**Regulations on School Record for Foreign Students of SEU**

**ChapterI General Provisions**

**Article1**This Administrative Stipulation is enacted for the purposes ofcompleting the teaching affairs, implementing the target ofcultivating the students to be qualified students.

**Article2**This Administrative Stipulation shall be applicable to thestudents whose status are students in SEU.

**Article3**The students must observe relevant code of conduct and the law.

**Article4**It is Academic Year System for foreign students.

**ChapterII Enrollment and Registration**

**Article5**The students must come to school to register with theEnrollment Notice and some relevant documents before the deadline ofregistration. If the student who could not register on time due tosome urgent businesses, must ask for leave and the duration of leavecould not overstep two weeks. The student who do not register twoweeks after the deadline of registration, he/she will be cancelledthe qualification of enrollment. The student who could not registeron time due to some special difficulties, he/she can ask forsuspension of study with a written report, and the duration ofsuspension will be one year if it is admitted. The student who asksfor suspension of study, he/she must apply for resumption of studybefore the first semester of the coming academic year, or he/she willbe cancelled the qualification of enrollment.

**Article6**The student will get the status of student in SEU if he/shepasses the information re-checked within 3 months after his/herenrollment. If not, he/she will be cancelled the qualification ofstudying in SEU.

**Article7**The student must take physical examination in informationre-checked. If the student is found some diseases and he/she willbecome recovery after treatment, then he/she can ask for one-yearsuspension of study. The student who asks for suspension of study,he/she must apply for resumption of study before the first semesterof the coming academic year if he/she becomes recovery with someproof of his/her national public hospital. If the student could notpass the physical exam or overstep the deadline of registration,he/she will be cancelled the qualification of enrollment.

**Article8** The students must pay fees for medical insurance in the firstsemester of every academic year, if not, he/she will be cancelled thequalification of enrollment.

**Article9** The student must pay tuition fees and other fees, after that,he can register and get the status of student in SEU. If the studentwho could not come to school to register must ask for leave, but theduration of leave could not overstep two weeks. Anyone who still doesnot come to school to register two weeks after start of semester willbe cancelled the qualification of enrollment.

**ChapterIII Fees**

**Article10**If you have not signed contract with the University or are notan exchange student but rather here at your own expense, you arerequired to pay the following:

a.Registration/Application Fee（onlyfirst year）

b.Tuition (accommodation fees and book fees are not covered in thetuition fee).

c.Teaching materials fees.

d.Accommodation Fees.

e.Insurance Fees.

**Article11** The fees hereinbefore mentioned can be paid by RMB or USDollars Currencies.

**Article12** The tuition fees and the accommodation fees must be paidduring the first week of each semester. The students who can not paythe fees due to special reason in the limited time, must pay the feesduring the limited time been allowed. The students who do not pay thefees in the limited time will be cancelled the qualification ofclasses and examinations.

**Article13** The students who want to leave school after paid the tuitionfee and the accommodation fee because of some reasons, a portion ofthe tuition fee and the accommodation fee will be refunded. Thetuition fee and the accommodation fee are divided into 21 portions(ten and half of a month), and half of a month shares one portion ofthe fees. The date of leaving school will admitted by school afterthe student submitting the written report. A portion of fees will berefunded before the 15th of that month, if after 15thof the month; nothing will be refunded of that month.

**ChapterIV Class Discipline**

**Article14**Students should enter classroom 10 minutes before class and bewell prepared.

**Article15**Students must respect their teachers, abide by the class orderand obey the teacher’s arrangement. Students are expected to listencarefully, power off the mobile, refrain from side conversations,avoid pranks and other behavior, which may disturbs the class.

**Article16** Students are not allowed to be late or leave class early. Thestudents who arrive late are not allowed to enter without permission.The students who arrive more than 30 minutes later will be refused toenter. The teachers are entitled to allow or refuse the student toenter. The students who are refused entry will be treated as truant.

**Article17** Smoking or eating is prohibited in the classroom at any time.

**Article18**Slippers and waistcoat are not allowed.

**Article19 Schoolproperty and equipment should be taken care of properly. Classroomsshould be clean, tidy and students are not allowed to write on thedesks, walls or deface in any other way.**

**ChapterV Attendance**

**Article20**Students should consciously observe discipline, should not beabsent without reason and must receive permission for any absence dueto urgent business or sickness.

