

D7.1. GUIDELINES – TOOLKIT

For the development of RUN-EU Double Degree Programmes

June 2021

Partner Responsible:

WP-Lead: Vorarlberg University of Applied Sciences

Co-Lead: Håme University of Applied Sciences, Athlone Institute of Technology

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1 Introduction

The following guidelines are based on the RUN-EU [Report D7.2](#) and the [Joint Programme Checklist of the ECA European consortium for accreditation](#).

When developing RUN-EU Double Degree Programmes, it is highly recommended to also reference the content of the RUN-EU [Report D7.2](#), as this report focuses in detail on the national and European legislation, on recognition and quality assurance frameworks as well as on RUN-EU specific targets. With regards to these RUN-EU specific targets, it should be considered if implementation is also available in the Double Degree Programmes. In this regard it is highly relevant to consider that RUN-EU students should be enabled to design their own flexible curricula. To also ensure inclusiveness, multiculturalism and connectivity to society is important. Furthermore, to ensure the elements of innovation, societal transformation and cultural understanding are top priorities for the development of RUN-EU Double Degree Programmes. Therefore, it is highly recommended to consider and implement the options the RUN-EU work packages WP2 (EIH), WP3 (FASA) WP4 (EMIC) and WP6 (SAP) offer, whenever possible.

Disclaimer: This document is intended to be a guideline for the Double Degree Processes and steps. While every effort has been taken to be as inclusive as possible there may be changes and supplements to the content of this document.

2 Aim of this toolkit

The aim of this toolkit is to provide a set of useful practice-based tools and guidelines for the RUN-EU Network and other universities in Europe for developing and implementing Double Degree Programmes which are based on agreements between the partner institutions.

3 Guidelines – Toolkit

3.1 How to start with the development of a RUN-EU Double Degree Programme

Check	The first steps
<input type="checkbox"/>	<p>The starting point for the development of a RUN-EU Double Degree Programme involves two separately accredited degree programmes of two RUN-EU partner universities, located in different countries. The following must be considered:</p> <ul style="list-style-type: none"> • The HEIs are recognised and/or accredited as higher education institutions in their national higher education systems, as well as the degree programmes. • Each institution can legally offer the degree programme (level, orientation, discipline) as a Double Degree Programme.
<input type="checkbox"/>	<p>Each HEI defines a negotiation team which at least consists of</p> <ul style="list-style-type: none"> • a Programme Director in charge of the degree programme or equivalent and • an experienced staff member of the International Office or equivalent.
<input type="checkbox"/>	<p>Each HEI provides the following information to the other negotiation team before the start of the discussions.</p> <ul style="list-style-type: none"> • Transparent English curricula overview which also shows the semester allocation of English conducted courses. • Bologna compliant ECTS-Course Descriptions* for all courses offered in the degree programme. • Information regarding specific graduation requirements of the degree programme. <p><i>*The professional use of the Bologna Tool (complete, transparent ECTS-Descriptions and Diploma Supplement) are the minimum criteria for starting discussions. If these minimum criteria are not met, the timeline and the process for providing professional and transparent information should be agreed. The negotiations should only start after the minimum criteria (ECTS-Descriptions) are available.</i></p>
<input type="checkbox"/>	<p>Each negotiation team checks in detail before the negotiations start to ensure that</p> <ul style="list-style-type: none"> • course contents of the degree programme of the other HEI allow recognition • learning outcome of the Double Degree Programme would be equivalent to that of the own degree programme • course options for the mobility period at the other HEI are sufficient • specific graduation requirements of the degree programme of the other HEI (e.g., compulsory internships, thesis, final exam) are acceptable. • added value of the Double Degree Programme is given, especially also for the students.

3.2 The development of the RUN-EU Double Degree Programme

The development teams negotiate the relevant academic and organisational aspects for the completion of a Double Degree Programme Agreement. Regarding this at least the following must be considered and clarified:

3.2.1 Academic aspects to be negotiated

Check	Aspect
<input type="checkbox"/>	The content and structure of the Double Degree Programme corresponds with the learning outcomes of the involved degree programmes
<input type="checkbox"/>	<ul style="list-style-type: none"> Course work that the students will get recognised (automatic and full recognition of examinations and scientific work carried out at the home university) Details of the courses that students are required to complete at the respective partner university, and which will get recognised from the home university
<input type="checkbox"/>	Number of ECTS students need to attend at the partner university (depending on the national and institutional requirements)
<input type="checkbox"/>	Details on how the ECTS at the host institution can be achieved (e.g., physical mobility, online / hybrid teaching, jointly supervised thesis etc.)
<input type="checkbox"/>	Examination regulations, student assessment and recognition of credits
<input type="checkbox"/>	Specific graduation requirements of the respective degree programmes (e.g., compulsory internships, thesis, final exam, language requirements, etc.) and detailed regulations for the Double Degree Programme
<input type="checkbox"/>	Clarification of the teaching language
<input type="checkbox"/>	Clarification of the student mobility period

