

Annex 2 to SPECIFIC COOPERATION AGREEMENT OF THE DOUBLE MASTER DEGREE PROGRAM BETWEEN TU DARMSTADT AND TONGJI UNIVERSITY

Process structure of the Double Master Tongji-TU Darmstadt in Materials Science and Engineering

The annex relates to the SPECIFIC COOPERATION AGREEMENT OF THE DOUBLE MASTER DEGREE PROGRAM BETWEEN TU DARMSTADT AND TONGJI UNIVERSITY and has to be revised at every coordinators meeting. Changes at that meeting or in between have to be in writing and signed by the coordinators of both parties concerned.

Glossary:

COM	Coordinator <u>H</u> ome Institution
COS	Coordinator <u>H</u> ost Institution
MaWi	Study Office Materials Science of TU Darmstadt
SMSE	School of Materials Science and Engineering
SM	Supervisor <u>H</u> ome Institution, selecting the student and co-advisor for Master- Thesis
SS	Supervisor <u>H</u> ost Institution, supervising the Master-Thesis
TOR	Transcripts of Records
VIIIc	Directorate 8c at TUDa, in charge of incoming (exchange) students

Process for Tongji students

<i>I Advertisement, Application and Nomination at Tongji</i>			
Date	Sem.	Task	who
Sep	M1	Information study abroad	Academic Affairs Office SMSE of Tongji University
Oct	M1	Specific information double master w. TUDa	Academic Affairs Office SMSE of Tongji University
Nov	M1	Application	Student
Dec	M1	Interviews and selection	Academic Affairs Office SMSE of Tongji University
Jan	M1	Nomination	Academic Affairs Office SMSE of Tongji University

<i>II Administration of Exchange at TUDa</i>			
Date	Sem.	Task	who
Feb	M2	Nomination to TUDa	Academic Affairs Office SMSE of Tongji University to TUDa (MaWi and VIIIc)
March	M2	Interview by TUDa	Academic Affairs Office SMSE of Tongji University and TUDa (MaWi)
April	M2	Confirmation of admission by SMSE and TUDa MaWi and VIIIc) as double degree student	Academic Affairs Office SMSE of Tongji University and TUDa (MaWi and VIIIc)

<i>III Time structure of the Double Master program for Student</i>			
Date	Sem.	Task	who
Sep	M1	Start master program in Tongji winter semester	Student
Nov	M1	Application to the double degree program	Student
April	M2	Confirmation of admission to TUDa	Student
Mai	M2	APS interview and Application for visa, dormitory, etc.	Student
June	M2	Interim-Assessment at Tongji	Student
Oct-Feb	M3	Lectures at TUDa winter semester	Student
Jan	M3	Advanced Research Lab/thesis proposal required by Tongji	Student SS, SM
Feb	M3	TOR of M1, M2 to TUDa MaWi	Academic Affairs Office SMSE of Tongji University

March	M3	Definition of subject of research work (Thesis Proposal), definition of SM and SS	Student & COM/COS
April- July	M4	Lectures at TUDa summer semester	Academic Affairs Office SMSE of Tongji University
August	M4	Return to Tongji	Student
Sept	M5	Thesis at Tongji	Student
Nov	M5	TOR of M3, M4 to Tongji SMSE	Academic Affairs Office of TUDa MaWi
Jan- June	M5	Paper for publication	Student
July	M5	Defense thesis and Apply Degree certificates	Tongji And TUDa

Process for TU Darmstadt students

<i>I Advertisement, Application and Nomination at TUDa</i>			
Date	Sem.	Task	who
Oct	M1	Information study abroad	MaWi
Nov	M1	Specific information double master w. Tongji	MaWi+VIIIc
Nov	M1	Application	Student
Jan	M1	Interviews and selection	MaWi
Jan	M1	Nomination for language course	MaWi
Feb	M1	Nomination to Tongji	VIIIc/MaWi

<i>II Administration of Exchange at Tongji</i>			
Date	Sem.	Task	who
Feb	M1	Application to Tongji	Student
March	M2	Interview by Tongji	Academic Affairs Office SMSE of Tongji University and TUDa
April	M2	Confirmation of admission as double degree student	Student, Academic Affairs Office SMSE of Tongji University and TUDa VIIIc
May	M2	Application documents to VIIIc?	Student

<i>III Time structure of the Double Master program student</i>			
Date	Sem.	Task	who
Sep	M1	Start master program at TUDa winter semester	Student
Nov	M1	Application to the double degree program	Student
April	M2	Confirmation of admission	COM/COS/Student
Mai	M2	Application for visa, dormitory, etc.	Student /International Office Tongji / SMSE
Sept-Dec	M3	Lectures at Tongji winter semester	MC
Dec	M3	Interim-Assessment at Tongji	Student, Academica office of Tongji SMSE
Feb	M4	TOR of M1, M2 to Tongji Mater Sci.	Student
March	M4	Definition of subject of research work (Thesis Proposal), definition of SM and SS	Student
April-July	M4	Lectures at Tongji summer semester	Student
June	M3	Advanced Research Lab/thesis proposal required by Tongji	Student
August	M4	Return to TUDa	Student
Sept	M5	Thesis at TUDa	Student SS
Nov	M5	TOR of M3, M4 to TUDa Mater Sci.	COS
July	M5	Defense thesis and Apply Degree certificates	Student
Sep	M5	Paper for publication if possible	Student

Coordinators Signatures

TU Darmstadt

Prof. Dr. Jan Philipp Hofmann

Date:

Tongji University

Prof. Dr. Zhengwu Jiang

Date:
