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

En**r**ollment and management of academic credentials for undergraduate students at Nankai University is strictly implemented according to the rules outlined in the “Nankai University Undergraduate Student Handbook”.

1. Academic programs for undergraduate students are four years (five years for students majoring in oral medicine, and seven years for students majoring in clinical medicine). Students unable to complete their studies within the specified program period can extend their studies by up to two years, if needed. Enrollment status may be maintained during periods of temporary absence; however, all studies must be completed within the specified program period plus authorized extensions (except for absences due to military service). Students who have already met all requirements of their program can apply for early graduation in accordance with Nankai University regulations. Students who have not completed the required school work within four years can apply to extend their term of study or to graduate without a degree. Those who have already studied for six years and have not completed their required school work are not permitted to further prolong their study, and are required to graduate without a degree. Those students who extend their terms of study are required to pay tuition fees during the period of extension in accordance with school regulations.

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 the 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, changing majors

Temporary absences:

Students are permitted to complete their studies in phases and may be allowed temporary absence from school for various reasons (subject to approval of the university); however, total absences should not exceed two years. Temporary absences may be authorized 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.

Student absences are counted in semesters. If a student requests an absence from school during a semester (before final exams), that entire semester will be counted as part of the absence and tuition fees for the semester will not be refunded. During the absence, students are not permitted to take classes, and if they do attend classes, any grades obtained will be considered invalid. Students who have received permission for their absence will maintain their status as enrolled students; however, during the absence, 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. Students engaged in military service will retain enrolled status, which will remain valid for one year after their service has expired. During student absences, the school is not responsible for student visas or accommodation. If students wish to continue their absence from school, they are responsible for renewing their application. Except in extreme cases, if renewal is not completed within two weeks after the end of the approved absence period, the student's enrollment status will be canceled. Students are generally responsible for requesting absences themselves, and are also responsible for providing relevant evidence or proof to demonstrate need for the absence. After agreement by the dean of the student's college and the Office for Overseas Students, the student's application should be sent to the Office of Teaching Affairs for approval.

Returning to school:

During the registration period at the beginning of the semester following an absence, the student should apply to return to school with evidence to certify prior approval of the absence along with other relevant documentation. Only after such documentation has been checked by the college and approved by Office for Overseas Students and Office of Teaching Affairs, may the student return to school.

Withdrawal:

Overseas students may be withdrawn from Nankai University for a variety of reasons, including but not limited to: illness, unauthorized absence, denial of application to return to school, failure to register during the specified registration period, academic under-performance, or failure to meet other school requirements. Students who have been withdrawn from Nankai will not be permitted to re-apply.

Changing majors:

Overseas students are not normally permitted to change majors; however, if an undergraduate student must change majors as a result of special circumstances, the restrictions are as follows: Freshmen in the first semester are not permitted to change majors. Students on temporary absence status or in their enrollment or admission periods are not permitted to change majors. Students may only change their majors one time during the duration of their studies. After a student's major has been changed, administration of their studies will be undertaken by the new department and incorporated into the management of students of the same grade. Credits acquired before the change in major that meet the teaching requirements of the new major, will be recognized only after approval of both the college transferred to and the Office of Teaching Affairs. Such credits shall be counted as either compulsory or optional credits toward the new major. Other credits acquired before the change in major shall be counted as optional school-level credits.

Requesting temporary absence, returning to school, withdrawal, and changing of majors:

Students requesting temporary absence, permission to return to school, withdrawal or change in major must completely fill in all relevant request forms (in triplicate) and include any necessary evidence or documentation to support their application. Such documentation will only be effective after having been checked and approved by the college, the Office for Overseas Students and the Office of Teaching Affairs.

4. Admission, registration and course selection

Registration

Freshmen are required to appear in person at the university during the specified registration period with their “Nankai University Admission Letter” and all other necessary documents in order to complete entrance procedures. Those students who are unable to complete the entrance procedures during the specified registration period must ask for leave in advance for a period not to exceed two weeks. In most circumstances, students who have not asked for leave or have exceeded the term of their approved leave shall be considered to have given up their admission qualification.

Students continuing their studies at Nankai are required to register each semester during the specified registration period. Students are required to register in person, using one's own student card and registration card. Tuition fees must be paid prior to registration. If there is no payment record for the student on file, he or she will not be allowed to register. Registration is usually completed during the first week of each semester (with the exception of summer semester). If the student is unable to register on time, he or she must ask for leave beforehand. Those students who do not register on time and fail to ask for leave in advance shall be considered absent from school without permission. Students who, without justifiable cause, fail to register for a period exceeding two weeks from the end of the specified registration period will be considered to have voluntarily withdrawn and the school will cancel his or her enrollment status in accordance with the school's regulations. At the beginning of each semester, undergraduate students shall go to the college in which they study and complete registration procedures in accordance with school regulations. Those students unable to register on time must apply to postpone registration. Those students who fail to pay tuition fees on time or fail to meet other school regulations are not allowed to register. If a student has lost his or her student card or registration card, he or she will be allowed to register after obtaining approval of the college office to postpone the student card verification process.

