

Double Degree Agreement

on

**Master in Civil Engineering – Building
Construction/
Master in Civil Engineering – Industrial and Civil
Construction**

between

Polytechnic of Leiria, Portugal

and

**Azerbaijan University of Architecture and
Construction**

The Polytechnic of Leiria, represented by the President **Rui Filipe Pinto Pedrosa** and the Azerbaijan University of Architecture and Construction, hereinafter referred as AzUAC, represented by the Rector Prof. **Gulchohra Mammadova**.

Agree on the following terms regarding a **DOUBLE DEGREE PROGRAMME** on Master in Civil Engineering – Building Construction / Master in Civil Engineering – Industrial and Civil Construction.

1. PURPOSE OF THE AGREEMENT AND RELEVANCE FR THE PROJECT

The aim of this agreement is to establish a double degree programme with regard to these official degrees:

- a) Master in Civil Engineering – Building Construction official degree of the current academic offer of Polytechnic of Leiria.
- b) Master in Civil Engineering – Industrial and Civil Construction, official degree of the current academic offer of AzUAC.

By means of this agreement, students enrolled in one of these programmes could be awarded with both degrees, providing that they fulfil the conditions and requirements established in the following clauses.

The double degree set up by this agreement is intended to be a relevant academic tool to achieve the following basic objectives in the field of Civil Engineering:

- a) To promote the reform and modernisation of higher education in Azerbaijan.
- b) To enhance the quality and relevance of higher education in Azerbaijan
- c) To build up the capacity of higher education institutions in Azerbaijan and Portugal, in particular for international cooperation and for a permanent modernisation process, and to assist them in opening themselves up to society at large, the world of work and the wider world.
- d) To foster the reciprocal development of human resources in both institutions.
- e) To enhance networking among IPL and AzUAC.
- f) To enhance mutual understanding between peoples and cultures of Portugal and Azerbaijan.

2. MUTUAL CREDIT RECOGNITION UNDER THIS AGREEMENT

Students taking part in this double degree programme will have to get a total of 120 ECTS credits to be awarded with both degrees. Part of those total ECTS credits must be earned at the student's home institution and other part at the other Higher Education Institution (HEI) involved in this double degree programme.

All the ECTS credits and grades awarded by one HEI to students taking part in this double degree programme will be fully recognized by the other institution, according to the terms and conditions established in the Annex to this agreement.

3. DOUBLE DEGREE STUDY PROGRAMME

Students participating in the double degree programme must follow the study programme set out in this agreement's Annex in order to be awarded with both degrees.

The administrative procedure to obtain each official degree after having completed the study programme is defined and managed by the issuing institution.

A new edition of the double degree programme will take place every academic year, only provided that both titles are officially implemented during that year at the partner institutions.

It is agreed and understood that each HEI has the right and responsibility to make changes to its curricula to meet accreditation standards. Any such changes that impact upon the Double Degree program will be promptly and duly communicated to the other HEI in writing.

4. NUMBER OF STUDENTS

Every year a maximum number of 5 students from each party will take part in this double programme. Each partner institution will reserve the necessary places for these students in the programmes affected by this agreement.

This number may be increased by mutual written consent.

5. ENROLMENT CONDITIONS

Both institutions will set up a proper internal procedure to select the students that will take part in the double degree among those enrolled in the degrees affected by this agreement. The conditions of access to the double degree will be stipulated by each institution.

A) ENGLISH LEVEL

In any case, every student taking part in this programme must, at least, accredit a CEFRL «B1» level in English language.

Students will accredit their language level by means of internationally wholly recognised certificates (Cambridge, TOEFL, IELTS, TELC, etc.) or official certificates at the students' home country.

Students without one of the aforementioned certificates could be exceptionally admitted to the double programme, provided that both universities agree on an assessment procedure to ensure that they have the proper language level.

B) REGISTRATION PROCEDURE

AzUAC will communicate to the Polytechnic of Leiria by 20th July a list with the name, passport and other relevant data of all the students taking part in this programme each year. All the students included in this list will be also registered as ordinary degree seeking students at IPL institution in September.

The Polytechnic of Leiria will communicate to AzUAC by 20th July a list with the name, passport and other relevant data of all the students taking part in this programme. All the students included in this list that fulfil the master's requirements will be also registered as ordinary degree seeking students at AzUAC in September.

