AGREEMENT
ON A DOUBLE DEGREE PROGRAM

between

Poznan University of Technology (Politechnika Poznańska), represented by its Rector, Professor Tomasz Łodygowski, with legal domicile at Politechnika Poznańska, Pl. M. Skłodowskiej-Curie 5, 60-965 Poznan (Poland);

and

Universität Klagenfurt, represented by its Vice-Rector for Education Ass.-Prof. Dr. Doris Hattenberger, 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, Universität Klagenfurt (UNI-KLU) and Poznan University of Technology (PUT) have decided to institute an exchange of students that will culminate in the awarding of a double degree of both institutions under the conditions specified hereunder.

For Polish universities, the legal basis for awarding degrees jointly with foreign universities is laid down in Art. 168 of Law on Higher Education (Prawo o szkolnictwie wyższym) of July 27th 2005 (Dz. U./Journal of Laws 2012, item. 572, as amended).
For Austrian universities the legal basis for awarding degrees jointly with foreign universities is established in Universitätsgesetz 2002 (UG 2002) §51 Abs. 2 Z 27.

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;
- "PUT study program" corresponds to the master's degree program **"Computer Science"** ("Informatyka") of Poznan University of Technology, Faculty of Computing**.**
- "UNI-KLU study program" corresponds to the master's degree program **"Applied Informatics"** ("Angewandte Informatik") of Universität Klagenfurt, Faculty of Technical Sciences.

2. Objectives

Poznan University of Technology and Universität Klagenfurt have agreed to pursue a collaboration in university training with the final aim to confer the master's degree **"Applied Informatics" (UNI-KLU)** and **"Computer Science" (PUT).** Upon the successful fulfilment of the requirements and conditions set forth in this document and its appendices, this agreement gives to students of PUT study program and students of UNI-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 fulfilment of the conditions set forth in this agreement the students of Universität Klagenfurt shall be awarded the degree **"Diplom-**

Ingenieurin" or **"Diplom-Ingenieur"** and the legal effects of the degree **"Magister inżynier"**, of Poznan University of Technology. Upon successful fulfilment of the conditions set forth in this agreement the students of Poznan University of Technology shall be awarded the degree **"Magister inżynier"** and the legal effects of the degree **"Diplom-Ingenieurin"** or **"Diplom-Ingenieur"** of Universität Klagenfurt. PUT and UNI-KLU 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, the degree awarded by the home university and the legal effects of the degree awarded by the host university. The certificates issued both by PUT and UNI-KLU are valid only in combination with the bridge document.

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

3. Candidates for the Double Degree (DD) Program

a) The students registered as master's degree candidates at respective PUT or UNI-KLU study programs 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 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 may 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 are to 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 is to be carried out at the host institution. Fees may arise for special programs, which are not part of the master's degree "Applied Informatics" ("Angewandte Informatik") and "Computer Science" ("Informatyka").

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 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 main supervisor for one institution, and shall be allocated a second supervisor from the other institution.

c) Details about courses to be audited and examined are pointed out in Appendix B.

5. Conditions for Obtaining the Double Degree Diploma

a) The final degree shall only be awarded after the student has completed his/her studies at the home or host institution and has additionally fulfilled the following requirements:

    1) acquiring a minimum of **60** ECTS points under the responsibility of the host institution, and
    2) completion of the master thesis; and
    3) successful defense of the master thesis.

b) After the completion of the master thesis exam, PUT and UNI-KLU shall each issue a certificate on

(DD Agreement PUT – UNI-KLU)

the academic degree according to its respective regulations. The certificates will be accompanied by an additional bridge document containing relevant facts on the double degree program, the degree awarded by the home university as well as the legal effects of the degree awarded by the host university. The certificates issued by PUT and UNI-KLU are valid only in combination with the bridge document.

c) For the purpose of international mobility, the DD diploma shall 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 shall make genuine efforts to find resources so as to cover totally, or at least partially, the expenses of its DD outgoing students. (e.g.: Erasmus+ grants, etc.).

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 physically or alternatively in a video 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.

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 come into force on Mai 1st, 2017 and will be binding upon the two parties for a period of five 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

(DD Agreement PUT – UNI-KLU)

responsibility of the host institution.

c) An evaluation of this agreement shall be initiated by both institutions at least twelve months prior to its expiration to ascertain whether the program should be continued and, if so, how it might be improved. The agreement shall be subject to revision or modification after proper evaluation by mutual written agreement.

10. Support for this program

Universität Klagenfurt and Poznan University of Technology shall take joint action to involve 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 Universität Klagenfurt and Poznan University of Technology 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.

12. Waiver of financial obligations

The signing of this agreement does not entail any financial obligation for either party.

For Universität Klagenfurt

Vice-Rector for Education

Ass.-Prof. Dr. Doris Hattenberger e.h.
Klagenfurt, the 18.04.2017

For Poznan University of Technology

Rector

Professor Tomasz Łodygowski e.h.
Poznan, the

(DD Agreement PUT – UNI-KLU)

Appendix A

to the agreement on a double degree program between Poznan University of Technology (Poland) and Universität Klagenfurt (Austria).

