Double Degree Agreement

for the

Master of Science (M.Sc.) in Information and Communication Engineering (ICE) and M.Sc. in Telecommunication Engineering (TE)

between

University of Jaén (UJA)

and

Technische Hochschule Mittelhessen University of Applied Sciences (THM)

1. Scope of the agreement

This agreement is signed between the University of Jaén (UJA), represented by Prof. Dr. Manuel Parras Rosa president of the University of Jaén (UJA), and Technische Hochschule Mittelhessen (THM) University of Applied Sciences, represented Prof. Dr. Günther Grabatin, president of the TH Mittelhessen University of Applied Sciences (THM).

Convinced that the pursuit and the consolidation of the existing cooperation is vital for the further development of both parties, this agreement aims at conducting a double degree in M.Sc. in Information and Communication Engineering (ICE-THM) and M.Sc. in Telecommunication Engineering (TE-UJA). This depends on the availability of funds and human resources.

For fostering the cooperation of the institutions staff mobility will be used as a mean for giving the dual degree a broader basis. Furthermore, the collaboration on research activities is encouraged. To support research collaboration, master students from ICE-THM or TE-UJA will be admitted to the PhD Program Communication and Information Technologies of UJA without any other additional requisite.

Participating students from both institutions shall have the opportunity to study typically a full academic year at the other institution, select courses according to this agreement and receive a Master certificate from both institutions. The teaching at the partner university related to this double degree program at both UJA and THM is conducted in English language, although students can choose additional courses offered by THM and UJA in German and Spanish language as well.

The number of students will be agreed upon each year. The academic year consists of two semesters beginning usually in October, ending in the summer semester of the following year.

The ICE-THM and the TE-UJA Masters comprise 90 ECTS. However 30 ECTS competencies in the TE-UJA Master are not equivalent to the competencies in the ICE-THM Master. As a consequence 120 ECTS need to be earned to receive both degrees. The study program for UJA and THM Double Degree students is as follows:

UJA Students	THM Students
1st Semester: 30 ECTS at UJA	1st Semester: 30 ECTS at THM
2nd Semester: 30 ECTS at UJA	2nd Semester: 30 ECTS at THM
3rd Semester: 30 ECTS at THM	3rd Semester: 30 ECTS at UJA
4th Semester: 30 ECTS Master Thesis*	4th Semester: 30 ECTS Master Thesis*

* *The Master Thesis can be done at UJA or at THM but must be defended in front of Professors of both institutions.*

In order to receive the double degree, a student must complete studies equal to at least 30 ECTS-credits and at the most 60 ECTS from the curriculum of the partner institution.

Appendices 1 and 2 of this agreement include a list of courses available to double degree students. The lists of App. 1 and 2 shall be reviewed, updated and mutually

approved annually. In both institutions 1 ECTS credit equals a students workload of 25 to 30 hours according to the module descriptions of the program.

A student must have passed at least 50ECTS out of 60 ECTS in the sending institution, before the double degree studies begins. The missing ECTS can be done at the partner institution as described in section 8 of this agreement. Selected THM Master students applying for TE-UJA Master must have at least level B2 in English and they must have done 2 ECTS Spanish language learning before the beginning of the lectures at UJA. Selected UJA Master students applying for the THM-ICE Master must have B2 Level in English and an A1 level in German.

An essential part of the double degree will be the Master thesis, which can be done at the THM or at the UJA but must be supervised and defended in front of professors of both institutions.

2. Support for students transferring between the two institutions, including financial implications, pre-transfer preparation and introduction into the partner institution.

The following policy has been agreed upon:

2.1 Application to join the scheme

- The procedure for selecting the participants at each institution is detailed in appendix 4.
- The application forms must be provided to the receiving party according to the application deadlines of the hosting institution (appendix 5).
- The following documents can be submitted directly in Spanish language for UJA-students applying to THM:
    - Bachelor Degree Certificate / Título Oficial de Grado o Ingeniería Técnica.
    - A-Level Certificate / Título de Bachiller.
    - Transcript of Records / Certificación Académica Personal.

