**Cooperation Agreement on Implementation of Master Programs**

Between

**University of Naples Parthenope, Italy**

And

**University XYZ, Country**

Date, *Napoli*

Date, *Place*

**WHEREAS**

University of Naples Parthenope provides the possibility to study the following Master/Bachelor degree (Please select the type of Degree) study program: insert here the name of the degree, State Code \_\_\_\_\_\_(i.e insert here the “classe di laurea”, for example LM-77), accredited by Italian Ministry of University and Research, prot. \_\_ of \_\_\_\_\_\_, till \_\_\_\_\_\_\_\_\_\_\_ (hereinafter - UP Study Program),

and

University XYZ provides the possibility to study the Master/Bachelor degree study program insert here the name of the degree, State Code \_\_\_\_\_\_\_\_\_\_\_, accredited by the please insert here a higher education accreditation organization till \_\_\_\_\_\_\_ (hereinafter - U\_XYZ Study Program),

and

Universita "Parthenope" (hereinafter - UP) and University XYZ (hereafter - U\_XYZ) express their intention to bring together the two institutions in the field of higher education and research,

NOW THEREFORE, in consideration of the premises and the mutual agreements the Parties hereto hereby agree on the following:

1. Subject Matter of the Agreement

1.1. UP and U\_XYZ (hereinafter the Parties and/or each separately also can be - the Party) agree to collaborate in implementing the above indicated Bachelor/Master’s degree (please select the level) UP study program and U\_XYZ study program (hereinafter both together - Study Programs and/or each separately also can be - Study Program).

1.2. Collaboration means both universities agree for the students exchange wherein the students get the reciprocal opportunity to spend a specified period of time to study the Study Program of the other Party. The students who successfully complete each Party's study program requirements (Annex 1) and defend their Master/Bachelor (please select the level) Thesis as settled in the present Agreement will be awarded two diplomas - U\_XYZ diploma and UP diploma.

2. Principles of Collaboration

2.1. The Parties agree to implement the Study Programs according to an integrated study plan as settled and determined in Annex 1 (hereinafter - Integrated Study Plan).

2.2. While implementing the Study Programs the Parties agree to recognize the students' study results gained at the other Party as settled in Annex 1.

2.3. The Integrated Study Plan will be taught in English.

2.4. U\_XYZ will execute this Agreement through the Faculty of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

2.5. UP will execute this agreement through the Department of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

2.6. The Parties agree that Integrated Study Program does not provide any type of scholarship; which means that any cost arising in the Programme is completely beared by the students.

2.7. For the avoidance of doubt this Agreement covers only the Study Programs indicated in this Agreement and students studying under these Study Programs as settled in the present Agreement.

**3. Integrated Study Plan**

The Parties declare their commitment to the Integrated Study Plan which is presented in Annex 1. The Integrated Study Plan defines the organizational and time schedules of the Study Program’s implementation and implies the alternate study periods for students. The Integrated Study Plan can be modified only by the mutual written agreement of the Parties.

**4. Study Process**

The number of academic semesters of the mobility program is:\_\_\_\_\_\_(indicate the number: 1, 2,..). In order to be eligible for receiving a diploma of each Party, students admitted in Integrated Study Plan must complete the number of ECTS credits as presented in Annex I . U\_XYZ students will spend the \_\_\_\_\_\_(select: 1st/2nd/3rd/4th/5th/6th) semester at UP, where they will follow the courses and take the exams specified in Annex 1. UP students will spend at U\_XYZ the \_\_\_\_\_\_(select: 1st/2nd/3rd/4th/5th/6th) semester, follow the courses and take the exams specified in Annex 1. The Bachelor/Master’s (please select the level) Thesis must be written in English and may be defended in English at each Party according to the rules and requirements of that Party. The Defense Committee of the Bachelor/Master (please select the level) Thesis may be formed by the academic staff delegated from both Parties and agreed by the Study Program Committees of both Parties.

**5. Award of Diplomas**

U\_XYZ diploma will be awarded only to those students who successfully complete U\_XYZ Study Programme and defend the Bachelor/Master (please select the level) Thesis as required by U\_XYZ regulations and please insert here the nationality of U\_XYZ (example, French, Portuguese, Belgian) law. UP diploma will be awarded to those students who successfully complete UP Study Program and defend the Bachelor/Master (please select the level) Thesis as required by UP regulation and Italian law. To be awarded two diplomas, students have to spend the semester abroad (U\_XYZ students will spend the 4th semester at UP, and UP students will spend the 3rd semester at U\_XYZ), pass the exams indicated in Annex 1, in addition, they have to write and to defend their Master Thesis in English. In the preparation of the Bachelor/Master (please select the level) Thesis at each Party students will be provided with a consultant and before the viva voce defense the Thesis should be reviewed by the professor from other Party.

