

Regulations on Student Status Management of Hunan City University

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In order to maintain the normal educational and living order of the school, promote the rule of law in school governance, ensure the fundamental requirement of fostering virtue and cultivating talent, protect students' legitimate rights and interests, provide institutional support for students' innovation and entrepreneurship, and promote self-management and comprehensive development of students, these regulations are formulated based on the Ministry of Education's "Regulations on Student Management in Ordinary Higher Education Institutions" (Order No. 41 of the Ministry of Education of the People's Republic of China, implemented on September 1, 2017).

Chapter One: Admission and Registration

Article 1 Students admitted to our university must bring the "Admission Notice from Hunan City University" and other relevant documents to report to the school on the specified date to complete the enrollment procedures. If there are special reasons for not being able to report on time, a written leave request must be submitted to the school's Student Affairs Department in advance, along with proof from the local community (street) or town. Leave must be approved by the school's Student Affairs Department and filed with the Academic Affairs Office to be valid, and the leave period generally cannot exceed two weeks. Those who do not request leave or exceed the leave period, except for legitimate reasons such as force majeure, will be considered to have forfeited their admission qualifications.

Article 2 Within three months after enrollment, each secondary college shall review the student files of its students. The Student Affairs Department will organize relevant departments to conduct a review of their political

ideology, moral character, psychological state, and physical health. Those who pass the review will be allowed to register and officially obtain student status at Hunan City University. Those who do not meet the admission requirements will be dealt with according to the situation, up to and including the cancellation of their admission qualifications. Anyone who is admitted through fraud or misconduct, regardless of when discovered, will have their admission qualifications or student status revoked upon verification by the Academic Affairs Office and the Admissions and Employment Office, and will be returned to the location of their parents or guardians; in severe cases, the matter will be referred to the relevant authorities for investigation.

Article 3 New students who are found to have diseases (including newly diagnosed diseases) during health check-ups, and who have a diagnosis certificate from a designated second-class A-level hospital or above (hereinafter the same), may retain their admission qualifications for one year if they can be cured within one year, with the opinion signed by the secondary college and approved by the Academic Affairs Office and the Student Affairs Department (Office). New students who retain their admission qualifications must immediately complete the procedures for leaving school and return home for recuperation. Those who fail to complete the procedures for leaving school without reason within two weeks will have their admission qualifications canceled. Students who retain their admission qualifications do not have student status and do not enjoy the benefits of being a student. Students who have retained their admission qualifications and have recovered after treatment may submit an application for admission to the Academic Affairs Office and the Student Affairs Department (Office) before the start of the next academic year. If they meet the admission requirements as diagnosed by the designated hospital, they can complete the admission procedures according to the requirements for new students that year. Those who fail the re-examination or do not complete the admission procedures within the time limit will have their admission qualifications canceled.

New recruits must apply to retain their admission qualifications within 2 weeks from the date of registration for new students, with the enlistment notice and the "Application Form for Retaining Admission Qualifications for New Students in Ordinary Higher Education Institutions," after signing the opinion and obtaining approval from the Academic Affairs Office and the Student Work Department (Office). New recruits can apply for reinstatement at the school within 2 years after discharge, holding the discharge certificate and the school admission notice. If new recruits re-register to take the college entrance examination, it will be regarded as an automatic waiver of their admission opportunity, and their admission qualifications will no longer be retained.

Article 4 At the beginning of each semester (the two days before classes start are for check-in and registration), students must arrive on time at their respective secondary colleges to complete the check-in and registration procedures as per school regulations. Those who cannot check in on time will not be registered and should apply for a temporary registration deferment, which lasts for three months. Students who do not request leave or whose leave is not approved and who do not register for more than two weeks (including two weeks) will be considered to have forfeited their student status and will be treated as having withdrawn automatically. Students who do not pay tuition fees as required by the school or who do not meet other registration conditions will not be registered. Students with financial difficulties will be supported according to relevant documents from higher authorities and the school, and after completing the necessary procedures, they will be registered to ensure that students do not abandon their studies due to financial hardship. Students who are not registered cannot participate in the learning and examinations organized by the school.

Chapter Two: Educational System and Duration of Study

Article 5 The undergraduate program duration is 4 or 5 years, while the associate degree program duration is 3 years.

Article 6 Four-year undergraduate students may not exceed 6 years of study, five-year undergraduate students may not exceed 7 years of study, and associate degree students may not exceed 5 years of study. For students with outstanding achievements in innovation and entrepreneurship, the study duration may be appropriately relaxed based on specific circumstances.

