What is a Dual Degree?

- **Binding** agreement establishing details of a bilateral mobility program (but can be unilateral if the financial details are specified).
- **Separate diplomas** given by each institution.
- Coursework from each institution plays a role in satisfying the graduation requirements for the other institution’s degree.
- From accreditation perspective, Dual Degrees are much easier to establish than joint degrees (single diploma with both seals - has more requirements from SACS).
- **Must meet university, BOR, and SACS requirements** for establishing a new program.
- Examples: Dual PhD Degrees, 1+1 Master’s Degrees, 2+2 Bachelor’s Degrees, 3+2 (if receiving two Bachelor’s degrees, etc.)
- Program should compliment and enhance partner’s degree offerings.
- Should **not** be signed if no clear plans for implementation are in place.

Considerations for Choosing a PSA - Dual Degree

- **Timeline:** A minimum of 8 weeks.

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- **Signatories:**
  - The president or provost, if at the university-wide* level.
  - The dean, if at the department or college-level.
- **Existence of a prior agreement** with this institution. Check the Agreements Database: [http://ipaweb.gsu.edu/Search/](http://ipaweb.gsu.edu/Search/)
  If an agreement already exists, contact IPA for further guidance.
- **Contact and negotiations** with Partner Institution should be underway prior to initiating a draft.
- Some universities use a Memorandum of Cooperation or Understanding (MOU) in order to establish a program or activity. **GSU uses a PSA to capture program details.**
- **Calendars of College Undergraduate/Graduate Councils, University-wide Councils and CAP.**
  - View scheduled Senate meetings.
- Download a GSU template at [https://international.gsu.edu/agreement-resources/](https://international.gsu.edu/agreement-resources/)

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*If two or more Colleges are involved, the agreement is University-wide
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PSA Step-By-Step

**PD lead discussions on and establishment of concept for program or activity with Partner Institution.**

- PD consults with the **College International Specialist or IPA** who will review, refer, and approve the agreement according to the **PD Consultation Checklist.**

**Simultaneous Steps for Approval**

**Program Approval**

1. **College Undergraduate/Graduate Council** - approval (College contacts will assist in scheduling the program on the agenda).
2. University-wide Undergraduate/Graduate Council - approval (College contacts will assist in scheduling the program on the agenda).
3. **CAP (Committee on Academic Programs with University Senate)** - approval (College contacts will assist in submitting to CAP). Office of Institutional Effectiveness will submit to SACS.
4. If not completed already for the previous step, draft proposal letter to submit to BOR and SACS.
5. **BOR (Board of Regents)** - approval.
6. **SACS (Southern Association of Colleges and Schools)** - notification only. However, the agreement must be signed at that point.
7. **IPA** edits and reviews, then initiates Support Unit Review at Georgia State (housing, registrar, ISSS, etc.)
8. After all Support Units have approved, and if PD and Partner Institution agree, IPA requests legal review for university sign-off.
9. IPA will send an expiration reminder to PD 4 months prior to PSA expiration to initiate the renewal process.

Please see the reverse for an acronym legend.
Checklist of Required Information

- Clear definition of program and expectations.
- Admission requirements (for each institution and specific program.)
- Number of students and timeline/location.
- Curriculum (including course schedule, course descriptions and translated syllabi) taught by each institution, applicable to each degree, and how they transfer (course articulation or equivalency table).
- Financial details (including waivers / GTAs or GRAs, explain).
- Responsibilities of each party and resources needed.
- Intellectual property information.
- Faculty Program Director(s) contact information.
- Dissertation committees and thesis requirements, if applicable.
- Visa and insurance information.
- Travel / Housing / Student support / Employment information.

Georgia State University’s Acronym Key

CAS: College of Arts & Sciences
CEHD: College of Education & Human Development
IPA: International Partnerships & Agreements
GSU: Georgia State University
LOI: Letter of Intent
MOC: Memorandum of Cooperation
MOU: Memorandum of Understanding
OII: Office of International Initiatives
OLA: Office of Legal Affairs
PD: Program Director
PSA: Program Specific Agreement
RCB: Robinson College of Business

College Contact

PDs, please contact your Director of International Engagement or International Specialist. If your college/school does not have international engagement staff, please contact relevant IPA staff.

CEHD: Tanya Madenyika; tmadenyika@gsu.edu; 404-413-8350; or Catharina Chang; cychang@gsu.edu; 404-413-8196
CAS: Eric Friginal; efriginal@gsu.edu; 404-413-5186
RCB: Emily Caskey; ecaskey@gsu.edu; 404-413-7144; or Jacobus Boers; jboers@gsu.edu; 404-413-7290

University Contact

PDs, please contact IPA for further questions/guidance.

IPA: Anna Tapfer; atapfer@gsu.edu; 404-413-2552 or Kike Ehigiator, kehigiator@gsu.edu; 404-413-2532
IPA General Mailbox: partnerships@gsu.edu
Partnership Resources (including templates): https://international.gsu.edu/agreement-resources/