



# 南方科技大学研究生院文件

南科大研究院发〔2021〕10号

---

## 关于印发《南方科技大学研究生学籍管理规定》 的通知

各培养单位：

经2021年第235次校长办公会研究决定，即日起发布实施《南方科技大学研究生学籍管理规定》，请各单位遵照执行。

特此通知。

附件1.《南方科技大学研究生学籍管理规定》

培养单位：教务

发布日期：2021年12月18日

南方科技大学研究生院



南方科技大学研究生院

2021年7月21日



(联系人：黄知涵；联系电话：88015842)

抄送：各培养单位

南方科技大学研究生院

2021年7月21日印发

# 附件 1

## 南方科技大学研究生学籍管理规定

### 第一章 总则

**第一条** 为全面贯彻国家教育方针，维护学校正常的教育教学秩序，提高研究生培养质量，依照教育部《普通高等学校学生管理规定》（中华人民共和国教育部令第 41 号），结合我校实际，制定研究生学籍管理规定。

**第二条** 本规定适用于我校自主培养和联合培养的各类研究生。

### 第二章 入学与注册

**第三条** 按照国家招生规定录取的研究生新生，需在规定时间内缴纳各项费用并凭录取通知书等有关材料到校报到。因故不能按期报到者，应事先向其所在培养单位请假，并提交相关证明（因病请假必须附二级甲等以上医院证明），由培养单位在规定时间内报研究生院备案。请假时间一般不超过两周，未请假或请假未获批准逾期两周以及请假期满不报到者，除因不可抗力等正当事由以外，视为自动放弃入学资格。

参加我校与境外大学联合培养研究生项目（仅限第一学期在境外就学）者，其新生报到程序遵照合作大学规定执行。因故不

能按时报到者，应同时向南方科技大学和合作大学提出延迟入学的申请，申请获批后，方可按照当年度入学资格延迟入学。如未提出延迟入学申请或者申请未获批者，将取消联培资格。

**第四条** 学校在报到时对新生入学资格进行初步审查，审查合格者办理入学手续，予以注册学籍。审查发现新生的录取通知书、考生信息等证明材料，与本人实际情况不符，或有其他违反国家招生考试规定情形的，取消入学资格。

**第五条** 新生入学后，学校在3个月内按国家招生规定对其进行复查。复查内容主要包括以下方面：

- （一）录取手续及程序等是否合乎国家招生规定；
- （二）所获得的录取资格是否真实并合乎相关规定；
- （三）本人及身份证明与录取通知、考生档案等是否一致；
- （四）身心健康状况是否符合报考专业或者专业类别体检要求，能否保证在校正常学习、生活；
- （五）艺术、体育等特殊类型录取新生的专业水平是否符合录取要求。

（六）除经学校认可的跨校联合培养外，同一时段，全日制研究生只允许注册一个全日制学籍。

复查中发现学生存在弄虚作假、徇私舞弊等情形的，确定为复查不合格，应当取消学籍。情节严重者，学校将移交有关部门调查处理。



复查体检中发现学生身心状况不适宜在校学习，经二级甲等以上医院诊断，需要在家休养的，按照第六条的规定保留入学资格。

**第六条** 新生因特殊原因不适宜在校学习者，最长可申请保留入学资格1年。保留入学资格期间不具有学籍，不享受在校研究生待遇。保留入学资格期间出现重大违法违纪行为等影响恶劣者，将不得申请入学。

新生保留入学资格期满前应向学校申请入学，经学校审查合格后，办理入学手续。审查不合格者，取消其入学资格。逾期两周未办理入学手续且未有因不可抗力延迟等正当理由者，视为自动放弃入学资格。

**第七条** 每学年开学前，研究生应按规定缴纳一学年学费、住宿费等。每学期根据校历时间到校并办理注册手续，因故不能如期注册者，必须事先履行请假手续，未经请假逾期两周不报到注册者做退学处理。

家庭经济困难的学生可以申请助学贷款或其他形式资助，办理有关手续后注册。

参加我校与境外大学联合培养研究生项目者，在项目规定必须在境外学习的学期期间，注册手续遵照合作大学规定执行。因故不能按时返校者，应提前1个月向南方科技大学提交延迟返校申请，延迟返校期限最长为6个月，申请批准后，方可延迟返校。

