AGREEMENT

BETWEEN

FACULTY OF COMPUTER SCIENCE AND AUTOMATION
TECHNISCHE UNIVERSITÄT ILMENAU

&

FACULTY OF BIOSCIENCES AND MEDICAL ENGINEERING
UNIVERSITI TEKNOLOGI MALAYSIA

ON

INTERNATIONAL PROGRAMMES IN BIOMEDICAL ENGINEERING
AND JOINT RESEARCH
THIS AGREEMENT ("Agreement") is made and entered into this December 2015 by and between:

1. Technische Universität Ilmenau through its Faculty of Computer Science and Automation or Fakultät für Informatik und Automatisierung, (herein after referred to as “FIA-TUIL”) having its address at PO Box 100565, Ilmenau 98684, Germany and

2. Universiti Teknologi Malaysia through its Faculty of Biosciences and Medical Engineering, (herein after referred to as "FBME-UTM"), having its address at FBME, UTM Skudai, 81310, Johor Darul Takzim, Malaysia

FIA-TUIL and FBME-UTM shall herein after collectively be referred to as "Parties" and individually as "Party".

WHEREAS:

(a) FIA-TUIL is one of the most active institutions in Biomedical Engineering higher education and research in Germany. Its activities include research oriented Bachelor, Master as well as PhD study programs.

(b) FBME-UTM is one of the most established higher learning institutions in Malaysia specialising in the areas of biomedical engineering and health science. Its activities include Bachelor, Master as well as PhD study programs.

(c) The Parties are desirous to co-operate with each other to encourage and establish collaborative scientific research, development of human resources, development of infrastructure, and technology transfer.

(d) This AGREEMENT is based on the established MOU between UTM and TUIL executed on the 18th November 2014.

NOW THEREFORE, the Parties hereby agree as follows:-

1. DEFINITION

"Receiving university": The university which receive the exchange students from the partner university.

"Sending university": The university which sending the exchange students to the partner university.

2. OBJECTIVE

Objectives of this agreement are to enable:

(a) The development, implementation, monitoring and improvement of international double degree postgraduate program in Biomedical Engineering.

(b) The joint research and supervision for PhD, Master and Bachelor programs in Biomedical Engineering.

3. SCOPE OF AGREEMENT
Scope of this agreement includes:

3.1 International Double Degree Master Program
   a) Application

   Postgraduate candidates must fill up the application forms issued by the sending university and fulfill the requirements of postgraduate enrolment for International Double Degree Master Program.

   b) Intake Requirement

   The intake requirement follows the sending university requirement for its master program.

   c) Selection

   Application forms and documents will be evaluated first by sending university and qualified applicants will be forwarded to the receiving university for final evaluation.

   d) Offer and Acceptance Letter

   An offer letter or offer statement will be given to the qualified students by the sending university. A letter of acceptance will be given by the receiving university after the final evaluation from receiving university.

   e) Registration

   The selected postgraduate candidates from the sending university will have to register again at the receiving university. The registration as master student at sending university is considered as the starting time of study. The total duration of the study is counted from starting time of the study instead of registration time at receiving university.

   f) Fees

   Students need to pay study fees at sending university only. **Students do not need to pay** any fees related to study fees at receiving university (from registration until graduation). Students however need to pay other fees related to study application, health insurance or medical check-up, visa processing, accommodation and transportation (refer to Appendix I). These other fees can be covered by scholarship. Any scholarship arrangements shall be resolved by students before attachment start.

   g) Visa

   The selected students must have their own passport. Visa application will be assisted by the receiving university.

   h) Scholarship

   Students can apply for scholarships from UTM, TUIL, Malaysian Government, German Government or other sponsors.

   i) Accommodation
The receiving university will assist the student in arranging for accommodation.

j) Orientation

Postgraduate candidates can attend one week of orientation for the first semester of attachment organized by the receiving university.

k) Study Duration

A student from sending university will study at the receiving university for a minimum of 7 months out of 18 months and vice versa. The Long Abroad Period and Short Abroad Period are both shown in Table III and VI in Appendix B.

l) Curriculum

The curriculum will be based on the regular curriculum provided by each university. Curriculum structure and course equivalent are listed in Appendix C. The minimum compatibility of curriculum must be 80%. The changing of curriculum must be informed and discussed with both universities.

m) Academic Schedule

The receiving university will provide academic schedule to the students.

n) Supervisor

Each postgraduate student will have at least one supervisor from the sending university and one supervisor from the receiving university. Both supervisors shall communicate with each other through several mediums such as emails, tele-conference, voice calls and/or other manners. Hence, both supervisors shall have meetings using such mediums at least once for every semester to supervise and evaluate the students involved. Both main supervisors must have at least a qualification of a PhD degree and related background to guide a postgraduate candidate in the topic's research area. An appointment letter or similar statement can be issued from both universities to the supervisor(s).

o) Periodic Meeting

The supervisor from the sending university and receiving university shall meet once a year. All expenses for supervisor's visits will be covered by respective universities or by other sponsors.

p) Research Proposal

The research proposal should be approved by supervisors from both universities.

q) Research Facility

Both universities provide appropriate research facilities for each master student from the partner university. Research funding will be covered under the supervisor's grant, if any.

r) Report
All exchange students need to submit progress reports to both universities.

s) Thesis Evaluation

The thesis will be evaluated by examiners appointed by both universities. Thesis can be submitted to receiving university at least 12 Months after registration at sending university.

t) Seminar

Exchange student may join any seminars organized by the receiving universities.

u) Grading System

The relationship between marks, grade, points, and achievement levels for International Double Degree Master in Biomedical Engineering is given in Table I (Universiti Teknologi Malaysia) and Table II (Technische Universität Ilmenau) in Appendix A.

v) Credit Transfer

A student may apply for credit transfer by submitting the relevant documents during the period of study. The credit transfer scheme is shown in Appendix C.

w) Graduation Requirement

Students are required to pass all compulsory courses and viva for UTM and CGPA of 4.0 for TUIL to graduate.

x) Withdrawal

Students may request for withdrawal by providing a letter to the sending university and if it is accepted, the students are considered terminated from International Double Degree Program.

y) Certification

Postgraduate candidates will receive their degree certificates from UTM and also TUIL after fulfilling the graduation requirement from both universities. UTM will award the postgraduate candidates Master of Philosophy (Biomedical Engineering) or Master of Science (Biomedical Engineering) and TUIL will award the candidates with Master of Science (Biomedical Engineering). Candidates may also obtain only a certificate from sending university if they cannot fulfil the graduation requirement from receiving university.

z) Standard Operating Procedure

The Standard Operating Procedure of preparation, implementation and completion of this double degree programme is listed in Appendix F. The procedure may differ from Appendix F with written approval from both parties.

3.2 Staff Exchange
a) Scope

i) Joint Research
   Joint research activities include proposal development, project implementation, and project reporting. Joint research contract must be issued and agreed before the start of the research.

ii) Training / Short Course / Summer School
    Staffs are able to join any training, short course or summer school program organized by the receiving university.

iii) Evaluation (Student Thesis or Curriculum)
    Staffs are allowed to involve in student thesis or curriculum evaluation at the receiving university.

iv) Administration and Management (Secretariat)
    Parties should facilitate the mutual exchange of administrative and secretarial personnel attached to the academic departments and colleges, research laboratories and centres, libraries, and assorted administrative bodies of each institution.

v) Visiting Lecturer
    Parties should facilitate the attached lecturers in teaching programs, seminar, short courses and postgraduate students supervision.

b) Appointment

i) An appointment letter and offer letter will be issued by the receiving university for staff attachment as per below:

   i. Guest Researcher and/or Post Doctoral;
   ii. Visiting Professor and/or Visiting Lecturer;
   iii. Guest Professor and/or Guest Lecturer;
   iv. External Examiner.

ii) A duty letter will be issued by the sending university for staff as per below:

   i. Course Participant;
   ii. Academic Visitor; and/or
   iii. PhD Researcher.

The appointment letter and offer letter will be informed to the sending university. The duty letter will be informed to the receiving university. Both universities shall agree to the issued letters.

c) Fees and Salary

Fees and salary must be written in an appointment letter or offer letter or duty letter.

d) Visa
The receiving university will assist staff to obtain a visa if required.

e) Accommodation

Accommodation will be provided by the receiving university for the invited staff.

f) Academic Partner

The receiving university should assign an academic partner for each visiting staff.

g) Report

All attached staffs need to submit a report to both universities two (2) weeks after the attachment period.

a) Completion

The staff will back to their respective university after completing the attachment at the receiving university.

