

# 山西医科大学本科国际学生学分制学籍管理办法

## 第一章 总则

**第一条** 为规范国际学生学籍管理，提高国际学生培养质量，根据国家有关法律、法规，结合我校实际情况，特制定本办法。

**第二条** 本办法适用于拥有我校正式学籍的全日制在校国际学生的管理。

**第三条** 我校国际学生实行学年学分制。

## 第二章 入学与注册

**第四条** 新生入学必须按规定日期报到。报到时，需持录取通知书、《外国留学人员来华签证申请表》(JW202表)及学校规定的其它有关证件、证明材料办理报到手续。无特殊情况未经请假逾期报到超过两周者，取消入学资格。

**第五条** 新生入学后，需在规定时间内按照国家有关要求和学校规定进行身体复查，复查合格并取得健康合格证书方可取得学籍。经身体复查发现患有疾病，需回国治疗者，经本人申请，学校批准，可保留入学资格一年，回国治疗。治疗期间不享受在校生待遇。保留入学资格的新生于下一学年开学前到学校复查，体检合格者，准予重新办理入学手续，学习期限从下一学年算起；复查不合格或逾期一周不办理入学手续者，取消入学资格。

**第六条** 报到后，学校对申请材料原件进行核查，凡不符合入学条件或手续存在弄虚作假情况者，学校视具体情况予以处理，直至取消入学资格。

**第七条** 学籍表

(一) 学籍表是学校永久保存的、记录国际学生在校期间基本情况的重要档案资料；

(二) 书面学籍表中的信息填写必须真实、准确、清晰、整洁；

(三) 学籍表由专人保管，并承担学籍变动和成绩填写工作，因故必须改写时，学籍管理人员必须在书面学籍表上签字盖章以示负责；

(四) 国际学生毕业时，学籍表由学校档案室存档。

**第八条** 国际学生证

国际学生证包含个人信息，是国际学生在校学习期间的有效证件。国际学生证需在每学期开学时予以注册，国际学生证所属权归学校，须在完成学业后归还学校。学生应妥善保管国际学生证，丢失者应及时报国际教育学院声明作废，并办理补办手续。

**第九条** 每学期开学时，国际学生必须按时到校，交纳相关费用，并办理新学期

入学注册手续。开学后逾期一周未办理注册手续者，开除学籍。根据国家教育部有关规定，实行毕业生电子注册。

### 第三章 成绩考核及记载办法

**第十条** 教学计划规定的课程均在考核之内。国际学生必须接受学校的考核。学校根据学生的考试成绩决定其留级、降级、退学、结业、毕业等学籍问题。

**第十一条** 每门课程结束时，要对学生进行考核，可采取机试、笔试、口试、平时考试等考核方式。成绩评定实行百分制或等级制（优、良、中、及格和不及格），成绩记载方式包括该课程成绩、所修学分及课程绩点分。成绩满 60 分或及格及以上即获得该课程学分。

**第十二条** 国际学生在校学习期间，汉语作为每学年必修课，贯穿于教学全过程，学生必须通过相应汉语水平测试。

**第十三条** 国际学生因特殊情况不能按时参加考试，须于考试日至少提前一周提出缓考申请，并附有关证明，经国际教育学院批准后，方可缓考。如因不可抗力原因突然不能参加考试者，事后需由辅导员开具相关证明材料，及时报国际教育学院参加缓考。缓考者应参加下一学期课程考核不及格学生的重考，成绩按学生结业考试成绩的 90%加该生平时考核成绩计算。如该课程没有安排重考，则参加下一学年相同专业的该门课程考试，成绩计算方法同上。

**第十四条** 国际学生课程考核不及格，按下列方法执行：

（一） 必修课程第一次考核不及格的，在下学期开学后 3-4 周内给予一次重考机会，重考具体安排由学校组织。课程经重考达到合格以上者，一律按 60 分或及格及相应的学分和绩点分记入成绩档案。如重考仍不及格，则该门课程必须参加重修。