  The following documents can be submitted directly in German language for THM-students applying to UJA:
    - Bachelor Degree Certificate / Zeugnis des ersten Hochschulabschlusses
    - A-Level Certificate / Zeugnis der Hochschulreife
    - Transcript of Records / Leistungsübersicht
- Acceptance or rejection of applications will be provided to the sending party by the end of the semester, in which the student has submitted the application form.

2.2 Pre-transfer preparation (Conducted at, and by the home institution)

- Details of the subjects and courses to be studied, the methods of studies (e.g. length of lectures requirements for self-study) at the partner institution have been introduced to participating students before applying for the program.

2.3 Orientation program (Conducted at, and by the host institution)

- The students joining the double degree program have to participate in the orientation program – providing information concerning enrolment, registering at local authorities, studying and living in the receiving country – at the receiving institution.
  Both institution will provide appropriate counselling and other assistance to incoming students and will assist them in finding suitable accommodation

2.4 Financial implications for the students transferring between both institutions

The students transferring between the two institutions will have the following financial conditions:

- Fees:
  - At THM: Each semester at THM a semester social fee has to be paid, which includes a ticket for free regional public transportation (currently 261EUR), contribution to student services (including access to students restaurants and dormitories), contribution to students union.

    The fee must be paid when enrolling. Courses of German and English as a foreign language will be part of the ICE study program without additional costs.
  - At UJA: No regular fee is paid by THM students under this DD program. However, each academic year at UJA an academic insurance has to be paid (currently 1.12 EUR). The insurance must be paid when enrolling. Also, THM students at UJA pay a graduation fee (currently 120 EUR approx.) once the study plan at the UJA is completed. Furthermore, the fee for the intensive Spanish language course (January) amounts to approx. 170 EUR and must be paid by the exchange student him/herself. Spanish language courses taught during both semesters are for free for THM students at UJA.

- Accommodation: Students will receive support by the host institution to find accommodation. Accommodation costs have to be covered by the student him/herself and paid to the landlord directly.
- Travel: The students themselves cover all expenses (international and national).
- Books and other teaching material including printing and copying expenses: paid by the students themselves.
- Students participating in the program shall cover other everyday life expenses. Both institutions can use their own national funding for financing their own students.
- Health insurance:
  - THM: prerequisite for enrolment is as adequate health insurance. Students not bringing along the EHIC (European Health Insurance

Card) have to become member of the German statutory health insurance before enrolling.

- UJA: International students at UJA who are nationals of a Member State of the European Community, of the European Economic Area or Swiss nationals can benefit from the so-called European Health Insurance Card (www.ec.europa.eu/social/main.jsp?catId=509&langId=en) while studying in Spain. However, they should additionally buy repatriation, accident, travel and civil liability insurance. The rest of international students wishing to study at UJA must hold a private health (sickness/hospitalization), repatriation, accident, travel and civil liability insurance policy covering the whole period of stay in Spain and bring along all the necessary contact details of the corresponding doctor/clinic in Jaén (if they buy one before their departure date from their home country). Alternatively, these international students can also buy their insurance policy once in Jaén from any Spanish insurance company (i.e. www.mapfre.es).

3. **Student privileges / obligations**

   During the exchange period, the students will enjoy the same privileges and adhere to the same regulations as other degree program students in the receiving institution.

4. **Admission criteria - required ECTS points for the assignment**

   Each institution will be responsible for selecting its participating students for the program. The host institution decides on the acceptance according to the admission criteria to the Master program ICE / TE. Participants must be qualified full time students, enrolled in degree seeking programmes at their respective home institution in the faculties as mentioned above.

   The host institution informs the respective home institution about selected candidates in a timely manner, and if applicable, confirms the selection by means of application documents.

   Each university allows its students to join the DD-Program, according to the criteria set out in this agreement.

   Students from the UJA are allowed to join the program if they fulfill at least 50 ECTS of the established TE-UJA curriculum in the credit system and have A1 Level in German and B2 Level in English when applying. UJA assures to offer German language courses to Spanish students of TE M.Sc.

   Students from the THM are allowed to join in the program if they fulfill at least 50 ECTS of the established ICE-THM curriculum in the credit system and prove to have B2 Level in English, they must have done 2 ECTS Spanish language learning before the beginning of lectures at UJA. THM assures to offer Spanish language courses to students of ICE M.Sc.

