

STUST AND HTWG DOUBLE DEGREE OPTION
GLOBAL MBA AND PROGRAM IN INTERNATIONAL MANAGEMENT ASIA-EUROPE (MIM)

▪ **DESCRIPTION OF THE DOUBLE DEGREE OPTION**

- ✓ Two semesters of study at the partner university
- ✓ The enrollment at the host university is in the spring semester.
- ✓ Participating students are enrolled at their home university as regular students during the period of pursuing their degree at the partner university. Students should register at the host institution for the parts of the study program that will be carried out under the responsibility of the host institution until they obtain their double degree.
- ✓ Selected students shall comply with the provisions of the two schools and will receive formal degrees awarded by the Global MBA at STUST and Program in International Management Asia-Europe (MIM) at HTWG upon completing all requirements.

▪ **APPLICATION**

The double degree option is regulated through bilateral agreement.

▪ For application to STUST

- ✓ nominated by HTWG before sending in application
- ✓ above average academic performance
- ✓ good English language skills
- ✓ for the application process and documents to be submitted please refer to Appendix 1
- ✓ application deadlines: November 30th for the spring semester (February-June)

▪ For application to HTWG

- ✓ nominated by STUST before sending in application
- ✓ IELTS 6.5 or above
- ✓ for the application process and documents to be submitted please refer to the application

process for exchange students

- ✓ application deadlines: November 30th for the spring semester (March-June/July)

TUITION FEES AND ENROLLMENT

Students accepted to study the double degree option shall be enrolled at their home university in the first academic year and then enroll at both their home and the host university for the remaining years of their studies. Students only pay tuition fee at their home university. Students should stay at least two semesters at the host university and shall not exceed 2 years (4 consecutive semesters). Applying for a suspension or extending the period of study at the host university is not allowed. In order to assist double degree students to plan their study abroad, the host university will provide the academic calendar with semester dates and important events to student's home university.

COURSES

See appendix 1

THESIS

All double degree program students shall complete course selection, seek their thesis advisor, and complete their thesis within the specified time at both their home and host university. Students need to identify both the main advisor at their home university and the co-supervisor at the host university in their second semester abroad. Both advisors should be selected no later than the end of the 7th week after the commencement of the class. In order to receive degrees from both institutions, the student has to write only one Master's thesis. The Master's thesis has to be registered, handed in and graded at both the student's home university and the host university. The presentation of the Master's thesis has to take place at both STUST and HTWG following the national regulations of the respective institution. Both universities will recognize the Master's thesis as well as the grades.

REGULATIONS

- ✓ Applicants should be nominated by their home university and the host university shall make the final decision. In the event an applicant is disqualified for not meeting the criteria, no objections are allowed.
- ✓ Admitted students who do not attend the program as regulated will lose their status as a double degree student and their qualification to study at the host university.
- ✓ Students accepted to study the double degree option shall be enrolled at their home university in the first academic year (or first semester) and then enroll at both their home and the host university for the remaining years of their studies (not exceeding 2 years).
- ✓ If a student fails to meet and complete all the requirements of the program, the student will not be granted a degree of the host university.
- ✓ All accepted students are required to apply for dormitory, visa, courses, flights, airport transportation, insurance, and other personal matters on their own.
- ✓ Accepted students should comply with the regulations at the host university.

FLOW CHART

- ✓ Obtain academic calendar from the host university the beginning of fall semester.
- ✓ Study at home university for at least 1 semester and file application to the double degree option according to the home university's requirement and timeline (approx. 4 weeks after beginning of term)
- ✓ Nomination from the home university to the host university
- ✓ Confirmation from the host university
- ✓ Receive further information and welcome letter

- ✓ Apply for admission by sending the application documents to the coordinator of the host university.
- ✓ Receive admission letter
- ✓ Apply for the visa and prepare for studying abroad
- ✓ Study for two semesters and select both the main advisor at their home university and the co-supervisor at the host university in the second semester abroad no later than the end of the 7th week after the commencement of the class.
- ✓ Return to the home university and complete the thesis at the end of the fourth semester at the home university. Complete thesis examination/defense at both home and host university.
- ✓ Complete procedure for graduation at both home and host university.
- ✓ Receive the graduation certificate of both universities at the home university

CONTACT

Southern Taiwan University of Science and Technology

General questions and nomination:

Ms. Chiao-Hua Lin

Office of International Affairs

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Office Hour: Weekday 8:30 am to 5:30 pm

Admission and enrollment:

Mr. Darby Liao

Office of International Affairs

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Office Hour: Weekday 8:30 am to 5:30 pm

Konstanz University of Applied Sciences

General questions:

Verena Gründler

Office of International Affairs (Head)

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Office Hour: by appointment

MIM Double Degree:

Dr. Felix Girke

Department of Business, Cultural, and Legal Studies

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Appendix 1: HTWG students to STUST

※ Application Procedure to the Southern Taiwan University of Science and Technology

Please send all of the application documents/files in PDF format only.

In order to apply, please submit the following required documents:

1. Application Form

It is extremely important that you fill in the Application Form as accurately and completely as possible, so that our Admission Committee will not delay your review because of unclear or missing information.

2. Official Graduation Diploma AND Academic Transcript or Marks Sheet

Submit photocopies/scans of

- 1.) the original graduation diploma of your previous degree and
- 2.) the official transcripts of your previous and current degree.

The school's official seal or stamp must be visible on both. These documents must be in Chinese or translated into English. Please note, that the authentication of the Diploma is not required for double degree students.

3. Health Certificate

You can find the official Health Certificate form under "Admission" at the school's English website. To download the form, go to: http://www.stust.edu.tw/en/node/Apply_to_STUST.

4. Letters of Recommendation

Two letters of recommendation must be provided. Please make sure that the referrer clearly lists the referees' names, their relation to you, and their contact information.

5. An Official Financial Statement of Personal Savings (i.e. Bank Balance Statement)

All international students planning to study in Taiwan are required to show evidence that they can pay for tuition, health insurance, housing, fees, and personal expenses during the time they are to study at STUST. This statement should be an official document issued by the bank and show a recent total balance of your personal savings. Failing to provide a financial statement may cause your Taiwan visa application to be rejected when you go to the Taiwan embassy.

6. Statement of Purpose or Personal Essay

Although the presentation format may differ, students are required to provide written reasons for wishing to earn a degree in the intended program. In some cases, you also will be asked to submit a current résumé with a summary of your work experiences.

7. Proof of Language Proficiency

Double degree students do not need to submit proof of language proficiency in application.

8. Other relevant documents or awards that might promote your application

Review Process and Admission Decision

The academic merit of your application will be reviewed once we have received all of your application materials: Application Form, Official Graduation Diploma, Academic Transcripts, and Letters of Recommendation. As soon as your application is complete and submitted, a final decision will be made on your application as soon as possible. An official acceptance letter will be mailed soon after to the mailing address you provided on the application form, preceded by a notification via email. Please make sure to provide a complete mailing address.

Application Deadline:

November 30th for the spring semester

※ Admission Procedure to Southern Taiwan University of Science and Technology

1. Admitted students must attend within the stipulated time frame and attend the orientation for new students at STUST.
2. Report to Office of International Office
3. Apply for Alien Resident Certificate (ARC) upon 15 days after arrival
4. Submit proof of health insurance (at least 6 months)
5. Students will be obligated to join the National Health Insurance when staying in Taiwan subsequent to receiving their ARC. The monthly fee is TWD 749; the student will pay a lump sum of TWD 4494 (6 months) per semester.

✂ **Taking courses**

MIM Students from HTWG should follow the curriculum below in order to obtain the double degree.

Term	HTWG	ECTS	STUST	Credits
1 F	Theories of Complexity Management	3		
	Strategic Complexity Management	3		
	International Compliance Management	3		
	International Accounting and Auditing	3		
	Managing and Leading across Cultures 1	3		
	Managing and Leading across Cultures 2	3		
	Asia's Integration in the Global Economy	3		
	Europe's Integration in the Global Economy	3		
	Challenge China	3		
	Digital Asia	3		
		30		15
2 S			Business Research Methods	3
			Corporate Governance and Business Ethics	3
			Statistical Data Analysis	3
			Seminar on Customer Relationship Management	3
			Cultural Involvement	1
			Independent Study	2
			Spoken Chinese (1B)	2
		30		17
3 F			Marketing Management	3
			Organization Behavior and Management	3
			Financial Management	3
			Statistical Methods	3
			Production and Operations Management	3
			Independent Study	2
			Spoken Chinese (1A)	2
		30		19
4 S	Thesis	30		6
		120		57

✂ **Returning to home university**

1. Check-off procedure

- (1) Students shall comply with the Regulations for Study Abroad at STUST and complete the check-off procedure by collecting the necessary stamps from relevant departments and submitting the required documents to Office of International Affairs at STUST before

going back to HTWG for thesis writing. Necessary instruction will be given to students to assist them with the procedure.

