



## **AGREEMENT TO ESTABLISH A DOUBLE DEGREE PROGRAMME**

**Between**

**Sofia University "St. Kliment Ohridski", Faculty of Economics and Business Administration**

**And**

**SRH Hochschule Berlin – The International Management University**

**Preamble**

**Sofia University "St. Kliment Ohridski", Faculty of Economics and Business Administration, represented by the Dean, Asspc. Prof. Dr. Teodor Sedlarski**

**And**

**SRH Hochschule Berlin, represented by the President, Prof. Dr. Victoria Büsch, Ernst-Reuter-Platz 10, 10587 Berlin, Germany.**

### **Article 1 - Regulations**

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**Sofia University "St. Kliment Ohridski", Faculty of Economics and Business Administration - hereafter named "Partner"**

**and**

**SRH Hochschule Berlin – The International Management University - hereafter named "SRH"**

both approve the text of this agreement aiming at the establishment of a double degree programme, between

**Master of Business Administration: Security Management, delivered by Sofia University, Faculty of Economics and Business Administration**

**and**

**Master of Science in Computer Science with Focus on Cyber Security delivered by SRH**

### **Article 2 - Programme management**

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2.1 The two partner institutions will appoint a programme coordinator each.

2.2 Each partner agrees:

- to participate in a cooperative manner in the meetings of the different bodies under this Agreement;
- to promptly notify any delay in performance or any event that may impact the Programme to the appropriate body;
- to inform the appropriate body of relevant communications it receives from third parties in relation to the Programme;
- to ensure the accuracy of any information it supplies to the other Partners and to promptly correct any error therein of which it is notified, whereas the recipient Partners shall be responsible for the use made of such information;
- to act at all times in good faith and in a manner that reflects the good name, goodwill and reputation of the other Partners and in accordance with good business ethics.

2.3 Each university will be responsible for its own costs associated with this Inter-Institutional Agreement. Neither University will have the authority to authorise or incur financial liability on behalf of the other.

2.4 Due consideration should be given to the opportunities offered by the Erasmus programme in order to fund scholarships for student and staff mobility.

### **Article 3 - Teaching Programme**

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3.1 The curriculum of this Double Degree Programme is presented in annex 1 which is an integral part of this agreement. Changes to the annexes do not affect the whole agreement.

The specific courses will be outlined in a programme overview that will be updated every year by each university and put to their own students' disposal.

3.2 The two institutions share the organisation and the management of this programme which can be updated with both institutions' mutual agreement.

3.3 Both partner universities commit to communicating the course offer for the following semester no later than April of the running year.

3.4 In the event that a student does not manage to terminate the programme in the foreseen period of time, he will be allowed to extend his study period for one semester at a time, up to one year in total (with prior confirmation of his home & host institution). The additional fees are to be paid at the home university.

### **Article 4 - Admission requirements and procedures**

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4.1 The signing institutions will ensure provision of the required number of places. The number of students that will participate in the Double Degree Programme will be determined as follows:

4.1.1 Students from Sofia University will be nominated in the period between February and April before the start of their study period at the partner university.

4.2 The parties agree to set the maximum number of students to 9 for each of the participating institution.

These numbers are subject to variations upon consent of both parties and according to the annual balance, in which case any restrictions to the numbers have to be communicated at least one academic year before they should enter into force.

4.3 Student admission is separately conducted by each institution. The Programme coordinator of each institution is responsible for student advising and student selection based on the following minimum requirements:

- The students must have successfully completed a Bachelor's Degree (180 ECTS), must be admitted to the Master's Degree and be selected by their home institution for this Programme.
- The students have to demonstrate their proficiency in English (level C1 or equivalent):
  - TOEFL-Test score of 87
  - IELTS (Academic): minimum score of 6.5 (minimum of 6.0 in all skills)
  - TOEIC: Listening/Reading 785, Speaking 160, Writing 150 (all 4 skills required)
  - CAE (Grade A, B, or C)
  - CPE (Grade A, B or C)
  - FCE (Grade A or B)
  - Pearson English Test Academic (PTE-A): 58 points
  - a Bachelor Programme entirely completed in English.

