

**VISEGRAD NETWORK FOR RESEARCH, EDUCATION AND
MOBILITY (VNDREAM)
CONSORTIUM AGREEMENT FOR DELIVERING A JOINT SECOND
CYCLE DEGREE IN INTERNATIONAL RELATIONS: EUROPE IN
THE VISEGRAD PERSPECTIVE**

This consortium agreement is established between:

- 1/ Uniwersytet Jagielloński w Krakowie, represented by Prof. dr hab. med. Wojciech Nowak, Rector
- 2/ Masarykova univerzita, represented by Doc. PhDr. Mikuláš Bek, Ph.D., Rector
- 3/ Pécsi Tudományegyetem, represented by Prof. Dr. László I. Komlósi, Senior Vice Rector
- 4/ Univerzita Mateja Bela v Banskej Bystrici, represented by Dr. h. c. prof. PhDr. Beata Kosová, CSc., Rector

Preamble:

This agreement corresponds to provisions of the VNDREAM Consortium Agreement of 1 October 2012.

The agreement establishes the joint procedure for delivering a joint second cycle degree in international relations: Europe in the Visegrad perspective.

The Programme is a joint second cycle degree giving access to doctoral studies.

The Programme reflects student workload corresponding to 120 ECTS.

Graduates of this Programme will be awarded a joint degree and will receive a joint second cycle studies diploma in international relations: Europe from the Visegrad perspective. The title will be magister, which is an equivalent to national titles of partner universities being the following:

a/ Matej Bel University in Banská Bystrica: Magister, abbreviated as Mgr.

b/ Masaryk University: Magistr/Magistra, abbreviated as Mgr.

c/ University of Pécs: mesterfokozat

Partner universities consider recognition of the joint degree essential.

To ensure recognition of this joint degree, the programme is accredited or recognised in all partner universities in accordance with their national regulations.

The setting up of a Joint Degree Programme is based on the following legal framework:

a/ at the Jagiellonian University: Art. 168 of the Higher Education Act of 27 July 2005 amended on 2012, section 572 with further amendments and 2011 and the Minister of Higher Education and Science Executive Directive on Professional Titles Awarded to Graduates, Conditions of Issuing and Components of Graduation Diplomas of 1 September 2011

b/ at Masaryk University, in accordance with Act No 111/1998 Coll., on higher education and amending other laws (the Higher Education Act), Section 47a, study programmes may be carried out in cooperation with foreign higher education institutions that offer degree programmes with related contents

c/ at the University of Pécs, Act. No. 204/2011 (78th Paragraph) on Higher Education.

d/ at the Matej Bel University in Banská Bystrica, Act. No. 131/2001 on the Higher Education and on further changes and amendments of respective acts, section 54a on joint study programmes.

1. Organisational Structure of the Consortium

1.1 Partner universities agree that the Jagiellonian University in Kraków assumes the role of the Co-ordinator of the Consortium.

1.2 Partner universities establish following organisational structure responsible for decision-making and management of the consortium and joint study programme: General Board, Management Committee, Joint Programme Co-ordinator, Joint Programme Manager and Secretariat.

1.3 General Board decides in all matters relating to this agreement. Its members are: statutory representatives of partner universities responsible for supervision of international study programmes and academic co-ordinators from each partner university. The General Board evaluates the way the agreement is implemented on annual basis.

1.4 Management Committee is responsible for executive co-ordination of the study programme. In particular this applies to co-ordination of delivery of modules at partner universities, teaching and assessments methods, quality assurance, drawing learning outcomes, preparation of syllabi, assistance to students in accessing learning resources, assistance to students in applying for financial support related to the programme, supervision of selection and admission process, supervision of marketing and dissemination of

the joint programme. Partner universities agree to nominate up to four representatives with one vote per partner university.

1.5 The Joint Programme Co-ordinator is the representative of the Jagiellonian University in Kraków.

1.6 The Joint Programme Co-ordinator is responsible for overall co-ordination of the Management Committee activities. In doing so, the Joint Programme Co-ordinator prepares agenda and chairs the Management Committee meetings. The Joint Programme Co-ordinator is also responsible for co-ordination of grants aiming at financing the joint study programme.

1.7 The Joint Programme Manager assists the Joint Programme Co-ordinator in all his/her activities. In particular, the Joint Programme Manager is responsible for preparation of Management Committee meetings, communication between respective bodies of the Consortium, management of grants aiming at financing the joint study programme and communication with the International Visegrad Fund.