**Article21**The leave processes are as follows:

**a.**Except for emergency cases, sick leave permissions require acertification provided by the University hospital in advance. If thesick leave is within a week, students can ask for leave toInternational Students Office. If it extends over a week, a writtenreport should be submitted to International Students Office.

**b.** For a business leave, a written request is necessary. Casual oralrequests are not allowed. For a business leave of over one week, awritten report to International Students Office is necessary and theleave must be taken after permission is granted. The students who areabsent from class without permission will be regarded as a truant.

**Article22**To ensure the normal teaching sequence, the student who islate for class or leaves early three times is considered as truant.

**Article23**If a student is absent with or without permission for anaccumulated time of one third of the total teaching hours of anythingsubject, he/she is not allowed to participate in the exam or make-upexam of that subject.

**Article24**If a student is on sick leave or business leave for anaccumulated time of 8 weeks in one semester, his studies should besuspended. The student who is unable to study because of sickness orurgent business is allowed to suspend his studies if he has made aformal application. The longest period allowed for suspension is oneyear. If a student does not return at the proper time, he isconsidered to have terminated his studies.

**Article25** The foreign students enjoy summer and winter vacations andChinese national holidays. There are no other holidays permitted. Ifthe students request to enjoy their big notional holiday during theworking day, the College of International Students will take thecircumstances into considerations and decide whether agree or not. Ifthe request is allowed, the students will not be arranged to make upthe missed lessons in their holidays.

**Article26**Student who is absent without permission or doesn’t returnto the University on time, or leaves school without permission beforeclasses are officially over, he shall be subjected to the followingpunishments:

a. Absence for 20 periods of classes each semester will receive warningas punishment.

b. Absence for 30 periods of classes each semester will receive demeritas punishment.

c. Absence for 40 periods of classes each semester will receive demitwarning as punishment..

d. Absence for 50 periods each semester will be placed underobservation by the University to determine whether the student shouldbe dismissed from the University or not.

e. Absence for 60 periods of classes each semester will be expelledfrom the school.

f. The student who ignores school regulations, absent from class, late,leave early very often without permission, destroys public property,fights with others etc. Shall be criticized, warned, given demeritsor placed under observation until he or she is dismissed.

Thestudent who is placed under observation by the University can regainnormal status if he can correct his behavior and make great progressin his study within one year. Otherwise, he/she must return to hiscountry of origin.

Ifthe University makes the above decision, the students, the Embassy ofhis country of origin and his family will be notified in writtenform. He must leave immediately.

**Article27** If a foreign student desire to travel outside Nanjing duringvacations, he should register in the College of InternationalStudents and giving notices the destinations and date of return etc.

**ChapterVI Examination and Result Record**

**Article28**Students must attend all theoretical andpractical classes and take part in the theoretical and practicalexamination, and the results of the exam will be written in the StudyRecord of Foreign Student. According to the interscholasticagreement, we admit the exam results of courses that the studentshave finished in other university and have been proved of the Officeof the Teaching Affairs in that university. If the course is in ourteaching curriculum, the result will be regard as the result ofcompulsive course.

**Article29**Students should attend all of the theoreticaland practical examinations (and/or oral examination) in five and halfyears. Compulsory courses are given results according to thehundred-mark system with 60-mark-pass or 5-rank system (excellent,good, mid, pass, fail). The combined result is decided by the ratioof the practical examination (20%), the theoretical examination (70%)and assessment marks (10%).

**Article30**If the student who could not attend theexamination because of illness or other urgent business, he/she mustapply for the suspended exam two days before the exam with theMedical Record or other proof, and the application can only effectiveafter permitted by the College of International Students. The studentwho applies for the suspended exam must attend the same exam one yearlater.

**Article31**The student who is failed in the final exam,he/she can take the make-up exam in the first week of the nextsemester, and the mark of the make-up exam is pass (60) or fail. Ifthe student is failed again after the make-up exam, he/she must applyfor re-studying the subject. The student who has passed the exam canalso apply for re-studying the subject, and the mark of re-studyingsubject should be regarded as actual mark and will be written in theStudy Record of Foreign Student.

**Article32**The student who applies for re-studying, he/shemust submit an application and it will be effective after admitted bythe College of International Students. You can see supplemental rulein detail.

**Article33**The student who is caught cheating, absentwithout permission during examinations will be given a zero mark, andhe/she must apply for re-studying the subject. You can seesupplemental rule in detail.

