

**DUAL MASTER'S DEGREE AGREEMENT
FOR THE
MASTER OF ARTS IN POLITICAL SCIENCE
BETWEEN
CARLETON UNIVERSITY (Ottawa, Canada)
AND
UNIVERSITÄT LUZERN (Luzern, Schweiz)**

1. Preamble

In accordance with Carleton University's Dual Master's Degree Policy and Gesetz über die universitäre Hochschulbildung des Kantons Luzern,* the present agreement is made between:

Carleton University, 1125 Colonel By Drive, Ottawa, Ontario, K1S 5B6, Canada, represented by the Dean of the Faculty of Graduate and Postdoctoral Affairs (FGPA),

and

Universität Luzern, Frohburgstrasse 3, 6002 Luzern, Switzerland, represented by the Rektor der Universität Luzern**

in order to establish a Dual Master's Degree Pathway under the following terms and conditions for

Master of Arts in Political Science,

whereby both institutions recognize the validity of the Dual Master's Degree Pathway established and that of the resulting Master's degrees.

* transl.: Law on University Higher Education of the Canton of Lucerne

** transl.: Rector of the University of Lucerne

2. Administrative Details

Article 1 – Registration, Fees and Duration

At Carleton University students will be registered in the Master of Arts in Political Science (Master's Thesis option or, in special circumstances and with permission of the Graduate Program Supervisor, Major Research Essay/MRE option). At Universität Luzern students will be registered in the Dual-Degree-Masterstudiengang "Master of Arts in Politikwissenschaft"*.

The expected duration of the program is two years. The duration of residency at each partner institution is a minimum study period of two full-time terms or equivalent. Students participating in a Dual Master's Degree Pathway are admitted as full-time students in both institutions.

For each student, one institution serves as the "home" institution and the other as the "host" institution. Students will only pay tuition fees to their "home" institution and will not be required to make such payments to the "host" institution.

* transl.: Dual Master Degree "Master of Arts in Political Science"

Article 2 – Academic Pathway and Study Schedule

1. Study Periods:

- Carleton University: Fall term = September – December; Winter term = January – April; Summer term = May – August.
- Universität Luzern: Fall term (Herbstsemester) = August – January (classes: September – December, individual writing period: January); Spring term (Frühlingssemester) = February – July (classes: February – May, individual writing period: June – July)

2. The minimum residency in each institution is two full-time terms or equivalent.

The student's normal academic pathway and student schedule at each institution is as follows:

Home: Universität Luzern, Host: Carleton University

Period	University	Dates	Curricular Items	ECTS credits	ECTS credits per period
Fall	Luzern	Third week of September: Start Before Christmas: End of classes Beginning of January: Papers deadline	1 MAS incl. MAS paper	10	26
			1 MAS incl. MAS paper	10	
			Free choice of courses	6	
Spring & Summer	Carleton	Beginning of January: Start of classes End of April: End of classes incl. papers Beginning of May: Start of classes Mid-August: End of classes incl. paper	1 course (incl. research paper)	12	36
			1 course (incl. research paper)	12	
			1 course (incl. research paper)	12	
Fall	Luzern	Third week of September: Start Before Christmas: End of classes End of January: Deadline papers Registration for Master Thesis ("Master-Verfahren")	1 MAS incl. MAS paper	10	18
			Colloquium	2	
			Free choice of courses	6	
Spring & Summer	Luzern & Carleton	Mid-February: Start of classes End of August: Deadline Master Thesis	Master Thesis incl. defence	40	40
Total				120	

Home: Carleton University, Host: Universität Luzern (Master's Thesis option)

