

TRANSFORM4EUROPE : THE EUROPEAN UNIVERSITY FOR KNOWLEDGE ENTREPRENEURS

T4EU JOINT CURRICULA GUIDELINES

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WP3: Transforming Curricula

T3.4: Create Joint Curricula

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Introduction

T4EU Joint Curricula Guideline: aims and purposes:

The aim of this Guideline is to provide a comprehensive framework for planning, designing, and implementing Joint Programmes within the T4EU alliance. This guideline focuses on Joint Programmes that lead to the award of Joint/Double/Multiple Degrees offered by various higher education institutions from EHEA countries. Additionally, it includes information on the European Degree Label and European Degree based on communications from the European Commission.

This Guideline aims to facilitate the establishment of Joint Programmes within the T4EU alliance by providing relevant information for designing and implementing such programmes. It defines key terms and concepts related to Joint Programmes to ensure clarity across institutions and offers practical tools such as checklists to support T4EU universities in the planning of Joint Programmes.

The Guideline will be regularly updated based on new information gathered from partners during the design and implementation of Joint Programmes, as well as incorporating the latest updates from the European Commission. For instance, upcoming updates include the European Degree implementation guidelines expected to be released next year.

GLOSSARY AND OVERVIEW

1. Definitions:

1.1. Joint Programme:

The European Approach for Quality Assurance of Joint Programmes defines a “joint programme” as “an integrated curriculum coordinated and offered jointly by different higher education institutions from EHEA countries and leading to double / multiple or joint degree”. The term “joint programme” is an internationally used umbrella term for integrated degree programmes.

1.2. Jointness of a Programme: *“Jointness of a programme refers to the extent to which the programme has been developed jointly by all partners involved, and the level of programme integration between the partner institutions, including curriculum, quality assurance, marketing, selection and admissions, management, exam regulations and funding”.*

1.3. Joint Degree: A joint-degree programme is a degree programme that is coordinated and offered by a higher education institution together with one or more higher education institutions from foreign countries in the European Higher Education Area, leading to a joint degree and having the following additional characteristics:

- Jointly designed and integrated curriculum with common implementation procedures
- Proportion of study at one or more foreign higher education institutions (Number of ECTS to define).
- Contractually regulated cooperation;
- Joint selection,
- A harmonized admission and examination system;
- Joint promotion;
- Common services;
- Joint administrative and financial management;
- Joint quality assurance;
- Credit recognition
- A single degree certificate issued and signed jointly by all institutions involved in the programme.

1.4. Double Degree: Double degree programmes are study programmes collaboratively offered by two or more higher education institutions located in different countries. They typically feature a jointly developed and integrated curriculum and agreed-on credit recognition. Students typically study at partnering higher education institutions (i.e., 1 home institution + 1 institution abroad (partner institution)). Upon completion of the study programme, students receive degree certificates issued separately by each of the institutions involved in the programme.

The conditions to implement a double degree are the following:

- Establishment of connections between the relevant study programmes at both partner universities for diploma(s) at the same level,
- Construction of a curriculum that justifies earning two diplomas, defining both the distinctive components of each programme and the common core that can be validated through equivalence,
- Standardization of procedures to avoid a mere juxtaposition of each institution's methods, potentially resulting in an extended programme depending on the relative weight of specific and common components.

1.5. Multiple Degree:

A multiple degree programme awards three or more individual qualifications at equivalent levels upon completion of the collaborative programme requirements established by the three or more partner institutions.

1.6. Joint European Degree Label:

On March 27th, 2024, the European Commission presented "*The Blueprint for a European Degree*," which includes European criteria as the foundation for the European Degree (Annex1), intended for adoption by the Council of the EU.

Within the T4EU alliance, efforts have been made to align T4EU criteria with the European Degree Label criteria. A survey was also conducted to facilitate collaboration among the alliance's universities. The survey aimed to assess the feasibility of these criteria across different universities, ensuring compliance with national regulations and accommodating the specificities of each country.

Joint programmes which meet the proposed European criteria would be given a preparatory European Label, and students would receive a European Degree Label certificate together with their joint/double/multiple degree.

The European Degree Label is not mandatory, not a universal model, and does not replace the Bologna process. Rather, it is designed to complement and accelerate the implementation of key Bologna tools, including the ECTS, quality assurance mechanisms, and the recognition of qualifications.