**Article34**The students must attend all theoreticalclasses, practical classes, clinical classes, and internship classes.Anyone whose absence reaches one third of total courses in anysubject, he/she will be canceled the qualification to take the finalexam and must apply for re-studying the subject.

**ChapterVII Curriculum and AnnualSchool roll Review**

**Article35** The student must complete all compulsory coursesaccording to the teaching stipulation.

**Article36** Every semester, students must complete all thecurriculum and Syllabus according to the teaching schedule. Afterpassing the exams (including make-up exam), they can only bepermitted to upgrade.

**Article37** The Student must be forced to degrade if he/she getsless than 70 percent of credits every year (after make-up exam).

**Article38** For subjects been taught in more than one semester, ifone part is finished each semester, it is calculated as one subject.The practical course is also calculated as one subject.

**Article39** Students must complete all courses according to theteaching schedule and pass exams of all subjects, and pass theintensive training before internship, after that, the students havethe qualifications to enter the internship. (Remarks: Students whofailed at most two specialized courses are allowed to make up afterinternships.)

**Article40**Dissertation and Graduatinginternship shall be considered as a single subject.

**Article41** Students who have been degraded must sit for all examsof the year. The academic record shall be subject to the new examsresults. If failed to pass the exams, students are required to sitfor make-up exams. If any student fail to pass the subject of thesemester even after 3 attempts he/she will be likely to be asked fordiscontinuation of the study by the competent authority.

**ChapterVIII Transferring**

**Article42**The student can apply for major or school if anyof the following situations occurred:

1. The student is found some special diseases or disabled by the designated hospital by school, and could not study in original major but still capable to study in other major or school.
2. The student applies for transferring with a written report because of some special difficulties and it is admitted by school.
3. The student is specialize in other field and wants to transfer to other major or school and it is admitted by school.

**Article43** The procedures of transferring must be finished beforethe first semester of every academic year according to thefollowings:

1. The student must submit a written report and some proof to College of International Students if the transferring is in school,
2. The student must submit a written report and some proof to College of International Students, and is admitted by College of International Students, then after SEU has a report to the Office of Education of Jiangsu Province and admitted by the Office if the transferring is between schools in province.
3. The student must submit a written report and some proof to College of International Students and the school, and is admitted by College of International Students and the school which the student transfer to, then after SEU and the school has a report to the it’s respective Office of Education of Province and admitted by them if the transferring is between province.

**Article44** The Student could not apply for transferring if any ofthe following situations occurred:

1. It is in the first semester.
2. It is from the low level to high level.
3. The student who must leave school.
4. The student who do not have well-founded reasons.

**ChapterIX Suspension of Studies andResumption of Studies**

**Article45**The Student should suspend his/her study if anyof the following situations occurred:

a. The student who is sick examined by the appointed hospital and thesick leave will overrun 6 weeks in one semester.

b. The accumulated leave overrun 8 weeks in one semester.

c. The student applies for suspension of study due to urgent businessor in other conditions.

**Article46**The student who applies for suspension of studymust submit a written report to College of International Students,and study will not be resumed and the status of study will becanceled after the granted permission.

**Article47**The time limit of suspension of study is usuallyone year.

**Article48Theprocedure of resumption are as follows,**

a. If the student suspended his/her studies due to physical illness,upon resumption of studies, a health certificate issued by a hospitalin the country of origin must be submitted to College ofInternational Students two months ahead of resumption of study.Studies can be resumed only after permission granted by theUniversity. A health re-examination certificate of Quarantine bureauof Nanjing is also necessary before resumption.

1. If the student suspends his/her study due to urgent business, upon resumption of studies, specified certificate must be submitted to College of International Students some time ahead of resumption of study. After receiving permission, the student will join the next grade.
2. The student will be canceled the status of student if he/she violate the law or other relevant regulation.

**Article49**The student who is during the suspension ofstudy will not be regard as student in SEU.

**Article50**The school will keep the student’ status twoyears within the student goes to study in other countries as acommoner. And SEU accepts the curriculum of other school aboard.

