**Cooperation agreement regarding a jointly implemented   
Joint / Multiple / Double Degree Programme**

**-Template-**

As of 27.05.2022[[1]](#footnote-2). The template is regularly updated.

**What can the template[[2]](#footnote-3) be used for and what is good to know?**

* This Template is created for jointly implemented Degree Programmes, i.e. Degree Programmes with integrated curriculum that are offered jointly by two or more Universities. Depending on the design of the Degree Programme and national legislation, they can lead to a double, multiple or joint degree. In contrast to a double/multiple degree, where separate degrees (in the sense of certificates/diplomas) are awarded by each Partneruniversity of the jointly implemented Degree Programme, a joint degree is understood as a single document (degree/certificate/diploma) awarded by the Partneruniversities together[[3]](#footnote-4) [[4]](#footnote-5).
* Jointly implemented Degree Programmes can have varying structures. This template has been designed for the imaginary Multiple Degree Programme “XY”, but includes special passages for the Joint Degree option. The template is illustrated with examples for better clarity. Of course, the template must always be adapted to fit the individual circumstances of the planned Degree Programme (especially the kind of degree course (bachelor or master), the number of Partners, legal requirements of the Partners, organizational structure and allocation of responsibilities, mobility structure, double ,multiple or joint degree). More than anything, the purpose of the template is to serve as a working aid to help you account for all the important factors. We will support you in adapting the template.
* The regulations in the Cooperation Agreement may not contradict higher-ranking legal framework.
* While the template is being worked out cooperatively with the partners and their administrative/ legal contacts, it often has to go through multiple reading cycles before it is ready for adaption. Please plan accordingly.

If a cooperation agreement is to be used as an application for funding (i.e. Erasmus Mundus Joint Master, German-French University), the requirements of the funding source must be taken into account and the agreement to be extended accordingly.

The first point of contact for the establishment of cooperative study programmes is the Office for Learning and Teaching, EP 1 (https://sl.uni-mainz.de/sl1/ ). Further contacts (Legal Affairs, International Office, Student Services, etc.) will be included by EP 1. Legal Affairs will evaluate the final cooperation agreement before it is given to the president for signature

**Cooperation Agreement regarding the   
Multiple Degree Programme “XY“**

**between**

Johannes Gutenberg-Universität Mainz, 55099 Mainz, Germany

represented by its President, Prof. Dr. Georg Krausch,

acting for Fachbereich X,

represented by its Dean Prof. Dr. One-One

Université Deux

Adress

represented by its President, Mme Deux,

acting for Faculty of Humanities,

represented by its Dean M. Deux-Deux

and

University of Three

Adress

represented by Mr Three ,

acting for Faculty of Sciences,

represented by its Dean Mrs Three-Three

**PREAMBLE**

*History of the partnership and the contract, mention of other/previous contracts (to generate support/funding: previous successes)*

The Multiple Degree Programme XY aims at producing highly qualified professionals for the fields of X and Y by combining the special expertise of Johannes Gutenberg-Universität Mainz, University Deux and University Three in the field of A, B and C.

**ART. 1 OBJECTIVE OF THE COOPERATION, PARTNERS, NAME OF DEGREE PROGRAMME, DEGREE**

1. Johannes Gutenberg-Universität Mainz, (Germany) (hereinafter JGU), Université Deux (Country) (hereinafter Uni Deux) and University Three (Country) (hereinafter Uni Three) intend to establish a lasting and mutually beneficial cooperation. The aforenamed Universities (hereinafter Partners, Partner Institutions or Universities) agree to establish the Multiple Degree Programme “XY” (hereinafter Degree Programme).
2. This cooperation agreement defines the aims and the contents of the Degree Programme as well as the rights and obligations of the Partners.
3. Successful graduates obtain the following Degrees:

* JGU: “Master of Arts (M.A.)” awarded by Fachbereich X of JGU
* “Master of Arts”, awarded by faculty X of Uni Deux and
* “Master of Arts in XY”, awarded by faculty X of Uni Three.

