

Regulations on Management of Undergraduate Student Status of Southern University of Science and Technology (2017 Version)

Chapter I General Provisions

Article 1 The Regulations are formulated in accordance with the “Education Law of the People's Republic of China”, “Higher Education Law of the People's Republic of China”, “Regulations on Management of Students in Regular Higher Education Institutions” issued by the Ministry of Education and other documents, in light of the current situations of SUSTech, for the purposes of maintaining the normal operation of the University, nurturing students with an all-round moral, intellectual, physical, and aesthetic grounding, improving student training in all respects, and achieving the talent cultivation goals of the University.

Chapter II Admission, Payment of Fees, and Registration

Article 2 New students admitted by SUSTech must complete the registration process on campus on the specified date with their letter of admission, ID card, and other required documents presented in person. Those who are unable to complete the process as scheduled for some reason shall submit a written request, along with supporting materials, to the University before the registration date to apply for a leave of absence. As a rule, such a leave shall not exceed three weeks. Except for legitimate reasons such as force majeure, a student will lose his/her place at the University if he/she fails to register on schedule without asking for a leave or without an approved application for a postponement of registration, or fail to register within the prescribed time limit after an approved postponement.

Article 3 Within one month after registration, the Office of Admissions of the University shall conduct a preliminary review of the admission eligibility of the new students to check whether their admission letters, candidate information, and other materials are true and whether there are any violations of national regulations on admissions. Those who have passed the preliminary review and been registered by the Teaching Affairs Office will be entitled the full rights and privileges of student status. If they fail to pass the preliminary review, they will be disqualified from admission.

Article 4 Within three months after registration, the Office of Students Affairs shall conduct a further review of the admission eligibility of the students in accordance with the national regulations on university admissions, to check:

- (I) Whether their admission procedures comply with national regulations on university admissions;
- (II) Whether their qualifications are true and comply with the relevant regulations;
- (III) Whether their identification is the same as the information on their admission letter and candidate records;
- (IV) Whether their physical and mental condition satisfy the requirements of their academic programs, and whether they are able to live a normal life on campus;
- (V) Whether the professional competence of students admitted to special majors such as fine arts and sports meets the admission requirements.

If a student is found to be ineligible for admission, the Office of Students Affairs shall provide the relevant proof, and the Teaching Affairs Office shall give its opinions on canceling his/her student status to the Presidential Executive Council for consideration and approval. In the event of dishonesty in the admissions process, the student status of those involved shall be canceled upon discovery and verification.

Article 5 A new student who is unable to start his/her studies at the University on time for personal reasons may apply for a postponement of registration and

reservation of his/her place for one year, or for two years if he/she has been enlisted in the Chinese People's Liberation Army (or the Chinese People's Armed Police Force). During such a period, he/she will not be entitled to a student status or any rights and privileges thereof. Upon expiry of the period, the student shall reapply for admission to the University and his/her eligibility will be reviewed in accordance with new student admission procedures. Students who fail to pass the review or complete the registration procedures within the time frame as required shall be disqualified from admission.

Article 6 If a new student is found in a physical examination within one month after registration to have a physical disorder that renders him or her ineligible for admission and is confirmed by a designated Grade-II Level-A or higher hospital (same below) in a further examination to be temporarily unfit for study on campus, the University will reserve his/her place for one year. Upon expiry of the period, the student must reapply for admission with a health certificate issued by the hospital; if he/she is still physically ineligible to study on campus, the University may deny the application and the student will be deemed to have automatically given up his/her place. After receiving the application, the University will review the eligibility of the student in accordance with the admission procedures for new students. If he/she fails to pass the review or complete the registration procedures within the time frame as required, he/she shall be disqualified from admission.

Article 7 All students must arrive at the University to complete registration at the time specified in the University calendar when each term begins. The tuition, accommodation fees, textbook fees, and other fees for an academic year should be paid in the autumn term. Students who are unable to register on time must apply for a leave of absence in advance. Failure to register within 3 weeks after the specified time without a leave application will be treated as withdrawal.

