

东华大学留学研究生学籍管理规定

入学与注册

1. 新入学的留学研究生应在规定时间凭普通护照、入境签证、我校的录取通知书、JW201 表或 JW202 表，到东华大学国际文化交流学院办理入学报到手续。因故不能按时报到者，必须事先请假并获得批准，请假一般不得超过两周。未请假或请假未准，逾期不报到者，取消入学资格。
2. 新入学的留学研究生必须进行体检。若在国外已体检，需办理体检验证手续。如不符合入学健康标准规定，则作退学或休学处理。
3. 在读留学研究生，每学期开学初须持本人学生证和护照到国际文化交流学院办公室缴纳学费后，方可办理注册手续，经注册（在学生证上盖注册章）后方取得学籍资格。因故不能如期注册者，必须请假并获得批准。未经请假或请假未准，逾期两周不到校注册者，按自动退学处理。
4. 留学研究生应在报到注册当天交纳学费和住宿费，如因特殊情况不能按时交纳，可申请缓交，但不得超过一个月，逾期付费要交一定的滞纳金。

考勤

5. 留学研究生应自觉遵守学校的规章制度，按时上课，不迟到、不早退、不旷课。因病、因事缺课要请假。请假 2 次课以内，由任课教师或导师批准。请假 2 次课以上应递交请假条，由导师签字，国际文化交流学院批准。未请假或请假未准而擅自不参加教学活动者，按旷课处理。
6. 留学研究生的考勤由各任课教师负责。迟到、早退 3 次算缺课 1 次。1 门课累计缺课达课程的三分之一学时者，不得参加期末考试，该课程重修，重修费用由留学生自己承担。
7. 留学研究生享受我国的节假日及学校的寒暑假。各派遣国的节假日，学校一般不放假。如留学生要求请假，须经学院批准。

课程与论文

8. 留学研究生的课程安排参照中国研究生的培养方案执行，一般不修政治课和英语课，但需要学习汉语课和中国文化类课程。
9. 汉语课为免修课，但必须提交有效的新 HSK5 级证书（成绩 180 分及以上），华文

中学毕业的提供毕业证明。在开学第一周提交 HSK 证书及成绩单原件和复印件。经由学院和任课教师考核通过后，以考核成绩作为其汉语课程成绩。

(1) 新 HSK5 级成绩以：

$\sqrt{\text{新 HSK 成绩}/3} * 10$ 记载，新 HSK6 级合格者均以 95 分记载；

(2) 旧 HSK 成绩以：

$\sqrt{\text{旧 HSK 成绩}/4} * 10$ 记载，旧 HSK 高级的成绩均以 95 分记载。

(3) 华文中学毕业的且取得有效合格证书的，成绩以 95 分记载。

10. 接受汉语授课的留学研究生，课程学习阶段应与中国研究生同堂听课，同卷考试。用外语授课的留学研究生则单独开课，单独命题考试。
11. 留学硕士研究生在课程学习阶段，需完成总计约 34 学分的学习任务（不同专业要求略有不同），其中专业课不低于 24 学分。课题研究和撰写论文的时间不少于一年。硕士研究生在申请毕业论文答辩前，应至少发表一篇学术论文。
12. 留学博士研究生在课程学习阶段，需完成总计约 15 学分的学习任务（不同专业要求略有不同），其中学位课不少于 9 学分。课题研究和撰写论文的时间不少于两年。留学博士生在申请毕业论文答辩前，应至少在公开发行的核心学术期刊上发表 3 篇与毕业论文内容相近的文章，其中需有 1 篇在国外期刊上发表，且发表论文积分达到 10 分以上。
13. 留学研究生经过一年的学习，如有两门学位课程不及格者，不能毕业，按普通进修生结业。修满规定学分者，博士研究生通过博士生资格考核后，方可在导师的指导下申请论文开题，转入课题研究阶段。学位论文的开题应在第三学期完成。在论文进行过程中还将进行中期考核。
14. 留学研究生的学位论文可以是学术研究或科学研究报告，也可视情况为专题调研或工程设计等。论文选题应尽可能结合派遣国的实际情况，选择应用性强的课题，应能反映学位申请人从事科学研究或综合运用基础理论和专业知识解决实际问题的能力。
15. 留学研究生的学位论文一般须用中文撰写，并附英文摘要。用英文授课的留学生，其学位论文可用英文撰写，但须附有中文摘要。对硕士留学研究生的论文的要求可视情况适当放宽。

