Agreement of Interuniversity Cooperation

for Awarding a Double Master Degree (2nd cycle)

**Between**

POZNAN University of Technology, hereafter referred to as "PUT", represented by its President, Prof. Tomasz Łodygowski, **pl. M. Skłodowskiej-Curie 5, 60-965 Poznań, Polska.**

**And**

University Lille 1 - Science and Technology, hereafter referred to as ‘UL1’, represented by its President Philippe Rollet, Cité scientifique, 59655 Villeneuve d’Ascq Cedex, France.

**provided that :**

- the two universities are interested in establishing a long-term collaboration and a double master degree;

- the Polish Act on Higher Education allows Polish universities to award double degrees
(2nd cycle) with other international universities;

- the French Ministerial Decree n° 2014-0018 of October 23rd, 2014 allows French universities to award double degrees with international universities;

- Faculty of Engineering Management of PUT offers a Master Degree in Engineering Management with specialization 'Corporate Management'. (Magister w specjalności Corporate Management na kierunku Inżynieria Zarządzania).

- IAE Lille School of Management, UL1 offers a - Master Administration des Entreprises – International Executif (MAE-IE) of IAE Lille School of Management, UL1

- The Faculty of Engineering Management of PUT and IAE Lille School of Management, UL1, have a common interest in cooperating on the creation of a double degree program (hereafter DDP) of study, by which enrolled students of both universities will reach the title of study in the two partner universities, having the value of the Magister w specjalności Corporate Management na kierunku Inżynieria Zarządzania (Master Degree in Engineering Management with specialization 'Corporate Management') of PUT (M/EM) and Master Administration des Entreprises – International Executif (MAE-IE) of IAE Lille School of Management, UL1.

- all universities, with their resources and funds and in accordance with the law and regulations of their respective country, will collaborate and host all students, faculty members and administrative staff who participate in the mobility program as described in this Agreement;

**It is agreed and stipulated as follows:**

**Art. 1 – Preamble**

Preamble and annex are an integral part of this Agreement.

This double degree agreement stems from the desire of its signatories, the two institutions mentioned above, in the spirit of cooperation, to set up and develop a system of academic exchange.

This cooperation awareness, present in both institutions forms the basis for them to cooperate more closely by delivering common degrees. Both institutions have previously signed a memorandum of Understandings (MoU) for mutual cooperation which the present Double degree agreement is a development.

**Art. 2 – Objective of the Agreement**

This agreement relates to students from MAE-IE, ULille 1 who will take an integrated programme at PUT in the Master M/EM.

The same applies for students from Master M/EM, PUT who will take a training or an integrated programme at UL1 in MAE-IE.

PUT and UL1 agree to establish an integrated course of study (second cycle), which provides for the exchange of applicant students for a period of at least one semester, but not longer than two semesters, at the end of which the partner universities will award a double 2nd cycle degree: Master Degree in Engineering Management with specialization 'Corporate Management'. (Magister w specjalności Corporate Management na kierunku Inżynieria Zarządzania) and Master Administration des Entreprises – International Executif (MAE-IE) of IAE Lille School of Management, UL1.

**Art. 3 – Students**

**3.1. Student Exchange**

The universities agree that the number of participating students within the DDP will be maximum 6 for the academic year 2015/2016. This number may be reviewed each year at the request of each partner institution. If the number is not reviewed, it will be renewed.

All exams successfully passed by students at the host university is automatically recognized by the home university.

Students involved in the mobility program shall also enjoy the benefits and shall be likewise subject to the regulations and norms which are in force in the participating DDP universities.

**3.2. Selection of students**

The students are selected jointly by both universities. The selection procedures of each institution should help to ensure that the candidates can develop their abilities and skills and succeed in an international academic context. To be admitted as a first year Master’s student in PUT, an applicant must have earned a Bachelor’s degree or its equivalent in Engineering or Social Science (at least 180 ECTS). To be admitted as a second year Master’s student in UL1, an applicant must have earned a 4-year higher diploma, or the equivalent, of 240 ECTS. The deadline for application and enrolment is in Annexe 1.

Each partner should appoint a local academic coordinator (see Annex 4) from amongst the academic staff teaching in the programme, who is responsible for:

* ensuring that the requirements of their home universities are met;
* managing the double degree programme efficiently in collaboration with the partner coordinator;
* coordinating the programme management with local administrative representatives.

Coordinators from both programmes should inform the students enrolled in the double degree programme about this agreement and assist them during the selection process. They will also promote the exchange programme by using various methods (brochures, websites, etc.).

