International Student Regulations
(Trial Edition)

With effect from January 2018
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General Provisions

These regulations and disciplines are formulated in accordance with *Higher Education Law of People's Republic of China, Regulations of the People's Republic of China on Administration of the Entry and Exit of Foreigners, Normal College and University Students Management Regulations, Shandong University Admissions and Training Regulation for International Students, Shandong University Management of Undergraduates, Shandong University Management of Undergraduate Credit System, Regulations and Disciplines for International Students of Shandong University* and relevant regulations, combining with current situation, for the purpose of providing better learning and living conditions for international students and promoting sound development for international students education of Shandong University School of Basic Medical Sciences.

This provision applies to the management of international students. It is the regulations for the school’s management and its student’s learning, living and behavior during their study in China.

Shandong University School of Basic Medical Sciences reserves the final interpretation of these regulations. These rules are to take effect on January 1st, 2018. In the regulations that any item conflicts with relevant national laws and regulations, the later shall prevail.
Chapter 1  Administration of Undergraduate Records

Part 1  Admission and Registration

Article 1  At beginning of every new semester, students should come to the International Student Office (Shandong University School of Basic Medical Sciences) for registration within the required time. If students do not register on time, they will lose their entire attendance marks of that semester (5-10 points, in terms of teaching plan) for the courses they have missed on those days. For instance, you will not be allowed to write this course exam and will have to repeat the course.

Article 2  From the first day of registration, students who are late for registration for more than ten working days will be considered as quitting school. (Normal College and University Students Management Regulations / People’s Republic of China Ministry of Education Decree No. 41)

Article 3  At beginning of every new semester, students should pay the school tuition fees (a semester/two semesters) within twenty working days.

Part 2  Attendance and Discipline

Article 4  Students should attend all the required study and related activities according to the teaching plan. Students must ask for leave if they are to be absent because of illness or other reasons. Otherwise, they will be treated as absent from class.

Article 5  If any student wants to leave from the class\(^1\) he/she should complete and submit an application form\(^2\) which provided by school with the medical certificate and other related certificates.

Article 6  The students who fail to return after their leaves should contact the office and get the permission. Otherwise, they will be treated as absent.

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\(^1\) If the students need to ask for leave within five working days, they should get the permission from the International Student Office. If the leave time is more than five working days, they should get permission from the International Student Office and International Affairs Department. More than fifteen working days leave request is unacceptable, in such case, university will suggest students take one year off.

\(^2\) The original copy of leave application form should be kept by the International Student Office. Students will get a hard copy.
Article 7 Students must attend the class on time, not to be late and no leaving early. Students who are late for class by fifteen minutes or leaving early without the teacher’s permission will be treated as absent.

Article 8 Attendance mark adds into the final score and it accounts for ten percent. Evaluation approach includes quiz, homework and other methods. Students should check it with their lecturers at beginning of the class.

Article 9 Students whose absence or leave hours (including the hours for which you have asked for leave) are more than one third of a course’s total hours (including 1/3) cannot take part in the final examination of that course. For example, if a student was absent or on leave for 16 credits hours from Neuroanatomy (48 hours in total), he/she would lose the chance of taking the Neuroanatomy exam. Besides, the following punishment will be given in accordance with the seriousness of the violation: warning, serious warning, detention or expulsion. (Details of punishment level are described in appendix 2) Parents will be notified if such action takes place. Absence from courses due to personal leave and sick leave is still regarded as absence.

Part 3 Suspending Schooling and Resuming Studies

Article 10 Students need to meet the graduation requirements within the longest school length which includes the time of suspending schooling.

Article 11 Rules of suspending schooling
(1) The students who stop their studies and stay in hospital for more than thirty working days.
(2) The students who ask for sick leave or private business absence add up to more than thirty working days per semester, they should suspend schooling.
(3) University considers the students should suspend their schooling because of special reasons and after permission from School of Basic Medical Sciences.

Article 12 Procedure of suspending schooling:
(1) Students should apply for suspending schooling with relevant documentation. After

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3 If there is any special case, please contact the International Student Office in advance to handle the relevant procedures
getting permission from the International Student Office and International Affairs Department, students are required to leave the school within five working days.

(2) The duration of suspension is one year. A maximum of suspension schooling is two academic years.

