**Regulations on the Student Status Administration of International Students (Undergraduates) Studying in China from Nanjing Forestry University**

 **(Revised in June 2020)**

**I. General**

**Article 1** In order to promote international cooperation and exchanges in our university, strengthen the standardized administration of international students studying in China, and ensure and improve the cultivation quality of international students studying in China, these regulations is formulated in accordance with the spirit of the *Administrative Measures for Enrollment and Cultivation of International Students by Schools (Order No.42)*of the Ministry of Education, the Ministry of Foreign Affairs and the Ministry of Public Security and *Higher Education Quality Standards for International Students Studying in China (Trial)* (J.W.〔2018〕No.50) of the Ministry of Education, *Administrative Measures for Undergraduate Student Status of Nanjing Forestry University* (revised in July 2017) and other documents, combined with the actual situation of student status administration of international students (hereinafter referred to as international students) in our university.

**II. Flexible Schooling Period**

**Article 2** The standard educational system is a four-year or five-year system, and the guiding cultivation program is formulated according to the four-year or five-year system respectively. Each academic year is divided into two semesters: autumn and spring, and the summer semester can be arranged according to the needs.

**Article 3** Flexible schooling period is implemented, and international students can apply for graduation in advance or extend study period. The longest study time for four-year students is six years, and the longest study time for five-year students is seven years.

**Article 4** If the length of schooling period (including withdrawal or suspension) exceeds the flexible schooling period, international students shall withdraw from school on their own.

**III. Admission and Registration**

**Article 5**All international students admitted to our university shall go to the International Education College to go through the admission formalities on schedule with their admission notice, passport and JW202 form. Those who are unable to enter school on schedule for some reason shall take time off from the International Education College and attach relevant certificates. Leave shall not exceed two weeks. Those who do not take leave or leave overdue, except due to force majeure and other legitimate reasons, it shall be deemed as a waiver of admission qualifications.

**Article 6** Within three months after freshmen enter the university, the university shall reexamine their admission qualifications and health status according to the relevant national regulations on enrollment of international students. Those who resort to deceit or practice favoritism to obtain a student status shall be disqualified once verified.

**Article 7** After entering the school, freshmen who pass the physical examination of foreign personnel under the inspection and quarantine of Jiangsu Province are allowed to register and obtain a student status. Those who are confirmed to have diseases that are not allowed to enter the country according to the laws of our country in the physical examination review shall immediately leave the country and cancel their admission qualifications; Those who can be cured in the short term are approved by the International Education College to retain their admission qualifications for one year. Those who retain admission qualifications do not have a student status, go home for treatment, and bear all expenses. After receiving treatment and rehabilitation during the period of retaining the admission qualification, they shall apply for admission before freshmen enter the school the next year, and only after passing the physical examination of foreign personnel under the inspection and quarantine of Jiangsu Province, can they go through the admission formalities again. Those who fail to pass the examination or fail to go through the admission formalities within the time limit shall be disqualified.

**Article8** International students shall pay tuition fees, registration fees and accommodation fees according to regulations, and go through the registration formalities at the International Education College within two weeks of the beginning of each semester, and at the same time go through the registration formalities for student ID cards at their school. If the payment cannot be made on time due to illness or other force majeure factors, the registration formalities shall be suspended at the International Education College. (The longest period of deferment of tuition fees shall not exceed 3 months). Those who fail to pay tuition and other fees or do not meet the registration conditions shall not be registered.

**IV. Courses and Elective Courses**

**Article 9** Each teaching school shall formulate and implement the specialty cultivation program for undergraduate international students (including “Top-up Program”) (the minimum credit of the specialty cultivation program for Top-up Program international students shall not be less than 60 credits), and report it to the Dean’s Office for the record. Each teaching university shall select courses for international students according to the requirements of cultivation program. The theoretical teaching system courses in the teaching plans of various specialties are divided into two categories: required courses and elective courses.

1. Required courses: According to the specialty teaching plan, international students shall take courses with corresponding credits, including general education courses (public courses, basic courses of science and technology), basic courses of disciplines and courses with specialty characteristics (specialty direction).

