

Shanghai University of Medicine & Health Sciences

Academic Affairs Office,
[2019] No. 28

Each teaching unit and department:

In order to standardize the student management behavior of the school, maintain the normal education and teaching order of the school, achieve the talent training goal, and train socialist builders and successors with all-round development of morality, intelligence, physique, beauty and labor, the Regulations on the Administration of Students in Ordinary Institutions of Higher Learning (Order No. 41 of the Ministry of Education) and relevant laws and regulations are hereby formulated and printed in accordance with the Higher Education Law of the People's Republic of China, the Regulations on the Administration of Student Status of Full time Undergraduate Students in Shanghai University of Medicine&Health Sciences, and in combination with the actual situation of the school. Please comply with them.



The Regulations on the Administration of Student Status of Full time Undergraduate Students in Shanghai University of Medicine & Health Sciences

In order to standardize the management behavior of school students, maintain the normal education and teaching order of the school, achieve the goal of talent cultivation, and cultivate socialist builders and successors with comprehensive development of morality, intelligence, physical fitness, aesthetics, and labor, in accordance with the Higher Education Law of the People's Republic of China, the Regulations on the Management of Students in Ordinary Higher Education Institutions (Order No. 41 of the Ministry of Education), and relevant laws and regulations, combined with the actual situation of the school, this regulation is formulated.

Chapter 1 General Provisions

Article 1: The term "student status management" referred to in these regulations refers to the full process management of students' academic qualifications, including student registration, academic performance management, student status changes, graduation certificate issuance, degree awarding, and other related matters.

Article 2: These regulations apply to full-time undergraduate students.

Chapter 2 Enrollment and Registration

Article 3: New students admitted according to national enrollment regulations shall bring admission notices and required documents to the school on time to complete enrollment procedures. For those who are unable to enroll on time due to certain reasons, they should request leave from the school and extend the application period by up to two weeks. Those who have not taken leave or whose leave is overdue, except for legitimate reasons such as force majeure, shall be deemed to have forfeited their eligibility for

admission.

Article 4: The school shall review the admission notice and identity documents of new students upon their registration, and those who pass the review shall proceed with the admission procedures and be registered as students. If the examination finds that the admission notice and identity documents of the new student do not match their actual situation, or there are other violations of national enrollment examination regulations, their admission qualification will be cancelled.

Article 5: New students who meet the following conditions may apply to retain their admission qualifications:

(1) New students who fall ill before enrollment and are diagnosed by a hospital designated by the school (a second-class or above hospital, the same below) as not suitable for studying in school, but can achieve health standards after short-term treatment;

(2) Freshman conscripted into the military.

During the period of retaining admission eligibility, one does not have academic status. New students who apply to retain their admission qualifications due to illness can retain their admission qualifications for one year with an admission letter and a hospital diagnosis certificate. After being reviewed by the school's health department and academic affairs office, and approved by the school, they can retain their admission qualifications for one year. New students who apply to retain their enrollment qualifications for enlistment shall handle the procedures in accordance with the requirements of the "Measures for Retaining Enrollment Qualifications for New Students Admitted to Ordinary Higher Education Institutions for Enlistment and Enrollment after Retirement" (Teaching No. 8, 2013), and retain their enrollment qualifications for 2 years after retirement.

Newly enrolled students who have undergone treatment, rehabilitation, or retirement should submit a written admission application to the school before the expiration of their enrollment qualification period. After passing the school's re examination, they can proceed with the admission procedures and be included in the current year's new student sequence. Those who fail to pass the re

examination or fail to complete the admission procedures within the prescribed time limit shall be deemed to have forfeited their eligibility for admission.

Article 6: After the enrollment of new students, the school shall conduct a re examination in accordance with national enrollment regulations within three months. The review content includes the following aspects:

- (1) Whether the admission procedures and procedures comply with national enrollment regulations;
- (2) Whether the admission qualifications obtained are genuine and comply with relevant regulations;
- (3) Is my identity and proof consistent with the admission notice, candidate files, etc;
- (4) Whether the physical and mental health condition meets the physical examination requirements for the applied major or major category, and whether it can ensure normal learning and living in school;
- (5) Whether the professional level of students admitted to special types such as art and sports meets the admission requirements.