**Article51**The procedures of suspension of study will becarried out according to other relevant regulation.

**ChapterX Termination of Studies**

**Article52** The student should leave the university if any of thefollowing situations occurred:

a. Break the rules and regulations of People’s Republic of China

1. Have five subjects failed in one semester (before make-up exam).
2. As a freshman, there are three subjects failed after make-up exam in the first semester.
3. Overrun the longest Duration of study in school due to any reason.
4. Do not go through resumption formalities when the suspension time is expired.
5. Truancies in each semester add up to 60 periods of classes.
6. Haven’t attended class two weeks continuously without permission.
7. Cannot pass health re-examination on resumption of studies.
8. Overrun the deadline of registration without any reason.

j. Serious diseases are diagnosed or Caused severe disabilityaccidentally that cannot complete studies.

k. Demand leaving the university.

**Article53Theleaving school of student will be approved by College ofInternational Students and decided by Office of President Finally,after that, SEU will sent a leaving school decision to the studentand submit a copy to Office of Education of Jiangsu Province.**

**Article54**The procedures of leaving school must be carriedout within one week after the decision made.

**Article55**The student will receive a certificate ofleaving school, or will receive a certificate of studying in schoolwhen he/she leaves school. But the student will receive nothing andwill be canceled the status of student in SEU if he/she leave schoolwithout any permission or do not resume until the deadline ofresumption.

**Article56**The student who has any questions about theregulation of leaving school can lodge a complaint or ask forrechecking.

**ChapterXI Awards and Penalties**

**Article57** If the student violate relevant rule of SEU, he/shewill be punished according to the Administrative Stipulation, and thetype of the punishment are as follows:

a. Warning.

b. Serious Warning.

c. Demerit mark on record.

d. Under observation by school.

e. Be expelled from school.

**Article58**The students must attend all courses accordingto the teaching curriculum on time. The student must ask for leavewith a written report if he/she has urgent business, and if thestudent asks for sick leave, he/she must submit a written report anda medical record. The student submit the mentioned materials toInternational Students Office and granted by the office.If not, he/she will be regard as truant and will be punishedaccording relevant regulation of SEU.

**Article59Thetime limit of punishment of putting under observation is usually halfof a year or one year. If the student make great progresses inhis/her period of observation, the school will take into account ofrelieving the punishment, if not, the school will extend the periodof punishment even expel the student from school. The student willnot receive the diploma if he/she is during the period ofobservation, and student can not apply for diploma until the periodof observation is expired. The student who is expelled from schoolwill not receive diploma but study certificate.**

**Article60**The procedures of penalties will be carried outstrictly according to the Stipulation for Foreign Students of SEU andstudent who have any questions about the regulation of penalties canlodge a complaint or ask for rechecking.

**Article61**Any penalties will be written in record ofCollege of International Students if it relate to student’ status.

**Chapter11 Graduation, completion of program and studying in school**

**Article62**The study duration of the foreign student canoverrun the limited length of schooling because of re-studying,suspension of studies or preserving status. But the longest durationcan’t overrun 9 years for 5-year or 6-year students.

**Article63** The student should be judged comprehensive based ontraining objectives, especially on overall quality, learning ability,physical health.

**Article64**The student who has formal status, complete thefull courses of the teaching plan, be competent in moral, mind andphysical and obtain the stated credits( including elective courses)can graduate from SEU and be awarded the diploma certification. Andthe graduate who reaches the qualification established by ‘thedegree rule of People’s Republic of China’ and the materialstipulation of our university can be awarded corresponding degree.

**Article65**The student who is absent from the internshipmore than one third of the total internship plan will not be allowedto attend the graduate examination. After complementing the absentinternship and passing the exam, the student can be awarded diplomacertification.

**Article66**The student who failed the graduate thesis(project), the main courses of graduate practice and graduate skillexam can apply for prolonging the study period and also can beawarded certificate of completion. The total learning period applyingfor can not overrun the longest duration of study. The student who isconferred certification of completion can apply for re-studying thefailed course within one year after graduate. The certification ofcompletion can be replaced by diploma certification after passing allre-studying exam. The graduate time begins from the day when thecertification is been replaced. The student who doesn’t apply forre-studying within one year after graduate has no chance to apply forit.

**Article67**The student who studies in school reached thebasic length of schooling and completed the provided curriculum, butfailed to obtain some major credits or stated elective credits can betransacted according to the following methods based on the student’spersonal wish:

a. The student can apply for prolonging the learning period within thelimited longest learning period and continue his/her study in SEU,but the student must pay the tuition fee. After obtaining the statedcredits, the student can be allowed to graduate. And the student whoreaches the quality of ‘the degree rule of People’s Republic ofChina’ and the related stipulations of our university can beawarded the corresponding degree.

b. Apply for completing the study and be conferred certification ofcompletion by the university. The student who is conferredcertification of completion can apply for re-studying the failedcourses within one year after graduate. The certification ofcompletion can be replaced by diploma certification after obtainingthe stated credits. But the student can’t be award degreecertification.