2. Elective courses: In the teaching plan of each specialty, according to the business scope and direction, in order to improve the knowledge structure and expand the knowledge of international students, several groups of elective courses are set up. International students shall choose one or several groups, or choose several courses in each group as required, and obtain the required credits.

**Article 10** The system of selecting courses shall be implemented for studying courses:

1. International students shall select courses according to their own actual conditions according to the guiding cultivation program of their specialty. The dean in charge of teaching in each school is responsible for organizing experienced teachers to guide international students in selecting courses. Courses with strict follow-up relationship shall be taken first.

2. The school offers a certain number of general education courses for international students every semester, and international students shall take courses such as ecological environment, innovation and entrepreneurship, natural science, humanities and social sciences, and art with required credits.

3. Once the courses selected by international students are approved, they shall not generally be changed.

4. Course selection procedure: In the first week of each semester, choose the elective courses that conflict this semester; In the 7th to 8th weeks, each school organizes the course guidance before the next semester; In the 9th week, each school organizes international students to complete online course selection. The number of students selecting public elective courses in the whole university is less than 50, and that of other courses is less than 15. In principle, this course shall not be offered, and international students shall re-select other courses.

**V. Performance Evaluation and Credit Record Method**

**Article 11** International students shall take the examination of courses (including elective courses) and practical teaching links stipulated in the teaching plan. The evaluation is divided into two types: examination and test. If they pass the examination or above, and they shall receive credits for the course. The examination results and credits shall be recorded at the same time, and included in the archives of international students.

**Article 12** The results of international students shall be recorded on the percentile system or the five-level system of excellent, good, fair, pass and fail. The results of examination courses are mainly based on the results of final exams, with reference to the usual results.

**Article 13** Within the flexible academic system, the university provides a free make-up examination opportunity for international students who fail to take the course for the first time (at the beginning of the next semester of the beginning of the semester). Those who still fail after the make-up examination shall retake the courses; Elective courses can be retaken if they fail, or other courses can be selected among similar courses. Those who fail in the re-examination shall continue to retake the courses. Retaking the course or alternative courses shall be paid according to regulations, and the application procedures shall be handled at the university which the international students belong to. Make-up and retaking results are marked and explained when registering the results.

**Article 14** International students who are dissatisfied with the results of a course that has obtained credits can also apply for a re-examination and record the highest score in the file.

**Article 15** If international students are unable to take the examination for some reason, they shall apply to our university in advance (if they are sick, they need the hospital certificate), and inform the teaching school and put it on record at the International Education College. After being approved by the Dean’s Office, they shall notify the course teacher to postpone the examination.

**Article 16** Anyone who fails to apply for postponement or is not allowed to apply for postponement, does not take the examination at the specified time without authorization, or is more than 15 minutes late for the examination, shall be treated as absenteeism, and the scores of this course shall be counted as zero.

**Article 17** For international students who seriously violate the examination discipline or cheat in the examination, the examination results of this course are invalid, and the scores are counted as zero, and they are given criticism and education and corresponding disciplinary actions according to the seriousness of the case.

**Article 18** Within the stipulated studying years, international students can apply for conversion into course credits and results in participating in activities such as innovation and entrepreneurship, academic competitions in science and technology, quality development and social practice, publishing academic theses, granting patents, winning awards in academic competitions in science and technology, etc. The accreditation work shall be implemented in accordance with the relevant measures of university for credit accreditation and administration of innovation and entrepreneurship and quality development.

**Article 19** International students may apply for an open online course recognized by the university, complete the course study and pass the examination, and may be given corresponding course credits. The results of elective online courses do not participate in the rankings such as university evaluation and awards. “Online course” shall be marked in record of achievement.

**Article 20** International students shall finish the homework assigned by the teacher on time, and the teacher evaluates the grades as one of the basis for evaluating the semester grades. International students who do not hand in their homework or participate in experiments or internships for no reason are not allowed to take the semester examinationafter discussion and decision by the teaching and research group. The scores of this course are counted as zero.

