

Heidelberg University (UHD)

Necessary components of the consortium agreement and internal regulations

In the consortium agreement, the parties involved define key points regarding the cooperation, their responsibilities and the consortium's governance, as well as the implementation of the degree programme, admission criteria, selection procedures and administration, examination procedures, recognition of ECTS, funding, accreditation and quality assurance, data protection and the duration of the cooperation.

Each cooperation is an individual agreement that is drawn up in close consultation with the legal service and with the early involvement of legal counselling.

With the aim of providing an idea of the required content, the following overview lists typical topics and regulations that arise in connection with the drafting of a cooperation agreement. In addition, further individual topics can be included in the cooperation agreement.

- Scope of the cooperation: To what extent should the exchange take place?
- Target group: Which target group is envisaged?
- Semester times: Are there different term times? If YES: state semester times
- Language of study: In which language do the courses in the degree programme take place?
- Course capacity: Should the number of students be limited?
- Joint degree programme committee / advisory board: Should there be a joint commission? If YES: For which tasks (e.g. selection procedure, admission, examination procedure, further development of the degree programme, etc.)? How many representatives does each partner university send? In which function (e.g. university teachers, academic/administrative staff, etc.)
- Admission criteria: What criteria are required for admission?
- Admission procedure: Which university handles the application/admission procedure?
- Admission requirements: Do the partner universities have the same admission requirements? If NO: Which admission requirements apply at the partner institution?
- Enrolment: Are the students enrolled at one or more universities at the same time?
- Examinations: Which modules are to be completed (module overview)?
- Examination regulations: Which credits will the students complete at which partner university? Distribution of ECTS? Should there be a joint regulation of examinations?
- Examination results: Where and how are examinations filed? What is the composition of the examination board?
- Degree: Which degree should be awarded with the degree programme? What content is required for the degree certificate?
- Duration: Should a specific duration be planned for the degree programme? (Recommendation min. accreditation period)

The agreement will be **signed** by the **rector**.

Timeline

The timeline for establishing a new joint programme varies between 1 and 2 years. There are no external deadlines. It depends on the efficient contribution and cooperation of the different university bodies. For each project, an individual timeline is agreed upon by the different stakeholders at the university.