**Article68**The student who doesn’t have the status as a studentswill not be awarded any certification.

**东南大学留学生学籍管理条例**

**第一条**为规范我校留学生教育教学管理和留学生管理，保证学校教育有序进行，实现培养目标和培养要求，依据我国有关法律、法规和教育行政管理部门有关规定，结合本校实际，特制定本条例。

**第二条**本条例适用于拥有本校正式学籍的全日制在校留学生。

**第三条**留学生应遵纪守法，勤奋学习，团结协作。

**第四条**本校留学生实行学年制。

**一、入学与注册**

**第五条**本校新生须持录取通知书及规定的有关证件，按期到校办理入学手续。因故不能如期报到者，应及时向海外教育学院说明原因，办理请假手续，请假时间一般不得超过两周。未经请假或超假逾期两周者，取消其入学资格。因特殊困难不能按期报到者，可以由本人向学校提出书面申请，经学校审核同意，保留入学资格一年。经批准保留入学资格的留学生，须在下学年开学前向学校提出复学申请，经学校审核同意后方可予以注册；未提出复学申请者即可视为失去入学资格。

**第六条**在新生入学后三个月内，对留学生提供的资料及信息进行复查，复查合格的，即取得学籍。复查不符合招生条件的，依据情况区别处理，直至取消入学资格。凡属徇私舞弊者，一经查实，即取消入学资格或学籍，并报省教育厅备案；情节恶劣者报请有关部门处理。

**第七条**新生入学复查时，须接受体检。如发现患有疾病，经指定医疗单位确诊为短期治疗可以达到健康标准的，可保留入学资格一年。保留入学资格的留学生病愈后如欲申请复学，应于下学年开学前，持本国公立医院证明向海外教育学院教务办公室提出申请，经我校指定的医疗机构复查后，确已符合体检标准者，方可办理入学手续；经复查不合格或逾期不办理入学手续者，则取消入学资格。

**第八条**留学生每学年须在学校规定的时间内办理医疗保险，如已在其国内参加医疗保险，须出示有关证明，否则一律不予入学。

**第九条**留学生每学期须在学校规定的开学时间到校办理本学期缴费和注册手续。按规定缴费后方可办理注册登记，以取得本学期学习资格。因故不能按期到校注册者，须事先履行请假手续，请假不能超过两周。凡开学后两周内未注册者，可视为自动丧失学习资格，按自动退学处理。

**二、费 用**

**第十条**自费来我校学习的留学生应交纳下列费用（校际交流或签订协议者除外）：

1、注册费（第一年）

2、学费

3、教材费

4、住宿费

5、保险费

**第十一条**以上费用可交纳美元或相应的人民币。

**第十二条**留学生须在新学期的第一个星期内交纳规定的费用。因特殊原因不能按期缴纳经批准缓交者，应在缓缴的规定日期内缴纳相关费用；不能按时交纳费用者将取消上课及考试资格。

**第十三条**留学生缴纳学费、住宿费后，因各种原因退学的，学校根据留学生实际学习时间，按月计退剩余的学费和住宿费。留学生学习时间按每年十个半月计算。退学时间以留学生正式提交书面申请后，学校批准的日期计算，当月15日以前（含15日）退学者，退还当月半个月的学费和住宿费；超过15日的，当月费用不予退还。

**三、课堂纪律**

**第十四条**学生须提前10分钟进入教室，做好课前准备。

**第十五条**学生必须尊重任课老师，自觉遵守课堂纪律和服从老师的安排，上课注意听讲，关闭手机，不得交谈，不准搞小动作，干扰上课。

**第十六条**不迟到、不早退、上课时间不会客；上课迟到者未经允许不得进入教室。迟到30分钟以上者不得进入教室或实验室。任课老师有权利允许或拒绝学生进入教室，被拒绝进入者将作旷课处理。

**第十七条**上课期间严禁吸烟和吃东西。

**第十八条**不准穿拖鞋、背心上课。

**第十九条**爱护教室内的设施，维护教室整洁，不准随意刻画。

**四、考 勤**

**第二十条**自觉遵守学习纪律，不得迟到早退，不得无故旷课，有事须请假；

**第二十一条**因病、因事请假，应事先办理请假手续：

1、因病请假需有学校医院出具的病假证明。除急诊外，因病就诊缺课均应事先请假。请病假在一周之内者，可持病假证明向海外教育学院留学生工作办公室履行请假手续；连续一周以上的病假，应向海外教育学院留学生办公室提出书面报告。

