

**Agreement on a Double-Degree Program for Master**

**between**

**the Graduate School of Science, Osaka University,  
Japan**

**and**

**Institute of Science,**

**Suranaree University of Technology, Thailand**

## 1. Outline of program

This agreement sets forth the academic and administrative terms and conditions for the implementation of a **Double-Degree Program (DDP)** for Master programs cooperatively established by the Graduate School of Science (GSS), **Osaka University (OU)**, and the **Institute of Science (IS), Suranaree University of Technology (SUT)**.

This DDP is a program aimed at providing students with the opportunity to obtain simultaneously two Master degrees (each granted by one university), after accomplishing study and research at both universities and successfully fulfilling the requirements of each institution. Research is meant to be guided in collaboration by the supervisors at the two universities.

This Agreement settles the general rules of the program and such rules should be respected in all cases falling under this Agreement. However, this Agreement does not specify all the details of the program. Therefore, additional agreements (named *cotutelle agreements*) should be written and signed for the specific implementation of the program in the individual cases of each student. A template for such cotutelle agreements is proposed in the Appendix.

All matters not regulated by this Agreement or by the cotutelle agreements fall under the appropriate rules of each university.

The total period of the DDP for each student is at least two academic years, where at least one year is allocated to studies in the respective universities. The university in which a student participating in the DDP first enrolls is the “sending university”. Each student must start studying at the sending university at the beginning of the DDP (**first home period**). Subsequently, the student enrolls in the “receiving university” as a regular student and studies there for at least one year to fulfill conditions for acquiring his/her degree in the receiving university (**exchange period**). Then the student returns to the sending university and studies there to fulfill conditions for acquiring his/her degree in the sending university (**second home period**). When the conditions for acquiring degrees at both universities are fulfilled, the DDP of the student is completed and hence one Master degree is granted to the student by each university.

## 2. Conditions for granting degrees

This Article describes the general conditions and agreements for granting credits and degrees in the DDP. Rules specific for each Department in the GSS of OU and in the IS of SUT, and additional rules and details should be specified in each cotutelle agreement.

### 2.1 Conditions for granting degrees by GSS-OU

At GSS-OU, the following is required for obtaining a Master degree in any of the Departments of the GSS:

1. Enrollment in the relevant program for at least two years. However, the GSS may deem sufficient a shorter period of enrollment (always longer than one year) for individuals who have shown exceptional research performance. The special permission must be granted by the Faculty Meeting of the GSS.
2. Acquisition of at least 30 of OU credits in the required subjects specified by the GSS.
3. After receiving the necessary research guidance, the successful completion of a master’s thesis on a specific topic in accordance with the aims of the curriculum and the successful completion of a final examination.
4. Additional or more restrictive rules may be specified in the cotutelle agreements.

## **2.2 Conditions for granting degrees by the IS-SUT**

At IS-SUT, the following is required for obtaining a Master degree in any of the Schools of the IS:

1. Enrollment in the relevant program for at least two years.
2. Acquisition of at least 26 of SUT credits in the required subjects specified by the IS.
3. After receiving the necessary research guidance, the successful completion of a master's thesis on a specific topic in accordance with the aims of the curriculum and the successful completion of a final examination.
4. Additional or more restrictive rules may be specified in the cotutelle agreements.

## **2.3 Character of coursework and examinations**

The DDP curriculum at both universities shall be compatible with the regular courses at the respective universities so that the coursework and credit systems for the regular course may be applied to the DDP with minimum effort of special arrangement. For students in their exchange period at both universities, the coursework required for degree acquisition shall be carried out in English. Both universities shall make efforts to let students in the DDP read and write documents for degree acquisition in English. Learning non-English languages shall not be forced in the curriculum. However, it shall be allowed and left to the free choice of each student.

The rules of credit exchange and the list of compulsory and elective courses to be taken by each student at each university shall be agreed between the deans of the two universities before the start of the corresponding exchange period and shall be specified in the cotutelle agreement. At the end of each semester, grades for coursework shall be given using the respective systems in operation in each university.

