



文件類別	標準作業流程	編 號	國-合-07	頁 次	1/3
文件名稱	雙聯學位之聯繫 與申請流程	公布日期	100-4-26	版 次	1
單 位	國際事務處國際合作組	承 辦 人	李耕輔	分 機	1221

1 目的與範圍

- 1.1 為促進學術交流，提升本校國際聲望與學術水準，建立簽訂姐妹校雙聯學位協議書之作業流程。
- 1.2 國外各大學及研究機構。

2 參考文件（法規／依據）

- 2.1 全國性法規
 - 2.1.1 教育部「大學辦理國外學歷採認辦法」
- 2.2 校內相關法規
 - 2.2.1 國立臺灣海洋大學與國外學校辦理跨國雙學位實施辦法
 - 2.2.2 國立臺灣海洋大學外國學生入學辦法

3 權責單位

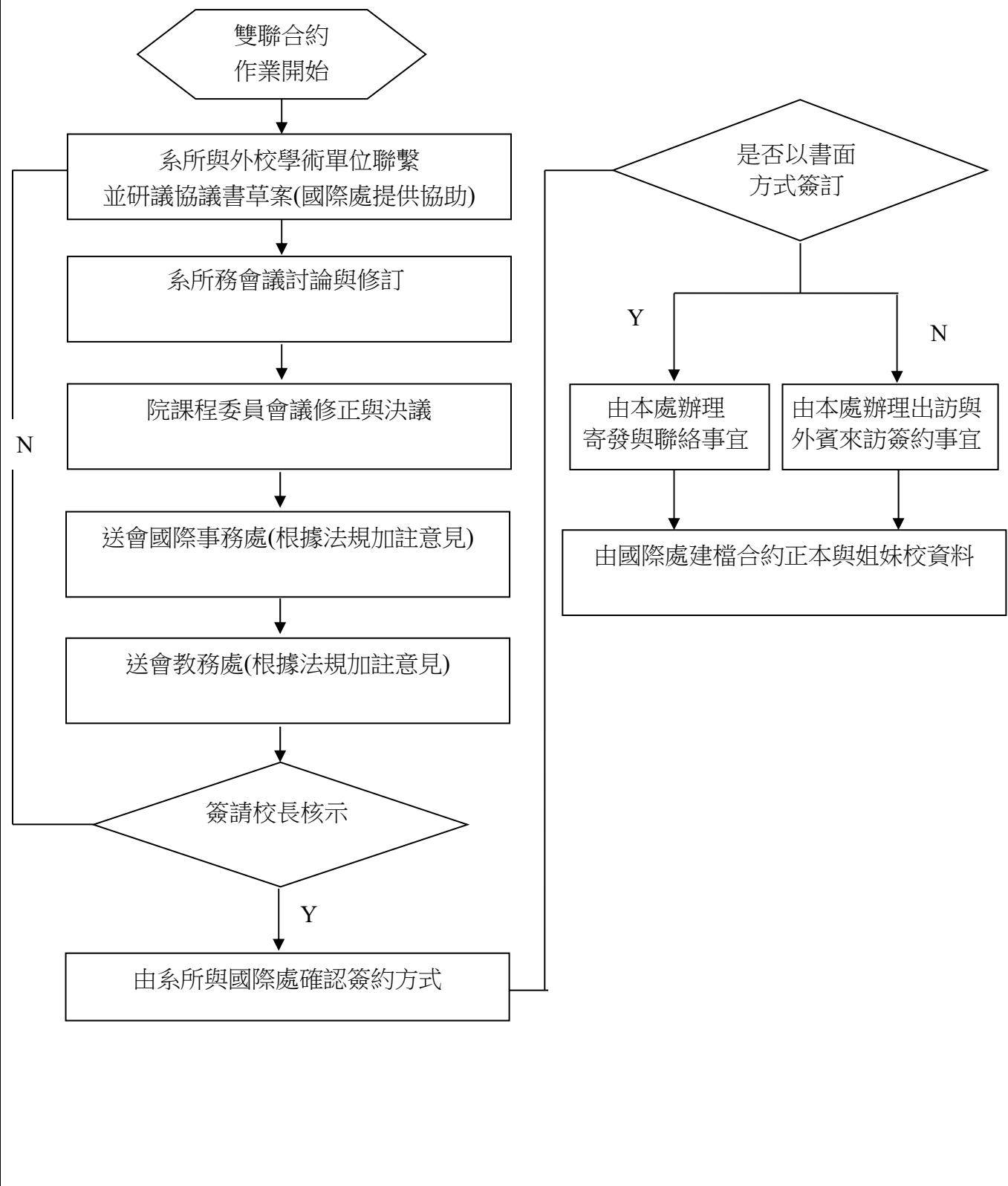
- 3.1 主辦單位：國際事務處國際合作組
- 3.2 相關/協辦單位：本校教務處及一、二級教學單位

