

Agreement on Dual Master Program

between

School of Economics and Management (SEM)
Chinesisch-Deutsches Hochschulkolleg (CDHK)
Tongji University

and

Gemeinsame Kommission Wirtschaftsingenieurwesen (GKWi)
Technische Universität Berlin

This is the revised version of the agreement dated March 2014, which has been executed for the last four years. In consideration of their development, the three partners agree to redefine its details.

1 Subject of the Agreement and Aims

This agreement describes the academic and administrative conditions concerning the realization of the dual master degree program. The program supports the exchange of students between School of Economics and Management (SEM) and Chinesisch-Deutsches Hochschulkolleg (CDHK), Tongji University (hereinafter known as "Tongji University") and Gemeinsame Kommission Wirtschaftsingenieurwesen (GKWi), Technische Universität Berlin (hereinafter known as "TU Berlin"). The aim is to enable students to receive master degrees of both universities.

2 Academic Conditions

2.1 Addressees

This agreement applies to Tongji students,

- who are enrolled in the master degree program in management or economics at SEM or CDHK, Tongji University, and
- who have successfully completed a bachelor's degree either in industrial engineering or in engineering sciences including the successful completion of courses with a minimum of 24 Chinese credits in the field of business administration and/or economics and 24 Chinese credits in mathematics and quantitative methods prior to their stay at TU Berlin, and

- are well-versed in the English language at the level of B2 in the Common European Framework of Reference for Languages (CEFR) and
- are well-versed in the German language, as demonstrated by Test DaF (TDN 4 in all four parts) or an equivalent test¹ and

TU Berlin students,

- who are admitted to or enrolled in the master degree program “Industrial Engineering and Management” with any of the engineering majors at TU Berlin and
- are well-versed in the English language, as demonstrated by TOEFL iBT 79, IELTS 6.5, GMAT 600, or GRE 1250 (V+Q).

2.2 Selection Procedure

Both universities guarantee that participants of the dual master degree program will be selected according to their academic, personal, and linguistic qualifications, intercultural competences, and capability for intercultural learning, to be proven through motivation letters and in interviews. The candidates are asked to submit all necessary documents requested by the host university.

The home university proposes a list of selected students to the host university. The host university is entitled to evaluate the list and documents. The host university reserves the right to accept or refuse the selected applicants in cooperation with the international office. In case of problems, the partners will make consensual regulations via their international offices or examination boards.

2.3 Exchange Contingent

The number of participants will be limited to 15 students from each university. The number of admissions may be changed as deemed necessary through mutual agreement. Any imbalance of numbers of participants should be balanced within three years.

2.4 Acknowledgement of Entry Requirements

On the assumption of fundamental equivalence and based on mutual trust in the academic quality of the host university’s curriculum it is agreed that

- TU Berlin acknowledges the qualification for the university entrance to Tongji University, the completed bachelor program in “Industrial Engineering” or “Engineering Science” and the completed two (for SEM), three, or four (for CDHK) semesters of studies in the master degree program in “Management” or “Economics” as entry requirement for the master degree program “Industrial Engineering and Management” at TU Berlin.
- Tongji University acknowledges the qualification for university entrance to TU Berlin,

¹ SEM students who seem less skilled in German are requested to attend additional German language courses at CDHK prior to their stay at TU Berlin. For selection and admission, a lower language proficiency (B1 in CEFR) may be sufficient. However, the required certificate must be submitted during the stay at the host university.

the completed bachelor program in “Industrial Engineering and Management” or any comparable degree and the completed first semester of studies in the master degree program “Industrial Engineering and Management” as the entry requirement for the master degree program in “Management” at Tongji University.

2.5 Curricular and Degree Requirements

Both Tongji students as well as TU Berlin students will spend one year at the host university and must follow the degree and curricular requirements of both universities. The credits from the host university can be recognized by the home university according to the approval of the examination board at TU Berlin or academic committee at Tongji University. The following paragraphs state the curricular conditions for reference. After having been accepted by the host university or at the latest at the beginning of each semester a personal study plan has to be written and approved by the examination boards of both parties. The degree from the home university should be issued before the degree of the host university is issued. Any further details will be handled by the examination board or academic committee of the university in question.

2.5.1 Students of Tongji University

Students of Tongji University study at least their first year at Tongji University. They can study their second or third year at TU Berlin.

