

无锡职业技术学院国际学生学籍管理办法
**Measures for the Management of International Students' Academic
Status in Wuxi Institute of Technology (Revised Edition)**

Chapter I Admission and Registration

Article 1 New international students admitted in accordance with regulations must present relevant documents and materials such as "Wuxi Institute of Technology International Student Admission Notice", "Form JW202 ", "X1 (or X2) Visa", and "Passport" , and go to the college to pay the fees and complete registration on the specified date. New students who cannot register on time should ask for leave from the International Student Admissions Office in advance, and the leave shall not exceed two weeks. Those who have not gone through the leave application procedures and late for over two weeks, or those who have extended the leave for more than two days after application, will be perceived as giving up their admission qualifications, except for legitimate reasons such as force majeure.

Article 2 The college will conduct a preliminary review of the admission qualifications of new students, and only those who are qualified for review will be admitted. The college will register the student's academic status according to the registration and the preliminary review of the admission qualification, and complete the online registration of the new students' academic status on the China Credentials Verification (hereinafter referred to as "CSSD") in accordance with relevant requirements of the Ministry of Education.

If it is found that the Admission Notice, Form JW202 , X1 (or X2) visa, passport, academic information and other admission certification materials of the new students are inconsistent with their actual situation, their admission qualifications will be cancelled.

Article 3 New students can apply to the college to retain their admission qualifications, and they will not have academic status during the retention.

(I) Students who fail to pass the physical examination after admission will be dealt with by the college according to the following situation:

1. Those who have been certified by the entry-exit inspection and quarantine agency that health status will reach standard after short-term treatment shall apply in person and the admission qualification will be retained for one year upon the approval of college. The new student should go through the relevant procedures within two weeks from the date of the announcement and leave the college for treatment.

International students who have retained their admission qualifications due to illness and returned to college after recovery shall apply for admission before the start of the school year and bring the entry-exit inspection and quarantine agency certificate to report to the college. After passing the re-examination by the college-designated hospital, the admission registration procedure will be completed. Those who fail to complete the admission procedures or fail to pass the re-examination will have their admission qualification cancelled.

2. If the designated hospital certified that after short-term treatment the health status of the student fails to meet the standard, the admission qualification will be cancelled.

(II) Students who are unable to enroll due to other reasons shall apply to the college, and upon the approval of the college, the admission qualification can be retained for one year.

New students should apply for admission to the college before the expiration of the reserved admission qualification, and go through the admission procedures after passing the review of the college. Those who fail to pass the review will be disqualified from admission; those who fail to go through the admission procedures within the time limit and have no legitimate reasons for delay such as force majeure will be perceived as giving up admission qualifications.

Article 4 The college will review the qualification of new students according regulations within 3 months of enrollment. Those who do not meet the enrollment requirements will be dealt with by the college according to the situation until the enrollment qualification is cancelled. Anyone who commits fraud for personal gain will be revoked immediately upon verification. If the circumstances are serious, responsibilities will be investigated by relevant departments.

Review content mainly includes the following aspects:

(I) The international student academic status and admission procedures comply with the national admissions regulations or not;

(II) The admission qualification obtained is true and complies with relevant regulations or not;

(III) The person and the identity certificate are consistent with the Admission Notice and the candidate's file or not;

(IV) The physical and mental health conditions meet the physical examination requirements for the major or professional category or not and normal study and life in college will be ensured or not;

During the re-examination, if it is found that the physical and mental health of the international student is not suitable for studying in the college, and diagnosed by the college-designated hospital (grade 2A and above) that the student needs to rest at home, the student can apply for retention of admission qualifications in accordance with the provisions of Article 3.

The review is organized and implemented by the School of International Education, Student Affairs Office, and Academic Affairs Office.

Article 5 At the beginning of each semester, students must arrive at the college within time limit, pay relevant fees according to the regulations, and purchase comprehensive international student insurance before registering and obtaining an academic status.

Those who fail to register on time should go through the formalities for postponement of registration. Students who do not pay the relevant fees within one month without the approval of the college or who do not meet the registration requirements will not be allowed to register. Students who fail to report on time without any reason will be treated as truancy.

Article 6 International students who retain their admission qualifications will not have academic status, will not be registered and not be treated as students enrolled. After completing the formalities, students can leave the college. If students go through the admission procedures again, they shall be included in the sequence of next grade.

Article 7 International students will obtain academic status upon registration, and those who have not registered will not have academic status. Students can log in to CSSD (<http://www.chsi.com.cn>) to verify student registration status. New students should log in to CSSD in October of the year of admission to verify registration of their academic status and accuracy of information.

Those who do not have international student information on CSSD have no academic status and cannot obtain a nationally recognized academic certificate.