1.8 Joint Programme Manager is representative of the Jagiellonian University.

1.9 Partner universities - through the Management Committee - are responsible for recruitment, selection of candidates and marketing of the programme. The management committee meets at least twice a year in the partner universities on rotating basis to decide about the selection, and to approve of the program outline for the following year and semester.

1.10 Ultimate decision about admission of candidates is made by the General Board based upon recommendation of the Management Committee.

1.11 The Co-ordinator of the Consortium is authorised – on behalf of the General Board – to approve the list of admitted candidates.

1.12 Appointed representatives of the Management Committee are allocated one vote per partner university. Management Committee decisions are adopted by consensus.

1.13 The Secretariat is constituted by staff of the Institute of European Studies of the Faculty of International and Political Studies at the Jagiellonian University.

1.14 The Secretariat is responsible for executive co-ordination of all administrative, students and financial aspects of the programme. In doing so, it co-operates closely with the Co-ordinator of the Consortium, Joint Programme Co-ordinator, Management Committee, and respective administrative bodies of partner universities.

2. Management and responsibilities of the Co-ordinator of the Consortium.

2.1 The responsibility of the Co-ordinator of the Consortium is overall institutional supervision of the programme. In doing so, the Co-ordinator of the Consortium acts in a close co-operation with the General Board.

2.2 The Co-ordinator of the Consortium in all activities is supported by the Management Committee and the Joint Programme Co-ordinator.

2.3 The Co-ordinator of the Consortium is responsible for chairing the Consortium meetings and its external representation.

2.4 The Co-ordinator of the Consortium, supported by the Secretariat, is responsible for maintaining - for the duration of this agreement and for five years after its termination - full records of

the programme. Following the period of five years after the termination of this agreement students files will be deposited in the Jagiellonian University archives. Information about students records is kept in the Jagiellonian University studies administration electronic system (USOS). Access to this system is open to Jagiellonian University staff administering the Programme. The Secretariat of the Programme makes the student records (Transcripts of Records) from each partner university available to all partners.

2.5 The Co-ordinator of the Consortium, supported by the Secretariat is responsible for the overall financial management of the programme, including administration of the deduction of tuition fees, distribution of scholarships and managing all expenses related to implementation of the programme.

3. Responsibilities of the Partner Universities.

3.1 The Partner Universities commit themselves to comply fully with the rules and regulations set up in this agreement and in its annexes. In particular, all Partner Universities agree to:

3.1.1 Deliver modules of instruction in accordance with the programme outline as reflected in the annex to this agreement.

3.1.2 Implement teaching quality assurance mechanisms in accordance with guidelines provided by the Management Committee of the programme.

3.1.2 Ensure students of this programme full access to their libraries, IT and other academic facilities.

3.1.3 Keep and share relevant students records and transfer students' transcripts.

3.1.4 Provide and share information and documents necessary for the management of the programme at all Partner Universities.

3.1.5 Accept responsibility for all information communicated.

3.1.6 Appoint their representatives in the Consortium decision-making bodies.

3.1.7 Notify to the General Board and Management Committee any delay in implementation or any event that may negatively impact the overall implementation of the programme.

3.1.8 Participate in promotion, admission and up-dating of the joint study programme in accordance with their home university norms.

4. Organisation of the study programme and student responsibilities

4.1. The joint degree programme will start with the academic year 2013/2014, in case accreditation is completed at all partner universities. All the instruction and administration of this joint programme is done in English.

4.2. All candidates establish an application at the Jagiellonian University in Kraków, the Co-ordinator of the Consortium. The Co-ordinator of the Consortium is responsible for the distribution of all applications to the members of the Management Committee, who evaluate the applications in accordance with the Annexes 3 and 4 and 5. Applicants recommended for admission are issued the admission documents and have a right to enroll in the first semester of studies at the Jagiellonian University in Kraków, Faculty of International Relations and Political Sciences. This university (Co-ordinator of the Consortium) remains responsible for the administration of the whole course of studies.

4.3. The workload of the joint programme amounts to 120 ECTS credits of which optimally 30 ECTS credits should be completed at each partner university. After the first semester is spent in Kraków, students spend a semester at each partner university in the following order:

2nd semester: Masaryk University - students will be enrolled at the Faculty of Social Studies

3rd semester: University of Pecs- students will be enrolled at the Faculty of Humanities

4th semester: Matej Bel University in Banska Bystrica - students will be enrolled at the Faculty of Political Science and International Relations

4.4 At each partner university, students are enrolled in accordance with the national and university norms and during the respective semesters and they have all rights and duties of a full-degree student, being also entitled to the common administrative services and the use of all university facilities.