未申请或者申请未被批准者，将暂时停止或取消其奖助学金的发放。

### **第三章 学籍异动管理**

#### **第一节 转导师**

**第八条** 研究生一般不可转导师。如因导师出国、退休、离职以及其他特殊原因必须转导师的，可申请转导师。研究生转导师应经所在培养单位和转出、转入导师同意，报研究生院审批。

#### **第二节 博士生转硕士生**

**第九条** 博士研究生完成培养方案和培养计划规定的全部课程学习（不包括 seminar），但未通过培养方案中规定的考核环节者，可申请转为硕士研究生继续学习（具体参见南方科技大学研究生培养相关规定）。

境外联培项目的博士生原则上不得转入我校或合作大学的硕士生项目。

**第十条** 博士生转硕士生的申请，由本人提出，须经博、硕导师、所在培养单位、学科分委会、学院同意，报研究生院审批。直博生和普通招考博士生转硕士生原则上只能在本学科进行，已获得现所学学科硕士学位的普通博士生，不可转为硕士生。硕博连读生转硕士生应转回硕博连读前的学科继续攻读硕士学位。转入硕士学程后需遵照硕士研究生培养方案要求完成学业，按入学

时间归入同期硕士生年级，超过硕士研究生基本学习年限者按延期计算。

### **第三节 转学科**

**第十一条** 研究生应在录取学科完成学业，如因学科调整等特殊原因需要转学科的，可申请转学科。研究生转学科后，需要完成转入学科课程学习等培养环节。

转学科研究生的学习年限原则上按原学科入学时间计算，不得因转学科而超过最长学习年限。

**第十二条** 研究生入学未满一年者，原则上不得转学科。研究生在学期间只允许办理一次转学科事宜。研究生转学科应经转出和转入学院、培养单位、学科、导师同意，并经转入培养单位考核（通过）后，报研究生院审批。以境外联合培养方式录取或者录取前与学校有明确约定的，不得转学科。

转入学院须对所有转学科的研究生信息进行为期 5 个工作日的公示。考核过程中的相关影像及文字资料至少留存 5 年，做到程序规范、过程清楚、手续完备。

### **第四节 转学**

**第十三条** 研究生一般不得转学。如确因患病或确有特殊困难（等不可抗力因素时），无法继续在本校学习或者不适应本校学习要求的，可以申请转学。有下列情形之一的，不得转学：

（一）入学未满一学期或者毕业前一年者；

（二）录取成绩低于拟转入学校相关学科同一生源地相应年份录取成绩者；

（三）由低学历层次转为高学历层次者；

（四）研究生拟转入学校、学科的录取控制标准高于其所在学校、学科者；

（五）以境外联合培养方式录取的研究生不得转入合作大学的其他项目；

（六）录取前与学校有明确约定者；

（七）正在休学或保留学籍者；

（八）无正当理由者。

学生因学校培养条件改变等非本人原因需要转学的，学校应当出具证明，由所在地省级教育行政部门协调转学到同层次学校。

**第十四条** 学生转学由本人提出申请，经导师、培养单位负责人、所在学院及研究生院签署意见，经我校和拟转入学校同意，由转入学校负责审核转学条件及相关证明，认为符合本校培养要求且学校有培养能力的，经校级会议研究决定可以转入，方可办理转学手续。

跨省转学的，须由转出地省教育行政部门商转入地省级教育行政部门，转学条件确认后办理转学手续。须转户口的由转入地



省级教育行政部门将有关文件抄送至转入学校所在地的公安机关。

我校按照国家有关规定办理转学，对转学情况及时进行公示，转学完成后3个月内，由转入学校报所在地省级教育行政部门备案。

## **第五节 休学与复学**

**第十五条** 研究生可以分阶段完成学业，应当在我校规定的最长学习年限（含休学）内完成学业。研究生申请休学或者学校认为应当休学者，由学校批准后，可以休学。研究生休学可以自然月为单位进行申请。在学期中申请休学者，该学期所有修读课程按退课处理，此类退课不计入成绩单。每学期复习考试周的前一教学周及以后申请休学者，原则上该学期所有修读课程将不予退课。休学期满后仍不能复学的，可继续申请休学，休学时间累计不超过一学年。

**第十六条** 研究生有下列情况之一者，应办理休学手续：

（一）因身心健康原因不宜在校学习的（在校正常学习、生活），经学校指定医院或二级甲等以上医院诊断，需休学治疗调养者；

（二）一学期累计请假超过一个月以上者；

（三）研究生因生育需要者

（四）不能坚持正常学习者；

（五）因其他特殊原因，经导师和所在培养单位认为必须中断学业者。

**第十七条** 研究生休学，由本人提交申请并附相关证明，经导师、所在培养单位同意，报研究生院审批后，办理休学。休学学生须办理离校手续。休学期间，学籍保留，但不享受在校研究生待遇，学校对其行为不承担任何法律责任。因病休学研究生的医疗费按照国家及当地的有关规定处理。

