

اتفاقيات

مركز التميز

الألماني مع جامعة لايبزيج

Protocol between
Leipzig University, Germany, and Ain-Shams-University, Egypt
regulating the
Joint Master Degree Programme
Deutsch als Fremdsprache im Arabisch-Deutschen Kontext
(German as a Foreign Language in an Arab-German Context)

Preamble

LEIPZIG UNIVERSITY (UL) in the person of the President, Professor Dr. med. Beate A. Schlicking, and AIN-SHAMS-UNIVERSITY, Cairo (ASU), in the person of the President, Professor Dr. Hussein Essa, declare:

A close co-operation exists between the respective universities entering this agreement in the field of German as a Foreign Language. A bilateral faculty agreement between the Philological Faculty of UL and the Faculty of Education of ASU was signed on 25 April 2008.

This protocol aims to specify managerial and academic regulations of the existing Joint Master Degree Programme "German as a Foreign Language in an Arab-German Context" which was established and approved by the respective university boards.

1. Description of the Joint Master Degree Programme

The national/provincial and the institutional regulations for the awarding of master degrees at ASU and UL apply.

This protocol provides the inter-institutional framework for offering the Joint Master Degree Programme leading to a joint degree at UL as "M.A. Deutsch als Fremdsprache im Arabisch-Deutschen Kontext" and at ASU as "M.A. und M.Ed. German as a Foreign Language in an Arab-German Context".

The aim of the Joint Master Degree Programme is the academic education of teachers for German as a Foreign Language and of experts for the mediation of culture and intercultural exchange.

At each institution, the relevant board appoints a Programme Director. The Programme Directors have joint responsibility for all academic and administrative matters of the degree programme.

The teaching staff for this Joint Master Degree Programme comprises academically suitable and in legal terms qualified members of both institutes involved (Herder-Institute at UL and EZ DAAF at ASU). In addition, academic staff with a specialisation relevant to the contents of the Joint Master Degree Programme may also be appointed from other departments or faculties within both universities as well as from faculties of other universities or academic institutions collaborating in this Joint Master Degree Programme.

Both institutions regard staff exchange as an integral feature of this Joint Master Degree Programme. All academic staff involved in the teaching or organisation of the Joint Master Degree Programme (at professorial, doctoral or postgraduate level) is eligible for staff exchanges schemes. The co-ordinating committees at each institution will consider and decide, after consultation with the respective partner institution, which members of staff will visit the other partner institution and the duration of their stay. Reimbursements for travel and accommodation expenses will be dealt with according to the relevant statutory rule for academic and administrative staff.

Exchanged staff is individually responsible for sufficient insurance coverage.

The activities carried out by visiting teaching staff may include courses and lectures, tutorials, participation in examinations as well as in all commissions and committees relevant to this Joint Master Degree Programme. Visits may also be used for research and coordination activities.

2. Structure of study and degrees awarded

Studies will commence as regulated by each university. The typical structure¹ of study of the Joint Master Degree Programme will be documented and communicated to the students before they commence with the programme.

Students enrolled attend courses at both universities. Students typically spend three semesters at the university for which they are admitted. Either the second or the third semester is spent at the partner university.

The Joint Master Degree Programme comprises 120 ECTS² credits that must be completed successfully. Upon completion, students will be awarded a joint degree ("Master of Arts" at UL, "Master of Arts and Education" at ASU).

3. Design and contents of study

The design and contents of the master programme at each university are determined by the respective examination and study regulations.

4. Co-ordinating committee

The Joint Master Degree Programme "*German as a Foreign Language in an Arab-German Context*" will be co-ordinated by a committee consisting of the Programme Directors at ASU and at UL plus the programme coordinators at each institution. The Programme Directors will convene and chair the committee meetings on a rotation basis.

5. Examination Boards

All examination matters concerning the joint degree, such as the recognition of previous academic qualifications; the approval of topics of master theses; the alteration of the typical structure of the degree including part-time study, interruption of study etc., results of examinations, cases of plagiarism etc. are decided by Examination Boards at each institution. These decisions are in conformity with existing study and examination regulations as well as with enrolment regulations. Examination boards are constituted according to the respective examination regulations.

6. Application and admission procedure

Academic and formal application and admission criteria are defined in line with the respective examination and study regulations of each university. An admission committee that is determined by the examination board of each institution conducts the admission of suitable candidates to the programme.

Student numbers shall not exceed a total of 14 students admitted by ASU and 6 admitted by UL per year.

¹ An example of the structure of the programme is attached to this protocol.

² European Credit Transfer and Accumulation System

7. Registration

The students will be enrolled at each university as degree seeking students.

Each university will bear the necessary administrative responsibilities for the registration process as well as the issuing of documents for students registered at their university.

With the consent of the student and to ensure transparency in the implementation of this Joint Master Degree Programme, the university where students register first will send copies of all relevant documents of the students to the partner university.

8. Assessment procedures and regulations for mark allocation

Performance will be assessed in conformity with the existing study and examination regulations of the Joint Master Degree Programme "German as a Foreign Language in an Arab-German Context". The universities have agreed on how marks are transferred from one institution to the other for this programme. Marks and credits will be mutually recognised.

