

USST Official Document

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Notice on Issuing *USST Supplementary Rules on International Graduate Student Status Management*

To all departments,

Upon deliberation and approval of the president office meeting, the *USST Supplementary Rules on International Graduate Student Status Management* is issued. Please strictly follow these rules.

2017 6 18

University of Shanghai for Science and Technology

June 18, 2017

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USST Supplementary Rules on International Graduate Student Status

Management

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Chapter 1 General Provisions

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Article 1 In order to regulate international graduate student status management, deliver high-quality education to international graduate students and enhance the internationalization drive of USST, the supplementary rules are formulated on the basis of *Rules on Admission and Cultivation of International Students*, *USST Statutes* and *USST Rules on Graduate Student Status Management* as well as the conditions of our university.

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Article 2 The Rules are applicable to all currently enrolled USST international graduate students.

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Article 3 International graduate student shall observe Chinese laws and regulations, respect Chinese customs and habits, follow USST rules and regulations, and complete all academic work required.

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Article 4 The Graduate School and International Students Office of International Affairs Office are responsible for international graduate student status management.

International Students Office

Chapter 2 Enrollment and Registration

International graduate student who has been admitted by USST according to national admission regulations shall complete enrollment procedures with USST within the prescribed time limits. Upon the approval of the university, two weeks extension may be granted to those who fail to enroll on time. Except for force majeure and other acceptable reasons, those who fail to ask for an extension or fail to enroll after the extension period expires shall be deemed to have given up the right for entrance.

Article 5 International graduate student who has been admitted by USST according to national admission regulations shall complete enrollment procedures with USST within the prescribed time limits. Upon the approval of the university, two weeks extension may be granted to those who fail to enroll on time. Except for force majeure and other acceptable reasons, those who fail to ask for an extension or fail to enroll after the extension period expires shall be deemed to have given up the right for entrance.

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Article 6 USST will review the entrance qualifications of each student during enrollment process. Enrollment and registration procedures will be performed for those who have passed the review. If anything contained in the admission notice and application documents is found to be in conflict with the actual conditions of the student, or the student fails to present financial support certificate, or the student is found to have violated national rules and regulations, the student will be disqualified for entrance.

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Article 7 For enrollment purpose, international graduate student shall, according to rules of health and quarantine department in China to have his/her Physical Examination Record for Foreigner confirmed or receive physical examination. Those who fail to pass the physical examination shall not be

issued Residence Permit and shall leave the territory of China before the expiration date of his/her visa. If, based on Exit and Entry Administration the physical examination finds out that the student has contracted severe mental disorder, infectious pulmonary tuberculosis or other infectious diseases which may pose serious threat to public health, the case shall be handled by public security authority according to the law.

Article 7 If a student is found to have been involved in practices of falsification and playing favoritism, his/her student status will become invalid. If the circumstances of the offense are serious, the university will entrust relevant department to conduct investigation.

Article 8 After enrollment, if any student is found to have been involved in practices of falsification and playing favoritism, his/her student status will become invalid. If the circumstances of the offense are serious, the university will entrust relevant department to conduct investigation.

Article 9 USST implements insurance system targeted at all international graduate students. International graduate students shall purchase insurance according to related regulations and USST requirements. Those who fail to do so shall buy insurance within prescribed time limits. Those who fail to buy insurance within prescribed time limits will be denied admission. Those who have already started academic work at USST will

be expelled or denied registration right.

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Article 10 At the beginning of each semester, international graduate student shall complete registration procedures within prescribed time limits in light of USST requirements. Those who fail to do so shall go through leave formalities (sick leave shall be accompanied with hospital proof) and may be allowed to register later. Request for five days (inclusive) of leave shall be

being approved by his/her college/school. Request for more than five days of leave shall also be approved by USST international student

procedures shall not engage in academic activities of the university.

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Those who fail to pay tuition fees according to USST regulations or fail to meet registration requirements will not be allowed to register.

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Chapter 3 Length of Schooling & Length of Study

International Master Program student shall complete all required academic work within the prescribed length of study. Those who fail to do so due to special reasons shall apply for extension during the final semester of the prescribed length of study. After being approved by the college/school, the application shall be submitted to graduate school for approval before the extension is permitted. The extension period shall not be longer than the maximum length of study.

