

The logo for Arqus, featuring the word "arqus" in a white, lowercase, sans-serif font. The letter "o" is stylized, with a white top half and a gold bottom half that tapers to a point on the right side.

# arqus

European University Alliance

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[@ArqusAlliance](https://www.instagram.com/ArqusAlliance)

# Arqus Joint Programmes Staff Training

Module 3

**Preparing relevant documents**

## Content of Module 3

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### **Presentation** (Lina Malaiskaite and Tabea Mager)

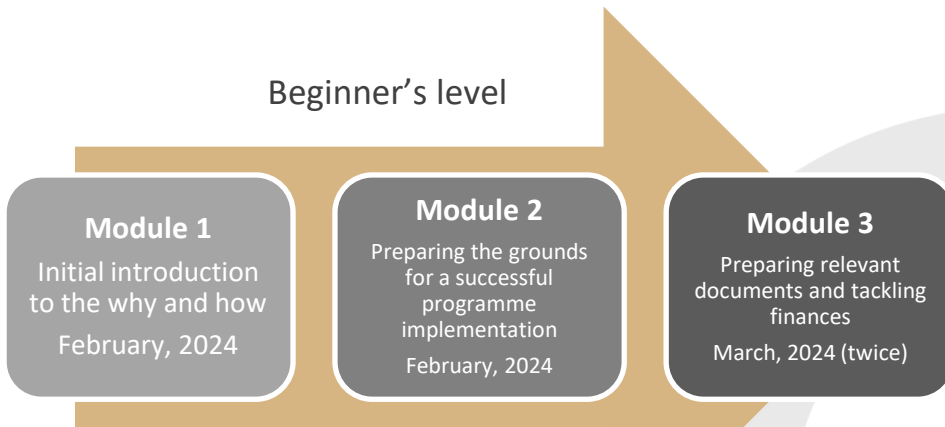
1. Reminding the training outline
2. Brief wrap-up of Modules 1&2
3. Documents required at the Arqus partner institutions to implement joint programmes (letter of intent; cooperation agreement; curriculum table)
4. Degree awarding documents
5. Local approval procedures at Arqus partner universities
6. Internal and external accreditation approaches
7. Challenges and solutions taken from Arqus programmes
8. **Feedback and Discussion** (All)

