



DUAL MASTER'S DEGREE AGREEMENT

FOR

**THE MASTER OF ARTS IN EUROPEAN, RUSSIAN AND EURASIAN STUDIES AT
CARLETON UNIVERSITY**

AND

**THE MASTER PROGRAM IN EUROPEAN STUDIES AT
UNIVERSITE CATHOLIQUE DE LOUVAIN and UNIVERSITE SAINT-LOUIS - BRUXELLES**

PREAMBULE

In accordance with Carleton University's Dual Master's Degree Policy and with the procedures followed in compliance with the "Décret du 7 novembre 2013 définissant le paysage de l'enseignement supérieur et l'organisation académiques des études en Communauté française de Belgique » for the Université catholique de Louvain and the Université Saint-Louis - Bruxelles, the present agreement is made between:

Carleton University (CU), 1125 Colonel By Drive, Ottawa, Ontario, K1S 5B6, Canada, represented by Professor Alastair SUMMERLEE, President and Vice-Chancellor,

And

The Université catholique de Louvain (UCL), Place de l'Université, 1, 1348 Louvain-la-Neuve, Belgique, represented by Professor Vincent BLONDEL, rector,
The Université Saint-Louis – Bruxelles (USL-B), Boulevard du Jardin Botanique, 43, 1000 Bruxelles, represented by Professor Pierre JADOUL, rector

In order to establish a Dual Master's Degree Pathway under the following terms and conditions for the Master of Arts program in European, Russian and Eurasian Studies (EURUS) at CU and the Master program in European Studies at UCL/USL-B whereby both institutions recognize the validity of the Dual Master's Degree Pathway established and that of the resulting Master's degrees.

THE FOLLOWING HAS BEEN AGREED

Article 1 – Program Management

The three universities will each designate two academic and one administrative person in charge of the Dual Master's Degree Pathway. These will manage the program jointly and will act as steering committee.

For UCL, the academic and administrative persons in charge are:

- The Head of the School for European Studies ;
- The President of the Jury for the related program ;
- The Administrative Head of the School for European Studies

For USL-B, the academic and administrative persons in charge are:

- The Head of the Institute of European Studies ;
- The Director of the Institute of European Studies ;
- The Administrative Head of the Institute of European Studies

For CU, the academic and administrative persons in charge are:

- The Director of EURUS
- One further EURUS faculty member, nominated by the Director
- The Administrator of EURUS

Article 2 – Students admission, applications and selection criteria

2.1. Admission criteria

Admissions to a Dual Master's Degree Pathway will adhere to the normal program admission criteria of both institutions. UCL/USL-B and CU will each select up to three students per year for the Dual Master's Degree. They will make this selection autonomously, in accordance with general guidelines jointly defined by the steering committee and according to the regulations of the selecting institution. Students will be selected based on academic merit, past work and extracurricular activities; successful candidates will be required to demonstrate strong motivation to participate in the program.

2.2. Application

Before the beginning of mobility to the partner institution, students will be required to submit to the steering committee:

- Names of the supervisors selected for their Research Essay (called thesis for UCL/USL-B)
- Outline of the Research Essay (called thesis for UCL/USL-B)
- Proof of health coverage and legal liability coverage
- Proof of language proficiency

All applicants whose first language is not English must satisfy this requirement in one of the following ways:

- To present an official Test of English as a Foreign Language (TOEFL) score of 580 on the paper-based test (PBT), or an overall score of 86 on the internet-based test (IBT) with a minimum score in each component of: writing-22; speaking-22; reading-20; and listening-20; or
- To present an official overall International English Language Testing System (IELTS) score of 6.5, with a minimum of 6.0 in each band score; or
- To present official certification (transcripts) to indicate that they have completed an undergraduate or graduate degree within the past three years in a university in Canada, the United States, the United Kingdom or any other country in which the primary language is English, and where the language of instruction in the relevant educational institution was exclusively English.
- For further details about CU authorized language proficiency proves please refer to this link:
<https://calendar.carleton.ca/grad/gradregulations/administrationoftheregulations/#3>

A2 level in French is highly recommended for the year spent at UCL/USL-B (referring to the Common European Framework of reference for languages - CEFR).

2.3. Selection

Selected students will have to be officially approved by the partner institution and meet requirements in terms of formal application to the programs within the deadlines imposed by each partner institutions for the admission process.

Each partner will announce its selection at the latest by March 1st of the academic year preceding student's mobility. The admission process at the host institution will have to be completed by the student at the latest by April 30th of the academic year preceding student's mobility.

A balance will be maintained with regard to number of students from each institution who participate in the program. Although this balance is not expected to be maintained in each year, it will be maintained over each five-year period. The maximum number of Dual Master's students to participate in the program each year is three students from each side (CU and UCL/USL-B).