（二） 选修课程考核不及格的，可以重修，也可改修其它课程。

（三） 对于毕业当学期不开课、无法安排重修的必修课程，学校可单独组织一次毕业前重修考试。若经毕业前重修考试仍有不合格课程者，作延期毕业处理。

**第十五条** 国际学生对考核所得分数有异议要求对试卷复查时，可在学校规定的时间内，向国际教育学院提出成绩复核申请，由国际教育学院统一办理成绩复核，并将复核结果通知学生本人。

**第十六条** 国际学生无故缺课累计超过某门课程教学时数三分之一者，不得参加本门课程考核，本门课程按零分计，如有特殊情况经学生书面申请获学校批准后，允许重修。

**第十七条** 凡旷考、考试违纪及考试作弊者，该门课程以零分计，不记学分和绩点分，必须申请重修该门课程。

**第十八条** 学生申请重修某门课程，须于规定时间内提出书面申请，由国际教育学院审核批准。

**第十九条** 学生重修均需按学校有关规定交纳重修费用，如不缴费，将取消其重修资格。重修方式原则上以自修、随下一年级相同课程跟班学习方式为主，重修课程考试随下一年级正考进行，学校不单独组织教学与考核。

**第二十条** 国际学生毕业前需参加学校组织的毕业考试(包括理论考试和技能操作)，成绩合格后，准予毕业。

## 第四章 转学与转专业

**第二十一条** 为保证专业人才培养的稳定性和教育资源的合理利用，原则上不允许学生调换专业。

**第二十二条** 学校原则上不办理转学。

## 第五章 休学、复学、留级与退学

**第二十三条** 国际学生有下列情况之一者，应予休学：

- (一) 因病不能坚持学习，经学校指定的附属医院检查确诊，需停课治疗、休养占一学期总学时三分之一以上者；
- (二) 因事请假累计达本学期总学时三分之一者；
- (三) 其他原因需要办理休学情况者。

**第二十四条** 国际学生办理休学手续需持有关证明提出申请，经国际教育学院批准，方可办理。因病或因事休学以一年为期限。

**第二十五条** 因病休学的国际学生，一律离校回国休养。

**第二十六条** 休学期满要求复学者，需持书面申请、休学证明到国际教育学院报到。因病休学的国际学生须在学校指定的附属医院复查身体，经资格审查，合格者由国际教育学院签发复学证明，办理复学手续。复学后编入原专业下一年级学习。对要求复学的国际学生，有证据表明国际学生在休学期间有严重违法乱纪行为者，取消复学资格。

**第二十七条** 国际学生在保留入学资格和休学期间，不得报考其它学校，否则，取消入学和复学资格。

**第二十八条** 学生学期末经课程考核所修学分为 0 分，经重考后仍有 4 门及以上课程学分不合格者；或连续两个学期不合格课程学分累计超过 8 门（含 8 门），且经重考后累计仍有 5 门及以上课程学分不合格者，应允留（降）级。留（降）级在每学期重考后办理一次（上学期为降级，下学期为留级）。

**第二十九条** 国际学生有下列情形之一者，应予退学处理。

- (一) 在校学习期间，休学累计超过两学年者；
- (二) 休学期满不办理复学手续者；
- (三) 休学学生经学校复查不允许复学者；
- (四) 学年因请假缺课超过总学时三分之一而不同意休学者；
- (五) 经指定医院确诊，患有严重精神病、传染性肺结核等疾病者；
- (六) 意外伤残不能坚持学习者；
- (七) 本人申请退学，经说服无效者；
- (八) 学年无故旷课(含实验实习、毕业实习)累计超学年总学时三分之一者；
- (九) 在校期间累计受过二次警告及以上纪律处分、考试作弊情节严重或认错态度不好者；
- (十) 不按期交纳学费及其他相关费用者；

按照上述规定退学，对国际学生不是一种处分。

**第三十条** 国际学生退学报省教育厅和公安部门备案。

## 第六章 毕业、结业、肄业与学位

**第三十一条** 国际学生毕业时，学校根据其在校表现做出道德品质以及学习、健康状况等方面的全面鉴定，并记入个人档案。

**第三十二条** 国际学生在校期间德、智、体全面发展，完成教学计划规定的全部课程，考核全部合格，准予毕业，颁发毕业证书。

**第三十三条** 国际学生在校期间有下列情形之一者，学习期满，按结业处理，发结业证书：

- (一) 在毕业时经重修仍有不及格课程者；
- (二) 毕业考试或临床操作综合技能考试成绩不及格者；
- (三) 汉语水平未达到国家要求者。(HSK4)

**第三十四条** 学生在校学习一年以上，但没有修完培养方案内规定的必修课，可按修业年限发给肄业证明。

**第三十五条** 国际学生在校期间德、智、体全面发展，学习合格，符合学校国际学生学位授予条件者，毕业时授予学士学位。

## 第七章 附 则

**第三十六条** 本办法从 2017 级国际学生开始实施。

**第三十七条** 本规定未尽事宜参照《山西医科大学本科生学分制学籍管理办法(试行)》执行。

**第三十八条** 本办法由学校国际教育学院负责解释。

# **International students' Academic Credit System and Student Status Management Measures**

## **Chapter One General Rules**

**Article 1:** In order to standardize the management of student status of international students and improve the quality of training for international students, the measures are specially formulated in accordance with the relevant laws and regulations of the State and the actual conditions of our school.

