**Anexo 3b. Modelo de convenio para Programa Internacional (versión en inglés)**

**International Cooperation Agreement for the [renewal/implementation] of an International [Double/Multiple] Degree Program:**

[Full name of each institution's degree in its original language to which the Agreement gives access]

**BETWEEN**

**Universidad Autónoma de Madrid / Spain**

A public law institution of the Kingdom of Spain

located at:

C/ Einstein 1

Ciudad Universitaria de Cantoblanco

28049 Madrid (Spain)

Represented by its Vice-Rector for Internationalization, Prof. Irene Isabel Martín Cortés, acting under the delegation of powers granted by the Chancellor’s Resolution of June 2th, 2021 (B.O.C.M. of July 8th, 2021),

Hereinafter referred to as "UAM",

on one hand,

**AND**

**[name of institution]**

[state if it is a state or private institution]

Located at: [address of institution]

Represented by [title] [position] [Mr./Ms..] [name],

Hereinafter referred to as, [abbreviation of the counterparty's name],

(also referred to, individually, as “ the institution”, and together as, “the Parties").

Having seen the positive report from Universidad Autónoma de Madrid's [faculty/school] Board dated [date of approval],

Having seen the positive report from Universidad Autónoma de Madrid's Studies Committee regarding its compliance with the degree’s verification report, the development of the study plan and its viability dated [date of approval],

Having seen the positive report from Universidad Autónoma de Madrid's International Relations Committee regarding the Cooperation Agreement dated [date of approval],

Having seen the decision from Universidad Autónoma de Madrid's Governing Board dated [date of approval],

Having seen the [decisions from the internal administrative bodies that have approved this Agreement at the partner institution],

Universidad Autónoma de Madrid,

and

[name of institution]

Agree to the following:

1. **Definitions**

With the joint designation of "the parties", this International Cooperation Agreement refers to refers to Universidad Autónoma de Madrid [hereinafter, UAM] and [name of institution].

**2. Background**

[Explain whether it is a renewal or a new proposal and, in the latter case, if there are other cooperation agreements between UAM and this institution or other prior collaborations].

**3. Purpose of the agreement**

The purpose of this Cooperation Agreement is to [renew/implement] the International [Double/Multiple] Degree Program aimed at obtaining the degrees in [state the degrees of each institution in their original language].

**4. National legal framework and qualifications**

**4.1** The study program addressed by this Agreement is established by respecting the national laws and regulations in force in the countries of the institutions party to this agreement.

**4.2** The degrees of the universities party to this agreement for which the International [Double/Multiple] Degree Program is established have been subject to national verification (see the verification resolutions attached as Exhibit A).

**4.3** They are aimed at obtaining the level of a [Master's/Bachelor Degree; if this is not the case, specify (e.g. M1 in France does not correspond to a Master's Degree which gives access to a PhD].

**4.4** Both institutions are authorized to offer International [Double/Multiple] Degree Programs.

**4.5** The implementation of international collaboration programs and the granting of double/multiple degrees is framed in the following official texts:

The legal framework/regulations in Spain:

* Organic Law 4/2007 of April 12th amending Organic Law 6/2001 of December 21st , on Universities
* Royal Decree 822/2021, of September 28th, by which establishes the organization of university education and the quality assurance .

The legal framework/regulations in [country where the institution is located]:

[Specify the legislation of the country where the partner institution is located concerning the education regulations in question].

**5. Program management**

**5.1 Program coordination and monitoring**

A Coordination Committee shall make sure that this International Cooperation Agreement is implemented. Likewise, it shall guarantee and ensure the quality of the training provided and be in charge of clarifying and resolving any doubts about the interpretation and execution of this Agreement.

The Committee shall consist of one academic coordinator from each of the two universities party to the agreement. Those representatives shall guarantee compliance with the academic regulations of their respective institutions when implementing the program.

The coordination officers shall be the representatives of the training program to external partners. Likewise, they shall be in charge of coordination the implementation of a coherent teaching program, the student tutoring and all the matters related to the the admission to Program. The UAM coordinator shall carry out all functions envisaged in the regulation for International Studies Programs approved by the Governing Board on February 10th 2017.

