

# **RETHINK - Reform of Education THru INternational Knowledge exchange - Guideline Double Degrees**

**Project Meeting March 9<sup>th</sup> to 12<sup>th</sup>, 2015 in Kiev  
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The introduction of double degrees needs intensive

- formal and informal
- clarifications inside and
- between

all universities that are involved.

***Structures and processes are different at each university on one hand and on the other hand they effect significant impact on the design of cooperation with further universities. Thus a guideline on the implementation of double degrees necessarily must stay rather abstract and only can be focused on intermediate and final results respectively on questions.***

## Step 1:

Preliminary Questions to be answered internally by each partner university

## Step 2:

University internal preparation (and accreditation – as far as necessary) at each partner university

## Step 3:

Elaboration and adoption of examination regulations

## Step 4:

Assessment of courses and modules, confirmation of equivalence

## Step 5:

Cooperation agreement

## Step 6:

Implementation

- **Strategic fit:** Does the double degree correspond with the overall strategy of the university?
- **Responsibilities:** Who will be responsible for the programme? Which faculties will be involved?
- **Resources:** How will be assured that all necessary intellectual and financial means can be provided sustainably?
- **Uniqueness and Competiveness:** Are there already comparable study programmes inside the university? What are the differences to study programmes at further universities?
- **Career Opportunities:** Are there attractive career opportunities for graduates of the programme?
- **Exit Strategy:** Which criteria cause a cancellation of the programme?
- **Quality Assurance:** Which special quality assurance measures have to be implemented additional to the already existing quality assurance measures?

- Concrete and mandatory adjustment of the academic offers of the double degree programme inside and between faculties and chairs
- Mandatory decisions of all participating chairs/faculties on the introduction of the programme
- Mandatory decisions of all necessary university boards including the management board
- Preparation and realization of the accreditation of the double degree programme – as far as necessary
- Review and translation of module handbook – as far as necessary

- Development and adjustment of the following regulations:
  - Target of the study programme
  - Study volume
  - Evaluation of examination results
  - Crediting of study times and examinations
  - Searching of examination documents
  - Regular period of study
  - Examinations including retry
  - Examination boards and processes
  - Failures of provision, cancelations, violations
  - Degree
- Adoption of examination regulations by the responsible boards

- Equivalence assessments of all courses/modules, e.g. by professor tandems:

### Equivalence of

- Entry requirements
  - Language
  - Contents
  - ECTS Credits
  - Level of the course/module
  - Learning targets
  - Workload
  - Examinations
- Decision about language and place of courses
  - Confirmation of equivalence
  - Mutual recognition of courses/modules

**The following considerations should be taken into account when developing cooperation agreements:**

- 5.1 General Questions
- 5.2 Application and Acceptance of Students
- 5.3 Fees and Financing
- 5.4 Enrollment
- 5.5 Registration of Examinations and Degrees
- 5.6 Quality Assurance Measurements
- 5.7 Support Services
- 5.8 Advertising



- **Start of the programme:** Date, start of semesters at partner universities, number of students
- **Coordination:** Which university is formal coordinator, which just participant? Who will coordinate what?
- **Exchange of Information:** Information about students and details of financial transfers of tuition fees
- **Language of study courses**
- **Student's Mobilities:** Rotation scheme? When will students study what where?
- **Advisory Board:** Is there a special advisory board for the programme and who are the members?

- **Applicant's Requests:** Which partner university is responsible? Closing dates for applications?
- **Admission Requirements:** Joint regulations on the selection procedure? Which admission requirements have to be achieved by applicants?
- **Admission Procedure:** Which partner is responsible? How will the admission procedure be organized?

- **Application Fee:** Should a fee for application be demanded?
- **Tuition Fee:** Amount? Who will raise the fees? Allocation of fees between partner universities? Which obligatory fees are raised at which partner university?
- **Financing Scheme:** Cost overview as a part of the cooperation agreement? Can third-party-funds be raised?
- **Scholarships:** Which financial support of students is available? Remission of tuition fees (total or partial)?
- **Financial Handling:** Who will be responsible for which financial issues?

### Enrollment where and when?

- Should students enroll at their home universities and at all partner universities at the same time all over the entire study duration?
- Should students enroll only at the university at which they are currently studying?
- Should students enroll at their home university all over the entire study duration and additionally at the partner universities while they are studying there?

- **Examination Regulations:** Which examinations at which time? How long will the entire study programme last? Conditions of prolongation? Consequences of prolongation on tuition fee?
- **Registration of Examinations:** Which examinations have to be passed at which partner university? Who are the members of the examination board and when will they hold their meetings? Which partner university will register the examination results?
- **Degree:** Which degree students will receive? Design of diploma?

- **Accreditation:** Which preconditions are valid for accreditation in the participating countries? Who will be responsible for the accreditation?
- **Preparatory courses:** Should preparatory courses be implemented in order to prepare students in a optimal manner? Will preparatory courses be credited? Financing of preparatory courses?
- **Tutoring System:** Design of mentoring and support system?
- **Language Preparation:** Obligatory preparatory language training at home universities? Obligatory accompanying language training at host universities?

- **Accommodation of Students:** Flats in dormitory available? Support on search for flats/accommodation on the free market?
- **Visa:** Visa required? Required period for receiving a visa? Period of validity of visa?
- **Health Insurance:** Which health insurance for students is required in all participating countries?
- **Money Transfers for Students:** Are there valid bank connections between all participating countries?

- **Advertising Schedule:** Which advertising measures should be launched via which channels by which media at which time under whose responsibility?
- **Design of Advertising Materials:** Internet? Advertisements? Brochures?
- **Content:** Which information should be provided?
- **Financing:** Who has to pay for which advertising measures? How will financing of advertising measures be allocated to partner universities?



**John Olson, Arnaud Chevallier:** Creating Graduate Dual-Degree and Joint-Degree Programs at Rice University, August 21<sup>st</sup>, 2012

([http://professor.rice.edu/uploadedFiles/Professor/Faculty\\_Senate/rrGCDual-JointGradDegreePolicyApprovedDraftAug21.pdf](http://professor.rice.edu/uploadedFiles/Professor/Faculty_Senate/rrGCDual-JointGradDegreePolicyApprovedDraftAug21.pdf))

**RWTH Aachen:** Leitfaden für den Start von internationalen Joint degree Studiengängen und Studiengängen mit integrierten Austauschoptionen, 08/2009

**Josef Noeke:** Double Degrees: experiences and guidelines, presentation at RETHINK meeting in Tiflis, Georgia, Nov. 2014

**HRK:** Empfehlungen der HRK zur Entwicklung von Doppeldiplomen und gemeinsamen Abschlüssen, 15.12.2005 (<http://www.hrk.de/positionen/gesamtliste-beschluesse/position/convention/empfehlungen-der-hrk-zur-entwicklung-von-doppeldiplomen-und-gemeinsamen-abschlussen-1/>)

**EUA:** DEVELOPING JOINT MASTERS PROGRAMMES FOR EUROPE, Brussels, MARCH 2002 - JAN 2004