



AGREEMENT ON DOUBLE DEGREE PROGRAMME

Between Politécnico de Leiria, Portugal and FHV - Vorarlberg University of Applied Sciences, Austria, concerning the Bachelor degree programmes in the area of mechanical engineering

Valid as of February 2023

Introduction

Politécnico de Leiria (IPL) and FHV Vorarlberg University of Applied Sciences (FHV) agree to jointly promote a Double Degree Programme (DDP). Within this RUN-EU Double Degree Programme, the students from IPL and FHV complete a Double Degree Programme at both institutions in the following degree programmes:

Bachelor in Mechanical Engineering, 180 ECTS, Politécnico de Leiria, Portugal (IPL)

and

Bachelor in Mechanical Engineering or Bachelor in Mechatronics, 180 ECTS, FHV - Vorarlberg University of Applied Sciences, Austria (FHV)

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

Politécnico de Leiria, Portugal (IPL)

President/rector

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Head of study programme

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FHV Vorarlberg University of Applied Sciences, Austria (FHV)

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Management and Coordination of the Double Degree Programme

The partner institutions will manage and coordinate the Double Degree Programme. For this purpose, each university will nominate a contact person responsible for the Double Degree Programme. It is expected that the person 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 2 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 institution's English language teacher is also acceptable. Proof of English proficiency is also considered fulfilled if the applicant obtained his/her 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 Appendix 1.

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:

IPL students at host university FHV are required to pay

- Membership fee for the Österreichische Hochschüler_innenschaft (ÖH, Austrian National Union of Students), Currently, this fee is 21,20 € per semester.

FHV students at IPL are required to pay

- School insurance is 3,00 Euro.
- Degree Certificate (including Diploma Supplement). Currently this fee is 35,00 Euro.
- Diploma (optional). Currently this fee is 75,00 Euro.

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 after an internal selection process. The host institution provides relevant information regarding the application process.

Required application documents:

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

To meet the application requirements, the applicants must have an adequate study performance at the home university and must have the required language skills.

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

The applicants must have successfully passed all studies at the home university as follows before starting the third year of studies at the partner institution:

- IPL: 1st and 2nd years completed: minimum of 120 ECTS
- FHV: 1st and 2nd years completed: minimum of 120 ECTS

Enrolment and Registration

Home Institution: Students remain enrolled at their home institution during their study at the host institution and they must re-register independently each semester/academic year at the home institution.

Host Institution: Students will be enrolled at the host institution 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. Appendix 1 is reviewed and updated, when necessary, each academic year by the contact person responsible for the DD Programme.

Depending on the national and the institutional requirements, the students are required to study 2 semesters at the host university and meet the academic criteria (table 1).

In order to obtain the *Bachelor's Degree in Mechanical Engineering*, from IPL, FHV students must

- Obtain 120 ECTS credits at Bachelor level from FHV and 60 ECTS from IPL
- Write a Bachelor thesis. The thesis is written in English. Bachelor thesis will be supervised and graded by IPL and FHV. Final presentation at IPL will be recognized as final exam by FHV.

In order to get the *Bachelor's Degree in Mechanical Engineering* or *Bachelor in Mechatronics* from FHV, IPL students must

- Obtain 120 ECTS credits at Bachelor level from IPL and 60 ECTS from FHV
- Write a Bachelor thesis. The thesis is written in English. Bachelor thesis will be supervised and graded by FHV and IPL. Final exam at FHV will be recognized as final presentation by IPL.

Table 1 – Eligibility criteria to be awarded the DDP.

Academic years	IPL students		FHV students	
1 st year	Autumn semester (<i>Mid of September – Mid February</i>)	Acquired at IPL 30 ECTS	Autumn semester (<i>September – February</i>)	Acquired at FHV 30 ECTS
	Spring semester (<i>March – Mid of July</i>)	Acquired at IPL 30 ECTS	Spring semester (<i>March – July</i>)	Acquired at FHV 30 ECTS
2 nd year	Autumn semester (<i>Mid of September – Mid February</i>)	Acquired at IPL 30 ECTS	Autumn semester (<i>September – February</i>)	Acquired at FHV 30 ECTS
	Spring semester (<i>March – Mid of July</i>)	Acquired at IPL 30 ECTS	Spring semester (<i>March – July</i>)	Acquired at FHV 30 ECTS
3 rd year	Autumn semester (<i>August - February</i>)	Acquired at FHV 30 ECTS	Autumn semester (<i>September - January</i>)	Acquired at IPL 30 ECTS
	Spring semester (<i>March – July</i>)	Acquired at FHV 30 ECTS	Spring semester (<i>February - July</i>)	Acquired at IPL 30 ECTS
TOTAL	3 years / 180 ECTS		3 years / 180 ECTS	