Within the DDP, research shall be conducted as collaboration between the student's supervisors at the two universities. Review of research achievements for granting degrees shall be conducted on the basis of the specific criteria at each university. In particular,

- Whether the publication of a paper is or has been qualified for granting a degree at one university shall not affect the qualification of the paper for granting a degree at the other university. The supervisors of both universities shall make reasonable efforts to ensure that each paper written by their students meets the standards of qualification for granting degrees at both universities.
- A single thesis is submitted to a committee composed of members of both universities and meeting the rules and requirements of each university. A degree will be conferred by each university according to the results of the evaluation by the committee.
- The members of the committee, place, and format of the thesis defense shall be specified in each cotutelle agreement.

## **3. Status, registration, and withdrawal of students**

This Article describes general regulations for DDP curricula. Detailed schemes specifying the time spent by the student at each university, the courses to be taken, etc. are to be written in the cotutelle agreement.

### **3.1 Status of students**

The status of students in the DDP is:

- 'enrolled' at the sending university from the beginning of the first home period to the end of the second home period, and

- 'enrolled' at the receiving university from a time as early as possible after enrollment at the sending university, until a time such that the requirement of enrollment duration at the receiving university is satisfied

### **3.2 Extension of registered period**

Students in the DDP may extend their period of registration as a student at both universities in accordance with the systems of the respective universities. The details of the extension shall be communicated to both universities. Extension at the receiving university shall be approved by the deans at both universities.

### **3.3 Leave of absence**

Students in the DDP may take a leave of absence by going through procedures at both universities in accordance with the systems of the respective universities. The procedures for leave of absence and return from absence shall be carried out at both universities at least one month before the beginning of the period of absence or the return.

### **3.4 Delay of enrollment in the receiving universities**

Enrollment at the receiving university shall not be delayed without rational reason. If a delay of enrollment is unavoidable, proper procedures shall be carried out at the respective universities, with approval by supervisors at both universities.

### **3.5 Withdrawal from the DDP course and invalidation of degrees**

If a student in the DDP withdraws from the sending university, the student is automatically recognized as having withdrawn from the receiving university as well. Students who withdraw in this way are not allowed to return to the DDP. Both universities shall recognize the granted credit units and grades of other coursework in accordance with the rules at each university, and other agreements/understandings between the two universities. Other matters regarding returning to courses and application for thesis/dissertation review after withdrawal are subject to the rules of each university.

Even after a degree has been granted to a student who completes the DDP, if it becomes clear that at least one of the degrees does not meet with the required qualifications, then the degree that had been granted by the receiving university or both degrees shall be invalidated.

### **3.6 – Social security and liability insurance**

The student must comply with the terms of the affiliated social insurance in the respective countries of the two universities.

In Thailand, all students at Suranaree University of Technology are also required to take out the "Personal Accident Insurance for Students Pursuing Education and Research" as an accident insurance.

In Japan, the student is responsible for the payment of their social security contribution in accordance with Japanese law. This contribution is not considered as a registration fee and cannot be subject to exoneration under this agreement. In particular, all students at Osaka University are also required to take out the "Personal Accident Insurance for Students Pursuing Education and Research" as an accident insurance.

## **4. Selection of applicants for enrollment**

This Article describes the selection procedures of applicants for enrollment in the DDP and the required qualifications for enrolling students.

#### **4.1 Criteria for admission**

A student can be admitted to the DDP if all of the following conditions are fulfilled:

1. The proposed research matches with the specialties of both supervisors;
2. The proposed research is in compliance with laws, regulations and rules which control activities in the universities;
3. The proposed research does not request unrealistic installation, enlargement or improvement of facilities;
4. The applicant possesses reasonable knowledge and skills to carry out the proposed research.

The supervisors at both universities shall take the responsibilities for the practical definitions of the criteria.

