
Jiangsu Vocational College of Electronics and Information

Rules for the Management of International Students' Status

(Trial)

(Translated by: Li Zhigang)

In order to standardize the student status management behavior of international students and maintain the normal education and teaching order, these rules are formulated in accordance with the administrative measures for enrollment and training of international students in Colleges (Order No. 42 of the Ministry of Education, the Ministry of Foreign Affairs and the Ministry of Public Security in 2017), the quality standard for higher education of international students in China (Trial) (Jiao Wai [2018] No. 50) and other relevant documents and systems, and in combination with the actual situation of the college.

Chapter I General Provisions

Article 1 The credit system management mode shall be implemented in the college roll management.

Article 2 The educational system of each major for international students is three years, and the flexible length of study (including suspension and retention of student status) is five years. No matter how long it takes for international students to complete the required credits in the talent training program, the academic certificate system is still three years.

Chapter II Admission and Registration

Article 3 International students shall, with the admission notice, JW202 visa application form, enrollment application form, passport copy, physical examination report, senior high school graduation certificate, high school report card, certificate of no criminal record and other materials, go to the college to go through the registration and enrollment procedures according to the relevant requirements and time limit stipulated by International Education School. Those who fail to ask for leave or ask for leave beyond the time limit shall be deemed to have given up the admission qualification except for the legitimate reasons.

Article 4 when new students enter the college, they must have physical reexamination according to the national physical examination requirements and standards and obtain the

health certificate before they can enter the college. Those who are found to have diseases and can be cured in a short period of time after reexamination shall be returned to China for treatment after application and approval by the college. During the treatment period, the admission qualification shall be retained for one year.

Article 5 A preliminary qualification examination shall be conducted for freshmen at the time of admission, and those who pass the examination shall go through the admission procedures. If it is found in the examination that the supporting materials do not conform to the actual situation of the student concerned or there are other violations of the enrollment regulations for international students, the admission qualification shall be canceled.

Article 6 Within one month after enrollment, the qualification review shall be conducted to verify the qualified registered student status, and the electronic registration of student status shall be carried out in the "management platform of international student status and academic qualifications" of China higher education student information network. If fraud or malpractice is found in the review, the qualification review shall not be qualified and the student status shall not be registered. If the circumstances are serious, the case shall be transferred to the relevant department for investigation and handling.

Article 7 New students who have retained their admission qualifications shall go to the college for reexamination before the start of the next academic year. Those who pass the physical examination are allowed to go through the enrollment procedures again. The study period shall be counted from the next academic year. Those who fail to pass the reexamination or fail to go through the enrollment procedures within one week after the deadline shall be disqualified from entering the college. During the period of retaining the admission qualifications, they shall not apply for admission to other colleges; otherwise their admission qualifications will be canceled.

Chapter III Attendance and leave

Article 8 International students shall consciously abide by learning discipline. If you are unable to attend class due to illness or other reasons, you should go through the leave procedures in advance and cancel the leave after the leave is over. International students need to fill in the leave application form, and the hospital certificate should be attached to the sick

leave. The Counselor (head teacher) shall be responsible for the examination and approval of leave within 2 days, the students' affairs management office of International Education School shall be responsible for the examination and approval of leave for 3-5 days, and the examination and approval of International Education School for 6 days or more. If you want to leave Huai'an City, no matter how much time you want to leave, you must obtain the approval of the students' affairs management office and then report to International Education School for approval. International students should apply to the head teacher and the leader of International Education School to cancel the leave in time.

Article 9 Attendance of teaching links shall be regarded as an integral part of the assessment of academic performance of international students. Teachers should check the attendance of international students in each class, and can adopt various forms of attendance (including roll call, spot check, etc.).

Article 10 International students who are absent from class without approval shall be punished as absenteeism. In addition to education, disciplinary actions shall be taken as appropriate. International students are not allowed to take part in the assessment of relevant courses and must retake the course if one of the following situations occurs:

- (1) Absenteeism is more than one sixth of the teaching hours of a course;
- (2) Including illness, personal leave, absenteeism more than one third of the teaching hours of a course;
- (3) One third of the students did not do their homework.

Chapter IV Assessment and Record of Achievements

Article 12 International students must take part in the assessment of courses or course design, graduation design (Thesis), internship and other practical teaching links (hereinafter referred to as courses) as specified in the talent training program. The college will decide the status of students such as demotion, dropout, completion, graduation and other issues according to the assessment results.

