

# Guidelines for Implementing a Double Degree Program

28 March 2023

Approved by the Educational Committee of SOKENDAI

These guidelines set out the requirements and procedures to be followed when implementing a Double Degree program.

Double Degree (hereafter abbreviated as DD) program means that a program in which one graduate student is enrolled in both SOKENDAI and an overseas university at the same time, aiming to complete two degree programs of the same level, and receives joint research guidance from two faculty members belonging to each university. The purpose of the DD programs is to obtain two degree programs by moderating the period and amount of study and the two degrees are conferred through individual thesis defenses.

## 1. Approval of Program Establishment and Implementation

The department that intend to implement the DD program shall consult with the partner university, and conclude a framework agreement. Procedures for concluding framework agreement are the same as those for general academic exchange agreements. With the conclusion of the framework agreement, SOKENDAI authorizes the establishment of the DD program.

The framework agreement should include requirements for implementing DD program, admission requirements for the students of the partner university, degree requirements, arrangements for academic fees and financial support, and matters related to the conduct of research, such as publication of research results, intellectual property and compliance. For more details, please refer to the framework agreement template.

Prior to the implementation of the program, the student and the supervisors should discuss the research and teaching plan. When SOKENDAI is the host university, the implementation of the program shall be approved upon the student's successful completion of SOKENDAI's entrance examination and enrollment.

## 2. Program operation and implementation

Hereinafter, the university where the student originally enrolled will be referred to as the "home university", and the partner university where joint research guidance will be implemented will be referred to as the "host university". The home university is responsible for the main operation of the program based on cooperation with the host university. At SOKENDAI, the department to which the student belongs is mainly responsible for the management and implementation of the program.

In principle, a joint steering committee consisting of faculty members from both universities will be established based on the framework agreement. At SOKENDAI, the department committee selects the joint steering committee members of SOKENDAI side. The joint steering committee discusses matters related to program implementation. If there are any changes in the research / teaching plan of the student, the department committee will also review and confirm them.

## 3. Acceptance and Dispatch of Students

In principle, students who wish to implement the DD program must obtain the consent of their supervisors at both universities before applying to their home university. If the home university considers the application to be appropriate, the student will be recommended to the host university. Students participating in the DD program must meet the admission requirements of the host university, and the host university may refuse admission if the student does not meet the requirements.

When accepting students from the partner university to SOKENDAI, the admission requirements for SOKENDAI must meet the following i and ii.

- i. In principle, students must be enrolled in a doctoral program at the host university during the program period.
- ii. Students must meet the qualifications to apply for the doctoral program of SOKENDAI and have to pass SOKENDAI's entrance examination (General Admission or Special admissions for applicants residing from overseas). It is possible to carry out a special selection of applicants for the DD program based on the special selection for privately-financed international students applying from overseas.

After the host university approves the admission of the student, the joint steering committee will be set up to approve the research plan.

The number of students (by grade and total number) that can be accepted and dispatched shall be determined in a framework agreement so that the number is as balanced as possible.

#### 4. Joint Research Guidance

One supervisor who jointly supervise the coursework and research guidance will be appointed from each university per one student.

Appointment of supervisors will be done in accordance with individual circumstances such as academic exchanges and joint research between faculty members. Both universities shall jointly take responsibility for the education and research guidance.

#### 5. Program Duration

In principle, the duration of the DD program shall be at least three years. SOKENDAI students must include the latter three years of a five-year doctoral program or third-year doctoral program in the program period. The program duration can be extended with reasonable ground. The procedures and maximum limits for extension shall be stipulated in advance in the framework agreement.

In principle, students shall conduct research at SOKENDAI for at least one year during the program period. However, it does not have to be a continuous period of one year, and may be the total of multiple periods. In order to conduct the most effective co-supervision, supervisors can decide at which university and for what period the student will conduct research.