3.2.2 Organisational aspects to be negotiated

Check	Aspect
<input type="checkbox"/>	Whether the academic calendars of the host and home institutions are compatible
<input type="checkbox"/>	How to regulate and organise specific graduation requirements (e.g., compulsory internships, thesis, final exams, etc.)
<input type="checkbox"/>	Financial and organisational aspects
<input type="checkbox"/>	Services offered for students at each institution (see Chapter 3.4.4)
<input type="checkbox"/>	Management of the Double Degree Programme (see Chapter 3.4)
<input type="checkbox"/>	Admission and selections procedures
<input type="checkbox"/>	Public information on the programme (information provision for students)
<input type="checkbox"/>	Administration of student's data and performance records and diplomas
<input type="checkbox"/>	Number of participating students

3.3 The RUN-EU Double Degree Programme Agreement

The negotiation team ensures the necessary and essential support and commitment from all partners.

3.3.1 Content of the Agreement (minimum requirements)

Check	Content
<input type="checkbox"/>	Names and logos of the universities and degree programmes involved
<input type="checkbox"/>	Details regarding the academic aspects negotiated (details see above)
<input type="checkbox"/>	Details regarding the organisational aspects negotiated especially also in regard to specific graduation requirements of the respective degree programmes (e.g., compulsory internships, thesis, final exam, language requirements etc.)
<input type="checkbox"/>	Overall coordination of the programme and responsibilities for academic and organisational issues
<input type="checkbox"/>	Academic degree and regulation of the manner and responsibility of awarding the academic degree
<input type="checkbox"/>	Awarding modalities of the Double Degree Programme
<input type="checkbox"/>	Details regarding amending, renewing or terminating the agreement
<input type="checkbox"/>	The relevant national laws and/or regulatory frameworks under which the programme falls
<input type="checkbox"/>	Commitment for regular evaluation according to the RUN-EU guidelines (see Chapter 3.5)
<input type="checkbox"/>	Commitment regarding the awarding of degree certificates according to the RUN-EU guidelines (see Chapter 3.4.6)
<input type="checkbox"/>	Number of participating students
<input type="checkbox"/>	Data protection information

3.3.2 Amendment to the agreement

It is recommended that this document gets updated annually, also discussions regarding this should take place regularly.

Check	What
<input type="checkbox"/>	Details regarding the courses that the students will receive recognised (automatic and full recognition of examinations and scientific work carried out at the home university, including link to ECTS Course Descriptions)
<input type="checkbox"/>	Details of the courses that students are required to complete during the mobility period at the respective partner university and from other RUN-EU partners, and which will get recognised from the home university, including link to ECTS Course Descriptions
<input type="checkbox"/>	Financial aspects (including fees)
<input type="checkbox"/>	Persons in charge (academic and organisational)
<input type="checkbox"/>	Services for exchange students

3.4 The Management of RUN-EU Double Degree Programmes

3.4.1 Information provision

Check	What
<input type="checkbox"/>	A dedicated website with specific information regarding the Double Degree Programme which also describes the mobility paths is developed and available for all interested students. Example
<input type="checkbox"/>	This website is linked to the information provided for exchange students, where ECTS compatible information regarding application, accommodation, academic calendar, course contents, grading, examination rules, services, persons in charge, visa and resident permit information, fees, costs of living, insurance, special needs etc. can be found. Example

3.4.2 Selection and enrolment of students

Check	What
<input type="checkbox"/>	All responsibilities for (and in) the selection procedures are clearly assigned
<input type="checkbox"/>	The selection criteria are shared and unambiguously understood by all involved in the selection procedure
<input type="checkbox"/>	It is clear how the students are enrolled at each institution
<input type="checkbox"/>	Students get nominated by the home institution

3.4.3 Fees

Check	What
<input type="checkbox"/>	The fees students pay are specified and transparently documented and communicated

3.4.4 Services for students

Check	What
<input type="checkbox"/>	Mobile students receive all the necessary and relevant information before (and upon) arrival
<input type="checkbox"/>	Each institution provides adequate individual support regarding all aspects of the mobility period (e.g., organisation of accommodation, individual support regarding organisational and academic matters, special needs, integration, etc.)
<input type="checkbox"/>	Each student receives all confirmations and degree certificates according to the deadlines defined in the Erasmus+ Programme

3.4.5 Correct use and availability of the Bologna Tools

Check	What
<input type="checkbox"/>	The correct use and the applicability of the Bologna Tools is very important with regard to the professional implementation of Double Degree Programmes in the RUN-EU network; therefore, it is highly recommended that each RUN-EU partner institution correctly uses the European Credit Transfer and Accumulation System (ECTS) and the Diploma Supplement (DS)

