

Hunan Institute of Engineering Undergraduate Student Status Management (Amendment)

Academic Affairs Office No.51 (2024)

Chapter I General Provisions

Article 1 For the purpose of maintaining the normal order of education and teaching in schools and promoting students' all-round development of morality, intelligence, physical fitness, beauty and labor According to the Ministry of Education "Regulations on the Administration of Students in ordinary Colleges and Universities" (Decree No. 41 of the Ministry of Education) and "Measures for the Administration of Credit System Fees in Ordinary Colleges and Universities of Hunan Province (Revised in 2022)" (Xiangfa Reform Fee (2022) No. 586) and other relevant documents, combined with the actual teaching management of the credit system of our school, these regulations are formulated.

Article 2 Students shall abide by the Constitution of the State, laws and regulations, and abide by the code of conduct for students and the school's management. They should respect teachers, study hard, improve their health, establish patriotism, collectivism and socialist thinking, develop morally, intellectually, physically, aesthetically and labously in an all-round way, and achieve coordination and unity of knowledge, ability and quality.

Article 3 Students shall systematically master the basic theories and basic knowledge necessary for their respective disciplines and specialties Students should grasp the basic skills, methods and related knowledge necessary for the major, and have the ability to engage in the practical work and scientific research work of the major, so as to become high- quality applied talents with innovative spirit and strong practical ability.

Chapter II Enrollment and registration

Article 4 According to the national enrollment regulations, all freshmen admitted by our university shall hold the admission letter and the letter of admission. With the relevant certificates stipulated by the University, the freshmen shall go through the registration formalities within the prescribed time limit. Due to natural disasters, sudden diseases and other irresistible factors, those who cannot arrive at the school on time must present relevant certificates and apply for leave from the admissions office of the school in

advance. The leave is valid only after approval. Generally, the leave shall not exceed two weeks. Those who fail to register without leave or after the leave deadline will be deemed to have given up the admission qualification automatically.

Article 5 The university shall conduct a preliminary examination of the admission qualifications of new students at the time of registration, and examine the qualified applicants for admission. If they continue, they shall be registered as students; If the examination finds that the admission notice, examinee information and other supporting materials of the new student are inconsistent with the actual situation of the new student, or there are other circumstances in violation of the provisions of the national admission examination, the admission qualification shall be cancelled.

Article 6 Freshmen may apply for retention of admission qualification. Those who retain the admission qualification shall not have the school status and shall not pay tuition. They shall not enjoy the treatment of registered students. New students should apply for admission to the university before the expiration of the retention of admission qualifications, and go through the admission procedures after being checked by the university. Those who fail the examination shall be disqualified from admission; Those who fail to go through the admission procedures within the time limit without force majeure and other justifiable reasons shall be deemed to have given up the admission qualification. The conditions and period of retention of admission qualification are:

- (3) whether the applicant and his/her identity certificate are consistent with the admission notice and candidate files;
- (4) whether the physical and mental health status meets the physical examination requirements of the major or professional category applied for the examination, and whether it can be guaranteed to be corrected. Study and live regularly;
- (5) whether the professional level of students admitted by special types such as art and sports meets the admission requirements.

Those who pass the re-examination shall be registered and obtain the school status; Those who fail to meet the admission requirements shall be disqualified from admission. Any applicant belonging to Any student who obtains a school registration through fraud, no matter when it is discovered, shall have his or her school registration cancelled as soon as it is verified. If the circumstances are serious, the student shall be transferred to the relevant department for investigation and handling.

Article 8 Students whose physical and mental conditions are found to be unfit for study in school shall be assigned Grade Two A or above by the school. If the

student is diagnosed by the hospital, he/she should go home for treatment and may retain his/her admission qualification for one year according to Article 6. Students who retain the admission qualification shall go through the formalities for leaving the school within one week from the date of notification; otherwise, the retention of the admission qualification shall be cancelled. Students who have recovered from treatment during the retention period can apply for admission to the Admissions Office of the University before the registration of new students in the following year. Students who have been diagnosed by the hospital designated by the university, meet the requirements of physical examination, and go through the admission procedures again after the re-examination. Students who fail to meet the physical examination requirements or fail to go through the admission procedures within the time limit will have their admission credentials cancelled.