Article 7 Review Methods and Procedures:

- (1) The Academic Affairs Office organizes the college to compare the identity cards, admission notices, and candidate files of the new students with their own, and forms a written report to provide feedback to the Academic Affairs Office;
- (2) According to professional requirements, the school's health department organizes freshmen to undergo entrance examinations, and the student affairs office organizes freshmen to undergo psychological tests;
- (3) The Academic Affairs Office shall form a written report based on the above verification results and provide feedback to the Shanghai Municipal Education Commission;
- (4) The school supervision department conducts spot checks and resupervision of the entire process of new student

admission. If it is found during the review that students have engaged in fraud, favoritism, and other fraudulent activities, it shall be determined as

If the reexamination is not qualified, the student's enrollment will be immediately cancelled; If the circumstances are serious, the school shall transfer it to relevant departments for investigation and handling.

During the reexamination, it was found that the physical and mental condition of the student is not suitable for studying on campus. After diagnosis by the designated hospital of the school, if the student needs to rest at home, their admission qualification can be retained.

Article 8: At the beginning of each semester, students shall pay the fees and complete the registration procedures at the school's designated time. Students who fail to pay tuition fees according to school regulations will not be eligible for registration. Those who are unable to register on time should apply for a temporary suspension of registration procedures.

Students from economically disadvantaged families can apply for loans or enter the "green channel" and register within one week after completing relevant procedures.

Chapter 3 Discipline and Attendance

Article 9: Students shall participate in all activities arranged and organized by the teaching plan and the college on time, and accept attendance. Due to unforeseen circumstances, participants should complete the leave procedures. Those who are absent without permission will be treated as absent from class.

Article 10: If a student is late or leaves early for less than 15 minutes and accumulates three absences, they will be punished as absent from class. If they are late or leave early for more than 15 minutes, they will be punished as absent from class.

Article 11: Students who skip classes shall be criticized and educated, and shall be dealt with in accordance with the school's

"Regulations on the Administration of Disciplinary Actions for Students".

Article 12: Students who take sick leave must have a sick leave certificate. Those who take sick leave for more than one week must have a sick leave certificate from a hospital. Students who take sick leave should promptly inform their counselor. Those who take sick leave exceeding one-third of the class hours within one semester should apply for a leave of absence.

Article 13: Students are generally not allowed to take personal leave. If there are special reasons that require personal leave, the leave procedures should be completed in advance. For personal leave within two days, it shall be approved by the counselor; Those within two days and one week shall be approved by the college, and those within one week and one month shall be approved by the Student Affairs Office and reported to the responsible leader. The cumulative personal leave within a semester generally does not exceed one-third of the class hours. Students are required to cancel their leave promptly after the end of their vacation. Those who need to renew their leave should complete the renewal procedures. Those who fail to renew their leave on time will be punished for absenteeism.

Article 14: Each class monitor should keep a monthly record of student attendance, and the counselor is responsible for supervising and inspecting it before submitting it to the college. After the college summarizes it, it should be uniformly submitted to the Student Affairs Office.

Chapter 4 Duration of Study

Article 15: The length of study for full-time undergraduate majors shall be based on the professional catalog of the Ministry of Education.

Article 16: The maximum length of study for students shall be calculated from the date of enrollment. For four-year students, it shall not exceed six years, and for five-year students, it shall not exceed seven years. Extending the length of study includes taking a

leave of absence (excluding entrepreneurial leave of absence). Regardless of the length of time required for students to complete the required credits in their professional talent training program, the graduation certificate they receive upon graduation is recorded based on their basic years of study.

Chapter 5 Assessment and Grades

Article 17: Students must complete courses and various educational and teaching activities (hereinafter referred to as courses) in accordance with the requirements of the professional talent training plan, and participate in assessments. Only after passing the exams can they obtain corresponding credits. The overall assessment score and credits obtained will be recorded in the grade book and included in the student's academic record.