3.4.6 Degree certificates

Check	What
<input type="checkbox"/>	The degree is awarded in accordance with the legal frameworks governing the awarding institutions and is recognised as a degree in the higher education systems of the awarding institutions
<input type="checkbox"/>	<p>The students receive the following documents after graduation:</p> <ul style="list-style-type: none"> • Transcript of Records The course work of the host institution for which the student has received full recognition at the home university must be documented in the Transcript of Records of the respective home institution. The course work for which the student has got mobility credits from the host institutions must be documented in the Transcript of Records of the respective home institution. Sample see Appendix 4.2.2.1 • Diploma Supplement The Double Degree Programme must be documented / explained in the Diploma Supplement. Sample see Appendix 4.2.2.2 • Degree Certificate It is highly recommended to record the Double Degree Programme participation in the Degree Certificate issued by each university. Sample see Appendix 4.2.2.3 • Bridging Document In case the national legislation does not allow graduates to use both awarded titles (e.g., Austria), a Bridging Document must additionally be issued. This document must contain the following information: <ul style="list-style-type: none"> ○ Names, Logos and signatures of the degree-awarding universities ○ Names of the national academic degrees to be awarded in the original languages and in English and, if available, also the short form of these academic degrees should be mentioned ○ National regulations on the use of academic degrees in the participating countries (parallel use of titles awarded from Double Degree Programmes for example is NOT allowed in Austria). Sample see Appendix 4.2.2.4

3.5 The RUN-EU quality assurance regulations for Double Degree Programmes

Check	Ensure continuous quality control and optimisation
<input type="checkbox"/>	<p>As an addition to this Toolkit, a separate Quality Control Toolkit will be developed and provided.</p> <p>This Quality Control Toolkit will contain information regarding the</p> <ul style="list-style-type: none"> • frequency of reviews • evaluation of the development and collaborative processes • evaluation of mobilities of students and staff. <p>Quality assurance must cover the academic and administrative aspects of the Double Degree Programme.</p> <p>The Quality Control Toolkit provided by the RUN-EU network is mandatory for the evaluation of all RUN-EU Double Degree Programmes.</p>
<input type="checkbox"/>	The persons in charge must develop a common understanding regarding the quality assurance system of the RUN-EU Double Degree Programmes
<input type="checkbox"/>	The responsibilities for internal quality assurance must be clearly defined

4 Appendices

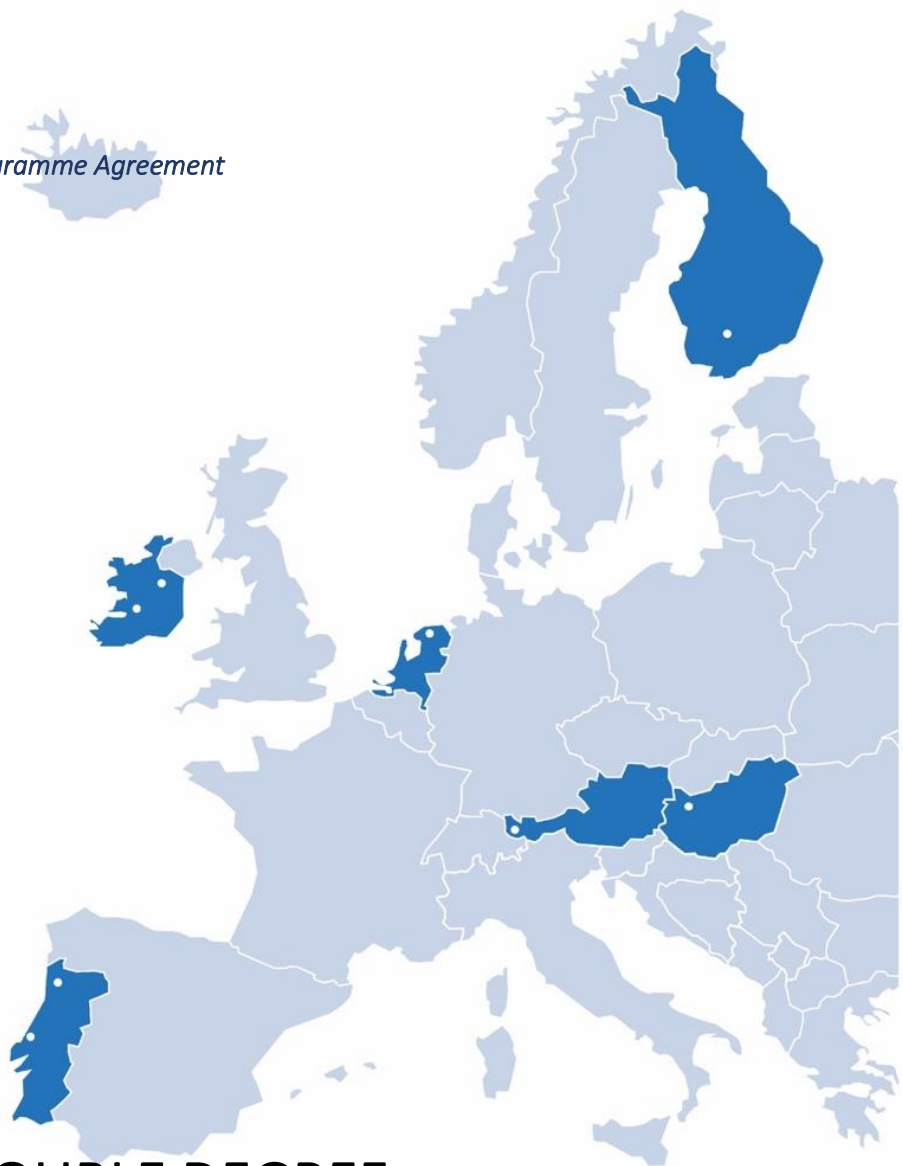
4.1 Sources used

- [Joint Programme Checklist of the ECA European consortium for accreditation](#)
- [RUN-EU Report D7.2](#)

