Guideline for Implementing Joint Degree, Dual Degree, and Double Degree Programmes

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1.0 INTRODUCTION

1.1 Encouraging collaboration with renowned global higher institutions is a good strategy to cater to various aspirations of students thus seen as an excellent market approach.

1.2 Joint Degree, Dual Degree and Double Degree programmes are attractive options as they provide students with versatility and better chance of employment with diverse career options.

1.3 Therefore, this guideline is developed for UNITEN's management, college management, academic staff as well as support staff at the college and other business units in the coordination and implementation of Joint Degree, Dual Degree and Double Degree academic programmes at Universiti Tenaga Nasional.

2.0 SCOPE

2.1 This guideline is a reference document for the development initiative, implementation and management of Joint Degree, Dual Degree and Double Degree academic programmes between UNITEN and other Higher Education Institutions (HEIs) within or abroad.

2.2 The guideline should be read together with

i) *Surat Siaran Pengendalian Kursus Pengajian Ijazah Bersama (Joint Degree), Ijazah Dual (Dual Degree) dan Ijazah Berganda (Double Degree) oleh Institusi Pendidikan Tinggi Swasta (IPTS)*, dated 10 June 2020 from Department of Higher Education, Ministry of Higher Education, Malaysia (**Appendix 1**);

ii) the respective Quality Assurance documents provided by Malaysian Qualification Agency (MQA) – Standards, Programme Standards, Guidelines to Good Practices, Circulars, Notification Letters and Advisory Notes;

iii) other relevant documents (Polices, Code of Practices (COPs), Process Controls, Guidelines, Handbooks, Circulars, etc.) applicable in UNITEN.

3.0 DEFINITIONS AND GLOSSARIES

Joint Degree – **One academic programme** carried out in collaboration between UNITEN and a local or foreign institution that is of **equal standing in the development and offering of the programme**, and leads to the awarding of **one degree with one scroll** issued and signed jointly by both institutions.

Dual Degree – **Two academic programmes** from the **same or similar field** carried out in collaboration between UNITEN and a local or foreign institution of **equal standing,** and leads to the awarding of **two degrees with two separate scrolls** issued by both institutions after successfully meeting the awarding conditions of both institutions.

Double Degree – **Two academic programmes** from **different fields** carried out in collaboration between **two colleges within UNITEN** or between UNITEN and a local or foreign institution of **equal standing,** and leads to the awarding of **two degrees with two separate scrolls** issued by both institutions after successfully meeting the awarding conditions of both institutions.

Home institution – The Higher Education Institution where the student is enrolled.

Host institution – The other / second Higher Education Institution involved in Joint Degree, Dual Degree and Double Degree programmes.

Horizontal Credit Transfer	–	Transfer of credit from one academic programme to another academic programme at the same level.
Vertical Credit Transfer	–	Transfer of credit from one academic programme to another academic programme of higher level (for example from diploma qualification to bachelor degree qualification.
UNITEN's management	–	Vice Chancellor, Deputy Vice Chancellor, Deans, Registrar and Financial Controller.
College management	–	All Deans, Deputy Deans, Heads of Departments, Heads of Units, Course Coordinators and College Quality Managers.
Academic staff	–	All staff involve in teaching and learning.
Support staff	–	All non-academic administration and technical staff.

4.0 IMPLEMENTATION STATEMENTS

4.1 UNITEN encourages and supports the propositions to develop Joint Degree, Dual Degree and Double Degree programmes at the undergraduate and post-graduate levels as they are seen as an effort towards internationalization initiative of UNITEN.

4.2 UNITEN also takes serious consideration of compliance with the statutes and mandates set by external regulatory and governing bodies such as Ministry of Higher Education (MOHE), Malaysian Qualifications Agency (MQA), and internal regulatory and governing bodies such as University Senate, Quality Advancement Center (QAC) and other committees.

4.3 Students enrolled under any of the Joint Degree, Dual Degree or Double Degree programme, are subject to both Home Institution and Host Institution Academic Regulations and awarding conditions.

4.4 Joint Degree, Dual Degree and Double Degree academic programmes can be implemented for all undergraduate academic programme as well as post-graduates study modes (research mode, coursework mode or mixed mode for Masters; mixed mode and research mode for Doctorate).

4.5 **Table 1** shows other important and relevant specific implementation statements adapted from **Jadual 1** in **Appendix 1**, while **Appendix 2** gives the flow chart of the process of approval in UNITEN.

Table 1: Specific Implementation Statements for Joint Degree, Dual Degree and Double Degree programmes in UNITEN.

(Reference : Surat Siaran Pengendalian Kursus Pengajian Ijazah Bersama (Joint Degree), Ijazah Dual (Dual Degree) dan Ijazah Berganda (Double Degree) oleh Institusi Pendidikan Tinggi Swasta (IPTS), 10 June 2020, Department of Higher Education, Ministry of Higher Education, Malaysia.)