2、因事请假应事先写好请假条，经海外教育学院留学生办公室批准后方为有效，不得临时口头请假。请事假连续一周以上者，必须向海外教育学院留学生办公室提出书面报告，征得同意方为有效；凡未请假而缺课者均以旷课论处。

**第二十二条**为保证正常的教学秩序，迟到早退三次按旷课一次论处。

**第二十三条**累计缺课时数（含请假、旷课)达到所修课程总数三分之一者，不得参加该门课程的考试及补考。

**第二十四条**一学期因病、事假累计达八周者，应予休学。因病、事假不能坚持学习并提出申请者，可以休学。休学期限最多一年。凡到期不能复学者，以自动退学论处；

**第二十五条**留学生享受我国的节假日及学校的寒暑假；学生本国的重大节日学校不予放假，如学生请假，可酌情准假，但不补课。

**第二十六条**无故缺课，不按时归校及学期结束前未经允许提前离校者，将受到如下处分：

1、累计达20学时者，给予警告处分；

2、累计达30学时者，给予严重警告处分；

3、累计达40学时者，给予记过处分；

4、累计达50学时者，给予留校察看处分；

5、累计达60学时者或未请假离校连续两周而未参加规定的教学活动的，予以退学。

6、对无视学校纪律、经常旷课、无故迟到、早退、破坏公共财产、打架斗殴或有其他不良行为者，视情节分别给予批评教育、警告、记过和留校察看，直至开除学籍处分。

受留校察看处分的留学生一年内如能改正错误，并有显著进步者，可解除其处分。经教育不改者，可勒令其退学。因违犯学校纪律不能继续学习者，应立即回国。

以上各项处分一经决定，学校除向当事人宣布外，还将书面通知其所在国驻华使馆及其家庭；

**第二十七条**留学生假期期间外出，离开本市者，须到海外教育学院留学生工作办公室登记；告知所去地点及归校时间。

**五、成绩考核与记载办法**

**第二十八条**留学生必须按教学计划要求，完成课程学习并参加考核，考核成绩录入留学生学籍档案。按校际间协议，留学生在我校认可的其他大学学习教学计划规定课程的成绩，经外校教务管理部门文件证明，可按我校学分规定记入成绩档案。

**第二十九条**课程考核方法可根据课程的不同特点，采取笔试、口试及实际操作等形式。课程考核成绩的评定采用百分制或五级制（即优、良、中、及格、不及格）。课程最终考核成绩按平时10％，实验成绩20％，理论考试成绩70％的比例综合计算。

**第三十条**留学生因特殊情况不能按时参加考试，须于考试前两天提出缓考申请，并附有关证明，经海外教育学院批准后，方可缓考。缓考者应参加下一学年相同专业的该门课程考试。

**第三十一条**留学生每学期考核不及格的课程，可参加补考一次，补考合格后成绩以60分计；补考不及格者须申请重新学习。留学生对已经及格的课程也可以申请重新学习。申请重新学习后的考试成绩按最高实际成绩录入学籍档案。

**第三十二条**留学生申请重新学习某门课程，须于规定时间提出书面申请，经学院审核批准。详细规定见《东南大学留学生重新学习的相关规定》。

**第三十三条**凡旷考、考试违纪及考试作弊者，该门课程以零分计，必须申请重新学习。对旷考者，视其情节，予以批评教育或纪律处分；对考试违纪或考试作弊者，根据《东南大学留学生考试违纪与作弊处理办法》分别给予相应处理。

**第三十四条**留学生实验、见习、实习及其它实践性课程必须考勤，缺课时数达该门课程实践性教学时数的三分之一以上者，不得参加该门课程的考试，该门课程按不及格处理，应予重新学习。

**六、课程确定与学籍审核**

**第三十五条**留学生须根据教学计划要求按学年确定必修课程。

**第三十六条**每一学年，学生须完成教学大纲规定的教学内容。