



AGREEMENT FOR DUAL DEGREE PROGRAMME

BETWEEN THE

**University of Rome Tor Vergata
School of Economics, Department of
Economics and Finance, Department of
Management and Law**

ROME, ITALY

AND THE

University American College Skopje

SKOPJE, MACEDONIA

DUAL DEGREE AGREEMENT

It has been herewith decided that a cooperation in a Dual Bachelor programme will be established between the University American College Skopje, School of Business Economics and Management, Skopje, Republic of Macedonia, hereinafter referred to as UACS, and the University of Rome Tor Vergata, Department of, Rome, Italy, hereinafter referred to as Tor Vergata, wherein Tor Vergata awards the **Laurea Triennale**/~~Laurea Magistrale~~ in and (partner course) awards a degree in

1. DEFINITIONS

For reference in this agreement, we hereby define:

- (a) *Exchange period* – as the period during which students spend their stay at the Partner University (e.g., one semester or more);
- (b) *Dual Degree student* – as a student who participates in the Dual Degree programme under this Agreement;
- (c) *Home institution* – as the institution of higher education in which the Dual Degree student has been originally enrolled;
- (d) *Host institution* – as the institution of higher education, which will host the Dual Degree student during the programme.

2. AGREEMENT PURPOSE

(a) The parties agree to collaborate in a Dual Degree programme, which will allow qualified students to transfer from their Home Institution to the Host Institution for the purpose of completing their degree. On the basis of courses and credits recognition, students who successfully fulfill the requirements of the two institutions will be eventually awarded with the **Bachelor/Master** degree from the two Universities.

(b) While no minimum or maximum number of students will be set, the parties estimate herewith that the number of Dual Degree students will not be more than **XXX (30)** students per year and per institutions.

~~Such number may vary each academic year with the written agreement of the two Universities. However, a balance of exchange students is obtained under the term of this agreement. The overflow, of each institution, must fulfill the requirement of the article **6 sub (a)**. [optional]~~

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(c) During the Bachelor/Master scheme(?), the students shall study at their home institution in their FIRST TWO years and transfer to the host institution in the third year (semester).

(d) Each party will appoint a Professor (or a joint commission) belonging to the Board of the Institution's degree involved in the Dual Degree, who will be responsible for the successful operation of the Dual Degree programme. Duties will include necessary academic arrangements for the programme.

~~(e) The Parties define the tasks of the appointed Professor (or a Joint commission) as follows:~~

~~a.~~

~~b.~~

~~c.~~

3. ELIGIBILITY CRITERIA

Students will be admitted to the programme on the basis of the criteria specified below. Each nominated Dual Degree student generally must:

- (a) be fully enrolled in a Bachelor/Master programme at his/her home institution;
- (b) have completed at least credits at their home institution (all the CFU of the first two years? They should be 123 in our case);
- (c) meet all admission or specific requirements set by the parties, specified in the subsequent articles 3.1 and 3.2;

~~3.1 TOR VERGATA ELIGIBILITY CRITERIA (case by case basis)~~

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~~3.2 PARTNER UNIVERSITY ELIGIBILITY CRITERIA (case by case basis)~~

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4. ASSESSMENT PROCESS

Each Party will select its Dual Degree students under its own responsibility and applying its own criteria; admitted students can be interviewed by the hosting institution which has the right to refuse a candidate, notifying the partner institution via e-mail and justifying its decision.

5. OBLIGATIONS OF BOTH PARTIES

- (a) **Every year by (date) By the end of the exams period**, the parties will provide a list of nominated students and provide to the referent office the following students' documents in original:
- A valid student's identity document;
 - Enrolment statement;
 - Transcript of all the exams taken;
 - The learning agreement signed by both the coordinator of the programme and the student;
- (b) The parties agree to share detailed curricular information, including course syllabi, and communicate any changes to degree completion requirements;
- (c) Provided a student has completed all courses, obtained enough credits, received a passing grade on his/her thesis and on his/her oral defense in English, and has met all additional requirements of both institutions according to this Dual Degree programme, he/she will be awarded the corresponding Bachelor/Master degree from each institution according this agreement. Each Dual Degree student (All Dual Degree students) will be assigned a faculty member from the host institution as a mentor;
- (d) The final thesis of the students participating to the programme will be presented (**at their home institution/in both the institutions/at the host institution**). → **The final thesis of students participating in the programme must be presented at both institutions**;
- (e) The joint commission will propose the final grade to be assigned to the students who completed all the requirements for the Dual Degree by taking into account the grades reported in the exams and the thesis;
- (f) At the end of the programme both institutions will exchange information and documents to up-date the student's academic carrier to be able to issue the Bachelor/Master degree;