Item	Joint Degree	Dual Degree	Double Degree
Definitions			
Descriptions	**One academic programme** carried out in collaboration between UNITEN and a local or foreign university or institution that is of **equal standing in the development and offering of the programme**, and leads to the awarding of **one degree with one scroll** issued and signed jointly by both institutions.	**Two academic programmes** from the **same or similar field** carried out in collaboration between UNITEN and a local or foreign university/institution of **equal standing,** and leads to the awarding of **two degrees with two separate scrolls** issued by both universities and institutions after successfully meeting the awarding conditions of both universities/institutions.	**Two academic programmes** from **different fields** carried out in collaboration between **two colleges within UNITEN** or between UNITEN and a local or foreign university/institution of **equal standing,** and leads to the awarding of **two degrees with two separate scrolls** issued by both colleges or universities/institutions after successfully meeting the awarding conditions of both colleges or institutions.
Use of the terms 'Home institution' and 'Host institution'	**Home institution** is where the student is enrolled. **Host institution** refers to the second/other university/institution collaborating with UNITEN in offering the Joint Degree, Dual Degree and Double Degree programmes.		
Combination of study fields	Not applicable.	Same or similar fields of study.	Different fields of study.

Programme Implementation			
Programme nomenclature	Based on the nomenclature of the new programme/current programme that have gone through the conversion agreed by both UNITEN and the collaborating university/institution.	Based on the nomenclature of existing and fully accredited programmes.	
Curriculum structure	Jointly developed.	Jointly determined by both UNITEN and the collaborating university/institution.	If collaboration is between two colleges within UNITEN, both colleges should jointly developed the curriculum structure. If collaboration is between UNITEN and a local or foreign university, both institutions should jointly developed the curriculum structure.
Programme management	As determined by both UNITEN and the collaborating university/institution.		
Minimum duration of study	Fulfill the minimum duration of the respective MQF level.	Fulfill the minimum duration of the respective MQF level.	Fulfill the minimum duration of the MQF level with an additional duration of study to fulfill part of the second academic programme.
Minimum graduating credit	Fulfill the minimum graduating credits of the respective MQF level.		Fulfill both minimum graduating credits of the respective MQF level and the second academic programme.
Credit transfer	Not applicable.	Involve horizontal credit transfer (except for research mode). The process of credit transfer should be based on course mapping (subject-to-subject mapping). Students must meet the general requirements for credit transfer as follows: i) Passing Grade: the minimum grade is C grade; ii) Credit Value: equal to the credit value of the course for the programme at UNITEN; iii) Equivalency of the course curriculum: not less than 80%.	

		Component to component mapping can also be done for courses that are not discipline core, majors, specializations and minors. For example, free elective courses. The host universities/institutions and programmes must have attained accreditation and recognition from the authoritative body in the country concerned.	
% credit transfer	Not applicable.	Subject to the terms and conditions of the respective Programme Standards and UNITEN Credit Transfer Policy, whichever is higher.	
Residential requirement	UNITEN is obliged to set residential requirements but the implementation falls under the jurisdiction of both universities/institutions.	UNITEN is obliged to set residential requirements according to qualifications and MQF levels as follow: i) PhD (MQF level 8): 1 semester ii) Masters (MQF level 7): 1 semester iii) Bachelor (MQF level 6): 1 semester iv) Diploma (MQF level 4): 1 semester v) Certificate (MQF level 3): 1 semester	
Collaboration document	Memorandum of Understanding (MoU) / Memorandum of Agreement (MoA)		
Entry requirements	Comply with the entry requirements set by the UNITEN and the collaborating university/institution.	Comply with the entry requirements, **whichever is higher**, as set by UNITEN and the collaborating university/institution..	
Student registration	Students need to register at UNITEN only. However, it is subject to agreements that have been mutually agreed upon by UNITEN and the collaborating university/institution.	For Double Degree programme , if the collaboration is between **two colleges within UNITEN,** students need to register at both colleges. If the collaboration is between **UNITEN and a local or foreign university**, students need to register at both home and host institutions.	
Tuition fee	Subject to the agreement that has been mutually agreed upon by UNITEN and the collaborating university/institution.		
Implementation of thesis and viva examinations (Masters and PhD)			
Number of thesis	One thesis	One thesis	Two thesis typically but can be just one thesis depending on the research scope and field of study.