**第十八条** 研究生申请复学，应于休学期满前两周，由本人提出复学申请，经导师、培养单位签署意见，报研究生院审批。因病休学者，需附二级甲等以上医院提供的健康证明，经学校指定医院复查体检后，准予复学。在规定时间内不办理复学或者继续休学手续者，视为放弃学籍，按退学处理。研究生休学期间违法乱纪者，将取消复学资格。

## **第六节 停学与复学**

**第十九条** 因参军入伍、创业原因无法在校学习者，可办理停学手续。停学期间，不享受在校研究生待遇，学校对其不承担任何法律责任。

因创业原因停学，最长不超过两学年。

新生和在校研究生应征参加中国人民解放军（含中国人民武装警察部队）者，可凭入伍通知书办理保留入学资格或停学等手续。学生保留入学资格或者停学期间，与其实际所在的部队、学

校等组织建立管理关系。

**第二十条** 停学期满须办理复学手续，逾期不提出复学申请者，将按取消入学资格或者退学处理。研究生停学期间违法乱纪者，将取消复学资格。

参军入伍者，学校保留其入学资格或者学籍至退役后 2 年，研究生在其退役后 2 年内可申请复学，并按复学的有关规定办理手续。

## **第七节 退学**

**第二十一条** 研究生有下列情形之一的，予以退学：

（一）不能按期毕业且未提出延期毕业申请者或申请未获批准者；

（二）超过学校规定的最长学习年限者；

（三）经重修或改修后仍有两门次课程考核不合格者；

（四）在读期间累计两次受到“学业警示”者；

（五）培养考核环节未达到学校相关规定要求且未以其他方式分流者；

（六）连续三周及以上未参加培养单位、导师或学校培养方案规定的教学科研活动，且未履行请假手续者；

（七）休学、停学期满，在学校规定期限内未提出复学申请或者申请复学经复查不合格者；

（八）经学校指定医院诊断，患有身心疾病或者意外伤残无



法继续在校学习者；

（九）擅自离校超过两周、假期逾期两周不返校者；

（十）超过学校规定的期限未注册，且又无正当事由者；

（十一）出国或出境的研究生，未经学校批准或未经学校批准延期逾期未归者；

（十二）经学校同意，本人申请退学者；

（十三）档案存在弄虚作假、缺少关键材料等情况者；

（十四）未按照学校规定缴纳学费，且未办理相关资助手续者；

（十五）学校认定应予退学者。

**第二十二条** 予以退学的研究生，培养单位需提前书面告知研究生作出决定的事实、理由和依据，如研究生对退学处理有异议，可在接到通知后的 10 个工作日提出申诉。退学的研究生，不得申请复学。

退学处理决定书由培养单位直接送达研究生本人，研究生拒绝签收的，以留置方式送达；已离校的，可以采取邮寄方式送达；难于联系的，采用公告方式送达。

研究生取消学籍的处理程序参照退学处理程序执行。

**第二十三条** 退学研究生，应当在退学批准或接到退学决议书后一周内办理退学手续离校。

**第二十四条** 退学研究生，在校学习时间满1年，做肄业处理，发肄业证书；未满1年，发学习证明。

退学学生应在退学决定下达之日起三个月内将档案转出，否则其档案由学校退回其家庭所在地，户口按照国家相关规定迁回原户籍地或者家庭户籍所在地。退学研究生，自退学材料递交之日起停发奖助学金。

