

Regulations for International Students

留 学 生 手 册

Shenyang Pharmaceutical University

沈阳药科大学

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General Information

Shenyang Pharmaceutical University (SPU) is a university with glorious traditions that have brought it to prominence as one of the only two comprehensive pharmaceutical universities in China. It was born at Ruijin in the province of Jiangxi in 1931. SPU has developed into a multidisciplinary, multilevel and multiform institute of higher learning, covering wide and diverse majors in the fields of pharmaceutical study. It consists of Schools of Pharmacy, School of Pharmaceutical Engineering, School of Traditional Chinese Medicine, School of Life Sciences and Biopharmaceutical Sciences, School of Business Administration, School of Medical Devices, School of Social Science, and School of Continuing Education, etc. The University has been authorized to confer Master's and Doctor's Degrees and to enroll students from Hong Kong, Macao, Taiwan, as well as other foreign countries.

学校简介

沈阳药科大学 1931 年诞生于江西瑞金,其前身为中国工农红军卫生学校,是一所具有光荣革命传统的高等药学院。

学校目前已发展成为多学科、多层次、多形式教育的高等药学院,设有药学院、制药工程学院、中药学院、生命科学与生物制药学院、工商管理学院、医疗器械学院、功能食品与葡萄酒学院、无涯学院、社科与文体学院、继续教育学院和亦弘商学院 11 个学院。

学校是国家批准有权授予博士学位、硕士学位和招收港、澳、

台地区学员及外国留学生。

General Regulations

留学生守则总则

1. Complete all the necessary courses provided by the university.

第一条 认真完成学校规定的学习任务。

2. Observe the relevant laws and regulations published by Chinese government.

第二条 遵守中国政府的有关政策和法令。

3 . Observe the regulations worked out by the university administration.

第三条 遵守学校的规章制度

4. Respect the faculty and staff members of the university.

第四条 尊重学校的教师和工作人员。

5. Respect the habits and customs of the Chinese people.

第五条 尊重中国人民的生活习惯。

6. Participate in regular exercise and pay attention to hygiene.

第六条锻炼身体，讲究卫生。

7. Maintain and promote international friendship and unity.

第七条 维护和增进各国同学之间的友谊和团结。

8. Any missionary work in China is prohibited. Distributing or posting publicity materials without the approval from the administrative office of the university is prohibited.

第八条禁止在中国进行传教活动，未经学校同意，不得在校内散发和张贴宣传品。

* All students mentioned in these regulations, except for special instructions, refer to international students.

*本手册提及的所有学生除特殊说明外，均指来华留学生

1. 护照、签证及居留许可

Passport, Visa and Residence Permission

第一条 持“X1”字签证入境的学生必须在自入境之日起 30 日内，向沈阳市公安局出入境管理部门申请办理《外国人居留证》。学生应自觉提前办理居留延期，未按时办理者即为非法居留，沈阳市出入境管理局将依法进行处罚。

(1) If students hold an "X1" visa to enter China you must apply to Entry-Exit Administration Bureau of Shenyang Public Security Bureau to transact the "Foreigner Residence Permission" within 30 days from the day you enter China. Any student who fails to obtain this required Residency Permit within the allotted time will be subject to fines and penalties in accordance to the law.

第二条 学生申请居留证必须履行下列手续：

- a. 交验护照、签证和居留事由有关的证明；
- b. 填写居留申请表；
- c. 申请居留证还要交验健康证明书，交近期二寸半身正面免冠照片 2 张。

(2) Students applying for the residence permit must complete the following procedures:

- a. Hand in your passport, visa and the attestations related to the residence content.
- b. Fill in a residence application form.
- c. Hand in the health certificate and 2 two-inch photos.

第三条 在居留证上填写的项目内容如有变更，必须在 10 日内到沈阳市公安局出入境管理部门办理变更手续。

(3) If the content of the residence card has been altered, students must come to the Entry- Exit Administration Bureau of Shenyang Public Security Bureau to transact the alteration formalities within 10 days.

第四条 学生在学期间临时出境，必须在出境前办理再次入境手续。签证或居留许可有效期满后仍需在华学习或停留的，必须在签证或居留证有效期满之前一个月办理延期手续。

(4) If the students want to exit China temporarily during the period of study, they must go through the formalities of entry again before the exit. If the students want to continue study in China or just stay in China after the expiration of visa or residence permit, they must go through the formalities one month before the expiration date.

第五条 学生必须随身携带居留证件或者护照，以备外事民警查验。

(5) Students must take the residence permission or passports with themselves for the check by the police at any time.

