UUM
Universiti Utara Malaysia

GUIDELINES FOR
DOUBLE DEGREE, DUAL DEGREE AND JOINT DEGREE PROGRAMMES
(Second Edition)

DEPARTMENT OF ACADEMIC AFFAIRS, UUM

GUIDELINES FOR DOUBLE DEGREE, DUAL DEGREE AND JOINT DEGREE PROGRAMMES (Second Edition) UNIVERSITI UTARA MALAYSIA

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PREFACE

Assalamualaikum and warm greetings,

Alhamdulillah, with Allah's grace, this Guideline for the University's Academic Programmes offering via Double Degree, Dual Degree, and Joint Degree modes (2nd Edition) is able to be realized. The University's management, especially the Academic Affairs Department, sincerely wishes that this Guideline will become the main reference for all schools that wish to offer programmes through the aforementioned modes at their respective Centers.

It must be acknowledged that this 2023 version of the Guideline would not have been successfully published if it were not for the commitment and responsibility of each individual and department involved. Hence, on behalf of the University, I would like to take this opportunity to convey my sincere gratitude and appreciation to each individual appointed to the Guideline Drafting Committee. I would also like to express my appreciation and gratitude to the teams from the Academic Excellence Development Unit (AEDU) and Academic Affairs Department, who have tirelessly worked hard to ensure the smooth running of the writing workshop, which was held regularly until completion despite various challenges and constraints.

In the end, it is greatly hoped that this Guideline will benefit the schools and that any paper work brought for the consideration of the University and senior levels of the Higher Education Department, Ministry of Higher Education and the Self Accreditation Unit will fulfil all the conditions and standards that have been set by the parties involved.

1.0 GUIDELINES FOR DOUBLE DEGREE PROGRAMMES

1.1 Introduction

In line with the university's vision to be an Eminent Management University that offers quality, competitive and recognised programmes by local and foreign professional/accreditation bodies, guidelines explaining the policies and methods of implementing the double degree programme are provided. It is hoped that the set of guidelines can be the main reference document that helps and facilitates the university management in handling the offering of the double degree programmes at Universiti Utara Malaysia (UUM).

1.2 Definition and Description

According to the Ministry of Higher Education (MOHE), the Double Degree programme is a dual degree programme from different fields, either from the same institution or two-degree granting institutions that are of equal standing which leads to the awarding of two scrolls by the institutions involved [Refer to JPT (A) 1000/001/013/05 Vol.6 (3) and JPT/BPP (P) 1000-752 Vol.4 (11)].

The Double Degree programme uses the terms 'Home Institution' and 'Host Institution'. In this guideline, the Home Institution refers to the university where the student was first enrolled, as a student, in the double degree programme. The Host Institution refers to the second university involved in offering the double degree programme.

The Double Degree Programme is a collaborative programme offered by two institutions that accept and recognise the programme involved for the purpose of credit transfer. Students who follow this programme will study at the institutions involved (two or more Institutions). At the end of their studies, students who successfully completed the programmes will receive two scrolls from the two participating institutions.

The examples of double degree programmes are shared below:

i. Bachelor of Computer Science and Bachelor of Business Administration.
ii. Master of Science in Finance and Master of Science in International Business.

1.3 Implementation of the Programme

The implementation of the double degree programmes at UUM involves the:

i. Bachelor's, Master's, and Doctoral degree levels.
ii. Programmes offered via coursework, research, or mixed- mode.
iii. Accredited programmes.

1.4 Programme Admission and Registration Requirement

1.4.1 Students' registration for the double degree programmes must be done both at Home and Host institutions.

1.4.2 Students must meet the basic entry requirements of both programmes**.**

1.4.3 There are two methods of admission:

i. Concurrently

The selection of students is made at an early stage based on the admission requirements of the programme through the UPU or the institution concerned.

ii. Sequentially

The selection of students is made through the present practice method of application (the original academic programme method of conversion). The double degree programme can be offered to students who achieve at least a cumulative grade point average (CGPA) of 3.00 in the first semester of study.

1.4.4 The registration requirement for a degree at different levels are as follows;

i. Bachelor's

Undergraduate students, who obtain at least a CGPA of 3.00, are eligible to apply for this programme. Student registration for the double degree programme at the Home Institution will be one in the second semester of study and follow the programme at the Host Institution according to the programme structure.

ii. Master's and Doctoral (Coursework and Mixed-Mode)

Master's students (coursework and mixed-mode), who obtain at least a CGPA result of 3.00 in the first semester, are eligible to apply for this programme. Registration of students to the double degree programme at the Home Institution will be done in the second semester of study and students can follow the programme at the Host Institution according to the programme structure.

iii. Master's and Doctoral (Research)

Postgraduate students who want to take the research mode can apply for the programme after passing the coursework stated in the programme structure. Students can only follow the programme at the Host Institution after passing the proposal defence session.

1.4.5 Institution Status

The double degree programme offered must be recognised by the Ministry of Higher Education or the relevant national quality assurance body (such as the Malaysian Qualifications Agency - MQA).

1.4.6 Programme Accreditation

Any existing programmes that are offered as double degree programmes must be fully accredited by MQA while existing overseas programmes must have obtained accreditation or recognition from the country's quality assurance body.

1.5 Memorandum of Agreement (MoA)

A memorandum of agreement (MoA) approved by the University Board of Directors (LPU) of UUM must be signed by UUM and the collaborating institutions to ensure all aspects of operations, programme prerequisites, implementation, academic quality assurance, and student graduation are clearly defined.