**ART. 2 LEGAL FRAMEWORK**

1. This agreement is signed on the following basis:

JGU:

* § 2 Abs. 6, § 19 Abs. 5 and § 67 Abs. 4 of Hochschulgesetz Rheinland-Pfalz (Higher Education Act Rhineland-Palatinate) of 23. September 2020

Uni Deux

* XX

Uni Three

* § XX of Higher Education Act XX

The Degree Programme will be implemented in the observance of the respective national and State or Federal laws and regulations in force in Partners’ Institutions countries, in particular the Higher Education Acts.

1. It is agreed that the Degree Programme cannot start before it is certified or accredited at each Partner by the relevant authorities. The Partners confirm to be authorized to award a Multiple Degree.

**ART. 3 DEGREE PROGRAMME STRUCTURE, DURATION**

1. *Students spend the first semester at JGU and the second semester at Uni Deux. The course offerings for the third semester will be available as online modules by and block courses at Uni Three. In the fourth semester, the students will write the thesis at the Partner of their choice. At the end of the fourth semester, there will be a poster presentation of the results of the Master’s Thesis and an oral examination taking place at JGU. Students in the second semester of the Degree Programme will attend the presentation. Students in the third and fourth semester of the Degree Programme may choose where to live and study – except for the final presentation and exam, there is no attendance requirement. In addition to the modules and mobility path outlined in Annex I, students will be encouraged to complete internships during semester breaks, particularly between the third and fourth semester.* The time a student spends at any single Partner University shall be hereinafter referred to as a Mobility Period.
2. The standard Degree Programme study period is 4 semesters (2 years) full time with 30 ECTS credits per semester and 120 ECTS credits in total.
3. The Degree Programme only begins at JGU in winter semester and at Uni Deux in X semester.

**ART. 4 MANAGEMENT OF THE DEGREE PROGRAMME, COST**

1. Each University appoints a Local Academic Coordinator. The following persons are appointed as Local Academic Coordinators:

* JGU: Prof. XX, X Institut
* Uni Deux: Prof. XX, X, Departement de…
* Uni Three: Prof. XX, faculty of..

1. The Local Academic Coordinators are responsible for the implementation of the cooperation agreement at her or his University and ensure the quality of the curriculum at their University.
2. The Local Academic Coordinators form the Academic Management Board. They meet face-to-face at least once each year. The Academic Management Board oversees all matters concerning

* academic content and curriculum,
* the creation of an academic calendar for each year,
* application and admission procedures,
* selection of students ,
* monitoring and quality control and
* further development of the Degree Programme.

The legal competence of the relevant bodies at each Partner remains unaffected.

The Local Academic Coordinators agree on an Academic Management Board Coordinator. She or he prepares and evaluates the meetings of the Academic Management Board and acts on behalf of the Academic Management Board in between the meetings upon consultation with the members of the Academic Management Board. Decisions by the Academic Management Board must be unanimous. However, decisions on the selection of students may be made by simple majority vote. In the event of a deadlock, the Academic Management Board Coordinator will have the deciding vote.

1. The Local Academic Coordinators are supported in the day-to-day activities by Administrative Coordinators at each University. The Administrative Coordinators

* are the principal contact persons for prospective and enrolled Degree Programme students, e.g. in case of student complaints;
* guarantee correct administrative management of the Degree Programme; this includes the process of selection and admission of students and
* prepare for the decisions of the Academic Management Board.

1. Each University will take care of the costs incurred by its’ curriculum (teaching, administration-related costs, travel costs, transcript issuance, degree issuance).

**ART. 5 STUDENT SELECTION, STUDENT ADMINISTRATION, STUDENT STATUS**

1. Degree Programme candidates must fulfil the following access requirements:

* *A Bachelor’s Degree or equivalent of 180 ECTS credits in Humanities. The Bachelor Degree shall contain at least 50 ECTS in the field of computer science.*
* *Proof of English language proficiency at the level B2 according to the Common European Framework of Reference for Languages (CEFR). If the proof is provided by means of a test, the testing date may not be more than three years old at the time of application.*

