

**Appendix B-6 Regulations of Shanghai University of  
Engineering Science on Credit System**



## **Regulations of Shanghai University of Engineering Science on Credit System-Based Academic Status Management**

HU GONG CHENG JIAO [2019] No. 22

### **Chapter I General Provisions**

Article 1 To regulate the University in student management, maintain a normal education and teaching order, standardize student status management, protect students' legitimate rights and interests, cultivate socialist builders and successors with all-round development morally, intellectually, physically, and aesthetically, and ensure the quality of talents training, these Regulations are hereby formulated in accordance with the Education Law of the People's Republic of China, the Higher Education Law of the People's Republic of China, the Ministry of Education's Regulations on Student Management in Regular Institutions of Higher Education, and the Charter of Shanghai University of Engineering Science, combined with the credit system-based teaching management realities of the University.

Article 2 Students shall support the leadership of the Communist Party of China, study Marxism and Leninism, Mao Zedong Thought, and the theory of socialism with Chinese characteristics, thoroughly study the guiding principles of President Xi Jinping's important speeches, and his new concepts, new ideas, and new strategies for state governance, build strong confidence in the path, theory, system, and culture of socialism with Chinese characteristics, and foster a shared ideal of socialism with Chinese characteristics. Students shall establish the idea of patriotism, and have the spirit of unity, peace, hardwork, courage, and self-improvement. They shall strengthen their legal awareness and abide by the Constitution and laws and regulations, observe the civic moral standard, comply with the University's management systems, and have good moral qualities, behaviors, and habits. They



shall study hard, dare to explore and practice, and strive to master modern scientific and cultural knowledge and professional skills. They shall actively exercise for better physical and mental health, improve self-cultivation, and nurture a good aesthetic taste.

## **Chapter II Schooling System and Study Period**

Article 3 According to the relevant regulations of the Ministry of Education, the standard schooling system of the University for undergraduates is 4 years, and a credit system-based training plan is drawn up based on this. Students will be allowed to graduate after completing the various credits specified in the training plan within 3-6 years of study. Regardless of their length of study at the University upon graduation, the schooling system will be calculated as 4 years.

The standard schooling system for junior college students is 3 years, and a training plan is made based on this. Students will be allowed to graduate after completing the various credits specified in the training plan within 2.5-4 years of study. Regardless of their length of study at the University upon graduation, the schooling system will be calculated as 3 years.

Article 4 Students shall pay the tuition fees based on the credits of the courses actually taken in the year within the study period of the standard schooling system. The tuition fees shall be collected in advance at the beginning of the academic year according to the charging standard of each program, and refunded or supplemented afterwards according to the actual credits taken. For failed courses after make-up exams, fees shall be paid for re-study. The charging method shall follow the Measures of Shanghai University of Engineering Science for Credit System-Based Tuition Fees Collection Management.

## **Chapter III Enrollment and Registration**

Article 5 Freshmen admitted to the University in accordance with the national admission regulations must bring with them the admission notice and the relevant



certificates specified by the University when going through the enrollment formalities in accordance with the relevant requirements and the specified time limit of the University. Those who cannot register on time shall submit a written application to the secondary schools and colleges where they belong with the relevant supporting materials to postpone the registration. The postponement will take effect after being approved by the dean and recorded at the Admissions Office, with a maximum postponement period of two weeks. Those who fail to apply for a postponement, whose applications are disapproved, or whose postponement period is overdue, will be deemed to have waived their enrollment qualifications, except for legitimate reasons such as force majeure.

The University will conduct a preliminary review of the enrollment qualifications of the freshmen during the registration period, and handle the enrollment formalities and register the student status of those who pass the review. Those whose admission notices, candidate application information, files, and other supporting materials are found not to be consistent with their actual situations, or those who violate the national admission examination regulations, will lose their enrollment qualifications.

Article 6 Freshmen may apply to retain their enrollment qualifications. Freshmen will not have a student status during the retention period, which shall not exceed one year. Freshmen may apply to the University for enrollment before the expiration of the retention period, and may go through the enrollment formalities after such an application has been reviewed and approved by the University. Their enrollment qualifications will be cancelled if the University disapproves such an application. Those who fail to go through the enrollment formalities within the retention period without legitimate reasons such as delay due to force majeure, will be deemed to have given up their enrollment qualifications. The period of retention of enrollment qualifications is included as part of the study period at the University. In the case of



freshmen joining the army, such retention period will not be included in the years of study.

