## Implementation Rules for Student Status Management of Chongqing Institute of Foreign Studies

**Chapter I General Provisions**

**Article 1** In order to standardize the management of the students, maintain the normal order of education and living, protect the legitimate rights and interests of the students, develop students' abilities and wellness in terms of morality, intelligence, physical health and aesthetics, these RULES are made according to relevant laws and regulations (Law No. 41 by the Ministry of Education of China) and the Articles of Association of Chongqing Institute of Foreign Studies.

**Article 2** These Provisions shall apply to the management of students receiving ordinary higher education and higher vocational training (hereinafter referred to as students).

**Chapter II Enrollment and Registration**

**Article 3** In accordance with the national enrollment regulations, freshmen who have been officially admitted by CIFS shall report to the Institute with the Admissions Notice within the prescribed time limit, which is an exact date before the formal start of the first semester, and go through the enrollment procedures. If the admitted student cannot register on time due to various reasons, she/he should write an application to the Institute to explain the reasons, and the duration of their delay should not be more than two weeks. Those who have not asked for a leave or whose duration of the leave is beyond the upper limit shall be deemed to have given up their admissions qualifications except for legitimate reasons such as force majeure.

**Article 4** When registering for enrollment, each school shall conduct a preliminary examination of the freshmen, their identity certificates, admissions notices and examinee files, etc. After passing the examination, students can go through the enrollment procedures and obtain their university status.

**Article 5** After entering the Institute, the Institute shall review the freshmen’s documents within three months in accordance with the national enrollment regulations. A student’s enrollment qualification will be cancelled if he/she fails to pass the review. Students who have provided false materials will have their admissions qualifications or registration cancelled and their files will be returned to their original location. If the circumstances are more egregious (such as entering the Institute under another person’s name), their cases shall be reported to relevant departments for investigation.

The admissions review mainly includes the following aspects:

(1) Whether the admissions procedures are carried out in accordance with the national enrollment regulations;

(2) Whether the admissions qualification obtained is true and in accordance with relevant provisions;

(3) Whether the identity certificate is consistent with the admissions notice and the examinee files;

(4) Whether the student’s physical and mental health meets the requirements for the major or professional category, and whether the student can ensure normal study and life at the Institute, with any necessary institutional support and adjustments deemed necessary for their success as permitted by law;

(5) Whether the professional level of admitted students of art and sports types meet the admissions requirements.

**Article 6** New students may apply to reserve their admissions qualifications and defer their enrollment. Those who retain admissions qualifications do not have a student status of the Institute and cannot enjoy the resources and services of the Institute. Students can apply for official admissions and become a student of the Institute within the period of retainment.

(1) Freshmen who are enlisted for the Chinese People's Liberation Army (including the Chinese People's Armed Police Force) shall apply to the Institute’s Admissions and Employment Office for retaining their admissions qualifications until 2 years after retirement from the Army;

(2) For freshmen suffering from ill health, their cases shall be reviewed by the school of the student and, if the school approves, they will be put on the record of the Academic Affairs Office and their enrollment can be deferred for one year;

(3) When reaching the time limit for reservation of admissions qualification, the students shall come to the Institute to submit the application for enrollment with their valid documents and relevant supporting materials. After passing the Institute’s re-examination, they shall go through the enrollment procedures at the Teaching Information Department of the Academic Affairs Office. For those who fail the re-examination or fail to go through the enrollment procedures within the time limit, their admissions qualifications shall be cancelled.

**Article 7** At the beginning of each semester, students shall report to their respective schools at the time prescribed by the Institute and go through the registration formalities within two weeks. Those who do not meet the registration conditions or do not pay the tuition fees cannot register. Those who cannot register as scheduled shall go through the leave-taking procedures and postpone the registration. Students who have not asked for leave or delay their registration for more than two weeks (including two weeks) shall be deemed to have given up their student status and have withdrawn from the Institute.