Article 3 – Registration, Fees

Students selected by CU ("home" institution) who participate in the Dual Master's Degree Pathway must be registered and regularly enrolled, for the entire duration of the program, in the Master of Arts in European, Russian and Eurasian Studies at CU. For the year they spend at UCL/USL-B ("host" institution), they will be regularly enrolled in the Master program in European Studies at UCL/USL-B.

Students selected by UCL/USL-B (“home” institution) who participate in the Dual Master’s Degree Pathway must be registered and regularly enrolled, for the entire duration of the program, in the Master program in European Studies at UCL. For the year they spend at CU (“host” institution), they will be regularly enrolled in the Master of Arts in European, Russian and Eurasian Studies at CU.

Students participating in a Dual Master’s Degree Pathway are admitted as full-time students in both institutions. For each student, one institution serves as the “home” institution and the other as the “host” institution. Students will only pay tuition fees to their “home” institution and will not be required to make such payments to the “host” institution. However, the following fees will apply at the “host” institution:

The “host” students at UCL/USL-B will pay administrative registration fees (including the fees for file management, insurance and for the registration to the examinations) which in 2017-2018 amount to 66 euros per academic year.

The “host” students at CU will pay miscellaneous fees (Graduate Students’ Association, Athletics Fee, Health and Counselling Fee, Omnibus Fee, Career Development Fee, The Charlatan Fee), which in 2017-18 amount to approximately \$250 per term. Further fees will apply for UHIP (health insurance plan) and the UPass (bus and light rail pass).

Article 4 – Study program

4.1. Programme Length and Credit Conversion

The expected duration of the program is two years. The duration of residency at each partner institution is a minimum study period of two terms.

The program will consist of 6 terms/quadrimesters amounting at a minimum of 120 ECTS for UCL and at a minimum of 6 credits for CU. The program has been built with a conversion factor of 1 CU course equals to 2 UCL courses (0.5 CU credits are equal to 10 ECTS). Details of the credit conversion are laid out in the attached study plans. Any exceptions to that rule are due to content equivalence approved by the program steering committee. Regarding the Research Essay (thesis at UCL), the relative weight of the Research Essay is higher at CU than at UCL and the above conversion rate does not apply.

4.2. Programme Curriculum

The Parties agree that the curriculum of the Dual Master’s Degree program (see study plans attached) and any possible changes to the curriculum will be agreed upon by the respective institutions with the aim of ensuring program coherence and academic quality. The curriculum will also meet the minimum requirements set by the respective Faculty Boards, in accordance with the Canadian and the Belgian (“Communauté française de Belgique”) laws. It is agreed that the Dual Master’s curriculum and the degree awarded by the Parties may change according to the changes in the academic offering and in the study plans offered by the Partner Institutions. Each institution can propose changes to the study plans; if the partner institution accepts the proposal by sending a formal approval, the study plans will be officially updated.

The curriculum is valid as long as no new legal measures or decisions at the University level are introduced. In case of such legal modifications, the steering committee will communicate and modify the study plan in accordance with the legal modifications. This agreement will be modified accordingly.

4.3. Study Periods

The academic calendars differ at the partner's institutions.

At UCL/USL-B, the academic year is composed of three quadrimesters:

- Quadrimester 1 (Q1) from September to January
- Quadrimester 2 (Q2) from February to June
- Quadrimester 3 (Q3) from July to September (composed of examinations sessions, personal work, etc.)

At CU, the academic year is composed of three terms:

- Fall term from September to December
- Winter term from January to April
- Summer term from May to August.

The student's normal academic pathway and student schedule at each institution is as follows:

Home: CU

Activities Residency

[Fall term] at CU

[Winter term] at CU

Optional: [Summer term] at CU

[Q 1] at UCL

[Q 2] at UCL

Optional: [Q3] at UCL or [Summer term] at CU

Home: UCL/USL-B

Activities Residency

[Q 1] at UCL

[Q 2] at UCL

[Q 3] at UCL

[Fall term] at CU

[Winter term] at CU

Optional: [Summer term] at CU or [Q3] at UCL

4.4. Courses

The detailed study plans can be found in Annex A.

4.5. Research Essay (thesis at UCL/USL-B), and Examination

The Research Essay (called thesis at UCL/USL-B) leads to a single evaluation recognized by both participating institutions. The evaluation includes a single oral defense. The language of the

thesis manuscript and the oral defense will be English. The examining committee is appointed mutually by both participating institutions according to each one's academic regulations.

All students will complete only one research essay/thesis that will be co-supervised by one professor of UCL/USL-B and one professor of CU. The topic and choice of supervisors must be approved by the steering committee. This approval is based on a research essay/thesis proposal put together by each student in their first academic year; the approval should normally take place either at the end of a student's first academic year or at the beginning of a student's second academic year.