#### **4.2 Basic requirements for applicants**

Each applicant to the DDP has to fulfill all of the following conditions:

1. The applicant has acquired or is expected to acquire at least one bachelor's degree before the start of the DDP (NOTE: this condition may be redundant);
2. The applicant has been admitted as a student into the regular Master program of the sending university;
3. The applicant possesses sufficient abilities in reading, writing and communication in English.

#### **4.3 Number of students allowed in the DDP**

In each academic year, no more than 5 students shall be enrolled in the DDP.

#### **4.4 Selection and enrollment procedures**

Application, selection, announcements of the selection results, and signing of the cotutelle agreement for enrolling in the DDP at the sending university shall be carried out by both the supervisor at the sending university and the candidate supervisor at the receiving university. Applicants who are admitted will be enrolled as students in the DDP on the date of the announcement.

The standard selection process for an applicant shall be as follows:

1. The supervisor at the sending university carries out the first evaluation;
2. If the applicant passes the first evaluation, then the supervisor at the sending university sends a recommendation letter to the proposed supervisor at the receiving university;
3. After receiving the recommendation letter, the proposed supervisor at the receiving university carries out the second evaluation;
4. Then the proposed supervisor at the receiving university reports the evaluation results to the supervisor at the sending university;
5. Finally, the supervisor at the sending university announces the results to the candidate.

#### **4.5 Cancellation of admission by the receiving university**

The receiving university may cancel the acceptance of the student participating in the DDP if any of the following situations occur:

1. The continuation of studies proves difficult due to personal reasons such as legal or financial problems;
2. The continuation of studies proves difficult due to loss of capability of the receiving university such as serious damage to facilities or human resources, or large-scale personnel change;
3. The grades of the students do not meet the conditions of promotion;
4. The student commits any action against laws or rules of the receiving university;

5. The student is found to lack the qualification described in Clauses 4.1 and 4.2;
6. The student loses his/her position of student in the sending university before graduating at the sending university.

In case of cancellation, the concerned student is considered having withdrawn from the DDP in accordance with Clause 3.5.

## **5. Financial issues**

The following rules regarding financial affairs are applied to students participating in the DDP.

1. Regardless of the place of study, the sending university shall hold the right to charge the students enrolled in the DDP for basic educational fees: fees for application, matriculation and tuition at OU, and fees for admission, tuition, research and services at SUT. The receiving university shall waive the above fees for students participating in the DDP.
2. Both universities shall assist the students in applying for scholarships, grants, or other funds to support their study and living. Both universities shall make reasonable efforts to secure funds to support research and education in the DDP.
3. The receiving university shall assist the students in arranging accommodation.
4. In principle, the students shall cover the following expenses by themselves:
  - Accommodation fees and other living expenses,
  - Travel expenses,
  - Expenses for goods and consumables required for receiving education, such as books, teaching materials, printing, copying, and communication,
  - Expenses for preparing/submitting their theses/dissertations and other documents necessary for degree acquisition,
  - Fees or taxes prescribed by laws or regulations,
  - Expenses for health and accident insurance (The Personal Accident Insurance for Students Pursuing Education and Research is compulsory for those enrolled at OU).

## **6. Issues pertaining to intellectual rights**

1. All results of research conducted by students participating in the DDP are considered to be achievements of the collaboration between the universities. Results of research conducted by students participating in the DDP shall be published in a refereed journal or proceeding with the approval of the students' supervisors at both universities.
2. Students participating in the DDP shall use their affiliations with both universities when they present their papers in publications or meetings. The students' supervisors at both universities shall be included as authors in the papers.
3. Each university may claim patent rights resulting from research conducted by students participating in the DDP if the university covers expenses for acquiring the rights. Before the application for patents, proper contracts shall be concluded among all the concerned collaborators, investors and organizations.
4. The Doctoral candidate must comply with the rules imposed by both countries concerning the submission, reporting and printing of the theses. In particular, OU requires that the thesis is made public in the OU repository within one year of its defense and SUT requires that the thesis is made public in the SUT repository.

## **7. Issuing and conferral of Master degrees**

For each student participating in the DDP who has fulfilled all the conditions for acquiring both degrees as described in Article 2, each university shall issue one Master degree.

The date of completion for the degree granted by the sending university shall be the end of the second home period. The date of completion for the degree granted by the receiving university shall also be the end of the second home period. Issuing of the Master degree by the receiving university shall be suspended until the student in question fulfills the conditions for acquiring the degree from the sending university as described in Article 2.

## **8. Implementation system**

As mentioned in Article 1, in order to direct the implementation of the DDP, a cotutelle agreement describing detailed arrangements shall be written and signed by the deans of both universities. Each university shall nominate at least one respective official representative who is responsible for the execution of the cotutelle agreements.

Each university shall make reasonable efforts to support the DDP and related activities in financial, technical and administrative aspects by utilizing existent systems or by instituting systems as necessary. In case of exchange visits of staff, the host university shall assist the visitors in the arrangement of affairs including but not limited to accommodation, travel, meetings, visits, and visas.

## **9. Miscellaneous issues**

1. The receiving university shall make efforts to let the students participating in the DDP conduct coursework and required procedures in English. In situations where the use of a non-English language is unavoidable, the staff of each university shall assist the students to accomplish the concerned tasks.
2. The administrative procedures to enroll in the DDP (e.g., verification of student records and degrees) shall be carried out in English. Translation of the documents to non-English languages shall not be requested.
3. During the exchange period, the students shall enjoy the same privileges and adhere to the same regulations as the conventional regular students in the receiving university. The students shall participate in all evaluations/examinations in the courses for which they have signed up at the receiving university.
4. At the end of each semester of the exchange period, each student shall submit a study report to the sending university, along with his/her transcript and comments from his/her supervisor at the receiving university. The sending university will check the status of the student through this report.

## **10. Continuation and termination**

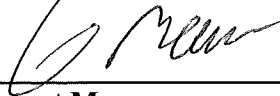
The present Agreement shall enter into force on the date of its signing by the representatives of both institutions and shall be in force for five years.

Within the term of validity, this Agreement shall remain in full force and effect until either university informs in writing the other of its intention of terminating this Agreement, with at least three months' notice before the end of the intended final semester of either university. The termination of this Agreement shall not affect the implementation of the DDP and related collaborative activities established under it prior to such termination.

## 11. Disputes

In any event of dispute, both universities shall make all reasonable efforts to ensure that any disagreement shall not adversely affect students undertaking studies according to this Agreement. Any amendment deemed necessary to this Agreement shall be addressed in writing and conveyed to both universities and subject to mutual consent.

Date: July 15, 2019



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**Worawat Meevasana**  
Dean  
Institute of Science  
Suranaree University of Technology

Date: June 4, 2019



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**Setsuko Tajima**  
Dean  
Graduate School of Science  
Osaka University



## **APPENDIX**

### **Template for cotutelle agreements**

## **COTUTELLE AGREEMENT**

BETWEEN

**the Graduate School of Science, Osaka University,  
Japan**

AND

**Institute of Science, Suranaree University of Technology,  
Thailand**

The **GRADUATE SCHOOL OF SCIENCE OF OSAKA UNIVERSITY,**  
represented by its dean Prof. **Setsuko Tajima**

and the **INSTITUTE OF SCIENCE OF SURANAREE UNIVERSITY OF TECHNOLOGY,**  
represented by its dean Prof. **Worawat Meevasana**

agree to jointly supervise the master studies of

Name of Master student,

The names of the co-supervisors:

## ARTICLE 1

This cotutelle agreement gives the practical implementation rules for granting a Double Master Degree to **Name of Master student** in the framework of the “Agreement on a Double-Degree Program for Master programs between the Graduate School of Science, Osaka University, Japan, and the Institute of Science, Suranaree university of Technology, the rules and procedures specified in which have priority on those contained in this cotutelle agreement.