Students from families with financial difficulties can apply for hardship loans or request to postpone the payment of tuition fees. Students from low-income families can apply for national student loans to cover tuition and accommodation fees, with the maximum of RMB 8,000 yuan per person per year, the interests of which during college years will be borne by the state. The term for student loans is the length of schooling plus 15 years, with a maximum of 22 years. Students in need of loans can consult with the student financial aid administrative agencies in the county (city or district) where they have their residence registration to apply for student credit loans, or consult with the student financial aid department of the Institute. Postponement of Tuition Fees: new students can defer tuition payment through the "Green Channel". The amount of deferred tuition fees cannot exceed the current year's tuition fees.

**Article 8** The Institute implements a number of flexible studies options, and students can complete their studies in stages. The maximum number of years of study is 6 years (including suspension and retention of student status). Whether or not students suspend their studies, ask for a leave of absence, retake a course or take make-up exams for various reasons, they cannot exceed the maximum of 6 years. Those who exceed this number of years will be withdrawn. However, students who suspend their studies to start a business can appropriately extend their study period, but the maximum study period cannot exceed 8 years.

**Chapter III Assessment and Achievement Record**

**Article 9** Students must participate in the course assessment stipulated in the programme’s training plan, and their assessment results shall be complete and authentic and recorded in the student achievement system and in their own files.

**Article 10** The assessment is divided into two kinds: examinations and in-class assessments. The form of score entry is a percentage system or a five-level system, and the grade point values are as follows:

|  |  |  |  |
| --- | --- | --- | --- |
| 100-mark score (including lower limit) | GPA Points | Five-level results | GPA Points |
| 95-100 points | 4.0 | Excellent | 4.0 |
| 90-94 points | 3.5 |
| 85-89 points | 3.0 | Good | 3.0 |
| 80-84 points | 2.5 |
| 75-79 points | 2.1 | Medium | 2.0 |
| 70-74 points | 1.7 |
| 65-69 points | 1.3 | Pass | 1.0 |
| 60-64 points | 1.0 |
| Below 60 points | 0 | Fail | 0 |
| Those who pass the retake examination will get 1.0 GPA | | | |

Note: Performance in a single course = The GPA points × credit of the course

GPA = The sum of (credits × GPA points of courses completed) ÷ The sum of credits taken

**Article 11** The course assessment results consist of usual results and final examination results, including class attendance, homework, classroom performance and so on. The ratio of the usual results and the final examination results shall be specified in the course syllabus.

**Article 12** The ideological and moral assessment and appraisal of students shall be mainly based on the Code of Conduct for Students of Institutions of Higher Learning (<https://www.pzxy.edu.cn/xsc/info/1022/1403.htm>) and carried out in the form of personal summaries and evaluation by teachers and students.

**Article 13** Students shall study the courses every semester according to the talent training plan of their major. Should students fail a course examination, they must take a make-up examination and/or the clearing examination which is organized by the Institute prior to graduation. Courses passed with a make-up and/or the clearing examination will be marked in the achievement system.

**Article 14** Students may, according to relevant provisions of the Institute, apply to take other courses of other majors within the Institute as a minor or as elective courses; they may apply to take courses in another institute as a minor or as elective courses, and attend online open courses recognized by the Institute. Scores of these courses (credits) will be recognised by the Institute after review, and the credits can be transferred to supplement the public elective credits.

**Article 15** Public physical education class is a compulsory course, and its results shall be comprehensively evaluated based on the attendance, participation and physical health tests. Students must apply for health care and physical education class due to physical disability and weakness and provide relevant hospital certificates. After the approval of the Dean of the school and the Academic Affairs Office, the Sports Department makes overall arrangements.

**Article 16** The final comprehensive score of a course is determined by two parts, the score for general performance (including attendance, performance in class, assignments, mid-term exam, etc.) and the score for final assessment. According to the assessment type of the course, the composition ratio of the two parts should be specified in the CSD document. For students who fail to get 60% of the score for general performance, their examination qualification for that course will be canceled. The course instructor shall, one week before the examination, submit a list of disqualified students to the school of the students, and the school shall publicize it and report it to the Academic Affairs Office for the record.

