**Regulations on the Enrollment Management of International Students Majoring in Clinical Medicine at Southeast University**

**I. Enrollment and Registration**

1. Freshmen of the school shall go through the enrollment in due time at school with the University Admission Certificate and relevant certificates as stipulated. If failed due to some reason, they shall explain to the College for International Students (CIS) in time and go through the leave procedures with the leave time generally no more than two weeks. In case of no leave or leave beyond two weeks, they shall be disqualified of enrollment. If they fail to register as scheduled due to any special difficulty, they shall apply with the school in writing and reserve the enrollment qualification for one year upon its approval. The international students who reserve the enrollment qualification upon approval shall submit the readmission application to the school before the start of the next academic year and then register upon the approval of the school; otherwise, they shall be deemed as having disqualified of enrollment.

2. The freshmen shall receive the physical examination at the moment of enrollment rechecking. If they are found of any disease and may reach the healthy standard by short-term medical treatment as confirmed by the appointed medical unit, they may reserve the enrollment qualification for one year. If the international students who reserve the enrollment qualification tend to apply for readmission upon recovering, they shall apply with the Office for Teaching Affairs with the certificate issued by the public hospital of your country and can only register their enrollment in case they’ve indeed satisfied the physical examination standard upon the rechecking of the medical institution as appointed by this school; in case of rechecking disqualification or enrollment register beyond the due time, they will be disqualified of enrollment.

**II. Attendance Checking, Examination and Result Record**

1. **Attendance Checking**
2. The international students must attend various teaching activities in time as stipulated by the teaching plan of the school. If failed due to disease or personal affairs, they shall apply for leave in advance for approval. In case of absence without leave request or approval, the case shall be dealt with absenteeism.
3. Leave procedures in advance
4. Sick leave certificate issued by the school’s hospital shall be available in case of sick leave. Students shall request leave in advance for medical treatment except emergency. As to the sick leave for less than a week, the students may go through the leave procedures at the Office for International Students of CIS with the sick leave certificate; as to the sick leave for more than a week, the students shall report in writing to the Office for International Students of CIS.
5. The written leave request shall be prepared in advance in case of leave for personal affairs and only be valid upon the approval of the Office for International Students of CIS. The temporary oral leave is not allowed. As to the successive leave beyond a week, the students must report in writing to the Office for International Students of CIS and can only leave upon approval.
6. The students shall enter the classroom 10min in advance to make preparation for the class without lateness, early leave and guest receipt in class are not permitted; the students late for class shall not enter the classroom without permission while those late for class for over 30min shall not enter the classroom or the laboratory. The teacher in charge may permit or reject the students to enter the classroom. The students as rejected shall be treated with absenteeism. The students with the lateness or early leave for three times shall be treated with an absenteeism in order to maintain the normal education in order.
7. The leave for personal affairs, failure to return school in time with leave request and class absence without proper reason shall be dealt with according to the following provisions:
8. The students whose accumulated absences of class (including the leave or absenteeism) reach a third of the total course hours shall not be allowed to attend the examination or make-up examination of the course; they shall restudy the course.
9. The students whose sick leave or leave for personal affairs accumulates to eight weeks within a term shall be transferred to study in a lower grade.
10. The students who cannot insist on their study due to sick leave or leave for personal affairs and apply for the study suspension may suspend their study for one year at most. In case of failure to resume their study at term, they shall be treated as voluntary dropout.
11. The students who fail to attend the teaching activities as stipulated by the school for successive two weeks without leave request shall be punished of warning until dropout.
12. The international students may enjoy festivals of our country, summer and winter vocations of the school; the students will not enjoy holidays in case of important festivals of their native countries; they may be allowed to leave at extenuatory discretion without class make-up afterwards.
13. The international students’ class attendance and normal behaviors will be taken into consideration in the scholarship assessment and excellent student appraisal.