**3.3. Enrolment**

Students must be enrolled in both universities.

 **Students from PUT** who want to participate to the program of the double degree Master
at UL1 must be enrolled in the Master Degree in Engineering Management, must have adequate knowledge of the English language (minimum B2 in accordance with the Common European Framework of Reference for Languages) and must hold a valid visa or residence permit.

Students shall be transferred to UL1 to attend - in accordance with Annex - the teaching offered within the Master Administration des Entreprises – International Executif (MAE-IE). Students must obtain a minimum of 30 ECTS and no more than half of the credits provided by the course of study at the partner university.

**Students from UL1** who want to participate to the program of the double degree program
at PUT, must be enrolled in the Master Administration des Entreprises – International Executif (MAE-IE), must have an adequate knowledge of the English language (minimum B2 in accordance with the Common European Framework of Reference for Languages) and must hold a valid visa or residence permit.

Students shall be transferred to PUT in order to attend - in accordance with Annex 1 - any teaching offered within a Master Degree in Engineering Management with specialization Corporate Management. Students must obtain a minimum of 30 ECTS and no more than half of the credits provided by the course of study at the partner university.

**3.4. Tuition fee waiver**

Students participating in the DDP will enrol in both universities and pay tuition at their home university (the university of first enrolment). Students will have to pay the diploma fee at the host university if any.

All other charges, including health insurance, shall be borne by the students themselves.

**3.5. Transcript of Records**

Host universities shall issue and award each DDP student a certificate indicating his/her attended courses and his/her academic performance, together with the number of credits obtained at the partner university.

**3.6. Insurance obligation for students participating in the DDP**

PUT confirms that its regularly admitted students participating in the DDP are responsible for their own health and accident coverage. They are responsible for taking out an insurance against any incident that may occur during their period of study abroad for the activities concerned by this Agreement, and for legal liability against damage which they may involuntarily cause to third parties (people or their properties).

UL1 student admitted to the study programme with the European citizenship are covered by the health insurance through the European Health Insurance Card.

They are responsible for taking out an insurance against any incident that may occur during their period of study abroad for the activities concerned by this Agreement, and for legal liability against damage which they may involuntarily cause to third parties (people or their properties).

Students are required to obtain the appropriate health insurance if so required. Each Institution undertakes to provide appropriate information to students for their registration in the national health system or for the provision of other kinds of health insurance which may be required either before their arrival or once they have registered at the hosting Institution.

**Art. 4 – Didactics**

 **4.1. Structure of the programme and mobility schedule**

The universities formulate and approve through their respective academic bodies all study programs activated, properly organized into semesters, modules and credits (ECTS) for each student. Study programs will cover the period from the beginning of study to the last exams including the degree (Annexe 1).

*NOTA: as the Master in PUT begins in March, the correspondence between semesters is shifted: the Semester 1 of PUT corresponds to the semester 2 in UL1, the semester 2 of PUT corresponds to the semester 3 in UL1, and the Semester 3 of PUT corresponds to the semester 4 in UL1.*

ULille 1 students enrolled in the degree programme will study :

* Semester 1 at UL1
* Semester 2 at UL1
* Semester 3 (M2 first semester) at PUT
* Semester 4 (M2 second semester) at UL1

PUT students enrolled in the degree programme will study :

* Semester 1 at PUT
* Semester 2 at PUT (semester 3 in UL1)
* Semester 3 at UL1 (semester 4 in UL1)
* Semester 4 at PUT.

The home institution recognizes the examination results of the students during the exchange period at the host institution. According to the regulations and exam contents of the host institution, exams are taken at the host institution during the exchange period. Exams of resit sessions will be under the responsability of teachers in charge of the courses concerned. They can be held at the home university or at the hosting university. The grounds of the decision to establish resit sessions are defined jointly by all parties and approved by their competent bodies.

**4.2. Modifications to study programs**

The study programs of both universities as in Annex 2 can be modified by mutual consent
of the parties with no detriment to students already enrolled, by specific addenda to this Agreement.

**4.3 Specific conditions for the conduct of the thesis**

The UL1 students make their Master thesis in their semester 4. The PUT students make their Master thesis in their own semester 4, the semester after their semester 3 in IAE Lille (which is the semester 4 for Lille). Then the PUT students don’t have to make the master thesis during their mobility in Lille (their semester 3, which is the semester 4 in IAE).

