

**Office of International Programs  
Kansas State University  
Guidelines for Joint, Dual and Sequential Degrees Programs**

**Manhattan KS  
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## **Curriculum Internationalization Guidelines for Good Practices in Joint, Dual and Sequential Degrees Programs (JDSDP)**

K-State University sees the “inclusion of internationalization as a common element underlying the vision and goals of the K-State 2025 Strategic Action Plan (<http://www.k-state.edu/2025/initiatives/internationalization/members.html>).” As a consequence of this, many departments are seeking to expand their international activities and deepen their engagement with K-State partners abroad through Joint, Dual and Sequential Degrees Programs (JDSDP).

This document follows the Kansas Board of Regents Policy Manual ([http://www.kansasregents.org/about/policies-by-laws-missions/board\\_policy\\_manual\\_2](http://www.kansasregents.org/about/policies-by-laws-missions/board_policy_manual_2)) in offering guidelines for good practices in establishing Joint, Dual and Sequential Degree Programs. Colleges, departments or units pursuing these programs need to consider carefully the requirements described in the policy manual. In addition, it is recommended to describe the rationale for developing these programs as well as their effects in the curriculum internationalization of K-State University.

### **What is a Joint Degree Program?**

An International Joint Degree Program is a study program collaboratively offered by K-State and a foreign collaborating institution(s). This type of program confers a single degree issued and signed jointly by K-State and the collaborating institution involved in the program.

### **What is a Dual Degree Program?**

A Dual Degree Program (DDP) is a study program developed collaboratively between Kansas State University and a foreign university (ies). This international collaboration allows students to be awarded both a K-State University degree and a degree from the foreign institution(s), which are issued separately by each of the institutions involved in the program.

### **What is a Sequential Degree Program?**

Sequential Degree Programs are programs in which students earn a specified degree at another institution and then apply to, enroll in, and complete a second, related program at Kansas State University. Courses from the first program may be used to waive requirements in the K-State program. Students will still be required to meet all K-State program and degree requirements.

## **Things to Observe in Proposing Joint, Dual & Sequential Degree Programs**

Joint, Dual and Sequential Degree Programs are developed on the principle of international academic collaboration and these programs can bring important benefits to higher education institutions such as curriculum internationalization, student mobility, increases in reputation and status, among other benefits. However, it is important to highlight that these programs have specific characteristics. For instance, Joint Degree Programs are complex, and as such, they require a long approval process. On the other hand, Dual and Sequential Degree Programs are less complex and the most commonly used for undergraduate, graduate or professional programs. It is important to note that a broad scope of requirements exists due to these characteristics. Thus, it is important to balance the potentials and challenges in developing JDSDP.

## **Guidelines for Good Practices in Developing Joint, Dual and Sequential Degree Programs**

K-State departments (or units) are responsible for proposing the development of JDSDP. Departments can propose the creation of an International Joint, Dual and Sequential Degree Program by following the steps summarized below. There are three steps in the process of creating JDSDP with a foreign institution as outlined below. It is also important to highlight that these guidelines should be followed when major modification to such a program is proposed.

### **A. Step 1: Preliminary discussions**

- i. Departments must discuss with its faculty and check the suitability/credibility of the collaborating institution before proposing JDSDP;
- ii. Departments must develop an initial proposal in conjunction with the collaborating institution(s) abroad. The proposed program must be agreed by all collaborating institutions;
- iii. Departments must discuss the proposal with college oversight bodies, which may include the curriculum committee, the dean and the graduate school in the case of graduate programs. It is important to observe issues such as university residency requirements and colleges specific guidelines. The OIP will work collaboratively with General Counsel and the collaborating institution in drafting a non-binding memorandum of understanding (MoU) that will signal a mutual desire to promote the activities between all collaborating institutions in the case that such agreement doesn't exist. The MoU ensures that departments (or units) and their deans have discussed the new relationship and are willing to invest the time, energy, and financial resources needed to map out the details of these programs, gain formal approval, and eventually implement the program. If a MoU does already exist, then the department (or unit) may skip this step and go directly to step 2 as described below.

### **B. Step 2: Guidelines for Proposing Joint, Dual and Sequential Degrees Programs**

The department or unit shall develop a proposal outline, as set forth in this section. It is important to emphasize that all collaborating institutions need to agree with the proposed outline and the proposal need to be approved by all appropriate entities, including those on-campus, and off-campus entities such as the board of regents, in the case of Joint Degree Programs. The proposal to develop the Joint, Dual or Sequential Degree Program should address the following topics.

#### **i. Overview**

- Describe the purpose of the program, program goals and how the degree program will serve the university strategic plan.
- Identify and briefly describe the collaborating institution: which department or academic unit in the university, and what collaborating institutions (and academic units thereof) will administer the program.
- Check and reference what other connections exist between K-State and the collaborating institution

#### **ii. Describe the need for Proposed Program**

- Describe the opportunities or the existing demand to justify a collaborative degree program.
- Describe the distinctive competence of the department and the university for offering this program.
- Describe the distinctive competence of the collaborating institution for offering this program.
- Provide estimate of how many students from each participating institution are expected to participate in the program in its early years and in its steady state.
- Describe what efforts have been made to determine if there is a demand for such a program.
- Describe the competence of the partner institution to deliver an educational program that meets K-State University standards.

#### **iii. Program Requirements**

- Outline the proposed curriculum for the degree program with the list of required core courses, electives, prerequisites courses, and credit hours for each institution.
- Describe in particular any credits that will be granted towards Kansas State University degrees as a result of study at the collaborating institution.
- Describe the transfer hours allowable by each institution, the procedures for credit transfer, including if applicable the procedure by which foreign credits will be converted to K-State University credits.
- Describe the procedures by which foreign credits will be incorporated into the K-State University grade point average.
- Describe the timeline for coursework, residency requirements and other requirements.

- Describe the language requirements and/or language training support.

#### **iv. Admission Criteria**

- Departments must observe and list admission requirements, both for students admitted to the program through K-State and those admitted through the collaborating institution.
- Identify who will review applications and make admission decisions, both for students admitted to the program through K-State and those admitted through the collaborating institution.

#### **v. Infrastructure and Support**

- Describe how the proposed program will affect other K-State units.
- Describe how the proposed program will draw on existing faculty and resources. List core faculty who will oversee the program, include rank and department, and those that will be involved in the program.
- Describe how tuition and financial aid will be addressed during the period that a participating student is in residence at K-State University, and whether any approvals by the Kansas Board of Regents are required.
  - Describe how tuition and financial aid will be addressed during the period that a participating student is in residence at a collaborating institution.
- Describe how the students will be advised and supported in the program.
- Describe how housing issues will be considered at both institutions.

#### **vi. Program Governance and Evaluation**

- Describe how the program will be administered at K-State and at the collaborating institution.
- Identify who will be the coordinator of the proposed program at K-State and at the collaborating institution.
- Describe how the student performance will be evaluated.
- Describe how and how often program evaluation will be conducted

### **C. Step 3: Final Agreement**

After finalizing the previous steps, and the program receives academic approvals, a final agreement will be developed collaboratively with participation of the department(s) involved, OIP, General Counsel and the collaborating institution(s). After this, the agreement will be signed between K-State University and all international collaborators.