**第二十五条** 境外联培项目学生如退出联培项目，须在我校及合作大学同时办理退学手续。

## **第四章 请销假**

**第二十六条** 研究生离校、出国（境）或者在校期间因故不能参加正常教学和科研活动，必须事先请假；研究生请假期满，必须按时销假。

## **第五章 毕业、结业**

**第二十七条** 研究生基本学习年限（不含休学时间）：硕士生为2年或3年；硕士起点博士生为4年；直博生和硕博连读生为5年。

授予南方科技大学学位的研究生最长学习年限（含休学时间）：硕士生为5年；博士生为8年。

授予联合培养大学学位研究生的最长学习年限，参照联合培养大学的相关规定执行。

研究生应征参加中国人民解放军（含中国人民武装警察部

队），服兵役期间不计算在学习年限内。

研究生因创业原因停学的，停学时间不计算在学习年限内。

**第二十八条** 研究生在学校规定学习年限内，修完培养方案及培养计划规定内容，成绩合格，完成学位论文等培养环节，并通过答辩，达到学校毕业要求的，准予毕业并颁发毕业证书。符合学位授予条件的，颁发学位证书。

**第二十九条** 研究生提前完成培养计划中规定的全部课程，且成绩优秀，完成了培养方案中所有培养环节，且满足各培养环节相关要求，可以申请提前毕业，一般提前时间最多 1 年。

**第三十条** 研究生在学校规定学习年限内，修完培养环节规定全部内容，仅学位论文环节审查未通过或答辩未通过，满足学校毕业审查各项要求，达到学校结业要求的，准予结业，发结业证书。结业的研究生，可在学校规定的申请学位最长年限内再次向学校申请学位论文送审及答辩环节。答辩通过后，在学习年限内的可换发毕业证书，毕业证书日期按照答辩通过日期填写，符合学位授予条件的可授予相应学位。

**第三十一条** 研究生在基本学习年限内已修完全部课程，但未能完成其他学业要求者，可申请延期毕业，其学程不超过最长学习年限，研究生在规定的最长学习年限内未能完成学业，不能再申请延期。



延期毕业研究生，以学期为单位申请，应按学校规定缴纳延期期间学费、杂费等。延期期间，不再参加学校各类奖助学金评定。

**第三十二条** 对毕业、结业、退学的研究生，自相应批准之日起，其学籍状态自行终止，终止后学校对其行为不承担任何法律责任。

## **第六章 学业证书管理**

**第三十三条** 学生在校期间变更姓名、出生日期等证书需填写的个人信息的，应当有合理、充分的理由，并提供有法定效力的相应证明文件。

**第三十四条** 学校按照高等教育学籍学历电子注册管理制度及相关规定完成学生学籍学历电子注册。

**第三十五条** 对违反国家招生规定取得入学资格或者学籍的，取消其学籍，不发学历证书、学位证书。对已发的学历证书、学位证书，学校予以撤销。对以作弊、剽窃、抄袭等学术不端行为或者其他不正当手段获得学历证书、学位证书的，学校依法予以撤销。

被撤销的学历证书、学位证书已注册的，学校予以注销并报教育行政部门宣布无效。

**第三十六条** 学历证书和学位证书遗失或者损坏，经本人申请，学校核实后，出具相应的证明书。证明书与原证书具有同等效力。

## **第七章 奖励和处分**

**第三十七条** 按照国家和学校的有关规定，对于品学兼优的研究生或在某方面表现突出的优秀研究生，按照有关规定给予表彰和鼓励。

**第三十八条** 研究生应遵纪守法、严格遵守学校的各项规章制度，自觉维护教学科研秩序和生活秩序。学校对有违法、违规、违纪、违反学校章程行为的研究生，按照《南方科技大学研究生违纪处分管理细则（试行）》和相关规定视情节轻重给予纪律处分。有多种违纪行为的，按其中规定的最重纪律处分种类予以处理。

**第三十九条** 研究生如果对学校给予其处分决定持有异议，按照《南方科技大学研究生申诉管理细则》有关规定进行申诉。

## **第八章 附则**

**第四十条** 本规定自公布之日起施行。本校原有相关规定与本规定有不一致的，以本规定为准。

**第四十一条** 本规定由南方科技大学研究生院负责解释。

# Appendix I

## Southern University of Science and Technology

### General Regulations Governing Graduate Studies

#### Chapter One General Statement

**Article 1** The General Regulations Governing Graduate Studies (the “Regulations”) are formulated in accordance with the *Provisions on the Administration of Students in Regular Institutions of Higher Education* (Order No. 41 of the Ministry of Education of the People’s Republic of China), as promulgated by the Ministry of Education and with the consideration of the current situation of Southern University of Science and Technology (the “University” or “SUSTech”), for the purpose of implementing national educational policies, keeping educational and teaching activities in order, and improving the outcome of graduate study.

**Article 2** The Regulations applies to all graduate students studying on programs offered by the University and/or joint programs with overseas universities.