**Article 21** International students who are absent from classes and the absencehas accumulated more than one-third of their teaching hours are not allowed to take the examination of this course, and the scores of this course are counted as zero.

**Article 22** For the conflict of examination time due to elective, retaking and other reasons, they shall take the examination of this course, and shall go through the formalities of deferred examination for other courses according to the Regulations of Article 15.

**Article 23** Physical education class is a required course, and those who fail the examination shall retake. Students with illness or disability can attend sports health care classes after their application, hospital certificate, consent of the Ministry of Physical Education and filing with the Dean’s Office. The words “health care” shall be marked when the results are recorded.

The results of international students in physical education class are comprehensively evaluated according to attendance, in-class teaching and extracurricular exercise activities.

**Article 24** Labor class and academic year ideological and moral evaluation, graduation appraisal is carried out by writing comments.

**Article 25** International students may not directly consult the examination theses with their teachers. If they have sufficient reasons to think that there is a big gap between the examination results and their actual answer sheets, they shall apply to their schools, and review them according to relevant procedures with the consent of the school and the Dean’s Office.

**Article 26**Scores and grade points

1. In principle, 16 hours of theoretical courses are counted as 1 credit, of which 32 hours of some public elective courses and physical education courses are counted as 1 credit, and the courses with concentrated practical teaching links are counted as 1 credit per week in principle.

2. The grade point evaluation method is used to evaluate the degree and ability of international students to master curriculum knowledge, and the grade point average is used to comprehensively evaluate the learning quality of international students. The method is as follows:

 (1) The corresponding relationship between evaluation results and grade points:

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| --- |
| ①.Percentile system: |
| Scores | 100-95 | 94-90 | 89-85 | 84-80 | 79-75 | 74-70 | 69-65 | 64-60 | <60 |
| Grade points | 4.5 | 4.0 | 3.5 | 3.0 | 2.5 | 2.0 | 1.5 | 1.0 | 0 |
| Level | Excellent（A） | Good（B） | Fair（C） | Pass（D） | Fail（F） |
| ②.Five-level system: |
| Level | Excellent（A） | Good（B） | Fair（C） | Pass（D） | Fail（F） |
| Grade points | 4.5 | 3.5 | 2.5 | 1.5 | 0 |
| Scores | 95 | 85 | 75 | 65 | 0 |

 (2) Calculation of grade points and grade points average

The grade point obtained by multiplying the credits of a course by the evaluation of the course is the credit grade point of course. The credit grade point average of the student in this period is the sum of the credit grade points of all courses obtained by the foreign student divided by the total number of credits taken by the student in the same period.That is:

Grade point average=∑(course grade point\* course credit) / ∑ (course credit)

As an important index to measure the learning quality of international students, thegrade point average of credits can be calculated once every semester, which is an important basis for evaluating international students' scholarships, applying for minor majors, granting bachelor's degrees and handling student status.

**VI. Exemption from Listening, Taking, Making-up and Retaking**

**Article 27** Exemption from listening and taking

1.For international students whose grade point average of credits reaches or exceeds 3.0, and whose credits for two consecutive semesters reach the amount specified in the teaching plan, they can obtain the qualification of free lectures upon their own application, the approval of the Dean and the examination and approval of the Dean’s Office, and are allowed not to attend classes for elective courses. However, only by completing homework, participating in internship, experiment, course design and final examination can they obtain the results of this course.

2.For the same course taken in our university or designated school, as long as the credits and hours are the same, students can be exempted from taking the course now. However, it shall go through the exemption formalities at the Dean’s Office from the second to the third week after the school starts. When the results are recorded, course exemption shall be marked. If there is an experiment or practice link in the exemption course, credits shall be given only after passing the examination.

3.Separate courses such as experimental courses, internships, curriculum design, graduation design (thesis), and physical education may not apply for exemption from listening or studying.

4.Chinese and China Panorama are required courses for international students. Every autumn semester, courses on Chinese and China Panorama are offered to all international students.