4 對象

- 4.1 國外欲進行雙聯學位合作之大學及研究機構

文件類別	標準作業流程	編號	國-合-07	頁次	2/3
文件名稱	雙聯學位之聯繫與申請流程	公布日期	100-4-26	版次	1

5 流程圖



文件類別	標準作業流程	編號	國-合-07	頁次	3/3
文件名稱	雙聯學位之聯繫 與申請流程	公布日期	100-4-26	版次	1

6 作業內容

- 6.1 由國際處協助院、系所與欲簽訂雙聯學位之學術單位聯繫，並由系所擬具中、英文版本之「合作辦理跨國雙學位協議書」草案提送系、所務會議、院課程委員會會議決議。
- 6.2 雙聯合約草稿審核
- 6.2.1 提送系所務會議。
- 6.2.2 提送院課程委員會會議。
- 6.2.3 送會國際事務處。
- 6.2.4 送會教務處。
- 6.2.5 如無疑慮簽請校長核定。
- 6.3 提送欲簽約之學校、研究機構之相關文件與草擬合約內文經上述會議決議後先送會國際事務處。由本處依據「國立臺灣海洋大學與國外學校辦理跨國雙學位實施辦法」進行審核與意見提供，該雙聯合約需檢查是否具備以下資訊：
- 6.3.1 申請資格。
- 6.3.2 甄審之規定。
- 6.3.3 課程之設計(由各系所訂定雙學位制課程)。
- 6.3.4 學分抵免。
- 6.3.5 在兩校修業時限。
- 6.3.6 學位授予。
- 6.3.7 註冊、休學、復學等學籍管理事項。
- 6.3.8 費用之繳交及名額之限制。
- 6.3.9 協議書修改及終止之規定。
- 6.3.10 碩、博士論文共同指導協議書。(學士除外)
- 6.3.11 其他事項。
- 6.4 校長完成核示後，由國際處或院、系所確認雙聯合約簽約是要以書信往來簽訂。或是需要辦理本校出訪或外校參訪簽訂合約事宜。相關接待流程請參閱國合-SOP-5-接待外賓之流程。
- 6.5 完成簽約事宜後，由國際事務處建檔雙聯合約正本與姐妹校資料。並於合約到期日前辦理續約相關事宜。

1 附件（相關表單或文件）

7.1 合作辦理跨國雙學位協議書

承辦人	二級單位主管	一級單位主管

合作辦理跨國雙學位協議書

國立臺灣海洋大學，代表人：李國添校長（以下簡稱「海洋大學」）與

_____，
代表人：_____校長（以下簡稱「_____大學」）為邁向國際化，增強學生國際觀及加強雙邊國際交流，特規範跨國雙學位修習及授予原則，並簽訂本協議書，以資遵守。

雙方合作之對應單位為：
_____大學—_____學系/研究所
海洋大學—_____學系/研究所

本協議書所適用之學生為：
中文姓名：_____
原名：_____

一、申請資格

修習跨國雙學位之學生須同時符合兩校之所有入學條件。在_____大學，須具有相關之學士或碩士學位資格。在海洋大學，須具備教育部認可之大學所頒授之相關之學士學位或研究所碩士學位，或其他相關學系、研究所畢業得有學士、碩士學位，並符合國立臺灣海洋大學學生修讀學、碩士五年一貫學程辦法之申請資格，經海洋大學_____系/研究所所務會議核可。

