



Università degli Studi di Udine

AGREEMENT ON A DOUBLE DEGREE PROGRAM

BETWEEN

University of Udine, represented by its Rector, Prof. Alberto Felice De Toni, with legal domicile at University of Udine, Via Palladio n. 8, 33100 Udine (Italia), codice fiscale 80014550307;

AND

Alpen-Adria-Universität Klagenfurt, represented by its Vice-Rector for International Relations and Studies Ass.-Prof. Dr. Cristina Beretta M.A., with legal domicile at Alpen-Adria-Universität Klagenfurt, Universitätsstraße 65-67, 9020 Klagenfurt (Austria);

PREAMBLE

This double degree agreement stems from the desire of its signatories, the two institutions mentioned above, in the spirit of European co-operation, to set up and develop a system of academic exchange.

This European awareness, present in both academic institutions, forms the basis for them to cooperate in their dual sphere of teaching and research within the framework of existing and future programs promoted by the Commissions of the European Community.

Hence, the Alpen-Adria-Universität Klagenfurt and the University of Udine have decided to institute an exchange of students that will culminate in the award of a double degree of both institutions under the conditions specified hereunder.

For Italian Universities, the possibility to award degrees jointly with foreign universities is foreseen in art. 3, paragraph 10 of the Italian Ministerial Decree n. 270 of 22 October 2004, "Modifications to the regulations about norms concerning the didactic autonomy of the Universities, approved by means of the decree of the Minister of University and Scientific and Technological Research 3 November 1999, n. 509".

For Austrian universities the legal basis for awarding degrees jointly with foreign universities is established in UG 2002 §51 Abs. 2 Z 27.



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1. Definitions

Within the framework of this agreement:

- "home institution" refers to the institution in which a student is formally enrolled as a degree candidate;
- "host institution" refers to the institution that has agreed to receive students from the home institution for a period of study;
- "**UNIUD study program**" means the study program for the master's degree in **Management Engineering** of the University of Udine, Department of Electrical, Management and Mechanical Engineering;
- "**KLU study program**" means the study program for the master's degree in **Information Management** of the Alpen-Adria-Universität Klagenfurt, Faculty of Technical Sciences.

2. Objectives

The University of Udine and the Alpen-Adria-Universität Klagenfurt establish to prosecute the collaboration in university training with the final aim to confer a master's degree on the following disciplinary areas: "**Management Engineering**" and "**Information Management**".

Upon the successful fulfillment of the requirements and conditions set forth in this document and its appendices, this agreement gives to students of the UNIUD study program and students of the KLU study program, the opportunity of receiving both the academic degree of the home institution and the legal effects of the corresponding academic degree of the host institution. In particular, upon successful fulfillment of the conditions set forth in this agreement, the students of the Alpen-Adria-Universität Klagenfurt shall be awarded the degree "**Master of Science**" and the legal effects of the degree "**Laurea Magistrale**" of the University of Udine. Upon successful fulfillment of the conditions set forth in this agreement, the students of the University of Udine shall be awarded the degree "**Laurea Magistrale**" and the legal effects of the degree "**Master of Science**" of the Alpen-Adria-Universität Klagenfurt. The University of Udine and the Alpen-Adria-Universität Klagenfurt shall each issue a certificate on the academic degree according to its regulations. Besides, the certificates will be accompanied by a bridge document containing relevant facts on the double degree program.

To fulfil this agreement, both partners agree to respect the laws and regulations in force in the two countries.

The details of this agreement are reported in Appendices A and B. These appendices may be modified with a written agreement between the Program Coordinators of both institutions (Section 6).

3. Candidates for the Double Degree (DD) Program

- a) The students registered as master's degree candidates at **UNIUD** or **KLU study program** shall have access to the DD Program.
- b) The students shall be screened for eligibility for admission as DD Program candidates by their home institution. The home institution shall respect the admission requirements and



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enrolment constraints of the host institution.