Regulations on the Administration of Full-time International Students

2.全日制来华留学生学籍管理规定

2.1 General Provisions

总则

Article 1 In order to safeguard the normal order of education and teaching in SPU, to safeguard the legitimate rights and interests of students, to protect the physical and mental health of students, to promote the students' moral and intellectual development, we formulated these regulations in accordance with the Provisions of the Ministry of Education on the Administration of University Students and the Regulations on Student Management in SPU and in line with the actual situation of International Department of SPU.

第一条 为维护学校正常的教育教学秩序，维护留学生的合法权益，保障留学生身心健康，促进留学生德、智、体、美全面发展，根据教育部《普通高等学校学生管理规定》和《沈阳药科大学学生管理规定》，结合国际交流处实际，制订本规定。

Article 2 These Provisions shall apply to full-time international undergraduates and postgraduates of SPU.

第二条 本规定适用于沈阳药科大学全日制本科生及研究生留学生。

2.2 Enrollment and Registration

入学与注册

Article 3 Freshmen admitted by SPU shall apply for registration to the Admission Office of the International Department with the Admission Letter and the application form for visas for foreign students studying in China in accordance with the relevant provisions of SPU. Students who are unable to attend the program on a regular basis are required to submit a statement to the Admissions Office of the international Department in advance of the application for deferment of enrollment for a maximum of four weeks. Those who leave without a permit of absence or have a permit of absence which exceeds 4 weeks shall be deemed to have waived their eligibility for admission, except for legitimate causes such as majeure.

第三条 凡被我校录取的新生，须持我校签发的

录取通知书、《外国留学人员来华签证申请表》等相关材料，按照学校有关规定到国际交流处招生办公室办理入学手续。因故不能按期入学者须事先向国际交流处说明，并附相关证明，申请延期入学，延期入学最长不得超过四周。未经请假或者请假逾期者，除因不可抗力等正当事由外，视为放弃入学资格。

Article 4 Within one month of freshmen's enrollment, a strict review shall be conducted in accordance with the provisions on enrollment in university. The qualified candidates shall register in the Administration Office of the INTERNATIONAL DEPARTMENT and obtain the student status. Any fraud, favoritism behavior to obtain student status, once verified, the student will be cancelled his student's status.

第四条 新生入学一个月内，按照学校招生规定进行严格复审，复审合格者到国际交流处留学生管理办公室注册登记，即取得学籍。凡属弄虚作假、徇私

舞弊取得学籍者，一经查实，即取消其学籍。

Article 5 After the freshmen are enrolled, the school shall check the health status of the students according to relevant regulations of the Chinese Government. The university will register the students whose health status meets the requirements, and cancel the qualifications of those who fail the health examination.

第五条 新生入学后，学校按照中国政府相关规定对学生健康状况进行检查，对健康状况符合要求者予以注册，对健康状况不合格者将取消其入学资格。

Article 6 Students must pay the school fees on time. Without paying school fees students will not be registered.

第六条 学生必须按照学校规定按时缴费，未缴纳学费者不予注册。

Article 7 The first week of each semester is for the registration. Students must do their registration with student ID and payment receipts within the prescribed time in the INTERNATIONAL DEPARTMENT Management Office. For those who cannot register on time, they must go through the form alit international department of taking leave of absence or suspending the registration. (The sick leave must be provided with the formal hospital materials; the leave must be submitted to the counselor in advance.) Without asking for leave or being absent for more than four weeks without registration is regarded as automatic withdrawal.

第七条 每学期开课前一一周为在籍学生注册时间，在籍学生必须持学生证和缴费凭证在规定的时间内到国际交流处留学生管理办公室办理注册登记。因故不能按期注册者，必须办理请假或暂缓注册手续（病假须提供正规医院证明材料，事假须提前向辅导员老师提出申请），否则将以旷课处理。未经请假或请假未获批准逾期四周不注册者，按自动退学处理。

Article 8 If a student leaves university because of suspension, remaining his status as student or other reasons, no registration will be done without approved reentry.

第八条 凡休学、保留学籍或其它原因离校的学生，未经批准复学者，不予注册

2.3 Semester Arrangement and Duration of Study

学期安排和学习年限

Article 9 The semester is divided into two semesters: spring and fall. Specific arrangements should be done according to university calendar.

第九条 沈阳药科大学来华留学学期分为春季和

秋季两个学期。具体安排以校历为准。

Article 10 Full-time undergraduate education duration is four years. According to different majors of postgraduates, duration for master is 3 years.

第十条 全日制本科生的学制为 4 年。硕士生学制为 3 年。

Article 11 Students who cannot complete their studies within the stipulated academic duration may apply for extension of the duration of study, and the maximum extension period shall not exceed 2 years. Extension of the duration should be paid by the students.

第十一条 在规定的学制内无法完成学业的留学生可以申请延长学习年限，延长年限最长不得超过 2 年。延长学习期限须另行缴费。

2.4 Curriculum Credits

课程与学分

Article 12 Curriculum consists of compulsory courses. The compulsory course is a course that students must complete and cannot choose independently.