Article 8 International students without academic status are not allowed to enter the teaching premises without the approval of the college

Chapter II Academic System and Study Term

Article 9 The academic system of each major of the junior college shall be implemented in accordance with the Higher Education Law and the relevant regulations promulgated by the Ministry of Education, and the study term is

three years.

Article 10 The college management is based on credit system and study term is flexible. The study term of international students is calculated from the date of registration, and the three-year junior college shall not exceed six years (including suspension and retention of academic status). Students can complete their studies by stages, and the cumulative study time should not exceed the flexible study period.

Chapter III Upgrading, Downgrading and Class Grouping

Article 11 The college implements a credit-based system. International students should take 18 to 28 credits per semester. In principle, the credits should not exceed 28. The credits of the re-study courses are included in the calculation of the original semester. International students who meet the following conditions may appropriately relax the upper limit of semester credits:

International students with GPA (referring to the GPA of all courses taken since admission) of 3.0 or above can take up to 32 credits when taking courses in the next semester. Students who have completed course credits stipulated in the training plan for this academic year are allowed to upgrade.

Article 12 International students who have completed majority of the courses in current grade ahead of schedule, obtained 2/3 of the total credits of current grade, and obtained 2/3 of total credits of higher grade in their optional courses, can be enrolled in the higher grade.

Article 13 After the suspension of schooling, those who have passed the physical examination at the college's designated hospital (grade 2A and above) can apply for resumption of schooling. International students who resume schooling will be enrolled in a lower grade. If there is no class in a lower grade of this major, students will be enrolled in other similar major classes, and credits of the courses should be completed.

Article 14 Academic alert and relevant regulations on downgrading

(I) Academic alerts

1. After the results of the make-up examination at the beginning of the third semester are announced, the college will give an academic alert to those who have accumulated more than 12 credits in failing courses;

2. After the make-up examination results at the beginning of the fourth semester are announced, the college will give an academic alert to those who have accumulated more than 16 credits in failing courses;

3. After the results of the make-up examinations at the beginning of the fifth semester are announced, the college will give an academic alert to those who have accumulated more than 20 credits in failing courses.

Academic alerts will be sent to international students by the School of

International Education and their parents or guardians (dependents) will be notified.

(II) Downgrading and course restoration

After the results of the make-up examination in the fifth semester are announced, those who have cumulative credits in failed courses accounted for 25% of the total credits required for the professional training plan or more than 32 credits will be downgraded.

(III) Credits in above-mentioned academic alerts and downgrading do not include credits for quality education, entrance education, physical education, sports games, and graduation education.

(IV) If an international student is downgraded to retake courses, the credits of the courses (including practical courses) already obtained can be recognized. If there is no class in the lower grade of this major, students will be enrolled in other similar major classes, and credits of the courses should be completed.

Article 15 International students who have any objection to the handling of their academic status can file an appeal, which will be implemented in accordance with the *Measures for Handling Appeals of International Students of Wuxi Institute of Technology with Respect to Teaching Management*.

Chapter IV Major and School Transfer

Article 16 International students who are interested in and specialized in other majors during their schooling can apply for a major transfer, which will be implemented in accordance with the *Regulations on the Management of International Students Major Transfer in Wuxi Institute of Technology*.

International students admitted in the form of special admissions are not allowed to change majors if there is a clear agreement with the college before.

Article 17 International students should complete their studies at the college. Those who are unable to continue their studies in college due to illness or have special difficulties or special needs, or who are unable to meet study requirements, can apply for transferring to another college, which shall be implemented in accordance with relevant national regulations. Under any of the following circumstances, students can not apply for transfer:

(I) Enrolled for less than one semester or one year before graduation;

(II) Change from a low education level to a high education level;

(III) Those admitted based on targeted employment admissions;

(IV) No legitimate reason for transfer.

If international students need to transfer to another college due to non-personal reasons including a change in the college's training conditions, the college can issue a certificate.

Article 18 International students should apply for transfer and explain the reasons in person. With the consent of the college and the college to be transferred to, the college to be transferred will be responsible for reviewing the transfer conditions and relevant certificates. If it is considered that students meet training requirements of the college to be transferred and the college to be transferred has the ability to train, then the student can be transferred.

Article 19 The college will release the announcement of the transfer after the application is approved. Within 3 months after the announcement, the transfer college shall report to the provincial education administrative department for filing record.

Chapter V Suspension and Resumption

Article 20 Suspension and resumption shall be implemented in accordance with the *Measures for the Management of Suspension and Resumption of Schooling for International Students in Wuxi Institute of Technology*.