1. A maximum of X Students per year will be accepted.
2. JGU conducts the application, administration of the selection process and the admission of prospective students in compliance with the regulations of this agreement. Applications which fulfill the admission requirements mentioned in Art. 5 clause 1 are eligible to the selection process.
3. The Academic Management Board shall accept students from the pool of applicants who meet the requirements. The selection shall take place according to the following criteria:

*List of selection criteria*

1. Admitted Students shall be enrolled by JGU. JGU shall then transfer all relevant admission details to the Partner Institutions, observing the data protection regulations as laid down in Art.11. The Partners will accept these students for enrollment.
2. JGU shall take the lead in student administration (enrollment, leave, de-registration) and inform the Partners of any changes in the status of a student.
3. Students will be enrolled at all Partner Institutions for the entire duration of the Degree Programme. Students will maintain regular student status at all Partner Institutions.

**ART. 6 ACADEMIC REGULATIONS AND EXAMINATIONS, EXAMINATION ADMINISTRATION, ACADEMIC GUIDANCE**

1. The degree requirements, the expected learning outcomes of the graduates, the mobility path and the modules (name of the courses and corresponding credits) are provided as Annex I.
2. The teaching language of the Degree Programme is English. Examinations including the master’s thesis will be held in English. The Partners shall provide possibilities for students to learn the national language in elementary level free of charge.
3. Each Partner shall establish examination regulations that conform to the conditions specified in the cooperation agreement and follow national and institutional regulations. Examinations, including the master’s thesis and the thesis defence, take place according to the regulations, policies and procedures of the Partner Institution conducting the examination. If a student is unable to retake a test due to having moved to another Partner University, the examination board may, upon request and in individual cases, cooperate with the Partner University to offer an alternative form of the examination.
4. All module exam grades and the credit points obtained within the modules are counted towards the overall grade.
5. *Each student shall consult with potential thesis advisors and choose an advisor based on mutual agreement. The thesis shall be written according to the examinations regulations at the respective University. Students will be given four months to complete their master’s thesis; an extension of four weeks is possible in individual cases. A poster presentation of research results is part of the master’s thesis. The thesis shall be reviewed by at least one examiner from one of the Partner Universities who was not an advisor for the thesis. This review shall take place within four weeks of the submission of the thesis. The partners have agreed on a set of common evaluation criteria for the master’s thesis; details are provided in Annex III. If the master’s thesis does not receive a passing grade, students shall have the opportunity to submit one more master’s thesis within one year of the previous grading decision. In this case, the student must choose a new topic. The master’s thesis must be repeated at the same Partner as the first attempt.*
6. *The defence of the master’s thesis shall take 30 minutes. It is carried out according to the examination regulations of the university where the master’s thesis was written. The student shall defend the thesis to the advisor and least one examiner from a partner university. The defence of all students of a cohort shall take place at JGU; exceptions are possible if the travel to the defence location will cause undue hardship; in this case a videoconference may be carried out. The defence shall consist of an approx. 10 minute presentation and an oral examination of the thesis and related topics in the surrounding context. The defence may be repeated once*.
7. All Partners will use the ECTS evaluation system. Grades are converted according to the conversion table provided in Annex II. For the modules provided at the Uni Deux, an average grade weighted by credit points is calculated on the basis of the Relevé de Notes; this includes the grades of modules that were not passed by the students.
8. Students have successfully completed the Degree Programme when they have passed the examinations to the courses laid out in Annex I as well as the master’s thesis and the thesis defence in accordance with the regulations at the respective Partner University.
9. EXAMPLE MULTIPLE DEGREE: Upon successful completion of the Degree Programme, students will be awarded a degree by each Partneruniversity. The degree certificate of JGU will be issued in German and English, the degree certificate of Uni Deux will be issued in French and English, the degree certificate of Uni Three will be issued in English. The Partner Institutions will supply a Diploma Supplement each to all graduating students. The Diploma Supplement must mention that the degree was awarded within a Multiple Degree Programme.

EXAMPLE JOINT DEGREE: Upon successful completion of the Degree Programme, each student will receive a Joint Master’s Degree Certificate jointly issued by the Partner Institutions and signed by the official representatives of each Partner. The Master’s Degree Certificate will be issued in four languages (English, French, German and Polish). JGU is responsible for issuing the Joint Master’s Degree Certificate. Students shall submit their examination results to JGU in the form of a transcript so that the Joint Master’s Degree Certificate can be issued.