**Article 2:** The measures are applicable to full-time international students who have our own formal school status.

**Article 3:** Shanxi Medical University implements the credit system of academic year to International Students.

## **Chapter Two Admission and Registration**

**Article 4:** Freshmen must register on the prescribed date with admission letter, Foreign Students Visa Application Form (JW202 form) and other relevant documents. Anyone who overdue for more than two weeks without asking for leave will not be accepted.

**Article 5:** After arriving, students must have physical examination. Students who obtained a health certificate within the prescribed time according to the relevant state requirements and the school rules can be registered. After the physical examination, those who found suffering from disease need to go back to his or her own country and be treated. The school can maintain one year admission qualification for the student. During the treatment, the student cannot be regarded as a student in the school. Freshmen who retain their admission status will be re-examined before the start of the next year. Those who pass the re-examination will be allowed to re-apply for admission. The deadline for the study will be started from the next academic year. Those who fail the formalities or fail to apply for admission during the one-week period will be disqualified.

**Article 6:** After the application, the school will check the original application materials. Any school that does not meet the admission requirements and procedures or if there is any fraudulent case, the school will handle the case according to the actual situation until the qualification is canceled.

**Article 7:** Student Registration Form

7.1 Student registration form is a permanent record of the basic information of students in university;

7.2 The written information must be true, accurate, clear and neat;

7.3 Student registration form is maintained by management staff, the staff take the

responsibility of changing the student status and filling in the academic achievement. If any student record has to be rewritten, the management staff must sign and stamp on the written student record.

7.4 Upon graduation, the student registration form will be kept by the school archives.

**Article 8:** International Student ID card

International student ID card contains personal information and is a valid ID card during the study period. The student ID card must be registered at the beginning of each semester belongs to the school and must be returned to the school upon completion of study. Students should keep the student ID card properly. Once lost, please inform the school of International Education and apply for a new one.

**Article 9:** When each semester begins, students must go back to university on time, pay the relevant fees and apply for enrollment in the new semester. Students who fail to register for a week after the start of the course are expelled from school. According to the relevant provisions of the Ministry of Education, electronic registration is implemented.

## **Chapter Three Examination and Records**

**Article 10:** All students are required to attend exams of the courses included in the academic schedule. The university will decide for students' retardation, degradation and graduation according to result of the each exam.

**Article 11:** At the end of each course, students are to be assessed. Forms of exam include machine-based tests, written tests, oral tests, and usual examinations. The grading system adopts 100 mark system or grading system (excellent, good, middle, pass and fail). The record includes the grade of the course and credits. A credit of 60 or above is considered as passing.

**Article 12:** During the study period, Chinese is a required course for each semester. International students must pass the corresponding Chinese proficiency test.

**Article 13:** Students who cannot take the exam on time must apply for granting examination at least one week before the exam with the relevant proof. After being approved by the school of International Education, the student can take the exam. Students who cannot attend the exam as a result of force majeure reasons, after the counselors present the relevant documents and report to the school of International Education can attend the exam. Students who fail to attend the exam should take the re-exam at the beginning of next semester. The final score would be 90% of the exam score plus the daily assessment score. If the course is not arranged for re-examination, the student should participate in the next school year's professional exam. The results calculated as above.

**Article 14:** Students who fail the exam:

1. Students who fail the compulsory course for the first time can attend the re-exam within 3-4 weeks at the beginning of the next semester. Those who pass the re-exams will be credited with the 60 no matter how much you actually obtained. If the student

still fails the re-examination, then he must participate in the course again.

2. Students who fail the elective courses can participate in the course again or change other courses.

3. As for the compulsory courses that do not have in the next semester, the school can organize a separate re-examination before graduation. If the student still fails the re-examination, then he will be postponed for his graduation.

**Article 15:** International Student who is object to the score of examination can apply for a review of the results. The School of International Education will review the results uniformly and inform the students of the result of the review.

**Article 16:** The student who is absent for no reason from class for more than one third of the total class hours of a subject is not permitted to attend the final exam; the score of this subject will be marked as zero. As a consequence, the student needs to write an application for retaking this course.

**Article 17:** Students who do not take the test or cheat in the exam will be given zero and be punished accordingly. They must apply retake the course.

