



AGREEMENT ON DOUBLE DEGREE PROGRAMME

Between

*FHV - Vorarlberg University of Applied Sciences (FHV) and
Häme University of Applied Sciences (HAMK)*

*Bachelor Degree Programme in International Business (FHV)
and Bachelor Degree Programme in International Business
(HAMK)*

Valid as of October 2022

Introduction

The universities *FHV - Vorarlberg University of Applied Sciences (FHV)* and Häme University of Applied Sciences (HAMK) agree to launch a Double Degree Programme in the field of business administration. Within this RUN-EU Double Degree Programme, the students from FHV and HAMK complete a Double Degree Programme at both universities in the following degree programmes:

- Bachelor Degree Programme International Business, 180 ECTS, FHV – Vorarlberg University of Applied Sciences (FHV)
and
- Bachelor in Business Administration, 210 ECTS, Häme University of Applied Sciences

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

FHV – Vorarlberg University of Applied Sciences

President/rector	Mag. Stefan Fitz-Rankl, CEO Hochschulstrasse 1, 6850 Dornbirn, Austria, stefan.fitzrankl@fhv.at , +43 5572 792 2001
Head of study programme	Prof. (FH) Dr. Martin Hebertinger, Head of bachelor degree programme International Business, Hochschulstrasse 1, 6850 Dorn- birn, Austria, martin.hebertinger@fhv.at , +43 5572 792 5401
International Office	Katharina Devich, Head International Office, Hochschulstrasse 1, 6850 Dornbirn, Austria, katharina.devich@fhv.at , +43 5572 792 1201

University Häme University of Applied Sciences

President/rector	Pertti Puusaari, HAMK / PO Box 230, 13101 Hämeenlinna, Finland; pertti.puusaari@hamk.fi ; +358400469605
Head of study programme	Merja Helin, Head of Degree Programme, School of Entrepreneurship and Business, Tietotie 1; 37630 Valkeakoski, Merja.helin@hamk.fi , +358400779521
International Office	Leena Rantanen, International Officer, HAMK International, Vankanlähde 9, 13100 Hämeenlinna, leena.rantanen@hamk.fi +358405962770

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 Double Degree 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 Double Degree Programme.

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

Number of Students

A maximum of 3 per institution is accepted. In case of a higher number of applicants both partners will decide if more students can be 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:

FHV students at HAMK are required to pay

- Finish Student Health Services fee (only in case the student does not have a valid European Health Insurance Card).

HAMK students at FHV are required to pay

- Finnish Student Health Services fee
- Membership fees for the Österreichische HochschülerInnenschaft (Austrian National Union of Students). Currently this fee is 21,20 Euros per semester.

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 fulfil the application requirements, the applicants must have an adequate study performance at the home university and must fulfil the required language skills. The applicants must have successfully passed all studies corresponding to the curricula at their home university as follows:

- FHV: 120 ECTS (semester 1 – 4)
- HAMK: 120 ECTS (semester 1 – 4)

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 must independently enrol themselves as present for host university till their graduation.

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	FHV students attending the Double Degree Programme with HAMK		HAMK students attending the Double Degree Programme with FHV	
Semester 1	autumn semester (<i>Last week of September – 1st week of February</i>)	Acquired at FHV 30 ECTS	autumn semester (1.8.-31.12.)	Acquired at HAMK 30 ECTS
Semester 2	spring semester (<i>March – end of June</i>)	Acquired at FHV 30 ECTS	spring semester (1.1.-31.7.)	Acquired at HAMK 30 ECTS
Semester 3	autumn semester (<i>2nd week of September – before Christmas</i>)	Acquired at FHV 30 ECTS	autumn semester (1.8.-31.12.)	Acquired at HAMK 30 ECTS
Semester 4	Spring semester (<i>2nd week of February – end of June</i>)	Acquired at FHV 30 ECTS	spring semester (1.1.-31.7.)	Acquired at HAMK 30 ECTS
Semester 5	autumn semester (teaching period week 33 – week 50)	Acquired at HAMK 30 ECTS	autumn semester (last week of August – before Christmas)	Acquired at FHV 30 ECTS
Semester 6	spring semester (teaching period week 2 – week 18)	Acquired at HAMK 30 ECTS	spring semester (2 nd week of February – end of June)	Acquired at FHV 30 ECTS
Semester 7	FHV students are allowed to acquire the 30 ECTS for the work placement (at least 20 weeks) starting with the 4 th semester. The time can be defined by the students. They for example can do the work placement during the semesters or during the summer Relevant work experiences from before the studies also will get recognized from HAMK	Acquired at HAMK – Work Placement = 30 ECTS, at least 20 weeks	Autumn semester	Acquired at HAMK 30 ECTS
TOTAL	210 ECTS		210 ECTS	

Depending on the national and the institutional requirements, the students are required to study **two semesters** (one academic year) at the host university and meet the academic criteria.