Number of viva session	Number of viva session is subject to the academic rules and regulations of UNITEN and the collaborating university/institution as well as the following rules: i) If the collaboration is between UNITEN and a public university or a foreign private university; and the academic regulations does not require a viva session, then there is a need to conduct at least one viva session to be held in UNITEN; ii) If the academic regulations of both UNITEN and the collaborating university/institution require a viva session, then the number of session held depends on the requirement and academic regulations of both institutions.	
Thesis examiner	Number of examiner depends on the agreement between UNITEN and the collaborating university/institution., with at least one examiner from each university/institution.	Number of examiner depends on the agreement between collaborating colleges or collaborating university/institutions, with at least one examiner from each college or university/institution.
Supervision	• The main supervisor is from UNITEN. • Co-supervisor is from the second/other university/institution collaborating with UNITEN. • At least one supervisor from each collaborating institutions.	• Main supervisors are from both colleges or universities/institutions. • At least one supervisor from each collaborating colleges or collaborating universities/institutions.
Recognition and accreditation		
Institution status	Recognized by the authorities or quality regulatory bodies of the country.	
MQA programme accreditation	Only new programme needs to undergo Provisional Accreditation and Full Accreditation assessments. Current programme that has been converted to Joint Degree programme can make use of the existing accreditation. **UNITEN can decide whether to convert an existing programme or develop a new programme.*	• Existing local programmes must have full accreditation. • Existing overseas programmes must have accreditation or recognition from the respective country's Quality Assurance bodies.

Conferment of degree			
Awarding condition	Fulfill the awarding conditions of both UNITEN and the collaborating university/institution.		
Ownership and accountability	Owned by the university/institution that confers the degree.		
Awarding of scrolls	• One scroll with a statement of Joint Degree conferment. • The scroll is signed by each collaborating institute or subject to agreement between collaborating institutes. • Statement of Joint Degree is mentioned in the transcript.	• Two (interlocking scrolls) with linking statements of both programmes. • Statement of Dual Degree is mentioned in the transcript. • Example of linking statement is: '*This degree is conferred under a Dual Degree Programme agreement between Universiti Tenaga Nasional and University XYZ.*'	• Two scrolls – one for each programme. • Statement of Double Degree is mentioned in the transcript. • Student may be conferred one degree if he/she does not fulfill the graduating requirement of one of the programme.
Approval of program			
Approval from Registrar General of Private Higher Education Institutions (HEIs)	For new programme, UNITEN needs to get approval from the Registrar General after obtaining Provisional Accreditation from MQA. New application must be submitted through e-IPTS system. For conversion of accredited programme, amendment of course details need to be approved by Registrar General.	Acknowledgement letter/no objection letter will be issued for application of Dual Degree.	
Others			
Attachment	Students need to undergo research attachment/classes/courses at host institution based on the minimum duration for residential requirement.		

5.0 Responsibilities

5.1 **Table 2** shows the responsibilities that falls on the relevant business units. It includes, but not limited to, the tasks and functions of various business units in UNITEN to make the initiative and implementation successful.

Table 2: Responsibilities for the development, implementation and monitoring of Joint Degree, Dual Degree and Double Degree programmes.

Business unit	Task/responsibilities
Colleges	• Establishing strategic networks with prospective collaborating universities/institutions. • Choosing appropriate academic programme or meeting the wishes of the university top management. • Scrutinizing the curriculum structure for joint, dual and double degree programmes with collaborating universities/institutions. • Collaborating with UNITEN's Legal Office on the content of the MoU or MoA. • Supervise, monitor and coordinate all academic activities carried out by registered students. • Managing matters related to the ownership of research results or intellectual properties in consultation with the UNITEN IP unit. • Implementing Continual Quality Improvement (CQI) processes and self-initiated changes to improve the quality of the programme's curriculum and contents.
JKTSP&P	• Deliberate on the proposal of the documentations on the issues of curriculum structure, credit transfer, entry requirements and other matters as stated in Table 1. • Provide recommendation to senate.
JTSPPA	The authority to convene and approve Joint Degree programmes.
QAC	Accreditation Unit will • Oversee the monitoring and CQI process of the programmes. • Conduct internal Programme Maintenance Audit.
Registrar	• Manage students' records and the graduation processes. • Liaise with MQA and MOHE.
STAD	• Oversees students' accommodation. • The authority in charge of student welfare and services.
International Office	• Managing students' Visa.

Legal Office	• Oversees the legal matter on the collaboration. • Inspect the content of the MoU or MoA.
Marketing & Student Admission Department	• Issue offer letters. • Manages students' intake and entry Visa • Reaches out to prospective students. • Performs market research to determine what the market trends are. • Plans and implements a wide variety of promotions.
Finance Department	• Manages and oversees collection of tuition fees subject to the agreement with collaborating universities or institutions. • Manages costs associated with supervision, visits, and thesis examination, which are subject to the terms of the agreement with collaborating universities or institutions.
University Senate	• Gives approval on the implementation of the Joint Degree, Dual degree and Double Degree programmes. • Gives approval on the conferment of degree upon graduation.

