

# National Sun Yat-sen University Implementation Guidelines for Double Degree Programs

Approved by the 106th Academic Affairs Council Meeting, December 30, 2005

Ratified by Tai-Kao (2) Letter No. 0960016720, February 8, 2007

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Articles 1, 2, 7 and 17 ratified by Ministry of Education Tai-Kao (2) Letter No. 1010143917, August 8, 2012

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Article 1. In order to broaden the horizons of the students, to promote international academic collaboration and academic exchange with students from other universities, the university formulated these guidelines in accordance with the following regulations: “University Law”, “Degree Conferral Act”, “Legislation of Admissions for Foreign Students”, “Law of Mainland Chinese Students Study Higher Education Level in Taiwan”, “Regulations Regarding the Assessment and Recognition of Foreign Academic Credentials for Institutions of Higher Education”, “Regulations Regarding the Assessment and Recognition of Educational Qualifications from Mainland China”, “Regulations Governing the Examination and Recognition of Educational Qualifications from Hong Kong and Macao”.

Article 2. Overseas universities mentioned in these regulations are any foreign universities or colleges and institutions of higher education in Hong Kong, Macao and Mainland China. Overseas universities collaborating with the university conducting double degree programs shall: conform with Regulations Regarding the Assessment and Recognition of Foreign Academic Credentials for Institutions of Higher Education, Regulations Regarding the Assessment and Recognition of Educational Qualifications from Mainland China or Regulations Governing the Examination and Recognition of Educational Qualifications from Hong Kong and Macao issued by the Ministry of Education;

2. sign a relevant agreement on academic exchange with the university.

Article 3. Overseas universities mentioned in these regulations, that jointly conduct double-degree programs are those universities that collaborate with the university in accordance with bilateral agreement on academic exchange, assist their students during studies at the other university; after the standards for graduation at both universities are met by the student, both universities (the university and the collaborating university) award them with a degree diploma. Those universities which plan to sign an academic collaboration agreement with academic institutions from Mainland China shall file an application to the Ministry of Education in accordance with the related rules two months before planned signing which can take place after Ministry's approval.

Article 4. The university's each involved college, institute/department, degree program and overseas university jointly conducting double-degree programs shall draft a Chinese and English version of the "Agreement with an Overseas University on Joint Conduction of Double-Degree Program", which shall be approved by the resolution of the council of the institute/department, degree program and college, then sent for verification to the university's Office of International Affairs, the Office of Academic Affairs, then approved by the Executive Council, and after being signed by both parties, it can be implemented by one of them.

The "Agreement with an Overseas University on Joint Conduction of Double-Degree Program" mentioned in the previous item of this article shall include the following regulations:

1. Program execution and student quota.
2. Study period.
3. Payment of fees and insurance matters.
4. Student registration management matters such as registration, suspension, and withdrawal.
5. Rules on academic credits.
6. Course design and credit waivers.
7. Arrangements for Ph.D. dissertations and Master's thesis (including method of instruction, authoring and publishing of papers, oral examination rules), degree examinations and ownership of papers.
8. Degree conferral.
9. Rules on modification

Article 5. According to actual needs, each institute, department or degree program together with the overseas university with which they conduct double-degree programs, besides the double-degree program curriculum, obligatory and optional courses' credits and structure shall be arranged, and to be implemented, shall be verified and approved by the Academic Affairs Council and curriculum committees of all three levels: institute/department, degree program and college.

Article 6. Those students that were approved to study abroad for the same degree as part of double-degree program, over the period of studies shall accumulate over 1/3 of the total credits needed at each university (at the university and at the collaborating overseas university) to obtain a degree. This should comply with the study period requirement for each of the following programs:

1. The study period for students of Bachelor degree programs at two universities shall be of at least 32 months.
2. The study period for students of Master degree programs at two universities shall be of at least 12 months.
3. The study period for students of Ph.D. programs at two universities shall be of at least 24 months.