Article 9 The school shall implement the credit system and the registration system. The tuition fee shall be paid in one lump sum according to the academic year B: No, the tuition fee should be paid two weeks before the first semester of each academic year. Registration can only be completed after payment.

Article 10 The University shall, according to the actual situation of students, implement policy tuition remission, tuition suspension and other measures, which shall be funded by the University. Students shall apply for state student loans to pay tuition fees.

Article 11 At the beginning of each semester, students shall report to their colleges for registration in accordance with the relevant regulations of the university Formalities. Registration is not allowed under any of the following circumstances:

- (1) dropping out of school or being expelled from school;
- (2) failing to resume school after suspension or retention of school status;
- (3) failing to pay fees as required by the school.

Article 12 Those who cannot register on time for any reason shall ask for leave in advance and go through the formalities of suspending registration, suspending the registration period. The registration period shall not exceed two weeks; Those who fail to register without leave or leave without permission for more than two weeks will be deemed to have given up their school status and will be treated as automatic withdrawal; Students whose families have financial difficulties may apply for national student loans or other forms of financial assistance, and will be registered after going through relevant procedures.

Chapter III Academic System and Length of Study

Article 13 The length of study for undergraduate majors of the University shall be four years, except for five years for architecture majors.

Article 14 The flexible study period shall be implemented in accordance with the credit system management mechanism. The minimum length of study for students shall be that of the major. The vocational school system will be shortened by one year, and the study period of students who leave to start a business can be extended to the academic system of the major by four years; The maximum study period of other students (including suspension) is extended by two years for the major; Those who exceed the maximum study period will not be registered and will be treated as withdrawal. The length of study of students who enlist in the army shall be handled according to the relevant documents of the state.

Article 15 Students who meet the requirements for early graduation may apply for early graduation, and the students shall submit their applications in advance within the prescribed time. The application for graduation shall be submitted to the academic Affairs Office for examination and approval and to the competent department at a higher level for the record. Those who fail to meet the graduation requirements within the normal academic system may be issued a graduation certificate according to the regulations, and students may go through the procedures for leaving the school. Students may return to school to repair the missing credits within the prescribed study years. If they meet the graduation conditions and degree awarding conditions, they will be issued a graduation certificate and awarded a degree.

Chapter IV Curriculum assessment and record of academic achievements

Article 16 Students must participate in the examination of the courses and practical links stipulated in the professional personnel training plan. Students can obtain credits only if they pass the examination. Assessment scores and credits will be included in the grade books and placed in the student records. Course assessment and score management shall be carried out in accordance with the Regulations on Course Assessment Management of Hunan Institute of Engineering (Revised).

Article 17 The courses in the talent training plan are divided into two categories: compulsory courses and elective courses. Personnel training plan for each specialty. The program has minimum credit requirements for various courses and practical links. Compulsory courses refer to the basic theories and knowledge that students are required to master according to the training objectives and basic specifications of the major. The courses of general education and basic skills include basic courses of general education, basic courses of disciplines and specialized courses. Elective courses refer to the courses that deepen the professional foundation, broaden the scope of professional knowledge and improve students' cultural quality. School

Encourage, support and guide students to participate in social practice, innovation and entrepreneurship activities, establish innovation and entrepreneurship files, and set up innovation and entrepreneurship credits. Students' experiences and achievements related to professional learning and academic requirements, such as participating in activities such as innovation and entrepreneurship and social practice, publishing papers, obtaining patent authorization, etc., can be converted into credits and included in their academic scores, and the calculation method shall be calculated according to the relevant administrative measures of the university.

Article 18 In order to better reflect the degree of students' mastery of knowledge and the quality of their studies, undergraduate students shall adopt the average The grade point system. The relationship between course assessment results and GPA is as follows:

- (1) 100-point grade point calculation method: A course score below 60 points (excluding 60 points) will not receive credit, and no GPA will be calculated. Yes, a score between 60 and 100 is calculated according to the following formula: The grade point of the courses taken = (a course's final rating score - 50) ÷ 10 ;
- (2) The fifth grade grade system grade point calculation method: Excellent - 4.5 ; Good - 3.5 ; Medium - 2.5 ; Pass - 1.5 ; Fail - 0 ;
- (3) The student's grade point average shall be calculated at the end of each semester (or academic year) and at the end of the course of study. The method is as follows: Grade point average for one semester (or school year) and completion = $\sum \text{course Credit Grade Point} / \sum \text{course credit}$. Where: GPA of a course = GPA of the course x credit points of the course.