#### 6. Status and Period of Enrollment at Host university

Students must be enrolled in the doctoral programs of both universities as regular (degree-seeking) students throughout the program period. For SOKENDAI students, the period of dispatch to the partner university can be included in the period of enrollment required for completion at SOKENDAI.

However, at SOKENDAI, students may not be enrolled for more than eight years in the case of the five-year doctoral program and five or six years (depending on their department) in the case of the three-year doctoral program.

#### 7. Credits

Credit earned by SOKENDAI students at the partner university can be transferred toward SOKENDAI's completion requirements in accordance with SOKENDAI's regulations. Whether the credits earned at SOKENDAI can be transferred to the partner university depends on the regulations of the partner university and shall be stipulated in the framework agreement.

## 8. Thesis Defense

Student submits a dissertation to the host university within the duration of the program upon completion of the host university's requirements for completion. At the same time or later, the student submits another dissertation to the home university within the duration of the program upon completion of the home university.

Thesis defense is conducted individually according to the regulations of each university. In case that faculty members of the partner university are appointed as members of the thesis defense committee, they shall be considered as external members under the SOKENDAI degree regulations. Thesis defense process, including preliminary examination, will also be conducted individually at each university.

If necessary, the framework agreement shall stipulate the sharing of travel expenses and honorariums for the thesis defense committee members belonging to the partner university.

## 9. Degree Conferment

Students who pass each thesis defense will be awarded two degrees, one from SOKENDAI and one from the partner university, and will be issued two diplomas.

The researcher CV of the person who complete the DD program shall clearly state the year of degree awarded, the name of the university, the name of the program, the name of degree and the dissertation title. The two degrees must be listed in parallel.

The description shall be as follows.

Doctor of Philosophy, The Graduate University for Advanced Studies, SOKENDAI, JAPAN (20XX)  
Dissertation title: "XX"

Doctor of Philosophy, XXXX University in (Nation) (20XX)  
Dissertation title: "XX"

## 10. Tuition fee, Admission (Entrance) fee, Examination fee, Scholarships and other expenses

In principle, students pay tuition fees to the home university and tuition fees at the host university shall be exempted during the program period. However, depending on the provisions of the framework agreement, the tuition fee for the term of stay at the host university may need to be paid to the host university. In such cases, with regard to SOKENDAI students, the tuition fees for the semester corresponding to the period of stay at the partner university may be exempted or covered by some kind of scholarship. In other words, in the DD program, the home university and the host university do not collect tuition fee at the same time in general. In addition, students who are exempted from tuition fee for other reasons (e.g. financial reason) at SOKENDAI are considered to be paying tuition fees to SOKENDAI.

Also, on the basis of reciprocity, the examination and admission (entrance) fees may be mutually exempted.

In principle, the travel expenses and living expenses related to the dispatch to the partner university shall be borne by the student. However, SOKENDAI students can apply for and receive support from SOKENDAI Research Dispatch Program when participating in the DD program. Please note that some universities require students to obtain scholarships or financial support in order to offer DD programs.

The framework agreement shall clearly state the arrangements regarding travel fees, living fees and insurances in addition to tuition fee, examination fee, admission (entrance) fee and scholarships as necessary.

In principle, expenses related to activities of the supervisors, such as travel expenses and additional allowances shall be borne by the university to which the supervisor belongs. However, this shall not apply if otherwise stipulated in the framework agreement.

## 11. Modification

Students may withdraw from the DD program in accordance with the procedures stipulated in the framework agreement before submitting their thesis. In that case, the student may continue the doctoral program at the home university, but may not continue the program at the host university.

If both universities deem it necessary for research guidance or if there are other reasonable grounds, they may change the supervisor or the research topic.

## 12. Other

Handling of intellectual property, disclosure of research results, compliance, confidentiality obligation, handling of personal information, procedures for program extension and cancellation, and procedures for amending and suspending framework agreements should also be stipulated in advance in the framework agreement.