Chapter Three Attendance

Article 7 The school takes attendance for classroom lectures, professional practice teaching, social surveys, public service labor, military training, political studies, etc., as stipulated in the teaching plan; students who cannot attend for any reason must request leave in advance. Those who do not request leave or whose leave is not approved and who are absent without permission will be considered as having skipped class.

For students who are absent from class, theoretical courses are calculated based on the class hours specified in the schedule, while practical courses are calculated at 6 class hours per day; unexcused absences from social surveys, public service, military training, etc., are calculated at 5 class hours per day.

The handling of students who skip classes is outlined in the "Regulations on Disciplinary Actions for Students of Hunan City University."

Article 8 Students requesting sick leave (with a certificate from a school-designated hospital) or personal leave within three days must have their requests reviewed and approved by the counselor; for leave exceeding three days but within a week, the counselor will review the request and submit it for approval to the leader in charge of student affairs in each secondary college; for leave exceeding one week but within two weeks, the appropriate leave procedures must be followed first, and then submitted for approval to the Student Affairs Office; for leave exceeding two weeks, the appropriate leave procedures must be followed, and then submitted for approval to the school leadership in charge. The leave situation of students must

be reported to the Teaching and Research Office for record-keeping.

When a student's leave period expires and they need to extend their leave, the procedures are the same as those for requesting leave. In principle, all students must declare their leave in advance; retroactive leave requests are invalid.

Students' applications for sick leave and personal leave, hospital certificates, and relevant approval opinions from responsible persons should be kept on file by the secondary college for reference. If a student takes sick leave or personal leave for more than one month in a semester, it should be reported to the Academic Affairs Office for record-keeping. If the total exceeds one-third of the total class hours for the semester, it will be handled according to the provisions of Article 20.

Students who leave school on their own and do not participate in the school's prescribed educational activities for two consecutive weeks will be treated as having automatically withdrawn from school.

Students must return to school on time and report to their respective secondary colleges for any reason when going abroad during their time at school (excluding holidays). Those who do not return and report within two weeks (including two weeks) will be considered to have abandoned their student status and will be treated as having withdrawn from school automatically.

Chapter Four Course Assessment and Grade Recording

Article 9 Students must participate in the course assessments specified in the talent training program teaching plan for their major (assessments are divided into exams and evaluations). The assessment results will be recorded in the grade book and included in the individual's file.

Course assessments can be conducted through written exams, oral exams, practical exams, closed-book, open-book, and other methods. Except for core foundational courses that use closed-book written exams, other assessment methods can be clearly specified in the syllabus according

to the nature, characteristics, and teaching requirements of the course.

Examination courses (including separately offered experimental courses) are all scored on a percentage basis. The grading for assessed courses (military training, current political studies, production labor, etc.) is generally recorded in five categories: excellent, good, average, pass, and fail. Students can earn credits for a course if they score 60 or above in examination courses or pass in assessed courses.

Student course grades are comprehensively assessed based on regular performance (including mid-term exams, stage assessments, class discussions, assignments, papers, attendance, etc.) and final exam scores. The proportion of regular performance in the total score can be determined according to the nature of the course, generally not exceeding 30%. For the reform of course examination methods, specific plans must be proposed in advance by the course instructor, applied to the relevant college, researched by the secondary college, signed with clear opinions, and submitted to the academic affairs office for approval. After approval, the proportion of regular performance can be adjusted, and the reform plan for examination methods should be promptly announced to students. The secondary college and the academic affairs office should strengthen quality supervision of courses undergoing examination reform.

The instructor should announce the assessment methods and grading criteria for this course to the students within one week after the course begins.

The grades for students' physical education classes should be comprehensively assessed based on attendance, in-class teaching, and extracurricular exercise activities.

The school encourages, supports, and guides students in innovation and entrepreneurship activities, participates in social practice, establishes innovation and entrepreneurship files, and sets innovation and entrepreneurship credits. Students' participation in innovation and entrepreneurship, social practice, and other

activities, as well as publishing papers and obtaining patent authorizations related to professional study and academic requirements, can be converted into credits and counted towards academic performance. For details, see the "Hunan City University Undergraduate Innovation and Entrepreneurship Practice Credit Recognition and Management Measures" and the "Hunan City University Discipline Competition Management Measures," etc.

