

October 1, 2007

Paula McClain
Chair
Academic Council
Duke University
Box 90928

Dear Paula,

Attached you will find the approval (dated September 25) by the Academic Programs Committee of a proposal to create a joint PhD degree in German Studies with the University of North Carolina at Chapel Hill.

I now forward this to you for consideration by the Executive Committee of the Academic Council as well as the Academic Council with my full endorsement. Attached you will find the memo of understanding and the UNC policy regulations on the awarding of joint degrees. ECAC may find this second document useful as it helps to address questions of how the diploma will need to be worded.

If there are questions, please let me know.

Thank you.

Sincerely,

Peter Lange
Provost

PL:sb

cc: Lynn Smith-Lovin
George McLendon
Sharon Peters
Ann Marie Rasmussen
Jo Rae Wright

MEMORANDUM OF UNDERSTANDING

In order to create and support a joint PhD degree in German Studies, the University of North Carolina at Chapel Hill (hereinafter "Carolina") and Duke University (hereinafter "Duke") have reached the following understanding:

1. Carolina and Duke will create a joint PhD degree program in German Studies. For purposes of this Memorandum, this joint PhD degree program shall be referred to as the "Program."
2. The name of the Program will be "The Carolina-Duke Graduate Program in German Studies."
3. Students in the joint Program will be considered regular, full-time graduate students at both Duke and Carolina, and full transcripts will be maintained by both registrars. Every student in the Program will thus be treated as a "Full Time Equivalent" (FTE) by each institution.
4. For financial and other administrative purposes, all students in the joint Program will be assigned an "administrative home" at either Duke or Carolina for every semester in which they are enrolled. All first-year students with non-service aid packages will have Duke as their administrative home. Students who have teaching duties as Teaching Fellows or Teaching Assistants (TAs) will have as their administrative home the institution at which they are employed. Students who are not employed will be assigned to the institution providing their financial support. Every effort will be made to keep changes in administrative home to a minimum.
5. Funding will be provided for a total Program cohort of 32 students (calculated on a 5-year average), admitted in classes of 6-7 per year.
6. The budget for the Program will be sufficient to support each student in the Program with a stipend no lower than the minimum established by Duke (for 2007-08, \$18,250). Duke agrees to provide an administrative home and financial support for 14 students at this level; Carolina agrees to provide an administrative home and financial support for 18. Carolina will provide a combination of state and endowment funds for the students it supports.
7. Tuition and fees will be paid to the administrative home institution based on its standard charges for PhD programs in the arts and sciences. Such tuition and fees will be paid in the amount and manner customary at each university, whether by "tuition remission," funds from endowment resources, or university financial aid.
8. Students serving as Carolina TAs will be eligible for Carolina tuition remission, and students serving as Duke TAs will be eligible for Duke tuition fellowship aid. All students enrolled in the Program will be eligible to apply for such non-service supplementary aid as is offered by the two institutions (such as Dissertation Completion Fellowships), following such procedures for application, nomination, and selection as are normal and customary at each institution. Students who win such fellowships will have the institution offering the aid as their administrative home for each semester in which funding is provided by the fellowship.
9. Academic governance of the Program, including the setting of degree requirements, will be the joint responsibility of the faculties of the Departments of Germanic Languages and Literatures at Duke and Carolina, upon the advice and approval of the chairs of the two departments, and subject to review by the Administrative Board of the Carolina Graduate School and the Executive Committee of the Duke Graduate Faculty. Administrative leadership of the Program will be provided by two co-directors (the "Co-Directors") of Graduate Studies, one from each institution, working under the guidance of their department chairs. Each Co-Director will serve as Director of Graduate Studies within the context of his or her home institution. Each Co-Director will be nominated by his or her chair after consultation with joint Program colleagues, and will be appointed by the appropriate officer at each institution. It is understood that the Co-Directors will work closely with each other.

