

湖北医药学院留学生学籍管理规定

第一章 入学与注册

第一条 新生入学与注册

（一）新生持《录取通知书》、《外国留学生来华签证申请表》（JW202 表）、学习签证，到国际教育学院办理入学手续。因故不能按期入学的，应当向学校请假。未请假或者请假逾期的，除因不可抗力外，视为放弃入学资格。

（二）学校在报到时对新生入学资格进行初步审查，审查合格的办理入学手续，予以注册学籍；审查发现新生的录取通知书、学生信息等证明材料，与本人实际情况不符，取消入学资格。

（三）新生持健康体检报告、护照、录取通知书（复印件）、JW202 表自入境之日起 30 日内去出入境管理支队办理居留证。逾期不办证者，将予以处理。

第二条 在校生学籍注册

（一）每学期开学报到期间，学生应在规定时间内返校，缴纳相关费用，到国际教育学院报到。因故不能按期按时返校的，必须在开学之日起 10 个工作日内以书面形式并附有关证明办理请假手续。

（二）对未办理请假手续或请假逾期未返校的学生，辅导员督促其回校办理相关（请假或休学）手续，仍不办理相关手续的，按照学生管理相关规定进行处分。

第三条 学生有下列情形之一的，学校可以不予注册：

- （一）无正当理由未按规定缴纳学费、住宿费或其它应缴费用的；
- （二）应当休学而没有履行休学手续的；
- （三）应当留级、降级而没有履行留、降级手续的；
- （四）因病或其它原因申请暂不注册的。

未注册学生不享受在校学生的权利，学校对其学习效果不予评价。

第四条 未请假或请假逾期未注册的，期限超过 14 天，视为学生主动放弃学籍，按自动退学处理。

第二章 学制、修业年限

第五条 学生在校学习实行弹性学制，可在规定时间内延长修业年限。

第六条 学生在校学习的最长年限（含休学、因成绩等原因导致的留、降级）一般为四年制专业六年、五年制专业七年、六年制专业八年。

第七条 延长修业年限的，须按学校休学、留降级等相关规定办理手续。

第三章 考勤与请假

第八条 学校对教学计划规定的课堂讲授、考核、实验、见习、实习、等教学活动进行考勤，学生因故不能参加的，事先必须请假。未请假或请假未准而擅自不出勤的，均

以旷课论处。

第九条 学生因病请假应有校医保中心、附属医院的病情证明。3 天以内由辅导员审批，10 天以内由国际教育学院审批，超过 10 天，报学生工作处审批。学生因特殊原因必须请事假时，应事先参照病假审批权限办理请假手续，事假时间不得超过两周。

请假期满，请假学生须及时向辅导员销假。需要续假时，续假天数与原请假天数合并计算，按相应审批权限办理请假手续。续假批准与否，应回复学生本人。

学生请病、事假的申请书、医院证明及审批意见应存国际教育学院留学生管理科备查。学生一学期内请病、事假累计超过 30 天时，应由学院书面报学工处备案；累计超过本学期总学时三分之一以上的，按本规定第二十条办理。

自行离校连续超过 14 天未参加学校规定的教学活动的，按自动退学处理。

第四章 课程考核与成绩记载办法

第十条 课程考核分为考试和考查两种。一门课程跨学期讲授而每个学期都进行考核的，每学期均按一门课程计算。成绩评定要突出过程管理，可根据考勤、课内教学表现、自主学习情况和期末测试等情况综合评定。其中，平时学习情况评定占比为 40%—50%。

必修课成绩评定按百分制计分，60 分为及格，及格及以上取得该门课程学分；选修课成绩评定以百分制或等级制（合格、不合格）计，及格及以上或合格即取得该门课程学分。

第十一条 成绩登载与绩点计算

（一）考核成绩与绩点的换算

考核成绩	绩点
85-100 分（优秀）	3.5 -5.0
70-85 分（良好）	2.0 - 3.5
60-70 分（及格）	1.0 -2.0
0-60 分（不及格）	0

（二）学分绩点计算方法

一门必修课程的学分绩点=该课程绩点×学分数；

平均绩点 = 所学必修课程学分绩点之和÷所学必修课程学分之和。

平均绩点是评定奖学金、评选优秀学生、授予学士学位的重要依据。

第十二条 学生须遵守学习和考核纪律。学生旷考，或被认定为违反考核纪律或舞弊的，该门课程记为 0 分。旷考结业考试的，取消其课程补考资格。被认定为违纪或舞弊的，根据《湖北医药学院留学生违纪处分办法》给予相应纪律处分。