The dates established in the previous paragraphs could vary. Each institution will give notice to its partner of any change regarding those dates as soon as they happen.

C) TUITION FEES

a) Fees and taxes when the same number of students from each HEI takes part in the programme

As long as an equal number of students from each HEI take part in the double programme during the same period, these students will pay only their regular tuition fees and taxes at the home institution. No further tuition costs will be charged by the host institution, except for the following:

- At IPL, students from AzUAC will have to pay 160.00 € for the application fee plus 3 € for the school student insurance.
- At IPL, students from AzUAC will have to pay 25.00 € when they finally request the official certificate from the Polytechnic of Leiria 100 € if they request the official diploma. Certificates with the discrimination of the subjects will cost 10.00 €.
- At AzUAC, students from the Polytechnic of Leiria should pay 40 manat of immigration fees, 75 manat of medical fees, 5 manat for student card, and 10 manat for additional services.

b) Fees and taxes when there are more students from AzUAC than from the Polytechnic of Leiria taking part in the programme

Each additional students coming from AzUAC will pay the following fees at the Polytechnic of Leiria at the beginning of the second year of the double programme:

- Tuition fees corresponding to official local regulations for 1 year master: 697.00 € per year.
- 160.00 € for the application fee plus 3 € for the school student insurance.
- 25.00 € when they finally request the official certificate from IPL. 100 € if they request the official diploma.

- Certificates with the discrimination of the subjects will cost 10.00 €.

The prices and fees could vary from year to year due to governmental or both institutions decisions. The Polytechnic of Leiria undertakes to communicate to AzUAC any change regarding fees and taxes as soon as it is officially published.

c) Fees and taxes when there are more students from IPL than from AzUAC taking part in the programme

Each additional students coming from the Polytechnic of Leiria will pay the following tuition fees at AzUAC at the beginning of the first year of the double programme:

- Tuition fees corresponding to official local regulations for 1 year master: 697.00 € per year.
- Additionally students will have to pay 40 manat of immigration fees, 75 manat of medical fees, 5 manat for student card, and 10 manat for additional services.

These prices and fees could vary from year to year due to governmental decisions. AzUAC undertakes to communicate to IPL any change regarding fees and taxes as soon as it is officially published.

For all purposes, students will be considered as students enrolled at the two HEI.

6. MANDATORY STUDENT MOBILITY

Mobility in accordance to this agreement's clauses is mandatory for every student taking part in the double degree programme. Teaching staff mobility could be eventually required as well.

Whenever available, student and teaching staff mobility will be carried out under the Erasmus+ programme. The parties agree on establishing a specific Erasmus+ exchange agreement suitable to implement this provision.

Should the Erasmus+ programme be not available to finance the mobility, this double degree agreement, in itself, is considered by both parties a valid agreement for exchanging students and staff. These exchanges will take place according to the following terms:

6.1. Duration of student exchanges

The exchange period shall not exceed the provisions of the learning programme included in the Annex.

6.2. Exchange conditions

- a) Exchange students will conform to the requirements established in this agreement and will be subject to all the rules and procedures of the home and the host institutions.
- b) Exchange students will be enrolled as regular degree seeking students in the programme of the host institution affected by this agreement. During the exchange
- c) Period all of them will be registered and attend the courses and activities established in the learning programme included in the Annex.
- d) Exchange students will be provided with the same academic resources and supporting services as normally provided to regular students at the host institution of the same academic level.
- e) Exchange students shall take out appropriate health, life and non-life insurance.
- f) Both institutions undertake to award official transcripts of academic records to the students. These transcripts shall be communicated to the other party in order to get the full academic recognition established in section 2.
- g) The host institution will help exchange students in the search of accommodation by providing all the available information.

6.3 Financial Responsibilities

Exchange students will be responsible for the payment of housing-related costs, transportation, food, life, non-life and medical insurance, medical treatment and all other personal expenses.

7. FACULTY EXCHANGES

Both parties agree on the possibility of exchanging Faculty. This mobility will be governed by specific arrangements between the parties. The details of such arrangements will be negotiated at the appropriate time, according to the academic needs of the double programme and the available funding.

8. ACADEMIC COMMISSION

In order to ensure the good development of the double degree programme, an Academic Commission will be formed including the coordinators of both degrees and one additional representative named by each institution.

This Academic Commission will be responsible to examine the efficiency of the learning programme and the academic results achieved by the students, as well as the resources supplied by both institutions.