## **Chapter Two   Registration and Enrollment**

**Article 3**   Students who have been offered admission in pursuance of the relevant admission provisions of the state are required to settle all of the fees and register at the University campus with their admission letters and any other relevant documents by the prescribed deadlines. Students unable to register on or before the deadline must request an extension of registration deadline and submit sufficient evidence (in the case of ill-necessitating absence, applicants must attach a medical certificate issued by a hospital of Grade 2A or above) in advance to the department concerned. The department will report the request within the prescribed time frame to the Graduate School. The registration deadline will typically be extended by two weeks maximum. Failure to submit a request or receive approval, or failure to register by the extended due date, or within the maximum extension period of two weeks, will be regarded as the student having automatically declined the offer unless a force majeure event occurs or there is any other legitimate reason.

Students who have been offered admission to joint programs and are to start their first semester at an overseas partner university must comply with the regulations of the partner university on registration procedures. In the case of any delay because of exceptional circumstances, students are

required to apply for late registration to both SUSTech and the relevant partner university. Students who receive approvals are granted permission for late registration with the admission qualifications of the current academic year. Failure to apply for late registration or to receive approval may result in ineligibility for registration.

**Article 4** At the time of registration, the University will examine the admission qualifications of newly-admitted students. Students who pass the verification are eligible for registration and enrollment. However, in the case of inconsistency between the actual information of the student and any of the supporting documents (admission letter, candidate details, etc.), or in the event of any breach of the national regulations on examination and admission, the student will not be eligible for registration.

**Article 5** The University will review the qualifications of the new students within three months of the date of registration to ensure:

- a) The admission procedures are in line with the national regulations;
- b) The admission qualification is valid and compliant with relevant regulations;
- c) The identity document of the student is consistent with the information on the admission letter, candidate documentation,

etc.;

- d) The mental and physical condition of the student satisfies the normative health requirements of the major or the category of the major they applied to, and that they are able to study and live normally during their study period at the campus;
- e) The expertise level of newly admitted students majoring in fine arts, physical education, or any other particular subjects meets admission requirements;
- f) Within the same study period, full-time graduate students may register for only one full-time program, excluding joint programs approved by the University.

During the review period, students who are found to be cheating, undertaking malpractice, or any other misbehavior will be regarded as failing the review, which, once confirmed, will lead to termination of registration. For severe cases, the University will report to the relevant authorities for investigation.

For students who are found in the physical examination during the review that their mental and/or physical conditions are inappropriate for graduate study, and this has been confirmed by a hospital of Grade 2A or above that the student needs to rest at home, their admission qualifications may remain valid as provided in Article 6.

**Article 6** New students deemed not ready for on-campus study due to exceptional reasons may apply for a leave of absence with their admission qualifications retained for up to one year. During this period, they will remain unregistered at the University and are not eligible for the rights of registered students. In the case of a severe violation of law and/or rules during this period, the student will not be eligible to apply for registration.

Students are required to apply for registration when or before the leave is due and complete the registration procedures after their qualifications have been examined and approved by the University. Students who do not meet admission requirements will be denied registration. Students who fail to complete registration procedures within two weeks of the registration deadline without reasonable justifications (force majeure event, etc.) will be regarded as automatically declining the offer.

**Article 7** Students are required to settle the prescribed tuition and accommodation fees etc., of one academic year before a new academic year begins and complete registration procedures in person each semester based on the University's academic calendar. Students who

fail to register on time due to exceptional circumstances must apply for a leave of absence in advance. Students who fail to register two weeks after the registration date without application are regarded as having withdrawn from the University.

Economically disadvantaged students may apply for student loans or other forms of financial aid. However, the relevant procedures must be completed before registration.

Students who study on joint programs with overseas universities must observe the registration rules prescribed by the partner university. Those who fail to return to SUSTech and register on the specified dates should apply for a deferment for a period not exceeding six months. Such an application should be made one month in advance for approval. Students without an application or whose application is rejected will lead to suspension or cancellation of their stipends (if any).

## **Chapter Three    Change of Student Status**

### **Section 1 Change of Supervisor**

**Article 8**    Change of supervisor is normally not permitted. However, exceptions such as going abroad, retirement, and resignation of a supervisor will be considered. A student's request for a change of supervisor must be approved by the department and by the original and new supervisors before being reported to the Graduate School for authorization.

### **Section 2 Transfer from Doctoral to Master's Program**

**Article 9**    Doctoral students who have completed all of the prescribed courses (except seminars) but fail to pass the examinations prescribed in their programs may apply for a transfer to master's programs (specific requirements can be found in the study scheme of graduate programs of SUSTech).

Doctoral students of joint programs are normally not allowed to transfer to master's programs of either SUSTech or the partner university.