第十二条 开设课程为必修课。必修课是学生必须完成且不能自主选择的课程。

Article 13 Calculation of credits: 16 hours of theoretical course amount to 1 credit. 1 week of centralized practical teaching amount to 1 credit. For scattering teaching practice, 1 credit usually amount to 16 hours of teaching content. **Activity credits are given at each attendance event.** The credits for each course

are based on the teaching plan.

第十三条 学分的计算方法：理论课程 16 学时为 1 学分，集中实践环节 1 周为 1 学分，分散实践环节每学分一般按 16 学时的教学内容设置。**活动学分按每次出席活动给予。**每门课程的学分以教学计划为准。

Article 14 The courses for the calculation of credits shall be subject to examination or assessment, and those who have passed the examinations can obtain credits.

第十四条 计算学分的课程均要进行考试或考核，及格者方可取得学分。

2.5 Examination and Result

课程考核与成绩记载

Article 15 All courses shall be taken for

examination or assessment. The examination shall be scored on a 100 scale and 60 points or above can pass the course. 60 or above will be eligible for credit. Attendance, performance, homework and quizzes are related to final grades and final exam is only a part of the results. Examination results and credits are recorded in the students' record.

第十五条 所有课程均应考试或考核，考试采用百分制计分，60分及格。及格以上的成绩可获得该门课程的学分。学生出勤情况、课堂表现、作业以及平时测验都与期末成绩有关，期末考试只是考试成绩的一部分。考试考核成绩及所得学分载入成绩单，归入学籍档案。

Article 16 The final 2 weeks of each semester shall be the final examination time

第十六条 每学期最后2周为期末考试时间。

Article 17 The results can be calculated as follows: final examination results account for 60% of the total credit; attendance, homework, performance and quizzes account for 40%; Not submitting homework, not participating in the experiment or being absent for more than one third of the total credit hours shall not participate in the final examinations of the course and that course would be scored zero.

第十七条 课程的成绩可参考如下方法计算：期末考试成绩占 60%，平时成绩（含考勤、作业、课堂表现、平时测验等）占 40%；平时不交作业、不参加实验累计三分之一或缺课累计超过本课程教学时数的三分之一者，均不得参加该门课程的期末考试，该门课程成绩以零分记。

Article18 During the examination period, it is not allowed to take absence leave. Those who are unable to attend the examination due to illness or other special reasons shall submit the relevant proof materials and

applications and, upon approval, may participate in the examination. Without approval, students who do not participate in the examination for no reason will have to take this course again.

第十八条 考试期间，一般不得请假，因病或其它特殊原因不能参加正常考试者，应提交相关证明和申请，经批准后，可参加缓考。未经批准，学生无故不参加考试者，本课程按重修处理。

Article 19 Make-up examinations: the students whose examination results or assessment results are not qualified, or cheating in the exam which is not serious, need to take make-up exam which will be arranged within the first 2 weeks of the next semester. Those who pass the exam will get the corresponding credits for the course, and the score will be recorded as 60 or pass.

第十九条 补考：考试、考核成绩不合格者，或考试作弊情节不严重者，需要参加补考，补考安排在

下学期开学后的两周内进行。补考及格者可获得该课程相应的学分，其成绩以 60 分记载。

Article 20 Deferred exam: students cannot take the exam due to illness or special reasons, must make to deferred-exam application in advance. After International Education School Student Management Office and corresponding department approved, it will be reported to the INTERNATIONAL DEPARTMENT Office of Academic Affairs for the record, and then students can take the deferred exam. Deferred-exam and make-up exam will be done at the same time. There is no chance for the students to take the deferred-exam to take the make-up exam at the same time.

第二十条 缓考：学生因病或特殊原因，不能参加考试的，须提前提出缓考申请，经国际交流处留学生管理办公室审核批准后，报国际交流处教务办公室备案，方可参加缓考。缓考与补考同时进行。参加缓考的学生没有相应课程补考的机会。

Article 21 Exemptions: For the students who have repeated a year or transferred from another university or change his/her major, if they have already obtained the course credit, they may apply for exemption by submitting a written application by the student himself/herself. After approval by his department, he will go to the International Department for record.

第二十一条 免修：留级或者转专业、转学的学生，之前已经取得课程学分者，该门课程可以申请免修，须由学生本人提出书面申请，经留学生办公室审核批准后，到国际交流处办公室备案。

Article 22 University encourages students to actively learn Chinese. If students have passed HSK 4, they need not to learn corresponding Chinese courses.