The Academic Commission will also be in charge of suggesting modifications suitable to improve the programme quality. The members of this Commission will meet, either personally or on-line, at least once a year.



The signature of this agreement does not mean any financial commitment for any of the parties.

10. PROCEDURE FOR DISPUTE RESOLUTION

The parties agree to resolve any dispute arising from the interpretation or performance of the present agreement by common consent. In case that the dispute could not be solved that way, it will be resolved by arbitration of a technical commission formed by three members. Each party will designate a member of the arbitration commission and the third member will be agreed by both parties.

11. ENTRY IN FORCE AND DURATION OF THE AGREEMENT

The present agreement shall entry in force after being signed by both parties.

The agreement is valid for a period of 5 years and may be renewed for identical periods with the express written consent of the two parties.

The parties may terminate this Agreement with immediate effect, due to the determinations of national authorities.

12. CONTACT DATA FOR NOTICES REGARDING THIS AGREEMENT:

Polytechnic of Leiria

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Position: Vice-president of Polytechnic of Leiria

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Azerbaijan University of Architecture and Construction:

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In witness whereof, the present agreement is signed in duplicate by the official representatives of both institutions.



Prof. Guichohra Mammadova

Rector
Azerbaijan University of Architecture and Construction

Date: _____



Rui Filipe Pinto Pedrosa

President
Polytechnic of Leiria

Date: _____

ANNEX

STUDY PROGRAMME

Section 1

- The study programme for the students participating in the Double Degree whose home institution is **AzUAC**, are provided in the following table:

Semester	Chairs	ECTS
1 (AzUAC)	Foreign language	6
	Modern problems of civil engineering	4
	Methodology and history of civil engineering	2
	Stability of building and facilities	4
	Inspection and earthquake tests of buildings and facilities	6
	Foundations calculation and design	10
		32
2 (AzUAC)	Management, organization and technology of construction	6
	Block 1:	
	1) Engineering reinforced concrete constructions;	
	2) Spatial reinforced concrete constructions.	10
	Block 2:	
	1) Specialized metal constructions;	
	2) Multistory buildings metal construction calculations.	8
	Block 3:	
	1) Computer programmes for construction facilities calculations;	
	2) Construction facilities modern numerical calculation methods.	6
		30
3 Polytechnic of Leiria	Elective ¹	28
		28
4 (AzUAC)	Scientific practice	6
	Pedagogical practice	6
	Dissertation*	18
		30
TOTAL		120

*Co-supervision by one Polytechnic of Leiria Professor

¹ The students will have to choose a minimum of 28 ECTS of the following chairs:

Elective chairs Polytechnic of Leiria	ECTS
Pre-stressed Structures and Prefabrication	6
Support Structures and Improvement of Soil	6
Pathology and Rehabilitation of Buildings	6
Dynamic Analysis and Earthquake Engineering	6
Urban Hydraulics	6
Coatings and Finishings	6
Sustainable Construction	6
Construction and Maintenance of Road Pavements	6

- The study programme for the students participating in the Double Degree whose home institution is the Polytechnic of Leiria, are provided in the following table:

Semester	Chairs	ECTS
1 Polytechnic of Leiria	Dynamic Analysis and Earthquake Engineering	6
	Construction and Maintenance of Road Pavements	6
	Urban Hydraulics	6
	Coatings and Finishings	6
	Sustainable Construction	6
		30
2 Polytechnic of Leiria	Safety and Quality in Construction and Projects	6
	Wood and Masonry Structures	6
	Modelling and Evaluation of Structures	6
	Environmental Comfort in Buildings	6
	Elective ¹	6
		30
3 (AzUAC)	Elective ²	18
3 and 4 Polytechnic of Leiria	Elective*, ²	42
TOTAL		120

* The student should pick from Dissertation, Project or Internship. Co-supervision by AzUAC Professor and Defence in the Polytechnic of Leiria

¹ The students will have to choose one (1) of the following chairs:

Elective chairs Polytechnic of Leiria	ECTS
Real Estate Valuation and Maintenance of Buildings	6
Steel and Mixed Structures	6
Mobility Planning and Management	6
Fire Safety	6
Water Treatment Systems	6
Real Estate Valuation and Maintenance of Buildings	6

² The students will have to choose a minimum of 18 ECTS from Block 1 and one chair from Block 2:

Block 1		Block 2	
Chair	ECTS	Chair	ECTS
Reconstruction and technical exploitation of buildings and engineering systems	10	Project	42
Theory and design of buildings and facilities	10	Dissertation	42
Modern problems of civil engineering	4	Internship	42
Stability of buildings and facilities	4		
Inspection and earthquake tests of buildings and facilities	10		
Foundations calculation and design	10		

- Entrepreneurship: Each student taking part in the double programme will be offered, in the Polytechnic of Leiria for free, a course on International of Entrepreneurship. This course will be considered as an option part of the double programme. It is intended to strengthen the students' skills and competences to plan, design, develop and manage business activities related to environmental sciences.

- The Master in Master in Civil Engineering – Building Construction takes place at the School of Technology and Management of the Polytechnic of Leiria, from Monday to Friday, according to schedules established for every academic year.

- The Master in Civil Engineering – Industrial and Civil Construction takes place University of Architecture and Construction, Baku, Azerbaijan, from Monday to Friday according to schedules established for every academic year.

Section 2

The learning programmes described in the previous section follow these criteria:

1. Students enrolled at AzUAC

- The Polytechnic of Leiria gives recognition to 62 ECTS obtained by the student in Master in Civil Engineering – Industrial and Civil Construction at AzUAC, during the first year, for the 60 ECTS corresponding to the first year of the Master in Civil Engineering – Building Construction.

- AzUAC gives recognition to 28 ECTS obtained by the student in Master in Civil Engineering – Building Construction at Polytechnic of Leiria, during the first semester of the second year, for the 30 ECTS corresponding to the first semester of the second year of the Master in Civil Engineering – Industrial and Civil Construction

- The Polytechnic of Leiria gives recognition to 30 ECTS obtained by the student in Master in Civil Engineering – Industrial and Civil Construction at AzUAC, during the second semester of the second year, for the 30 ECTS corresponding to the second semester of the second year of the Master in Civil Engineering – Building Construction..

2. Students enrolled at Polytechnic of Leiria

- AzUAC gives recognition to 102 ECTS obtained by the student in Master in Civil Engineering – Building Construction at Polytechnic of Leiria (subjects of the 1st and 2nd semesters (60 ECTS) and the Project/Dissertation/Internship (42 ECTS)), for the 102 ECTS corresponding to first semester of the first year of the Master in Civil Engineering – Industrial and Civil Construction

- The Polytechnic of Leiria gives recognition to 18 ECTS obtained by the student in Master in Civil Engineering – Industrial and Civil Construction at AzUAC, during the 3rd semester, for the 18 ECTS (subjects of the 3st semester) of the Master in Civil Engineering – Building Construction

Section 3

The weighted average of the students' grades obtained at AzUAC will be assigned, as its grade, to each of the the Polytechnic of Leiria courses passed by means of recognition according to the following table.

Grade description	AzUAC	IPL
<i>Excellent</i>	91-100	19-20
<i>Very Good</i>	81-90	17-18
<i>Good</i>	71-80	15-16
<i>Satisfactory</i>	61-70	13-14

<i>Sufficient</i>	51-60	10-12
<i>Fail</i>	0-50	0-9
<i>Failed to appear</i>	No grade	No grade

Any possible conflicts about the mechanism of grade conversion shall be solved by the Academic Commission of the Double Master Degree and accepted by both parties.

Section 4

Students from AzUAC and the Polytechnic of Leiria taking part in the double programme must successfully complete a master thesis at AzUAC and Polytechnic of Leiria. Any master thesis presented and defended under this programme must fulfil the requirements for such works established by both institutions, and each institution will provide the necessary mechanisms for evaluation of the master thesis.

Section 5

Students enrolled in the Double Master degree will have to be awarded, directly or by recognition:

- A minimum of 120 ECTS at Polytechnic of Leiria to obtain the title of Master in Civil Engineering – Building Construction, and
- A minimum of 120 ECTS at AzUAC to obtain the title of Master in Civil Engineering – Industrial and Civil Construction Students will receive both degrees in two years, after they have successfully finished all the courses of the Double Master Degree.

Section 6

AzUAC reserves the right to establish other national and /or international agreements related to the Master in Civil Engineering – Industrial and Civil Construction.

The Polytechnic of Leiria reserves the right to establish other national and /or international agreements related to the Master in Civil Engineering – Building Construction.