



Cooperation Agreement

CONCERNING CLUSTER DUAL MASTER'S DEGREE PROGRAMMES

between

Kungliga Tekniska högskolan, Sweden

and

Université catholique de Louvain, Belgium

Preamble

Within the framework of the CLUSTER network and with reference to the "Convention on CLUSTER Dual Master's Degree programmes", signed by the CLUSTER member universities, Kungliga Tekniska högskolan (hereinafter KTH), with legal domicile Valhallavägen 79, 10044, Stockholm, Sweden, and represented by its President, Professor Peter Gudmundson, and Université catholique de Louvain (hereinafter UCL), with legal domicile Place de l'Université, 1, B-1348 Louvain-la-Neuve, Belgique, and represented by its Rector, Professor Bernard Coulie, hereinafter referred to as parties to this Agreement, hereby agree as follows:

Article 1 – Aim of the Agreement

This Agreement defines the requirements and obligations of KTH and UCL in establishing Cluster Dual Master's Degree Programmes. Each Programme, developed and organised jointly by the parties, leads to two recognised Master's degree certificates, one from the student's home institution and one from the host institution.

Article 2 – Scope of the Agreement and definitions

This Agreement concerns the implementation of Cluster Dual Master's Degree Programmes.

This Agreement specifies the rights and responsibilities of both parties, and the terms under which students from KTH and from UCL may be granted, upon successful fulfilment of the Programme and of all requirements for graduation at each institution, the academic degrees and diplomas of comparable academic levels from both institutions.

Both parties agree to the following general forms of cooperation and general requirements for all students participating under this Agreement.

The term 'Master's programme' refers to the parties' two-year programmes (120 ECTS) at Master's level leading to the corresponding degree issued by each party for that programme.

Articles 1 to 14 of this Agreement are common to all Cluster institutions. Issues that are specific to the partners of this Agreement are presented in article 15. In case of difference between article 15 and another article, article 15 prevails.

The contents and the curriculum of each programme are specified in separate documents attached as appendices to this Agreement. These appendices are signed by the Deans or the equivalent representatives responsible at School level for the contents of the Programme, and shall be issued for each Programme.

The parties review the Programme's curriculum annually and, if necessary, make the necessary changes to the appendices including the curriculum of each programme.

In this text, "Cluster home institution" means either the Cluster institution where the student obtained her/his bachelor degree or, if (s)he did not obtain her/his bachelor degree in a Cluster institution, the Cluster institution where (s)he starts her/his master studies.

Article 3 – Extent of the Programme

A Cluster Dual Master's Degree Programme is a two-year programme (120 ECTS) at Master's level leading to two degree certificates, one from each institution. The students study at both institutions according to the curriculum and mobility plan defined in the appendices. The aim of both parties is that the student will spend approximately equal amounts of time at each university. The language of instruction of the Cluster Dual Master's Degree Programme is mainly English. Exceptions, if any, are clearly stated in the appendices.

Article 4 – Student Admission

The admission of students to the Programme will be conducted in accordance with the following principles:

- The parties shall agree on the application procedure, including application deadlines, selection criteria and student quota. These must be defined in an appendix.
- The students must meet the admission criteria of the Master's programmes of both institutions.
- Students shall have a Cluster home institution and a host institution defined.
- Students apply to the Programme at their Cluster home institution and this institution is responsible for screening the applications and providing the host institution with a list of selected and eligible candidates. The final admission of students is always subject to final approval by the host institution. The applications are submitted by the students to the Cluster home institution and letters of acceptance are sent from the host institution to the students no later than by the deadlines defined in the appendices.
- Students are selected and admitted to the Programme based on their academic results, prerequisite requirements, motivation and language skills. Students must demonstrate an excellent command of spoken and written English.
- Prerequisites for the mobility include that the student has successfully completed a sufficient number of credits at the institution where he spends the first year. Details are specified in article 15 and the appendices.

- No tuition fees are required at the host institution for students participating in the Programme. Only limited administrative registration costs may be charged when required by the local rules.

Article 5 – Rights and Status of the Students

Students participating under this Agreement shall be enrolled as degree students. Students shall have the same rights and obligations as degree students in the respective institutions.

During the mobility, students will be responsible for covering the travel costs to the host country and living costs during their stay, including accommodation, books, equipment, consumables, language tuition prior to the commencement of coursework (where necessary), health and travel insurance, student union fee (if applicable) and other personal expenses arising out of the exchange.

Students participating in the Programme will be entitled to participate in any introductory programme (including language courses) that may customarily be arranged for international students at the host institution.

Article 6 - Rights and obligations of the parties

The host institution will render assistance to the incoming students in finding appropriate accommodation.

In order to provide the students full exposure to all aspects of the European dimension, the participating institutions under this Agreement shall try to put in place mechanisms to ensure that the students are offered the possibility to take at least one European language and/or culture course during the study period at the host institution.

Both parties agree to take action to obtain financial support for this Programme from European or other financial resources.

Article 7 – Study Plan and Course of Study

Detailed conditions regarding the course of studies shall be specified in the appendices, as well as in the individual student agreements (learning agreements), signed by representatives of the respective schools and/or divisions of each institution.

Each student will propose an individual study plan made according to the agreed curriculum (appendices) for the total duration of the Programme. This study plan will be reviewed and, if needed, modified prior to final admission. A written study contract (learning agreement) must be established and signed by both institutions prior to arrival at the host institution. This contract may be revised at any time in written form with seal of approval from the academic representatives of the two institutions.

Article 8 – Final Degree Project (master's thesis)

The final degree project (master's thesis) shall be performed according to the rules and regulations of both institutions. Co-supervision of the project is preferred, even though not compulsory. The subject of the final degree project must always receive an advance approval in writing from a faculty member of each of the two institutions. Normally, the final degree project is carried out in the country of the second year institution, but exceptions may be negotiated on a case-by-case basis.

The final degree project results in a report written in English.

Article 9 – Control of results

At the end of the academic year, the host institution shall send to the Cluster home institution a copy of each student's transcript in English. The parties agree that exams/courses shall be graded and awarded credits according to the rules of the institution where the exam/course is carried out.

Article 10 - Delivery of the academic degrees

Each institution grants the student credit transfer from the other institution according to the applicable rules, laws and regulations of that institution.

After the two years, each student will be submitted to a procedure insuring that he meets the requirements to obtain each institution's titles. He will be graded according to the rules applied by each institution.

Students successfully completing their studies of the Cluster Dual Master's Degree Programme obtain two degrees, one issued by the home institution and one issued by the host institution. Students also receive a joint CLUSTER certificate signed by representatives of the two institutions. The CLUSTER certificate shall refer to the joint programme and specify the two degrees issued by the partner institutions.

Article 11 - Academic and administrative representatives

Each institution will nominate an academic and an administrative representative for the Programme. These representatives will be responsible for following the Programme and for ensuring that measures are taken in accordance with this Agreement. The representatives will provide advisory and other academic and administrative services to students participating under this Agreement. Names and contact details of these representatives are in the appendices to this Agreement.

Article 12 – Quality assurance

Both parties will implement their local evaluation systems for courses and programmes. The feedback and future improvements will be treated at the annual meetings of the persons responsible for the Cluster Dual Master's Degree Programme.

Article 13 - Duration of of the Agreement

This Agreement shall come into effect from the academic year following the day of signature by both institutions and is valid for five years. Institutions may admit in the Programme students who satisfy all requirements but have started their master the academic year of the signature of the Agreement. Either institution may terminate this Agreement, provided that written notice of the intent is given at least six months prior to termination. Commitments already in progress shall be fulfilled (students enlisted in the Programme will at that time be allowed to complete it).

Article 14 - Amendments or changes

Amendments or changes to this Agreement will be made in writing and signed by the duly authorised representatives of the institutions.

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

In case the controversy cannot be resolved, the claim will be submitted for arbitration; each party will appoint a member of the arbitration panel, and one member will be chosen by mutual consent.

Article 15 – Local institutional constraints

To be admissible for the second year of a dual master program, the student must have accumulated previously about 60 ECTS.

Each student will accumulate about 60 credits in each institution. More than a maximum of one extra semester must not prolong the total duration of the nominal study period for the individual student.

The individual student should be issued an academic transcript at the end of the period of study at each institution. For legal reasons, the grades of all courses and of the master thesis should have been transmitted to UCL before September 14 of the next academic year. In case of absolute necessity, these grades may be transmitted until November 13 but not later.

The master thesis related activities represent a student workload of 30 ECTS. In UCL, these 30 ECTS consist of 28 ECTS for the master thesis itself and 2 ECTS for a seminar associated to the thesis. In UCL the thesis work may be spread over the two semester of the final year.

The master thesis has 2 co-supervisors, one from each institution, designated according to the local rules. For legal reasons, the UCL co-supervisor must make sure that a one page summary of the thesis is available in French.

The diploma awarded by UCL refers to this Agreement and mentions the other diploma awarded in the frame of the Agreement. The minimal mentions stated by the “Gouvernement de la Communauté française” are written in French on the diploma. The title awarded by KTH is written in English.

Only one Diploma Supplement is issued. It may be written in several languages, one of which must be French.

This Agreement is effective from September 1st 2009, and shall continue through September 1st 2014. It will be evaluated in 2014 and renewed if this evaluation is positive.

This Agreement has been signed in two originals in English, of which each institution has taken one, and one original in French, required by the “Communauté française de Belgique”.

Date: August 17, 2009
Stockholm,



Professor Peter Gudmundson
President KTH

Date: 26 JUN 2009
Louvain-la-Neuve



Professor Bernard Coullie
Rector UCL

2020/2021