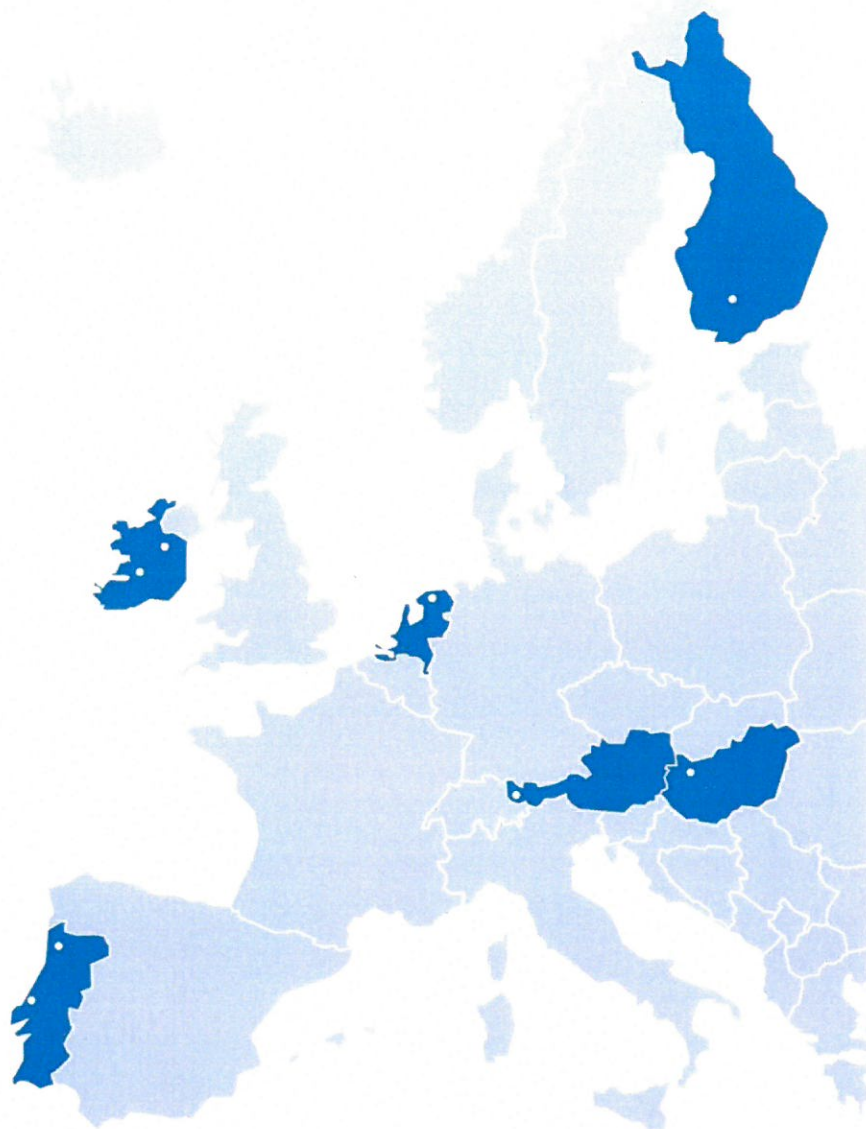


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AGREEMENT ON DOUBLE DEGREE PROGRAMME

Between

*IPCA Instituto Politécnico do Cávado e do Ave, Portugal
and FHV Vorarlberg University of Applied Sciences, Austria
concerning the degree programmes Masters in Electronics
Engineering and Computers and degree programme Master
Mechatronics*

Valid as of 14th of September 2022

Introduction

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The universities Instituto Politécnico do Cávado e do Ave, Portugal (IPCA) and Vorarlberg University of Applied Sciences (FHV) agree to launch a Double Degree Programme. Within this RUN-EU Double Degree Programme, the students from IPCA and FHV complete a Double Degree Programme at both universities in the following degree programmes:

Masters in Electronics Engineering and Computers, 120 ECTS, Instituto Politécnico do Cávado e do Ave, Portugal (IPCA)

and

Master Mechatronics, 120 ECTS, Vorarlberg University of Applied Sciences, Austria (FHV)

By signing this agreement, the above-mentioned institutions agree to issue national degree diplomas for students fulfilling the conditions set forth in this agreement.

