

Comprehensive Listing of Regulations for International Students of JHUN

Chapter I Registration

Article 1 Newly-admitted international students should register in the university at the designated time indicated on the Admission Notice, with the following documents:

- 1) Passport;
- 2) Visa Application Form for Studying in China (JW201 Form or JW202 Form);
- 3) Admissions Notice;
- 4) Original copies of relevant documents.

Students who fail to arrive on time due to personal reasons should apply to the university in advance for permission to maintain their student status. Late registrations exceeding two weeks of the designated time will be treated as voluntary withdrawals from the university.

Article 2 Upon arriving at the university, the newly-admitted students should complete the Registration Form for International students at Jiangnan University, pass the passport inspection, and hand-in three passport-sized photos (white background). These photos will be used for the identification documents, such as a residence permit, student id, etc. Self-financing students are to pay tuition and fees to the bursar's office after receiving the payment notice from the University of International Education.

Article 3 Newly-admitted students should go through all the procedures prescribed on the registration schedule, and attend all of the orientation activities organized by the university or department.

Article 4 Students who fail to meet the health standards prescribed by the Chinese government must depart for their home countries within a month, bearing their own travel expenses.

Article 5 A validity period of at least 20 days for the visa or residence permit is required for a newly-admitted student who will register for entrance at the School of International Education.

Article 6 For international students staying for more than one semester, a registration is required for each semester. Registration will take place at the beginning of the semester. Self-financing students need to pay before registering for classes. Late registrations exceeding two weeks of the designated time will be treated as voluntary withdrawals from the university.

Article 7 Students who leave school due to suspension of study, student status reservation or other reasons shall not be registered without permission.

Chapter II Study Disciplines

Article 8 Daily Discipline: Students should follow the requirements of the teaching plan and

attend all the study activities set by the plan. Students should not be late for class or leave class early, nor should they be absent from the class without a sound reason. Any violation of the daily discipline shall be dealt with according to the Article 13 of “Implementation Measures for Punishment on International Students Violating Disciplines of JHUN”.

Chapter III The procedure of leave, approval and resumption

Article 9 If the students are unable to participate in study activities, they should submit a written request-for-leave application (a written diagnosis is required if the leave is as a result of illness).

Article 10 Students should perform the procedures of asking for leave, resuming the leave and reporting the leave at the School of International Education. The absenteeism of those who asked for leave but didn't return to school on time is counted from the day when they are supposed to be back as 6-12 teaching hours of absenteeism each day. Students who asked for leave but didn't return to school within 1 week after the required returning time shall bear all the consequences themselves. The absenteeism of those who didn't participate in activities outside of university such as internship practice and social practice is counted as 6-12 teaching hours each day. The absenteeism of those who didn't participate in university regulated self-study or other collective activities is counted according to the actual absent hours. The absence of those who asked for leave but didn't return to school on time and didn't ask for a further leave amounts to two weeks, or the absence of those who leave school without permission amounts to two weeks, they shall be treated as voluntary withdrawal from the university.

Chapter 4 Suspension of Schooling, Resumption and Quitting

Article 11: Suspension of Schooling

Students are allowed to complete his or her study by taking discontinuous studying periods. If a student cannot conduct normal learning as a result of an illness or accidents, he or she can apply for suspension of schooling. When he/she suspends their schooling, the university will reserve the student's status.

Students can suspend their study in the following cases:

- 1) Students who fail to meet the requirements of the physical examination and is suggested by a doctor to suspend their study for medical treatment;
- 2) Students whose study time is occupied by medical treatment or rest for over 1/3 of the total semester (or over 6 weeks);
- 3) Students who ask for leave for over 1/3 (or over 6 weeks) in one semester time;
- 4) Students who cannot participate in regular study or affect others' study and the department, the School of International Education may consider it necessary to suspend the student's schooling;
- 5) Students who are recruited for military service.

Procedures for Suspending Schooling of International Students

- 1) Students should submit a written application for suspension for themselves (if they ask for suspension because of illness). They must also hand in the certification documents of the hospital;
- 2) Any suspension must be approved by the School of International Education and give clear indication time span of the suspension. The students may then suspend the schooling after being approved by the School of International Education which would then issue them with a permission of suspension;
- 3) If a student selects to take a suspension period, they will be suspended for the remainder of the current semester. Usually the duration for suspension is one year (for students who go back to their home country to perform military service, their student status can be reserved for two years). The suspension period will not be calculated into the study span of the university, but the total suspension period shall not exceed 4 semesters;
- 4) If the student applies for suspension at the end of the semester, the whole semester would be deemed as the suspension period.;
- 5) If the suspension period prolongs to the next semester, both two semesters will be counted as the suspension period;
- 6) Except for natural disasters and other emergencies, the student who applies for suspension should finish all the relevant procedures within the designated time. A student who applies for suspension is prohibited from applying for continuation of studies within the same semester they applied for a suspension;
- 7) After a student is permitted to suspend the schooling, they shall not take classes or take exams for any reason and shall finish all the suspension procedures at relevant departments within 10 days and leave on time with the permission of suspension issued by the School of International Education.

Article 12: Continuation of Studies

After the due date of suspension, students should apply to resume their study one month prior to the beginning of the new semester. Students whose suspension is due to illness are required to submit the latest diagnosis report and they can resume their study only after they pass the physical examination. The reentry students should principally be incorporated into the original major under the next grade, and pay the relevant fees according to the reentry grade standard.

