

Shanghai University of Medicine & Health Sciences

Academic Affairs Office,
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Notice on the Management Regulations for Full time Undergraduate Course Study

Each college (department, center), department:

In order to further standardize the management of full-time undergraduate courses, in accordance with the relevant requirements of the Regulations on the Management of Students in Ordinary Colleges and Universities and the Regulations on the Management of Shanghai University of Medicine&Health Sciences's Full time Undergraduate Student Status, the Regulations on the Management of Shanghai University of Medicine&Health Sciences's Full time Undergraduate Courses are hereby formulated and printed for implementation.

Shanghai University of Medicine&Health Sciences
March 7, 2022

Shanghai University of Medicine&Health Sciences Regulations on the Management of Full time Undergraduate Course Study

Chapter 1 General Provisions

Article 1 In order to further standardize the management of full-time undergraduate courses, the Regulations are hereby formulated in accordance with the relevant requirements of the Regulations on the Management of Students in Ordinary Institutions of Higher Learning and the Regulations on the Management of Student Status of Full time Undergraduate Students in Shanghai University of Medicine&Health Sciences.

Article 2: These regulations apply to full-time undergraduate students, and international students shall follow these regulations unless otherwise specified.

Chapter 2 Teaching Plan and Execution Plan

The third teaching plan is the specific curriculum and planning arrangement for the school to implement the talent cultivation plan. It is the fundamental source of the school's daily teaching arrangement and student curriculum learning plan, as well as the core basis for the review of students' graduation qualifications and degree granting.

Article 4: The execution plan is a semester course study plan formulated based on the teaching plan, which is a specific implementation plan of the teaching plan and is generally presented in the form of a schedule.

Chapter 3 Basic Requirements for Course Selection and Study

Article 5: The courses in the teaching plan are divided into different modules according to their nature and set goals. Professional basic courses, professional courses, etc. are compulsory courses, while public elective courses, professional elective courses, etc. are elective courses. The school implements the teaching tasks of each semester according to the requirements of the teaching plan and study period of each major, and prepares a schedule for students to study. Elective courses are selected and

studied by students based on their own learning abilities and the availability of courses offered by the school.

Article 6: Students shall complete course selection within the time specified by the Academic Affairs Office and confirm the course selection results in a timely manner. After the selected courses have been confirmed, submitted, or exceeded the prescribed deadline, they shall not be allowed to continue their studies by election, withdrawal, or re-election, if it is necessary to make up for, withdraw from, or amend due to special circumstances, a written application must be submitted to the subject teacher within one week after the course selection is completed. After being reviewed by the college offering the course and approved by the academic affairs office, it can be implemented.

Article 7: The teaching staff shall comprehensively evaluate the grades of the courses based on the students' learning situation, and announce the requirements of the course assessment to the students in the first class of the course. Students who complete all teaching stages and pass the assessment will receive corresponding credits for the course.

Article 8: The credits obtained from courses corresponding to the same course code shall not be counted repeatedly.

Article 9: If a student re takes the entrance examination, meets the admission requirements, and reenters the school, the credits previously obtained may be recognized and recorded in the student's academic transcript upon the student's own application, recognition by relevant teaching units, and approval by the academic affairs office.

Chapter 4 Exemption from Listening and Editing

Article 10: Students who meet one of the following conditions may apply for exemption from the course, but must participate in the course assessment:

- (1) Those who have completed courses with a cumulative average GPA of 3.5 or above;
- (2) Obtain a certificate of qualification corresponding to the course through various means such as social examinations and self-study;

(3) The course you are applying to retake conflicts with the class schedule of other courses.

Except for retake courses, students are generally exempt from attending no more than two courses per semester.

Article 11: Students who fall under any of the following circumstances may apply for exemption:

(1) According to national policies, retired college student soldiers are exempt from taking relevant courses;

(2) According to the requirements of the course outline, students who have obtained relevant certificates or learning outcomes and have a good grasp of the course content are allowed to be exempted from taking the course.

Article 12: Unless otherwise specified, the following courses shall not be exempted from attending or taking:

(1) Ideological and political theory courses and physical education courses in compulsory courses;

(2) All centralized practical courses;

(3) All elective courses.

