同济大学与国外（境外）高等院校（科学研究机构）开展研究生双学位培养合作的管理办法

同研【2012】21 号

第一条　目的：为促进我校研究生教育的国际交流与合作，规范管理，保证培养质量，全面提高我校国际化水平和综合实力，特制定本管理办法。

第二条　定义：研究生双学位培养是指我校同国外（境外）高等院校（科学研究机构）签订合作协议，共同培养在一方已正式注册的在读优秀硕士、博士研究生，并分别授予双方学位；研究生双学位培养的合作双方分别称为派遣方和接收方；派遣和接收的研究生身份为双学位研究生。

第三条　合作内容：双学位研究生在派遣方和接收方分别接受培养过程，通过课程选修、学分互认和学位论文撰写与答辩等规定的培养环节，合作完成全部培养过程。

第四条　协议签订：我校各学院（系、所）与国外（境外）高等院校（科研机构）应在平等协商基础上，确定双学位研究生培养学科、专业，明确合作细则，起草并签订合作协议。

协议应对双方合作培养的人数、推荐选拔程序、培养方式、互派期限、课程计划、学分互认、学位授予、知识产权归属、学费收取或互免、互相提供申请奖学金机会、项目运作责任机构以及合作期限等内容作明确规定，并明确派遣至我校的双学位研究生须在华购买我国教育部指定的外国留学生综合医疗保险。

学院（系、所）需要开展的研究生双学位合作项目在签署前须报研究生院审核、外事办公室会签，经学校法律顾问审定后提交校长签署。

第五条　合作专业：研究生双学位培养合作开展的学科、专业应为国家予以批准、具有相应学位授予权的学科和专业。要密切结合我校学科建设的需要，鼓励与国外（境外）一流大学以及具有优势学科的高等院校（科学研究机构）进行研究生双学位培养合作。

第六条　推荐选拔及录取：派遣方负责根据接收方有关要求，考查具备派遣资格研究生的各方面表现，择优确定推荐人选。接收方可根据派遣方提供的推荐材料，以笔试与面试相结合的方式择优确定录取人选。派遣至我校的研究生需按照注册双学位留学生（注册双学位港澳台生）招生方式录取。

第七条　课程学习：派遣方和接收方的学生须通过课程选修和学分互认的方式取得双方硕士（博士）阶段所要求的学分。学分互认时，原则上我校派出和接收的学生在我校完成的学分应不少于我校培养方案所要求学分的 1/2。其中，同济大学培养方案中规定的公共学位课（我校接收的双学位港澳台生的公共学位课学分可由专业学位课学分替代）、讲座及论文选题应在同济大学完成，其它学分可在合作方完成。选修的课程和学分互认应经过其所学专业所属的学科专业委员会的认可。

第八条　论文选题及中期考核：我校派遣和接收的双学位研究生应分别按照《同济大学学术型硕士研究生培养工作规定》、《同济大学全日制硕士专业学位研究生培养工作规定》、《同济大学攻读博士学位研究生培养工作规定》完成论文选题及中期考核。开题及中期考核可远程进行，其方式应经过其所学专业所属的学科专业委员会的认可。

第九条　学位论文撰写及答辩：学位论文应由合作双方导师联合指

导，双学位研究生须按照《同济大学关于博士硕士学位申请者发表学术论文的规定》及《同济大学学位授予工作细则》等相关规定的要求发表学术论文、完成学位论文的撰写、学位论文的评审与答辩，从而获得申请同济大学硕士（博士）学位的资格；同时，须按照双学位合作方的相关规定获得申请硕士（博士）学位的资格。学位论文答辩可远程进行，其方式应经过其所学专业所属的学位评定分委员会的认可。

第十条　学位授予：达到合作双方各自学位授予条件的研究生可申请双方分别颁发的学位，但接收方颁发派遣方学生的学位应以派遣方颁发该生学位为前提。

第十一条　学籍管理：派遣方和接收方按照各自的在籍研究生管理要求进行管理。派遣至我校的双学位研究生按照《同济大学研究生学籍管理规定》及《同济大学外国留学生须知》等有关规章制度进行管理，在我校注册学习时间至少两学期。

第十二条　学费：双学位研究生原则上只在派遣方缴纳学费，免除在接收方的学费。双方应争取为学生提供申请奖学金及住宿的机会。

第十三条　备案要求：合作协议签署后应提交原件（一份）到研究生院和复印件（一份）到外事办公室备案。其它相关的学生申请和选拔材料、学生在读期间各种档案资料须按照双方存档要求在培养单位进行存档。

第十四条　本管理办法自公布之日起生效，由同济大学研究生院负责解释。

同济大学研究生院

二〇一二年六月十日

Procedures on the Cooperation of Graduate Dual Degree Programs Between Tongji University and Foreign (Overseas) Institutions of Higher Education (Scientific Research Institutes)

Tongji Graduate School

(Revised in June, 2012)

Article 1 Purpose: This set of procedures is formulated with a view to promote international cooperation and exchanges, standardize administration, guaranteeing educational quality, and improve the internationalization level and comprehensive strength of Tongji University in an all-round way.

Article 2 Definition: Graduate Dual Degree Programs (GDDPs) refers to the arrangement whereby Tongji University signs agreements of cooperation with foreign (overseas) institutions of higher education (scientific research institutes) offering education jointly for outstanding graduates formally registered in either of the two cooperative universities and conferring academic degrees of respectively. The two cooperative parties engaged in are referred to as the Dispatching Party and the Admitting Party. The dispatched and admitted graduates are dual degree graduates in status.