- c) The DD Program candidates are to be nominated by their home institution. This nomination shall replace the evidence of university entrance qualification and the legalization. Only students with very good standing at their home institution might be nominated for this program. Details of nomination are pointed out in Appendix A.
- d) The DD Program candidates shall be subject to the standard rules, regulations and enrolment constraints of the host institution. They shall register at the host institution only for the parts of the study program which will be carried out under the responsibility of the host institution. In terms of registration procedure, they shall be granted all privileges for candidates of "mobility programs".
- e) On the basis of reciprocity, the host institution shall waive the DD Program candidates of the tuition fees related to those parts of the study program which will be carried out at the host institution. Fees may arise for special programs, which are not part of the masters "**Management Engineering**" or "**Information Management**".

4. Courses, Exams and Theses

- a) The exams for the individual courses shall follow the rules of the institution where the course was audited and is examined. The master final exams shall be organized under the responsibility of both institutions. The examination boards shall be composed of faculty members. In general, they will be composed of chaired professors.
- b) The DD Program theses shall be supervised jointly by both institutions. For that reason, the DD Program candidates shall choose one supervisor for the home institution, and shall be allocated a second supervisor from the host institution. Both supervisors shall be members of the examination board for the oral master exam.
- c) Details about courses to be audited and examined will be pointed out in Appendix B.

5. Conditions for Obtaining the DD Program Degree

- a) The DD Program degree shall only be awarded after the student has completed his/her studies at the home institution and has additionally fulfilled the following requirements:
 - 1) award of at least **30 ECTS** credit points under the responsibility of the host institution, and
 - 2) completion of a diploma/master thesis; and
 - 3) successful completion of the master thesis defense at the home institution.



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- b) After the completion of the master thesis exam, the University of Udine and the Alpen-Adria-Universität Klagenfurt shall each issue a certificate on the academic degree according to its regulations. Besides, the certificates will be accompanied by a bridge document containing relevant facts on the double degree program.
- c) For the purpose of international mobility, the DD diploma will be accompanied by a diploma supplement according to art. IX 3 of the Lisbon Recognition Convention of 11 April 1997.

6. Reimbursements

The host institution engages to help students in their incoming procedures and in obtaining the same facilities available for their students and/or scholars.

Before students' departure for the host institution, the home institution must guarantee that exchange students have purchased the required insurance.

Each institution will find resources to cover totally or partially the expenses of its DD students' expenses, studying at the partner institution (i.e. Erasmus+ grants, etc.), if possible

7. Program Coordination and Student Counseling

- a) Each institution will nominate a program coordinator to ensure that the DD Program proceeds according to a reasonable schematic plan and that the terms of this agreement are carried out.
- b) Each program coordinator will ensure that a substitute or replacement of this institution's coordinator is named. Each program coordinator will ensure that the partner institution has all necessary information available for the promotion of the program.
- c) Further on, the host institution will appoint, for each student a tutor to whom he/she may apply for advice or assistance during his/her stay in the host country.
- d) The persons responsible for the program at both institutions shall meet even by web conference at least once a year in order to:
 - review the effectiveness of the teaching programs;
 - examine the academic results achieved by the students in the light of the institutions' joint effort;
 - propose further actions.



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8. Resolution of Conflicts

The parties agree to solve in a friendly manner any dispute arising out of or in connection with the present agreement, including the validity, interpretation, implementation and effect of it. In the event that the disagreement cannot be resolved, the issue(s) will be submitted for arbitration; each party will appoint a member of the arbitration panel, and one member will be chosen by mutual consent.

9. Duration, Amendment, Review and Termination of Agreement

- a) This agreement shall be in force from **1st of October 2016**, and will be binding upon the parties for a period of **three years**. In the absence of substantial changes, it may be renewed at the same conditions and for the same period by a written agreement between the two parties, according to subsequent clause b).
- b) The agreement may be terminated at the request of either institution, provided such request is made in writing at least twelve months before renewal is to become effective. Any termination of the agreement must take into account the rights of students already participating or accepted for any exchange to complete the parts of the study program which will be carried out under the responsibility of the host institution.
- c) An evaluation of this agreement will be initiated by both institutions at least twelve months prior to its expiration to ascertain if the program should be continued and, if so, how it might be improved. The agreement shall be subject to revision or modification or after proper evaluation by mutual written agreement.