Chapter VI Withdrawal

Article 21 Students shall be withdrawn from college under any of the following circumstances:

(I) Those who are transferred to the lower grade for downgrading and retaking during the processing of their academic status, and not execute it within 10 working days after the announcement made by the Academic Affairs Office;

(II) Those who have received demerits or above and earned less than 1/2 of the credits required for one academic year (or two consecutive semesters) (excluding optional course credits);

(III) Those whose study length (including the time of suspension and retention of academic status) exceeds the prescribed (for international students who apply for extension of study period, approved extension period will be added according to education system);

(IV) Those who do not go through the formalities for resumption after the expiration of suspension or retention of academic status, or who are not allowed to resume studies due to failure in passing the re-examination;

(V) Diagnosed by a designated hospital (grade 2A and above), international students who are suffering from illness or accidental disability and cannot continue their studies;

(VI) International students who have not fulfilled leave application procedures, left the college for two consecutive weeks and did not participate in the teaching activities stipulated by the college;

(VII) International students fail to register within the time limit specified by the college, and fail to perform the deferred registration procedures for more than one month;

(VIII) International students who have already studied at the college must purchase comprehensive international student insurance in accordance with relevant national regulations and college requirements. Those who do not purchase insurance within time limit.

(IX) Applied for withdrawal from college in person, and do not listen to persuasion.

(X) Other students who need to be withdrawn:

1. Those who violated college rules and regulations and are expelled from academic status;

2. Those who are under detention and above criminal processing.

For international students who withdraw from college upon the approval of college, the withdrawal procedures are as follows:

Students who voluntarily apply for withdrawal due to personal reasons, their applications must be reviewed by the secondary schools and student offices, and the withdrawal procedures will be processed after the approval of the leaders in charge of the school. For other reasons, the withdrawal procedures will be processed after discussion at the party and government joint meeting of the secondary college and upon the approval of president's office meeting.

Article 22 The aftermath of withdrawal from college shall be handled in accordance with the following provisions:

(I) For international students who leave college due to withdrawal and other reasons, their parents or guardians (dependents) shall be notified, and instructions for safe leaving shall be given;

(II) Those who are diagnosed with mental illness and other diseases that do not meet the physical examination standards (including accidental disability) shall be taken back by their parents or guardians (dependents);

(III) International students who drop out can be provided with a realistic study certificate if necessary.

Article 23 International students who drop out are not allowed to apply for

reentry.

Article 24 If international students suspend their studies due to circumstances such as dropping out, the courses they have taken and the credits they have earned during their studies at the college shall be recorded. If a student retakes the entrance examination, meets the admission requirements, and re-enters the school, the credits he has obtained will be recognized within three years upon the accreditation of college.

Chapter VII Restoration and Retention of Academic Status

Article 25 International students returning to study shall resume their academic status after going through the resumption procedures according to the regulations. Academic status of students who fail to pay the fee will be restored after paying the full amount. International students who have been approved by the college and agreed to suspend their studies will retain their academic status.

Chapter VIII Graduation and Completion

Article 26 International students with academic status, within the college's prescribed study system, have completed the content stipulated in the education and teaching plan, finished or completed ahead of schedule all the courses stipulated in the talent training plan, achieved satisfactory results, completed the prescribed credits, and met graduation requirements, will be granted graduation and a graduation certificate will be issued.

International students without academic status will not be issued any form of academic certificate. The graduation certificate issued by the college shall be reported to the Ministry of Education for review and filing record and online inquiry (China Higher Education Student Information Network, <http://www.chsi.com.cn>) is available. The electronically registered graduation certificate is recognized and protected by the state authority, and those without electronic registration will not be recognized.

Article 27 Within the specified period of study, those who fail to complete courses specified in the training plan can apply for an extension of study period. Pay the fee and resume studying within the specified extension period. Those who complete all the courses specified in the professional personnel training plan, and earn specified credits will be granted graduation and a graduation certificate will be issued.

Article 28 International students who extend their study term should obey the college's arrangement. International students will be enrolled in designated classes by the Academic Affairs Office.

Article 29 After leaving the college and within the flexible study period, international students who have completed all courses can apply for the

graduation certificate to replace certificate of completion. The graduation time on the renewed graduation certificate shall be the same as the date of replacement. For details, please refer to the *Measures for the Management of Course Completion of International Students in Wuxi Institute of Technology*.

Chapter XI Academic Certificate Management

Article 30 The college strictly follows the college type and learning form determined at the time of enrollment, as well as the personal information of international students filled in during the enrollment, to fill in and issue graduation certificates and completion certificates in accordance with the *Measures for the Management of Academic Certificates in Wuxi Institute of Technology*.

Chapter X Appeal

Article 31 International students who have any objection to their academic performance, graduation conclusion and academic status can file an appeal, which will be implemented in accordance with the *Measures for Handling Appeals of International Students of Wuxi Institute of Technology with Respect to Teaching Management*.

Chapter XI Supplementary Articles

Article 32 These Measures are applicable to full-time international students in higher vocational colleges.

Article 33 The above and below mentioned in the Measures all include the number.

Article 34 These *Measures* shall be implemented from the date of promulgation and the Office of Academic Affairs shall be responsible for interpretation.