**Chapter IV Electives, Exemptions and Make-up Examinations, Deferred Examinations, Missing examinations**

**Article 17** The programme specifications of each major in the Institute provide a guiding teaching plan. The courses offered by each school are divided into compulsory courses and elective courses.

(1) Compulsory courses include public basic courses, professional courses and professional basic courses;

(2) Electives include public elective courses, professional limited courses and optional professional courses.

**Article 18** In situations when students fail the course examination, for required courses and professional limited courses, they can take a make-up examination; for public elective courses, they can reselect an elective course in the next semester (the reselected course can be either the one they failed or a new one). If a student’s examination qualification for a course has been cancelled, he/she is not allowed to take a make-up examination of that course, but can apply for the clearing examination. Passing the make-up or the clearing examination can enable him/her to get the credits for that course.

**Article 19** According to Article 28 of the Regulations on the Resettlement of Retired Soldiers of the State Council of the People's Republic of China, and the Central Military Commission of the People's Republic of China: "Retired soldiers who had been admitted to ordinary institutions of higher learning and retained their admissions qualifications or who were studying in ordinary institutions of higher learning before they join the army, admission or reinstatement is permitted within 2 years of their retirement. And they can enjoy preferential treatment for scholarships, grants and tuition reduction in accordance with the relevant regulations of the State. For those from families in financial difficulty, financial aid could be granted in accordance with the relevant provisions of the State. Courses in public sports, military skills and military theory may be exempted for them, and they can obtain credits for these courses without taking them. After starting or returning to the institute, they can participate in the selection of national defence students and the selection of rural grass-roots service projects organized by the State. After graduation, they can participate in the selection of military officers. They have priority admission in these selections." Students can apply to the school for the exemption with their discharge certificate, and the application will be reported to the Academic Affairs Office for the record once approved.

**Article 20** If a student is unable to participate in an examination due to illness, he/she must apply to defer the examination with a relevant hospital certificate as supporting evidence and submit it to the Academic Affairs Office for approval. Except for emergency diseases and other special circumstances, students shall not apply for a delayed examination before or after entering the examination room. For students who are approved to postpone an examination, their results shall be calculated according totheir academic performance in that course.

**Article 21** Those who apply for a deferred examination without being approved or do not take the examination without any reasons are not allowed to take the make-up examination. If this happens to 1-2 courses, the student shall be criticised at the school level; for 3-5 courses, the student will be criticised at the institute level, and for 6 courses or more, the students will receive a written warning.

**Article 22** If a student seriously violates the examination discipline or cheats in an exam, the examination results of the course shall be recorded as invalid and the student is not allowed to take a make-up examination for that course, but may take the clearing examination, and be given criticism, education and corresponding disciplinary actions according to the Regulations on the Administration of the Examination of Chongqing Institute of Foreign Studies.

**Article 23** Students shall participate in the activities stipulated in the talent training plan and uniformly arranged and organized by the Institute. Students’ attendance is taken in classes, labs, practical training, internships, military training, public service work and so on. Those who cannot attend for some reason should go through the formalities for leave-taking according to relevant provisions, otherwise, it will be regarded as absenteeism.

**Chapter V Non-progression**

**Article 24** If a student fails too many courses, the school shall give a warning to the student to repeat an academic year in accordance with the Administrative Measures of Chongqing Institute of Foreign Studies.

**Article 25** Students will be required to repeat an academic year in one of the following situations during the prescribed period of schooling:

(1) Students who fail a total of 30 or more credits in one academic year after resits will be required to repeat the academic year during which their total failed credits accumulate and exceed 30;

(2) Students who fail a total of 60 or more credits after resits since the beginning of the programme will be required to repeat the academic year during which their total the failed credits accumulate and exceed 60;

(3) Students who do not meet the conditions for retention can voluntarily apply for repeating an academic year if they fail to meet the conditions for graduation and bachelor’s degree awarding due to their learning difficulties or other special circumstances.