1.6 Tuition Fee Structure

Payment of tuition fees is based on mutually agreed rates between the two universities, as stated in the MoAs signed by both universities. Payment to the Home Institution or Host Institution is made when the students are enrolled and active at the university. Advice from the UUM Business Strategic Department (BSD) regarding the tuition fee structure is required before the submission for approval by JKMU/MoA.

1.7 Duration of Study

The duration of study and credit hours for graduation must meet the minimum requirement set by MQA and MoHE. The following documents must be referred to:

i. *Kompilasi Dasar Jaminan Kualiti Pendidikan Tinggi (2009-2020) MQA,*
ii. JPT (A) 1000/001/013/05 Vol.6 (3) dated 5 February 2021
iii. JPT/BPP (P) 1000-752 Vol.4 (11) dated 10 June 2020

1.7.1 Duration of residency

i. The duration of residency for the Bachelor's programme must be at least ONE (1) year (2 semesters) at each university for the duration of the study (both the Home Institution and the Host Institution) or as stipulated in the MoA between the institutions involved.
ii. The duration of residency for Master's and Doctoral programmes must be at least ONE (1) semester at each institution for the duration of the study (both the Home

Institution and the Host Institution) or as stipulated in the MoA between the institutions involved.

iii. The duration of residency for Diploma and Certificate programmes must be at least ONE (1) semester at each institution throughout the study (both at the Home Institution and the Host Institution) or as stipulated in the MoA between the institutions involved.

Table 1.1:
Estimated Minimum Residential Period at the Host Institution by Programme

Programme	Minimum Residential Period at Host Institution	Estimated Credit Hours	Estimated Number of Courses
Bachelor's	TWO (2) semesters	15-21 credit hours	5-7 courses
Master's	ONE (1) semester	9-12 credit hours	3-4 courses
Doctoral	ONE (1) year	Research	Research

1.8 Curriculum Development

1.8.1 The selected Home Institution's and Host Institution's programmes must have achieved full accreditation status.

1.8.2 The curriculum structure of the Double Degree programme is determined and agreed upon jointly by the two universities.

1.8.3 The implementation of the Double Degree programme can be carried out concurrently or sequentially.

1.8.4 For the Bachelor's programme, the minimum number of credits for the Double Degree programme is 174 credit hours. Meanwhile, for the Master's and Doctoral programmes, the minimum credit amount is subject to the agreement of both parties.

1.8.5 Programme structure must be approved by the Home Institution and the Host Institution Senate.

1.8.6 Credit transfers for the Double Degree programme are allowed horizontally and subject to the general conditions of institution credit transfers. Please refer to the current University Credit Transfer Criteria (*Kriteria Pemindahan Kredit Universiti*).

1.9 Supervision

The appointment of a supervisor for a Double Degree programme involves a supervisor from the university where the supervision is carried out.

1.9.1 For the Bachelor's programme, if both the Home Institution and the Host Institution require research (scientific project), the difference in the scope of study between the theses is as agreed by both supervisors.

1.9.2 For the Master's and Doctoral programmes, mixed-mode and research mode:

i. The appointment of supervisors involves the main supervisor from UUM and the Host Institution.

ii. The number of examiners is in accordance with the conditions set by the Home Institution and the Host Institution.

iii. The number of oral examination sessions conducted depends on the needs of both universities.

iv. Fully research mode must involve the production of two theses with differences in the scope of study between the theses as agreed by both supervisors.

v. Students must submit their progress reports to their respective supervisors or coordinators as agreed by UUM and the Host Institution.

1.10 Assessment

1.10.1 The assessment of coursework-based programmes is subject to the rules and regulations set by both the Home and Host Institutions.

1.10.2 The evaluation of Master's and Doctoral Thesis:

i. The appointment of examiners must adhere to the regulations set by the Home Institution.

ii. The student is required to write only ONE (1) thesis and sit for ONE (1) oral examination (viva-voce). The oral examination can be conducted at either university as agreed upon by both institutions.

1.11 Intellectual Property

The ownership of any intellectual property produced from this collaboration is subject to the agreement between the Home and Host Institutions as stipulated in the MoA signed by both institutions.

1.12 Student Facilities

Students will get the facilities (if any) provided by the Home and Host Institutions while on location. The facilities provided are subject to the terms and conditions set by the universities, which must be described in detail in the MoA.

1.13 Degree Awarded

1.13.1 Students who have successfully completed the required number of credits and meet the graduation requirements for the programme will receive two scrolls from the two participating universities.

1.13.2 Students will only be awarded the degree for the programme(s) that they have completed.

1.13.3 The statement of the type of double degree programme is recorded in the transcript only.

1.13.4 The nomenclature for the award of a double degree is according to the name of the programmes at both universities, which has obtained the approval and recognition of the authoritative body.