Course selection

Students should select courses according to the overall teaching plan for their major and as guided by their faculty adviser(s). During the course of their study, students should make sure to select all necessary optional and compulsory courses for their major. Optional courses that progress in a chronological series should be selected first in order to ensure timely completion. Each June and December, the Office of Teaching Affairs will release the course schedule for the following semester, after which, students can select their courses according to their course-selection plan (which should include any make-up courses required due to temporary absence from school, changing of majors, or failure to obtain a passing grade). On-line course selection usually ends three weeks before the final examination period of each semester. During the first week of each semester, students are permitted to select new courses, as well as to audit and/or drop already selected courses. All course selection should be completed during the first week of the semester, after which, course selection will be closed and no further selection will be allowed. Students who select a course but don’t take the final exam will be given a grade of zero, which will be recorded in the student’s file and transcript.

Attendance and leave

Students are required to abide by the school’s attendance system. Students should attend all selected courses according to the course schedule. Unapproved absence, being late for class, and leaving early are not permitted. Those students unable to participate fully and in a timely manner in the activities required by their teaching plan and the university should ask for leave in advance and are responsible for getting their leave approved. Unapproved leave will be treated as truancy. Students requesting leave must apply in person and submit a written leave request. Applications for sick leave must be accompanied by a medical certificate. Leave requests of three days or less shall be approved by the director of the college office. Leave requests of four days to two weeks shall be approved by the dean of the college. Leave is not usually permitted for periods exceeding two weeks; however, such extended leave may be approved by the Office of Teaching Affairs. Students must report back to the university in a timely manner following the end of their approved leave. Unapproved absence from class will be punished according to the seriousness of each case, which may include forced withdrawal from the university. Overseas students that apply for leave are required to notify the Office for Overseas Students and provide a specific reason for the leave, its duration and any other relevant details.

5. Teaching management

Overseas students are subject to the same requirements as their Chinese counterparts. They are responsible for regular and timely attendance of classes and familiarizing themselves with the requirements of their program, with regard to credits, courses and training plans. Graduation requirements for overseas students are also identical to those for Chinese students. Nankai University uses a credit system in which every 16-18 class periods corresponds to 1 credit. All courses are categorized as either compulsory or optional; however, there may be some differences with regard to categorization and course requirements at different colleges or institutes within the university. As a result, students are advised to consult with the teacher responsible for teaching affairs in their college in order to plan a rational and effective course of study.

The following adjustments have been made to teaching plan requirements in order to accommodate the particular circumstances of overseas students:

(1) Overseas students are exempted from public compulsory courses (category A), including political theory (14 credits), basic foreign language (9 credits) and military theory and training (3 credits);

(2) Overseas students may replace the public compulsory course entitled “College Chinese” (category A, 2 credits) with equivalent level credits gained from optional courses in their major (category D) or public optional courses (category E);

(3) For overseas students in the College of Foreign Languages, School of Literature, College of History, or Law School, the public compulsory course entitled “Higher Mathematics” (category A) can be replaced by equivalent level credits gained from optional courses in their major (category D) or public optional courses (category E);

Students should participate in course examinations as required by the educational and teaching plan of their major. Course credits will only be obtained after passing qualified assessment or examination. Failure to participate in or to pass required assessments or examinations will be recorded as such and no credits will be awarded to the student. For each course, if the student’s accumulated class absences exceed one-third of the total number of teaching periods, or if the student fails to submit homework assignments with a cumulative point value exceeding one-third of the total points assigned to homework, he or she will not be allowed to participate in the course exam or other assessment, and will be awarded a score of zero for the course. Students must retake courses in order to make up grades for failed courses or for courses for which the student failed to participate in the final exam or assessment. Students are not limited in the number of times they may retake a course; however, scores for each examination or assessment will be recorded. When calculating a student's total score or academic average, a passed retake course will be scored as 60 (out of 100) and a failed retake course will be scored using the grade from the student's last attendance of the course. Students who are caught cheating on an exam will be given a score of zero for that course. Students who cheat or break rules during exams will be punished according to the school's regulations. Punishments may range from a “warning” to expulsion from the school (forced withdrawal) depending on the seriousness of the specific case.

The school implements an academic warning system. Academic warnings will be given to students in either of the following situations: (1) accumulated credits of failed courses amount to 14 or higher during any one semester; (2) the total credits gained after the first two years of study amount to less than 50. At the end of each semester, the teaching office of each college will calculate students’ credits, and give the names and academic transcripts of students who should receive academic warnings to the Office of Student Work. The Office of Student Work will then issue academic warning notices to the students concerned and will simultaneously inform his or her parents. Relevant documents will be transmitted to appropriate departments for their records. Students are only permitted one academic warning. A second failure to meet the requirements of academic good standing will result in expulsion from the school.

