



## **Appendix C-3: Regulations on Student Status Management of Hunan City University**



## **Regulations on Student Status Management of Hunan City University**

Xiangcheng Yuan Fa no. 91,2017

To maintain the normal school education teaching order and life order, promote the school administration, ensure the basic requirement of school khalid ents, protect students legitimate rights and interests, provide institutional guarantee for students innovative entrepreneurship, promote students self management and comprehensive development, on the basis of the Ministry of Education of ordinary institutions of higher learning students management regulations (the Ministry of Education of the Peoples Republic of China order no. 41, September 1,2017), these provisions are formulated.

### **Chapter I: Enrollment and Registration**

**First admission** for the university students must hold the Hunan city college admission notice and other relevant documents in accordance with the provisions of the date to registration, admission formalities, if there is a special reason cannot report for duty, must be written to the school student work department (place), and with the community (street), township (town). Leave must be approved by the Student Affairs Department (office) of the school and filed by the Academic Affairs Office. The holiday is generally can not exceed two weeks. Those who do not ask for leave or leave overdue will be deemed to have waived the admission qualification except for legitimate reasons such as force majeure.

**Article 2** Within three months after entering the university, the secondary colleges will review the student files of the college, and the Student Affairs Department (office) shall organize the relevant departments to review their political ideology, moral character,



psychological and physical health. All those who pass the reexamination



will be allowed to register, and officially obtain the student status of Hunan City University. Those who do not meet the enrollment requirements should be dealt with according to the situation until the admission qualification is cancelled. Those admitted, subject to fraud or favoritism, shall be examined and verified by the Academic Affairs Office and the Admission and Employment Office, cancelled their admission qualification or school status and returned to the location of the parents or caregivers; if the circumstances are serious, they shall be transferred to the relevant department for investigation.

**Article 3** If a new student finds a disease (including a new disease) during the health review and can be cured within one year after the diagnosis certificate of the hospital designated by Grade A or above (the same below), the admission qualification may be retained for one year after the secondary college signed the opinion and submitted to the Academic Affairs Office and the Student Affairs Department (office). Freshmen who retain their admission qualifications should leave school immediately and go home to recuperate. Those who fail to leave the school within two weeks without any reason will be disqualified for admission. Those who retain the admission qualification do not have the school status and do not enjoy the treatment of school students. Students who retain the admission qualification can submit the admission application to the Academic Affairs Office and the Student Affairs Department (Office) of the school before the beginning of the next academic year. After the designated hospital of the school can diagnose and meet the admission requirements, they can handle the admission procedures according to the registration requirements of the new students in the current year. Those who fail to pass the reexamination or fail to go through the admission procedures within the time limit will be disqualified.



The new recruits shall, within 2 weeks from the date of registration, submit the application to the Academic Affairs Office and the Academic Affairs Office and approval by the Student Affairs Department (Office). Within 2 years after retirement, the new students shall go to the school with the discharge certificate and the admission notice. Freshmen who re-register for the college entrance examination will be deemed to have given up the opportunity to enter, and the admission qualification will no longer be retained.

**Article 4** At the beginning of each semester (two days before the start of the class is the registration and registration time), students must go to each secondary college for the registration and registration procedures on time according to the regulations of the school. Those who cannot arrive on time, do not register, should apply for the suspension of registration procedures, the period of deferred registration is three months. Students who do not ask for leave or leave for more than two weeks (including two weeks) (except for legitimate reasons such as force majeure) will be regarded as giving up their school status and will be treated as automatic withdrawal. Those who fail to pay tuition fees according to the regulations of the school or otherwise do not meet the requirements for registration will not be registered. Students from poor families shall be subsidized according to the relevant documents of the superiors and the school, and shall register after handling the relevant procedures to ensure that the students will not give up their studies due to family financial difficulties. Students who do not register shall not take part in the study and examination organized by the school.

## **Chapter 2 length of schooling and Years of study**

**Article 5** The length of schooling of undergraduate major is 4 years or 5 years, and that of junior college major is 3 years.