5.2 Other business units can extend their help as directed or as deemed necessary.

5.3 Colleges can use Checklist Form (**Appendix 3**) to prepare the documentations for submission and approval.

5.4 UNITEN has the right to review and revise this Guideline from time to time to correspond with the progress and trends in education developments.

References

Malaysia Education Blueprint 2015-2025 (Higher Education), Ministry of Education Malaysia, 2015

Garis Panduan Pembangunan Program Akademik Universiti Awam, Edisi Kedua 2018, Bahagian Pengurusan Pembangunan Akademik, Jabatan Pendidikan Tinggi, Kementerian Pendidikan Malaysia.

MQA Advisory Note 1/2021; Panduan Pindah Kredit Program Secara Horizontal Bagi Pelajar Universiti Luar Negara ke Pemberi Pendidikan Tinggi Di Malaysia.

Surat Siaran Pengendalian Kursus Pengajian Ijazah Bersama (Joint Degree), Ijazah Dual (Dual Degree) dan Ijazah Berganda (Double Degree) oleh Institusi Pendidikan Tinggi Swasta (IPTS), 10 June 2020, Department of Higher Education, Ministry of Higher Education, Malaysia.

Appendix 1

TIMBALAN KETUA PENDAFTAR (IPTS)
DEPUTY REGISTRAR GENERAL (PRIVATE HEIs)
Jabatan Pendidikan Tinggi
Department Of Higher Education
Kementerian Pengajian Tinggi
Ministry of Higher Education Malaysia
Aras 9, No.2, Menara 2,
Jalan P5/6, Presint 5
62200 PUTRAJAYA
MALAYSIA

JPT | JABATAN PENDIDIKAN TINGGI

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Faks (Fax): 603-88706842
Portal Rasmi: http://jpt.moe.gov.my

Ruj. Kami: JPT/BPP(P)1000-752 Jld 4 (11)
Tarikh : 10 Jun 2020

Semua Ketua Eksekutif Institusi Pendidikan Tinggi Swasta

YBhg. Tan Sri/Datuk/Dato'/Prof./Dr/Tuan/Puan,

SURAT SIARAN PENGENDALIAN KURSUS PENGAJIAN IJAZAH BERSAMA (JOINT DEGREE), IJAZAH DUAL (DUAL DEGREE) DAN IJAZAH BERGANDA (DOUBLE DEGREE) OLEH INSTITUSI PENDIDIKAN TINGGI SWASTA (IPTS)

Dengan segala hormatnya perkara di atas dirujuk.

2. Adalah dimaklumkan bahawa Mesyuarat Kajian Semula Dasar-dasar berkaitan Jaminan Kualiti (MKSDJK) KPM-MQA Bil 3/2019 bertarikh 10 Disember 2019 telah bersetuju meluluskan penggunaan **Garis Panduan Pelaksanaan Program Akademik Ijazah Bersama (*Joint Degree*), Ijazah Dual (*Dual Degree*) dan Ijazah Berganda (*Double Degree*)** yang mana akan digunapakai oleh semua Pemberi Pendidikan Tinggi (PPT)

3. Sehubungan itu, semasa membangun dan menawarkan Kursus Pengajian Ijazah Bersama (*Joint Degree*), Ijazah Dual (*Dual Degree*) dan Ijazah Berganda (*Double Degree*), Institusi Pendidikan Tinggi Swasta (IPTS) hendaklah merujuk kepada garis panduan tersebut seperti di **JADUAL 1**, disamping memastikan keperluan dasar jaminan kualiti dipatuhi.

4. Selaras dengan itu, IPTS yang berhasrat mengendalikan kursus pengajian Ijazah Dual (*Dual Degree*) dan Ijazah Berganda (*Double Degree*) hendaklah memaklumkan pengendalian kursus pengajian tersebut kepada Ketua Pendaftar secara bertulis melalui surat iringan beserta senarai semak seperti di **LAMPIRAN 1** dengan memberikan bukti kelulusan penawaran kursus pengajian oleh Lembaga Akademik IPTS/ Senat dari kedua-dua *home* dan *host institution* (jika berkaitan).

5. Pelaksanaan garis panduan ini adalah berkuat kuasa bagi permohonan mulai 15 Jun 2020. Sehubungan itu, YBhg. Tan Sri/Datuk/Dato'/Prof./Dr/Tuan/Puan adalah dimohon untuk mengambil perhatian yang sewajarnya berhubung perkara ini.

Sekian, terima kasih.

