



# AGREEMENT ON DOUBLE DEGREE PROGRAMME

*Between FHV Vorarlberg University of Applied Sciences and  
Häme University of Applied Sciences, HAMK*

*Degree Programme in International Management and Leader-  
ship and Degree Programme in Management in Sustainable  
Business*

Valid as of February 2023

## Introduction

Vorarlberg University of Applied Sciences (referred to as FHV) and Häme University of Applied Sciences (referred to as 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:

*Master of Arts in International Management & Leadership, 120 ECTS, Vorarlberg University of Applied Sciences*

*and*

*Master of Business Administration in Management in Sustainable Business, 90 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

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## 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. 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 *three 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). Both programmes require an English proficiency level of minimum B2 or higher of CEFR. Each partner therefore accepts the proof of English proficiency of the other institution.

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. These optional course offerings are listed in the Annex and are not mandatory to complete the programme.

## 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 host university 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.*

*HAMK students* at host university are required to pay

- *Finnish Student Health Services fee*
- *ÖH fee (see above)*

Besides the fees listed above, there will be no other charges between the institutions due to these arrangements. Students are responsible to cover their own living and accommodation costs and comply with visa and insurance requirements in the respective country of study.

## 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 according to the regular exchange studies deadlines for the Fall Semester. The host institution provides relevant information regarding the application process.

Required application documents:

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

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

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 the following courses at their home university before the start of their time at the host university:

- *Vorarlberg University of Applied Sciences students: 60 ECTS (semester 1 and 2)*
- *HAMK university of Applied Sciences students: 60 ECTS (semester 1 and 2)*

## 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	FHV students		HAMK students	
1 <sup>st</sup> year	autumn semester (2 <sup>nd</sup> week of September – 1 <sup>st</sup> week of February)	Acquired at home university (30 ECTS)	autumn semester (1.8.-31.12.)	Acquired at home university (30 ECTS)
	spring semester (4 <sup>th</sup> week of February – 1 <sup>st</sup> week of July)	Acquired at home university (30 ECTS)	spring semester (1.1.-31.7.)	Acquired at home university (30 ECTS)
2 <sup>nd</sup> year	3 <sup>rd</sup> week of August – 1 <sup>st</sup> week of July	Acquired during DD Programme at host university (60 ECTS)	2nd week of September – 1 <sup>st</sup> week of July	Acquired during DD Programme at host university (60 ECTS)
<b>TOTAL</b>	<b>120 ECTS</b>		<b>120 ECTS</b>	

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

In order to obtain the *Master of Arts degree from FHV*, HAMK students must

- Complete 60 ECTS at HAMK
- Complete 30 ECTS at FHV
- Write a thesis/degree project of 28 ECTS + 2 ECTS Exam at Master/Second Cycle Level at FHV. The thesis is written in *English*.

In order to obtain the *Master of Business Administration degree from HAMK*, FHV students must

- Obtain 60 ECTS at FHV.
- Obtain 30 ECTS credits Master/Second Cycle level at HAMK
- Write a thesis of 30 ECTS at Master/Second cycle level at HAMK. 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:

- *Master of Arts in Business (MA) from FHV, 120 ECTS,*
- *Master of Business Administration in Management in Sustainable Business from HAMK, 90 ECTS*

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 three years from the date of its entry into force. After the expiry of this period of three years, the agreement shall continue in 3-year periods, if not terminated by Nov 15<sup>th</sup> the latest for the following winter semester. 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.

## 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:** FHV Vorarlberg University of Applied Sciences

**Programme:** International Management and Leadership

**Programme structure/Curriculum:** <https://www.fhv.at/en/studies/business-administration/international-management-and-leadership-ma-impl/profile-of-the-programme/programme-structure/>

**Course Descriptions:** <https://www.fhv.at/en/studies/business-administration/international-management-and-leadership-ma-impl/profile-of-the-programme/programme-structure/information-on-educational-components/> (choose the relevant semester)

**University:** Häme University of Applied Sciences

**Programme:** Management in Sustainable Business

**Programme structure/Curriculum:** <https://hamk.opinto-opas.fi/curricula/degreeprogrammes/groups/plan?groupid=77513&planId=89101>

**Course Descriptions** Course links are in curriculum web page

### Study path for students from FHV:

Semester	Course Name	ECTS	Awarded by	Recognized by	Comments
Semester 1	Communication Skills Lab	2	FHV	HAMK	
	Decision Making under Uncertainty	3	FHV	HAMK	
	Managerial Finance	4	FHV	HAMK	
	Principles and Practices of Research	2	FHV	HAMK	
	Opportunity Analysis and Framing	3	FHV	HAMK	
	International Supply Chain Management	3	FHV	HAMK	
	International Leadership	4	FHV	HAMK	
	Global Markets and Macro Economics	3	FHV	HAMK	

