Rationales and Comparison Table for

Joint Master Programmes

Leading to Joint or Multiple Degree Certificates

#### This guide is a tool to bring up crucial aspects for academic cooperation for a joint programme. The aim is for the partnership to discuss vital issues and come up with a joint solution. Each partner university shall complete the document with respect to their national legislation and university policy. Further it communicates the legislation into which KTH is bound as well as its policies. The data is also to be used as a base for forming the consortium agreement as well as submitting a great project proposal.

Joint programme name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Project leader: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Definition of terms**

|  |  |
| --- | --- |
| Joint programme | *An integrated curriculum coordinated and offered jointly by different higher education institutions and leading to a (double/multiple or joint) degree.* |
| Joint Degree | *A single official document attesting the qualification(s) awarded by higher education institutions offering the joint programme and nationally acknowledged as the recognised award of the joint programme.*  *In this guide the term degree certificate is used to underline that the actual document is to be discussed.* |
| Multiple Degree | *Separate official documents awarded individually by higher education institutions offering the joint programme attesting the successful completion of this programme and awarding of the qualification. The degree awarded from each higher education institution is based on individual processing of the application for each applicant.* |
| Double Degree | *Two degrees awarded individually by higher education institutions offering the joint programme attesting the successful completion of this programme.  → A double degree is a specific type of multiple degree* |
| Qualification | *The title given to the student upon completion of the study programme. The right to award a qualification (or degree) is exclusively given to a higher education institution by its government or a recognised accreditation body. This right cannot be given to a partner institution.* |
| Diploma Supplement | *A Diploma Supplement awarded together with a joint degree should include all the necessary references as included in the UNESCO guidelines. A joint degree consequently includes a joint Diploma Supplement*. |

1. Added value for the project and its partners[[1]](#footnote-1)

This section is to show the importance and relevance of the project to the university management, stake holders and financial sponsors.

* 1. What are the goals of the project, educational, organisational, etc?

* 1. What is the added value of a joint academic cooperation for this project?

* 1. Name and motivate the choice of cooperating partners. Has there been previous educational collaboration or other forms of mobility among the partners? Shortly describe the history and intentions of the partnership.

* 1. What contributions are brought to the programme by the different partners? Provide a short description for each partner related to the joint programme; courses, use of labs and equipment, connection to industry, systems in place for recruitment, admission, quality assurance etc.

|  |  |  |  |
| --- | --- | --- | --- |
| Topic | Partner 1 | Partner 2 | Partner 3 |
| Strengths in relation to the taught subject. |  |  |  |
| Strengths in relation to industrial partners. |  |  |  |
| Strengths in relation to administrative experience of running joint programmes. |  |  |  |
| Is joint programmes part of the internationalisation policy at the university? To what extent and which support is given to joint programmes? |  |  |  |

1. Recruitment base

The aim of this section is to give a realistic view of prospective students and their employability/career options after completed studies.

* 1. Which similar education exists being comparable and competing with the proposed academic partnership?

* 1. What is the demand for the competence provided by the programme for the industry, research institutes or public organisations?

* 1. What is the target group of the programme and where will recruitment take place? Provide a short outline of the recruitment approach.

1. Accreditation of the joint programme

The aim of this section is to secure that the joint programme will be legally recognised in all partner countries. Does the joint programme require a separate accreditation in any of the participating countries?

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Topic | Partner 1 | Partner 2 | Partner 3 | Joint solution |
| Is accreditation required for the joint programme?[[2]](#footnote-2) |  |  |  |  |
| Which accreditation body is to be contacted?[[3]](#footnote-3) |  |  |  |  |
| Qualification to be awarded for the joint programme.[[4]](#footnote-4) |  |  |  |  |
| What national regulations govern the requirements for the awarded qualification? |  |  |  |  |
| Are course syllabi available for courses planned to be a part of the joint programme? Please provide copies.[[5]](#footnote-5) |  |  |  |  |
| Policies for issuing the national qualification in relation to a joint programme. E.g requirements or hindrance for a joint degree certification.[[6]](#footnote-6) |  |  |  |  |
| How is the joint programme referred to in the national degree certificate and the diploma supplement? |  |  |  |  |

*After completion of section 1 –3,*

*secure that the joint programme is endorsed and fully supported*

*by all partner institutions before further elaborating of the sections below.*

1. Financing and sustainability

The aim of this section is to see whether the programme is feasible from a financial perspective: do the costs of running the programme match the expected income from tuition fees and sponsors?