The research essay/thesis defense will take place by Skype/Video conference at the institution where the student is based when the research essay/thesis is complete; it will follow this institution's regulations. The examination committee will be composed of:

- The co-supervisors (one from UCL/USL-B, one from CU)
- One additional member from each program
- A Chair from the student's home institution.

The Research Essay/thesis will be given a single grade, expressed in each university's grading system using the conversion table above. Possible appeals against Research Essay/thesis grades will be decided by the steering committee.

4.6. Submission, Description and Reproduction of Research Essay

These will comply with the regulations in effect at each institution.

Article 5 – Jury, Grade and Diploma

5.1. Grade transfer

After each semester, the partners will provide each other's academic authorities with transcripts summarizing grades and credits for each course or module passed by the participating students at the respective institution.

Courses completed at the partner Institution will be accredited by each party based on applicable university policies. Where these policies require a conversion of the partner's examinations grades, the conversion table below will be used. This conversion table is also applied to the grading of the students' Research Essay (called thesis at UCL). The conversion table can be modified according to the changes in the grading system and in the distribution. The conversion could be the object of further discussion between the partners and can be reviewed by each partner with notice. This correspondence table will be communicated to all students enrolled.

CU Grading system		UCL Grading system	
12	A+	20*	A
12	A+	19	A
11	A	18	A

11	A	17	A
11	A	16	B
10	A-	15	B
10	A-	14	C
9	B+	13	C
9	B+	12	D
8	B	11	D
7	B- (minimum passing grade)	10	E
<6	C+, C, C- D+, D, D- F	<10	F

5.2. The jury

The examination Jury is composed of all the professors involved in the joint program. The presidency and secretariat are assumed by the head of the programs at UCL/USL-B.

The examination Jury has the following missions:

- Manage and supervise the academic path of the student
- Decide on issues related to the student's academic path
- Approve the marks conversion
- Examine the student's academic path and its compliance with each regulation at the end of the graduate program
- Grant the final average and mention for the issuance of the diploma.

The jury can meet by videoconference.

5.3. Issuing of Diplomas

Upon a favorable verdict by the examination Jury, and once all other degree requirements as outlined in the study plans have been completed, UCL/USL-B agrees to confer the title of "Master 120 en études européennes à finalité spécialisée: Gouvernance et sociétés européennes" to the student and issue the corresponding degree

and

upon a favorable verdict of the examination Jury, once all other degree requirements as outlined in the study plans have been completed, and with the approval of Carleton University Senate, CU agrees to confer the title of "Master of Arts in European, Russian and Eurasian Studies" to the student and issue the corresponding degree.

The wording of each parchment will mention the partner institution and the Dual Master's Degree agreement.

The diploma issued by UCL/USL-B will be in French. The diploma issued by CU will be in English.

The diploma supplement will be issued by UCL/USL-B as a single document comprising information that is usually present on the regular supplement.

Article 6 – Duration of Agreement and Termination

This Agreement will be in effect for five years from the beginning of the academic year 2018-19. The Agreement can, however, be terminated by either party at any time subject to twelve months prior written notification to the other party. Students participating in the Dual Master’s Degree Pathway at that time will be allowed to complete the requirements of the programs.

SIGNATURES

The present is established in four (4) copies (English version).
Signed at Ottawa, (date).

CARLETON UNIVERSITY	UNIVERSITE CATHOLIQUE DE LOUVAIN	UNIVERSITE SAINT-LOUIS - BRUXELLES
<p>Prof. Alastair SUMMERLEE President and Vice-Chancellor</p> <p>-----</p> <p>Dated:</p>	<p>Prof. Vincent BLONDEL UCL Rector</p> <p>-----</p> <p>Dated:</p>	<p>Prof. Pierre JADOUL USL-B Rector</p> <p>-----</p> <p>Dated:</p>
<p>Prof. Matthias NEUFANG Dean Faculty of Graduate and Postdoctoral Affairs</p> <p>-----</p> <p>Dated:</p>	<p>Prof. Sébastien VAN BELLEGEM Dean Faculty of Economics, Social, Political Sciences and Communication - UCL</p> <p>-----</p> <p>Dated:</p>	<p>Prof. Denis DUEZ Head Institute of European Studies – USL-B</p> <p>-----</p> <p>Dated:</p>
<p>Prof. André PLOURDE Dean Faculty of Public Affairs</p> <p>-----</p> <p>Dated:</p>		

<p>Prof. Achim HURRELMANN Director and Graduate Supervisor Institute of European, Russian and Eurasian Studies</p> <p>-----</p> <p>Dated:</p>	<p>Prof. Edoardo TRAVERSA Head School of European Studies - UCL</p> <p>-----</p> <p>Dated:</p>	
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ANNEX 1 / STUDY PLANS

A. General requirements

Thesis/Research Essay requirements: To satisfy the requirements of the EURUS MA, students must use at least five sources in a European language other than English in their thesis/research essay. Students whose thesis or research essay involves research with human subjects (surveys, interviews, focus groups, etc.) must obtain ethics clearance from Carleton's [Office of Research Ethics and Compliance](#).

