



## **DOUBLE DEGREE COOPERATION AGREEMENT**

between

**Corvinus University of Budapest**

and

**Babeş-Bolyai University Cluj-Napoca**

This agreement is made and entered into by and between the Faculty of Economics of Corvinus University of Budapest, hereinafter referred to as CUB, and the Faculty of Political, Administrative and Communication Sciences of Babeş-Bolyai University Cluj-Napoca, hereinafter referred to as BBU, hereinafter together referred to as 'the parties' in accordance with the following.

With this agreement, the parties agree to establish double degree programs for students of CUB studying the Hungarian-language MA in Public Policy and Management program or the English-language MA in Public Policy and Management program and for students of BBU studying the English-language MA in Public and Non-profit Institutions Management program or the English-language MA in Public Administration program.

The present agreement is to be realized within the framework of the bilateral institutional agreement for scientific and educational cooperation entered into by and between the Babeş-Bolyai University Cluj-Napoca represented by Prof. Nicolae Bocşan, Rector of the Babeş-Bolyai University Cluj-Napoca and Corvinus University of Budapest, represented by Prof. Tamás Mészáros, Rector of Corvinus University (2006).

The parties have established this agreement in accord with the legal frameworks of the countries concerned.

For CUB, the legal background of the contract's content is Act CCIV of 2011 and its execution regulation, Governmental Regulation 423/2012 (XII.29.) on the Hungarian higher education, along with Governmental Regulation 137/2008. (V.16) and Governmental Regulation 260/2012 (IX.14.) on foreign language competence, as certified by state acknowledged exams and nationalized language certificates from foreign institutions. The Study and Exam Regulations of

CUB accepted by the University's Senate on July 3, 2006, and modified several times since then, apply to all regular and exchange students of CUB.

For BBU, the legal background of the contract's content is the Law 288/2004 regarding Higher Education Studies, the Law of National Education 1/2011. For all regular and exchange students of BBU it applies the Regulation regarding the professional activity of the students from the Babeş-Bolyai University approved by the Senate Decision 210/SEN/4.07.2012.

In particular, the parties agree on the following:

1. At the beginning of the Fall Semester of the academic year 2014/2015, the parties launch a two-year, double degree Master (MA/MSc) programme comprising 120 European Credits (EC).
2. As a general rule, students enrolled into one of the partner institutions have to take minimum of 42 credits (excluding the thesis work) from courses taught by the other partner institution and specified by the Annex to this Agreement. The credits gained by the students at the home institution are recognized by the partner institution.
3. Each partner elects an Executive Committee to supervise and monitor the double degree programs. The committee is responsible for all academic and administrative issues and duties relating to the program.

The BBU committee is composed of the following members:

- Director of the PA Department (Head of the Committee)
- Directors of the three Master's tracks
- Secretary of the Committee

The CUB committee is composed of the following 3 members:

- Director of the Master Programs (Head of the Committee)
- One senior member of the faculty offering the programs, nominated by the Head of the Committee,
- Secretary of the Committee (nominated by the Head of Department)

Representatives of the two committees will meet in a joint meeting at least once a year to evaluate the program and update the partner on changes and developments (e.g. planned or desired changes in curricula). The two Committees together form the chief governing body of the double degree program, the Joint Executive Committee. Decisions by the Joint Executive Committee are made by a consensus between the two partner institutions as represented by the Executive Committees.

4. Parties agree that the members of faculty of CUB temporarily moves to Cluj-Napoca to teach the official CUB courses as specified annually by Joint Executive Committee. If necessary BBU faculty may temporarily move over to Budapest to teach the BBU

courses. These activities shall be regulated each year – together with the review of the Annex to this Agreement – by the Parties, in accordance with both partners' internal regulations and yearly course plans.