10. Recruitment of students, review of applications, and decisions about admission to the Program will be the responsibility of a joint faculty committee chaired by one of the Co-Directors and appointed by mutual agreement of the two department chairs. The costs associated with recruitment will be shared equally by the two departments.
11. The Duke and Carolina Graduate Schools have been consulted to ensure that the joint degree to be awarded for completion of the Program is in compliance with existing policies. Students in the Program will normally be subject to the institutional policies of their administrative home institution. For example, if concerns about academic integrity are raised about a student, the policies and procedures of the administrative home institution will apply, regardless of whether the concern arises in connection with academic work done at the home institution or the other institution. Instances of non-comparable policies will be addressed as necessary by mutual agreement of the Duke and Carolina Graduate School deans.
12. The MA degree will not be required as part of the Carolina-Duke joint PhD Program. A stand-alone MA Program will continue to be available at Carolina.
13. The Program will undergo a rigorous external review in 2012 and no less frequently than every seven years thereafter. The costs of such external reviews will be shared by the two institutions as determined mutually by the deans of the Duke and Carolina Graduate Schools.
14. If the necessary approvals are secured in time, the first students will be enrolled into the Program in August of 2008; otherwise, the first class will enter in August of 2009.
15. The provisions of this memorandum will continue in force until EITHER
 - a. The Dean of the College of Arts and Sciences at Carolina and the Dean of the Faculty of Arts and Sciences at Duke mutually agree, in writing, to terminate the joint Program OR
 - b. The Provost of either institution unilaterally terminates this Memorandum, provided only that the Provost give written notice of intent to terminate to the Provost of the other institution no later than one year in advance of the date of such termination; and that then-current students in the Program be permitted to complete their degrees under the auspices of the Program.
16. This memorandum may be amended upon recommendation of the chairs of the two Departments of Germanic Languages and Literatures and mutual written approval by the deans of Arts and Sciences at Duke and Carolina.
17. Implementation of this memorandum is contingent upon approval of the formal proposal for the joint Program by the Chancellor of the University of North Carolina at Chapel Hill, the President of Duke University, the President of the University of North Carolina, the Board of Trustees of Duke University, and the Board of Governors of the University of North Carolina.

AGREED THIS _____ DAY OF _____, 2007

BERNADETTE GRAY- LITTLE, Provost, University of North Carolina at Chapel Hill

PETER LANGE, Provost, Duke University

The UNC Policy Manual: 400.1.12

(Adopted 04/11/03)

AWARDING OF JOINT DEGREES IN THE UNIVERSITY OF NORTH CAROLINA

A Joint Degree is a degree awarded by two or more UNC constituent institutions or a UNC institution and a non-UNC educational institution who are participating in a joint degree program. A joint degree will carry the names of two or more institutions on the student's diploma.

Joint Degree programs must be approved by the Board of Governors and proposals are to follow a process similar to that for the approval of a degree program for a single campus. Upon approval by the Board of Governors, UNC institutions may award joint degrees in the approved programs. The President will promulgate regulations for implementing the awarding of joint degrees.

400.1.12[R]: Regulations on the Awarding of Joint Degrees in The University of North Carolina

Joint degree programs resulting in the awarding of a joint degree by two or more UNC constituent institutions or by a UNC constituent institution and a non-UNC educational institution must be approved through the regular institutional processes and have the approval of the chancellor of each participating UNC institution before being presented to the BOG for approval.

Proposals for Joint Degree programs must include the following:

Indication of appropriate approvals by all participating UNC institutions including approval by the chancellor of each participating institution.

Certification that the following institutional processes have been agreed to for the joint degree program.

- Admission process
- Registration and enrollment process for students
- Committee process for graduate students
- Plan for charging and distributing tuition and fees
- Management of transcripts and permanent records
- Participation in graduation
- Design of diploma

Each student who will receive a joint degree must be approved by the institutional process for certifying a student to receive a degree by each UNC institution whose name will appear on the diploma.