University information and contact persons

Instituto Politécnico do Cávado e do Ave, Portugal (IPCA)

President/rector

Maria José Fernandes
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Campus do IPCA, Edifício C
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Head of study programme

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International Office

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CEO

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Head of study programme

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Management and Coordination of the Double Degree Programme

The partner universities will manage and coordinate the Double Degree Programme. For this purpose, each university will nominate a contact person responsible for the DD Programme. It is expected that the person is or reports to the Head or the Director of the Degree Programme. The Appendix I on programme structure and the modules is validated yearly by the assigned person responsible for the DD Programme.

The partner universities commit to implement regular evaluation according to the RUN-EU guidelines.

Number of Students

A maximum of 3 students per institution is accepted.

Programme Language

All study courses are taught in English. The applicants must have an English proficiency equivalent to level B2 or higher of CEFR (Common European Framework of Reference for Languages). This must be proven by a language test, e.g., TOEFL, IELTS, Cambridge ESOL, CEFR or equivalent. As an equivalent, a certificate from the university's English language teacher is also acceptable.

Proof of English proficiency is also considered fulfilled if the applicant obtained their qualification for university entrance in English, and/or has completed a first academic degree in English, and/or speaks English as a native language.

In order to promote multilingualism and cultural diversity among the participating students, when possible, additional course offerings (for example language courses and courses in the national language, RUN-EU Short Advanced Programmes) should be offered to the Double Degree Programme participants. The additional course offerings are listed in the Annex.

Tuition Fees and Other Charges

The RUN-EU double degree programme students will be subject to the normal regulations of the host institution. When applicable, the students pay the tuition fees to their home institution during the double degree studies period in the host institution. Since the students remain enrolled at their home institution, in addition to the normal tuition fee, the following administrative or service fees apply:

IPCA students at host university FHV are required to pay

- Membership fees for the Österreichische HochschülerInnenschaft (Austrian National Union of Students). Currently this fee is 21,20 Euros per semester.

FHV students at IPCA are required to pay

- School insurance. Currently, the cost is 3,00 Euros per year.
- Degree Certificate (including Diploma Supplement). Currently this fee is 50 Euros.

Besides the fees listed above, there will be no other charges between the institutions due to these arrangements. Students are themselves responsible to cover their own living and accommodation costs.

Student Application, Prerequisites and Selection

Students will submit their applications for Double Degree Programme according to the instructions of their home institutions. The home institution nominates the students to the host institution. The host institution provides relevant information regarding the application process.

Required application documents:

- Transcript of Records (ToR)
- Motivation letter
- Learning Agreement

To meet the application requirements, the applicants must have an adequate study performance at the home university and must have the required language skills. The applicants must have successfully passed all studies at the home university as follows:

- IPCA: 1 year / 60 ECTS
- FHV: 1 year / 60 ECTS

The selection is made by the Head or the Director of the Degree Programme of the home university, based on the application documents.

Enrolment and Registration

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Home University: Students remain enrolled at their home institution during their study at the host university and they must re-register independently each semester at the home institution.

Host University: Students will be enrolled at the host university during their stay and will be subject to the normal regulations of the institution.

Students in the Double Degree Programme must take out compulsory insurance (health insurance, liability insurance) in accordance with the laws and regulations in force in the country where they are staying.

Double Degree Programme Structure

The degree programme structures of the degree programmes in the scope of Double Degree Programme as determined in this agreement are described in Appendix 1. The Appendix 1 is reviewed and updated when necessary each academic year by the contact person responsible for the DD Programme.

Depending on the national and the institutional requirements, the students are required to study 2 semesters at the host university and meet the academic criteria.

In order to obtain the Master Degree in Electronics Engineering and Computers from IPCA, FHV students must

- Obtain 60 ECTS credits at Master level from FHV and 60 ECTS from IPCA
- Write a Master thesis. The thesis is written in English. Master thesis will be supervised and graded by IPCA and FHV. Final presentation at IPCA will be recognized as final exam from FHV.

In order to get the Master Degree Master Mechatronics from FHV, IPCA students must

- Obtain 60 ECTS credits at Master level from IPCA and 60 ECTS from FHV
- Write a Master thesis. The thesis is written in English. Master thesis will be supervised and graded by IPCA and FHV. Final exam at FHV will be recognized as final presentation from IPCA.