5. International students can apply for exemption for College Chinese; Political Theory is a required course for international students majoring in philosophy and political science, and international students majoring in other specialty can apply for exemption. Exemption from political theory courses is as follows:

(1) Basic principles of Marxism;

(2) Moral Cultivation and Fundamental of Law

(3)Mao Zedong Thought and the theory of building socialism socialism with Chinese characteristics system Introduction;

(4) An Outline of Chinese Modern History;

(5) Military Theory.

6. International students whose mother tongue or official language is English are exempted from taking College English courses; International students whose mother tongue or official language is not English shall take College English courses.

**Article 28** Make-up and retaking

1. In the flexible academic system, if the international students fail in the first course examination, the university shall arrange a free make-up examination. If students still fail to pass the make-up examination and need to retake the course, they shall pay the tuition fee for retaking credits in the school according to the standard. Depending on the number of applicants and the conditions of teachers, the university shall set up a retaking class, which shall be evaluated after the completion of the course study. There is no retaking course offered by the university, so international students can apply to participate in the course offered by lower grades for retaking, and the results of the retaking course can be obtained by taking the examination for the end of the semester course.

2. In case of any of the following circumstances, it shall retake:

 (1) The course that students still fail after the make-up examination really shall take credits for the course before graduating and shall not change the course.

 (2) The course that students fail to pass the deferred examination but shall take credits for the course before graduating and shall not change the course.

(3) The course that students seriously violate examination discipline or cheat in examinations.

 (4) The course that students are absent or missing from the examination (including unsuccessful application for postponement of the examination, failure to submit the examination theses, deliberate failure to take the examination, etc.) and really shall take credits for the course before graduating and shall not change the course.

 (5) Those who are absent from classes for no reason in one semester and the absence has accumulated more than one-third of the teaching hours of the course are not allowed to take the course examination, but shall be retaken.

(6) Other courses that shall be retaken as determined by the university.

3. Students who are missing or absent from the make-up and retaking of the course shall be deemed as giving up the examination opportunity of the course automatically.

4. Due to the time conflict, students can go through the listening exemption procedure for the retaking course. After the application is approved by the teacher and the counselor (head teacher) of the school which the international students belong to, and the school approves it and the Dean’s Office approves it, and then they can not attend the lecture in class. Only when they have completed the homework, participated in the internship, experiment and course design as required, can they take the course completion examination after the teacher has reviewed.

5. There is no limit on the number of courses with failed grades, but when the results are recorded, “retaking” is marked.

6. If students have passed the examination of course for the first time, but the results are not satisfactory, they can apply for retaking once, but when the results are recorded, “passing retaking” is marked.

7. Organization and implementation of retaking: During the 5th-6th week of each semester, international students who have completed the online retaking registration work shall be charged the retaking fee according to the credit tuition standard stipulated by the school. Generally, the retaking students with less than 20 persons shall transfer classes, while those the retaking students with more than 20 persons shall take classes on weekends or summer classes during the semester.

**VII. Changing Specialty and Transferring School**

**Article 29** International students who have any of the following circumstances, can apply for changing specialty and transferring school:

1. After entering the school, due to a certain disease, the secondary first-level hospital designated by school hospital and the school has proved that they can't study in the original specialty and can be allowed to change the specialty;

2. International students shall generally complete their studies in the admitted schools. If they are sick or have special difficulties, they can apply for transferring school.

**Article 30** International students who have one of the following circumstances, shall not be considered to change specialty and transfer school:

1. Those who have changed specialty;

2. Those who are suspending their schooling and retaining their student status;

3. Those who have reached the conditions for withdrawing from school;

4. Students enrolled through national exchange programs or inter-school exchange programs;

5. Others without justifiable reasons.

**Article 31** Procedures of changing specialty and transferring school shall be handled according to the following methods:

1. International students who apply for changing specialty in the first semester after enrollment can submit their applications to the International Education College within two weeks after the commencement of the course. Only after the competent leaders of the International Education College, the school (department) and the receiving school (department) and the Dean’s Office sign their opinions and approve can they go through the formalities of changing specialty.