### Examination and Result Record

1. The international students must accomplish their course study and attend the examination as required by the teaching plan with the examination results recorded in their enrollment status archives. In case the international students study at other universities as recognized by our school, their results of courses as stipulated by the teaching plan, according to the agreement between the schools, may be recorded in the result archives as per the credit of our school upon the certificate issued by the Department of Teaching Affairs Management of external schools.
2. Courses can be examined by written examination, oral examination and practical operation according to their respective characteristics with the final examination result to be calculated in a comprehensive manner including the normal result, experiment result and theoretical examination result. The course result can be assessed with the 100-percentage system or the five-scale system (that is, excellent, good, fair, pass and fail).
3. In case the international students fail to attend the examination in time due to special circumstances, they shall apply for examination postponement two days prior to the examination with relevant certificates and may subject to the examination postponement upon the approval of CIS; nevertheless, they shall attend the course examination of the same major in the next academic year.
4. The international students may attend the make-up examination as to their failure cause of each term with the make-up result recorded as 60. If failed again, they shall apply for restudy of the course. They may also apply for restudying their passing courses with the top result actually obtained to be recorded in their enrollment status archives.
5. In case the international students apply for restudying some course, they shall apply in writing within the time limit as stipulated for the approval of the college. See *Relevant Provisions on Restudy of International Students of Southeast University* for details.
6. In case of examination absence, examination discipline violation and examination cheating, the course shall be recorded as zero and the students must apply for restudy. As to the examination absence, the students will be criticized or given the disciplinary action as the case may be; as to the examination discipline violation or examination cheating, the students shall be treated respectively according to the *Treatment Methods of Examination Discipline Violation and Cheating for International Students of Southeast University*.

### III. Study Suspension and Resumption

(1) The international students shall suspend their study in case of any of the following circumstances:
 a. the international students shall suspend their study in case they are subject to the medical treatment or rest cure beyond six weeks within a term as diagnosed by the hospital as appointed by our school or the out-patient department of our school.
 b. the international students shall suspend their study in case their accumulated leave within a term beyond eight weeks.
 c. the international students apply for study suspension or the school believe they have to suspend or stop their study due to special circumstances.
 (2) The international students shall apply by themselves for the study suspension, stop or enrollment status reservation for the approval of CIS. In case they fail to go through the study resumption procedures upon the term expiration of their study suspension or enrollment status reservation, their enrollment will be cancelled.

(3) The international students may apply for the study suspension or enrollment status reservation for one year at most each. Special circumstance will be dealt with at its discretion.
 (4) The international students shall resume their study according to the following provisions:
 a. The international students who have suspended their study for disease can only resume their study with the diagnosis certificate of the public hospital of our country, eligible rechecking by the medical institution as appointed by our school and the approval of CIS.
 b. When the term of study suspension or enrollment status reservation expires, the international students shall apply for the study resumption with CIS with relevant certificate and ID certificate before the term start and can only study at the corresponding grade upon approval.

c. The international students will be disqualified of study resumption in case of any serious violation of law or discipline during the period of study suspension or enrollment status reservation.

(5) The international students who reserve their enrollment qualification, suspend the study or reserve the enrollment status will not enjoy the treatment of students on campus.
 (6) The international students who tend to study at a third country at their own expense may reserve their enrollment status for two years. The students are only allowed to reserve their enrollment status for one time during their study at school. The credits of courses as stipulated by the teaching plan of our school and obtained from the foreign university as recognized by our school may be recorded in the result archives as per the credit of our school upon the certificate of the Department of Teaching Affairs Administration of the foreign university. As to the courses beyond the teaching plan of our school, the results can be recorded as per the elective courses.

(7) Relevant issues of the international students who suspend their study shall be dealt with according to the corresponding provisions of our school.

**IV. Provisions on Transferring to Study at a Lower Grade**

The international students shall be transferred to study at a lower grade in case of any of the following circumstances:

1. The international students who fail to pass the examination (make-up examination included) of more than four courses within each academic year;
2. The international students who fail to pass the examination (make-up examination and restudy included) of accumulated four courses;

### The international students whose sick leave or leave for personal affairs within a term accumulate to eight weeks.

**V. Dropout**
 1. The international students shall leave school in case of any of the following circumstances:

1. In violation of Chinese laws and regulations;
2. **Failure (upon the make-up examination) at four courses (including the Chinese Course) within a term;**
3. Failure **(upon the make-up examination)** at three courses at the first term as to the freshmen;
4. The accumulated study time on campus beyond the maximum study time limit for whatever reason;
5. Failure to go through the study resumption or enrollment procedures upon the term expiration of the enrollment qualification reservation;
6. School leave for successive two weeks without the leave request or the accumulated absenteeism up to 60 hours within a term;
7. Failure to attend the teaching activities as stipulated by the school for successive two weeks without the leave request;
8. Not allowed to resume the study due to unqualified rechecking upon the study resumption application;
9. Failure to register the enrollment beyond the time limit as stipulated by the school and without proper reasons;
10. Unable to continue the study at school due to serious disease as confirmed by the hospital appointed by our school or unexpected injury or disability;
11. In case the international students request to leave school by themselves.