Academic years	IPCA students		FHV students	
	1st year	Autumn semester (September – January)	Acquired at IPCA 30 ECTS	Autumn semester (September – February)
	Spring semester (February - June)	Acquired at IPCA 30 ECTS	Spring semester (March – July)	Acquired at FHV 30 ECTS
2nd year	Autumn semester (September - February)	Acquired at FHV 30 ECTS	Autumn semester (September - January)	Acquired at IPCA 30 ECTS
	Spring semester (March – July)	Acquired at FHV 30 ECTS	Spring semester (February - June)	Acquired at IPCA 30 ECTS
TOTAL	2 years / 120 ECTS		2 years / 120 ECTS	

Completed Degree

Final degrees will be awarded after the student has successfully completed the required studies in each university. Each university will issue a diploma based on the forwarded transcript of records from the home institution added by the courses passed at the host institution, showing that the student has passed all required courses. At the end the students will have two degrees. The titles of degrees are:

- IPCA: Masters in Electronics Engineering and Computers
- FHV: Master of Science in Engineering (MSc)

Upon graduation, the student will receive the Degree Certificates, Transcripts of Records (includes the recognition of the studies undertaken) and Diploma Supplements (includes the information of the Double Degree Programme). In addition, in the case of Austria, the Bridging Document.

Applicable Law and Settlement of Disputes

In the event of difficulties in interpreting or implementing the agreement, the institutions concerned shall endeavour to settle their dispute amicably. The legal remedy should be the last resort after all other remedies have been exhausted. In this case, the litigation shall take place at the defendant's place of jurisdiction.

Students are required to comply with local regulations. In case of a complaint, the conflict between the university concerned and the student will be resolved in accordance with local regulations.

Data Protection

The parties process the data required for the processing and execution of the stay abroad in compliance with the data protection regulations, in particular the EU Data Protection Basic Regulation (DSGVO) and the data protection laws based thereon. The respective partners themselves are responsible for the data protection lawfulness of the processing of personal data and the fulfilment of the associated obligations.

Duration and Termination of the Double Degree Programme

This agreement shall enter into force upon its signature and shall initially apply for 3 years from the date of its entry into force. After the expiry of this period of 3 years, the agreement shall continue in 3 years periods, if not terminated. The agreement can be amended by written amendments signed by both universities.

Any institution may request termination of the contract, but only if the partners are informed in writing of the decision within six months.

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If this agreement is terminated, the participating institutions shall ensure that students who have already begun their studies at the time of termination of the agreement can complete them in accordance with the provisions of this agreement.

Dates and Signatures

Maria José Fernandes

(Signature and Stamp)

**IPCA Instituto Politécnico do Cávado e do Ave,
Portugal**

Name and Function:

Maria José Fernandes

Date: *14/09/2022*

Mag. Stefan Fitz-Rankl

(Signature and Stamp)

**FHV Vorarlberg University of Applied
Sciences, Austria**

Name and Function:

Mag. Stefan Fitz-Rankl, CEO

Date: *14/09/2022*

Agreement Appendix

The Appendix 1 is reviewed and updated, when necessary, each academic year by the contact person responsible for the DD Programme.

Degree Programme Structure for IPCA students attending the DDP with FHV

Semester	Courses to attend	Comments
1	<p>Courses to attend at IPCA:</p> <p>Automation and Robotics Branch:</p> <ul style="list-style-type: none"> • Mobile Computing = 6 ECTS • Digital Signal Processing = 6 ECTS • Embedded and Real-Time Systems = 6 ECTS • Image Processing and Computer Vision = 6 ECTS • Integrated Laboratories I = 6 ECTS 	<ul style="list-style-type: none"> • Course Descriptions: https://est.ipca.pt/en/curso/master-electronic-and-computer/ • IPCA students study semester 1 = 30 ECTS at IPCA • FHV recognizes the courses from semester 1 = 30 ECTS
2	<p>Courses to attend at IPCA</p> <p>Automation and Robotics Branch:</p> <ul style="list-style-type: none"> • Options: 6 ECTS <ul style="list-style-type: none"> ○ Pneumatic and Oil-hydraulic Systems or ○ Communication Industrial Networks • Advanced Automation = 6 ECTS • Advanced Robotics = 6 ECTS • Research Methodologies = 6 ECTS • Integrated Laboratories II = 6 ECTS 	<ul style="list-style-type: none"> • Course Descriptions: https://est.ipca.pt/en/curso/master-electronic-and-computer/ • IPCA students study semester 2 = 30 ECTS at IPCA • FHV recognizes the courses from semester 2 = 30 ECTS
3	<p>Courses to attend at FHV</p> <p>Option1:</p> <ul style="list-style-type: none"> • Project/Dissertation = 12 ECTS • Higher Mathematics 3 = 3 ECTS • Directed Research Seminar = 3 ECTS • 2 specialization courses = 12 ECTS from the following course offer: <ul style="list-style-type: none"> ○ Sensor Systems = 6 ECTS ○ Embedded Systems 3 = 6 ECTS ○ Applied Robotics = 6 ECTS ○ Advanced Finite Element Analysis = 6 ECTS ○ Digitization of Production = 6 ECTS <p>Option 2:</p> <ul style="list-style-type: none"> • Project/Thesis = 12 ECTS • Higher Mathematics 3= 3 ECTS • Directed Research Seminar = 3 ECTS 	<ul style="list-style-type: none"> • Course descriptions https://www.fhv.at/en/studium/engineering-technology/mechanics-msc/information-on-educational-components/semester/?stg=0246&typeEN=&sem=2&cHash=f775024ae574372ba819f0e62cc39134 • IPCA students study semester 3 = 30 ECTS at FHV • IPCA recognizes semester 3 = 30 ECTS from FHV • Project/Thesis will be supervised and graded by both universities.