Disadvantaged students may apply for loans or other forms of financial aid. If they need to postpone the payment for special reasons such as not having a student loan in place, they may apply to delay the registration. Those who have been granted a deferment of registration may take the courses as planned in their programs. The courses taken and scores earned during the period will be valid after official registration. After receiving the loans, they shall register and pay the fees within one week. Those who have failed to register on time due to failure to apply for loans as required or failure to pay tuition within the specified time limit after receiving the loans will be considered to have automatically withdrawn from the University.

Chapter III Duration of Study

Article 8 The standard duration of study for the undergraduate programs of SUSTech is 4 years and may vary from 3 to 6 years. The maximum period of study for students who have taken a leave of absence or postponed graduation for general reasons is 6 years.

Article 9 For students who have applied for a leave of absence to start up a business, the length of study can be extended to up to 8 years after verification by the Teaching Affairs Office.

Article 10 Students who have been enlisted by the Chinese People's Liberation Army (or the Chinese People's Armed Police Force) will remain enrolled at the University for two years during their military service but will not be entitled to any rights and privileges thereof, and the University will not be responsible for their personal safety.

The military service period will not be counted in the length of study. At the end of the service period, they will need to apply for reinstatement with their military

discharge certificates.

Chapter IV Credit Points, Course Selection, and Course Taking

Article 11 Credit points are a basic measure of study load. Students must pass the assessments for the courses they have taken in order to gain the corresponding credits. A student can be granted the bachelor's degree only after they have earned the minimum credit points as required by his/her program and met all the conditions for degree conferment.

Article 12 Registered students shall develop a personalized study plan and take relevant courses under the guidance of a supervisor in light of the requirements of their programs. In general, a student shall earn at least 15 and no more than 25 credits from the courses he/she takes in a spring or autumn term; and shall take a total of at least two science and engineering foundation courses for general education or required courses of his/her major for each term unless he/she has completed such courses as required by his/her program.

Article 13 Students may withdraw from or add a course in the educational administration system of the University within three weeks after a spring or autumn term begins, except for the courses that are otherwise specified in the course schedule. No courses may be added beyond the said three weeks unless for special reasons. A student who has made an improper selection of a course may withdraw from it by filing a written application to the Teaching Affairs Office before the end of the eighth academic week, which will result in a "W" (withdrawal) notation for the course on his/her transcript. No withdrawal is allowed from the ninth week onwards.

For a student who has failed to attend an examination for no reasons without completing the procedures for course withdrawal, his/her grade for the course will be

recorded as zero with a mark of “absent from exam”.

Students are supposed to attend classes and take exams on time after they have selected the courses as required. Courses that are not taken in accordance with the prescribed procedures will not be counted in the transcript or the official record of course attendance.

Chapter V Suspension of Studies and Reinstatement

Article 14 Students may apply for a suspension of studies for reasons such as physical or mental disorder, participation in social practice, study or exchange abroad, and starting up a business.

Article 15 A student must apply for a suspension as required by the University if he/she:

- (I) has been diagnosed during a spring or autumn term by a hospital designated by the University to have suffered from an illness and needs to be absent from class for treatment and recuperation for at least one third of the term;
- (II) needs to be absent from class for personal matters for more than one third of a spring or autumn term in total;
- (III) has brought serious disruption to other students without being disciplined for violations;
- (IV) has kept his/her GPA below 1.5 for two consecutive terms, seniors excluded
- (V) is deemed necessary to suspend their studies for other special reasons.

Article 16 The duration of a suspension for the above-mentioned reasons is one academic term, which can be applied for consecutively. If a student applies for a suspension at any time during a term, the term will be recorded as suspension and all the courses taken for the period will be deemed as withdrawn ones which will not

be included in his/her transcript. Suspension for starting up a business shall not amount to over four academic years; for other reasons, two academic years at most.