第十三条 有下列情况之一的，取消该门课程的考核资格：

（一）实验、见习、实习及其它实践性教学环节，旷课学时累计超过该门课程实践课总学时的 1/3 及以上的；

（二）未交实验（见习）报告次数达到应交实验（见习）报告次数 1/3 及以上的；

（三）因病、事假缺课以及旷课学时累计超过该门课程总学时 1/3 及以上的。

第十四条 缓考

(一) 有下列情况之一, 不能参加该门课程考核的, 可以申请缓考:

- 1、因病住院(包括急诊留察)或传染病隔离的;
- 2、因公事(学校委派参加重大赛事、会议等)外出的;
- 3、考核时间冲突的;
- 4、因其他特殊原因确实无法参加考试, 经学院负责人批准的。

(二) 学生因故不能参加课程考核时, 须在不迟于考核前一天办理缓考手续(因病需提交校医保中心、医院病情证明), 经批准后方能生效。确因急病或其他突发意外事件来不及考前提出申请的, 应及时向国际教育学院报告, 经学院负责人批准, 凭医院病情证明或相应材料补办缓考申请。

(三) 因私事申请缓考一般不予批准。除因急病或其他突发意外事件, 其他在课程开考后递交的缓考申请无效。

(四) 缓考一般在下一学期期初进行, 随同补考学生一并参加相同课程考试。

第十五条 补考

(一) 课程结业考核成绩不及格的, 须参加下一学期开学的补考。

(二) 补考安排在开学后 1-2 周内进行。

(三) 确实不能参加补考的, 根据第十四条的规定办理相关手续。补考旷考的, 取消其课程重修 1 报名资格。

(四) 补考成绩以实际考核分数记载。

第十六条 重修

(一) 有下列情形之一的, 可以重修该门课程:

- 1、补考成绩不及格的;
- 2、已重修但成绩仍不及格的;
- 3、为提高课程绩点且必修课程考核成绩低于 75 分的。

(二) 学生本人对以前多门课程成绩不满意, 可向学校申请降级重修。

(三) 学生通过教务管理系统进行重修课程报名, 每人每学期报名门数不超过 5 门。

(四) 课程重修应参加低年级相同专业该课程学习、考核。如重修课程与新学期课程冲突, 则重修以自学为主。

(五) 重修考试实行“缺考一次, 限考一次”政策。当次申请后无正当理由不参加重修考试而记录为“缺考”的, 紧邻的下次重修机会取消, 再下次方可恢复其重修报考资格。

(六) 课程重修强化学生平时学习情况的考核, 计分方式为: 重修理论考试成绩*60%+读书笔记评分*40%=该门课程考核最终成绩, 但最终成绩不得高于 75 分。无理论考试或实践操作类课程, 可不折算读书笔记评分, 但最终成绩不得高于 75 分。

第十七条 免修

学生留降级后, 可申请课程转换; 原课程成绩达 70 分及以上的, 可申请已修课程免修。课程成绩均按原考核分数记载。

第十八条 学校真实、完整地记载、出具学生学业成绩。所出具的学业成绩单中, 对通过补考、重修获得的成绩, 予以标注。

第五章 休学与复学

第十九条 学生可以分阶段完成学业，除另有规定外，应当在学校规定的最长学习年限内完成学业。

第二十条 学生有下列情况之一的，经学校批准，可以休学：

- （一）因请假缺课超过一学期总学时的三分之一；
- （二）由校附属医院诊断证明患有传染性疾病需隔离治疗；
- （三）因某种特殊原因，由本人申请，经学校认定的。

第二十一条 休学手续办理

（一）学生本人填写《休学申请表》，因病休学还应提交附属医院的病情证明及其他有关材料，经国际教育学院同意，报教务处批准后，方能办理休学手续。学生在准予休学之日起5个工作日内办理离校手续回国。

（二）学生休学一般以一学年为期，特殊情况确需延长休学期限的，在休学期满时，应由本人再次向学校提出申请，获准后方可续休，但累计休学年限不得超过学校规定的最长年限。休学期满在规定复学时间内未提出复学申请的，做退学处理。