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Topic | Partner 1 | Partner 2 | Partner 3 | Joint solution |
| Current tuition fees for EU and non-EU students[[7]](#footnote-7) |  |  |  |  |
| Fees related to examinations, re-examinations, issuing the degree certificate, not being part of the tuition fee. |  |  |  |  |
| Fees for extra semester(s), should the student not complete the programme within the stipulated time. |  |  |  |  |
| Under which circumstances can paid tuition fees be refunded to the student? |  |  |  |  |

* 1. Programme costs for students. What will be the amount of the charged tuition fee for the programme? Will it also cover administrative costs for the joint programme? Who will be responsible for invoicing students?[[8]](#footnote-8)

* 1. How will the revenue from tuition fees be divided among the partners?

* 1. How will changes in the tuition fees of the participating universities be communicated and handled? How will this reflect in the programme cost for students?

* 1. Responsibility for the budget. Are there funds available for joint activities and insurance? Will the budget be the responsibility of the coordinator? How and when will distribution of funds be arranged?

* 1. Does the academic partnership depend on support from EU or other external source? If yes, briefly explain the funding scheme. What is the extent of the funding and how will the programme continue after the end of this funding?

1. Admissions

The aim of this section is to set up solid criteria for admission and for all partners to be committed to the accepted students.

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| --- | --- | --- | --- | --- |
| Topic | Partner 1 | Partner 2 | Partner 3 | Joint solution |
| Number of admitted students foreseen. State the minimum and maximum number of students that the partners can accept[[9]](#footnote-9). |  |  |  |  |
| Eligibility requirements for prospective students.[[10]](#footnote-10)[[11]](#footnote-11) |  |  |  |  |
| Minimum requirements of English proficiency and accepted documentation for this[[12]](#footnote-12). |  |  |  |  |
| Supporting documents to be submitted by applicants. |  |  |  |  |
| Criteria used for ranking and selection.[[13]](#footnote-13) |  |  |  |  |

* 1. Briefly explain the admission process in terms of call for applications, responsibility for collecting documents, eligibility check and selection.[[14]](#footnote-14)

1. Study regulations[[15]](#footnote-15) and Quality Assurance

The aim of this section is to ensure a coherent study programme bridging the national study schemes.

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| --- | --- | --- | --- | --- |
| Topic | Partner 1 | Partner 2 | Partner 3 | Joint solution |
| Academic calendar |  |  |  |  |
| Maximum time allowed to be registered at a study programme.[[16]](#footnote-16) |  |  |  |  |
| Restrictions for re-examinations, if any.[[17]](#footnote-17) |  |  |  |  |
| Regulations on minimum number of completed credits needed to start the second year. |  |  |  |  |
| Restrictions for allow-ing a gap year, if any.[[18]](#footnote-18) |  |  |  |  |
| Can a student, leaving the joint programme, complete the studies and be awarded a qualification from one university only?[[19]](#footnote-19) |  |  |  |  |
| How is course evaluation and quality assurance organized? |  |  |  |  |

* 1. What is the planned layout of the study programme? Provide a depiction of available entries, studies and exits discussed within the partnership.

* 1. For the planned study tracks, how are they connected? That is, how will students be aware of the theme or common thread for the selected study track?

* 1. Will there be joint events for the students, such as kick off meeting, joint workshops or a joint event for presentation of the degree projects?

* 1. How will quality assurance be organized for the whole joint programme? How will the responsibilities for quality assurance be shared among the partners?

1. Grading, degrees and course recognition

The aim of this section is to secure transfer of credits and awarding of qualifications for the joint programme.

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| --- | --- | --- | --- | --- |
| Topic | Partner 1 | Partner 2 | Partner 3 | Joint solution |
| Describe the credit system(s) in use [[20]](#footnote-20). |  |  |  |  |
| Describe the grading system in use.[[21]](#footnote-21) |  |  |  |  |
| When are transcripts of records available after each semester? Who would be responsible to provide this to the relevant partners? |  |  |  |  |
| Can a student get the degree without successfully passing all courses?[[22]](#footnote-22) |  |  |  |  |
| List the degree requirements at all participating universities, e.g. length of the programme, number of credits which must be studied at the degree awarding university, requirements for internship, degree project work, number of credits within the main field of study (major) etc.[[23]](#footnote-23) |  |  |  |  |
| Is it the policy for the partners to conform to the European Commission’s guideline for Diploma Supplement? If so, which department is responsible for the text to be used in the Diploma Supplement (6.1) to describe the joint programme? |  |  |  |  |
| Will transferred courses from the partner universities be shown in the issued degree or in the Diploma Supplement? |  |  |  |  |
| Is the degree certificate issued automatically when a student has completed a programme, or is an application for the degree required?[[24]](#footnote-24) |  |  |  |  |
| Does a national legal framework exist for a joint degree certificate? Should a joint degree certificate be relevant for the partner-ship, continue to the section below. |  |  |  |  |