通过考试后（包括补考）方可升入高一年级。

**第三十七条**补考过后，学生仍未完成教学计划中每年学分的70%将被强制留级。

**第三十八条**对于分学期授课的科目，如每学期仅完成一部分，则这一部分按照一门考试课目加以计算。实践课也应以一门课单独计算。

**第三十九条留学生**进入临床实习前，须修完大纲规定的课程并通过所有课程的考试，并通过临床实习前的培训，否则不能进入临床实习。(注：有两门（含）以内课程未通过者充许其实习后返校参加积欠考试)

**第四十条**毕业论文或毕业实践也应视作一门课。

**第四十一条**为了培养合格的医疗卫生工作人员，学校将根据国际惯例和实际情况确定留级的比率。留级的学生将会跟随下一年级的学生学习。降级的学生须重新学习所有的科目并参加考试。以前所取得的成绩全部作废，全部以新的成绩为准。如新的成绩仍达不到升级的标准将被取消学籍。

**七、转学与转专业**

**第四十二条**留学生可在下列情况下申请转专业或转学：

1、留学生入学后发现有某种特殊疾病或生理缺陷，经学校指定的二级甲等以上医院检查证明，不能在原专业学习，但尚能在本校或其他高等学校有关专业学习的。

2、留学生一般在本校完成学业，如学生确有某种特殊困难，经学校研究后认为不转学或转专业无法继续学习的。

3、留学生因兴趣、爱好转移，经反复教育、引导仍不能在原专业正常学习，但其本人在其他方面确有专长，通过转学或转专业更能发挥其特长和学习潜能的。

**第四十三条**申请转学或转专业，应在每学年开学前按下列办法办理：

1、留学生在本校范围内转专业，须由本人书面申请并提交有关证明材料，报海外教育学院审批。

2、省内高校间转学，须由留学生本人书面申请并提交有关证明材料，经转出与转入学校审核同意，由转出学校报省教育厅批准后办理转学手续。

3、与省外高校间转学，须由留学生本人书面申请并提交有关证明材料，经转出与转入学校审核同意，分别报经学校所在地省级教育主管部门批准后办理转学手续。

**第四十四条**留学生有下列情形之一，不得转学：

1、入学未满一学期。

2、由低学历层次转入高学历层次的。

3、应予退学的。

4、无其他正当理由的。

**八、休学与复学**

**第四十五条**留学生有下列情况之一者，应予休学：

1、因病经我校指定医院或校门诊部诊断，一学期必须治疗休养超过6周者，应予休学。

2、一学期请假累计超过8周者，应予休学。

3、因特殊情况经本人申请或学校认为必须休学或停学者。

**第四十六条**留学生休学、停学或保留学籍，应由留学生本人提出申请，报海外教育学院审批。留学生休学或保留学籍期满不办复学手续者，即取消学籍。

**第四十七条**留学生申请休学或保留学籍每次以一年为限。特殊情况可酌情处理。

**第四十八条**留学生复学按下列规定办理：

1、因病休学的留学生，申请复学时必须持有本国公立医院诊断证明，经我校指定医疗机构复查合格，海外教育学院核准，方可复学。

2、留学生休学或保留学籍期满后，应于学期开学前持有关证明及本人证件，向海外教育学院申请复学，经批准同意后方可进入相应年级学习。

3、留学生休学或保留学籍期间，如有严重违法乱纪行为者，取消复学资格。

**第四十九条**保留入学资格、休学或保留学籍的留学生，不享受在校学生待遇。

**第五十条**留学生自费去第三国学习，可以保留学籍两年。学生在校期间只允许保留学籍一次。在我校认可的国外大学所学习的我校教学计划规定课程的学分，经国外大学教务管理部门文件证明，可按我校学分规定记入成绩档案；我校教学计划规定课程以外的课程成绩可按选修课成绩录入。