5. For the students of CUB participating in the Hungarian-language MA in Public Policy and Management program, the language of education during the instruction time spent at BBU in the double degree program is English. For the students of BBU, and for the students of CUB participating in the English-language MA in Public Policy and Management program, the language of education throughout the entire double degree program is English. Opportunity exists for the students of BBU who are proficient in Hungarian to participate in the Hungarian-language MA in Public Policy and Management program during the two instruction time spent at CUB.
6. The writing of the Master thesis will be jointly supervised by two academic supervisors (delegated by the Executive Committee of the respective partner institution) from the respective Master programs.
7. Students of the MA in Public Policy and Management programs at CUB, who pass the examinations and complete the graduation requirements of the CUB and BBU double degree program are awarded two Master degrees: An MA in Public Policy and Management from CUB, and an MA in Public and Non-profit Institutions Management or MA in Public Administration programs from BBU.
8. BBU students enrolled in the MA in Public and Non-profit Institutions Management or MA in Public Administration programs at BBU, who pass the examinations and complete all the graduation requirements of the CUB and BBU double degree programme are awarded two Master degrees: An MA in Public and Non-profit Institutions Management or MA in Public Administration programs from BBU and an MA in Public Policy and Management from CUB.
9. All graduates receive a joint certificate signed by the deans of the two Faculties, which states that the degree is awarded within the framework of the double degree Master program of CUB and BBU. Students completing any one of the specialization modules at CUB receive, in addition, a diploma supplement specifying the completed module(s).
10. The parties do not insist on maintaining reciprocal numbers of incoming and outgoing, enrolled double degree students between universities and MA programs.
11. CUB and BBU students are enrolled as full-time - fee-paying or non-paying (state funded) - students at the home university and they are registered as double degree students at both universities for the entire duration of the double degree program.

12. Both partner institutions offer tuition waivers to students received from the partner institutions. Students' obligation to pay other public dues or duties while studying at the partner institution remains unaffected.
13. All travel and accommodation costs, as well as incidental costs not covered by a grant are to be financed by the students themselves.
14. Incoming students at both universities need documentary proof of having health insurance coverage.
15. Students participating in the double degree programmes are eligible for Erasmus or other scholarship granted by states or institutions unless regulated by the fund-provider otherwise.
16. A bilateral (LLP) Erasmus exchange agreement has been in effect for several years between CUB (Faculty of Economics) and BBU (Faculty of Political, Administrative and Communication Sciences). Should one partner wish to send more double degree students studying for a double degree program, a modification of the LLP Erasmus agreement will be initiated to reflect the increase. The partners provide timely information to incoming and outgoing double degree students with regard to study abroad financing and scholarship possibilities.
17. Students from the partner institution are assisted by the host institution with practical issues such as accommodation, enrolment and course registration. Incoming international exchange and double degree students are invited by the host institution staff to participate in orientation programs and social events.
18. Double degree students shall comply with the education and examination rules and regulations of the institution responsible for the course concerned. In compliance with the examination rules and regulations of the host university, exams failed at the host university may be retaken at the home university under the supervision of the faculty, as stipulated in the curriculum. All exams retaken by the students are assessed by the examiner responsible for the (first) examination.
19. A detailed description of the structure, curriculum, course equivalencies, track and module content of the double degree programme for CUB and BBU students respectively is stated in Annex. Annex also contains the partners' agreements on the admission criteria for the double degree programme, the graduation regulations, the credit recognitions, the comparative grading, as well as administrative procedures.
20. The parties mutually assist and cooperate to ensure that the activities within the double degree program comply with all applicable laws.

21. No amendments to this agreement are valid until the authorized representatives of both partners agree on them and sign them. Amendments to the Annex are also to be prepared in writing and signed by the authorized heads of Executive Committee of both partner institutions.
22. The present agreement, will be in force for 7 years. Parties have to indicate their intention of terminating the agreement at least two years in advance. In case of termination students enrolled in the programs will be granted opportunity to meet all graduation requirements of both parties as stated in the agreement. The Parties agree that in Fall 2017 they will perform a systematic review of the double degree program, and evaluate the substantive, financial and organizational aspects. On the basis of this review they will – if deemed necessary – they will re-negotiate the terms and conditions of this Agreement.
23. The present agreement was prepared in English and in Hungarian and in Romanian, two copies each where the Hungarian and the Romanian versions are official translation of the English one.

