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St. Petersburg State University

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UNIVERSITY OF TECHNOLOGY

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17<sup>th</sup> of November 2008

## THE SUPPLEMENT TO THE AGREEMENT FOR DOUBLE DEGREE PROGRAM MASTER IN INTERNATIONAL TECHNOLOGY AND INNOVATION MANAGEMENT

The current document is a supplement to the Agreement for double degree program Master in International Technology and Innovation Management (MITIM) signed on 21<sup>st</sup> of December 2006 by Markku Lukka, Rector of Lappeenranta University of Technology and Ludmila Verbitskaya, Rector of Saint-Petersburg State University. This Supplement is based on the experience of implementation of the program during the 2007/2008 academic year. The purpose of this document is to address and clarify the following issues: general conditions of the program, admission to the program, its curriculum, organization of the studies, the academic calendar, as well as exams, the Master Thesis and graduation requirements with a purpose of increasing the quality and effectiveness in the program implementation.

### 1. General Conditions

1.1. Master in International Technology and Innovation Management (MITIM) is a double degree pre-experienced master level program provided by the Graduate School of Management (GSOM), St.Petersburg State University (SPbSU) and the School of Business, Lappeenranta University of Technology (LUT), here and after referred to as “partner schools”.

1.2. The student body of the MITIM program is shared between partner schools on half and half basis. Students admitted to the program by one partner school are also registered as full-time students in another partner school. Students admitted to the program by GSOM are here and after referred as “GSOM MITIM students”. Students admitted to the program by LUT are here and after referred as “LUT MITIM students”. Partner school which admitted a student to the program is referred here and after as “home school”.

1.3. Teaching load on MITIM program (including lecturing, master thesis supervision and other types of teaching load) is shared between partner schools on half and half basis also.

1.4. MITIM is the two year program divided into 4 semesters. All MITIM students study at GSOM during the first semester and at LUT during the second semester. During the third semester MITIM students study at their home schools, or participate in exchange studies in other than partner school. Exchange studies between partner schools during the third semester are only possible on a parity basis. Exchange studies during the third semester are possible only upon the recommendation by partner schools. The fourth semester is devoted to the Master Thesis preparation and students stay in both schools. They should spend reasonable time during the fourth semester in each of the partner schools to meet with academic advisor(s), participate in events related to preparation of the Master Thesis (research seminars, field studies, data collection, a pre-defense procedure), and in the graduation events.

1.5. To get the degree from each partner school MITIM students should follow all rules and requirements by both partner schools. Partner school has the right to drop off a student from the program in case of violation of its rules and requirements. In this case student can be awarded degree of the home school only, or no degree at all.

## **2. Admission to the Program**

2.1. The admission to MITIM program process has a competitive nature to ensure a selection of the very best candidates. The admission is held at LUT and GSOM on a 50 to 50 basis. In case of not achieving of the pre-planned enrollment target by any of the partners during the next 2 years of the program, the partners may reconsider the format and content of a further cooperation in the program.

GSOM and LUT selection is based on the criteria of a strong academic standing, excellent motivation to develop a successful and international career in business or research, leadership skills, international mindset, entrepreneurship spirit, integrity, good communication skills, and a high English-language proficiency. Since the program is jointly-developed and intended to provide a rigorous learning environment to the students as well as excellent opportunities to launch a successful international career afterwards, the criteria by GSOM and LUT are the same.

2.2. The Admission procedure requires completion of at least an undergraduate degree with any major. Graduates with backgrounds in non-business disciplines are always encouraged to participate in the competition. Students can apply before completing the graduating process from a bachelor degree program, however, the final authorization for such student regarding his/her MITIM admission is granted upon submission of the original copy of the degree certificate. Students with non-Russian university undergraduate or graduate degree diplomas have to present a proof of recognition of the diploma by the Russian Federation which is available as a result of a so called “diploma nostrification” procedure and can be done within several weeks in Russia. GSOM provides a guiding assistance for this process.

2.3. The program expects applicants to demonstrate general academic knowledge that would be sufficient to study successfully at the program. In order to prove their skills, applicants irrespectively of their previous background have to take GMAT test or GMAT-format test at GSOM or at LUT. The minimum score to pass any of these tests is 500. LUT MITIM students can be conditionally admitted by LUT to the program without a GMAT score (in case if their previous academic background is in business administration and economics). In order to be admitted into the MITIM program as full-time students these students should pass GMAT test or GMAT-format test before the start of the first year of the program.

2.4. Applicants need to be fluent in English. TOEFL score of at least 550 (paper-based), 80 (internet-based) or 213 (computer-based) is required to enter the program. IELTS is also accepted with a minimum score of 6 points. The TOEFL test is not necessary for English language native speakers or for those who have graduated from an undergraduate program entirely taught in English. LUT MITIM students can be conditionally admitted by LUT to the program without TOEFL. In order to be enrolled into the MITIM program as full-time students these students should pass TOEFL test, or can take TOEFL institutional-format test at GSOM before the start of the first year of the program.

2.5. The Admission Interview is a compulsory element of the admission procedure. This interview is targeted at choosing the most motivated applicants with a current understanding of

the international nature of a successful business and with apparent leadership skills. The interview is organized by partner schools separately according to the same principles, and the interview panel should consist of the program administrators, core faculty members, as well as top level representatives of leading international (primarily, hi-tech) companies. The interview consists of 2 panels: Academic and business, and they have equal weight in assessing the candidates.

2.6. The minimum admission for the program is 15 students from each partner school. The total number of MITIM class each year should be at least 30 students.

### **3. Curriculum**

3.1. The curriculum of the program comprises business and research core courses, elective courses, a summer internship, a Consulting Project and Master Thesis. To get the degree from Lappeenranta University of Technology and Saint-Petersburg State University students must complete 120 ECTS of the curriculum as a minimum (excluding foreign language studies) and to fulfill graduation requirements by each partner school.

3.2. Students study in the MITIM program according to the MITIM curriculum, individual student's plans developed and approved by GSOM, and according to PSP (a personal study plan at LUT) developed and approved by LUT. Individual students' plans at GSOM and PSP at LUT are instruments to manage the quality and quantity of the studies for each student. They are developed for each student for the whole studying period. Changes to these documents can be done at the beginning of each semester. Each GSOM individual student's plan and LUT PSP should be inter-approved by academic directors.

3.3. Each semester of the program consists of 30 ECTS of a total workload. The recommended maximum credit limit for each semester is 36 ECTS. Additional credits can be taken after a special permission by the Directors of the MITIM Program. All decisions are made on the consensus basis by the co-directors from both partner schools (from GSOM and LUT sides).

3.4. The first year is devoted to core courses. During the second semester at LUT students take only one elective course extra to the compulsory (core) courses. During the third semester students take 3 elective courses.

3.5. A Summer Internship is a compulsory element of the curriculum for 6 ECTS. The duration of the internship is at least 6 weeks. Then the students submit a detailed internship report and essay to the Master Programs Department as well as an Assessment Letter from the company of the internship.

3.6. Consulting Project is implemented during the third or fourth semester.

3.7. Students must complete 9 ECTS in one foreign language (not English) during the first, second and third semester of the program. LUT MITIM students (not native Russians) are strongly recommended to take Russian as a foreign language.

3.8. During the fourth semester the research seminar is organized two times at GSOM and two times at LUT.

### **4. Organization of Studies, Academic Calendar and Exams**

4.1. Academic Directors of the program appointed by the Deans of the partner schools are responsible for the program organization.

4.2. A detailed course syllabus for each course of the program should be developed by professors and approved by the Academic Directors before the start of each semester.

4.3. Each course is finished with a questionnaire (evaluation of the course) which all students fill out without stating their names. Partner schools use the same evaluation form by using same evaluation techniques. Partner schools inform each other about results of students' evaluation.

4.4. The Fall semester starts on September 1<sup>st</sup>, the classes finish on December 24<sup>th</sup> at GSOM and on December 14<sup>th</sup> at LUT. The Fall exam session starts just after January 8<sup>th</sup> and finishes on January 31<sup>st</sup> at GSOM. At LUT the exams session is scheduled on the third week of December. The Spring semester starts in mid of February at GSOM and in the beginning of February at LUT, the classes finish on May 31<sup>st</sup> at GSOM and on April 30<sup>th</sup> in LUT. The Spring exam session starts on June 1<sup>st</sup> at GSOM and in the beginning of May at LUT. At LUT there is an exam period in the middle of fall and spring semesters as well. The dates can vary from year to year and partner schools should inform each other about the changes one semester before.