Criteria and Implementation Framework:

- The criteria for the EDL are currently being developed by a policy lab, informed by ongoing negotiations within the Council of the European Union.
- Institutional Flexibility: Higher education institutions will retain flexibility in how they meet and apply these criteria within their joint programmes.
- Financial Support: Targeted financial initiatives are planned to support institutions in preparing for the rollout of the EDL by mid-2026.
- Legal Alignment: Institutions are encouraged to review their national legislation and ensure that existing or future joint programmes are progressively aligned with emerging EDL requirements.
- Monitoring: The policy lab will monitor the implementation process to ensure consistency and share best practices across participating countries.
- The Annual European Degree Forum will bring together ministries, institutions, and stakeholders involved in the EDL process. The next forum is scheduled for October 2025, serving as a key platform for collaboration, feedback, and strategic planning around the European Degree initiative.

1.7. European Degree:

A European degree will be awarded to students as a qualification upon completing a transnational education experience. The European Commission introduced it as:

"A new type of qualification anchored in national legislation, awarded jointly by several universities or a common legal entity established by such universities, and automatically recognized"

The European Degree and the European Degree Label are complementary instruments, each designed to address distinct but interconnected challenges within the EHEA.

The ED should reflect interdisciplinary and intersectoral collaboration, leveraging complementary strengths among partner institutions and fostering innovative educational approaches.

The EDL serves as a pilot tool to support and highlight these ambitions, creating a structured pathway for recognition and implementation.

For the European Commission, it is essential to uphold national academic freedom and respect the political autonomy of higher education systems across Europe. In this context, quality assurance processes should be founded on mutual trust, granting institutions the autonomy to evaluate and strengthen their own joint programmes. The policy lab will continue to guide and support this process, working to ensure that emerging frameworks remain compatible with national legislation and aligned with institutional diversity and realities.

Next steps:

On 12 May 2025, the Council of the European Union adopted conclusions supporting further steps toward the establishment of a joint European Degree Label. This initiative aims to enhance the visibility and recognition of joint programmes within the EHEA, while respecting national competences. The Council encourages Member States and higher education institutions to pilot the EDL in alignment with existing Bologna Process tools. This decision represents a significant milestone in advancing to a more integrated and internationally recognized European degree.

A dedicated FOREU4ALL ED subgroup has been established, bringing together representatives from each European University Alliance working on the development of the European Degree. This subgroup currently serves in an advisory capacity to the Policy Lab, contributing directly to the preparation of the European Degree Label rollout, the revision of its criteria, and the refinement of its visual identity.

The subgroup will also play an active role in co-developing the EDL guidelines, ensuring that institutional perspectives and practical experience from the alliances are fully integrated into the final framework. The European Commission is expected to present a first draft of the guidelines by mid-2026.

To support this process, eight in-person workshops will be funded to advance the co-creation of the guidelines and address related topics. The first workshop is scheduled for December 2025. The workshops will be inclusive, involving 27 participating groups, including a joint session with the Quality Assurance group, to ensure coherence and wider stakeholder engagement.

Overview of Steps Towards the Implementation of Joint Programmes involving structured Seamless Mobility for all enrolled students (at least 2 study periods in two countries) to award the European Degree or the European Degree Label:



2. Definition of needs and objectives:

The definition of objectives for a joint programme is a crucial step to ensure its success. Clear, well-defined objectives guide the design and implementation of the programme, as well as its evaluation, ensuring it meets the needs of all participating institutions and their students. These objectives should reflect the collaborative goals of the partner universities in line with the T4EU values, such as: enhancing educational quality, promoting interdisciplinarity, fostering innovation, mobility, inclusion, and sustainability, and addressing specific regional and global challenges.

Here are some elements to consider when defining the needs and objectives of joint programmes:

- Define the type of study programme needed (JD/ DD/ MD);
- Clarify the goals of the programme considering the benefits for students, faculty, and institutions;
- Discuss the added value of the programme;
- Consider the choice of partners;
- Check if there are specific institutional and national regulations for the creation of international joint programmes;
- Evaluate the employment opportunities for graduates;
- Identify the financial resources required to establish the programme;
- Determine the expertise and support needed from faculty, administrative staff, and external partners;
- ...

3. Joint programme checklist:

Key features are the following:

- Bachelor / Master / PhD;
- Coordinated and offered by a national university in cooperation with one or more universities in foreign countries from the European Higher Education Area;
- Leads to a joint or double/multiple degree;
- Qualifications and study periods are defined;
- The ECTS system is applied;
- Regulation of the distribution of credit points;
- Number** of ECTS credit points are required for the Bachelor's degree;
- Number of ECTS** credit points are required for the Master's degree;

- The essential course information is published and must always be accessible to students.
- Has the following additional characteristics of an integrated curriculum:
 - Proportion of study at one or more foreign universities (mobility phases);
 - Jointly coordinated curriculum development;
 - Contractually regulated cooperation in the form of a cooperation agreement;
 - Coordinated admission and examination system;
 - Joint quality assurance;

Scope of the programme

4. Joint Programme Definition and Conception:

4.1. Joint programme definition:

- **Courses equivalence:**

Partner universities must complete recognition tables (Annex2) including:

-All the courses of the curriculum of the degree at the home university, indicating name, code and workload in ECTS and its equivalence with the courses in the degree of the partner university.