In witness of the terms of the agreement, and intending to be legally bound, the signatures of the following authorized representatives of the two institutions are affixed.

**The signatories:**

**Corvinus University of Budapest  
Budapest, Hungary**

Dr. Zsolt Rostoványi  
Rector  
*Signatory:*

\_\_\_\_\_

Date: \_\_\_\_\_

**Corvinus University of Budapest  
Budapest, Hungary**

**Babeş-Bolyai University Cluj-Napoca  
Cluj-Napoca, Romania**

Dr. Ioan Aurel Pop  
Rector  
*Signatory:*

\_\_\_\_\_

Date: \_\_\_\_\_

**Babes-Bolyai University Cluj-Napoca  
Cluj-Napoca, Romania**

Dr. László Trautmann  
Dean  
Faculty of Economic Sciences

*Signatory:*

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Date: \_\_\_\_\_

Dr. Calin Hintea  
Dean  
Faculty of Political, Administrative and  
Communication Sciences

*Signatory:*

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Date: \_\_\_\_\_



## **ANNEX**

to the

### **DOUBLE DEGREE COOPERATION AGREEMENT**

between

**Corvinus University of Budapest**

and

**Babeş-Bolyai University Cluj-Napoca**

This Annex is an attachment to the double degree cooperation agreement between the Faculty of Economics (FEC) of Corvinus University of Budapest, hereinafter referred to as CUB, and the Faculty of Political, Administrative and Communication Sciences, hereinafter referred to as BBU, hereinafter together referred to as 'the parties'.

The double degree cooperation agreement involves the following four degrees:

- Hungarian language MA in Public Policy and Management of CUB
- English language MA in Public Policy and Management (equivalent with the Hungarian language program) of CUB
- MA in Public and Non-profit Institutions Management of BBU
- MA in Public Administration of BBU.

# 1 Course plans

The following tables contain the required core and specialization courses for BBU and CUB students, respectively. The tables contain only the equivalent courses of the respective programs/study tracks. Therefore both BBU and CUB students are shall, in addition to the courses listed here, complete additional courses in accordance with their home university's internal study regulations up to a total of 120 ECs.

## **1.1 Course plan for students studying in the “Public Services Management” track within BBU’s “MA in Public and Non-profit Institutions Management” on the one hand, and CUB’s “MA in Public Policy and Management” program, on the other**

BBU’s “Public Services Management”	CUB’s “MA in Public Policy and Management”
<b>Semester 1</b>	
Methods and research techniques in social sciences	Empirical Research Methods
Comparative public administration	Comparative public administration
Organizational theories	Organizational theories
NGO management	Civil Society and Organization in Transition
<b>Semester 2</b>	
Comparative administrative and European law	Comparative Administrative Law
Economics and public finances	Economics of the Public Sector
Public policy analysis	Comprehensive Public Policy Analysis
<b>Semester 3</b>	
Research Seminar	Thesis Work I
Project management	Managing and Controlling Public Projects
Human resources management	Managing Performance and Human Resources in Public Sector
<b>Semester 4</b>	
Research seminar II	Thesis Seminar II
Program evaluation	Program evaluation
Financial management	Public Financial Management



**1.2 Course plan for students studying in the “NGO Management” track within BBU’s “MA in Public and Non-profit Institutions Management” on the one hand, and CUB’s “MA in Public Policy and Management” program, on the other**