- Don't forget the **Padlet!**



## 1 Training outline

### Beginner's level



### Advanced level – Starting in Spring, 2024



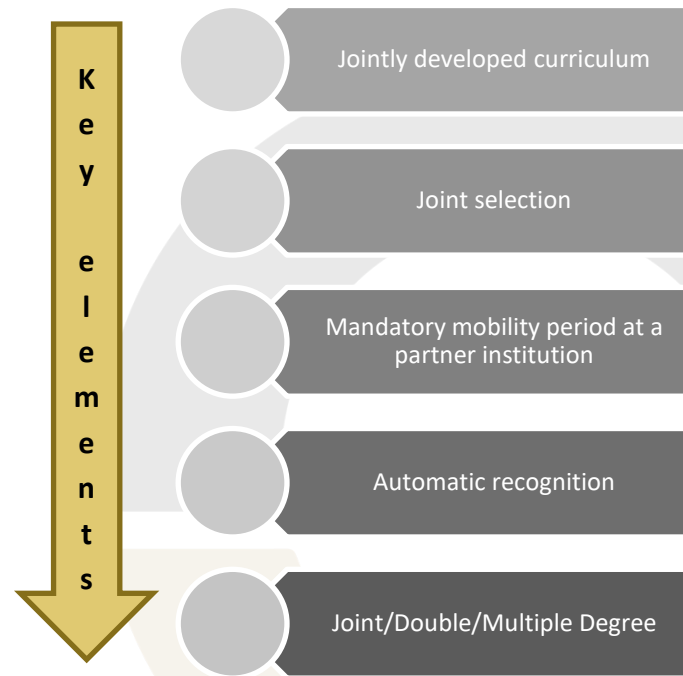
## 2 Wrap-Up of prior Modules: Module 1

### Joint Programmes, a definition taken from Erasmus Mundus:

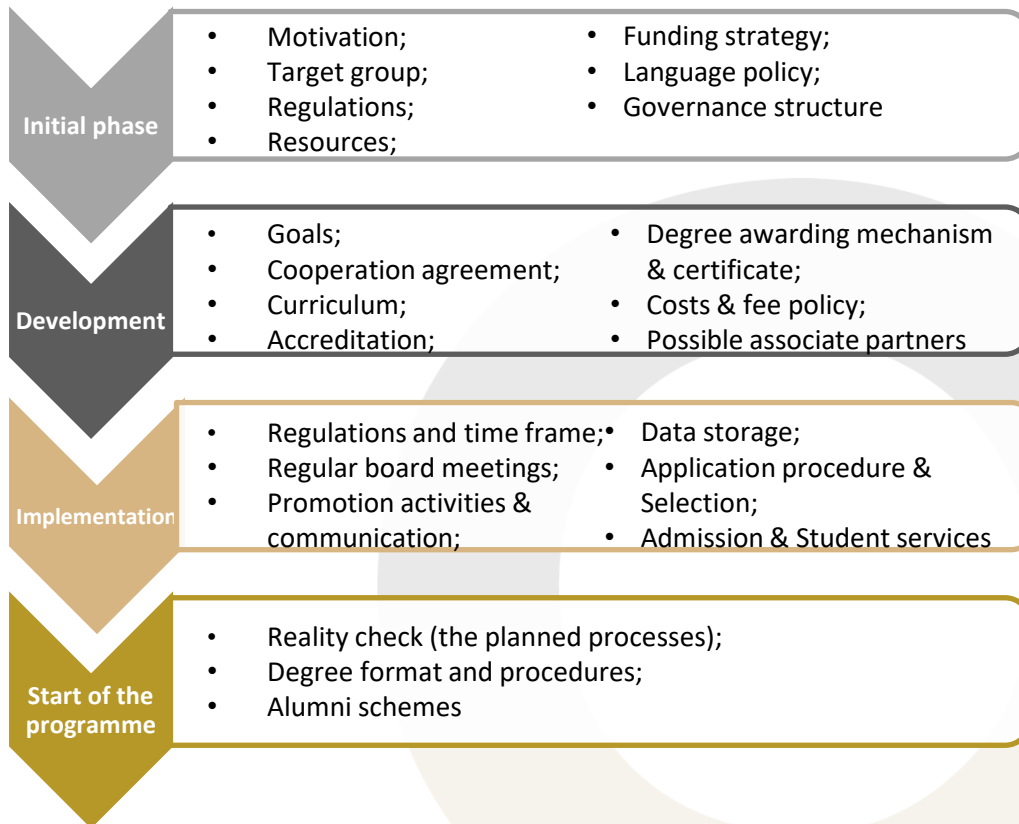
*"A study programme developed and/or provided jointly by two\* or more HEIs, possibly also in cooperation with other institutions, leading to the award of a double, multiple or joint degree."*

<https://erasmus-plus.ec.europa.eu/programme-guide/part-d/glossary-higher-education>

\*Please note that Erasmus Mundus funding is only available for a consortium of at least 3 Higher Education Institutions (HEIs).



## 2 Wrap-Up of prior Modules: Module 2



## In your view: key aspects to agree on when preparing a Joint Programme

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**Link for participants**

<https://www.menti.com/alqhf61sfi4c>

**View results**

<https://www.mentimeter.com/app/presentation/al2k8yd6n81g7r5rb7nsfxmdxmdqsxnc/qmtj9yhv8xgv>



## 3 Documents required at the Arqus partner institutions: Letter of Intent

**NOTE:** partners may differ in abstraction level (details to be included) and procedures (approval/signatures)

### Commitment to agree on:

- **programme concept** (such as: curriculum, mobility structure, type of the courses (virtual, blended, in-situ, etc.);
- **joint procedures** (such as: joint QA, implementation/ management, student administration including admission and enrolment/ recognition and grading, teaching, awarding of the degree);
- **roles and responsibilities** (partners' roles in the consortium, financial shares and obligations).

→ **Ensures visibility of the project and high-level support**

**Mandatory for some partners:** Explicit reference that the respective boards responsible for programme decisions cannot be overruled by this intent.

