Cooperation Agreement

DOUBLE DEGREE PROGRAM

between

Technische Universität München
München, Germany

and

Kungliga Tekniska högskolan, KTH
Stockholm, Sweden

Preamble
In continuation of the preceding fruitful Double Degree Cooperation for students in Engineering and Science between Technische Universität München (hereinafter TUM), represented by its President, Professor Prof. Dr. Dr. h.c. mult. Wolfgang A. Herrmann, and Kungliga Tekniska högskolan (hereinafter KTH), represented by its President, Professor Peter Gudmundason, the parties hereby agree to renew their cooperation in the following agreement.

Article 1 – Aim of the Agreement
The aim of this agreement is to specify the terms under which exchange students from TUM to KTH and from KTH to TUM may be granted, upon successful fulfilment of all requirements for graduation at each institution, the academic degrees and diplomas of comparable academic levels from both institutions.

Article 2 – Scope of the Agreement
The agreement concerns exchanges of students of the study programs at KTH leading to the professional degree "Civilingenjör" at KTH and students of the Engineering and Science faculties at TUM leading to the degree “Master of Science” at TUM.

Both institutions agree to the following general forms of cooperation and general requirements for all students participating under this agreement. Detailed conditions regarding the course of studies during the exchange shall be specified in individual student agreements (learning agreements), signed by representatives of the respective schools and/or departments.

Article 3 – Number of students
Each academic year, the international co-ordinators of both institutions will inform each other of projected student flows for double-degree students. The flows will be
negotiated and determined well in advance prior to the deadline for submitting applications, being regulated on a yearly basis by the availability of places.

**Article 4 – Applications, selection and admission of students, tuition fees, costs, housing, academic services**

The exchange of students under this agreement will be conducted in accordance with the following principles:

- Applications must include a completed application form, a preliminary study plan, a curriculum vitae, a transcript of the student’s records, including courses and marks, a letter of intent from the student, and a letter of confirmation from the sending institution stating that the candidate has been nominated for this particular exchange program.

- Students are selected and admitted to the exchange program on a case-by-case basis based on their academic results, prerequisite requirements, motivation and language skills. The selection is carried out in collaboration between the two institutions. Admission of students is always at the discretion of the receiving institution, subject to approval by the receiving school/department.

- Applications for admission must be sent by the International Office of the home institution and arrive at the host institution by April 15th. Acceptance letters should be mailed directly to the students by June 1st. The International Office of each institution will also be informed of its students’ final admission by June 1st.

- To be admitted to either institution under the terms of this agreement, exchange students must have successfully completed a minimum of 3 years of university level studies (180 ECTS) prior to the start of the exchange.

- No tuition fees are required at the host institution for students involved in the exchange.

- The students should have personal health and liability insurance coverage before departure to the host institution.

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

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

- Students participating under the terms of this exchange will be entitled to participate in any introductory program that may customarily be arranged for foreign students.

- Students participating under this agreement shall be subject to the rules and regulations of the host institution during the entire duration of their stay. They will also have the rights and privileges enjoyed by other students enrolled at the host institution.

- Both parties agree to take action to obtain financial support for student exchanges under European programs or from other financial resources. Students participating in the exchange will be considered Erasmus students for the first 12 months of their stay.
**Article 5 – Language Requirements**

Each institution is free to define the level of linguistic knowledge required of the students. Each institution will offer the incoming students at least one intensive language course.

*Language requirements at KTH:*

In order to meet the requirement for admission the student must have a passing grade in all four Swedish language courses offered at KTH or have passed the Swedish language test for higher education TISUS.

*Language requirements at TUM:*

In order to be admitted to a Master program at TUM, taught in German, the student must have sufficient proficiency in German language to follow the course requirements as regular students.

Admittance to Master programs in English language may require English language test like the TOEFL or similar. Information about scores etc. are communicated by the academic adviser in the faculty.

**Article 6 – Study Plan and Course of Study**

Each student will propose an individual study plan for the total duration of the exchange in his/her application. This study plan will be reviewed and, if need be, modified prior to final admission. A written study contract (learning agreement) must be established and signed by both institutions upon arrival at the host institution. This contract may be revised at any time during the exchange in written form by the academic representative of the host institution.

The plan of studies for each involved School or Faculty are presented in Appendices to this agreement.

The total duration of the nominal study period required to receive the home institution’s degree must not be prolonged by more than a maximum of one year (60 ECTS).

Each individual student should be issued an academic transcript with host institution courses totalling a minimum of the equivalence of 120 ECTS credits (including the final degree project, see Article 7 below) for the validation of studies at the home institution.

**Article 7 – Final Degree Project**

One semester (30 ECTS) of the student’s study program will be devoted full-time to the final degree project. The subject of the final degree project must always receive advance approval in writing from a faculty member of the host as well as the home institution. The final degree project must be carried out under the supervision of a faculty member of the host institution who is responsible for the arrangements of topic and subject area of the project. Normally, the final degree project should be carried out in the country of the host institution, but exceptions may be negotiated on a case-to-case basis.

The final degree project results in a report, which is written preferably in English, but may, upon mutual consent, be written in German or Swedish. There must always be included a brief summary of at least 4 pages in the home institution’s language, as well as an abstract in English. The work should be defended in English or in the language of the host institution, as agreed on a case-to-case basis, and according to the regulations at the institution. A copy of this report should be sent to the home institution to be included in the student’s file.
Article 8 – Control of results
At the end of each year, the host institution shall send to the home institution a copy of each student's transcripts in English. The parties agree that exams/courses shall be graded and awarded credits according to the rules of the institution where the exam or course is carried out.

Article 9 - Delivery of the academic degrees
Each institution decides, according to its own criteria, if the student is entitled to receive a degree.

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

Article 10 - Academic and administrative representatives
Each institution will nominate its own academic and administrative representatives, and such representatives will be responsible 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.

Representatives for this Agreement are listed in Appendices.

Article 11 - Terms of agreement
This Agreement shall come into effect on the day of signature by both institutions and is valid for five years. 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.

Article 12 - Amendments or changes
Amendments or changes to this Agreement shall 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.

This Agreement has been signed in two identical originals in English, of which each institution is keeping one original.
Signatures

Stockholm, Date:

December 1, 2010

Prof. Per BERGLUND
Vice-Dean, Kungliga Tekniska högskolan

Munich, Date: 2010.12.14

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