|  |
| --- |
| Nr/znak sprawy *(nadaje właściwy dział):*  ………………………………………. |

Załącznik nr 6 do zarządzenia Nr 253 Rektora UMK z dnia 21 grudnia 2021 r.

**memorandum of COOPERATION**between **NICOLAUS COPERNICUS UNIVERSITY IN TORUŃ –** Faculty of …

**(poland),**

and

**…  
  
  
for a DOUBLE diploma student exchange programME IN**

**…**

Nicolaus Copernicus University in Toruń (Poland), with registered office at Gagarina 11, 87-100 Toruń (Poland), represented by Rector Prof. dr hab. Andrzej Tretyn

and

…

hereinafter referred to as “Parties” or “Partner Universities” or “the home/host university”

mutually acknowledging the power to stipulate this Memorandum,

**DECLARE**

that each Party is authorised to offer academic courses in order to award a degree in their home country, and that they wish to improve their study programmes and to foster international relation with the Partner University by promoting the attainment of a Master’s double degree.

Hence, each Party agrees to sign the present Memorandum of Cooperation regulated by the following

**CLAUSES**

**Article 1**

**Description of the programme**

1. Each Party wishes to collaborate in education by awarding two diplomas: a Master’s degree in … *(faculty, field of study)* by Nicolaus Copernicus University in Toruń and Master’s degree in … by …. *(name of the Partner*).
2. Both Master’s degree programmes last for two-years. Both Parties mutually acknowledge the courses to be attended by students at the host university, as well as grades that the students shall receive at the host university (Appendix 1). The language of instruction during the exchange is *English*.
3. The minimum period of mobility at the Partner University is one semester. The mobility will be performed starting from: *… (e.g. the first/secound semester of the second year of the programme).* The competences or qualifications shall be acquired in the field of *….*
4. The individual study plan and the mandatory number of credits to be collected will be the same for each student, according to the tables provided in the Appendix 1 to this Memorandum of Cooperation. Each Partner University formally recognises the courses offered within the programme as well as the credits awarded.
5. Each student who successfully completes the study programme, including the compulsory minimum mobility period, will receive the national degree from the two Partner Universities (double degree). In addition, each student will receive the diploma supplement detailing the participants academic programme and related academic results. The diploma supplement will be issued by each Partner University awarding the degree.

**Article 2**

**Selection procedure**

1. The selection of students for admission to the double degree programme will be made by the faculty members of each Partner University. In any case, preference will be given to candidates who demonstrate better knowledge of English (B2 is the minimum level). A necessary condition for a student to be selected for the programme is that they meet the eligibility criteria for a Master’s degree that are in effect in their home country.
2. Each year a maximum of … students from each University will be selected to participate in the programme. The home university will submit the list of students selected for the programme to the host university by the first year of the programme. The deadline to provide the list of students selected to participate in the mobility programme is …. .

**Article 3**

**Enrolment of students**

1. The students selected to participate in the mobility programme will only pay registration fees at their home university and they will be admitted to the host university under this Memorandum of Cooperation.
2. The home university will certify that the selected students meet the minimum eligibility criteria for a Master’s degree and for the mobility programme.
3. The students selected to participate in the mobility programme are required to collect 30 ECTS during the semester spent at the host University. The students shall be subject to the rules concerning the passing of examinations and examination resits that are in force at the host University, as stipulated in article 4. Students who will not complete the study programme according to these rules will be excluded from the mobility programme and will not obtain the double degree. In justified and evidenced cases (e.g. severe health problems) re-admission of a student to the double degree programme will be considered. After the completion of the mobility programme, the host university shall immediately send full details of the student’s performance during the programme to the home university.
4. The students will cover the expenditures for issuing the diplomas according to the rules binding at both universities. After all the conditions required by this Memorandum of Cooperation are met, the host university will issue certificates and diplomas to programme participants as soon as possible.

**Article 4**

**Organization of the programme**

1. The double degree mobility programme is organized as follows (also see also article 6 below):

1) The condition for obtaining two diplomas students of both universities, by implementing double degree programs have to achieve the same learning outcomes defined for the …. Faculty according to Appendix 2.

2) In the first semester, students will attend courses in … according to the study plan in Appendix 1.

3) In the second semester, students will attend courses in … according to the study plan in Appendix 1.

4) In the third semester, students from …, will attend courses at … at the Master programme in …, which consists of academic courses and other activities, for a total of 30 ECTS credits.

Students from Nicolaus Copernicus University in of Toruń, will attend courses at … at the Master programme …, which consists of academic courses and other activities for a total of 30 ECTS credits.

5) In the fourth semester, students will attend courses in … according to the study plan in Appendix 1.