The thesis will follow the requisitions of the degree of the country in which the students spends her/his year. The thesis is written in English. The thesis is supervised by a local supervisor designed by the head of the programme amongst academic staff teaching in the programme. The defence is set up at the normal date of the programme as specified in the home Master programme.

The jury follows the rules of the local programme. An academic staff of the partner institution, designed by the partner academic coordinator, will read the thesis and make comments, in complement to the local procedures. Each institution is free to integrate these comments following its normal rules.

This academic staff of the partner institution can (not mandatory) be invited to participate to the jury (with voting power), after an agreement between the coordinators. The participation can be made by Video conference.

**4.4 Internship**

During the semester in IAE Lille, the internship is mandatory for students of MAE-IE of IAE. The PUT students who won’t perform an internship in Lille will have the ECTS of internship covered by the Master thesis in PUT (Semester 4).

**4.5 Evaluations and assessments**

The students are subject to the study and examination regulation that is used by the partner institution where they are studying. Both institutions must validate the results obtained by the students in their home and host institution. ECTS grading system will be used to harmonize the interpretation of the records.

The timetable for registration and transfer of grades and results (course units and ECTS credits) must be edited according to the schedule presented in annex 1.

An International Committee consisting of UL1 and PUT professors (minimum two from each side) will be created to resolve special cases of students’ assessment that are not included in both regulations.

**4.6. Awarding of diploma**

Students participating in the DDP and having validated 120 ECTS obtain the 2 degrees: Master Degree in Engineering Management with specialization 'Corporate Management'. (Magister inżynier w specjalności Corporate Management na kierunku Inżynieria Zarządzania) and Master Administration des Entreprises – International Executif (MAE-IE) of IAE Lille School of Management, UL1.

**4.7 Degree awarding committee**

The granting of each degree will be decided by a jury from each institution concerned. This jury will include members of the teaching staff to harmonize the evaluation criteria established in each institution. The universities agree that the chairmen of the diploma’s examining committee can be professors or associate professors from PUT or from UL1.

Each institution agrees to grant the two degrees and their descriptive annex, called the Diploma Supplement, on time.

**Art. 5 – Students rights and responsibilities**

**5.1 General Outlines**

The students’ rights and responsibilities are the same as those valid for each degree student at the Institution where the student is studying at the time. The student must comply with the demands of the Institution in question with regard to the documentation required for registration procedures and eventual visa purposes.

Institutions will provide, through the coordinators, appropriate information to students about the academic requirements, the services for the mobility, the administrative requirements and the financial regulations the mobility implies.

**5.2 Services**

Students participating in the mobility programme shall benefit from all services offered by the host University. The services should be the same as those given to regular students at the respective Institution. In addition to the regular services offered by each Institution, each partner undertakes to provide ad hoc services to non EU students including: support for obtaining Visas and residence permits; support for the search for accommodation, local language courses, special integration activities, etc.

**5.3 Accommodation**

It is agreed that each institution must help the students from the partner institution in its efforts regarding accommodation, within the limits of local availability.

**Art. 6 – Exchange of faculty members and administrative staff**

**6.1 Activities for teachers and administrative personnel**

Faculty members and researchers can hold courses and lectures, carry out tutorship activities, participate in seminars, be part of exams, final thesis and doctorate commissions at the partner's university, and take part in research activities and meetings for DDP student exchange program planning, evaluation and development, held at the partner university.

Each institution guarantees at least a short term visit of one member of the academic staff by the partner during the year, expenses being taken in charge by the sending institution. If possible, these visits will be set up in the frame of Erasmus+ Staff Teaching Mobility Funding –and in this case, the visiting teacher will deliver at least 8 hours of teaching per week in accordance with the Erasmus rules. The Erasmus+ Staff Teaching Mobility Funding will take in charge travel expenses and residency expenses.

The administrative staff will have the possibility of participating in meetings for student exchange program planning, evaluation and development and will be able to carry out special visits in order to analyse the management systems operating at the partner university.

**6.2 Insurance obligation**

PUT confirm that their respective employees and staff (teachers and administrative personnel) are covered against incidents that they may suffer during their stay abroad for the activities under this Agreement. Employees and staff will however be responsible for obtaining adequate insurance to protect themselves against civil liability for damage which they may involuntarily cause to third parties (people or their properties).

UL1 confirms that its employees and staff (teachers and administrative personnel) are covered against incidents that they may suffer during their stay abroad for the activities under this Agreement, in accordance with French laws and regulations. Employees and staff will however be responsible for obtaining adequate insurance to protect themselves against civil liability for damage which they may involuntarily cause to third parties (people or their properties).