BBU’s “Public Services Management”	CUB’s “MA in Public Policy and Management”
<b>Semester 1</b>	
Methods and research techniques in social sciences	Empirical Research Methods
Organizational theories	Organizational theories
NGO management	Civil Society and Organization in Transition
<b>Semester 2</b>	
Economics and public finances	Economics of the Public Sector
Public policy analysis	Comprehensive Public Policy Analysis
<b>Semester 3</b>	
Research Seminar	Thesis Work I
Project management	Managing and Controlling Public Projects
Human resources management	Managing Performance and Human Resources in Public Sector
<b>Semester 4</b>	
Research seminar II	Thesis Seminar II
Program evaluation for NGOs	Program evaluation
Financial management	Public Financial Management

**1.3 Course plan for students studying in the “Economic Governance” track within BBU’s “MA in Public Administration” on the one hand, and CUB’s “MA in Public Policy and Management” program, on the other**

BBU’s “Public Services Management”	CUB’s “MA in Public Policy and Management”
<b>Semester 1</b>	
Methods and research techniques in social sciences	Empirical Research Methods
Comparative public administration	Comparative public administration
Organizational theories	Organizational theories
NGO management	Civil Society and Organization in Transition
<b>Semester 2</b>	
Comparative administrative and European law	Comparative Administrative Law
Economics and public finances	Economics of the Public Sector
Public policy analysis	Comprehensive Public Policy Analysis

<b>Semester 3</b>	
Research Seminar	Thesis Work I
Project management	Managing and Controlling Public Projects
<b>Semester 4</b>	
Research seminar II	Thesis Seminar II
Support tools for decision making	Public policy decision making
Public budgets	Public Financial Management

## **2 Curricula of the double degree programmes**

In the following both partner institutions provide the list of courses, from which students of the other institutions can choose in the upcoming academic year.

Students wishing to obtain the degree from the partner institution have to take a minimum of 42 ECs (excluding thesis work) from the partner institution's (that is, other than the home institution's) suggested core courses.

## **3 Application and admission procedures for the double degree programmes**

The Joint Executive Committee (members of the two Executive Committees) is responsible for setting the rules and conditions of application and admission procedures for the double degree program. The rules and conditions shall conform to the home university's application and admission procedures. The committees shall give timely information to the audience involved.

The Executive Committees nominate two two-member Admission Subcommittees – together forming the Admission Committee – in charge of organizing and implementing the admission procedure on behalf of the two partner institutions.

## **4 Appeal procedures**

Applicants who do not agree with the decisions of the Admission Committee (more clarification is needed) can place a written appeal to the Joint Executive Committee.

## **5 The comparative grading scale**

The table below shows the ECTS grades and definitions, as well as the equivalent grading scales of CUB and BBU.

<b>CUB Grading</b>		<b>Equivalent ECTS Grading</b>	
5	Jeles	A	Excellent
4	Jó	B	Good

3	Közepes	C	Satisfactory
2	Elégséges	D	Pass / Sufficient
1	Elégtelen	F	Fail*
-	Nemjelent meg	DNA	Did not attend*
-	Nemvizsgázott	I	Incomplete*
-	Aláírva	S	Signed*
-	Megtagadva		Refused*

Babes-Bolyai University Grading	Equivalent ECTS Grading	
10	A	Excellent
9	B	Good
7-8	C	Satisfactory
5-6	D	Pass
1-4	F	Fail*
Absent	DNA	Did not attend*
-	I	Incomplete*
-	S	Signed*
-	R	Refused*

## **6 The requirements and conditions for in the double degree program to gain the diploma at CUB**

The requirements of gaining the MA diploma in Public Policy and Management programme are as follows.

### **6.1 Getting the absolutorium**

The requirements of getting the absolutorium are as follows.

- a) Students are required to gain a total of 120 EC by completing courses as specified in Paragraph 2 of the Agreement. In order to award its degree CUB requires each student to fulfill all conditions specified by the curriculum of the student's home institution.