Letter of Intent by Vilnius University  
concerning the implementation of a Joint Master's Programme "European Studies"  
which puts particular emphasis on Europe as a global actor

### PREAMBLE

The partner universities – Vilnius University, Leipzig University, University of Granada, University of Graz and, University of Padua – have been collaborating successfully in the Arqus European University Alliance since 2019.

The partner universities intend to develop and manage a joint Master's programme with a mutual exchange of students enrolled, leading to the award of a double or joint degree. The study programme aims at qualifying students for a research-related professional career in areas of European integration and organization, e. g. in European and international organizations, associations and international companies. Based on an interdisciplinary and international range of courses, students will investigate historical, social, political, and cultural processes within European societies and Europe as an imagined whole position towards global processes and develop projects to act globally. Hence, they will be able to handle relevant theories and methods at an academic level and learn to work independently in this research area. The students should also develop their scientific skills so that, after successfully completing the Joint Master's Programme, they either qualify for a PhD programme or access a professional field, for which the study programme provides professionally relevant qualifications.

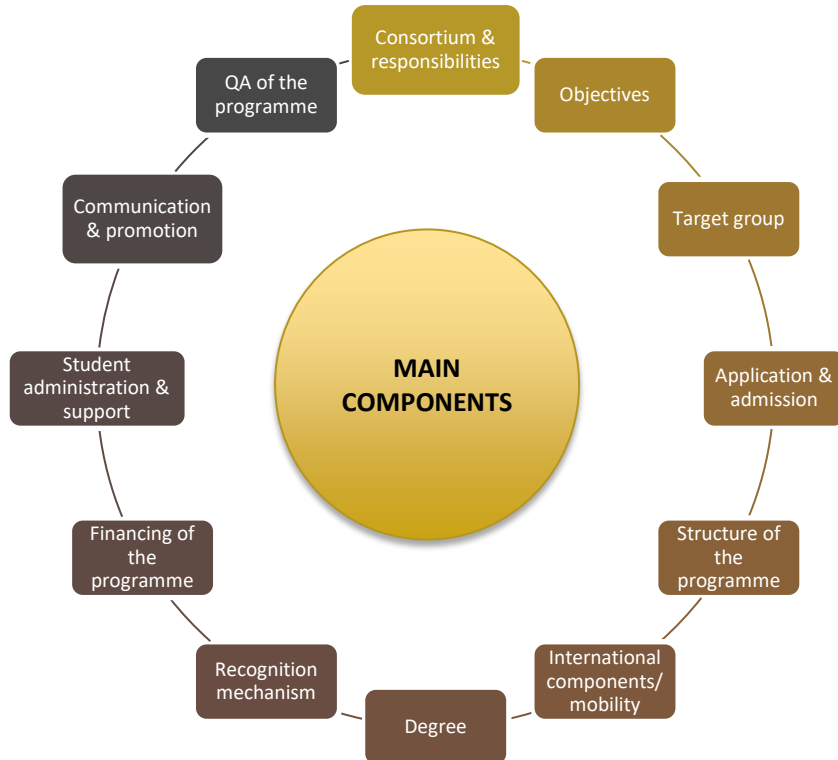
**The Rector of Vilnius University, Prof. Dr. Rimvydas Petrauskas**

### DECLARES

that Vilnius University intends to sign a Consortium Agreement agreeing on the following aspects:



## 3 Documents required at the Arqus partner institutions: Cooperation Agreement (1)

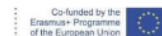


### FURTHER COMPONENTS OF THE AGREEMENT:

- Preamble (Rationale)
- Terminology/ Glossary
- Intellectual Property Rights (IPR)
- Data Protection
- Duration, termination, automatic prolongation
- Liability, Force Majeure

## 3 Documents required at the Arqus partner institutions: Cooperation Agreement (2)

### [Arqus joint programmes agreement template](#)



#### Cooperation Agreement

<include name of programme>

**Comment:** Here you can also add an introduction that describes the cooperation and the reasons for cooperating.

#### §1 Consortium

The following **XXX** universities/institutions have jointly developed a "**include name of programme**". The consortium consists of degree awarding and mobility/non-degree awarding institutions.

#### Alternative text block:

The following eight universities constitute the consortium for the <name of programme>.