第二十二条 学校鼓励学生积极学习汉语，接受学生参加 HSK 4 考试的成绩折算成汉语课的成绩，成

绩合格可以免修。

Article 23 retake course

1. Under the following circumstances, students should retake course:

(1) Students who failed the course exam and its make-up exam and did not get the credit for the course;

(2) Without the approval from INTERNATIONAL DEPARTMENT, those who do not participate in the examination, assessment, deferred exam or make-up exam;

(3) Those who cheated in the exam and thus scored zero or those who did serious cheating in the exam;

(4) Those who do not submit their assignment for more than 1/3 of the total or being absent for more than 1/3 of the total will be scored zero.

2. The study and examinations of retaking courses are conducted within the class. There are no restrictions on the number of retaking courses. However, the students

who have joined the retaking programs must complete the study and examinations within the prescribed academic years. Otherwise, they will be have to extend their academic year.

3. Retaking courses is required to make an application. Those students who have been approved to participate in the retaking will be required to take the test. Those who have passed the examination will record the scores according to the actual scores. Those who failed are allowed to take the make-up exam once.

第二十三条 重修

1. 属于下列情况之一者，必须重修：

（1）经补考，课程成绩仍然不及格，未取得该课程学分者；

（2）未经批准无故不参加课程考试、考核或缓考、补考者；

（3）考试作弊，成绩以零分记，且作弊情节严重者。

（4）平时不交作业累计超过三分之一或缺课累

计超过本课程教学时数的三分之一，成绩以零分记者。

2. 重修课程的学习与考试均随班进行，重修次数不限，但参加重修的学生必须在规定的学制年限内完成重修课程的学习和考试，否则须延长学年完成学业。

3. 课程重修需要申请。获批参加重修的学生须参加考试，成绩合格者按实际分数记载成绩，不合格者允许补考一次。

Article 24 Examination Discipline: Those who are absent in the exam or seriously violate the discipline of the examination shall be scored zero for their academic achievements and shall not take part in the normal make-up examinations and shall be dealt with severely according to the relevant regulations of INTERNATIONAL DEPARTMENT.

第二十四条 考试纪律：凡擅自缺考或严重违反考场纪律者，其课程成绩以零分记，不得参加正常补考，并按照规定严肃处理。

Article 25 Transcript: INTERNATIONAL DEPARTMENT will issue transcript both in English and Chinese when international students graduated or completed their courses. Before you graduate, if you need transcript, please register with the Office 5 working days in advance.

第二十五条 成绩单：留学生毕业、结业时由国际交流处统一出具中英文成绩单。在校期间如需成绩单，请提前5个工作日到国际交流处办公室登记办理。

2.6 Transfer and Join-in Students

转学与插班生

Article 26 Transfer out from SPU: After the student is admitted by university, in principle, he/she cannot transfer to other university, but if he/she has difficulties

and cannot continue to study in our university, he can apply for transfer to INTERNATIONAL DEPARTMENT office for examination and approval. Students who are under any of the following circumstances are generally not considered for transfer:

1. Those who have quit university;
2. Those who have not completed one semester's study;
3. Those without any proper reasons.

第二十六条转出：学生入学后，原则上不可以转学，但确有特殊困难，无法继续在学校学习者，由本人提出申请，经国际交流处办公会审批，处长签字，可以转学。学生有下列情形之一者，一般不予考虑转学：

1. 做退学处理者；
2. 入学未满一学期者；
3. 无正当理由者。

Article 27 Transfer to SPU: The university may admit

transfer students, but must make a careful investigation about the transferred students to know clearly the reason for their transfer to ensure there is no problem. Transferred students need to get the consent from their department to make sure their curriculum and teaching plan is matching so that they can transfer to the corresponding grade semester.

第二十七条 转入：学校可以接收转学留学生，但必须对申请转入的留学生转入前情况进行认真调查，明确其转入原因，保证转入学生不存在问题。转入留学生需要经待转入专业所在院系同意，并根据该生已学课程情况和专业教学计划进行成绩确认和专门教学计划匹配，确定转入学生对应的年级。

2.7 Suspension and Resuming of Schooling

休学与复学

Article 28 Suspension

1. Students who are under any of the following

circumstances shall be suspended from school:

(1) Due to illness, the students need to get treatment for more than one-third of one semester by the regular hospital diagnosis;

(2) Absent from leave (including sick leave and leave for personal affairs) accounted for more than one-third of the total school hours of the semester;

(3) For some special reason, upon his application, the university agrees or the university considers it necessary to suspend the student.

2. Students should apply for suspension by themselves, and get approval from INTERNATIONAL DEPARTMENT, and signed by the dean. And then his suspension will be reported to the relevant departments for the record.

3. Students are generally suspended for one semester. Under special circumstances, upon approval, he may continue with the suspension, but the cumulative duration shall not exceed 2 years.

4. Suspension Student should leave university within the prescribed time. The university will retain his student status. During this period, students will not enjoy the student status, and scholarships will be discontinued. The responsibility for the management of the student during his or her suspension is borne by the student himself and his family.