Each institution shall also appoint an administrative manager to be part of the Coordination Committee who, at UAM, shall carry out the functions envisaged in the Regulation for International Studies Programs approved by the Governing Board on February 10th 2017.

**5.2 Teaching staff**

The teaching staff shall comprise all the teachers and/or researchers who participate in the Program at each institution.

**6. Students participating in the Program**

**6.1** **Access**

The following students can access this program:

In Spain:

* Students who meet the requirements of the legislation in force at any given time and obtain the degree's admission grade at UAM.

In [country of institution]:

* Students who have accomplished [test which gives access to university studies or, in the event of double/multiple Master's Degree, to postgraduate studies]

**6.2** **Admission**

**6.2.1** To be admitted, all the students must have [
specify the requirements for languages, academic years/subjects/credits passed... at each institution] and submit the following documentation [where applicable, certificates of languages, transcript of records in certain academic years/subjects, curriculum vitae… at each institution].

**6.2.2** The applications must be made in accordance with the requirements and dates established by mutual agreement between the parties for each year, and they shall be announced on each university's website.

**6.3 Selection process**

**6.3.1** Each university can select up to a maximum of [number] students for the degree.

**6.3.2** The students shall be selected as follows, being the criteria, as far as possible, similar in both cases: [specify the criteria and procedures that will be used by each university. In general, languages, academic grades, cover letter, etc. are taken into account. The selection is usually based on: documentation, interview, written test, etc.[[1]](#footnote-1)].

**6.3.3** The parties shall agree on the final decision regarding the candidates selected for the Program at each of the participating institutions.

**6.3.4** The program's academic coordinator shall select the students no later than the month June of each year. The candidates shall be informed of the selection results in accordance with the procedures envisaged at each university.

**6.3.5** That selection shall be conditional upon the selected students complying with the criteria set forth in article 6.1

**6.4. Student registration and enrolment**

**6.4.1** The students shall register in accordance with the regulations in force at each of the institutions party to this agreement.

**6.4.2** The enrolment services of each university shall harmonize as far as possible their registration procedures to facilitate the administrative formalities for the affected students.

**6.4.3** The students shall formalize the payment of the registration fees and of the schooling rights solely at their home university [if this is not the case, specify when, where and how much the selected students must pay].

**6.4.** In any case, the students must pay the degree issuance fees at Universidad Autónoma de Madrid.

**6.5 Student obligations**

* Before leaving the country of origin, they must carry out the necessary formalities for obtaining the visa required for entering and/or staying in the countries that require this, as well as to carry out any other administrative formalities required for staying in those countries once they have joined the host institution.
* Formalize the payment of the registration fees at the home university before the start of the program [specify the payment terms in the event that fees have to be paid at the host institution];
* Respect the rules and regulations in force at the host university;
* Pay the expenses during their stay (food, accommodation, etc.);
* Have the mandatory insurance, pay any medical expenses and prove that they have civil liability insurance.

**7. Study program organization**

**7.1** The studies shall be carried out during [number of years/academic years] (see study plan in Exhibit B) [specify where they will study each year/semester and, where applicable, the potential itineraries].

**7.2** The study program, with its corresponding learning results, shall be approved the institutions party to this Agreement in accordance with the rules and procedures in force at each one.

**7.3** As a general rule, within the framework of this Program, the students can only study at the institutions party to this Agreement [if this is not the case, specify in which cases they can study and/or carry out internships in third countries, if they can apply for scholarships in international mobility programs and where they can apply for them, what institution signs the internship agreements, etc.].

**8. Exams, credits, transcripts of records and degrees**

**8.1** The students' tests and exams at each institution are those described in Exhibit C.

**8.2** The institutions party to this agreement use the ECTS credit system for passing the subjects. [If the agreement is with a non-European institution, specify the credit system].

**8.3** Each institution shall officially recognize the courses/modules/subjects taken at the partner institution in accordance with that envisaged in the Program (see Exhibit D) as well as the corresponding credits.

