

AGREEMENT ON A MASTER DOUBLE DEGREE PROGRAMME

BETWEEN

UNIVERSITY OF CHEMISTRY AND TECHNOLOGY, PRAGUE

AND

**UNIVERSITY OF APPLIED SCIENCES AND ARTS NORTHWESTERN SWITZERLAND,
SCHOOL OF LIFE SCIENCES**

PREAMBLE

University of Chemistry and Technology, Prague (UCT Prague)

address: Technická 1905/5, 166 28 Prague, Czech Republic

represented by xxxxx, Rector,

and

University of Applied Sciences and Arts Northwestern Switzerland, School of Life Sciences

address: Hofackerstrasse 30, 4132 Muttenz

represented by xxxxx, Director

hereinafter referred jointly to as “the partner institutions”

sign this Agreement within the framework of the Memorandum of Understanding between UCT Prague and University of Applied Sciences and Arts Northwestern Switzerland, School of Life Sciences of the year 2020, for the establishment of a jointly organized Master double degree study programme (hereinafter referred to as the “programme”) in “ **Synthesis and Manufacturing of Pharmaceuticals, Specialization Manufacturing of Pharmaceuticals**” (“**Syntéza a výroba léčiv**”, specialization “**Výroba léčiv**”) at the Faculty of Chemical Technology, UCT Prague, and in “**Life Sciences, Specialization Pharmatechnology or Chemistry**” at School of Life Sciences FHNW.

PART 1 – LEGAL FRAMEWORK

Article 1 – Fundamental legal documentation

This Agreement is based on the principles specified hereunder.

CONSIDERING UCT Prague, the documents are mainly the following:

- Act No. 111/1998 Coll. (amended and consolidated) on Higher Education Institutions and on Amendments and Supplements to Some Other Acts (Higher Education Act) especially § 47, § 47a, § 47b.
- Study Conditions for Foreigners Studying at UCT Prague, as amended and registered by the Ministry of Education, Youth and Sports of the Czech Republic,
- Conditions of Admission to Study and Admission Proceedings at the UCT Prague, as amended and registered by the Ministry of Education, Youth and Sports of the Czech Republic,
- Study and Examination Rules of the University of Chemistry and Technology, Prague, as amended and registered by the Ministry of Education, Youth and Sports of the Czech Republic,
- Scholarship Rules of the UCT Prague, as amended and registered by the Ministry of Education, Youth and Sports of the Czech Republic,
- Other internal documents related to studies which are available on the official board of UCT Prague

CONSIDERING School of Life Sciences FHNW, the documents are mainly the following:

- Studies and examination regulations of the Master study programme Life Sciences of the School of Life Sciences FHNW
- Higher Education Funding and Coordination Act, HEdA
- Framework regulations for the degree programmes of the University of Applied Sciences Northwestern Switzerland FHNW

Article 2 – Accreditation of the study programmes

1. At UCT Prague

The Master study programme "Synthesis and Manufacturing of Pharmaceuticals" was accredited on 26.10.2018 (Ref.No. NAU-155/2018-8) with the expiration date of 26.10.2028 and will be carried out in the form of a double degree in cooperation with a foreign higher education institution pursuant to Section 47 (a) of the Higher Education Act.

2. At School of Life Sciences FHNW

The University of Applied Sciences and Arts Northwestern Switzerland FHNW has institutional accreditation from the Swiss Accreditation Council. This accreditation is valid for seven years from when it was awarded, i.e. until 26th March 2027.

The applicable laws under which the FHNW received this accreditation are:

- Swiss University Promotion and Coordination Act (30 September 2011)
- University Council Ordinance on Higher Education Accreditation (1 January 2018)
- Swiss Accreditation Council Regulations (12 March 2015)

The Master study programme “**Life Sciences**” was accredited in the framework of the institutional accreditation of the University of Applied Sciences and Arts Northwestern Switzerland.

PART 2 – ADMINISTRATIVE TERMS

Article 1 – Home and host institution

“Home institution” is the university the Master student was initially admitted to.

“Host institution” is the partner institution that is not the home institution.