Article 11 Length of schooling for international Master Program student is three years. Length of study shall not exceed five years (including schooling suspension and retention of student status).

International Master Program student shall complete all required academic work within the prescribed length of study. Those who fail to do so due to special reasons shall apply for extension during the final semester of the prescribed length of study. After being approved by the college/school, the application shall be submitted to graduate school for approval before the extension is permitted. The extension period shall not be longer than the maximum length of study.

International Master Program student shall complete all required academic work within the prescribed length of study. Those who fail to do so due to special reasons shall apply for extension during the final semester of the prescribed length of study. After being approved by the college/school, the application shall be submitted to graduate school for approval before the extension is permitted. The extension period shall not be longer than the maximum length of study.

Length of schooling for international Doctorate student is three years. Length of study shall not exceed six years (including schooling suspension and retention of student status).

International Master Program student shall complete all required academic work within the prescribed length of study. Those who fail to do so due to special reasons shall apply for extension during the final semester of the prescribed length of study. After being approved by the college/school, the application shall be submitted to graduate school for approval before the extension is permitted. The extension period shall not be longer than the maximum length of study.

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If any international Doctorate student fails to complete required academic work within six years due to special reasons, he/she shall apply for extension during the final semester of the prescribed length of study.

college/school,

the application shall be submitted to USST for examination and approval before the extension is permitted. The extension period shall not be longer than the maximum length of eight years (including schooling suspension and retention of student status).

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Chapter 4 New Supervisor, New Major and Transfer

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Article 12 If any international graduate student cannot continue to pursue academic study under the guidance of the former Supervisor due to

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International Students Office 上海理工大学留学生办公室

international student administration department for filing.

Application for changing from an A-level specialty to another A-level specialty will not be accepted. Those who have enrolled for less than one academic term shall not apply for change in major.

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Application for changing from an A-level specialty to another A-level specialty will not be accepted. Those who have enrolled for less than one academic term shall not apply for change in major.

Article 14 Under normal conditions, USST does not handle application for transfer from international graduate student. Those who have to transfer to a different academic institution due to reasons such as health problems, special difficulties, special needs, or failure to meet academic requirements of the university or other objective reasons such as changes in training conditions of the university, may apply for transfer.

Transfer is not allowed under any of the following circumstances:

- (1) Applicant has enrolled for less than one academic term or applicant intends to transfer one year prior to graduation date;
- (2) Applicant at a lower academic level intends to transfer to a higher

academic level;

(3) Applicant fails to present acceptable reasons for transfer.

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Article 15 Application for transfer shall be submitted by the international graduate student himself/herself. Reason for transfer shall be specified. The transfer will be permitted after the application is approved by USST cations and relevant certificates are reviewed by prospective new university, and prospective new university confirms that the applicant meets their entrance requirements and the new university has the capacity to offer required education to applicant. The transfer shall also be approved by prospective new adviser.

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Chapter 5 Schooling Suspension & Schooling Resumption

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Article 16 If any international graduate student intends to complete

his/her academic work at different stages due to personal reasons (such as illness and maternity etc.) or if the university proposes schooling suspension, suspension of schooling may be permitted. International graduate student shall complete all required academic work during the maximum length of study prescribed by the university (including schooling suspension and retention of student status).

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Article 17 International graduate student shall apply for schooling suspension for either an entire semester or entire academic year. His/her student status will be retained during the suspension. Those who fail to resume schooling after expiration of the schooling suspension period may apply for extension as long as he/she may complete all required academic work within the maximum length of study. The accumulative days of schooling suspension shall not exceed two academic years.

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Article 18 Application by international graduate student for private affairs leave which lasts two to six weeks shall be approved by both his/her adviser and college/school. The application shall then be submitted to graduate school and international student administration

department for filing.