4.2 Sample documents

- [Proposal for Double Degree Programme Agreement](#)
- [Degree awarding certificates](#)
- [Transcript of Records](#)
- [Diploma Supplement](#)
- [Degree Certificate](#)
- [Bridging Document](#)

4.2.1 *Proposal for Double Degree Programme Agreement*



AGREEMENT ON DOUBLE DEGREE PROGRAMME

*Between university xxx and university xxx concerning the
degree programmes xxx and degree programme xxx*

Valid as of xx.xx.xxxx

Introduction

The universities xxx and xxx agree to launch a Double Degree Programme in the field of xxx. Within this RUN-EU Double Degree Programme, the students from xxx and xxx complete a Double Degree Programme at both universities in the following degree programmes:

Bachelor in xxx in degree programme in xxx, xxx ECTS, name of university xxx
and

Bachelor in xxx in degree programme in xxx, xxx ECTS, name of university xxx

By signing this agreement, the above-mentioned institutions agree to issue national degree diplomas for students fulfilling the conditions set forth in this agreement.

University information and contact persons

University xxx	
President/rector	(Name, Address, Email, Phone)
Head of study programme	(Name, Position, Department, Address, Email, Phone)
International Office	(Name, Position, Department, Address, Email, Phone)

University xxx	
President/rector	(Name, Address, Email, Phone)
Head of study programme	(Name, Position, Department, Address, Email, Phone)
International Office	(Name, Position, Department, Address, Email, Phone)

Management and Coordination of the Double Degree Programme

The partner universities will manage and coordinate the Double Degree Programme. For this purpose, each university will nominate a contact person responsible for the DD Programme. It is expected that the person is or reports to the Head or the Director of the Degree Programme. The Appendix I on programme structure and the modules is validated yearly by the assigned person responsible for the DD Programme.

The partner universities commit to implement regular evaluation according to the RUN-EU guidelines.

Number of Students

A maximum of **xx students** per institution is accepted.

Programme Language

All study courses are taught in English. The applicants must have an English proficiency equivalent to level B2 or higher of CEFR (Common European Framework of Reference for Languages). This must be proven by a language test, e.g., TOEFL, IELTS, Cambridge ESOL, CEFR or equivalent. As an equivalent, a certificate from the university's English language teacher is also acceptable.

- Proof of English proficiency is also considered fulfilled if the applicant obtained their qualification for university entrance in English, and/or has completed a first academic degree in English, and/or speaks English as a native language.

In order to promote multilingualism and cultural diversity among the participating students, when possible, additional course offerings (for example language courses and courses in the national language, RUN-EU Short Advanced Programmes) should be offered to the Double Degree Programme participants. The additional course offerings are listed in the Annex.

Tuition Fees and Other Charges

The RUN-EU double degree programme students will be subject to the normal regulations of the host institution. When applicable, the students pay the tuition fees to their home institution during the double degree studies period in the host institution. Since the students remain enrolled at their home institution, in addition to the normal tuition fee, the following administrative or service fees apply:

xxx students at host university are required to pay

- **xxx**

xxx students at host university are required to pay

- xxx

Besides the fees listed above, there will be no other charges between the institutions due to these arrangements. Students are themselves responsible to cover their own living and accommodation costs.

Student Application, Prerequisites and Selection

Students will submit their applications for Double Degree Programme according to the instructions of their home institutions. The home institution nominates the students to the host institution. The host institution provides relevant information regarding the application process.

Required application documents:

- Transcript of Records (ToR)
- Motivation letter
- Learning Agreement

To fulfill the application requirements, the applicants must have an adequate study performance at the home university and must fulfill the required language skills. The applicants must have successfully passed all studies corresponding to xxxx years/ECTS at their home university as follows:

- xxx university: xxx ECTS
- xxx university: xxx ECTS

The selection is made by the Head or the Director of the Degree Programme of the home university, based on the application documents.

Enrolment and Registration

Home University: Students remain enrolled at their home institution during their study at the host university and they must re-register independently each semester at the home institution.

Host University: Students will be enrolled at the host university during their stay and will be subject to the normal regulations of the institution.

Students in the Double Degree Programme must take out compulsory insurance (health insurance, liability insurance) in accordance with the laws and regulations in force in the country where they are staying.

Double Degree Programme Structure

The degree programme structures of the degree programmes in the scope of Double Degree Programme as determined in this agreement are described in Appendix 1. The Appendix 1 is

reviewed and updated when necessary each academic year by the contact person responsible for the DD Programme.