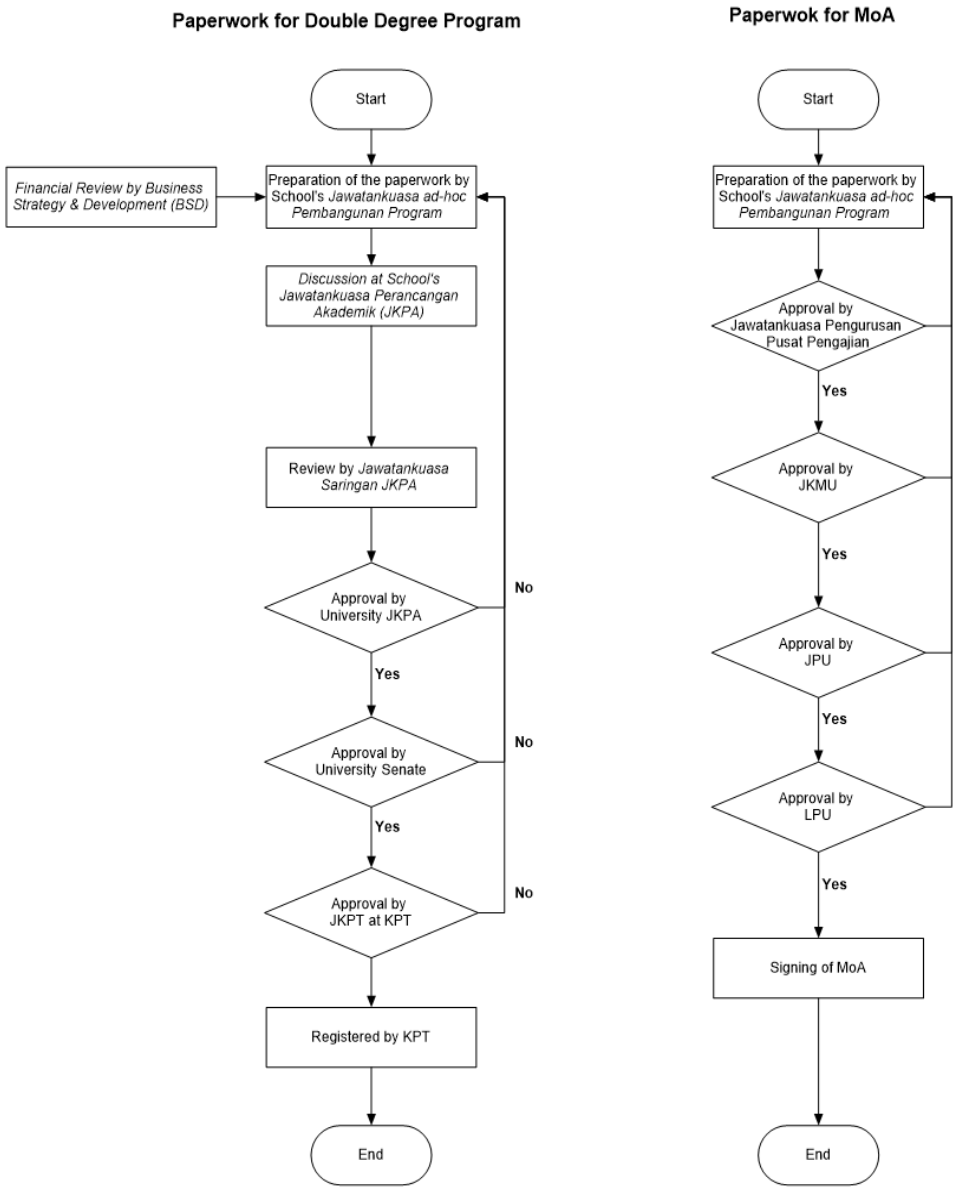
1.13.5 This programme method involves TWO (2) scrolls for two different programmes. A statement of the type of double degree programme must be noted in the transcript. Students may be awarded only one degree if they do not meet the graduation requirements and requirements of one of the programmes.

1.14 Process and Documentation for Approval

The double degree programme must be approved by the Academic Planning Committee, Senate, and Higher Education Committee (JKPT) before it is implemented and offered to students. Working papers to JKPT must be accompanied by the following (*Subject to change):

i. Justification for offering the double degree programme.
ii. Market research.
iii. Location of main and offshore implementation.
iv. Professional body requirements must be specified (if any).
v. Approval letter of the original programme.
vi. The selection of students (new cohort) and students who want to change to a double degree programme from the original programme.

Figure 1.1
Process and Documentation for the Approval of the Double Degree Programme



1.15 Summary

NO.	ITEM	DOUBLE DEGREE
1.	Supreme Authority for Execution Approval	MOHE Committee, MOHE
2.	Ownership	Owned by both universities
3.	Accreditation	Accredited programmes
4.	MOA	Requires MOA
5.	Entry requirements	Refers to both universities
6.	Student registration	At both universities
7.	Student Fee	Made out to both universities
8.	Terms of Home Institution and Host Institution	Use of the terms Home Institution and Host Institution
9.	Curriculum Structure	Determined by both universities
10.	Implementation	Concurrently or sequentially
11.	Credit Transfer	Horizontally
12.	Duration of Residency	Minimum TWO (2) semesters for Bachelor's level and ONE (1) semester for Master's and Doctoral levels at the Host Institution, and subject to the agreement as stipulated in the MoA
13.	Appointment of Main Supervisor	Main supervisor from each university
14.	Appointment of Co-Supervisor	ONE (1) from each university
15.	Appointment of Examiners	According to the terms of the Home and Host Institutions

NO.	ITEM	DOUBLE DEGREE
16.	Types of programme mode (coursework/ coursework & research / research)	All programme modes
17.	Assessment	According to the rules and regulations set and agreed upon by the Home and Host Institutions
18.	Number of Thesis	TWO (2) theses
19.	Percentage Difference of Two Theses	According to the agreement from both universities
20.	Terms of Degree Conferment	Fulfil the requirements of degree conferment of both universities -subject to a minimum requirement of 174 credit hours for the Bachelor's programme or as agreed in the MoA
21.	Number of Scrolls	TWO (2) scrolls
22.	Format of Scroll	Scrolls are awarded by both universities
23.	Statement of Programme Type	Stated in the transcript

2.0 GUIDELINES FOR DUAL DEGREE PROGRAMMES

2.1 Introduction

This set of guidelines is prepared to describe the policies and method of implementation for a dual degree programme. It is hoped that this guideline could become the main reference for the university's management when offering dual degree programmes at Universiti Utara Malaysia.

