

Hokkaido University

Joint Degree Program Policy (Summary)

Rationale

In 2014, with the amendments to the *Standards for Establishment for Universities* and the *Standards for Establishment for Graduate Schools*, MEXT (Ministry of Education, Culture, Sports, Science and Technology) Central Education Council, Committee of Higher Education issued the *Guidelines for Building International Joint Diploma Programs Including Double and Joint Degree Programs* (hereinafter referred to as the *Guidelines*, November 14, 2014). The Guidelines defines Joint Degree (hereinafter referred to as JD) as “a single academic degree jointly conferred on students who have completed a single joint educational program established by universities that jointly set up the said program”.

The understanding of Hokkaido University (hereinafter referred to as HU) on JD has been aligned with this definition throughout its efforts to introduce international collaborative degree programs within its institutions.

Unlike a Double Degree Program and a Cotutelle Program which allows to utilize existing structures of instructions, under Japanese laws and regulations, a Joint Degree Program (hereinafter referred to as JDP) must have an International Cooperative Department or Major (hereinafter referred to as IC-D/M) set up under existing school /institutions and approved by MEXT for implementation of JDP.

1. Definition

In consideration of the above, HU defines JDP and JD as follows:

Joint Degree Program (JDP) is a collaborative academic single program established by Hokkaido University (HU) and overseas partner universities through an inter-university partnership agreement. HU and partner universities confer a Joint Degree (JD), a single academic degree on students upon successful completion of JDP.

International Collaborative Programs at HU

	JDP (Joint Degree Program)	DDP (Double Degree Program)	CP (Cotutelle Program)
Type of Degree Conferred	Master's, Doctoral	Master's, Doctoral	Doctoral Only
Number of Degree(s) Conferred	One (jointly conferred)	Two (one from each university)	One from HU (one from home university)
Number of Thesis Review(s)	Once (joint review by partnering institutions*)	Two times (once at each university) in principle	Once at home university
Coursework	Mandatory for Master's, Optional for Doctoral degrees	Mandatory for Master's, Optional for Doctoral degrees	N/A at HU
What it is	Establishes an international collaborative single educational program (JDP)	Confers multiple degrees (one from each university) utilizing credit transfer and other systems	Collaboratively provides research guidance in doctoral program with partner universities

*partnering institutions: Hokkaido university and the partner universities

2. Procedures

2.1 Selection of Entrants

2.1.1 Methods for selecting entrants are determined by HU and partner universities, and included in partnership agreements prior to enrollment of any student.

2.1.2 HU and partner universities jointly select entrants whenever possible because partnering institutions should agree on the acceptance of students. When this is not feasible because of the difference in enrollment periods and/or other reasons, HU and partner universities select and admit entrants separately in accordance with admission and selection procedures pre-approved by partnering institutions.

2.2 Enrollment and Tuition

2.2.1 Students shall enroll in a cooperatively-designed single academic course thus they

are simultaneously enrolled at HU and partner universities as fully matriculated students.

2.2.2 It is preferable that HU and partners universities make tuition waver agreement and the students shall only pay their tuition to the university where the student initially applied and enrolled. When this is not feasible, partnering institutions may establish alternative tuition scheme mindful of financial burdens on students.

2.3 Supervision system

2.3.1 Under Japanese laws and regulations, HU is required to establish International Cooperative Department/Majors (IC-D/M) under existing school/institutions dedicated to carry out duties and responsibilities for JDP. Every IC-D/M shall have one full-time faculty member exclusively engages in coordination with partner universities, and does not work concurrently for any other IC-D/M.

2.3.2 HU shall provide a structure for students enrolled in JDP that ensures joint supervision from faculty members of all partnering institutions. HU and partner universities collaborate on operation of JDP, and appoint a Chief supervisor and a Sub-chief supervisor(s) for each student from each of partnering institutions.

2.3.3 HU and partner universities shall prepare students' mobility schedules considering the duration of study at each location to ensure effective supervision, and necessary procedures such as applying for degrees. Mobility schedules shall also accommodate academic calendars of each institution.