-A summary table with the courses that Programme students must take at the host university, indicating the total number of ECTS credits.

-Grades' conversion table

-In the annexes, any additional comments regarding recognition will be included.

- **Varying Durations:**

The varying durations for different types of joint programmes must be evaluated in accordance with national accreditation standards. For programmes with varying lengths (such as a Bachelor's degree of three years versus four years, or a Master's degree of one year versus two years), degrees may be awarded at different times (e.g., students may receive a Bachelor's degree from one institution after three years, while they may need an additional year to obtain a second degree from another institution). These differences can be minimized if partner universities agree on unified frameworks.

- **Assessment:**

Assessment methods and criteria must be clearly defined and agreed upon by all partner institutions to ensure fairness and consistency. The assessment process should include:

- Clearly defined learning outcomes for each course and programme, ensuring they align with the overall objectives of the joint programme;
- Regular reviews to ensure that learning outcomes remain relevant and consistent across all partner institutions;
- Assessment methods should be comparable and compatible across partner universities to ensure a fair evaluation of all students;
- Use of the agreed-upon grades' conversion table to translate grades from the home university to the host university and vice versa;
- Composition and methods of jury selection (Number of teachers);
- In case of a DD establishment by each institution of its own diploma issuance jury;
- In case of JD, there should be only one common jury/committee for the preparation and defense of the diploma thesis.

- **Diploma Issuance Conditions**

- In case of a DD simultaneous issuance of a diploma specific to each institution;
- In the case of JD, only 1 diploma must be issued, duly signed by both/all partner universities;
- The proposal of the Joint Diploma is usually prepared among partners and forms an integral part of the Agreement on JD;
- Diploma issuance methods.
- The protocol for the exchange of information must be clearly established during the negotiation phase of the joint programme between the two institutions. Both parties must agree on the sharing of records or transcripts, including whether these documents will be exchanged between the institutions and if each party will retain a copy of the transcript.

4.2. Joint programme conception:

The conception of a joint programme is a complex and long process, consequently, universities will have to plan it ahead. Partner universities are free to define the steps of the establishment process, but usually the conception of such a programme takes up to 2 years. It is also highly recommended that universities have already cooperated in common activities prior the preparation of JD:

- Submit the Study Programme Planning to the competent authority;
- Provide proactive planning of course content, taking into account the faculties development plans and the universities development plan (specify the European Approach);
- Start an initial coordination together regarding the objectives and key data of the joint programme, characteristics of the integrated curriculum, joint quality assurance and legal framework conditions;
- Examine the feasibility of a joint programme, taking into account national regulations;
- Coordinate together regarding basic aspects of a cooperation agreement;
- Appoint a person responsible for the joint programme in each university.

- ...

5. Pedagogical organization:

Concerning the pedagogical organization, the following elements should be specified:

- The title of the programme;
- The duration of the programme;
- The content of the programme.
- A pedagogical annex specifying the proportion of teachings provided by each institution, number of credits, list of courses taken by students as part of each curriculum (indication of the subject, location, etc.) will have to be attached to the agreement.

- Identification of pedagogical leaders responsible for leading the project and possibly the names of contributors forming the pedagogical teams;
- Possible arrangements for the reception and specific support for foreign students (language upgrading, housing search, etc.).
- ...

6. Roles and Responsibilities:

Then, define the roles and responsibilities of each partner institution, as well as the specific tasks they have to manage.

In case of a DD, both partners appoint each Academic Coordinators, that are answerable to the Head of their competent didactic structure and Institutional Coordinators who will jointly chair the programme. In case of a JD, one coordinating institution will be appointed and will have both responsibilities of the Academic and Institutional Coordinators:

<u>Academic coordinators</u>	<u>Institutional coordinators</u>
<ul style="list-style-type: none"> - Coordinate the academic management of the programme at the home university. - Collaborate with the Coordinators at the Partner University. - Assume the role of the contact person for students and both universities. - Ensure advice and assistance to Programme students, especially on the preparation of their individual study plan. - Prepare proposals for improving the quality of the study process. - Submit proposed amendments of the programme to respective university organs and coordinate their adaptation. - Evaluate in advance all didactic issues submitted by students. - Report on the Programme development to the Department / Faculty. 	<ul style="list-style-type: none"> - Support the Academic Coordinators. - Monitor the Parties' compliance with their obligations: management administration, problem solving and conflict resolution techniques. - Monitor the continuity and consistency of the Programme. - Supervise the organization of the Programme and Programme Students' Learning agreements. - Evaluate the Programme through a report submitted to the Board of the Department / Faculty, taking the following elements into account: organization, curriculum, financial situation and other arrangements, staffing arrangements, Programme's general policy and administrative support. - Evaluate possible amendments to the Agreement and its Annexes to propose to the Board of the Department / Faculty. - Transmit documents and information connected to the Programme. - Ensure the Programme website is up to date. - Keep up to date the correspondence between the Parties. - Offer a permanent sounding board for issues that may arise and ensure that solutions to said problems are found.