Academic years	xxx university students		xxx university students	
1 st year	autumn semester (to be added: the dates of semester)	Acquired at home university (xxx ECTS)	autumn semester (to be added: the dates of semester)	Acquired at home university (xxx ECTS)
	spring semester (to be added: the dates of semester)	Acquired at home university (xxx ECTS)	spring semester (to be added: the dates of semester)	Acquired at home university (xxx ECTS)
2 nd year	autumn semester (to be added: the dates of semester)	Acquired at home university (xxx ECTS)	autumn semester (to be added: the dates of semester)	Acquired at home university (xxx ECTS)
	spring semester (to be added: the dates of semester)	Acquired at home university (xxx ECTS)	spring semester (to be added: the dates of semester)	Acquired at home university (xxx ECTS)
3 rd year	autumn semester spring semester	Acquired during DD Programme at host university (60 ECTS)	autumn semester spring semester	Acquired during DD Programme at host university (60 ECTS)
4 th year	autumn semester spring semester	Acquired at home university (xxx ECTS)	autumn semester spring semester	Acquired at home university (xxx ECTS)
TOTAL	xxx ECTS		xxx ECTS	

Depending on the national and the institutional requirements, the students are required to study xx semesters at the host university and meet the academic criteria.

In order to obtain the Bachelor/Master of xxx degree from xxx university, xxx university students must

- Obtain xx ECTS credits at Bachelor/First Cycle level
- Write a thesis/degree project of xxx ECTS at Bachelor/First Cycle Level. The thesis is written in English.

In order to get the Bachelor/Master of xxx degree from xxx university, xxx students must

- Obtain xxx ECTS credits at Bachelor/First Cycle level
- Write a thesis/degree project of xxx ECTS at Bachelor/First Cycle Level. The thesis is written in English.

Completed Degree

Final degrees will be awarded after the student has successfully completed the required studies in each university. Each university will issue a diploma based on the forwarded transcript of records from the home institution added by the courses passed at the host institution, showing that the student has passed all required courses. At the end the students will have two degrees. The titles of degrees are:

xxx
xxx

Upon graduation, the student will receive the Degree Certificates, Transcripts of Records (includes the recognition of the studies undertaken) and Diploma Supplements (includes the information of the Double Degree Programme). In addition, in the case of Austria, the Bridging Document.

Applicable Law and Settlement of Disputes

In the event of difficulties in interpreting or implementing the agreement, the institutions concerned shall endeavor to settle their dispute amicably. The legal remedy should be the last resort after all other remedies have been exhausted. In this case, the litigation shall take place at the defendant's place of jurisdiction.

Students are required to comply with local regulations. In case of a complaint, the conflict between the university concerned and the student will be resolved in accordance with local regulations.

Data Protection

The parties process the data required for the processing and execution of the stay abroad in compliance with the data protection regulations, in particular the EU Data Protection Basic Regulation (DSGVO) and the data protection laws based thereon. The respective partners themselves are responsible for the data protection lawfulness of the processing of personal data and the fulfilment of the associated obligations.

Duration and Termination of the Double Degree Programme

This agreement shall enter into force upon its signature and shall initially apply for *xx years* from the date of its entry into force. After the expiry of this period of *xx years*, the agreement shall continue in *xx year periods*, if not terminated. The agreement can be amended by written amendments signed by both universities.

Any institution may request termination of the contract, but only if the partners are informed in writing of the decision within six months.

If this agreement is terminated, the participating institutions shall ensure that students who have already begun their studies at the time of termination of the agreement can complete them in accordance with the provisions of this agreement.

Dates and Signatures

Agreement Appendix

The Appendix 1 is reviewed and updated when necessary each academic year by the contact person responsible for the DD Programme.

Degree Programme Structures

University xxx

Programme structure at xxx

Modules for xxx degree programme: Bachelor of xxx

1st year:

2nd year:

3rd year:

4th year:

The acquired ECTS will be completely transferred to the programme xxx and fully recognised as part of degree.

Course Supplement for students from xxx

Bachelor/Master courses:

University xxx

Programme structure at xxx

Modules for xxx degree programme: Bachelor of xxx

1st year:

2nd year:

3rd year:

4th year:

The acquired ECTS will be completely transferred to the programme xxx and fully accredited as part of degree.

Course Supplement for students from xxx

Bachelor/Master courses:

In order to promote multilingualism and cultural diversity among the participating students, when possible, additional course offerings (for example language courses and courses in the national language, RUN-EU Short Advanced Programmes) should be offered for the Double Degree Programme participants.

Optional course offer for promoting multilingualism and cultural diversity (if available)

- xxx Language course offer in the national language
- xxx Participation in courses in the national language (if linguistically suitable)
- xxx Participation in RUN-EU Short Advance Programmes (SAPs)

Conversion Table of Grades

xxx university: grades							<< failed
xxx university: grades							<< failed

The Transcript of Records is produced in the valid grading system of the respective institution. The conversion necessary to produce the diplomas is carried out by the study secretariats or examination offices of the respective degree program at both institutions. Students are responsible for sending the required Transcript of Records to the relevant study secretariats and examination offices.

