[**College name**] **at Kaohsiung Medical University, Taiwan**

**and**

[**College name**] **at Name of University,** [**Country name**]

**Dual Degree Program Agreement**

1. **PARTIES**

[**College name**] **at Kaohsiung Medical University**, with registration at the address 100 Shih-Chuan 1st Road, Kaohsiung City 80708, Taiwan

[**College name at Name of University**], [address]

1. **BACKGROUND**
   1. Further to the Memorandum of Understanding signed on DD/MM/YYYY and in

recognition of the mutual benefits derived from scholarly exchange, Kaohsiung Medical University and [Name of University] agree to establish a Dual Degree

Program.

* 1. A Dual Degree Program allows participating students to undertake a jointly supervised [Degree Name] program, which is established to benefit an individual participating student’s research project and to strengthen research collaborations between the two institutions.
  2. This document is to be read in conjunction with Kaohsiung Medical University’s *Guidelines for Dual and Joint Degree Programs* and the *regulations* of [Name of University].
  3. Notwithstanding this Dual Degree Program Agreement, each institution will make its own decisions regarding the requirements for admission, progress review and approval, and examination of each candidate, with no removal of authority from either party.

1. **PURPOSE**

3.1 The purpose of this agreement is to set out the arrangements of the Dual Degree Program between the two parties as agreed upon by both parties, including the requirement for students to prepare a single thesis and abstract in English to be submitted to both institutions.

1. **DEFINITIONS**

4.1 Home Institution is the institution that will provide a greater share of resources

throughout the candidature, and where the majority of the period of candidature

will be spent. Normally, this will be where the candidate enrolls or applies to enroll

first.

4.2Host Institutionshall mean the partner institution that has agreed to accept the

student from the home institution under the terms of this agreement.

4.3Dual Degree Program Agreement, is this document outlining the terms and

conditions of the Dual Degree Program arrangements as agreed between the two

institutions.

4.4The student participating in this Dual Degree Program Agreement can only be

admitted after an agreement between advisors at Kaohsiung Medical University and

[Name of University] have reached on a shared project and given notice to both

admission boards.

4.5Joint Administrators of theDual Degree Program are the Dean at Kaohsiung Medical University and the Dean at [Name of University].

4.6Testamur is the official certification document conferred by the University that

confirms a qualification has been awarded to an individual.

1. **AWARDING OF DEGREE**

5.1 The certification will be in the form of two separate testamurs, each recognizing that the qualification is conferred under a Dual Degree Program arrangement.

5.2 All students admitted must fulfill the credit point accumulation requirements of both universities **(Appendix B)**.

1. **SUPERVISION**

6.1 The student participating in this Dual Degree Program will be jointly supervised

by academics from Kaohsiung Medical University and [Name of University]. The

participating student shall have at least one advisor at each institution. The selection

of advisors at each institution will depend upon the research project and existing

research collaborations of advisors between the institutions. Approval of the

selection rests with the Joint Administrator. Advisors from [Name of University]

must meet the requirements for graduate study of [Name of University]. Advisors

from KMU must meet the regulations for supervising graduate students at KMU.

6.2 The advisors must consult each other regularly concerning the progress of the

research work, and must advise the Joint Administrators if they consider that there

is a risk that the candidate’s progress is likely to fall below a satisfactory level. The

joint administrators may decide to place conditions for the continuation on the

candidate for the candidate to continue.

1. **ADMISSION**

7.1 The student participating in this Dual Degree Program must apply for admission to

each institution.

7.2 A maximum number of students will be admitted to the Dual Degree Program over the term of this agreement, unless otherwise mutually agreed. A maximum of [Number of participating student] students per year will be admitted to the Dual Degree Program, where KMU is the host institution. A maximun of [Number of participating student] students per year will be admitted to the Dual Degree Program where [Name of University] is the host institution.

7.3 Admission to the Dual Degree Program will depend on the availability of a

suitably resourced project and the availability of suitable advisors from each institution.

7.4 Before accepting prospective participating students into the Dual Degree Program,

the parties must consider:

(a) whether the student admission requirements of both institutions have been satisfied, including language proficiency requirements;

(b) whether the necessary supervision, resources, and facilities required to complete the research project can be provided to the participating students;

(c) whether admission to the Dual Degree Program will benefit the participating

student’s research project.

The admission requirements for the qualification for admission to this program are

stated in **Appendix A.**

1. **RESEARCH PROJECT**

8.1 The title and topic of the thesis will be signed separately by each participating

student who both institutions have approved to undertake a Dual Degree

Program as part of this agreement.

1. **ENROLMENT**

9.1 The participating students in this Dual Degree Program will be concurrently

enrolled as a [Degree Name] candidate at Kaohsiung Medical University and [Name of University] for the duration of the Dual Degree Program.

9.2 The participating students must earn at least [Number of credits] credits and transfer not more than [Number of credit] credits out of the required credits from the host institution.

9.3 The duration of this Dual Degree Program, in the normal case, corresponds to

no less than [Number of month] months. Over the duration of the Dual Degree

Program, the participating students will spend a total of at least six months equivalent to each institution. Within this restriction, the advisors may direct the participating students to pursue the project at whichever institution is appropriate from time to time.

9.4 The participating students are responsible for maintaining their enrolment in the Dual Degree Program / [Degree name] program at both institutions and for notifying each institution of any variations to enrolment; these include but are not restricted to leave, change of advisor, extension to candidature and withdrawal.

9.5 For each participating student, one institution will be designated the home institution and the other the host institution (refer to definitions). The home institution will be responsible for managing the candidature. It will ensure that systems are in place to consult and/or inform the host institution regarding any changes to the candidature.