	- Evaluate all the applications and publishes the list of eligible candidates.
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Partner universities are bound to execute these tasks, whether the choice is a double degree programme or a joint degree programme. However, partner universities are free to discuss and agree on additional responsibilities.

7. Pedagogical Prerequisites:

In order to create a joint degree programme, the universities have to consider some pedagogical prerequisites, such as the admission procedure and enrollment terms:

- Required educational level and linguistic or other required test;
- Submission of an application file;
- A pedagogical committee will oversee the selection and enrollment procedures. This committee will evaluate all elements of the student's application using a consistent analysis, ensuring equal opportunity.
- ...

8. Accreditation and quality Assurance

In the case of a **Double Degree**, there is no need for new accreditation if the existing accredited diplomas are used. However, if necessary, accreditation may be sought to obtain the European label.

For a **Joint Degree**, it is essential to define the coordinating institution responsible for issuing the degree. If required, this institution must initiate the accreditation process through a national agency to award the Joint Degree or **the European Degree**.

Each university follows its own regulations, in line with the recommendations of the European Approach for Quality Assurance of Joint Programmes. However, meeting national requirements can often be challenging, which may lead to potential delays and additional administrative hurdles. This challenge can be addressed with the new guidelines concerning the European diploma.

When developing a new study programme, issues related to the collaborative agreement are typically addressed before seeking accreditation. This ensures that the institutions involved have a clear understanding of their respective roles and contributions. For example, in a double degree programme, one university may already have an established programme and only needs to make slight modifications, while the partner university may need to develop the programme from scratch.

This often results in situations where some programmes are not accredited at the time the agreement is signed, due to differing legislative requirements across countries. As a result, agreements are often signed prior to accreditation, as they are a prerequisite

for the accreditation process. It is possible to specify in the agreement that the supporting diploma in each country is accredited according to that country's regulations.

Before signing the agreement, we must ensure that one of the partners is designated as the coordinating institution. This partner can then apply for accreditation through the national agency in the country where the coordinating institution is located, or we may decide that another partner will take on this role.

9. Information and marketing

Both/all partner universities will promote the Joint Programme and agree on promotional and marketing issues. Partners will share promotional materials, such as brochures, websites, and social media content, highlighting the benefits and unique aspects of the joint programme.

10. The consortium agreement

A comprehensive consortium agreement (Annex3) details the joint programme, outlines partners' responsibilities, and specifies contractual obligations. It addresses various issues to be resolved and agreed upon, serving to regulate consortium activities and ensure the effective implementation of the joint programme.

- Overall programme objectives ;
- Students' services;
- Programme management;
- Quality assurance;
- Legal clauses.

11. Elaboration of the agreement

-Bodies of the programme:

Specify in the agreement who the coordinator is:

- In the case of an agreement for a Double Degree, both partners will appoint their respective Academic Coordinators, who are accountable to the Head of their respective didactic structures, and Institutional Coordinators, who will jointly chair the programme.
- In the case of an agreement for a Joint Degree, one coordinating institution will be appointed and will assume the responsibilities of both the Academic and Institutional Coordinator.

-Students' requirements:

To obtain the degrees from both universities in the double degree programme, the student must fulfill the following requirements:

- Study full-time in the host university;
- Pass the courses/exams organised by the host university;
- Meet the conditions laid down by each home university relative to professional internships in case the programme includes it.

Each university may add internal requirements following bilateral/multilateral negotiations.

12. Processing and approval

Regarding the approval process, the draft agreement and its annexes must initially be submitted to the governing bodies of both universities for their review. After considering their feedback, the draft should then be forwarded to the relevant academic and administrative offices to address any implementation issues specific to each university. Upon validation of the agreement and its annexes, they must be approved by the School Board. Once endorsed by the School Board, the final agreement and decisions therein should be forwarded to the executive board of both universities, along with a copy to their corresponding officials. Upon approval by the executive board, both universities can schedule a signing session for the agreement.

the Governing Board

13. Learning agreement:

A personal learning agreement, compliant with the legal requirements for obtaining diplomas from both partner universities throughout the entire programme duration, must be drafted and approved before the student is accepted into the programme (Annex4). Universities align academic periods rather than individual courses. The personal learning agreement can be amended at any time through mutual agreement between both institutions.