**Article 10** The application for transfer from a doctoral to a master's program must be submitted by the applicant and must be approved by his/her supervisors, the department, the discipline committee and the college/school before being reported to the Graduate School for review. For both regular doctoral programs and master's/doctoral combined programs, a transfer is only allowed within the same discipline. Doctoral students who have obtained a master's degree and are studying on regular doctoral programs shall not transfer to another program in the case that this program falls in the same discipline as their master's degree. Students transferred from a master's/doctoral combined program to a master's program shall continue studying in the discipline of their previous master's program. After the transfer, they should complete their studies in accordance with the requirements prescribed in the master's program and study under the scheme of the master's program. The period of study completed before will be transferred. If it is longer than the normative study period of the new program, students should apply for an extension.

### **Section 3 Transfer of Discipline**

**Article 11** Students should complete studies in the discipline they were enrolled in, unless in exceptional circumstances (e.g. reorganization

of a discipline). After transferring to a new discipline, such students should complete all the courses and training components of the new program.

In principle, the period of study completed in the original program will be carried over to the new program, and the cumulative time should not exceed the prescribed maximum program duration.

**Article 12** Students who have studied for less than one year after registration are normally not allowed to transfer to another discipline. Transfer of discipline is allowed only once during a student's entire study period. Upon approval of colleges/schools, departments, disciplines, and supervisors that the students wish to transfer to/from, and in the case that applicants pass the assessment of the department they wish to transfer to, the application will be reported to the Graduate School for review and approval. Applicants who were admitted to joint programs with overseas universities or had explicit agreements with the University prior to admission are not allowed to change discipline.

To ensure validity and transparency of the assessing process, the new department should keep the information of all the graduate students who have applied for change of programs known to the public for five working days and reserve the video/audio recordings and relevant written documents for a minimum period of five years.

## **Section 4 Transfer to Another University**

**Article 13** Transfer to another university is normally not permitted for graduate students; exceptions for unavoidable causes such as illness will be considered. The request for transfer will not be approved under any of the following circumstances:

(a) The applicant has been enrolled for less than a semester or is in her/his final academic year before graduation;

(b) The applicant cannot satisfy the admission requirements then specified by the new university for the province where his/her hukou (registered permanent residence) is located;

(c) The student applies for a more advanced degree;

(d) The new university and program have higher admissions standards than those of SUSTech;

(e) The applicant is under a joint graduate program with an overseas university and requests a transfer to another program at the partner university;

(f) The applicant has an agreement with SUSTech before admission;

(g) The applicant is currently on leave status or on inactive registration status.

(h) Any other situation that is not justifiable.

Any request for transfer due to program change or other issues of SUSTech will be certified by the University, and the provincial education authorities should identify another university with similar quality for the student.

**Article 14** Request for transfer to another university should first be raised by the student, and be approved by SUSTech with the permission of his/her supervisor, the department, the college/school, and the Graduate School. Then, the new university will examine the qualifications of the applicant and make the final decision in consultation with related faculties before initiating the transfer procedures.

Inter-provincial transfer procedures should be administered by education authorities of both provinces. For those in need of relocation of hukou, the provincial education authority at the destination shall further send a copy of necessary materials to the local Public Security Bureau.

SUSTech will make the information known to the public while going through the transfer procedures. Upon completion of the transfer, the new university will report to the local education authority in three months.

## **Section 5 Leave of Absence and Reinstatement**

**Article 15** A leave of absence can be granted when a student submits an application or is deemed by the University unable to continue his/her studies. Students should complete program requirements within the prescribed maximum time limit (duration of leaves included) set by the degree program. The duration of a leave of absence can be on a monthly basis. If a student requests a leave of absence during an ongoing semester, the courses he/she has taken in the preceding sessions will be canceled and will not be posted to the transcript; if such a leave is requested one week before or during the week of final exams, the courses he/she has taken in the preceding sessions will normally be retained. A leave of absence can be extended, but the cumulative leave duration should not exceed one academic year.

**Article 16** Students should request a leave under any of the following circumstances:

(a) A student is considered unable to pursue on-campus studies due to his/her mental and/or physical condition and this has been confirmed by the hospitals designated by the University or any hospital of Grade 2A or above;

(b) The student has taken authorized breaks in a semester for more than one month in total;

- (c) Maternity leave;
- (d) A student is unable to continue his/her normal study;
- (e) Any other situation where a student is advised to discontinue studies by his/her supervisor and the department concerned.