**8.4** To enable students to obtain all the degrees proposed within the framework of this Program, they must take and pass the tests / the total of their credits must be recognized by each institution.

**8.5** In the event that they do not obtain the total credits required for the degree at [name of institution] and want to continue their studies at UAM, the students can obtain recognition by UAM for the subjects/credits passed at [name of institution] in accordance with that established in Exhibit D and the rules in force at each Faculty/School. In the event that they do not obtain the total credits required for the degree at UAM and want to continue their studies at [name of institution], [specify the conditions].

**8.6** Once the total ECTS credits are passed for each degree part of the Program, the students shall obtain the corresponding degree at each university.

At UAM, they can obtain the degree in [name of degree] once they pass [specify academic years, credits or what is applicable for each degree]. At [name of institution], they can obtain the degree in [name of degree] once they pass [specify academic years, credits or what is applicable for each degree].

**8.7** The grade equivalence tables are included in Exhibit E.

**8.8** Each institution shall provide the students with a grade report that includes all the subjects passed and their corresponding ECTS credits. That grade report shall be submitted to the academic coordinator and to the competent administrative service at the home institution (see 9.3).

**8.9** The Diploma Supplement shall state as far as possible that the degree was obtained within the framework of a cooperation agreement for the implementation of an international study program.

**9. The parties' rights and obligations**

**9.1 The parties' obligations with respect to the students sent within the framework of this study program (home university):**

* Select and prepare the students who will participate in the program;
* Make sure that the selected students comply with the host university admission criteria;
* Report on the applications of the students selected in accordance with the guidelines provided by the host university;
* Enroll the actual students during the study program;
* Make sure that the students have signed the mandatory insurance (healthcare, civil liability).

**9.2 The parties' obligations with respect to the students received within the framework of this study program (host university):**

* Inform the students of the procedures on how to obtain a visa;
* Exempt the students from the registration fees [if this is not the case, specify];
* Take in and guide the students of the study program;
* Enroll the students;
* Provide the students with a student card or equivalent;
* Provide the students with information on how to search for accommodation;
* Provide the students with academic assistance and protection;
* Provide the students with access to all the university services;
* Submit the student transcript of records to the academic/coordination officer and to the competent service at the university of origin (see 9.3).

**9.3 Program officers**

The officers at Universidad Autónoma de Madrid:

* Administrative affairs: International Relations Service of the [UAM School/Faculty] [where applicable, specify when it is the IRS and when it is the Administration].
* Academic affairs: Coordinator of the international degree

The officers at [name of institution]:

* Administrative affairs: [Section]
* Academic affairs: [Position]

**10. Program expenses**

**10.1** Each university shall bear, in equal parts, the expenses generated by this Program in accordance with their internal regulations.

**10.2** Both parties shall try, as far as possible, to facilitate the funding of the mobility of their students to the partner institution in accordance with that envisaged in the study plan through their own, national or European funding, in compliance with their study plan. In particular, the parties undertake to maintain a specific mobility agreement for this program for a minimum of [number] students [specify the levels in accordance with that envisaged in the study plan, and the number of own teachers who must travel each year] within the framework of the Erasmus Plus program.

**10.3** The students can access all the student services at each institution.

**11. Specific measures to reinforce the parties' integration**

Both parties undertake to foster the exchange of teachers to teach specific courses with a view to preparing the students during the year prior to the mobility and to foster joint research activities.

**12. Monitoring and quality**

**12.1** Each institution guarantees that the high quality standards are complied with in accordance with the institutional quality control procedures of their country.

**12.2** The Coordination Committee shall draft a joint monthly report in [month]. At UAM, that report shall also be submitted to the UAM's International Relations Committee [specify for the counterpart university, where applicable]. Likewise, it shall draft a final report on the execution of the Agreement six (6) months before the completion of this Agreement which shall be submitted to all the parties. That report shall be taken into account when assessing the continuation of the collaboration.

**12.3** The parties undertake to meet at least once a year to assess the collaboration and seek potential improvements.

**12.4** This Agreement is signed by all the legal representatives of both institutions and they guarantee the exchange of good practices and undertake each institution's responsibility regarding the Program's academic quality control.

