

AGREEMENT ON A JOINT DIPLOMA/DEGREE PROGRAM BETWEEN

ALPEN-ADRIA-UNIVERSITÄT KLAGENFURT
Fakultät für Wirtschaftswissenschaften und Informatik

AND

POZNAŃ UNIVERSITY OF TECHNOLOGY
Faculty of Computer Science and Management

Preamble

This Joint 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 institutions, forms the basis for them to co-operate in their dual sphere of teaching and research within the framework of existing and future programmes promoted by the Commissions of the European Community.

Hence, the Alpen-Adria-Universität Klagenfurt, Fakultät für Wirtschaftswissenschaften und Informatik (KLU-Wilnf), with legal domicile at Universitätsstr. 65-67, A-9020 Klagenfurt (Austria), represented by its Vice-Rector for International Relations, Prof. Dr. Hubert Lengauer, and the Poznań University of Technology, Faculty of Computer Science and Management (PUT-FCSM), with legal domicile at ul. Strzelecka 11, 60-965 Poznań (Poland), represented by the Vice-Rector for Education, Prof. Dr. hab. inz. Tomasz Lodygowski, have decided to institute an exchange of students that will culminate in the award of the degrees of both Institutions under the conditions specified hereunder.

1. Objectives

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.

This Agreement permits students of *Poznań University of Technology, Faculty of Computer Science and Management (PUT-FCSM)* and *Alpen-Adria-Universität Klagenfurt, Fakultät für Wirtschaftswissenschaften und Informatik (KLU)*, upon the successful fulfilment of the conditions indicated in this agreement, the opportunity of receiving by a joint diploma both the academic degree of the home institution and the legal effects of the corresponding academic degree of the host institution.

2. Candidates for Joint Diploma/Degree Program

- a. Students registered as degree candidate at Poznań University of Technology, Faculty of Computer Science and Management (PUT-FCSM) or Alpen-Adria-Universität Klagenfurt, Fakultät für Wirtschaftswissenschaften und Informatik (KLU-Wilnf) shall have access to the Joint Diploma/Degree Program.
- b. Students shall be screened for eligibility for admission as Joint Diploma/Degree candidates by the home institution. The home institution shall respect the admission requirements and enrolment constraints of the host institution.

- c. Joint Diploma/Degree 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 programme. Details of nomination are pointed out in Appendix A.
- d. Joint Diploma/Degree candidates shall be subject to the standard rules, regulations and enrolling 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. They shall, in terms of registration procedure, be granted all privileges for candidates of "mobility programs". Tuition fees shall, on the basis of reciprocity, be waived during those parts of the study program which will be carried out at the host institution.

3. Courses, Exams and Theses

- a. Exams for individual courses follow the rules of the institution where the course was audited and is examined. Final exams shall be organized under the responsibility of both institutions. The examination boards shall be composed of faculty members holding at least a Ph.D. in general it will be composed of chaired professors.
- b. Diploma/master theses shall be supervised jointly by both institutions. For that reason, the Joint Diploma/Degree candidates shall choose one main supervisor for one institution, and shall be allocated a second supervisor from the other institution. Both supervisors shall be members of the examination board for the oral diploma/master exam.
- c. Details about courses to be audited and examined will be pointed out in Appendix B.

4. Conditions for Obtaining the Joint Diploma/Degree

- a. The Joint Diploma/Degree shall only be awarded after the student has completed his/her studies at the home institution, and has additionally fulfilled the following requirements:
 - i) award of at least 30 respectively 60 ECTS credit points under the responsibility of the host institution, and
 - ii) completion of a diploma/master thesis; and
 - iii) successful completion of the oral (and, if applicable written) diploma/master exams.
- b. The Joint Diploma shall award both the academic degree of the home institution and the legal effects of the corresponding academic degree of the host institution. It shall be issued commonly by both institutions, in German and in Polish. For Austria, this Joint Diploma will fulfil the requirements of a notice of award.
- c. For the purpose of international mobility, the Joint Diploma will be accompanied by a Diploma Supplement according to art. IX 3 of the Lisbon Recognition Convention of 11 April 1997.

5. Reimbursements

Expenses for travel and accommodation will be remitted to the students' account. 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, the home institution must guarantee that exchange students have purchased the required insurance.

6. Program Coordination and Student Counselling

- a. Each institution will nominate a program coordinator to ensure that the Joint Diploma/Degree 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 institutions coordinator is named. Each program coordinator will ensure that the partner institution has available to it all information appropriate to 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 programme at both institutions shall meet at least once a year in order to:
 - review the effectiveness of the teaching programmes;
 - examine the academic results achieved by the students in the light of the institutions' joint effort;
 - propose further actions.

7. Resolution of Conflicts

The parties agree to solve in a friendly manner any controversy arising from the interpretation of the present agreement. 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.