1. 凡因私事请假超过六周的国际研究生，须办理停学手续。
 2. 学校将向未办理停学手续的学生发出停学通知。
 3. 学生收到通知后，应在一周内完成停学手续并离开校园。
 4. 逾期不办者，将被视为自动停学。
 5. 学校将实施相关停学程序，并要求学生离开校园。

Any international graduate student who asks for a leave that lasts more than six weeks shall complete schooling suspension formalities. The university will send a schooling suspension notice to those who fail to apply for schooling suspension. The student shall complete schooling suspension procedures and leave the campus within one week after receiving such notice from the university. Those who fail to do so will be deemed to have already suspended from schooling. In such case, the university will implement relevant schooling suspension procedures and ask the student to leave the campus.

6. 停学期满后，国际研究生应在开学前一周内完成复学手续。
 7. 因健康问题停学的学生，须在指定医院通过体检。
 8. 复学手续完成后，凭相关证明办理复学。

Upon expiration of private affairs leave period, the international graduate student concerned shall complete schooling resumption procedures one week prior to the start of new semester. Those who have suspended schooling due to health problems shall pass physical examination at hospital designated by the university before completing schooling resumption procedures with relevant certificates.

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Article 19 The final academic year of an international graduate required length of study is considered to be his/her graduation year. Generally, USST will not handle schooling suspension application for private affairs leave from international graduate student during his/her graduation year or from student who has applied for postponement of his/her thesis/dissertation defense.

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Article 20 The student status of an international graduate student will be retained by the university during the period when he/she participates in cross-university joint training programs organized by USST or foreign (overseas) academic activities. During this period, the student concerned shall keep contact with USST for effective administration management.

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Article 21 International graduate student is not entitled to benefits enjoyed by current graduate students during his/her schooling suspension

period. USST shall not assume any liabilities for any accident or incident the international graduate student has been involved in during his/her schooling suspension period. The university will not allow the student to resume schooling if he/she has been found with violation of laws or discipline during schooling suspension period and shall punish the student according to discipline violation punishment rules of USST.

Article 21 Upon expiration of schooling suspension period, the student concerned shall apply for resumption of schooling. Those who fail to do so within prescribed time limits shall be deemed to have abandoned his/her student status. In such case, the university will complete schooling discontinuation procedures according to rules in Chapter 6. International graduate student whose student status has been canceled or who has discontinued his/her schooling, or who has been expelled from the university is not allowed to resume schooling.

Article 22 Upon expiration of schooling suspension period, the student concerned shall apply for resumption of schooling. Those who fail to do so within prescribed time limits shall be deemed to have abandoned his/her student status. In such case, the university will complete schooling discontinuation procedures according to rules in Chapter 6. International graduate student whose student status has been canceled or who has discontinued his/her schooling, or who has been expelled from the university is not allowed to resume schooling.

Article 23 Upon expiration of schooling suspension period, the student concerned shall apply for resumption of schooling. Those who fail to do so within prescribed time limits shall be deemed to have abandoned his/her student status. In such case, the university will complete schooling discontinuation procedures according to rules in Chapter 6. International graduate student whose student status has been canceled or who has discontinued his/her schooling, or who has been expelled from the university is not allowed to resume schooling.

Chapter 6 Cancellation of Entrance Qualifications & Student Status; Schooling Discontinuation

Article 24 Upon expiration of schooling suspension period, the student concerned shall apply for resumption of schooling. Those who fail to do so within prescribed time limits shall be deemed to have abandoned his/her student status. In such case, the university will complete schooling discontinuation procedures according to rules in Chapter 6. International graduate student whose student status has been canceled or who has discontinued his/her schooling, or who has been expelled from the university is not allowed to resume schooling.

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Article 23 International graduate student shall discontinue his/her schooling under any of the following circumstances:

1. Academic records fails to meet university requirements or student fails to complete required academic work during the maximum length of study period prescribed by the university (including schooling suspension);

2. Student fails to file schooling resumption application two weeks after expiration of schooling suspension period or student status retention period, or fails to pass schooling resumption application review;

3. Based on diagnosis by hospital designated by the university, student is unable to continue academic study due to diseases or accidental disability;

4. Student leaves campus without permission for two weeks and consequently fails to participate in academic activities as required by the university;

5. Student leaves campus without permission for two weeks and consequently fails to participate in academic activities as required by the university;

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The written decision shall be sent to the student concerned. If the student concerned refuses to sign and accept the notice, the notice will be delivered in the form of detention. If the notice cannot be delivered because the student concerned has already left the campus or is difficult to get in touch with, or the notice cannot be delivered in other ways prescribed in this article, the notice will be delivered via university website or public announcement. The notice shall be deemed to have been delivered to the student 30 days after the public announcement is released.

