

**Inter-institutional Agreement**  
**between**  
**THM Technische Hochschule Mittelhessen University of Applied Sciences, Germany**  
**and**  
**National Technical University of Ukraine "Igor Sikorsky Kyiv Polytechnic Institute"**  
**on Dual Degree Programme**

**1. Scope of the agreement**

This agreement is signed between the National Technical University of Ukraine "Igor Sikorsky Kyiv Polytechnic Institute" represented by Prof. Dr. Mykhailo Zghurovsky (Rector) and Technische Hochschule Mittelhessen University of Applied Sciences (THM), represented by Prof. Dr. Matthias Willems (President).

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 power engineering, electrical engineering and electromechanics M.Sc. in the department of electric power engineering and automatics at National Technical University of Ukraine "Igor Sikorsky Kyiv Polytechnic Institute" and Computer, Control and Communications Engineering M.Sc in the Department of IEM at THM. This depends on the availability of funds and human resources.

Both partners accept to certificate full master degrees when the requirements defined in this document and its appendix are met.

**2. Student mobility numbers per academic year**

The number of students will be agreed upon each year. The academic year consists of two semesters. The annual number of double degree students may be increased by a mutual agreement of the parties. It is understood that a balance in number of students exchanged shall be sought over a five-year period.

**3. Curriculum of the Double Degree Programme**

The students of the 'Double Degree Programme' track study at both institutions according to the curriculum and mobility plan defined in Appendix 1.

Successful completion of 30 ECTS at the home institution, recognized by THM, 30 ECTS at THM and a master thesis will allow the student to achieve a master's degree from THM.



The study programme done by the student consisting of

- what has been completed at the home university and recognized at THM
- the semester abroad at THM
- the master thesis

must be consistent with in the course of study at THM in a manner that justifies the issuing of the degree documents in accordance with the Examination Regulations valid at THM.

The hosting department is responsible for crediting the competencies that have to be accomplished for the double degree. At THM recognition is done in accordance to the specific Examination Regulations of the study programme as well as the General Provisions for Masters's Examinations.

The courses to be credited do not have to be one-to-one like modules of the degree programs of the two partner institutions. Equivalences can also be interdisciplinary and do not depend on a certain number of ECTS. This means that the equivalent courses do neither have to be from the same discipline or department nor do they have to have the same amount of ECTS. At the end of his/her curriculum the student must have successfully completed the number of ECTS stated in the Specific Examination Regulations.

The individual curriculum, modules and exams of each student have to be approved by the departments of both partners and documented in a learning agreement.

The programme of study for incoming students is subject to module availability and academic timetable. Every effort is made to enroll students on their first-choice modules. This will always be realized as far as this is possible.

To successfully complete the hereby agreed double degree students should spend at least one semester at THM and can spend their final semester at either their home or host university. A proposed course of study is to be found in the appendix. Any alternative course of study is expected to be coordinated and agreed to by the programme coordinators of both partner institutions.

In both institutions 1 ECTS credit equals a student's workload of 25 to 30 hours according to the module descriptions of the program.

Courses and examinations have to be reviewed according to the Examination Regulations of THM. The final documents are issued according to the accredited Examination Regulations, including the listing of modules in the certificate. The courses and modules accomplished by the student have to be consistent with the THM-Examination Regulations in a way that it justifies the issuing of the degree certificate in accordance with the Examination Regulations valid at THM.

#### **4. Final thesis**

The final thesis has to follow the Examination Regulations of the corresponding master's programme. It can be conducted either at the home or at the host institution. It has to be supervised by two faculty members: one of the home institution and one of the host institution. The subject of the final thesis has to receive an advance approval



of both supervisors. The subject as well as the two supervisors of the final thesis are determined at the end of the preceding semester and have to be registered at both institutions. The final thesis must be written in English.

## **5. Support for students transferring between the two institutions, including financial implications, pre-transfer preparation and introduction into THM.**

The following policy has been agreed upon:

### **1. Application to join the scheme**

The application process, requirements, required documents and deadlines both parties agree upon within this agreement are listed in appendix 1.

### **2. Acceptance and rejection**

Acceptance or rejection of applications will be provided to the sending party by the terms agreed upon in appendix 1.

### **3. 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.

### **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 (Details: appendix 2), preferably before, or latest when enrolling. The semester of the issuing of the degree certificate is exempted from semester social fee as long as it doesn't comprise any academic work.

- Accommodation:

Students will receive support by the THM to find accommodation. Student dorms are guaranteed for exchange students at THM, if application to the student services Gießen is submitted before the deadline.

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 for exchange students at THM:

Prerequisite for enrolment is an 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.



## **6. 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.

## **7. Admission criteria**

THM decides on the acceptance according to the admission criteria to the program as given in the appendix and defined in the examination regulations for the master program Computer, Control and Communications Engineering M.Sc. Participants are expected to be qualified full time students, enrolled in suitable degree seeking programs at their respective home institution in the faculties / specializations as mentioned above.

Neither institution will deny participation to students on the grounds of race, color, religion, sexuality, national origin, gender, age or disability.

For assuring integration students have to have German language level A1 when they start their studies at THM. It is highly recommended to participate in the four weeks German Intensive Course offered by University Giessen prior to beginning the studies at THM.

The home institution assures to offer German language courses to their students.

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

Prior to their studies abroad, students need to have a learning agreement signed by the departmental coordinator at their home faculty/department and by the responsible contact person at THM (**named in appendix**). Academic credits and grades received by the students will be recognised by each institution if the examination regulations of the study programmes of both institutions are met. 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 THM. The home institution will be responsible for the conversion of grades, credits, etc. in accordance to the home institution's grading system. Recognition of grades and credits accomplished at THM are agreed to in a learning agreement beforehand. Recognition of course credits shall always be carried out in favour of the students.

The academic results will be graded as shown in the appendix.

## **9. Management of the double degree program**

Each university appoints a "head of the program" (appendix) in each academic year. This person is designated for a period of one academic year. After the end of the academic year the departmental coordinator is reassigned automatically unless one of the parties specifically requests changes. The functions and tasks, performed by the departmental coordinator are: to organize and coordinate the activities for implementation of the 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 coordinate the promotion and marketing of the program



at the own institution, to care for the timely submission of grades between the universities

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

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.

## 10. 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.

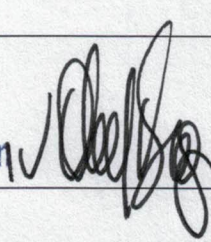
## 11. Continuation and Termination

The present agreement becomes effective upon the signature of the present documents for the period of three years. It is renewable for another period upon mutual e-mails from heads of institutions which forms an addendum to this contract.

## 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.

### SIGNATURES OF THE INSTITUTIONS (legal representatives)

Institution	Name, function	Date	Signature
National Technical University of Ukraine "Igor Sikorsky Kyiv Polytechnic Institute"	Prof. Dr. Mykhailo Zghurovsky <b>President / Rector</b>		
	Prof. Dr. Alexander Yandulsky <b>Departmental Coordinator</b>		
THM	Prof. Dr. Matthias Willems <b>President / Rector</b>	22.02.2019	
	<b>Departmental coordinator</b>	Technische Hochschule Mittelhessen Der Präsident Wiesenstr. 14 · 35390 Gießen	