Article 17 Rules for suspension:

- (I) An undergraduate student who applies for a voluntary suspension needs to fill out the “Application Form for Suspension of Undergraduate Studies in Southern University of Science and Technology”, stating the reasons and providing supporting materials, and then complete the checkout process after the approval of the Teaching Affairs Office. No application for suspension will be accepted from the 15th academic week in a spring or autumn term.
- (II) A student who is required to suspend his/her studies shall complete all the procedures for suspension within 5 days after receiving the relevant notice from the University. If the student fails to complete the procedures within the time limit, he/she will be considered as having been in suspension status and SUSTech has the right to implement the suspension process and require him/her to leave the University.
- (III) The student status of those in suspension will remain in the University but they may not be registered, pay tuition, accommodation fees, etc., or be entitled to any rights and privileges thereof (unless otherwise specified by the University). They must leave the University and are not allowed to attend classes, take exams, or receive credits during suspension.
- (IV) The University will take back the student ID cards and other relevant documents of the students in suspension and issue a certificate of suspension to them.
- (V) Students in suspension will enjoy the same medical insurance as the registered students for one year from the beginning of the suspension, which will not be available from the second year.

Article 18 Rules for reinstatement:

- (I) Students who have completed the suspension period shall apply for reinstatement to the University within three weeks before the registration date specified in the academic calendar, and after approval, take the “Notice of Reinstatement for Undergraduate Students of Southern University of Science and Technology” to the Teaching Affairs Office for registration. Failure to complete the reinstatement procedures without an application for extension of suspension as required will be treated as withdrawal.
- (II) Students in suspension for medical reasons must submit a certificate from a Grade-II Level-A or higher hospital to prove that they have recovered and shall take another physical examination by a hospital designated by the University before they can resume their studies. Those who fail to pass the examination shall continue their suspension or withdraw from the University.
- (III) The University will not be held responsible for any accidents or infringements that arise during a student’s suspension. Students in serious breach of laws and regulations will be dealt with by the University in accordance with the “Student Disciplinary Regulations of Southern University of Science and Technology”.

Chapter VI Academic Warning and Withdrawal

Article 19 Students will be placed on academic warning for any of the following during a spring or autumn term:

- (I) Failure to earn at least 9 credits in a term (including those earned from retaken exams or courses);
- (II) Failure to take at least two science and engineering foundation courses for general education or required courses of their majors for each term unless they have completed such courses as required by their programs.

An academic warning will not be given to the new students in their first term or

to the graduating seniors. The Teaching Affairs Office will make an announcement regarding students who have reached the academic warning line and issue a “Notice on Academic Warning to Undergraduates of Southern University of Science and Technology” to them. The information on academic warning will be made public within one month after a term begins. An academic warning is not a disciplinary action.

Article 20 A student shall be required to withdraw from the University if he/she:

- (I) has received three “academic warnings” in total while studying at SUSTech;
- (II) has failed to apply for reinstatement within 3 weeks after the suspension ends or his/her application has been rejected for ineligibility;
- (III) has been diagnosed by a Grade-II Level-A or higher hospital and confirmed by a hospital designated by the University as suffering from illness or having an accidental injury or disability that renders him/her unable to continue his/her studies;
- (IV) has been absent from the required academic activities for 3 consecutive weeks without an application for leave of absence;
- (V) has failed to register for each term on time for no reasonable cause;
- (VI) applies for a voluntary withdrawal.

Withdrawal under this article is not a disciplinary action.

Article 21 A proposed decision on student expulsion shall be submitted, along with the relevant materials, to the Presidential Executive Council for consideration and formal issuance before it takes effect. The department that has made such a decision shall send a “Notice on Expulsion for Undergraduate Students of Southern University of Science and Technology” to the corresponding student according to the relevant official documents of the University. If the notice fails to reach the student, it will be made public in the University for 5 working days, which will be regarded as delivered.

Article 22 Students who disagree with the decision on expulsion may appeal to the Student Appeals Committee within 10 working days after receiving the “Notice on Expulsion for Undergraduate Students of Southern University of Science and Technology”.

Article 23 A student shall complete the procedures for leaving the University within 10 working days after receiving the “Notice on Expulsion for Undergraduate Students of Southern University of Science and Technology” or “Notice on Appeal Results of Undergraduate Students of Southern University of Science and Technology” and his/her personal archives and household records should be returned to his/her family domicile. If the student fails to complete the procedures within the specified time limit, his/her residential college will take care of them and the University will cancel his/her student status on the date when the said notice is issued. Students withdrawn or expelled from the University are not allowed to apply for reinstatement.

Article 24 Students who need to apply for a voluntary withdrawal from the University for personal reasons shall fill out the “Application Form for Voluntary Withdrawal for Undergraduate Students of Southern University of Science and Technology” by themselves and, after signature of the relevant department heads, submit it to the Teaching Affairs Office for examination and approval before going through the withdrawal procedures.