Article 13 The results of the course assessment shall be recorded with the examination results and credits at the same time and put into the archives of the students.

Article 14 Credit is the unit of calculation for the learning amount of international students

under the credit system teaching management mode. Only those who pass the course examination can get credit.

Course assessment is divided into examination and check. For those who pass or fail in the examination, the five point system is adopted for the assessment of pass and practice. In the evaluation of examination results, the examination class generally adopts the hundred mark system. The five grade scoring system of excellent, good, medium, pass and fail is generally adopted in the check course and practice. The results of the five grade scoring system are converted into "90 points for excellent, 80 points for good, 70 points for medium and 60 points for passing". Over 60 points for pass and obtain corresponding credits. If the course fails to pass the examination, it is allowed to take a make-up examination. The qualified score of the make-up examination is calculated as 60 points. If the make-up examination fails, the course must be taken again, and the qualified result after the reexamination shall be counted as 60 points.

Article 15 Anyone who fails to perform the examination leave procedures without authorization is absent from the examination. The missed course will not be given a make-up examination and will be directly included in the retake course.

Article 16 International students must bring their student cards to participate in the course assessment; otherwise their examination qualification will be canceled.

Chapter V Exemption, Make-up, Retake and Postponement of the Course

Article 17 international students with excellent Chinese learning results and have reached a certain level of Chinese proficiency examination may apply for exemption from Chinese courses at the same level. Those who are required to apply for exemption from taking Chinese courses at the same level shall present relevant supporting materials to International Education School one week before the commencement of the course. Upon examination and approval, the students may be exempted from the course, but they need to participate in the assessment of the corresponding courses. The assessment results shall be taken as the record of the course scores.

Article 18 International students who fail to pass the examination in each semester are only allowed to make-up examination once. If they fail to pass the make-up examination, they

must take it again. The assessment results of re courses are recorded according to the normal course assessment methods. Those who pass the make-up examination are recorded as passing the make-up examination. The cost of retaking courses shall be paid according to the regulations.

Article 19 If an international student is unable to take the examination due to illness or other reasons, he / she must submit a written application for postponement of the examination to the Department in charge of the course in advance (the sick leave must be certified by the hospital), and the examination can be postponed after being approved and reported to the Academic Affairs department for the record.

Article 20 The postponed examination and make-up examination shall be conducted at the same time, and the results shall be evaluated according to the normal examination. If you fail to pass the delayed examination, you must take it again.

Article 21 If an international student cheats or neglects the examination, the course score is zero and must be retaken. Those who cheat in the examination shall be given disciplinary punishment.

Chapter VI Student Status Warning and Dropping out

Article 22 The student who has accumulated one academic year and has obtained less than 20% of the required credits in each semester shall enter the student status warning period. The warning period is one semester. If the credits of compulsory courses are more than 20% of the required credits during the period of student status warning, the student status warning will be canceled.

Within five weeks of the beginning of each semester, International Education School will inform the students in writing that they have entered the warning period of student status and put them on record. During the warning period of student status, students are not allowed to participate in all kinds of awards related to their academic achievements, and they are not allowed to serve as student cadres of all kinds.

During the warning period of student status, students who have difficulties in learning from the original grade can apply for transfer to lower grade one.

Article 23 International students who have one of the following circumstances may withdraw

from school:

- (1) Those who fail to complete their studies within the maximum length of schooling (including suspension and retention of school status) stipulated by the college;
- (2) Those who fail to apply for resumption of schooling within two weeks after the expiration of the period of suspension or retention of student status, or fail to pass the reexamination;
- (3) According to the diagnosis of a hospital at or above the level of two, suffering from disease or accidental disability and unable to continue to study in school;
- (4) Failing to participate in the teaching activities prescribed by the college for two consecutive weeks without approval;
- (5) Those who fail to register within two weeks and fail to fulfill the registration suspension procedures;
- (6) The student voluntarily applies for dropping out of school;
- (7) Other circumstances in which students can not complete their studies and can be withdrawn from school.

Article 24 If an international student voluntarily applies for dropping out of school, he / she shall submit a written application, which shall be examined and approved by International Education School.

