## Measures for the Implementation of Chongqing Institute of Foreign Studies in Awarding Bachelor's Degrees to Undergraduates

**Chapter I General Provisions**

**Article 1** In order to ensure the quality of bachelor’s degrees, these Measures are formulated in accordance with the spirit and requirements of the Implementation of the Regulations of the People's Republic of China and the other documents as well as the actual situation of the Institute.

**Article 2** The Institute shall grant corresponding bachelor's degrees according to the categories of bachelor's degrees approved by the Chongqing Municipality People's Government.

**Chapter II Conditions for a bachelor’s degree**

**Article 3** When students graduate, the Institute shall make a comprehensive appraisal of the students from the aspects of morality, intelligence and body.

Students need to complete their studies within the prescribed number of years, can adhere to four basic principles, complete the content of their education and teaching plan, pass the Institute review, their course study and graduation thesis (graduation design or other graduation design link) results show that they have mastered the basic theory, specialized knowledge and basic skills, and they have the preliminary ability to engage in scientific research or specialized technical work.

**Article 4** All full-time undergraduate graduates who have the university student status of our Institute and meet the following conditions may be awarded a bachelor's degree and issued a bachelor's degree certificate after review and approval of the Institute's Degree Evaluation Committee:

1. Obtain an undergraduate graduation certificate.

(2) Complete all defined responsibilities with their program of study within the prescribed number of years of study.

(3) Take required courses and pass all the examinations of the courses.

(4) Actively take part in the internships and pass the assessments.

(5) Complete the thesis or design for graduation and pass the thesis defence.

(6) The GPA during the four years is no less than 2.

(7) Have none of the following circumstances 1.Serious violations of academic integrity, cheating in examinations (including cooperative cheating), or plagiarism.

(8) Being given disciplinary action of demerit.

**Article 5** If a student fails to meet the provisions of paragraph (6) of Article 4 but meets one of the following conditions, the Academic Degree Evaluation Committee of the Institute will review the case and decide whether to grant a bachelor's degree.

(1) Those who successfully applied for postgraduate studies, civil servants, village officials and a position in public institutions.

(2) Those who have won the provincial second prize or the national third prize or above in a discipline and professional competition (if a student takes part in a competition as a group, he/she should be listed first among their names).

(3) Those who have ranked top three of the class in the comprehensive academic performance at the end of a certain semester.

(4) Those who respond to the call of the state and the "Three Support and One Support" policy (which refers to the policy implemented by graduates at the grass-roots level, which means that college students work in rural grass-roots areas to support agriculture, education, medical care and poverty alleviation after graduation) to meet the needs of national defence in the new era and participate in the army at the rural grassroots level, and those who volunteer to serve the western region.

(5) Those who actively participate in social public welfare undertakings, help others, do voluntary work, act righteously and courageously, have good social influence and have been commended by government departments at or above the provincial level (with certificates issued by the corresponding departments).

(6) Those who have approved invention patents or intellectual property related to the major (if a student is competing as a group, he/she should be listed first in their names).

(7) Those who meet other special conditions for placement formulated by the school or department and pass the examination and approved by the Institute.

(8) Those who scored more than 60 in the examination TEM-8.

**Article 6** Undergraduate students who fail to obtain a degree certificate as scheduled in the year of graduation may apply for a degree according to the relevant provisions of these Measures within the longest period of study.

**Article 7** Bachelor’s degree awarding is held two times a year, one is in November, the other is in June.

**Chapter III Working Procedures for bachelor’s degree Granting**

**Article 7** The Degree Committee shall hold one to two meetings each year to review and approve the list of bachelor's degree awards. If there is a major event that requires a decision, the Director of the Degree Committee may propose to hold a meeting to deal with the relevant issues.

**Article 8** The Degree Committee shall, within the scope of its work, vote on the issues discussed. Meetings can only be held with the participation of more than two-thirds (including two-thirds) of all the members, and the decisions can only be made with the consent of more than two-thirds (including two-thirds) of all the members.

**Article 9** Application and preliminary examination

(1) Individual application. Graduates who meet the criteria for bachelor's degree awarding apply to the Degree Committee of their school.

(2) Preliminary examination. According to the review of the students' ideological and political performance, academic performance, internship appraisal and comprehensive evaluation materials, the Degree Committee of the school puts forward the list of students to be awarded a bachelor's degree and submits the list as well as a list of students not to be awarded the bachelor's degree together with reasons signed by the directors of the Degree Committee of the school to the Academic Affairs Office. For students who are not going to be awarded a bachelor's degree, each school shall inform the students individually in time. The Degree Committee of the Institute will not review any list that has not been approved by the Degree Committee of the school.

**Article 10** Review

According to Article 4, the Academic Affairs Office shall review the degree awarding qualifications of applicants, and submit the review results to the Degree Committee of the Institute for deliberation.

**Article 11** Examination and publicity

(1) Review and approval. The Degree Committee of the Institute discusses and considers the list of students to be awarded submitted by the Academic Affairs Office to determine the list of students to be granted a bachelor's degree.

(2) Public publicity. The list of students to be awarded a bachelor's degree according to the review results will be publicly displayed, and the publicity period is three days.

**Article 12** Reconsideration

If a student has any questions of the following to the results of the publicity:

(1) The student holds solid proof that someone on the list is not qualified to be awarded a bachelor’s degree

(2) The student holds solid proof that she/he her/himself is qualified to be awarded a bachelor’s degree but her/his name is not on the list

The student may apply to the Degree Committee of the school within the publicity period for reconsideration and submit it to the Degree Committee of the school and the Academic Affair Office for preliminary examination, which will be submitted to the Degree Committee of the Institute for final examination. A bachelor's degree can be awarded if the Degree Committee of the Institute approves.

**Article 13** Issuance and reporting for the record

(1) Issuance of a degree certificate. The director of the Degree Committee of the Institute shall issue the degree certificate to the degree recipients.

(2) Report it for the record. The Academic Affairs Office will submit the list of bachelor's degree recipients approved by the Degree Committee of the Institute to the Provincial Degree Office for the record. Materials for the awarding of bachelor's degrees shall be filed in accordance with the management regulations of the Institute archives.

**Article 14** If a graduate who has obtained a bachelor's degree is found to have engaged in fraud in the process of degree awarding, the Degree Committee of the school will conduct a preliminary examination of the situation, then the case will be reviewed by the Academic Affair Office, and finally examined and decided by the Degree Committee of the Institute, whether to withdraw the graduate’s degree. This should also be reported to higher authorities for the record.

**Chapter IV The Administration of Academic Degree Certificates**

**Article 15** The Academic Affairs Office shall be responsible for the specific work of issuing the bachelor's degree certificates.

**Article 16** A bachelor's degree certificate shall not be reissued if it is lost or damaged. The Academic Affairs Office may, upon a graduate’s application, issue a corresponding certificate, which has the same validity as the original certificate.