3.3 Joint Supervision for Double Degree PhD program

a) Research proposal

The research proposal should be approved by supervisors from both universities.

b) Supervisors

Each PhD candidate will have a minimum of two supervisors, from UTM and from TUJIL. The main supervisor(s) must have a PhD degree and related background to guide a postgraduate candidate in the topic's research area.

c) Offer Letter for Candidates

An offer letter or offer statement will be issued by both universities to the qualified candidates.

d) Appointment Letter for Supervisor

An appointment letter or similar statement will be issued from both universities to the supervisor(s).

e) Research Facilities

Both universities will provide appropriate research facilities for each PhD student from the sending university.

f) Research Funding

Research funding will be covered under the supervisor's grant, if any.
g) Fees

Students need to pay study fees at sending university only. **Students do not need to pay** any fees related to study fees at receiving university (from registration until graduation). Students however need to pay other fees related to study application, health insurance or medical check-up, visa processing, accommodation and transportation (refer to Appendix I). These other fees can be covered by scholarship. Any scholarship arrangements shall be resolved by students before attachment start.

h) Visa

The receiving university will assist student to obtain a visa if required.

i) Accommodation

The receiving university will assist the student in arranging for accommodation.

j) Supervisor Meeting

When necessary, the supervisor from the sending university will visit the receiving university at least once a year. All expenses for supervisor’s visits will be covered based on his appointment letter or similar statement issued by the respective universities.

k) Report

The students need to submit progress reports to both universities.

l) Thesis Evaluation

The thesis will be evaluated by examiners appointed by both universities.

m) Seminar / Proposal Defense/ Mini Viva

The students may join any seminar organized by the receiving universities. The students shall present proposal and/or progress at the sending or receiving university according to requirements of both universities. The result shall be given to both universities.

n) Grading system

The grading system and dissertation defence/viva should be in accordance to postgraduate study regulations from both universities.

o) Double Degree PhD Certification

A period of 9 months abroad is required for the double degree PhD. Upon completion of a double degree PhD, both universities shall issue a degree certificate according to respective universities’ regulations. Both certificates
shall be in written and only valid in conjunction with the certificate issued by the receiving university. The final grading in a double degree PhD must be consistent for the two certificates. The grading equivalent is stated in Table VI.

p) Standard Operating Procedure
The Standard Operating Procedure of preparation, implementation and completion of this double degree programme is listed in Appendix G. The procedure may differ from Appendix G with written approval from both parties.

3.4 Joint Supervision for Bachelor Internship or Bachelor Project

a) Research Proposal

The research proposal should be approved by supervisors from both universities.

b) Supervisors

Each candidate will have a minimum of two supervisors, from UTM and from TUIL.

c) Offer Letter for Student

An offer letter or offer statement will be issued by both universities to the qualified candidates.

d) Appointment Letter for Supervisor

An appointment letter or similar statement will be issued from both universities to the supervisor(s).

e) Research Facilities

Both universities will provide appropriate research facilities for each student from the sending university.

f) Research Funding

Research funding will be covered under the supervisor's grant, if any.

g) Fees and Sponsor

The student may apply for scholarship from their own university or any foundation to support the fees and expenses abroad.

h) Visa

The receiving university will assist the student to obtain a visa if required.

i) Accommodation

The receiving university will assist the student in arranging for accommodation.
j) Report

The students need to submit progress reports to both universities.

k) Project Report Evaluation

The project report will be evaluated by examiners appointed by both universities.

l) Seminar

The students may join any seminar organized by the receiving universities.

m) Grading System

The grading system should be in accordance to undergraduate study regulations from both universities.

n) Certificate

The students will be awarded with bachelor degree by their sending university.

o) Standard Operating Procedure

The Standard Operating Procedure of preparation, implementation and completion of this double degree programme is listed in Appendix H. The procedure may differ from Appendix H with written approval from both parties.

4. SUPPORT IN ACADEMIC AFFAIRS

Parties shall agree to provide support in all academic affairs. The receiving university will provide a member of staff or student for the incoming students and staff, who will act as a representative and will provide help with local authorities and other academic affairs. An academic committee will be established and responsible for student intake, program management, and academic affairs. Supporting staffs shall be assigned by the universities as needed.

5. JOINT PUBLICATION

5.1. All papers resulting from the student's research will be published with names of all supervisors and both universities, exception apply.

5.2. The researchers engaged in this project will be permitted to present at symposia, national, international, or regional professional meeting, and to publish in journals, thesis or dissertations, or otherwise of their own choosing, the methods and the results of this collaborative research project provided it shall not jeopardize any application for registration of any Intellectual Properties (if any).

5.3. The parties agree that the publications will be co-authored jointly by the participants from Technische Universität Ilmenau and Universiti Teknologi Malaysia, with the order and designation of authorship determined by both principal investigators of the research collaboration.

5.4. Any scientific paper, article, publication, or announcement of advances generated
in connection with work done under this agreement, during the period of performance of the agreement or in the future, will give proper credit to the efforts of each party and also shall not jeopardize any application for registration of any Intellectual Properties (if any).

6. INTELLECTUAL PROPERTY RIGHTS

6.1. Intellectual property rights in all the research findings, concepts, ideas, inventions know-how and working papers which are produced, developed, designed or created or acquired as a result of co-operation between TUIL and UTM pursuant to this Agreement shall remain vested by both Parties.

6.2. Intellectual Property created by one or more employees of Universiti Teknologi Malaysia will belong to Universiti Teknologi Malaysia, and Intellectual Property created by one or more employees of Technische Universität Ilmenau will belong to Technische Universität Ilmenau, while the jointly created Intellectual Property by one or more employees will be jointly held by Universiti Teknologi Malaysia and Technische Universität Ilmenau.

6.3. Both parties agree to work cooperatively toward commercialization of the Intellectual Property.

7. ADDITIONAL REGULATION

a) All postgraduate applicants must meet the admission requirements stipulated by UTM and TUIL.

b) Postgraduate candidates will stay in Germany or Malaysia during their work based on the covenants between the supervisors. The UTM"s or TUIL"s Postgraduate Academic Rules and Regulations are applicable in all situations and must be read and interpreted in conjunction with the UTM"s and TUIL"s Guidelines for Research Students at Remote Locations.

c) Suitable arrangements will be in place for the execution of the International Double Degree postgraduate program (including availability of experimental facilities, classrooms, libraries, and administration office).

d) All candidates are required to hold at least a TOEFL 550 (paper based), TOEFL 213 (computer based), TOEFL 78 (internet based) or IELTS 6.0 band certificate or equivalent English proficiency certificates from Germany certified by TUIL or UTM.

e) Postgraduate candidates may have to complete some supplementary courses in UTM or TUIL, as agreed by the supervisors or required for the admission. A Malay language or Malaysian culture course is compulsory for the international student at UTM. A German language course is recommended for the international student at TUIL.

f) Convocation ceremony for degree conferred by UTM will be held in UTM. Convocation ceremony for degree conferred by TUIL will be held in TUIL.

8. PROMOTION
Both Parties shall agree to promote the International Double Degree Postgraduate Programs in Biomedical Engineering by means of creating specific and interactive website, brochures, road shows, and other marketing methods.

9. FUNDING

The Parties agree that:

i) The terms and conditions of such mutual assistance and co-operation and necessary funding of each program and activity as provided above shall be mutually discussed and agreed upon in writing by both Parties (or its respective subsidiary if applicable) prior to the initiation, implementation or execution of the particular program or activity. In the event of a dispute relating to the fundings or any other related issues, the dispute shall be referred to an independent expert for final determination, which determination shall be binding on the Parties.

ii) The costs and expenses incurred in performing any activity or programmes pursuant to this Agreement shall be agreed by both Parties and reflected in the terms and conditions as stated in (i) above.

iii) The scope of the activities to be undertaken under this Agreement shall be subject to the funds available from both Parties or through financial assistance as may be obtained by either Party from external sources (DAAD, EU, MOHE, UTM and TUILL). The Financial Planning 2016 – 2020 are as shown in Appendix E.

10. DURATION AND TERMINATION

This Agreement shall come into force on [June 2016] and shall remain in force for five (5) years unless terminated by one of the parties by giving thirty (30) days written notice. Where such termination occurs, the provision of this Agreement shall continue to apply to on-going activities until their completion.

11. INDEMNIFICATION

11.1. Each party agrees, to the extent permitted by law, to defend, indemnify and hold harmless the other party from any and all claims, injuries, damages or other liability arising from any intentional or negligent acts of indemnifying party’s principals, officers, agents, or employees.

11.2. Each party shall be responsible for any and all claims, injuries, damages or other liability attributable to the negligent acts or omissions of that party and the officers, employees, and agents thereof.

11.3. Should either parties' government decree participation in this agreement illegal or demand non-participation, then such party will be free to terminate this agreement.
11.4. Each party is a separate organization and each party will maintain its separate status during the performance of this agreement. Neither party will be construed as a joint venture, joint partner, nor agents of the other party. Nor shall the employees, officers, or agents of one party be considered officers, employees, or agents of the other party for any purpose whatsoever.

12. REPORT AND MEETING

Representatives of the parties hereto shall meet formally at yearly intervals during the contract period to discuss the progress of the project at such venue, date and time as Technische Universität Ilmenau may determine after consulting Universiti Teknologi Malaysia.

