



Technische
Universität
Braunschweig



Dual-Degree-Programmes at TU Braunschweig

Criteria, Rules and Recommendations

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Table of Contents

	Introduction	3
I.	Criteria for Starting a Dual Degree Programme	4
II.	Rules for the Design of Dual Degree Programmes	5
III.	Cooperation Agreements for Dual Degree Programmes	6
IV.	Rules and Recommendations for the Running of Dual Degree Programmes	7

Introduction

Cooperation programmes for study with international universities are often bottom-up developments, driven by individual colleagues. This should not be viewed as negative in itself, provided sound agreements and processes are in place – which allow terminating such a cooperation, if necessary. If a programme is successful, a successor can also run it. If it turns out to depend on a single person, it will end at the earliest possible date.

There are therefore some principles for planned cooperation programmes; these have been agreed with the International Office (IO), the relevant committees, and current providers of dual degrees. All existing cooperation programmes need to gradually adapt their framework conditions.

- (A) Cooperation projects for regular undergraduate degree programmes at TU Braunschweig (dual degree programmes) receive assistance and support from the International Office from the start.
- (B) They should involve the relevant department and section, the Vice President for International Affairs, Teaching and Study, the Council for Internationalisation and the Language Centre.
- (C) The principles of the university's internationalisation strategy (regions / qualities) are taken into account.
- (D) Dual degrees are favoured over joint degrees.
- (E) Dual degree programmes can only be agreed for Master's programmes.
- (F) TU Braunschweig has established criteria that a cooperation programme for study has to meet (see page 4).
- (G) There are rules for the design of joint programmes (see pages 5 and 6).
- (H) There are rules and recommendations for running joint programmes (see page 7).
- (I) The International Office has a number of templates for international agreements, letters of intent, cooperation agreements etc. These should be preferably be used, as they have been checked by our Legal Department.

I. Criteria for Starting a Dual Degree Programme

The criteria below form the basis for discussions with interested partner universities; in TU Braunschweig's view, they are the minimum criteria to be met. Staff (professors) who are interested in a dual degree programme may wish to check these criteria (if applicable, together with the International Office).

- (A) Every dual degree programme needs a professor who takes responsibility for it. The programme has to be approved by the section and the department concerned and have the full support of the department.
- (B) A dual degree programme has to be preceded by at least three years of student exchanges (in both directions, visiting and hosting students).
- (C) It is essential that TU Braunschweig and the partner university have a joint research background. If no joint research projects exist yet, they have to be initiated.
- (D) The partners in a dual degree programme are equals: they recognise each other's degrees, credits and marks. Each partner awards graduands of the respective other university a degree including the relevant degree certificate.
- (E) Dual degree programmes are based on reciprocity and symmetry. Both partners send out the same number of students; alternatively, other models of "balance" will be developed (for instance, three students enrolled on a summer course correspond to one full-time student enrolled for one semester).
- (F) Both partners in dual degree programmes respect the other partner's legal and administrative rules.
- (G) Both partners in dual degree programmes jointly develop and comply with quality assurance criteria.
- (H) Dual degree programmes are only carried out with strategic university partners. They have to be in line with TU Braunschweig's internationalisation strategy. They have to be referred to the Internationalisation Council, who resolves any open issues. They are then submitted for decision to the Executive Board.

II. Rules for the Design of Dual Degree Programmes

The rules for dual degree programmes are reflected in the relevant documents:

- **Cooperation agreement, see p. 4 (and)**
 - **Learning agreement**
- (A) In dual degree programmes, modules from both programmes of study are recognised and count towards the degrees awarded by the two (both) universities.
- (B) Both degree programmes have been accredited/officially approved in their respective country before the agreement is signed.
- (C) The regulations governing entry and admission to both degree programmes have to be reviewed and, where applicable, adapted before the agreement is signed. They have to be taken into account.
- (D) Before a cooperation agreement is signed, sample study plans for both degree programmes and for the modules to be recognised have to be specified in a learning agreement (at TU Braunschweig: by the board of examiners concerned).
- (E) Failure of a module at TU Braunschweig at the final attempt means a student fails the degree programme at TU Braunschweig. The learning agreement may include agreements on the recognition of failed modules in the partner university's degree programme.
- (F) The learning agreement forms part of the cooperation agreement.
- (G) Templates for cooperation agreements are available to the lecturers responsible from the International Office. All cooperation agreements require review by the University's Legal Department.

III. Cooperation Agreements for Dual Degree Programmes

Cooperation agreements include these (and other) rules:

- (A) The award of a degree from TU Braunschweig requires compliance with all legal regulations of TU Braunschweig.
- (B) Students have to meet the admission criteria of TU Braunschweig.
- (C) Students have to accumulate at least 30 credits (awarded by lecturers, incl. adjunct instructors of TU Braunschweig) and complete their Master's thesis at TU Braunschweig. Only modules available to "regular" students of TU Braunschweig (i.e. not on a dual degree programme) are considered for these.
- (D) Students have to be continuously enrolled at TU Braunschweig as regular students for at least one semester plus the semester of their graduation from TU Braunschweig.
- (E) The cooperation agreement has to include rules ensuring that students stay in Braunschweig for a reasonable length of time (at least 4 weeks), to get to know the university, the country and life in the region. This may be in the context of a placement, project, seminar, or a block seminar with compulsory attendance.
- (F) Students who do not speak (adequate) German at the start of the programme will register for German language courses while studying at TU Braunschweig.
- (G) In order to comply with capacity rules, there has to be an overall balance of teaching between the partner universities.
- (H) The cooperation agreement must make provisions for the aspects below:
 - Possible waiver (or mutual reduction) of fees and charges due every semester
 - Language proficiency (German/English) on admission (taking into account admission regulations) and graduation

IV. Rules and Recommendations for the Running of Dual Degree Programmes

Additional aspects need to be considered when running a dual degree programme, some of them before students arrive in Braunschweig.

- (A) Admission to both universities is checked before a dual degree programme is approved. Students will therefore be admitted for enrolment at TU Braunschweig (though they may still be abroad).
- (B) Applications submitted to TU Braunschweig must include original documents in electronic format.
- (C) The International Office checks the country-specific admission criteria for international students (type of qualification/university, calculation of marks abroad).
- (D) After checking the country-specific admission criteria, the International Office refers the applications to the Admissions Board for the relevant degree programme in the department. The Admissions Board decides on overall admissions, incl. on subject-specific aspects.
- (E) Applications and supporting documents should reach the International Office by 15 July for winter semester entry. They have to be left with the International Office for consideration for one month.
- (F) The original documents have to be submitted to TU Braunschweig (Admissions Office) no later than the date of enrolment in Braunschweig. Students will then be enrolled in Braunschweig.
- (G) When a student first arrives in Braunschweig, his/her results to date will be recognised by the competent examination board based on the learning agreement submitted by the student. Unsuccessful and free attempts have to be included.
- (H) The cooperation agreement shall provide for a compulsory block course in Braunschweig of at least 4 weeks, including a German language course (depending on the language level).
- (I) Students wishing to study in Germany have to comply with immigration and residence rules (student visa, health and liability insurance cover, living costs etc.). An overview can be found in the International Office.