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Article 25 International graduate student shall complete schooling discontinuation procedures within two weeks after he/she makes the decision. If the student concerned fails to do so within prescribed time limits, the university has the right to complete the procedures for him/her.

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Article 26 Where an international graduate student dies accidentally,

disappears or dies from a disease during academic study, his/her student status will be canceled automatically.

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Chapter 7 Teaching Management

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Article 27

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students who major in philosophy and political science.

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Article 28 When possible, courses delivered in international language can be offered to international graduate student. Those international graduate students who seek a degree by using international language may compose there thesis/dissertation in English. The abstract shall be written in Chinese. Whether thesis/dissertation defense shall be conducted in English shall be determined by the university.

Chapter 8 Graduation, Completion and Non-completion

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Article 29 International graduate student is qualified for graduation and will be issued graduation certificate in accordance with state regulations if the student has completed all required academic work within prescribed length of study period, taken all required courses, passed all examinations, submitted thesis/dissertation, passed thesis/dissertation defense and met USST requirements for graduation. Those who meet requirements for degree awarding will be issued a diploma in accordance with state regulations.

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Article 30 International graduate student is qualified for completion status and will be issued completion certificate if the student has completed all required academic work within prescribed maximum length of study period, obtained required credits for graduation and completed thesis/dissertation but failed to pass thesis/thesis defense and failed to

meet requirements for graduation.

International
graduate student (within two years after
obtaining completion certificate) can apply for revision of his/her
thesis/dissertation in accordance with university regulations. The student
will be qualified for graduation and will be reissued graduation certificate
if the student can conduct another thesis/dissertation defense within the
prescribed maximum length of study and pass the defense. Those who
meet requirements for degree awarding will be issued a diploma in
accordance with state regulations.

Article 31 International graduate student can apply for early
thesis/dissertation defense if he/she has already completed all required
academic work ahead of schedule and obtained approval of his/her

application from his/her college/school and the graduate school.

International

academic work after enrollment and shall spend at least one year on his/her thesis related matters. International doctoral student shall spend at least two years on his/her dissertation related matters. Time spent on thesis/dissertation related matters shall be calculated from the date when graduate school receives proposal for thesis/dissertation.

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Article 32 International Students Office of International Affairs Office is responsible for international graduate registration and diploma electronic registration work.

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Article 33 International graduate student who intends to discontinue schooling will be qualified for non-completion status and issued non-completion certificate if he/she has already completed one year of academic study and has passed examinations of all or some courses.

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International graduate student who intends to discontinue schooling will be issued **Certificate of Completion** if he/she has not completed one year of academic study.

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Article 34 Should any international graduate student have obtained entrance qualifications or student status through violation of national higher institution admission regulations, USST will cancel his/her student status and will not issue academic credentials and diploma. Academic credentials and diploma already issued shall be revoked. Academic credentials and diploma obtained through academic misconducts such as cheating and plagiarism and other improper means will be revoked by USST.

Article 35 Lost or damaged graduation/completion/non-completion certificate and diploma will not be reissued. In such case, USST will issue testimonial to student concerned after receiving application from the student and conducting verification. The testimonial and the original certificate/diploma are equally authentic.

Article 36 International graduate student shall complete procedures for leaving campus before receiving academic credentials and diplomas.

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Chapter 9 Supplementary Provisions

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Article 37 Administration of international graduate student engaging in non-degree programs shall be governed by relevant state regulations. Should there be no such state regulations, relevant provisions contained herein shall be applied.

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Should any international graduate decision made according to the Rules on his/her student status, the student may appeal to Student Complaint Handling Committee in accordance with USST Complaint Handling Rules.

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Article 38 Graduate School and International Students Office of International Affairs Office are responsible for the interpretation of the Rules.

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Article 39 The Rules are approved by president meeting and shall come into force as of September 1, 2017.

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President Office	Issued on July 4, 2017