**Article 13** Regulations for students to suspend schooling:

(1) During the suspension time, students are not allowed to participate in any teaching activity or study at school.

(2) Students who suspend schooling because of health problem should pay for their own related expenses (including round-trip air ticket, medical expenses, living expenses and other costs).

(3) During the period of suspended schooling, university will not bear any responsibility for accidents and illegal activities.

**Article 14** The students who apply for resumption of study should go through the following procedure:

(1) In order to resume studies, students need to submit application to the International Student Office one month prior to the end of suspension time. The students who asked for suspension because of health problems need to submit their medical certificates and check again at an appointed hospital by university to confirm the recovery (at your own expense).

(2) After getting approval to resume studies, students shall be enrolled in the corresponding grade based on the courses they have finished. Course duration, tuition fees and management standards should remain the same with the current grade.

(3) If students do not apply for resuming studies within ten working days, they will be treated as quitting school.

**Part 4  Quitting School**

**Article 15** Students must leave school with one of the following conditions:

(1) The students who do not get enough credits for the current academic year.

(2) The students who do not return to school after suspension time finished without any
(3) The students do not go through resuming studies procedure within ten working days after the expiration of suspending schooling.

(4) The students are unable to continue their studies with diseases or unexpected physical disability after they are given final diagnosis by the appointed hospital.

(5) From the first day of registration, student who is late for registration more than ten working days without permission.

(6) Students whose absences are more than ten working days in one semester without permission.

(7) Students shall submit an application to leave the university.

Article 16 Properly handle the remaining problems for students to leave school:

(1) The students who discontinue or drop out of school with different reasons should complete all the procedures of leaving school within ten working days.

(2) The students who do not finish the leaving procedures will not get any documentation from school/university.

(3) The students who are expelled from school are only issued one copy of study certificate.

(4) The students who quit school are not allowed to resume school.

Part 5 Study Duration Extension and Incompletion Study

Article 17 Study Duration Extension

Five years course duration of MBBS program can be extended to seven years. Six years course duration of MBBS program can be extended to eight years. If the students failed to meet the graduation requirements before graduation exam, they can apply for an extension of study duration.

Article 18 Incompletion Study

If the students cannot meet the graduation requirements within the longest course duration, they will be treated as incomplete study. In this case, university will not issue graduation certificate and degree certificate. School will provide one copy of transcript and study certificate.
Chapter 2  Teaching Management and Clinical Practice

Part 1  Teaching Curriculum and Course Arrangement

Article 19 According to the national education Standard for MBBS students and MBBS curriculum in Shandong University, the office sets the annual teaching plan and updates on the MBBS website. Once set, it cannot be changed without special reasons.

Part 2  Exam Registration

Article 20 Students shall take the courses year by year accordingly. First year students will do the exam registration during orientation and the other grades shall follow the office’ direction and register the courses in set period. Once the selection system is closed, students cannot change the registration result.

Article 21 Students shall register courses in person. These students who cannot manage to arrive at the scene shall entrust one with signed letter of authorization. The student himself/herself will take the full responsibility.

Article 22 Students cannot take the exam without choosing courses.

Part 3  Performance Evaluation and Record

Article 23 Examination result is hundred-point (100) marketing system. The Student with result above 60 is qualified for the subject.

Article 24 Final assessment result mainly consists of daily performance and final paper mark. Daily performance consists of attendance, assignment, experiment and quiz, etc.

Article 25 Students who cannot take exam due to illness or irresistible reasons shall ask for leave from the office in written form in advance. These who did not take exam but did not ask for leave or did not get approved for the application, will be considered as absence and get 0 for the exam result and will at most get 60 point for the makeup exam.

Article 26 Students who cheat or disturb the examination order, will get 0 for the subject and get different levels of punishment of record a demerit, Detention and Expulsion, etc. Further
details are described in article 62.

**Article 27** Students can check the exam results from the Personal System.

### Part 4  Make-up Exam and Redo Courses

**Article 28** Students shall pass the subject assessment and then get the credits. Students who fail a subject shall register for the course during the exam registration period and take the makeup exam with the lower grades. Students who pass the makeup exam will get 60.