Failed exams can be repeated in accordance with the examination and study regulations applicable at the respective university.

HAMK students have the right to redo failed exam at FHV in following semester after double degree academic year has been completed.

FHV student have the right to redo failed assignments / and or exams at HAMK in the following semester.

In order to obtain the Bachelor degree in International Business from *FHV*, **HAMK students must**

- Obtain 120 ECTS credits from HAMK and 60 ECTS credits from FHV = 180 ECTS
- Write a thesis (15 ECTS) at FHV, the thesis needs to be written in English.
- The thesis will be supervised and graded by HAMK and FHV.
- The final examination / thesis presentation will be assessed and graded by HAMK and FHV.

In order to get the Bachelor of Business Administration degree from Häme University of Applied Sciences, **FHV students must**

- Obtain 120 ECTS credits from FHV and 90 ECTS from HAMK = 210 ECTS.
- Write a thesis (15 ECTS) credits at HAMK, the thesis needs to be written in English.
- The thesis will be supervised and graded by HAMK and FHV.
- The final examination / thesis presentation will be assessed and graded by HAMK and FHV.

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:

- FHV: Bachelor in International Business
- HAMK: Bachelor of Business Administration in Degree Programme in International Business

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 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 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 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.

Agreement Appendix

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

Degree Programme Structure for HAMK students attending the DDP with FHV

Semester	Courses to attend	Comments
1	<p>Courses to attend at HAMK</p> <p>Basic Business Competences = 15 ECTS</p> <ul style="list-style-type: none"> • Global Business Environment 4 cr • Business Mathematics 3 cr • Digital and Technological Skills 2 cr • Study Essentials 3 cr • English in a Global Context 3 cr <p>Discovering Global Markets = 15 ECTS</p> <ul style="list-style-type: none"> • Foundations of Economics 3 cr • Legal Environment 3 cr • Marketing Essentials 4 cr (research) • Introduction to Research 3 cr • Study Environment in Swedish 2 cr 	<ul style="list-style-type: none"> • Course Descriptions: https://hamk.opinto-opas.fi/curricula/degreeprogrammes/groups/plan?groupId=77504&planId=85461 • HAMK students study semester 1 = 30 ECTS at HAMK • FHV recognizes semester 1 = 30 ECTS from HAMK
2	<p>Courses to attend at HAMK</p> <p>Operating in Business Environment = 15 ECTS</p> <ul style="list-style-type: none"> • Organizational Communication 3 cr • Introduction to Business Information Management (research included) 4 cr • Principles of Accounting 5 cr • Business Environment in Swedish 3 cr <p>Sustainability in Management = 15 ECTS</p> <ul style="list-style-type: none"> • Principles of Sustainability 3 cr • Management Essentials 3cr • Project Management 3cr • Sales and Customer Service 3 cr • Sustainability Project and Communication 3 cr 	<ul style="list-style-type: none"> • Course Descriptions: https://hamk.opinto-opas.fi/curricula/degreeprogrammes/groups/plan?groupId=77504&planId=85461 • HAMK students study semester 2 = 30 ECTS at HAMK • FHV recognizes semester 2 = 30 ECTS from HAMK
3	<p>Courses to attend at HAMK</p> <p>Applied Research Methods 15 ECTS</p> <ul style="list-style-type: none"> • Research Writing Skills 3 cr • Qualitative Methods 3 cr 	<ul style="list-style-type: none"> • Course Descriptions: https://hamk.opinto-opas.fi/curricula/degreeprogrammes/groups/plan?groupId=77504&planId=85461