第二十二条 学生休学期满前，应在学校规定的期限内提出书面复学申请，因伤、病休学的学生申请复学时必须持医院康复诊断书，经国际教育学院复查合格，报教务处批准后，方可复学。

第六章 留、降级与退学

第二十三条 留、降级

（一）每年秋季开学补考后，学校对学生学业情况进行清理。

1、非实习年级学生，凡累计达到两门及两门以上核心（学位）课程或四门及四门以上必修课程不合格的，予以留、降级处理；

2、实习年级学生，凡累计达到两门及两门以上必修课程不合格的，予以留、降级处理。

（二）留、降级应符合学校规定的最长年限要求，即学生在校学习的最长年限（含休学、因成绩等原因导致的留、降级）一般为四年制专业六年、五年制专业七年、六年制专业八年。

（三）留、降级学生学籍异动在秋季开学补考结束后二周内完成。

第二十四条 学生有下列情况之一，学校可给予退学处理：

- （一）学业成绩未达到学校要求或者在学校规定的学习年限内未完成学业的；
- （二）休学期满，在学校规定期限内未提出复学申请或者申请复学经复查不合格的；
- （三）根据学校指定医院诊断，患有疾病或者意外伤残不能继续在校学习的；
- （四）未经批准连续两周未参加学校规定的教学活动的；
- （五）超过学校规定期限未注册而又未履行暂缓注册手续的；
- （六）学校规定的不能完成学业、应给予退学的其他情形。

学生本人申请退学的，经学校审核同意后，办理退学手续。

第七章 毕业、结业与肄业

第二十五条 学生在学校规定学习年限内，修完培养方案规定内容，成绩合格，达到学校毕业要求的，学校准予毕业，在学生离校前发给毕业证书。符合学位授予条件的，学校颁发学位证书。

学生在学校规定学习年限内，修完培养方案规定内容，达到学校毕业要求，因成绩原因未达到学位授予条件，但在当年 12 月 1 日前完成相关课程重修，且重修后成绩符合学士学位授予标准的，可向学校申请学位补授。

第二十六条 学生在学校规定学习年限内，修完培养方案规定内容，但未达到学校毕业要求的，学校准予结业，颁发结业证书。结业后一年内，学生可申请回校课程重修、参加毕业考试，达到毕业要求的，学校为其换发毕业证书。毕业证书换发工作，每年集中办理两次，时间分别为下半年 11 月和上半年 4 月。换发的毕业证书，毕业时间按发证日期填写。结业学生不补授学士学位。

第二十七条 学生在学校规定的最长学习年限内，不符合毕业或学位授予条件的，可申请降级重修。降级后，学生在校学习相关课程，经考核合格的，随下一年级毕业。

第二十八条 在校学习满一学年及以上退学的学生，学校颁发肄业证书；不满一年的，学校发给写实性学习证明。

第八章 学位

第二十九条 本科毕业生同时达到下列学术水平和要求，可授予学士学位：

- （一）比较系统地掌握本专业的基础理论知识，必要的基本技能、方法和相关知识；
- （二）具有从事本专业实际工作和研究工作的基本能力；
- （三）修完教学计划规定的全部课程，完成各实践环节的学习，课程、毕业论文（或毕业设计）或其他毕业实践环节考核全部合格，取得本专业培养方案规定的学分，获得毕业资格；
- （四）必修课程平均绩点在 2.0 及以上或者学位课程（指学校专业培养方案中规定的核心学位课程）平均绩点在 2.5 及以上。
- （五）临床医学专业留学生必须通过汉语水平考试五级（HSK5），其他专业的留学生必须通过汉语水平考试四级（HSK4）。

第三十条 凡有下列情况之一者，毕业时不能授予学士学位：

- （一）未获得毕业资格者；
- （二）获得毕业资格，但必修课程平均绩点低于 2.0 且学位课程平均绩点低于 2.5 者；
- （三）违反国家法律、法规，受到刑事处罚者；
- （四）在校期间因论文抄袭、篡改或伪造研究结果（数据）等违背学术诚信者；
- （五）非学术诚信原因受记过及以上处分，处分未解除者。