Completed Degree

Final degrees will be awarded after the student has successfully completed the required studies in each institution. Each institution 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:

- IPL: Bachelor in Mechanical Engineering (BSc)
- FHV: Bachelor in Mechanical Engineering (BSc) or Bachelor in Mechatronics (BSc)

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 endeavour 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 General Data Protection Regulation (GDPR) 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 3 years from the date of its entry into force. After the expiry of this period of 3 years, the agreement shall continue in 3 years periods, if not terminated. The agreement can be amended by written amendments signed by both institutions.

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

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(Signature and Stamp)

Politécnico de Leiria, Portugal

Name and Function:
Carlos Rabadão, President

Date:

.....
(Signature and Stamp)

FHV Vorarlberg University of Applied Sciences, Austria

Name and Function:
Mag. Stefan Fitz-Rankl, CEO

Date:

Agreement Appendix 1

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

Degree Programme Structure for IPL students attending the DDP with FHV

Se- mes- ter	Courses to attend	Comments
1	Courses to attend at IPL: <ul style="list-style-type: none"> • Mathematical Analysis (6 ECTS) • Linear Algebra (5 ECTS) • Physics (6 ECTS) • Computer Programming (6 ECTS) • English (2 ECTS) • Chemistry and Materials (5 ECTS) 	<ul style="list-style-type: none"> • Course Descriptions: https://www.ipleiria.pt/en/course/undergraduate-in-mechanical-engineering/?force-lang • IPL students study semester 1 = 30 ECTS at IPL • FHV recognizes the courses from semester 1 = 30 ECTS
2	Courses to attend at IPL <ul style="list-style-type: none"> • Applied Mathematics (6 ECTS) • Statistics (3 ECTS) • Technical Drawing (5 ECTS) • Materials Technology (6 ECTS) • Mechanical Technology I (5 ECTS) • Applied Mechanics (5 ECTS) 	<ul style="list-style-type: none"> • Course Descriptions: https://www.ipleiria.pt/en/course/undergraduate-in-mechanical-engineering/?force-lang • IPL students study semester 2 = 30 ECTS at IPL • FHV recognizes the courses from semester 2 = 30 ECTS
3	Courses to attend at IPL <ul style="list-style-type: none"> • Mechanics of Materials (5 ECTS) • Mechanical Technology II (5 ECTS) • Thermodynamics (5 ECTS) • Fluid Mechanics (5 ECTS) • Plastics Processing (5 ECTS) • Computer-Aided Design (CAD) (5 ECTS) 	<ul style="list-style-type: none"> • Course descriptions: https://www.ipleiria.pt/en/course/undergraduate-in-mechanical-engineering/?force-lang • IPL students study semester 3 = 30 ECTS at IPL • FHV recognizes the courses from semester 3 = 30 ECTS
4	Courses to attend at IPL <ul style="list-style-type: none"> • Machine Elements I (6 ECTS) • Mechanics of Composite Materials (4 ECTS) 	<ul style="list-style-type: none"> • Course descriptions: https://www.ipleiria.pt/en/course/undergraduate-in-mechanical-engineering/?force-lang