"BERKHIDMAT UNTUK NEGARA"

Saya yang menjalankan amanah,

(DATO' PROF. IR. DR. MOHD SALEH JAAFAR)
Timbalan Ketua Pendaftar
b.p. Ketua Pendaftar Institusi Pendidikan Tinggi Swasta
Jabatan Pendidikan Tinggi
Kementerian Pengajian Tinggi

s.k:

1. Ketua Pegawai Eksekutif
   Agensi Kelayakan Malaysia

2. Ketua Pegawai Eksekutif
   Perbadanan Tabung Pendidikan Tinggi Nasional

3. Ketua Pegawai Eksekutif
   Education Malaysia Global Services (EMGS)

4. Pengarah
Bahagian Standard Swasta
Jabatan Pendidikan Tinggi

5. Pengarah
Bahagian Governan Swasta
Jabatan Pendidikan Tinggi

6. Pengarah
Bahagian Penguatkuasaan dan Inspektorat
Jabatan Pendidikan Tinggi

Jadual 1: Garis Panduan Pelaksanaan Program Ijazah Bersama (*Joint Degree*), Ijazah Dual *(Dual Degree)* dan Ijazah Berganda *(Double Degree)* di Pemberi Pendidikan Tinggi (PPT).

Perkara	Ijazah Bersama (Joint Degree)	Ijazah Dual (Dual Degree)	Ijazah Berganda (Double Degree)
Takrifan			
Takrifan	**Satu program** pengajian yang melibatkan kerjasama **dua atau lebih institusi** penganugerahan ijazah (*degree granting institutions*) yang setanding (*equal standing*) dalam pembangunan dan penawaran program dan membawa kepada **penganugerahan satu ijazah dengan satu skrol** oleh institusi yang terlibat.	**Dua program** pengajian daripada **bidang yang sama atau hampir sama** yang melibatkan kerjasama oleh **dua institusi** penganugerahan ijazah (*degree granting institutions*) yang setanding (*equal standing*) dan membawa kepada **penganugerahan dua skrol** oleh institusi-institusi yang terlibat.	**Dua program** pengajian daripada **bidang yang berbeza** yang melibatkan kerjasama oleh **institusi yang sama atau dua institusi penganugerahan ijazah (*degree granting institutions*) yang setanding** (*equal standing*) dan membawa kepada **penganugerahan dua skrol** oleh institusi-institusi yang terlibat.
Penggunaan istilah *home institution* dan *host institution*	Melibatkan penggunaan istilah *home institution* dan *host institution*. Takrifan: Dalam garis panduan ini, '*Home institution*' merujuk kepada universiti di mana pelajar mula mendaftar sebagai pelajar manakala '*Host institution*' merujuk kepada universiti lain/kedua yang terlibat dalam program Ijazah Bersama (Joint Degree), Ijazah Dual (Dual Degree) dan Ijazah Berganda (Double Degree).		
Kombinasi bidang-bidang yang terlibat	Tidak berkenaan.	Sama atau hampir sama.	Berbeza.

Perkara	Ijazah Bersama (Joint Degree)	Ijazah Dual (Dual Degree)	Ijazah Berganda (Double Degree)
Pelaksanaan Program			
Penamaan program	Berdasarkan penamaan program baharu/program semasa yang melalui *conversion* yang dipersetujui oleh institusi-institusi berkenaan.	Berdasarkan kepada penamaan program sedia ada yang telah mendapat Akreditasi Penuh.	
Struktur kurikulum	Dibangunkan secara bersama.	Ditentukan oleh kedua-dua institusi secara bersama.	Pelaksanaan dalam institusi yang sama: • Ditentukan oleh fakulti/ Pusat Tanggungjawab (PTj) yang berkenaan secara bersama. Pelaksanaan oleh Institusi yang berbeza: • Ditentukan oleh kedua-dua institusi/PTj secara bersama.
Pengendalian program	Ditentukan oleh institusi berkenaan.		
Tempoh Minimum Pengajian	Memenuhi tempoh minimum tahap MQF.	Memenuhi tempoh minimum tahap MQF.	Memenuhi tempoh minimum tahap MQF dengan tambahan tempoh pengajian bagi memenuhi sebahagian pengajian kedua yang diikuti.

Perkara	Ijazah Bersama (Joint Degree)	Ijazah Dual (Dual Degree)	Ijazah Berganda (Double Degree)
Kredit bergraduat minimum	Memenuhi kredit bergraduat minimum tahap MQF.		Memenuhi kredit bergraduat minimum tahap MQF dan program pengajian kedua yang diikuti.
Perpindahan kredit	Tidak melibatkan perpindahan kredit.	Melibatkan perpindahan kredit secara horizontal (kecuali mod penyelidikan).	
% Perpindahan Kredit	Tidak berkenaan	Tertakluk kepada syarat-syarat umum pindah kredit institusi.	
Syarat Pemastautin *(Residential Requirement)*	PPT wajib menetapkan syarat pemastautin akan tetapi pelaksanaan syarat pemastautin adalah di bawah bidang kuasa institusi kerjasama.	PPT wajib menetapkan syarat pemastautin mengikut kelayakan dan tahap MQF seperti berikut: i. Kedoktoran (Tahap 8 MQF): 1 semester ii. Sarjana (Tahap 7 MQF): 1 semester iii. Sarjana Muda (Tahap 6 MQF): 1 tahun iv. Diploma (Tahap 4 MQF): 1 semester v. Sijil (Tahap 3 MQF): 1 semester	
Dokumen Kerjasama	*Memorandum of Understanding* (MOU)/ *Memorandum of Agreement* (MOA)		
Syarat Kemasukan	Mematuhi syarat program yang ditetapkan oleh institusi berkenaan.	Mematuhi syarat program yang mana lebih tinggi yang ditetapkan oleh institusi berkenaan.	

Perkara	Ijazah Bersama (Joint Degree)	Ijazah Dual (Dual Degree)	Ijazah Berganda (Double Degree)
Pendaftaran pelajar	Pelajar perlu mendaftar di *home institution* sahaja. Walau bagaimanapun, ia juga tertakluk kepada perjanjian yang telah dipersetujui bersama oleh institusi yang bekerjasama.	Pendaftaran di kedua-dua institusi/PTj yang terlibat.	
Yuran Pengajian	Tertakluk kepada perjanjian yang telah dipersetujui bersama oleh institusi yang bekerjasama.		
Pelaksanaan Pemeriksaan Tesis dan Viva (Sarjana dan Kedoktoran)			
Bilangan Tesis	1 tesis	1 tesis	Lazimnya 2 tesis. Walau bagaimanapun boleh dilaksanakan dalam 1 tesis tertakluk kepada skop penyelidikan dan bidang pengajian.
Bil. Sesi Viva	Bilangan sesi viva adalah tertakluk kepada peraturan akademik institusi yang bekerjasama, dan juga tertakluk kepada ketetapan seperti berikut: i. Jika kerjasama ini melibatkan antara PPT dengan UA atau IPTS di luar negara; dan peraturan akademik institusi yang terlibat tidak mensyaratkan sesi viva, maka PPT perlu menetapkan sekurang-kurangnya 1 sesi viva dilaksanakan di PPT; **atau** ii. Jika peraturan akademik institusi yang bekerjasama mensyaratkan sesi viva, maka bilangan sesi viva hendaklah dilaksanakan berdasarkan keperluan dan peraturan akademik institusi yang terlibat.		

Perkara	Ijazah Bersama (Joint Degree)	Ijazah Dual (Dual Degree)	Ijazah Berganda (Double Degree)
JK Pemeriksa	Bilangan pemeriksa mengikut perjanjian yang telah dipersetujui bersama oleh institusi yang bekerjasama dengan sekurang-kurangnya seorang pemeriksa daripada setiap insititusi.		Bilangan pemeriksa mengikut perjanjian yang telah dipersetujui bersama oleh institusi/PTj yang bekerjasama dengan sekurang-kurangnya seorang pemeriksa daripada setiap insititusi/PTj.
JK Penyeliaan	• Penyelia utama dari *home institution*. • Penyelia bersama dari *host institution*. • Sekurang-kurangnya seorang penyelia dari setiap institusi terlibat.		• Penyelia utama dari kedua-dua institusi/PTj. • Sekurang-kurangnya seorang penyelia dari setiap institusi/PTj terlibat.
Pengiktirafan dan akreditasi			
Status institusi	Diiktiraf oleh badan berkuasa atau badan jaminan kualiti negara berkenaan.		
Akreditasi Program MQA	Hanya program baharu sahaja perlu melalui penilaian Akreditasi Sementara dan Akreditasi Penuh. Program sedia ada yang telah melalui *conversion* ke program Ijazah Bersama boleh menggunakan akreditasi sedia ada.	Program sedia ada dalam negara telah mendapat Akreditasi Penuh. Program sedia ada luar negara telah mendapat akreditasi atau pengiktirafan daripada badan jaminan kualiti negara berkenaan.	

Perkara	Ijazah Bersama (Joint Degree)	Ijazah Dual (Dual Degree)	Ijazah Berganda (Double Degree)
	*Nota: PPT boleh memilih sama ada untuk *convert* program sedia ada **atau** membangunkan program baharu.		
Penganugerahan			
Syarat penganugerahan	Memenuhi syarat institusi-institusi yang terlibat.		
Pemilikan dan akauntabiliti	Dimiliki oleh institusi yang menganugerahkan kelayakan.		
Penganugerahan skrol	• 1 skrol dengan penyataan penganugerahan ijazah bersama. • Skrol ditandatangani oleh setiap institusi yang terlibat atau tertakluk kepada perjanjian yang telah dipersetujui bersama oleh institusi yang bekerjasama. • Pernyataan jenis program Ijazah Bersama tercatat dalam transkrip.	• 2 skrol dengan penyataan bersangkutan (*interlocking scroll with linking statement*) kedua-dua program. • Pernyataan jenis program Ijazah Dual tercatat dalam transkrip.	• 2 skrol bagi 2 program yang berbeza. • Pernyataan jenis program Ijazah Berganda tercatat dalam transkrip. • Pelajar boleh dianugerahkan dengan satu ijazah sahaja jika tidak memenuhi syarat dan keperluan graduasi salah satu program.

Perkara	Ijazah Bersama (Joint Degree)	Ijazah Dual (Dual Degree)	Ijazah Berganda (Double Degree)
Kelulusan Penawaran			
Kelulusan Jawatankuasa Pendidikan Tinggi (JKPT) bagi UA	Perlu mendapatkan perakuan kelulusan JKPT.		
Kelulusan Ketua Pendaftar bagi IPTS	Perlu mendapatkan kelulusan Ketua Pendaftar setelah mendapat perakuan akreditasi sementara dari MQA bagi kursus pengajian baharu. Permohonan kursus pengajian baharu perlu dikemukakan menerusi sistem e-IPTS. Sekiranya melibatkan *conversion* ke atas kursus pengajian yang telah diluluskan, pindaan butiran kursus pengajian yang berkaitan perlu mendapat kelulusan Ketua Pendaftar.	Surat ambil maklum / tiada halangan akan dikeluarkan bagi permohonan pelaksanaan Ijazah Dual / Ijazah Berganda oleh IPTS.	
Hal-hal Lain			
Program sangkutan	Pelajar wajib mengikuti program sangkutan penyelidikan (*research attachment*) / kelas / kursus di universiti kedua berdasarkan tempoh minimum syarat pemastautin.		

LAMPIRAN 1

SENARAI SEMAK PENGENDALIAN KURSUS PENGAJIAN IJAZAH BERSAMA (JOINT DEGREE), DUAL IJAZAH (DUAL DEGREE) DAN DWI IJAZAH (DOUBLE DEGREE) OLEH INSTITUSI PENDIDIKAN TINGGI SWASTA (IPTS)

Nama Kursus Pengajian:
Mod: Ijazah Bersama/ Dual Ijazah/Dwi Ijazah*
**Sila bulatkan yang berkaitan*

Bil	Perkara	Semakan Pematuhan terhadap Garis Panduan (Y, X atau TB)*	Catatan
1.	Struktur Kurikulum	/	Dibangunkan bersama *home university*.
2.	Tempoh Minimum Pengajian		
3.	Kredit bergraduat minimum		
4.	Perpindahan kredit		
5.	Syarat pemastautinan		
6.	Dokumen kerjasama (nombor rujukan)		
7.	Minit mesyuarat Lembaga Akademik/Senat yang meluluskan penawaran kursus		
8.	Syarat kemasukan		
9.	Pendaftaran pelajar		
10.	Yuran Pengajian		
11.	Bilangan tesis		
12.	Bilangan sesi viva		
13.	JK Pemeriksa		
14.	JK Penyeliaan		
15.	Status Institusi		

Bil	Perkara	Semakan Pematuhan terhadap Garis Panduan (Y, X atau TB)*	Catatan
16.	Akreditasi program MQA		
17.	Syarat penganugerahan		
18.	Pemilikan dan akauntabiliti		
19.	Penganugerahan skrol		
20.	Program sangkutan		

**Y = Ada, X = Tiada dan TB = Tidak berkaitan.*

PERAKUAN PENGESAHAN MAKLUMAT

Saya dengan ini mengesahkan bahawa maklumat mengenai kursus pengajian .....XXX..... yang dijalankan dengan mod Ijazah Bersama/ Dual Ijazah/Dwi Ijazah* adalah benar.

Tandatangan Ketua Eksekutif : .....

Nama Ketua Eksekutif : .....

E-mel Rasmi Ketua Eksekutif : .....

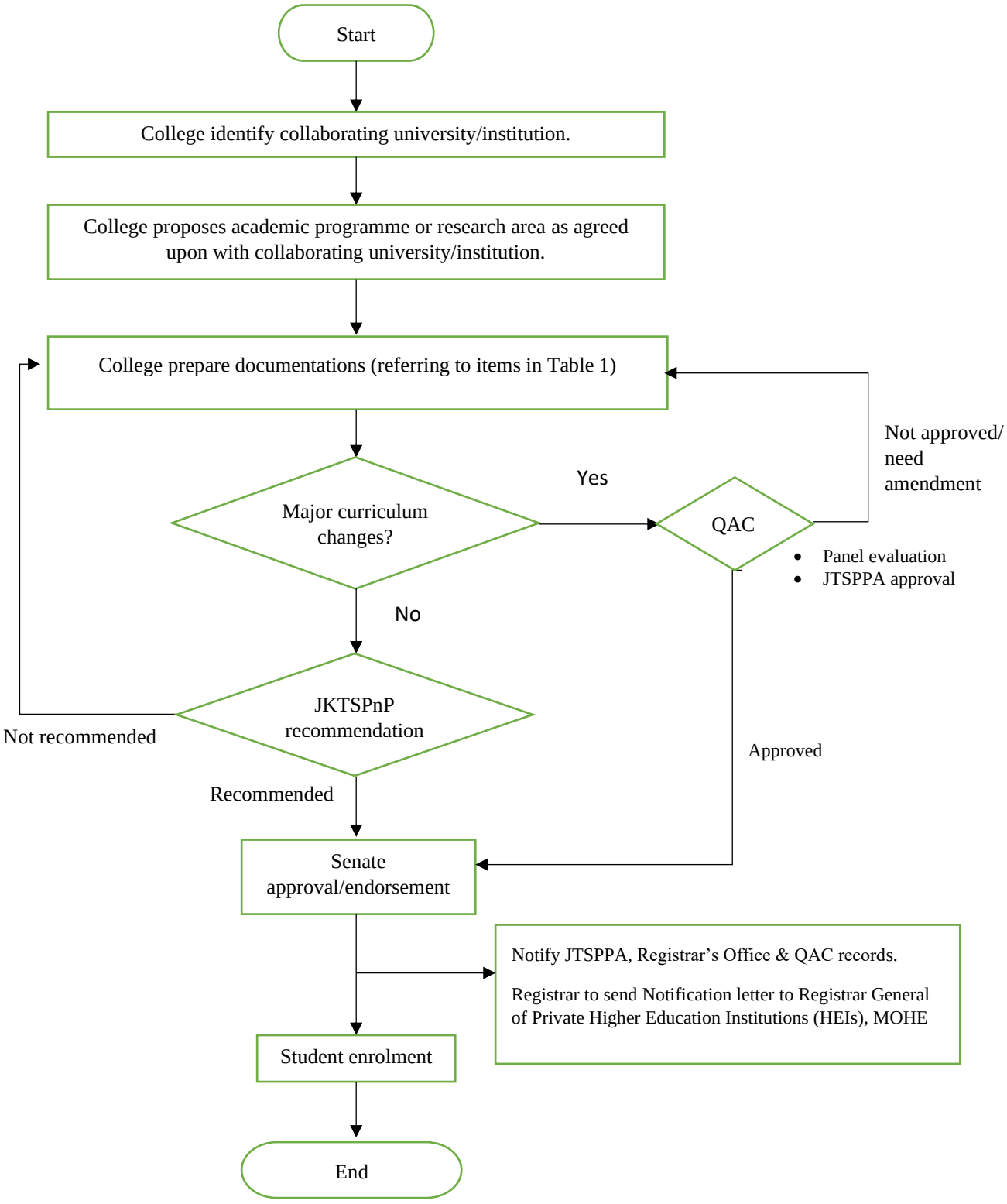
Nama/Alamat dan Cop Rasmi : .....

Tarikh : .....

Appendix 2

Approval process for Dual Degree and Double Degree programmes in UNITEN.*

**For Joint Degree, Colleges need to follow the Provisional Accreditation process for new programme.*



Appendix 3

CHECKLIST FOR THE CONDUCT OF JOINT DEGREE,
DUAL DEGREE AND DOUBLE DEGREE
UNIVERSITY TENAGA NASIONAL

NAME OF PROGRAMME: _____

MODE*: JOINT DEGREE / DUAL DEGREE / DOUBLE DEGREE

Circle the mode that applies.

No.	Item	Compliance with Guidelines (Y / N / NA)*	Remarks
1.	Curriculum structure	✓	Developed together with Home University
2.	Minimum duration of study		
3.	Minimum graduating credit		
4.	Credit transfer		
5.	Residential requirement		
6.	Document of collaboration (Reference number)		
7.	Minutes of the academic board/senate meeting that approved the course		
8.	Entry requirements		

9.	**Student registration**		
10.	**Tuition fee**		
11.	**Number of thesis**		
12.	**Number of viva session**		
13.	**Thesis examiner**		
14.	**Thesis supervisor**		
15.	**Institution status**		
16.	**MQA Programme accreditation**		
17.	**Awarding conditions**		
18.	**Ownership and accountability**		
19.	**Awarding of scrolls**		
20.	**Attachment**		

**** Y = Yes ; N = No ; NA = Not Applicable***

DECLARATION OF INFORMATION VERIFICATION

I hereby confirm that all information regarding the programme _____ conducted as a Joint Degree / Dual Degree / Double Degree mode is correct.

Signature of Vice Chancellor	**:**	_____
Name	**:**	_____
e-mail	**:**	_____
Address/Official stamp	**:**	_____
Date	**:**	_____