They have to gain at least 60 ECTS credits at TU Berlin and at least 30 Chinese credits at Tongji University. Courses selected at both universities should overlap only slightly. The aggregated total credits gained in integration, economic sciences, engineering major, and electives must be at least 90 ECTS credits. The aggregated total credits gained must be at least 120 ECTS credits.

Upon application, the credits from Tongji University can be recognized according to the approval of the examination board of TU Berlin up to 50% of the total required course credits.

The number of courses taken at Tongji University must include:

- **compulsory:** 3 Chinese credits in *English* or *German language courses*
- **compulsory:** 3 Chinese credits in *social sciences*

The number of courses taken at TU Berlin must include:

- **compulsory:** compulsory credits in their *engineering major*, depending on the chosen major according to the most recent study and examination regulations

The number of courses taken at either Tongji University or TU Berlin must include:

- **compulsory-elective:** a minimum of 18 ECTS credits in *integration*
- **compulsory-elective:** a minimum of 30 ECTS credits in *economic sciences (business administration, economics, and law)* with a minimum of 12 ECTS credits in *business administration*, a minimum of 6 ECTS credits in *economics*, and a minimum of 6 ECTS

credits in *law*².

- **compulsory-elective:** compulsory-elective credits in their *engineering major*, depending on the chosen major according to the most recent study and examination regulations, adding up to a minimum of 30 ECTS credits including the compulsory credits of the *engineering major*
- **elective:** up to 12 ECTS credits (any module offered)
- **compulsory:** 24 ECTS³ credits for their *master's thesis*
- **compulsory:** *industrial internship* of at least twelve weeks (6 ECTS) to be completed outside the university in any country

Admissible compulsory and compulsory-elective courses not specified above are listed on the GKWi, SEM, and CDHK websites in the most recent versions of the applicable course catalogue.

2.5.2 Students of TU Berlin

Students of TU Berlin who enrolled in the master's degree program starting in the winter term study their first year at TU Berlin and their second year at Tongji University. Students of TU Berlin who enrolled in the master's degree program starting in the summer term study their first and fourth semester at TU Berlin and their second and third semester at Tongji University.

They have to gain at least 60 ECTS credits at TU Berlin and at least 30 Chinese credits at Tongji University. Courses selected at both universities should overlap only slightly. The aggregated total credits gained in integration, economic sciences, engineering major, and electives must be at least 90 ECTS credits. The aggregated total credits gained must be at least 120 ECTS credits. They must pass all compulsory and chosen elective courses at Tongji University according to the curriculum for each program (120100 "Management Science and Engineering" or 120202 "Corporate Management").

Upon application, the credits from TU Berlin can be recognized according to the approval of the academic committee of Tongji University up to 50% of the total required course credits.

The degree of Tongji University can only be awarded by completion of the program within four years of enrollment at Tongji University.

The number of courses taken at TU Berlin must include:

- **compulsory and compulsory-elective:** a minimum of 30 ECTS credits in their *engineering major* (number of ECTS credits compulsory and compulsory-elective depending on chosen major according to the most recent study and examination regulations)
- **compulsory-elective:** 6 ECTS credits in *law*

² It is recommended to take the course in *law* with 3 Chinese credits at Tongji University.

³ At TU Berlin, the Master's thesis is credited with 24 ECTS while Tongji University is not awarding any Chinese credits.

The number of courses taken at Tongji University:

- **compulsory and compulsory-elective:** courses in accordance with their respective personal study plan

The number of courses taken at TU Berlin or Tongji University must include:

- **compulsory-elective:** a minimum of 18 ECTS credits in *integration*
- **compulsory-elective:** a minimum of 24 ECTS credits in *economic sciences (business administration, economics, and law)* with a minimum of 12 ECTS credits in *business administration* and a minimum of 6 ECTS credits in *economics*
- **elective:** up to 12 ECTS credits (any module offered)
- **compulsory:** 24 ECTS⁴ credits for their *master's thesis*
- **compulsory:** *industrial internship* of at least twelve weeks (6 ECTS) to be completed outside the university in any country

Admissible compulsory and compulsory-elective courses not specified above are listed on the GKWi, SEM, and CDHK websites in the most recent versions of the applicable course catalogue.

2.5.3 Master's Thesis

The master's thesis can be performed at Tongji University or at TU Berlin. The actual period for the thesis composition shall be at least six months.

The master's thesis is usually written in the last semester of the program. All other credits have to be achieved before submitting the proposal for the master's thesis to the supervisors. Each student has to have two supervisors, one from each university. The topic has to be accepted by both universities.