	<ul style="list-style-type: none"> • Computer-Aided Engineering (CAE) (5 ECTS) • Computer-Aided Manufacturing (CAM) (4 ECTS) • Elective I (Plastics and Mould Drawing or Mechanical Drawing) (6 ECTS) • Electro-technology and Industrial Electronics (5 ECTS) 	<ul style="list-style-type: none"> • IPL students study semester 4 = 30 ECTS at IPL • FHV recognizes the courses from semester 4 = 30 ECTS
5	<p>Courses to attend at FHV</p> <ul style="list-style-type: none"> • Engineering Design/CAD (3 ECTS) • Robotics and Assembly Technologies (4 ECTS) • Critical Thinking (2 ECTS) • Hydraulics (3 ECTS) • Specialization Project Mechanical Engineering (option: Focus Mechanical Engineering) (18 ECTS) 	<ul style="list-style-type: none"> • Course descriptions: https://www.fhv.at/en/studies/engineering-technology/mechanical-engineering-mechanics-bsc/information-on-educational-components/ • IPL students study semester 5 = 30 ECTS at FHV • IPL recognizes the courses from semester 5 = 30 ECTS
6	<p>Courses to attend at FHV</p> <ul style="list-style-type: none"> • Modelling Physical Applications (3 ECTS) • Robotics Laboratory (2 ECTS) • Quality and Failure Analysis (3 ECTS) • Accounting-oriented Business Administration (3 ECTS) • Internship with Bachelor's Thesis (19 ECTS) 	<ul style="list-style-type: none"> • Course descriptions: https://www.fhv.at/en/studies/engineering-technology/mechanical-engineering-mechanics-bsc/information-on-educational-components/ • IPL students study semester 6 = 30 ECTS at FHV • IPL recognizes the courses from semester 6 = 30 ECTS • Final exam at FHV will be recognized by IPL • IPL students can do the internship in Austria (preferred) or in Portugal • Supervision of internship + BSc thesis ALWAYS with 1 person from IPL and FHV! • DEFENSE of thesis (= Bachelors EXAM) must be done with MIXED commission with both supervisors + both course coordinators + 1 other person from IPL/FHV (work placement!) • Oral defense: 1 hour of exam time • 10 min presentation of BSc thesis

		<ul style="list-style-type: none">• 15 min questions about thesis and background• 15 min questions about related content from study program
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Degree Programme Structure for FHV students attending the DDP with IPL

Se- mes- ter	Courses to attend	Comments
1	<p>Courses to attend at FHV:</p> <ul style="list-style-type: none"> • Mathematics 1 - Linear Algebra, Analysis (6 ECTS) • Mechanics 1 – Statics (4 ECTS) • Fundamentals of Electrical Engineering 1 - Direct Current Engineering (5 ECTS) • Mechanical Engineering Fundamentals 1 - Materials, Manufacturing, Sketching (5 ECTS) • Computer Science Fundamentals 1 - Programming, Computer Systems (4 ECTS) • Team and Communication Training (2 ECTS) • Introductory Project (2 ECTS) • Reading, Research and Writing Skills (2 ECTS) 	<ul style="list-style-type: none"> • Course Descriptions: https://www.fhv.at/en/studies/engineering-technology/mechanical-engineering-mechanics-bsc/information-on-educational-components/ • FHV students study semester 1 = 30 ECTS at FHV • IPL recognizes the courses from semester 1 = 30 ECTS
2	<p>Courses to attend at FHV</p> <ul style="list-style-type: none"> • Mathematics 2 - Ordinary Differential Equations (6 ECTS) • Mechanics 2 - Strength of Materials (4 ECTS) • Physics 1 (2 ECTS) • Fundamentals of Electrical Engineering 2 - Alternating Current (5 ECTS) • Mechanical Engineering Fundamentals 2 - Manufacturing, Technical Draw., CAD (5 ECTS) • Computer Science Fundamentals 2 - Algorithms, Networks (4 ECTS) • Guided Project (2 ECTS) • Presentation Skills (2 ECTS) 	<ul style="list-style-type: none"> • Course Descriptions: https://www.fhv.at/en/studies/engineering-technology/mechanical-engineering-mechanics-bsc/information-on-educational-components/ • FHV students study semester 2 = 30 ECTS at FHV. • IPL recognizes the courses from semester 2 = 30 ECTS
3	<p>Courses to attend at FHV</p> <ul style="list-style-type: none"> • Mathematics 3: Integral Transformation (5 ECTS) • Statistics (2 ECTS) • Physics 2 (3 ECTS) • Thermodynamics (3 ECTS) • Machine Elements / CAD 1 (3 ECTS) 	<ul style="list-style-type: none"> • Course descriptions: https://www.fhv.at/en/studies/engineering-technology/mechanical-engineering-mechanics-bsc/information-on-educational-components/