Article 18 Assessment includes examination and testing, and the assessment methods and requirements shall be formulated in accordance with relevant regulations of the school and the teaching objectives of each course. The final grade of the course consists of two parts: the regular grade and the final grade. In principle, it is calculated based on 50% of the regular grade and 50% of the final exam. The assessment and performance evaluation methods should be clearly defined in the curriculum and announced to students.

Article 19: The assessment and appraisal of students' ideological and moral character shall be mainly based on the provisions of Article 4 of the "Regulations on the Management of Students in Ordinary Higher Education Institutions" (Order No. 41 of the Ministry of Education), and shall be conducted in the form of individual summaries, democratic evaluations by teachers and students, etc.

The performance evaluation of students' physical education course highlights the process management, which is evaluated according to the requirements of Several Regulations of Shanghai University of Medicine & Health Sciences on Physical Education Course for Full time Students.

Article 20: Students' experiences and achievements related to professional learning and academic requirements, such as participating in innovation and entrepreneurship, social practice,

publishing papers, obtaining patent authorizations, etc., may be converted into credits and included in academic performance. The specific evaluation method shall be implemented in accordance with the relevant regulations of the school.

Article 21: The overall situation of students' course assessment shall be evaluated based on the GPA system. The conversion method between course assessment scores and GPA is as follows:

Score (percentage system)	Grade		GPA
90~100	A	excellent	4.0
85~89	A-		3.7
82~84	B+	good	3.3
78~81	B		3.0
75~77	B-		2.7
72~74	C+	in	2.3
68~71	C		2.0
66~67	C-		1.7
63~65	D	pass	1.3
60~62	D-		1.0
0~59	E	fail,	0

Article 22: Statistical GPA refers to the semester average GPA and cumulative GPA of students studying professional courses.

The calculation method for the semester average GPA and cumulative GPA is as follows:

Semester GPA = $\frac{\sum (\text{GPA of courses taken this semester} \times \text{course credits})}{\sum \text{Course credits taken this semester}}$

Cumulative GPA= $\sum$ (cumulative course GPA x course credits)/ $\sum$ cumulative course credits taken

The semester average GPA is a method of evaluating students' academic performance each semester; Cumulative GPA is a method of evaluating a student's overall academic performance in school. The cumulative GPA can be used as the basic basis for student scholarship evaluation, application for exemption, and obtaining a bachelor's degree.

Article 23: Those who fail the course assessment may participate in make-up exams according to regulations. A single course needs to be retaken once. Those who fail the make-up exam need to participate in course retakes. Each course needs to be retaken. The number of repairs should not exceed 2 times.

Article 24: Students must take the exam at the time specified by the school and are generally not allowed to take personal leave. Those who cannot take the exam on time due to illness or other reasons must complete the postponement procedures before the exam according to regulations, otherwise they will be treated as absent from the exam; Students taking deferred exams will take the make-up exam, and the deferred exam results will be recorded based on their actual exam scores; Those who fail the deferred exam should retake it; The grades of missed courses will be counted as zero points, and the qualification for make-up exams will be cancelled, requiring retakes.

Article 25: If a student's cumulative absence from classes during a semester reaches one-third of the planned duration of the course or if they fail to submit assignments for no reason, they shall not participate in the assessment of the course. The score shall be calculated as zero, and their qualification for make-up exams shall be cancelled. They must participate in retakes.

Article 26: If a student seriously violates the discipline of assessment or cheats, the assessment score of the course shall be calculated as zero points, and depending on the circumstances of the violation or cheating, criticism and corresponding disciplinary action shall be given. If the student performs well in education, they may be

given the opportunity to retake the exam or retake the course.

Article 27: If students have objections to the course assessment results, they may apply for a review to the college where the course is located within one week after the results are announced. The college should accept and provide a clear response within one week. Students themselves are not allowed to access the original exam papers.

Article 28: Schools shall truthfully and completely record and issue students' academic achievements, and mark the results obtained through make-up exams or retakes on the transcript.

Article 29: If a student suspends their studies due to reasons such as dropping out, the school shall record the courses they have taken and the credits they have earned during their school years. If a student re takes the entrance examination, meets the admission requirements, and re enters the school, the credits previously obtained can be recognized and recorded in the student's academic transcript upon the student's own application, recognition by the relevant college (department), and approval by the academic affairs office.

