



## APPENDIX 4

# CHECKLIST TO WRITE UP A CONSORTIUM AGREEMENT

Name Partner 1 and Name Partner 2

Name the degree 1 and Name the degree 2

Put logos of both institutions in the document header

## I. The overall programme objectives

### A. PREAMBLE

- ☐ Refer to a former agreement or cooperation programme (if there is one)
- ☐ Name of universities, addresses, President and purpose of the agreement
- ☐ If necessary, give definition of terms

### B. GENERAL PROGRAMME OBJECTIVES

- ☐ Define the objective of the agreement
- ☐ Define the type of degree awarded/certificate
- ☐ Give some definitions

## II. The joint programme definition

### A. PROGRAMME STRUCTURE AND COURSE EQUIVALENCES

- ☐ Describe the overall study plan
- ☐ Detail the course equivalences within the programme
- ☐ Detail the number of credits, the core courses and the electives courses
- ☐ Explain in which language the courses will be delivered
- ☐ When the duration of the programme differs at each university (e.g. Bachelor in 3 years or in 4 years), explain what the students need to do in order to complete the programme (an additional year for example).

## B. PROGRAMME TIMETABLE

- ☐ Describe the programme: when the students will study at the partner institutions and how long they will spend in each of the institutions involved

Describe the timetable considering there are two options:

- ☐ • A shared schedule, where one cohort is created with students from both institutions who will attend their classes together
- A separate schedule: this will be the case if two cohorts are created (one in each of the institutions and where the students will follow their own path).

## C. GRADE CONVERSION

- ☐ Refer to the grade conversion table if needed

## D. REQUIREMENT FOR THE EXAM / THESIS

- ☐ Define the requirement for the final exam in both institutions (type of exam, eliminatory courses, etc.)

- ☐ Give details about the final thesis (structure, content, requirements)

- ☐ Define the role of the supervisor and the evaluation committee

Define the rules for the final overall grade to be approved/ validated by both institutions  
 For the thesis, there are two options:

- ☐ • The thesis is defended in the home or partner institution (both partners have to agree on a same structure)
- The thesis is defended in both institutions

## E. DEGREE OBTAINED

- ☐ Give precise title of degrees obtained by the students (or certificate)

### III. The students

#### A. ADMISSION REQUIREMENTS

- ☐ Describe the programme access and admission requirements (in both institutions)
- ☐ Describe the selection process
- ☐ Specify language requirements
- ☐ Describe the role of the selection committee

#### B. ENROLMENT PROCEDURE

- ☐ Specify the number of students who will be selected in each institution
- ☐ Give information about the procedure in each institution
  - Information to be transferred to the partner university before the exchange starts
  - Information to be transferred to the home university when the exchange ends
- ☐ Specify where the course will be held (if there is more than one campus)

#### C. DUTIES AND RIGHTS

- ☐ Specify tuition fees: in most cases there are no tuition fees as both institutions agree on reciprocity. When there is a major difference in fees to be paid at each institution, students may have to pay some tuition fees at the partner institution
- ☐ Indicate any eventual cost: give a precise list of other expenses: health insurance, sports activities, access to computer services, access to library, canteen, etc.
- ☐ Detail any support given to students (for example, housing, language courses, etc.)

## IV. The programme management

- ☐ Identify the programme management team with their precise role (the programme director, the coordinator, the assistant, etc.)
- ☐ If necessary, establish the list of the professors who will teaching the programme and mention who is in charge of the recruitment
- ☐ Specify if there will be staff exchanges or if the programme will be taught by local professors
- ☐ Establish a programme committee, if necessary, and detail the role of the committee (pedagogy and student selection, in charge of the recruitment of the programme team, etc.)
- ☐ Give details about communication and marketing (advertisement, launch of the programme) and who will be in charge of each action
- ☐ Explain the internal and external quality assessment processes

## V. The legal clauses

Specify the term of the agreement:

- ☐ Duration of the agreement
- ☐ Extension
- ☐ Change of the agreement
- ☐ Termination
- ☐ Obligation to be taken by each partner not to affect ongoing activities or any student already engaged in the programme
- ☐ Copyright, confidentiality and personal data protection

## VI. Signature

Put date and signature of both parties

## I. The overall programme objectives

- ☐ Include Annex 1: Course curriculum and study calendar
- ☐ Include Annex 2: Staff and responsibilities
- ☐ Include Annex 3: Grade conversion table