**Article 17** Students who request a leave of absence should apply with relevant supporting documents. The application should be first endorsed by his/her supervisor and the department concerned and then reported to the Graduate School for approval. Students on leave should complete all campus check-out procedures before the leave period starts. Students on an approved leave retain their admitted student status, but they are not registered and thus have no rights and privileges of registered students. The University shall not assume any legal responsibility for their behavior. Medical expenses of students on sick leaves should be handled according to relevant regulations of the local government and the state.

**Article 18** Applications for reinstatement should be submitted to the Graduate School for approval with the endorsement of the student's supervisor and the department concerned two weeks before the leave period ends. For students who have taken a sick leave, they need to provide a certificate of good health endorsed by a hospital of Grade 2A or



above. Then, the University will arrange a hospital to check their health conditions. They will be reinstated if the result is confirmed. Students failing to apply for resumption of study or an extension of leave will be considered to have withdrawn from the University. Any violation of law or regulations during the leave of absence shall result in cancellation of the student's reinstatement eligibility.

## **Section 6 Suspension and Reinstatement**

**Article 19** Students unable to study on campus for military service or entrepreneurship reasons may apply for a suspension of study. Those on a suspension have no rights and privileges of registered students, and SUSTech will not assume any legal responsibility for their behavior.

The period of suspension for engaging in entrepreneurship is limited to two academic years.

Newly admitted students who are enlisted in the Chinese People's Liberation Army (the Armed Police Force included) may provide their enlistment notice and apply for retention of admission qualification; current graduate students may apply for a suspension. During the retention or suspension period, the students need to establish management relations with the troops, the University, and other related organizations.

**Article 20** Requests for reinstatement should be made before the suspension period ends. Students failing to do so are disqualified from registration or considered to have withdrawn from the University. Any violation of law or regulations during the suspension will defy the possibility of reinstatement.

SUSTech will retain the enlisted students' admission qualification or admitted student status for two years after their discharge.

## **Section 7 Withdrawal**

**Article 21** Students will be withdrawn from the University if they:

(a) fail to graduate on prescribed dates without any application for extension or extensions are denied;

(b) fail to complete their studies within the maximum period of study as prescribed by the University;

(c) receive a failure grade in two courses despite a re-attempt or taking a substitute course;

(d) hold two records of "Academic Warning";

(e) fail to meet the assessment criteria prescribed by the program concerned, or cannot continue study in other means;

(f) without authorization, absent themselves for three consecutive

weeks or more from the courses and/or research activities prescribed by the program, the supervisor, or the department concerned ;

(g) fail to apply for reinstatement when the leave of absence or suspension is due, or the application is disapproved;

(h) need to discontinue studies at the University due to mental or physical illness, injury, or disability (The decision should be confirmed by the designated hospital);

(i) leave the University without permission for more than two weeks or fail to return in two weeks after a vacation ends;

(j) fail to register at the University before the specified deadline without justifiable reasons;

(k) overstay their study abroad without the permission of the University;

(l) apply for voluntary withdrawal and be approved by the University;

(m) fail to provide essential or authentic materials in the student records;

(n) have prescribed tuition fees unpaid while without financial aid;

(o) receive a notice of withdrawal from the University.

**Article 22** When a student is required to withdraw from the graduate program, the department should inform the student concerned in writing of the result, ground, and justification before making the decision known to the public. Students not agreeing with the decision may lodge a complaint in 10 working days after receiving the notice. A withdrawn student shall not apply for re-admission.

A notice of withdrawal should be delivered by the department to the student concerned in person, or left at the place of his/her abode in case of rejection, or by mail if the student has left campus. For unreachable students, the decision will be made public.

Section 7 applies to the exclusion of students.

**Article 23** Students should complete necessary procedures and leave campus within one week after his/her withdrawal is approved or after receiving a notice.

**Article 24** Students who have studied at the University for one year or more can obtain a dropout's certificate or otherwise a certificate of study.

A student should transfer his/her student records in three months after receiving the notice of withdrawal, otherwise they will by default be sent

to the place of registered residence of the student's family. His/her hukou will be transferred to the original place or where the registered residence of the student's family is located. Stipends will be terminated from the date when a student submits an application for withdrawal.

**Article 25** Students on joint programs should apply for withdrawal to SUSTech and the partner university simultaneously.

## **Chapter Four Break from Study**

**Article 26** In the case that students need to leave campus, go abroad or are unable to participate in academic and research activities while on campus, they must apply for a break. They must return on or before the due date.