1. The examinations will take place at the Partner Universities. Students will be required to take examinations or pass the courses and obtain credits for the courses provided in the Appendix 1. The students shall be subject to the rules concerning the passing of examinations and examination resits that are in force in the respective Partner Universities.
2. The Partner Universities prepare the Auxiliary table - learning outcomes consistency table, made from two programmes of both Partner Universities, which constitutes Appendix 2.
3. The Partner Universities are required to mutually acknowledge the total number of credits obtained by the students during the mobility programme according to the Appendix 1 to this Memorandum of Cooperation.
4. Each Partner University prepares the list of extra courses which students can attend with designation which are free of charge (NCU offers two free extra courses) and which have to be paid (Appendix 3 – *chyba, że nie jest to możliwe na etapie podpisywania umowy, to wówczas można ująć to bardziej ogólnie* *i wtedy bez załącznika*).

**Article 5**

**Awarding diplomas**

1. The students who complete the exchange programme will obtain the following two diplomas:

- Master’s degree in …, issued by Nicolaus Copernicus University in Toruń.

- Master’s degree in …, issued by ….

1. The final dissertation will be written in English and defended at the home University at the end of the second year. The topic of the thesis will be assigned during the second year. The thesis will be developed under the supervision of a Professor from the home university and a co-tutor from the host University. The thesis must fulfil Polish anti-plagiarism regulations.
2. The examination board will be composed of at least 3 members from both universities running the double degree programme (it’s recommended that the supervisor from the Partner University will be the member of the examination board). The defense will be arranged through a conference call or physically at home University if possible. The students are required to provide a short presentation of the dissertation and then answer the questions from the examination board. As an alternative to the participation of the professor from the home University, the professor from the host University involved in the defense may provide the examination board with a written evaluation of the dissertation.
3. Students participating in the double degree programme will not obtain the Master’s degree from the host University until the home University has verified that all the conditions under this Memorandum of Cooperation are met.

**Article 6**

**Mobility**

1. Students participating in the double degree programme must spend at least one semester at the host university (equivalent to 30 ECTS) in order to obtain the final diploma from the two Universities. The mobility periods are defined in the table below (according to article 4 and Appendix 1).
2. All students applying for the double degree programme must be informed by their home universities that the mobility is a compulsory part of the programme. Both universities will provide students with appropriate information about the academic requirements, the administrative requirements and the financial regulations the mobility implies.

**Global structure of the double diploma exchange programme**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | First semester | | Second semester | | Third semester | | Fourth semester | |
| … | Nicolaus Copernicus University in Toruń | … | Nicolaus Copernicus University in Toruń | … | Nicolaus Copernicus University in Toruń | … | Nicolaus Copernicus University in Toruń |
| Students from … |  |  |  |  |  |  |  |  |
| Students from Nicolaus Copernicus University in Toruń |  |  |  |  |  |  |  |  |

**Article 7**

**Services**

1. The host university will enable the students participating in the double degree programme to use the same services and facilities available to their regular students.
2. Students admitted to the double degree programme, except the costs mentioned in Article 3.4 and 4.5, will cover their expenditures for:

- board,

- transportation,

- lodging,

- health insurance,

- the issuing of their residency permits,

- all the other personal expenses during their mobility.

1. Students participating in the programme are obliged to observe the regulations in force at the host university and are responsible for obtaining all visa documents necessary for participation in the programme.

**Article 8**

**Student’s rights and responsibilities**

* + - 1. The rights and responsibilities of the students participating in the double degree programme are the same as those of other students enrolled at the host university.
      2. Each exchange student is obliged to submit documents required by both universities in order to register and participate in the exchange. Students will get a list of required documents as soon as possible after gaining the participation into the programme.

**Article 9**

**Programme coordination**

* + - 1. Each Partner University shall appoint a local academic Coordinator of the exchange programme among the academic staff teaching in the programme, who shall be responsible for ensuring that the requirements of the home University are met. The Coordinators will be in charge of the resolution of problems and controversies arising while the Memorandum of Cooperation is in effect.
      2. The coordinator at Nicolaus Copernicus University in Toruń will be …, while the Coordinator at … will be ….

**Article 10**

**Duration of the cooperation, extension, amendment and termination of the agreement**

This Memorandum of Cooperation is valid for a period of 5 years and enters into force on the date of signature by both Universities.

Memorandum can be modified and extended by the Partner Universities, particularly in case of a change in one of the Master’s Programmes. The changes will be set out in the relevant Appendix, which will form an integral part of this Memorandum.

The Memorandum of Cooperation shall be terminated before its expiry date if one of the parties breaches one or more of its terms or if one of the parties declares its will to withdraw from the Memorandum by giving six months’ notice. In case of expiration or early withdrawal from the Memorandum, the students involved in the programme will complete their studies and the activities under this Memorandum.

The present Memorandum is signed in 2 copies (in English) with the same content and legal effect, each party retains one copy of each text.

**Article 11**

**Application of law and dispute resolution**

1. If any dispute arises between the partner Universities, they will in good faith attempt to negotiate a settlement. If unsuccessful, they will in good faith attempt a resolution through an alternative dispute resolution procedure (an ADR procedure) commissioned by the board, established by Rectors of the universities.
2. The partners will, if needed, appoint a common committee for appeals and grievances. This committee will be elected from among the members of the board and its task will be to handle possible complaints from students involved in the programme. The students must respect local rules.