Article 10 If a student receives a failing grade in a course, they may retake the exam once. If they still fail the retake, they must follow the appropriate procedures to retake the course. Students who fail practical courses will directly proceed to retaking the course.

Article 11 Provisions on exemption from courses and attendance:

Students who adjust their majors or have changes in their student status can have their previously completed courses recognized according to the school's credit transfer principles. If they meet the requirements, they can be exempted from taking the courses and directly receive credits. Students may apply for exemption from attending a specific exam course for personal reasons, with the approval of the instructor, recognition by the college, and approval from the academic affairs office. For courses for which exemption from attendance is requested, a final exam score of 85 or above (equivalent to 60) is considered passing, and the corresponding credits for that course will be awarded. Exemptions from attending ideological and political education theory courses are handled according to higher-level documents, while practical teaching components cannot be exempted, and physical education courses are generally not exempted.

Article 12 Measures for handling students' absenteeism, deferred exams, absence from exams, and cheating in exams:

If a student is absent from class without reason for more than one-third of the total class hours for the course in that semester, in addition to being subject to disciplinary action as stipulated, they shall not be

allowed to participate in the final exam for that course, and the course grade will be recorded as zero.

(2) If a student cannot attend the course exam due to illness or other personal special reasons, they should submit a written application to the secondary college before the exam, and only with the approval of the academic affairs office can they defer the exam. A medical leave of absence must be supported by a certificate from a hospital designated by the school; any medical leave certificate submitted after the course has started will be invalid.

Students who need to defer the exam for this course must apply to the academic affairs office for a unified exam arrangement.

Applications that are not approved or unauthorized absences from the exam will be treated as a no-show.

(3) For students who are absent from the exam, the exam score for that course will be recorded as zero, and they are not allowed to participate in the normal makeup exam. They must complete the corresponding procedures before they can retake the course.

(4) Students must strictly adhere to examination discipline, and cheating during exams is strictly prohibited. The identification of examination violations and cheating behaviors, as well as specific handling methods, can be found in the "Hunan City University Student Examination Violation and Cheating Handling Measures."

Chapter Five: Changing Majors and Transferring Schools

Article 13 Full-time first-year undergraduate students who meet the following conditions may apply for a major transfer:

(1) Those who have certain specialties and aspirations for the intended major;

(2) Those who have certain diseases or physiological defects, confirmed by a medical institution designated by the school as unsuitable for studying in this major, but are still able to study in other majors;

(3) Those who adjust their major due to the development needs of the school or secondary college disciplines;

Students who take a leave of absence to start a business or return to school after military service and need to change their major due to personal circumstances will be given priority by the school.

Students who have any of the following circumstances will have their applications not accepted:

(1) There are relevant regulations by the state or a clear agreement with the school before admission;

Students majoring in specific subjects such as music, physical education, and fine arts;

Students who are currently on leave of absence and have retained their student status.

Article 14 Those who have any of the following situations will not be considered for a major change:

(1) Those who receive a warning (including) or above disciplinary action after enrollment;

Students who have failed 2 or more subjects (including) in the first semester final exam of the first year.

Article 15 Students changing majors generally should transfer to the same grade; upon personal application, assessment by the secondary college and the academic affairs office, and approval by the school, they may transfer to a lower grade; all students changing majors must pay tuition according to the standards of the new major and grade, and complete all courses specified in the teaching plan of the new major; students can only change majors once during their time at school.

Article 16 The school will handle the procedures for students to change their major during the first week of the second semester of their freshman year.

Article 17 Student Transfer:

(1) Students admitted to our school should, in principle, complete their studies at the school; if they are indeed unable to continue studying at this school due

to illness or special difficulties, they may apply for a transfer. Student transfers will be strictly handled in accordance with the regulations set forth by higher authorities.

The application for transferring students should be submitted to the school before June 15 or December 15 each year, along with authentic and reliable supporting materials. The school will process the application according to the student transfer procedures.

(2) Those who have any of the following situations will not be allowed to transfer schools:

Students who have not completed one semester of enrollment or are in their final year before graduation;

(2) The college entrance examination score is lower than the admission score for the corresponding year of the relevant major at the intended transfer school;

(3) Transitioning from a lower educational level to a higher educational level;

(4) Admitted through special enrollment forms such as directed employment, arts, sports, high-level art groups, and high-level sports teams;

(5) Those who did not pass the national unified examination for admission to ordinary higher education institutions or were not admitted using their college entrance examination scores (including those who have upgraded from junior college, etc.);

(6) The school to be transferred to is in the same city as the school being transferred from;

(7) Interdisciplinary categories;

(8) Should be expelled;

(9) Other unjustifiable reasons.