- b) Students need to have a weighted average of at least 3.00 (according to the CUB grading scheme) from the professional core courses and thesis seminars. The professional core courses are the following:

Economics of the Public Sector (or its BBU equivalent as defined in Section 1)
Organizational Theories (or its BBU equivalent as defined in Section 1)
Comparative Public Administration (or its BBU equivalent as defined in Section 1)
Public Policy Analysis (or its BBU equivalent as defined in Section 1)
Comparative Administrative and European Law (or its BBU equivalent as defined in Section 1)

## **6.2 Successful completion of the Comprehensive Exam**

Students are required to successfully complete the Comprehensive Exam. The Comprehensive Exam for students is compiled of the topics of the professional core courses (see above). The Comprehensive Exam is to be completed in the fourth semester at the home university at the time of the Thesis Defense (Final Exam).

## **6.3 Successful completion of the Final Exam**

Students are entitled to take the Final Exam (the oral defense of the Master thesis) if they got the absolutorium and successfully completed the Comprehensive Exam and the Master thesis they submitted has been accepted by both the CUB and the BBU markers.

# **7 The requirements and conditions for CUB students in the double degree program to gain the diploma at BBU**

## **7.1 Getting the absolutorium**

Students are required to gain a total of 120 EC by completing the courses of the programme

## **7.2 Successful completion of the Final Exam**

The Final Exam (the oral defense of the Master thesis) has to be completed with a grade of minimum six (6.00)

# **8 The double degree Master thesis: Preparation and defence**

The Master thesis of CUB and BBU double degree students is prepared in English in the second year of the respective CUB and BBU Master programmes.

### **8.1 Master thesis rules and regulations**

The rules and regulations of preparing the double degree Master thesis follow the rules and regulations that apply to all Master theses at the home university.

### **8.2 Master thesis procedure**

The parties agree that students conduct independent research, select their own thesis topic at their home university. The double degree Master thesis proposal is approved by the academic supervisors appointed by the respective Executive Committee at CUB and BBU.

### **8.3 Double degree Master thesis joint supervision and assessment**

To satisfy the requirements of both parties, double degree students defend their dissertation (thesis) individually in front of a joint BBU-CUB dissertation (thesis) committee comprising of (at least) 3 academic supervisors and co-assessors, (at least) one of whom is appointed by the partner. Regarding the further details and the evaluation of the diploma regulations of each partner institution shall apply.

## **9 The academic calendar**

The actual CUB academic calendar is published annually on the CUB website at <http://economics.uni-corvinus.hu/index.php?id=24423>.

In principle, the CUB academic year begins on the second Monday in September and ends mid-June. The first (autumn/winter) semester starts on the second Monday in September and ends on or around 31 January. The second (spring/summer) semester starts at the beginning of February and ends mid-June. A semester is divided into the following two blocks: The term time and the exam period.

The actual BBU academic calendar is published annually on the BBU website at [www.ubbcluj.ro](http://www.ubbcluj.ro)

In principle, the BBU academic year begins on the first Monday of October and ends mid-June. The first (autumn/winter) semester starts on the first Monday of October and ends around 10 February. The second (spring/summer) semester starts at the end of February and ends end of June. A semester is divided into the following two blocks: The term time and the exam period.

## **10 Amendments to annexes**

Amendments to this Annex will be made in writing and signed by the heads of the respective Executive Committees.

This Annex and the Amendments become effective on the date the last party signs.

In witness of the terms of the agreement, and intending to be legally bound, signatures of the following authorized representatives of the two institutions are affixed.

## **11 Contact persons**

The institutional contact persons nominated by the Parties are as follows:

- BBU: dr. Calin Hintea, Dean, Faculty of Faculty of Political, Administrative and Communication Sciences
- CUB: dr. György Hajnal, Academic Director, Faculty of Economics

**The signatories:**

**Corvinus University of Budapest  
Budapest, Hungary**

**Babes-Bolyai University Cluj-Napoca  
Cluj-Napoca, Romania**

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*Programme Director*

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*Programme Director*

*Signatory:*

*Signatory:*

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\_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_