2.3.4 Course duration of JDP shall be the same as what is determined for each school/institution. It is possible to extend the course duration in case it is appropriate and/or necessary for the design of JDP.

2.4 Examination procedure

2.4.1 Students shall submit one thesis for joint review by HU and partner universities. Partnering institutions shall fully collaborate and specify examination process which is consistent with the policy at each partner institution. HU ensures appropriate measures for examination with its internal regulations and other rules.

2.4.2 Thesis review, including oral examination, shall be conducted in an appropriate language(s) determined by partnering institutions.

2.4.3 Examination committee shall consist of at least 3 members including at least one member from each partner institution.

2.4.4 HU and partner universities shall coordinate necessary travel arrangements including expenses and other matters for examination process. A TV conference system and other similar systems may be used in academic thesis review if it is deemed to

provide an similar environment equivalent to attendance of examiners from partnering institutions.

2.4.5 In accordance to Japanese relevant law, , HU mandates all doctoral scholars including those who earned their title from JDP to publish and deposit their dissertation abstract and summary of review within three months, and full text of their dissertation within one year from the date of degree conferral into Hokkaido University's online repository of scholarly documents, named "HUSCAP".

(<https://eprints.lib.hokudai.ac.jp/dspace/index.jsp?lang=en&locale=en>)

2.5 Course Credit and Academic Requirements

2.5.1 HU shall construct academic credit system for JDP considering methods and effectiveness of instruction as well as course load. When recognizing credits awarded at partner universities, HU shall respect standard course hours per credit at partner universities and convert into the standard course hours per credit at HU.

2.5.2 Graduation requirements for JDP shall be set forth in accordance with the *Hokkaido University General Regulations for Graduate Studies*, regulations and rules of partner universities, and if applicable, local laws and regulations the partner university is governed by.

2.5.3 Joint Degrees are conferred in accordance with the *Hokkaido University General Regulations for Graduate Studies*, the *Hokkaido University Rules on Academic Degrees* and other related regulations as well as policies and standards set forth by partner universities.

2.6 Development of Partnership Agreement and Memorandum of Agreement

HU and partner universities shall sign an inter-university, or an inter-institutional partnership agreement, and on that basis, a memorandum of agreement is drawn to ensure a continued, unhindered operation of JDP detailing arrangements for the following:

1. Curriculum development

- Vision and mission of the program
- Curriculum development
- Coursework, milestones and supervision
- Courses jointly designed (goals, instruction methods, teaching materials, coursework assessment and implementation cost)

2. Program structure

- Teaching staff deployment
- Admission quota

3. Selection of entrants and degree conferral

- Selection of entrants and screening methods
- Thesis review (guidelines and procedures for review)
- Conferral of degrees (procedures, language used, and modification of internal regulations)

4. Management of student records as well as student safety

- Student status (management of student records)
- Procedures in case of program termination (transitional measures for students enrolled)
- Tuition, fees and cost allocation

5. Financial support for student and wellness

6. Program evaluation and quality assurance

- Quality assurance procedures, publication of annual report and public disclosure

7. Others

- Glossary of terms in partnership agreements and definitions
- Responsibilities for the administration of JDP
- Managing of intellectual property rights
- Establishment of a regular meeting

2.7 Diploma

Japanese language shall always be used for the diploma for the person completion of JDP, on that basis, according to the discussion of partnering institutions, jointly written in any official language of the country of the partner university and/or English for the diploma.

2.8 Others

2.8.1 HU shall adhere to the HU policies and rules, and the laws, regulations and

guidelines of Japan such as *Standards for establishment of Universities and Graduate Studies* when negotiating with partner universities for establishment of a new JDP.

2.8.2 Matters not stated in this policy shall be determined in mutual consultation between partnering institutions. This policy refers solely to JDP with partner universities overseas, and does not apply to JDP with partner universities within Japan.

2.8.3 Schools and Institutions belonging to HU shall collaborate with administrative offices of related school/institution when commencing negotiation with partner universities for establishment of a new JDP, and/or applying for a new IC-D/M.