Home institution will mainly:

- be in charge of the primary selection of Master degree applicants
- send the Master degree applicant’s application file to the partner institution for their consideration
- send students out to the partner (host) institution for the mobility period/-s
- collect enrolment and/or tuition fees from the student, if applicable

Host institution will mainly:

- consider Master degree applicant’s application file received from the partner institution and provide the student with all respective documentation applicable for admitted/non-admitted students
- host the student during his/her mobility periods of study

Both partner institutions will mainly:

- regularly inform each other about annual enrolment of the student for the next year of study and about any changes of the student’s study status (interruption, termination of studies, and so on)
- provide the student with the study conditions and rights based on the internal documents of the respective institution
- register the student at their institution for the Double Degree programme
- keep appropriate records of the students attending the programme in their institution, and share documentation useful to the arrangement of Master double degree studies referred to in this Agreement
- issue the Master Diploma separately, i.e. the Master degree student will be awarded two diplomas with a Diploma Supplement
- the Diploma and/or Diploma Supplement will state that the Master degree was obtained as a part of cooperation between the two partner institutions

Article 2 – Admission

1. The students planning to register for the Double Degree programme must have successfully completed at least 3 academic years (or 6 semesters), corresponding to 180 ECTS credits (Bachelor of Science).
2. The mandatory language level in English (attested by certification or by the home institution) is at least at B2 level.
3. The qualification process and the selection of students is carried out at the home institution. The nominations are confirmed by the partner university.
4. The annual selection of students takes place:
 - a) at UCT Prague, during the application period to the Master degree programmes or in the first year of the Master degree programme, and is made by the following criteria:
 - analysis of the application documents: Student Application, Certificate of English language skills, Bachelor Diploma / Transcript of Records, Learning Agreement, ID copy;
 - written motivation
 - b) at School of Life Sciences FHNW, during application period period to the Master degree programmes or in the first year of the Master degree programme, and is made by the following criteria:
 - analysis of the application documents: Student Application, Certificate of English language skills, Bachelor Diploma / Transcript of Records, Learning Agreement, ID copy;
 - written motivation
5. The application documents must be received by the host institution by July 1st before the beginning of the new academic year at the partner institution.
6. The number of students who might be registered in the Double Degree programme from each partner institution per academic year is about equal from both sides, maximum 2 participants per academic year. Both partner institutions will evaluate the chance of gradually raising the number of participants in future years, depending on the first results of the programme.

Article 3 – Enrolment

1. The students participating in the Double Degree programme are registered annually at both partner institutions according to the terms and regulations specific to each of them.
2. The partner institutions will inform each other about any change in student's study status in the course of his/her double degree studies.

Article 4 – Financial arrangements

1. The students participating in the Double Degree programme pay tuition fees and remain enrolled at the home institution (in case of the existence of tuition fees) as long as the home institution does not release them from payment during the study period abroad. At the host institution the students are released from payment of tuition fees in accordance with applicable regulations.
2. UCT Prague and School of Life Sciences FHNW advise the students qualified for the Double Degree programme on funding options for their study abroad (scholarships, ERASMUS+ grant, SEMP grant etc.).
3. In order to facilitate the mobility of students within their studies, both partner institutions assist the incoming students in finding an accommodation for the time of their study at the host institution. However, the final responsibility for their stay in the partner country is with the students. None of the two partner institutions are responsible for financial claims regarding accommodation.
4. Living expenses as well as any other personal costs are to be covered by the students.
5. All the services normally at the disposal of students enrolled at the host institution will also be guaranteed for incoming students participating in the Double Degree programme.

Article 5 – Health and Liability Insurance

1. The incoming students are responsible for arranging and paying for appropriate insurance coverage (health, accident, civil liability covering property damage caused to the partner institution) which is valid in the partner country and required by the partner institution, and for visa expenses if applicable.

Article 6 – Coordination of the Double Degree programme

1. Each partner institution nominates the following contact persons responsible for coordination and administrative management of the Double Degree programme:
 - a) at UCT Prague:
 - Faculty of Chemical Technology
 - Department of Organic Technology
 - Faculty contact person: xxxxx
 - Guarantor of the study programme: xxxxx
 - Office in charge: Department of International Relations
 - Administrative contact: xxxxx
 - b) at School of Life Sciences FHNW
 - Faculty contact person: xxxxx
 - Guarantor of the study programme xxxxx
 - Office in charge: International Office
 - Administrative contact: xxxxx

PART 3 – PEDAGOGIC TERMS

Article 1 – Double Degree Programme organization

1. The standard duration of the Double Degree programme is two years.
2. Academic content of the Double Degree programme is approved by each partner university according to the respective national regulations.
3. Each partner institution will appoint one advisor for the implementation and supervision of the programme referred to as “Faculty contact person” in Part 2, Article 6. The Faculty contact persons from both partner institutions will cooperate in implementation of the programme and supervision of the participating students. Faculty contact persons in their activities are subject to the respective Dean of the Faculty (at UCT Prague) and Programme Director of the Study Programme (School of Life Sciences).
4. The Faculty contact persons are in regular contact. Travel expenses which might be caused due to visits at the partner university have to be borne by the Faculty contact person’s home institution.