13. MUTUAL TRUST

13.1. The provision of this Agreement are subject to the principles of good faith and all obligations and rights express herein are to be honoured and exercised in conformity with such principles and with the mutual of both parties hereto.

13.2. In entering into this Agreement both parties recognised that it is impractical to make provisions for every contingencies that may arise. Both parties hereby declare that matters not herein provided for shall be decided through consultation with sincerity between them and it is the intention that this Memorandum of Agreement shall operate between them in fairness and without detriment to the interest of either party.

13.3. In the case of performing this Agreement an event occurs which hinders or restricts its implementation then the parties shall use their best endeavour to agree upon such action as may be necessary and equitable to remove the cause of the same.

13.4. Both parties covenant and agree with each other that they shall use their best endeavour to ensure that full effect shall be given to the term of this Agreement in the spirit it is agreed.

14. CONFIDENTIAL INFORMATION

14.1 For the purpose of this Agreement, "Confidential Information" means any information whether prior to or hereafter disclosed by a Party ("the Disclosing Party") to the other Party ("Receiving Party") in the course of this Agreement involving technical, business, marketing, policy, know-how, planning, project management and other information, data and/or other forms, including but not limited to any information which is designated in writing to be confidential or by its nature intended to be for the knowledge of the Receiving Party, or if orally given, is given in the circumstances of confidence or confirmed promptly in writing as
having been disclosed as confidential or proprietary.

14.2 Each Party undertakes to the other Party in relation to the Confidential Information:

14.2.1. to maintain the Confidential Information in confidence and to use it only for the purposes of this Agreement and for no other purpose and in particular, but without prejudice to the generality of the foregoing, not to make any commercial use thereof or use the same for the benefit of itself or of any third Party other than pursuant to this Agreement;

14.2.2. not to copy or reproduce in writing or any form of recording any part of the Confidential Information except as may be reasonably necessary for the purposes of this Agreement and that any copy, reproduction or reduction to writing so made shall be the property of the Disclosing Party;

14.2.3. to disclose the Confidential Information whether to any of its employees or to any third party except in confidence to such of its employees or to any third party who need to know the same for the purpose of this Agreement and provided that:

(i) such employees or third party are obliged by their contracts of employment or service not to disclose the same;

(ii) the Receiving Party shall enforce such obligations at its expense and at the request of the Disclosing Party in so far as breach thereof relates to the Confidential Information of the Disclosing Party;

(iii) to apply thereto no lesser security measures and degree of care than those which the Receiving Party applies to its own confidentiality or proprietary information and which the Receiving Party warrants as providing adequate protection of such information from unauthorised disclosure, copying or use; and

(iv) to immediately return to the Disclosing Party all Confidential Information (including copies thereof) in the Receiving Party’s possession, custody or control upon termination of this Agreement at any time and for any reason.

14.3 For the avoidance of doubt, Confidential Information does not extend to information which:

14.3.1 is or becomes a part of the public domain through no act or omission of either Party; or

14.3.2 was in the other Party’s lawful possession prior to the disclosure and had not been obtained by the Receiving Party either directly or indirectly from the Disclosing Party; or

14.3.3 is lawfully disclosed to the Receiving Party by a third party that is legally
free to disclose such Confidential Information; or

14.3.4 is independently developed by the Receiving Party.

14.4 No Party shall publish or otherwise make public the contents of this Agreement and any Confidential Information made available to each other without the prior written consent of the other Party.

14.5 This Clause 13 shall survive the termination or expiry of this Agreement and shall at all times be enforceable at law and in equity.

14.6 No license to any Party under any copyrights, patents or other rights now owned or hereafter obtained is granted or implied by this Agreement or by providing any information hereunder to that Party. Confidential Information is proprietary to the Disclosing Party and is, and shall remain, the sole and exclusive property of the Disclosing Party.

14.7 The Receiving Party understands and agrees that monetary damage will not be sufficient to avoid or compensate for the unauthorised use or disclosure of Confidential Information and the injunctive relief would be appropriate to prevent any actual or threatened use of disclosure of such Confidential Information.

15. EFFECTS OF TERMINATION

15.1 Without prejudice to its rights to claim monetary damages under this Agreement, both parties shall at all material times entitle to terminate this Agreement by providing a three (3) months written notice.

15.2 In the event that the Notice is served:
(i) the provisions of this Agreement shall be applicable notwithstanding the same, to the last cohort of students of the Programme;
(ii) both parties shall not make any new advertisements in any media or any other forms for the Programme;
(iii) the party shall pay the outstanding Course Fee (if any) to the other party within thirty (30) days after the Notice of termination of this Agreement has been served and accordingly all the Parties shall not have any claims whatsoever in nature to the other parties concerned;
(iv) both parties agree that remaining students for the ongoing Programme shall continue until its completion.
(v) any parties shall not enrol any new intake.

16. FORCE MAJEURE

16.1 None of the Parties shall be liable for any delay or default in the performance of its obligations under this Agreement caused by circumstances beyond its reasonable control and without the fault or negligence of such Party, including but not restricted to acts of God, acts of public enemy, perils of navigation, fire, hostilities, war (declared or undeclared, blockade, labour disturbances, strikes, riots, insurrections, civil commotion, earthquakes, accidents, act, regulations or orders by the
government, ministry, department or other public authority or other cause(s) beyond
the Party's control. In any events mentioned above, the Parties shall, for the duration
of such event, be relieved of any such obligation under this Agreement as is affected
by the said event.

16.2 Each Party shall immediately notify the other Party in writing of the occurrence of any
event of Force Majeure applicable to its obligations under this Agreement and its
consequences and when it expects to resume performance of those obligations.

15.3 In the event of the occurrence of any acts of God, war, civil commotion, labour or
industrial disputes, restrictions imposition of any law requirements by any authorities
or of any event of Force Majeure then in so far as such occurrence shall prevent
hinder or delay performance by either Party, then in any such event, either Party shall
have the liberty to terminate this Agreement by giving the other Party fourteen (14)
days notice in writing of its intention to do so without any liability except for that
accrued prior to the Force Majeure event.

17. LIMITATION OF LIABILITY

Notwithstanding anything to contrary which may be contained in this Agreement, it is hereby
expressly agreed that neither Party shall under any circumstances, be liable to the other
Party for business, special, exemplary, indirect, incidental or consequential loss or punitive
damages of any kind whatsoever (including and without limitation to any termination of this
Agreement or any loss of anticipated profit or any other economic loss other than legitimate
expenses which have already been incurred) which may be suffered by that other Party in
relation to the Program whether such liability is asserted on the basis of contract, tort
(including negligence and strict liability) or otherwise even if such Party has been advised of
the possibility of such damages.

18. SETTLEMENT OF DISPUTES

Any dispute, difference, controversy or claim arising out of or in relation to this Agreement or
the breach, termination or invalidity thereof shall be settled amicably by the Parties hereto in
the spirit of mutual understanding and co-operation and endeavour to reach an amicable
settlement.

19. NOTICE

19.1 Any notice, approval, consent, request or other communication required or permitted
to be given or made under this Agreement shall be in writing in English language and
delivered to the address or sent to the facsimile number or to the email address of
the Parties, shown below or to such other address, facsimile number or email
address as either Party may have notified the other from time to time:
19.2 Such notice shall be deemed to be duly given or made:

19.2.1 if given or made by letter, five (5) days after posting and in proving the same it shall be sufficient to show that the envelope containing the same was duly addressed, stamped and posted; or

19.2.2 if by facsimile transmission or delivery in person or email address, when delivered to the recipient at such address or when transmitted to the recipient at such facsimile number or sent to the email address of the recipient which is duly acknowledged.

20. GENERAL

20.1 Further Assurances

The Parties hereto hereby agree that this Agreement records their initial intent and it is their further intention to execute and deliver to each other such further documents and instruments and to do or cause to be done such further acts or things as any of the Parties
may reasonably request at all times and from time to time in order to carry out the transactions contemplated herein and that the Parties shall negotiate the detailed terms of any such documents or instruments in good faith and shall use their best endeavour to agree upon such terms.

20.2 Relationship

Nothing in this Agreement constitutes or be deemed to constitute a Party as the partner, agent, employee or representative of the other Party. A Party must not act independently of the other Party and does not have the right or power to commit the other Party on any matter or incur any obligations on behalf of or pledge the credit of the other Party for any purpose whatsoever without the prior written approval of the other Party.

20.3 Entire Agreement

20.3.1. This Agreement and the appendices, if any, constitute the entire Agreement between the Parties in relation to the Program and supersedes and cancels all prior agreements and understandings whether oral or written made prior to the date of this Agreement and no variation of this Agreement shall be effective unless reduced to writing and signed by or on behalf of by a duly authorised representative of each of the Parties hereto.

20.3.2. The Appendices shall be taken, read and construed as integral part of this Agreement.

20.4 Waiver

The failure of any Party to exercise its rights under or insist on strict adherence to any term of this Agreement must not be considered a waiver (unless advised in writing to the Party claiming the benefit of the waiver) and shall not operate to deprive that Party of the future exercise of that right or the right to insist on strict adherence to that term or any other term of this Agreement.