10. Support for this program

Alpen-Adria-Universität Klagenfurt and University of Udine shall take all necessary joint actions vis-à-vis governments and the Commissions of the European Community to secure financial aid for this program.

11. Promotion of the program

In order to promote joint actions in education and research, both Alpen-Adria-Universität Klagenfurt and University of Udine shall encourage:

- the exchange of students, university staff and researchers;
- study sessions, workshops, and seminars on previously agreed subjects;
- the exchange of information, documents and scientific publications;
- student exchange involving work in practice or visits to companies.

The exchange of persons shall comply with the regulations and procedures in force at the home institutions.



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12. Waiver of financial obligations

The signing of this agreement does not entail any financial obligation for the parties.

For the Alpen-Adria-Universität Klagenfurt

Vice-Rector for International Relations
and Studies
Ass.-Prof. Dr. Cristina Beretta M.A

For the University of Udine

Vice Chancellor
Prof. Alberto Felice De Toni

Klagenfurt, on the 13.05.2016

Udine, on the 03.06.2016



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Appendix A

to the Agreement on a Double Degree Program between the University of Udine (Italy) and the Alpen-Adria-Universität Klagenfurt (Austria).

Nomination of candidates for a double diploma/degree program

1. Precondition

The home institution will nominate only students that have already obtained their bachelor's degree (or an equivalent degree) and have been admitted to the master's degree program at the home institution.

The selection of nominees will be based on their academic results, i.e. nominated students shall be of very good standing at their home institution. Further, knowledge of English and/or the language of the host country (German or Italian) is an important side condition.

Nominated students are entitled to continue their curriculum in the first and second years of the master's degree studies at the host institution.

The candidates from the University of Udine that ask for the registration to the first year of the DD Program must have fulfilled the following requirements:

- a) For students from Alpen-Adria-Universität the completion of first level degree in **"Informationsmanagement"**, for Italian students, to the possession of a three-years degree in the following classes: **L-8 information engineering; L-9 industrial engineering**
- b) knowledge of a foreign language of the European Union in both oral and written form

2. Quota

Every year a maximum quota of 5 exchange students per institution will be admitted to this program. These students will pay no fees to the host institution for the entire period of the exchange.

The quota of students per year mentioned above will be subject to observation and review. In case this number proves impractical, it might be changed by written agreement signed by the respective rector (or vice-rector in charge) of both institutions.

Students exceeding the above-mentioned quota will not partake in this program, but will have the possibility to be 'normally' enrolled in each institution as foreign students originating from an EU-member state.



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3. Procedural requirements

The student nomination for the DD program will take place in two phases:

- a) Three months before the beginning of the academic year, the home institution will inform the host institution about the number of students it will nominate according to this program.
- b) The nominees will be named and copies of their documents will be sent to the host institution at the latest one month before the start of the host semester.

4. Preparatory steps

Each nominated student has to be formally registered by the host institution.

Before the start of the DD program, the student shall define the details of the courses to be studied at the host institution. This operation shall be carried out in agreements and with the approval of the supervisors of both the home and of the host institution.

Appendix B

to the Agreement on a Double Degree Program between the University of Udine (Italy) and the Alpen-Adria-Universität Klagenfurt (Austria).

Courses, Exams and Theses

1. ECTS Credits and exam grading

The DD Program joining the degree of **Management Engineering** at the University of Udine and the degree of **Information Management** at the Alpen-Adria-Universität Klagenfurt comprises **120 ECTS** credits.

The semesters of the master's program spent at either home or host institution shall be fully recognized. The examinations of the courses taken at the host institution, considered as equivalent to examinations taken at the home institution, are specified below (section 2).

For each exam, the grading achieved at the host institution shall be converted by the home institution according to the ECTS grading scale defined by the European Commission.

The students nominated for the DD program shall acquire at least **30 ECTS** at the host institution. At most **60 ECTS** acquired at the host institution can be recognized for the degree program at the home institution.

2. Courses followed at the host institution

The courses eligible for the DD program will be held in English.

The courses eligible for the DD program study may change with time according to the policy of either institution. In any case, each institution will guarantee an adequate courses offer, to permit the students' selection.