2.2 Definition and Description

2.2.1 Dual degree refers to a combination of two similar academic programmes by two (degree-granting) institutions of the same level working in collaboration which leads to the granting of two scrolls by both institutions. In essence, a dual degree means offering two similar academic programmes by UUM and another national or international higher education provider.

The definition for similar programmes should be referred to from areas of study as described in the National Educational Code (NEC) manual. Hence, the two programmes involved in the dual degree programme should have the same NEC, and also within the same body of knowledge (BOK).

2.2.2 The offering of this programme involves two universities, whereby one of them is the Home Institution (i.e., UUM) and the other is the Host Institution.

The Home Institution (i.e., UUM) is defined as the university offering a dual degree of bachelor's, master's, or doctoral programme, where the student first enrols as a student in the dual degree programme. The Host Institution is defined as the other/second university involved in the dual degree programme.

2.2.3 At the end of their studies, students who have successfully completed the programme will be awarded two separate qualification scrolls by the institutions involved in this collaborative programme.

2.3 Implementation of the Programme

The implementation of the dual degree programmes at UUM involves:

i. Bachelor's, Master's, or Doctoral degree levels.
ii. Programmes offered via coursework, research, or mixed-mode.
iii. Well-established programme and accredited locally /abroad.

2.4 Programme Admission and Registration Requirement

2.4.1 Students' registration for the dual degree programmes must be done at both the Home and Host Institutions.

2.4.2 Students must meet the basic entry requirements of both programmes, whichever is higher.

2.4.3 Students must register for the programme sequentially.

2.4.4 The registration requirement for the dual degree at different levels are s follows;

i. Bachelor's

Undergraduate students who obtain at least a cumulative grade point average (CGPA) result of 3.00 are eligible to apply for this programme. Student registration for the dual degree programme at the Home Institution will be done in the second semester of study and follow the program at the Host Institution according to the programme structure.

ii. Master's and Doctoral (Coursework and Mixed-Mode)

Masters students (coursework and mixed-mode) who obtain at least a cumulative grade point average (CGPA) result of 3.00 in the first semester are eligible to apply for this programme. Registration of students for the Dual Degree programme at the Home Institution will be done in the second semester of study, and students can follow the programme at the Host Institution according to the programme structure.

iii. Master's and Doctoral (Research)

Research mode postgraduate students may apply to follow this programme after passing the coursework prescribed in the programme structure. Students can only follow the programme at the Host Institution after they have successfully defended their proposals at the Home Institution.

2.4.5 Institution Status

The dual degree programmes must be recognised by the Ministry of Higher Education or the relevant national quality assurance body (such as the MQA).

2.4.6 Programme Accreditation

The existing programmes offered as dual degree programmes must be fully accredited by MQA while the existing overseas programmes must have obtained accreditation or recognition from the country's quality assurance body.

2.5 Memorandum of Agreement (MoA)

A memorandum of agreement (MoA) approved by the University Board of Directors (LPU) of UUM must be signed by UUM and the collaborating institutions to ensure all aspects of operations, programme prerequisites, implementation, academic quality assurance, and student graduation are clearly defined.

2.6 Tuition Fee Structure

Payment of tuition fees is based on the mutually agreed rates between the two universities. It is detailed inside MoAs signed by both universities. Payment to the Home Institution or Host Institution is made when the students are enrolled and active at the university. Advice from the Business Strategic Department (BSD) regarding the tuition fees structure is required before the submission for approval by JKMU/MoA.

2.7 Duration of Study

The duration of study and credit hours for graduation must meet the minimum requirement set by MQA and MoHE. Refer to:

i. *Kompilasi Dasar Jaminan Kualiti Pendidikan Tinggi (2009-2020) MQA,*
ii. JPT (A) 1000/001/013/05 Vol.6 (3) dated 5 February 2021
iii. JPT/BPP (P) 1000-752 Vol.4 (11) dated 10 June 2020

2.7.1 Duration of Residency

i. The duration of residency for the Bachelor's programme must be a least ONE (1) year (2 semesters) at each university for the duration of the study (both at the Home Institution and the Host Institution) or as stipulated in the MoA between the institutions involved.
ii. The duration of residency for Masters and Doctoral programmes must be at least ONE (1) semester at each institution for the duration of the study (both at the Home Institution and the Host Institution) or as stipulated in the MoA between the institutions involved.
iii. The duration of residency for Diploma and Certificate programmes must be at least ONE (1) semester at each institution throughout the study (both the Home Institution and the Host Institution) or as stipulated in the MoA between the institutions involved.

Table 2.1:
Estimated Minimum Residential Period at the Host Institution by Programme

Programme	Minimum Residential Period at Host Institution	Estimated Credit Hours	Estimated Number of Courses
Bachelor's	TWO (2) semesters	15-21 credit hours	5-7 courses
Master's	ONE (1) semester	9-12 credit hours	3-4 courses
Doctoral	ONE (1) year	Research	Research

2.8 Curriculum Development

2.8.1 The selected Home Institutions and Host Institutions programmes must have achieved full accreditation status.

2.8.2 The curriculum structure of the dual degree programmes is determined and agreed upon jointly by the two universities.

