

Guidelines Governing Joint Dual Degree Programs between Wenzao Ursuline University of Languages and Foreign Universities

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- Article 1 To facilitate academic exchange and cooperation with overseas universities, broaden students' horizons and provide students with diverse learning opportunities, Wenzao Ursuline University of Languages (hereinafter referred to as the University) established the Guidelines Governing Joint Dual Degree Programs between Wenzao Ursuline University of Languages and Foreign Universities (hereinafter referred to as the Guidelines) in accordance with the University Act, Regulations for Students from the Mainland Area Studying in Colleges or Other High-Level Academic Institutions, Regulations Regarding the Assessment and Recognition of Academic Credentials of the Mainland Area and Implementation Regulations Regarding Distance Learning by Universities.
- Article 2 The foreign universities referred to herein shall meet the following criteria:
1. The universities shall be accredited by the foreign government concerned or education authorities and have signed academic **written contracts** of collaboration with the University.
 2. Colleges and universities that meet the criteria stipulated in "Regulations Regarding the Assessment and Recognition of Foreign Academic Credentials for Institutions of Higher Education" or "Regulations Regarding the Assessment and Recognition of Academic Credentials of the Mainland Area".
- Article 3 The joint dual degree programs herein refer to degree programs established after the University and foreign universities sign academic collaboration contracts to **help students in the University and foreign universities to study at collaborating universities for a certain period of time. Students who meet bilateral graduation qualifications may be awarded bilateral degrees from the University and/or collaborating universities.** **The following regulations on the permitted period of study shall be followed for students receiving approval to study the joint dual degree program for the same year:**
1. The combined academic term for a four-year college degree shall be no less than 32 months.
 2. The combined academic term for a two-year college degree shall be no less than 16 months.

3. The combined academic term for a graduate program shall be no less than 12 months. Students receiving approval to undertake studies in the joint dual degree program shall meet the minimum requirement of academic terms in the University and shall meet the requirements of foreign universities for various academic programs.

The following regulations on permitted period of study shall be followed for students receiving approval to undertake studies in the joint dual degree program for different years:

1. The combined academic term for a four-year college degree shall be no less than 32 months.

2. The combined academic term for a two-year college degree shall be no less than 16 months.

3. The combined academic term for a graduate program shall be no less than 8 months.

The credits and course hours of the two universities shall be combined, but the credits shall separately meet one-third of the total credits. The **written contracts** between the University and foreign universities shall stipulate if the student shall register and study in the University for the last semester or the last academic year in accordance with Article 4 of the Guidelines.

Article 4 To offer the joint dual degree programs, departments and graduate schools of the University shall prepare a draft contract that includes a Traditional Chinese character version approved by the Departmental (and Graduate School) Meeting and submit the draft contract to be reviewed by the Office of International and Cross-Strait Affairs and the Office of Academic Affairs and approved at the Academic Affairs Committee. Joint dual degree programs with colleges and universities from mainland China will need to follow the "Evaluation Standards for Alliance or Cooperation with Written Contract between Schools of All Levels and Schools in the Mainland Area" of the Ministry of Education. Two months before signing the contract, the contract shall be submitted to the Ministry of Education for approval. No written contract shall be signed without the approval of the Ministry of Education.

The joint dual degree programs shall include the following articles:

1. Name of the degree and the regulations regarding degree conferral:
Upon completion of the academic requirements, the degree shall be conferred by both universities separately or jointly.
2. Regulations regarding academic terms of both universities.
3. Integration and planning of curriculum for both universities:
Including regulations on curriculum planning, integration of curriculum, regulations on number of credits and credit transfer.
4. Application qualification for existing students, quota and evaluation mechanism (including regulations on period of application).
5. Thesis requirements (excluding joint degree programs that offer only bachelor degree):
Names of the graduate student and supervisor(s), title of the thesis, agreement on thesis supervision, language used for the thesis and the abstract (Traditional

Chinese characters are required for the abstract), composition of the dissertation defense committee and oral defense regulations, publication of the thesis, copyright and other relevant issues.