1. In case of a single joint degree certificate (see the last question in previous Sitem)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Topic | Partner 1 | Partner 2 | Partner 3 | Joint solution |
| Have any of the parties issued a joint degree before? If yes, please provide a copy of such document. |  |  |  |  |
| Does the university management support a joint degree? |  |  |  |  |
| State any requirements for the content of the degree certificate. [[25]](#footnote-25) |  |  |  |  |
| State any requirements for the design of the degree certificate.[[26]](#footnote-26) |  |  |  |  |
| Is an overall grade for the degree required at any of the degree awarding institutions?[[27]](#footnote-27) |  |  |  |  |
| Is it possible to let another university issue the documents if the minimum requirements for the layout, specified above, are fulfilled?[[28]](#footnote-28) |  |  |  |  |
| Is an original copy of the joint degree certificate needed the university files?[[29]](#footnote-29) |  |  |  |  |
| Graphical profile of the report for the degree project: State any requirements regarding content and form of a degree project report.[[30]](#footnote-30) |  |  |  |  |

8.1 Submit a draft for the design of the joint Degree certificate

1. Contact points

|  |  |  |  |
| --- | --- | --- | --- |
| Topic | Partner 1 | Partner 2 | Partner 3 |
| Project coordinator |  |  |  |
| Project administrator |  |  |  |
| Admissions office |  |  |  |
| Degree office |  |  |  |
| Communication office |  |  |  |

App 1. Degree of Master of Arts/Science (120 credits) (HF Bilaga 2 – Examensordning)

*The excerpt from the Swedish Degree ordinance specifies the learning outcomes which also is applicable for joint programmes.*

##### Scope

A Degree of Master of Arts/Science (120 credits) is awarded after the student has completed the courses required to gain 120 credits with a defined specialisation determined by each higher education institution itself, of which at least 60 credits are for specialised study in the principal field (main field of study) of the study programme. In addition the prior award of a Degree of Bachelor's degree, Degree of Bachelor's degree in fine arts, professional or vocational qualification of at least 180 credits or a corresponding qualification from abroad is required.

The requirement of the prior award of a qualification may be waived for a student admitted to the programme without the basic entry requirement in the form of a qualification. This does not, however, apply if a waiver was granted during admission pursuant to the second paragraph of Section 28 of the Chapter 7 of the Higher Education Ordinance (1993:100) on the grounds that the qualification had not yet been issued.

##### Outcomes

##### Knowledge and understanding

For a Degree of Master of Arts/Science (120 credits) the student shall

* demonstrate knowledge and understanding in the main field of study, including both broad knowledge of the field and a considerable degree of specialised knowledge in certain areas of the field as well as insight into current research and development work, and
* demonstrate specialised methodological knowledge in the main field of study.

##### Competence and skills

For a Degree of Master of Arts/Science (120 credits) the student shall

* demonstrate the ability to critically and systematically integrate knowledge and analyse, assess and deal with complex phenomena, issues and situations even with limited information
* demonstrate the ability to identify and formulate issues critically, autonomously and creatively as well as to plan and, using appropriate methods, undertake advanced tasks within predetermined time frames and so contribute to the formation of knowledge as well as the ability to evaluate this work
* demonstrate the ability in speech and writing both nationally and internationally to report clearly and discuss his or her conclusions and the knowledge and arguments on which they are based in dialogue with different audiences, and
* demonstrate the skills required for participation in research and development work or autonomous employment in some other qualified capacity.

##### Judgement and approach

For a Degree of Master of Arts/Science (120 credits) the student shall

* demonstrate the ability to make assessments in the main field of study informed by relevant disciplinary, social and ethical issues and also to demonstrate awareness of ethical aspects of research and development work
* demonstrate insight into the possibilities and limitations of research, its role in society and the responsibility of the individual for how it is used, and
* demonstrate the ability to identify the personal need for further knowledge and take responsibility for his or her ongoing learning.