2.8.3 The implementation of the dual degree programmes is carried out sequentially only.

2.8.4 The programme structure must be approved by the Home Institution and the Host Institution Senates.

2.8.5 Credit transfers for the dual degree programmes are allowed horizontally and subject to the general conditions of institution credit transfers. Students must refer to the current University Credit Transfer Criteria (*Kriteria Pemindahan Kredit Universiti*).

An example of a simulated curriculum structure for the Bachelor's Dual Degree Programme is illustrated in **Table 2.2.**

Table 2.2:
An example of a simulated curriculum structure for the Bachelor's Dual Degree Programme

Courses / Subjects	Home Institution		Host Institution		Total Credit Hours	Total Number of Courses
	Credit Hours	Number of Courses	Minimum Credit Hours	Minimum Number of Courses		
Course A	3	1	3	1	3	1
Course B	3	1	3	1	3	1
Course C	3	1	3	1	3	1
Course D	3	1	3	1	3	1
Course E	3	1	3	1	3	1
TOTAL					**15**	**5**

2.9 Supervision

2.9.1 programme structure that includes a research component must be A agreed upon by both (Home and Host) universities and described in detail in the MoA.

2.9.2 Both universities must appoint a supervisor to supervise a student registered in the programme with a research component.

2.9.3 The Home Institution supervisor will take the role of the main supervisor, while the Host Supervisor will be the co-supervisor.

2.10 Assessment

2.10.1 The assessment of coursework-based programmes is subjected to the rules and regulations set by both the Home and Host Institutions.

2.10.2 The student of by research and mixed-mode programme is required to write only ONE (1) thesis and sit for ONE (1) oral examination (viva voce). The oral examination can be conducted at either university as agreed upon by both institutions.

2.11 Intellectual Property

The ownership of any intellectual property produced from this collaboration is subject to the agreement between the Home and Host Universities, as stipulated in the MoA signed by both institutions.

2.12 Student Facilities

Students will get the facilities (if any) provided by the Home and Host Universities while on location. The facilities provided are subject to the terms and conditions set by the universities, which must be described in detail in the MoA.

2.13 Degree Awarded

2.13.1 The conferment of the degrees of this programme must fulfil the requirements of both universities.

2.13.2 Graduates will receive TWO (2) scrolls awarded by both universities involved in offering the Dual Degree programme. A specific statement that links the two awarded scrolls must be clearly stated in both scrolls.

2.13.3 The statement of the type of Dual Degree programme should be stated in the transcript only.

2.13.4 If a student does not achieve the minimum academic results required after registering for the programme, the student can be awarded only one (1) degree from the Home Institution with the condition that the requirements set by the university are fulfiled.

2.13.5 The nomenclature used in the conferment of the Dual Degree must be in accordance with the name of the programmes at both universities that have been approved and accredited by an authorized body.

2.14 Process and Documentation for Approval

Figure 2.1
Process and Documentation for the Approval of the Dual Degree Programme

2.15 Summary

NO.	ITEM	DUAL DEGREE
1.	Higher authority for approval	JKPT, MoHE
2.	Ownership	Owned by both universities
3.	Accreditation	Programmes that are accredited by MQA
4.	MoA	MoA is required
5.	Entry requirements	Refers to the entry requirements of both universities
6.	Student registration	At both universities
7.	Student Fee	Made out to both universities
8.	Terms of Home Institution and Host Institution	Use of the terms Home Institution and Host Institution
9.	Curriculum Structure	Determined by both universities
10.	Implementation	Sequentially
11.	Credit Transfer	Horizontally
12.	Duration of Residency	Minimum of TWO (2) semesters for Bachelor's level and ONE (1) semester for Master's and Doctoral levels at the Host Institution, and subject to the agreement as stipulated in the MoA
13.	Appointment of Main Supervisor	ONE (1) main supervisor from the Home Institution

14.	Appointment of Co-Supervisor	ONE (1) co-supervisor from the Host Institution
15.	Appointment of Examiner	According to the requirements of the Home Institution
16.	Types of Programme Mode (Coursework / coursework+research / research	All programme modes
17.	Assessment	According to the rules and regulations set and agreed upon by the Home and Host Institutions.
18.	Number of Thesis	ONE (1) thesis
19.	Terms of Degree Conferment	Fulfil the requirements of degree conferment of both universities
20.	Number of Scroll	TWO (2) scrolls
21.	Format of Scroll	Scrolls are awarded by both universities with a clear linking statement.
22.	Dual Degree Statement	Stated in the transcript

3.0 GUIDELINES FOR JOINT DEGREE PROGRAMMES

3.1 Introduction

This guideline provides detailed information and action-oriented guidance to schools interested in developing a joint degree programme. It is relevant to both national joint programmes.

3.2 Definition and Description

3.2.1 A joint degree programme refers to the programme of study that involves the cooperation of two or more degree-granting institutions of equal standing in the development and offering of the programme and leads to the awarding of one degree with one scroll by the institution involved.

3.2.2 This guideline involves two important terms; the Home Institution and Host Institution. The Home Institution refers to the university where the student first enrols as a student in the Joint Degree programme. The Host Institution refers to another/second university involved in the Joint Degree programme.

3.2.3 At the end of their studies, graduating students will be awarded a certificate of qualification (scroll), which will bear the logos of both universities and sign by the two universities involved.

