

National Central University Implementation Procedures for International Dual Degree Programs with Foreign Institutions of Higher Learning

Referred to Letter No.0950113677 by the Ministry of Education, August 23, 2006

Referred to Letter No.0960118819 by the Ministry of Education, August 8, 2007

Revised and approved at the Academic Affairs Committee Meeting on June 11, 2008

- Article 1 These procedures have, in accordance with Article 29 of the *University Act*, been expressly formulated to expand student horizons, to advance international academic cooperation, and to strengthen student exchanges with foreign institutions of higher learning (hereafter referred to as “foreign universities”).
- Article 2 The International Dual Degree Program referred to in these procedures is understood to mean a formal agreement between the University and foreign universities to assist students who have studied at least two semesters at their home institution to pursue further studies at a foreign university and, upon fulfillment of their respective graduation requirements, to jointly or separately obtain a degree from both institutions.
- Article 3 Students participating in the University’s International Dual Degree Program shall comply with the following terms regarding minimum and total periods of study at the University:
- 1) Students pursuing a bachelor’s degree shall study at least four semesters at the University, and their total period of study at the two institutions shall not be less than 32 months.
 - 2) Students pursuing a master’s degree shall study at least two semesters at the University, and their total period of study at the two institutions shall not be less than 12 months.
 - 3) Students pursuing a doctoral degree shall study at least four semesters at the University, and their total period of study at the two institutions shall not be less than 24 months.
- The number of credit hours earned from each of the two institutions shall not be less than one-third of the total number of credit hours required for graduation.
- Article 4 Foreign schools participating in the University’s International Dual Degree

Program shall comply with the requirement below:

- 1) Schools that are recognized by the regulation of Regulations Regarding the Assessment and Recognition of Foreign Academic Credentials for Institutions of Higher Education.
- 2) Schools that in a formal agreement of academic communication or memorandum of academic cooperation with the official or academic departments of the University.

Article 5 Any department, institute, or college participating in the University's International Dual Degree Program shall draft an "Agreement for a Collaborative Dual Degree Program" in both Chinese and English versions, which shall not be entered into force until it has been approved at a meeting of the respective department, institute and/or college Academic Affairs Committee, submitted to the Office of Academic Affairs for appraisal and approval, subsequently approved by the president, and signed by both participating universities.

The guidelines for drafting the aforementioned "Agreement for a Collaborative Dual Degree Program" shall include the following content:

- 1) Qualification for applicants
- 2) Standard of selection; limit of the number of persons
- 3) Design of bridging courses
- 4) Regulation of credit exemption
- 5) Limit of term in the home and the foreign school.
- 6) Regulations of degree conferment
- 7) Guidelines and regulations to implement enrollment, suspension and resumption.
- 8) Guidelines and regulations of tuition
- 9) The paper of agreement for co-advisement on MA and PhD thesis
- 10) Regulations to revise and cancel the agreement
- 11) Other notice

The previous item 9 "The paper of agreement for co-advisement on MA

and PhD thesis” should include following content:

- 1) Name of the advisee
- 2) Name of the advisor
- 3) Thesis title
- 4) Time schedule and regulations of the study term in the two schools.
- 5) Language of the forthcoming thesis and abstract
- 6) The committee of degree examination and the process of oral defense.
- 7) Regulations to revise and cancel the agreement
- 8) Other notice

Article 6 Any department, institute, or college may, where needs require, work together with the foreign university participating in the University’s International Dual Degree Program to determine the curriculum and course and credit hour requirements of its Dual Degree Program, which shall be implemented and entered into force after first being approved by the Curriculum Committees of both the participating department, institute and/or college as well as of the University and subsequently appraised and approved by the Academic Affairs Committee, which shall file the requirements for future reference.

Article 7 Foreign universities participating in the University’s International Dual Degree Program shall, each year prior to the beginning of the University’s open admission period for foreign students, compile a list of applicants and supporting application materials in compliance with the University’s procedures for foreign students seeking admission and submit them to the University’s Research and Development Office, which is entrusted with the responsibility of reviewing application materials.

Article 8 Any department, institute, or college participating in the University’s International Dual Degree Program shall, after the results of the review process have been announced, submit a list of accepted applicants for the Office of Academic Affairs, where it shall be filed for future reference.

Article 9 Foreign students participating in the University’s International Dual Degree Program must ensure their application and registration procedures comply with the terms set forth in the University’s Study Regulations as

well as the Procedures Governing International Student Admissions and other relevant regulations.

- Article 10 Students who have been accepted into the University's Dual Degree Program must comply with the health examination and registration deadlines published in the University's Academic Calendar. When registering with the University, students must submit documentary proof that they have health and personal-injury insurance for the duration of their period of study at the University. Those who have not purchased medical and personal-injury insurance prior to registration shall be required during registration to pay the insurance fees to the University, which will purchase the policies on the students' behalf.
- Article 11 Matters pertaining to the enrollment status, performance evaluation, scholarships, housing, and daily-life guidance counseling of students accepted into the University through the International Dual Degree Program shall be handled in accordance with the relevant regulations.
- Article 12 Credit waivers for preciously taken courses or credit hours earned by students accepted into the University through the International Dual Degree Program shall be handled in accordance with the University's Credit Waiver Guidelines.
- Article 13 The awarding of courses, credit hours, and grades earned abroad by students enrolled in the International Dual Degree Program shall be handled in accordance with the terms set forth in the University's Procedures Governing Interuniversity Course Selection Implementation and the Guidelines for Processing Matters Relating to the Academic Studies and Enrollment Status of Students Studying Overseas.
- Article 14 University students studying at a foreign institution through the International Dual Degree Program who have a compelling reason that prevents them from completing their studies overseas may, two weeks prior to the commencement of the semester, apply to return to their original department, institute, or track by submitting a written report and related documentary proof to the University's Office of Academic Affairs provided their combined period of study at the two institutions has not exceeded the University's maximum period of study.
- Article 15 Male students who have not yet fulfilled their compulsory military service but have been allowed by the University to study at a foreign university

through the International Dual Degree Program shall ensure that both their departure and re-entry comply with the Ministry of the Interior's Exit Procedures for Men of Conscription Age and all other relevant departure and re-entry laws and regulations.

Article 16 Throughout their period of study at the University, students from foreign universities shall respect all the laws of our country and adhere to all University rules and regulations.

Article 17 Matters not specified in these procedures shall be handled in accordance with the terms set forth in the relevant Ministry of Education and University regulations.

Article 18 These aforementioned procedures shall be entered into force upon approval by a meeting of the Academic Affairs Committee and appraisal and ratification by the Ministry of Education. The same procedure applies to any amendment to these procedures.