## ARTICLE 2

The studies of **Name of Master student** with the title:

**Title of the thesis**

will be supervised by the following faculty members:

- 1.) **Name of supervisor, Osaka University**
- 2.) **Name of supervisor, Suranaree university of Technology**

## ARTICLE 3

(1) The master studies of **Name of Master student** shall be conducted and completed within 2 years. Master work will take place at both universities. The respective periods of residence will be coordinated with both supervisors. The minimum duration of residence at one university shall be 12 months.

(2) **Name of Master student** shall be responsible for covering the costs of his/her own housing and support. The contracting parties mutually agree to assist **Name of Master student** in finding suitable housing.

## ARTICLE 4

The list of subjects that the student must take for credits and those that the student may choose to take for credits at each university and in each semester is given below.

Subject name	University where the credits are to be achieved	Credits	Semester in which the credits are to be achieved	Compulsory / elective	Notes
Computational Nanotechnology	SUT	3	1	E	Transfer from BS
Polymer Chemistry	SUT	3	1	E	Transfer from BS
Polymer Characterization	SUT	3	1	E	Transfer from BS
Physical Chemistry of Polymers	SUT	3	1	E	Transfer from BS
Quantum Spectroscopy	SUT	2	1	C	Transfer from BS
Physical Organic Chemistry	SUT	4	1	C	Transfer from BS
Advanced Chemical Thermodynamics	SUT	3	1	C	

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<b>Spectroscopic Identification of Organic Compounds</b>	<b>SUT</b>	<b>3</b>	<b>1</b>	<b>C</b>	
<b>Seminar I</b>	<b>SUT</b>	<b>1</b>	<b>1</b>	<b>C</b>	
<b>Thesis</b>	<b>SUT</b>	<b>3</b>	<b>1</b>	<b>C</b>	
<b>Seminar II</b>	<b>SUT</b>	<b>1</b>	<b>2</b>	<b>C</b>	
<b>Thesis</b>	<b>SUT</b>	<b>3</b>	<b>2</b>	<b>C</b>	
<b>Advanced Macromolecular Science I</b>	<b>OU</b>	<b>2</b>	<b>3</b>	<b>E</b>	
<b>Analytical Separation Chemistry</b>	<b>OU</b>	<b>2</b>	<b>3</b>	<b>E</b>	
<b>Seminar I</b>	<b>OU</b>	<b>3</b>	<b>3</b>	<b>C</b>	
<b>Thesis</b>	<b>SUT</b>	<b>5</b>	<b>3</b>	<b>C</b>	
<b>Chemistry on Catalysis</b>	<b>OU</b>	<b>2</b>	<b>4</b>	<b>E</b>	
<b>Quantum Chemistry</b>	<b>OU</b>	<b>2</b>	<b>4</b>	<b>E</b>	
<b>Seminar II</b>	<b>OU</b>	<b>3</b>	<b>4</b>	<b>C</b>	
<b>Thesis</b>	<b>SUT</b>	<b>5</b>	<b>4</b>	<b>C</b>	
<b>Structural Organic Chemistry</b>	<b>OU</b>	<b>2</b>	<b>5</b>	<b>E</b>	
<b>Advanced Chemical Experiment</b>	<b>OU</b>	<b>2</b>	<b>5</b>	<b>E</b>	
<b>Seminar III</b>	<b>OU</b>	<b>3</b>	<b>5</b>	<b>C</b>	
<b>Thesis</b>	<b>SUT</b>	<b>3</b>	<b>5</b>	<b>C</b>	

**ARTICLE 5**

The thesis of the candidate shall be reviewed by a committee formed by the following members (if the list is available at the time of signing, otherwise delete this article)

Committee members of OU  
Committee members of SUT

The date and place of the thesis defense will take place at SUT and the date will be agreed on by the supervisors at least two months before the defense.