## **Chapter Five Completion of Study and Graduation**

**Article 27** The normative period (excluding leave of absence period) for completing a master's program is 2 or 3 years; for a doctoral program that requires a prior master's degree, 4 years, and for bachelor to doctoral programs, or master's/doctoral combined programs, 5 years.

The maximum study period (including leave of absence period) for SUSTech-degree programs is 5 years for master's and 8 years for doctoral programs respectively.

For joint students receiving graduate degree from the partner university only, the maximum study period is in accordance with the regulations of the partner universities.

For students who perform military service in the Chinese People's Liberation Army (including the Armed Police Force), the military service period will be excluded from the total study period.

For students who suspend studies to start a business, the suspension period will be excluded from the total study period.

**Article 28** Students who have satisfactorily completed all the

requirements prescribed by the graduate program and individual study plan, passed thesis examination and defense are eligible to graduate and will receive a Certificate of Graduation. Students who have met relevant requirements for degree conferment will be awarded a Certificate of Degree.

**Article 29** Students who have completed all the courses with distinction, and satisfied all the relevant graduation requirements prescribed by the program enrolled before the end of the normative study period may apply for early graduation for up to one year.

**Article 30** For students who, within the University's prescribed period of study, have completed all the courses prescribed in the program but have only failed the thesis examination or the thesis defense, in the case that they fulfill all the requirements for graduation, the University will approve their completion of study and issue the Certificate of Completion. Such students may apply for a second thesis submission and thesis defense within the prescribed maximum period of degree application. Once the re-defense is passed, students who are within the study period will be awarded a Certificate of Graduation. The date stated on the Certificate of Graduation will be the date on which the student passes the

re-defense. Students who have met the relevant requirements for degree conferment will be awarded a degree.

**Article 31** Students who have completed all the courses required by the degree program within the normative study period but have failed to fulfill other academic requirements may apply for postponement of graduation for a period not exceeding the maximum study period. Students who have failed to meet degree requirements within the prescribed maximum study period are not permitted for a second extension.

Extensions are applied for and granted on a semester basis. Tuition and miscellaneous fees will be charged in accordance with the provisions of the University. Students on extension are not eligible for any scholarships, fellowships, or stipends.

**Article 32** Graduation, completion of study or permanent withdrawal from the University lead to automatic termination of registration. The University will not bear any legal responsibility for students' behavior after the termination.

## **Chapter Six   Certificates**

**Article 33**     Current students who request amendment of name, date of birth and/or any other personal information that will be required in certificates should provide appropriate and sufficient justifications and present relevant supporting documents with legal effects.

**Article 34**     The University shall complete the electronic registration of student data and certificate information in accordance with the regulations on governing the electronic registration of student status and academic information of higher education and other relevant regulations.

**Article 35**     Students who have been offered admission or registered in breach of national regulations on enrollment shall be dismissed and their academic or degree certificates shall be revoked or not issued. Academic or degree certificates obtained by cheating, plagiarism or any other academic misconduct will be revoked.

In the case that the revoked academic or degree certificates have been registered, the University will rescind the registration and report this to

education administrative departments to have the certificates declared void.

**Article 36** In the case of missing or damaged academic and degree certificates, the holder of them may submit an application in person to the University. After verification, the University will issue a certificate of evidence that has the same legal effect as the original copy.

## **Chapter Seven Honor and Disciplinary Action**

**Article 37** Graduate students with excellent performance in terms of studies and conduct or with outstanding performance in a certain field will be given awards in accordance with relevant regulations of the state and/or the University.

**Article 38** Students must comply with national law and regulations, strictly adhere to the rules and discipline of the University and help maintain the teaching, research and living order. The University may take discretionary disciplinary action against students who commit any misconduct in breach of the law or violate any rule or regulation prescribed in the *SUSTech Procedure for Disciplinary Action on Graduate Students (Provisional)*. In the case of a student with more than one disciplinary misbehavior, the punishment will be based on the most serious one.

**Article 39** In a case where the graduate students disagree with the punishment decision, they may lodge a complaint according to the *SUSTech Procedure for Graduate Student Appeals and Complaints*.



## **Chapter Eight    Supplementary Provisions**

**Article 40**     The Regulations shall come into effect on the date of publication. In the event of inconsistency between the provisions in this document and any of its older versions, the Regulations shall prevail.

**Article 41**     The Graduate School of Southern University of Science and Technology is responsible for the interpretation of the Regulations.

*In case of discrepancy between the Chinese and the English version, the Chinese version shall prevail.*