6. Graduation, course completion, partial completion, and degrees

Students who meet graduation requirements by completing the necessary courses and obtaining the necessary credits within the time limit for their particular program will be allowed to graduate, and will receive a graduation certificate. Those students who have studied for four years, but have been unable to graduate can apply for a course completion certificate or can request to postpone their graduation during March of that year. As a rule, students who have neither applied for a course completion certificate nor requested to postpone their graduation will be treated as having ended their studies and will be processed as such. Those students who have been unable to complete their program and have not requested postponement of graduation should complete school-departure procedures and leave the school. After having left school, they will no longer enjoy any student benefits. During the following two years, these persons can apply to return to the college where they studied, and with the permission of the Office of Teaching Affairs, if they can obtain the remaining required credits during a specified period of time, their course completion certificate will be changed to a graduation certificate. Those students meeting the requirements of degree conferment will also receive a degree, with the same date as that of their graduate certificate. Students who, after six years of study, are still unable to meet the requirements of their teaching plan will be treated as follows: students missing 10 or fewer credits will be awarded a course completion certificate but not a graduation certificate; students who have obtained 20 or more credits, but still failed to meet the requirements for a course completion certificate, will receive a certificate of partial completion.

Students pursuing a double degree will graduate with a single major if they have not completed the required credits for their second major. A double degree will be conferred to students who obtain the required credits for their second major and meet all other requirements of degree conferment within a specified period of time after graduation.

Graduates who have obtained a graduation certificate and meet the requirements of degree conferment at both the school and national levels can apply for a degree, and upon approval by the university's Academic Degree Committee, will receive a bachelor's degree certificate. Students applying for early graduation shall also be conferred a bachelor's degree certificate if they have met all relevant regulations at the school and national levels. Students pursuing a double degree will be conferred a double bachelor's degree and a double bachelor's degree certificate if they have obtained the required credits for both majors and met all standards of degree conferment.

The school will not confer a bachelor's degree in the following situations:

(1) The student has not obtained his or her graduation certificate;

(2) The student is pursuing a double degree and has 30 or more total credits for retaken compulsory courses (In this case a double bachelor degree will not be conferred);

(3) The student has been punished by suspension and their GPA ranking (including public compulsory courses required by the university, public compulsory courses required by the student's college, and compulsory and optional courses for the student's major) is below 30% for their major as of the end of the study period;

(4) The school believes it inappropriate to confer a degree to the student for some other reason.

Students who are in violation of national regulations on school enrollment shall not be given a graduation and/or degree certificate. As required by the Department of Education Administration, the school will register graduation and course completion information annually using the Higher Education Graduation Certificate Registration System. If a graduation or degree certificate is lost or damaged, the holder can apply for a proof certificate. After completing the necessary verification procedures, the school shall issue a proof certificate to the holder that is as effective as the original certificate.

7. Student identification and campus cards

Various cards and identification documents are issued by university departments in accordance with their respective regulations and procedures. Overseas students in need of such cards or IDs shall apply for them by presenting the necessary documentation during the time periods specified by each department's relevant regulations and procedures. Student identification and campus cards must not be intentionally damaged or altered without permission of the school. Students having altered or misused their cards or identification will be punished according to the laws of the People's Republic of China and the rules and regulations of Nankai University.

Student identification cards

After registration, Nankai University student identification cards will be issued to overseas undergraduate students by the Office of Teaching Affairs. If a student identification card is lost, the holder can apply for a replacement in the Office of Undergraduate Affairs for the college where the holder studies.

Campus Cards

All students formally enrolled at Nankai University will receive their first Campus Card for free. As a rule, Campus Cards will be given to students on their enrollment day. Students who have not received their campus card can apply for one at the Campus Service Center Information Office by bringing their personal ID and valid student identification card as proof of their identity.

The “Campus Card” has an on-line service interface at: [http://ecard. nankai.edu.cn](http://translate.google.com/translate?hl=zh-CN&prev=_t&sl=zh-CN&tl=en&u=http://ecard.nankai.edu.cn/)

The “Campus card” hot-line can be reached at: 2350.9595

The Campus Service Center Information Office can be found on the main campus near the white statue at the east end of the New Lecture Hall Building (Telephone: 2350.8231).

Self-service terminals can be found on the main campus in cafeterias 1, 2, and 3, and in the Campus Service Center Information Office.

Self-service cash recharge can be performed on the main campus at the Campus Service Center Information Office and Yi Yuan Restaurant.

Proof of enrollment and transcripts

Proof of enrollment for overseas students can be obtained at the university's Office of Teaching Affairs. Transcripts can be obtained either from the Office of Teaching Affairs or the Teaching Office of the college where the student is studying.