Chapter 5: Course selection and course study

Article 19 Students shall attend compulsory courses and elective courses in accordance with the personnel training plan for their respective majors and the arrangements for relevant elective courses. Take the courses and complete the practical links in order to obtain the credits stipulated in the personnel training plan.

Article 20 Students' courses shall be based on the personnel training plan of each major, and they must first ensure that they have completed the courses; For the compulsory courses of the talent training plan, the courses that have the order of study should be selected in the order of study.

Article 21 The credits taken in a semester are generally 20-30 credits; It is allowed to earn average credits in the previous semester. Those with a 3.0 GPA will receive co-opted credits; Students with academic difficulties will be allowed to

reduce their elective points to reduce their academic burden, but the number of credits taken in a semester should not be less than 15 credits.

Article 22 Any student who fails to go through the course selection procedures according to the regulations and attends the course by himself shall not be allowed to participate in the course assessment. If they participate in the assessment by themselves, their scores will be invalid; Those who fail to complete the withdrawal procedures on time and do not attend classes will be treated as truancy.

Article 23 The number of students enrolled in courses such as cultural quality education courses and public elective courses offered to the whole school is small. Courses with fewer than 35 students are generally not offered.

Chapter VI: Retake courses, make-up courses, exemption courses and Audit-exempt Courses

Article 24 The required courses and optional courses **shall** be set separately if the course score is less than 30 points and the course make-up examination fails. Those who fail to pass the experimental courses and the centralized practical links (including internship, intensive training, course design, graduation project (thesis), etc.) shall take them again. Those who fail to take the exam or are disqualified from the exam must retake the corresponding courses.

Article 25 Students whose school status is changed during the school period shall be taught according to their major and grade after the change. The missing courses and credits shall be repaired by retaking. Students who fail to meet the graduation conditions or meet the graduation conditions but fail to meet the degree award conditions within the specified study years. After leaving school, students may apply to make up for uncompleted courses and retake courses that have passed but are not satisfied with their scores, and retake or make up courses shall not exceed 25 credits per semester.

Article 26 Courses to be retaken or retaken must be re-selected, pay the credit tuition fee and participate in the course assessment Such procedures; Retake and make up courses, after passing the assessment, according to the retake and make up scores entered, and get the course credit and grade point.

Article 27 Students who apply for retaking or remedial courses may join classes with lower grades, attend classes by themselves or attend schools. Provided that the course duration shall be the same or similar to that of the original plan.

Article 28 Due to changes in the course teaching content, assessment methods, etc., it is necessary to retake or make up the course. If the contents and

assessment methods are inconsistent with the original courses, the latest course contents and assessment methods shall be used to retake or make up the courses.

Article 29 Some students are allowed to be exempted from listening and taking part of the courses, and some students who have the ability to study are encouraged. The relevant regulations and requirements for students to enroll in follow-up courses in advance shall be implemented in accordance with the Administrative Regulations for Undergraduates of Hunan Institute of Engineering on Exemption from Listening, Exemption from taking Courses, Advance Study and Grade Skipping (Revised).

Chapter VII Transfer of major and transfer of school

Article 30 The change of major must be in the case of the school's teaching resources, in line with the principle of students' willingness. A plan, based on the best management. The specific requirements and procedures shall be handled according to the "Hunan Institute of Engineering Management Measures for General Full-time Undergraduates to change Majors (Revised)".

Article 31 Students admitted by our university should complete their studies according to the requirements. Due to illness or special conditions, special needs, those who cannot continue to study in our school or do not meet the learning requirements of our school may apply for transfer. The specific requirements and procedures shall be handled in accordance with the implementation Rules of Hunan Institute of Engineering for General Full - time Undergraduates' Transfer Work.

Chapter VIII Suspension, retention of school status and resumption of school

Article 32 A student may apply for leave of absence during the prescribed period of study due to illness, going abroad, starting a business or other reasons. If a student studies, the school retains his/her student status. For students who suspend their studies to start a business, they must comply with the relevant regulations on student entrepreneurship, their parents' signature, the enrollment, employment and innovation and entrepreneurship guidance Office shall confirm, the dean of the School of Teaching shall review, and the academic Affairs Office shall approve, and the total number of years of suspension shall not exceed 4 years. Suspension for other reasons for one academic year as a unit, students can apply for a suspension of up to 2 times, the cumulative time of up to 2 years, students must submit an application, signed by the parents, the dean of the school of teaching review, reported to the academic affairs Office for approval.