AGREEMENT ON DUAL DEGREE PROGRAM

BETWEEN

hereinafter referred to as _____, represented
by its President, Professor:

AND
National Taiwan Ocean University, hereinafter
referred to as NTOU, represented by its President,
Professor Kuo-Tien LEE.

The _____ and the NTOU wish to promote
interchange of students with the purpose of
strengthening scientific cooperation between their
institutions, in particular, between:

_____ (_____)
and Department/Institute of
_____ (NTOU).

For this purpose, a dual degree program is
designed with specific regulations listed in this
agreement as guidelines for future operation.
Student involved in this agreement:

Article I: Admission

Student entering the dual degree program
must meet admission requirements of both
_____ and NTOU. In _____, the
student must have a Bachelor's or Master's
degree in the related field. In NTOU, the student
must have a Bachelor's or Master's degree in the
related field awarded by an institute recognized
by the Ministry of Education and qualified the
application requirements listed in "National
Taiwan Ocean University Guidelines Governing
Direct Entry to Master Programs". Under
special circumstances, a written permission must
be obtained from the Department/Institute of
_____ of NTOU.

二、甄審之規定

在_____大學，依_____大學入學條件甄審。在海洋大學，申請者須完成海洋大學外國學生申請入學招生之一切手續，並檢附「外國學生入學辦法」規定之審查表件。在完成甄審作業後，將允許該生在海洋大學及_____大學註冊，以完成學位之修習。

三、課程之設計

本跨國雙學位之畢業學分為_____學分。在_____大學，應修學分數_____學分：包括必修_____學分、選修_____學分、畢業論文_____學分。在海洋大學，應修學分數_____學分：包括必修_____學分、選修_____學分、畢業論文_____學分。

研究論文由雙方之指導教授共同指導。指導教授必須負責認證在兩所大學中修完畢之學分。

四、學分抵免與合併

學生所修習之課程須由開課大學出具正式成績證明，並於修業年限內持上述成績證明向兩校分別申請成績合併。

Article II: Review processes

In _____, the student is reviewed according to the admission requirements of the university. In NTOU, the student must complete all procedures listed in International Students Admission Regulations, and submit all forms listed therein. After the reviewing processes are completed, the student will be admitted to enroll in _____ and NTOU for the purpose of completing the dual degree program.

Article III: Curriculum design

The completion of _____ credits is required for student pursuing a dual degree. In _____, at least _____ credits must be completed, including _____ compulsory credits, _____ elective credits and _____ credits of thesis/dissertation. In NTOU, _____ credits must be completed, including _____ compulsory credits, _____ elective credits and _____ credits of thesis/dissertation.

The thesis/dissertation will be co-supervised by faculty members of both institutes that have the responsibility to certify the completion of the required credits for each university.

Article IV: Record combining

The student is then required to submit official transcripts and file an application for the different records combining with _____ and NTOU within the allowed time limit of study.

五、在兩校修業時限

於兩校修業期間累計之總修業（註冊）時間必須符合兩校修業年限之規定。在修業期間學生必須同時在兩校維持有效註冊狀態。

修業時間規定及兩校修業時間之分配：

修業開始：_____年____月

海洋大學首次註冊：_____年____月

_____大學首次註冊：_____年____月

居留修業時間：

海洋大學：至少_____學期

_____大學：_____學期

Article V: Duration of study

The time limit of study (enrollment) in the 2 universities will be conforming to their general academic rules of undergraduate and graduate studies. During the study period, a student must maintain valid enrollment status in both universities.