For students of TU Berlin the thesis must be written in English with a summary in Chinese, while for students from Tongji University the thesis must be written in English or German and additionally in Chinese.

The thesis has to meet the academic requirements of both universities. It has to be defended successfully. For dual degree students, the thesis defense is allowed to be held via video conference. A scientific paper based on the master's thesis should be published.

2.6 Compatibility of Chinese and German Semester Terms

It is acknowledged that semesters at Tongji University and TU Berlin are not synchronized.

Tongji University:

- Fall semester: beginning of September to end of January
- Spring semester: mid-February to beginning of July

TU Berlin:

⁴ At TU Berlin, the Master's thesis is credited with 24 ECTS while Tongji University is not awarding any Chinese credits.

- Winter semester: mid-October to mid-February
- Summer semester: mid-April to mid-July

2.7 Mutual Recognition of Credits and Grading Systems

All credits acquired under this program will be mutually recognized. Modules, sub-modules and the master's thesis shall be graded according to a system that makes the Chinese and the TU Berlin system compatible:

Tongji	TU Berlin
96 – 100	1,0 (sehr gut) excellent
92 – 95	1,3 (sehr gut) excellent
88 – 91	1,7 (gut) good
84 – 87	2,0 (gut) good
80 – 83	2,3 (gut) good
76 – 79	2,7 (befriedigend) satisfactory
72 – 75	3,0 (befriedigend) satisfactory
68 – 71	3,3 (befriedigend) satisfactory
64 – 67	3,7 (ausreichend) adequate
60 – 63	4,0 (ausreichend) adequate
< 60	5,0 (ungenügend) fail
TU Berlin	Tongji
1,0 (sehr gut) excellent	100
1,3 (sehr gut) excellent	95
1,7 (gut) good	91
2,0 (gut) good	87
2,3 (gut) good	83
2,7 (befriedigend) satisfactory	79
3,0 (befriedigend) satisfactory	75
3,3 (befriedigend) satisfactory	71
3,7 (ausreichend) adequate	67
4,0 (ausreichend) adequate	63
5,0 (ungenügend) fail	0

2.8 Degrees and Certificates

After successful completion of the program at both universities, the students receive the following degrees of both universities (depending on the completed curriculum):

- the degree “*Master of Management Science in Management Science and Engineering*” of Tongji University or
- the degree “*Master of Business Administration in Corporate Management*” of Tongji University and
- the *Certificate of Graduation* of Tongji University and
- the degree “*Master of Science (M. Sc.) in Industrial Engineering and Management*” of TU Berlin.

2.9 Examination Regulations

During their studies at TU Berlin, the study and examination regulations of TU Berlin in their latest version apply to Tongji students.

During their studies at Tongji University, the study and examination regulations of Tongji University in their latest version apply to TU Berlin students.

3 Financial Arrangements and Sustainability

Students participating in this dual master program will pay regular tuition and registration fees at their home university. During the term of the agreement the host university agrees to waive all tuition fees for incoming dual degree students visiting under this agreement. Participants of the dual master program are responsible for all additional expenses including but not limited to living, transportation, assurances, and study materials, in case there is no third party funding. However, the home as well as the host university will put efforts into applications for financial support to defray all or part of those expenses. The host university will assist the exchange students with accommodation, if wanted and possible.

Students enjoy their full rights and status both at the home and host universities. During their stay at the host university, students will be subject to all internal rules of the host university and to all legislative and social obligations of the host country.

Each university will maintain policies of insurance, indemnity, and safety for staff and students within the law of its own country. Students of TU Berlin must purchase a designated insurance (Overall Insurance & Benefit Plan for People Coming to China) at Tongji University upon registration as per the regulation of the Chinese Ministry of Education.

4 Validity and Modification of the Agreement

This agreement is valid for three years and becomes effective on the date it is signed by the official representatives of both universities. This agreement may be reviewed at any time and any modifications concerning the present agreement may be made only by mutual consent in writing between authorized representatives of the parties. If either university desires to terminate the agreement, it must inform the other in writing at least one year before. Otherwise the agreement will automatically be renewed by one year.

Tongji University

Date:



Prof. Dr. CHEN Jie

President

Prof. Dr. LI Yuan

Dean SEM

Prof. Dr. WU Zhihong

Vice Director CDHK

Technische Universität Berlin

Date:

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