14. Graduate tracking:

It should be clarified in the agreement and in the learning agreement what methods can be used and what is permissible (track students while respecting their privacy).

15. Joint Programmes Cartography:

In line with our commitment to fostering collaborative academic initiatives within the T4EU alliance, each university has contributed to completing a task that involved mapping all joint programmes initiated within our alliance. Furthermore, all partner universities were encouraged to provide examples of successful joint/double/multiple degrees involving partnerships with external institutions. These mappings included essential details such as specialized fields of study, academic level, study programme titles, contacts, and the status of each project. (Annex5)

Annex 1

European Degree (label) criteria			EQF Level s
Transnational programme organisation and management	Higher education institutions involved	The joint programme is offered by at least 2 higher education institutions from at least 2 different EU Member States.	6, 7, 8
	Transnational joint degree delivery	The joint programme is jointly designed and jointly delivered by all the higher education institutions involved.	6, 7, 8
		The joint programme leads to the award of a joint degree.	6, 7, 8
		A joint diploma supplement is issued to students, providing a comprehensive list of the outcomes that students attain throughout the programme.	6, 7
		The joint programme describes the learning outcomes and credits in line with the ECTS Users Guide.	6, 7
	Joint arrangements for the joint programme	The joint programme has joint structures and/or mechanisms to establish and monitor joint policies and procedures describing the curriculum as well as organisational and administrative matters in accordance to national/regional legislation of all partners. Students' representatives are part of the decision-making process to define the joint policies and procedures.	6, 7, 8
	Quality assurance arrangements	Internal and external Quality Assurance is conducted in accordance with the Standards and Guidelines for Quality Assurance in the European Higher Education Area (ESG). The institutions, the study field or the programme are evaluated by an EQAR registered agency.	6, 7, 8
		The joint programme is evaluated using the standards of European approach for quality assurance of joint programmes (EA).	6, 7, 8
	Graduate tracking	The joint programme monitors graduates through a graduate tracking system.	6, 7, 8
	Learning experience	Student-centred learning	The joint programme is delivered in a way that encourages students to take an active role in the learning process, and the assessment of students reflects this approach.

	Interdisciplinarity	The joint programme includes embedded interdisciplinarity components.	6, 7, 8
	Labour market relevance	The joint programme aligns with labour market requirements by incorporating intersectoral components or activities and the development of transversal skills.	6, 7, 8
	Digital skills	The joint programme includes components and actions related to the development of advanced digital skills of students, all tailored to the capacities and circumstances of the joint programme, ensuring alignment with its scope and scholarly focus.	6, 7, 8
	Transnational campus – access to services	The programme has joint policies for students and staff to have access to services in all participating HEIs in equivalent conditions as all enrolled students.	6, 7, 8
	Flexible and embedded student mobility	The joint programme offers deep intercultural experience, including a minimum of 1 period of student physical mobility (that can be split in several stays) at another or several partner institution(s) representing overall at least 60 ECTS at EQF 6 level and 30 ECTS at EQF 7 level. The joint programme has a policy offering alternatives for students who are unable to travel.	6, 7
		The joint programme offers deep intercultural experience, including a total of at least 6 months of physical mobility at another or several partner institution(s). The joint programme has a policy offering alternatives for students who are unable to travel.	8
	Co-evaluation and co-supervision for dissertations	Dissertations are supervised by at least two supervisors and co-evaluated by co-supervisors or a committee with members from at least 2 different institutions located in 2 different countries.	8
European Values	Democratic values	The joint programme's joint policies promote and adhere to democratic values.	6, 7, 8
	Multilingualism	During the joint programme, each student is exposed to at least 2 different EU official languages.	6, 7, 8
	Inclusiveness	The joint programme commits to wide participation by fostering diversity, equity and inclusion by adopting tailored measures to support students and staff with less opportunities.	6, 7, 8

		The joint programme commits to respect the principles of the European Charter for Researchers and Code of Conduct for the Recruitment of Researchers.	8
	Green transition	The joint programme agrees on policies and actions related to environmental sustainability and implements measures to minimise the environmental footprint of its activities.	6,7
		The joint programme commits to the principles of the MSCA Green Charter	8

Annex 2

Comparison Curricula

Grading System Comparison Chart (exams)

U1 Marks/ Grades	U2 Marks / Grades

University 1 students studying at the Partner University

1st semester					
U1 Degree University 1			Degree University Partner		
Code	Subject	Credits	Code	Subject	Credits
2nd semester					
U1 Degree University 1			Degree University Partner		
Code	Subject	Credits	Code	Subject	Credits

Add as many tables as necessary for the different semesters

Subjects that must be taken at U1

Indicate semester/year at the University 1					
Semester/months			Semester/months		
Code	Subject	Credits	Code	Subject	Credits
Total credits semester/period????			Total credits semester/period????		