Article 7 After enrolling freshmen, the University shall conduct a re-check in accordance with the national admission regulations within three months. The contents subject to re-check are mainly as follows:

(1) Whether the admission formalities and procedures comply with the national admission regulations;

(2) Whether the admission qualifications obtained are real and comply with the relevant regulations;

(3) Whether the freshmen and their identity certificates match with their admission notices and candidate files;

(4) Whether the physical and mental health of the freshmen meets the physical checkup requirements of the programs or program categories they have applied for, and whether it can guarantee a normal study and life at the University;

(5) Whether the program-specific level of students admitted to special categories such as art and sports meets the admission requirements.

Those who are found with fraudulent acts during the re-check will lose the student status, and in severe cases, will be handed over by the University to the relevant authorities for investigation. Those who are found to be physically or mentally incompetent to study at the University during the re-check will be diagnosed by a hospital at or above Grade II Level A that is designated by the University, and may apply to retain their enrollment qualifications in accordance with the provisions of Article 6 if the hospital confirms the need to rest at home.

Article 8 At the beginning of each semester, students shall go through the registration formalities in accordance with the University's regulations. Those who cannot register as scheduled shall go through the formalities for deferred registration at the secondary schools and colleges where they belong and file with the Dean's



Office. Those who fail to pay tuition fees in accordance with the University's regulations or do not meet the registration requirements will not be registered. Students whose families have financial difficulties may apply for student loans or other forms of funding, and register after completing the relevant formalities.

#### **Chapter IV Training Plan and Course Selection**

Article 9 The credit system-based training plan is the basis for students to choose courses. Students of various types shall take courses in accordance with the requirements of the corresponding training plan.

Article 10 Credits are a unit measuring students' study load. The specific calculation method is as follows:

(1) In principle, every 16 class periods constitute 1 credit for theoretical teaching course, every 32 class periods constitute 1 credit for physical education, and every 20 class periods constitute 1 credit for a separate experiment course.

(2) 1 week of study constitutes 1 credit for centralized practice-based teaching, and for decentralized practice-based teaching, every 30 class periods constitute 1 week of study, and 1 week of study constitutes 1 credit, hence the total credits.

(3) For the work semester of "Cooperative Education", every 3 weeks constitute 1 credit, and a maximum of 2 credits may be granted for each work semester (usually 6-8 weeks).

(4) The courses in parentheses in the training plan are compulsory, but are not counted in the total credits.

Article 11 The University shall determine and announce the actual courses offered in each semester according to the training plan and the teaching resources. Students will choose courses in accordance with the University's relevant course selection management measures and plan the learning process independently.

Article 12 Course selection



(1) Students are recommended to keep the courses taken in each semester within 15-35 credits.

(2) A class will not be formed if the number of students is under 15 for each public basic course and each discipline-specific basic course, and under 10 for each specialized course. This also applies to the case where the number of re-study students is under 10.

(3) The courses selected by the students cannot be changed once they are confirmed. However, those who have failed a course and need to re-take it may change or quit the selected courses within the specified time at the beginning of each semester if there is a conflict of schedule.

Article 13 The qualifications for entering the graduation design (thesis) phase shall follow the Measures of Shanghai University of Engineering Science for the Management of Undergraduates' Graduation Design (Thesis).

### **Chapter V Assessment and Recording of Assessment Results**

Article 14 According to the provisions of the training plan, in addition to the total credits as required in the plan, students shall also complete the credits of all the compulsory courses in each module of the plan and the credits of the corresponding elective courses. All courses that students take in each semester must be assessed, and the assessment results will be recorded in the assessment results file and included in the student status file.