Those students that were approved to study abroad as part of combined degree program, shall comply with the requirement of minimum study period at the university and the following requirements for the study period at the overseas university, which are different for every program:

1. The study period for students of Bachelor degree programs at the overseas university shall be of at least 32 months.
2. The study period for students of Master degree programs at the overseas university shall be of at least 8 months.
3. The study period for students of Ph.D. programs at the overseas university shall be of at least 16 months.

The study period mentioned in the previous item, shall be comprehensively determined by the academic schedule of the applicant and related documents. Winter and summer vacation period, when no classes take place, does not count as study period.

Article 7. The overseas university with which the university conducts a double-degree program, before April 30rd each year for fall term and before November 30rd for spring term, shall collect and organize the list of applying students, examine and attach the following documents to then send them to the university to be signed by the college, institute/department and degree program of the double-degree program to enable the examination of university admission:

1. application for admission to the double-degree program

2. enrolment certificate issued by overseas university (with its Chinese or English translation attached)
3. school transcript from the previous years in Chinese or English issued by the collaborating overseas university conducting double-degree program
4. health certificate in Chinese or English (including HIV test result)
5. proof of sufficient funds to support student's education in Taiwan
6. other documents required by the agreement regulations

Examination work is conducted in accordance with the regulations of the agreement between two universities and after it is signed by the overseas university's college, institute/department, degree program related to the double-degree program, student's application materials, in accordance with "Foreign Student Admission Application Process and Notes", shall be sent to the Office of International Affairs and the Office of Academic Affairs to be approved and signed. After the approval by the Head of the University, the Office of Academic Affairs issues an admission permission.

Article 8. The university's students intending to pursue studies at a collaborating overseas university as part of double-degree program shall file an application to the double-degree program's college, institute/department, degree program. The examination work is conducted in accordance with the regulations of the college, institute/department and degree program. The list of the selected is collected and arranged by the college, institute/department, degree program and sent to the collaborating overseas university for examination and further selection.

Article 9. Students of the collaborating overseas university who were admitted to study the double-degree program at the university, shall produce a health and injury insurance proof when registering; their insurance period should cover the full study time. Those who still did not buy an insurance, should pay an insurance premium when registering, then the university acts on their behalf to buy insurance.

Article 10. Overseas or Mainland Chinese or foreign students of the overseas university who were admitted to study the double-degree program at the university, have their student status, study achievement examination, scholarships, accommodation and tutoring regulated by appropriate rules.

Article 11. Students of overseas universities who were admitted to study the double-degree program at the university, shall file an application to transfer credits of courses they already passed at their university in accordance with "Credits Transfer Guidelines".

Article 12. Students who obtained the university's approval to study a double-degree program at an overseas university, shall file an application within one academic year to transfer credits of courses they already completed at their university in accordance with "Credits Transfer Guidelines". However, when applying for credits transfer, the student's institute/department name, course content and characteristics have to be similar to be transferred in accordance with "Guidelines for Evaluation of Students' Academic Performance".

Article 13. Students who got the university's approval to study a double-degree program at a collaborating overseas university, and for any reason are unable to complete their studies at the overseas university, and their total amount of study period of the double-degree program at both universities has not reached the period set for the course stipulated in the university's regulations, those students are obliged to provide a report and the related documents two days before the first day of every semester as indicated in the university's academic calendar, and apply to the Office of Academic Affairs for returning to the suitable grade at the institute/department or degree program at the university; the credits of courses they already completed at the overseas university shall be handled in accordance with the rules stipulated in the previous article.

Article 14. The university's students who passed the examination to study a double-degree program at a collaborating overseas university, shall complete the emigration procedures in accordance with Guidelines for the "Guidelines for the Study and Enrollment Status of Students Going Abroad". Male students who have not served in the military, shall comply with "Regulations for Exit of Draftees" issued by the Ministry of Interior and any related laws and decrees on immigration and emigration.

Article 15. Students from overseas universities, during the study period at the university, shall abide by the law of the Republic of China and all the regulations of the university.

Article 16. All matters not covered in these Guidelines shall be handled in accordance with the relevant Ministry of Education and university regulations.