3.3 Implementation of the Programme

3.3.1 The implementation of the programme for the Joint Degree at UUM involves the;

i. Bachelor's, Master's, and Doctoral Degree Levels.
ii. Programs offered via coursework, mixed-mode, or research iii. Well-established programme accredited locally/abroad.

3.3.2 Name of the programme

The name of the joint degree programme will be based on the naming of the new programmes/current programmes agreed upon by the institutions concerned.

3.4 Programme Admission and Registration Requirement

3.4.1 The admission requirements for the Joint Degree programme are subject to conditions set and agreed upon by both universities.

3.4.2 Registration of the students for the Joint Degree programme must be done in both universities involved. Admission and registration for Bachelor's, Master's, and Doctorate programmes are as follows:

i. Bachelor's

Student registration for the Joint Degree programme is done simultaneously at the Home Institution and the Host Institution in the first semester of study. Students need to complete a number of credits at the Home Institution before proceeding and completing the remaining credits of the programme at the Host Institution as per the agreement of the two institutions involved.

ii. Master's and Doctoral (Coursework and Mixed-Mode)

The student registration for the Joint Degree programme is done simultaneously at the Home Institution and the Host Institution in the first semester of study. Students need to complete a number of credits at the Home Institution before proceeding and completing the remaining credits of the programme at the Host Institution as per the agreement of the two institutions involved.

iii. Master's and Doctorate (Research)

Research postgraduate students can apply to enrol for this programme once they have passed all coursework required by the programme structure. Students are allowed to join a programme at the Host Institution after successfully defending their proposals at the Home Institution.

3.4.3 In terms of accreditation, only new programmes require partial and full accreditations. Existing programmes that have been converted to Joint Degree programmes can continue to use their existing accreditations.

3.5 Memorandum of Agreement (MoA)

The memorandum of agreement (MoA) approved by the university Board of Directors (LPU) of UUM must be signed by UUM and the institutions involved to ensure all aspects of the operations, programme prerequisites, implementation, academic quality assurance, and student graduation are clearly defined.

3.6 Tuition Fee Structure

The payment of tuition fees is based on mutually agreed rates between the two universities as stated in the MoAs signed by both universities. Payment to the Home Institution or Host Institution is made during students are enrolled and active at the university. Advice from the Business Strategic Department (BSD) regarding tuition fee structure is required before submission for approval by JKMU/MoA.

3.7 Duration of Study

The duration of study and credit hours for graduation must meet the minimum requirements set by MQA and MoHE. Refer to:

i. *Kompilasi Dasar Jaminan Kualiti Pendidikan Tinggi (2009-2020) MQA,*
ii. JPT (A) 1000/001/013/05 Vol.6 (3) dated 5 February 2021
iii. JPT/BPP (P) 1000-752 Vol.4 (11) dated 10 June 2020

3.7.1 Duration of Residency

i. The duration of residency for the Bachelor's programme must be at least ONE (1) year (2 semesters) at each university for the duration of the study (both the Home Institution and the Host Institution) or as stipulated in the MoA between the institutions involved.
ii. The duration of residency for Master's and Doctoral programmes must be at least ONE (1) semester at each institution for the duration of the study (both the Home Institution and the Host Institution) or as stipulated in the MoA between the institutions involved.
iii. The duration of residency for Diploma and Certificate programmes must be at least ONE (1) semester at each institution throughout the study (both the Home Institution and the Host Institution) or as stipulated in the MoA between the institutions involved.

Table 3.1
Estimated Minimum Residential Period at the Host Institution by Programme

Programme	Minimum Residential Period at Host Institution	Estimated Credit Hours	Estimated Number of Courses
Bachelor's	2 semesters	15-21 credit hours	5-7 courses
Master's	1 semester	9-12 credit hours	3-4 courses
Doctoral	1 year	Research	Research

3.8 Curriculum Development

3.8.1 The curriculum structure for the Joint Degree programme will be determined by the two universities involved (Home Institution and Host Institution) and stated in the MoA.

3.8.2 If UUM acts as the Host Institution, then the implementation is subject to the rules of the Home Institution and the agreement reached between UUM and the Home Institution.

3.9 Supervision

3.9.1 The supervisory committee of the master's programme that includes a research-based, mixed-mode (coursework and research) will be determined by the two universities involved (Home Institution and Host Institution) and is stated in the MoA.

3.9.2 The supervisor from the Home Institution will act as the principal supervisor, while the supervisor from the Host Institution will be the cosupervisor.

3.9.3 At least one supervisor from each institution is involved.

3.10 Assessment

3.10.1 The assessment of coursework-based programmes is subject to the rules and regulations set by both the Home and Host Institutions.

3.10.2 The student of research and mixed-mode programmes is required to write only one (1) thesis and sit for one (1) oral examination (viva-voce). The oral examination can be conducted at either university as agreed upon by both institutions.

3.11 Intellectual Property

The ownership of any intellectual property produced from this collaboration is subject to the agreement between the Home and Host Universities, as stipulated in the MoA signed by both institutions.

3.12 Student Facilities

Students will get the facilities (if any) provided by the Home and Host Universities while on location. The facilities provided are subject to the terms and conditions set by the universities, which must be described in detail in the MoA.

3.13 Degree Awarded

3.13.1 The conditions for awarding a Joint Degree programme need to meet the award requirements of both universities.

3.13.2 The students will receive a scroll issued by Home Institution. The scroll has two university logos and signatures of the two university representatives involved in the Joint Degree programme. The statement of the type of Joint programme is recorded in the transcript.