- **University XXX (country – coordinating institution)**, legally represented by XXX
- **University XXX (country)**, legally represented by XXX
- **University XXX (country)**, legally represented by XXX
- **University XXX (country)**, legally represented by XXX

## 3 Documents required at the Arqus partner institutions: Curriculum Table

### Example

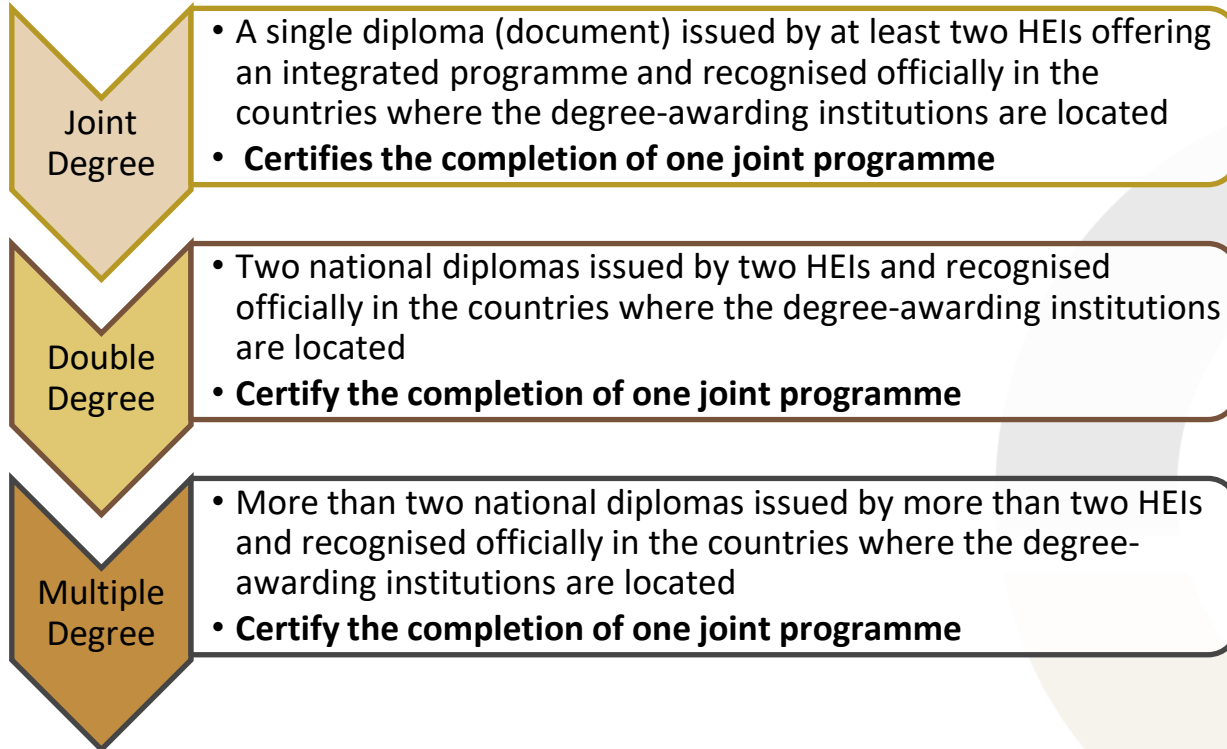
#### Arqus double degree study programme in Translation & Interpreting

B Language: English/French/German

C Language: Italian (or Italian at B2 level)

GRANADA - PADOVA - GRANADA (60-30-30)		
YEAR 1 (GRANADA) (60)	SEMESTER 3 (PADOVA) (30)	SEMESTER 4 (GRANADA) (30)
Foundations of Professional Translation I (6)	Practice in Professional Translation IT-ES (9)	Work placement (12)
Foundations of Professional Translation II (6)	Practice in Professional Translation IT-B Language (9)	Final dissertation (6)
Research Methodology (6)		Two subjects not studied during the first year in UGR (12)
<b>One itinerary + 3 subjects from another itinerary (24+18)</b>	& 2 subjects to choose out of these: (12)	
Comparative Law, Textology and Documentation Resources (6)	<i>Diritto dell'internet (6)</i>	
Writing and Editing of Legal Documents (6)	<i>Diritto umanitario e del disarmo (6)</i>	
Practice in Legal Translation B Language (6)	<i>Diritto dell'unione europea (6)</i>	
Practice in Legal Translation C Language (6)	<i>Storia delle relazioni internazionali (6)</i>	
	<i>Economia del lavoro (6)</i>	
Dubbing and Voice-over (6)	<i>Storia della danza (6)</i>	
Subtitling (6)	<i>Translation Technologies (6)</i>	
Multimedia Localization (6)		
Translation and Accessibility (6)		
Machine Translation, Machine-Aided Translation and Text Editing (6)		