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- (g) Appendix 1 describes degree requirements and the specific courses and credit hour requirements by semester (or year) for the Dual Degree programme at both the institutions;
- (h) Appendix 2 contains the grade conversion table
- (i) Appendix 3 contains the referent professors and offices in both institutions involved in the programme.
- (j) Appendix can be modify subject to mutual agreement by the institution.

6. STUDENT OBLIGATIONS

- (a) Each student pays tuition in his/her home institution.
~~Each overflow student must pay at the host institution the tuition fee (xx% of tuition fee) [optional]~~
- (b) Each student is responsible for the following costs: international travel; room, board and living expenses; mandatory Health Insurance Programmes for international students or equivalent private insurance; textbooks; and miscellaneous expenses. Students are also required to read and respect the Code of Conduct of the hosting institution.
- (c) Each students involved in the programme must sign a learning agreement approved by both the coordinator of the Dual Degree programme
- (d) The host institution will issue appropriate documents to assist a prospective Dual Degree student in obtaining the Visa, under the current legislation of the host country. Each student is responsible for his/her Visa and for complying with further immigration formalities. Moreover he/she is solely responsible for the submission in due time of all the documents required to pursue the exchange period at the host institution.

5.1 OBLIGATION FOR STUDENTS HOSTED BY TOR VERGATA (case by case basis)

- (a) Required workload at TV: 48 ECTS of courses and 3 ECTS for Thesis. Total 51 ECTS. (Or do we have to consider also the Extra Activity?)

5.2 OBLIGATIONS FOR STUDENTS HOSTED BY THE PARTNER UNIVERSITY (case by case basis)

- (a) Required workload at GU: 48 ECTS of courses and 3 ECTS for Thesis. Total 51 ECTS. (Or do we have to consider also the Extra Activity?)

7. ACCOMMODATION

The host institution will attempt to assist Dual Degree students to obtain, at students' own expenses, on-campus accommodation or, if not available, off-campus accommodation within reasonable access to the campus, e.g. by public transport. The host institution will provide further reasonable assistance, within its discretion and its capabilities.

8. REGULATIONS OF HOST UNIVERSITY

- (a) The Dual Degree students shall be subject to policies, procedures and the laws of the host institution and the host country. The students will be disciplined or expelled for violations in the same manner as students of the host institution.

- (b) The exchange students shall have the same rights and privileges regarding the facilities and amenities of the host institutions as the home students.

9. DURATION AND TERMINATION

This Agreement shall be in force and be binding upon the parties hereto for a period of five (5) years from the date of this Agreement, and is renewable. This Agreement may be amended prior to the expiration of the foregoing period only by mutual consent.

Either party may terminate this Agreement with (six (6) months/one (1) year/or other time period) advance notice. In the event that this Agreement is terminated, student candidates currently enrolled shall be permitted to complete the programme in accordance with the terms of this Agreement.

10. MODIFICATIONS

The parties may change or modify the terms of this agreement only by written amendment signed by both the institutions. Any alteration can be made under the condition that there is no prejudice to any participants.

11. NON-DISCRIMINATION

Both institutions subscribe to a policy of equal opportunity and will not discriminate on the basis of race, color, sex, age, national origin or ancestry,

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marital status, parental status, sexual orientation, disability, or status as a veteran.

12. CONFLICT RESOLUTION

The conventions falling under this present agreement foresee the resolution of possible controversies concerning the interpretation and the carrying out of the conventions signed by an Arbitration Board, free of charge, consisting of a member designated by each contracting party and by one chosen together.

Drawn up in two original copies in English being textually identical.

Place and date:

**UNIVERSITY OF ROME TOR
VERGATA**

**UNIVERSITY AMERICAN
COLLEGE SKOPJE**

**The Rector
Prof. Giuseppe Novelli**

**The Rector
Prof. Marjan I. Bojadjev**