

出國報告（出國類別：拜訪姊妹校）

## 赴德國卡爾斯魯厄應用科技大學洽 談全球事務研究跨洲碩士學位學程

服務機關：國立中興大學

姓名職稱：法政學院高院長玉泉

國際事務處宋秘書嘉蓉

派赴國家：德國

出國期間：103年11月15日至20日

報告日期：103年12月26日

## 摘要

本校與德國卡爾斯魯厄應用科技大學（Karlsruhe University of Applied Sciences）及墨西哥蒙特雷大學克雷塔羅校區（Tecnológico de Monterrey, Campus Querétaro）新設全球事務研究跨洲碩士學位學程（Tricontinental Master Program in Global Studies），案於 103 年 2 月完成文件簽署，經教育部 103 年 9 月 12 日臺教高（四）字第 1030130082 號函審定招生名額，旋即預訂展開 104 學年度招生作業。

鑒於主辦學校分散於歐洲、美洲及亞洲，得預見在招生方式、教學制度及學籍（位）取得方面，皆有不同的主張及作法，僅有依賴各校開放的態度、堅定的信任及合作基礎，方能達成治學共識。

經過兩日馬拉松式會議，各校對於所擬議程有備而來，得就籌備概況、招生錄取、收費標準、入學準備、學生住宿、簽證資訊、健康保險、課程規劃、考試規則、論文及口試、分數換算、企業贊助（實習）、學位證書、學程會議、宣傳方式等議題，把握時間進行意見交換，並承諾嗣後定期召開會議，以期學程進行盡善盡美。

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## 一、目的

本校為達成「登上頂尖，邁向國際一流」目標，近年來在邁向頂尖大學計畫項下致力建置國際化之校園。本校與德國卡爾斯魯厄應用科技大學及墨西哥蒙特雷大學克雷塔羅校區新設全球事務研究跨洲碩士學位學程，業於本（103）年 2 月完成文件簽署，俟經本校法政學院 102 學年度第 1 學期第 2 次、第 2 學期第 1 次院務會議、本校 102 學年度第 2 學期研究發展會議及第 69 次校務會議議決，並經教育部 103 年 9 月 12 日臺教高（四）字第 1030130082 號函審定在案。

本碩士學位學程為教學國際化之重要指標，學術合作的對象為德國卡斯魯爾應用科學大學，已多年獲選為政府機關及企業認可之國內最佳科技大學，至於墨西哥蒙特雷科技大學克雷塔羅校區在 2013 年 QS 排名第 279 名，校內國際學生眾多。

前開三校將各自依照規定在歐洲、亞洲、美洲等地區獨立招生，每校各自招收 5 至 8 名，學生入學後，將以全英語授課方式，按學期集結於德國、臺灣及墨西哥三地授課，由各校優秀師資教導亞洲、歐洲及美洲的社會經濟概況，因地制宜探討臺海兩岸關係、歐洲聯盟及北美自由貿易協議（NAFTA）等重要議題，不僅增長經營管理知識，亦有利擴大學生國際視野與經驗。

到了第四學期，學生得選擇在任一地區進行企業實習，同時以英語撰寫碩士論文並進行口試，期透過理論與實務結合，與企業產生聯結、良性互動，各校將提供實習資訊，請學生逕依意願申請。德國素以工業聞名，具備科德寶（Freudenburg）、賓士（Mercedes-Benz）等大型企業，在墨西哥方面，由於美國為其重要出口市場，因此諸如西門子（Siemens）、可口可樂（Coca-Cola）、寶僑（P&G）、大眾汽車（Volkswagen）、日立集團（Hitachi）均在當地設廠，實習機會多元。

在第四學期除企業實習外，學生應以英語撰寫碩士論文，並應依照指導教授所屬系（所）規定進行英語口試。學生於完成所有畢業條件時，將由三校各頒碩士學位證書或修業證明。屆時，學生不僅得建立跨洲人際社交網絡，亦具備全球就業市場所需之競爭力。

鑒於本校 104 學年度碩士班招生在即，為瞭解各校在教學制度及實務上的差異（如課程規劃、考試規則、學位證書等），本校訂於 103 年 11 月 15 日（星期六）至 20 日（星期四）派遣法政學院高院長玉泉與職（國際事務處秘書）兩人至德國卡爾斯魯厄應用科技大學洽談學程相關事宜。

## 二、過程

本次會議參加人員為墨西哥蒙特雷科技大學克雷塔羅校區國際長 Carla Diez de Marina，德國卡爾斯魯厄應用科技大學教授 Stefan Bleiweis 及 Ivo Rogina 等人。行前，德國卡爾斯魯厄應用科技大學已安排議程，各校得據此事先準備會議資料，有利會議進行及意見交換。議程略以：

(一) 103 年 11 月 17 日 (星期一)：籌備概況、招生錄取、收費標準、入學準備、學生住宿、簽證資訊、健康保險等。

(二) 103 年 11 月 18 日 (星期二)：課程規劃、考試規則、論文及口試、分數換算、企業贊助 (實習)、學位證書、學程會議、宣傳方式等。

三校在會中展現合作默契和尊重，達成會議決議如次：

- 1.招生錄取：三校各自依照規定在歐洲、亞洲、美洲等地區獨立招生，每校招生名額為 5 至 8 名，學生應具備管理學系、經濟學系、法律學系或相關科系畢業得有學士以上學位之報考資格。學生在錄取後，旋即獲得德國卡爾斯魯厄大學入學許可，以利辦理相關簽證。
- 2.健康保險：學生在德國可選擇官方醫療保險 (保險費為每月 80 歐元，年齡須未滿 30 歲) 或其他同等條件的保險商品，據瞭解，墨西哥國民在申請德國簽證前，即應完成投保程序。在臺灣，凡具有本校學籍者均應參加學生團體保險，被保險人因疾病或遭遇意外事故，致死亡、殘廢或受傷需要治療者 (疾病治療申請為例外不含門診，以住院治療為要件)，均屬本保險責任範圍，以 103 學年度為例，學生團體保險每學期的自費額度約新臺幣 200 元。
- 3.收費標準：原則上，學生僅向註冊學校支付學費。學生原本每學期應向德國卡爾斯魯厄大學支付雜費 80 歐元，以持證享有日常消費的優惠價格，惟鑒於學程學生僅在德國停留一學期，校方將重新考慮，對於在臺、墨兩地註冊的學生，是否免收其餘三學期的雜費。在臺灣，本校目前自外國及大陸地區學生，每學期收取學雜費約新臺幣 2 萬 1,440 元，尚未劃分學費、雜費金額，類此免收學費或雜費的問題應再斟酌。
- 4.學生住宿：德國卡爾斯魯厄大學每學期 (每年 9 月至隔年 2 月) 供應外國學生計 80 個床位，租金為每月 260 至 300 歐元，申請期間至 5 月底，學生決定進住後應繳清 200 歐元及保證金 500 歐元 (退宿時退還)。此外，學生得在校外分租公寓，目前，墨西哥交換學生在當地皆於校外租屋。在臺灣，學校宿舍租金便宜，配備基本公共設施，惟校外租賃屋況通常較佳，本校將盡可能在德、墨兩國學生入境前，協助安排住處。
- 5.入學準備：德國卡爾斯魯厄大學在 10 月開學前有兩週免費的密集德語課程，學生得自由參加。學生將同時持有三校學生證件，各校應在學生抵達當地前，備妥學生證件、求學須知等文件。
- 6.墨西哥蒙特雷科技大學克雷塔羅校區概況：鑒於墨西哥蒙特雷科技大學克雷塔羅校區現正進行組織改造，目前墨校僅得對於學程學生核發修業

成績證書，但國際長承諾將為之爭取碩士學位證書，為此，其餘二校應儘速提供各科課綱予該校備查。

- 7.簽證資訊：學生應自行負責取得各國簽證，各校應在學生申請簽證前，適時核發入學通知單作為申請案件附件。學生於申請簽證，應提供健康保險證明及財力證明等各項有利文件。
- 8.企業贊助：德國卡爾斯魯厄大學洽請特定企業考慮資助部分學生在德國的生活費用，亦建議使用德國學術交流資訊中心（DAAD）獎助學金方案，學生每月最高得獲頒 1,200 歐元。此外，德國學術交流資訊中心亦有交換教授（講座）出差旅費的資助資訊。在臺灣，本校建議臺灣學生申請教育部學海系列獎學金，對於外國及大陸地區學生，將提供外交部臺灣獎學金等資訊。學生若有意從事與研究領域相關的兼職工作，應避免影響學習效果。
- 9.學程會議：各校應選聘學程主任（及副主任），以電子郵件及電話保持溝通順暢，必要時得召開視訊會議，每年應實地召開會議至少一次，開會地點及會議主席由三校輪流籌辦。
- 10.論文及口試：學生應在第四學期撰寫碩士論文並進行口試，應在三校學程師資陣容各選一名指導教授，再由三名指導教授擇定一名主要指導教授，本校規定其餘兩位指導教授不得擔任口試委員。德國卡爾斯魯厄大學已有建議的論文格式，並禁止論文題目提及贊助企業以營利為目的的公司的名稱。學校依國際法及國內法，享有智慧財產權。即便學生得藉由實習機會，與國際組織（企業）合作撰寫論文，但學校有責任決定論文題目。學生得自行決定是否從事實習，各校毋須保證安排或提供實習機會。
- 11.學位證書：德國卡爾斯魯厄大學將授與「文學碩士」雙面印刷證書乙紙，本校將授與「政治學碩士」單面印刷證書乙紙。畢業學生將在母校獲頒特製資料夾，內含德國卡爾斯魯厄大學及本校學位證書各乙紙、墨西哥蒙特雷科技大學克雷塔羅校區修業成績證書及三校聯合聲明。三校應個別釐清校徽使用規則，以利製作前揭資料夾（深藍色，委由本校設計）及聯合聲明文件。
- 12.分數換算：臺灣和墨西哥評分範圍為 1（最差）到 100（最佳），德國評分範圍為 1.0（最佳）至 4.0（最差），德國分數（G）與臺灣、墨西哥分數（P）換算公式為「 $G = 1 + (100 - P) / 10$ 」或「 $P = 100 - 10(G - 1)$ 」。有關畢業成績的計算，每學期及每科（學分）成績所占比重相同。
- 13.考試規則：各校應在學生抵達當地前，備妥學生證件、求學須知、考試規則等文件。學生若有部分科目成績不及格，得經母校同意在次一學期進行補考，或隨時向各校開課系（所）申訴。德國卡爾斯魯厄大學的期末考週為一月的最後 1 周及二月的第 1 週（自 105 年 1 月 25 日至 2 月 5 日），因適逢農曆春節假期，本校建議學生在當年 2 月 15 日後入境。

- 14.宣傳方式：本校已建置學程網站，經其他兩校於會議中開啟瀏覽頗受好評並同意照辦。學程另有英語簡介網頁，並提供各校網站連結。德國卡爾斯魯厄大學將設計 A4 英語摺頁，內含校景、課程名稱、學期起迄、申請期限、生活費標準、畢業學分數、畢業條件及學程願景等，內容俟其他兩校得提供修正意見，再印刷發放。除了摺頁外，學程團隊亦將製作手冊提供日常消費、考試規則等詳細資訊，以利爭取企業贊助。
- 15.課程規劃：德國卡爾斯魯厄大學會中安排部分學程師資說明授課內容及教學方法。為利德國卡爾斯魯厄大學及墨西哥蒙特雷科技大學克雷塔羅校區完成學程設立程序，各校應儘速交換各科課綱備查。在評分方式方面，墨西哥蒙特雷科技大學克雷塔羅校區重視學生的課程參與度，德國卡爾斯魯厄大學通常不強制要求學生出席每堂課，各校對於不同教學方法予以尊重。

### 三、心得及建議

經過兩日的會議討論，各校代表皆深刻地體認到「全球事務研究跨洲碩士學位學程」無論對於教學、行政團隊或學生而言，都是一大挑戰，特別是主辦學校分別座落於歐洲、美洲及亞洲，教學理念迥異，學生是否能在短時間內適應不同的學習及生活環境，勢必直接影響學習效率及成績表現。

首先，墨西哥蒙特雷大學克雷塔羅校區國際長 Carla Diez de Marina 論及，鑒於網際網路的普及，學生得隨時輕易獲取資訊及專業知識，因此教師的任務已自單純講學，轉變為鼓勵學生靈活應用所學。在這樣的前提下，該校極重視學生的出席率及課堂參與度，對於無故曠課的學生將評為成績不及格。

另一方面，德國卡爾斯魯厄大學教授 Stefan Bleiweis 及 Ivo Rogina 則表示，德國的教學風氣崇尚自由，教師固然有時得要求學生出席（小考等）堂數，但其餘時間學生得選擇利用圖書館藏等資源進行自主學習。在這樣的前提下，只要學生期末考成績及格，即代表學生在該科目的學習已有斬獲。

顯而易見地，上述歐、美兩校教學理念（乃至評分方式）截然不同，可謂各有千秋，根據目前規劃，學生係第一學期在德國；第二學期在臺灣；第三學期在墨西哥修課，每學期必須重新適應不同地區的生活及學習方式，並從中獲取學程的專業知識。如何在短時間內融入異國環境，甚至追求傑出的表現，是學生將會面臨最實際的課題，同時也是教師們最深切的期許。

有鑒於此，各校在會議中亦承諾將盡力爭取行政資源，以利輔導學生適應各國生活事宜。以申辦簽證為例，為達到每學期易地修課的要求，學生必須負責事先取得各國簽證，惟各國核發簽證之要件及效期不一，技術上難免顯得滯礙。以臺灣作為第二學期授課地點，離新生入學時間約有半年之久，顧慮到簽證效期的問題，墨西哥蒙特雷大學克雷塔羅校區學生極有可能必須向駐德國臺北代表處申辦簽證，惟墨國學生非德國當地住（居）民，駐德代表處是否受理該申請案件，仍待確認。

諸如此類的細節問題，皆是全球事務研究跨洲碩士學位學程在實務執行上必須克服的。各校代表在會議中尤其體認到學程起始的複雜性，愈是快馬加鞭，針對前開各項議題集思廣益，除了彼此交換意見外，亦增強三校的合作基礎及決心，並再次宣示各校學程主任應每年輪流召開實地會議，瞭解教學情形及校園設施。

### 四、附錄

- (一) 會議紀錄（一式 14 頁）
- (二) 備忘錄（一式 3 頁）



## **Tricontinental Master Program in Global Studies Meeting Minutes**

**Date of meeting:** November 17 and 18, 2015

**Present:**

1. Prof. Dr. Carla Diez de Marina, Tecnológico de Monterrey Campus Queretaro
2. Prof. Dr. Stefan Bleiweis, Karlsruhe University of Applied Sciences
3. Prof. Dr. Ivo Rogina, Karlsruhe University of Applied Sciences
4. Prof. Dr. Bernard Kao, National Chung Hsing Univeristy
5. Chia Jung Sung, National Chung Hsing Univeristy

**【Topic 1: Admission】**

**Discussion**

Diez: We should agree on the entrance requirement on English language skills, such as the IELTS or the TOEFL score.

Rogina: For Karlsruhe University of Applied Sciences (HsKA), it is TOEFL PBT 560/ CBT 220/ IBT 83.

Kao: For National Chung Hsing Univeristy (NCHU), it is TOEFL CBT197/ IBT71/ ITP527 or IELTS 5.5. Besides, if we find a student who has very good potential but his/her English is not satisfactory at the moment, we will arrange certain intensive English course or ask him/her to have a 4-week stay in an English-speaking country.

Bleiweis: We accept it as long as you consider the students will be stay in line.

**Conclusion**

We agree that every university will be granted their own admission policy and that the other parties will accept these admissions. All admitted students must have a bachelor's degree related to business, management, economics or law. Every site will admit 5 to 8 students. Admitted students will receive (among others) two documents from Karlsruhe: An invitation letter will be sent out immediately after admission such that it can be used for visa applications. And the official admission document ("Zulassungsbescheinigung") will be sent after that.

## **【 Topic 2: Health Insurance 】**

### **Discussion**

Kao: NCHU require medical test for students in order to the insurance risk, sometimes including a X-ray test.

Bleiweis: You have our respect as long as it is only for the interest for students. We should put it down in a brochure and all students should accept that.

International Office: Some students come with premier insurance. We suggest they come at least with traveling insurance. After arrival, it is not complicated to get insurance in the German insurance agency. It is a basic insurance agreement within European countries and costs 80 uros per month.

### **Conclusion**

Every student will be responsible for organizing their health insurance. In Germany, health insurance is mandatory. Just for entering the country, a travel insurance might be enough. For the stay at Karlsruhe, a residential insurance will be needed. Currently, the cost of a student's health plan in a governmentally controlled organization in Germany is 80 Euros per month. Private companies also offer health insurance, and students may bring insurance plans from their home country. In this case, it will be required to get the insurance approved. Students at the age of 30 or more are not eligible for the 80-Euro insurance from governmentally controlled organizations and must provide a private insurance. To our knowledge, for Mexican students a health insurance must be provided already at the time of the visa application. A German health insurance is not necessarily valid in all other country of Europe or the Schengen Countries. Everybody should individually check this before travelling through Europe.

## **【 Topic 3: Fees 】**

### **Discussion**

Diez: I suppose, as we agreed from the beginning, that the students will only enroll in their home university. If they enroll elsewhere, it should only be the practical purpose of living in the city (e.g. access to library). Likewise, we will not ask the students to pay for a

student ID card when they are not in Mexico.

International Office: For HsKA, each student should register, pay the fee and have a student ID every semester, even they spend their time abroad. The total amount is about 80 Euros per semester.

Kao: Normally, a foreign student who in NCHU should pay USD 1,543.56 per semester, including USD 700.02 as the tuition and miscellaneous fees and USD 843.55 as the basic credit fees. However, we will find out later if NCHU requires the similar payment from the students of the master program.

Bleiweis: HsKA will notify an admitted students list to you both in the first place.

### **Conclusion**

The students will pay their tuitions at home. In different countries, various fees beyond the tuitions will apply. As of now, in Germany, students must pay an amount of approximately 80 Euros per enrolled semester to the so called "Studentenwerk", in return receiving benefits like free usage of street cars and cheaper entry into cultural institutions. Karlsruhe will find out under which circumstances this fee can be waived for students not nominated by HsKA, pursuing the goal that the fee must only be paid during the actual stay at Karlsruhe in the first semester of the program. In Taiwan, students must pay 1543 USD for taking 6 courses as planned for our curriculum. Other minor fees apply and are listed in the document distributed by Sophia Sung before the meeting.

### **【Topic 4: Housing】**

#### **Discussion**

International Office: We have a very limited number of rooms in the Youth Hostel. They are not even enough for the exchange students so we cannot guarantee (that every student will have his/her place). However, it is possible for many students to find their accommodation. The Youth Hostel costs 260 Euros to 300 Euros per month, including heating and electricity. Off-campus accommodation is comparatively economic and costs 200 Euros per month. I have a webpage help students find all the hostels in Karlsruhe.

Bleiweis: Our semester will start in October as regular. Arrival in

September will leave them a week or two earlier which help them find the places. Students may also team up and split the cost.

International Office: As soon as the admitted students list comes out, I can send them the information with different options. However, I would like to give all students, whether the exchange or the degree-seeking students, the equal chance. The deadline of application for our exchange students in a/w semester is May 31.

Kao: NCHU will not announcement the admission until June 5.

International Office: It takes some time to handle the application so June 5 is not too late.

Kao: For the second semester, all students in NCHU may to join the lucky draw for the right to stay in the dormitory. Frankly speaking, the off-campus housing, which costs USD 90 to USD 300 per month, is mostly in better condition than residence on campus.

Diez: Is there any possibility that the students have an apartment fixed in Taiwan in early October? They may pay in advance so they will know exactly where they are heading. I believe it will be very important for Mexican students to find a comfortable place.

Kao: We will arrange their accommodation in advance.

Diez: I can do the same for you of course. We have a dorm and I will put your students on the waiting list. We also have some apartments around our campus exclusively for international students. We will put them into groups (2 to 4 people) in the apartments, which are in a walking distance from the campus.

### **Conclusion**

In Taiwan, the university monitors the off-campus housing market and helps students find apartments. Off-campus apartments are usually used by single students. On-campus apartments in dormitories are available at lower cost, but students would have to share apartments and facilities. Bernard Kao recommends that foreign students stay in off-campus apartments. It will be desirable that the housing in Taiwan will be arranged well in advance of the arrival. Karlsruhe has some dormitories (in total 80 beds) that can be rented by foreign students. The earlier the application, the more likely it will be that a student gets assigned a dormitory. Currently, the prices are between 260 and 300 Euros per month. Besides this on-campus housing, Mrs. Günter-Warth manages a list of off-campus housing offers. So far, almost everybody who applied in

time for a dorm room has been assigned one. The deadline for applications is usually the end of May. In some cases, it might make sense to reserve a room before the end of the admission procedure. It might be possible to give students of the tricontinental master from Mexico and Taiwan a higher priority. The dorm rooms may only be used one full semester (September to February). A 200 Euro down payment and a refundable deposit of 500 Euros upon reservation is required. Karlsruhe cannot guarantee all students to get a dorm room. Therefore students should also take into account finding a place off campus. Usually, small groups of two to four students can rent apartments from private landlords. Currently, all Mexican exchange students living in Karlsruhe are living in privately organized off-campus apartments. Mrs. Günter-Warth from the international office will provide an internet link to all necessary housing information. All universities will inform Karlsruhe about the admitted students immediately after admission, such that the assignment of rooms to applicants can take place. Reporting who the two (or maybe more) not-Taiwanese students admitted by the NCHU will be, might still be on time by June 5th.

## **【Topic 5: Beginning of the Program】**

### **Discussion**

Diez: I am assuming that after this meeting we will put all the information together in a portfolio. It serves as a protocol for the program director (and the students) so that he/she knows everything beforehand. Inform the students before they enroll so that they know what they will be facing. Besides, we need an orientation at each campus when the students arrive, to let them know the rules, regulation and how the academics works.

Lembach: We also recommend the free intensive German courses during the two weeks before the semester starts. Then they also have more time to sort out in the city.

### **Conclusion**

All students will meet in Karlsruhe for the first time. Lectures will start on the beginning of October (2015/10/05). Courses introducing to the German language are usually offered approximately during the last two weeks of September. Students from Taiwan and Mexico may take part in

these courses (as of now at no cost). Participation is not mandatory. All students will be enrolled at all three universities and will receive student IDs. Carrying an ID will not be necessary everywhere. Students will pick up their ID as well as other useful documents, like examination regulations, upon arrival at a university. A ready to be picked up welcome package will await them.

## **【Topic 6: Reorganization in Mexico】**

### **Conclusion**

Several organizational activities including the issuing of master diplomas are planned to be done by the central organization of the Tecnológico de Monterrey. The Queretaro campus will continue to aim at a triple diploma in the long term. For the time being, the tricontinental master group will also accept a transcript instead of a diploma, such that students will officially receive a double diploma plus a transcript from Queretaro. The curriculum is expected to be a sufficiently good match to previously existing already approved master programs at the Tec, such that the likelihood of approval by the central organization is increased.

## **【Topic 7: Visa Matters】**

### **Discussion**

Diez: German students may enter Mexico as a visitor, without a student visa, if they stay less than 180 days. However, Taiwanese students need a visa to make their arrival.

International Office: In my experience, Taiwan and Mexico are not critical countries. It would be the best if students start their application very early. Besides, if the student wins a scholarship, then he/she stands a better chance of getting the visa.

Kao: You are talking about the financial statement.

International Office: Some students are refused to open the so-called block account. For that, they have to provide 8,000 Euros. In addition, a personal guarantee can also facilitate the visa issuance. Another thing is the language proof, for this program I suggest the IELTS score.

Kao: For our part, both Mexican and German students should apply for a visitor visa. Required documents include an application form, a

passport, an invitation letter, 2 passport-size photos in color, evidence of funds and a travel itinerary.

Diez: A student should also make sure that his/her passport is valid for more than 2 years. In addition to what has been said, including the funding and the acceptance letter from the university, the 2-way airline tickets may also help.

International Office: We did try to find out if a student may apply for a visa when they are not home.

Bleiweis: We need to think about all parties. This is very important for the Mexican students. The Mexican students will probably send an application form to the Taiwanese overseas missions in Frankfurt, Germany.

International Office: We do not know if it is feasible yet.

Diez: I think we should have a chapter providing the visa procedure or a link to the embassy where students can find the information to clarify the responsibility.

Bleiweis: As you said, we have to include a chapter or a paragraph regarding the visa and recommend the students who are non-resident of the three participating countries to look at their visa procedure prior to signing in.

### **Conclusion**

From all students entering Taiwan, a health screening will be required. There is no such requirement for students entering Mexico or Germany. Mexican students need to provide health insurance when applying for a visa. All foreign students applying for visa in Germany might be asked to provide a financial statement proving that they can finance their stay in Germany. Applicants are advised to take care of the visa process on time. For students whose home country is neither Taiwan nor Mexico nor Germany are advised to take special care.

### **【Topic 8: Sponsoring】**

#### **Discussion**

Diez: It will be very prestigious for the students when they put on their C.V. that they once won a scholarship or a sponsorship.

Rogina: The Baden-Wurttemberg-Stipendium for university students, Baden-Wurttemberg Foundation is applicable. The deadline of

application will be March 31, 2015. Students will be rewarded 400 to 1,200 Euros per month.

Kao: Is it possible that we have a scholarship open for competition for students in the program?

Bleiweis: I would possibly see the chance, not to guarantee, if we have enough budget in our faculty that we provide the prize. It is a question to the Dean.

Diez: What I can offer for the best students of the first 2 semesters is free housing in Mexico. I can put them in the host family which includes free meal and laundry. Of course it will only be in the need of foreign students.

Bleiweis: The students would have to accept they live in private families. I like the idea especially it is designed for Mexican and Taiwanese students, because for our students funding is not much of a problem.

Kao: Are the students allowed to be hired for a part-time job?

Rogina: Some students serve as a tutor.

Bleiweis: We also have our student helping aid.

Diez: Students are not allowed to work in Mexico. They may do internship but still, they do not earn the money as the payment. Instead, we provide free housing.

## **Conclusion**

We consider it a good idea to look for sponsoring by companies. Initial contacts to interested companies have already been made by Claas Christian Wuttke, vice dean of the department of management science and engineering at Karlsruhe. These talks will continue with the goal that we can convince companies to donate some amount of money or a stipend for one or more students that could cover the cost of their entire stay in Germany. Prof. Wuttke will also talk to Prof. Hahn from SAP at our department to possibly get support from SAP.

Joachim Lembach from the international office suggests that we apply for a support program of the DAAD. Such a program can actually pay 450 Euros per month to Mexican students. According to the web-presentation of the DAAD, theoretically, a stipend of up to 1200 Euros might be paid. Sofia Sung and Carla Diez will have a closer look at this. In addition to direct funding of students, the DAAD program also allows to apply for travel and other costs that arise for exchange



lecturers.

For some students, it might make sense to work part time for the department of management science and engineering and get paid. Such work should however only be done if it does not interfere with their studies.

### **【Topic 9: Joint Board】**

#### **Conclusion**

Every university will nominate a program director, and possibly a co-director. The three program directors will form a joint board. Frequent communication between the board members is expected. Everyday communication will take place by e-mail or telephone. When appropriate, the board will communicate via video conferencing. And once per year, the board will meet physically at one of our three universities. The meeting point will rotate annually; so will the speaker of the board.

### **【Topic 10: Master Thesis】**

#### **Conclusion**

Respecting the examination regulations of other universities, we agree that all students must write a master thesis and defend it in an oral exam. Every thesis will have three thesis instructors, one from each site. The student may choose which of the three instructors will be the primary thesis advisor. In Taiwan, the thesis advisor and co-advisor must be physically present at the oral thesis defense. The instructors who are not the primary advisor don't count as co-advisors. We trust that every site will aim at producing high quality theses. The recommendations for writing scientific theses at Karlsruhe have been distributed before the meeting. Since we don't see any significant differences in our expectations to the theses quality, we also don't see the need to explicitly define everywhere applicable requirements for the size and form of a thesis. The expected way of citing a thesis has been agreed on and has been documented in the appendix of the signed agreement. Karlsruhe requires thesis titles do not contain the name of for-profit companies. We acknowledge that the copyright and intellectual property rights are regulated by national and international laws. Although students may write their thesis in cooperation with an internationally

active institution or company, it will be the task of the universities to decide on the topic of every thesis. Students may write the thesis while being in an internship. An internship is, however, not required. The universities are not obliged to organize or even offer internships.

## **【Topic 11: Diploma】**

### **Discussion**

Kao: What will be the name of the master? We are thinking about a master of political science.

Bleiweis: We suggest it a master of arts. However, we can have different names of it. Basically, from each university, the students should be given a diploma or a transcript that testifies.

Kao: We may issue a diploma that only has our name and logo.

Bleiweis: For Tec, it will be the transcript for the time being. Next, in some way we will design a (n) envelop (folder/portfolio) saying “Tricontinental Master Program in Global Studies: Graduation Document” with 3 logos of the universities on its cover page. Then we put the diploma and transcript in it, so that the impression of the joint thing will be created to the students as well as any company (institution).

Kao: On the back of the cover page will be the joint statement. When we open the folder, it will be on the left hand side. On the right hand side we see the diploma.

Rogina: Our diploma is the A4 size.

Diez: I would rather not interrupt but I will be fighting to issue a diploma from Tec. Our regular diploma is A3 size with the photo of the student.

Kao: NCHU will elaborate the design. We would have to design a bigger folder then.

Diez: We should also be aware of the regulation how the logo should be used.

Bleiweis: We have a department that determines the usage of the symbol so we must ask for their permission.

Kao: It is very true when we talk about the design of the folder as well as the joint statement. We need admission using our logo, too.

Bleiweis: The document must be delivered immediately after the students complete the program so they can apply for a job.

Diez: I suggest that the diploma go to the university where the students belong.

Bleiweis: The one thing that I need to address is that our Rector Dr. Karl-Heinz Meisel would like to ask us to re-think about the name of the program. At this stage the name is not specific enough for him to know what global studies are all about.

Kao: There might be a little problem, because as said it has been approved by Ministry of Education, Taiwan (R.O.C.) Even a slight change shall require some procedure that may affect the recruitment of the students next year.

### **Conclusion**

Karlsruhe will award a "Master of Arts". Taiwan will award a "Master of Political Sciences". Diploma documents from Karlsruhe will have a front and a back side. Diploma documents from Taiwan will only have a front side. In addition to the student's name, the program name and the degree on the front, Karlsruhe's back side will contain the individual grades of the program's modules. Karlsruhe will clarify the conditions for our partner universities to use our logos. We do not expect any problems in this matter. As of now, we plan to hand to students who have successfully completed the program, a folder containing four documents: Two master degree diplomas (one from HsKA, one from NCHU), one transcript from Queretaro (which might some time be replaced by a third diploma), and one document carrying the logos of all three sites certifying the successful completion of the program. The folder will have a dark blue color and a very representative look-and-feel designed by the NCHU. It will be handed over to the students by their "home-university", i.e. the one that issued the original admission. Students are welcome to take part in local graduation ceremonies.

### **【Topic 12: Grading】**

#### **Conclusion**

For transferring grades between the countries, the conversion table, as distributed on 27 February 2014 at the Queretaro meeting, will apply. While Taiwan and Mexico are using percentages, Karlsruhe uses the German system with grades from 1.0 (best) to 4.0 (worst passing grade). Since in Taiwan and Mexico the lowest passing percentage is 70, the

translation formulas will simply be:  $g=1+(100-p)/10$  and  $p=100-10(g-1)$ . We agree, that average grades of around 2.0 (German) resp. 90% are to be expected. For the final diploma grade, the grades from the individual exams and the thesis should be weighted according to their credits. Each semester shall be weighted equally. So every 5 ECTS-CP module will be weighted as 1/24 and the thesis (including the defense) as 1/4 of the final grade. The weighting of the written part of the thesis and the oral defense as well as the weighting of any partial module exams may be chosen by the site that does the exam.

### **【 Topic 13: Examination Regulations 】**

#### **Discussion**

Diez: I will need the course content and a table of the policy of grading from you. For example, 30% from examination, 20% participation, etc.

Rogina: We are not allowed to evaluate the students by their presence, unless we have reasons to ask them to come. If the students just attend the exam and pass it, it will be fine.

Diez: We require students to participate and to be very active inside the classroom. In Tec if students do not attend 8% of the course, they fail. This is due to the reason that students may acquire the knowledge elsewhere, such as the Internet, so the challenge for the professor is to encourage students to produce and to apply the knowledge.

Bleiweis: Once again these are the characteristic in different continents. Their graduation indicates that they underwent different procedures which are critical in three regions.

#### **Conclusion**

Every student shall duly be informed about the local examination regulations upon arrival at a university. Therefore every student will be given a welcome package containing all the needed information.

Students who have failed an exam may reseat it in a later semester at a different location, if the local examination regulations of the university where the first attempt was made allow it. In any case, a student failing an exam may appeal to the examination council or the board according to every university's local rules.

The examinations in Karlsruhe will take place during the last week of January and the first week of February. (In 2016, they will be finished by the 5th of February, and students are recommended to arrive in Taiwan between the 15th and 22nd of February, taking into consideration the holiday season of Chinese New Year.)

#### **【Topic 14: Public Communication】**

##### **Conclusion**

The already existing web site at NCHU has been received with great appreciation (see [clp.nchu.edu.tw/tricontinental/?midz](http://clp.nchu.edu.tw/tricontinental/?midz)). Karlsruhe and Queretaro promise to also set up web sites informing on the program. In addition, we would like to create one university-independent web page which contains the basic information about the program in English and links to the individual web sites of each university.

Karlsruhe will design a flyer (A4 folded to A4/3). Before printing and distributing the other partners will have the chance to suggest modifications. Additionally a brochure would be desirable that contains more details than the flyer, such that we have something to present to potential sponsors when negotiating for their support. The flyer will contain pictures of the campuses, a description of the curriculum, dates of the semesters, application deadlines, rough costs, awarded credits, prerequisites, and aims of the program. Detailed information about costs and examination regulations etc. will preferably be put into the brochure. The flyer will be solely in English and will be identical for all three universities.

#### **【Topic 15: Module Description】**

##### **Conclusion**

Several professors from Karlsruhe (Cnyrim, von Kempfski, Roser, Bleiweis, Schmidt) have presented their module descriptions showing the planned contents and teaching methods in their modules. Since the module descriptions will be distributed shortly, this minutes-document does not contain further details about them. In order to be able to finalize the approval of the program in Karlsruhe, NCHU and Tec will provide descriptions of their modules and send them to Karlsruhe. At the Tec, teaching methods very often make students participate actively. In

Karlsruhe, we cannot enforce students' attendance in classes beyond some minimal level. We don't see any problems in every university accepting the teaching methodologies of the other universities.

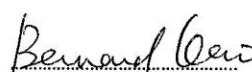
**Mutual Understandings Following the Meeting for Implementing the  
TRICONTINENTAL MASTER PROGRAM IN GLOBAL STUDIES  
Karlsruhe University of Applied Sciences (November 17 – 18, 2014)**

Karlsruhe University of Applied Sciences, Germany, National Chung Hsing University, Taiwan, and Tecnológico de Monterrey, Mexico, based on the principles of reciprocity and mutual respect, jointly agreed on the implementation details and time-frames regarding the Tricontinental Master Program in Global Studies as setforth in appendices 1 and 2.

Karlsruhe, Germany, November 18, 2014.



Prof. Dr. Carla Díez de Marina  
Tecnológico de Monterrey  
Campus Querétaro, México



Prof. Dr. Bernard Kao  
National Chung Hsing University,  
Taiwan



Prof. Dr. Stefan Bleiweis  
Karlsruhe University of Applied Sciences,  
Germany

Appendix 1:

**Time Frame**

November	early December: course descriptions of HsKA and NCHU to Tec de Monterrey
December	create individual websites for each university plus a common one for the entire program clarify visa issues clarify tuition issues (incl. "Studentenwerksbeitrag") determine deadlines for admission, acceptance, "Letter of Acceptance" clarify housing, visa, health insurance initiate application for scholarships (DAAD at HsKA) identify exact dates of lecture periods
January	compile flyer plus information necessary for promotion (e.g. total cost) draft of "Welcome Letter/Kit" for students [check-list what to consider/think about] initiate search for funding (via companies) clarify property rights (for universities' logos)
Later	prepare folder for graduation documents

**Additional information regarding citation:**

Student's name, first name: title of thesis, master thesis, Tricontinental Master Program in Global Studies, University where thesis was advised, remaining two universities in alphabetical order (year). [in English]

e.g.:

Ramirez, Pedro: The UN as Peace-Keeper in the Middle-East, master thesis, Tricontinental Master Program in Global Studies, National Chung Hsing University, Taiwan, Karlsruhe University of Applied Sciences, Germany, Tecnológico de Monterrey, Mexico (2017).



Appendix 2:

**Estimation for Program Costs and others**

Total Cost for the program (estimate):

		€	
HsKA	Studentenwerksbeitrag (Students' Fee)	80	
	Housing	1800	
	Food etc.	1800	
	Allowances, Pocket Money	250	
	Books, IT etc	300	
	Health Insurance	400	
	Phone	100	
	Miscellaneous (e.g. Visa Fee)	270	
			5000
NCHU	Studentenwerksbeitrag (Students' Fee)	80	
	Housing	750	
	Food etc.	1250	
	Allowances, Pocket Money	300	
	Books, IT etc	200	
	Health Insurance	400	
	Phone	250	
	Miscellaneous (e.g. Visa Fee)	270	
			3500
Tec de Monte	Studentenwerksbeitrag (Students' Fee)	80	
	Housing	750	
	Food etc.	1250	
	Allowances, Pocket Money	300	
	Books, IT etc	200	
	Health Insurance	400	
	Phone	250	
	Miscellaneous (e.g. Visa Fee)	270	
			3500
Thesis	Internship remuneration covers living expenses lump sum		800
Overall	Flights, Train	3000	
	Tuition ? <i>Mexico: more expensive</i>	2700	
	Trips, Vacation	1500	
			7200
			<b>15000</b>