Article 13 Quitting University

Students must quit university under one of the following situations:

- 1) Students who fail to apply for continuation within 15 days after the due date of suspension;
- 2) Students who are over two weeks late for registration without a sound reason;
- 3) Students who leave without permission or fail to resume the leave for over two weeks;
- 4) Students who withdraw voluntarily;

- 5) Students who are absent from classes for more than 30 periods in a semester without a sound reason;
- 6) Students who are diagnosed by designated hospitals as serious diseases like mental illness, epilepsy, leprosy, venereal disease and AIDS or accidental dismemberment, and cannot continue to study in the school;
- 7) Other reasons for unable to keep the normal learning.

The related issues of dropping out will be disposed under the following rules:

- 1) The school shall provide a written decision and send to the student, as well as present it to the Hubei Educational Department, Public Security Organs and dropouts country embassy in China for record. After it has been announced for 5 workdays, the written decision which cannot be delivered will be considered as having been delivered to the students.
- 2) Students who applying for leaving school for being sick or disabled will be taking back by their guardian.
- 3) Students who applying for leaving school should complete the leaving procedures within 10 workdays after receiving the decision.
- 4) For students who are withdrawn by the university, who withdraw voluntarily and students who transfer to another university; their student status will be terminated once the university issues the approval. Such students shall not re-apply to Jiangnan University and are required to leave the university within one week.

Chapter V Postponement, Re-exam, Re-study and Re-sit

Article 14 The student, who cannot sit in the final examination, should present the application for the postponement of the exam to the faculty (the sickness leave should be proved by university hospital or the appointed hospital), and the application can only take effect after being approved. Students should take the exam with the students who take part in the re-exam at the same time, with the same papers, and students will be graded as regular exam. If the student cannot take re-exam, he/she will be regarded as giving up the postponement automatically and he/she must retake the class.

Article 15 The student who failed in the final exam can get another chance, If fails, he/she must re-study the course. The student who was identified as cheating or breaking the rules in the exam, he/she must re-study the course instead of taking the ordinary re-exam.

Article 16 Re-sit aims at the student who passes the exam, but is not satisfied with the result, he/she can take another exam after he/she applied and being approved. Re-sit will be held with the next grade at the same time and with the same papers.

Article 17 All courses required to be restudied must be charged according to the regulations of the school.

Chapter VI School Transfer

If students have special reasons for transferring, they should submit a written application and then they will be regarded as dropping out. Registration procedures for international students into our school:

Article 18 Submit the following materials to the School of International Education.

- 1) The school transfer certificate from the original school;
- 2) The transcript from the original school;
- 3) Application form for overseas students studying in Jiangnan University;
- 4) Copy of the passport;
- 5) Copy of the Health Certificate and Financial Certificate are needed if the students need to study here for more than six months.

Article 19 The school should accept the students according to the situation of their courses and performances; enroll registered students in corresponding classes, and distribute student ID.

Article 20 Report to Hubei educational and foreign administration department.

Article 21 Pay the relevant fees in accordance with the expense standard of the major.

Chapter VII Graduation, Completion and Incompletion of Schooling

Article 22 Upon completing of stipulated content of the training plan and the required courses with qualified marks and the graduation (degree) dissertation and passing the dissertation defense during the stipulated length of schooling, the international graduates who meet the requirement for graduation are permitted to graduate and granted the Certificate of Graduation.

Article 23 The international graduates who have completed the stipulated content of the training plan during stipulated length of schooling but failed to meet requirement for graduation are permitted to complete the course and granted the Certificate of Course Completion.

Article 24 Students who have completed the stipulated courses of Individual Development Programs but failed to meet the graduation requirements, if not exceeding the maximum length of schooling, could choose Completion of Schooling or Application for Study Period Extension. Students who choose Completion of Schooling will be granted the Completion Certificate instead of Graduation Certificate.

Article 25 Students who choose Application for Study Period Extension should follow the Individual Development Programs of the grade they are in and pay the according tuition fees. The University will strictly fill and issue the academic certificate and diploma in accordance with certain school type and study form which are determined at the time of enrollment.

Article 26 The University follows electronic registration management system of higher education diploma, timely submitting the information of Graduation Certificate or Completion Certificate to relevant departments and finishing the electronic registration according to the requirements of the Ministry of Education of China.

Article 27 Students who violate the regulations of national enrollment will not be granted

Academic Certificate and Degree Certificate; any already granted Academic Certificate and Degree Certificate will be claimed back by the university and nullified by the upper administration.

Chapter VIII Period of Schooling and Repetition

Article 28 The school learning period is determined by the talent training plans of different majors, the standard of undergraduate school-length is 4 to 6 years. While at school students can shorten or extend the period of schooling according to their ability and learning conditions. The longest length of schooling of undergraduate (including repetition, suspending etc.)shall not exceed 8 years .

Article 29 The student, who is subject to one of the following cases, can apply for an extended length of study:

- 1) The student who has not fully obtained the required credits and not qualified for suspension of schooling;
- 2) The student who has not passed his/her thesis or finished the graduation practice.

Article 30 The student who is subject to any of the followings should repeat the year:

- 1) In each school year, if the accumulated number of failed courses amounts to 40% of the total courses which include all the courses in previous terms after the make-up examinations, or after finishing the basic parts (in the previous two years) of the courses, the failed courses amounts to 30% or more of the total courses which are required in the talent training plan for all the schooling years, the students will be given an academic warning, and have to go through formalities of repeating the grade or being suggested for dismissal;
- 2) The students apply for repeating the schooling year willingly.