

Supplement to the 2015-2020 MOU between York and H-BRS (Operational Details)

Dual Degree Program

Bachelor in Computer Science

between

Department of Computer Science

Hochschule Bonn-Rhein-Sieg University of Applied Sciences

and

Lassonde School of Engineering

Department of Electrical Engineering and Computer Science (EECS)

York University

This supplement refers to the Memorandum of Understanding (MOU) between York University (York), Hochschule Bonn-Rhein-Sieg University of Applied Sciences (H-BRS) and the Institute of Computer Science (ICS), FORTH as an associate partner, signed by all named parties in 2015. This supplement addresses operational details of the existing undergraduate Dual Degree Program between York and H-BRS approved by Senate of York University in 2011. For the record, this supplement includes Senate-approved course requirements details, admission details, a table of equivalences between York and H-BRS courses (developed and recorded through the usual academic channels), the study plan, credit transfer discussion, tuition matters and names of key contact persons.

1 Dual Degree: Preamble

The York/H-BRS Dual BSc Undergraduate Degree (hereafter referred to as Dual Degree Program) is **two** standard “standalone” BSc degrees that a student completes in parallel in both universities, by meeting the **degree requirements** and **residency requirements** of each university. The program is designed in a way that students can complete both degrees within the time frame of the longest of the two. Each enrolled student takes courses from both partners (and the associate partner(s) if applicable) and receives the degree from both partner universities.

- 1.1. Each university shall grant the degree to students who have met all its degree requirements, including also the university Entrance requirements in both institutions, in terms of **content** (that is, specified required courses, practica, thesis, etc.) and **credit totals** required by the degree (90 credits or 180 ECTS are required by each of H-BRS and York *before* they will grant the Bachelor of Science in Computer Science – see also 1.4. below).
- 1.2. The eligible applicants at York are enrolled in the undergraduate Specialised Honours BSc program (120 credits) of the Department of Electrical Engineering and Computer Science (EECS). If approved, they will transfer into the York/H-BRS degree program which requires that typically the 3rd year of study must be completed on exchange at H-BRS. York students will return to York to complete their fourth year of study towards the York Specialised Honours BSc degree. After successful completion of the Dual Degree Program York applicants will obtain the York Specialised Honours BSc degree (4 years/ 120 credits) as well as the H-BRS BSc *Informatik* degree (3 years/ 180 ECTS).
- 1.3. The eligible applicants at H-BRS are enrolled in BSc *Informatik*, a 3 years degree with 180 ECTS. If approved, York university will admit qualified selected students after their third semester (i.e. 1,5 years of study). Consistent with the University Residency Policy, visiting students will complete a minimum of 30 credits (by way of York counting) or 60 ECTS (by way of H-BRS counting) at York University, including at **least half of the major EECS credits** of the degree. After successful completion of the Dual Degree Program H-BRS applicants will obtain the BSc *Informatik* degree (3 years/ 180 ECTS) as well as the York BSc Bachelor degree (3 years/90 credit).
- 1.4. Both partners have mechanisms to allow students return home and complete courses and/or credits that are required by the partners towards their respective degrees, which students did not have the opportunity to complete during their exchange window. At York, the mechanism is to issue to an H-BRS student a “letter of permission” (approved by the EECS UPD) to complete missing credits by equivalent ones at H-BRS upon return. At H-BRS permission to a Dual Degree student coming from York is granted by the examination board (*Prüfungsausschuss*) to complete missing H-BRS credits by equivalent credits at York, upon return.

2 Application Process

Students apply at their home institution, namely the program coordinator and in the case of York students additionally to the undergrad director (UPD EECS). For qualified students the following procedure will be applied:

2.1 Application process for York Students

Once the qualification (see paragraph 3) has been determined by the EECS UPD, students transfer internally to the Dual Degree Program by approval by the Department. In parallel, an application for Dual Degree will be submitted not later than May 31 to Welcome Centre at H-BRS (**DSH/TestDaF is waived**). Mobility for York students will start after completing the second year of studies.

2.2 Application process for H-BRS students

The program coordinator at H-BRS selects and nominates candidates to the (EECS) MOU coordinator at York and to the (EECS) UPD after the qualification (see paragraph 3) has been determined. In parallel, the student connects with York International (YI) for the exchange application. After all parties agree on the appropriateness of the candidates, YI facilitates an application for Admission process (**TOEFL is waived**). Mobility will start after completing semester three at H-BRS.

3 Admission Requirements

3.1 Minimum Number of Credits / ECTS before start of Mobility

York students will normally have completed 2 years of study prior to the mobility. A typical York student as outlined in the addendum will be transferred to the 5th semester by recognition of his/her courses completed at York (see paragraph 5). Any deviation of the list of courses outlined in the curriculum has to be approved by the examination board and may result in a lower number of initially recognised credits towards the H-BRS degree. This can be compensated in a later stage of study. At the time of their arrival at H-BRS, York students should have a minimum of 54 credits.

