

NTU-KYU Dual Degree Program Application Guidelines

2025/2026 Academic Year

Department of Civil Engineering, College of Engineering, National Taiwan University

I. Overview of the Dual Degree Program and Degree Conferral

1. Our department has signed agreements with partner universities to recognize course credits mutually. Students may study at a partner university after completing at least one semester of study in our department. Upon meeting graduation requirements, students will be awarded degrees from both universities.

II. Study Period for the Dual Degree Program

The study period for Kyushu University in Japan begins in Oct. 2025 (NTU's 114-1 semester). The exact study period will depend on the academic calendar or agreement of the partner institution.

III. Selection Process

1. The department will review the submitted documents and a comprehensive assessment will be made. If students pass the internal review, they will be nominated to the partner universities.
2. After the department's nomination, the partner institution retains the right to arrange additional review procedures.
3. Agreements made with partner universities regarding the selection process will precede these guidelines.

IV. Application Eligibility

1. Applicants must be current NTU students in at least their first year of a bachelor's or graduate program and meet the partner universities' academic performance, language proficiency, and other admission requirements (see Appendix I for details).
2. The following students are not eligible to apply:
 - 1.) Those who have previously participated in a dual degree program within the same educational level (bachelor's, master's, or doctorate) at NTU, college, or department level.
 - 2.) Students enrolled in the Executive Master's Degree Program

V. Application Documents, Instructions, and Submission Notes

1. The following documents must be submitted in English:
 - 1.) Application form.
 - 2.) An official full transcript is required.
 - 3.) Proof of English language proficiency: Students must acquire TOEFL iBT 71, CBT 197, IELTS 5.5, or TOEIC 750.
 - 4.) Copy of passport.
 - 5.) Curriculum vitae.
 - 6.) Personal statement/ A statement of purpose essay.
 - 7.) Study plan: Please include a course plan for the study period at NTU and the partner institution.
Graduate students should also include a research plan and a timeline for thesis completion.
 - 8.) Two recommendation letters
 - 9.) Any other supporting documents.
2. Submission Notes:
 - 1.) Before submission, collect the dual degree application fee payment slip from the Department of Civil Engineering office, pay at the Cashier Section, and submit the receipt and the application materials to the program coordinator.
 - 2.) If submitted on behalf of the applicant, a signed authorization letter must be included.
 - 3.) Once the application is submitted, requests for document return or fee refunds will not be accepted. All submitted documents will not be returned, so applicants are advised to keep copies.
 - 4.) Incomplete or late submissions will not be processed.

VII. Application timeline

Event	Date	Description
Announcement of Application Guide	Apr. 1, 2025 (Tue)	Posted on the NTUCE website and by email
Deadline for Document Submission	May 1, 2025 (Thu)	Submit to CEB R205 Ms. Evey LIU
Announcement of Admission Results	May 15, 2025 (Thu)	The admission list will be posted on the Civil Engineering Department website.

VII. Payment and Refund Regulations for Overseas Dual Degree Program

1. According to NTU's tuition fee standards, students studying abroad in a dual degree program must still pay the full tuition, fees, and administrative costs to NTU for each semester while studying abroad.
2. The administrative fee standards for overseas dual degree programs organized by the department include an application fee of 300 NTD and an administrative management fee of 1,000 NTD. The

application fee must be paid along with the submission of the application materials for the dual degree program.

3. Once accepted by the partner university, students participating in the dual degree programs organized by the department (including those extending their studies) must pay the administrative management fee in full; once paid, it is non-refundable, regardless of whether the student completes the entire program. Refunds for tuition and fees will be processed in accordance with NTU's refund policy for students who withdraw or take a leave of absence.

VIII. Contact Information

Coordinator: Ms. Liu Ya-Cih

Phone: +886-2-3366-4280

Email: yacihliu@ntu.edu.tw

IX. Important Notes for Admitted Students

Please carefully review the supplementary regulations after admission.

Appendix I: NTU-KYU Civil Engineering Department Dual Degree Program Overview

No.	Degree Conferred	University	Eligibility	Quota/ Year	Tuition Fees (Excluding Dual Degree Admin Fees)	Remarks
1	Dual Master's Degree	Kyushu University, Japan	1. Current first-year NTU Master’s student or above. 2. TOEFL iBT 71, CBT 197, IELTS 5.5, or TOEIC 750.	5	Pay NTU tuition during NTU study period; pay NTU tuition during Japan study period.	1. Max of 12 credits can be transferred. 2. 2025 April intake.

Appendix II:

I. Admission Notes:

1. Admission is only valid for the 2025/2026 academic year. If the student cannot enroll on time, the admission will be canceled without deferral.
2. Admission indicates that the student has been recommended for the dual degree program by the department but still requires approval from the partner institution. If the student is not accepted or is unable to obtain a student visa, the admission is revoked. The department is not responsible for assisting with re-application or visa issues.
3. Students must participate in the dual degree program under the status they held during the selection process. Bachelor's students who later enroll in NTU's graduate school cannot switch to participating as graduate students; similarly, those who apply as master's students must continue as such.
4. Students must accept any changes in application materials or conditions required by the partner institution without objection.
5. If the partner institution requests contract modifications, the department will negotiate with the admitted students to adjust the program content.
6. In addition to regular student insurance, students must purchase comprehensive insurance (including medical, accident, and emergency assistance) before departure. If the partner institution offers insurance, students may choose to purchase it upon arrival. If insurance is not purchased, the department reserves the right to revoke the student's admission.
7. Admitted students are responsible for handling their accommodation, visas, airfare, airport transportation, course registration, transcripts, credit transfer, and insurance.
8. International degree students receiving a Taiwan Scholarship will have their scholarship canceled if they participate in the dual degree program abroad. The remaining scholarship duration cannot be retained or extended.
9. Students who graduate or take a leave of absence after being nominated for the dual degree program will lose their dual degree student status. Approval from the department is required to complete the procedures with the Academic Affairs Office. In the event of force majeure or legitimate reasons, the department may handle the situation accordingly.
10. Male students subject to conscription must complete the necessary procedures for overseas leave and return to Taiwan upon completion of the dual degree program. Failure to comply will result in legal consequences and disciplinary action according to university regulations.
11. In case of force majeure or legitimate reasons, students wishing to terminate the dual degree program early must obtain approval from both institutions. They cannot unilaterally end the program and return

to Taiwan.

II. Course Selection, Credits, and Grades:

1. Students approved for the dual degree program must accumulate at least one-third of the required total credits for graduation at both NTU and the partner institution. Additional requirements specified in the agreement must also be followed.
2. Approved students may transfer credits earned at the partner institution back to NTU following NTU's academic regulations.
3. If a student is unable to complete their studies at the partner institution but has not exceeded the maximum study period defined by NTU, they may apply to return to NTU by submitting a report and relevant documents at least two weeks before the start of the semester, as per NTU's academic calendar.
4. All other matters will be handled according to the regulations of the Office of Academic Affairs.

III. Responsibilities and Obligations of Dual Degree Students:

1. Once registered at the partner institution, students are considered students of that institution and must comply with all its regulations. Any conduct damaging the reputation of either institution will result in disciplinary actions from both, such as being reported to the student conduct committee.
2. Students must stay in close contact with NTU during their time abroad and remain aware of their safety.
3. Students are responsible for promoting NTU's Department of Civil Engineering while abroad and are encouraged to participate in relevant events, such as dual degree student fairs or information sessions.
4. Within two months of completing the program, students must submit and agree to the public sharing of their dual degree program experience. The department reserves the right to use these reflections for promotional materials without further consent.
5. Before graduation, students must assist and mentor current NTU students by providing relevant advice and necessary information.

國立臺灣大學土木工程學系

赴境外修習雙聯學位申請表

National Taiwan University, Department of Civil Engineering

Application Form for Dual Master Degree Program (Outgoing)

申請學校 Apply to			
欲申請學校 Host University			
起始學年度 Starting Academic Semester and Year	____ 年 ____ 季班 Year Semester	預計出國期間 Estimated Study Abroad Period	____ 個學期 Semester(s)
個人資料 Personal Details			
中文姓名 Name in Chinese		性別 Gender	<input type="checkbox"/> 男 Male <input type="checkbox"/> 女 Female
英文姓名 (同護照) Name in English (as shown in Passport)		役男 Draftee (for NTU Student only)	<input type="checkbox"/> 是 Yes <input type="checkbox"/> 否 No
國籍 Nationality		護照號碼 Passport Number	
身分證字號 (居留證號) National ID Number (ARC Number)		出生年月日 Date of Birth	____ / ____ / ____ 西元年 / 月 / 日 yyyy / mm / dd
學號 Student ID Number		Email	
電話 Phone Number		手機 Cellphone Number	
戶籍地址 Permanent Address	□□□-□□		
通訊地址 Mailing Address	□□□-□□		

緊急聯絡人 Emergency Contact Person

緊急聯絡人 Emergency Contact Person's Name		與緊急聯絡人關係 Relationship	
緊急聯絡人電話 Phone Number		緊急聯絡人手機 Cellphone Number	
上學期 GPA Last Semester's GPA			
語言成績 Language Proficiency	<input type="checkbox"/> TOEFL _____ <input type="checkbox"/> IELTS _____ <input type="checkbox"/> 其他 _____		

以下文件請附英文版資料：

Please enclose the following documents in English:

- ☐ 本校歷年成績單 NTU's Full Transcripts
- ☐ 英文能力證明 Certificate of the English Proficiency
- ☐ 護照影本 Photocopy of the Passport
- ☐ 履歷表 Curriculum Vitae
- ☐ 個人陳述 Statement of Purpose essay
- ☐ 修課/研修計畫書 Study Plan in Both Universities
- ☐ 推薦信 2 封(其中一封需為指導教授或導師之推薦信)
Two Recommendation Letters (One of them should be from the Advisor of the Home University)
- ☐ 其他 Additional Supporting Documents (if applicable)

申請人簽章 / 日期 Applicant's Signature / Date	導師/指導教授簽章 Advisor's Signature

委託書 Certificate of Entrustment

本人 _____（學號：_____）特委託 _____ 代為繳交國立臺灣大學土木工程學系雙聯學位申請文件。

I, _____ (name of the trustor), Student ID number: _____, hereby authorize _____ (name of the trustee), to submit documents required for the application of dual/joint degree program, Department of Civil Engineering, National Taiwan University.

申請人簽名 Signature of Trustor: _____

申請人資料 Trustor		受委託人資料 Trustee	
學生姓名 Name		受委託人姓名 Name	
系級 Degree and Year of Study		與委託人關係 Relationship with Trustor	
身分證號 National ID / ARC / Passport number		身分證號 National ID / ARC / Passport number	
聯絡電話 Phone Number		聯絡電話 Phone Number	
<p>請貼臺大學生證正面影本</p> <p>Please attach the photocopy of the front side of the Trustor's Student ID</p>			
簽名 Signature		簽名 Signature	
日期 Date		日期 Date	