5. **Assessment arrangements and formal regulations including the degree thesis and procedures**

   Regulations concerning the degree thesis:

For UJA-students studying at THM as a host institution:

- The degree thesis is carried out at the home or at the host university in English language.
- The scientific supervisors are from both institutions- one from UJA and one from THM.
- The workload of the thesis has to be 30 ECTS-credits.
- The Master Thesis includes a colloquium with thesis defence and a seminar parallel to the thesis, which is worth 6 ECTS, which are included in the 30 ECTS Master Thesis. The colloquium can take place at THM, at UJA, or at both institutions, depending on the availability of the THM and UJA supervisors.
- If the THM seminar parallel to the thesis cannot be attended, a midterm presentation of the current status of the thesis has to be done at the host institution as an alternative.

For THM-students studying at UJA as a host institution:

- The regular specified schedule is, that students coming from Germany will carry out their Master thesis at THM after returning from Spain. In deviation of that, the thesis can be carried out at UJA during an extended time range.
- The scientific supervisors are recommended to be from both institutions- one from UJA and one from THM.
- The workload needed to complete the thesis shall equal to 30 ECTS-credits and it will be carried out in English language.
- The Master Thesis includes a colloquium and a seminar, which is worth 6 ECTS. The examination can take place at THM at UJA or at both institutions depending on the availability of the THM and UJA supervisors.
- If the UJA seminar cannot be attended, a Midterm presentation of the current status of the thesis has to be done as an alternative.

6. **Exchange of grades at the end of each semester/credit transfer**

Prior to their studies abroad, students will need to have a learning agreement signed by the Counselling Officer at their home faculty and by the responsible contact person at partner. Academic credits and grades received by the students will be recognised by each institution. Each partner will provide all the necessary academic information in order to comply with this. An academic transcript will be provided to the home institution upon completion of the students' period of study at the host institution. The home institution will be responsible for the conversion of grades, credits, etc., which will be completed in accordance to the home institution's grading system. Recognition of course credits shall always be carried out in favour of the students.

The academic results will be graded as shown in appendix 3, by using the system in operation in THM and UJA respectively.

7. Management of the double degree program

Each university appoints in each academic year a manager of the DD-Program. The person in charge handles both the organization and implementation of the program as well as the exchange of information between the two universities. The relevant contact person is responsible, for the timely submission of grades between the universities.

Each university chooses individually the person in charge (DD-program manager) who is responsible for program implementation. This person is designated for a period of one academic year, which is specified in an addendum (additional agreement). After the end of the academic year the DD-program manager is reassigned automatically unless one of the parties specifically requests some changes. The functions and tasks, performed by the person in charge (DD-program manager) are: to organize and coordinate the activities for implementation of the DD-program; to consult and assist students participating in the program, as well as potential candidates, too; to organize the exchange of information between both universities, to care for the promotion and marketing of the program at the own institution.
The main contacts concerning the double degree are:

- THM Director of the ICE Master Program
- UJA Director of the TE Master Program

The promotion of the programme is the responsibility of all the partners.

Each member institution agrees to the use of its name and logo for the purposes of promotional material, programme literature and other documentation of the programme.
The strategy for promoting the programme will be discussed annually by the Board.
Example of means for the promotion of the programme:
- Websites of the institutions of the consortium;
- A specific website for the project;
- National agencies for higher education;
- Cultural services and diplomatic representations of the countries involved in the consortium;
- Scientific and professional bodies and organisations;
- International scientific conferences.

The agreement and its appendices are reviewed annually. The issues related to quality assurance are reviewed four months before the start of the next period in case of student complaints; then suggestions for improvement are discussed in the same context.

8. Organization for conducting (holding) untaken exams at the partner university

Examinations of the home institution which cannot be done during the studies at the home university may take place at the host university on the same day and at the same time as the examination at the home university (distance exam, for example in case of failed exams, which need to be repeated). The colleague instructing the respective course sends the exam material to the contact person of the partner university. After completion of the examination the contact person sends back the

scanned exam papers to the instructor. The student's original exam papers are sent to the instructor per postal mail.

9. **Degree certificate**

Each university will issue a degree certificate proving the level of higher education reached. The content of this degree certificate will meet the same requirements for key documents issued by higher educational institutions.