If a project that falls under the control of sensitive technologies for security export is included, it must be stipulated in advance in the agreement and should be checked by the department in charge of each university.

When handling personal data of persons in the European Economic Area, in addition to complying with domestic laws and regulations, both universities must comply with GDPR (the EU General Data Protection Regulation).

※This guidelines will be enforced from April 2023

### [Notes]

- This English translation is for reference purposes only.  
In the event of any differences in meaning between the original Japanese version and this English translation, the original Japanese version takes precedence.
- In these guidelines, programs that are internal organizations of SOKENDAI (e.g., Molecular Science Program) are referred to as "departments" for convenience.



the "host institution" as a regular student and studies there to fulfil conditions for acquiring a doctoral degree.

#### 2-1. Joint Supervision

The field of study for the student must be one for which both the home and host institutions can appoint a qualified research supervisor. Each institution must appoint one supervisor for each student. The study program will be determined for the student in consultation with supervisors (academic advisors) of both institutions.

#### 2-2. Program Duration

The research related to the doctoral thesis will be carried out in both institutions, in alternate periods of similar length spent, at least one year in each institution as a general rule (this can be cumulative). The total duration of the program must be at least three years. Such a duration can be extended by \_\_\_ year(s), but cannot exceed \_\_\_ years, in accordance with the rules in force at both institutions.

#### 2-3. Credit Exchange

Each institution can accept transfer of credits obtained by a student from the other institution, with no fee involved, in the accordance with the rules of each institution.

### **ARTICLE III. ADMISSIONS AND ENROLMENT**

Both institutions affirm and agree that a student participating in the program will be entitled to the same rights and privileges and subject to the same rules, policies and discipline as other enrolled students at the home and host institutions.

#### 3-1. Number

The number of the program to whom this agreement is applied is no more than \_\_\_ students per year, and no more than \_\_\_ students in total at the same time. The two institutions will admit a balanced number of students through this agreement.

#### 3-2. Admissions

A student wishing to participate in the program under this agreement shall be selected by both institutions. The student must comply with concrete admissions requirements.

The home institution will select candidates for the program first, among the students who have been admitted to or passed the entrance examination for the doctoral program of the home institution. The candidates then will be screened by the host institution in accordance with its admission requirements and regulations. The host institution reserves the right to deny admissions to a student who does not meet the requirements.

The student must possess sufficient English language proficiency.

#### 3-3. Status of the Students

The students, participating in the program, shall be admitted as a degree (regular) student at SOKENDAI, and as a (regular student) at \_\_\_\_\_. They should register each academic (semester/year) at both institutions until the (semester/year) in which they hold their defense.

### **ARTICLE IV. GRANTING A DEGREE**

A student must follow the two institutions' degree conferment requirements respectively in order to be granted two Ph.D. (Doctor of Philosophy) degrees, one from each institution.

#### 4-1. Doctoral Thesis

Each student shall complete two different doctoral theses, and submit one to SOKENDAI, and another to \_\_\_\_\_.

#### 4-2. Thesis Defense

Each institution shall carry out a thesis defense and make a final decision.

The degrees shall be awarded independently. A decision by the host institution not to award the degree does not preclude the home institution from awarding it.

#### 4-3. Diploma (optional)

The following statement shall be appended to a diploma:

SOKENDAI:

A diploma shall include the words, “The doctoral research project leading to this degree was concluded under a Double Degree agreement between SOKENDAI and \_\_\_\_\_ (host institution)”

\_\_\_\_\_:

A diploma shall include the words, “”

### **ARTICLE V. FINANCIAL ARRANGEMENT AND FEES**

#### 5-1. Fees and Scholarship

Regardless of the place of study, the home institution shall hold the right to charge the students for the entrance examination, admissions, and tuition fees. The host institution shall not collect the above fees for the students.