第二十八条 休学

1. 学生有下列情况之一者，应予休学：

(1) 因病经正规医院诊断，需停课治疗超过一学期总学时的三分之一者；

(2) 因请假（包括病假和事假）缺课累计超过该学期上课总学时的三分之一者；

(3) 因某种特殊原因，经本人申请，学校同意，或学校认为必须休学者。

2. 学生休学须本人申请，经国交处办公室审批，处长签字，报各相关部门备案。

3. 学生休学一般以一学期为期限，特殊情况经批准可以续休，但累计不得超过 2 年。

4. 休学学生应在规定期限内办理休学手续离校，学校将保留其学籍。学生休学期间不享受在校学生待遇，奖学金将停止发放。学生休学期间的管理责任由学生本人及其家属负责。

Article29 Resuming of Schooling

1. If suspension student wants to resume of schooling, he/she should apply one month before the expiry of the suspension period, to submit a written application to return to school, approved by the INTERNATIONAL DEPARTMENT office, signed by the dean, and then he may apply for resuming of schooling. Students who have violated Chinese laws and regulations during the period of suspension will be disqualified for resuming of schooling.

2. Suspension due to illness, the student should apply for a paper of “normal health condition” issued by a regular hospital. Those who forged a diagnostic paper or failed a review will not be re-admitted; suspension

because of other reasons, the necessary supporting materials shall be provided, otherwise the student will not be re-admitted.

第二十九条 复学

1. 休学者复学，应于休学期满前一个月向学院提交书面复学申请，经审批，处长签字，方可办理复学手续。对在休学期间发生严重违反中国法律法规行为的外国留学生，将取消其复学资格。

2. 因病休学申请复学者，须附正规医院开具的“可以正常学习”的诊断证明，伪造诊断证明或复查不合格者不予复学；因其他原因休学者，须提供必要的证明材料，否则不予复学。

2.8 Repeat a Year and Drop out of School

留级与退学

Article 30 Repeat a Year

1. Those who need to retake the course for more

than 8 credits in one semester should repeat that year;

2. Two weeks after the commencement of each semester, students will be examined and approved by the INTERNATIONAL DEPARTMENT Office and signed by the dean.

第三十条 留级

1. 一学期需重修课程达到 8 学分者应予留级；
2. 每学期开学后两周办理留级手续，由留学生管理办公室审核，经审批，处长签字。

Article 31 Drop out of School

第三十一条 退学

1. Students who are under any of the following circumstances should drop out:

(1) For any reason whatsoever, failing to complete his or her studies within the duration;

(2) Students who fail to complete the formalities for resuming their schooling after suspension or who

fail the review after the application for resuming of schooling;

(3) According to regulations, the one who must be suspended, but he refused to be suspended;

(4) According to formal hospital diagnosis, the one who is suffering from illness or accidental disability and can not continue his study;

(5) More than two-third of the total semester absenteeism;

(6) Those who fail to register within the prescribed period without justifiable reasons;

(7) Leave without permission and duration is more than 4 weeks;

(8) The ones who apply to drop out.

1. 学生有下列情况之一者，应予退学：

(1) 无论何种原因，在学校规定年限内未完成学业者；

(2) 休学期满未按学校规定办理复学手续，或

申请复学经审查不合格者；

(3) 按规定必须休学，而拒不休学者；

(4) 经正规医院诊断，患有疾病或意外伤残无法继续在校学习者；

(5) 一学期累计旷课超过本学期总学时的三分之二者；

(6) 超过学校规定期限未注册而无正当理由者；

(7) 未经请假或请假未获批准离校连续 4 周者；

(8) 本人申请退学者。

2. The student who drops out must be examined by the INTERNATIONAL DEPARTMENT student management office, and approved by the school office and signed by the dean, and then reports to the relevant department for record. For students who drop out, INTERNATIONAL DEPARTMENT will issue a written

decision on drop-out or inform the applicant, and shall report to the governing department at the same time for record.

2. 学生退学须经留学生管理办公室审核、处长签字后，报各相关部门备案。对退学的学生，由国交处出具退学决定书并送交或通知本人，同时报上级主管部门备案。

3. The aftercare of the drop-out student shall be handled in accordance with the following provisions:

(1) Students who drop out are required to go through the formalities and leave school within one week.

(2) Through formal hospital diagnosis, with a serious illness or accidental disability, the students can not continue to study, the guardian shall take the students back home;

(3) Drop-out Students who have completed the formalities for leaving school will be issued a Drop-out

Certificate by the INTERNATIONAL DEPARTMENT office.

(4) Students who have dropped out of school for various reasons may not apply for resuming of schooling.