10. **Date and place of graduation ceremony**

Each university issues the Master certificates and the diploma supplements when the full documentation is received in the university, proving the successful conclusion of studying in the partner university. The date and the place for handing out the degree certificates are specified according to the schedules and rules of the university. Each side notifies the partner university about date and place at the beginning of the academic year. The degree certficates can be sent per surface mail on request, the student carries the postage costs.

11. **Continuation and Termination**

- The present agreement becomes effective upon the signature of the present documents. It is renewable for another period upon mutual e-mails from heads of institutions which forms an addendum to this contract.
- This agreement remains in full force and effect until either party THM or UJA has notified in writing its intention to terminate this agreement, not less than four months before the beginning of a new semester.

12. **Disputes**

In any event both parties undertake to make all reasonable efforts to ensure, that any disagreement shall not adversely affect students undertaking the studies according to this agreement.

Place:	**Jaén, Spain**	**Jaén, Spain**
Date:		
Signed:		
	Prof. Dr. Manuel Parras Rosa	Prof. Dr. Sebastián García Galán
	Rector of University Jaén	Dean School of Engineering of Linares, University of Jaén

Place:	**Gießen, Germany**	**Friedberg, Germany**
Date:	10/11/2014	
Signed:		
	Prof. Dr. Günther Grabatin	Prof. Dr.-Ing. Karl-Friedrich Klein
	President	Director
	THM Technische Hochschule Mittelhessen University of Applied Sciences	ICE Master Study Program
		THM Technische Hochschule Mittelhessen University of Applied Sciences

Appendix 1

Selection of courses available at THM - status 2014, to be approved annually

Course program for UJA-students

	Winter Semester in Jaen (1. Semester):	*ECTS*
	Data Transmission	7
	Optical Fiber Communications	4
	Advanced Digital Signal Processing	7
	Wireless Access Technologies	4
	Professional Practice & Scientific Methods	4
	German as a Foreign Language (or English as a Foreign Language)	4
	Total:	**30**

	Summer Semester optional in Germany (2. Semester)*:	*ECTS*
	Degree thesis (supervised, completed and defended in THM and co-supervised from and defended in UJA) *Note: The Thesis can also be performed at UJA co-supervised by THM*	***30***

Note: 30 ECTS according to the official ICE Curriculum of the second semester, which already have been taken in Spain at UJA and will be counted. Accordingly, the DD-Students will finish their studies with the Master Thesis and will receive the degrees of both institutions.

Recognized subjects at THM for UJA-students

THM ←		***UJA***	
Subjects	*Credits*	*Subjects*	*Credits*
IP Based Networks and Protocols	*6*	*Network and Service Technologies*	*6*
Internet Protocols and Applications	*7*	*Multimedia Advanced Services*	*6*
Computer Networks Part 1	*4*	*IP Based Networks*	*6*
Project Management	*5*	*Project Management*	*6*
Project Work	*4*	*Integration Project*	*4*
Photonics	*4*	*Optical Technologies*	*4*

Appendix 2

Selection of courses available at UJA - status 2014, approved annually

Course program for THM-students

	Winter Semester (1. Semester):	*ECTS*
	Circuits for Electronic Instrumentation	**6**
	Complex Digital System Design	**6**
	Network and Service Technologies	**6**
	Radiocommunications and Radiodetermination	**6**
	Communication Systems and Circuits	**6**
	Total:	**30**

	Summer Semester optional in Spain (2. Semester)*:	*ECTS*
	Degree thesis (supervised, completed and defended in UJA and co-supervised from and defended in THM) *Note: The Thesis can also be performed at THM co-supervised from UJA*	***30***

Note: 30 ECTS according to the official TE Curriculum of the second semester, which already has been taken in Germany at THM and will be counted. Accordingly, the DD-Students will finish their studies with the Master Thesis and will receive the degrees of both institutions.