**12.5** If either institution ceases to be authorized to issue the degree for whatever reason, it must immediately warn the partner institution, and it shall be excluded from the Program until it obtains the new accreditation; this shall not affect the students who are taking the course that year.

**13. Program promotion**

**13.1** The parties authorize the use of their name and logo for promotional purposes in information materials or any other Program documents.

**13.2** The Program's promotion shall be supervised by the Coordination Committee, which shall approve the content of all the communication materials, including the information published on the parties' websites.

**14. Governing law and dispute resolution**

In the event of a discrepancy regarding the interpretation or execution of this Agreement, the parties shall try to resolve the differences in an amicable way. The conflict shall be submitted to the courts as a last resort after exhausting all the other ways. In that case, the dispute shall be submitted to the courts of the State of the plaintiff.

**15. Agreement validity and duration**

**15.1** This Agreement is signed on four (4) original copies in Spanish and four (4) original copies in [language], and both versions are officially valid.

**15.2** This Agreement shall enter into force upon its signature (date of last signature) and last for five (5) academic years, subject to a renewal of the verification of the national degrees, where applicable.

**15.3** At the end of that period and in view of the final report, a decision shall be made whether to renew the Agreement.

**15.4** Each university can, at all times, request an amendment to or termination of the Agreement, subject to informing the other party in writing of its decision six months in advance. Only the changes approved by both parties in an additional clause shall be valid.

**15.5** In the event that this agreement is terminated, the universities shall guarantee that the students who have started their studies within its framework can complete them in accordance with the rules envisaged herein.

**16. Other**

This Agreement includes five (5)exhibits:

Exhibit A: Resolution verifying the degrees of UAM and of [name of institution]

Exhibit B: Study plan.

Exhibit C: Examination regulations.

Exhibit D: Credit recognition.

Exhibit E: Grade equivalence table.

|  |  |
| --- | --- |
| **For [Name of institution]**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_[Name][Position]Place: ,Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | **For Universidad Autónoma de Madrid**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_[Name]Rector of Universidad Autónoma de MadridPlace: Madrid, SpainDate: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

**EXHIBIT A - DOCUMENTS VERIFYING THE DEGREES**

**EXHIBIT B - STUDY PLAN**

**[For each year, specify the institution where the students are taught. Specify, where applicable, the different itineraries and the teaching provided by the teachers of the partner institution as part of the mobility regime \*]**

**Students from [name of home institution, in the case of differentiated itineraries] – Year… [specify year]**

|  |  |  |  |
| --- | --- | --- | --- |
| Subject [in the original language and with the code, if there it is on hand] | Semester | ECTS | Year in the original study plan |
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|  |  |  |  |
|  |  |  |  |
| Total credits  |  |  |  |

\* Education based on teacher mobility: [State if there are credits where the education is provided by the teachers of the partner institution during that semester/year]

**EXHIBIT C: EXAMINATION REGULATIONS**

**Article 1.** Each university shall apply its examination regulations, which shall be common to all the other students of the institution, unless otherwise specified.

**Article 2.** The examination regulations shall be in force at each participating Faculties/Schools during the academic year in which the study period takes place. Those regulations can be checked on the websites of [website of the partner institution and website of the UAM Faculty/School].

**Article 3.** Any changes to the examination regulations must be notified to the coordinator of the partner institution and shall not have retroactive effects.

**Article 4.** The students shall have the number of examinations that are established by the institution where each subject is taken [specify the number of examinations at each institution]

**Exhibit D: credit recognition**

**Article 1.** The credits passed at the institution shall be recognized as credits at the partner institution. The recognition shall be… [specify if the recognition is made by subject, block or full year. Specify if there are credits that are not recognized by the other institution and if they are certified in any way].

**Article 2.** In the event that the students do not pass some of the credits at UAM, they must be passed in one of the subsequent academic years at UAM and under the same conditions as its other regular students. [Specify if there is a minimum number of credits that must be passed to be able to continue in the Program; where applicable, if the students have to take the subject again or only take the exam; if the students have to pass the credits in the subsequent academic year or if there is a deadline for this…].