**Art. 7 – Financial conditions**

As far as possible the mobility for staff will be made within the Erasmus plus program. Mission expenses per staff will be borne by the home university.

**Art. 8 – Prevention and security**

The parties shall provide each mobility programme participant which detailed information about the specific risk existing in the work environment in which they will operate and carry out their functions and will provide the necessary documentation about the prevention and emergency security measures and provisions in force in relation to their activities and about the individuals/subjects in charge of this, in conformity with the legislative norms and regulations in force in the country of the hosting University.

**Art. 9 – Other activities**

PUT and UL1 can extend the cooperation agreement for other purposes beyond the student exchange. Further cooperation projects, including intensive courses, distance learning, joint research programs, organization of seminars, symposia, and interviews on common interest topics and all other activities consolidating the cooperation, will be encouraged by both parties. These projects will be subject to specific addenda to this Agreement document, which will be stipulated by both parties.

Both parties agree to promote this program in their catalogues and websites. All costs will be maintained by the individual institutions, unless otherwise specified in writing and agreed upon by both parties.

**Art. 10 – Responsible for the Agreement**

Each university shall appoint a co-ordinator for the Agreement, according to the Annex 3.

**Art. 11 – Evaluation of the program**

Both partner universities will consult each other when appropriate, but at least once a year,
in order to evaluate the program development, to draw up a report about the ongoing initiatives and to elaborate other cooperation programs.

**Art. 12 – Use of name / Logo**

Each party may use the logos, names and other trademarks of the other parties only
in connection with the program. Each party anticipates the other party’s participation in press announcements, marketing and other reasonable promotional activities involving the
double degree program through the appropriate use of the logos, names and trademarks of the parties.

**Art. 13 – Intellectual Property**

Each of the parties acknowledges and agrees that any and all of the intellectual property rights or other proprietary rights in respect of any literature, materials, research or teaching methods, procedures, processes and/or the learning experience in relation to or in connection with the program and any parts thereof, are and shall remain the sole property of its owner and, save as expressly set out herein, nothing in this Agreement is intended to transfer ownership or create any licensed rights under any such intellectual property rights or other proprietary rights.

The learning materials and any other literature, materials, research methods, procedures, processes or programs in which a party has intellectual property rights relating to or
in connection with the program and which are disclosed to the other party pursuant to this Agreement may be used by the other party solely for the purposes of performing its obligations under, and during the period of, this Agreement and for no other purpose.

**Art. 14 – Controversies**

In the event of any controversy arising from this Agreement the parties will endeavour
to resolve the matter amicably and in good faith.

**Art. 15 – Duration of the Agreement**

This Agreement will be valid from the date of signing and will be effective for a period of 5 years starting from academic year 2015/2016. It will be reviewed, both in terms of its academic contents and of its administrative functioning, six months before expiry date, whereupon it will be renewed for a further period or terminated, as jointly decided and agreed upon by both parties. In case of anticipated termination, students who have already entered into the double degree program will be permitted to finish it even after the Agreement has been terminated and will receive the multiple degree.

**Art. 16 – Copies and language**

This Agreement is undersigned in two originals in English. All documents are equivalently valid for the purposes of law.

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| Poznan,Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_2015 | Villeneuve d’Ascq,Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_2015 |
| For Poznań University of TechnologyProf. Tomasz ŁODYGOWSKIPresident | For University Lille 1Science and TechnologyProf. Philippe ROLLETPresident |

**ANNEXE 1 – Mobility Schedule**

► (1) Mobility Schedule for UL1 Students

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| --- | --- | --- |
| **Year** | **Date** | **UL1 Student** |
| **Master 1** | *September N* | Start of term in UL1 - Introduction week |
| *December N* | Online registration in PUT (for N+1) |
| *December N, January N* | Examination period |
| *February N* | Transcript of grades – Start of 2nd term in UL1 |
| *June N* | Application for PUT AccommodationExamination period - End of 2nd term |
| *Summer break* |
| **Master 2** | *September N+1* | Start of term in PUT |
| *December N+1**January N+1* | Examination period |
| *February N+1* | Start of 4th term – Internship |
| *June N+1* | Master thesis defense in UL1Edit and transfer of Master thesis to PUT |
| *July N+1* | Transcript of grades in UL1 & PUT |
| *Summer break* |
| **Graduation** | *October N+2* | Graduation : UL1 and PUT  |