Chapter 6: Transfer of Major and School

Article 30: After enrollment, students should generally complete their studies in the admitted major.

Article 31: If a student falls under any of the following circumstances, they may attend the second semester of the first grade

Submit a transfer application to the transferring college at the end of the semester:

1 Students have a genuine interest and expertise in other majors (proof materials such as newspaper articles, academic research achievements, award certificates, etc. must be provided);

2 Students who take a leave of absence to start a business or return to school after retiring from the military may need to switch

majors due to their own circumstances;

3 After enrollment, it is discovered that the student has a certain disease or physiological defect, and after examination by the designated hospital of the school, it is proven that the student cannot study in the original major, but can still continue to study in other majors of the school;

4 There is indeed a certain special difficulty that makes it impossible to continue learning without changing majors.

Article 32: Students who fall under any of the following circumstances will not be considered for transferring majors:

1. Students who are enrolled in undergraduate programs starting from vocational colleges;

2 Students admitted through special enrollment methods, including those admitted through art, sports, high-level art groups, high-level sports teams, and other enrollment methods;

3 Applying to transfer in or out of majors that have relevant regulations in the country or have clear agreements with the school before admission, including targeted training majors;

4 Apply to transfer from a four-year program to a five-year program;

5 Students with a cumulative GPA<3.0 (excluding those due to illness or special difficulties);

6 Students who have already transferred schools or majors;

7 Students who should be expelled from school;

8 Students who are taking a leave of absence, retaining their academic status, or retaining their eligibility for admission;

9 Students who have received disciplinary action during their school years.

Article 33: If schools need to adjust majors appropriately based on the development and changes in the demand for talents in society, students may transfer to other related majors for enrollment.

Article 34: The basic principles, conditions and procedures for students to change their majors shall be implemented in accordance with the Implementation Measures of Shanghai University of Medicine&Health Sciences for Students to Change Their Majors (Trial). The measures for the transfer of retired college student soldiers to other majors shall refer to the Implementation Measures for the Transfer of Retired College Student Soldiers from Shanghai University of Medicine&Health Sciences.

Article 35: The conditions and procedures for transfer of students shall refer to the Implementation Measures for Transfer of Full time Students of Shanghai University of Medicine&Health Sciences (for trial implementation).

Article 36: If the student needs to take remedial courses due to the change of student status such as major transfer or transfer, it shall be handled in accordance with the relevant provisions in the Regulations of Shanghai University of Medicine&Health Sciences on the Management of Full time Student Course Study.

Chapter 7 Suspension and Resumption of Education

Article 37: Students may complete their studies in stages and should complete their studies within the maximum length of study prescribed by the school.

Article 38: Students who fall under any of the following circumstances shall apply for a leave of absence:

1. Those who are unable to study on campus due to illness, innovation, entrepreneurship, or other reasons within one semester

Accumulated time exceeding one-third of the semester;

2. Due to certain special reasons, I have applied or the school deems it necessary to take a leave of absence.

Article 39: Students' leave of absence is generally for a period of one year, and the start and end of the student's leave of absence

Subject to school approval. Within the prescribed maximum length of study, the cumulative leave of absence shall not exceed two years. During the period of entrepreneurship leave, students can retain their academic status, and the retention period is not counted towards the maximum length of study.

Article 40: Students who study abroad at their own expense may apply for a one-year leave of absence. Students should complete the resumption procedures before the end of their semester off. Failure to do so within the deadline will be considered as automatic withdrawal.

Article 41 Students in school shall be enlisted in the Chinese People's Liberation Army (including the Chinese People's Armed Police Force), and the school shall retain their student status until two years after retirement.

Students participate in cross school joint training programs organized by the school, and during their study period at the joint training school, the school also retains their student status.

During the period when students retain their academic status, they establish management relationships with their actual units, schools, and other organizations.