Article 18 Students must apply for a transfer themselves, stating the reasons. With the consent of both the current school and the intended school, the receiving school is responsible for reviewing the transfer conditions and related documents. If it is deemed to meet the training

requirements of the school and the school has the capacity to provide training, the transfer can be approved by the principal's office meeting or a special meeting. Cross

For transferring schools, the provincial education administrative department of the transferring-out area shall negotiate with the provincial education administrative department of the transferring-in area, and after confirming the transfer conditions, handle the transfer procedures. If the household registration needs to be transferred, the provincial education administrative department of the transferring-in area shall send the relevant documents to the public security authority at the location of the transferring-in school.

The procedures for students transferring schools shall be handled in accordance with the "Notice from the General Office of the Ministry of Education on Further Standardizing the Transfer Work of Ordinary Higher Education Institutions" and relevant documents from the Hunan Provincial Department of Education, to ensure that students can study at the new school in the new semester.

The materials required for transferring schools include: student transfer application, original admission form, proof of the minimum control line for the same major at the school to which the student is transferring, public materials from both the transferring and receiving schools, consent letter from the transferring school, consent letter from the receiving school, student transcript, student performance evaluation, health diagnosis report from the designated medical institution, and the registration form for student transfer at ordinary higher education institutions, etc.

Chapter Six: Leave of Absence, Retention of Student Status, and Resumption of Studies

Article 19 Students may apply for a leave of absence, or the school may determine that a leave of absence is necessary.

Students generally take a leave of absence for one year (if the leave is due to illness and approved by the school, it can be extended to two years), and the total duration

cannot exceed two years. The leave duration for students engaged in innovation and entrepreneurship can be appropriately relaxed. The leave period starts from the time the student is unable to attend classes normally, and the leave time does not count towards the time spent studying on campus.

Article 20 If a student has any of the following situations, they should be suspended from school:

(1) Those who have been diagnosed by a hospital designated by the school and have been absent from classes for treatment and recuperation for more than one-third of the total class hours in a semester;

(2) According to attendance, those who have accumulated more than one-third of the total class hours of the semester in sick leave or personal leave will be considered absent

(3) Those who cannot continue normal studies and are deemed necessary to take a leave of absence by the secondary college.

Article 21 Issues related to students on leave of absence shall be handled according to the following regulations:

(1) If a student applies for a leave of absence, they must complete the leave procedures and leave the school: the student must fill out the Hunan City University Student Leave of Absence, Reinstatement, and Retention (Downgrade) Approval Form in writing (if the leave is due to illness, a certificate from a designated hospital must be attached), and it must be signed by the secondary college and the academic affairs office to be valid;

During the student's leave of absence, the school retains their student status;

During the period of student leave of absence, students do not enjoy the benefits of enrolled students, do not receive financial aid or scholarships, and do not apply for student loans;

Students on leave of absence who fall ill will have their medical expenses handled according to the relevant

regulations of our school's medical management.

Article 22 Students recommended by the school to enlist in the People's Liberation Army of China (including the People's Armed Police Force) may retain their student status for two years after discharge. During the period of retaining student status, they will be managed by the unit they are actually assigned to.

Article 23 The management of student status for students involved in international cooperation projects organized by the school shall be carried out in accordance with the agreements between both parties. The handling of student status for personal applications for domestic and international study shall be approved jointly by the applicant, the college's preliminary review, the academic affairs office, and the International Cooperation and Exchange Office, and students may retain their status during their study period both domestically and abroad.

Article 24 Students who have suspended their studies or retained their student status shall return to school in accordance with the following regulations:

Students whose leave of absence has expired should apply for reinstatement to the school before the start of the semester. Students must submit the completed Hunan City University Student Leave of Absence, Reinstatement, and Retention (Downgrade) Approval Form, along with a certificate from a designated hospital confirming their recovery, to their respective secondary college. After review by the secondary college and the designated hospital, if it is confirmed that the student has recovered and is able to resume normal studies, the secondary college and the academic affairs office will sign off on the opinion. Only after approval from the supervising president can the reinstatement procedures be processed.