4.4 The programme coordinator of each university will inform the partner institution about the selected students immediately after the selection process has been completed.

4.5 In order to be accepted to SRH, nominated students have to submit the following set of application materials:

- a filled out online application form
- a detailed CV in English (including photo)
- a copy of their national ID card or passport (photo page only)



- Bachelor Transcript of Records (in English or German)
- Transcript of records of the first year or Master studies
- proof of sufficient language skills (requirements in section 4.3)
- a copy of their High School Diploma and/or High School Transcript (either in English or French)
- a digital photo
- a filled out new student network confirmation (will be provided by SRH together with the Fact Sheet)
- a filled out course confirmation sheet (will be provided by SRH together with the Fact Sheet).

4.6 In order to be accepted and enrolled at Sofia University, Double Degree students have to submit a complete set of application materials until 01.04. of the 1<sup>st</sup> of year at Sofia University and before the start of the 2<sup>nd</sup> year at SRH.

### **Article 5 - Student mobility**

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5.1 Students from both institutions enrolled in this Double Degree will attend the first year of the programme at the home university and the second year at the partner university, according to the description given in annex 1, table 1. Courses at Sofia University and SRH will be taught in English. Any course change mentioned in annex 1, tables 1, 2a and 2b due to unforeseen reasons requires a prior approval of both the home and host institution.

5.2 Students from both universities will take ECTS at SRH. The exact ECTS will be specified in the amendment.

5.3 Students from both universities will take ECTS at Sofia University. The exact ECTS will be specified in the amendment.

5.4 All students will be supervised for their thesis by Sofia University and present their final thesis at Partner.

5.5 Students who fail one or more exams at the host university, up to a maximum of three exams, are required to take a re-examination. These will be offered at the university where the course was taught, but may be allowed to be taken at the home university, prior approval from both institutions and on a case-to-case basis.

### **Article 6 - Tuition fees**

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6.1 Registration and tuition fees will be paid to the home institution and be exempted by the host institution, which will guarantee a fee waiver upon condition of reciprocity.

6.2 The students' tuition fees will be covered by the students through fellowships or self support.

### **Article 7 - Degree**

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7.1 Upon successful completion of the Double Degree requirements (120 ECTS), two separate diplomas are conferred to the student according to the local regulations:

- The degree from the SRH: Master of Science in "Computer Science with Focus on Cyber Security"
- The diploma from the Sofia University: Master of Business Administration in Security Management

7.2 These degrees are recognised in Europe as research masters degree allowing the student to start a Ph. D. programme.

7.3 Each university is responsible for organising their own graduation ceremony and for ensuring the delivery of the degree documents to each student respectively.

## **Article 8 - Student enrolment, credit recognition and transfer**

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8.1 Each partner will keep appropriate records of the students registered in the programme and provide all students and partners with the official transcripts of records.

8.2 Credit recognition between the partner institutions will be made using the ECTS system and according to the programme overview.

8.3 Courses recognised between the institutions must have a minimum grade of *Pass* or equivalent. If a grade of *Pass* is given, the respective ECTS credits will be awarded and a grade average will be determined.

8.4 Grades will be converted by both institutions according to the conversion table of annex 1, table 3.

8.5 Grades and credits acquired during the mobility period will be communicated to the home institution as soon as they become available and no later than August 30<sup>th</sup>.

## **Article 9 - Thesis, evaluation, composition jury and transfer of documents**

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9.1 The final thesis at the end of the second year which will be elaborated during the Defense of Thesis at Sofia University must be presented at Sofia University. Sofia University will assign a supervisor for each student. Sofia University will appoint a jury according to current regulations and assess the final degree.

9.3 SRH agrees to recognise the thesis done at Sofia University, to accept the results of examination and the grades given. The recognition by SRH will be done according to the regulations described in annex 1, table 3a. The recognition by Sofia University will be done according to the regulations described in annex 1, table 3b.