3. 退学学生的善后问题，应按下列规定办理：

(1) 退学的学生，须按规定在一周内办理离校手续并离校；

(2) 经正规医院确诊患有某种严重疾病或意外伤害无法继续在校学习者，须由监护人负责领回；

(3) 退学学生办理完离校手续，由留学生管理办公室发给退学证明；

(4) 因各种原因退学的学生，均不得申请复学。

2.9 Graduation, Education Experience and Completion

毕业、肄业与结业

Article 32 Students shall complete all the courses

prescribed in the teaching plan and meet the graduation requirements, and shall be awarded the graduation certificate within the prescribed years of schooling. The school degree evaluation committee has confirmed that it is in accordance with the Provisions of SPU on the Granting of Bachelor Degrees for International Students in China and the Provisions of SPU on the Granting of Masters Degrees to Foreign Students in China, and awarded the corresponding degree certificate.

第三十二条 学生在学校规定学习年限内，修完教学计划规定的全部课程，达到毕业要求，准予毕业，颁发毕业证书。经校学位评定委员会审核确认，符合《沈阳药科大学关于来华留学生学士学位授予规定》、《沈阳药科大学关于来华留学生硕士学位授予规定》的规定者，授予相应学位，并颁发学位证书。

Article 33 Students who have finished the stipulated contents of the teaching plan within the

stipulated time limit of the school, but does not meet the graduation requirement shall be granted a certificate of completion by the university. After his completion, he may resume the course or finish the graduation thesis within a certain time limit. If he meets the graduation requirements, the university will grant him a graduation certificate. The graduation date would be the date of granting the graduation certificate.

第三十三条 学生在学校规定学习年限内，修完教学计划规定的内容，未达到毕业要求，准予结业，由学校颁发结业证书；结业后在一定期限内可以重修有关课程或者补做毕业论文，达到毕业要求的，可以用结业证书换发毕业证书，毕业时间按发证日期填写。

Article 34 Students who have dropped out of school for more than one year will be issued with a certificate of study. Students who have dropped out of school for less than one year or have been expelled from school will be provided with transcripts of study.

第三十四条 学习期满一年以上退学的学生，学校发给肄业证书；学习未满一年退学或被开除学籍的学生，学校提供在校学习期间的成绩单。

Article 35 A minor certificate shall be issued to those students who have completed this major while completing minor studies and meeting the minor requirements.

第三十五条 对完成本专业学业同时辅修其他专业并达到该专业辅修要求者，发给辅修证书。

Article 36 If the certificate of graduation, certificate of completion, certificate of study and certificate of degree are lost or damaged, they shall not be reissued. After application by the applicant, the school shall issue the relevant supporting proof documents after verification.

第三十六条 毕业证书、结业证书、肄业证书和

学位证书遗失或者损坏不予补发，经本人申请、学校核实后，出具相应的证明材料。

2.10 Leaving School

离校

Article 37 Upon completion of the student's study, student should take the Student Identity Card to the INTERNATIONAL DEPARTMENT Student Management Office one week before leaving school. The following procedures should be followed:

1. Go to the INTERNATIONAL DEPARTMENT Student Management Office for cancellation of student cards, dining card, library card;
2. Go to INTERNATIONAL DEPARTMENT Finance Office and check your fees;
3. Get transcripts, diplomas, degree certificates, etc. from the Office of Academic Affairs of the

International Institute of Education;

第三十七条 学生学习结束，请于离校前一星期凭学生证到国际交流处留学生管理办公室领取《毕业生离校通知单》办理如下手续：

1. 在国际交流处留学生办公室办理学生证、饭卡、图书证等注销手续；
2. 在国际交流办公室办理有关费用结算手续；
3. 在国际交流办公室领取成绩单、毕业证书、学位证书等；

Article 38 All international students shall leave school within 15 days after graduation or completion of study, except those who apply to continue to study at SPU.

第三十八条 除申请且获批在沈阳药科大学继续学习的留学生外，所有留学生须在毕业、结业之日起15日内离校。

2.11 Supplementary Provisions

附则

Article 39 These Provisions shall be enforced from the 2018 fall shall be valid for all students.

第三十九条 本规定从2020年秋季学期开始执行，对所有学生有效。

Article 40 The final interpretation right of these Provisions shall belong to SPU.

第四十条 本规定最终解释权归沈阳药科大学国际交流处留学生管理办公室。

3. Shenyang Pharmaceutical University Regulations for Awarding

Bachelor's Degree to International Students

(Trial Implementation)

沈阳药科大学来华留学生学士学位授予规定

(试行)

Article 1. In order to promote the sound development of the international education and further standardize the Regulations for Awarding the Bachelor's Degree to International Students, in accordance with "Interim Measures for Implementation of the Regulations of the People's Republic of China on Academic Degrees (approved by the State Council on May 22, 1981)", Academic Degrees Committee of the State Council's "About the Trial Measures for Awarding Chinese Degrees to International Students at General Institutes of Higher Education (DEGREE [1991] No.17)", together with the actual situation of the international education in SPU, the regulations are hereby formulated.