转学、转专业与更换导师

16. 留学研究生入学后原则上不允许转学、转专业和更换导师。
17. 如因专业调整、导师变动或其它特殊原因，确需转学、转专业或更换导师，须由留

学生本人提出申请，经相关院系、研究生部、国际文化交流学院同意，方可转学、变更专业或更换导师。中国政府奖学金留学生必须由其派遣国驻华大使馆或有关派遣单位出具同意转学或转专业的正式函件，并报中国国家留学基金委员会批准，方可转学或变更专业。

休学、复学与退学

18. 留学研究生因病因事缺课，一学期超过三分之一学时数者，及患有疾病，经医院诊断需要较长时间治疗休养者，应予休学。复学时必须出具医院证明。
19. 留学研究生休学期间保留学籍。休学期满，不按时复学者，做自动退学处理。
20. 留学研究生一学期累计旷课超过总学时数的四分之一者，予以退学。
21. 留学研究生因其他原因不能继续学习者，本人要求退学或学校确认不宜作为研究生继续培养的，由本人或导师提出，经相关学院、研究生部、国际文化交流学院审核批准，可予以退学。中国政府奖学金生必须经中国国家留学基金委员会批准，方可退学。退学留学生应在十五天内离校，以后不得复学。

奖励与处分

22. 中国政府奖学金生和上海市人民政府奖学金生每年进行“奖学金年度评审”，评审合格者，方能继续享有奖学金。
23. 在校学习的优秀自费留学生可申请上海市人民政府 C 类奖学金和优秀留学生奖学金和东华大学优秀留学生奖学金以及其他特定种类的奖学金，每学年评定一次。获奖者可免交与奖学金等额的学费。
24. 对于出现下列情况之一的留学生，取消各类奖学金评审资格。
 - (1) 受过司法机关或学校行政处分的留学生。
 - (2) 有不遵守校纪校规，如旷课、旷考、考试作弊等现象的留学生。
25. 留学生在内外做好事，学校予以口头或书面表扬，并视情况给予奖励。对受表扬和获奖的留学生，以书面形式通报其派遣国驻华大使馆或留学生家长。
26. 对无视学校纪律，经常旷课，破坏公共财产、酗酒、斗殴或有其它不良行为者，视情节分别给予警告、严重警告、记过、留校察看，勒令退学直至开除学籍的处分。受留校察看处分的留学生，在一年内有明显进步者，可解除处分；经教育不改者，勒令退学，并书面通报派遣国驻华大使馆和留学生家长。

提前毕业与延长学习期限

27. 留学硕士研究生的学制为 2.5 年，留学博士研究生的学制为 3 年。
28. 鉴于语言和文化的差异，为保证培养质量，一般不允许留学研究生提前毕业，同时实行弹性学制，即根据学生的实际学习情况，对不能按期毕业者，可申请延期。延期的年限，硕士研究生不超过 1 年，博士研究生一般不超过 3 年。
29. 中国政府奖学金留学生申请延期，必须由其派遣国驻华大使馆或有关派遣单位出具同意延期的正式函件，并报中国国家留学基金委员会批准。未经批准者，在延长期间不再享受中国政府奖学金。
30. 自费留学研究生在延长期间，可申请减免部分学费。若论文已经完成，只等候答辩，可申请免交学费。经相关学院、研究生部和国际文化交流学院审核同意，方可减免或免交学费，但论文答辩所需费用须由留学生本人承担。