20.5 Variation

A variation of any term of this Agreement must be in writing and signed by the Parties and shall be effective from the date specified in the written instrument.
20.6 Assignment

The Parties shall not, without the prior written consent of the other Party, assign this Agreement or any portion of this Agreement to any third party, provided that such consent shall not be unreasonably withheld. In the event that any portion of this Agreement is assigned hereunder, the assignor shall be solely and personally responsible for the due observance by such assignee of all the terms and conditions herein expressed.

20.7 Press Announcement

Neither Party shall be entitled to make or permit or authorise the making of any press release nor other public statement or disclosure concerning this Agreement or any of the transactions contemplated in it without the prior written consent of the other Party. Any press release or publication regarding this Agreement is subject to prior review and written approval of the Parties.

20.8 Successors Bound

This Agreement shall be binding upon and inure to the benefit of the Parties and their respective successors and permitted assigns.

20.9 Governing Law and Jurisdiction

This Agreement and the agreements contemplated herein shall be governed by and construed in accordance with the laws and regulations of Malaysia or Germany subject to the laws of the country where the breach occurs.
IN WITNESS WHEREOF the parties hereto have set their hands the day and year first above written:

Signed by and for and on behalf of:

TECHNISCHE UNIVERSITÄT ILMENAU

07. MRT. 2016

Univ. Prof. Dr. rer. nat. habil. Dr. h.c.
Prof. h.c. mult. Peter Scharff
Rector

UNIVERSITI TEKNOLOGI MALAYSIA

Prof. Datuk Ir. Dr. Wahid bin Omar
Vice Chancellor

FACULTY OF COMPUTER SCIENCE AND AUTOMATION,
TECHNISCHE UNIVERSITÄT ILMENAU

Prof. Dr.-Ing. Kai-Uwe Sattler
Dean

FACULTY OF BIOSCIENCES AND MEDICAL ENGINEERING,
UNIVERSITI TEKNOLOGI MALAYSIA

Prof. Dr. Jasmir bin Yunus
Dean

Witnessed by:

DEKANAT

INSTITUT OF BIOMEDICAL ENGINEERING AND INFORMATICS,
TECHNISCHE UNIVERSITÄT ILMENAU

Prof. Dr.-Ing. Jens Haueisen
Director

IJN-UTM CARDIOVASCULAR ENGINEERING CENTRE,
UNIVERSITI TEKNOLOGI MALAYSIA

Prof. Ir. Dr.-Ing. Eko Supriyanto
Director

UTM-TUILL Cooperation Coordinator
Technische Universität Ilmenau
Institut für Biomedizinische Technik
und Informatik
G.-Kirchhoff-Str. 2
Postfach 100 565
98684 Ilmenau

TUILL-UTM Cooperation Coordinator
APPENDIX A

Credit transfer and grading system for International Double Degree Master in Biomedical Engineering

Table I: Grading System (UTM)

<table>
<thead>
<tr>
<th>UTM</th>
<th>GP EACTS assigned to host student</th>
<th>GP EACTS range for returning student</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>A+</td>
<td>100</td>
<td>91 to 100</td>
<td>Excellent</td>
</tr>
<tr>
<td>A</td>
<td>90</td>
<td>86 to 90</td>
<td></td>
</tr>
<tr>
<td>A-</td>
<td>84</td>
<td>73 to 85</td>
<td></td>
</tr>
<tr>
<td>B+</td>
<td>67</td>
<td>60 to 72</td>
<td></td>
</tr>
<tr>
<td>B</td>
<td>50</td>
<td>47 to 59</td>
<td>Lowest Passing</td>
</tr>
<tr>
<td>B-</td>
<td>34</td>
<td>28 to 46</td>
<td>Fail</td>
</tr>
<tr>
<td>C+</td>
<td>17</td>
<td>9 to 27</td>
<td></td>
</tr>
<tr>
<td>C</td>
<td>0</td>
<td>0 to 8</td>
<td></td>
</tr>
<tr>
<td>C-</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>D+</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>D</td>
<td></td>
<td></td>
<td>Fail</td>
</tr>
<tr>
<td>D-</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>E</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Table II: Grading system (TUIL)

<table>
<thead>
<tr>
<th>TUI</th>
<th>GP EACTS assigned to host student</th>
<th>GP EACTS range for returning student</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.0</td>
<td>100</td>
<td>93 to 100</td>
<td>Excellent</td>
</tr>
<tr>
<td>1.3</td>
<td>90</td>
<td>77 to 92</td>
<td></td>
</tr>
<tr>
<td>1.7</td>
<td>77</td>
<td>60 to 76</td>
<td></td>
</tr>
<tr>
<td>2.0</td>
<td>67</td>
<td>48 to 59</td>
<td></td>
</tr>
<tr>
<td>2.3</td>
<td>57</td>
<td>39 to 47</td>
<td></td>
</tr>
<tr>
<td>2.7</td>
<td>43</td>
<td>30 to 38</td>
<td></td>
</tr>
<tr>
<td>3.0</td>
<td>33</td>
<td>23 to 29</td>
<td></td>
</tr>
<tr>
<td>3.3</td>
<td>23</td>
<td>16 to 22</td>
<td></td>
</tr>
<tr>
<td>3.7</td>
<td>10</td>
<td>6 to 15</td>
<td></td>
</tr>
<tr>
<td>4.0</td>
<td>0</td>
<td>0 to 5</td>
<td>Lowest passing</td>
</tr>
<tr>
<td>5.0</td>
<td></td>
<td></td>
<td>Fail</td>
</tr>
</tbody>
</table>
# APPENDIX B

## Table III: Long Abroad Period

### UTM → TUIL

<table>
<thead>
<tr>
<th>Timeframe</th>
<th>Description</th>
<th>Month Spending</th>
<th>Credit points TUIL</th>
<th>Credit points UTM</th>
</tr>
</thead>
<tbody>
<tr>
<td>1st September – 31st January</td>
<td>Semester 1</td>
<td>5</td>
<td>39</td>
<td>18</td>
</tr>
<tr>
<td>1st February – 31st March</td>
<td>Language &amp; Preparation Phase Final Project 1</td>
<td>2</td>
<td>5</td>
<td>2</td>
</tr>
<tr>
<td>1st April – 31st July</td>
<td>Semester 2</td>
<td>4</td>
<td>30</td>
<td>15</td>
</tr>
<tr>
<td>1st August – 31st December</td>
<td>Final Project 2</td>
<td>5</td>
<td>10</td>
<td>3</td>
</tr>
<tr>
<td>1st January – 31st January</td>
<td>Presentation</td>
<td>1</td>
<td>6</td>
<td>2</td>
</tr>
<tr>
<td></td>
<td></td>
<td>18</td>
<td>90</td>
<td>40</td>
</tr>
</tbody>
</table>

### TUIL → UTM

<table>
<thead>
<tr>
<th>Timeframe</th>
<th>Description</th>
<th>Month Spending</th>
<th>Credit points TUIL</th>
<th>Credit points UTM</th>
</tr>
</thead>
<tbody>
<tr>
<td>1st April – 31st August</td>
<td>Semester 1</td>
<td>5</td>
<td>34</td>
<td>17</td>
</tr>
<tr>
<td>1st September – 30th September</td>
<td>Final Project 1</td>
<td>1</td>
<td>5</td>
<td>1</td>
</tr>
<tr>
<td>1st October – 31st January</td>
<td>Language &amp; Preparation Phase Final Project 1</td>
<td>4</td>
<td>15</td>
<td>5</td>
</tr>
<tr>
<td>1st February – 31st August</td>
<td>Semester 2</td>
<td>7</td>
<td>30</td>
<td>15</td>
</tr>
<tr>
<td></td>
<td>Final Project 2</td>
<td>1</td>
<td>6</td>
<td>2</td>
</tr>
</tbody>
</table>
### Table IV: Short Abroad Period

<table>
<thead>
<tr>
<th>Timeframe</th>
<th>Description</th>
<th>Month Spending</th>
<th>Credit points TUIL</th>
<th>Credit points UTM</th>
</tr>
</thead>
<tbody>
<tr>
<td>30th September</td>
<td>Presentation</td>
<td>18</td>
<td>90</td>
<td>40</td>
</tr>
<tr>
<td>1st September – 31st January</td>
<td>Semester 1</td>
<td>5</td>
<td>30</td>
<td>15</td>
</tr>
<tr>
<td>1st February – 31st July</td>
<td>Semester 2</td>
<td>6</td>
<td>30</td>
<td>15</td>
</tr>
<tr>
<td>1st August – 28th February</td>
<td>Preparation Phase</td>
<td>7</td>
<td>28</td>
<td>7</td>
</tr>
<tr>
<td></td>
<td>Final Project Presentation</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1st March – 15th March</td>
<td>Presentation at UTM</td>
<td>0.5</td>
<td>3</td>
<td>1</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>18.5</strong></td>
<td><strong>90</strong></td>
<td><strong>40</strong></td>
</tr>
</tbody>
</table>