6. Regulations regarding registration, suspension of study and resumption of study and other proceedings.
7. Stipulations of relevant charges (including tuitions, credit fees, and accommodation, etc.)
8. Modification and annulment of the written agreement (including mechanism to handle student's disruption of study; annulment of the agreement or handling of credits and study status if students fail to comply with the academic terms of one of the universities.)
9. Other matters.

Article 5 When necessary, departments may design curriculum specifically for the joint dual degree programs with the collaborating foreign university to stipulate the required courses and number of credits to be reviewed by the Departmental Curriculum Planning Committee and approved by the University Curriculum Review Committee.

Article 6 Applications from foreign students studying for the joint dual degree programs at the University shall be received by the Office of International and Cross-Strait Affairs of the University, which will conduct a preliminary review of the applicants' qualifications, documents and agreed items. The documents of applicants who pass the preliminary review will be sent to relevant departments for selection. Before the specified dates, departments shall send the evaluation results or meeting minutes and relevant documents to the Office of Academic Affairs, which will then issue the admission letter and the Office of International and Cross-Strait Affairs will inform the students of the decisions.

Article 7 Foreign universities collaborating with the University to offer the joint dual degree programs shall prepare the list of applicants and relevant documents in accordance with the written agreement signed according to Article 4 herein (Please also see the website of the Office of International and Cross-Strait Affairs) and send all documents to the Office of International and Cross-Strait Affairs.

Article 8 Foreign students who are admitted to the joint dual degree programs, upon registration for each semester, shall prepare valid documents showing they have acquired medical and accidental insurance coverage for the permitted period of study. Documents issued by foreign insurance agencies shall be accredited by overseas offices. Those who have no insurance coverage shall pay the insurance fees upon registration and the University will purchase insurance coverage for the student.

Article 9 The Office of Student Affairs will help foreign students who are admitted to the joint dual degree programs to handle issues related to accommodation, guidance, life management, communication, report, search and other student affairs. Management of the student's status, course selection and evaluation of academic performance shall follow university regulations related to Academic Affairs.

Article 10 According to the joint degree program or joint degree curriculum stipulated by Articles 4 and 5 herein, foreign students who are admitted to joint dual degree programs may apply for credit transfer in accordance with relevant regulations governing credit waiver and credit transfer for courses and credits taken from the original university.

Article 11 According to the joint degree program or joint degree curriculum stipulated by Articles

4 and 5 herein, students who are admitted to joint dual degree programs may apply for credit transfer in accordance with Regulations Governing Credit Waiver and Credit Transfer, Wenzao Ursuline University of Languages for courses and credits taken from the original university. After the application for credit waiver or credit transfer has been approved and the student has met the graduation requirements specified by the department, the degree will be awarded.

- Article 12 If students who are approved to undertake studies in the joint degree program at a collaborating university are unable to take courses at the collaborating university for special reasons and the combined permitted period of study has not exceeded the academic terms specified by the University, the student shall prepare a report and all relevant documents and apply to undertake studies in his/her original department and year of study at the Office of Academic Affairs before the day school begins as announced on the school calendar. Courses and credits already taken in the joint degree program may be transferred in accordance with Regulations Governing Credit Waiver and Credit Transfer, Wenzao Ursuline University of Languages.
- Article 13 Students who are approved to undertake studies in the joint degree program at collaborating universities and who are draftees-to-be may depart the country if they follow the Enforcement Act of Act of Military Service System and Regulations Governing Departure of Males of Military Service Age and other related immigration laws.
- Article 14 During the permitted period of study, foreign students undertaking studies in the joint degree program at the University shall follow laws and regulations of the country and the University.
- Article 15 Matters not addressed in this Guideline shall be addressed through other relevant regulations of the University.
- Article 16 The Guidelines become effective after they are approved by the Academic Affairs Committee, ratified and announced by the President and filed with the Ministry of Education for record. Revisions must follow the same procedures.