Add other clauses if necessary: about optional subjects, necessary itinerary if it is the case, etc.

University Partner students studying at the University 1

1st semester					
Degree University Partner			U1 Degree University 1		
Code	Subject	Credits	Code	Subject	Credits
2nd semester					
Degree University Partner			U1 Degree University 1		
Code	Subject	Credits	Code	Subject	Credits

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Add as many tables as necessary for the different semesters

Subjects that must be taken at UPartner

Indicate semester/year at the University Partner					
Semester/months			Semester/months		
Code	Subject	Credits	Code	Subject	Credits
Total credits semester/period????			Total credits semester/period????		

Add other clauses if necessary: about optional subjects, necessary itinerary if it is the case, etc.

Annex 3



**This document is a template and must be adapted to each case.*

Transform4Europe Double degree agreement

Between

University 1 (hereinafter **acronym**), with registered office in (**full address, country**), represented by its Rector/President **XXX** acting in the name and on behalf of the faculty **XX** (hereinafter "**faculty acronym**")

and

University 2 (hereinafter **acronym**), with registered office in (**full address, country**), represented by its Rector/President **XXX** acting in the name and on behalf of the faculty **XX** (hereinafter "**faculty acronym**")

All together hereinafter known as «**Partner Universities**»

GIVEN Current (**country 1**) legislation in the field of higher education studies (**further information**) that allows to the autonomy of universities the ability to regulate the admission of students, in compliance with the relevant regulations.

GIVEN Current (**country 2**) legislation in the field of higher education studies (**further information**) that allows to the autonomy of universities the ability to regulate the admission of students, in compliance with the relevant regulations.

GIVEN Current (**country 1**) regulations for the establishment of the processing of proposals for National and International Double Degrees

GIVEN Current (**country 2**) regulations for the establishment of the processing of proposals for National and International Double Degrees

GIVEN The (**country 1**) legislation which establishes the organisation of university education and the procedure for quality assurance.

GIVEN The (**country 2**) legislation which establishes the organisation of university education and the procedure for quality assurance.

GIVEN that (**university 1 and 2**), desiring to cooperate, on the concept of reciprocity, within their respective study areas and degrees, decided to

establish a Double Degree Programme in (field of study) to increase their academic teaching, learning and internationalization objectives.

GIVEN That the present agreement concerns the implementation of a double degree for students enrolled (field, university) offered by the faculty (name of the faculty)

At the end of this programme, if the students from (university 1) meet the requirements laid out in article... they will receive the corresponding degrees as stated in article ...

JOINTLY AGREE THE FOLLOWING DOUBLE DEGREE AGREEMENT

Article 1 - Purposes

- 1 The object of the present agreement is to define the terms and conditions leading to the simultaneous delivery of the diploma in the home university and the host university:
- 2 On behalf of (University 1, field of study and level), On behalf of (University 2, field of study and level)
 - 2.1 Besides the awarding of the above-mentioned degrees, the Programme aims to enhance the internationalisation of students fostering the reciprocal understanding of different cultures and broadening their personal horizons to give them a competitive edge looking for an adequate employment.
 - 2.2 The Programme will also promote the development and reinforce cooperation among Partner Universities and to improve their capacity to innovate in terms of research, teaching and management through the internationalisation of their academics, researchers and staff and the dissemination of scientific and educational experiences.

Article 2 – Bodies of the Programme

2.1 Bodies of the Programme are:

- Academic Coordinators
- Institutional Coordinators

2.2 Both partners appoint each academic coordinators, that are answerable to the Head of their competent didactic structure and Institutional Coordinators who will jointly chair the programme.

(The person identified from university 1)

(The person identified from university 2)

2.3 Responsibilities of the Academic coordinators:

- Coordinate the academic management of the programme at the home university.

- Collaborate with the Coordinator at the Partner University.
- Assume the role of the contact person for students and both universities.
- Ensure advice and assistance to Programme students, especially on the preparation of their individual study plan.
- Prepare proposals for improving the quality of the study process.
- Submit proposed amendments of the programme to respective university organs and coordinate their adaptation.
- Evaluate in advance all didactic issues submitted by students.
- Report on the Programme development to the Department / Faculty.

