

# **National Taiwan University's Implementation Guidelines for Double Degree Programs in Cooperation with Foreign Universities and Institutes**

Approved by the 1<sup>st</sup> Academic Affairs meeting on the 2nd semester of 2005 academic year on Mar. 17, 2006

- Article I**      These guidelines are established for the purpose of expanding students' horizon as well as enhancing international academic cooperation and strengthening students' exchange learning opportunities between individual departments and overseas universities and institutes (hereinafter referred to as "foreign universities").
- Article II**     The Double Degree Program referred to in these guidelines consists of a signed agreement between this university and a foreign university, which allows students to enter the partner university after completing at least two semesters in the original university, and which permits students to receive a degree from each university after satisfying graduation requirements of both universities.
- Article III**    Students approved to participate in the Double Degree Program with a foreign university must satisfy the following regarding the total study time requirement in this university:
1. Undergraduate students must complete at least 4 semesters of study in the undergraduate department of this university.
  2. Master's students must complete at least 2 semesters of study in the Master's program of this university.
  3. Ph.D. students must complete at least 4 semesters of study in the Ph.D. program of this university.
- Students of item 1, besides satisfying the stated requirement, must also complete at least 36 months of study in both the original and the partner university.
- Credit hours completed in both universities by students in the Double Degree program may be calculated together when calculating the total credit hours completed. However, credit hours completed in each of the universities must reach at least one-third of the total credit hours required for graduation in each of the university. Whether the last semester of study or the last year of study must be completed in this university shall be determined by the pertinent department in accordance with article 5 of these guidelines, and it must be stated explicitly in the agreement.
- Article IV**    Foreign universities participating in the Double Degree Program must fulfill the following conditions:
1. Foreign universities must have signed an academic exchange

agreement with this university or with an individual college.

2. Foreign universities or institutes must be accredited by the local overseas organization of corresponding jurisdiction or universities and institutes verified to be bona fide by Taiwan's Foreign Affairs office stationed overseas.

#### **Article V**

The proposal for a Double Degree program sponsored by this university and a foreign university must be prepared by the pertinent department (institute) and must include a Chinese and an English version of the *Double Degree Program Cooperation Agreement*. The agreement must be approved by meetings of the department, institute, and college and sent to the Center for International Academic Exchanges and the Administrative unit of Academic Affairs Division for evaluation. The agreement shall be implemented after being approved by the Dean of Academic Affairs and by the President.

The *Double Degree Program Cooperation Agreement* mentioned above must include the following content:

1. Qualifications for application.
2. Guidelines for evaluation.
3. Course program design.
4. Exemption of credit hours.
5. Term of study in both universities.
6. Degree conferred.
7. Administration of affairs regarding registration, temporary leave of absence, reinstatement and academic status.
8. Payment of fees and recruitment quota.
9. Stipulations regarding amendments to the agreement and discontinuation.
10. Joint advising agreement of the Master's thesis and Ph.D. dissertation.
11. Other matters.

The above item 10 "Joint advising agreement of the Master's thesis and Ph.D. dissertation" must include the following:

1. Name of the graduate student
2. Name of the advising faculty
3. Title of the thesis or dissertation
4. Term of study stipulations and allocation of study time between both universities
5. Language to be used for the written thesis or dissertation and the abstract
6. Establishment of the degree examination committee and the format of the oral examination

7. Publication and ownership of the Master's thesis and Ph.D. dissertation and Ph.D. thesis
8. Stipulations regarding amendments to the agreement and discontinuation
9. Other matters

**Article VI** Each department (institute) may establish with the partner university additional double degree courses and lists of required courses and credit hours based on the department's actual situation. This must be reported to Academic Affairs Division for reference.

**Article VII** Foreign universities participating in the Double Degree program with this university shall compile a list of applicants, including all required documentation, and send the entire package to the Center for International Academic Exchanges within the stipulated deadline in order to facilitate admission review procedures.

**Article VIII** Application for the Double Degree program in this university shall be processed by the Center for International Academic Exchanges. Applications shall be processed depending on fulfillment of application qualifications and presentation of required documentation. Files of approved candidates shall be transferred to the appropriate department (institute) for review and processing.

**Article IX** Foreign students admitted into this university's Double Degree program must provide proof of health and casualty insurance upon registration. The coverage of the insurance must extend over the entire period that the student is undertaking the study. Students without insurance coverage may pay insurance fees at registration and entrust the university with the processing of insurance coverage.

**Article X** Foreign students admitted into this university's Double Degree program who satisfy certain qualifications as overseas Chinese students or international students shall follow related guidelines concerning the academic status, transcript verification, scholarship, housing, living condition's counseling, etc.

**Article XI** Foreign students admitted into this university's Double Degree program who have completed courses with satisfactory grades in the original university may request exemption of credit hours based on the *Student's Course Exemption Guidelines* of this University.

**Article XII** Students approved by this university to participate in the Double Degree

program who have completed courses with satisfactory grades in the cooperation university may request exemption of credit hours within the limit of the term of study as stipulated by this university may request exemption based on the *Student's Course Exemption Guidelines* of this University. Once the application for exemption is approved and the student satisfy the requirements for graduation, they shall be conferred a degree from this university.

**Article XIII** Students approved by this university to participate in the Double Degree program who are unable to complete their studies at the cooperation university may request return to this university and continue their studies at the appropriate year level as long as the total time of study at both universities altogether does not exceed the study term limit stipulated by this university. This request must be presented to Academic Affairs Division two weeks prior to the beginning of classes each semester; a written report and related documentation must be attached. Courses completed with satisfactory grades in the cooperation university are eligible for the exemption of credit hours in accordance with *Student's Course Exemption Guidelines* of this university.

**Article XIV** Foreign students undertaking study in this university must abide by all laws and regulations of our nation as well as those of the university.

**Article XV** Male students approved by this university to participate in the Double Degree program, who have not completed their military service obligation, must comply with Ministry of Interior's *Regulations for Exit of Draftees* and all pertinent regulations concerning exiting the country. Other matters not covered in these guidelines shall be conducted in accordance with pertinent regulations of the Ministry of Education and those of this university.

**Article XVI** These guidelines shall be implemented after being approved by the Academic Affairs meeting and filed for reference with the Ministry of Education; the same procedure applies to all amendments.