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	<ul style="list-style-type: none"> • 1 specialization course = 6 ECTS from the following course offer: <ul style="list-style-type: none"> ○ Sensor Systems = 6 ECTS ○ Embedded Systems = 6 ECTS ○ Applied Robotics = 6 ECTS ○ Advanced Finite Element Analysis = 6 ECTS ○ Digitization of Production = 6 ECTS • Contextual Studies = 6 ECTS <ul style="list-style-type: none"> ○ 1 course = 6 ECTS or ○ 2 courses = 2 x 3 ECTS 	
4	<p>Courses to attend at FHV</p> <ul style="list-style-type: none"> • Master Thesis = 30 ECTS 	<ul style="list-style-type: none"> • Course descriptions: https://www.fhv.at/en/studium/engineering-technology/mechanics-msc/information-on-educational-components/semester/?stg=0246&typeEN=&sem=3&cHash=888a34049e9b8509b0ad5b6ca082023d • IPCA students study semester 4 = 30 ECTS at FHV • Master's thesis will be supervised and graded by both universities. • Final exam at FHV will be recognized by IPCA as their final presentation (Final exam with representatives of both universities) • IPCA recognizes 30 ECTS from FHV

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Semester	Courses to attend	Comments
1	<p>Courses to attend at FHV:</p> <ul style="list-style-type: none"> Higher Mathematics 1 = 6 ECTS Modelling and Simulation of Mechatronic Systems = 6 ECTS <p>Branches Embedded Systems and Robotics:</p> <ul style="list-style-type: none"> Embedded Systems 1 = 6 ECTS Robotics and Control = 6 ECTS 1 course from the compulsory optional course offer = 6 ECTS <ul style="list-style-type: none"> Power Electronics: Physics and Applications = 6 ECTS Finite Element Analysis = 6 ECTS New Production Technologies = 6 ECTS Micro- and Nanotechnology 1 = 6 ECTS 	<ul style="list-style-type: none"> Course Descriptions: https://www.fhv.at/en/studies/engineering-technology/mechatronics-msc/information-on-educational-components/semes-ter/?stg=0246&typeEN=&sem=2&cHash=f775024ae574372ba819f0e62cc39134 FHV students study semester 1 = 30 ECTS at FHV IPCA recognizes the courses from semester 1 = 30 ECTS
2	<p>Courses to attend at FHV</p> <ul style="list-style-type: none"> Higher Mathematics 2 = 3 ECTS Leadership and Communication = 3 ECTS <p>Branches Embedded Systems and Robotics:</p> <ul style="list-style-type: none"> Embedded Systems 2 = 6 ECTS Object Oriented Modelling of Mechatronic Systems = 6 ECTS 1 course from the compulsory course offer = 6 ECTS <ul style="list-style-type: none"> Power Drives = 6 ECTS Computational Fluid Dynamics = 6 ECTS High-Tech Mechanical Manufacturing = 6 ECTS Micro- and Nanotechnology 2 = 6 ECTS Electives from Contextual Studies = 6 ECTS 	<ul style="list-style-type: none"> Course Descriptions: https://www.fhv.at/en/studies/engineering-technology/mechatronics-msc/information-on-educational-components/semes-ter/?stg=0246&typeEN=&sem=3&cHash=888a34049e9b8509b0ad5b6ca082023d FHV students study semester 2 = 30 ECTS at FHV. IPCA recognizes the courses from semester 2 = 30 ECTS
3	<p>Courses to attend at IPCA</p> <ul style="list-style-type: none"> Optimal and Adaptive Control = 6 ECTS Data Fusion = 6 ECTS Preventive and Predictive Maintenance = 6 ECTS 	<ul style="list-style-type: none"> Course descriptions https://est.ipca.pt/en/curso/master-electronic-and-computer/