	Market and Customer Analysis	3	FHV	HAMK	
	International Human Resource Management	3	FHV	HAMK	
	<b>Total</b>	<b>30</b>	FHV	HAMK	
Semester 2	Business Communication in English	3	FHV	HAMK	
	Multinational Organisations and Strategy	3	FHV	HAMK	
	Digital Business Management	3	FHV	HAMK	
	Responsible Management	3	FHV	HAMK	
	Research Methods	2	FHV	HAMK	
	Data Collection and Interpretation	3	FHV	HAMK	
	Leadership Skills Lab	3	FHV	HAMK	
	Leading Change and Transformation	4	FHV	HAMK	
	Context Studies	6	FHV	HAMK	
	<b>Total</b>	<b>30</b>			
<b>Year 1</b>	<b>Total Credits acquired and to be transferred and fully accredited</b>	<b>60</b>	<b>FHV</b>	<b>HAMK</b>	
Semester 3	Data Analytics for Sustainable Development	5	HAMK	FHV	
	Data Presentation and Visualization	5	HAMK	FHV	
	Applying Digital Technologies in Business for Sustainability	5	HAMK	FHV	
	Thesis - Planning	10	HAMK	FHV	No formal recognition at FHV, thesis as a full project, recognition in the end
	<b>Total</b>	<b>25</b>	<b>HAMK</b>	<b>FHV</b>	<b>Students can download a transcript upon completion of Semester 3 from HAMK's online portal, as recognition by FHV has to be done after one semester</b>
Semester 4	Societal and Regulatory Trends on Sustainable Management	5	HAMK	FHV	
	Leading Sustainable Impact	5	HAMK	FHV	
	Sustainable Business Design	5	HAMK	FHV	
	Thesis - Implementation	10	HAMK	FHV	



	Thesis - Finalisation	10	HAMK	FHV	Thesis will be mutually evaluated. The second evaluator will be from FHV.
	Thesis - Maturity test	0	HAMK		Students demonstrate convergence with the field of studies. HAMK thesis-supervisor and FHV thesis-evaluator will join the final presentation.
	<b>Total</b>	<b>35</b>	<b>HAMK</b>	<b>FHV</b>	
<b>Year 2</b>	<b>Total Credits acquired and to be transferred and fully accredited</b>	<b>60</b>	<b>HAMK</b>	<b>FHV</b>	

Courses at HAMK (=Year 2) are taught online. Presence is highly recommended for one intensive week during February.

In order to graduate from FHV, students will have to register and publish their thesis at FHV according to Austrian regulations before graduation from HAMK and FHV.

### Study path for students from HAMK:

Semester	Course Name	ECTS	Awarded by	Recognized by	Comments
Year 1	The Revolution of the World of Work and Anticipating the Future	5	HAMK	FHV	
	Digitalisation as a Transformative Power	5	HAMK	FHV	
	Research-focused Workplace Development	2	HAMK	FHV	
	Qualitative and Quantitative Research Methods	3	HAMK	FHV	
	Strategic Management	5	HAMK	FHV	
	Competence Management	5	HAMK	FHV	
	Change Management	5	HAMK	FHV	
	Societal and Regulatory Trends on Sustainable Management	5	HAMK	FHV	
	Leading Sustainable Impact	5	HAMK	FHV	
	Sustainable Business Design	5	HAMK	FHV	

	Current Topics in Embracing Sustainability and Sustainable Business Mindset Approach	15	HAMK	FHV	
<b>Year 1</b>	<b>Total Credits acquired and to be transferred and fully accredited</b>	<b>60</b>	<b>HAMK</b>	<b>FHV</b>	
Semester 3	Public Speaking and Presenting	2	FHV	HAMK	
	Research Seminar (for Master Thesis)	3	FHV	HAMK	
	Global Business Model Innovation	6	FHV	HAMK	
	Organisational Behaviour	3	FHV	HAMK	
	Leadership Tools Lab	1	FHV	HAMK	
	Cross-Cultural Management	3	FHV	HAMK	
	Intercultural Business Negotiation	3	FHV	HAMK	
	Legal Environment and Risk Management	3	FHV	HAMK	
	Context Studies	6	FHV	HAMK	
	<b>Total</b>	<b>30</b>	<b>FHV</b>	<b>HAMK</b>	
Semester 4	Global Business Simulation	3	FHV	HAMK	
	Master Thesis	25	FHV	HAMK	
	Master Exam	2	FHV	HAMK	
	<b>Total</b>	<b>30</b>	<b>FHV</b>	<b>HAMK</b>	
<b>Year 2</b>	<b>Total Credits acquired and to be transferred and fully accredited</b>	<b>60</b>	<b>FHV</b>	<b>HAMK</b>	

All FHV courses require physical presence except the Master Thesis during Semester 4.

### Agreement in case of failed courses

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

If students do not complete the double degree programme, their participation in the double degree programme will be terminated. Courses that have been finalised will be recognised by the home institution, the rest has to be taken at the home institution.

## Additional Information

The deadline for students for submitting the Master Thesis will be:

At FHV: first Friday of July (4th semester)

At HAMK: no fixed deadline, students participating in the DDP must complete the programme during one academic year.

Final exams:

At FHV: mid-September

At HAMK: quite flexible, date can be agreed upon

Both partners will provide DD-students the ability to download a Transcript of Records at the end of each semester to officially document their progress.

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*: German Language course offer (only available on-site, not online)
- Participation in RUN-EU Short Advance Programmes (SAPs)

### Conversion Table of Grades

<b>HAMK grades</b>	<b>5</b> EXCELLENT	<b>4</b> GOOD	<b>3</b> GOOD	<b>2</b> SATIS- FACTORY	<b>1</b> SATISFACTORY	<b>HYL</b> Failed
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<b>FHV grades</b>	<b>1</b> EXCELLENT: Outstanding Performance O	<b>2</b> GOOD: Gener- ally good, but with some er- rors	<b>3</b> SATISFAC- TORY: Gener- ally sound work with a number of substantial errors	<b>4</b> SUFFICIENT: Performance meets the minimum cri- teria	<b>5</b> FAILED - UN- SATISFAC- TORY: <50 % Substantial im- provement necessary; re- quirement of further work
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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 institution at which the student is studying at the moment apply.

## Information and services for Double Degree Programme students

The universities *FHV* and *HAMK* 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:

*FHV*: <https://www.fhv.at/en/studies/international/exchange-students-incomings/>

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



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Grant Agreement Number: 101004068.

