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TO: Babatunde A. Ogunnaike *BAD*
Interim Dean, College of Engineering

FROM: Abraham M. Lenhoff *AmL*
Chair, Department of Chemical and Biomolecular Engineering

SUBJECT: Dual Master's degree program with Katholieke Universiteit Leuven

DATE: February 4, 2013

Last year you approved a proposed dual Master's degree program with the Katholieke Universiteit Leuven in Belgium, one of the leading chemical engineering programs in Europe and one with which UD has had longstanding ties. As we moved to implement the program this year, it became clear that there were several auxiliary procedural issues that had to be dealt with in order to ensure that the agreement was in compliance with UD policies and guidelines. We have therefore worked with the Office of Graduate and Professional Education to prepare the attached Supplemental Procedural Agreement. Since you approved the original agreement, we would be grateful if you would approve the supplement as well; it would be especially helpful for us to receive this approval in time to present the case to the Graduate Studies Committee of the Faculty Senate at their meeting on Friday, February 8.

Thank you for your consideration and continued support of programs such as this one. We would be happy to provide any additional information that you may need.

Cooperation Agreement

CONCERNING DUAL MASTER'S DEGREE PROGRAMMES

between

Katholieke Universiteit Leuven (Belgium)

and

University of Delaware (Delaware, USA)

Preamble

Within the framework of the General Agreement for mutual cooperation and collaboration between the Katholieke Universiteit Leuven (Belgium) and University of Delaware (Delaware, USA), the Faculty of Engineering Science, (hereinafter FirW), with legal domicile Kasteelpark Arenberg 1 bus 2200, 3001 Heverlee (Belgium), and represented by its Dean, Professor Ludo Froyen, and the College of Engineering (hereinafter UDCoE), with legal domicile 102 DuPont Hall, University of Delaware, Newark, DE 19716 USA and represented by Interim Dean Babatunde Ogunnaike referred to as parties to this Agreement, hereby agree as follows:

Article 1 – Aim of the Agreement

This Agreement defines the requirements and obligations of FirW and UDCoE in establishing Dual Master's Degree Programmes. Each Programme, developed and organised jointly by the parties, leads to two recognised Master's degree certificates, one from the student's home institution and one from the host institution.

Article 2 – Scope of the Agreement and definitions

This Agreement concerns the implementation of Dual Master's Degree Programmes.

This Agreement specifies the rights and responsibilities of both parties, and the terms under which students from FirW and from UD-COE may be granted, upon successful fulfilment of the Programme and of all requirements for graduation at each institution, the academic degrees and diplomas of comparable academic levels from both institutions.

Both parties agree to the following general forms of cooperation and general requirements for all students participating under this Agreement.

The term 'Master's programme' refers to the parties' two-year programmes (120 ECTS or 30 Credits (US)) at Master's level leading to the corresponding degree issued by each party for that programme.

The contents and the curriculum of each programme are specified in separate documents attached as appendices to this Agreement. These appendices are signed by the Programme Directors or the equivalent representatives responsible at School level for the contents of the Programme, and shall be issued for each Programme.

The parties review the Programme's curriculum annually and, if necessary, make the necessary changes to the appendices including the curriculum of each programme.

In this text, "home institution" means either the institution where the student obtained her/his bachelor degree or, if (s)he did not obtain her/his bachelor degree in a institution, the institution where (s)he starts her/his master studies.

Article 3 – Extent of the Programme

A Dual Master's Degree Programme is a two-year programme (120 ECTS or 30 Credits US) at Master's level leading to two degree certificates, one from each institution. The students study at both institutions according to the curriculum and mobility plan defined in the appendices. The aim of both parties is that the student will spend approximately equal amounts of time at each university. The language of instruction of the Dual Master's Degree Programme is mainly English. Exceptions, if any, are clearly stated in the appendices.

Article 4 – Student Admission

The admission of students to the Programme will be conducted in accordance with the following principles:

- Students apply to the Programme at their home institution and this institution is responsible for screening the applications and providing the host institution with a list of selected and eligible candidates. Candidates will apply for the dual programmes during their last bachelor year. The admission will be granted based on a learning agreement of 120 ETCS credits for FirW students, and the anticipated successful completion of an accredited bachelors program for UDCoE students. FirW and UDCoE will exchange the list of admitted students. **The final admission of students is always subject to final approval by the host institution.** The applications are submitted by the students to the home institution and letters of acceptance are sent from the host institution to the students no later than February 1st.
- The students must meet the admission criteria of the Master's programmes of both institutions.
- Both parties will try to maintain a balanced exchange.
- After having been selected by UDCoE, UDCoE students will apply to the FirW according to the procedure of the International Office (<http://www.kuleuven.be/application/>).
- After having been selected by FirW, FirW students will apply to the UDCoE according to the procedure of the UD Office of Graduate & Professional Education (<http://www.udel.edu/gradoffice/apply/index.html>)
- Each student will accumulate 54-66 ETCS credits (14-18 Credits US) in each institution (in total 120 credits (30 Credits US)). To be admissible for the second year of a dual master program, the student must have accumulated previously 54-66 ECTS (14-18 Credits US).
- Students engaged in the dual degree programme will be registered at both institutions during the entire period of their dual master programme. They will pay the regular tuition fee at their home institution during the entire period of their dual master programme, **and will be exempted from the payment of a tuition fee at the host institution.** Hence, it is the home institution that is responsible for the students' accident insurance and third party liability student related affairs insurance of their students during the entire period of the dual master programme.