	<ul style="list-style-type: none"> Project / Dissertation = 12 ECTS 	<ul style="list-style-type: none"> FHV students study semester 3 = 30 ECTS at IPCA FHV recognizes semester 3 = 30 ECTS from IPCA
4	<p>Courses to attend at IPCA</p> <ul style="list-style-type: none"> Project / Dissertation = 30 ECTS 	<ul style="list-style-type: none"> Course descriptions https://est.ipca.pt/en/curso/master-electronic-and-computer/ FHV students study semester 4 = 30 ECTS at IPCA Master's thesis will be supervised and graded by both universities. Final presentation at IPCA be recognized by FHV as the final exam. (Final presentation with representatives of both universities) FHV recognizes semester 4 from IPCA = 30 ECTS

Course Supplement for students

In order to promote multilingualism and cultural diversity among the participating students, when possible, additional course offerings (for example language courses and courses in the national language, RUN-EU Short Advanced Programmes) should be offered for the Double Degree Programme participants.

Optional course offer for promoting multilingualism and cultural diversity (if available)

- **FHV** Language course offer in the national language German
 - German Basic = 3 ECTS
 - German Basic Fast Track = 3 ECTS
 - German Intermediate = 3 ECTS
 - German Advanced = 3 ECTS
 - German for Business = 3 ECTS
- **FHV** Participation in courses in the national language (if linguistically suitable): not applicable
- **FHV** Participation in RUN-EU Short Advance Programmes (SAPs): Depending on the offer – needs to get decided individually.
- **IPCA** Language course offer in the national language Portuguese
 - beginner's level courses (A1/A2) = 4 ECTS
- **IPCA:** Participation in courses in the national language (if linguistically suitable): not applicable

- **IPCA:** Participation in RUN-EU Short Advance Programmes (SAPs): Depending on the offer – needs to get decided individually.

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Conversion Table of Grades

IPCA ECTS Grading Scale:

ECTS Scale	% of successful students normally achieving the grade	Definition
A	10	
B	25	
C	30	
D	25	
E	10	
FX	-	FAIL – additional work required before the credit can be awarded
F	-	FAIL – considerable further work is required.

In order to establish the course units grades for each group of the ECTS grading scale, the distribution of students with passes in the previous three academic years and/or in a total of at least thirty students is taken into consideration. When a cohort of this scale is impossible, the ECTS grading scale is replaced by the use of an institutional conversion table based on all course units grades of all Polytechnic Institute of Cávado and Ave (IPCA)'s Degree Courses from the previous three academic years. It is important to notice that not all groups of the ECTS grading scale might be represented.

FHV grades	1	2	3	4	5
	EXCELLENT: Outstanding Performance O	GOOD: Generally good, but with some errors	SATISFACTORY: Generally sound work with a number of substantial errors	SUFFICIENT: Performance meets the minimum criteria	FAILED - UNSATISFACTORY: <50 % Substantial improvement necessary; requirement of further work

The Transcript of Records is produced in the valid grading system of the respective institution. The conversion necessary to produce the diplomas is carried out by the study secretariats or examination offices of the respective degree program at both institutions. Students are responsible for sending the required Transcript of Records to the relevant study secretariats and examination offices.

Failure to Pass an Examination

The student regulations of the institute at which the student is studying at the moment apply.

Information and services for Double Degree Programme students

The universities IPCA and FHV provide up-to-date information and support for the double degree students in relation to their DD studies. The information for the double degree students is available as follows:

IPCA: Information for incoming exchange/Double Degree Programme students:
<https://ipca.pt/en/incoming-students/>

FHV: Information for incoming exchange/Double Degree Programme students:
<https://www.fhv.at/en/studies/international/exchange-students-incomings/>