



VNIVERSITAT  
E VALÈNCIA



## MEMORANDUM OF UNDERSTANDING AND COLLABORATION

### Between

The Hochschule Bremen University of Applied Sciences (HSB) and  
Universitat de València (UV)

### GENERAL PREAMBLE

#### 1. The parties to the agreement and its object

1.1. Universitat de València (henceforth UV) and the Hochschule Bremen University of Applied Sciences (henceforth HSB) declare their intention of cooperating in fields of study, teaching, research and continuing education.

1.2. UV and HSB have agreed to become members of the International Business School Alliance (henceforth IBSA) in order to collaborate in the provision of a full time Master's degree Program with a dual award. The partners undertake to deliver the IBSA Program -where all the modules are validated in each partner institution - to students who are admitted in accordance with the admission procedures stated in the approved definitive Course Handbook.

1.3. The IBSA Program for UV and HSB includes the following awards:

- (a) Master of Business Administration (IMBA) from the HSB validated by AQAS and approved by the Ministry of Science and Ports (Senatorin für Wissenschaft und Häfen).
- (b) International Master in Business Administration (iMBA) from UV validated by ANECA and approved by the Ministry of Education.

1.4. Semester one of the IBSA program will provide students with 30 ECTS credit core modules, setting the context of the broader field of business and management, whilst semesters two and three will each provide 30 ECTS credit specialization modules and a final research project, worth 30 ECTS credit including a research proposal, related to the chosen specialist business function. By the end of the program, students will earn a total of 90 ECTS credits.

#### 2. The purpose of this Memorandum

2.1. This Memorandum of understanding and Collaboration sets out the agreement between the parties in respect of the IBSA Program and summarizes the matters for which the parties are responsible in respect of course rules and management, quality assurance and the standards of the awards. Also, by signing this Agreement the two institutions indicate their willingness to encourage cooperation and contact between schools/faculties and departments through:

- exchange of graduate students in the IBSA program,

- exchange of staff and faculty,
- joint research activities,
- exchange of publications, reports and other academic information and
- other activities as mutually agreed.

2.2. Both parties understand that all financial arrangements will have to be negotiated and agreed upon with due regard to the availability of funds and other resources. Specific details for the implementation of activities will be developed mutually for each particular project.

2.3. Subsidy, if available, may be made to persons taking part in these exchanges for their travel and living costs by either UV and HSB, as appropriate. It is of considerable importance that the program be so designed that minimal additional costs be incurred by participants, especially students. Conditions of insurance and liability laid down by the host institution apply to the participants in the exchange program.

2.4. Both universities subscribe to the policy of equal opportunity and do not discriminate on the basis of race, sex, color, sexual orientation, age, ethnicity, religion, national origin or disability.

2.5. On successful completion of the program, students will be eligible for both of the following dual awards at Master level from each attended partner institution:

International Master in Business Administration (iMBA) from UV, and Master of Business Administration (IMBA) from HSB.

## **PRINCIPLES OF AGREEMENT AND RULES FOR SEMESTER LONG STUDENTS EXCHANGE**

### **3. The separate responsibilities of the parties**

3.1. Each institution is responsible for the quality of the modules delivered by them. Final authority on all matters relating to the academic standards of the course leading to the different awards lies with the relevant authority of the respective partner institutions.

3.2. UV is responsible for:

- satisfying any external requirements in respect of approval, monitoring and conferment of the International Master in Business Administration (iMBA).
- enrolling the students who choose to attend semester one or semesters two and three at UV, subject to minimum and maximum threshold number to be achieved. The minimum and maximum student number is stated by the IMBA's Academic Course Committee.
- delivering semester one modules for the enrolled students.
- delivering the specialization semester two modules and tutoring students in their final research project related to the specialization in semesters two and three.





- delivering orientation or welcome sessions at the beginning of semesters one and two.
- providing all the relevant material for the International Master in Business Administration (IMBA).
- contributing to the academic quality of the IBSA Program by assisting HSB in meeting the requirements of their separate authorities and to exercise their joint responsibilities through an agreed management structure which provides for cross-representation.