2. International students who have completed their studies for more than one semester can apply in the second semester of grade one or grade two, if they have passed all examination and evaluation of the courses specified in the teaching plan, and meet the admission standards of the applying school(department). Students who have been approved by the competent leaders of the International Education College, the school (department) where they belong to and the receiving school (department) and the Dean’s Office, shall transfer to the applied specialty from the next semester. All the course results obtained by students before transferring to specialty are recorded in the results file, and the corresponding course categories are recognized or converted by the transferring-in school (department) according to the specialty teaching plan and the relevant regulations of school.

3. International students shall apply for the transferring school, and go through the transfer formalities after being examined and approved by the leaders of the school (department), the Dean’s Office, the International Education College and the school in charge. The International Education College is responsible for issuing transfer certificates to students (including their academic achievements and school performance, etc.), and canceling the student's student status. Meanwhile, transferring-in school shall go through relevant formalities for students according to the requirements of the exit-entry administration department.

**VIII. Academic Warning**

**Article 32** International students shall be given academic warning in case of any of the following circumstances while studying in school.

The course credits obtained each semester are less than 12 credits (after the make-up examination) (except the last semester).

**Article 33** Academic warnings shall be published once every semester. At the beginning of each semester, the International Education College, the Dean’s Office and the school which the international students belong to shall review and publish the list of international students with academic warning, and the school which the international students belong to shall send the “Academic Warning Notice” as required.

**IX. Suspension, Renewal and Withdrawing from School**

**Article 34** International students may complete their studies in stages. The longest period of study for international students (including suspension) shall not exceed the flexible study period for undergraduates.

**Article 35** Due to illness or some special reasons, international students shall apply for suspension with the university approval. International students usually take one year off from school. For special reasons, they can take two consecutive years off from school, but the total years shall not exceed two years.

**Article 36** International students shall go through the formalities of suspension from university, and the university shall keep their status as students. Suspension procedures and related issues shall be handled in accordance with the following Regulations:

1. International students shall submit a written application with relevant certificates, which shall be submitted to the Dean’s Office for approval after being reviewed by the International Education College and the school which they belong to, and then submitted to the competent principal for approval;

2. Suspension are put forward before the commencement of the school, 90% of tuition fees shall be refunded; Suspension are put forward within one month of the commencement of the school, 70% of tuition fees shall be refunded; Suspension are put forward within three months, 50% of tuition fees shall be refunded; Suspension are put forward after more than three months, tuition fees shall not be refunded. International students shall bear their round-trip travel expenses;

3. Students are not allowed to take the school examination during the suspension period, and the unauthorized examination results are invalid without authorization. They shall keep one's status as a student during the suspension period, and shall not enjoy the treatment of international students studying in school.

**Article 37** Upon the expiration of suspension period, international students shall apply to the school which they belong to and the International Education College for renewal of school within 20 working days before the commencement of the school, and the following Regulations shall apply:

1. International students who have withdrawn from school due to injury or illness shall be diagnosed by a secondary first-class hospital above to prove that they have recovered and passed the university review before they can resume school;

2. International students shall apply to the university to renew their studies with relevant certificates before the completion of the semester. Generally, it shall be incorporated into the next grade of the original specialty;

3. During the suspension period, if there are serious violations of law and discipline, international students shall be disqualified from renewal of school;

4. Those who do not go through the formalities of renewal upon the expiration of their suspension shall be disqualified.

**Article 38**International students shall withdraw from school in any of the following circumstances:

1. Those who have received three academic warnings in total;

2. Those who have been absent from class for more than 50 hours in one semester (in case of one day absence, it shall counted by actual teaching time);

3. Those who have not participated in the teaching activities stipulated by the university for two consecutive weeks without asking for leave;

4. Undergraduates who have studied at university for more than six years;

5. Those who fail to pay tuition fees according to regulations, fail to register within the time limit stipulated by the university without justifiable reasons;

6. Those who do not go through the formalities of returning to school or apply for returning to school and fail to pass the university review;

7. Those who shall suspend school because of illness and are absent from school for more than one-third of the total class hours for two consecutive semesters;