Recognized subjects at UJA for THM-students

UJA ←		***THM***	
Subjects	*Credits*	*Subjects*	*Credits*
Multimedia Advanced Services	*6*	*IP Based Networks and Protocols*	*6*
IP Based Networks	*6*	*Internet Protocols and Applications*	*7*
Project Management	*6*	*Project Management*	*5*
Integration Project	*4*	*Project Work*	*4*
Optical Technologies	*4*	*Photonics or Optical Fiber Communications*	*4*
Signal Processing for Communications	*4*	*Advanced Digital Signal Processing*	*7*

Appendix 3

Equivalence key for grades for THM and UJA

Classification UJA	Grade UJA	Percentage	Grade THM	Classification THM
sobresaliente	10,00	100 bis 95,0	1,0	sehr gut
	9,4	< 95,0 bis 93,5	1,1	
	9,3	< 93,5 bis 92,0	1,2	
	9,1	< 92,0 bis 90,5	1,3	
	9,0	< 90,5 bis 89,0	1,4	
notable	8,8	< 89,0 bis 87,5	1,5	gut
	8,7	< 87,5 bis 86,0	1,6	
	8,5	< 86,0 bis 84,5	1,7	
	8,4	< 84,5 bis 83,0	1,8	
	8,2	< 83,0 bis 81,5	1,9	
	8,1	< 81,5 bis 80,0	2,0	
	7,9	< 80,0 bis 78,5	2,1	
	7,8	< 78,5 bis 77,0	2,2	
	7,6	< 77,0 bis 75,5	2,3	
	7,5	< 75,5 bis 74,0	2,4	
	7,3	< 74,0 bis 72,5	2,5	
	7,2	< 72,5 bis 71,0	2,6	befriedigend
	7,0	< 71,0 bis 69,5	2,7	
bien	6,9	< 69,5 bis 68,0	2,8	
	6,7	< 68,0 bis 66,5	2,9	
	6,6	< 66,5 bis 65,0	3,0	
	6,4	< 65,0 bis 63,5	3,1	
	6,3	< 63,5 bis 62,0	3,2	
	6,1	< 62,0 bis 60,5	3,3	
	6,0	< 60,5 bis 59,0	3,4	
suficiente	5,8	< 59,0 bis 57,5	3,5	ausreichend
	5,7	< 57,5 bis 56,0	3,6	
	5,5	< 56,0 bis 54,5	3,7	
	5,4	< 54,5 bis 53,0	3,8	
	5,2	< 53,0 bis 51,5	3,9	
	5,1	< 51,5 bis 50,0	4,0	
suspenso	<5.0	< 50,0	5,0	nicht ausreichend

Appendix 4

Procedure for selecting the participants

UJA. The participants will be chosen between students who fulfil the requirements of article 4. The application must be done at the Universidad Virtual portal (http://www10.ujaen.es/intranet) before expiring the deadline of Appendix 5. The best academic record is the criteria for ordering the participants. The selection of candidates is determined in a public event. During this event, each applicant is called in order and must decide the acceptance or not the exchange under the DD-program. This method is followed until the maximum number of students is reached or there are not more applicants.

THM. The participants will be chosen between students who fulfil the requirements of article 4. The application must be done at the ICE office, following the application scheme in section 2.1, before expiring the deadline of Appendix 5. The best academic record is the criteria for ordering the participants. This method is followed until the maximum number of students is reached or there are not more applicants.

Annex 5: DD-Processdescription and Application Deadlines

THM DD-Students:

- Apply until January 15th year x at ICE office, submitting documents according to section 2.1
- ICE Admission Board decides on acceptance according to process in Annex 4
- ICE office sends request for acceptance of DD Students to UJA coordinator.
- Confirmation of acceptance at UJA by end of January year x.
- THM DD Students apply for Erasmus Grant via THM international office.
- In case of acceptance THM DD Students must pass min 50 ECTS out of 60 ECTS in the sending institution and finish a min. 2ECTS Spanish language course prior to their departure to UJA in October year x.
- October year x - February year (x+1): Study at UJA.
- Final Thesis: UJA or THM

UJA DD-Students:

- Application until November 30th year x at Virtual University Web, submitting the documents according to section 2.1. English (B2) language level requirements must be fulfilled when submitting the application. The process includes the application for Erasmus grant.
- Selection process under the competitive principles described in Annex 4.
- UJA sends request to ICE office with DD applicants.
- Confirmation of acceptance via ICE office by end of January year (x+1).
- Selected students must pass at least 50ECTS out of 60ECTS in the sending institution and must fulfill German (A1) language level requirements.
- October year (x+1) - February year (x+2): Study at THM
- Final Thesis: UJA or THM