**OSAKA UNIVERSITY**

**SURANAREE UNIVERSITY OF TECHNOLOGY**

**Date:**

**Date:**

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**Setsuko Tajima**  
Dean  
Graduate School of Science  
Osaka University

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**Worawat Meevasana**  
Dean  
Institute of Science  
Suranaree University of Technology

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**Date:**

**Date:**

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Name of supervisor, Supervisor

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Name of supervisor, Supervisor

**Date:**

**Date:**

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Name of Master student, Master Student

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## สรุปลักษณะสำคัญ

(ร่าง) ข้อตกลงหลักสูตรสองปริญญาระดับปริญญาโท  
ระหว่างสำนักวิชาวิทยาศาสตร์ มหาวิทยาลัยเทคโนโลยีสุรนารี  
และ Graduate School of Science, Osaka University ประเทศญี่ปุ่น

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1. สรุปลักษณะสำคัญ: (ร่าง) ข้อตกลงหลักสูตรสองปริญญา (Double-Degree Program, DDP) ระดับปริญญาโท ระหว่างสำนักวิชาวิทยาศาสตร์ มหาวิทยาลัยเทคโนโลยีสุรนารี และ Graduate School of Science, Osaka University ประเทศญี่ปุ่น สรุปลักษณะสำคัญ ดังนี้

1.1 หน่วยงานเจ้าของเรื่อง: สำนักวิชาวิทยาศาสตร์

1.2 วัตถุประสงค์: สร้างหลักสูตรสองปริญญาระดับปริญญาโทระหว่างสองมหาวิทยาลัย เพื่อพัฒนาการศึกษาและวิจัยสาขาต่าง ๆ

1.3 กิจกรรม:

1.3.1 มีความร่วมมือในการจัดหลักสูตรสองปริญญาระดับปริญญาโท โดยเงื่อนไขการให้ปริญญาต้องไม่ขัดต่อระเบียบ ข้อบังคับของแต่ละมหาวิทยาลัย

1.3.2 รายวิชาเรียนต้องมีการเรียนการสอนเป็นภาษาอังกฤษ หัวข้อวิทยานิพนธ์ (1 เรื่อง) ต้องเป็นงานวิจัยที่มีความร่วมมือระหว่างสองมหาวิทยาลัย

1.3.3 นักศึกษาในหลักสูตรต้องขึ้นทะเบียนเป็นนักศึกษาของแต่ละมหาวิทยาลัย และปฏิบัติตามระเบียบ ข้อบังคับว่าด้วยการศึกษาของแต่ละมหาวิทยาลัย โดยได้รับการยกเว้นค่าลงทะเบียน และค่าธรรมเนียมต่าง ๆ ของมหาวิทยาลัยที่เป็นฝ่ายรับ (receiving university) โดยนักศึกษาที่จะเข้าหลักสูตรนี้ ต้องมีจำนวนไม่เกิน 5 คนต่อปีการศึกษา

1.3.4 ทรัพย์สินทางปัญญาและการจดทะเบียนสิทธิบัตรให้เป็นของมหาวิทยาลัย ที่เป็นผู้ออกค่าใช้จ่ายในการจดทะเบียน ซึ่งจะดำเนินการได้หลังจากได้รับความเห็นชอบจากผู้ที่เกี่ยวข้องในงานวิจัยทุกภาคส่วน

1.4 ระยะเวลา: 5 ปี

2. ข้อมูลโดยสรุปเกี่ยวกับสถาบัน: Osaka University เป็นมหาวิทยาลัยของรัฐบาล เป็นหนึ่งใน Imperial University (ก่อตั้งเมื่อปี ค.ศ. 1931 เป็นลำดับที่หก โดยเปิดสอนคณะแพทยศาสตร์และวิทยาศาสตร์) และเปลี่ยนเป็นระบบใหม่ภายหลังการปฏิรูปการศึกษาในปี ค.ศ. 1949 จัดเป็นมหาวิทยาลัยชั้นนำของญี่ปุ่น ประกอบด้วย 11 คณะ และบัณฑิตวิทยาลัยอีก 16 คณะ มีนักศึกษา 25,784 คน (นักศึกษานานาชาติ 2,480 ) และอาจารย์ 3,541 คน

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