Failure to Pass an Examination

The student regulations of the institute at which the student is studying at the moment apply.

Information and services for Double Degree Programme students

The universities xxx and xxx provide up-to-date information and support for the double degree students in relation to their DD studies. The information for the double degree students is available as follows:

xxx university: *link to website* (information for incoming exchange/Double Degree Programme students)

xxx university: *link to website* (information for incoming exchange/Double Degree Programme students)

4.2.2 Degree awarding certificates

Below please find examples how credit transfer in the case of a Double Degree Programme could be documented.

4.2.2.1 Transcript of Records

Example: **Outgoing Double Degree Programme** Master's degree programme student (studied one semester at the partner university, an additional semester – thesis and final exam – was jointly supervised and graded by both institutions; see documentation of transferred credits in the Transcript of Records of the host institution below)

Transfer Credits

NAME OF RECEIVING INSTITUTION:	University of Agder
Faculty / Department of:	Department of Engineering Science
Duration of stay:	09 August 2018 - 21 December 2018

Course unit code	Title of the course unit	Type	WHS	Duration of the course /examination	Local grade	Credits
MAS505	Finite Element Method			1 S / 28/01/2019	C	7.50
MAS506	Instrumentation			1 S / 28/01/2019	C	7.50
MAS507	Product Development and Project Management			1 S / 28/01/2019	B	7.50
MAS508	Control Theory			1 S / 28/01/2019	C	7.50
NO-133	Norwegian for International Students			1 S / 28/01/2019	C	10.00
Total						40.00

Local grades and credits refer to the grading and credit system of the receiving institution. For more information about the grading system, credits etc., please refer to the transcript of records issued by the receiving institution.

Transfer Credits Course unit code (1)	Title of the course unit	Type (2)	WHS (3)	Duration of the course /recognition date (4)	Local grade (5)	ECTS credits (6)
02463061	Higher Mathematics 3	2	1 S	15/03/2019	(*) Recognised (E)	3.00
02463071	Directed Research Seminar	1	1 S	15/03/2019	(*) Recognised (E)	3.00
02463011	Sensor Systems	4	1 S	15/03/2019	(*) Recognised (E)	6.00
02463021	Embedded Systems 3	4	1 S	15/03/2019	(*) Recognised (E)	6.00
02463041	Advanced Finite Element Analysis	4	1 S	15/03/2019	(*) Recognised (E)	6.00
02463031	Applied Robotics	4	1 S	15/03/2019	(*) Recognised (E)	6.00
Total						30.00

Transfer credits are included in the list of courses for each semester.

Master's Examination

The master's thesis was completed as part of the Double Degree Programme between Vorarlberg University of Applied Sciences, Austria and University of Agder, Norway.

The master's thesis was supervised and graded by both universities.

The examination before a committee consisting of faculty members from both universities was held at Vorarlberg University of Applied Sciences, Austria on 23 September 2019.

Title of Master's Thesis

Setting a concept for dynamic loading devices for development of hybrid systems and combustion engines up to 5000kW

Master's Examination before a committee on 23 September 2019

Presentation of the master's thesis

Oral examination that connects the topics of the master's thesis with the relevant subjects in the curriculum

Oral examination about other subjects relevant to the curriculum

Assessment of the final examination before a committee concluding the University of Applied Sciences Master programme

Pass

Example: **Incoming Double Degree Programme** on Bachelor's level (studied four semesters at the home universities; courses got recognised at the host institution – see documentation of credit transfer at the host institution below)

Transfer Credits

NAME OF INSTITUTION:	
Studying period:	01 October 2018 - 01 October 2020
ACHIEVEMENT REASON:	Double degree student The first four semesters were taken in Belgium