Students with retained student status must apply for reinstatement to the secondary college one week before the expiration of the period. Reinstatement can only occur after the secondary college and the academic affairs office have signed off, and it is approved by the supervising president.

Students returning to school will, in principle, be assigned to the next lower level of their original major; if the next lower level of the original major has not enrolled students, they may be arranged to study in a related major.

If a student commits serious violations of laws and regulations during the period of suspension or retention of student status, the school will cancel their eligibility for reinstatement.

Article 25The school is not responsible for accidents that occur during the period when students retain their admission qualifications and during leave of absence or retention of student status.

Article 26Students who receive a warning of demotion or expulsion during their time at school are not allowed to apply for a leave of absence.

Chapter Seven: Dropping Out

Article 27If a student has any of the following circumstances, they should be expelled:

(1) Those who have been downgraded more than twice due to low credits obtained during their time at school;

(2) Leaving school without permission and not participating in the school's prescribed teaching activities for two consecutive weeks;

(3) If the study suspension period expires and no application for reinstatement is submitted within two weeks without reason, or if the application for reinstatement is found to be unqualified upon review;

(4) Diagnosed by a hospital designated by the school, those who are unable to continue studying at school due to illness or accidental disability;

(5) Those who fail to register beyond the school's specified deadline without valid reasons;

(6) Concealing past medical history and being admitted to restricted examination majors, unable to persist in studying;

(7) Those who have not completed their studies within the maximum duration of enrollment specified by the school (including leave of absence);

(8) I am applying for withdrawal from school.

Students who withdraw from school for the reasons mentioned above shall submit a report along with relevant materials from their respective secondary colleges, and the opinions shall be signed by the secondary college and the academic affairs office, and submitted for approval by the president's office meeting.

Article 28 The procedures for handling the aftermath of student withdrawals shall be carried out according to the following regulations:

Students who are expelled or leave school for other reasons must complete the withdrawal procedures and leave school within two weeks from the date the expulsion notice is delivered or announced, and their files and household registration must be returned to their family's registered residence

Students who have been withdrawn for more than one year may apply for a certificate of completion after submitting a request to the school

Students who drop out and do not complete the departure procedures within the specified time will have their various relationships with the school canceled by the relevant departments, and will not be issued a certificate of completion

Students who have had their student status canceled, withdrawn, or expelled are not allowed to apply for reinstatement.

The death of a student and the expulsion from school are generally handled in accordance with the procedures for withdrawal from school.

Chapter Eight Graduation, Completion, and Withdrawal

Article 29 Students who complete the required content of the educational curriculum within the specified time frame, and meet the graduation requirements in moral,

intellectual, physical, and aesthetic aspects, shall be granted graduation and issued a graduation certificate by the school.

Article 30 Students who complete the required content of the educational curriculum within the specified time frame but do not meet graduation requirements will be granted a completion certificate by the school; within two years after completion, students may apply to return to school for retaking courses, and those who pass will be awarded a graduation certificate; the graduation date will be filled in according to the date of issuance.

Article 31 Students who meet the degree conferral conditions will be awarded a degree certificate by the school (specific methods can be found in the "Detailed Rules for the Conferral of Bachelor's Degrees at Hunan City University"). Students who complete their major studies while also minoring in another discipline and meet the requirements for the minor degree will be issued a minor degree certificate as stipulated. Students who complete their major studies while taking courses in another discipline and meet the requirements will be issued a certificate of completion for the minor courses.

Article 32 The school shall strictly fill out and issue academic certificates and degree certificates in accordance with the type of education and form of study determined at the time of enrollment.

Article 33 The school implements the electronic registration management system for higher education diploma certificates, reporting the information of the diplomas (completion) issued each year to the education administrative department of Hunan Province for registration, and the education administrative department of Hunan Province will file it with the State Council's education administrative department.

Article 34 For those who violate national enrollment regulations, the school will not issue a diploma or degree certificate; any diplomas or degree certificates already issued will be retrieved by the school and reported to the

education administration department to declare the certificates invalid.

Article 35 If graduation, completion, or attendance certificates and degree certificates are lost or damaged, a corresponding certificate will be issued by the school after verification of the applicant. The certificate has the same validity as the original certificate.

Chapter Nine Supplementary Provisions

Article 36 In case of any conflict between previous relevant documents and these regulations, these regulations shall prevail.

Article 37 This regulation shall come into effect on September 1, 2017, and shall be interpreted by the Academic Affairs Office.

Hunan City
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