**Article 6** The number of study of four-year undergraduates shall not



exceed 6 years, the number of five-year undergraduates shall not exceed 7 years, and the number of study for junior college students shall not exceed 5 years. For students with remarkable achievements in innovation and entrepreneurship, the number of years of study can be appropriately relaxed according to the specific circumstances.

### **Chapter 3: Attendance**

**Article 7** The school shall check the students for classroom teaching, professional practice teaching, social investigation, public welfare labor, military training, political study, etc.; if the students cannot attend for some reason, they must ask for leave in advance. Those who do not ask for leave will be treated as truancy.

According to the class hours and 6 credit hours per day, failure to participate in social survey, public welfare labor, military training, 5 credit hours per day.

The treatment of truant students is found in the Regulations on Disciplinary Punishment of Students of Hunan City University.

**Article 8** Students who apply for medical leave (certificate designated by the hospital) and personal leave shall be approved by the student counselor. Students leave must be reported to the Teaching and Research Office for the record.

When the students leave expires and needs to renew the leave, the procedures are the same as the leave procedures. In principle, all students ask for leave, must be declared in advance, after the leave is invalid.

The application form for sick leave, the hospital certificate and the approval opinions of the person in charge should be kept in the secondary college for future reference. If students ask for sick leave or personal leave for more than one month in a semester, they should report to the Academic Affairs Office for the record. If they add up to more than one third of the total credit hours of this semester, they will be dealt with



according to the provisions of Article 20.

Those who leave the school for two consecutive weeks and not participate in the teaching activities stipulated by the school will be treated as automatic withdrawal.

During the school period (except holidays), students should return to the university as scheduled and report to the secondary college. Those who do not return to the university for more than two weeks (including two weeks) will be deemed to be giving up their school status and will be treated as automatic withdrawal.

#### **Chapter 4 Course Assessment and achievement record**

**Article 9** Students must participate in the course assessment stipulated in the teaching plan of the professional talent training program (the assessment is divided into two types: examination and examination). The examination results will be recorded in the score book and included in my file.

The course assessment can be carried out by written test, oral test, computer test, closed book, open book and so on. In addition to the main basic courses with closed-book written tests, other course assessment methods can be clearly stipulated in the teaching syllabus according to the nature, characteristics and teaching requirements of the course.

Examination course (include the experimental course that sets class alone) all use 100 points to score, examination course (military training, current affairs political study, production labor, etc.) the result evaluation, generally with excellent, good, in, pass, fail five records. Students with 60 or above or above passing the examination course will receive credit for the course.

Students course scores are evaluated comprehensively by their usual scores (including mid-term examination, stage assessment, class discussion, homework, papers, attendance, etc.) and the final examination



results. Among them, the proportion of the usual score in the total score is determined according to the nature of the course, generally not more than 30%. For the reform of course examination method, the teacher shall put forward a specific plan in advance, apply to the college, study the secondary college, sign clear opinions, and report to the Academic Affairs Office for approval, the proportion of ordinary results can be adjusted, and the reform plan of examination method can be announced to the students in time. The secondary colleges and the academic Affairs Office should strengthen the quality supervision of the examination reform curriculum.

The course teacher shall announce the assessment method and the performance evaluation method of the course to the students within one week after the course starts.

The results of students in physical education shall be evaluated comprehensively according to the situation of attendance, in-class teaching and extracurricular exercise activities.

The university encourages, supports and guides students innovation and entrepreneurship activities, participates in social practice, establishes innovation and entrepreneurship files, and sets up innovation and entrepreneurship credits. Students experiences and achievements related to professional learning and academic requirements such as innovation and entrepreneurship, entrepreneurship and social practice, publishing papers and obtaining patent authorization can be converted into credits and counted into their academic performance. For details, see the Credit Recognition and Management Measures of Undergraduate Innovation and Entrepreneurship Practice of Hunan City University, and the Management Measures of Discipline Competition of Hunan City University, etc.