Transfer Credits Course unit code (1)	Title of the course unit	Type (2)	WHS (3)	Duration of the course / recognition date (4)	Local grade (5)	ECTS credits (6)
025017010101	System-Oriented Organisation Theory	2	1	S / 19/01/2021	(*) Recognised (V)	3.00
025017010102	Simulation Game - Introduction to Business Management	2	1	S / 19/01/2021	(*) Recognised (V)	3.00
025017010103	Accounting	2	1	S / 19/01/2021	(*) Recognised (V)	3.00
025017010106	Introduction to Private Business Law	2	1	S / 19/01/2021	(*) Recognised (V)	3.00
025017010201	Business Mathematics	3	1	S / 19/01/2021	(*) Recognised (V)	4.00
025017010202	Statistics in Economic Science	3	1	S / 19/01/2021	(*) Recognised (V)	5.00
025017110401	Communication, Self-Reflexivity and Academic Writing	2	1	S / 19/01/2021	(*) Recognised (V)	3.00
025017011401	Principles of Business Process Management	2	1	S / 19/01/2021	(*) Recognised (V)	3.00
025017010301	Professional Presentations	2	1	S / 19/01/2021	(*) Recognised (V)	3.00
025017020104	Cost Accounting	2	1	S / 19/01/2021	(*) Recognised (V)	3.00
025017020105	Microeconomics	2	1	S / 19/01/2021	(*) Recognised (V)	4.00
025017020107	Business Law	2	1	S / 19/01/2021	(*) Recognised (V)	3.00
025017120402	Team-Competence, Interaction and Academic Writing	2	1	S / 19/01/2021	(*) Recognised (V)	3.00
025017021201	Principles of Marketing & Sales	2	1	S / 19/01/2021	(*) Recognised (V)	3.00
025017021301	Purchasing, Production and Logistics	4	1	S / 19/01/2021	(*) Recognised (V)	5.00
025017021402	Human Resource Management	2	1	S / 19/01/2021	(*) Recognised (V)	3.00
025017021501	Technical Principles of Information Management	2	1	S / 19/01/2021	(*) Recognised (V)	3.00
025017020302	Moderating Business Discussions	2	1	S / 19/01/2021	(*) Recognised (V)	3.00
025017030203	Tools and Techniques of Project Management	2	1	S / 19/01/2021	(*) Recognised (V)	3.00
025017031101	Financial Accounting according to the Austrian UGB	2	1	S / 19/01/2021	(*) Recognised (V)	3.00
025017031203	Basics of Market Research	2	1	S / 19/01/2021	(*) Recognised (V)	4.00
025017031202	Strategic Aspects in Marketing & Sales	2	1	S / 19/01/2021	(*) Recognised (V)	3.00
025017031302	Principles of Supply Chain Management	4	1	S / 19/01/2021	(*) Recognised (V)	5.00
025017031403	Organisational Behaviour	2	1	S / 19/01/2021	(*) Recognised (V)	3.00
025017031502	Digital Business	2	1	S / 19/01/2021	(*) Recognised (V)	3.00
025017030303	Writing Abstracts in Business Studies	2	1	S / 19/01/2021	(*) Recognised (V)	3.00
025017030403	Intercultural Awareness	2	1	S / 19/01/2021	(*) Recognised (V)	3.00
025017040404	Problem-Solving Techniques	2	1	S / 19/01/2021	(*) Recognised (V)	3.00
025017041102	Financing and Investment	2	1	S / 19/01/2021	(*) Recognised (V)	3.00
025017041103	Corporate Taxation	2	1	S / 19/01/2021	(*) Recognised (V)	3.00
025017041503	Tools and Techniques in Business Process Management	2	1	S / 19/01/2021	(*) Recognised (V)	3.00
025017040304	English for Job Applications	2	1	S / 19/01/2021	(*) Recognised (V)	3.00
025017041632	Business Project Entrepreneurship & Innovation	0	1	S / 19/01/2021	(*) Recognised (V)	6.00
025017042003	Business Model Innovation	2	1	S / 19/01/2021	(*) Recognised (V)	3.00
025017042007	Organisational Development and Change Management	2	1	S / 19/01/2021	(*) Recognised (V)	3.00
025017041321	Transport & Intermodality	2	1	S / 19/01/2021	(*) Recognised (V)	3.00
Total						120.00

Transfer credits are included in the list of courses for each semester.

4.2.2.2 Diploma Supplement

Example: **Outgoing Double Degree Programme** Master's degree programme student, studied one semester at the partner university, the last semester (thesis and final exam) was supervised and graded by both higher education institutions

Documentation of the Double Degree Programme in the Diploma Supplement (can be used also for incoming students in the Diploma Supplement issued by host and home institution):

6 Additional information

<p>6.1 Additional information</p>	<p>Individually selected professional specializations:</p> <ul style="list-style-type: none"> - Robotics - Production Technology - Energy Technology <p>DOUBLE DEGREE PROGRAMME IN MECHATRONICS</p> <p>between</p> <p>Vorarlberg University of Applied Sciences (FHV), Austria and the University of Agder Grimstad (UiA), Norway</p> <p>The Double Degree Programme is a two-year Master of Science cooperation programme in Mechatronics between Vorarlberg University of Applied Sciences and the University of Agder.</p> <p>The Double Degree Programme is based on mutual recognition of the Mechatronics Master of Science Programme at both universities based on the following model:</p> <ul style="list-style-type: none"> - 2 semesters of theoretical studies at the home university (60 ECTS) - 1 semester of theoretical studies at the host university (30 ECTS) - 1 master's thesis semester, a joint project semester supervised and examined by both partners (30 ECTS) <p>The Master of Science degrees and the diplomas from both Vorarlberg University of Applied Sciences, Austria and the University of Agder Grimstad, Norway are awarded on the successful completion of the Double Degree Programme (120 ECTS).</p> <p>International Semester University of Agder, from 09 August 2018 - 21 December 2018</p>
<p>6.2 Further information sources</p>	<p>Website: www.fhv.at Website of the Agency for Quality Assurance and Accreditation (AQ Austria): www.aq.ac.at National Information Centres (ENIC NARIC Austria): www.naric.at European Network of the National Information Centres for Academic Recognition (Council of Europe/UNESCO): www.enic-naric.net</p>

* In original language (German)