### Table IV: Short Abroad Period

<table>
<thead>
<tr>
<th>Timeframe</th>
<th>Description</th>
<th>Month Spending</th>
<th>Credit points TUIL</th>
<th>Credit points UTM</th>
</tr>
</thead>
<tbody>
<tr>
<td>1st April – 30th September</td>
<td>Semester 1</td>
<td>6</td>
<td>30</td>
<td>16</td>
</tr>
<tr>
<td>1st October – 15th February</td>
<td>Semester 2</td>
<td>4.5</td>
<td>30</td>
<td>16</td>
</tr>
<tr>
<td>16th February – 15th September</td>
<td>Preparation Phase</td>
<td>7</td>
<td>28</td>
<td>7</td>
</tr>
<tr>
<td></td>
<td>Final Project Presentation</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>16th September – 30th September</td>
<td>Presentation at TUIL</td>
<td>0.5</td>
<td>2</td>
<td>1</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>18</strong></td>
<td><strong>90</strong></td>
<td><strong>40</strong></td>
</tr>
</tbody>
</table>
## APPENDIX C

Table V: Curriculum structure for International Double Degree Master in Biomedical Engineering

<table>
<thead>
<tr>
<th>Semester</th>
<th>TUIL</th>
<th>UTM</th>
</tr>
</thead>
</table>
| Sem 1    | Courses: (30 credits)  
- Technical course  
- Research methodology (Seminar)  
- Non technical course | Research sem. 1 (6 credits):  
- Research methodology  
- Malaysian culture  
- Proposal defense | |
| Sem 2    | Research 1 (30 credits):  
- Specialization  
- Lab works  
- Project presentation | Research sem. 2 (20 credits):  
- Lab works  
- Mini viva / Project presentation | |
| Sem 3    | Research 2 (30 credits):  
- Viva | Research sem. 3 (20 credits):  
- Viva | |
| Total    | 90 credits | 46 credits |
## APPENDIX D

**Table VI**

PhD Grading Equivalence

<table>
<thead>
<tr>
<th>Mark</th>
<th>Grade</th>
<th>Mark</th>
<th>Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.0</td>
<td>Magna Cum Laude</td>
<td>9 to 10</td>
<td>Excellent</td>
</tr>
<tr>
<td>2.0</td>
<td>Cum Laude</td>
<td>7 to &lt; 9</td>
<td>Very Good</td>
</tr>
<tr>
<td>3.0</td>
<td>Rite</td>
<td>5 to &lt; 7</td>
<td>Good</td>
</tr>
<tr>
<td>4.0</td>
<td>Non Sufficit</td>
<td>&lt; 5</td>
<td>Fail</td>
</tr>
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</table>
### APPENDIX E – Financial Planning 2016 - 2020

#### Planning 2016-2020

<table>
<thead>
<tr>
<th>Activity</th>
<th>Number Description</th>
<th>Cost / unit</th>
<th>Cost Distribution / students/ period</th>
<th>Total Cost Distribution (all students for 5 years)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Double Degree Master/ Attachment from UTM at TUIL (7-11 months)</td>
<td>5 enrolled students / year</td>
<td>Flight ticket EUR 700 + EUR 700 / month</td>
<td>M: 700 + 3000 (10 months) = EUR 3700</td>
<td>M: EUR 3700 X 5 X 5 = EUR 18 500</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>G: 4000 (10 months) = EUR 4000</td>
<td>G: EUR 4000 X 5 X 5 = EUR 100 000</td>
</tr>
<tr>
<td>Double Degree Master/ Attachment from TUIL at UTM (7 – 11 months)</td>
<td>5 enrolled students / year (4 TUIL sponsored)</td>
<td>Flight ticket EUR 700+ EUR 830 / month</td>
<td>G: 700 + 8300 (10 months)</td>
<td>G: EUR 9000x5x4= EUR 180 000</td>
</tr>
<tr>
<td></td>
<td>(1 UTM sponsored)</td>
<td></td>
<td>M: 4000 (10 months)</td>
<td>M: 4000 X 1 X 5 = EUR 20 000</td>
</tr>
<tr>
<td>Double Degree PhD / Attachment from TUIL at UTM (9 – 33 months)</td>
<td>1 enrolled students / year</td>
<td>Flight ticket EUR 900 + EUR 1060 / Month</td>
<td>G: 900 + 6720 (12 months)</td>
<td>G: EUR 7620 X 1 X 5 = EUR 38 100</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>M: 6000 (12 months)</td>
<td>M: EUR 6000 X 5 = EUR 30 000</td>
</tr>
<tr>
<td>Double Degree PhD / Attachment from UTM at TUIL (9 – 33 months)</td>
<td>2 enrolled students / year</td>
<td>Flight ticket EUR 1000 + EUR 1060 / month</td>
<td>G: 1000 + 12720 (12 months)</td>
<td>G : 13720 X 2 X 5 = EUR 137 200</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>M: 0</td>
<td>M: 0</td>
</tr>
<tr>
<td>Joint Summer School</td>
<td>1 summer school / 5 years</td>
<td>EUR 35000/5 years</td>
<td>M: EUR 10 000</td>
<td>G: EUR 25 000</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>G: EUR 25 000</td>
<td></td>
</tr>
</tbody>
</table>

**SUMMARY:**

<table>
<thead>
<tr>
<th>COUNTRY</th>
<th>EURO CONTRIBUTION</th>
<th>IN MYR</th>
<th>PERCENTAGE</th>
</tr>
</thead>
<tbody>
<tr>
<td>MALAYSIA</td>
<td>EUR 152,500</td>
<td>MYR 717,850</td>
<td>24.1%</td>
</tr>
<tr>
<td>GERMANY</td>
<td>EUR 480,300</td>
<td>MYR 2,260,877</td>
<td>75.9%</td>
</tr>
<tr>
<td>TOTAL</td>
<td>EUR 632,800</td>
<td>MYR 2,978,727</td>
<td>100%</td>
</tr>
</tbody>
</table>

Note: M = Malaysia, G = Germany

### KPI Target 2016-2020

<table>
<thead>
<tr>
<th>Activity</th>
<th>Number Description</th>
<th>KPI</th>
<th>Funding Source</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bachelor Internship / Project from UTM at TUIL (3 – 6 Months)</td>
<td>5 enrolled students / year</td>
<td>5 Project Reports / year</td>
<td>MOHE UTM OTHER SOURCES</td>
</tr>
<tr>
<td>Bachelor Internship / Project from UTM at TUIL (3 – 6 months)</td>
<td>3 enrolled students / year</td>
<td>3 Project Reports / year</td>
<td>BMBF TUIL OTHER SOURCES</td>
</tr>
<tr>
<td>Double Degree Master/ Attachment from UTM at TUIL (7-11 months)</td>
<td>5 enrolled students / year</td>
<td>5 Master thesis/ 2 years</td>
<td>UTM (FLIGHT+300 EUR/MONTH) DAAD/TUIL (EUR 400/MONTH) OTHER SOURCES</td>
</tr>
</tbody>
</table>


<table>
<thead>
<tr>
<th>Project Description</th>
<th>Activities</th>
<th>Funding Sources</th>
</tr>
</thead>
<tbody>
<tr>
<td>Double Degree Master/Attachment from TUIL at UTM (7 – 11 months)</td>
<td>4 enrolled students / year, 4 Master thesis / 2 years</td>
<td>BMBF, DAAD, TUIL, UTM (EUR 400 /MONTH), OTHER SOURCES</td>
</tr>
<tr>
<td>Double Degree PhD / Attachment from TUIL at UTM (9 – 33 months)</td>
<td>1 enrolled students / year, 1 PhD thesis / 3 year</td>
<td>BMBF, DAAD, TUIL, UTM (EUR 500 /MONTH), OTHER SOURCES</td>
</tr>
<tr>
<td>Double Degree PhD / Attachment from UTM at TUIL (9 – 33 months)</td>
<td>2 enrolled students / year, 2 PhD thesis / 3 years</td>
<td>DAAD /TUIL, OTHER SOURCES</td>
</tr>
<tr>
<td>Visiting Professor from UTM at TUIL (1 – 2 weeks)</td>
<td>1 Professor / year, 1 Report / year</td>
<td>UTM, DAAD/TUIL, OTHER SOURCES</td>
</tr>
<tr>
<td>Visiting Professor from TUIL at UTM (1 – 2 weeks)</td>
<td>1 Professor / year, 1 Report / year</td>
<td>DAAD / TUIL, UTM, OTHER SOURCES</td>
</tr>
<tr>
<td>Staff Attachment from UTM at TUIL (1-12 months)</td>
<td>1 Staff / year, 1 Report / year</td>
<td>DAAD / TUIL, UTM, OTHER SOURCES</td>
</tr>
<tr>
<td>Staff Attachment from TUIL at UTM (12 months)</td>
<td>1 Staff / year, 1 Report / year</td>
<td>DAAD / TUIL, UTM, OTHER SOURCES</td>
</tr>
<tr>
<td>Joint Research Project</td>
<td>1 project execution / year, 1 Report / year</td>
<td>DAAD / TUIL, UTM, OTHER SOURCES</td>
</tr>
<tr>
<td>Joint Summer School</td>
<td>1 summer school / 5 years, 1 Report / 5 years</td>
<td>DAAD, UTM</td>
</tr>
<tr>
<td>Joint Publication</td>
<td>10 papers submission / year, 10 Indexed Scopus Papers / Year (20% of them Q1/Q2 Journal Paper)</td>
<td>UTM, TUIL</td>
</tr>
</tbody>
</table>
# APPENDIX F
## Standard Operating Procedure of Master Double Degree Programme