第一条 为促进我校国际教育事业健康发展,进一步规范来华留学生学士学位授予工作,根据《中华人民共和国学位条例暂行实施办法》(1981年5月22日国务院批准)、国务院学位委员会《关于普通高等学校授予来华留学生我国学位试行办法》(学位[1991]17号),结合我校留学生教育实际情况,特制定本规定。

Article 2. The regulations apply to the undergraduate study programs that qualify for awarding the Bachelor's Degree, and the international students who comply with the requirements for graduation.

第二条 只对学校具有学士学位授予权的本科专业并符合毕业条件的留学生授予学士学位。

Article 3. The basic qualifications for awarding the Bachelor's Degree are as follows:

第三条 授予学士学位的基本条件:

I. In terms of the political aspect, the graduates shall be friendly to China. The graduates shall abide by the relevant laws in China and the regulations of SPU.

(一) 在政治思想上对我国友好,遵守我国相关法律规定、校纪校规;

II. The graduates shall complete all the standards required by the curriculum, have no failure record in any course or thesis (including graduation design and graduation practicing) and pass graduation review.

(二) 本科学生完成教学计划所规定的各项要求,其课程学习和毕业论文(毕业设计或其他毕业实践环节)的成绩合格,经审核准予毕业;

III. The GPA evaluation and grading system of the Bachelor's Degree courses is applied (See Article 5).

(三) 实行学士学位课程绩点审核分级制度 (见第五条)。

Article 4. The graduates are not eligible for the Bachelor's Degree, if any of the following situations occur:

第四条 具有下列情况之一者, 不授予学士学位:

I. The graduates have been punished by the school probation or some other more serious punishments during the period of study.

(一) 在校学习期间, 因违反我国法律、法规以及校纪校规, 受到留校察看或留校察看以上处分者。

II. The graduates fail to pass HSK4

(二) 毕业生在毕业前未通过 HSK (汉语水平考试) 四级;

III. The graduates fail to pass the GPA evaluation.

(三) 学习期间未通过课程绩点审核者;

Article 5. GPA evaluation and grading system of the Bachelor's Degree courses

第五条 学士学位课程绩点审核分级制度

I. The GPA of the following three kinds of courses (GPA courses, **GPACs**) will be evaluated according to the method of GPA calculation in centesimal system:

(一) 以下三类课程 (绩点课程) 按百分制绩点计算方法进行绩点审核:

1) Chinese Culture Courses: "Traditional Culture of China";

2) Fundamental Courses of Disciplines: According to different majors, at least six fundamental courses shall be selected.

3) Specialized Courses of Majors: At least two specialized courses shall be selected from the specialized course module.

(1) 中国文化类课程: 《中国传统文化》;

(2) 学科基础类课程: 根据专业不同选择不少于 6 门学科基础课程;

(3) 专业方向类课程: 专业方向模块中选择不少于 2 门课程。

所有绩点课程按百分制计算成绩。

II. Method of GPA calculation in centesimal system

$$\frac{\sum(\text{Result of GPAC} \times \text{Credit of GPAC})}{\sum \text{Credit of GPAC}}$$

(二) 百分制绩点计算方法

$$\frac{\sum(\text{绩点课程成绩} \times \text{绩点课程学分数})}{\sum \text{绩点课程学分数}}$$

III. Degree grading system

(三) 学位分级制

According to the results obtained from above GPA calculation method, the Degree shall be graded into four levels: A+, A, B, C.

1) The graduates who fail to pass HSK 4 or the GPA is between 60 to 69 shall be awarded the Bachelor's Degree with Level C;

2) The graduates who pass HSK 4 and the GPA is between 70 to 79 shall be awarded the Bachelor's Degree with Level B;

3) The graduates who pass HSK 4 and the GPA is between 80 to 89 shall be awarded the Bachelor's Degree with Level A;

4) The graduates who pass HSK 4 and the GPA is between 90 to 100 shall be awarded the Bachelor's Degree with Level A+.

根据上述绩点计算方法得到的结果将学位分成四级：A+，A，B，C。

(1) 未通过 HSK（汉语水平考试）四级或绩点在 60—69 之间，学位等级为 C；

(2) 通过 HSK（汉语水平考试）四级且绩点在 70—79 之间，学位等级为 B；

(3) 通过 HSK（汉语水平考试）四级且绩点在 80—89 之间，学位等级为 A；

(4) 通过 HSK（汉语水平考试）四级且绩点在 90—100 之间，学位等级为 A+。

Article 6. The graduates who have completed the courses required by the curriculum, but have not reached the standard established for graduation shall be issued the Course Completion Certificates. Within the period specified by the undergraduate program of the University (3 to 6 years), the graduates may retake the relevant courses or redo the graduation thesis or design. Once the standard for graduation is reached, the graduates who can change Course Completion Certificates to Graduation Certificates shall not be awarded the Bachelor's Degree; the graduation date shall be the issued date of Graduation Certificate.

