

Seal/Logo of Partner University

**Agreement on a Dual Master Degree Program**

**between**

**[…] University**

School of […]

**and**

**Technische Universität Berlin**

Faculty […]/School of […]/[…]

# Subject of the Agreement and Aims

This agreement describes the academic and administrative conditions concerning the realization of the Dual Master Degree Program in […]. The program supports the exchange of students between School of […], […] University (hereinafter referred to as “[…] University”) and Faculty […]/School of […]/[…], Technische Universität Berlin (hereinafter referred to as “TU Berlin”). The aim is to enable students to receive Master degrees of both universities. This is based on the principle that the participating students have to fulfill the requirements of both study programs.

# Academic Conditions

## 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 […] University, the completed Bachelor program in “[…]” and the completed […] semesters of studies in the Master degree program in “[…]” as entry requirement for the Master degree program “[…]” at TU Berlin.
* […] University acknowledges the qualification for university entrance to TU Berlin, the completed Bachelor program in “[…]" or any comparable degree and the completed first semester of studies in the Master degree program “[…]” as the entry requirement for the Master degree program in “[…]” at […] University.

## Prerequisites

This agreement applies to […] University students,

* who are enrolled in the Master degree program in […] at School of […], […] University, and
* who have successfully completed a Bachelor’s degree in […], and
* are well-versed in the English language (Common European Framework of Reference for Languages (CEFR) level B2), as demonstrated by TOEFL (550 pbt, 213 cbt, 85 ibt), IELTS 6.5, CET 6 550, or an equivalent test, and
* are well-versed in the German language (Common European Framework of Reference for Languages (CEFR) level B2), as demonstrated by Test DaF (16, 4x4) or an equivalent test ([…] University students who seem less skilled in German are requested to attend additional German language courses prior to their stay at TU Berlin.[[1]](#footnote-1)) and

TU Berlin students,

* who are enrolled in the Master degree program “[…]” ([…]) at TU Berlin, and
* who have successfully completed a Bachelor’s degree in […] at any German university or any comparable degree accepted by the examination board, and
* are well-versed in the English language (Common European Framework of Reference for Languages (CEFR) level B2), as demonstrated by TOEFL (550 pbt, 213 cbt, 85 ibt), IELTS 6.5, or an equivalent test.

## 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.

## Exchange Contingent

The number of participants will be limited to […] 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.

## Curricular and Degree Requirements

Both […] University students as well as TU Berlin students will spend one year at the host university and must follow the curricular and degree requirements of both universities. 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 both parties. The following paragraphs state the curricular conditions for reference. Any further details will be handled by the examination board or academic committee of the university in question.

### Students of […] University

Students of […] University study at least their first year at […] University and their second year at TU Berlin.

They have to gain at least […] ECTS credits at TU Berlin and at least […] credits at […] University. The aggregated total credits gained must be at least […] ECTS credits. Courses selected at both universities should overlap only slightly.

The number of courses taken at […] University must include:

* **compulsory:** […]
* **compulsory-elective:** […]

The number of courses taken at TU Berlin must include:

* **compulsory:** […]
* **compulsory-elective:** […]

The number of courses taken at either […] University or TU Berlin must include:

* **compulsory:** […]
* **compulsory-elective:** […]
* **elective:** […]

Admissible compulsory and compulsory-elective courses not specified above are listed on the TU Berlin and […] University websites in the most recent versions of the applicable course catalogue.

Assistance for compulsory courses within the curriculum will be given by means of accompanying literature as well as teaching materials in English.

[To fulfil the degree requirements of both universities, an internship of at least […] months during the Master program must be fulfilled.]

### Students of TU Berlin

Students of TU Berlin study their first year at TU Berlin and their second year at […] University.

They have to gain at least […] ECTS credits at TU Berlin and at least […] credits at […] University. The aggregated total credits gained must be at least 120 ECTS credits. Courses selected at both universities should overlap only slightly.