8. Those who have been diagnosed by a secondary first-class hospital or above, suffer from mental illness, epilepsy and other diseases or accidental disability and cannot continue to study at school;

9. Those who have applied to withdraw from school and the persuasion and education are invalid;

10. Due to other special circumstances, the university considers that student shall withdraw from school.

**Article 39** The withdrawal of international students shall be decided by the principal’s office meeting.

For the international students who have withdrawn from school, the Dean’s Office shall issue achange form of student status and send it to international students, and report it to the Education Department of Jiangsu Province for the record. If the international students are scholarship students from relevant departments of Chinese government, they shall report to relevant departments for the record at the same time.

**Article 40** International students who have withdrawn from school shall go through the formalities for leaving school within the time limit stipulated by the school, and the formalities for withdrawing from school and related issues shall be handled in accordance with the following Regulations:

1. When international students withdraw from school, the International Education College and the leaders in charge of teaching and student work in their schools shall jointly put forward written opinions and send them to the Dean’s Office for the approval of principal's office meeting;

2. Those who are diagnosed as diseases that do not meet the physical examination standards shall be taken back by their parents or dependents;

3. Those who have withdrawn from school shall be sent a change form of student status by the Dean’s Office, and those who have studied for more than one year shall be sent a certificate of incompletion. Without the approval of the school, students who leave school without authorization are not issued with the certificate of incompletion;

4. Those who cancel their student status or withdraw from school are not allowed to apply for renewal of school;

5. International students shall go through the formalities of leaving school within one week after receiving the change form of student status, and shall leave the country within the stipulated time. The school is not responsible for solving all problems after withdrawing from school;

6.The International Education College shall promptly notify the exit-entry administration department of the public security organ of the international students who have been ordered to withdraw from school or expelled from school. The exit-entry administration department of the public security organ shall collect the residence permit of foreigners or shorten their stay in China according to law;

7. If international students disagree with the treatment of withdrawing from school, they may submit a written complaint to the school which they belong to, the International Education College and the Student Complaint Handling Committee within 5 working days from the date of receiving the university disciplinary decision.

**X. Attendance and Discipline**

**Article 41** International students shall attend all activities stipulated in the teaching plan and organized by the university on time. Attendance shall be recorded for students who attend classes, experiments, internships, labor, etc., and if they are unable to attend for some reason, they shall ask for leave. Anyone who has not taken leave or has exceeded the leave shall be considered as absenteeism. Students who are absent from school are given disciplinary actions according to the amount of time they are absent from school: those who are absent from school for 10 hours in one semester shall be given a warning; those who are absent from school for 20 hours shall be given a serious warning; Those who are absent from school for 30 hours shall be given a demerit; Those who are absent from school for 40 hours shall be given a probation.

**Article 42** International students who are late for class (including practical teaching links) or leave early for more than half an hour without any reason shall be counted as one hour of absenteeism. For the labor skills training stipulated in the teaching plan, if international students do not attend without reason, they shall be counted as absenteeism for 4 hours every day.

**Article 43** International students who take leave for some reason shall be treated according to the following Regulations:

1. For leave within one day, the monitor shall sign the opinion and submit it to the head teacher for approval;

2. For leave more than one day and less than one week, the squad leader shall sign the opinion and submit it to the head teacher for review and then report it to the secretary of the school Youth League Committee for approval;

3. For leave more than one week and less than one month, the school leaders in charge of teaching and student work shall put forward their opinions, submit them to the Dean’s Office for signature and then report them to the principal in charge for approval, and report them to the International Education College for the record.

The original of the approved international students' sick leave and personal leave shall be submitted to the Youth League Committee of their school for record, and the copy shall be submitted to the International Education College for filing. The cancellation of leave shall be handled in a timely manner after the leave is ended.

**XI. Reward and Punishment**

**Article 44** The International Education College regularly conducts a comprehensive evaluation of international students, and according to the Detailed Rules for the Implementation of Academic Scholarships for International Students Studying in China of Nanjing Forestry University (N.L.G.J.〔2019〕 No.2), it commends and rewards international students with excellent academic performance.