The Partner Institutions will supply a Diploma Supplement each to all graduating students. The Diploma Supplement must mention that the degree was awarded within a Joint Degree Programme. The Joint Master’s Degree Certificate and the Diploma Supplements will be issued in accordance with the laws governing each Partner.

1. At the end of each mobility period, each student will receive a Transcript of Records including the names of the courses, final grades and the number of credits obtained. Each Partner is responsible for issuing the Transcript of Records for their mobility period. Students have to submit the Transcript of Records at the Partner University.
2. Students who don’t progress according to the scheme in ART. 3 can remain and join the next year’s students.
3. [Insert deadlines for degree completion here, if such deadlines apply at one of the Partner Universities]
4. If Partner’s regulations stipulate that an examination cannot be repeated, the failing student will be de-registered from the Degree Programme at JGU and consequently from the Partner Institutions; the Partner Universities will inform each other of the occurrence while observing of data protection regulations.

**ART. 7 QUALITY ASSURANCE**

1. Each Partner follows its own procedures for institutional quality control to ensure the maintenance of high quality standards.
2. *EXAMPLE A: The Partners agree upon an annual exchange meeting, regarding the former and current state as well as the prospective development of the Degree Programme. Results of the national quality assurance procedures can be discussed. Degree Programme students and alumni are invited to contribute on a voluntary basis. The Partners collect structured student feedback and take the results into account for the further development of the Degree Programme.*

*EXAMPLE B: With the aim of supporting the Degree Programme, the Partners will promote and coordinate by mutual consent the exchange of visiting professors and researchers as well as the organisation of workshop, seminars, conferences and publications on topics of common interest. The exchange and the development of the activities above mentioned will conform to the norms and procedures in force at the Partner.*

1. *EXAMPLE C: The Local Academic Coordinators regularly evaluate the effectiveness of the learning programme and the results achieved by students, as well as the resources supplied by all Universities. To improve the quality of the Degree Programme, the Local Academic Coordinators could suggest modifications and propose them to the competent boards of both Universities.*

**ART. 8 STUDENT SUPPORT**

1. To ensure students’ quick orientation and integration in the Degree Programme as well as to provide detailed information about structural and examination-related requirements, the Partners shall publish corresponding information on the faculty websites as well as on a jointly compiled Degree Programme website, outlining the structure of the Degree Programme in general terms and providing details about the Partner Institutions, an overview of procedures, the time table of the academic year and important deadlines at the Partner Institutions, and all regulations which shall apply to all students on the Degree Programme. Furthermore, the joint website shall provide information on the overall costs of the Degree Programme including living expenses. The joint website shall be supplemented by local information provided by each Partner, including examination procedures. The website is hosted and maintained by JGU.
2. The Partner Institutions offer Degree Programme students advice and orientation; these services are to be specified on the Degree Programme website.
3. The Degree Programme students will benefit from all the services offered by the Partner Institutions to other regular students, e.g. cafeterias, advising, language courses and computer courses.
4. The Partner Institutions will assist students to find accommodation within their means.
5. It is an important concern of the Partner Institutions to ensure equal opportunities. They strive to prevent any form of discrimination and to provide adequate support to persons affected by discrimination.

**ART. 9 STUDENT FINANCES, INSURANCE**

1. Students pay regular tuition fees or registration fees at the Partner Institution which conducts the first enrollment for the Degree Programme. Tuition fees and registration fees / enrolment fees at other Partner Institutions will be waived or compensated for all students participating in the Degree Programme. The students continue to pay tuition fees and registration / enrolment fees once they have been enrolled at one of the partners. Furthermore, the following fees apply:

JGU:

* For the period of studying at JGU, Students usually pay the ‘Semesterbeitrag’ which covers public transport opportunities. However, this is not mandatory.
* For students starting the Degree Programme at JGU: Students who have already completed a master’s degree (or equivalent) must pay additional fees in order to study again. The fees amount to 650 EUR per semester enrolled at JGU.