**Article** **3.** In the event that the students do not pass some of the credits at [name of institution]… [Specify the exam system for subjects not passed at the partner institution; in the event that some of the credits are not passed, if there is a compensation system with other subjects; if the students have to repeat the year or only take the exam and when they must do this; if there is a minimum number of credits that must be passed to be able to continue in the program…].

**Article 4.** In the event that the students abandon their studies at one of the institutions, they shall be expelled from the Program. In the event that the students abandon the studies at the partner institution, UAM shall recognize all the credits taken within the International Program in accordance with the table attached to this exhibit. In the event that the students abandon their studies at UAM…[specify if the credits are recognized at the partner institution].

**Article 5.** In the event that the students fail all the credits in a year… [are they expelled from the degree? Can they repeat? Do they have to repeat in the subsequent year or can they recover later on?].

**Article 6.** The grades obtained at an institution shall be those allocated to the credits recognized at the partner institution in accordance with the table attached to this exhibit and in accordance with the grade equivalence table in Exhibit E[by default, the grade equivalence. In the event that the average grade is used for an entire block/semester/year regarding all the credits recognized at the other institution, specify the criterion].

**Article 7.** The credits by year shall be recognized in accordance with the following credit recognition table:

**year…** [draft a table for each year/semester of the program taken by the students at the partner institution. Add the necessary rows]

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **SUBJECTS AT THE PARTNER INSTITUTION**  | **ECTS** | **SUBJECTS RECOGNIZED AT UAM**  | **ECTS** |  |
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| **Total credits**  |  |  |  |  |
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**EXHIBIT E: Grade equivalence table**

The grades obtained by the students at [name of institution] are transferred to their report at UAM in accordance with the following table:

**EQUIVALENCE TABLE [name of institution]-UAM**

|  |  |  |  |
| --- | --- | --- | --- |
| **[Name of institution]** | **ECTS**  | **Meaning of the grade** | **Grade system at Spanish universities\*** |
|  | **A** | Outstanding performance with minor errors | 9-10 | Sobresaliente (Excellent) or MH\*\* |
|  | **B** | Above average but with some errors | 8-8.9 | Notable (Very good) |
|  | **C** | Generally sound work with a number of notable errors | 7-7.9 | Notable (Good) |
|  | **D** | Fair but with significant shortcomings | 6-6.9 | Aprobado (Satisfactory) |
|  | **E** | Performance meets minimum criteria | 5-5.9 | Aprobado (Sufficient) |
|  | **F** | Some more work required before credit can be awarded | 4.9-0 | Suspenso (Fail) |

\* See detailed table below.

\*\* Matrícula de Honor (MH) (Mention of Distinction) shall be awarded if a mutual agreement is reached by the coordinators of the partner institutions and provided that the student's grade is among the top 5% of the group

|  |  |
| --- | --- |
| **Grades at [name of institution]** | **Grades at UAM** |
|  | **10** |
|  | 9.9 |
|  | 9.8 |
|  | 9.6 |
|  | **9.5** |
|  | 9.4 |
|  | 9.3 |
|  | 9.1 |
|  | **9** |
|  | 8.9 |
|  | 8.8 |
|  | 8.6 |
|  | **8.5** |
|  | 8.4 |
|  | 8.3 |
|  | 8.1 |
|  | **8** |
|  | 7.9 |
|  | 7.8 |
|  | 7.6 |
|  | **7.5** |
|  | 7.4 |
|  | 7.3 |
|  | 7.1 |
|  | **7** |
|  | 6.75 |
|  | 6.5 |
|  | 6.25 |
|  | **6** |
|  | 5.75 |
|  | 5.5 |
|  | 5.25 |
|  | **5** |
|  | Suspenso (Fail) |

1. Assessment grid:

http://www.coe.int/t/dg4/education/elp/elp-reg/Source/assessement\_grid/assessment\_grid\_spanish.pdf [↑](#footnote-ref-1)