Article 33 Students who have any of the following circumstances shall suspend their studies and leave the school until the suspension period expires:

- (1) Students who have been diagnosed by the secondary Class A and above hospitals designated by the university (the same below) shall suspend classes for treatment and rest due to illness Accounting for one third of one semester's school hours;
- (2) those who, according to their attendance, are absent from classes due to sick leave in one semester for more than one-third of the total school hours of the semester; And (3) students whose absences are deemed necessary by other schools.

Article 34 During the period of suspension, students must leave the university and no longer enjoy all the treatment of students in the university. Suspended students Medical expenses for sick students shall be dealt with according to relevant regulations.

Article 35 Suspension procedures shall not be handled under any of the following circumstances:

- (1) within 15 days before the final examination (except for special emergencies);
- (2) One semester before graduation (except for special emergencies);
- (3) having fulfilled the requirements for dropping out of school;
- (4) those who have exceeded the maximum number of years of study after their suspension.

Article 36 Students who study abroad at their own expense may go through the procedures of suspension and retain their student status for one year, under special circumstances upon application They may retain their student status for two years. Students who go abroad to retain their school status at their own expense are not entitled to the treatment of current and suspended students. Students participate in the inter-school joint training program organized by the school, and the school will retain their school status while studying in the joint training school. If a student enlists in the army, he/she shall go through the formalities of applying for retention of his/her school status. The school shall retain his/her school status until 2 years after his/her retirement. The retention period shall not be counted into the student's academic years. Other special circumstances need to retain the school status, should be discussed and approved by the president's office meeting.

Article 37 If a suspended student applies for resuming his/her studies, he/she shall apply for resuming his/her studies one month before the

suspension expires. They may continue their studies only if they continue; Students who fail to go through the procedures for resuming their studies within the time limit shall no longer retain their school status and be subject to automatic withdrawal. If a student who has taken leave of study due to illness applies for resumption of study, he or she must provide a certificate that he or she has recovered his or her health after being diagnosed by a second-class A hospital or above. He or she may resume study only after passing the examination by a hospital designated by the university. Students who have suspended their studies for starting their own business may apply to resume their studies in advance within the prescribed period.

Chapter IX Academic warning and dropout

Article 38 The school shall implement an early warning system for students' academic work. The specific requirements and procedures are in accordance with Hunan Engineering College undergraduate academic early warning implementation Rules (Trial) (school teaching character (2023) No. 34).

Article 39 Students who have any of the following circumstances shall be expelled from school:

- (1) For any reason (including suspension), undergraduate students have exceeded the number of years specified in their major;
- (2) students who are diagnosed by the hospital designated by the university and cannot continue to study in school because of illness or accidental disability;
- (3) students who have not submitted an application for re-entry within the time limit prescribed by the school upon the expiration of their suspension, or have applied for re-entry but the re-examination is inconsistent A case in point;
- (4) failing to register within the time limit prescribed by the school without a legitimate reason;
- (5) Do not participate in the teaching activities stipulated by the school without reason, and the cumulative number of class hours reaches the student's disciplinary treatment documents students who study the relevant regulations;
- (6) Apply for withdrawal;
- (7) For other reasons, the university considers that it should be treated as withdrawal. The expulsion of a student in accordance with the above provisions shall be treated as a normal school status and shall not be a

disciplinary action by the tuition fee payment of the students shall be subject to the charging regulations of the school credit system.

Article 40 The treatment of a student's withdrawal from school shall be decided by the school President's office meeting. The withdrawal decision materials shall be made by the students. The home college is responsible for delivering it directly to the student in person. If the student refuses to sign for it, it may be served with a lien; Those who have left school may be served by post; For those who are difficult to contact, the school website, news media, etc., may be served by notice. At the same time, the following processing should be done:

- (1) Students who withdraw from the school must complete the formalities for leaving the school within 10 days from the date of delivery of the letter of decision. File and household registration return to the place of their family registration and cancel their school status;
- (2) if a person is diagnosed with a disease that does not meet the medical examination standards (including accidental disability), he or she shall be assigned to his or her parents or dependants. The parent shall be responsible for retrieving the child;
- (3) Students who withdraw from school shall be issued with a certificate of withdrawal and an associate degree according to their years of study (at least one year of study). And those who have passed the examination and achieved academic results.