Uni Deux

* XX

Uni Three:

1. Students will be liable for all expenses (e.g. travel, accommodation, cost of living, insurances costs, textbooks) while studying at the Partner Institutions.
2. Whenever possible, the Partners shall endeavor to support student mobility by means of national or European subsidies.
3. Students participating in the Degree Programme will be responsible for providing sufficient proof of insurance in order to get enrolled:

For JGU:

* Students must produce adequate proof of health insurance for each semester of enrollment.
* Enrolled students have accident insurance for university-related activities, which is covered by the state Rhineland-Palatinate.

For Uni Deux

* XX

For Uni Three:

**ART. 10 DATA TRANSFER, DATA PROTECTION**

The Partners process personal data in accordance with the General Data Protection Regulation (EU 2016/679). If not agreed otherwise, both universities are viewed as independent data controllers as defined by the General Data Protection Regulation, Article 4. The parties to this agreement will disclose personal data of their students and staff only to an extent which is needed for implementing educational & research cooperation and mobility in the framework of cooperative and exchange agreements.

**ART. 11 PROMOTION OF THE DEGREE PROGRAMME**

1. Each Partner may use the logos, names and other marks of the other Partner only in connection with the Degree Programme. Each Partner shall refer to the other Partners’ participation in press announcements, marketing and other reasonable promotional activities involving the Degree Programme through the appropriate use of logos, names and marks of the Partner. The Academic Management Board validates the contents of any communication document, including information published on the websites of Partners. The right to use the name and/or logo or any other identifying marks of the other University as described in sentence 1 is limited to the duration of the agreement.
2. The Academic Management Board will make arrangements to advertise the Degree Programme through websites, brochures, flyers and by papers and advertisement. The Degree Programme will be presented at a dedicated website.

**ART. 12 DURATION AND VALIDITY OF THE AGREEMENT**

1. This agreement becomes binding with the last Partner’s signature. It comes into effect on 1st of September 2020 (start of academic year at Uni Deux) and remains in effect for 4 years. Every extension or amendment to this agreement requires written agreement and the signature from the legal representatives of the Partners.
2. This agreement may be terminated at the request of one of the Partners, provided such a request is made in writing at least 12 months before termination to become effective. Any students who are already enrolled in the Degree Programme must be guaranteed enough time to finish their studies. In each individual case a period which corresponds to 1,5 times the period necessary to still complete the Degree Programme will be considered sufficient.
3. An evaluation of this agreement will be initiated by the Academic Management Board at least 12 months prior to its expiration. The agreement is based on long-term strategic cooperation interests from the Partners. The Partners will support and work towards the renewal and extension of this agreement to ascertain the continuation of the Degree Programme.

WET SIGNATURE: This agreement is only in English and has been signed in triplicate by the legal representatives of the Partners. Each Partner shall receive one original copy of the fully signed agreement.

ELECTRONIC SIGNATURE: This agreement is only in English and has been signed by electronic signature by the legal representatives of the Partners. Each Partner shall receive one scan of the fully signed agreement.

**ART. 13, CHANGES, SEVERABILITY CLAUSE, MISCELLANEOUS**

1. Each Partner may at any time ask in writing for the revision of the agreement. All amendments and additions to this agreement, including the Annexes which shall form an integral part of this cooperation agreement, must be made in writing and signed by the legal representatives of the Partners to be effective. The same applies to changes made to this clause. Spoken agreements are invalid and none have been made. Every amendment must be attached to the original copy of this agreement.
2. By way of derogation from Nr. 1, Annex I (Modules and Mobility Path) may be adjusted with approval of the respective responsible boards or institutions of each Partner University. Annex II (grade conversion tables) and Annex III (Guidelines for Master’s Thesis evaluation), are to be updated under the responsibility of the Academic Management Board on a regular basis without amendment of this cooperation agreement.
3. In any case, students who are already enrolled in the Degree Programme must be guaranteed enough time to finish their studies. In each individual case a period which corresponds to 1,5 times the period necessary to still complete the Degree Programme will be considered sufficient.
4. It is agreed that the Degree Programme cannot continue if a Partner does not meet the requirements of reaccreditation. In this case, the agreement shall be revised.
5. If this agreement or any part thereof is found to be illegal or unenforceable, that part will be removed and the illegality or unenforceability shall not affect the untainted parts of this agreement, which shall continue to be valid and enforceable. Notwithstanding the above, in the event of any such nullification, the Partners shall negotiate in good faith to agree on the terms of a mutually acceptable and satisfactory alternative provision to replace the nullified provision.