1. **FEES, SCHOLARSHIPS, AND OTHER COSTS**

10.1 The student participating in this Dual Degree Program will pay the tuition fees of

the home institution for the duration of the program and will be exempt from fees

at the host institution.

10.2 The participating students may be competitively considered for a stipend and/or

tuition scholarship at the home institution, according to the eligibility criteria of

the institution. Other incidental fees and charges, travel and associated costs, accommodation, and personal expenses are the responsibility of the candidate.

10.3 The participating students are responsible for arranging a suitable insurance plan, which must include sufficient medical coverage. The insurance cost will be paid by the candidate (unless the home institution makes special arrangements). It is recommended that candidates consider purchasing additional travel and health insurance to provide broader coverage.

1. **RESEARCH TRAINING STANDARDS**

11.1 The student participating in this Dual Degree Program must comply with the Kaohsiung Medical University’s Regulations of Research and Publications Ethics and [Name of University’s regulations…], including ethical practices and ethics approvals, publication ethics, research misconduct procedures, and the management of research data.

11.2 Review and appeal, termination, and research or academic misconduct procedures

of the home institution are to be followed if required. In the event of student

(non-academic) misconduct at the host institution, the procedures of that

institution will apply.

11.3 Admission, candidature, progression, and thesis examination requirements will comply with each institution’s regulations. At Kaohsiung Medical University, the [Degree Name] program requirements must be adhered to as specified in the *[Name of Kaohsiung Medical University’s regulations…].*  At [Name of University], the [Degree Name] program requirements must be adhered to as specified in the “*referred regulations*.”

11.4 It is expected that both Kaohsiung Medical University and [Name of University] will have similar facilities and services of an equivalent standard to physical facilities, including computer facilities; internet and email access for students and staff; library facilities; student support services, such as counseling services; and Health and Safety requirements.

1. **INTELLECTUAL PROPERTY**

12.1. The parties agree that students participating in this Dual Degree Program will own the intellectual property they create, which is directly related to their research project, unless other arrangements are agreed upon in advance by the participating students, Kaohsiung Medical University and [Name of University].

12.2 Subject to clause 12.1, intellectual property matters will be handled by the relevant policies of the host institution, unless the Joint Administrators agree otherwise.

1. **EXAMINATION AND DECISION TO AWARD DEGREE**

13.1 As mentioned in Clause 3.0, a single thesis will be prepared and submitted to both institutions in English.

13.2 A student must complete a qualifying examination to evaluate his/her ability. Only students passing the qualifying examination are allowed to present his/her dissertation.

13.3 Prior to thesis submission, the primary or co-principal advisors at each institution

must communicate to endorse that the thesis prepared for submission is properly

presented and is prima facie worthy of examination.

13.4 Each university will examine the thesis according to its policies and processes.

The examination outcome, including examination reports from each institution

must be provided to the other institution.

13.5 Once the student participating in this Dual Degree Program meets all examination criteria of both participating institutions, the student will be conferred the degree of [Degree Name] from [Name of University] and KMU respectively. The participating students who cannot meet all criteria of both participating institutions but meet the graduation criteria of the home institution can be awarded the [Degree Name] degree from the home institution.

1. **APPLICATION FOR SUSPENSION OF STUDIES IN THE DUAL DEGREE PROGRAM, AND RETURN FROM SUSPENSION**

14.1 The participating student may withdraw from the Dual Degree Program arrangement at any time prior to submission of the thesis. In the event that the participating student withdraws from the Dual Degree Program, the home institution may agree to allow the participating student to retain candidature at that institution.

14.2 Suspension, resumption, and withdrawal shall be handled in accordance with the regulations of both institutions, and the participating student shall not have the status of Dual Degree Program during the suspension.

**15.0 TERMS OF THIS AGREEMENT**

15.1 This agreement comes into effect on the date of the last signature of the parties. This agreement is valid for [Number of years] years and may be reviewed at any time. The agreement must be in place no later than the beginning of the semester of enrollment into this Dual Degree Program.

15.2 Both the home and the host institution will be responsible for ensuring that they

and the student undertaking the candidature adheres to this agreement.

15.3 Should either of the two institutions consider that any part of the agreement is no

longer appropriate, that institution may propose an amendment. Any amended

agreement will come into effect when signed by both institutions.

15.4 This agreement can be terminated at any time by either party upon the provision of [Number of month] months’ written notice to the other party.

15.5 Should this agreement be amended or terminated, the parties will mutually agree

on arrangements to allow for any participating students who have commenced at

either institution at the date of the amendment or termination to complete their

approved study.

**16.0 LANGUAGE OF AGREEMENT**

16.1 This agreement shall be prepared in duplicate English, and each institution

shall retain one original.

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| **Kaohsiung Medical University, Taiwan**  **Professor Chun-Yun Yang, Ph.D.**  **President**  **Date:**  **Professor […]**  **Dean, College of […]**  **Date:** | [**Name of University, Country Name**]  **Professor […]**  **President**  **Date:**  **Associate Professor[…]**  **Dean, College of […]**  **Date:** |

**Appendix A.------------------------------------------------------------------------------------------------**

**Requirements for the qualification for admission to this program are :**

**1.**

**2.**

**3.**

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*For the Dual Degree Program, the eligible student must fulfill all requirements.*

**Appendix B.------------------------------------------------------------------------------------------------**

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| --- | --- | --- | --- |
| Minimal Credits for Graduation | | | |
| Credits | KMU | [Name of University](Master🡪Ph.D.) | [Name of University](B.Sc. 🡪Ph.D.) |
| Lecture |  |  |  |
| Thesis |  |  |  |

The credits should fulfill the regulations of both universities.

* The students are recommended to take the rest of the lecture credits at their home university.
* Thesis credits should be taken following [Name of University] or KMU regulations.