H-BRS students will normally have completed three semesters prior to the exchange component which will transfer to the York curriculum as outlined in the addendum (see paragraph 5). At the time of their arrival at York students should have a minimum of 84 ECTS. Missing credits can be compensated either by taking more courses while at York or after the return of the student to H-BRS.

3.2 Academic Requirements

For York students, a cumulative GPA of 6 (according to the York grading system) in completed EECS courses at the time of application qualifies for the admission to the Dual Degree Program. H-BRS students are expected to have passed all courses of the first two semesters at H-BRS with an average grade of at least 2,3 according to the German grading system.

Students are approved internally by the UPD of EECS / the examination board at H-BRS on the recommendation of the MOU coordinator.

3.3 Language Requirements

There is no TOEFL requirement for the H-BRS students, nor a formal German language facility level for York candidates. However, the selecting departments in H-BRS and York ensure the language facility of their selected candidates by requiring students to pass a number of language courses before they can qualify to go on exchange.

3.4 Number of Admissions per Year

All partners do not distinguish between degree-seeking, i.e. Dual Degree students and no degree-seeking, i.e. “traditional” exchange candidates. Therefore, no additional regulation to the existing one in the MOU is made.

4 Curriculum

The curriculum of the Dual Degree for typical H-BRS students and typical York students is shown in the addendum, the most recent equivalence table which is approved by the departments EECS UPD at York and the relevant examination board at H-BRS. Both parties commit themselves to keeping this table up to date should changes to the course portfolio occur.

5 Recognition of Credits

The recognition of equivalent courses relies on the most recent addendum table which is approved by the departments (EECS UPD at York and examination board at H-BRS) and is kept in the records of the respective Admission Office at York and the examination board at H-BRS. In case the student deviates from the **canonical** course of study, courses will be recognized individually by the relevant academic department authorities (the EECS UPD at York, examination board at H-BRS).

6 Special Requirements for the BSc Thesis, Internship and Oral Defense at H-BRS

Beside the list of course requirements defined in the curriculum, students from both institutions need to do an internship (*Praxisprojekt*), write a BSc thesis and have an oral defense (*Kolloquium*) to obtain the degree from H-BRS. The oral defense is considered as the last attainment towards the H-BRS degree. A form-based application is needed. Regulations and application process for all three components are described in the examination regulations (*Prüfungsordnung*) and in the online portal (LEA). Students are advised to contact the program coordinator at York and H-BRS to seek assistance.

7 Awarding of Degrees

H-BRS students who successfully fulfill the requirements of both study programs will be awarded the degree of Bachelor in *Informatik* (BSc)¹ from H-BRS and BSc Bachelor Degree in Computer Science from York. York students who successfully fulfill the requirements of both study programs will be awarded the degree of Bachelor in *Informatik* (BSc)² from H-BRS and BSc Specialised Honours Degree in Computer Science from York.

8 Tuition

All students accepted in the program will pay tuition fees at their home institution only. At H-BRS, however, a semester contribution is raised from all students covering the costs for public transport and several student services. At York each EECS course has a materials fee (\$5.00 per course) and all international students must enrol in a health insurance plan (UHIP) unless they can demonstrate that they already have equivalent coverage that covers them while at York.

9 Contact Persons

For H-BRS

Name	Position	Contact Details
Prof. Dr. Rainer Herpers	Program Coordinator	rainer.herpers@h-brs.de +49 (0) 2241 / 865-217
Prof. Dr. Sascha Alda	International Affairs at Department of Computer Sc.	sascha.alda@h-brs.de +49 (0) 2241 / 865-760
Nadine Kutz and Jana Schiewe	International Affairs at Department of Computer Science	international@inf.h-brs.de +49 (0) 2241 / 865-283 +49 (0) 2241 / 865-225
Maria Massoni	Welcome Centre Application for Dual Degree status	welcome.centre@h-brs.de +49 (0) 2241 / 865-671

For York

Name	Position	Contact Details
George Turlakis	2015 MOU and Program Coordinator	gt@cse.yorku.ca +1 416-736-2100 ext. 66674
Eric Ruppert	UPD (VICE Chair Science)	ruppert@cse.yorku.ca +1 416-736-2100 ext. 33993
Helen Balderama	York International Application for exchange status	yiinfo@yorku.ca +1 416-736-5177

¹ <https://www.h-brs.de/de/amtliche-bekanntmachungen-und-ordnungen-0?document=Bekanntmachungen.html%3F-Ber-7-Lk-Bekanntmachungen>

² <https://www.h-brs.de/de/amtliche-bekanntmachungen-und-ordnungen-0?document=Bekanntmachungen.html%3F-Ber-7-Lk-Bekanntmachungen>

Signatures

For H-BRS

Place: Sankt Augustin

Date:

Wolfgang Heiden

Dean Computer Science

Hartmut Ihne

President H-BRS

For York

Place: Toronto

Date:

Eric Ruppert

Undergraduate Program Director

George Turlakis

MOU and Program Director

Peter Cribb

Chair of Department

Uyen Trang Nguyen

Vice Dean Lassonde School of Engineering