Article 2 - Course of studies and examinations

1. Exchange students should follow the social and academic rules of conduct of the host institution as well as the study and examination rules in place at the host institution.
2. The programme curriculum is based on the ECTS grading system.
3. The Master Double Degree programme complies with the European academic standards in terms of credits: a total of 120 ECTS in the two-year Master degree programme have to be validated for the delivery of both Master degrees.
4. The students have to pass the regular examinations at both partner institutions according to the approved study plan which forms an Annex 1 to this Agreement.
5. The official language of the programme is English and all the courses offered to the incoming students are in English.
6. Academic results obtained by the students at the host institution throughout their double degree studies will be validated by both partner institutions. The host institution will send a transcript of records to the student as soon as the student has completed all subjects in the study plan at the host institution.
7. All academic credits obtained at the host institution will be transferred to the home institution in accordance with the procedures determined by the latter.

Article 3 – Master thesis and State final exam

1. The second year of the programme includes a Master thesis (Diploma dissertation) which corresponds to 30 or 40 ECTS. The Master thesis involves a research project and will be conducted under joint supervision of two Faculty members (one from each partner institution) acting as Master thesis supervisors from both partner institutions. The names of both supervisors will be specified before the beginning of the Master thesis.



2. The rules for submission, content, form and publishing of Diploma dissertation are governed by the internal documents of both partner institutions. In case of discrepancy, the national regulations and requirements of the institution where the Master thesis defence will take place will prevail.
3. At UCT Prague study in a Master study programme is duly finalized with the state final exam which consists of the Master thesis defence and an oral examination which tests student's theoretical knowledge in four selected topic areas. The topics within the subject areas are chosen from the modules the students have visited at the UTC Prague and the HLS.
4. The viva and the state exam preferentially take place at the University under which rules the MSc Thesis is conducted.
5. Viva and state exam are preferentially organised following each other. Duration of viva is around 45 minutes followed by state exam of 30-45 minutes.
6. Supervisors & Examiners of the viva and the state exam can be present in person or join via video conference.
7. At least one representative from each university is present in viva and state exam.
8. The examination board will be nominated jointly by the two partner institutions and approved with respect to internal rules of each partner.
9. The jointly supervised Diploma dissertation prepared by the student under the Double Degree programme is presented and defended by the student, in accordance with the applicable national regulations and requirements of the given university.
10. The state final exam is public.
11. The final grade is set by each partner institution according to the applicable regulations and the overall study results. The partner institutions will exchange information about the grades obtained by students during the course of study needed to set the final grades.
12. Reports of the two parts of the state final exam and their results will be made in the required form and will be sent to the partner institution.
13. The overall results of study are assessed by the final grades.

Article 4 – Degrees

1. Students having successfully followed the Double Degree programme will obtain the degrees of the two partner institutions (double degree), i.e. "Inženýr" ("Ing.") from UCT Prague, and "Master of Sciences in Life Sciences" from School of Life Sciences FHNW.
2. Double Master degree is defined as two national degrees issued separately by the partner institutions.
3. The Diploma is issued together with a Diploma Supplement with a note that the degree and diploma is awarded in the framework of cooperation between the two partner institutions.
4. If any student does not successfully complete all compulsory subject modules within the host institution study plan, s/he will not be eligible to be awarded the degree from that institution. Be that the case the home institution will take a decision concerning awarding the home institution degree to the student.

PART 4 – FINAL PROVISIONS

Article 1 – Controversies

All disputes, differences, controversies, claims or questions arising in connection with, arising out of, occurring under, or related to, the present Agreement and any subsequent amendments of this Agreement, including, without limitation, its formation, validity, binding effect, interpretation, performance, breach or termination, as well as non-contractual claims (a “Dispute”) should be solved by the partner institutions using their reasonable best efforts to meet and to find a mutually acceptable resolution.

In case an agreement cannot be reached, a commission composed by a member from each partner institution and by a member from the third party selected by both of them will be responsible to find a solution.

Article 2 – GDPR

The partner institutions confirm that processing of student personal data within the program will be necessary for the proper performance of this Agreement. The partner institutions shall ensure by all necessary means the protection of students' personal data thus transmitted and at the same time in individual agreements with these students involved in the program shall include the consent as required by the Directive 95/46/EC of the European Parliament and of the Council (**Directive**).

For the purposes of the Directive, this Agreement shall be deemed to be a contract for the processing of personal data in the means of the Directive and it is agreed that personal data will be processed to a minimum extent for the purposes of this Agreement and for the period necessary for the proper performance of this Agreement in compliance with the national legal regulation of the partner institution.