## **Article 10 - Conversion of grades of exams**

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The European Credit Transfer System (ECTS) as well as the conversion table described in annex 1, table 5 will be used for grading the results of any exam.

## **Article 11 - Students' right and duties**

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11.1 Students are granted full access to both the institutions' facilities (such as Library, Laboratories, etc.) during their studies. Health insurance is regulated by the rules of each university.

11.2 Each student will be enrolled at the home institution while they will be registered at the host institution for the mobility period.

11.3 Each student is responsible for finding and paying its own accommodation. However, the respective host institution will provide information and other help to the students. Each student shall be individually responsible for paying all other living costs, including but not limited to transportation/travel, books, fees for passport/visa/residence permit and cost for copying and printing. Double Degree students coming to SRH are required to purchase a semester ticket which covers the use of public transportation in Berlin and surrounding areas.

11.4 Students shall purchase (at their own expense) medical and other relevant insurance that conforms to requirements established by the host institution and/or government regulations. Each student studying in Germany is required by law to have sufficient health insurance. Students who are unable to submit proof of sufficient health insurance will not be able to enroll at SRH.

## **Article 12 – Contact Persons / Programme Coordinators**

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12.1 Each university appoints a programme coordinator who will be in charge of the administrative execution of this agreement and who will serve as the contact person for the Partner and SRH students who are participating in the outlined double degree programme.



12.2 The contact persons / programme coordinators from SRH are:

- Mr. Prof. Dr. rer. nat. Vladimir Stantchev  
Programme Director for Computer Science  
E-mail Address: [vladimir.stantchev@srh-hochschule-berlin.de](mailto:vladimir.stantchev@srh-hochschule-berlin.de)  
Phone: +49 (0) 30 374 374 370

12.3 The contact persons / programme coordinators from Partner are:

- Assoc. Prof. Dr. Nikolay Netoff  
Position: Head of the Chair "Statistics and Econometrics" at Sofia University St. Kliment  
Ohridski, Faculty of Economics and Business Administration  
E-mail Address: [nnetoff@feb.uni-sofia.bg](mailto:nnetoff@feb.uni-sofia.bg)  
Phone: +35928738310

And

- Dr. Alida Rizova  
Position: International Relations Officer  
E-mail Address: [alida@feb.uni-sofia.bg](mailto:alida@feb.uni-sofia.bg)  
Phone: +35928738310

### **Article 13 - Duration and renewal**

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13.1 This regulation shall enter into force from the date of signature by the Parties and shall remain in force for a period of five years. Thereafter, it shall renew itself automatically each year, unless one of the Parties notifies the other in writing of its desire to terminate the cooperation at least six months before the expiry of its initial or the relevant extended period. In the event of a dispute the parties shall endeavor to reach an amicable settlement. Should these attempts fail, the dispute/s shall be referred for settlement to an agreed upon third party.

13.2 In case of termination, Double Degree students, who are participating in this programme at the time that the termination is being requested, will be allowed to finish their programme as initially agreed upon. The terms of this agreement may be revised and modified after mutual discussion and consent between the two institutions. It is suggested that the agreement and activities conducted under the agreement arrangements will be reviewed and evaluated by each institution annually to determine status for the ensuing year.

**Article 14 - Final regulations**

In the event of a dispute the parties shall endeavor to reach an amicable settlement. Should these attempts fail, the dispute/s shall be referred for settlement to an agreed upon third party. Made in 2 original copies, each party receiving 1 original copy.

On behalf of:  
**SRH Hochschule Berlin**

Prof. Dr. jur. Bert Eichhorn

The Vice-President International Affairs

On behalf of:  
**Sofia University "St. Kliment Ochridski"**

Associate Professor Dr. Teodor Sedlarski

Dean



Signature



Signature

Place: Berlin, Germany,

16 / 04 / 20 18 (DD/MM/YYYY)  
Date



Official Stamp

Place: Sofia, Bulgaria,

19 / 04 / 20 18 (DD/MM/YYYY)  
Date



Official Stamp

**As of April 16<sup>th</sup> 2018**