Language requirements: By the end of their studies, students need to demonstrate reading proficiency in a European language other than English; they must use research sources in that language in their Research Essay. Reading proficiency is demonstrated through a translation exam administered at CU or by successfully completing language courses specified in the CU Graduate Calendar. Native speakers can be exempted from the translation exam.

B. Study plan for students selected by CU

Year 1 at Carleton University		
September-December		
Code	Title	credits
EURR5001A	Interdisciplinary Seminar in European, Russian and Eurasian Studies, EU Stream	0.5
	Two courses from the electives list (see below**)	1.0
January-April		
Code	Title	credits
EURR 5010A	Research Design and Methodology in European, Russian and Eurasian Studies	0.5
	Two courses from the electives list (see below**)	1.0
May-August		
Optional; students may complete elective credits in the Summer term if not completed in Fall or Winter		
EURUS language requirement (see general remark on language requirements)		
Total number of credits Year 1		3.0 / 58 ECTS (see table of equivalences)

****Electives list Carleton University**

EURR 5003	Social and Political Perspectives in Europe
EURR 5102	The International Political Economy of Transition
EURR 5104	European Integration and European Security
EURR 5105	European Economic Integration
EURR 5106	Selected Topics in European Integration Studies

EURR 5108	Canada-EU Relations: Summer Module
EURR 5109	The EU in International Affairs
EURR 5205	The European Union and its Eastern Neighbours
EURR 5303	Contemporary Europe: From Postwar to the European Union
EURR 5304	Europe and International Migration
EURR 5302	EU Summer Study Abroad

Year 2 at UCL-USL-B		
September-January		
Code	Title	credits
LEUSL2022	Institutional Law of the EU	6
LLSMS2060	European Economic Policy	5
LEUSL2016	Europeanisation of national political systems	3
LEUSL2023	Substantive Law of the EU	6
LLSMS2018	European Corporate Governance	5
	3 among / First or Second Term (see list below**)	15
January-June		
Code	Title	credits
LEUSL2104	Economic and monetary union	5
LEUSL2051	Interdisciplinary seminar Thinking Europe	5
LEUSL 2000 B	Thesis	12
Total number of credits Year 2		62 ECTS / 3.0 (see table of equivalences)

****Elective list UCL/USL-B**

LEUSL2043	History of European Integration (T1)
LLSMS2064	European Public Affairs (T2)
LEUSL2304	Comparative analysis of regional integration processes (Europe, Asia, America) (T1)
LEUSL2106	Regional Policy
LSPRI2650	Geostrategy (T1)

C. Study plan for students selected by UCL/USL-B

Year 1 at UCL-USL-B		
September-June		
Code	Title	credits
LEUSL2010	Political Theories and regime of the EU	5
LEUSL2051	Interdisciplinary seminar "Thinking Europe"	5
LEUSL 2043	History of the European Integration	5
LEUSL2012	Actors of the European Political System	5
LEUSL2107	Current European Topics 1	3
LEUSL2012	External action of the EU	5
LEUSL2030	Economic and Social Integration in Europe	5
LEUSL2022	Institutional law of the EU	6
LEUSL2023	Substantive law of the EU	6
LLSMS2060	European Economic Policy	5
LGLOR2524	East and West: identity, tradition, modernity	3
	Language courses	4
LEUSL2000A	Thesis Part 1	3
Total number of credits Year 1		60 ECTS / 3.0 (see table of equivalences)

Year 2 at Carleton University		
September-August		
	Four courses from the elective list (see below)**	2.0
EURR5908	Research Essay	1.0
Total number of credits Year 1		3.0 / 60 ECTS (see table of equivalences)

****Electives list Carleton University**

EURR 5003	Social and Political Perspectives in Europe
EURR 5102	The International Political Economy of Transition
EURR 5104	European Integration and European Security
EURR 5105	European Economic Integration
EURR 5106	Selected Topics in European Integration Studies
EURR 5108	Canada-EU Relations: Summer Module
EURR 5109	The EU in International Affairs
EURR 5205	The European Union and its Eastern Neighbours
EURR 5303	Contemporary Europe: From Postwar to the European Union
EURR 5304	Europe and International Migration
EURR 5302	EU Summer Study Abroad