**Article 12**

**Promotion of the programme**

1. The promotion of the double degree programme is a responsibility of the Partner Universities. Each Partner University agrees on the use of its name and logo for the purposes of promotional material, programme description and other documentation of the programme.
2. The strategy for promoting the programme will be discussed annually by the Coordinators of the exchange programme.
3. Means examples of promotion of the programme are:

* Websites and social media of the Partner Universities;
* A specific website for the project;
* National agencies for higher education;
* Cultural services and diplomatic representations of the countries involved in the project;
* Scientific and professional bodies and organisations;
* International scientific conferences.

**Article 13**

**Confidentiality**

1. Each Partner University agrees to keep confidential any information, data, know-how, document or other material which is communicated to it as confidential, or the disclosure of which may be clearly prejudicial to the other partner University.
2. Notwithstanding the above, a partner University is entitled to disclose confidential information which is required by law to disclose or which, in a lawful manner, has obtained from a third party without any obligation of confidentiality, or which has developed independently of confidential information, or which has become public knowledge other than as a result of a breach by that member institution of its obligations under this confidentiality clause.

IN WITNESS THEREOF, the parties hereto have offered their signatures:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

NICOLAUS COPERnicus UNIVERSITy …

IN TORUŃ

Rector rector

Date, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Appendix 1** *(Wzory programów/planów – można załączyć wg naszych uczelnianych wzorów)*

**TO THE MEMORANDUM OF COOPERATION**

**BETWEEN NICOLAUS COPERNICUS UNIVERSITY IN TORUŃ – Faculty of …**

**AND**

**…**

**FOR A DOUBLE DEGREE STUDENT EXCHANGE PROGRAMME IN …**

DOUBLE DEGREE PROGRAMME AT THE NICOLAUS COPERNICUS UNIVERSITY IN TORUŃ

CONVERTING TABLES - GRADES

|  |  |
| --- | --- |
| **Grades transfer from NCU in Toruń to …** | |
|  |  |
| *Nicolaus Copernicus University in Torun* | *…* |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| |  |  | | --- | --- | | **Grades transfer from … to NCU in Toruń** | | |  |  | | *…* | *Nicolaus Copernicus University in Torun* | |  |  | |  |  | |  |  | |  |  | |  |  | |  |  | | |
|  |  |

**APPENDIX 2**

**TO THE MEMORANDUM OF COOPERATION**

**BETWEEN NICOLAUS COPERNICUS UNIVERSITY IN TORUŃ – Faculty of …**

**AND**

**…**

**FOR A DOUBLE DEGREE STUDENT EXCHANGE PROGRAMME IN …**

**Tabela pomocnicza – tabela spójności efektów uczenia się**

**Auxiliary table - learning outcomes consistency table**

|  |  |
| --- | --- |
| **Wydział prowadzący studia/ Faculty offering the field of study:** | … |
| **Kierunek na którym są prowadzone studia:**  *(nazwa kierunku musi być adekwatna do zawartości programu studiów a zwłaszcza do zakładanych efektów uczenia się)*  **Field of study:**  *(name of the field of study must correspond to the study plan, in particular to the expected learning outcomes)* | … |
| **Poziom studiów/Poziom Polskiej Ramy Kwalifikacji/ Level of the Polish Qualifications Framework:**  *(niepotrzebne usuń)* | **…** |
| **Profil studiów/ Degree profile:**  *(ogólnoakademicki lub praktyczny)* | *…* |
| **Tytuł zawodowy uzyskiwany przez absolwenta/ Professional degree awarded to the graduate:** | Master degree |

|  |  |  |
| --- | --- | --- |
| **Kod składnika opisu Polskiej Ramy Kwalifikacji – charakterystyki szczegółowe P6S/P7S**  **Code of the description component of the Polish Qualifications Framework - detailed characteristics**  **P6S/P7S** | **Kierunkowe efekty uczenia się**  **(symbol i opis)**  **Directional learning outcomes**  **(symbol and description)** | **Nazwa przedmiotu  z programu studiów**  **Name of the subject**  **from the study program** |
| **Wiedza**  **KNOWLEDGE (the graduate knows and understands)** | | |
| *P7S\_WG* | **K\_W01** … | … |
| *…* | **…** | … |
| *…* | **…** | … |
| *…* | **…** | … |
| **Umiejętności**  **SKILLS (the graduate is capable of)** | | |
| *P7S\_UW* | **K\_U01** … | … |
| *…* | **…** | … |
| *…* | **…** | … |
| *…* | **…** | … |
| **Kompetencje społeczne**  **SOCIAL COMPETENCES (the graduate is willing to)** | | |
| *P7S\_KK* | **K\_K01** … | … |
| *…* | **…** | … |
| *…* | **…** | … |
| *…* | **…** | … |

**Appendix 3**

**TO THE MEMORANDUM OF COOPERATION**

**BETWEEN NICOLAUS COPERNICUS UNIVERSITY IN TORUŃ – Faculty of …**

**AND**

**…**

**FOR A DOUBLE DEGREE STUDENT EXCHANGE PROGRAMME IN …**

List of extra courses.