### Preparation

<table>
<thead>
<tr>
<th>#</th>
<th>TUIL → UTM</th>
<th>Recommended time before travel (months)</th>
<th>#</th>
<th>UTM → TUIL</th>
<th>Recommended time before travel (months)</th>
</tr>
</thead>
</table>
| 1  | Registered Master students send documents:  
  a. CV  
  b. List of Bachelor and Master marks to Coordinator (Prof. Haueisen) | 6 | 1 | Registered Master students send documents:  
  a. CV  
  b. List of Master marks / for Master by Course or Progress Report Mark for Master by Research  
  c. Master research proposal  
  d. Bachelor transcript to coordinator (Prof. Eko) | 6 |
| 2  | Selected students apply for financial support to TUIL (a) or UTM (b) or others  
  a. TUIL DAAD Scholarship application (requires declaration of BAFöG funding)  
  b. UTM Scholarship application form (Contact Prof. Eko)  
  c. Other funding opportunities | 6 | 2 | Selected students apply for financial support to TUIL (a) and UTM (b) or others  
  a. TUIL DAAD Scholarship application (Contact Prof. Haueisen)  
  b. UTM Scholarship application form (Contact Prof. Eko)  
  c. Other funding opportunities | 6 |
| 3  | TUIL (a) and/or UTM (b) issues a financial support letter  
  a. TUIL: Bewilligungsbescheid  
  b. UTM: Mention fees in the receiving university are waived | 5 | 3 | TUIL or/and UTM issues a financial support letter and acceptance letter from supervisors | 5 |
| 4  | Student contact UTM Coordinator or supervisor to get the supervisory letter and discuss research proposal | 4 | 4 | UTM issues double degree offer letter | 4 |
| 5  | Online Application (http://sps.utm.my/sps/admission.html) and payment of processing fees  
  a. Evidence of Bachelor Qualifications  
  b. Evidence of Bachelor Academic Transcripts  
  c. Evidence of English Language proficiency (TOEFL or IELTS)  
  d. Proof of Processing Fee  
  e. Research proposal  
  f. Passport-sized photograph  
  g. Copy of Passport | 5 | 5 | Health Insurance Germany registration (assisted by We4You from Ilmenau)  
  http://www.tu-ilmenau.de/en/we4you/ or to any international insurance companies | 4 |
| 6  | Selected students send documents from item 5 and additional documents below via email to UTM coordinator  
  a. Printout of Online Application  
  b. Latest Master marks list (English)  
  c. Master research proposal from UTM supervisor  
  d. Financial support letter / contract or proof of finance  
  e. Supervision letter from Supervisor or Coordinator (Prof. Haueisen) | 4 | 6 | Selected students send documents to Academic Service Centre (ASC) with CC to TUIL coordinator (Prof. Haueisen)  
  a. Bachelor certificate, plus the transcript  
  b. STPM or Matriculation certificate or Diploma  
  c. SPM certificate  
  d. TOEFL / IELTS certificate  
  e. Passport photo  
  f. Passport copy  
  g. UTM offer letter (Double Master degree program) | 4 |
<p>| 7  | UTM issues acceptance / offer letter | 3 | 7 | TUIL issues confirmation letter from ASC | 4 |
| 8  | Student manage to get the accommodation at Campus Hostel (Coordinator Prof. Eko) | 3 | 8 | Student manage to get the accommodation with help TUIL coordinator (the earlier the better; at least 4 month in advance) register | 4 |</p>
<table>
<thead>
<tr>
<th>Step</th>
<th>Task Description</th>
<th>People to Contact</th>
<th>Notes</th>
</tr>
</thead>
</table>
| 9    | Obtain health Insurance | 3 9 | Visa application, two possibilities:  
   a. Student applies Short Term (90 days) visa to German Embassy in KL.  
   Required documents:  
   - 2 duly completed Residence Permit Forms  
   - 2 biometric Passport pictures with a grey or a white background  
   - 2 copies of your passport (data page)  
   - 2 copies of your Acceptance Letter from Coordinator  
   - 2 copies of your Scholarship / financial support  
   b. Apply to ASC via email at least 3 months before coming at TUIL. ASC will handle the visa procedure and issue the final visa. |
| 10   | Students apply for visa with offer letter at Malaysia embassy (Alternatively, get the second passport and obtain visa in Malaysia) | 3 10 | Book for flight ticket |
| 11   | Flight booking (foreign students wait for VISA confirmation) | 1 11 | Student come to TUIL and register at ASC with the above mentioned documents, go to Studentenwerk office Haus B get room key (deposit 300 Euro plus first month rental), to We4You office, open bank account, register at Mayor Ilmenau office |
| 12   | Student come to UTM and register in Postgraduate Study Office and International Student Center with a copy of the above mentioned documents | - 12 | Student get the student card and password (visit UniRZ to get WiFi access) |
| 13   | Medical Check-up in UTM (RM 250) or submit UTM filled up medical check up form certified by German medical doctor. | - 13 | Student meet the coordinator/supervisor and start the study |
| 14   | Pay RM 1500 for personal bond (refer to Appendix I.) | - 14 | Student manage to get residence permit from Auslainerbehoerde at ASC |
| 15   | Students pay RM 100.00 to get the matrix card and password (refer to Appendix I.) | - | |
| 16   | Submit passport to International Student Center (ISC) for at least 21 working days for visa application. [Procedure only if visa not obtained beforehand] | - | |
| 17   | Student meet the coordinator/supervisor and start the study | - | |

### Implementation

**TUIL → UTM**

1. Orientation for 1 week  
2. Do research or/and course work on individual plan  
3. Do monthly progress report  
4. Do semester progress report (send to both supervisor and submit to UTM GSMS portal)  
5. Do semester registration at UTM and TUIL  
6. Payment for semester fees at TUIL only  
7. Do proposal defense or mini viva before viva.  
8. Submit “Notice of thesis submission” 3 months before thesis

**UTM → TUIL**

1. Orientation for 1 week  
2. Do research or/and course work on individual plan  
3. Do monthly progress report  
4. Do semester progress report (send to both supervisor and submit to UTM GSMS portal)  
5. Do semester registration at UTM and TUIL  
6. Payment for semester fees at UTM and payment for semester transportation ticket at TUIL  
7. Do proposal defense or mini viva before viva.
**Completion**

<table>
<thead>
<tr>
<th>TUIL → UTM</th>
<th>UTM → TUIL</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Get result statement from UTM</td>
<td>1. Get result statement from TUIL</td>
</tr>
<tr>
<td>2. Get the certificate and transcript from TUIL</td>
<td>2. Pay convocation fee at UTM</td>
</tr>
<tr>
<td>3. Pay convocation fee at TUIL (refer to Appendix I)</td>
<td>3. Get the certificate and transcript from UTM</td>
</tr>
<tr>
<td>4. Send a copy of certificate and transcript of TUIL to UTM SPS</td>
<td>4. Send a copy of certificate and transcript of UTM to Prüfungsamt</td>
</tr>
<tr>
<td>5. Get the certificate and transcript from UTM</td>
<td>5. Get certificate and transcript TUIL (Prüfungsamt)</td>
</tr>
</tbody>
</table>

8. Notice for thesis submission:
   a. Submit “Antrag auf Ausgabe eines Themas für die Masterarbeit” 6 months before thesis submission to the Faculty (Prüfungsamt) (Thesis format – TUIL)
   b. Submit “Notice of thesis submission” 3 months before thesis submission to the Faculty (Postgraduate office, Dr. Azil) (Thesis Format – UTM)

9. Write and submit one indexed Scopus/ISI paper
10. Hand in 3 hardcopies and 1 softcopy of thesis to the Faculty (Postgraduate office, Dr. Azil) at/before date of thesis submission
11. VIVA at UTM within two weeks after thesis submission (presentation 20 minutes), and do revision if any
12. Hand in 2 hardcopies of thesis to the Faculty TUIL (Prüfungsamt)
13. Defend thesis in TUIL (20 minutes presentation)
## APPENDIX G
Standard Operating Procedure of PhD Double Degree Programme