Article 5 – Rights and Status of the Students

Students participating under this Agreement shall be enrolled as degree students. Students shall have the same rights and obligations as degree students in the respective institutions.

During the mobility, students will be responsible for covering the travel costs to the host country and living costs during their stay, including accommodation, equipment, consumables, health and travel insurance, third party liability insurance, student union fee (if applicable) and other personal expenses arising out of the exchange and study costs, including books, language tuition prior to the commencement of coursework (where necessary).

Students participating in the Programme will be entitled to participate in any introductory programme (including language courses) that may customarily be arranged for international students at the host institution.

Article 6 - Rights and obligations of the parties

The host institution will render assistance to the incoming students in finding appropriate accommodation.

In order to provide the students full exposure to all aspects of the international dimension, the participating institutions under this Agreement shall try to put in place mechanisms to ensure that the students are offered the possibility to take at least one language and/or culture course during the study period at the host institution.

Both parties shall try to obtain financial support for this Programme.

Article 7 – Study Plan and Course of Study

Detailed conditions regarding the course of studies shall be specified in the appendices, as well as in the individual student agreements (learning agreements), signed by representatives of the respective schools and/or divisions of each institution.

Each student will propose an individual study plan made according to the agreed curriculum (appendices) for the total duration of the Programme. This study plan will be reviewed and, if needed, modified prior to final admission. A written study contract (learning agreement) must be established and signed by both institutions prior to arrival at the host institution. This contract may be revised at any time in written form with seal of approval from the academic representatives of the two institutions.

At FirW students will provide the administrator of the Faculty of Engineering Science and the International Office with a transcript of their registrations by the beginning of October each academic year. Students will fill out a ISP-form for 60 credits. Changes to the learning agreement should be approved by the program director.

At UDCoE students will provide the appropriate graduate program administrator with a transcript of their registrations by the beginning of October each academic year. Changes to the learning agreement should be approved by the program director.

Article 8 – Final Degree Project (master's thesis)

For each Master's thesis, a co-advisor will be appointed at the partner university, who will receive, read and assess the text.

The final degree project (master's thesis) shall be performed according to the rules and regulations of both institutions. Co-supervision of the project is preferred, even though not compulsory. The subject of the final degree project must always receive an advance approval in writing from a faculty member of each of the two institutions. Normally, the final degree project is carried out in the country of the second year institution, but exceptions may be negotiated on a case-by-case basis.

The final degree project results preferably in a report written in English.

Article 9 – Control of results

At the end of the academic year, the host institution shall send to the home institution a copy of each student's transcript in English. The parties agree that exams/courses shall be graded and awarded credits according to the rules of the institution where the exam/course is carried out.

Article 10 - Delivery of the academic degrees

Each institution grants the student credit transfer from the other institution according to the applicable rules, laws and regulations of that institution.

After the two years, each student will be submitted to a procedure insuring that he meets the requirements to obtain each institution's degrees. He will be graded according to the rules applied by each institution.

Students successfully completing their studies of the Dual Master's Degree Programme obtain two degrees, one issued by the home institution and one issued by the host institution.

Article 11 - Academic and administrative representatives

Each institution will nominate an academic and an administrative representative for the Programme. These representatives will be responsible for following the Programme and for ensuring that measures are taken in accordance with this Agreement. The representatives will provide advisory and other academic and administrative services to students participating under this Agreement. Names and contact details of these representatives are in the appendices to this Agreement.

Article 12 – Quality assurance

Both parties will implement their local evaluation systems for courses and programmes. The feedback and future improvements will be treated at the annual meetings of the persons responsible for the Dual Master's Degree Programme. Both partners will cooperate in external evaluation procedures set up by their respective governments and in obtaining accreditation according to the legislation of both countries.

Article 13 - Duration of of the Agreement

This Agreement shall come into effect from the academic year following the day of signature by both institutions and is valid for five years. It will be extended automatically for similar periods if none of the partners has withdrawn. At regular intervals, both partners will carry out a review of activities and achievements.