毕业与结业

31. 留学研究生按规定完成学习任务、通过课程考试和论文答辩、成绩合格者，准予毕业，颁发毕业证书。符合授予学位条件者，经校学位委员会审定授予博士或硕士学位，颁发学位证书。
32. 留学研究生中途退学者，只开学习证明。对未完成毕业论文或论文答辩未能通过者，发给结业证书。硕士 4 年内（博士 6 年内）未能毕业的，学习期限不可延长，按结业或退学处理。
33. 学业成绩优秀的硕士留学生，毕业前可以申请“上海市政府奖学金”继续攻读博士学位。

For Masters and PhDs

Registration

New students must come to ICES to register at the designated time and complete the registration procedure with their valid ordinary passport and visa, Admission Notice and the Visa Application Form (JW201/JW202). Those who cannot register at the designated time for some reason must ask for approval in advance, and should come to register in the first 2 weeks. Disapproved or unexcused overdue registration will make one lose his enrollment qualification.

New students must take the health check immediately after the registration. Those who have taken health check in their own country must go to the hospital in Shanghai for verification. If a student can't meet the health criteria, he has to suspend or drop out of school.

At the beginning of each semester, the current students must come to ICES to complete the registration procedure at the designated time, pay the full tuition and accommodation fee in one time, produce the passport and get the enrollment stamp on the student card. Those who cannot register at the designated time must ask for permission. 2 weeks' overdue registration without approval or without asking for leave will be considered as voluntarily withdrawal.

Students should pay for the tuition and accommodation fee at registration; however, they can apply for deferring payment due to special reasons, but the deferment should be 1 month at most, and overdue fine must be paid.

Attendance

Students must attend classes on time, no late, no leave class early, nor play truant. They should ask for leave if there's any excused absence due to illness or personal reasons. They should get approval from the instructor or supervisor for 1 or 2 times of absence, and submit a written application with the supervisor's signature to Academic Office for more than 2 times' absence. Disapproved or unexcused absence from the relevant activities will be considered as acts of truancy.

Instructor of each course takes attendance records. If the accumulated times of playing truant accounts for one third of a course's total class hours, one will be disqualified to sit for the examination of that particular course, furthermore, they have to restudy the course and pay for restudy fee by themselves.

International students enjoy the winter vacation, summer vacation and other Chinese legal holidays. They can ask for approval from ICES to spend their own national legal holidays.

Courses and Thesis/Dissertation

International postgraduates share the same Educational Outline with the Chinese students, but they can be exempt from politics and English courses which will be substituted by Chinese Language and Cultural courses.

International postgraduates take the Chinese-instructed course with the Chinese students together and use the same examination paper; for those who take the English-instructed courses, their examination paper will be assigned independently.

During their course study, candidates of Master's degree must finish about 34 credits (different major may have different requirements), including at least 24 credits of major courses. Course study period usually accounts for half of the whole schooling period, and there must be at least 1 year for them to prepare the proposal and write the thesis. What's more, 1 publication is required before defense.

During their course study, candidates of Doctoral degree must finish about 15 credits (different major may have different requirements), including at least 9 credits of compulsory courses. After finishing course study, you will be allowed to take Qualification Test. Then, there must be at least 2 years for you to prepare the thesis proposal and write the dissertation. Before applying for the dissertation defending, one must have published at least 3 articles related to his study field on the main academic journals, including at least 1 foreign journal, you can get credits for each publication, and all publications add up to at least 10 credits.

If a student cannot pass 2 compulsory courses in one academic year, he must complete his study as a general advanced student. Only after achieving enough credits one can apply for proposal with the research direction of the supervisor and start further study on the relevant topic. The proposal should be finished in the 3rd semester. There is the mid-term examination during the preparation of thesis or dissertation.

The thesis or dissertation can be an academic study, a study report, a topic survey or an engineering design. It should be with strong application and closely related to the actual situation of one's own country, and should embody one's ability of resolving practical problems on the basis of his professional knowledge.

The thesis or dissertation should be written in Chinese and abstracted in English. If the courses are instructed in English, one can write in English, but must abstract in Chinese. The review criteria can be lenient.