**ART. 14 SETTLEMENT OF DISPUTES, APPLICABLE LAW**

In case of difficulties involving the interpretation or execution of this agreement, the Academic Management Board and academic departments shall attempt to resolve the dispute amicably. In the event of non-resolution, the first step is mediation by the Rectors or presidents or the partners or their delegates. Recourse to a court of jurisdiction will be only a last resort, after exhausting all other possibilities. In this case, the conflict will be decided according to the laws of the defendant party.

**Signature**

**for the cooperation agreement regarding of the Joint Master Degree Programme “XY“**

in its final version dated XX.XX.XXX

for and on behalf of **JGU**

Date:

Signature: ………………………………………………………..

Name: Univ.-Prof. Dr. Georg Krausch

Role in the Organization: President

In consent with

Date:

Signature: ………………………………………………………..

Name: Prof. Dr. X

Role in the Organization: Dean of Fachbereich X

**Signature**

**for the cooperation agreement regarding the Joint Master Degree Programme “XY“**

in its final version dated XX.XX.XXX

for and on behalf of Université Deux

Date:

Signature: ………………………………………………………..

Name:

Role in the Organization: President

In consent with

Date:

Signature: ………………………………………………………..

Name: Prof. Dr. X

Role in the Organization: Dean of Fachbereich X

**Signature**

**for the cooperation agreement regarding the Joint Master Degree Programme “XY“**

in its final version dated XX.XX.XXX

for and on behalf of University Three

Date:

Signature: ………………………………………………………..

Name:

Role in the Organization: President

In consent with

Date:

Signature: ………………………………………………………..

Name: Prof. Dr. X

Role in the Organization: Dean of Fachbereich X

**ANNEX I: MODULES AND MOBILITY PATH, DEGREE REQUIREMENTS, LEARNING OUTCOMES**

**ANNEX II GRADE CONVERSION TABLES**

**A. Process**

The creation of the grade conversion tables shall follow the process described in the ECTS Users‘ Guide. The following steps shall be taken:

1. Identification of reference groups
   1. for JGU: Students in Degree Programme „A“ (M.A.)
   2. for Uni Deux: Students in Degree Programme „B“ (M.A.)
   3. for Uni Three: Students in Degree Programme „B“ (M.A.)
2. Collection of the examination results of the last two years or -if data is available- a period of three years. Therefore, for each reference group separately, it is counted how often each passing grade has been awarded. For every reference group, at least 100 examination results shall be included in the calculation.
3. Calculation of grade distributions in terms of percentages of the passing grades awarded to each reference group and calculation of cumulative percentages.
4. Comparison of the reference groups. Therefore, the cumulative percentages of each passing grade awarded between each reference group shall be compared and the appropriate converted grade shall be defined; in case of overlapping percentage ranges the maximum possible grade for each percentage shall be awarded.
5. The tables shall be updated on a reasonable schedule, generally every three years. The tables below are based on grading information for the following periods:
   1. for JGU: Winter 2015/16-Summer 2017
   2. for Uni Deux: Winter 2016/17-Winter 2017/18
   3. for Uni Three: Winter 2016/17-Winter 2017/18

**B. Grade Conversion Tables**

Grade conversion from JGU to the grading scale of Uni Deux:

|  |  |
| --- | --- |
| **JGU** | **Uni Deux** |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |

Grade conversion from JGU to the grading scale of Uni Three:

|  |  |
| --- | --- |
| **JGU** | **Uni Three** |
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|  |  |
|  |  |
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|  |  |
|  |  |

Grade conversion from Uni Deux to the grading scale of JGU:

|  |  |
| --- | --- |
| **Uni Deux** | **JGU** |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |

Grade conversion from Uni Deux to the grading scale of Uni Three:

|  |  |
| --- | --- |
| **Uni Deux** | **Uni Three** |
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|  |  |
|  |  |
|  |  |

Grade conversion from Uni Three to the grading scale of JGU:

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| --- | --- |
| **Uni Three** | **JGU** |
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Grade conversion from Uni Three to the grading scale of Uni Deux:

|  |  |
| --- | --- |
| **Uni Three** | **Uni Deux** |
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**ANNEX III:** **Evaluation Guideline for Master’s Thesis**

**A) Criteria**

The following compilation serves as a guideline for the reviewers in order to ensure a fair and transparent assessment of the Master’s thesis for all participants of the Degree Programme.

|  |  |
| --- | --- |
| **Criteria** | **Detailed Questions** |
| **Definition and relevance of the research question** | * Is the research question precisely defined? * Is the research question relevant with respect to the existent literature? * Are the goals set high but attainable? |
| **Command of the topic** | * Have the cited works been selected not only appropriately but critically?   Is the number of relevant works cited sufficient and does it consist primarily of high-quality scientific publications?   * Is the literature ordered appropriately, in particular regarding theory, methodology, and empirical regularities? * Have the results been evaluated in light of the cited works and in that of prior research and theories on the topic? |
| **Methodology, Results and Conclusions** | * Are methodological choices appropriate and thoroughly justified? * Are models appropriately specified and described? * Are data sources, selection and scope fully described? * Are variables fully described, including, formal definitions, units summary statistics? * Are results fully described and interpreted regarding statistical, econometrical significance and relation to theories? * Are results checked for robustness? * Is the external validity of the results discussed? |
| **Contribution** | * Are presented results new? * Are results of interest to academia and/or industry? |
| **Presentation** | * Is the manuscript written in correct English and fluent style? * Does the structure follow a discernable logic? * Does the language facilitate the understanding of the content? * Are figures and tables illustrative and self-contained? |

**B) Criteria Definitive Points**

A meritorious Master’s thesis demonstrating very good skills in creating or applying technical or scientific knowledge would meet the following criteria:

* **Definition of the research question (scope and goals)**:
* The research question(s) has been precisely defined:
* the goals have been presented clearly, and the research scope is clearly defined, which indicates deep understanding of the topic.
* The goals are set high but are attainable.
* **Command of the topic:**
* The cited works have been selected not only appropriately but critically.
* the number of relevant works cited is sufficient, consisting primarily of high-quality scientific publications.
* The results have been evaluated in light of the cited works and in that of prior research and theories on the topic.
* In addition, the student demonstrated deep understanding of the research topic.
* **Methods and Conclusions:**
* The student demonstrates excellent command of the relevant research methods, uses appropriate and justified methods.
* The results are evaluated critically and examined from a variety of perspectives.
* The reliability and transferability of the results have been thoroughly evaluated, and the thesis may be based on exceptionally extensive empirical data.
* The research results provide thorough answers to the posed research questions.
* **Contribution to knowledge and thesis structure**:
* The results meet the standards of international conference publications, even though it is not necessary that the thesis contribute to new scientific knowledge.
* The thesis produces new results.
* The results are of interest to academia or industry or otherwise relevant to professionals in the field.
* **Presentation and language**:
* The appearance, presentation and language of the thesis are impeccable.
* The thesis is written in fluent, formal style.
* The language facilitates the understanding of the content, arguments are consistent throughout the thesis,
* Figures and tables are illustrative.

1. This version is the JGU-adapted version of the FORTHEM Template (final version, 17.2.2022) [↑](#footnote-ref-2)
2. This sample was created/ developed using textual elements written by other universities. [↑](#footnote-ref-3)
3. This explanation is in line with and oriented on the definition of EQAR, the European Quality Assurance Register for Higher Education (EQAR), see www.eqar.eu/kb/joint-programmes/definitions. [↑](#footnote-ref-4)
4. For cooperative Degree Programmes based on recognition of achievements in a “standard” programme which is already being offered at the Partner Universities, please check the template for Double Degree Programmes. [↑](#footnote-ref-5)