- (2) Students have to make sure they have returned all the borrowing items (i.e. books from the library) before their departure.
- (3) Students need to sign a declaration for not paying for the basic student insurance fee (about 220 TWD per semester) during their absence from Taiwan.

2. Fees

Students will not pay tuition fee during their study period including the time they return to their home university to finish the degree. However, the health insurance fee required by Taiwan's government of 4494 TWD per semester is to be paid before the students leave Taiwan if the students are eligible to join the National Health Insurance. The amount of the insurance fee is in accordance with the fees to be paid to the National Health Insurance Administration and the amount is subject to change.

※ Thesis defense and graduation

It is each student's responsibility to be in touch with their supervisor and co-supervisor. The student must coordinate with their co-supervisors at the host university to arrange the time of and the application to thesis examination. After the examination time is set, each student needs to submit the required documents and provide fees for printing out the thesis for their thesis defense. The co-advisor will then gather the examination committee and the GMBA office will help the student with the procedure at STUST while the student is in their home country. Once a student fulfills all the graduation requirements and completes the procedure for graduation, the official transcript and diploma will be sent to the international office of their home university. The steps for application to thesis defense and graduation are as follows:

1. Thesis defense

Step 1: Online degree examination application

Step 2: Submit thesis abstract, thesis draft, declaration form, and Turnitin Similarity Report to the GMBA department

Step 3: Submit thesis draft to the committee consisting of three members after the examination application is approved. Students need to send each of the committee member a printed copy of their thesis.

Step 4: Prepare scoring sheet (one copy for each member) and thesis verification certificate (one copy) for the committee members. Thesis defense is done through teleconferencing

Step 5: Begin the final revision and approval process for your thesis.

Step 6: Send the revised thesis to your supervisors for final confirmation

2. Graduation

Step 1: Receive notice from your co-supervisor at STUST that your thesis has been approved

Step 2: Prepare the following documents

- A. a copy of the school leaving check-off list (print and signed before going back to the home university)
- B. a copy of the dissertation copyright license agreement (signed by the student, the advisor and the co-advisor)
- C. the thesis verification certificate (to be provided by student's co-advisor)
- D. a copy of ARC (back and front)
- E. Letter of Attorney
- F. Three copies of thesis. Two with yellow cover and one with blue cover.

(Students are advised to pay/deposit the costs of printing these copies before they leave STUST.)

Step 3: Bring the necessary documents and start the check-off procedure

Step 4: Notify the GMBA office and OIA of the completion of your check-off procedure

Step 5: Receive notice from OIA that your diploma and transcript has been sent

Step 6: Check with home university about the awarding of the diploma.

Appendix 2: STUST students to HTWG

✂ Application Procedure to Konstanz University of Applied Sciences

Please send the all of the application documents/files in PDF format only. (See <https://www.htwg-konstanz.de/en/academics/international-office/international-students/incoming-exchange-students-from-partner-universities/application-process/> for a detailed overview)

In order to apply, please submit the following required documents:

1. International exchange student application form

2. Application form for student housing

Important: In order to secure a room in one of the dormitories run by the local company, Seezeit, students need to transfer 550 Euros in advance to their bank account. Find the relevant information here:

https://www.seezeit.com/fileadmin/Kundendaten/Downloads/02_Wohnen/02_Wohnen_bei_Seezeit/Wohnen_Wohnen_bei_Seezeit_Kontakt_Information_zur_Direktueberweisung.pdf

Please keep in mind that you might have to pay transfer fees. Ask your bank about how high the fees are and pay accordingly a higher amount.

3. Proof of having paid the security deposit for student housing to Seezeit

4. Copy of your passport

Please note: Your current passport must be valid for at least 3 months past the date you plan to leave Konstanz / the European Union. You must be at least 18 years old at the beginning of the exchange period in Konstanz. If you have dual citizenship, please send us copies of both passports.