第三十一条 研究生通过硕士学位课程考试、成绩合格，修满培养方案规定的学分，顺利通过学位论文答辩，达到下列要求者，授予硕士学位：

- （一）通过汉语水平考试三级（HSK3）；
- （二）掌握本学科坚实的基础理论、基本知识和基本技能，具备较强的临床/护理分析

和实践能力，以及一定的表达能力与医患沟通能力；

（三）能独立、规范地承担本专业常见多发病诊治/护理工作，接近本学科住院医师/护师的临床工作水平。能在生源国独立地履行一名住院医师/初级护师的职责，并能适应不断发展的医疗实践需要；

（四）掌握本学科的最新进展和发展趋势，能结合临床/护理实际，完成学位论文并通过答辩；

（五）熟练掌握本学科的实践技能，通过实践能力考核。

第九章 汉语学习

第三十二条 汉语和中国概况应作为接受学历教育的外国留学生的必修课。

第三十三条 汉语是学校培养外国留学生的基本教学语言。对汉语水平达不到学习要求的外国留学生，学校提供必要的补习条件。

第三十四条 本科留学生必须通过汉语水平考试四级（HSK4），方能在中国进行毕业实习。

第三十五条 临床医学专业的本科留学生必须通过汉语水平考试五级（HSK5），方能毕业；其他专业的本科留学生必须通过汉语水平考试四级（HSK4），方能毕业。留学研究生必须通过汉语水平考试三级（HSK3），方能毕业。

第十章 附 则

第三十六条 本规定自印发之日起施行。

第三十七条 本规定由国际教育学院负责解释。

Regulations on Academic Management of International Students in Hubei University of Medicine

Chapter 1 Enrollment and Registration

Article 1 New students' enrollment and registration

1. The new students shall submit the Admission Letter, Visa Application for Study in China (JW202 form) and X visa to register at the School of International Education. Those who cannot register on time should ask for leave. Those who haven't asked for leave or the leave is overdue, except for force majeure, will be regarded as giving up university entrance qualification.
2. The University shall review the new students' qualification for enrollment. Those who pass the review can register. If it is found that the Admission Letter, students' information or other supporting documents do not conform to the actual situation, their admission will be canceled.
3. Within 30 days after entry, the new students shall submit the Physical Examination Report, passport, the Admission Letter (photocopy), JW202 form to the Exit and Entry Administration Department for the residence permit. Those who haven't applied for the residence permit on time shall be punished.

Article 2 Current students' registration

1. At the beginning of each semester, student shall return to the University on time, pay all the fees and register at the School of International Education. Those who cannot return on time shall ask for leave within 10 working days after the semester begins, submitting a written application together with relevant proof.
2. For students who haven't asked for leave or who have asked for leave but the leave is overdue, if they still refuse to return to school to go through relevant procedures (asking for leave or leave of absence) as required by the class supervisor, they will be punished according to relevant student management regulations.

Article 3 In any of the following cases, students cannot register at the University:

1. Not paying tuition, accommodation fee or other required fee without reasons;
2. Not following the leave of absence procedure as required;
3. Not follow the degrading procedure as required;
4. Applying to defer registration because of sickness or other reasons.

Students who haven't registered cannot enjoy the rights of current students. Their learning performance will not be evaluated by the University.

Article 4 Those who haven't asked for leave or who have asked for leave but the leave is overdue, if the period exceeds 14 days, they will be deemed as voluntarily giving up student status and shall be handled as withdrawal from university.

Chapter 2 Duration and the Length of Study

Article 5 The duration of programs is flexible at the University. The length of study can be extended within the prescribed time limit.

Article 6 The longest year of study (including leave of absence, degrading to the next grade for scores, etc.) is 6 years for the 4-year programs, 7 years for the 5-year programs, and 8 years for the 6-year programs.

Article 7 Those who apply to extend the length of study shall go through procedures according to the regulations on leave of absence, degrading to the next grade, etc.

Chapter 3 Attendance and Asking for Leave

Article 8 The University will check on student's attendance at the teaching activities including lectures, tests, experiments, probations, internships stipulated in the teaching plan. Student shall ask for leave ahead of time if they cannot attend. Those who are absent without asking for leave or without getting the permission to take a leave shall be punished as truants.

Article 9 Students who ask for sick leave shall have the diagnosis certificates by the University Health Care Center or affiliated hospital. The leave within 3 days shall be approved by the class supervisor. The leave within 10 days shall be approved by the School of International Education. The leave longer than 10 days shall be approved by the Department of Student Affairs. Students who ask for personal leave for special reasons shall follow the approving procedures by reference to those for sick leave. The personal leave shall not exceed 2 weeks.