	<ul style="list-style-type: none"> Quantitative Methods 4 cr Introduction to Research Methods 5 cr <p>Developing Future Management Skills 15 ECTS</p> <ul style="list-style-type: none"> Management Accounting 3 cr Organizational Behaviour 3 cr Circular Economy 3 cr Cross Cultural Communication 3 cr Supply Chain Management 3 cr 	<ul style="list-style-type: none"> HAMK students study semester 3 = 30 ECTS at HAMK FHV recognizes semester 3 = 30 ECTS from HAMK
4	<p>Courses to attend at HAMK</p> <p>Implementing Marketing Dynamics (15 ECTS)</p> <ul style="list-style-type: none"> Positioning and Branding 4 cr Digital Marketing Expressions 3 cr Marketing with Data 4 cr Customer Relationship Management 4 cr <p>Advancing Professional Profile (15 ECTS)</p> <ul style="list-style-type: none"> Developing Professional Profile 2 cr Business Ethics 3 cr Specialization Unit 5 cr Practical Implementation of Analytics 5 cr 	<ul style="list-style-type: none"> Course descriptions: https://hamk.opinto-opas.fi/curricula/degreeprogrammes/groups/plan?groupId=77504&planId=85461 HAMK students study semester 4 = 30 ECTS at HAMK FHV recognizes semester 4 = 30 ECTS from HAMK
5	<p>Courses to attend at FHV</p> <ul style="list-style-type: none"> Sustainability in Economic Development 3 ECTS International Economics and Financial Markets 3 ECTS Conception of the Bachelor Thesis 2 ECTS Storytelling in Business 3 ECTS Simulation Game Elective 3 ECTS General Electives 16 ECTS 	<ul style="list-style-type: none"> Course descriptions: not yet available (new curricula) HAMK students study semester 5 = 30 ECTS at FHV HAMK recognizes semester 4 = 30 ECTS from FHV
6	<p>Courses to attend at FHV</p> <ul style="list-style-type: none"> Bachelor Thesis 15 ECTS General Electives from semester 4: <ul style="list-style-type: none"> Option 1: <ul style="list-style-type: none"> 4 Electives à 3 ECTS = 12 ECTS German language course = 2 ECTS Option 2: <ul style="list-style-type: none"> 5 Electives à 3 ECTS = 15 ECTS 	<ul style="list-style-type: none"> Course descriptions: not yet available (new curricula) HAMK students write a thesis 15 ECTS at FHV Thesis will be supervised and graded by HAMK and FHV HAMK recognizes 30 ECTS from FHV

7	<p>Courses to attend at HAMK</p> <ul style="list-style-type: none"> • Work Placement = 30 ECTS The time frame for completing the Work Placement for HAMK students can vary and can take place during semester 1-6, but also in the 7th semester. <p>For graduating at FHV an internship (15 ECTS) is required. As soon as this internship has been completed and recognized from FHV, HAMK students can take the Bachelor's examination.</p> <p>Courses to attend at FHV</p> <ul style="list-style-type: none"> • Bachelor Exam 2 ECTS The oral Bachelor Exam will take place online. The time of the exam will be agreed upon individually by HAMK and FHV. 	<ul style="list-style-type: none"> • Course descriptions: https://hamk.opinto-opas.fi/curricula/degreeprogrammes/groups/plan?groupId=77504&planId=85461 • HAMK students complete the Work Placement = 30 ECTS at HAMK • FHV recognizes 15 ECTS from the internship from HAMK • Final exam / presentation will be assessed and graded by HAMK and FHV • FHV awards the academic degree to the HAMK student • HAMK awards the academic degree to the HAMK student
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Degree Programme Structure for FHV students attending the DDP with HAMK

Semester	Courses to attend	Comments
1	<p>Courses to attend at FHV:</p> <ul style="list-style-type: none"> • Introduction to Business Management 5 ECTS • Accounting 2 ECTS • Introduction to Private Law 2 ECTS • Principle of Academic Work 2 ECTS • Business Mathematics 5 ECTS • Statistics in Economic Science 5 ECTS • Communication and Self Reflection 3 ECTS • Basics of Digitalization 3 ECTS • Professional Presentations 3 ECTS 	<ul style="list-style-type: none"> • Course Descriptions: https://www.fhv.at/en/studies/business-administration/international-business-administration-full-time-ba/information-on-educational-components/semester/?stg=0022&typeEN=&sem=1&cHash=15f66a463c6231a946925a0ab2cdae5a • FHV students study semester 1 = 30 ECTS at FHV • HAMK recognizes semester 1 = 30 ECTS from FHV
2	<p>Courses to attend at FHV</p> <ul style="list-style-type: none"> • Cost Accounting 3 ECTS • Applied Academic Writing 2 ECTS • Introduction to Business Law 2 ECTS • Team-Competence, Interaction and Academic Writing 2 ECTS • Market Based Management 3 ECTS • Purchasing, Production and Logistics 5 ECTS • Human Resource Management 3 ECTS • Financial Accounting according to the Austrian UGB 3 ECTS • Introduction to Business Process Management 2 ECTS • Introduction to Programming 3 ECTS • Moderating Business Discussions 2 ECTS 	<ul style="list-style-type: none"> • Course Descriptions: https://www.fhv.at/en/studies/business-administration/international-business-administration-full-time-ba/information-on-educational-components/semester/?stg=0022&typeEN=&sem=0&cHash=5f0b913c2d229a6694806d5482c5d80c • FHV students study semester 2 = 30 ECTS at FHV. • HAMK recognizes semester 3 = 30 ECTS from FHV
3	<p>Courses to attend at FHV</p> <ul style="list-style-type: none"> • Project Management 2 ECTS • Financing and Investment 3 ECTS • Basics of Market Research 4 ECTS • Corporate Taxation 3 ECTS • Modelling of Operational Processes 3 ECTS • Quantitative Methodology and Market Research 3 ECTS 	<ul style="list-style-type: none"> • Course descriptions: not yet available (new curriculum) • FHV students study semester 3 = 30 ECTS at FHV • HAMK recognizes semester 3 = 30 ECTS from FHV

	<ul style="list-style-type: none"> • Marketing Management 3 ECTS • Principles of Supply Chain Management 4 ECTS • Occupational Psychology and Organisational Behaviour 3 ECTS • Data Management and Database Systems 3 ECTS • Formal Writing in Business Studies 3 ECTS 	
4	<p>Courses to attend at FHV</p> <ul style="list-style-type: none"> • Applied Decision Theory 3 ECTS • Macroeconomics 3 ECTS • Introduction to Information Systems 3 ECTS • English for Job Application 3 ECTS • Business Project Elective 6 ECTS • General Electives 12 ECTS 	<ul style="list-style-type: none"> • Course descriptions not yet available (new curriculum) • FHV students study semester 4 = 30 ECTS at FHV • HAMK recognizes semester 4 = 30 ECTS from FHV
5	<p>Courses to attend at HAMK</p> <p>Profiling Competence Modules – students can choose two courses (30 ECTS)</p> <ul style="list-style-type: none"> • Strategic Management 15 ECTS • Exploring European Business 15 ECTS • Corporate Social Responsibility 15 ECTS • Business Analytics and Business 15 ECTS 	<ul style="list-style-type: none"> • Course descriptions https://hamk.opinto-opas.fi/curricula/degreeprogrammes/groups/plan?groupId=77504&planId=85461 • FHV students study semester 5 = 30 ECTS at HAMK • FHV recognizes 30 ECTS from HAMK
6	<p>Courses to attend at HAMK</p> <ul style="list-style-type: none"> • Bachelor Thesis 15 ECTS • Human Resource Management 15 ECTS or • Future Marketing Applications 15 ECTS 	<ul style="list-style-type: none"> • Course descriptions: https://hamk.opinto-opas.fi/curricula/degreeprogrammes/groups/plan?groupId=77504&planId=85461 • FHV students write a thesis = 15 ECTS and attend courses =15 ECTS at HAMK • Thesis will be supervised and graded by HAMK and FHV • FHV recognizes 15 ECTS (Thesis) from HAMK • The 15 ECTS from the additionally passed course will be

		listed in the ToR
7	<p>Courses to attend at HAMK (or previous work experience)</p> <ul style="list-style-type: none"> • Work Placement = 30 ECTS <i>FHV students are allowed to acquire the 30 ECTS for the work placement (at least 20 weeks). The time can be defined by the students. Relevant work experiences from before the studies also will get recognized from HAMK.</i> <p>Courses to attend at FHV</p> <ul style="list-style-type: none"> • Bachelor Exam 2 ECTS The oral Bachelor Exam will take place online. The exam date depends on the period of the internship and the recognition by FHV. <p>There are three possible exam dates: July, September, January</p>	<ul style="list-style-type: none"> • Course descriptions: https://hamk.opinto-opas.fi/curricula/degreeprogrammes/groups/plan?groupId=77504&planId=85461 • FHV students study semester 7 (internship) = 30 ECTS at HAMK • FHV recognizes 15 ECTS for the internship from HAMK • 15 ECTS from the internship will be listed by FHV in the ToR • FHV awards the academic degree to the FHV students • HAMK awards the academic degree to the FHV students

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.**
- **HAMK Language course offer in the national language Finnish**

- Finnish language courses 1 2 ECTS
 - Finnish language course 2 = 3 ECTS
 - Finnish language course 3 = 3 ECTS
 - Finnish language course 4 = 3 ECTS
- **HAMK:** Participation in courses in the national language (if linguistically suitable): not applicable
 - **HAMK:** Participation in RUN-EU Short Advance Programmes (SAPs): Depending on the offer – needs to get decided individually.

Conversion Table of Grades

HAMK grades	5 EXCELLENT	4 GOOD	3 GOOD	2 SATISFACTORY	1 SATISFACTORY	HYL Failed
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 fur- ther 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 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 HAMK 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:

HAMK: <https://www.hamk.fi/exchange-studies/?lang=en> (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/> -