	<ul style="list-style-type: none"> • Project Management (3 ECTS) • Mechanics 3 – Dynamics (3 ECTS) • Innovative Manufacturing (3 ECTS) • Production Measuring Technology, Machine Diagnostics, Material Testing (5 ECTS) 	<ul style="list-style-type: none"> • FHV students study semester 3 = 30 ECTS at FHV • IPL recognizes the courses from semester 3 = 30 ECTS
4	<p>Courses to attend at FHV</p> <ul style="list-style-type: none"> • CNC/CAM (2 ECTS) • Machine Elements/CAD 2 (4 ECTS) • Project (3 ECTS) • Intercultural Communication (2 ECTS) • Fluid Dynamics and Heat Transfer (6 ECTS) • Automation for Mechanical Engineering (4 ECTS) • Joining Technology (3 ECTS) • Design and FEM (6 ECTS) 	<ul style="list-style-type: none"> • Course descriptions: https://www.fhv.at/en/studies/engineering-technology/mechanical-engineering-mechanics-bsc/information-educational-components/ • FHV students study semester 4 = 30 ECTS at FHV • IPL recognizes the courses from semester 4 = 30 ECTS
5	<p>Courses to attend at IPL</p> <ul style="list-style-type: none"> • Machine Elements II (4 ECTS) • Advanced Manufacturing Processes (5 ECTS) • Elective II (Mechanical Design OR Moulds Design) (7 ECTS) • Design and Product Development (4 ECTS) • Elective III (Computational Simulation: Mechanical Design OR Moulds Design) (5 ECTS) • Industrial Automation (5 ECTS) 	<ul style="list-style-type: none"> • Course descriptions: https://www.ipleiria.pt/en/course/undergraduate-in-mechanical-engineering/?force-lang • FHV students study semester 5 = 30 ECTS at IPL • FHV recognizes the courses from semester 5 = 30 ECTS
6	<p>Courses to attend at IPL</p> <ul style="list-style-type: none"> • Quality and Resources Management (4 ECTS) • Production and Maintenance Management (4 ECTS) • Elective IV (Internship (mandatory!) with PROJECT WORK) (12 ECTS) • Seminar as support for Bachelor thesis (3 ECTS) • Elective V: no course, support for Bachelor thesis (5 ECTS) • Innovation and Entrepreneurship (2 ECTS) 	<ul style="list-style-type: none"> • Course descriptions: https://www.ipleiria.pt/en/course/undergraduate-in-mechanical-engineering/?force-lang • FHV students study semester 6 = 30 ECTS at IPL • FHV recognizes the courses from semester 6 = 30 ECTS - FHV recognizes semester 6 of IPL • FHV students can do the internship in Portugal (preferred) or in Austria

		<ul style="list-style-type: none"> • Supervision of internship + BSc thesis ALWAYS with 1 person from IPL and FHV! • DEFENSE of thesis (= Bachelors EXAM) must be done with MIXED commission with both supervisors + both course coordinators + 1 other person from IPL/FHV (work placement!) <ul style="list-style-type: none"> • Oral defense: 1 hour of exam time • 10 min presentation of BSc thesis • 15 min questions about thesis and background • 15 min questions about related content form study program
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Course Supplement for students

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)

- **FHV** Language course offer in the national language German
 - German Basic = 3 ECTS
 - German Basic Fast Track = 3 ECTS
 - German Intermediate = 3 ECTS
 - German Advanced = 3 ECTS
 - German for Business = 3 ECTS
- **FHV** Participation in courses in the national language (if linguistically suitable): not applicable
- **FHV** Participation in RUN-EU Short Advance Programmes (SAPs): Depending on the offer – needs to get decided individually.
- **IPL:** Language course offer in the national language Portuguese: Portuguese for foreigners = 3 ECTS.
- **IPL:** Participation in courses in the national language (if linguistically suitable): not applicable
- **IPL:** Participation in RUN-EU Short Advance Programmes (SAPs): Depending on the offer – needs to get decided individually.

Conversion Table of Grades

IPL grades	18 - 20	15 - 17	13 - 14	10 - 12	0 - 9
FHV grades	1 EXCELLENT: Outstanding Performance O	2 GOOD: Gener- ally good, but with some er- rors	3 SATISFAC- TORY: Gener- ally sound work with a number of substantial errors	4 SUFFICIENT: Performance meets the minimum cri- teria	5 FAILED - UN- SATISFACTORY: <50 % Substan- tial improve- ment neces- sary; require- ment of further work

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 academic regulations of the host institution apply to incoming students.

FHV or IPL students participating in the DDP that do not complete the 3rd year must repeat it at the home institution. There is no automatic accreditation at IPL. Successfully passed credits will be recognised at FHV. Only the students that complete the whole study plan can have the Double Degree.

Information and services for Double Degree Programme students

IPL and FHV 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:

IPL: <https://www.ipleiria.pt/en/study/applications/international-applicants/> (information for incoming exchange/Double Degree Programme students)

FHV: Information for incoming exchange/Double Degree Programme students: <https://www.fhv.at/en/studies/international/exchange-students-incomings/>



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Grant Agreement Number: 101004068.