► (2) Mobility Schedule for PUT Students

|  |  |  |
| --- | --- | --- |
| **Year** | **Date** | **PUT Student** |
| **Bachelor 3** | *December N-1* | End of online registration to Master Programme in PUT |
| **Master 1** | *September N* | Start of term in PUT |
| *December N, January N* | Examination period |
| *February N* | Transcript of grades – Start of 2nd term in PUT |
| *April N* | Double Degree Application Submission in UL1 |
| *June N* | Application for the Master BB (UL1) |
| *Summer break* |
| **Master 2** | *September N+1* | Start of term in UL1 – Introduction week |
| *December N+1**January N+1* | Examination period |
| *February N+1* | Start of 4th term – Research Project |
| *June N+1* | Master thesis defense in PUTEdit and transfer of Master thesis to UL1 |
| *July N+1* | Transcript of grades in UL1 & PUT |
| *Summer break* |
| **Graduation** | *October N+2* | Graduation : UL1 and PUT |

**ANNEX 2 – Master’s courses and required units**

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| --- | --- | --- | --- |
| **Year** | **Semester** | **Teaching Units proposed****to UL1 students** | **Teaching Units proposed****To PUT students (ECTS)** |
| M2 | S1 | **UE31 International and Legal environment - 10 ECTS**Firms accounting Business and Labor Law  | Modern Concepts of Management (4) Law (4)Process Management (4)International Marketing (3)Psychology in Management (2)Ethic in Management (2)Physical Exercises (1)Blue fonts mark the chosen in 2015/16Specialization Module 2 (Choice A or B) (6)1A. Computer Integrated Management Systems1B. Modules of Management Information Systems2A. E-Trade2B. E-Business3A. Web applications programming3B. Techniques of web pages editionElectives (4):Business English or Advanced EnglishInternet and Mobile MarketingManaging Organizations in Knowledge Based EconomyOthers from list of electives - S2 |
| **UE32 Applied Economics and Social Sciences: - 8 ECTS**Economic environment Organizational behavior/Psychology and intercultural management  |
| **UE 33 Process Management and decision tools - 8 ECTS**Project management (considered covered by MCM)Quality and supply chain management (Idem) Quantitative methods  |
| **UE 34 Operational Management (Language and Entrepreneurship - 4 ECTS**EntrepreneurshipOption: sport  |
| S2 | **UE 41 Finance Management and Tax systems - 8 ECTS (6)**Financial management Tax systems - international comparison | Ecology (6)Specialization Module 3 (Choice A or B) (7)1A. International Corporations Management1B. International Corporation Structures2A. Business Internationalization2B. International economy3A. European Community Law3B. EU support systemSpecialization Module 4 (Choice A or B) (7)1A. Methods of promotion, negotiation and sales techniques1B. Customer Relationship Management2A. Production Control2B. Supply Chain Management3A. Business processes optimization3B. Balanced Scorecard4A. Market strategies4B. Tools of simulation of strategic decisionsSpecialization Module 5 (Choice A or B) (6)1A. SMS’s management1B. SMS's Finance2A. Competitiveness of Enterprises2B. Clusters of EnterprisesElectives (4):Internet Technologies and ServicesMarketing Research DesignPro-Quality Statistics ApplicationsOperational and Financial Risk ManagementDesign and ErgonomicsEnvironmental management |
| **UE 42 Managerial Functions : - 10 ECTS (8)**Marketing E-Business Human resources management Business Ethics and CSR |
| **UE 43 Strategic Management and Control systems: - 9 ECTS (6)**Strategic management Audit and ControlRisk Management and Business Intelligence |
| **UE 44 Internship and Dissertation: - 3 ECTS (10)** Internship (report) – Dissertation |
| **UE 45 : Business Game - 2 ECTS** |

**ANNEX 3 – Contacts**

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| --- | --- | --- |
|  | **Degree (UL1)** | **Degree (PUT)** |
| Head of the Master Degree | Pr Pascal Philippartpascal.philippart@iae.univ-lille1.fr | Pr Stefan TRZCIELINSKIstefan.trzcielinski@put.poznan.pl |
| Coordinator for the double degree program | Pr Dominique Bessondominique.besson@iae.univ-lille1.fr00 33 (0)3.20.12.34.85 | Stefan TRZCIELINSKIstefan.trzcielinski@put.poznan.pl |
| Division of Student Administration | **Master’s Office**Christian BoulinguezChristian.Boulinguez@univ-lille1.fr | - |