

无锡职业技术学院国际学生结业生管理办法（修订）

Measures for the Management of Course Completion of International Students in Wuxi Institute of Technology (Revised)

In order to further standardize the work of international students who have completed courses and return to school to resume their schooling, and to take the management of graduation certificates seriously, in accordance with the regulations on the management of academic status of college students and the relevant provisions of the *Measures for the Management of International Students' Academic Status in Wuxi Institute of Technology*, the regulations on the work of resumption of schooling and replacement of certificate of completion with graduation certificate for international students are revised as follows:

Article 1 International student who has completed the courses but are disqualified for graduating from the college because of academic reasons shall apply to return to school for re-study after leaving school and within the flexible study period and fill in the *Application Form for International Students Who Have Completed Courses Returning to School for Re-study*, which shall be examined and signed by the School of International Education and the college of the original major and pay the tuition fee for re-learning for credits. After being examined by the Office of Academic Affairs, and the teaching secretary of the teaching department to which the course belongs shall arrange the teacher in charge of the student returning to school for re-learning according to the application of the student. The re-learning time for the post practice is in accordance with the original talent training program, and the re-learning time for the graduation design should not be less than 128 hours. The specific implementation process of course re-learning shall comply with the *Implementation Rules of Wuxi Institute of Technology on Credit-based Course Re-study*.

Article 2 International students who complete their courses due to disciplinary reasons can apply for graduation certificate only after the issuance of official document of the releasing of the disciplinary measures.

Article 3 International students who meet the conditions for the replacement of the certificate of completion with the certificate of

graduation (passing exams of re-learning courses, release of disciplinary measures, etc.) and do not exceed the prescribed flexible study period (not more than six years for three-year colleges) may apply to the School of International Education for the certificate of graduation, fill in the *Form on the Review and Approval of the Application for Certificate of Graduation for International Students Who Have Completed Courses* and submit it to the School of International Education for review and approval. Those who exceed the time limit shall not acquire their graduation certificates.

Article 4 The School of International Education shall examine the application and related materials for the replacement of graduate certificates for international students, collect the list of students who have completed courses and meet the conditions for replacement of certificate of completion with graduation certificate (with the signature of the person in charge of the college), and submit materials including the list, forms as mentioned in Article 1 and Article 3, and academic status card. International students who submit all materials could apply for graduation certificate.

Article 5 Materials submitted by international students who have completed courses on the application for graduation certificate shall receive the review and approval of the Office of Academic Affairs. The work related to the issuance of graduation certificates shall be completed before the end of the following month, and the graduation time on the certificate of graduation shall resemble with the time the student get the certificate.

Article 6 International students who apply for graduation certificate must come to the Office of Academic Affairs on their own and deal with relevant procedures with passports and certificates of completion.

If the certificate of completion is lost, the student must bring his or her ID card, the graduation verification list issued by the Central Archives and other relevant documents to the Office of the Academic Affairs for the acquisition of graduation certificate with the verification and approval of the School of International Education.

Article 7 The Schools (departments) that undertake the task of re-learning for international students should communicate with the students to ensure the successful completion of the re-learning work for international students.