**Article 10** Students who fail to take the course may take a make-up





examination. Those who still fail the make-up examination must retake the course after fulfilling the corresponding procedures. Those who fail the practice course will go directly into the retake.

**Article 11** Provisions on exemption from repair and listening:

Due to the major adjustment and the change of school status, students can recognize the previous courses according to the principle of mutual recognition of school credits, and can be exempted after meeting the regulations, and can directly get credits. For personal reasons, students may not apply for an examination course after their own application, approved by the teacher, approved by the college and approved by the Academic Affairs Office. The final exam score of 85 or above (60:60) will be recognized as qualified and receive corresponding credits for the course. Ideological and political education theory course is exempted according to the superior documents, practice teaching link shall not be exempted, physical education shall not be exempted in principle.

**Article 12** Handling methods for students absenteeism, delaying examinations, absenteeism and cheating in examinations:

(1) If a student is absent from class without reason for more than one third of the total semester hours of the course, he / she shall not take the final examination of the course except for disciplinary action according to the regulations, and the score of the course shall be recorded with zero points.

(2) If a student is unable to take the course examination due to illness or other personal special reasons, he / she shall apply to the secondary college in writing before the examination, and the Academic Affairs Office approves it to postpone the examination. Asking for leave due to illness must be certified by the hospital designated by the school. The sick leave certificate submitted by the student after the course begins



is invalid.

Applicants who apply for the course examination must apply to the Academic Affairs Office to arrange the examination uniformly.

Applicants who are not allowed or do not take the exam will be treated as absenteeism.

(3) For students who are absent from the examination, the examination results of the course shall be marked with zero points and are not allowed to take the normal make-up examination. They can only retake the course after fulfilling the corresponding procedures.

(4) Students must strictly observe the examination discipline, and cheating in the examination discipline is strictly prohibited. For the identification and specific treatment of violations of cheating in examination, see the Measures for the cheating of students in Hunan City University in examination.

### **Chapter 5 Major transfer and School Transfer**

**Article 13** Full-time first-year undergraduate students who meet the following conditions can apply for major transfer:

(1) those who have certain specialties and aspirations for the majors to be transferred;

(2) Those who have some disease or physiological defect and are determined by the medical unit designated by the university and are not suitable for study in their major, but can still study in other majors;

(3) Those who adjust their majors due to the needs of the discipline development of the university or the secondary college;

(4) The school will give priority to students who suspend their studies to start their own business or return to school after retirement and need to change their major due to their own conditions.

The application will not be accepted under any of the following circumstances:



(1) The state has relevant regulations or has a clear agreement with the university before admission;

(2) Students majoring in music, physical education and fine arts;

(3) Students who are suspending their school or retaining their school status.

**Article 14** Transfer of major shall not be considered in any of the following circumstances:

(1) Those who have been given punishments above a warning (including) after entering the school;

(2) Students who fail more than two exams (including) in the final exams of the first semester of the first year.

**Article 15** Major students should generally transfer to the same grade; upon the application, the examination and approval, the students should pay the major and grade tuition standards and complete all the courses specified in the major teaching plan, students can only change their major once.

**Article 16** The school shall handle the formalities for changing the major in the first week after the second semester of the first year.

**Article 17** Transfer of students:

(1) Students admitted by our university should complete their studies in principle; those who are unable to continue their study in our school due to illness or special difficulties can apply for school transfer. Students transfer will be strictly handled according to the superior documents.

The application should be submitted to the school before June 15 or December 15 of each year, and provide true and reliable supporting materials. The school will approve the application according to the application for transfer procedures.

(2) No one shall transfer to another school under any of the following circumstances:



- (1) Enrollment is less than one semester or one year before graduation;
- (2) The score of the college entrance examination is lower than the score of the relevant year of the relevant major to be transferred to the school;
- (3) Change from low education level to high education level;
- (4) Admission through special enrollment forms such as targeted employment, art, sports, high-level art troupe and high-level sports teams;
- (5) Those who fail to pass the national unified enrollment examination of ordinary institutions of higher learning or do not use the results of the college entrance examination (including the upgrade level, etc.);
- (6) The school to be transferred is in the same city as the transferred school;
- (7) interdisciplinary categories;
- (8) Should be expelled from school;
- (9) Otherwise, without justifiable reasons.