**Article 29** The office will arrange the makeup exam only for the clinical courses.

**Article 30** Students who fail the process cultivation courses including Clinical Skills Training, PBL, Pre-probation shall redo the courses (attend the whole teaching process including attendance, assignment and Practice etc.), or they cannot get the credits.

### Part 5  Exam Result Check and Rechecking

**Article 31** The office will update the exam results on the Personal System. Students shall first evaluate the teachers and then check results.

**Article 32** Students who doubt the results shall register for the subjects during the rechecking period. Results rechecking only apply to the subjective items and add up the main parts.

### Part 6  Rotation Country and Fees

**Article 33** Clinical practice is an essential part in medical student cultivation. Students shall follow the curriculum to accomplish pre-probation, clinical skills training, probation, and rotation and pass the assessment.

**Article 34** Students shall register the rotation country and hospital information to the office according to the office notice. Once set, it cannot be changed. Students, who change the hospitals in China, shall pay the penalty (50% of the rotation fees).

**Article 35** The office will contact the teaching hospitals of Shandong University and make the arrangement.

**Article 36** Students who do rotation wholly in China pay the yearly tuition fees; students who
do rotation partly in China shall pay fees according to the weeks in hospital (please refer to notice that year). The rotation in China shall be at least 12 weeks.

**Article 37** Students doing rotation out of China do not need to pay rotation fees.

**Part 7  Clinical Rotation Management**

**Article 38** Students shall abide by the relevant management regulations of Shandong University teaching hospitals and follow arrangement in hospitals.

**Article 39** After rotation, students shall register and sign required information during the schedule time. Or 5-20 points will be deducted. If students did not come back out of 5 days, they will lose the rotation opportunity for the year.

**Article 40** The clinical instructor will be responsible for rotation attendance. Students who are absent for 3 times or late for 5 times will get no record for the department.

**Article 41** Students who need to ask for leave shall apply to the hospital office. It should be within 5 days. If students need to leave for over 10 days, they have to redo the departments.

**Article 42** When the rotation closed, the hospitals office will be responsible for the assessment and stamps for students.

**Part 8  Management for rotation out of China**

**Article 43** Students shall follow hospitals' guidance and regulations.

**Article 44** Students who do rotation out of China shall come back after rotation to register. The rotation book shall include the stamp, website, contact method and doctors’ signature, etc. If students are found guilty of forgery, they have to redo the rotation and the graduation will be delayed accordingly.

**Article 45** Students shall be responsible for their actions during rotation.
Chapter 3  Teaching Management

Part 1  Class and Clinical Rotation Discipline

Article 46 Students shall not arrive late, leave early or be absent without reasons.

Article 47 Students shall not do any activities unrelated with teaching in the classroom during class.

Article 48 After the break, students shall return to classroom on time.

Article 49 Students shall follow the schedule they are given, attend the laboratory/the clinical rotation at hospital on time and strictly follow the rules and regulations of laboratory/the clinical rotation at hospital. Students are requested to take part in the laboratory activities/clinical rotation actively and complete the laboratory reports/clinical rotation records on time.

Article 50 Students shall wear a long sleeved white coat which is up to the knee length during laboratory and clinical rotation. The students shall do good jobs for safety protection during the rotation, such as putting on long trousers, shoes which properly cover the feet, gloves, masks, surgical caps and so on.

Article 51 Students shall be strictly advised to use the operative instruments, equipment and/pharmaceutical agents according to the instructions given by the teacher/doctor in charge. It’s strictly forbidden for students to take hazardous substances, radioactive and toxic substances out of the laboratory. Once verified, students shall be at their own risk.

Article 52 During experiments/clinical rotation, if any articles specimen and instrument are damaged, students shall report to the teacher/doctor in-charge immediately and compensate the loss.

Article 53 After finishing the experiment/rotation, the students shall clean and return all the articles and instruments they used during the experiment/rotation. Before leaving the laboratory, students should help teachers put articles and experimental tools in order. Waste materials shall be discarded in trash bin and the laboratory shall be kept clean.

Article 54 The students are strictly prohibited to eat, drink, smoke inside the laboratory /
hospital.

**Article 55** Cell phones shall not be used in the classroom, lab and hospital. Students are encouraged to turn cell phones off during lecture time. If a cell phone must be kept on due to a potential emergency situation, it must be on a silent setting. If an emergency call must be taken, the student shall get the permission prior to using the phone.