The master thesis will be submitted at the end of the final semester of study. Registration of the master thesis takes place at the university to which students were initially admitted. It will be assessed in conformity with the examination regulations that have been approved by both universities for this Joint Master Degree Programme. Each thesis will be supervised and assessed by two examiners, one being a staff member of UL and one being a staff member of ASU. The chairs of the respective examinations boards will sign all other documents.

The examiners submit written reports to the responsible examination board, allocating a specific mark. The final mark for the degree is allocated in accordance with the examination regulations of the Joint Master Degree Programme. The degrees can only be awarded after successful completion of the thesis.

9. Degree certification

The degrees are conferred jointly and together they represent the deed.

After successful completion of studies, the degree "Master of Arts" (UL) / "Master of Arts and Education" (ASU) will be awarded. Both universities will issue their master degree certificates with an indication of the shared nature of the qualification, accompanied by the relevant documents, including the examination certificate, the Diploma Supplement, and a Transcript of Records stating the inter-institutional character of the joint degree. The master degree certificates are in conformity with legal regulations of both universities. These certificates are signed by the deans of the respective faculties (Faculty of Philology at UL, Faculty of Education at ASU) and the chairs of the respective examination boards. All other documents will be signed by the chairs of the respective examinations boards.

The undersigning universities of this protocol will undertake all necessary steps to support and promote this official joint Master Degree Programme at the relevant committees in each country to achieve its recognition.

10. Tuition fees and financing

The tuition fees, if applicable, will be paid at the home university but not at the host university. Students will have to pay the relevant registration/administrative fees when present at the partner university as stipulated by the university regulations.

Both universities will undertake all reasonable effort to support students.

11. Insurance policies for students

Students are responsible for adequate insurance coverage (health, accident, liability) during their stay at the partner university.

12. Quality assurance

The maintenance of academic standards and the management of procedures for quality assurance and enhancement are the collective responsibility of both universities.

Any concerns raised about the quality of the programme, in annual reports or at any time, shall be initially referred to the respective Programme Director who shall advise the Co-ordinating Committee of the concerns raised.

Reviews, required as part of quality-related mechanisms, shall be co-ordinated by the institutions in order to avoid duplication of effort as much as possible.

Each institution shall respond to reasonable requests for information in relation to such reviews.

Both universities will ensure that the programme meets, in all respects, the requirements of the quality assurance authorities of the Arab Republic of Egypt and the Federal Republic of Germany.

13. Student complaints and discipline

- (1) A student who wishes to complain about any academic aspect of the programme shall invoke the complaints procedure of the institution to which the complaint primarily relates.
- (2) A student who wishes to complain about any specific service or facility provided by one of the institutions shall invoke the non-academic complaints procedure of that institution.
- (3) A student shall be subject to the disciplinary code(s) of that institution to which any suspected disciplinary offence primarily relates.

14. Intellectual property

Both parties agree that existing legal regulations with regard to intellectual property and copyright will be accepted and respected.

15. Application of law and dispute resolution

If any dispute arises between the member institutions, they will in good faith attempt to negotiate a settlement. If unsuccessful, they will in good faith attempt a resolution through an alternative dispute resolution procedure (an ADR procedure) commissioned by the faculty boards. In general, a mediation committee will take care of disputes prior to court. Should the conciliation proceedings fail, court can be invoked.

Disputes regarding student or examination regulations related to this protocol are not subject of § 15 and will be resolved by the corresponding university and its existing legal regulations.

16. Liability

The partner university shall not be responsible for any incidental, indirect, consequential or special damages arising in connection with a breach or default under this protocol except in cases of wilful misconduct. This limitation or exclusion of liability shall also apply to any officer, appointee, employee or other agent of the partner. Furthermore the partner shall not be liable for any damages caused by students and staff that take part in this programme.

17. Force Majeure

The provisions of this protocol may be suspended and performance delayed or cancelled if performance is made impracticable by an occurrence of circumstances beyond the reasonable control of that university, including, without limitation, war, terrorism, revolutionary uprisings, industrial disputes, fire, flood, tempest and national emergencies. If a university is affected by such an occurrence, all parties involved will use reasonable endeavours so that all student achievements are properly documented and can be used at a later date for accreditation purposes.

18. Duration, review and withdrawal

The protocol shall be valid for an initial period of five years from date of signing by both universities.

The protocol will be subject to a quinquennial review. Any objections, changes or termination have to be drawn up in writing at least six months prior to the expiry of the valid protocol.

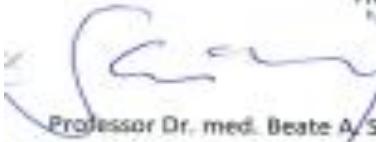
If no objections are raised the protocol will be automatically prolonged for another five years period.

In the event of the withdrawal of either university, the withdrawing institution shall meet all of its obligations under the protocol for the legally defined time period necessary to guarantee all students registered at that time to complete the Joint Master Degree Programme as outlined in the study programme regulations by each institution.

19. Final Clauses

The protocol is drawn up in English in two copies.

For Leipzig University


Professor Dr. med. Beate A. Schücking
President

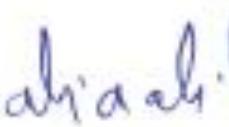
Leipzig,
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