Article 15 All courses taken by students shall be assessed. Curriculum-based assessment may take various forms, such as closed book assessment, open book assessment, semi-open book assessment (with designated reference books), interview, comprehensive exercise, comprehensive design or experiment operation, papers, and reports. The assessment results shall be based on the performance in day-to-day homework, experiments, and other teaching procedures. The results of the curriculum-based assessment are determined by the final assessment and the usual



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scores. The details are determined by the department offering the corresponding courses (teaching and research section) before the courses begin, which will be communicated to the students after being approved by the secondary schools and colleges (teaching divisions). The assessment results are shown by a 100-point system or a 5-class (A, B, C, D, F) 10-grade (A, A-, B+, B, B-, C+, C, C-, D, F) system. A score of 60 points (D) or above is required for obtaining the credits for the course taken. Students' performance in physical education will be assessed comprehensively based on attendance, in-class teaching, extracurricular exercises, and physical health.

Article 16 In order to accurately reflect the degree and ability of students in mastering the knowledge in a course, credit Grade Point (GP) and Grade Point Average (GPA) are used to comprehensively evaluate the quality of students' learning.

### The relationship between assessment results and GP

Assessment results in a 100-point system	Grade of an assessment results	GP
100~90	A	4.0
89~85	A-	3.7
84~82	B+	3.3
81~78	B	3.0
77~75	B-	2.7
74~71	C+	2.3
70~66	C	2.0
65~62	C-	1.5
61~60	D	1.0
Under 60	F	0

### Calculation of credit GP and GPA:





Multiply the credits of a course by the GP of the course to obtain the credit GP of the course. The GPA of a student is obtained by dividing the sum of all the credit GP of the courses taken by the student by the total credits of the courses (regardless of course failure or not) taken by the student in the same period. The calculation method is as follows:

$$\text{GPA} = \frac{\sum(\text{GP of a course} \times \text{Credits of a course})}{\sum \text{Credits of a course}}$$

The GPA shall be calculated to 2 decimal places, and then rounded off to 1 decimal place. It is an indicator to measure the quality of students' learning. The GPA is calculated once every semester.

Article 17 For students who have won awards for outstanding graduation design (thesis), their final GPA will increase by 0.3 (the GPA has an upper limit of 4.0, and will be counted as 4.0 even if it exceeds 4.0).

Article 18 For a course that has been selected, the student must participate in all the teaching activities of the course, unless he is qualified for being exempted from taking and attending the course. Those who cannot participate on time shall ask for leave in advance and obtain approval in accordance with the Students Leave System of Shanghai University of Engineering Science. Those who are absent without good reason will be educated, and in severe cases, will be subject to corresponding disciplinary actions in accordance with the Measures of Shanghai University of Engineering Science for the Management of Disciplinary Actions against Student Violations.

Article 19 Students who cannot participate in the assessment as scheduled due to special reasons must apply to the secondary schools and colleges (departments) where they belong in advance and provide relevant supporting materials. The assessment may be postponed after the secondary schools and colleges (departments) have



reviewed and approved such applications. The postponed assessment will be conducted in the assessment of the same course at the following time. The assessment of each course may only be postponed once. The assessment of public elective courses cannot be postponed. Absence from the assessment without authorization will be regarded as absent, and the course will be marked with "Not present for assessment" and scored as zero. Students who are absent shall not participate in the normal make-up test.

Article 20 Students may apply to take other specialized courses of the University as minor or elective courses in accordance with the relevant regulations of the University, or apply to minor in or take specialized courses of other universities, and take open online courses recognized by the University. The course scores (credits) will be recognized after the University reviews and approves the courses.

Article 21 The University will truthfully and completely record and issue students' academic performance, and mark the assessment results obtained through make-up tests and re-study. Students who seriously violate the assessment discipline or cheat will be educated and subject to corresponding disciplinary actions according to the relevant regulations of the University, depending on the violation or cheating. The assessment result of the course will be marked as "Invalid" and the GP will be recorded as zero. Those who are given warnings, serious warnings, demerits, and probation due to violations of the assessment discipline will not be allowed to participate in the make-up test or re-study the course. Those who show repentance and behave well after being educated may have the opportunity to re-take the course after the punishment is lifted.

Article 22 Students' participation in innovation and entrepreneurship, social practice, publication of papers, patent granting, and other experiences and achievements related to their programs and academic requirements may be converted



into credits and counted as part of the academic performance. For details, please see the University's Implementation Measures for Second Classroom Credits.