Nomination of candidates for the double degree program "Applied Informatics" (UNI-KLU)
and "Computer Science" (PUT)

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.

Students shall be screened for eligibility for admission as double degree diploma candidates by the home institution. The home institution shall respect the admission requirements and enrolment constraints of the host 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 Polish) is an important side condition.

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

Candidates from Poznan University of Technology asking for registration to the first year of the DD Program must have fulfilled the following requirements:
   a) a candidate should have an undergraduate academic degree (BSc. in Computer Science or equivalent)
   b) a candidate should acquire 30 ECTS points at UNI-KLU before joining the program

Candidates from Universität Klagenfurt asking for registration to the first year of the DD Program must have fulfilled the following requirements:
   a) a candidate should have an undergraduate academic degree (BSc. in Applied Informatics or equivalent)
   b) a candidate should acquire 30 ECTS points at PUT before joining the program

2. Quota

Every year a maximum quota of 8 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.

3. Procedural requirements

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

i.) At least three months prior to the beginning of the academic year, the home institution shall inform the host institution about the number of students it shall nominate according to this program.

ii.) After the nominees are named, copies of their documents shall 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 process shall be carried out according to the respective agreements and with the approval of the supervisors of both the home and of the host institution.

(DD Agreement PUT – UNI-KLU)

Appendix B

to the Agreement on the double degree program **"Applied Informatics" (UNI-KLU)** and **"Computer Science" (PUT)**.

Courses, Exams and Theses

1. ECTS·credit points and exam grading

The DD Program joining the master's degree "Computer Science" ("Informatyka") at Poznan University of Technology and the master's degree "Applied Informatics" ("Angewandte Informatik") at 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 languages of instruction will be German, Polish and English.

The courses eligible for the DD study program may change with time according to the policy of either institution. In any case, each institution will guarantee an adequate course 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 Poznan University of Technology

PUT students shall select courses in total of at least 30 ECTS credits from the master's program "Applied Informatics" ("Angewandte Informatik") during their stay at the host institution.

Table 1: Current syllabus for students from Poznan University of Technology

1st semester

Course title	ECTS
Reduced Project Semester (verkürztes Projektsemester, Curriculum §5, Abs. (1))	15
Courses labelled as "Selected topics in <specialization area>" or "Current topics in <specialization area>" (Spezialisierungsfächer, Curriculum §9)	4
Courses from one of the supplementary courses: (Ergänzungsfächer, Curriculum § 10)	4
Courses in German Language or German Language Courses	At least 2
Other courses recommended by the program coordinator of the home or host institution	In order to reach the requirements of a least 30 ECTS

2nd semester

Course title	ECTS
Master Thesis (Masterarbeit, Curriculum §13)	28
Privatissimum (Seminar for MA and Ph.D. Students)	2
Other courses recommended by the program coordinator of the home institution or by the thesis supervisor, preferably including a seminar-type course and an advanced course in German language.	

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's program in advance.

2.2 Students from Universität Klagenfurt
UNI-KLU students shall select courses in total of at least 30 ECTS credits from the master's program "Computer Science" during their stay at the host institution.

Table 2: Syllabus for students from UNI-KLU for their stay at PUT

1st semester

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

2nd semester

Course title	ECTS
Master Thesis	18
Diploma seminar	2
Other courses recommended by the program coordinator of the home institution or by the thesis supervisor.	In order to reach the requirements of a t least 30 ECTS credits per semester

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's program in advance.

3. Theses

At the end of their study program, the students nominated for the DD program shall produce a master thesis (equivalent to 28 ECTS at UNI-KLU and 18 ECTS at PUT) written in English.
The work related to the thesis may foresee/consider detailed studies in areas of interest.

Students participating in this DD Program can complete their master thesis in either the home or the host institution. The DD Program candidate can choose one main supervisor from the institution where the theses work is carried out and shall be allocated a second supervisor from the other institution. Both supervisors should be members of the examination board for the master exam. If the main supervisor comes from the "host institution" he/she may join the examination board by teleconferencing.

Variations of the exam procedure and board composition may be adopted according to changes of the corresponding procedures of either institution.

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

After the final exam, an official document will be issued 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. PUT and UNI-KLU 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.

Upon successful fulfillment of the conditions set forth in this agreement the students of the Universität Klagenfurt shall be awarded the degree **"Diplom-Ingenieurin"** or **"Diplom-Ingenieur"** and the legal effects of the degree **"Magister inżynier"** of the Poznan University of Technology. Upon successful fulfilment of the conditions set forth in this agreement the students of the Poznan University of Technology shall be awarded the degree **"Magister inżynier"** and the legal effects of the degree **"Diplom-Ingenieurin"** or **"Diplom-Ingenieur"** of the Universität Klagenfurt.

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