Residency requirement:

Starting date of the dual degree program:

_____/_____/_____(year/month)

First registration in NTOU is set to be in

_____/_____/_____(year/month)

and first registration in _____ is set to be in

_____/_____/_____(year/month). In NTOU, residency

requirement is _____ semesters or more. In

_____, residency requirement is

_____ semester.

六、學位授予

學士學生：

凡在兩校修業期滿及修畢規定課程，由兩校協調認可，再分別發給學士學位證書。在_____大學，將授予_____學位頭銜。
在海洋大學，將依照臺灣現行授予學位辦法授予此生國立臺灣海洋大學_____學位頭銜。

研究生：

凡在兩校修業期滿及修畢規定課程，經博士學位候選人資格考核及格後成為博士學位候選人，且參加博士學位考試及格後，或碩士生參加碩士學位考試及格，由兩校協調認可，再分別發給博士學位證書或碩士學位證書。在_____大學，將授予_____學位頭銜。
在海洋大學，將依照臺灣現行授予學位辦法授予此生國立臺灣海洋大學_____學位頭銜。

七、註冊、休學、復學等學籍管理事項

學生在修業期間應同時維持兩校之有效註冊狀態。在就學第一年，學生得先在兩校其中之一註冊，並著手準備另一校所需之行政文件，並在另一校完成註冊，其他關於註冊、休學、復學等學籍管理須依兩校之學則規定同時辦理。

Article VI: Award of degree

Undergraduate student:

To receive the bachelor's degree awarded jointly by _____ and NTOU, the student who enters this dual degree program must finish all courses and meet all requirements from the 2 universities in the designated study period. By mutual consent, _____ will award the title of _____, and NTOU will award the title of _____.

Graduate student:

To receive the master's or doctoral degree awarded jointly by _____ and NTOU, the student who enters this dual degree program must finish all courses and meet all requirements from the 2 universities in the designated study period, including obtaining the doctoral candidacy status for doctoral students, and completing the final oral defense. After the satisfaction of above requirements, _____ will award the title of _____, and NTOU will award the title of _____.

Article VII: Administrative provisions

During the study period, the student must maintain valid enrollment status in both _____ and NTOU. During the first year of study the student can be registered at one university and start during the same year preparing the necessary administrative documents to complete the registration in the second university. In the administrative processes such as enrollment, application for suspension of study, and returning from suspension, the current regulations of _____ and NTOU must be followed.

八、費用之繳交及名額之限制

學生於註冊時，應依規定向註冊之學校其中之一繳交各項註冊費用。在海洋大學修業期間，學雜費及其他費用應繳交給海洋大學。

九、協議書修改及終止之規定

若兩校之一認為本協議書有欠周全之處，可隨時提出修改建議，並經雙方重新簽署後始具效力。若欲終止協議書，亦應於每學年開學前至少六個月提出。

Article VIII: Enrollment fees and vacancies

The student shall pay necessary tuitions and fees to only one university, either to NTOU or to _____. Tuition and fees will be paid to NTOU if the student is expected to conduct his or her studies at NTOU in accordance with the residency requirements as set forth in the Agreement.

Article IX: Annulment of the present agreement

Should one of the two universities consider that part of the present agreement is not appropriate, that university is at liberty to propose an amendment. The amended version will take effect after it is signed by the 2 universities. If a termination of the present agreement is necessary, a notice of termination must be made at least 6 months before the beginning of each academic year.

附件

Annex Reference texts

簽 署

Signatures

_____大學論文指導教授
Thesis/Dissertation supervisor at _____
(_____)

海洋大學論文指導教授
Thesis/Dissertation supervisor at NTOU
(_____)

_____大學校長
President of _____
(_____)

海洋大學校長
President of NTOU
(**Professor Kuo-Tien LEE**)