**Enrollment and academic credential management for Graduate Students**

Enrollment and management of academic credentials for graduate students at Nankai University is strictly implemented according to the rules outlined in the “Nankai University Graduate Student Handbook”.

1. The duration of academic training is 2-3 years for master degree programs and 3-4 years for doctoral degree programs, the latter of which can be extended to a total of no more than 6 years. The training period for combined master's-doctoral programs is 5-6 years, which can be extended to a total of no more than 7 years. The duration of training for the combined bachelor's-master's program in the university's College of Medicine is 7 years, of which 2 years counts toward the master's degree. In principle, graduate students are not allowed to extend the term of their studies if they are unable to complete the necessary training within the time constraints described above. However, if absolutely necessary, a graduate student's period of study can be extended upon approval of the student's college and the Graduate School, but the extension should not exceed the maximum time allowed for each program. During any extensions to the period of study, students are responsible for paying tuition and all other fees.

2. Nankai University's academic year is divided into three semesters; spring, autumn, and summer. Spring and autumn semesters are each about 18 weeks long, with the last two weeks of each semester dedicated to review and examinations. September is both the beginning of autumn semester and a new academic year. Spring semester usually begins in February. Summer semester, which begins in late June, lasts for four weeks, and is followed by summer vacation, which begins in the middle of July.

3. Temporary absences, returning to school, withdrawal, and changing majors

Temporary absences:

Graduate students are permitted to complete their studies in phases and and may be allowed temporary absence from school for various reasons (subject to the approval of the university). Temporary absences may be approved for the following reasons:

(1) Student suffers from illness that requires treatment or recuperation of more than six weeks. Such illnesses must be diagnosed by the school hospital or other designated medical institution;

(2) Student has requested leave and is absent from school for up to six weeks in a semester;

(3) Student is enrolled in military service;

(4) Student will study abroad at his or her own expense;

(5) Absences requested in advance for other special reasons may be authorized, if the school deems that such an absence is warranted.

Graduate student absences are counted in semesters. At the end of a period of approved absence, students may request an extension, but the overall period of absence should not exceed one year. Students requesting a temporary absence from school should complete all necessary school-departure procedures. During the term of approved absence, the school will maintain the the student's enrollment status, but absent graduate students shall not enjoy the privileges of attending students, such as the ability to apply for scholarships. The school will have no responsibility for accidents suffered by students during their absence. Graduate students requesting temporary absence from school should apply in person with all necessary documentation, including a completed copy of the “Approval Form for Temporary Absence from School for Graduate Students of Nankai University”. Students must request permission for absence from their supervisor, and this permission must be verified by the college, department or institute where the student studies and then approved by the Graduate School. If students wish to extend their absence from school, they must reapply, following the process described above. Except in extreme cases, if the new application process is not completed within the two weeks following the end of the first period of absence, the student's enrollment status will be canceled.

Returning to school:

During the registration period at the beginning of the semester following the absence, the graduate student should apply to return to school with documented proof of prior approval for the absence. Only after the returning student has completed the return-to-school application form, and that form has been checked by the college (or department, institute, etc) and approved by the Graduate School, may the student continue his or her studies. The term of the student's academic study will be correspondingly extended. Those graduate students who are absent from school due to illness should also provide documentation from their hospital as proof of their recovery. The university will maintain enrollment status for students engaged in military service, and the term of those students' studies will be extended to one year after their service has expired.

Withdrawal:

Graduate students in any of the following situations will be required to withdraw from the university:

(1) The student's academic performance has failed to meet the requirements of the school or the student has not completed his/her program within the prescribed term of study (including periods of temporary absence from school);

(2) The student has failed to complete the required return-to-school procedures within two weeks following the end of an approved absence or the student's return-to-school application has been rejected by the university;

(3) Following diagnosis of illness or accidental disability by the school hospital or other hospital designated by the school, the student is deemed unable to continue his or her studies;

(4) The student has been absent from school for two consecutive weeks without asking for leave and has failed to attend class or other instructional activities required by the school;

(5) The student has not registered during the specified registration period and has failed to provide a justifiable reason;

(6) The student has voluntarily applied for withdrawal.