**第五十一条**休学留学生的有关问题按我校相应规定办理。

**九、退 学**

**第五十二条**留学生有下列情况之一者，应予退学：

1、违反中国法律、法规。

2、一学期有五门课程考试不及格（未经补考）。

3、一年级学生第一学期有三门课程补考不及格。

4、不论何种原因在校学习时间累计超过其最长学习年限的。

5、保留入学资格期满不办理复学或入学手续的。

6、未经请假离校连续两周或一学期累计旷课达60学时的。

7、未请假连续两周未参加学校规定的教学活动的。

8、申请复学经复查不合格不准复学的。

9、超过学校规定期限未注册而又无正当事由的。

10、经我校指定医院确诊患有严重疾病或意外伤残无法继续在校学习的。

11、本人要求退学的。

**第五十三条**留学生退学须经海外教育学院审批，报学校有关部门审核。对退学的学生，由学校出具退学决定书并送交留学生本人，同时报省教育厅备案。

**第五十四条**经批准退学的留学生，应在一周内办理离校手续。

**第五十五条**退学留学生给予退学证明，学习满一年以上，可发给肄业证书。未经学校批准，擅自离校或逾期不办退学手续的留学生，不发给退学证明和肄业证书，并注销其学籍。

**第五十六条**留学生对退学处理有异议的，可以提出申诉和申请复查。

**十、奖励与处分**

**第五十七条**对犯有错误的留学生，视其情节轻重给予批评教育或按《东南大学留学生违纪处分条例》给予纪律处分，处分分下列五种：（一）警告；（二）严重警告；(三)记过；（四）留校察看；（五）开除学籍。

**第五十八条**留学生须按时参加教学计划规定和学校统一安排的教学活动，不得无故缺课。因重新学习等原因不能上课，须提出书面申请，报海外教育学院教务办公室审批。留学生学习期间一般不准请事假，遇有特殊情况非由留学生本人处理不可的，须事先履行请假手续；病假须有指定就诊医院证明。请事假、病假需由留学生办公室审核批准。留学生未经请假或虽经请假未获准假而不到校上课者，以旷课处理，视情节按《东南大学留学生违纪处分条例》给予相应处分。

**第五十九条**留校察看处分一般以半年或一年为限。在察看期内有显著进步，表现好，可提前解除察看；经教育不改者可视其情节轻重给予延长察看期或开除学籍。察看期满未作出延后解除决定的，视为自动解除。毕业班留学生在毕业时仍处于察看期内的，作结业处理，在察看期满后，经本人申请，相关部门证明确已改正错误，可予换发毕业文凭。开除学籍的留学生，发给学习证明，不发给学历证明。

**第六十条**对留学生的处分，应根据《东南大学留学生违纪处分条例》执行，做到程序正确、证据充分、依据明确、定性准确、处分恰当；对留学生作出处分决定之前，应当听取留学生或其代理人的陈述和申辩，允许有异议的留学生提出申诉和申请复查。

**第六十一条**凡涉及留学生学籍的处分须报学院备案。凡对扰乱教学秩序留学生的处分，须报学院统一处理。

**十一、毕业、结业与肄业**

**第六十二条**留学生因重新学习、休学、停学或保留学籍，在校学习时间可超过其规定学制时间。

**第六十三条**留学生毕业时应根据培养目标作全面鉴定，着重点应放在综合素质、学习能力、身体健康等方面。

**第六十四条**有正式学籍的留学生，完成教学计划规定的全部课程，取得规定的学分（包括选修课），准予毕业，发给毕业证书。对条件符合《中华人民共和国学位条例》及我校具体有关规定的毕业生，授予相应学位。

**第六十五条**留学生在毕业实习时不论何科，因故缺实习达总时间的三分之一以上者不得参加毕业出科考试，必须补足实习时间，待出科考试成绩合格后，方可发给毕业证书。

**第六十六条**凡毕业论文（设计）、毕业实习主要课程以及毕业技能考核不及格的留学生，可申请延长学习年限，或颁发结业证书。但申请延长后的在校总时间不得超过我校规定的最长年限。对于结业留学生，其不及格课程在结业后一年内，向学校申请重新学习，经考试合格后换发毕业证书，毕业时间从换证时算起。如逾期不申请者，以后不予补办。

**第六十七条**留学生在校学习时间已达到基本学制、并已修读完所有课程，但仍有部分必修课学分或规定的选修课学分未获得，则可以根据留学生个人意愿，按下列办法办理：

1、在规定的最长学习年限内申请延长学习期限，在校继续学习，但必须缴纳学费。取得规定的学分后，予以毕业。对条件符合《中华人民共和国学位条例》及我校具体有关规定的毕业生，授予相应学位。

2、申请结业，由学校发给结业证书。留学生在结业后一年内可向学校提出申请重新学习，取得规定的学分后，由学校换发毕业证书，但不得授予学位。

**第六十八条**无学籍的留学生不发给学历证书。