8. Duration, Amendment, Review and Termination of Agreement

- a. This agreement shall be in force from the 1st of October 2006 and will be binding upon the parties for a period of three years. It shall be subject to revision, modification or renewal after proper evaluation by mutual written agreement.
- b. The agreement may be terminated at the request of either institution, provided such request is made in writing at least twelve months before termination 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.

9. Support for this programme

The KLU and the PUT-FCSM shall take all necessary joint actions vis-à-vis governments and the Commissions of the European Community to secure financial aid for this programme.

10. Promotion of the programme

In order to promote joint actions in education and research, both, KLU and PUT-FCSM, 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 practica or visits to companies.

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

11. 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
Prof. Dr. Hubert Lengauer e.h.

For the Poznań University of Technology

Dean of Faculty of Computer Science and
Management
Prof. Leszek Pacholski e.h.

Vice-Rector for Education
Prof. Dr. hab. inz. Tomasz Lodygowski e.h.

Appendix A

to the

Agreement on a Joint Diploma/Degree Program between
Alpen-Adria-Universität Klagenfurt, Fakultät für Wirtschaftswissenschaften und Informatik and
Poznan University of Technology, Faculty of Computer Science and Management

Nomination of Candidates for a Joint Diploma

1. Precondition

The home institution will nominate only students that have already obtained their Bachelors degree (or an equivalent degree) and are admitted to the Master's degree programme at the home institution, i.e. their semester at the host institution must not be the first semester in their MA-studies.

The selection of nominees will be based on academic results, i.e. nominated students have to be of very good standing at their home institution. Further, knowledge of English and/or the language of the host country (German or Polish) 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.

2. Quota

Every year a maximum of 8 exchange students per institution will be admitted to this programme and pay no fees to the host institution for the entire period of the exchange.

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

The quota of students per year mentioned above will be subject of 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.

3. Procedural requirements

Nomination takes place in two phases

- a. The home institution informs the host institution the latest before the *31st of December* respectively *31st of May* about the number of students it will nominate according to this programme for the succeeding semester.
- b. The nominees for the next semester will be named and copies of their documents will be sent at the latest one month before the start of the host-semester.

4. Preparatory steps

Each nominated student has to be formally enrolled by the host institution. Further, students are advised to arrange the details of the courses to be studied at the host institution before start of the semester with both, the scientific coordinator of the home and of the host institution in order to obtain advice and approval.

Appendix B

to the

Agreement on a Joint Diploma/Degree Program between

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Poznan University of Technology, Faculty of Computer Science and Management

Courses, Exams and Theses

1. ECTS-Credits

The degree program for the Master of Science degree (respectively degree of Diplomingenieur at KLU-WiInf, Magister Inżynier at PUT-FCSM) comprises 120 ECTS credits.

The semesters of the Master's programme 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).

On return to the home institution, students who have obtained at least 30 respectively 60 ECTS credits at the host institution shall attend the second term respective year of the Master's degree programme and obtain the remaining ECTS credits such that the total number of credits awarded by both Institutions will be at least 120. It is permitted that students split the period at the host institution in two non-consecutive semesters.

Students participating in this programme shall produce a diploma thesis written in English. It shall be presented at both institutions. Thereafter, they shall be awarded the degree "Diplomingenieur" ("Master of Science") at the KLU-WiInf and the "Magister inżynier" at the PUT-FCSM.

2. Courses followed at the host institution

Students from PUT-FCSM shall follow during their stay at the host institution

- during their initial host-semester:

• Software-Praktikum (Projektpraktikum)	14 ECTS credits
• Courses from one of the Ergänzungsfächer (supplementary courses: KLU-CS curriculum § 6 (4)). or Spezialisierungsfächer (specialization courses: KLU-CS curriculum § 6 (7)) that have not been pursued at the home institution already. Courses labelled as "Special topics in <specialization area>" or "Current topics in <specialization area>" (KLU_CS curriculum, appendix 1) are specially recommended	4 ECTS credits
• Courses in German language	At least 2 ECTS credits
• Other courses recommended by the scientific coordinator of the home institution	In order to reach the requirement of at least 30 ECTS credits per semester

- during their second host-semester:

• Diploma Thesis	28 ECTS credits
• Privatissimum (Seminar for MA and Ph.D. Students)	2 ECTS credits
• advanced courses in German language	2 ECTS credits
• Other courses recommended by the scientific coordinator of the home institution or by the thesis supervisor.	

Students from KLU-WiInf

- during their initial host-semester:

• Courses from one of the special topic areas of the MA-programme that have not been pursued at the home institution already.	12 ECTS credits
• Extended practical course (lab) attached to the respective topical area	10 ECTS credits
• Courses in Polish language	At least 2 ECTS credits
• Other courses recommended by the scientific coordinator of the home institution	In order to reach the requirement of at least 30 ECTS credits per semester

- during their second host-semester:

• Master Thesis and associated seminar for MA-students	30 ECTS credits
• advanced courses in Polish language	2 ECTS credits
• Other courses recommended by the scientific coordinator of the home institution or by the thesis supervisor.	