2.4 Responsibilities of the Institutional coordinators:

- Support the Academic Coordinator
- Monitor the Parties' compliance with their obligations: management administration, problem solving and conflict resolution techniques.
- Monitor the continuity and consistency of the Programme.
- Supervise the organization of the Programme and Programme Students' Learning agreements.
- Evaluate the Programme through a report submitted to the Board of the Department / Faculty, taking the following elements into account: organisation, curriculum, financial situation and other arrangements, staffing arrangements, Programme's general policy and administrative support.
- Evaluate possible amendments to the Agreement and its Annexes to propose to the Board of the Department / Faculty
- Transmit documents and information connected to the Programme.
- Ensure the Programme website is up to date.
- Keep up to date the correspondence between the Parties.
- Offer a permanent sounding board for problems that may arise and ensure that solutions to said problems are found.
- Evaluate all the applications and publishes the list of eligible candidates.

- 2.5 The Programme Committee (Academic and Institutional Coordinators) will meet at least once a year (more often if required) also in videoconference.
- 2.6 The establishment of a commission for monitoring, supervision, and control of the execution of the Double Degree Agreement, which will resolve interpretation and compliance issues that may arise regarding it

Article 3 – Programme Structure

- 3.1 Number of places that will be offered for the Double Degree Programme will be specified by each partner university
- 3.2 Programme Students are required to spend at least (period) at the Host University where they will acquire at least (Number of ECTS) following their own Learning Agreement.
- 3.3 University 1 Programme Students will attend courses during (period) for (number of ECTS)
- 3.4 University 2 Programme Students will attend courses during (period) for (number of ECTS)
- 3.5 A personal learning agreement respecting the legal obligations for obtaining the diplomas of both partners for the entire duration of the program must be drawn up and approved by both partner universities before the student is accepted on the program (see annex 1). For the study agreement, the universities consider the equivalent of academic periods and not individual courses. The personal learning agreement can be modified at any time by mutual agreement between the two establishments.

Article 4 – Admission requirements and Selection procedure

- 4.1 Partner Universities will select their students participating in the Programme, trying to maintain a balance between incoming and outgoing students. The maximum number of outgoing and incoming students will be decided on (yearly basis?) by the bodies of the programme in (university 1) and (university 2).
- 4.2 Applications to this dual degree programme must include:
- A CV and a cover letter
 - the student's transcripts including the list of courses taken in the home establishment and the grades obtained from the first year
 - a letter from the home university confirming the applicant has been accepted for this double degree program
 - Each institution is free to set a minimum language level required to attend classes at their institution.

4.3 Courses at University 1 are given in language. Students must have a satisfactory level in language to take part in the present programme.

The host institution may offer language courses to incoming students. TO BE CHECKED

4.4 Courses at University 2 are given in language. Students must have a satisfactory level in language to take part in the present program.

The host institution may offer language courses to incoming students. TO BE CHECKED

4.5 The deadline for application is set by each university. This information is supplied to the partner university at the beginning of each academic year.

4.6 The Parties will assist students with the application process and will provide students with advice and assistance before and during enrollment, including orientation on arrival and access to student welfare and support services.

Article 5 – Double degree

5.1 The double degree (field of study and university) will be awarded to students having successfully fulfilled all study obligations and after having obtained the ECTS foreseen by the Programme (Minimum number of ECTS).

5.2 The diploma awarding ceremony, if it takes place, will be held at each respective university. Awarded degrees are fully valid in the issuing Country.

5.3 Partner Universities strive to provide the Programme Students with the diploma within (period) after their graduation.

5.4 Conditions for obtaining the two degrees once accepted on the double degree program. The student must meet the following requirements in order to obtain the degree from each university:

- Study full-time in the host university
- Pass the courses/exams organised by the host university. The examination regulations of the host university apply
- Meet the conditions laid down by each home university relative to professional internships in case the programme includes it.
- Document specifying the level of proficiency in the language(s) in which the programme will be conducted
- *Please add any additional requirements*

5.5 Delivery of the academic degrees. If all the conditions for obtaining a degree from both partner universities have been met, the student will receive a first degree from the home university and a second degree from the host university.

The degrees are delivered after the successful fulfilment of study obligations in both universities.