During the semesters, students follow the study regulations of the university at which they currently studying, which e.g. means that if a student fails to comply to examination rules and time frames at a given partner university, he/she follows the respective procedure of that university to deal with the situation.

In issues related to the general character of the joint programme (typically: Final Master Examination, problems influencing progress in studies as such), a decision is taken by the Management Committee.

4.5. During the whole course of studies, students are responsible for covering the tuition fees in accordance with the regulations of the Jagiellonian University in Kraków within the deadlines given by the Secretariat for each semester, and for maintaining an active student status as specified in the requirements for studies.

Costs of living and mobility are at the responsibility of each student. The consortium will, if and when possible, try to secure scholarships and additional funding for student mobility related with the joint programme from national and international sources and mobility schemes.

4.6. Complete transcripts of records for all students are submitted by each partner university to the Co-ordinator of the Consortium within 15 days after the end of the exam and grading period. The consortium agrees to use a grading conversion table, which is included in the Annex 1 to this agreement.

5. Joint Degree. Diploma and examination procedure.

5.1. Successful completion of all requirements of the programme is awarded a joint degree diploma issued by the Jagiellonian University in Kraków. This diploma contains all logotypes of the Partner Universities.

5.2. Other elements of this diploma are listed in the article 4.2 and 4.3 of the Consortium Agreement of 1 October 2012, which are hereby amended as follows:

...”The diploma contains the following elements:

4.2.1 Logotypes and names of all partner universities and the inscription: “issued in the Republic of Poland”

4.2.2 names of all partner universities conducting the programme jointly and the name of the academic unit co-ordinating study programme – Faculty of International and Political Studies of the Jagiellonian University.

4.2.3 inscription: “Diploma of higher education second cycle joint programme” including information about professional title gained: magister.

4.2.4 diploma holder photograph sealed by official stamp of the Jagiellonian University.

4.2. 5 personal data of diploma holder

4.2.6 space for diploma holder signature

4.2.7 diploma series number

4.2 8 study programme information including:

a/ form and study level: full time second cycle study programme

b/ name of the subject area and name of specialisation: International relations: Europe in the Visegrad Perspective.

c/ final grade

d/ name and date of acquiring of the professional title

4.2.10 personal stamps and rector's signature as well as signature of chair of the academic unit implementing a given study program:

Rector of the Jagiellonian University and Dean of the Faculty of International and Political Studies

4.2.11 place and date of issuing a diploma

4.2.12 official stamp of the academic institution issuing diploma - Jagiellonian University in Kraków

4.2.13 Rectors of contracting partners agree to authorise Rector of the Jagiellonian University to sign the Joint Second Cycle Diploma on their behalf.

4.2.14 Students will receive an authorised English version of joint diploma containing all information present in the Polish language joint diploma.

5.3 Master examination procedure reflects formal requirements of all Partner Universities.

5.4 Faculty members from each partner university are welcome to deliver guest lectures as well as take part in Master thesis consultations at partner universities.

5.5 Each partner university makes the list of supervisors and their areas of expertise which is available prior the second semester of the programme. The list will be updated each semester. Examination

committee consists of representatives of all partner universities and the members are appointed at the beginning of each academic year.

6. Quality Assurance

6.1 Quality of the programme is reviewed by standard evaluation mechanisms of partner universities; regular course evaluation, student and teachers' evaluation and general evaluation by the graduates of the programme. The evaluation results will be reviewed annually by the Management Committee.

7. Financial Management

7.1 The Consortium budget is established on an annual basis in the form of a Financial Agreement that comes in Annex 2 to this Agreement.

7.2 The Financial Agreement is drafted in accordance with national regulations of partner universities and can be up-dated on annual basis

8. Confidentiality and Data Protection

8.1 All information, data and documents other than marketing and promotional material supplied by a partner university to other partner university of the Consortium under provisions of this Agreement is a property of the supplying partner and shall remain confidential.

9. Intellectual Property

9.1 Partner Universities agree to grant other parties of the Consortium a permission to use their respective names and logos exclusively for the purposes related to the implementation of this Agreement.

9.2 Partner Universities agree that Master theses and student essays are subject of intellectual property regulations in accordance with their internal procedures.

10. Arbitration

10.1 Any dispute concerning student affairs, arising out of or in connection to study this Agreement, if not resolved by conciliation or mutual settlement between the parties of this Agreement is proceeded according to national law of the country where the dispute has arisen.