## 4 Degree awarding documents



### NOTE:

- partners' regulations vary concerning components of the degree package and other requirements (i.e. information to be included, design)
- present each partner's regular degree documents to each other and identify smallest common denominator
- start the degree design in an early stage, involve the board issuing the degree

## 5 Local approval procedures at Arqus partner universities: implementation format

1,5 - 2 years

### JP AS BRANCH-OUT

- Built as one or more tracks integrated in ongoing programmes
- Additional documentation might be required internally
- “interference” with regulations for the regular programme needs checking (i.e. admission criteria, ranking, degree formats)
- Typically for double/multiple degree

### STAND-ALONE JP

- Completely new programme with internal (university) or local (national) or international (European Approach) evaluation & accreditation
- Full document set to be prepared
- Usually higher visibility for stakeholders but might (!) be more complex and time-consuming
- Typically for Joint Degree

### NOTE:

**The decision on the implementation format is individual for each JP and its consortium.**

→ partners may differ in stages of approval, their length and necessary documentation and whether they distinguish procedures according to degree format

→ To be discussed at the very beginning of the project.

## 6 Internal and external accreditation approaches

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### INTERNAL APPROVAL

**PRIMARY GOAL:** to enhance the quality of education and ensure that **institutions meet their own standards.**

**PROCESS:** setting up internal committees, units or other bodies responsible for conducting self-assessment / quality assurance activities.

### EXTERNAL EVALUATION & ACCREDITATION

**PRIMARY GOAL:** to ensure that the **institution meets external standards set by accrediting bodies.**

**PROCESS:** independent evaluations of institutions or specific programmes periodically organised by QA agencies.

### POSSIBLE TYPES OF APPROVAL & ACCREDITATION

- **Only internal** → if institution is self-accrediting;
- **Internal + external in all partner universities** → if each has to carry out separate process (e.g. U Padova)
- **Internal + single external for all partner universities** → if all (or almost all) partners are valid for European Approach accreditation

## 6 Internal and external accreditation approaches: European Approach evaluation

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ImpEA - project coordinated by the Polish Accreditation Committee for **implementation of the European Approach for Quality Assurance of Joint Programmes.**

**KEY IDEA – SINGLE EVALUATION PROCEDURE WITHOUT APPLYING ADDITIONAL NATIONAL CRITERIA.**

### BENEFITS

1. Single evaluation report (*prepared together with partners*);
2. Single expert site-visit for the whole programme;
3. Easier joint programmes development process (*without additional national evaluation processes*);
4. Approval from ALL EQAR-registered QA agencies (exceptions are possible).

[European Approach evaluation report template](#)

## 6 Internal and external accreditation approaches: European Approach standards

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1. **Eligibility:** Status; Joint design and delivery; Cooperation Agreement;
2. **Learning Outcomes:** Level [ESG 1.2]; Disciplinary field; Achievement [ESG 1.2]; Regulated Professions;
3. **Study Programme [ESG 1.2]:** Curriculum; Credits; Workload;
4. **Admission and Recognition [ESG 1.4];**
5. **Learning, Teaching and Assessment [ESG 1.3]:** Learning and teaching; Assessment of students;
6. **Student Support [ESG 1.6];**
7. **Resources [ESG 1.5 & 1.6]:** Staff; Facilities;
8. **Transparency and Documentation [ESG 1.8];**
9. **Quality Assurance [ESG 1.1 & part 1].**

[More details on standards](#)



## 7 Arqus programme challenges and solutions (1)

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### Master „European Studies“ (Joint Degree)

