



**AGREEMENT ON THE DOUBLE DEGREE PROGRAMME**  
**"SYSTEM SOFTWARE" AND "APPLIED INFORMATICS"**  
**MASTER LEVEL**

**between**

**National Technical University "Kharkiv Polytechnic Institute" (NTU "KhPI")**, represented by its Rector, Prof. Dr. Yevgen Sokol, with legal domicile at NTU "KhPI", 2 Kyrpychova str., 61002, Kharkiv, (Ukraine);

**and**

**Universität Klagenfurt (UNI-KLU)**, represented by its Vice-Rector for Education Ass.-Prof. Dr. Doris Hattenberger, with legal domicile at Universität Klagenfurt, Universitätsstraße 65-67, 9020 Klagenfurt am Wörthersee (Austria);

**PREAMBLE**

This Double Degree Agreement stems from the desire of its signatories, the two institutions mentioned above, to set up and develop a system of academic exchange in the spirit of European cooperation. 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 programmes promoted by the European Commission.

Hence, Universität Klagenfurt (UNI-KLU) and National Technical University "Kharkiv Polytechnic Institute" (NTU "KhPI") have decided to institute an exchange of students that will culminate in the awarding of a Double Degree Diploma of both institutions under the conditions specified hereunder.

For Ukrainian universities, the legal basis for awarding degrees jointly with foreign universities is laid down in the Part XIII, Art. 75 of Law on Higher Education (Zakon Ukrainy "Pro vyshchu osvitu") # 1556 - VII of July 1 2014 (published in "Vidomosti Verhovnoj Rady Ukrainy", 2014, item. 37-38). For Austrian universities the legal basis for awarding degrees jointly with foreign universities is established in the Federal Act on the Organisation of Universities and their Studies (Universities Act 2002 – UG) Section 51 Para. 2 Clause 26 and Section 54d.

**1. Definitions**

Within the framework of this Double Degree Agreement

- **"Home Institution"** refers to the institution at 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;
- **"NTU "KhPI" study programme"** corresponds to the master's degree programme **"System Software"** at the Department of "Software Engineering and Management Information Technologies (SEMIT Department)" at NTU "KhPI";
- **"UNI-KLU study programme"** corresponds to the master's degree programme **"Applied Informatics"** ("Angewandte Informatik") of Universität Klagenfurt, Faculty of Technical Sciences;
- **"Double Degree Diploma"** corresponds to the master's degree certificate, the notice of award, and the diploma supplement according to art. IX.3 of the Lisbon Recognition Convention of 11 April 1997 issued by the DD students' Home Institution in combination with the confirmation of equivalence issued by the DD students' Host Institution.

**2. Objectives**

NTU "KhPI" and UNI-KLU have agreed to pursue a collaboration in university training with the final aim to confer the master's degree **"Applied Informatics" (UNI-KLU)** and **"System Software" (NTU "KhPI")**. Upon the successful fulfilment of the requirements and conditions set forth in this



document and its appendices, this agreement provides students of NTU "KhPI" study programme and students of UNI-KLU study programme 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, students of UNI-KLU shall be awarded the degree "**Diplom-Ingenieurin**" or "**Diplom-Ingenieur**", and the legal effects of the degree "**Master Degree**" of NTU "KhPI" and students of NTU "KhPI" shall be awarded the degree "**Master Degree**" and the legal effects of the degree "**Diplom-Ingenieurin**" or "**Diplom-Ingenieur**" of UNI-KLU.

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

### 3. Fundamental Principles

Both UNI-KLU and NTU "KhPI" shall

- a) respect in full the principles of non-discrimination and ensure equal access and opportunities to mobile participants from all backgrounds,
- b) publish and regularly update the course catalogue on the website of the institution well in advance of the mobility periods, so as to be transparent to all parties and allow mobile students to make well-informed choices about the courses they will follow, and
- c) provide assistance, when required, in securing visas and obtaining insurance for incoming and outgoing students as well as to guide incoming students in finding accommodation.

### 4. Candidates for the Double Degree (DD) Programme

- a) Students registered as master's degree candidates at respective NTU "KhPI" or UNI-KLU study programmes shall have access to the DD programme. Further details on entry requirements are pointed out in Appendix A.
- b) Interested master's degree candidates shall be screened for eligibility for admission as DD students by their Home Institution. The Home Institution shall respect the admission requirements and enrolment constraints of the Host Institution.
- c) DD students are to be nominated by their Home Institution. This nomination shall replace the evidence of university entrance qualification and the legalisation. Only students with very good standing at their Home Institution may be nominated for this programme. Details of nomination are pointed out in Appendix A.
- d) DD students shall be subject to the standard rules, regulations and enrolment constraints of the Host Institution. They shall register at the Host Institution for those parts of the study programme, which are to be carried out under the responsibility of the Host Institution and shall stay registered at both the Home and the Host Institution until graduation. In terms of registration procedure, DD students shall be granted all privileges for incoming students enrolled at the Host Institution in the framework of bilateral "mobility programmes".
- e) The Host Institution will charge no fees to incoming students for tuition, registration, examinations, or access to laboratory and library facilities. On the basis of reciprocity, the Host Institution shall waive tuition fees for DD students for the standard period of study plus one additional semester. Fees may arise for special programmes, which are not part of the master's degree programmes "Applied Informatics" ("Angewandte Informatik") and "System Software". If applicable, DD students will continue to pay tuition fees to their Home Institution during this study period.
- f) For the first year of the agreement a maximum of six (6) students will be exchanged in both directions. This number will be reviewed according to the interest shown in the DD programme.