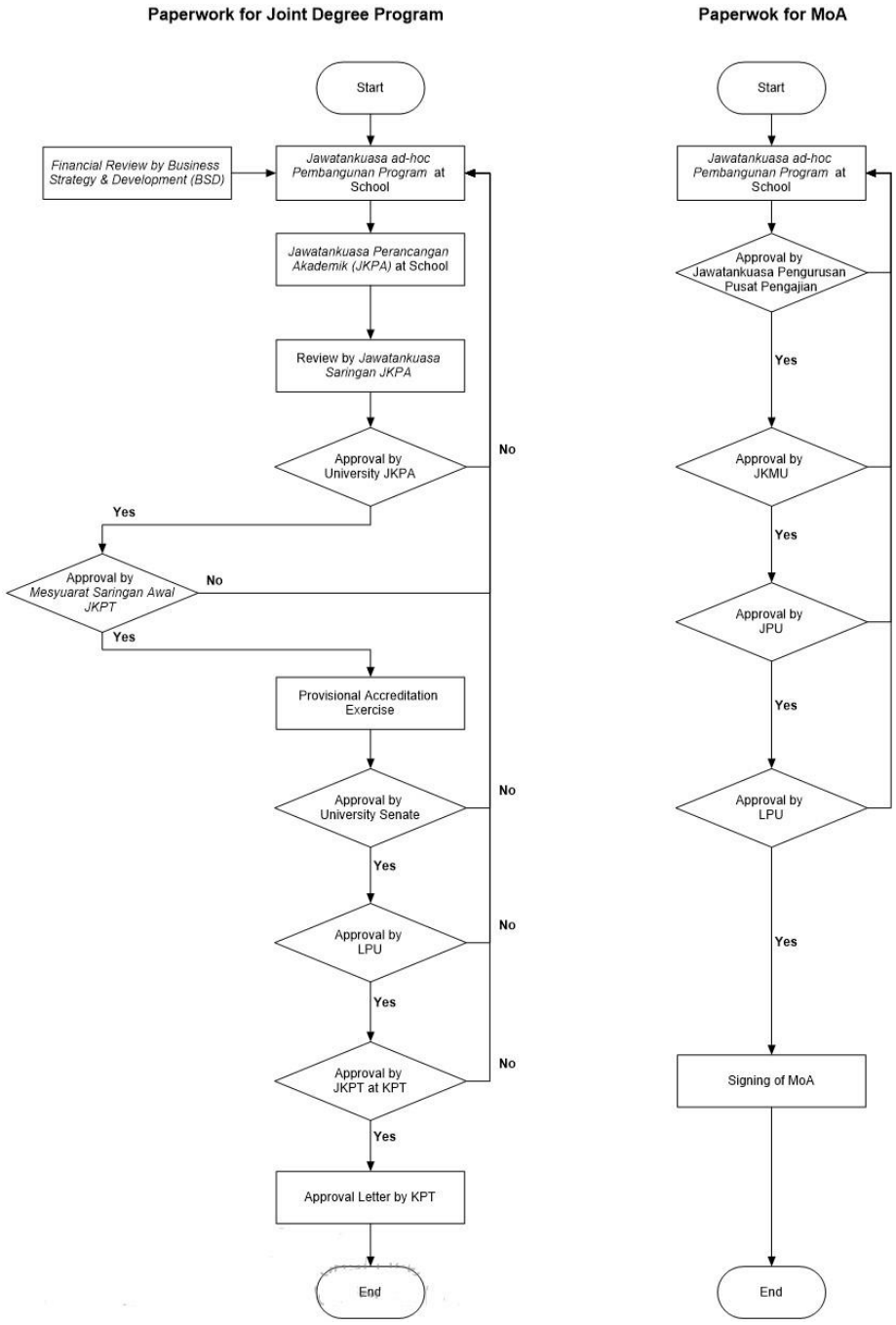
3.13.3 Nomenclature for the award of a Joint Degree is according to the name agreed upon by the two universities.

3.14 Process and Documentation for Approval

A proposed Joint Degree programme by HEP needs to go through the following approval process.

Figure 3.1

Process and Documentation for the Approval of the Joint Degree Programme



3.15 Summary

NO.	ITEM	JOINT DEGREE
1.	Higher Authority for approval	JKPT, MOHE
2.	Ownership	Owned by both Universities
3.	Accreditation	Accredited programmes
4.	MoA	MoA needed
5.	Entry requirements	Refers to both universities
6.	Student registration	At both universities simultaneously
7.	Student fees	Fees at both universities
8.	Terms of Home Institution and Host Institution	Use of the terms Home Institution and Host Institution
9.	Curriculum structure	Determined by both universities
10.	Implementation	Sequential programmes for all modes of study.
11.	Credit transfer	Horizontal
12.	Duration of Residency	Minimum TWO (2) semesters for Bachelor's level, ONE (1) semester for Master's level and ONE (1) year of study for Doctoral programme at the Host Institution and subject to agreement as stipulated in the MoA.

