarding of the degree certificate:
  - Award of one joint degree certificate * or
  - award of a degree certificate for each partner university or
  - award of one joint degree certificate and in addition of a degree certificate for each partner university or
  - other ……

*Only in case of joint degree programme and joint degree qualification.
### 9. OTHERS ISSUES TO BE DEFINED

- 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