The number of courses taken at TU Berlin must include:

* **compulsory:** […]
* **compulsory-elective:** […]

The number of courses taken at […] University:

* **compulsory:** […]
* **compulsory-elective:** […]

The number of courses taken at TU Berlin or […] University must include:

* **compulsory:** […]
* **compulsory-elective:** […]
* **elective:** […]

Admissible compulsory and compulsory-elective courses not specified above are listed on the TU Berlin and […] University websites in the most recent versions of the applicable course catalogue.

[To fulfil the degree requirements of both universities, an internship of at least three months during the Master program must be fulfilled.]

### Master’s Thesis

The Master’s thesis can be performed at […] University or at TU Berlin. The actual period for the thesis composition shall be at least six months. The thesis must be written in English, meet the academic requirement of both universities, and be defended successfully. [To fulfil the requirements of […] University, a paper based on the Master’s thesis must be published.]

The Master’s thesis is usually written in the last semester of the program. Each student has to have two supervisors, one from each university. Only professors or associate professors (Germany: junior professors) are eligible for thesis supervision. The topic has to be accepted by both universities.

All credits have to be achieved before submitting the proposal for the Master’s thesis to the supervisors. For dual degree students, the thesis defense is allowed to be held via video conference.

## Compatibility of […] and German Semester Terms

It is acknowledged that terms at […] University and TU Berlin are not synchronized.

[…] University:

* Fall/Winter term: […]
* Spring/Summer term: […]

TU Berlin:

* Winter term: mid-October to mid-February
* Summer term: mid-April to mid-July

## Mutual Recognition of Credits and Grading Systems

All credits acquired under this program will be mutually recognized. Modules and the Master’s thesis shall be graded according to a system that makes the […] University and the TU Berlin grading system compatible:

|  |  |
| --- | --- |
| […] | **TU Berlin** |
| […] | 1,0 (sehr gut/excellent) |
| […] | 1,3 (sehr gut/excellent) |
| […] | 1,7 (gut/good) |
| […] | 2,0 (gut) good) |
| […] | 2,3 (gut) good) |
| […] | 2,7 (befriedigend/satisfactory) |
| […] | 3,0 (befriedigend/satisfactory) |
| […] | 3,3 (befriedigend/satisfactory) |
| […] | 3,7 (ausreichend/adequate) |
| […] | 4,0 (ausreichend/adequate) |
| […] | 5,0 (ungenügend/fail) |
| **TU Berlin** | […] |
| 1,0 (sehr gut/excellent) | […] |
| 1,3 (sehr gut/excellent) | […] |
| 1,7 (gut/good) | […] |
| 2,0 (gut) good) | […] |
| 2,3 (gut) good) | […] |
| 2,7 (befriedigend/satisfactory) | […] |
| 3,0 (befriedigend/satisfactory) | […] |
| 3,3 (befriedigend/satisfactory) | […] |
| 3,7 (ausreichend/adequate) | […] |
| 4,0 (ausreichend/adequate) | […] |
| 5,0 (ungenügend/fail) | […] |

## Degrees

After successful completion of the program at both universities, the students receive the degrees of both universities:

* the degree *“[…]”* of […] University and
* the degree *“Master of Science (M. Sc.) in […]”* of TU Berlin.

[For the dual degree students seeking for the degree of […] University, the program should be completed within a maximum of […] years.]

The condition for the issuance of the degree from the host university is that the degree from the home university has been issued first.

## Examination Regulations

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

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

# 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 master degree students visiting under this agreement. Participants of the dual master degree program are responsible for all additional expenses including living, transportation, insurance, study materials, in case there is no third party funding. However, the home as well as the host university will try to get 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.

# 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.

[…] **University Technische Universität Berlin**Date: Date:

.............................................................. ..............................................................

Prof. […] Prof. […]  
President President

.............................................................. ..............................................................

Prof. […] Prof. […]  
Dean Dean/Chairman  
School of […] Faculty […]/School of […]/[…]

1. For selection and admission, a lower language proficiency (CEFR B1) may be sufficient. However, the required certificate must be submitted during the stay at the host university. [↑](#footnote-ref-1)