**6. Admission**

The applicants, i.e. students of one Party wishing to study at the same time at the other Party according to this Agreement, submit the required admission documents (as indicated in Annex 2) to their home university. The UP sends the submitted documents to the VU no later than 10th June (change as necessary) while U\_XYZ sends the submitted documents no later than 30th September (change as necessary). The admission of students is subjected to terms and conditions of each of the parties and admitted students will sign the study contract for self-funded study place with that Party. Universities agree that the number of participating students will not be more than 2 students from each University per academic year. Parts shall be able to jointly agree a higher number of participants upon a notice exchange between them.

**7. Tuition Fees and Insurance**

The students shall pay tuition and/or registration fees at their home university, no extra fee is needed to participate in the program at partner university. All charges connected to travel, accommodation, etc., as well as health insurance, shall be covered by the students themselves. While studying abroad students shall be required to be insured against any incident and/or accident and/or any legal liability against damages, which they may involuntarily cause to and/or suffer during their study period abroad.

**8. Administrative and Academic Regulations**

Throughout the study period students are subject to the administrative and/or academic and/or other regulations of the Party of the Study Program they study, including the ones concerning the attribution of an electronic mail address.

**9. Validation of Study Results**

Parties agree on mutual recognition of study results, i.e. credits and grades obtained by a student at each Party for the pre-agreed courses as indicated in Annex 1.

**10. Other Activities**

The Parties may further extend the forms of cooperation under the Study Programs presented in Annex 1. These may include the exchange of teachers, intensive and summer courses, distance learning, joint research activities, seminars and conferences. These additional activities will be regulated by the separate written agreement of the Parties.

**11. Management**

Each Party will identify one coordinator in charge of the cooperation activities. The Parties may consult whenever they consider it useful at least once a year in order to jointly evaluate the implementation of the Agreement.

**12. Validity of the Agreement**

The present Agreement becomes effective on the day of its signature by both Parties. It is valid for 5 years (please change the number of years as necessary) and can be extended by a separate agreement between the parties, but not longer than the accreditation of the Study Programs lasts. All Annexes are an integral part of this Agreement.

**13. Copies and Languages**

The present Agreement is signed in two (2) copies in English for each Party having an equal legal power.

**14. Annexes:**

14.1. Integrated Study Plan.

14.2 Document Submission.

**15. INFORMATION ABOUT THE PARTIES**

|  |  |
| --- | --- |
| Università of Naples ParthenopeVia Amm. F. Acton 38  80133 Napoli ITALY | University\_\_\_\_\_\_\_\_ |
| On behalf of Università degli Studi di Napoli ParthenopeRectorProf. Alberto Carotenuto*Stamp* | On behalf of University \_\_\_\_\_\_\_\_\_\_\_Rector/DeanProf. *Stamp* |

**Annex 1**

To the Cooperation Agreement on Implementation of Bachelor/Master (please select the level) Programs of insert here the date of signature

**Integrated study plan**

The Agreement for dual degree is based upon the correspondence between Bachelor/Master study program in \_\_name of the degree\_\_ of University of Naples Pathenope" (hereafter UP) and Master study program in \_\_name of the degree\_\_ of University XYZ (hereafter U\_XYZ).

This annex identifies the integrated study plan which the students of UP and the students of U\_XYZ have to follow to be awarded two diplomas - U\_XYZ diploma and UP diploma.

1. **Students from University XYZ**

In order to get a dual degree the students from U\_XYZ must follow the entire Bachelor/Master (please select the level) study program of \_\_full name of the degree\_\_ and fulfil all its requirements at U\_XYZ, then follow the fourth semester of \_\_full name of the degree\_\_ program at the UP and cover the subjects according to the Integrated Study Plan, pass exams according to the rules and requirements agreed upon by both parties and acquire at least 30 ECTS credits (please change the number of credits as necessary) at UP according to the Integrated Study Plan below:

|  |
| --- |
| *Name of the Bachelor/Master’s degree* Program at Parthenope |
|  | ECTS |
| ***Semester 1*** | ***Insert here the sum of ECTS for semester 1*** |
| Course title 1 | *number of ECTS for course 1* |
| Course title 2 | *number of ECTS for course 2* |
| …. | …. |
| … | … |
| ***Semester 2*** | ***Insert here the sum of ECTS for semester 2*** |
| Course title 1 | *number of ECTS for course 1* |
| Course title 2 | *number of ECTS for course 2* |
| …. | …. |
| … | … |
| ***Semester 3 (at UP)*** change as necessary | ***Insert here the sum of ECTS for semester 3*** |
| Course title 1 | *number of ECTS for course 1* |
| Course title 2 | *number of ECTS for course 2* |
| …. | …. |
| … | … |
| ***Semester 4*** | ***Insert here the sum of ECTS for semester 4*** |
| Course title 1 | *number of ECTS for course 1* |
| Course title 2 | *number of ECTS for course 2* |
| …. | …. |
| … | … |
| ***Semester 5*** | ***Insert here the sum of ECTS for semester 5*** |
| Course title 1 | *number of ECTS for course 1* |
| Course title 2 | *number of ECTS for course 2* |
| …. | …. |
| … | … |
| ***Semester 6*** | ***Insert here the sum of ECTS for semester 6*** |
| Course title 1 | *number of ECTS for course 1* |
| Course title 2 | *number of ECTS for course 2* |
| …. | …. |
| … | … |
| **TOTAL NUMBER OF CREDITS=** |  |

**2. Students from University of Naples Parthenope**

Students from \_\_full name of the degree at parthenope\_\_ Study Program of UP in order to be awarded two diplomas must follow the entire Master Study Program of \_\_full name of the degree at parthenope\_\_, fulfil all its requirements at UP and during entire third semester follow the Master Study Program of \_\_full name of the degree at XYZ\_\_ programme at University XYZ as a substitute of a semester in UP, cover the subjects according to the Integrated Study Plan and acquire at least \_\_\_\_ ECTS credits at U\_XYZ. The students shall also defend their Final Bachelor/Master Thesis in English according to the rules and requirements agreed upon by both Parties and meet other requirements of the program as well. In the preparation of Final Thesis UP students will be provided with a U\_XYZ supervisor (consultant). At least one member of the viva voce defense Committee (or one of reviewers) shall be a representative of U\_XYZ. The Integrated Study Plan for UP is as follows:

|  |
| --- |
| *Name of the Bachelor/Master’s degree* Program at University XYZ |
|  | ECTS |
| ***Semester 1*** | ***Insert here the sum of ECTS for semester 1*** |
| Course title 1 | *number of ECTS for course 1* |
| Course title 2 | *number of ECTS for course 2* |
| …. | …. |
| … | … |
| ***Semester 2*** | ***Insert here the sum of ECTS for semester 2*** |
| Course title 1 | *number of ECTS for course 1* |
| Course title 2 | *number of ECTS for course 2* |
| …. | …. |
| … | … |
| ***Semester 3***  | ***Insert here the sum of ECTS for semester 3*** |
| Course title 1 | *number of ECTS for course 1* |
| Course title 2 | *number of ECTS for course 2* |
| …. | …. |
| … | … |
| ***Semester 4 (at U\_XYZ)*** change as necessary | ***Insert here the sum of ECTS for semester 4*** |
| Course title 1 | *number of ECTS for course 1* |
| Course title 2 | *number of ECTS for course 2* |
| …. | …. |
| … | … |
| ***Semester 5*** | ***Insert here the sum of ECTS for semester 5*** |
| Course title 1 | *number of ECTS for course 1* |
| Course title 2 | *number of ECTS for course 2* |
| …. | …. |
| … | … |
| ***Semester 6*** | ***Insert here the sum of ECTS for semester 6*** |
| Course title 1 | *number of ECTS for course 1* |
| Course title 2 | *number of ECTS for course 2* |
| …. | …. |
| … | … |
| **TOTAL NUMBER OF CREDITS=** |  |

**Annex 2**

**To the Cooperation Agreement on Implementation of Master Programmes of** \_\_\_\_date\_\_\_\_\_\_

**Document Submission**

**1. Document to be submitted to University XYZ**

All the documents of each student must be collected by UP and sent to U\_XYZ no later than \_\_\_\_date\_\_\_\_\_\_

**The documents to be submitted** (please change the following component as necessary):

1. Application form (the form can be obtained from the following website:\_\_\_\_\_\_\_\_\_\_\_\_\_)
2. Copies of previous education including grades (an academic transcript) in English language.
3. Copy of passport or other document of identification,.
4. Transcripts of Master degree programme in *Name of the Bachelor/Master’s degree* at University Parthenope.

**II The documents to be submitted to University Parthenope.**

All the documents of each student must be collected by U\_XYZ and sent to UP no later than \_\_\_\_date\_\_\_\_\_\_:

**The documents to be submitted** (please change the following component as necessary)**:**

1. Application form (the form can be obtained from the following website: \_\_\_\_\_\_\_\_\_\_\_\_\_
2. Copies of previous education including grades (an academic transcript) in English language. The Certificate must be in original (or a certified photocopy), or a substitutive document valid to all legal effects.
3. Copy f passport or other document of identification.
4. Transcripts of Master degree programme in *Name of the Bachelor/Master’s degree* at University XYZ
5. 2 passport-size photos.