2. The international students who tend to leave school shall be subject to the approval of CIS and the review of relevant department of the school. As to the dropout, the school shall issue the dropout decision certificate to be delivered to the student himself/herself; and filed to the Department of Education of the province at meanwhile.

3. The dropout international students upon approval shall go through the leave procedures within a week.

4. The certificate of attendance may be conferred to the dropout international students who have studied for one year or above upon the dropout certificate. In case the international students presume to leave school without permission of the school or fail to go through the leave procedures in due time, no dropout certificate or the certificate of attendance will be conferred while their enrollment status will be cancelled.

### VI. Graduation, Completion or Non-completion

1. The international students may study on campus beyond the stipulated schooling period for their restudy, study suspension, study stop or enrollment status reservation.

2. The international students with formal enrollment status who have accomplished all the courses as stipulated by the teaching plan and obtained the credits as stipulated (including the elective courses) will be approved to graduate with the graduation certificate conferred. If the graduates satisfy the *Regulations of the People's Republic of China on Academic Degrees* and relevant provisions specified by our school, the corresponding academic degree will be conferred.

3. The international students who fail in the graduation thesis (design), main course for graduation practice and graduation skill examination may apply for extending the study time or conferring the certificate of completion provided that the total time on campus after the extension application shall be no longer than the maximum time limit as stipulated by our school. The international students with the certificate of completion may apply for restudying the failure course with the school within one year after the completion. The graduation certificate will be exchanged upon the examination qualification with the graduation time accounted from the date of certificate exchange. As to those who fail to apply in due time, no re-issuance will be available in the future.
 4. In case the international students have studied for the basic schooling period and completed all the courses with credits of partial required courses and elective courses as stipulated not obtained, the case may be dealt with as per the following methods according to the individual desire of the international student himself/herself:
 a. In case the international students apply for extending the study period within the maximum schooling period as stipulated to continue their study, they must pay the tuition and graduate upon obtaining the stipulated credits with the corresponding academic degree to be conferred in case they satisfy the *Regulations of the People's Republic of China on Academic Degrees* and relevant provisions as specified by our school.
 b. The certificate of completion will be conferred by the school to the international students who apply for completion. The international students may apply for restudy within one year after the completion. The graduation certificate will be exchanged upon the stipulated credits obtained; however, no academic degree will be conferred.
 5. No academic degree will be conferred to the international students without the enrollment status.

### VII. Others

* 1. The Current MBBS Requirements & Regulations Shall be in effect on the date When it is promulgated.
	2. The English version of MBBS Requirements & Regulations is based on the translation of the Chinese version, hence the Chinese Version shall be taken as authoritative version if misunderstandings arise;
	3. The International students in other English-taught programs are also subject to the current Requirements & Regulations;
	4. CIS shall be entitled to the explanation of MBBS Requirements & Regulations.

Appendix I

**Regulations on the Bachelor’s Degree Conferrence to International Students Majoring in Clinical Medicine at Southeast University**

Article I: In order to standardize the method of the bachelor’s degree conferrence to international students, the regulation is hereby established according to the *Regulations of the People's Republic of China on Academic Degrees* and the regulations on conferring the bachelor’s degree of our school with the actual conditions of international students education and teaching management of our school taken into consideration:
 Article II: Conditions for the Bachelor’s Degree Conferrence

1. Morality

Observe Chinese laws and relevant disciplines and regulations of our school; be willing to devote the whole life to the development of the sanitary undertaking, the physical and psychological health of the humanity.

1. Knowledge and professional skills
Accomplish various requirements as stipulated by the teaching plan; be qualified at various courses and thesis (Grade Point Average ≥2.0; graduation design and production practice); relatively better command basic theories, professional knowledge and basic skills of the specialty; be initially capable of undertaking professional technical affairs and scientific researches.
2. HSK Level

Four Level Certificate.

1. Physical diathesis

Be healthy physically.