For each study year, each institution will provide a list of available courses for DD students.

The students nominated for the DD program shall select courses of the host institution in total of at least **30 ECTS** during their stay at the host institution.

2.1 Students from the UNIUD

Students from the University of Udine should follow the courses of the "**Information Management**" Degree for at least **30 ECTS** credits. These credits can be acquired in the most direct way by attending the first semester in KLU, whose courses can replace the UNIUD courses of the same semester according to the equivalence table reported below (Table 1).

Table 1: Equivalences between KLU and UNIUD Courses

KLU Courses	ECTS	UNIUD Courses	ECTS
International marketing	3	Business Strategy + Finance and Control	12
Cases in International Marketing	3		
International Financial Reporting	3		
Cases in International Financial Reporting	3		
Special Topics in Consumer Behavior	4	Marketing and Product Development + Service Management	12
Special Topics in Consumer Behavior: International Advertising	4		
Exercises and Quantitative Methods in Business Logistics	4		
Business intelligence	4	Applied Statistics	6
Process Engineering	4		

Other courses can be selected from the electronic course dictionary of the KLU. Students are required to clarify the details of the courses to be pursued at the host institution before start of the semester with the program coordinator of the home institution. Students can further apply for recognition of the courses at the host institution at the study program director of the master program in advance.

2.2 Students from the KLU

Students from the KLU shall select courses in total of at least **30 ECTS** credits from the master program “**Management Engineering**” during their stay at the host institution. These credits can be acquired in the most direct way by attending the first semester in UNIUD, whose courses can replace the KLU courses of the same semester according to the equivalence table for each reported below (table 2 and 3).

Table 2: Equivalences between UNIUD and KLU Courses (Innovationsmanagement curriculum)

UNIUD Courses	ECTS	KLU Courses	ECTS
Data Analytics Business Strategy	6	IT-Management	4
	6	Semantic Web Technologies	4
		Software Project Management	4
Service Management Applied Statistics	6	Business Intelligence	4
	6	The System Development Process	4
		Current Topics in Information Management	4
Marketing and Product Development	6	Innovations- und Technologiemanagement	2
		Special Topics I: Innovation & Entrepreneurship	4

**Table 3: Equivalences between UNIUD and KLU Courses
(Produktions- und Logistikmanagement curriculum)**

UNIUD Courses	ECTS	KLU Courses	ECTS
Data Analytics Business Strategy	6	IT-Management	4
	6	Semantic Web Technologies	4
		Software Project Management	4
Quality Management Applied Statistics	6	Business Intelligence	4
	6	Linguistische Grundlagen des Suchmaschinenmarketings	4
		Current Topics in Information Management	4
Advanced Scheduling Systems	6	SAP in Operations Management	2
		Exercises and Quantitative Methods in Business Logistics	4

Besides these courses, the Faculty of Engineers offers a number of other courses in the other master programs (**Electronics and Mechanical Engineering**), which can be chosen by students if consistent with their education program.

Students are required to clarify the details of the courses to be pursued at the host institution before start of the semester with the program coordinator of the home institution. Students can further apply for recognition of the courses at the host institution at the study program director of the master program in advance.

3. Theses

At the end of their study program, the students nominated for the DD program shall produce a master thesis written in English. This thesis shall be presented at both institutions.

The students nominated for the DD program will complete their master thesis in either the home or the host institution. To this purpose, each student nominated for the DD program will choose one main supervisor from the institution where the thesis work is carried out. A second supervisor shall be allocated from the other institution.

The master final exam will include an oral defence of the thesis work and will be given at the home institution. It shall be organized under the responsibilities of both institutions

The exam final grade will be given on the basis of the student's career and of the thesis defence. Independent grades will be assigned according to the criteria of both institutions.

After the final exam, an official document will be filled and signed by the examination board in agreement with the administrative rules of both institutions. This document will trigger the final degree release by both institutions.

Thereafter, the student shall be awarded the degree of the home institution and the legal effects of the corresponding academic degree of the host institution.

4. Miscellaneous

Minor adaptations of the rules for recognizing courses, exams and theses specified in this agreement can be arranged jointly by the program coordinators of both institutes.