Institutions may admit in the Programme students who satisfy all requirements but have started their master the academic year of the signature of the Agreement. Either institution may terminate this Agreement, provided that written notice of the intent is given at least six months prior to termination. Commitments already in progress shall be fulfilled (students enlisted in the Programme will at that time be allowed to complete it). All partners will seek a solution for running engagements towards students.

Article 14 - Amendments or changes

Amendments or changes to this Agreement will be made in writing and signed by the duly authorised representatives of the institutions.

The parties agree to solve in a friendly manner any controversy rising from the interpretation of the present Agreement.

In case the controversy cannot be resolved, the claim will be submitted for arbitration; each party will appoint a member of the arbitration panel, and one member will be chosen by mutual consent.

This Agreement is effective from March 1st 2012 and shall continue through March 1st 2017. It will be evaluated in 2016 and renewed if this evaluation is positive.

This Agreement has been signed in two originals in English.

Date:

Leuven



Professor Ludo Froyen
Dean Faculty of Engineering Science
FirW

Date: Feb 20, 2012

Newark, Delaware



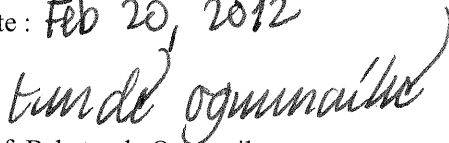
Professor Babatunde Ogunnaike
Interim Dean, College of Engineering
UDCoE

Annex 1: Dual Masterprogramme “ Master of science in Chemical Engineering” & “Master’s of Chemical Engineering”

Conform to article 2 of the agreement, signed by FirW of the Katholieke Universiteit Leuven and UDCoE of University of Delaware, concerning the organisation of « Dual Master Programmes » of 120 ECTS credits (30 Credits US), it has been decided to set up a dual Masterprogramme van 120 ECTS credits: “Master of Science in Chemical Engineering” and “Master’s of Chemical Engineering”.

Drawn up in four copies, at Delaware and Leuven.

Date : Feb 20, 2012



Prof. Babatunde Ogunnaike
Interim Dean College of Engineering, University of Delaware



Prof. Ludo Froyen
Dean Faculty of Engineering Science KU Leuven

Supplement to Annex 1 of the agreement between University of Delaware and the Katholieke Universiteit Leuven, concerning the organisation of dual masterprogrammes of 120 ECTS credits for the “Master of Science in Chemical Engineering”.

1. Steering committee

The members of the Steering committee will be

- Professor Eric M. Furst, programme director (UD)
- Professor and Department Chair Norman J. Wagner (UD)
- Prof. Peter Van Puyvelde, programme director (KU Leuven)
- Prof. Paula Moldenaers (KU Leuven)

2. ECTS-information

All information concerning the courses of the programme “Master’s of Chemical Engineering” organised by UD can be consulted at www.che.udel.edu.

All information concerning the courses of the programme “Master of Science in Chemical Engineering” organised by KU Leuven can be consulted at http://onderwijsaanbod.kuleuven.be/opleidingen/e/ SC_51370066.htm .

3. Specific conditions

Requirements for admission

All students who meet the requirements for admission of the programme “Master’s of Chemical Engineering” UD or “Master of Science in Chemical Engineering” at KU Leuven are eligible for admission to the dual degree programme. The programme directors of both institutions will approve each learning agreement of 120 ECTS (30 Credits US) prior to the admission to the dual programme.

Programme

UD Students

Qualified UD students will complete the first academic year of study in Chemical Engineering at the University of Delaware, which must include a minimum grade of B- in each of the five required core classes (see appended program of study). Students must maintain a minimum overall GPA of 3.0 to remain in the program. Upon successful completion of the first academic year at UD, students will be enrolled in the following semester at KU Leuven. Students will complete a minimum of the equivalent of 24 ETCS (6 credits (US)) of independent research and 36 ETCS (9 credits (US)) of course work selected from the approved course offerings at KU Leuven and with required prior approval of the course of study. Students will complete a minimum of 24 credits (US) of classroom learning and 6 credits (US) of jointly supervised Master’s research to qualify for the degree. A minimum of 9 months of residency at KU Leuven is required for completion of the dual degree programme. During the time the students are abroad, they will also be enrolled at UD.

KU Leuven Students

Qualified KU Leuven students will complete the first academic year of study in Chemical Engineering at the KU Leuven, which must include a passing grade in each of the required core classes (see appended program of study). Students must maintain a minimum performance of distinction at the Bachelor level to enroll in the program. Upon successful completion of the first academic year at KU Leuven, students will be enrolled in the following semester at UD. Students will complete a minimum of the equivalent of 24 ETCS (6 credits (US)) of independent research and 36 ETCS (9 credits (US)) of course work selected from the approved course offerings at UD and with required prior approval of the course of study. Students will complete a minimum of 96 ETCS (24 credits (US)) of classroom learning and 24 ETCS (6 credits (US)) of jointly supervised Masters research to qualify for the degree.