Article 42: Procedures for Suspension and Retention of Student Status

(1) Students who apply to take a leave of absence or retain their academic status should submit a written application, explaining the reasons and providing relevant proof (students who take a leave of absence due to illness should hold a diagnosis certificate from a second-class hospital or above and an opinion from the school's health department). After approval by their college, the student affairs office and academic affairs office will review and approve the application before submitting it to the school for approval.

(2) If the school considers that a student should take a leave of absence, the student's college may provide opinions and relevant supporting materials. The Student Affairs Office and Academic Affairs Office will review and approve the application, and after approval by the school, a notice will be issued to the student to handle the leave of absence procedures. Students should apply for a leave of absence within one week after receiving the relevant notice

from the school. Those who fail to apply for leave within the prescribed time limit shall be deemed to be in a state of suspension, and the school shall directly carry out the suspension procedures and require the students to leave the school.

Article 43: Students who have been granted a leave of absence shall leave the school after completing the leave of absence procedures, and the school shall retain their student status. During the student's leave of absence, they are not entitled to the same treatment as students studying on campus.

Article 44: Schools shall not be held responsible for any personal or property accidents or infringement incidents that occur to students during their suspension or retention of student status.

Article 45: Those who request to resume their studies after taking a leave of absence or retaining their student status shall submit a written application to the college for resumption of studies one month before the expiration date. Among them, students who take a leave of absence due to illness should hold a certificate of recovery issued by a second-class hospital or above, which proves that they can resume their studies, and go to the school's health department to sign an opinion. After obtaining the approval of the college and being reviewed by the Student Affairs Office and Academic Affairs Office, it will be submitted to the school for approval.

Chapter 8 Academic Warning and Withdrawal

Article 46: If a student meets one of the following conditions, the Academic Affairs Office shall issue an "Academic Warning Notice" to give the student an academic warning, and the college shall notify the student themselves:

(1) Those who fail 4 courses or 10 credits (inclusive) in a semester (after make-up exams).

(2) Since enrollment, the cumulative number of failed courses (after make-up exams) has reached 6 or 16 credits (inclusive).

For students who experience academic warnings for the second time, the Academic Affairs Office will issue a "dropout recommendation letter", and the college will notify the students themselves.

Article 47: Academic warnings shall be valid for one semester, and students who receive academic warnings shall have their qualifications for exemption from courses, exemptions from listening, and various awards cancelled.

During the academic warning period, students should adjust their study plans appropriately and promptly retake or supplement the necessary credits required by the professional talent training program.

Article 48: Students who fall under any of the following circumstances shall be expelled:

(1) Those who have completed their leave of absence or retention of student status, but have not submitted an application for resumption of studies within the prescribed period, or whose application for resumption of studies has been reviewed and found to be unqualified;

(2) Not participating in teaching activities for two consecutive weeks without approval and justifiable reasons;

(3) Failure to register within the prescribed time limit without justifiable reasons and failure to fulfill the procedures for suspending registration;

Article 49: Students who fall under any of the following circumstances may be expelled:

(1) Applying for withdrawal due to personal reasons;

(2) Received a withdrawal recommendation letter;

(3) According to the diagnosis from the designated hospital of the school, those who suffer from illness or accidental disability and cannot continue their studies on campus;

Article 50: Withdrawal shall be handled according to the following procedures:

(1) If a student applies to withdraw from school, they must fill out the withdrawal application form, obtain approval from their college, and after being reviewed and approved by the Student Affairs Office and Academic Affairs Office, submit it to the school for approval.

(2) If a student is found to have committed a disciplinary offense but fails to complete the withdrawal procedures, the Student Affairs Office shall determine that the student has violated the rules and should be expelled. The Academic Affairs Office shall take note of the disciplinary action taken against the student to selling student records; If it is determined that there is no violation of discipline or that the violation has not reached the point where it should be expelled, the Academic Affairs Office shall report to the President's Office Meeting or a special meeting authorized by the President for discussion and decision. The school shall issue a withdrawal decision letter and send it to the student himself/herself. Those that cannot be delivered will be announced on the school website. The announcement shall be deemed delivered from the 15th day and shall be filed with the Shanghai Municipal Education Commission for record. The school no longer issues a certificate of non completion.