Article 3 – Duration and modification of the Agreement

1. This Agreement comes into force with the signature of the competent body in accordance with the respective national law and is valid for ten (10) academic years, but not longer than the Memorandum of Understanding. This Agreement is tacitly renewed every five years, unless terminated by registered letter issued by any of the partner institutions at least six months prior to the date of expiry. Any termination must take into account the right of students already participating or accepted in the programme to complete it.
2. The partner institutions will not be responsible for the breach of the obligations of this Agreement as long as the events that happened were out of the control of the parties.
3. This Agreement might be amended at any time by the exchange of letters between the two partner institutions. Such amendments, once approved by both institutions, will become part of this Agreement. The amendments cannot be applied to the already enrolled students unless they are favourable to them.

ANNEX 1

STUDY PLAN OF THE MASTER DOUBLE DEGREE PROGRAMME

At UCT Prague:

Synthesis and Manufacturing of Pharmaceuticals (Syntéza a Výroba Léčiv)

Specialization on “Manufacturing of Pharmaceuticals (Výroba léčiv)” at Faculty of Chemical Technology

At FHNW School of Life Sciences:

“Master of Sciences in Life Sciences – Specialization: Pharmatechnology or Chemistry”

Students from FHNW School of Life Sciences (MuttENZ) → UCT Prague

semester	Module offer (ECTS)	ECTS	location
1-2	<p>Specialisation <i>Pharmatechnology</i>: Four of:</p> <ul style="list-style-type: none"> - Drug formulation and delivery for solid dosage forms (3) - Formulation of biologics and routes of drug delivery (3) - Continuous Pharmaceutical Production (3) - Pharmaceutical Production Facilities (3) - Bioassays: Engineered Cells, Tissues and Organisms (3) - Compound Profiling in Pharmaceutical Drug Discovery (3) <p>Specialisation <i>Chemistry</i>: Four of:</p> <ul style="list-style-type: none"> - Synthetic and Medicinal Chemistry (3) - Advanced Mass Spectrometry and NMR Spectroscopy (3) - Process Development and Technology (3) - Reaction Technology (3) - Proteomics and Protein Analytics (3) - Materials Science (3) - Surface Characterisation (3) <p>Further Recommended Elective Modules beyond the above:</p> <ul style="list-style-type: none"> - Design of Biopharmaceutical Production Facilities (3) - Regulatory Affairs (3) <p>Five of:</p> <ul style="list-style-type: none"> - Handling and Visualizing data (3) - Design and Analysis of Experiments (3) - Modelling and Exploration of Multivariate Data (3) - Business Administration for Life Sciences (3) - Management and Leadership of Life Sciences (3) - Innovation and Project Management (3) 	50-60	Basel

	- Politics and Society (3) Optional elective courses		
3	Laboratory project II (8) Engineering in Chemical and Pharmaceutical Processes (5) Safety Engineering (4) Separation Processes (5) Trends in Biotechnologies (5) Technical Catalysis (5) Macromolecular Chemistry (4) Fine Chemicals (5) Characterization of Particles and Microstructures (5) Thermodynamics of Materials (4) Physical chemistry of polymers (5) Process Design (5 – spring semester) Membrane Processes (4 – spring semester)	30	Prague
4	According to the rules of the UCT Prague: Diploma Thesis (assessed by supervisors of both partner institutions)	30	
or	According to the rules of the School of Life Sciences, FHNW: Diploma Thesis (assessed by supervisors of both partner institutions)	40	

Students from UCT Prague → FHNW School of Life Sciences (MuttENZ)

semester	Module offer (ECTS)	ECTS	location
1	Pharmacology (5) Engineering in Chemical and Pharmaceutical Processes (5) Methods of Pharmaceuticals Analysis (5) Specialized Laboratory (7) One of: - Technical Catalysis (5) - Macromolecular Chemistry (4) - Material Thermodynamics (4) One of: - Structural Crystallography (3) - Carbon Resources for Chemical and Pharmaceutical Industry (5) - Biomaterials (3) - Bio-engineering (4) Optional elective courses	60	Prague
2	Medicinal Chemistry (5)		

	Organic Technology (5) Laboratory Project I (7) Drug Dosage Forms (5) Engineering in Chemical and Pharmaceutical Processes: Project (2) Specialized Practice (Industry) (3) Optional elective courses		
3	Three of: - Drug formulation and delivery for solid dosage forms (3) - Formulation of biologics and routes of drug delivery (3) - Continuous Pharmaceutical Production (3) - Pharmaceutical Production Facilities (3) Three of: - Materials Science (3) - Surface Characterisation (3) - Biointerface Engineering (3) - Handling and Visualizing data (3) - Design and Analysis of Experiments (3) - Modelling and Exploration of Multivariate Data (3) Optional elective courses	20 - 30	Basel
4	According to the rules of the UCT Prague: Diploma Thesis (assessed by supervisors of both partner institutions)	30	
or	According to the rules of the School of Life Sciences, FHNW: Diploma Thesis (assessed by supervisors of both partner institutions)	40	