

Implementation Guidelines for Joint Degree Programs between TKU and Overseas Universities

Secretariat Regulation No. 1040000030 (06/17/2015)

1. This set of guidelines was formulated to enhance academic collaboration with overseas universities and broaden students' horizons and provide them with diverse learning opportunities. It was formed in accordance with the ROC University Act, the Regulations Regarding Individuals from Mainland China Studying at Institutions of Higher Education in Taiwan, the ROC Degree Recognition Policy Regarding Mainland China, the Regulations Regarding the Assessment and Recognition of Foreign Academic Credentials for Institutions of Higher Education, and the Implementation Regulations Regarding Distance Learning by Universities, and Article 55 of TKU Study Regulations.

2. The overseas universities referred to in these guidelines with which TKU jointly awards degree programs must be registered or recognized by the government or local education authority in the country in which they are located. They must also be TKU partner universities, having signed an official academic partnership agreement. Such universities in Mainland China must be named on the Ministry of Education's "List of Approved Universities from Mainland China".

3. Collaboration agreements signed in accordance with these guidelines will enable students in TKU and overseas universities to study at collaborating universities for a certain period of time. Students who meet bilateral graduation requirements may be awarded bilateral degrees of the same or different levels from the TKU and/or collaborating universities.

4. The credits obtained by students admitted to the joint dual degree program and studying at both the TKU and an overseas university must fulfill one third of the required graduation credits for each conferred degree. Courses of the joint degree program will be determined by each department based on the relevant regulations set forth by both universities.

The following regulations on the permitted period of study shall be followed for students studying the joint dual degree program for the same year.

- a) The combined length of study in two universities for bachelor students must be no less than 32 months
- b) The combined length of study in two universities for master's students must be

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no less than 12 months.

- c) The combined length of study in two universities for PhD students must be no less than 24 months

Students receiving approval to undertake studies in the joint dual degree program shall meet the minimum requirement of academic terms in TKU and shall meet the requirements of foreign universities for various academic programs. Students undertaking studies in the joint dual degree program for different years shall follow the permitted period of study listed below:

- a) Bachelor students must study at the overseas university for at least 32 months.
- b) Master's students must study at the overseas university for at least 8 months.
- c) PhD students must study at the overseas university for at least 16 months.

The amount of time mentioned in the preceding paragraphs refers to term time.

5. Each corresponding college, department (institute or degree program) needs to draft collaboration agreements in English to process matters of joint dual degree programs with foreign universities. The drafts should be approved in the following meetings: the departmental affairs meeting, college affairs meeting, Academic Affairs Meeting and the Internationalization and International Exchange Committee meeting. It will then be presented to the TKU President for approval, after which, formal contractual agreements may be drawn up.

Each corresponding college, department (institute or degree program) needs to draft collaboration agreements in Chinese to process matters of dual or joint degree programs with Mainland Chinese universities. The drafts should be approved in the following meetings: the departmental affairs meeting, college affairs meeting, Academic Affairs Meeting and the Cross-Strait Academic Cooperation Council meeting. It will then be presented to the TKU President and the Ministry of Education for approval, after which formal contractual agreements may be drawn up.

The content of the academic collaboration agreement mentioned in the two paragraphs above should reference the following matters:

- a) Application eligibility.
- b) Regulations for admission (including selection criteria and admission quota).
- c) Credit requirement and exemption.
- d) Length of study.
- e) Regulations for degree conferral.
- f) Regulations for revising and terminating the agreement.

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- g) Other related matters relevant to students' rights and interests.
- h) Matters of agreement for the joint supervision of master's theses and doctoral dissertations.
- i) Regulations for the language used to compose a master's thesis or doctoral dissertation and its ownership.
- j) Formation of the master's or doctoral degree examination committee and the manner of giving the oral examination.

6. TKU students who undertake a joint degree at an overseas partner university must comply with the following regulations:

- a) Based on the *TKU Guidelines for Students' Academic Performance and Enrollment Abroad*, students must get recognition of courses passed and academic credits gained while studying at the overseas university during their study period in TKU. Students will receive their diploma if they meet the requirements for graduation after credit recognition.
- b) Students who for some reason are unable to complete their degree at the overseas university and whose combined study periods at both universities fail to reach the requirements stipulated by the TKU, must apply to the TKU Office of Academic Affairs to return to TKU and continue their studies in the appropriate year (sophomore, junior, etc.). To do so, they must submit a written report with relevant proof documentation two weeks before the start date of the semester as outlined in the TKU academic calendar. Such students may apply for recognition (in accordance with the TKU Guidelines for Dealing with Students' Schoolwork and Their Student Status When Going Abroad) for courses passed and credits obtained while studying at the overseas university.
- c) Male students who have not yet served in the military and intend on studying at an overseas university must refer to the Regulations for Exit of Draftees and other related regulations about leaving Taiwan. Other unforeseen issues will be handled according to relevant regulations and laws set by TKU and the Ministry of Education.

7. Overseas universities that collaborate on holding joint dual degree programs should compile a name list of all applicants for joint dual degree programs and forward the list with all related documents to the TKU Office of Academic Affairs within the timeframe specified by TKU to facilitate the application review process. Based on the

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application documents, TKU will conduct an admission review, and the details of the students who pass the review will be sent to the corresponding departments for further evaluation.

8. Overseas bachelor students who gain admission to TKU as part of a joint dual degree program should be aware of the following regulations:

- a) Upon registration, such students must submit documentary proof of coverage under a health and injury insurance scheme. The insurance coverage should be valid until at least the date on which the student will graduate. If the student is not covered by a valid insurance policy, they will be required to pay insurance fees upon registration, and TKU will apply for specified insurance scheme on the student's behalf.
- b) Upon entering TKU, students must apply (based on the *TKU Regulations Governing the Transfer of Credits*) to transfer credits that they obtained previously from their home universities.
- c) For students admitted as overseas Chinese students, foreign students, or students from Hong Kong, Macau, and Mainland China, their enrollment, grade assessment, scholarships, accommodation and lifestyle guidance should be handled in accordance with related regulations. Mainland Chinese students, however, will not be permitted to receive scholarships provided by government bodies.
- d) While completing their joint dual degrees at TKU, overseas students must abide by the laws of the Republic of China and all the TKU rules and regulations.

9. This set of guidelines will take effect on the date of its publication after being passed in an academic affairs meeting and approved by the TKU President. The guidelines will then be sent to the Ministry of Education for future reference. The same applies to any later amendments made.