##### Independent project (degree project)

A requirement for the award of a Degree of Master of Arts/Science (120 credits) is completion by the student of an independent project (degree project) for at least 30 credits in the main field of study. The degree project may comprise less than 30 credits, however no less than 15 credits, if the student has already completed an independent project in the second cycle for at least 15 credits in the main field of study or the equivalent from a programme of study outside Sweden.

##### Miscellaneous

Specific requirements determined by the each higher education institution itself within the parameters of the requirements laid down in this qualification descriptor shall also apply for a Degree of Master of Arts/Science (120 credits) with a defined specialisation.

Link to the Higher Education Ordinance

<http://www.uhr.se/Information-in-English/Laws-and-regulations/The-Higher-Education-Ordinance/>

Link to KTH degree pages: <http://www.kth.se/en/student/program/examen>

|  |
| --- |
| *Syftet med denna checklista är att tillsammans med partneruniversitetet/n synliggöra nationella lagar och lokala regelverk som påverkar utbildningssamarbeten som leder till gemensamt eller multipla examensbevis. I checklistan finns också frågor som rör de medverkande lärosätenas inställning till samarbetet samt omvärldsanalys för säkerställa att det finns ekonomi och rekryteringsunderlag för den planerade utbildningen.*  *Fotnötterna redogör för svensk lagstiftning och bestämmelser vid KTH.*  *Övriga dokument*   * *Riktlinjer för gemensam examen,* V-2013-0301 * *Begrepp för utbildningssamarbeten* * *Checklista för gemensam disputation* * *Mall för gemensamt examensbevis* * *Mall för layout på gemensam avhandling*   *För frågor kring gemensamma utbildningsprogram eller gemensam examen*  *kontakta Åsa Gustafsson, PLU*  *telefon 08 790 6955 eller uf-bus@kth.se* |

1. *KTH policy*

   * *A joint cooperation shall bring added value and meet a desired study track not available at any of the participating institution alone (courses, research focus, lab equipment, etc.).*
   * *KTH prioritizes long term co-operations. A history of cooperative activities between the partners preceding the planned programme is seen as an important indication for project sustainability.*