### **Chapter VI Re-study, Exemption from Course Taking, and Make-up Test**

Article 23 Those who fail in a compulsory course must re-study the course if the make-up test is still a failure. The elective courses may be re-taken or changed. For a re-taken course (including the change of course due to assessment failure), tuition fees shall be paid based on credits. Those who fail in the re-study are allowed to pay for re-study again. The score of the re-studied course will be the actual score of the re-study. Those who are dissatisfied with the score of a course that has been successfully taken may also apply for a paid re-study.

Article 24 The time for re-taking a course shall be determined according to the actual status of the student. In the same semester, where there is a course with the same standard offered, the re-study student must be assessed at the same time and with the same papers as other students.

Article 25 Exemption from course taking. For students who transfer to another program, transfer from another university, transfer from another class, transfer from junior college to undergraduate programs, and re-take the college entrance examination and get admitted, if the courses they have taken have got credits that meet the program-specific teaching requirements, and if the score reaches 75 points (including 75 or the GP reaches 2.7 or above), the students may be exempted from taking the courses after having their transcripts and related materials reviewed and approved by the dean in charge of teaching and the Dean's Office, and the credits of the courses will also be recognized.

Article 26 Exemption from course taking is not allowed for ideological and political theory courses, physical education courses, experimental courses, internships, curriculum design, graduation thesis (design), and other practice-based teaching procedures. Students who have been proved by a hospital at or above Grade II



Level A to be unsuitable for physical education due to special physiological reasons may be exempted from taking the course. However, they must study, exercise, and participate in related sports in the health & fitness class arranged by the University and the Sports Division.

Article 27 Exemption from course attending. Students may be exempted from attending re-taken courses in the case of class schedule conflicts by filing applications and getting approved by the faculty members teaching the courses.

Those who are exempted must complete the homework and experiments, and participate in tests and assessments.

Article 28 Make-up tests. The University will organize make-up tests for relevant courses every semester. Students may attend the make-up tests if they have failed their course assessments. Students are not allowed to take make-up tests if they have not selected the corresponding courses, and those who miss the tests without good reason cannot take the make-up tests.

### **Chapter VII Change of Programs and Universities**

Article 29 Freshmen undergraduates of the University may apply for class transfer within the University in the second semester, and sophomore undergraduates may apply for a change of program within the platform in the fourth semester. For specific regulations, please see the Implementation Rules of Shanghai University of Engineering Science for Class Transfer within the University and Change of Program within the Platform. Students admitted through special programs, those subject to the relevant national regulations, or those who have reached clear agreements with the University before admission are not allowed to change programs.

Where the University needs to adjust certain programs depending on the development and changes of the society's demand for talents, the students are allowed to transfer to other programs.



Article 30 Generally, students shall complete their study at the university to which they are admitted. Those who are unable to continue their study at the University or cannot meet the requirements of the University due to illness or special difficulties or special needs may apply to transfer to other universities.

Article 31 Students are not allowed to transfer to other universities in any of the following cases:

- (1) Having enrolled for less than a semester or one year away from graduation;
- (2) The score of the college entrance examination is lower than the admission score of the relevant program of the recipient university for the same student source area in the corresponding year;
- (3) Transferring from a lower level of education to a higher level of education;
- (4) Admitted through targeted employment program;
- (5) There is no legitimate reason for transfer.

Article 32 The student himself shall apply for the transfer and explain the reasons. With the consent of the two universities, the recipient university shall be responsible for reviewing the transfer conditions and the related supporting materials. If it believes that the applicant meets its training requirements and that it is capable of training the applicant, it will approve the transfer upon the decision of the President's Office Meeting or a thematic meeting. Inter-provincial transfer requires the cooperation between the provincial administrative departments of education of the two places. The transfer formalities may be handled after the transfer conditions are confirmed. For those who need to transfer their registered permanent residence, the provincial administrative department of education of the recipient place shall copy the relevant documents to the public security agency where the recipient university is located.