Article III: No bachelor’s degree will be conferred upon graduation in case of any of the following circumstances:

1. Students subject to serious mistake in terms of morality and discipline observance, resulting in the punishment of demerit recording or above;

2. Students subject to punishment for twice or above during the study period;

3. Students subject to the responsibility accident during the production practice, which has caused serious consequence;

4. Students failure to obtain HSK Ⅳ（4 level） Certificate or above level;

5. Students with the study period beyond the maximum schooling period; (Maximum 8 years for study period)

6. Students completing the study

Article IV: As to the students subject to the punishment of demerit recording, in case they’ve indeed corrected their mistake with notable improvement upon the review more than a year and commended at the school level or above (with words certificate), or awarded the scholarship at the college level for their excellent results, the special discussion report may be submitted upon the study of the academic degree board of the college to the academic degree board of the school for approval; and the bachelor’s degree may be conferred upon the approval of the academic degree board of the school.
 Article V: The students, who fail to be conferred the bachelor’s degree due to their failure in the HSK III examination, may apply for re-attending the examination at school within two years after their graduation; if passed, the bachelor’s degree may be conferred with the specific awarding time subject to the academic degree board. As to those who fail to be conferred the bachelor’s degree due to other reasons, no re-conferrence will be available after their graduation.

Article VI: Conferrence procedures of the bachelor’s degree
 The academic degree board of the college will review the study results and authentication materials of the undergraduate graduates of the specialty one by one to propose the list of candidates for the bachelor’s degree. As to the students who fail to satisfy the conferrence conditions, detail report will be prepared for the approval of the academic degree board of the school.

Article VII: The academic degree board of the school shall reserve the right of conferring the bachelor’s degree. As to the students approved by the academic degree board of the school, the bachelor’s degree will be conferred by the school.

 **Part II Education Reward and Punishment of International Students Majoring in Clinical Medicine at Southeast University**

**Examination Management Method of International Students Majoring in Clinical Medicine at Southeast University**

**I. Examination Discipline**

a. Every student shall attend the examination at the appointed classroom with the campus card according to the campus card No., and put the campus card at the right corner of the table for the convenience of the invigilator’s check; the student shall not change the seat of other examination rooms; otherwise, the examination result will be invalid.
 b. The examinees shall entry the classroom 5min in advance and go to the washing room in advance. They will be not allowed to go to the washing room during the examination or enter the classroom 15min after the examination start. They may hand in their test paper 60min after the examination start.

c. The examinees shall keep quite during the examination. They are prohibited from whispering to each other, or peeking other’s answers, or exchanging the test paper, or cheating with scrip. Once found, they will be disqualified of examination on the spot with the result recorded as zero.

d. The mobile phones taken with the examinees (shall be closed) and other electronic communication products shall be placed at the packet deposit site of the classroom together with other articles.

e. The examinees who hand in their test paper in advance must leave the examination room. They are not allowed to re-enter the classroom or linger or make large noise in the neighborhood.
 f. The examinees shall stop answering the test paper immediately upon the examination ending and put the test paper on the table with the reverse side upright. They can only leave the examination room upon the invigilator’s permission. They are not allowed to take the test paper, answer card, answer paper or draft paper out of the examination room.

**II. Identification of the Examination Discipline Violation and Cheating**

1. The following actions belong to the discipline violation:

a. Before the examination start

① Such actions disturbing order of the examination room as being late for examination without reason, being absent without reason, being seated not according to the appointed seat, making large noise in the examination room and ignoring the dissuasion, etc.

② Fail to put such written materials as the book and notebook at the appointed place as stipulated.

③ Take such electronic communication articles as mobile phone, beep-pager, personal handy phone system and MP4 to the examination room in violation of stipulations, and make them in service in violation of stipulations.

b. Druing the examination

④ Fail to be seated as stipulated and change the seat without the invigilator’s permission.

⑤ Leave the examination room in the midway without the invigilator’s permission before handing in the test paper.

⑥ Borrow articles mutually without the invigilator’s permission, talk at random or whisper to each other

c. After the examination

 Fail to stop writing immediately.

 Look at the test paper mutually, but not plagiarize.

 Take the test paper or draft paper out of the examination room.

2. The following behaviors belong to the cheating:

(1) Carry or hide secretly scrip, book or other word materials related to the test content during the examination and peek the same in the course.

(2) Exchange or deliver scrip or words related to the test content during the examination.

(3) Peek the communications equipment such as mobile phone during the examination in violation of stipulations.

(4) Discuss test item and answers, talk at random for many times or whisper to each other during the examination while ignoring the invigilator warning.