### 3.3. HSB is responsible for:

- satisfying any external requirements in respect of approval, monitoring and conferment of the Master of Business Administration (IMBA).
- enrolling the students who choose to attend semester one or semesters two and three at HSB, subject to minimum and maximum threshold number to be achieved. The minimum and maximum student number is stated by the IMBA's Academic Course Committee.
- delivering semester one modules for the enrolled students.
- delivering the specialization semester two modules and tutoring students in their final research project related to the specialization in semesters two and three.
- delivering orientation or welcome sessions at the beginning of semesters one and two.
- providing all the relevant material for Master of Business Administration (IMBA).
- contributing to the academic quality of the IBSA Program by assisting the UV in meeting the requirements of their separate authorities and to exercise their joint responsibilities through an agreed management structure which provides for cross-representation.

## 4. Tuition and fees

4.1. Students from both institutions will be fee-paying students at the host institution.

4.2. UV and HSB will charge incoming students off-formula tuition, which will include, welcome and immersion sessions, classroom instruction and tutorials, an email account and access to virtual platforms, library privileges, university student support and information services (i.e. administrative, psychological, job searching advice, accommodation...). Housing, meals, traveling and book costs are not included in these fees.

## 5. Eligibility and language proficiency

5.1. Participating students will be selected by their home institution on the basis of the following criteria (there may be exceptions in appropriate cases): The students should (1) be citizens or permanent residents of the country of their home university, and/or hold a valid student visa for study in the host country; (2) have good to excellent academic performance records; and (3)



meet all specific requirements set down by the home university and host university, including language proficiency as specified by the home/host institution.

5.2. HSB and UV require TOEFL or IELTS scores, as stated in the course book and university selection criteria for the IBSA programs, for students who are non-native speakers of English or have not completed previous undergraduate studies in English.

## **6. Student Selection and Termination**

6.1. Students seeking admission to the host university under the terms of this agreement shall meet the admissions requirements of the host university. Students must comply with all application deadlines and documentation in the required form as set forth by the host institution. The exact program of study will be determined by the student with approval of academic advisors at both the home and host institution.

6.2. The host institution shall have the right to terminate the exchange program of any student who violates university policies or rules. In this case, the host university must immediately inform the home university of this circumstance and the student may be expelled after the corresponding disciplinary inquiry has been examined.

## **7. Enrollment of Students**

7.1. At enrollment students must indicate where they want to attend the second and third semesters.

7.2. Students will attend the first semester at their home university (either HSB or UV) and will attend the second and third semesters and complete the final research project at the host institution (either HSB or UV).

## **8. Credit and Grading**

8.1. The host institution HSB agrees to accept UV credits in meeting their graduate degree requirements; likewise, UV as the home institution agrees to accept earned HSB credits in meeting UV degree requirements.

8.2. Grading scales are jointly developed by the host and home institution as printed in the IBSA student course book.

## **9. Course Selection**

Both institutions will provide individual assistance in selecting courses. Students on the exchange program will choose their courses from the regular catalog offerings of the host institution for which they are qualified, as appropriate. The host institution reserves the right to restrict

particular course areas if there are limited resources and/or availability. The areas of restriction shall be communicated to the partner institutions annually.

#### **10. Transcripts**

The institutions will provide each other with adequate information on the performance of the participating students, including a transcript (or its equivalent) as soon as practicable after the students completion of the exchange.

#### **11. Other Expenses**

The payment of housing together with the payment for all travel, medical insurance, medical costs not covered by insurance, food, subsistence costs, books and other educational materials shall be the sole responsibility of the individual students participating in the program. Neither home nor host institution shall be held liable for any such charges. Travel must be paid by the participants.

#### **12. Living Arrangements**

Both institutions will, to the best of their abilities, assist students to obtain living accommodations.

#### **13. Insurance**

13.1. Students from HSB will be required to enroll in a student health insurance policy at UV or provide proof to UV that their coverage is adequate for health coverage and repatriation in Spain.

13.2. Students from UV will be required to enroll in a student health insurance policy at HSB or provide proof to HSB that their coverage is adequate for health coverage and repatriation in Germany.