   [↑](#footnote-ref-1)
2. *Accreditation of a single study programmes is not applicable in Sweden. The accreditation is given to the universities and their right to award the said degree.* [↑](#footnote-ref-2)
3. *If the joint programme is accredited in one country, other accreditation bodies are recommended to follow this decision.* [↑](#footnote-ref-3)
4. *KTH has the degree awarding right at Master level. See: www.ukambetet.se/utbildningskvalitet/sokblandexamenstillstand)* [↑](#footnote-ref-4)
5. *KTH policy: Course syllabi shall be available also for courses not being taught at KTH.* [↑](#footnote-ref-5)
6. *The partnership agreement must be in compliance with the requirements stated in the Swedish legislation (HF 6 kap 11b § and HF 6 kap 10 §.* [↑](#footnote-ref-6)
7. KTH: *Tuition fees for non-EU nationals shall be at full cost. Tuition fees are not allowed for EU/EEA nationals. (HF 2010:543) The tuition fee for non EU-students at KTH is decided upon annually and is valid for the edition.*  [↑](#footnote-ref-7)
8. *If possible, it is recommended that Joint programmes charge one tuition fee to the students, independent of the study track. Distribution of funds is arranged internally within the consortium.* [↑](#footnote-ref-8)
9. *The number of students intended for an assigned KTH track has to be discussed with the Director for 1st and 2nd Cycle education (GA) before the selection process takes place.* [↑](#footnote-ref-9)
10. *The eligibility check shall be done separately from ranking and selection.* [↑](#footnote-ref-10)
11. *See the website for a similar programme:* [*www.kth.se/en/studies/master*](file:///C:\Users\knutz\Downloads\www.kth.se\en\studies\master) [↑](#footnote-ref-11)
12. *At KTH: See the website for a similar programme:* [*www.kth.se/en/studies/master*](file:///C:\Users\knutz\Downloads\www.kth.se\en\studies\master) [↑](#footnote-ref-12)
13. *The criteria used for ranking and selection shall be known to the students when applying to the programme.* [↑](#footnote-ref-13)
14. *KTH formally admits the student to the part of studies conducted at KTH. A selection committee, formed by the partnership, can only nominate students for admission to KTH. Admissions have to be officially confirmed by KTH.* [↑](#footnote-ref-14)
15. *The partnership agreement should define how to handle a situation where the student has lost the right to complete the studies at any partner university.S* [↑](#footnote-ref-15)
16. *At KTH, there is no maximum time for the student to be allowed to complete the studies. No extra charges are taken for registering to further semester in order to complete the degree programme. Students have the right to, at own cost, study further courses towards a general degree* [↑](#footnote-ref-16)
17. *No extra charges for re-examinations. If the higher education institution chooses to limit the number of re-examinations, it should not be less than 5 re-examinations. Students have the right to change examiner if s/he fails the exam more than twice. (HF 6 kap 21-22§)* [↑](#footnote-ref-17)
18. For KTH: *An interruption of studies may be granted for reasons such as sickness, pregnancy/care of a child/children and military service, or for any other reason beyond your control. The decision for an interruption of studies must last for a fixed period of time. When the interruption of studies has been authorised, the student always has the right to return to his/her studies at the specified time in accordance with the decision. An approved leave of studies is not usually authorised during the first year.* [↑](#footnote-ref-18)
19. *A student who has met the degree requirements for Master of Science bears the right to be awarded the degree by the concerned Swedish higher education institution, even if s/he has not fulfilled the requirements for the joint education. (HF 6 kap 9§)*  [↑](#footnote-ref-19)
20. *For KTH: the extent of a course or study programme shall be denoted by credits, with full-time study during a normal academic year of 40 weeks corresponding to 60 credits. (HF 6 kap 2§)* [↑](#footnote-ref-20)
21. *For first and second cycle education at KTH grades A (Excellent) to F (Failed) are awarded for the course. Degree projects are awarded with pass/fail only unless agreed upon within an international partnership. The scale is an absolute scale. Courses completed at a partner institution are listed in the Degree Certificate with the grade awarded by this institution. No overall grades are given (GPA).* [↑](#footnote-ref-21)
22. *For KTH: Only completed courses with a passing grade can be counted towards the Bachelor’s/Master’s Degree.*  [↑](#footnote-ref-22)
23. *For KTH: Students who shall be awarded the KTH qualification shall have studied at least one semester (30 ECTS) at KTH. A Degree of Master of Arts/Science (120 credits) is awarded after the student has completed the courses required to gain 120 credits with a defined specialisation determined by each higher education institution itself, of which at least 60 credits are for specialised study in the principal field (main field of study) of the study programme. (HF Bilaga 2) Of the 120 credits maximum 30 credits are allowed to be at first cycle level. Not, however, courses already included in the underlying first cycle degree (i.e degree of Bachelor). A requirement for the award of a Degree of Master of Arts/Science (120 credits) is completion by the student of an independent project (degree project) for at least 30 credits in the main field of study. (HF Bilaga 2)* [↑](#footnote-ref-23)
24. *At KTH, students must submit an application, asking to be awarded the degree.*  [↑](#footnote-ref-24)
25. *For KTH: The Degree Certificate must indicate:*

    *1) the title of the qualification and the cycle in which it was awarded; 2) if the qualification forms part of a joint degree with reference to the legal frame; 3) the first and second-cycle courses taken for award of the qualification, and at which higher education institution the courses been completed. Courses included in the degree certificate must be fully completed with a passing grade.*  [↑](#footnote-ref-25)
26. *The official national degree awarded shall be written in Swedish. Translation into English or more languages is allowed. The degree certificate must be signed by the KTH President.* [↑](#footnote-ref-26)
27. *For KTH: No overall grade is given (GPA). N.B. Only completed courses with a passing grade can be counted towards the Bachelor’s / Master’s Degree* [↑](#footnote-ref-27)
28. *For KTH: The degree certificate can be issued by the partner university, if the minimum requirements above are met. The layout shall be designed in cooperation with the Degree Administration office at KTH.* [↑](#footnote-ref-28)
29. *For KTH: An original copy of the duly signed degree certificate is needed for the KTH files.* [↑](#footnote-ref-29)
30. *KTH encourages a common layout for the degree project report. The language used can be either English or Swedish. The abstract shall be written both in English and Swedish. The coordinating institution is also seen as the one that should coordinate the process of designing the cover for the degree project report. For prints coordinated by KTH there is a neutral template to accommodate the emblems of the cooperating institutions referring to the joint programme. When the print is not coordinated by KTH the layout ultimately needs to get approval from the Department of Communication and International Relations at KTH.* [↑](#footnote-ref-30)