The withdrawal process for graduate students is as follows: the student or the student's academic advisor should provide a written application for withdrawal to the student's college (or department, institute, etc.); the college (or department, institute, etc.) will then issue a preliminary report based on a thorough investigation; this report will be reviewed by the Graduate School and a final determination regarding the student's withdrawal will be made by the academic degree sub-committee. In cases where withdrawal is due to poor academic performance, determination as to whether the student may or may not continue his or her studies should be made in writing by the academic degree sub-committee and reviewed by the student's college (or department, institute, etc.). The school shall issue to the graduate student in question a notification confirming the student's withdrawal, and a report will be forwarded to the Tianjin Department of Educational Administrative for their records. Students for whom withdrawal has been authorized should complete all withdrawal procedures and leave the school within two weeks. The school will cancel the student's enrollment status if he or she has not completed all withdrawal procedures in the specified period of time. Graduate students who have withdrawn or have been withdrawn are ineligible to reapply to the school.

Changing majors:

Generally speaking, graduate students are not permitted to change majors. However, if a graduate student must change his or her major for one of the reasons listed below, he or she must apply in written form, receive permission from the college (or department, institute, etc.) to which he or she is to be transferred, and obtain approval from the Graduate School's Office of Training and Degrees:

(1) Adjustment of major;

(2) The student's academic advisor has transferred to another university or institute, or for some other reason it would be inappropriate for the student's advisor to continue to supervise the graduate student;

(3) The student's academic advisor considers it inappropriate for the student to continue his or her studies in the current major, but believes the student is better suited to some other major and such a change is acceptable to all relevant colleges (or departments, institutes, etc.);

In principle, changing of majors should be carried out in the graduate student's first year of enrollment. Majors having higher than prescribed student-to-teacher ratios will not be allowed to receive students who wish to change their major.

4. Admission and registration

New graduate students must present their “Nankai University Admission Letter” along with other necessary documentation in person and complete all necessary entrance procedures during the specified enrollment period. Those students, who for some special reason are unable to complete the entrance procedures during the specified time period, should request leave in advance. To do so, a written request for leave (not to exceed 2 weeks) must be submitted to the Office for Overseas Students (of the Office for International Academic Exchanges) and the Graduate School. Students who have not requested leave or have exceeded the term of their approved leave shall be considered to have given up their admission qualification. Within two weeks of enrolling, new students should fill the graduate student enrollment card (in duplicate) and graduate student card. One enrollment card should be submitted to the Administrative Office of Education in the Graduate School and the other should be kept by the student's college (or department, institute, etc.). Graduate students should register during the specified registration period at the beginning of each semester. Students who are unable to register on time should complete the necessary procedures to postpone registration. Those students who fail to pay their tuition fees according to school regulations or fail to meet other registration requirements are not allowed to register. Students who are unable to register on time should ask their college (or department, institute, etc.) for leave in written form, otherwise their absence will be treated as truancy. Those students without approved leave who have failed to register with 15 days after the end of the registration period will be considered to have voluntarily withdrawn from school.

5. Graduation, course completion and partial completion

Graduate students who have, within the prescribed period of their program, completed all of the tasks required by the training plan for their major will be allowed to graduate and will be issued a graduation certificate. Those graduate students who have obtained their graduation certificate, met all national and university requirements for degree conferment, and successfully defended their thesis will be conferred a master's or doctoral degree and given the corresponding degree certificate, subject to the approval of the university's Academic Degree Evaluation Committee. If approved by the Graduate School and the University's Academic Degree Evaluation Committee, early graduation may be permitted for graduate students who have completed all the required tasks described above in a period shorter than that prescribed for their program. Early graduation means that a student graduates at least one semester earlier than the shortest prescribed learning period for their program.

Students wishing to apply for early graduation must submit a written request in late March or late September, depending on their planned date for early graduation. The student may only begin the process of defending his or her thesis after the approval of both the student's academic advisor and the academic committee of their college (or department, institute, etc.).

Graduate students wishing to apply for early graduation must complete in detail the “Nankai University Graduate Student Approval Form for Early Graduation” and submit it with the necessary supporting documentation to the relevant department for approval.

Those students who have completed the tasks required by their training plan but have failed to meet all requirements for graduations are eligible to receive a course completion certificate issued by the school.

Those students who have failed to complete the tasks required by their training plan are eligible to receive a certificate of partial completion issued by the school.

Those students who have studied for more than one semester but failed to complete the tasks required by their training plan are eligible to receive a certificate of attendance.

As required by the Tianjin Academic Degree Committee, the school will register graduation and course completion information annually using the Higher Education Graduation Certificate Registration System. Such information will also be reported to the State Council Committee for Academic Degrees.

If a graduation or degree certificate is lost or damaged, the holder can apply for a proof certificate. After completing necessary verification procedures, the school will issue to the holder a proof certificate that is as effective as the original.