Article 3 Contents: Dual degree graduates are expected to receive and complete their education in both the dispatching party and the admitting party by taking courses, obtaining mutually-recognized credits and finishing thesis writing and defending.

Article 4 Agreements Signing: Every college or school (department, institute) of Tongji University should negotiate on the basis of equal consultation with foreign (overseas) institutions of higher education (scientific research institutes) on disciplines, majors and cooperative details for the GDDPs and draft and sign cooperative agreements together.

The agreement should clearly specify such contents as, the number of exchange students, procedures for recommendation and selection, patterns of education, duration of exchange study, curriculum setting. mutual recognition of credits, degree conferment, ownership of intellectual property rights, payments or mutual exemption of tuition, mutual offering of opportunities for scholarships, organs responsible for the running of the project, and the period of validity. The agreement should also specify that the dual degree students dispatched to Tongji University are required to buy comprehensive medical insurance for overseas students in China as designated by the Ministry of Education of China.

Colleges and schools (departments, institutes) and other units of Tongji University intending to sponsor GDDPs should, before signing agreements, report to the graduate school for verification and to the Administrative Office of the Overseas for countersigning and then submit the agreements to the president of Tongji University to sign after validated by the school legal adviser.

Article 5 Cooperation Disciplines and Majors: Disciplines and majors engaged offering GDDPs should obtain the approval of and be authorized by the state to confer academic degrees. These disciplines and majors should be closely linked to the discipline construction of Tongji University. Cooperation of GDDPs with foreign (overseas) first-class universities and institutions of higher education with superior disciplines (scientific research institutes) is encouraged.

Article 6 Recommendation and Selection: The dispatching party examines the various aspects of the candidates according to the requirements set by the admitting party, and decides on its candidates through competitive selection. The admitting party decides on the final enrollees on the basis of the recommendation materials provided by the dispatching party, written examinations and interviews. Admission of the graduate students dispatched to Tongji University should follow the procedures and meet the requirements for enrolled dual degree overseas students (enrolled dual degree students from Hong Kong, Taiwan and Macao).

Article 7 Course Study: Students from both parties must obtain credits required for master's (doctor's) degrees by taking courses and obtaining mutually recognized credits. As for mutual credit recognition, students dispatched to and from Tongji University should in principle obtain no less than half (1/2) of the credits prescribed in the training program of Tongji University. Of the 1/2 credit courses, students are required to complete the following parts in Tongji University: taking common degree courses prescribed in the training program of Tongji University (For dual degree students dispatched from Hong Kong, Taiwan and Macao to Tongji University, they may take professional degree courses as a substitute for common degree courses.), attending lectures and deciding on the thesis topic. The remaining credits may be obtained at the admitting party. Courses taken and credits mutually recognized should be approved by the corresponding Disciplinary Academic Committee.

Article 8 Thesis Topic and Mid-term Evaluation: Dual degree graduates dispatched and accepted by Tongji University should accomplish choice of thesis topic and pass mid-term evaluation according to Provisions for the Education of Academic Master Candidates of Tongji University, Provisions for the education of Full-time Professional Master Candidates of Tongji University and Provisions for the Education of Doctorate Candidates of Tongji University, respectively. Choice of thesis topic and mid-term evaluation can be conducted through telecontrol and the detailed method for conducting should get the approval of the corresponding Disciplinary Academic Committee.

Article 9 Thesis Writing and Defending: Thesis writing should be under the instruction of the supervisors from both parties. Dual degree graduates should publish research papers, complete thesis, pass thesis evaluation and oral defending in accordance with the Regulations of Tongji University on the Academic Paper Publication of Applicants for Master's or Doctor's Degree and Detailed Rules of Degree-Conferring of Tongji University to become eligible to apply to Tongji University for Master's or Doctor's Degree. Meanwhile, students should apply for Master's or Doctor's degree in accordance with the requirements set by corresponding foreign (overseas) institutions of higher education (scientific research institutes). Oral defending can be conducted through telecontrol with the detailed method approved by the corresponding Assessment Committee for Academic Degree.

Article 10 Academic Degree Conferment: Students meet the requirements set by both parties on degree conferment can apply to both parties for academic degree. The conferment of academic degree by the dispatching party serves as a precondition for the conferment of academic degree to the dispatched students by the admitting party.

Article 11 Administration of Records: Both parties should administer students' records in line with their respective requirements on the administration of graduates on the university enrollment. Dual degree graduate candidates dispatched to Tongji University should be administered in accordance with the Regulations on the Administration of Graduate Records of Tongji University and Instructions for Overseas Students of Tongji University. They should get enrolled in Tongji University and study for no less than two semesters with a maximum of 4 years for master candidates and 6 years for doctoral candidates.

Article 12 Tuition: In principle, dual degree graduate candidates pay tuition only to the dispatching party, and are exempted from paying tuition to the admitting party. Both parties should make endeavor to seek opportunities for double-degree graduates to apply for scholarship.

Article 13 Requirements for Keeping Records: One original agreement signed by the two parties should be submitted to the Graduate School and a copy of it to the International Exchange & Cooperation Office to keep record. Other materials relating to students' application for admission and selection as well as various documents and archives during their studies should be put on records according to the requirements of the two parties.

Article 14 This set of procedures shall come into effect as from the date of its promulgation. The interpretation is vested in the Graduate School of Tongji University.