Article 13 Exemption from Listening and Maintenance Management

(1) Students who meet the conditions to apply for exemption from listening or taking courses must complete the necessary procedures, otherwise they will be treated as absent from class;

(2) Students who apply for exemption from listening or taking courses shall submit their application themselves, fill out relevant application forms or initiate the application through the online system, provide relevant supporting materials, verify the situation with the counselor, obtain the consent of the course teacher, submit it to the college for approval (interviews may be necessary), and then report it to the Academic Affairs Office for filing;

(3) The application for exemption from attending or taking courses should be submitted within two weeks after the start of each semester or within two weeks after the end of course selection, and relevant procedures should be completed (for some students who are not in school due to reasons, it can be postponed to within one week after returning to school);

(4) Students who have been approved for exemption must participate in and complete the practical teaching activities of

the course (except in cases of conflicts with retake courses), and regularly complete the assignments designated by the course teacher. Otherwise, they are not allowed to participate in the assessment of the course. The overall evaluation score of non listening students consists of their regular grades and final assessment scores, with the regular grades being evaluated based on their completion of assignments.

Chapter 5: Supplementary Examination and Delayed Examination

Article 14: Those who fail the first course may take a make-up exam, usually at the beginning of each semester. Public elective courses and practical courses do not have make-up exams.

Article 15: If a student misses a course, their score will be counted as zero, and their qualification for make-up exams will be cancelled. Compulsory courses must be retaken; If the cumulative number of missed classes within one semester reaches one-third of the planned semester hours or if there is no reason to submit homework that exceeds one-third of the course workload, the student shall not participate in the course assessment, and the score shall be calculated as zero. The student's qualification for make-up examination shall be cancelled, and they must participate in the retake.

Article 16: 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 17: If a student is unable to participate in the normal assessment of the course due to the following circumstances, they shall apply for a deferred examination with relevant certificates:

(1) Those who apply for deferred examination due to illness must be students who are currently hospitalized, in the emergency department, or suffering from other illnesses and cannot participate in the assessment, and must provide proof from the hospital or school's health department;

(2) For those who apply for deferred examination due to participating in school organized activities or overseas study tours, they must provide a notice from the event organizer or opinions from relevant school organizing units;

(3) In principle, postponement of the exam will not be processed for other reasons. If it is truly impossible to participate in the exam due to force majeure, sufficient supporting materials should be provided at the time of application, and the postponement can only be processed after approval.

(4) In principle, there is no deferred examination for make-up exams and retakes.

Applicants for deferred examination must fill out the deferred examination application form in person or initiate the application online before the exam, provide relevant supporting materials, verify the situation with the counselor, obtain the consent of the course teacher, review by relevant departments, and submit it to the Academic Affairs Office for approval after being approved by the college offering the course.

If for special reasons it is not possible to apply for a deferred examination before the exam, one must report to their college and obtain approval before the exam, and apply for a deferred examination within two days after the end of the assessment. Late exams will not be deferred.

Article 18: If a student suddenly falls ill during the exam and is unable to complete the exam, the exam may be terminated first. Afterwards, the student shall provide a certificate from the invigilator at that time and a medical record of the hospital emergency department, and complete the postponement procedures.

Article 19: Any student who engages in fraudulent behavior during the application for deferred examination or misses the examination without approval shall be treated as absent from the examination. Once the application for deferred examination is approved, it cannot be revoked in principle.

Article 20: Delayed exams are generally conducted simultaneously with make-up exams. Passing or above the make-up exam will be counted as 60 points, while failing will be counted as the actual score; The deferred exam results shall be recorded based on the actual exam scores.

Article 21: Students who apply for deferred examination but still cannot participate in the examination during the deferred examination shall be treated as absent from the examination in principle.

Chapter 6 Remaking

Article 22: Those who meet one of the following conditions may participate in course retakes, and the number of retakes for each course shall not exceed 2 before graduation:

- (1) According to the requirements of the professional talent training plan, the courses taken still fail after make-up exams;
- (2) Those who are absent from the course assessment without reason;
- (3) Those whose course grades have been cancelled due to exam violations or cheating;
- (4) Those who fail the deferred examination;
- (5) A course (including practical courses) with a shortage of class hours reaching one-third of the total class hours, or a shortage of homework submission reaching one-third;

Article 23: Course retakes generally adopt two forms: follow-up retakes and group retakes.