10.2 In case the dispute is not student-related an Arbitration Panel is established.

10.2.1 Each partner university nominates one representative.

10.2.2 The decision of the Panel is based on consensus and it shall be final and shall be communicated to the parties involved.

11. Terms and Termination

11.1 This Agreement is valid for four years. It could be modified at any time by consensus expressed in writing. It can be terminated by either partner institution by giving twenty four months' notice to other members of the consortium. The Agreement could be extended by all partner institutions based upon the evaluation procedure by the General Board. The language of the Agreement is English. In case of a withdrawal of one of the contracting parties, the Consortium will decide about further steps to be taken in order to ensure successful finalization of studies of all remaining students.

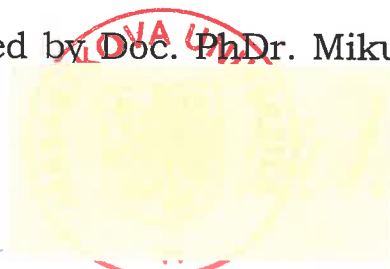
Signatures and stamps of the partner universities statutory representatives:

The cooperation contract will come into effect from the date of signing.

1/ Uniwersytet Jagielloński w Krakowie, represented by Prof. dr hab. med. Wojciech Nowak, Rector


P... vak

2/ Masarykova univerzita, represented by Doc. PhDr. Mikuláš Bek, Ph.D., Rector


...VA UNIVERZITA

3/ Pécsi Tudományegyetem, represented by Prof. Dr. László I. Komlósi, Senior Vice Rector




4/ Univerzita Mateja Bela v Banskej Bystrici, represented by Dr. h. c. prof. PhDr. Beata Kosová, CSc., Rector





Annex 2: FINANCIAL AGREEMENT OF JOINT SECOND CYCLE DEGREE PROGRAMME IN INTERNATIONAL RELATIONS: EUROPE IN THE VISEGRAD PERSPECTIVE

1. The fee income and any other funding generated by the Programme will constitute the budget of the Programme and will be distributed between the Consortium Partners on the basis of agreed breakdown system. The Consortium Co-ordinator manages the Programme's budget.
2. It is the Consortium Co-ordinator's responsibility to distribute funds in accordance to the principles agreed in bilateral financial agreements between the Consortium partners.
3. All Partners agree to deposit 10% minimum of the Programme fees for contingency.
4. The contingency funds will be used for the Management Committee Meetings: travel costs, accommodation and board. Contingency funds will also be used for issuing diplomas, final master examinations committee costs, unless it is agreed differently.
5. The contingency funds will be deposited at the Co-ordinator of the Consortium.
6. Each Partner agrees to keep a full financial record and documentation for all transactions relating to funds distributed under this contract and to make available all requested financial documentation for audit and/or reporting purposes.
7. The financial arrangement will be reviewed by the partner institutions on an annual basis, as part of the general annual assessment by the Management Committee and Board of the Consortium.
8. The Consortium applies tuition fee of **EUR 4000,00** per academic year for the EU students, including contingency. The tuition fee for non-EU students is **EUR 5750,00** per academic year, including contingency. In case of extension or re-take of a particular module of instruction internal rules of partner university hosting students at a relevant semester are applied.
9. For accepted EU and non-EU candidates, who are eligible to apply for scholarship of the International Visegrad Fund, the Consortium may offer a scholarship covering tuition fee in accordance with bilateral agreement rules between the Consortium and the International Visegrad Fund. The list of candidates eligible for the programme's scholarship scheme is made upon the ranking of applications.
10. In case of accepted non-EU candidates, the Consortium may apply tuition fee equivalent to the programme's scholarship scheme in accordance with the International Visegrad Fund scholarship eligibility rules.

11. Breakdown of financial means per each partner required to cover implementation costs at partner universities based on estimated annual budget of the Consortium is as follows:

Tuition fee for European Union students:

Consortium tuition fee: **EUR 8.000**

Contingency: **EUR 800**

Consortium tuition fee excluding contingency: EUR 7.200

Insurance and contingency costs will be managed by Consortium Coordinator.

Consortium partners will receive **EUR 1.800** per semester when they host the students of the programme.

Tuition fee for non-European Union students:

Consortium tuition fee: **EUR 11.500**

Contingency: **EUR 800**

Consortium tuition fee excluding contingency:

EUR 10.700

Contingency costs will be managed by Consortium Coordinator.

Consortium partners will receive **EUR 2.675** per semester when they host the non EU students of the programme.

Each partner university receives its share of the tuition fee not later than a month after the deadline for the payment for all enrolled students.