第六条 学生修完教育教学计划规定内容，未达到毕业要求者，准予结业，颁发结业证书。结业后在学制规定的最长年限内（本科学制 3—6 年）可以重修有关课程或补毕业环节，达到毕业要求，可以用结业证书换发毕业证书，但不授予学位，毕业时间按发证日期填写。

Article 7. Procedures for Awarding Bachelor's Degree

第七条 学士学位授予工作的程序

I. The results and the other graduation documents of the graduates shall be reviewed by the International Education department. The graduates who meet the requirements of the Bachelor Degree Program shall be listed in the "Name List of Application for Awarding Bachelor's Degree to International Students". After evaluating by International Education office, the list shall be reported to the Academic Degree Committee of SPU.

(一) 由国际交流处审核毕业生成绩等材料，对符合授予学士学位条件的毕业生，填写“申请授予学士学位来华留学生毕业生名册”，经国际交流处学位评定审查后，上报校学位委

员会：

II. After the name lists of the graduates who obtain the Bachelor's Degree pass the evaluation of Academic Degree Evaluation Committee of SPU with the signature of the president, the graduates shall be awarded the Bachelor's Degree and the Certificate.

（二）校学位评定委员会审查通过学士学位获得者名单，经主席签字后，学校授予学士学位并颁发学士学位证书。

Article 8.The original certificates of Bachelor's Degree are in Chinese, the duplicate copies are translated versions in English.

第八条 学士学位证书正本为汉语，副本为英语翻译件。

Article 9. Degree Certificate Management Regulations

第九条 学位证书管理办法

I. After the Degree Evaluation Committee of SPU evaluate the qualification of the graduates and make a resolution for awarding the Bachelor's Degree, the Degree Certificates shall be printed by International Education office according to the format.

（一）校学位评定委员会审查通过并做出授予学位的决议后，由国际交流处按学位证书填写格式打印学位证书；

II. After the printed Certificates are counted and signed by the principal in charge, they shall be sent to the school office for stamps, while there shall be inspectors during the procedure.

（二）打印好的证书，清点后经主管校长签字，到学校办公室盖印，盖印时必须有监审人员在场；

III. International Education office shall specially appointed the person to collect the Degree Certificates with his/her signature and be responsible for delivering the Certificates to the graduates.

（三）学位证书由国际交流处派专人签字领取，并负责发至学生手中；

IV. After the issuance of the Certificate, if any mistake is found in the Certificate, it shall be replaced by a correct one within one week. The Certificate with mistake shall be stamped with "Scrapped" and taken back.

（四）证书发放后若发现错误，于一周内换证更改，改证时须将错证收回，并盖作废印章，另发新证；

V. The Certificates with mistakes and the invalid Certificates which cannot be casually cast away shall be counted and reserved for the record by International Education office .

（五）对于打印错的证书和作废的证书，不得随意丢掉，清点后由国际交流处保存备查；

VI. All the blank Certificates shall be properly kept by the International Education office.

（六）所有空白证书，由国际交流处妥善保管。

Article 10. About the Implementation of the Regulations

第十条 关于本规定的执行

I. The regulations shall be carried out starting from the students who are going to enroll in fall of 2018. In terms of the students who have enrolled before, they shall optionally implement the regulations to a maximal extent.

(一) 本规定从 2018 年秋季入学学生开始试行；

II. The regulation which will be put into trial use for a while (about 2 to 4 years) shall be gradually revised and improved according to the actual trial effects.

(二) 本规定将试行一段时间(约 2~4 年)，根据实际试行情况对本规定逐步加以修改和完善；

III. The first term of the Article 10 puts forward that the graduates who have enrolled before the fall of 2018 shall optionally implement the regulations to a maximal extent. The specific optional implementation plans are as follows:

(三) 对于 2018 年秋季之前入学的学生，可参照本规定最大限度的选择执行。具体选择执行计划如下：

a) Based on the existing teaching schedule, some proper GPA courses shall be selected. Starting from the students who graduate in the spring of 2019, the Degree levels shall be graded according to the GPA;

a) 基于现有教学计划，选择适当的绩点课程，从 2019 年春季毕业生开始按绩点成绩划分学位等级；

Article 11. Others

第十一条 其他

The regulations shall be interpreted by International Education office and reported to university for the record.

本规定由国际交流处负责解释并报学校备案。

Note: Chinese explanation prevails in case of contradiction arising out of the aforementioned contents.

注：所有规定以中文为准。