Article 25 For students who have discontinued their studies for withdrawal or other reasons, the course grades and credits they have already earned in the University will be recorded. Where a student is readmitted by SUSTech after retaking an entrance examination and satisfying the University’s admission requirements, his/her credits obtained in other universities will be recognized by the University upon confirmation.

Chapter VII Graduation Status

Article 26 A student who has been academically qualified, completed all the courses required by his/her academic program and satisfied the minimum requirements thereof within the specified time frame will be allowed to graduate and granted a graduation certificate. A student may graduate one year in advance after his/her application for early graduation has been signed by his/her department/college, reviewed by the Teaching Affairs Office, and approved by the Academic Degree Evaluation Committee.

Article 27 All academic/research departments shall examine one by one the academic achievements and graduation assessment materials of their undergraduate seniors, and those who have met the requirements stipulated in the “Regulations of the People's Republic of China on Academic Degrees” and the “Measures for Degree Conferral of Southern University of Science and Technology” will be awarded a bachelor's degree after deliberation and approval by the Academic Degree Evaluation Committee.

Article 28 Students who fail to complete all the courses prescribed in their academic programs but the credits they have obtained have reached 90% or above of the minimum credits required for graduation when the four-year standard period of study ends will be granted a certificate of completion. Such students shall complete the process to check out of the University and may apply for a graduation certificate and a degree certificate if they have, within one year after their senior year, attended classes to complete the courses that should but have not taken previously, obtained credits by participating in the practice activities organized by the University, attending thesis oral defense, etc., and satisfied the requirements of their academic programs. They will not be required to pay tuition or enjoy the rights and privileges of student status.

Article 29 Students who fail to obtain 90% of the minimum credits required for graduation as prescribed in their academic programs when the four-year standard period of study ends may apply for a postponement of graduation and continue to study in the University upon approval. Within the maximum period of study (6 years), students who have retaken or completed relevant courses in accordance with the original academic program, obtained credits and satisfied the conditions for graduation and degree granting may apply for a graduation certificate and bachelor's degree. Students in postponement of graduation will remain enrolled and need to pay the tuition.

Article 30 Students who have completed all the courses for the first academic year or have obtained a total of 30 credits or more in the first year but are ineligible for graduation or being granted a certificate of completion may apply for a certificate of attendance from the University. Students who have dropped out without completing the courses for the freshman year may apply for a certificate of study at SUSTech. The application for a certificate of attendance or certificate of study should be submitted by the students in person, and the Teaching Affairs Office will issue the certificates to them when they are going through the procedures for withdrawal.

Students who withdraw from the university without the permission of the University will not be granted the certificate of attendance.

Article 31 A student under an unexpired disciplinary probation having completed their courses and earned the credits as required at the time of graduation will be deemed as having completed their studies at SUSTech but not being eligible for graduation. After such a probation expires and after the employer (village or neighborhood committee in case of unemployment) of such a student proves that he/she has made corrections, a graduation certificate may be issued to him/her to replace the completion certificate and a degree certificate will also be granted. The

official graduation date of the student will be the date when the documents are issued.

Article 32 The graduation certificate, certificate of completion, certificate of attendance, and degree certificate will not be reissued if they are lost or damaged.

Upon application by a student in person, the University may issue another certificate with the same validity as the original.

Article 33 The University will issue neither the graduation certificate nor the degree certificate to the students who have violated national regulations on admissions.

The University will recall the certificates issued to such students and report the cases to the competent authority to declare them invalid. The same applies to those who are found after graduation to have cheated or acted in violation of academic integrity during their study in SUSTech upon confirmation.

Chapter VIII Supplementary Provisions

Article 33 The Regulations have been approved by the Southern University of Science and Technology and are applicable to the students who enrolled after September 2017. The original regulations remain applicable to those who enrolled before September 2017.

Article 34 The Teaching Affairs Office is responsible for management of student status. The Teaching Affairs Office reserves the right for interpretation of these Regulations.

Article 35 If there is any discrepancy between the Chinese and the English versions of the above Terms and Conditions, the Chinese version shall prevail.