Article 25 If International Education School puts forward a proposal for withdrawal, it shall inform the students of the facts, reasons and basis for the withdrawal, inform the students of the right to state and defend, and listen to the students' statements and defenses. After reviewing the legality of the proposal and related supporting materials submitted, International Education School shall submit it to the president's office meeting or a special meeting authorized by the president for research and decision.

Article 26 International students who drop out of school should go through the procedures and leave the college within one week from the date of approval. Those who fail to do so within the time limit will be directly canceled by the college after confirming that they have received the notice of withdrawal.

Article 27 International Education School shall directly send the decision on the withdrawal

to the international students themselves, and at the same time, report to the Provincial Department of education for the record. If the students refuse to sign, they can be served by way of retention; if it is difficult to contact, they can use the college website, news media, etc. to communicate by way of announcement.

Article 28 If an international student has any objection to the withdrawal, he / she may file a written complaint in accordance with the relevant regulations on appeal management.

Article 29 The following matters concerning the withdrawal of international students shall be handled in accordance with the following provisions:

(1) The college shall inform the international students to go through the procedures of leaving school, and the international students who drop out shall complete the procedures within one week from the date of approval of the college.

(2) Tuition fees and accommodation fees involved in the withdrawal of international students shall be implemented in accordance with the provisions on the settlement of fees for students who have left school.

Chapter VII Transfer of Major and Transfer of Study

Article 30 The transfer of major must be carried out in accordance with the provisions of the competent authorities at a higher level and the permission of the teaching resources of the college, and on the basis of the voluntary principle of international students. The arrangement of the number of students transferred to major should not affect the establishment of teaching and administrative classes. In principle, each international student has only one chance to change major in the first grade.

Article 31 Under one of the following circumstances, one may apply for transfer of major within the college:

(1) Those who are unable to study in the original major but still can study in other majors due to illness or special difficulties after admission;

(2) Those who really have interests, expertise and related achievements, and can give full play to their specialties by changing majors;

(3) There is no follow-up major after returning to school;

(4) Other items that conform to the relevant regulations on professional transfer.

Article 32 The handling of relevant courses, credits and other matters after transferring to a new major:

(1) After transferring to a new major, international students should complete the learning content and corresponding credits specified in the teaching plan of the transferred major before they can graduate or finish the course;

(2) If the courses taken before the transfer of major are the same or similar to the courses required for the transferred major, and their academic scores and requirements are higher than those of the transferred major, or the same, or the credit difference is less than 1 credit, the qualified students can recognize each other;

(3) Those who are the same as or similar to the required courses of the transferred major, whose academic scores and requirements are lower than those of the transferred major, or the credit difference is more than 1 credit, they shall be supplemented; the remaining courses with qualified results can be regarded as elective credits and recorded in the academic achievements according to the talent training scheme of transferred majors;

(4) International students must make up for the courses that have not been taken in the first semester;

(5) The textbooks used by international students who have already been issued will not be returned.

Article 33 According to their own development needs, international students can transfer from the college to another college at the same level. The transfer must be approved by the college and the college to be transferred. Generally, it should be handled one month before the end of the second semester of each academic year, and be completed before the beginning of the new semester.

Article 34 Under any of the following circumstances, international students may not transfer to another college:

(1) Students who have been enrolled for less than one semester or one year before graduation;

(2) Those who have obtained the scholarship of principal and have not returned it;

(3) There is no legitimate reason for transferring to another college;

(4) Those who should drop out of school.

Article 35 In principle, the college will not accept the application of students with academic qualifications from other colleges to study in the college.

Article 36 No other reasons should be considered as a valid reason to withdraw from the college.

Chapter VIII Suspension and Resumption

Article 37 international students may complete their studies in stages in the form of suspension. Generally, the number of times for international students to suspend their studies shall not exceed two times, and each time is generally limited to one year (under special circumstances, it can be suspended for two consecutive years with the approval of the Institute of International Education), but the cumulative number shall not exceed two years. During the period of suspension, international students will retain their status and will not enjoy all the benefits of students in school.

International students who have one of the following circumstances shall be suspended from school. The period of suspension shall be counted as the academic year:

(1) Those who are unable to persist in study due to injury or illness, who have been diagnosed as having been examined and diagnosed by a hospital of grade II or above, and need to be suspended for treatment or recuperation, accounting for more than two-thirds of the total class hours of a semester;

(2) For other special reasons, international students apply for suspension or the college thinks it is necessary to suspend their studies.