4.5. At GSOM if a student fails at exam, the exam can be re-taken only once in February for the Fall semester, or in early September for the Spring semester (Exam Re-taking Session). If a student fails the exam for the second time he/she is dismissed from the program at GSOM. At LUT there are three exam dates for one course are during the academic year, and students are allowed to re-take exams if/when needed on these dates. However, if an exam at LUT is not passed during the GSOM Exam Re-taking Session, the student is dismissed from the program at GSOM.

4.6. If a full-time student gets "Fail" for 3 courses at GSOM, he/she is automatically dismissed from GSOM without a right to re-take any of the exams.

4.7. If a student is caught on plagiarism or cheating in the coursework, writing an essay or a report, or when taking an exam, he/she receives a "Fail" grade for the course. According to the university administration rules at LUT and at GSOM the plagiarism or cheating can lead to dismissing from the university.

## **5. Master Thesis and Graduation Requirements**

5.1. The Master Thesis has a central part in the program: the topics of the thesis are approved during the second semester, and all stages of the research, analysis and development of the dissertation are implemented during the second year.

5.2. Master Thesis is a research-based work solving a business problem. Master Thesis can also be more research oriented with academic focus. Master Thesis has two parts: theoretical and empirical. The goal of Master Thesis is to offer the practical or academic contribution.

5.3. A supervisor for Master Thesis development is appointed by December 1<sup>st</sup> (first semester) for GSOM MITIM students. For LUT MITIM students supervisors are appointed by April 1 (in

the second semester) at LUT. Co-Advisors from partner schools are appointed in the third semester, but before October 1.

5.4. Before graduation students have to pass a Final State interdisciplinary exam (GSOM format), a Maturity Test (of LUT format) and to defend the Master Thesis publicly.

5.5. Students have to complete 120 ECTS of the curriculum before taking the Final State Interdisciplinary Exam and to defend the Master Thesis. The state exam has to cover all the questions from compulsory courses. If the curriculum is not fulfilled, students are not allowed to pass the final exam. In case if a student is not allowed to pass the exam GSOM can dismiss the student from the program. The exam can be passed only in a year to resume studying at the program.


5.6. One month before the Master Thesis Defense the students have to pass the Pre-Defense of Master Thesis. Such Pre-defense is a rehearsal of the Defense procedure and it is implemented in the format of the future Defense. The text of the Master Thesis has to be almost ready and has to be presented at the Pre-Defense. After the Pre-Defense the Commission makes a decision to allow the student to defend the Master Thesis or not. A Reviewer is appointed immediately after the Pre-Defense.

5.7. At GSOM a Master Thesis Supervisor cannot be a Reviewer at the same time. At GSOM the reviewers are the most experienced in the field faculty members and/or representatives of business partners. At LUT Reviewers are the First and the Second advisors for the Thesis. In LUT the Faculty Council decides on the grade based on the opinion suggestion given by the First and Second Advisor of the Master Thesis. Grading conducted at LUT and at GSOM occurs at the same time: in May - June every year. AT GSOM the final grade is awarded by the members of the Defense Commission after the Public Defense of the Master Thesis. At GSOM the Defense Commission and Reviewers can have different grades. The Commission takes into account the grade recommended by Reviewer, but also takes into consideration the quality of the student's Public Defense performance. The Commission can increase or decrease the grade recommended by the Reviewer. Though the grade given by LUT and GSOM would ideally be the same, this is not necessary the case.

5.8. The graduation process at GSOM is held only once a year (usually it is scheduled for late June or early July). At LUT graduation is possible in the end of each month (except July) on dates scheduled in advance.

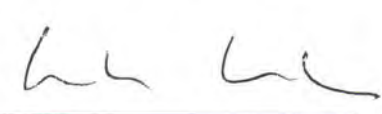
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