NO.	ITEM	JOINT DEGREE
13.	Appointment of main supervisor	Main supervisor (Home Institution)
14.	Appointment of co-supervisor	Co-Supervisor (Host Institution)
15.	Appointment of examiner	According to the requirements of the Home Institution
16.	Types of programme mode (coursework/ coursework & research / research)	All programme modes
17.	Assessment	According to the rules and regulations set by and agreed upon Home and Host Institutions
18.	Number of Thesis	ONE (1) thesis
19.	Terms of Degree Conferment	Fulfil the degree conferment requirements by both universities
20.	Number of Scroll	ONE (1) scroll
21.	Format of Scroll	The scroll is issued by the Home Institution featuring TWO (2) logos and signed by the TWO (2) university representatives involved.
22.	Joint Degree Statement	Stated in the transcript

4.0 SUMMARY OF THE DOUBLE DEGREE, DUAL DEGREE AND JOINT DEGREE PROGRAMMES

Table 4.1 presents the summary of the double degree, dual degree and joint degree programmes according to selected descriptors:

Table 4.1:
Summary of double degree, dual degree and joint degree programmes

NO.	ITEM	DOUBLE DEGREE	DUAL DEGREE	JOINT DEGREE
1.	Higher Authority for approval	JKPT, MOHE	JKPT, MOHE	JKPT, MOHE
2.	Ownership	Owned by both universities	Owned by both universities	Owned by both universities
3.	Accreditation	Accredited programmes	Accredited programmes	Accredited programmes
4.	MoA	MoA is required	MoA is required	MoA is required
5.	Entry requirements	Refers to both universities	Refers to both universities	Refers to both universities
6.	Student registration	At both universities	At both universities	At both universities simultaneously
7.	Student fee	Made out to both universities	Made out to both universities	Made out to both universities

NO.	ITEM	DOUBLE DEGREE	DUAL DEGREE	JOINT DEGREE
8.	Terms of Home Institution and Host Institution	Use of the terms Home Institution and Host Institution	Use of the terms Home Institution and Host Institution	Use of the terms Home Institution and Host Institution
9.	Curriculum structure	Determined by both universities	Determined by both universities	Determined by both universities
10.	Implementation	Concurrently or sequentially	Sequentially	Sequentially
11.	Credit transfer	Horizontally	Horizontally	Horizontally
12.	Duration of Residency	Minimum TWO (2) semesters for Bachelor's level and ONE (1) semester for Master's and Doctoral levels at the Host Institution and subject to the agreement as stipulated in the MoA	Minimum TWO (2) semesters for undergraduate and ONE (1) semester for postgraduate of residence at the Host Institution and subject to the agreement as stipulated in the MoA.	Minimum TWO (2) semesters for Bachelor's level, ONE (1) semester for Master's level and ONE (1) year of study for Doctoral program at the Host Institution and subject to the agreement as stipulated in the MoA.

NO.	ITEM	DOUBLE DEGREE	DUAL DEGREE	JOINT DEGREE
13.	Appointment of Main Supervisor	ONE (1) from each university	ONE (1) from Home Institution	ONE (1) from Home Institution
14.	Appointment of CoSupervisor	ONE (1) from each university	ONE (1) from Host Institution	ONE (1) from Host Institution
15.	Appointment of Examiner	According to the terms of the Home and Host Institutions	According to the requirements of the Home Institution	According to the requirements of the Home Institution
16.	Types of Programme Mode (Coursework/ Coursework & Research /Research)	All programme modes	All programme modes	All programme modes
17.	Assessment	According to the rules and regulations set and agreed upon by the Home and Host Institutions.	According to the rules and regulations set and agreed upon by the Home and Host Institutions.	According to the rules and regulations set by and agreed upon Home and Host Institutions.
18.	Number of Thesis	TWO (2) theses	ONE (1) thesis	ONE (1) thesis

NO.	ITEM	DOUBLE DEGREE	DUAL DEGREE	JOINT DEGREE
19.	Terms of Degree Conferment	Fulfil the requirements of degree conferment of both universities-subject to a minimum requirement of 174 credit hours for the Bachelor's programme or as agreed in the MoA	Fulfil the requirements of degree conferment of both universities	Fulfil the requirements of degree conferment of both universities
20.	Number of Scroll	TWO (2) scrolls	TWO (2) scrolls	ONE (1) scroll
21.	Format of Scroll	Scrolls are awarded by both universities	Scrolls are awarded by both universities with a clear linking statement.	The scroll is issued by the Home Institution featuring TWO (2) logos and signed by the TWO (2) university representatives involved.
22.	Statement of Programme/Degree Type	Stated in the transcript	Stated in the transcript	Stated in the transcript

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7. Garis Panduan Penyediaan Program Dwi-Ijazah, Dual Ijazah dan Ijazah Bersama UUM.
8. Garis Panduan Ijazah-Dual dan Ijazah Bersama Sarjana & Kedoktoran, Universiti Kebangsaan Malaysia.

FREQUENTLY ASKED QUESTIONS (FAQs)

Question 1

What is the minimum duration for the Double degree/Dual degree/ Joint degree approval process?

Answer:

The approval process will normally take up to NINE (9) months for the Double/Dual degree programmes and up to 16 months for the Joint degree programme.

Question 2

For AACSB accredited programmes, can the collaboration be done with the non-AACSB accredited programmes?

Answer:

Yes, but the school must ensure that the collaborating partner complies with all AACSB standards and requirements. For further information, please refer to the AACSB unit.

Question 3

Can collaboration be done between academic programmes from different disciplines?

Answer:

Collaboration between academic programmes from different disciplines is possible for the Double degree programme.

Such collaboration does not apply to the Joint degree programme since it is a new programme jointly developed by two institutions.

Collaboration between academic programmes from different disciplines is not possible for a Dual degree programme.