**Article 45** The International Education College shall reward international students for their assistance in enrolling students. Please refer to the *Measures on Tuition Fee Reduction and Enrollment Promotion Awards for International Students Studying in China*.

**Article 46** International students who violate discipline shall be criticized or disciplined according to the seriousness of the case. There are five kinds of disciplinary actions: (1) Warning; (2) Serious warning; (3) Recording a demerit; (4) Academic probation; (5) Expulsion from school. For specific punishment, please refer to th*e Regulations on Students Punishment in Nanjing Forestry University*.

**Article 47** Those who are expelled from school shall not apply for renewal of school.

**XII. Graduation, Completion, Incompletion and Degree**

**Article 48** Undergraduate international students have completed all the courses specified in the cultivation program within the study years specified by the university, and have undergone preliminary examination according to the requirements of the cultivation program for international students in their teaching schools, and have passed the examination and been reviewed by the Dean’s Office, and then they shall be allowed to graduate, and the university shall issue graduation certificates. Those who meet the conditions for granting a bachelor's degree shall be granted a bachelor's degree by the university after being reviewed by the Academic Degree Evaluation Committee.

**Article 49** The “Top-up Program” international students adopt a phased review method: the first stage (junior college stage): The international students obtain the graduation certificate issued by the junior college, which is regarded as qualified in first stage of study; The second stage (undergraduate stage): The scores of all courses studied in our university shall be no less than 60 credits, and the course design and graduation design are all passed, which is regarded as qualified in the second stage of study. The “Top-up Program” international students complete all the courses stipulated in the cultivation program, schools shall conduct the graduation examination and preliminary examination for the graduates of the “Top-up Program” according to the requirements of the “Top-up Program” international students talent cultivation program, and then report to the Dean’s Office for examination and approval. For the “Top-up Program” graduates who have passed the examination, the school shall issue a graduation certificate; Those who meet the conditions for granting a bachelor's degree shall be granted a bachelor's degree by the university after being reviewed by the academic degree evaluation committee.

**Article 50** International students who use Chinese to complete their specialty study and research tasks shall have Chinese ability up to Level 5 of the *Chinese Language Proficiency Scales for Speakers of Other Language* when they graduate; International students who use foreign languages to complete their specialty study and research tasks shall reach the Level 4 of *Chinese Language Proficiency Scales for Speakers of Other Language* when they graduate.

**Article 51** For those who have completed the contents stipulated in the education and teaching plan and failed to meet the graduation requirements within the standard academic years, they shall be allowed to complete their courses, and the school shall issue a certificate of completion. The university may allow them to extend their study time at school, but the extension time shall not exceed two years. For those who have completed the teaching plan and met the graduation requirements within the above period, the school shall issue a graduation certificate (the certificate of completion shall be withdrawn), and the graduation time shall be filled in according to the issuance date. Those who meet the conditions for degree granting can be awarded a bachelor's degree.

**Article 52** In the standard academic years, international students who cannot finish their studies on time and shall extend their study years in school shall apply before the end of the last semester. After being approved by the university and paying the fees stipulated by the university, they can be enrolled in the next grade of their specialty. If they fail to go through the formalities within the time limit, they shall be deemed as giving up extending their study years.

**Article 53** If the graduation, completion, incompletion certificate and degree certificate are lost or damaged, the university shall issue the corresponding proof upon students’ application and university’s verification. The proof has the same effect as the original certificate.

**Article 54** Students' identification, reward and punishment materials shall be included in student’s file.

**Article 55** Students who have been expelled from school shall only be issued with study certificates.

**XIII. Supplementary Provisions**

**Article 56** These regulations shall be implemented as of the date of promulgation, and the former Regulations of Nanjing Forestry University on the Student Status Administration of International Students (Undergraduates) Studying in China (N.L. G. J. [2019] No.2) shall be abolished at the same time.

**Article 57** The International Education College and the Dean Office shall be responsible for the interpretation of these Regulations.