### **EXCHANGE OF FACULTY, STAFF, AND ADMINISTRATORS**

#### **14. Exchange principles**

14.1. Both institutions declare their willingness to encourage exchange of faculty, staff, and administrators. The persons taking part, the length of the exchange, the nature of the program, and other aspects of content and organization will be agreed upon separately in correspondence between the chief administrative officers of both institutions or their authorized representatives.



## **15. Approval**

15.1. All exchanges require the approval of both institutions. An exchange may proceed between an HSB employee and an UV employee in the same, or closely related, field of study. Exchange partners will receive their monthly salaries and benefits from their home institutions for the duration of the exchange. The appropriate administrators at both HSB and UV, in each particular case, must approve an exchange in their area of responsibility.

## **16. Responsibilities**

16.1. A certain flexibility is advisable and desirable in determining teaching, research, or service responsibilities (both with regard to the teaching discipline area and to departmental and curricular assignments) and other duties at the host institution. It is expected that exchange participants involve themselves in the welfare and advising of the exchange students from their respective home institution and that they promote the relationship between both institutions by establishing and facilitating contacts between staff members interested in future exchange opportunities.

## **17. Housing**

17.1. To keep additional costs as low as possible, exchange employees may exchange living accommodations. However, in each case, such agreements must be approved by the individuals involved and constitute private agreements between them.

## **CARRYING OUT OF JOINT PROJECTS**

### **18. Joint projects**

18.1. Both institutions declare their willingness to carry out joint projects in fields of research, teaching, or service where a mutual interest of the academic staff of each institution is expressed.

## **EXECUTION, DURATION, AND CANCELLATION OF PROGRAM**

### **19. Execution and Duration**

19.1. This agreement will take effect when it has been signed by the appropriate administrative officers of the participating institutions. Modifications of the agreement can only be undertaken in written form and with mutual agreement.



19.2. This agreement shall be in effect for four years unless terminated by either party. Upon expiration of this agreement, it will be reviewed by both parties for renewal by written agreement.

This agreement supersedes all prior agreements, arrangements and understandings between the parties relating to the IBSA Programme and constitutes the entire agreements, save and except for each party's university policies and regulations, between the parties relating to the offering of the IBSA Programme.

## 20. Cancellation of Program

20.1. Either party may cancel this agreement by giving the other party written notice of no less than six months in advance. However, any individuals who have commenced their exchange experience at the date of termination may complete their courses of study.

## FORCE MAJEURE CLAUSE

In the event that the performance of the obligations under this Agreement is prevented by reason of Force Majeure, the parties are released from their obligations and neither party shall be responsible for any damages sustained and have no further recourse against the other party. Force Majeure shall mean fire, earthquake, hurricane, flood, act of God or natural disasters, epidemics or pandemics, nuclear explosions, strikes, work stoppages, or other labor disturbances, riots or civil commotions, war or other act of any foreign nation, terrorism, power of government, or governmental agency or authority, or any other cause like or unlike any cause mentioned which is beyond the control of the parties.

**For the Hochschule Bremen  
University of Applied Sciences**

**For Universitat de València**

\_\_\_\_\_  
(Signature)

Professor Dr. Karin Luckey  
Name

Rector of the Hochschule Bremen  
Title

03. JAN. 2022

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Signature)

Professor Dr. M<sup>a</sup> Vicenta Mestre Escrivà  
Name

Rector of the Universitat de València  
Title

\_\_\_\_\_  
(Date)



## ANNEX I

University of Applied Sciences, Bremen	UVEG
Multinational Financial Management	Finanzas internacionales (42146)
Global Strategic Analysis	Análisis estratégico global (40070)
Human Resource Management in a Global Environment	Gestión de recursos humanos en contextos globales (42145)
Business Analytics	Inteligencia de negocios (44927)
Global Marketing Strategies	Estrategias de marketing global (40069)
	Planificación global de negocios (40068)
Specialization at Bremen	Modulo Internacional (42058)
Master Thesis	Trabajo Fin de Master (40073)

Bremen (HSB) score 4 to 1, being 1 the maximum score. Valencia score out 10. Conversion is:

$$\text{Score UVEG} = \frac{5}{3} \times (7 - \text{Score HSB})$$