5. Financial proof for the whole duration of your stay at the HTWG Konstanz

The minimum is € 853 per month which can either be:

a. a current income statement/bank statement of a parent AND a copy of the Parental Statement which must be signed by the parent with a regular income (see here:

https://www.htwg-konstanz.de/fileadmin/pub/ou/aaa/Incomings/Parental_Statement.pdf), or

b. a scholarship confirmation

6. Curriculum Vitae (CV) / résumé

7. Academic transcript

8. Letter of interest

9. 1 passport photos (not older than 6 months)

in jpeg format

✂ Admission Procedure to HTWG Konstanz - University of Applied Sciences

Your application will be reviewed by the staff or the HTWG International Office and by a select group of MIM professors and staff, as soon as your documentation as listed above is complete and submitted. A final decision will be made on your application as soon as possible. An official acceptance letter will be mailed soon after to the mailing address you provided on the application, but you will receive confirmation by email first.

✂ Taking courses

Students from STUST should follow the curriculum below and in order to obtain the double degree.

Term	HTWG	ECTS	STUST	Credits
1 F			Marketing Management	3
			Organization Behavior and Management	3
			Financial Management	3
			Statistical Methods	3
			Management Information Systems [E]	3
			<i>Subtotal</i>	<i>17</i>
2 S	Electives "All English" (Module 10)	3		
		3		
		3		
		3		
		3		
		3		
		3		
		3		
		3		
		<i>Subtotal</i>	<i>30</i>	
3 F	Theories of Complexity Management	3		
	Strategic Complexity Management	3		
	International Compliance Management	3		
	International Accounting and Auditing	3		
	Managing and Leading across Cultures 1	3		
	Managing and Leading across Cultures 2	3		
	Asia's Integration in the Global Economy	3		
	Europe's Integration in the Global Economy	3		
	Challenge China	3		
	Digital Asia	3		
		<i>Subtotal</i>	<i>30</i>	
4			Corporate Governance and Business Ethics	3

S			Technology and Innovation Management [E]	2
			Seminar on Customer Relationship Management [E]	3
			International Business Management [E]	3
			Cultural Involvement [E]	1
			Thesis	6
		30	<i>Subtotal</i>	18
	TOTAL	120	TOTAL	57

❖ Returning to home university

❖ Thesis defense and graduation

It is each student's responsibility to be in touch with their supervisor and co-supervisor. The student must coordinate with their co-supervisors at the host university to arrange the time of and the application to thesis examination. After the examination time is set, each student needs to submit the required documents and provide fees for printing out the thesis for their thesis defense. The co-advisor will then gather the examination committee and the departmental office will help the student with the procedure at HTWG while the student is in their home country. Once a student fulfills all the graduation requirements and completes the procedure for graduation, the official transcript and diploma will be sent to the international office of their home university. The steps for application to thesis defense and graduation are as follows:

1. Thesis defense

Step 1: On-line degree examination application

Step 2: Submit thesis abstract, thesis draft, declaration form, and Turnitin Similarity Report to the Department of Business, Cultural and Legal Studies

Step 3: Submit thesis draft to the committee consisting of three members after the examination application is approved. Students need to send each of the committee member a printed copy of their thesis.

Step 4: Prepare scoring sheet (one copy for each member) and thesis verification certificate (one copy) for the committee members. Thesis defense is done through teleconferencing

Step 5: Begin the final revision and approval process for your thesis.

Step 6: Send the revised thesis to your supervisors for final confirmation

2. Graduation

Step 1: Receive notice from your co-supervisor at HTWG that your thesis has been approved

Step 2: Prepare the following documents

- A. a copy of the school leaving check-off list (print and signed before going back to the home university)
 - B. a copy of the dissertation copyright license agreement (signed by the student, the advisor and the co-advisor)
 - C. the thesis verification certificate (to be provided by student's co-advisor)
 - D. a copy of ARC (back and front)**
 - E. Three copies of thesis. Two with yellow cover and one with blue cover.

Step 3: Bring the necessary documents and start the check-off procedure

Step 4: Notify the departmental office and OIA of the completion of your check-off procedure

Step 5: Receive notice from OIA that your diploma and transcript has been sent

Step 6: Check with home university about the awarding of the diploma.