### Preparation

<table>
<thead>
<tr>
<th>#</th>
<th>TUIL → UTM</th>
<th>Recommended time before travel (months)</th>
<th>#</th>
<th>UTM → TUIL</th>
<th>Recommended time before travel (months)</th>
</tr>
</thead>
</table>
| 1  | Registered PhD students send documents to Coordinator (Prof. Haueisen):  
  a. CV  
  b. Bachelor and Master transcript and certificate | 6  | 1  | Registered PhD students send documents to coordinator (Prof. Eko):  
  a. CV  
  b. Bachelor and Master transcript and certificate  
  c. Research proposal | 6  |
| 2  | Selected students apply for financial support to TUIL (a) or UTM (b) or others  
  a. DAAD Scholarship application  
  b. UTM Scholarship application form  
  c. Other funding opportunities | 6  | 2  | Selected students apply for financial support to TUIL (a) and UTM (b) or others  
  a. DAAD Scholarship application  
  b. UTM Scholarship application form  
  c. Other funding opportunities | 6  |
| 3  | DAAD, UTM, or other institutions issue a financial support letter | 5  | 3  | DAAD, UTM, or other institutions issue a financial support letter | 5  |
| 4  | Student contact UTM Coordinator or supervisor to get the supervisory letter and discuss research proposal | 4  | 4  | UTM issues double degree offer letter | 4  |
| 5  | Online Application ([http://sps.utm.my/sps/admission.html](http://sps.utm.my/sps/admission.html)) and payment of processing fees  
  a. Evidence of Bachelor and Master Qualifications  
  b. Evidence of Bachelor and Master Academic Transcripts  
  c. Evidence of English Language proficiency (TOEFL or IELTS)  
  d. Proof of Processing Fee  
  e. Research proposal  
  f. Passport-sized photograph  
  g. Copy of Passport | 5  | 5  | Health Insurance Germany registration (assisted by We4You from Ilmenau)  
  [http://www.tu-ilmenau.de/en/we4you/](http://www.tu-ilmenau.de/en/we4you/) or to any international insurance companies | 4  |
| 6  | Selected students send documents from item 5 and additional documents below via email to UTM coordinator  
  a. Printout of Online Application  
  b. Latest Master marks list (English)  
  c. Master research proposal from UTM supervisor  
  d. Financial support letter / contract or proof of finance  
  e. Supervision letter from Supervisor or Coordinator (Prof. Haueisen) | 4  | 6  | Student manage to get the accommodation with help TUIL coordinator (the earlier the better; at least 4 month in advance) register online to Studentenwerk Thuringia ([http://www.stw-thueringen.de/](http://www.stw-thueringen.de/)) | 4  |
| 7  | Student manage to get the accommodation at Campus Hostel (Coordinator Prof. Eko) | 3  | 7  | Visa application:  
  Student applies Short Term (90 days) visa to German Embassy in KL. Required documents:  
  - 2 duly completed Residence Permit Forms  
  - 2 biometric Passport pictures with a grey or a white background  
  - 2 copies of your passport (data page)  
  - 2 copies of your Acceptance Letter from Coordinator | 4  |
<table>
<thead>
<tr>
<th></th>
<th></th>
<th>8</th>
<th>9</th>
<th>10</th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>UTM Issues acceptance / offer letter</td>
<td>3</td>
<td>8</td>
<td>Book for flight ticket</td>
<td></td>
<td>3</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Obtain health Insurance</td>
<td>3</td>
<td>9</td>
<td>Student come to TUIL and register at ASC with the above mentioned documents, open bank account, register at Mayor Ilmenau office. Housing option: - Private - CJD (<a href="http://www.cjd-ilmenau.de">www.cjd-ilmenau.de</a>) - IBZ - Student forum: SPI Ilmenau(<a href="https://spi.tu-ilmenau.de/">https://spi.tu-ilmenau.de/</a>)</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Students apply for visa with offer letter at Malaysia embassy [Alternatively, get the second passport and obtain visa in Malaysia]</td>
<td>3</td>
<td>10</td>
<td>Optional: Selected students send documents to Academic Service Centre (ASC) with CC to TUIL coordinator (Prof. Hauleisen) - Master certificate, plus the transcript - Passport photo - Passport copy - Health insurance certificate copy - Supervision letter from professor</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Flight booking (foreign students wait for VISA confirmation)</td>
<td>1</td>
<td>11</td>
<td>Student get the student card and password (visit UniRZ to get WiFi access)</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Student come to UTM and register in Postgraduate Study Office with a copy of the above mentioned documents</td>
<td>-</td>
<td>12</td>
<td>Student meet the coordinator/supervisor and start the study</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Medical Check-up in UTM (RM 250) or submit UTM filled up medical check up form certified by German medical doctor.</td>
<td>-</td>
<td>13</td>
<td>Student manage to get residence permit from Auslaenderbehoeerde at ASC</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Pay RM 1500 for personal bond (refer to Appendix I).</td>
<td>-</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Students pay RM 100.00 to get the matrix card and password (refer to Appendix I).</td>
<td>-</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Submit passport to International Student Center (ISC) for at least 21 working days for visa application. [Procedure only if visa not obtained beforehand]</td>
<td>-</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Student meet the coordinator/ supervisor and start the study</td>
<td>-</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Execution**

<table>
<thead>
<tr>
<th>Thesis submission at TUIL, part of work at UTM</th>
<th>Thesis submission at UTM, part of work at TUIL</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Make “Antrag auf Annahme als Doktorand” (in 1st semester)</td>
<td>1. Make “Antrag auf Annahme als Doktorand” (in 1st semester)</td>
</tr>
<tr>
<td>2. Do research or/and course work on individual plan</td>
<td>2. Do research or/and course work on individual plan</td>
</tr>
<tr>
<td>3. Do monthly progress report</td>
<td>3. Do monthly progress report</td>
</tr>
<tr>
<td>4. Do semester progress report (send to both supervisor and submit to UTM GSMS portal)</td>
<td>4. Do semester progress report (send to both supervisor and submit to UTM GSMS portal)</td>
</tr>
<tr>
<td>5. Do semester registration at UTM and TUIL</td>
<td>5. Do semester registration at UTM and TUIL* (*optional)</td>
</tr>
<tr>
<td>6. Payment of semester fees at sending university</td>
<td>6. Payment of semester fees at sending university</td>
</tr>
<tr>
<td>7. Follow the regulation of TUIL (“Promotionsordnung”)</td>
<td>7. Follow the regulation of UTM</td>
</tr>
<tr>
<td>8. Write and submit Q1/Q2 journal paper(s)</td>
<td>8. Write and submit Q1/Q2 journal paper(s)</td>
</tr>
</tbody>
</table>

**Proposal defense/Mini Viva/Research Seminar**

At UTM:
1. Submit proposal 1 months before proposal defense/mini viva
2. Do the proposal defense/mini viva
3. Obtain the decision from the panel
4. Revision if any
At TUIL:
1. Submit proposal
2. Do the research seminar with assessment form from UTM for transfer purpose.
3. Obtain the decision from the panel
4. Revision if any

Viva
1. Defense performed at UTM
   a. Notice submission 3 months before thesis submission to SPS. The list of panel members need to be submitted:
      - Chairman
      - Supervisor from UTM and/or TUIL
      - Internal examiner from UTM
      - External examiner from outside UTM
   b. Submit the thesis to SPS: 3 hard copies and 1 softcopy
   c. Do the viva after the reviews are in. (presentation for 30 minutes)
   d. Revision, if any
   e. Printing and submit to SPS
   f. Pay convocation fee at UTM (refer to Appendix I)
   g. Obtain certificate
2. Defense performed at TUIL
   a. The list of panel members:
      - Chairman
      - Supervisor from UTM
      - Supervisor from TUIL
      - Examiner from TUIL
      - External examiner from outside TUIL
   b. Submit the thesis to Dekanat: 4 hard copies, scientific CV, list of publications, etc (Refer to “Promotionsordnung”)
   c. Do the “Rigorosum” after the reviews are in.
   d. Do the viva after the “Rigorosum” (presentation for 40 minutes)
   e. Revision, if any
   f. Submit 6 hard copies and softcopy to university library
   g. Obtain certificate

Completion

<table>
<thead>
<tr>
<th>TUIL → UTM</th>
<th>UTM → TUIL</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Get result statement from UTM</td>
<td>1. Get result statement from TUIL</td>
</tr>
<tr>
<td>2. Get the certificate and transcript from TUIL</td>
<td>2. Pay convocation fee at UTM (refer to Appendix I)</td>
</tr>
<tr>
<td>3. Pay convocation fee at UTM (refer to Appendix I)</td>
<td>3. Get the certificate and transcript from UTM</td>
</tr>
<tr>
<td>4. Send a copy of certificate and transcript of TUIL to UTM SPS</td>
<td>4. Send a copy of certificate and transcript of UTM to Prüfungsamt</td>
</tr>
<tr>
<td>5. Get the certificate and transcript from UTM</td>
<td>5. Get certificate and transcript TUIL (Prüfungsamt)</td>
</tr>
</tbody>
</table>
APPENDIX 1
Fees Structure

A. Students from UTM to TUIL:

<table>
<thead>
<tr>
<th>Location</th>
<th>Sem 1</th>
<th>Sem 2</th>
<th>Sem 3</th>
<th>Sem 4</th>
</tr>
</thead>
<tbody>
<tr>
<td>UTM</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>TUIL</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
</tbody>
</table>

X = no need to pay
✓ = pay according to the university fees

Need to pay (in EUR):
1. Entry Visa: 60***
2. Residence Visa: 100/year***
3. Semester Ticket, StuRa, StudentenWerk Thuringen: 96.40 (per semester)****
4. Health Insurance: 60/month***
   *** Subject to German Government Regulation
   **** Subject to TUIL regulation

Medical checkup report from Germany (using UTM form) can be used as registration requirement at UTM.