**Chapter VI Major Transfer and University Transfer**

**Article 26** Students are generally expected to complete their studies in the major to which they have been admitted. If there are special circumstances and they meet the conditions, they can apply to change their majors. According to the development and changes of the society’s needs for talents, the Institute may appropriately adjust the students' majors when necessary. Students who meet one of the following conditions may apply for institute and/or major transfer:

(1) After enrollment, the student is unable to study in the original major due to health issues or special difficulties, but is still able to study in another major, and can provide original medical records or sufficient information for diagnosis from a public hospital;

(2) Those who have real expertise and relevant achievements, and who can give full play to their expertise and provide relevant achievements or expert certificates;

(3) Students who have completed their suspension period and who have retained their admissions qualification due to cancellation or cessation of enrollment of their major (When a student needs to temporarily suspend studying because of serious illness, military recruitment or other reasons, the University will keep the student's university status, and the student does not need to go through the university withdrawal process. By the time they return to university to continue their studies, the major may have been withdrawn or closed, so the student will need to change his/her majors);

(4) Other persons who meet the relevant provisions on the transfer of the major.

**Article 27** Transfer of the major shall not be considered under any of the following circumstances:

(1) Failure to enroll, register or study at university for one semester;

(2) Persons above the Third grade in the Institute (including third grade);

(3) The score of the college entrance examinations is lower than the minimum admission score of the year of the major to be transferred to;

(4) Those who are to withdraw from the university or to be expelled from the university;

(5) If the major is not allowed to transfer according to the state documents, including foreign language students, directed students, national defence students, art students, sports students, etc.;

(6) Other persons who are not eligible for major transfer after review by the Institute.

**Article 28** The detailed procedures and requirements for major transfer shall be governed by the Administrative Measures for Student Major Transfer of Chongqing Institute of Foreign Studies.

**Article 29** Students are generally expected to complete their studies at their own university. If a student is sick or has special difficulties that prevent him/her from continuing his/her study at the Institute, he/she can apply for university transfer.

**Article 30** No university transfer under one of the following circumstances:

(1) The student has not completed one semester of study;

(2) The third or the fourth-year students at the Institute;

(3) The results of thecollege entrance examinations are lower than the admission results of the same year of the relevant major to be transferred to;

(4) Transferring from a lower education level to a higher education level;

(5) The student is admitted through a special form of admission such as targeted employment and high-level sports player;

(6) The university to be transferred to and the Institute are in the same city;

(7) Interdisciplinary categories;

(8) The student is to be expelled from university;

(9) There is no justifiable reason for university transfer.

**Article 31** The detailed procedures and requirements for university transfer shall be governed by the Administrative Measures for Student Transfer of Chongqing Institute of Foreign Studies.

**Chapter VII Suspension and Reinstatement**

**Article 32** Students who apply for suspension or whom the Institute considers should be suspended may be suspended with the approval of the Institute, and the suspension period will be counted from the time the student is unable to attend regular classes.

**Article 33** Students can suspend for one year (two consecutive years with sickness approval) and may not exceed two years.

Students must suspend under one of the following circumstances:

(1) The suspension for treatment and recuperation exceeds one third of the total class period of one semester;

(2) Those who take a leave of absence for more than one third of the total class hours of one semester;

(3) The student applies for suspension themselves or the Institute considers it necessary for some special reasons.

**Article 34** Students who take a break from school to start a business should submit relevant supporting documents to the school, and after the approval of the school, report to the Academic Affairs Office for processing. Students who suspend university to start a business can appropriately extend their length of study, but the maximum length of study shall not exceed 8 years (including suspension and retention of university status).