Transfer to Other Universities and Change of Specialties or Supervisor

Normally international students are not allowed to change specialties, supervisors or transfer to other universities during their studies.

In special cases, however, one should submit a written application and get approval from the relevant specialty college, Postgraduate Department and ICES. For the Chinese Government Scholarship students, there's should be a formal admission letter of approval for transfer or change from embassy of his/her home country in China or relevant recommending organizations. The Chinese Scholarship Committee (CSC) will consider the case and make the final decision.

Suspension, Dropout & Resumption of Studies

Students who are absent from one third of the total class hours due to illness or personal reasons, and who are seriously ill and need a long time to recover will be asked to suspend their studies. They should produce the hospital's letter at the resumption of studies.

The student status will be retained during the suspension, but those who fail to resume study on time will be considered as voluntarily withdrawal.

Students who have been absent from one forth of the total class hours due to truancy in one semester will be ordered dropout.

Students who cannot go on with the study due to other reasons, or who apply for withdrawal or are considered not be suitable to continue the study can drop out of school. It can be forwarded by either the student or the supervisor, and should be approved by relevant specialty college, Postgraduate Department and ICES. For the Chinese Government Scholarship students, they must report to CSC and their embassy in China. The dropout must leave within 15 days and are not allowed to resume in the future.

Rewards and Penalties

There is Annual Review for both Chinese Government Scholarship students and Shanghai Municipal Scholarship students. Only those who pass the Annual Review can enjoy the scholarship during the following study.

The current excellent self-funded students can apply for Shanghai Municipal Scholarship(Class C) and distinguished student scholarship, and the appraisal will be taken once a year. The winner can enjoy the tuition waiver equivalent to the scholarship amount.

Students will be disqualified the appraisal if they are punished by judicial department or university, or do not abide by the rules or regulations, such as skipping class, skipping examination, cheating in the examinations, etc.

Students who do good deeds will be praised by ICES in words or writing, or be awarded accordingly. It will also be reported to their Embassy or parents.

Students who defy the school disciplines or regulations by skipping class frequently, destroying

public properties, excessive drinking, exchange blows or other bad behaviors, will be punished by criticizing, warning, serious warning, probation in school or being ordered to dropout according to the seriousness. The penalties could be discharged if one makes obvious progress in one year, otherwise, he will be ordered to drop out, and it will be reported to their Embassy or parents.

Graduate in Advance or Deferred Graduation

The schooling period is 2.5 years for master's candidates, and 3 years for doctoral candidates.

In consideration of different languages and cultures, meanwhile, in order to assure the education quality, postgraduates are not allowed to graduate in advance. The schooling period can be flexible. According to the actual situation, students can apply to extend the study if they can't graduate on schedule. The extension period is 1 year at most for master's candidates, and 3 years at most for doctoral candidates.

For the Chinese Government Scholarship students, there should be a formal letter of approval for extension from the embassy of his/her home country in China or relevant recommending organizations. The Chinese Scholarship Committee (CSC) will consider the case and make the final decision. Those who are not approved cannot enjoy the scholarship during the extended study period.

The self-funded postgraduates can apply for partial tuition waiver during the extended study. They can be exempt from tuition if they have finished the thesis or dissertation and only wait for the defending. The tuition waiver application must be approved by the relevant specialty college, Postgraduate Department and ICES; however, students themselves bear the cost of defending.

Graduation and Completion

Postgraduates who have met the following requirements are authorized to graduate: having finished regulated study assignment, passed the examinations and thesis/dissertation defending. The qualified students will be conferred Master's degree or Doctoral degree, and acquire the Diploma at the same time.

Those who drop out in the middle of the study can be issued only a Study Letter, those who cannot finish the thesis/dissertation nor pass the defending can obtain only a completion certificate; Masters who can not finish his/her research within 4 years will have no chance to continue his/her study. Doctors who can not finish his/her research within 6 years will have no chance to continue his/her study.

Excellent students will have chance to continue further study with the support of Shanghai Government Scholarship.