### Part 2 Regulation of Examination

**Article 56** Students shall bring the student card/student book and arrive at the examination venue 5 minutes early before the examination starts. Students who arrive 15 minutes late will not be permitted to enter the examination venue.

**Article 57** Student shall be subjected to the supervision of the invigilator, sit in a designated position and keep silence.

**Article 58** Students are strictly forbidden to use any electronic devices during the examination and shall put relevant materials to the appointed place.

**Article 59** The answers shall be written with black, blue ink pen or ball-point pen. It is invalid for students to use pencils or colored pens to answer test papers except diagrams. The required information of name, class and student number must be filled in on each test paper.

**Article 60** Students shall not leave the examination room without the invigilator’s permission during the examination.

**Article 61** Students shall observe the regulation of examination and must maintain strict silence during the examination. If there are any problems, students shall raise your hand. Following the announcement of time-up, the students must stop writing and cooperate with teachers to collect the papers. Students shall not delay handing in the test paper for any reason. After handing in the test paper, students shall leave the examination room immediately and shall not talk loudly outside the examination room.

### Part 3 Disciplinary Actions for the Students Who Violate the Examination Rules

**Article 62** If students violate the examination regulation or cheat during the examination for the first time, they will be disqualified from the examination and ordered to leave from
examination room. The examination results will be recorded as zero. Depending on the circumstances, students will be given the following punishment.

(1) Enter the examination room with other relevant exam materials, cheat sheet or electronic devices, and don't put them at the assigned places.

Transcribe the relevant contents of the examination on the desk or other places before the examination and whisper or pass the examination supplies without any correction after getting warning.

All above behaviors shall be given the punishment of recording a demerit.

(2) Look over or copy books, notes, materials, cheat sheet, copy the answers of other students.

Exchange examination papers, answer sheets and draft and delivering materials, scrip or hinting the answer in other ways.

Carry and use mobile phone or other electronic devices during the examination. All above behaviors shall be given the punishment of detention. Substitute other students to participate in examinations shall get detention at least depending on the circumstances.

(3) Ask other students substitute you to participate in the examination.

Use communication device or other devices to cheat in serious circumstances. Snatch or steal examination papers or answer sheets from other students and force others to plagiarize for them.

Sell test questions or answers to others for profit.

All above behaviors shall be given the punishment of expulsion.

(4) If the students have other disciplinary actions during examination, they shall be punished according to the above articles.
Chapter 4  Graduation Management

Article 63 Students shall meet the requirements for graduation, which are listed on the handbook. Students shall refer to the requirements for rotation and graduation.

Article 64 Graduates shall come to the office on time to register, and submit the rotation book and other related materials. Graduates who can’t come to the office to register on time shall submit the written application. Otherwise the graduates shall suffer the consequences. If the rotation book is false or do not meet the requirements, the graduates shall not participate in the graduation examination.

Article 65 The office will arrange the make-up exam of Chinese (only for the G2012 and G2013 students) and the clinical courses before rotation year. For the other courses, students have to do make-up exam with lower grades.

Article 66 The office will arrange the graduation exam and students shall attend accordingly. Students who are absent or cheat will get Zero and relevant punishment.

Article 67 Students who are qualified for graduation will be granted the degree and diploma. If the degree and diploma are lost or damaged, the university cannot reissue. International Affairs Department can issue relevant certificate.

Article 68 Graduates shall leave the school within 20 days after graduation ceremony. If students cannot leave the school due to special reason, they have to apply in advance and follow the procedures after permission from International Affairs Department.
Chapter 5  Behavior Standard for International Students

Article 69  Student shall maintain appropriate image. Students shall dress neatly, act appropriately and speak with civility.

Article 70  Students shall take good care of public properties, conscientiously maintain the good condition of classroom, laboratory, library, dormitory, dining hall, sports facilities, campus and any other public areas. Moving or damaging any facilities willfully are not allowed. Otherwise, the offenders have to compensate and receive a penalty at the same time.

Article 71  Students shall not impinge upon others daily life or the university’s daily teaching activities when carrying out extra-curricular sports activities. They shall contact our International Student Office beforehand. Upon approval, they can proceed on the sports ground within the specified timeframe.