## 5. Courses, Exams, and Theses

- a) Exams for individual courses shall follow the rules of the institution where the respective course was audited and is examined. Details about courses to be audited and examined during mobility periods are pointed out in Appendix B.
- b) DD master theses have to be registered at the DD students' Home Institution and shall be supervised jointly by both the Home and Host Institution. For that reason, each DD student shall choose one main supervisor of one institution, and shall be assigned a second supervisor of the other institution.
- c) The master's examination shall be organised under the responsibility of and in accordance with the University Statutes and the respective guidelines of the DD students' Home Institution, which are pointed out in Appendix B.

## 6. Conditions for Obtaining the Double Degree Diploma

- a) The DD master's degree certificate shall only be awarded after the DD students have acquired a **minimum of 30 and a maximum of 60 ECTS credit points** under the responsibility of the Host Institution, and have successfully completed both DD master thesis and DD master's examination.
- b) After the completion of the DD master's examination, the Home Institution shall issue the master's degree certificate, the notice of award, and a diploma supplement according to art. IX.3 of the Lisbon Recognition Convention of 11 April 1997. After having received confirmation of the successful completion of the master's examination from the Home Institution, the Host Institution shall issue a confirmation of equivalence of the academic degree conferred by the Home Institution.

## 7. Reimbursements

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.).

## 8. Programme Coordination and Student Counselling

- a) Each institution will nominate a programme coordinator to ensure that the DD programme proceeds according to a reasonable schematic plan and that the terms of this agreement are carried out. Programme coordinators will ensure that a substitute or replacement for them is named.
- b) Each programme coordinator will ensure that the partner institution has all necessary information available for the promotion of the programme. They shall meet physically or in a video conference at least once a year in order to review the effectiveness of the teaching programmes, and propose further actions.

## 9. 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.



## 10. Duration, Amendment, Review, and Termination of Agreement

- a) This Double Degree Agreement shall come into force on 24 October 2017 and will be binding upon the two parties for a period of five years. In the absence of substantial changes, this Double Degree Agreement 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). In case of changes in the course offer due to changes of underlying curricula of either institution, Appendix B of the Double Degree Agreement has to be modified accordingly.
- 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 in or accepted for any exchange to complete the parts of the study programme, which will be carried out under the 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 programme 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.

## 11. Support of the Double Degree Programme

Universität Klagenfurt and National Technical University "Kharkiv Polytechnic Institute" shall take joint action to involve governments and the European Commission to secure financial aid for this programme. In order to promote joint actions in education and research, both institutions shall encourage:

- the exchange of students, involving work in practice or visits to companies,
- the exchange of university staff and researchers (in accordance with the regulations and procedures in force at both institutions),
- the organisation of joint study sessions, workshops, and seminars.

## 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

For National Technical University  
"Kharkiv Polytechnic Institute"

Rector

Ass.-Prof. Dr. Doris Hattenberger e. h.

Prof. Dr. Yevgen Sokol e. h.

Kharkiv, the 26.10.2017



## Appendix A

to the Agreement on the Double Degree Programme "System Software" (NTU "KhPI") and "Applied Informatics" (UNI-KLU) – Master Level

### Nomination of Candidates – Prerequisites

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 programme at the Home Institution.

Students interested in the DD Programme shall be screened for eligibility for admission 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, good command of the English language and/or the language of the host country (German, Ukrainian and/or Russian) are important side conditions.

In order to be admitted to the DD Programme, candidates from NTU "KhPI" must hold an undergraduate academic degree (BSc.) in "Computer Science" (or equivalent) and have acquired 30 ECTS credit points at UNI-KLU. Candidates from UNI-KLU must hold an undergraduate academic degree (BSc.) in "Applied Informatics" (or equivalent) and have acquired 30 ECTS credit points at NTU "KhPI".

#### 1. Quota

Every year a maximum of six (6) students per institution will be admitted to the Double Degree Programme. The Host Institution will waive tuition for these students for a maximum of five (5) semesters.

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

Students exceeding the stipulated quota will not partake in the Double Degree Programme but will have the possibility to be normally enrolled at each institution as regular degree-seeking international students.

#### 2. Procedural Requirements

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

- a) At least four (4) months prior to the beginning of the mobility period, the Home Institution shall inform the Host Institution about the number of students to be nominated.
- b) After nomination, copies of the nominees' documents shall be sent to the Host Institution at the latest one (1) month before the start of the mobility period.

#### 3. Preparatory Steps

Each nominated student has to be formally registered at the Host Institution.