(5) Peek and plagiarize other’s test paper.

(6) Correct answers without the invigilator’s permission after handing in the test paper.

(7) Sit for the examination on other’s behalf in the examination or creation conditions therefor, or provide test items or answers to others by whatever means.

(8) Other cheating behaviors commonly recognized by the on-site invigilator and examination room inspectors.

3. The following behaviors belong to serious cheating:

(1) Obtain the test items or test paper in advance by such wicked means as stealing, subornation or fraud.

(2) Find others to sit for the examination on their behalf.

(3) Cheat for twice or above.

(4) Collude with other students (three people and above) to cheat in a group;

(5) Make use of modern information and telecommunication technology to cheat by colluding people inside and outside the examination room.

(6) Correct answer of the test paper for themselves after the examination by means of stealing, subornation or fraud.

(7) Have wicked attitude, refuse to acknowledge the corn, make trouble out of nothing or disturb the examination order when their cheating is found and settled.

(8) Threaten or retaliate the prosecutor, witness and staff, or adopt other wicked measures to prevent others from prosecuting or disturb the management staff to carry out investigation and settlement.

(9) Agitate the students concerned to reject the investigation and settlement by collusion or establishing the “military alliance” after the cheating.

(10) Adopt various measures such as perjury to disturb and baffle the investigation after the cheating.

**III. Settlement methods**

1. As to the examination discipline violation behaviors

(1) The students in violation of discipline must make profound self-examination, will be punished with warning or serious warning. Those who have good apologetic attitude or slight violation can be exempted from punishment but subject to the public criticism.

(2) Those who seriously affect the examination or the examination discipline may be disqualified of examination by the invigilator and quitted from the examination room with the result counted as zero.

(3) The students will be disqualified of the scholarship appraisal of the current year.

2. As to the cheating behaviors:

(1) The examination result shall be counted as zero with the course to be restudied.

(2) The cheating students will be punished with demerit recording and must make profound self-examination. The punishment can be alleviated in case they have good apologetic attitude or slight cheating behavior or impeach other’s cheating behaviors voluntarily.

(3) The cheating students will be disqualified of the scholarship appraisal of the current year.

3. As to the serious cheating behaviors:

(1) The examination result shall be counted as zero with the course to be restudied.

(2) The cheating students must make profound self-examination and will be subject to disciplinary probation, compelled dropout or expulsion from school according to the specific circumstance and their apologetic attitude.

(3) The cheating students shall be disqualified of scholarship appraisal of the current year.

(4) The students found of serious cheating once again and already subject to the punishment of demerit recording or above because of cheating will be expelled to leave school or expulsed from school.

AppendixII

**President Scholarship for International Students Majoring in Clinical Medicine (Taught in English) at Southeast University**

Article I: Appraisal Candidate

1. Existing undergraduate international students majoring in clinical medicine (taught in English) of our school as registered.

Article II: Appraisal Conditions

1. The students who observe Chinese laws and decrees, school disciplines and regulations voluntarily and behave excellently at school.

2. The students with their total score ranks in the top at various grades for each academic year.

3. The students who participate in various activities of the school actively, friendly help others and behave well.

Article III: Award Setting

1. The Award of Excellent Study at the first, second and third grade according to the total course score at school of each academic year
2. The Award of Excellent Chinese Student according to the total score rank of the Chinese course at school of each academic year
3. The Award of Enthusiastic Dedication to Public Welfare and the Award of Excellent Class Cadre according to the students behaviors at school of each academic year.

Article IV Award Proportion

1. Award of Excellent Study: 20% of total students of each grade
2. Award of Excellent Chinese Student: 2 persons
3. Award of Enthusiastic Dedication to Public Welfare: 2 persons

AppendixIII

**Southeast University Education Foundation**

Article I: Appraisal Candidate

1. The existing international students as registered (including the candidates for the master’s degree and Ph.D. students) of our school.

Article II: Appraisal Conditions

1. The students who observe Chinese law, school disciplines and regulations as well as various regulations of various teaching colleges and behave well at school.

2. The students with excellent and good results at various courses.

3. The students who respect teachers, help students, actively participate in various activities inside and outside school and undertake the student organization affairs to some extent.

Article III: Award Setting

1. Award of Annual Excellent Student of Southeast University

Article IV: Award Proportion

1. 4-5 excellent students for each academic year.