Article 41 If a student has any objection to the decision, he/she shall work 10 days from the date of receiving the written decision. The student may lodge a written appeal to the Student Appeal Handling Committee of the university within days.

Article 42 The Student Appeal Handling Committee shall review the student's appeal and receive a written application. Within 15 working days from the date of filing the complaint, the committee shall issue the conclusion of the review and inform the complainant. If the original decision needs to be changed, the Student Appeal Handling Committee shall submit it to the school President's Office for reconsideration and decision.

Article 43 If a student has any objection to the review decision, he/she shall work 15 days from the date of receiving the review decision from the school. They may lodge a written appeal to the administrative department of Education of Hunan Province within days.

Article 44 From the date the decision of handling or the decision of review is sent, the student has not filed a complaint within the appeal period. If the student does not file an appeal, the university will no longer accept the appeal.

Chapter X Graduation and Degree, Completion and Associate Study

Article 45 Students shall complete the courses and courses prescribed in the professional personnel training plan within the prescribed period of study. He/she shall be allowed to graduate after obtaining corresponding credits; The bachelor's degree shall be awarded to those who meet the relevant regulations of the state and the university.

Article 46. Students who have completed the courses prescribed in the professional personnel training plan in advance and obtained the corresponding credits may apply for early graduation.

Article 47 Students shall complete the courses prescribed in the personnel training plan for their respective majors within the period of study prescribed by the school. But those who fail to meet the requirements for graduation shall be allowed to complete their courses and issued a certificate of completion.

Article 48 If a student has completed one year of study in school, he or she shall be issued a certificate of associate study upon application. The student shall be expelled from school or students without an associate degree shall be issued a certificate of realistic study.

Chapter XI Management of Academic Certificates

Article 49 The University shall strictly implement the relevant regulations of the Ministry of Education and shall operate the school in accordance with the types and courses determined when enrolling students. The school shall fill in and issue academic certificates, academic degree certificates and other academic certificates, as well as the personal information provided by the students during enrollment and admission. When a student changes his/her name, date of birth and other certificates, the personal information to be filled in shall be reasonable and complete, the reasons should be given, and relevant supporting documents with legal effect should be provided. The student's application shall be reviewed by the school, and the relevant information shall be revised only after being submitted to the Hunan Provincial Department of education for the record.

Article 50 The University shall strictly implement the electronic registration management system of academic records and degree certificates of higher education every year. The University shall submit the information of the graduation (completion) certificate and degree certificate issued to the administrative department of Education of Hunan Province for registration, and the provincial administrative department of education shall report to the

administrative department of Education under The State Council for the record.

Article 51 If a student has obtained admission qualification or school status in violation of the national regulations on enrollment, the school shall cancel his/her school status. They shall not be issued diplomas or academic degree certificates; The university shall revoke the academic or degree certificates already issued in accordance with law. The university shall revoke the academic diploma or degree certificate obtained by cheating, plagiarism, copying or other academic misconduct or by other improper means. If the revoked educational or academic degree certificate has been registered, the university shall cancel it and report it to the administrative department of education for nullification.

Article 52 Certificates of graduation, completion, associate study or academic degree that are lost or damaged shall be returned upon application, the university shall issue the corresponding certificate after verification. The certificate shall have the same effect as the original certificate.

Chapter XII Supplementary Provisions

Article 53 These Provisions are applicable to the full-time undergraduate students of Hunan Institute of Engineering.

Article 54 These regulations shall come into force as of the date of issuance and shall be the former Regulations on the Management of Undergraduate student Status of Hunan Institute of Engineering (Revised) (School Teaching Character (2019) No. 54) shall be repealed simultaneously. In case of any conflict with the relevant rules previously formulated by the University, these rules shall prevail.

Article 55 In the course of the implementation of these regulations, if there is any inconsistency with the new relevant regulations of the superior, the superior shall be punished The new provisions shall prevail; In case of any situation not described in these regulations, the teaching committee of the school shall make a final ruling after the school submits a situation report and handling suggestions.

Article 56 The Teaching Affairs Office shall be responsible for the interpretation of these provisions.