Article 72  Students shall seek approval from the school and the dean when holding gathering, dinner party or recreational activity in public holidays. If proceed without approval, the school has authority to stop it.

Article 73  No organization or individual is allowed to hold religious or preaching activities at any part of the campus.

Article 74  Students are forbidden to get involved in gambling, spreading, copying or selling any illegal books or publications. Otherwise, they will get punished by Chinese law on the basis of seriousness of such behavior.

Article 75  To maintain campus safety and standards, students shall not buy or ride any fuel-powered motorcycle without motorcycle driver’s license and license plate.

Article 76  Anyone who interrupts or hinders the government department staff or university managerial staff from performing official duties will be given the penalty of a warning or more serious punishment, depending on the seriousness of the matter.

Article 77  Anyone who picks a quarrel, get into a fight and steals others’ and public belongings or property will be given the penalty of a warning, or be punished according to Chinese law.
Article 78 Anyone who takes drugs, traffic in drugs will be given the penalty of academic probation. Anyone provides convenience for drug abuse will be given the penalty of a warning and punished according to Chinese law, depending on the seriousness of the case and its consequences.
Appendix

1. Explanation of calculating the five-grade marking system

<table>
<thead>
<tr>
<th>Mark</th>
<th>GPA</th>
<th>Rank</th>
<th>Level</th>
</tr>
</thead>
<tbody>
<tr>
<td>A+</td>
<td>5.0</td>
<td>Top 5.00%</td>
<td>20% Excellent (A/4.5)</td>
</tr>
<tr>
<td>A</td>
<td>4.5</td>
<td>5.01%-10.00%</td>
<td>20% Excellent (A/4.5)</td>
</tr>
<tr>
<td>A−</td>
<td>4.2</td>
<td>10.01%-20.00%</td>
<td>20% Excellent (A/4.5)</td>
</tr>
<tr>
<td>B+</td>
<td>3.8</td>
<td>20.01%-35.00%</td>
<td>45% Good (B/3.5)</td>
</tr>
<tr>
<td>B</td>
<td>3.5</td>
<td>35.01%-50.00%</td>
<td>45% Good (B/3.5)</td>
</tr>
<tr>
<td>B−</td>
<td>3.2</td>
<td>50.01%-65.00%</td>
<td>45% Good (B/3.5)</td>
</tr>
<tr>
<td>C+</td>
<td>2.8</td>
<td>65.01%-75.00%</td>
<td>30% Medium (C/2.5)</td>
</tr>
<tr>
<td>C</td>
<td>2.5</td>
<td>75.01%-85.00%</td>
<td>30% Medium (C/2.5)</td>
</tr>
<tr>
<td>C−</td>
<td>2.2</td>
<td>85.01%-95.00%</td>
<td>30% Medium (C/2.5)</td>
</tr>
<tr>
<td>D</td>
<td>1.5</td>
<td>95.01%-100.00%</td>
<td>5% Pass(D/1.5)</td>
</tr>
<tr>
<td>F</td>
<td>0</td>
<td>95.01%-100.00%</td>
<td>5% Fail(F/0)</td>
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</tbody>
</table>

2. Explanation of Punishments

<table>
<thead>
<tr>
<th>Levels of Punishments</th>
<th>Methods of Punishment</th>
<th>Duration</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Warning</td>
<td>An announcement will be released on notice board and website. Parents will be notified if such action takes place.</td>
<td>6 months</td>
<td></td>
</tr>
<tr>
<td>Serious Warning</td>
<td>Reporting to International Affairs Department. An announcement will be released on notice board and website. Parents will be notified if such action takes place.</td>
<td>6 months</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Reporting to International Affairs Department. An announcement will be released on notice board and website. Parents will be notified if such action takes place.</td>
<td>6 months</td>
<td>If the students who get detention attain the same punishment or more serious punishment again shall be expelled by university.</td>
</tr>
<tr>
<td>----------------</td>
<td>---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------</td>
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</tr>
<tr>
<td>Record a demerit</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Detention</td>
<td></td>
<td>12 months</td>
<td></td>
</tr>
<tr>
<td>Expulsion</td>
<td></td>
<td>12 months</td>
<td></td>
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</tbody>
</table>