B. Students from TUIL to UTM:

<table>
<thead>
<tr>
<th>Location</th>
<th>Sem 1</th>
<th>Sem 2</th>
<th>Sem 3</th>
<th>Sem 4</th>
</tr>
</thead>
<tbody>
<tr>
<td>UTM</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>TUIL</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
</tbody>
</table>

X = no need to pay
✓ = pay according to the university fees

Need to pay (in MYR):
1. VDR: 1400*
2. Single Entry Visa: 280*
3. Medical Checkup at UTM: 250**
4. Student Pass: 280**
5. Personal Bond: 1500* (refund after senate endorsement)
6. Convocation cost: 250**
   * Subject to Malaysian Government regulation
   ** Subject to UTM regulation

Students who need to do re-viva must pay re-viva fee MYR 1000 (for Master) / MYR 2000 (for PhD)

Note: Accommodation and transportation are not regulated.
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th>from Coordinator</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td>a. 2 copies of your Scholarship / financial support</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>b. Apply to ASC via email at least 3 months before coming at TUIL. ASC will handle the visa procedure and issue the final visa.</td>
</tr>
<tr>
<td>11</td>
<td>Student come to UTM and register in Faculty office with a copy of the above mentioned documents</td>
<td>-</td>
<td>11 Book for flight ticket</td>
</tr>
<tr>
<td>12</td>
<td>Medical Check-up in UTM (RM100)</td>
<td>-</td>
<td>12 Students go to Studentenwerk office Haus B get room key (deposit 300 Euro plus first month rental).</td>
</tr>
<tr>
<td>13</td>
<td>Pay RM 200.00 for personal bond (deposit)</td>
<td>-</td>
<td>13 Bachelor Project Student come to TUIL and register at ASC with the above mentioned documents, to We4You office, open bank account, register at Mayor Ilmenau office</td>
</tr>
<tr>
<td>14</td>
<td>Students pay RM 50.00 to get the matrix card and password</td>
<td>-</td>
<td>14 Optional: Student get the student card and password (visit UniRZ to get WiFi access)</td>
</tr>
<tr>
<td>15</td>
<td>Submit passport to International Student Center (ISC) for at least 21 working days for visa application. [Procedure only if visa not obtained beforehand]</td>
<td>-</td>
<td>15 Student meet the coordinator/ supervisor and start the study</td>
</tr>
<tr>
<td>16</td>
<td>Student meet the coordinator/ supervisor and start the study</td>
<td>-</td>
<td>16 Bachelor Project Student manage to get residence permit from Ausländerbehörde at ASC</td>
</tr>
</tbody>
</table>

**Execution**

<table>
<thead>
<tr>
<th><strong>TUIL → UTM</strong></th>
<th><strong>UTM → TUIL</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Internship Student:</strong></td>
<td><strong>Internship Student:</strong></td>
</tr>
<tr>
<td>1. Orientation for 1 week</td>
<td>1. Orientation for 1 week</td>
</tr>
<tr>
<td>2. Do research/industrial work on individual plan</td>
<td>2. Do research/industrial work on individual plan</td>
</tr>
<tr>
<td>3. Fill up the logbook</td>
<td>3. Fill up the logbook</td>
</tr>
<tr>
<td>4. Do monthly progress report</td>
<td>4. Do monthly progress report</td>
</tr>
<tr>
<td>5. Write the final report</td>
<td>5. Write the final report</td>
</tr>
<tr>
<td>7. Submit the final report to both supervisors</td>
<td>7. Submit the final report to both supervisors</td>
</tr>
<tr>
<td>8. Obtain mark from both supervisors</td>
<td>8. Obtain mark from both supervisors</td>
</tr>
<tr>
<td><strong>Bachelor Project student:</strong></td>
<td><strong>Bachelor Project student:</strong></td>
</tr>
<tr>
<td>1. Orientation for 1 week</td>
<td>1. Orientation for 1 week</td>
</tr>
<tr>
<td>2. Develop project proposal</td>
<td>2. Develop project proposal</td>
</tr>
<tr>
<td>3. Present project proposal to supervisor</td>
<td>3. Present project proposal to supervisor</td>
</tr>
<tr>
<td>4. Do research/industrial work on individual plan</td>
<td>4. Do research/industrial work on individual plan</td>
</tr>
<tr>
<td>5. Fill up the logbook</td>
<td>5. Do monthly progress report</td>
</tr>
<tr>
<td>7. Write the bachelor project report/thesis</td>
<td>7. Write a conference paper</td>
</tr>
<tr>
<td>8. Write a conference paper</td>
<td>8. Submit the report/thesis to both supervisors</td>
</tr>
<tr>
<td>9. Submit the report/thesis to both supervisors</td>
<td>9. Do project presentation</td>
</tr>
<tr>
<td>10. Do project presentation</td>
<td>11. Obtain mark from both supervisors</td>
</tr>
</tbody>
</table>
## APPENDIX H

### Standard Operating Procedure of Bachelor Internship/Project

### Preparation

<table>
<thead>
<tr>
<th></th>
<th>TUIL → UTM</th>
<th>Recommended time before travel (months)</th>
<th></th>
<th>UTM → TUIL</th>
<th>Recommended time before travel (months)</th>
</tr>
</thead>
</table>
| 1 | Registered Bachelor students send documents to both coordinators:  
   a. CV  
   b. List of Bachelor marks | 6 | 1 | Registered Bachelor students send documents to both coordinators:  
   a. CV  
   b. List of Bachelor marks | 6 |
| 2 | Selected students apply for financial support to:  
   a. DAAD Scholarship application  
   b. TUIL funding  
   c. Other funding opportunities | 6 | 2 | Selected students apply for financial support to:  
   a. MoE Scholarship application  
   b. UTM Scholarship application form  
   c. Other funding opportunities | 6 |
| 3 | The funding institutions issue a financial support letter | 5 | 3 | The funding institutions issue a financial support letter | 5 |
| 4 | UTM Issues acceptance letter | 4 | 4 | TUIL Issues acceptance letter | 4 |
| 5 | Online Application:  
   a. Bachelor marks  
   b. CV  
   c. Passport-sized photograph  
   d. Copy of Passport | 4 | 5 | UTM issues offer letter | 4 |
| 6 | Selected students send documents from No.5 and additional documents below via email to TUIL coordinator  
   a. Printout of Online Application  
   b. Internship/Project Proposal  
   c. Financial support letter / contract or proof of finance  
   d. Supervision letter from both supervisors | 4 | 6 | Recommended: Health Insurance Germany registration (assisted by We4You from Ilmenau) [http://www.tu-ilmenau.de/en/we4you/](http://www.tu-ilmenau.de/en/we4you/) or to any international insurance companies | 4 |
| 7 | Accommodation:  
   a. Student manage to get the accommodation at Campus Hostel  
   b. Private | 4 | 7 | *Optional: Selected students send documents to Academic Service Centre (ASC) with CC to TUIL coordinator (Prof. Haueslen)  
   a. Bachelor marks  
   b. Passport photo  
   c. Passport copy  
   d. TUIL letter | 4 |
| 8 | Obtain health insurance | 4 | 8 | *TUIL issues confirmation letter from ASC | 4 |
| 9 | Students apply for visa with acceptance letter at Malaysia embassy [Alternatively, get the second passport and obtain visa in Malaysia] | 4 | 9 | Student manage to get the accommodation with help TUIL coordinator (the earlier the better; at least 4 month in advance) register online to Studentenwerk Thuringia [http://www.stw-thueringen.de/](http://www.stw-thueringen.de/) | 4 |
| 10 | Flight booking (foreign students wait for VISA confirmation) | 3 | 10 | Visa application, two possibilities:  
   a. Student applies Short Term (90 days) visa to German Embassy in KL. Required documents:  
   - 2 duly completed Residence Permit Forms  
   - 2 biometric Passport pictures with a grey or a white background  
   - 2 copies of your passport (data page)  
   - 2 copies of your Acceptance Letter | 3 |