When the term of leave expires, students shall inform the class supervisor of their return to the University in time. If they need to extend the leave, the extended days and the previous days of leave shall be added up and calculated together, and follow corresponding approving procedures. The student shall be informed whether the extended leave is approved or not.

The School of International Education shall keep students' sick/personal leave application form, diagnosis certificate by the hospital and the approving opinion. If students' accumulated leave exceeds 30 days in one semester, the School of International Education shall make a written report to the Department of Student Affairs for the record. If the accumulated leave in one semester exceeds 1/3 of the total teaching hours, it will be handled by reference to Article 20 of the Regulations.

Those who leave the University without permission and haven't participated in the teaching activities for more than 14 days will be handled as voluntarily withdrawal from university.

Chapter 4 Course Evaluations and Scores

Article 10 The course evaluations include classroom examinations and teacher's evaluations. If a

course is taught across semesters and evaluated in each semester, it shall be considered as one course in each semester. The grade evaluations emphasize the process management, and are made according to the attendance, class performance, self-access learning, final examination, etc. Among them, the daily study performances take 40-50%.

The grade evaluations of compulsory courses adopt the hundred-mark system, with 60 as the passing grade. Those who pass the examination can obtain the credit of the course. The grade evaluations of selective courses adopt the hundred-mark system or rating system (e.g. qualified or unqualified). Those who pass the examination or get qualified can obtain the credit of the course.

Article 11 Score posting and GPA calculation

1. The conversion between mark and GPA

Mark	GPA
85-100 (excellent)	3.5 - 5.0
70-85 (good)	2.0 - 3.5
60-70 (pass)	1.0 - 2.0
0-60 (fail)	0

2. GPA calculation method:

Grade point of a compulsory course = grade point * credit

GPA = sum of the grade points of all the compulsory courses ÷ sum of the credits of all the compulsory course

The GPA is an important basis for awarding scholarships, selecting excellent students and granting Bachelor's degree.

Article 12 Students shall abide by the disciplines of study and examination. If students are absent for an exam, or violate examination disciplines or cheat in the exam, the course will be scored 0 point. Those who are absent for the final examination shall be disqualified from the make-up exam. Those who are deemed as violating disciplines or cheating shall be given punishment according to *The Implementation Measures of Punishment for Disciplinary Violations of International Students in Hubei University of Medicine*.

Article 13 In any of the following cases, students shall be cancelled the qualification to take the exam of the course:

1. For the experiment, probation, internship and other practical classes, the total number of absenteeism exceeds 1/3 of the total teaching hours of the practice course;
2. The times that students haven't handed in experiment/probation reports reaches 1/3 of the required times to hand in the experiment/probation reports;
3. The accumulated hours of absenteeism because of illness or personal affairs exceed 1/3 of the total teaching hours of the course.

Article 14 Postponement of examination

1. In any of the following cases, students can apply for postponement of examination:

- 1) Hospitalized (including emergency observation) or quarantined for infectious diseases;
 - 2) Going out on business (assigned by the University to participate in important competition or conferences, etc.)
 - 3) Examination time conflicts;
 - 4) Unable to take the exam for other special reasons and approved by the Head of the School.
2. If students cannot take the exam for some reasons, they shall go through the procedures of postponing the exam at least one day before the exam (Those are ill shall submit the diagnosis certificate by the University Medical Center or affiliated hospital), which can take effect only after being approved. Those who cannot submit application before the exam because of acute diseases or other unexpected events shall report to the School of International Education in time. After getting the approval of the Head of the School, they make up the application with the diagnosis certificate by the hospital or corresponding materials.
3. Generally application for postponement of examination because of private affairs is not approved. Except for acute diseases or other unexpected events, any other applications for postponement are invalid if submitted after the beginning of an exam.
4. Generally the postponed exam shall be given at the beginning of next semester. Students take the same exam together with those who take the make-up exam.

Article 15 Make-up exam

1. Those who fail in the final examination shall take the make-up exam at the beginning of next semester.
2. The make-up exams are given 1-2 weeks after the semester begins.
3. Those who cannot take the make-up exam shall go through relevant procedures by reference to Article 14. Those who are absent for the make-up exam shall be disqualified from re-take exam 1.
4. The marks for the make-up exam shall be recorded as the actual scores.