**Article 18** The student shall apply for the transfer of the school himself, explain the reasons for the approval of the school and the school of the transfer of the school to be transferred to the school, and the transfer of the school shall be approved by the principals office meeting or special meeting.step

Provincial transfer, by the local provincial education administrative department through consultation to transfer into the local provincial education administrative department, according to the transfer conditions after confirming the transfer procedures. The provincial education administrative department that needs to be transferred is required to copy the relevant documents to the public security organ in the place where the school is located.



The procedures for students transfer shall be handled according to the notice of the General Office of the Ministry of Education on further standardizing the transfer of ordinary institutions of higher Learning and the relevant documents of the Hunan Provincial Department of Education, so as to ensure that students can transfer to the school in the new semester.

Transfer to submit materials are: students transfer application form, students, students were admitted into the school with professional minimum line proof, transfer out and out to the school, the school agreed to agree to transfer into the letter, student transcripts, student performance appraisal and school designated medical unit health diagnosis, ordinary institutions of higher learning students transfer for the record registration form, etc.

## **Chapter VI Suspension, retention of school status and resumption of school**

**Article 19** Students who apply for suspension or the school may suspend suspension.

Students generally suspend school for one year (due to illness, approved by the school), and the total amount shall not exceed two years. The length of length of schooling for innovation and entrepreneurship students can be appropriately relaxed. The suspension time starts from when the students cannot adhere to the normal class, and the suspension time is not included in the school study time.

**Article 20** A student shall suspend his / her schooling under any of the following circumstances:

(1) Those who are diagnosed by the designated hospital of the school and suspend classes for treatment and recuperation due to illness account for more than one third of the total credit hours of a semester;

(2) According to the attendance check, those who ask for sick leave



or personal leave in one semester have accumulated more than one-third of the total credit hours of this semester;

(3) Unable to insist on normal study, the secondary college thinks that it must rest on scholars.

**Article 21** Questions of suspended students shall be handled in accordance with the following provisions:

(1) Students who apply for suspension must go through the suspension procedures and leave the school: Students shall fill in the approval form for suspension, resumption and retention (demotion) of students of Hunan City University in writing (for suspension due to illness, the certificate of the designated hospital shall be attached), and the opinions of the secondary college and the Academic Affairs Office can be valid;

(2) The school shall retain their school status during the suspension period;

(3) During the period of suspension, students shall not enjoy the treatment of students studying in school, enjoy grants and scholarships, or apply for student loans;

(4) If the suspended students are ill, the medical expenses shall be handled according to the relevant regulations of medical management of our school.

**Article 22** Students who are recommended by the university to enlist in the Chinese Peoples Liberation Army (including the Chinese Peoples Armed Police Force) may retain their school status until two years after their retirement. During the period of retaining their military status, they shall be managed by the troops they actually belong to.

**Article 23** The management of the school status of the students in the international cooperation projects organized by the university shall be carried out in accordance with the agreement between the two parties.



The individual application for study at home and abroad shall be approved by the applicant, the preliminary examination of the college, the Academic Affairs Office and the International Cooperation and Exchange Office. The student status during the study at home and abroad can be retained.

**Article 24** Students who suspend school or retain their school status shall be resumed in accordance with the following provisions:

(1) Upon expiration of suspension, students should apply to the school for resumption before the beginning of the semester. Students will fill in the Hunan city college students suspension, resumption, leave (drop) level form, the certificate of school designated hospital diagnosis in the secondary college, by the secondary college and school designated hospital review, prove that has restore health, can adhere to the normal learners, signed by the secondary college, office, after the approval of the principal, the resumption formalities.

(2) Students shall apply for resumption to the secondary college one week before the expiration of the term. They can resume school only after the signing of the secondary college and the Academic Affairs Office and the approval of the president in charge.