Prior to the start of the mobility period, DD students are required to choose courses at the Host Institution and, if applicable, complete a Learning Agreement. The selection process shall be carried out according to the respective agreements under the supervision of the programme coordinators and with the approval of the programme directors for the respective master's degree programmes of both the Home and the Host Institution.



## Appendix B

to the Agreement on the Double Degree Programme "**System Software**" (NTU "KhPI") and "**Applied Informatics**" (UNI-KLU) – Master Level

### Courses, Exams, and Master Theses

#### 1. ECTS-Credit Points and Exam Grading

The DD Programme joining the master's degree programme specialty "**System Software**" at the Department of "Software Engineering and Management Information Technologies (SEMIT Department)" at NTU "KhPI" and the master's degree programme "**Applied Informatics**" ("Angewandte Informatik") at UNI-KLU comprises 120 ECTS credit points.

The semesters of the master's degree programme spent at either Home or Host Institution shall be fully recognised. Exams of courses taken at the Host Institution shall be considered as equivalent to exams taken at the Home Institution. For each exam, the grading achieved at the Host Institution shall be converted by the Home Institution according to the ECTS grading scale as defined by the European Commission.

The students nominated for the DD Programme shall acquire at least 30 ECTS credit points at the Host Institution. At most 60 ECTS credit points acquired at the Host Institution can be recognised for the degree programme at the Home Institution. Subjects and course designations are specified below (Section 2).

#### 2. Course Offer at the Host Institution

The languages of instruction will be German, Ukrainian / Russian and English.

The courses eligible for the DD master's degree programme may change with time according to the policy of either institution. In any case, each institution will make sure that the course catalogue is published well in advance and will guarantee an adequate course offer to facilitate the students' selection. For each academic year, the DD programme coordinators will provide a list of available courses for DD students.

Students are required to clarify the details of the courses to be pursued at the Host Institution before the start of the semester with the programme coordinator of the Home Institution. Students are strongly recommended to apply for recognition of the courses at the Host Institution to the programme director for the master's degree programme in advance. Courses and exams taken at the Host Institution will be recognised in accordance with the respective guidelines and procedures at the Home Institution.

#### 2.1 Students from National Technical University "Kharkiv Polytechnic Institute"

NTU "KhPI" students shall select courses in total of at least 30 ECTS credit points per semester from the master's degree programme "Applied Informatics" ("Angewandte Informatik") at UNI-KLU.

Course Designation as in the Curriculum for the Master's Degree Programme Applied Informatics (2013)	ECTS credit points
Reduced Project Semester ("verkürztes Projektsemester", Curriculum § 5, Abs. (1))	15
Courses labelled as "Selected topics in <specialisation area>" or "Current topics in <specialisation area>" ("Spezialisierungsfächer", Curriculum § 9)	4
Courses from one of the supplementary courses: ("Ergänzungsfächer", Curriculum § 10)	6
Other courses recommended by the programme coordinator of the Home or the Host Institution	5

Table 1: Syllabus for students from NTU "KhPI" during their stay at UNI-KLU





## 2.2 Students from Universität Klagenfurt

UNI-KLU students shall select courses in total of at least 30 ECTS credit points per semester from the master's degree programme "System Software" at NTU "KhPI".

Course Designation as in the Curriculum for the Master's Degree Programme System Software	ECTS credit points
Pre-diploma Practices	6
Scientific Research Work	6
Project Seminar for Master Students on "System Software"	9
Other courses recommended by the programme coordinator of the Home Institution or by the thesis supervisor	9

Table 2: Syllabus for students from UNI-KLU for their stay at NTU "KhPI"

## 3. Registration of Master Theses and Master's Examinations

At the end of the master's degree programme, each DD student shall produce a master thesis (equivalent to 28 ECTS credit points at UNI-KLU and 28 ECTS credit points at NTU "KhPI") written in English.

The master thesis will be registered at and supervised by the Home Institution. The student will receive methodological guidance on the elaboration of the master thesis from both Home and Host Institution. DD students shall choose one main supervisor from the institution where the thesis work is carried out and shall be assigned a second supervisor from the other institution. Both supervisors should be members of the examination board for the master's examination. Supervisors may join the examination board by teleconferencing.

The Home Institution shall thus be responsible for

- the registration of the master thesis (this also applies in the event that the main supervisor is from the Host Institution),
- the submission of the master thesis (this also applies in the event that the main supervisor is from the Host Institution),
- the registration for the master's examination and verification of the prerequisites (this also applies in the event that the examination is scheduled to take place locally at the Host Institution), and for
- conducting the master's examination.

The master's examination is to be conducted in accordance with the respective statutory requirements and guidelines of the Home Institution.

The final grade will be based on the DD student's career and the master's examination. After the master's examination, the Home Institution shall issue a protocol summarising the examination procedure, the master's degree certificate, the notice of award, and a diploma supplement according to art. IX.3 of the Lisbon Recognition Convention of 11 April 1997. After having received confirmation of the successful completion of the master's examination from the Home Institution, the Host Institution shall issue a confirmation of equivalence.