Article 16 Re-take course

1. In any one of the following cases, students can re-take course:
 - 1) Failing in the make-up exam;
 - 2) Having re-taken the course but still fail in the exam;
 - 3) To improve the grade point of a course, and the mark is below 75.
2. Students can apply to degrade to the next grade to re-take course if they are unsatisfied with the marks of many courses.
3. Students sign up for the re-take course through the academic affairs management system. Students can apply to re-take 5 courses at most.
4. Students shall re-take course and exam together with the students of the same major in the next grade. If there is a time conflict between the re-take course and course of the current semester, the re-take course can be self-access learning.
5. The policy of “one test missed, one test prohibited” is implemented in the re-take exam. For those who fail to participate in the re-take exam without proper reason and are recorded as “absent for

exam”, the next opportunity for the re-take exam will be deprived, and then the qualification for re-study exam can be restored next time.

6. Re-take course emphasizes the evaluation of students’ daily learning. The scoring method is: test mark * 60% + notes mark * 40% = the final mark. The final mark shall not be higher than 75. If there is no theoretical exam or practice course, the notes will not be converted, but the final mark shall not be higher than 75.

Article 17 Exemption of exam

After students degrade to the next grade, they can apply for course conversion. If the former mark is 70 or above, they can apply for exemption of re-take course. The marks will be recorded according to the former mark.

Article 18 The University shall record and issue students’ academic achievements truthfully and completely. In the transcript, scores obtained through make-up and re-take exam shall be marked.

Chapter 5 Leave of Absence and Return

Article 19 Students can complete their studies stage by stage. Unless otherwise specified, they shall complete their study within the maximum period prescribed by the school.

Article 20 After getting the permission, students can apply for leave of absence in the following cases:

1. Asking for leave and absent for 1/3 of the total teaching hours in one semester;
2. Diagnosed by the University’s affiliate hospital with infectious diseases and need isolation treatment;
3. Applying for special reasons which are approved by the University.

Article 21 Procedures for Leave of Absence

1. Students fill in *The Application for Leave of Absence* (Those who apply for leave of absence because of illness shall also submit the diagnosis certificate by the affiliated hospital and other relevant materials), and the School of International Education reports to the Department of Academic Affairs for approval. Students shall complete the leave of absence procedures within 5 working days, and then return to their own country.
2. Generally the term for leave of absence is one year. When the term expires, those who need to extend the leave of absence for special cases shall apply to the University again for approval. The accumulated years of leave of absence shall not exceed the longest time limit stipulated by the University. When their term for leave expires, those who haven’t applied to return to university shall be handled as withdrawal from university.

Article 22 When students’ term of leave of absence expires, they shall submit a written application to return to school within prescribed time limit. Those who applied for leave of absence because of injuries or disease shall provide the certificate of recovery by the hospital. After passing the recheck

by the School of International Education, getting the approval of the Department of Academic Affairs for approval, students can return to school.

Chapter 6 Degrading and Withdrawal

Article 23 Degrading to the next grade

1. The University will check students' academic performance after make-up exams at the beginning of fall semester each year.
 - 1) Non-internship students who fail in two or more core (degree) courses, or fail in four or more compulsory courses shall be degraded to the next grade.
 - 2) Internship students who fail in two or more core compulsory courses shall be degraded to the next grade.
2. Degrading shall meet the requirements for the longest duration stipulated by the University, that is, students' maximum year of study (including degrading because of leave of absence or marks) is 6 years for four-year programs, 7 years for five-year programs, and 8 years for 6-year programs..
3. The change of student status shall be completed 2 weeks after the make-up exam at the beginning of fall semester.

Article 24 In any of the following cases, the University can permit students to leave school:

1. Not meeting the requirement of the University to the marks, or haven't completed the courses within required years;
2. When the term of leave of absence expires, students haven't applied within the prescribed time limit to return to school or not qualified to return to school;
3. Those who are diagnosed by the hospital not to be able to continue their study because of diseases or physical disabled;
4. Those who haven't participated in the teaching activities required by the University without permission for continuously 2 weeks;
5. Those who haven't registered within the prescribed time limit and haven't applied to suspend registration;
6. Other circumstances where students cannot completed the courses and should be given withdrawal.

If students apply to leave school by themselves, the University will check and permit their withdrawal.