**Article 35** Freshmen or students eligible for the Chinese People's Liberation Army (including the Chinese People's Armed Police Force) may undergo suspension of university and retain their university status until two years after retirement. During the period of retention of university status, the university and the army establish a partnership regarding the management of these students.

**Article 36** Students who are suspended shall retain their university status after the suspension procedures. Students who are suspended are not eligible for university student rights.

**Article 37** Relevant problems concerning suspended students shall be handled in accordance with the following provisions:

(1) Where a student is suspended due to illness or other reasons, the student shall submit relevant certificates and go through the suspension procedures according to the provisions of the Institute;

(2) Students who have suspended university due to illness should leave the university to recuperate and pay their own expenses except for the medical expenses according to the provisions of state documents;

(3) The Registered Permanent Residence of the suspended students shall not be moved out of the Institute.

**Article 38** Students who are reinstated shall be handled in accordance with the following provisions:

(1) Upon the expiration of the period of suspension, students shall submit a written application and relevant documents before the start of the semester;

(2) Students who have suspended due to illness must be diagnosed in a hospital to be able to participate in various teaching activities carried out by the Institute as normal;

(3) After reinstatement, the student must complete his/her studies according to the professional training program for the new grade. The enrollment and basic requirements are equivalent to or higher than the corresponding course of the new grade, the scores and credits of the courses will be recognized, and other credits not admitted can be counted as credits for public elective courses. For the courses required in the training program of the transferred grade but not yet studied, the student must obtain the credits through taking the course and passing the assessment within one year of transferring to the major.

**Chapter VIII Withdrawal/Dismissal from CIFS**

**Article 39** A student will be dismissed from the university under one of the following circumstances:

(1) The accumulative credits of unqualified courses reach 70% of the minimum total graduation credits stipulated in the talent training program;

(2) Those who fail to complete their studies within the prescribed period of study (including suspension of university or reservation of university status);

(3) Those who have completed the suspension or retention but have failed to apply for resuming study within the time limit prescribed by the Institute or whose application for reinstatement has not passed the examination;

(4) Those who are suffering from illness or are disabled and cannot continue their study at the university after being diagnosed by a designated hospital (Designated hospitals specifically refer to Grade III, Grade A hospitals, which are classified as medical institutions in accordance with China's current "Hospital Grading Management Measures" and other regulations, and are the highest level of hospital grading in mainland China);

(5) Those who have not participated in teaching activities stipulated by the Institute for two consecutive weeks without approval;

(6) Those who fail to register beyond the prescribed time limit of the Institute and fail to go through the procedures for deferring the registration;

(7) A student applies for withdrawal from the university and obtains the approval of the Institute and completes the withdrawal process of the Institute.

**Article 40** Students who withdraw from the university for the above reasons shall submit an application to the dean of the school for approval, then submit it to the Vice President in charge of teaching of review and approval According to the Institute’s withdrawal management regulations, the Institute will report the list of withdrawn students to the Student Affairs Office, and the relevant teachers will contact the students and their parents by phone to verify whether the students have withdrawn from the university and whether the parents agree. During this period, the information will not be disclosed to the public. After a student’s withdrawal is confirmed, the teacher in charge will promptly ask for instructions from the department leaders and the president in charge of the Institute and guide the student to go through the offline withdrawal approval procedures. After the completion of the procedures, the Student Affairs Office will send the withdrawal documents to the colleges, the Academic Affairs Office and the Financial Office for record.

**Article 41** The aftercare of the students shall be handled in accordance with the following provisions:

(1) Students who withdraw must complete the formalities of leaving school within two weeks after the notice of withdrawal is served or the announcement comes into effect, and their files and household registration shall be returned to their original place of residence;

(2) The school of the student shall issue a certificate of withdrawal after the student completes the formalities of leaving university;

(3) The course that the student has taken will be recognized, and the grades and credits will be truthfully recorded in the grade system and issued by the school of the student.