(1) Follow up and retake: The principle of course retakes is mainly based on follow up and retake, and the time is generally the same semester as the next academic year. After selecting courses, students who follow up and retake can participate in course learning according to the course schedule. They should complete daily assignments, tests, practical teaching and other aspects on time, and the final exam should be conducted together with their retake class. Those who are unable to attend classes due to conflicts with other course schedules may apply for exemption, and the requirements for course learning and assessment shall be implemented in accordance with relevant exemption regulations.

(2) Group retake: In principle, if the number of applicants for retake of the same course reaches 20 or more, the college offering the course will arrange a suitable time for group retake after the course selection is completed. The class hours for group retakes should not be less than one-third of the total class hours of the course.

Article 24: When courses that need to be retaken are no longer

offered due to adjustments in the professional talent training program, students may choose other similar courses for replacement or apply for separate classes for retake upon application, approval from the college, and approval from the academic affairs office.

Article 25: Students must go to the academic administration system within the prescribed time each semester to retake courses and apply for exemption procedures. Late applications will not be accepted.

Article 26: During the graduation internship period, students are generally not arranged to retake courses with their classmates. Students who fail to pass the courses they have taken in the academic year prior to their graduation internship may apply for exemption from repeating the courses.

Article 27: The grades for repeat classes shall be calculated based on the grading requirements of the course. The grade for group retakes should consist of two parts: regular grades and final grades, with regular grades generally evaluated based on regularly submitted assignments.

Chapter 7 Management of Graduates and Graduating Students' Reeducation

Article 28: Within two years from the date of issuance of the graduation certificate, graduates may apply to the Academic Affairs Office for the retake or transfer of courses for which they have not obtained credits, based on the course offerings of the current semester. In principle, each student shall not apply for more than four courses per semester, with a limit of two courses per course. If it is an elective course, it can also be changed to other courses according to the training plan. If there is a change in the course, the offering unit shall designate a substitute course and report it to the Academic Affairs Office for filing.

Article 29: Graduates who apply for retake courses may independently study the course content, but must regularly complete the assignments designated by the course teacher. The final exam must be conducted together with the exam of their class, without separate questions or organized exams. The total score is calculated based on the proportion of 30% of the homework score and 70% of the final score. Graduates who apply for the transfer of the final

exam will only be arranged for the exam, and the total course score will be calculated based on 100% of the exam score. The school does not arrange course tutoring or conduct regular assessments for them. The final exam will be organized and arranged by the teaching unit.

Article 30: After the application for re taking courses or transferring to the final examination of the graduating students is approved, the graduating students shall participate in the study or examination at the designated time and place. Those who fail to apply, take the exam or still fail the exam within the prescribed period will be treated as permanent graduates.

Article 31: Practical courses are not allowed to apply for transfer to final exams and must be retaken. Graduates who apply for graduation design (thesis) or internship must follow the teaching arrangements of their original major for retaking, and no separate arrangements will be made.

Article 32: Undergraduate graduates who are unable to obtain a bachelor's degree due to insufficient cumulative GPA in their major courses may apply to the school for the opportunity to retake no more than five courses within one year after graduation, with a limit of one retake per course. The reexamination work is organized and arranged by the unit offering the course.

Article 33: Graduates or graduates who return to school to participate in course retakes, transfer exams, or course retakes must comply with the school's rules and regulations. If there are any violations or disciplinary actions, they will be dealt with seriously in accordance with the school's relevant regulations.

Chapter 8 Management of Exemption and Supplementary Courses for Students with Changes in Student Status

Article 34: If the name, duration, and credits of the courses already taken by a student are the same or similar to those of the corresponding courses in the transferred major due to changes in student status such as transferring majors or schools, the student may be exempted from taking the corresponding courses upon application and approval.

Article 35: After a change in student status, courses that have not been taken must be supplemented. The principle of remedial

study is to follow the class and study. If a course is cancelled due to a change in the talent training plan, it can be confirmed by the college where the major is located and the teaching unit, and a similar course can be designated for students to study based on the professional talent training objectives and course syllabus. The make-up grades are recorded normally and will not be marked as retakes.

Chapter 9 Supplementary Provisions

Article 36: The interpretation of these regulations shall be the responsibility of the Academic Affairs Office.

Article 37 These regulations shall come into force as of the date of promulgation, and the original Regulations on the Administration of Full time Student Course Reading of Shanghai University of Medicine&Health Sciences (Administration department, SUMHS [2019] No. 34) shall be repealed at the same time.