Chapter 7 Graduation, Completed and Uncompleted Study

Article 25 Within the prescribed time limit, for students who have completed all the courses stipulated in the curriculum, passed the examinations, and met the requirements for graduation, the University shall grant the Graduation Certificate before they leave the University. For those who conform with the conditions to get the degree, the University shall grant the Degree.

For students who have completed all the courses stipulated in the training program, and met the requirements of graduation, but haven't met the requirements for getting the degree because of

marks, if they complete the re-take course before December 1 of the current year, and meet the requirements for getting the degree, they can apply to the University for the degree.

Article 26 Within the prescribed time limit, students who have completed all the courses, but haven't met the requirements for graduation, the University shall grant a Certificate of Completion. Within one year after the completion, students can apply to return to the University for re-take course and take the graduation examination. If they meet the requirement for graduation, the University will change their certificate to be Graduation Certificate. The change of certificates will be handled twice every year, in November and next April. The graduation time put in the Graduation Certificate shall be the issuing date. Students who get the Certificate of Completion shall not be granted the Bachelor's degree.

Article 27 Within the maximum year of study, those who are not eligible for graduation or degree can apply to degrade to the next grade. If passing the exam after degrading, they will graduate with the next grade students.

Article 28 For students who have completed one academic year of study and apply to leave school, the University will grant a certificate of uncompleted study. For those who have studied for less than one year, the University shall provide a descriptive proof of study.

Chapter 8 Degree

Article 29 Undergraduate students who have reached all the following academic standards and requirements shall be granted the Bachelor's Degree:

1. Systematically mastering the basic theory, necessary skills, methods and related knowledge of the major;
2. Obtaining the basic ability to undertake the practical work and research of the major;
3. Having completed all the courses stipulated in the teaching plan, completed the study in all practice phases, passed all the evaluations on the courses, graduation thesis (or graduation project) or other graduation practices, obtained the required credits stipulated in the curriculum, obtained the qualification for graduation;
4. The GPA of the compulsory courses is over 2.0, or the GPA of the degree courses (the core degree courses stipulated in the training program of the major) is over 2.5;
5. Students of Clinical Medicine shall pass HSK5 test. Students of other programs shall pass HSK4 test.

Article 30 In any of the following cases, students cannot get the Bachelor's degree:

1. Not obtaining the qualification for graduation;
2. Obtaining the qualification for graduation, but the GPA of the compulsory courses is lower than 2.0, and the GPA of the degree courses is lower than 2.5;
3. Violating Chinese laws and regulations, and sentenced to criminal punishment;

4. Violating academic integrity during the study in the University because of plagiarism, falsification or falsification of research results (data);
5. Served the punishment of “Demerit Record” or above not because of academic dishonesty, and the punishment has not been revoked.

Article 31 Master’s Degree shall be granted to the postgraduate students who have passed the Master’s Degree course examinations, obtained the required credits stipulated in the curriculum, passed the thesis defense, and met the following requirements, shall be granted the Master’s Degree:

1. Passing HSK3 test;
2. Mastering the solid basic theory, knowledge and skills of the discipline, having strong clinical/nursing analytical, practical ability, as well as language expression and doctor-patient communication ability;
3. Capable to independently and normatively undertake the diagnosis and treatment/nursing work of the frequently-occurring diseases in the discipline, and approaching the clinical standard of residents/nurses in the discipline, capable to independently perform the duties of a resident/primary nurse in their own countries, and adaptable to needs of continuous development of medical practice.
4. Mastering the latest progress and development trend of the discipline, In combination with the clinical/nursing practice, completing the dissertation and passing the thesis defense;
5. Mastering the practical skills of the discipline, passing the practical ability evaluation.

Chapter 9 Study of Chinese Language

Article 32 Chinese Language and Overview of China are required courses to international students who receive degree education.

Article 33 Chinese Language is the common teaching language for international students. Students who cannot meet the language requirements will be provided with necessary Chinese Language training courses.

Article 34 Undergraduate students shall pass HSK4 for the permission to do internship in China.

Article 35 Undergraduate students who major in Clinical Medicine shall pass HSK5 before graduation. Undergraduate students of other majors shall pass HSK4 before graduation. Graduate students shall pass HSK3 before graduation.

Chapter 10 Supplementary

Article 36 The Regulations shall be implemented from the issuing time.

Article 37 The School of International Education is responsible for the explanation of the Regulations.