**Article 18:** Students who apply for retaking a course must submit a written application within the prescribed time and must be approved by the School of International Education.

**Article 19:** Students are required to pay the fees of re-taking the courses according to the relevant regulations of the school. If they do not pay the fees, they will be disqualified from their re-education. In principle, the way of re-taking is self-study and take the same course with the next grade. The re-examination of the course is going on with the next grade. The school does not organize the assessment alone.

**Article 20:** International students are required to attend the graduation examinations organized by the school (including theoretical tests and operations) before graduation. Students who pass the exams will graduate.

## **Chapter Four Transfer and Transfer Major**

**Article 21:** In order to ensure the stability of professional training and the rational utilization of educational resources, in principle, students are not allowed to change their major.

**Article 22:** Usually the school does not allow application for transfer.

## **Chapter Five**

### **Suspension, Resumption, Retardation and Expelled from School**

**Article 23:** Any of the following factors will be granted as suspension.

1. The student who is found any serious illness by the appointed hospital of SXMU and needs treatment or restoring for more than one third of the class hours in one semester;
2. The student who asks for business leave, which accounts for more than one third class hours in one semester;
3. The student who has applied for suspension for special reasons.

**Article 24:** The student requesting suspension of schooling must hand in a written application with medical records from the hospital. Then the decision of allowing the student to leave will be made by the school of International Education. The duration of the suspension will be one academic year maximum.

**Article 25:** If the student asks for a sick suspension, he or she must return to his or her country.

**Article 26:** After temporary sick leave, the student must request for his/her return to the university. They should register at the school of International Education by submitting a written application and the certificate for suspension of schooling. The student must be given a physical examination by the appointed hospital of the university. Once the examination has been passed, the director of the school of International Education will issue a certificate for resumption of schooling. The student will be registered in next grade. The study duration will also be accordingly extended. For those applied for suspension of schooling, any proof stating his or her misconduct during the suspension, the university will immediately cancel his or her qualification of resumption.

**Article 27:** During the suspension of schooling, the student should not apply for other university. Otherwise, the university will cancel his or her qualification for admission and resumption.

**Article 28:** After the end of the semester, the credit of the course is zero. After resist, there are still 4 or more courses under 60; or there are cumulatively more than 8 credits (including 8) for consecutive two semester failed courses, and after the resist, there are still 5 or more courses credits accumulated. The above students will stay or downgrade. The stay or downgrade is processed once after each semester's resist.

**Article 29:** The student who has one of the following situations must be expelled from school.

1. The suspended period accumulate more than two year;
2. The student who does not return to school after suspension expires;
3. After suspension, the student who is not permitted to return to school after the review of the university;
4. The student who asks for leave for more than one third of the total class periods and does not agree to apply for a suspension;
5. The student who is diagnosed by hospital of mental illness or infectious pulmonary

tuberculosis etc.

6. The student who experiences unexpected disability and is unsuitable to continue to study;
7. The student who applies to leave school and cannot be convinced to remain at the school;
8. Absence from class, including experiments practice and internship, accumulates more than one third of the total class period in one academic year;
9. The student who receives two warnings or more serious disciplinary punishments or cheats in the exams without admitting it;
10. The student who does not pay school expenses and other relevant fees on time.

Dropping out of school in accordance with the above rules is not a punishment for international students.

**Article 30:** The university shall report to the Provincial Education Department and the Public Security Department for record.

## **Chapter Six Graduate, Complete a Course and Issue Certificate**

**Article 31:** The school will give the student a comprehensive appraisal in written personal files according to his or her moral character, learning and health condition when the student graduates from the school.

**Article 32:** If the student performs well in moral, intellectual and physical education and passes all curriculum of teaching program, the university will award the diploma.

**Article 33:** Upon completion of the school year's curriculum, the student will be given the Certificate of Completion without a diploma in occurrence of one following situation:

- 1. Fail in exams after retaking the course;**
- 2. Fail to pass the graduation exams or clinical skills exams;**
- 3. Fail to obtain the certificate of HSK 4.**

**Article 34:** Students studying in school for more than a year, but did not complete the required compulsory training courses can apply for a Certificate of Incompletion.

**Article 35:** If the student passes the learning curriculum courses and performs well in moral, intellectual and physical education, the university will award the diploma and the bachelor degree.

## **Chapter Seven Supplementary Rules**

**Article 36:** These Measures shall be implemented from 2017.

**Article 37:** The provisions not mentioned refer to the *Shanxi Medical University Undergraduate Student Credit Management (Trial)*.

**Article 38:** These Measures are interpreted by the School of International Education.