Period	University	Dates	Curricular Items	Canadian credits	Canadian credits per period
Fall	Carleton	Early September: Start of classes	1 course (incl. research paper)	0.5	1
		Mid-December: End of classes incl. papers	1 course (incl. research paper)	0.5	
Spring & Summer	Luzern	Beginning of February: Start of classes	1 MAS* incl. MAS paper	0.5	1.5
		End of May: End of classes	1 MAS incl. MAS paper	0.5	
		Mid-August: Deadline papers	1 MAS incl. MAS paper	0.5	
Fall	Carleton	Early September: Start of classes	1 course (incl. research paper)	0.5	0.5
		Mid-December: End of classes incl. papers			
		Registration Master Thesis			
Spring & Summer	Carleton & Luzern	Early January: Start	Master Thesis incl. defence	2	2
		Registration Master Thesis			
		Early April: Deadline Master Thesis			
Total				5	

* transl. MAS = MA Seminar

Home: Carleton University, Host: Universität Luzern (Major Research Essay option)

Period	University	Dates	Curricular Items	Canadian credits	Canadian credits per period
Fall	Carleton	Early September: Start of classes Mid-December: End of classes incl. papers	1 course (incl. research paper)	0.5	1.5
			1 course (incl. research paper)	0.5	
			1 course (incl. research paper)	0.5	
Spring & Summer	Luzern	Beginning of February: Start of classes End of May: End of classes Mid-August: Deadline papers	1 MAS* incl. MAS paper	0.5	1.5
			1 MAS incl. MAS paper	0.5	
			1 MAS incl. MAS paper	0.5	
Fall	Carleton	Early September: Start of classes Mid-December: End of classes incl. papers Registration Major Research Essay	1 course (incl. research paper)	0.5	1
			1 course (incl. research paper)	0.5	
			Major Research Essay	1	
Spring & Summer	Carleton & Luzern	Early January: Start Registration Major Research Essay Early April: Deadline Major Research Essay	Major Research Essay	1	1
Total				5	

* transl. MAS = MA Seminar

The partner institutions mutually recognize each other's credits (ECTS / CU credits): the credits a student acquires at the host institution are fully transferred to the student's credit balance at her/his home institution.

N.B.: Completion of the above activities will satisfy the Master's degree requirements at each institution.

During the students' residence at the host institution, the partner universities treat the students in the Dual Master's Degree Pathway as fully equivalent to their own students with the same rights and responsibilities.

All students participating in the Dual Master's Degree Pathway must follow the rules and regulations, including those relating to research ethics, of both institutions. The parties are committed to ensuring that all students conduct themselves in a manner consistent with the Carleton University Academic Integrity Policy and Merkblatt Plagiate - Prävention und Massnahmen.* Recognizing that regulations and practices relating to academic integrity and intellectual property, as well as the culture related to their enforcement may vary, all participating graduate students are required to review, comprehend and adhere to the Carleton University Academic Integrity Policy and Merkblatt Plagiate - Prävention und Massnahmen* upon commencing a Dual Master's Degree Pathway. In the event of contradictory regulations between institutions, the Deans of the Faculty of Graduate and Postdoctoral Affairs (or equivalents) shall determine a collective solution. Travel, applicable immigration fees, accommodation, health care, and other living expenses will be the responsibility of the student, but the parties undertake the best efforts to look for adequate solutions for the students.

* transl.: Plagiarism Information Sheet - Prevention and Action

Article 3 – Thesis (or Research Essay) and Examination (if applicable)

The thesis or research essay leads to a single evaluation recognized by both participating institutions including a single oral defense in the case of the thesis. The examining committee is appointed mutually by both participating institutions according to each one's academic regulations.

The language of the thesis manuscript and the oral defense will be English.

Article 4 - Issuing of Diplomas

Upon a favorable verdict by the examining committee and completion of all other required credits, **Carleton University** agrees to confer the title of “**Master of Arts in Political Science**” to the student and to issue the corresponding degree,

and

Universität Luzern agrees to confer the title of “**Master of Arts in Politikwissenschaft**” to the student and to issue the corresponding degree.

The wording of each parchment will mention the partner institution and the Dual Master's Degree mode of study.

Article 5 - Submission, Description and Reproduction of the Thesis (or Research Essay)

These will comply with the regulations in effect at each institution.