In principle, the student shall cover the following expenses by themselves:

- Visa application and travel expenses
- Accommodations and other living expenses
- Health insurance and medical expenses
- Personal expenses such as books, printing/copying, and communication

Both institutions shall make efforts to financially support the program students by a scholarship or grant, including the ones from a third party.

#### 5-2. Student's Insurance

The student will be required to show a proof of health insurance before attending the host institution.

The host institution instructs the student to have: an insurance against any physical injuries that they may suffer when they are carrying out their research activities at the host institution; and, a liability insurance the covers legal responsibility of the student, as a policy holder, when the student damages to the property belonging to a third party or causes a third party's injuries.

SOKENDAI:

A student is required to take out the Personal Accident Insurance for Students Pursuing Education and Research (Gakkensai).

\_\_\_\_\_:

A student is required to take out \_\_\_\_\_.

## **ARTICLE VI. PROGRAM COMMITTEE**

A bilateral committee will be formed and will consist of a few academic representatives from each institution. Other professors as well as administrative personnel may also attend the meetings of this committee when needed. The bilateral committee will meet at least once a year.

The committee will have the following tasks:

- To exchange and discuss the present status and situation of the program and students
- To discuss exceptional and problematic cases (for example, when a student wishes to extend the registration period, to take a leave of absence, and to withdraw from the home/host institution)
- To review the regular procedures and general rules of the program; and, if appropriate, propose the amendments of and/or additions to this agreement

## **ARTICLE VII. OTHER PROVISIONS**

### **7-1. Intellectual Property**

The titles of knowledge, inventions and discoveries belong to and generated solely by each institution resulting from the research performed hereunder is and remains its property. The agreement does not give to the other institution any right on the intellectual property.

The institution remains the owner of knowledge, inventions and discoveries that could be resulted from the research in its laboratory during the stay of a student at the other institution.

The titles of knowledge, inventions and discoveries generated jointly by the two institutions resulting from the research performed hereunder shall be discussed on a case-by-case basis.

The titles of knowledge, inventions and discoveries generated by the program student under the research activities will belong to the student and shall be available for further development and dissemination. Students' research results shall be protected according to national laws in force in each country. Both institutions can stipulate a specific agreement for its protection, development, and dissemination.

### **7-2. Confidentiality and Publication**

Each institution undertakes not to disclose to any third party any information, data, knowledge, documents or other materials disclosed each other under this agreement, which has been stated in writing to be confidential. The obligation shall remain in force for a period of (number) years.

Both institutions agree to collect, process, use, disclose and otherwise manage personal information of the students only for the purposes of fulfilling their obligations under this agreement.

Both institutions recognize that the copyright of the doctoral thesis belongs to the student. The thesis shall be released to the public in the accordance with the rules of each institution. The institutions also inform each other about the deliverables of the research projects (such as written publication, oral communication and reports) undertaken during the stay of a student at the other institution.

### **7-3. Conflict Resolution**

Both institutions will amicably consult with each other and attempt to resolve conflicts, disputes or misunderstandings that arise in the administration of this agreement or any subsequent associated agreements.

### **7-4. Duration, Extension, Termination and Amendment**

This agreement will remain effective for a period of five years starting the later date of the signing indicated below by the institutions hereto. Its period of validity may be extended by mutual agreement.

Either institution may, by giving six months written notice to the other institution, terminate this agreement



during its period of validity.

The provisions of this agreement may be amended at any time with the mutual consent of the institutions in writing.

The termination, expiration and amendment of this agreement will not affect the terms of activities ongoing at the time of notification of termination, expiration and amendment unless otherwise agreed between the institutions.

#### 7-5. Language and Number of Copies

This agreement is executed in duplicate in English (two signed identical copies), both of which shall be deemed as originals. Each institution will retain one copy.

Home institution

Host institution

\_\_\_\_\_  
Dr.  
President  
The Graduate University  
for Advanced Studies, SOKENDAI

Dr. \_\_\_\_\_

Date:

Date: