

Temporary Administrative Regulations on the Student Status of International Students(Degree Students)

The student status of international students at SDUT is basically administrated in accordance with the regulations on the administration of student status of full-time undergraduate and postgraduate students at SDUT. These regulations are formulated according to applicable documents such as *the Administrative Rules on the Acceptance of Foreign Students by Colleges and Universities of the Ministry of Education (Order No.9)* and based on the characteristics of the international students at SDUT.

Chapter I Application and Registration

Article 1 Application requirements

1. The applicants should be foreign nationals who are of good morality, willing to abide by the laws and regulations of China as well as the school disciplines of SDUT, and respect the customs and habits of the Chinese people.
2. Applicants for undergraduate studies shall have completed senior high school education or above with qualifications and satisfactory grades.
3. Applicants for postgraduate studies shall have completed undergraduate education or above with qualifications and satisfactory grades; Applicants for doctoral studies shall have completed master programs with qualifications and satisfactory grades.
4. Applicants shall have passed HSK (Level 4) or above.

Article 2 Materials to be submitted by the applicants

1. *Application Form of International Students for Study at SDUT*
2. Qualifications and academic transcript originals and copies that are translated into English and Chinese.
3. Passport and photocopied visa page.
4. Resume by applicants of over 20 years old.
5. Application fee of RMB 400.

Article 3 Applicants for entry in the fall semester should lodge their application materials by July 15th each year to the Students Exchange Office of the International Cooperation and Exchange. The Students Exchange Office is responsible for reviewing application materials and issuing offer letters and visa-related materials to the

admitted applicants by August 10th. Applicants for entry in the spring semester should lodge their application materials by January 15th each year to the Students Exchange Office of the International Cooperation and Exchange. The Students Exchange Office is responsible for reviewing application materials and issuing offer letters and visa-related materials to the admitted applicants by February 10th of the next year.

Article 4 The admitted international students shall pay their tuitions, accommodation fees and other applicable fees at the Students Exchange Office of the International Education and Exchange within designated timeframe before getting registered for study.

Article 5 Student status registration is a way for the school to collect essential information from the students as well as to identify and confirm the eligibility of the students to study at school, which is an important step for the continuity of the student status as well as a pre-requisite for the students to enjoy the entitlements specified and take part in various activities. The new students will not obtain and the veteran students will not keep their student status thus allowing them participate in various academic activities unless they are registered.

Item 1 All the enrolled international students of SDUT, except those on a suspension, shall visit the Academic Administration Office of the School of International Education in person with their student ID cards to complete the student status registration within 2 weeks after the beginning of each semester.

Item 2 The following students are illegible to register:

1. Students who have not paid fees and completed all the applicable procedures;
2. Transient students, auditing students and visiting students who are not formally enrolled.
3. Students who are illegible to register for any other reasons.

Item 3 Students who do not register within the prescribed timeframe, shall complete suspension procedures within 3 weeks after the commencement of school each semester. Students who do not register or complete suspension procedures within the prescribed timeframe will be deemed as having voluntarily withdrawn.

Chapter II Course and Academic Administration

Article 6 Award international students shall complete subjects of their majors in related schools and earn their credits according to the requirements of applicable major plans of SDUT. The major plans for international students are adjusted as follows, based on their characteristics:

1. Exempted subjects:

The Basic Principles of Marxism;
An Introduction to Mao Zedong Thoughts and the Theoretical System of
Socialism with Chinese Characteristics;
Cultivation of Ethics and Fundamentals of Law
The Outline of Modern and Contemporary Chinese History
Military Theory
Situation and Policy

2. *A Survey of China* is a compulsory subject for undergraduate international students, which is offered every year to all the undergraduate international students in SDUT by the School of International Education.

3. International student whose mother tongue is English or whose country of origin is using English as an official language can be exempted from studying College English and English for Graduate Students.

4. International students whose mother tongue is not English or whose country of origin is not using English as an official language can choose at their own discretion to study College English or English for Graduate Students as optional subjects.

5. Physical Education is an optional subject which is up to the students to decide whether to choose or not.

6. The minimum requirement for credits of undergraduate international students is 140 credits (including compulsory subjects, optional subjects and internships). Students shall not choose to study for more than 16 credits per semester in principle. The minimum requirement for credits of graduate international students depends on the academic plan of their chosen areas and majors.

7. All award international students shall complete their sign-ups within 1 week after the commencement of school and submit their *notice of sign-ups*. Students who do not submit their notice of sign-ups will not be eligible to sit for the test.

Article 7 Schools that host international students shall incorporate the administration of international students into their academic administration and routine administration systems, treating international students as equals of Chinese students and implementing an 'accordant management' strategy. In the meanwhile, host schools shall strengthen the academic guidance for international students, appoint dedicated staff to assist them develop their study plan and guide them to complete studies successfully. Student counselors shall focus on the daily life and study of international students, recommend qualified students of the school to form peer groups with international students, assist the international students to overcome difficulties and adapt to the study of their chosen majors as soon as possible.

Chapter III Attendance, Exams and Grades

Article 8 Attendance

1. International students shall abide by the study disciplines and try not to be late for class, or leave early from class or be absent from class without asking for leave and without proper reasons.

2. International students shall attend classes according to the teaching plans of SDUT and benefit from festival and holiday breaks of China and the summer and winter vacation of SDUT. SDUT will not arrange breaks according to the public holidays of the country of origin of the international students.

3. The host schools of international students shall take note of the international students in attending lectures, exams, tests and other academic activities specified in the teaching plans, which should be reported together to the Academic Administration Office of the School of International Education after the final exams are completed at the end of each semester.

4. International students who can not attend academic activities specified by the school due to physical conditions or personal business shall fill out leave application forms. Applications for leave of less than 3 days shall be lodged to the teacher in charge or international student service staff of the host school for approval; Applications for leave of more than 3 days shall be lodged to the dean in charge of student affairs of the host school for approval. Applications for leave out of Zibo City shall be lodged to the International Cooperation and Exchange as well as the School of International Education for approval.

International students who are absent from academic activities without applying for leave or without obtaining approval will be deemed as absent from class without applying for leave. In order to ensure proper academic order, applications for leave in order to travel will not be approved during semester time with the exception of those arranged by the school.

5. International students whose aggregated hours of absence from class exceed 1/3 of the total teaching hours of a subject shall not be eligible to sit for the exam of the subject, the score of which shall be recorded as 0 and the subject will have to be repeated. All the expenses for the repetitions of the subject shall be borne by the students.

6. If international students are absent from class for more than 1 day, the student service staff of the host school shall contact the students timely. If the student can not be reached, then the staff shall report timely to the student service staff of the

International Cooperation and Exchange as well as the School of International Education.

Article 9 Exams

1. International students shall sit for exams or tests of all the chosen subjects. Schools can arrange Q & A sessions and coaching before the exams as well as arrange separate exams for international students.

2. International students who can not sit for exams or tests for any reason shall lodge written applications for leave and test deferral in advance to the host school for approval. If applications are approved, then the applicants can sit for the next exam of the subject. If International students do not sit for exams without applying for leave or without obtaining approval for leave applications, the score shall be recorded as 0. The students shall not be eligible for a make-up exam. The subject will have to be repeated, the expense of which shall be borne by the international students.

3. Each subject can only be repeated once. If international students fail in the assessments of a repeated subject, they can apply for a make-up test only once.

4. During exams, international students shall strictly abide by disciplines in the exam venue and cheating is not acceptable. If international students are found cheating, the score of the subject shall be recorded as 0 and the students can only have one opportunity to re-sit for an exam of the subject. If students are found cheating when re-sitting an exam, they shall lose their eligibility of sitting for the exam of the subject, the score of which will be recorded as 0. Students who are found cheating in exams shall not be awarded degrees upon graduation. Students whose cheatings are considered serious in nature shall be ordered to leave or be expelled from school.

5. The host school of international students shall lodge the exam results of the international students to the Academic Administration Office of the School of International Education at the end of each semester.

Article 10 Grades

International students shall be assessed on a percentile scale for each subject they choose. A grade between 50 and 59 shall be recorded as 60 on the academic transcript while a grade above 60 shall be recorded as the actual grade achieved. Students who get a grade above the passing line shall be deemed as qualified to get the grade or credits of the subject.

Chapter IV Transfer, Suspension, Resume and Withdrawal

Article 11 International students who wish to transfer to another school within SDUT, shall submit *Application Form for Transfer of International Students* together with necessary documents and acceptance certificate from the acceptance school within 30 days after the commencement of the fall semester for the approval of the International Cooperation and Exchange as well as the School of International Education and obtain approval before transferring to study in the newly applied school. Transferring to another school within SDUT is usually not available in the middle of a semester.

Applications for transferring from SDUT to another university will be deemed as withdrawal.

Article 12 Suspension periods of international students shall not exceed 2 years in principle. International students shall lodge applications to the host school as well as the School of International Education and fill out *Application form for suspension of International Students*. Upon approval, the applicants shall go to the host school to obtain their academic transcripts to be submitted to the Academic Administration Office of the School of International Education and complete all the applicable procedures for documents, cards and visas etc.

Article 13 Suspended students who want to resume shall fill out the *Application Form of Resumption of International Students* and lodge an application to the Academic Administration Offices of the host school and the School of International Education 2 months prior to the resumption for approval and complete all the applicable resumption procedures after approval. International students who do not lodge resumption applications upon the expiring date of suspension, shall be deemed as having voluntarily withdrawn.

Article 14 International students who have one of the following cases shall withdraw from school:

1. Aggregated periods of suspension exceed 3 years;
2. Students who should suspend but do not complete the suspension procedures within the specified timeframe;
3. Students who leave school without asking for leave and do not attend academic activities specified by the school for two weeks in succession;
4. Students who are diagnosed by designated hospitals as having serious physical conditions or unable to continue to study at school due to accidental injuries or disabilities;
5. Students who have not completed studies within the duration specified by the school.

Article 15 International students who withdraw from school are not allowed to apply for resumption in principle.

Article 16 Tuition fees of international students who are ordered to leave school due to violating the laws of China and regulations and disciplines of SDUT shall not be refunded. Tuitions fees of international who withdraw from school due to other reasons shall be refunded per refunding standard. (Students who are to be refunded shall return the original receipts, otherwise, they shall not be refunded.)

Article 17 International students who withdraw shall complete all applicable procedures prior to leaving school, including procedures for various documents, cards and visas.

Chapter V Duration of Study, Completion of Studies, Graduation and Degree

Article 18 The duration of undergraduate study for international students is four years. Students who can not graduate on time can apply for extensions which shall not exceed three years. Duration of master programs for international students is three years which can be extended by no more than two years. Duration of doctoral degrees is four years which can be extended by no more than two years. During extension periods, international students shall pay tuition fees in accordance to tuition standards charged for credits from repeated study. International students who complete studies ahead of time can apply to graduate earlier. However on campus study time of international students for undergraduate programs shall be no less than three years. The on campus study time of international students for master programs shall be no less than two years. The on campus study time of international students for doctoral programs shall be no less than three years. International students who graduate earlier shall pay all the outstanding tuition fees for the credits earned according to the tuition standard for self-sponsored international students of SDUT.

International students who transfer into SDUT from other institutions of higher learning, who transfer into another school within SDUT, and who upgrade from associate degree students to bachelor degree students shall continue to study in SDUT for no less than two years and pay tuition fees according to the actual study time.

Article 19 Award international students who complete all the subjects specified in the teaching plan, earn enough credits required for a major and achieve the passing grade shall be allowed to graduate and awarded a *certificate of graduation*. Award international students who still do not earn enough credits required for graduation during the extension period shall be treated as completion of study and issued a *certificate of completion*.

Article 20 International students who are qualified to graduate and meet the degree requirements of SDUT shall be awarded an appropriate degree and a *certificate of degree*.

Chapter VI Supplementary Provisions

Article 21 These regulations are approved by SDUT and shall come into force as of September, 2013. If any provisions in these regulations conflict with those of higher authorities, the provisions of the higher authorities shall prevail.

Article 22 These regulations shall be interpreted by the International Cooperation and Exchange as well as the School of International Education.

Administrative Regulations on the Academic Affairs of International Students(Non-degree Students)

In order to regulate and improve the management of the academic affairs of international students of SDUT, the following administrative regulations are formulated in accordance with the applicable regulations issued by the Ministry of Education on the academic affairs of international students coming to study in China and based on the characteristics of SDUT.

Article 1 Entry and Registration

1. International students shall register at the Academic Administration Office at the designated time.

2. New students shall complete the following registration procedures on the dates designated in the *Letter of Offer*:

(1) Fill out the *Registration Form of International Students for Study*;

(2) Submit passport or residence permit, *Letter of Offer*, *Visa Application Form for Study in China* (Form JW202) and *Physical Examination Record for Foreigners* for verification;

(3) Pay tuitions and other fees.

3. Veteran students who have studied for a semester at SDUT, shall return to school at the designated registration dates notified at the end of the previous semester and complete all the registration procedures for study:

(1) Submit student ID card and residence permit for verification;

(2) Pay tuitions and other fees;

(3) International students who do not complete the registration procedures a month after the expiry date will be deemed as having voluntarily withdrawn from school.

Article 2 Extension of Study Duration, Suspension, Resumption, Transfer and Withdrawal

1. Extension of Study Duration

International students who need to extend their study duration, shall lodge an application for extension of study duration within the time limits specified by the school for the review and approval by the Academic Administration Office before completing all the procedures for the extension of study duration. International students who have not studied diligently or violated the laws and regulations of China as well as regulations and disciplines of SDUT will not be allowed to extend study duration.

2. Suspension and Resumption

International students applying for suspension due to physical conditions or other reasons shall provide medical certificates and other applicable documents, complete the *Application Form for Suspension of International Students*, and complete all the applicable procedures after review and approval by the Academic Administration Office.

International students shall, upon resuming their studies, present the *Application Form for Resumption of International Students* and complete all the applicable procedures at the Academic Administration Office. International students who suspended studies due to physical conditions, shall mail their health certificates to the Academic Administration Office 2 months prior to the resumption date and complete all the applicable resumption procedures after approval. International students who do not lodge resumption application upon the expiry date of suspension will be deemed as having voluntarily withdrawn. The suspension periods shall not exceed 2 years in principle.

3. Transfer

International students who need to transfer to another school within SDUT, shall submit *Application Form for Transfer of International Students* together with all the necessary documents and acceptance certificate from the acceptance school within

30 days after the commencement of the fall semester for the approval of the International Cooperation and Exchange as well as the School of International Education and obtain approval before transferring to study in the newly applied school. Transferring to another school within SDUT is usually not available in the middle of a semester. Applications for transferring from SDUT to another university will be deemed as withdrawal.

4. Withdrawal

International students who wish to withdraw from school shall lodge a withdrawal application with the Academic Administration Office before completing the school leaving procedures. International students applying to withdraw within 1 month after school starts will be refunded half of the tuition fees. International students who apply to withdraw after 1 month, tuition fees will not be refunded.

Article 3 School Leaving

International students who leave school due to graduation, completion of studies, suspension or withdrawal etc. shall return to their country of origin within designated timeframe and terminate their status as international students. The school will not provide assistance for the extension of residence permit.

Article 4 Course Study

1. New language students shall sit for a placement test in order to be placed into the class that best suits their level. Veteran students will be placed into a suitable class based on their examination grades from the previous semester. Students shall attend classes according to the placement name list published by the school and shall not attend lectures of the other classes without prior permission.

2. International students who believe that their Chinese language level does not match the classes they have been placed in, shall lodge a written application within 1 week after school starts for the head teacher to sign before submitting to the Academic Administration Office for review and approval.

3. International students who apply to transfer to another class should re-sit for an interview or written test before being placed into another class by the school instead of personally choosing the class themselves.

4. International students who are approved to transfer to another class shall go to the new class and exchange for new textbooks with the written notice from the

school. International students who do not receive a written notice shall not transfer to another class.

5. Award students shall go to their chosen school to be placed into a class and attend classes in line with their chosen majors.

Article 5 Classroom Disciplines and Attendance

1. International students shall obey the classroom disciplines by being punctual in attending class rather than being late, leaving earlier or skipping classes. Students shall not enter and exit the classroom during class time, nor eat food in the classroom or do any other things that affect the order of the class.

2. International students who can not attend class due to physical conditions or private business shall ask for leave:

(1) International students who ask for leave due to physical conditions shall lodge an application together with the medical leave certificates from the hospital and obtain approval with signature from the student counselor or head teacher.

(2) International students asking for leave due to public business needs or private business needs shall lodge a leave application with the head teacher and obtain the approval with signature from the student counselor or head teacher.

(3) International students who exit China due to physical conditions or for public business needs or private business needs shall, in addition to lodging leave applications with student counselor or head teacher, obtain approval from the School of International Education and complete all the applicable procedures.

3. International students who need to apply for leave of more than 6 weeks will be deemed as suspension or withdrawal from school.

4. International students who miss classes without completing leave application procedures will be deemed as absent from class without asking for leave.

5. International students who are late by over 15 minutes in attending class without reasonable reasons shall be deemed as absent from class without asking for leave. Being late twice will be counted as being absent once.

6. International students who are absent from class in aggregation for 1/3 of the total scheduled teaching hours in a subject will not be eligible to sit for the exams.

7. International students shall have breaks, holidays and vacations in accordance with the national or school arrangement in China instead of that of their country of

origin. International students can travel during school breaks specified by SDUT and shall notify the student counselor or head teacher of their whereabouts or destinations before the trips commence.

8 International students shall not enter or exit the classroom wearing vests or slippers.

Article 6 Assessments and Grades

1. International students shall attend the assessments of each subject in accordance with the arrangement of the teaching plan.

2 The assessments of each subject for language students (e.g. the total grade of a subject for the semester) consist of the regular performance, mid-term and the final, with the regular performance taking up to 30%, the mid-term 50% and the final 20%.

3. The assessment grade shall be recorded on the percentile scale.

4. For award students, 50 shall be the passing line of the assessments. A grade between 50 and 59 shall be recorded as 60 on the academic transcript while a grade above 60 shall be recorded as the actual grade achieved. Students who get a grade equal to or above the passing grade shall be deemed as qualified to get the grade or credits of a subject.

5. International students who can not sit for the test at specified time shall be deemed as giving up the test, the score of which shall be recorded as 0.

6. International students who can not sit for a test at the specified time due to physical conditions or emergencies shall lodge a written application to defer together with applicable certificates to the Academic Administration Office for approval and arrangement of a deferred test, the score of which shall be recorded as that of a regular test.

7. Language students who are not eligible to sit for the tests of 3 or more subjects shall fail to progress to the next grade and have to repeat the grade.

8. Language students who fail to achieve a passing grade shall have to sit for a make-up test arranged at a time by the school at the expense of the students. International students who fail to sit for the make-up test shall be deemed as having forfeited the make-up test. The passing score of a make-up test shall be recorded as 60 and a failing score shall be recorded as the actual score achieved.

9. Award students who fail to achieve a passing grade in the assessments can apply for a re-assessment, a passing score of which shall be recorded as 60. International

students who fail in the re-assessment shall have to repeat the subject at their own expense.

10. International students who are found cheating in an exam shall not be eligible to sit for a make-up test. The score of the exam shall be recorded as 0 in the total grade of the subject for the semester.

Article 7 Upgrade, Repeat, Skip and Completion of Study of Language Students

1. Upgrade, repeating a grade or skipping grades by general language students for the next semester shall be subject to their exam grades.

2. Upgrade

International students who achieve a passing total grade for the semester in all the subjects specified in the teaching plan shall progress to the next grade.

3. Repeat

International students who fail to achieve a passing total grade for the semester in all the subjects specified in the teaching plan or who are not eligible to sit for the tests shall remain at the same grade to repeat their study.

4. Skip

International students who achieve a total grade of 95 for the semester in all the subjects specified in the teaching plan can apply for a skip test. If applicants can successfully pass the skip test, they can skip a grade to enter the next stage to study.

5. Completion of study

(1) International students who complete all the subjects specified in the teaching plan and achieve passing grade in all the assessments of each semester shall receive a certificate of completion and an academic transcript issued by the school.

(2) International students who fail in the assessments of one of the semesters shall only receive a certificate of study and an academic transcript for the semester issued by the school instead of a certificate of completion.

(3) International students who apply to terminate study ahead of schedule due to personal business or private business shall only receive a certificate of study and an academic transcript for the semester issued by the school instead of a certificate of completion.

Article 8 Completion, Graduation and Degree of Award Students

1. International students who complete all the subjects specified in the teaching plan, achieve a passing total grade in all the subjects and earn enough credits required for a major shall be allowed to graduate and issued a certificate of graduation. International students who do not earn enough credits required for graduation during the study duration shall be treated as completion of study and issued a certificate of completion.
2. International students who are eligible to graduate and meet the degree requirements of SDUT shall be awarded an appropriate degree and a certificate of degree.

Article 9 Supplementary Provisions

1. These regulations shall be interpreted by the International Cooperation and Exchange as well as the School of International Education.
2. These regulations shall come into force as of the date they are declared.

Office of International Cooperation & Exchange

The School of International Education

Shandong university of Technology