Article 17. These Guidelines were passed by the Academic Affairs Council, sanctioned by the University President prior to implementation and forwarded to the Ministry of Education for reference. Modifications shall follow the same procedure.

英文法規翻譯內容若有疑義，以中文法規為主。

For the avoidance of doubt in English version regulation, Chinese version will be prevailing.

## 國立中山大學與境外大學辦理雙聯學制實施辦法

94.12.30 本校第 106 次教務會議通過  
96.2.8 台高(二)字第 0960016720 號函同意備查  
98.3.19 本校第 119 次教務會議修正通過  
98.6.22 台高(二)字第 0980105632 號函同意備查  
101.3.19 本校第 131 次教務會議修正通過  
101.6.11 本校第 132 次教務會議修正通過  
101.8.8 教育部臺高(二)字第 1010143917 號備查第 1、2、7、17 條  
101.9.4 教育部臺高(二)字第 1010161908 號備查第 3、4、5、6、8、9、10、11、15 條  
105.5.30 本校第 148 次教務會議修正通過  
105.10.12 本校第 149 次教務會議修正通過  
105.11.21 教育部臺高(二)字第 1050161595 號同意備查  
107.05.24 本校第 156 次教務會議修正通過  
107.7.10 教育部臺教高(二)字第 1070094727 號同意備查

第一條 本校為拓展學生視野，增進國際學術合作，加強與境外大學學生之交流學習，特依「大學法」、「學位授予法」、「外國學生來臺就學辦法」、「大陸地區人民來臺就讀專科以上學校辦法」、「大學辦理國外學歷採認辦法」、「大陸地區學歷採認辦法」、「香港澳門學歷檢覆及採認辦法」等相關規定訂定本辦法。

第二條 本辦法所稱境外大學為國外大學校院、港澳地區及大陸地區高等學校。

與本校合作辦理雙聯學位之境外大學，應符合下列規定：

- 一、須為符合教育部『大學辦理國外學歷採認辦法』、『香港澳門學歷檢覆及採認辦法』或『大陸地區學歷採認辦法』規定之大學。
- 二、須為與本大學簽訂相關學術交流協議之境外大學。

第三條 本辦法所稱與境外大學合作辦理雙聯學制，係指本校與境外大學依雙方簽訂之學術合作合約，協助所屬學生至對方學校進修，並於符合雙方畢業資格規定後，分別取得本校與合作學校之學位。

與大陸地區學校簽訂學術合作合約，應於簽約二個月前，依教育部相關規定，向教育部提出申請，經同意後始得簽訂。

第四條 本校與境外大學合作辦理雙聯學制，應由各相關院、系(所)、學位學程擬具「與境外大學合作辦理雙聯學制協議書」中、英文版各一份，經系(所)、學位學程、院務會議決議，送本校國際事務處及教務處審核，再提行政會議通過，並經雙方簽署後，方可實施。

前項「與境外大學合作辦理雙聯學制協議書」應包括下列各項規定：

- 一、計畫執行與學生名額。

- 二、 修業期間。
- 三、 費用之繳交及保險事宜。
- 四、 註冊、休學、退學等學籍管理事項。
- 五、 學分規定。
- 六、 課程設計及學分抵免。
- 七、 博、碩士畢業論文作業方式(須含指導方式、論文撰寫發表、口試規定)、學位考試及論文歸屬等。
- 八、 學位授予。
- 九、 協議書修改及終止規定。
- 十、 其他事項。

第五條 各系(所)、學位學程得依實際需要，與合作辦理雙聯學制之境外大學，另訂雙聯學制課程、必選修學分及課程結構，並經系(所)或學位學程、院、校三級課程委員會及教務會議審議通過後實施。

第六條 經核准修讀境外雙聯同級學位之學生，其在本校與合作學校修業期間之修課學分，累計應各達獲頒學位所需總學分數之三分之一以上。須符合下列各學制之修業期間限制：

- 一、 學士班學生累計在兩校修業時間至少應滿三十二個月。
- 二、 碩士班學生累計在兩校修業時間至少應滿十二個月。
- 三、 博士班學生累計在兩校修業時間至少應滿二十四個月。
- 四、 經核准修讀境外雙聯跨級學位之學生，其在本校須達修讀學制之最低修業期限，且在境外大學須符合下列各學制之修業期間限制：
- 五、 修讀學士學位者，在境外大學修業期間至少應滿三十二個月。
- 六、 修讀碩士學位者，在境外大學修業期間至少應滿八個月。
- 七、 修讀博士學位者，在境外大學修業期間至少應滿十六個月。

前項修業期間，應以申請人所持之學校行事曆及相關文件綜合判斷。寒暑假無修課者，不列入計算。

第七條 與本校合作辦理雙聯學制之境外大學，秋季班應於每年四月三十日前、春季班應於每年十一月三十日前彙整申請學生名單，並檢附下列表件各乙份，寄送本校簽署雙聯學制之院、系(所)、學位學程，俾便辦理甄審入學事項：

- 一、 雙聯學制入學申請書。
- 二、 境外大學開立之在學證明書（另附中文或英文翻譯本）。
- 三、 由合作辦理雙聯學制之境外大學出具之中文或英文歷年成績單。
- 四、 中文或英文健康證明書（包括人類免疫缺乏病毒相關之檢查報告）。
- 五、 具備足夠在臺就學之財力證明書。
- 六、 其他依協議書規定應附繳之文件。

甄審作業依兩校合作協議規定，由簽署境外雙聯學制之院、系(所)、學位學程辦理後，將學生申請資料依「外國學生入學申請流程及注意事項」之規定簽送國際事務處及教務處審核，經校長核定後，由教務處發給入學許可。

第八條 擬赴境外合作學校修讀雙聯學制之本校學生，應向簽署雙聯學制之本校院、系(所)、學位學程提出申請，其甄選作業依該院、系(所)、學位學程之規定辦理；甄選通過名單由該院、系(所)、學位學程彙整薦送境外合作學校辦理甄審。

第九條 經核准入學本校修讀雙聯學制之境外合作學校學生，註冊時應檢附健康及傷害保險證明文件，且其保險效期應包含在本校修業期間；如尚未投保者，得於註冊時繳納保險費，委由本校代辦投保事宜。

第十條 經核准入學本校修讀雙聯學制之境外大學學生，符合僑生、外國學生、大陸地區學生等身分資格規定者，其學籍、成績考核、獎學金、住宿及生活輔導等，另依其相關規定辦理。

第十一條 經核准入學本校修讀雙聯學制之境外大學學生，於原就讀學校已修習及格之科目及學分，得依本校「辦理學生抵免學分辦法」申請抵免。

第十二條 經本校核准至境外大學修讀雙聯學制之學生，於境外大學修讀及格之科目及學分，應於本校規定修業年限內，得依本校「辦理學生抵免學分辦法」申請抵免，惟學生所屬系所無名稱、內容或性質相同之課程可辦理抵免者，得依本校「學生成績作業要點」申請認列學分。

第十三條 經本校核准至境外合作學校修讀雙聯學制之學生，如因故無法於境外大學完成學業，且於雙方學校修業時間合計仍未逾本校規定之修業年限，得於每學期本校行事曆規定上課開始日二週前，檢具報告書及相關證明文件，向本校教務處申請返回本校原就讀系(所)、學位學程適當年級肄業；其於境外大學已修習及格之科目及學分，得依前條規定辦理。



第十四條 甄審通過之赴境外合作學校修讀雙聯學制之本校學生，應依本校「學生出國期間有關學業及學籍處理要點」辦理出境手續。未役之役男學生，其出境須依內政部「役男出境處理辦法」及入出境相關法令辦理。

第十五條 境外大學學生於本校修業期間，除應遵守我國法律外，並應恪守本校各種規章辦法。

第十六條 本辦法未盡事宜，悉依教育部與本校相關規定辦理。

第十七條 本辦法經教務會議通過，經校長核定後公告實施，並報教育部備查，修正時亦同。