- **Arqus partners involved:** U Leipzig (coordinator), U Granada, U Graz, U Vilnius
- **Accreditation according to the European Approach**
  - resources needed in terms of work time: dedicated project staff that built up trust prior to the process
  - resources needed for contractualisation of agency services
    - covered by means of the alliance (European Studies)
    - use other external funding via agencies (Cybersecurity)
- **Curriculum design**
  - regulation of some partners for minimum credits to be earned at that partner versus option to study in one location only: joint virtual modules that each partner can formally claim
- **Student administration/ Teaching technicalities**
  - usage of existing partner's programme (U Graz) that was newly tailored for their Joint Programmes and allows access to all partners; find moodle-based solutions for teaching content

## 7 Arqus programme challenges and solutions (2)

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### Master „International Cybersecurity and Cyberintelligence“ (Joint Degree)

- **Arqus partners involved:** U Granada (coordinator), U Minho, U Padova, U Vilnius
- **Differing regulations concerning tuition fees**  
→ one mutual (single) fee featuring costs of all partners, collected by coordinator and split to partners according to their regulatory frameworks
- **Funding of mandatory mobility**  
→ use Erasmus+, usage of other funding sources (separate cybersecurity project)
- **Differing regulations concerning Student Agreement**  
→ two options: one mutual (single) agreement (preferred option) or process limited to students studying at a partner that needs the agreement
- **Centralized admission and enrolment process**  
→ selecting the optimal platform among partner universities; ensuring collaboration between different offices at partner universities.

## 7 Arqus programme challenges and solutions (3)

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### Master „Translation & Interpreting“ (structured mobility programme)

- **Arqus partners involved:** U Granada (coordinator), (U Bergen, U Jean Monnet Saint-Étienne – both former Arqus-partners), U Minho, U Padova, U Vilnius, U Wroclaw
- **Curriculum design: differing programme levels of local programmes**  
→ different partnership status U Bergen (just delivering single course not whole tracks)
- **Impact of teaching language on degree format**  
→ integration up to degree level not realistic for all partners in all combinations → shift to structured mobility programme for some, double/joint degrees for others according to complementarity  
→ in future: use Arqus mention certificate/ Arqus Label
- **Finding a high-quality candidates (lack of students willing to participate)**  
→ adjusting academic calendars for smooth study path
- **Application of Qualification Frameworks**  
→ drawing a comparison with European Frameworks (assign category of study field – look for equivalences)

## Your local **contacts** for Joint Programmes

- 1 University of Granada, ES:** Artur Schmitt ([schmitt@ugr.es](mailto:schmitt@ugr.es))
- 2 University of Padua, IT:** Elisa Cipelli and Samira Bonucci, International Relations Division ([international.partnerships@unipd.it](mailto:international.partnerships@unipd.it), [international.projects@unipd.it](mailto:international.projects@unipd.it))
- 3 Leipzig University, DE:** Tabea Mager, International Centre ([tabea.mager@zv.uni-leipzig.de](mailto:tabea.mager@zv.uni-leipzig.de))
- 4 Vilnius University, LT:** Lina Malaiškaitė, Study Quality and Development Division, Study Quality Sub-Division ([lina.malaiskaite@cr.vu.lt](mailto:lina.malaiskaite@cr.vu.lt))
- 5 University of Graz, AT:** Ulrike Krawagna and Anja Hoffmann, Office of International Relations, Joint Programmes ([jointdegrees@uni-graz.at](mailto:jointdegrees@uni-graz.at))
- 6 University of Minho, PT:** Magda Pinheiro, Accreditation and Course Cataloguing Unit ([magda.pinheiro@reitoria.uminho.pt](mailto:magda.pinheiro@reitoria.uminho.pt))
- 7 University of Wrocław, PL:** Małgorzata Dowłaszewicz, Faculty of Philology ([malgorzata.dowlaszewicz@uwr.edu.pl](mailto:malgorzata.dowlaszewicz@uwr.edu.pl))

## Arqus Joint Programmes

**Staff Training: Join us in follow-up modules**

<https://arqus-alliance.eu/event/arqus-joint-programme-staff-training/>

**Seed funding: Apply until 31 May 2024**

<https://arqus-alliance.eu/call/implementation-of-joint-programmes/>



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