A minimum of 9 months of residency at UD is required for completion of the dual degree programme. During the time the students are abroad, they will also be enrolled at KU Leuven.

4. Miscellaneous

Grading Equivalents

Both programs have strict requirements for minimum performance levels to successfully pass a course and the core classes must be satisfactorily completed by students in their respective programs without exception. For purposes of translation, successful completion of elective courses and research program in the visited institution will count as a substitution for an elective course and research program in the home institution pursuant to the rules of the home institution. These courses will not contribute to the student's GPA.

Course Level Equivalents

Only graduate courses approved by both FirW and UDCoE Steering Committees will be admissible for use in the dual degree program. Questions concerning the translation of the level of the course necessary to satisfy requirements of each degree will be decided by the Steering Committee as part of the approval of the program of study for each student, pursuant to the academic requirements of each institution.

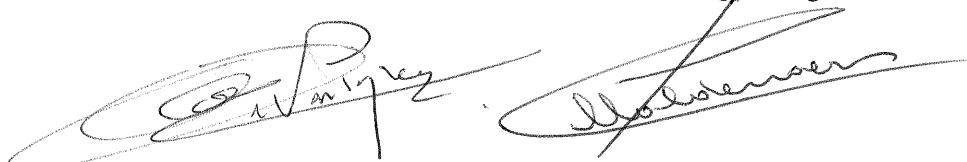
Drawn up at Delaware and Leuven in four copies;

Date:

2/20/2012



Prof. Norman J. Wagner
Chair, Department of Chemical & Biomolecular Engineering



Prof. Peter Van Puyvelde / Paula Moldenaers
Programme Director of Master of Science in Chemical Engineering at KU Leuven

DUAL MASTER'S DEGREE SUPPLEMENTAL PROCEDURAL AGREEMENT BETWEEN KATHOLIEKE UNIVERSITEIT LEUVEN (BELGIUM) AND THE UNIVERSITY OF DELAWARE

Date: January 24, 2013

Subject: **Procedural Supplement** for the Cooperation Agreement Concerning
Dual Master's Degree Program between KU Leuven and UD

The following are clarifications to the attached Cooperation Agreement that was approved by the Dean of Engineering on Feb. 20, 2012.

Addendum to Article 4: KU Leuven students will apply to UD and UD will waive their application fee (to be paid by the Dept. of Chemical & Biomolecular Engineering). Further, GRE requirements will be waived as well as the TOEFL requirements as the language of instruction at KU Leuven for the Master's Degree is English.

Students are to pay tuition at their home institutions and are "exempted from the payment of a tuition fee at the host institution." The College of Engineering will pay for the tuition that is charged to the Leuven students for enrollment in UD courses while in attendance at UD.

Addendum to Article 5: KU Leuven students in the program at UD will be responsible for the following fees while at UD:

Health Service Fee (charged each semester of enrollment): A mandatory fee charged to all full-time students entitling the student to use the Student Health and Counseling Centers. <http://www.udel.edu/studenthealth/>

Student Center Fee (charged each semester of enrollment)

International Student Service Fee (charged each semester of enrollment)

Mandatory Medical Insurance (charged each semester of enrollment) http://www.universityhealthplans.com/letters/letter.cgi?school_id=79 : Waiver Instructions: International students who have equivalent health insurance coverage with claims processing in the United States may request to waive the plan by submitting an online Waiver Form. A waiver form is required each semester.

UD students at KU Leuven will not be responsible for tuition at Leuven but will be responsible for the following fees (AY 2012, all in Euros):

- 75 € application fee

- 13 € third-party liability insurance coverage
- 110 € health insurance
- 15 € culture card (not obligatory)
- 20 € sportscard (not obligatory)

Addendum to Article 8: As stated, “The final degree project (Master’s Thesis) shall be performed according to the rules and regulations of both institutions.” As a point of clarification - the thesis of the KU Leuven students studying at UD must be approved by the Office of Graduate and Professional Education at UD in accordance with standard procedures as given in the UD graduate catalog.

Addendum to Article 8 and the Supplement to Annex 1: UD will transfer by means of the “transfer of credit form” the approved courses in the “Study Plan” (Article 7) taken at KU Leuven by the KU Leuven students. This transfer is the equivalent of 17 credits, which exceeds the usual nine credits allowable. This comprises our required first year classes, which are replaced by the required first year masters courses at KU Leuven to be approved in the “Study Plan”:

- Thermodynamics (CHEG 825, 3 credits)
- Applied Chemical Kinetics (CHEG 835, 3 credits)
- Advanced Transport Phenomena (CHEG 845, 4 credits)
- Chemical Engineering Principles I and II (CHEG 831 and 841, 3 and 4 credits respectively)