(3) Those who die for various reasons will have their academic status automatically cancelled. Submit a statement of the situation to the Academic Affairs Office for record keeping by the college where he/she lived before his/her death. After a student is approved to withdraw from school, the academic affairs office will immediately cancel their student status and cannot apply for resumption of studies.

Article 51: Students who withdraw from school shall handle it within 2 weeks from the date of the decision to withdraw departure procedures.

The files of dropouts shall be returned by the school to their home location, and their household registration shall be moved back to their original registered residence or registered residence in

accordance with relevant national regulations.

If a student needs to go through the formalities of residence transfer, the college where the student belongs shall be responsible for going through the formalities at the security office of the school, and the residence shall be returned with the student's file to the original registered residence at the time of application.

Those diagnosed with mental illnesses or other illnesses that do not meet the physical examination criteria (including accidental disabilities) should be responsible for retrieving them by their legal guardians or close relatives.

Article 52: If students have objections to the decision to withdraw from school, they may submit a written appeal to the school's student appeal handling committee in accordance with relevant school regulations within 10 days from the date of the decision to withdraw from school.

Chapter 9 Graduation and Graduation

Article 53: Students who have completed the required credits in the talent training program for their respective majors within the prescribed period of time set by the school, and have met the graduation requirements in morality, intelligence, physical fitness, aesthetics, and labor, are allowed to graduate, the school issues a graduation certificate.

Article 54 Students who are approved to graduate and meet the requirements for degree awarding in the Detailed Rules for the Implementation of Shanghai University of Medicine&Health Sciences for the Granting of Bachelor's Degree (for trial implementation) shall be issued a bachelor's degree certificate.

Article 55: If a student completes the prescribed content of the talent training program for their major within the prescribed period of time by the school but fails to meet the graduation requirements, they shall be allowed to graduate and the school shall issue a certificate of completion.

Graduates can apply to the school for retake of failed courses

within two years from the date of issuance of the graduation certificate (limited to once). After passing the course retake assessment, the graduation certificate can be renewed, and the graduation time should be filled in according to the date of renewal; Those who fail the reexamination will maintain their graduation and are not allowed to apply for reexamination. Those who meet the criteria for awarding a bachelor's degree can obtain the corresponding bachelor's degree.

Article 56: Students who withdraw from school after more than one year of study shall be treated as dropouts and issued with dropout certificates. Students who withdraw from school before one year of study shall be issued with realistic learning certificates.

Chapter 10 Academic Certificate Management

Article 57: Schools shall strictly follow the types of education and learning forms determined during enrollment, as well as the personal information filled in by students during enrollment, to fill in and issue academic and degree certificates.

Students who need to fill in personal information such as name and date of birth on certificates during their school years should have reasonable and sufficient reasons, and provide corresponding legally valid supporting documents.

Article 58: For those who violate national enrollment regulations and obtain admission qualifications or student status, their student status shall be cancelled, and no academic or degree certificates shall be issued; The school shall revoke the academic and degree certificates that have been issued in accordance with the law. The school shall revoke academic certificates and degree certificates obtained through academic misconduct such as cheating, plagiarism, or other improper means in accordance with the law.

If the revoked academic certificate or degree certificate has already been registered, the school shall cancel it and report to the education administrative department to declare it invalid.

Article 59: If academic credentials or degree certificates are lost or damaged, the school shall issue corresponding certificates after

verification upon the applicant's application. The certificate has the same legal effect as the original certificate.

Chapter 11 Supplementary Provisions

Article 60: All procedures related to personal and identity in these regulations shall be valid only if the student concerned presents a valid identity certificate in person, or if their legally authorized representative presents relevant authorization documents in person.

Article 61: If students have objections to the school's decision on student status processing made in accordance with these regulations, they may submit a written appeal to the school's student appeal handling committee.

Article 62: The interpretation of these regulations shall be the responsibility of the Academic Affairs Office.

Article 63: These regulations shall come into effect from the date of promulgation. If there is any inconsistency between other relevant documents and this regulation, this regulation shall prevail.

President Office of Shanghai University of Medicine & Health Sciences

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