**Article 42** If a student has any objection to the handling of withdrawal, he/she may, within 10 working days from the date of receiving the notice of withdrawal, appeal to the Director of the Academic Affairs Office according to the Student Administrative Regulations of Chongqing Institute of Foreign Studies.

**Chapter IX Graduation, Completion and Noncompletion**

**Article 43** Students who have completed the prescribed contents of the teaching plan and met the graduation requirements morally, intellectually and physically within the period of study prescribed by the Institute shall be granted graduation and a graduation certificate. Those who meet the requirements for *Measures for the Implementation of CIFS in Awarding Bachelor's Degrees to Undergraduates* (5.9) shall be granted a bachelor's degree and issued a bachelor's degree certificate.

All schools shall conduct a comprehensive appraisal and examination of the graduating students with university status. The contents of appraisal and examination include moral, intellectual, physical and other aspects, and the emphasis should be placed on political consciousness, ideological consciousness, moral character, academic performance, study, work attitude and health status. For graduates who meet the graduation requirements, the school must fill in the "Graduate Qualification Examination Form" and submit it to the Teaching Information Section of the Academic Affairs Office. After the examination and verification by the Director of the Academic Affairs Office, the Form shall be submitted to the Vice President in charge of teaching and the President for approval.

**Article 44** If a student who has completed the contents of the teaching plan but fails to meet the graduation requirements, he/she shall complete the course and receive a certificate of completion and go through the formalities of leaving the Institute.

**Article 45** After graduating from the Institute, students can earn credits by passing the clearing examination within the maximum period of study. After the student completes all the credits required for graduation, a graduation certificate will be issued to replace the completion certificate. The date of graduation on the graduation certificate should be filled in according to the date of issuance. Students who have completed their studies over the longest period of study will not have their application for certificate replacement accepted.

**Article 46** After graduating from the Institute, students who have completed all the credits required for graduation within the maximum period of study can apply for a degree certificate in accordance with the relevant provisions of Administrative Measures for Graduation Certificate Renewal and bachelor’s degree Awarding for Graduates of Chongqing Institute of Foreign Studies.

**Article 47** Students who withdraw after completing one or more academic years will be awarded a Certificate of Incomplete Study after their application and approval by the school. Students who withdraw from the university before completing one academic year will be issued a Certificate of Practical Study after their application and verification by the school.

**Article 48** The Institute shall fill in and issue academic certificates strictly in accordance with the educational types and learning forms determined during enrollment.

**Article 49** The Institute strictly implements the electronic registration system for certificates of higher education, the information of the Graduation (Completion) Certificate issued shall be submitted to the provincial education department for examination and registration, and shall be submitted by the provincial education department to the National Ministry of Education for record each year.

**Article 50** No academic certificates shall be issued to the students who are enrolled in violation of the state enrollment regulations; the certificates of academic qualifications already issued shall be revoked and declared invalid by the provincial education department.

**Article 51** The school of the students is responsible for the issuance of academic certificates. The academic certificate cannot be reissued if it is lost or damaged. If it is accidentally lost, the Academic Affairs Office can, upon application, issue a replacement certificate, which has the same effect as the original certificate.

**Chapter X Student Enrolment Files**

**Article 52** The student status card is an important written basis for recording a student’s academic performance, political performance and identity. It is the student's original student status file. The student status card shall be managed according to the following methods:

(1) The student status card shall be uniformly managed by the Teaching Information Section of the Academic Affairs Office, and no one shall change it without approval;

(2) When students graduate, the student status cards shall be printed by the Teaching Information Department and transferred to the archives repositories;

(3) During the period at university, students may apply for correction of their basic information, which should be actioned by the Teaching Information Department after the application has been examined by the school, reviewed by the Academic Affairs Office and approved by the Vice President in charge;

(4) The certificates. awards and disciplinary records obtained by students during their university years shall be summarized by the teacher in charge and be added to their files after the approval of the dean of the student's school.