4.2.2.3 Degree Certificate

Muster – Änderungen vorbehalten / Sample – subject to modifications

FH Vorarlberg 
University of Applied Sciences

**Bescheid über die Verleihung des akademischen Grades
Notice of the Conferment of an Academic Degree**

Die Leitung des Kollegiums der Fachhochschule Vorarlberg
The Head of the Board of the Fachhochschule Vorarlberg

verleiht gemäß § 6 Abs 1 Fachhochschulgesetz –
FHG, BGBl. Nr. 340/1993 idgF,

in accordance with § 6 paragraph 1 of the University
of Applied Sciences Act, Federal Law Gazette No.
340/1993 as amended, confers on

First Name Last Name

geboren am TT. Monat JJJJ

Staatsangehörigkeit: Österreich
Personenkennzeichen: xxxxxxxxxx

born on DD Month YYYY

Nationality: Austria
Student Identification Number: xxxxxxxxxx

nach Ablegung der Bachelorprüfung am
TT. Monat JJJJ
an der Fachhochschule Vorarlberg, Österreich,
im Rahmen des Double Degree Programms zwischen
der Fachhochschule Vorarlberg, Österreich, und
„Name der Partnerhochschule“, Land,
und dem ordnungsgemäßen Abschluss des
Bachelorstudiengangs

who successfully passed the final bachelor's
examination on DD. Month YYYY
at the Vorarlberg University of Applied Sciences, Austria,
as part of the Double Degree Programme between
Vorarlberg University of Applied Sciences, Austria, and
"Name of the partner HEI", country,
and completed all
requirements of the bachelor's degree programme

Studiengangsname

Studiengangskennzahl xxxx

Name of the degree programme

degree programme number xxxx

den akademischen Grad

the academic degree

Bachelor of Science / Bachelor of Arts in ...
abgekürzt/abbreviated **BSc**

Rechtsmittelbelehrung

Gegen diesen Bescheid ist gemäß § 10 Abs 6 FHG,
BGBl. Nr. 340/1993 idgF, eine Beschwerde an das
Bundesverwaltungsgericht zulässig. Sie ist innerhalb
von vier Wochen ab Zustellung bei der belangten
Behörde (Leitung des Kollegiums der
Fachhochschule Vorarlberg) einzubringen.

Information about the right to appeal

In accordance with § 10 paragraph 6 of the University
of Applied Sciences Act an appeal against this notice
may be submitted to the Federal Administrative Court.
The appeal shall be filed with the respective authority
(Head of the Board of the Fachhochschule Vorarlberg)
within four weeks of the service of this notice.

Leitung des Kollegiums / Head of the Board

Prof. (FH) Dipl. Psych. Dr. Tanja Eiselen
FH-Rektorin / FH Rector

Dornbirn, TT. Monat JJJJ

Dornbirn, DD Month YYYY

Fachhochschule Vorarlberg GmbH, CAMPUS V, Hochschulstraße 1, 6850 Dornbirn, Austria,
FN 165415h, LG Feldkirch

4.2.2.4 Bridging document

Sample in draft – subject to change

<p>Logo/seal of University 1</p>	<p>Logo/seal of University 2</p>
<p>Bridging Document</p>	
<p>Record Number xxxx</p>	
<p>University 1: Matriculation number xxxxxxxx / University 2: Student identification number xxxxxxxx</p>	
<p>Double Degree Programme [Bachelor / Master] in xxxx</p>	
<p>this is to certify that [Name of the student] place & date of birth: xx/xx/xxxx</p>	
<p>having successfully completed the prescribed Double Degree [Bachelor / Master] Programme</p>	
<p>from xxx to xxx</p>	
<p>at the [Name of the University 1 and University 2]</p>	
<p>consequently, on behalf of the participating universities in this [Bachelor / Master] Double Degree Programme,</p>	
<p>and having regard to the assessment of the final exam passed on the [date] is awarded the</p>	
<p>Double Degree</p>	
<p>[Bachelor / Master] in xxx*</p>	
<p>University name 1</p>	<p>University name 2</p>
<p>Name of the legal representative Official function [e.g. Rector]</p>	<p>Name of the legal representative Official function [e.g. Rector]</p>
<p>_____ (official stamp and signature)</p>	<p>_____ (official stamp and signature)</p>
<p>*Official names of the national degrees corresponding to the awarded Double Degree:</p>	
<p>Country 1: University name 1: national degree name 1 (e.g., Master of Science in Engineering, abbreviated xxx) – legal reference: xxx... [awarding date: xx/xx/xxxx] [final mark and credits]</p>	
<p>Country 2: University name 2: national degree name 2 (e.g., Laurea Magistrale, abbreviated xxx – legal reference: xxx</p>	

[awarding date: xx/xx/xxxx] [final mark and credits]

For further details on the present Double Degree [*Bachelor / Master*] Programme, please refer to the related Diploma Supplements and the officially issued national Diplomas.

National regulations regarding the use of academic degrees in the individual countries:

Nation A (e.g., Austria) – Legal References

[xxxx]

Nation B – Legal References

[xxxx]