Article 38 When applying for suspension of schooling, international students shall submit an application with relevant certificates and obtain the approval of International Education School. International students who are on leave of school due to injury or illness will leave school and go home for recuperation. During the period of recuperation, the medical expenses and return travel expenses shall be borne by themselves.

Article 39 International students shall apply for resumption of study within the time limit prescribed by International Education School before the end of the semester. They can only resume their studies after passing the reexamination. International students applying for

resumption of schooling should go through the formalities in the first week of the new semester, fill in the application form, hold relevant certificates, and go through the registration procedures after examination and approval.

Article 40 International students who have been suspended from school due to injury or illness shall have their health reexamined in a hospital at or above grade II A. If they pass the examination, International Education School shall issue a certificate of resumption and go through the procedures for returning to school. After returning to school, they were enrolled in the next grade of the original major. If there is no follow-up class in their original major, they can be transferred to similar majors.

Article 41 If there is evidence to show that the international students who request to resume their studies have committed serious violations of law and discipline during the period of suspension, their qualifications for resumption of schooling shall be canceled.

Article 42 During the period of suspension, international students shall not apply for admission to other colleges, or they shall be disqualified from resuming their studies.

Chapter IX Graduation, Completion and Dropout

Article 43 International students who have completed the required contents of the teaching and training plan within the prescribed period of study, have passed the examinations and met the requirements for graduation qualification shall be allowed to graduate. After completing the procedures for leaving the college according to the regulations, the international students shall receive the graduation certificate before leaving the college. The graduation time shall be counted from the date of the issuance of the graduation certificate.

Article 44 International students who have one of the following circumstances at the end of their study period shall be deemed to have completed their studies. They shall receive a certificate of completion after completing the procedures for leaving the college.

- (1) Those who still fail to pass the reexamination at graduation;
- (2) Those who fail to pass the graduation examination or comprehensive skills examination;
- (3) Those who violate discipline and have responsibility accidents during graduation internship;

-
- (4) Cheating in the examination for two or more times in total;
 - (5) Those who have been detained in school for inspection and have not been released from the punishment at graduation;
 - (6) Those who have not obtained the certificate of HSK-4.

Article 45 After graduation, international students who have completed their studies and passed self-study, make-up examination, reexamination and other means within the effective length of study and have met the requirements for graduation qualification may apply for a replacement of graduation certificate. The graduation time shall be filled in according to the date of issuing the certificate.

Article 46 International students who have completed their studies due to failing to pass the examination may return to the college for a supplementary examination within half a year after graduation. After passing the supplementary examination, a graduation certificate shall be issued. The time for graduation shall be counted from the date of issuance of the graduation certificate.

Article 47 International students who have dropped out of school for more than one academic year may apply for a transcript certificate. The international students who apply for the diploma should fill in the application form for the certificate, and then apply to International Education School after completing the procedures for leaving the college. International students who have not completed their studies can not apply to return to study again.

Article 48 For international students who have dropped out of school or have been expelled from school for less than one academic year, International Education School may issue realistic learning certificates as required.

Chapter X Management of Academic Certificates

Article 49 International Education School shall fill in and issue graduation certificates, completion certificates and other academic certificates in strict accordance with the type of school running and learning forms determined at the time of enrollment, as well as the personal information filled in by international students during enrollment. The writing standards of certificates shall be implemented in accordance with the relevant provisions of the state.

Article 50 For those who have obtained the admission qualification or student status in violation of the provisions of the state on the enrollment of international students, their student status shall be canceled and no academic certificate shall be issued, and the academic certificate already issued shall be revoked in accordance with the law. Academic certificates obtained by cheating, plagiarism, or other improper means may be revoked according to law. If the revoked academic certificate has been registered, the college shall cancel it and report it to the administrative department of education for declaring it invalid.

Chapter XI Supplementary Provisions

Article 51 Complaints by international students. If an international student has any objection to the handling or punishment of his / her student status, he / she may submit a written appeal to the student appeal handling Committee of the college within 5 working days from the date of receiving the decision of the college. The relevant procedures shall be implemented in accordance with the relevant provisions on the appeal of international students in Jiangsu Vocational College of Electronics and Information (Trial).

Article 52 These Rules shall be implemented as of the date of promulgation and shall be interpreted by International Education School.