Article 6 - Admission of Students into a Dual Master's Degree Pathway

Each institution will serve as the home institution for approximately half the number of students who are participating in the Dual Master's Degree Pathway.

Admissions to a Dual Master's Degree Pathway will adhere to the normal program admission criteria of both institutions.

Upon admission to the Dual Master's Degree Pathway, students will be required to submit information regarding:

- Academic pathway and study schedule
 - Details of student funding (if applicable)
 - Health coverage and legal liability: Adequate coverage is ensured at each institution as follows:
 - At Carleton University the student is covered by UHIP. International students coming to Carleton University will be required to enroll, within 30 days of arrival, in the University Health Insurance Plan (UHIP) at their own expense to ensure adequate healthcare insurance while in Canada. Information can be obtained through the UHIP web site at www.uhip.ca or by contacting the International Student Services Office (ISSO).
 - At Universität of Luzern the student is covered according to the provisions on health insurance of the state law. International students coming to Switzerland must organize KVG* compliant health insurance within two weeks of arrival. Information and assistance can be obtained via the International Relations Office.
- * transl. KVG: Swiss Health Insurance Law

Upon registration for the Master's Thesis, students will be required to submit information regarding:

- Thesis supervisors and existing collaboration (if applicable)
 - At Carleton University the student is supervised by [professor's name, academic unit], and at Universität Luzern the student is supervised by [professor's name, academic unit], who are committed to fulfilling their role as tutors to the student. They both exercise the responsibilities assigned to thesis supervisors at each institution.
- Intellectual property arrangements (according to local law)

Admission to the Dual Master's Degree Pathway requires approval of the programs (Graduate Program Supervisors/Coordinators) from both institutions.

Each institution shall be responsible for any liability arising from study-related activities of the student while attending their institution according to local customs.

The participating institutions shall not be responsible to the other for acts of God, riots, war, labour strikes, governmental actions or directives, or extraordinary unforeseen events beyond the reasonable control of a party to this Agreement. The participating institutions shall also not be responsible for the actions of the students participating in the Dual Master Degree Pathway.

Article 7 – Governance

The partner institutions will establish a joint committee (at the departmental level) to deal with common concerns not falling within the sole responsibility of either party.

The committee will consist of two representatives of each of the partner institutions. The chairperson will be from Carleton University in even years, from Universität Luzern in uneven years.

The committee will decide matters not governed by the agreement and the statutory or regulatory provisions of either institution.

Article 8 - Duration of Agreement and Termination

The Dual Master's Degree Pathway program started in Fall 2018 with a first cooperation agreement being in effect for five years from 2018 to 2023. After its expiration both institutions hereby agree to renew the original agreement for the Dual Master's Degree Pathway for another five-year period.

This Agreement will be in effect for five years from the date duly signed by the parties. The Agreement can, however, be terminated by either party at any time subject to twelve months prior written notification to the other party. Students participating in the Dual Master's Degree Pathway at that time will be allowed to complete the requirements of the programs.

SIGNATURES

One copy of the Agreement in electronic form is required with all the signatures.

CARLETON UNIVERSITY	UNIVERSITÄT LUZERN
 ----- Name: ACHIM HURRELMANN Title: Chair, Department of Political Science Dated: Sept. 25, 2023	 ----- Name: J. Blatter Title: Leiter des Politikwissenschaftlichen Seminars* Dated: 29.8.2023
 ----- Name: Brenda O'Neill Title: Dean, Faculty of Public Affairs Dated: 26.09.2023	 ----- Name: Martin Hartmann Title: Dekan der Kultur- und Sozialwissenschaftlichen Fakultät** Dated: 30.08.2023
 ----- Name: Patrice Smith Title: Dean, Faculty of Graduate and Postdoctoral Affairs Dated: Sept. 28, 2023	 ----- Name: Bruno Staffelbach Title: Rektor der Universität Luzern*** Dated: 31.08.2023

* Head of Department of Political Science

** Dean of the Faculty of Humanities and Social Sciences

*** Rector of the University of Lucerne