(3) Students who return to school shall in principle be enrolled at the next level of the original major; if the original major is not enrolled at the next level, they may be arranged to study in a similar major.

(4) If a student has serious violation of law and discipline during the period of suspension or retention of school status, the school will be disqualified from resuming school.

**Article 25** The school shall not be responsible for any accident occurring during the retention of the admission qualification, suspension or school status.

**Article 26** Students who are demoted or expelled from school shall



not apply for suspension of school.

### **Chapter 7 Droout**

**Article 27** A student shall drop out of school under any of the following circumstances:

(1) Those who are demoted more than twice due to the low credits obtained during the school period;

(2) Leaving the school without asking for leave and not participating in the teaching activities stipulated by the school for two consecutive weeks;

(3) upon the expiration of the suspension period, it fails to apply for resumption of school within two weeks or fails to pass the examination after reexamination;

(4) Suffering from illness or accidental disability as diagnosed by a hospital designated by the school;

(5) failing to register within the time limit prescribed by the school and having no justifiable reasons;

(6) Those who conceal their past medical history and are admitted to the restricted major and are unable to insist on the study;

(7) failing to complete their studies within the maximum period of schooling (including suspension) prescribed by the school;

(8) I apply for withdrawal.

For students who drop out due to the above reasons, the secondary college of the students shall submit a report and attach relevant materials, which shall be signed by the secondary college and the Academic Affairs Office and submitted to the presidents office for approval.

**Article 28** The aftermath of the students withdrawal shall be handled in accordance with the following provisions:

(1) Students who drop out of school or leave school for other reasons must withdraw from the school within two weeks from the date of notice





of withdrawal or announcement, and their files and hukou shall be returned to the location of the family;

(2) For students who have withdrawn from school for at least one year, the school may issue an completion certificate after the students apply;

(3) If a student who drops out of school fails to leave the school after the deadline, the relevant department of the school shall cancel his various relations in school and shall not issue the certificate of completion;

(4) Students who have been cancelled, expelled or expelled from school shall not apply for resumption of school.

The death of students, expulsion from school generally refer to the form of withdrawal.

### **Chapter 8 Graduation, Completion and Incompletion**

**Article 29** Students who have completed the contents of the education and teaching plan within the prescribed number of years of the school and meet the graduation requirements for morality, intelligence, physical and aesthetic education shall be graduation, and the school shall issue a graduation certificate.

**Article 30** Students who have completed the contents specified in the education and teaching plan within the prescribed period of the school shall be granted completion and issued a certificate of completion. Within two years after completion, students may apply to return to school for revision and issue the graduation certificate; the graduation time shall be filled in according to the date of issuance.

**Article 31** Students who meet the requirements for degree awarding shall be awarded the student degree certificate (see detailed measures for the work Rules for the Awarding of Bachelors Degree of Hunan City University). Students who have completed the interdisciplinary minor and



met the requirements of minor degree will be issued minor degree certificates according to the regulations. Students who have completed their studies and met the requirements will be issued a minor course certificate.

**Article 32** The university shall truthfully fill in and issue academic certificates and degree certificates in strict accordance with the types and forms of running schools determined at the time of recruiting students.

**Article 33** The university shall implement the electronic registration management system of higher education academic certificates, and shall report the information of the certificate issued to the education administrative department of Hunan Province for registration, and the education administrative department of Hunan Province shall report to the education administrative department of The State Council for the record.

**Article 34** The university shall not issue academic certificates or degree certificates to the academic certificates and academic certificates issued by the university and report to the administrative department of education to declare the certificates invalid.

**Article 35** If the certificate of graduation, completion, completion or degree is lost or damaged, the university certificate shall issue the corresponding certificate after the application. The certificate has the same effect as the original certificate.

### **Chapter IX: Supplementary Provisions**

**Article 36** In case of any conflict between the previous relevant documents and these Provisions, these Provisions shall prevail.

**Article 37** These Provisions shall be implemented on September 1, 2017, and the Academic Affairs Office shall be responsible for the interpretation.



Hunan City University,  
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