Article 6 – Students Mobility

- 6.1 Programme Students remain enrolled at the Home University for the whole duration of the Programme and will register at the Host University according to its regulations. Programme Students remain subject to the rules of their respective didactic regulations, except for what differently stated in this Agreement.
- 6.2 The Home University manages the academic career/progression of studies of its Programme Students.
- 6.3 Tuition fees are paid only at Home University, and the Host University will waive tuition fees, except for statutory costs (to be detailed). Regional taxes supporting student rights as well as, if applicable, local administrative fees will be paid in each academic year/Semester by each student at the University where he/she actually studies in that year.
- 6.4 Programme Students will be subject and must abide by all laws, rules and regulations of the Host University and the host Country while attending the Programme at the Host University.
- 6.5 At Host University all duly registered Programme Students have the same access to the libraries, computer and other facilities as the local students.
- 6.6 Programme Students are required to provide for their travel expenses and all living costs. They are encouraged to apply for financial support from various agencies and programmes for student mobility.
- 6.7 All useful information related to the Programme are at students' disposal at the Home University website.
- 6.8 Basic information about the available housing, language courses, and other facilities can be provided by Welcome Office at the Host University.

Article 7 – Communications Policy, Quality Assurance and accreditation

- 7.1 All initiatives related to the Programme will mention Partner Universities.
- 7.2 All certificates and diplomas issued by Partner Universities will mention the Programme.
- 7.3 Partner Universities shall comprehensively guarantee the quality of the Programme. The existing quality assurance systems of the courses referred to in **article** of this Agreement apply.
- 7.4 **University 1** educational accreditation is reviewed **period**
University 2 educational accreditation is reviewed **period**

Article 8 – Students Database and Data Protection

- 8.1 All data about Programme Students and awarded degrees are handled by Home Universities.
- 8.2 Both Partner Universities are required to share all data related to the Programme and Programme Students.
- 8.3 University 1 and University 2 agree that any personal data collected or generated pursuant to this Agreement will be processed fairly and lawfully by the Parties in accordance with the General Data Protection Regulation (EU) 2016/679. Each University will ensure that it has in place and observes appropriate technical and contractual measures to ensure the security of the personal data and to guard against unauthorized or unlawful access to or processing of the personal data and against accidental loss or destruction of, or damage to, the personal data.

Article 9: Duration, Renewal, Termination and Amendment of the Agreement

- 9.1 This agreement is effective as of the date of signature of the last partner. This agreement is concluded for (duration), at the end of which it will be reviewed. It may be renewed expressly; such renewal must occur at any time before the initially agreed deadline.
- 9.2 The Agreement and its Annexes may be amended and/or extended by mutual consent in writing of the Partner University by a written communication from the Central Administration of the Partner University to the other one.
- 9.3 If there are economic obligations and commitments charged to the budget of the universities subscribing to the agreement, these must be respected by each party.

The consequences of any possible non-compliance with the obligations and commitments assumed by each of the parties subscribing to the agreement will be determined and applied.
- 9.4 The Central Administration of each of the Partner University may bring this Agreement to an end by means of a registered letter addressed to the Central Administration of the other Partner University. This letter must be sent before (date) will be enforced as of the subsequent academic year. In this case, the Partner University will agree upon arrangements with respect to all their commitments concerning the students.
- 9.5 Each party may terminate this agreement before the end of its term, by written notification at least (period to be negotiated between the partners) before the expiration of the current academic year, without this termination affecting the execution of the cooperation actions already undertaken.

- 9.6 In case of discrepancy, both parties will strive to reach a mutually agreed decision. If the disagreement cannot be resolved, the matter will be brought before the court in the defendant's country.
- 9.7 The present agreement can be suspended at any moment in the event of a health crisis or armed conflict involving one of the countries of the two parties.
- 9.8 Partner Universities cannot claim any compensation for suffered loss for termination of the Programme.
- 14.9 This Agreement is drawn up in (languages).
- 14.10 The date of the Agreement is that affixed to the last signature.

University Rector/President <i>[digital signature]</i>	University Rector/President <i>[digital signature]</i>
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Annex 4

LEARNING AGREEMENT

Academic year 202.../202...

Partner University – Partner University

Name of the student:.....

First name:

Sex: F M

Field of study:

Study period: Semester 1: Semester 2:

Name of the receiving institution:

Address:

Country:

Details of the proposed study program abroad/learning agreement
BEFORE mobility of the student

Course unit code (if any) and page no. of the course catalogue	<i>Course unit title in the receiving institution (as indicated in the course catalogue)</i>		Number of ECTS credits
	TOTAL CREDITS ECTS <i>(min. 30/semester)</i>		

Fair translation of grades must be ensured, and the student has been informed about the methodology. If necessary, continue the list on a separate sheet

Student's signature:

Date: ____/____/____

SENDING INSTITUTION :

"We confirm that the proposed program of study/learning agreement is approved"

Departmental coordinator's name and signature
coordinator's
signature

Institutional
name and
signature

RECEIVING INSTITUTION:

"We confirm that this proposed program of study/learning agreement is approved"

Departmental coordinator's name and signature
coordinator's
signature

Institutional
name and
signature

Date: ____/____/____

Date : ____/____/____