## **Chapter VIII Suspension and Resumption of Schooling**



Article 33 Students who are diagnosed by a hospital at or above Grade II Level A to be in need of schooling suspension and recuperation due to injury or illness, may apply for suspension if the time required reaches one-third of the total class periods of a semester. Student may suspend schooling after being reviewed by the University's Outpatient Department and filing an application to the secondary school and college where he belongs with the relevant supporting materials, which shall be reviewed and approved by the dean of the secondary school and college and submitted to the Dean's Office for approval and issuance of a suspension notice.

Article 34 Student who needs to suspend his study due to health problems may suspend schooling after filing an application, which shall be reviewed and approved by the dean of the secondary school and college where he belongs and submitted to the Dean's Office for approval and issuance of a suspension notice.

Article 35 The years of suspension will be included in the years of study at the University, and every six months is a suspension period, which shall not exceed two years in total (one year in total for junior college students). Those who fail to go through the registration formalities after the expiration of the suspension will be deemed to have quit school. Students during suspension are not allowed to attend classes at the University without authorization and cannot obtain academic results and credits.

Article 36 The issues related to suspension of schooling shall be handled in accordance with the following provisions:

(1) The student in need of suspension shall file an application (with supporting materials such as illness certificate), which shall be reviewed by the secondary school and college (department) where he belongs and submitted to the Dean's Office for approval;

(2) Students during suspension do not enjoy scholarships;



(3) Students who suspend schooling due to illness shall go home for recuperation. The medical expenses reimbursement shall be handled in accordance with the relevant regulations;

(4) Students who suspend schooling shall pay for their own travelling expenses;

(5) The registered permanent residence of the student during suspension will not be transferred out of the University;

(6) Students must go through the suspension formalities at the relevant departments of the University within two weeks after the suspension is approved. They shall leave the University as scheduled after the Dean's Office issues the certificate of suspension.

**Article 37 Resumption of schooling.** When applying for schooling resumption, students who suspend schooling due to injury or illness must be diagnosed by a hospital at or above Grade II Level A, certifying that they have restored to health, and pass the re-check by the University's Outpatient Department before resuming school. Upon the expiration of the suspension, students shall apply to the University for resumption with the relevant supporting materials 2 weeks before the end of the semester before resuming school. Students are not allowed to sign up for examinations to enter other universities during retention of enrollment qualifications, retention of student status, and suspension of schooling.

**Article 38** For students enlisted in the People's Liberation Army of China (including the Chinese People's Armed Police Force), the University will retain their student status till 2 years after retirement.

For students who have joined inter-university joint training programs organized by the University, their student status will be retained when they study at the cooperative universities. Students shall establish management relations with the troops, universities, and other organizations they actually stay in during the retention of student status.



## **Chapter IX Bachelor's Degree with a Minor**

Article 39 In order to mobilize students' enthusiasm for learning, broaden their knowledge, and cultivate inter-disciplinary talents, the University implements a bachelor's degree system for program and minor subjects. Universities in the southwest area and Songjiang University Town jointly offer inter-university bachelor's degrees with a minor. Studying for a bachelor's degree with a minor generally starts from the third semester.

Article 40 Students who have the extra energy for study and have a GPA of no less than 2.0 for their program courses may apply to study for a bachelor's degree with a minor upon the consent of the secondary schools and colleges where they belong. University offering the bachelor's degree with a minor will select the best candidates based on its capability. Students who study for a bachelor's degree with a minor shall pay the course fees in accordance with the relevant regulations.

Article 41 Students studying for a bachelor's degree with a minor must obtain the credits of the compulsory courses and the distributional elective courses required by the training plan for their program within the prescribed period of study, as well as the corresponding credits of the courses specified in the training plan for the bachelor's degree with a minor.

Article 42 Students who have completed all the credits of the courses for the bachelor's degree with a minor will be granted the qualifications for such a degree and given a certificate for such a degree, which will be recorded in their student status files for employers' reference.

Article 43 Matters concerning studying for a bachelor's degree with a minor shall follow the Measures of Shanghai Songjiang University Town for the Management of Student Status of Students Studying for a Bachelor's Degree with a Minor, Measures of Shanghai Songjiang University Town for the Management of Studying for a Bachelor's Degree with a Minor, Trial Measures of Universities in Southwest





Shanghai for the Management of Studying for an Inter-University Bachelor's Degree with a Minor, and Measures of Universities in Southwest Shanghai for the Management of Student Status of Students Studying for an Inter-University Bachelor's Degree with a Minor.

### **Chapter X Termination of Schooling**

Article 44 The University may terminate schooling for students in one of the following cases:

(1) Those who fail to complete their study within the prescribed study period of the University;

(2) Those who fail to file applications for resuming school within the prescribed time limit or deemed disqualified for school resumption during the re-check upon the expiration of suspension or retention of student status;

(3) Those who cannot continue their study at the University due to illness or accidental disability, as diagnosed by a hospital designated by the University;

(4) Those who fail to participate in the teaching activities prescribed by the University for two consecutive weeks without approval;

(5) Those who fail to register within the prescribed time limit of the University and fail to go through the formalities for registration postponement;

(6) Other circumstances leading to failure in completing the study and termination of schooling as prescribed by the University;

Where a student himself applies for termination of schooling, the application shall be reviewed and approved by the University before handling the termination formalities.

Article 45 Students shall complete the formalities for leaving the University within 15 working days upon receiving the school termination notice, after which they will be given a school termination certificate and a school non-completion certificate.



The files of the dropped-out students shall be returned by the University to their home locations, and their registered permanent residence shall be transferred back to the places of the originally registered permanent residence or the locations of their household registration according to the relevant national regulations.

### **Chapter XI Graduation, Completion, and Non-completion**

Article 46 Students with formal student status will be allowed to graduate and given a graduation certificate before leaving the University if they have completed the content specified in the training plan within the prescribed study period of the University, obtained acceptable scores, and met the graduation requirements. Those who qualify for a bachelor's degree will be awarded a bachelor's degree certificate. Students who have completed the content specified in the training plan ahead of schedule and obtained the required credits for graduation may apply for early graduation.

Article 47 Where a student has completed the content specified in the training plan within the prescribed study period of the University and has failed the assessment of some courses, including the graduation design (thesis) and practice, he will be allowed to end his study and given a certificate of completion.

Article 48 Undergraduates who have studied at the University for 6 years and junior college students who have studied for 4 years will be given a certificate of non-completion if they have not completed all the courses specified in the training plan.

In the case of completion and non-completion, students will not have the opportunity to take make-up tests, re-take courses, redo graduation thesis (design), redo the oral defense, or get other certificates.

Article 49 Where the academic certificate and degree certificate are lost or damaged, the corresponding certification document will be issued by the University



after the student files an application for the verification by the University. The certification document has the same effect as the original certificate.

## **Chapter XII Study Certificates Management**

Article 50 The University shall fill in and issue academic certificates, degree certificates, and other study certificates in strict accordance with the types of schooling and study forms determined at the time of admission, as well as the personal information filled by students for admission.

If a student changes his name, date of birth, and other personal information that needs to be filled in the certificates, he shall provide reasonable and sufficient reasons, as well as the legally effective supporting documents that will be verified by the University. Upon verification, such changes will be reported to the Education Committee for updating.

Article 51 The University will revoke the student status of those who have obtained their enrollment qualifications or student status in ways that violate the national admission regulations, and will not issue to them academic certificates or degree certificates. The University will revoke the academic certificates and degree certificates that have been issued. The University will, according to laws, revoke the academic certificates and degree certificates if they have been obtained by cheating, plagiarism, copying, or other academic misconduct or other improper means.

If the revoked academic certificates and degree certificates have been registered, the University will cancel the registration and report it to the administrative department of education to declare it invalid.

### **Bachelor's degree**

Article 52 The award of a bachelor's degree shall follow the Working Rules of Shanghai University of Engineering Science for the Award of a Bachelor's Degree.

## **Chapter XIII Supplementary Provisions**



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Article 53 These Regulations apply to full-time undergraduates and junior college students and will come into effect on November 1, 2019. If there are special regulations on the management of Chinese students from Hong Kong, Macao, and Taiwan, as well as on the management of international students, the special regulations shall be implemented; if there are no special regulations, these Regulations shall be referred to.

Article 54 The Dean's Office shall be responsible for the interpretation of these Regulations.