

ATTENDANCE & EXAMINATION RULES AND REGULATIONS FOR OVERSEAS STUDENTS

- ❖ Late attendance (including implementation, internship, etc.) for 3 times is deemed as 1 absence, and students who are late for 10 minutes shall not be allowed to enter the classroom. Students who are absent for 3 times or more, and missed more than one-third of homework, experiments, reports, etc. are not allowed to take the examination; attendance or class performance will be included in final score.
- ❖ Students absent from class without permission will be deemed as absenteeism. Students who leave school or do not take part in any teaching activities for 2 successive weeks without permission will be naturally deemed as quitting school.
- ❖ Students who failed in the course assessment can take a make-up examination (usually arranged in the **first** week of the next semester), and make-up examination results will be recorded as 60 for passing. There is no make-up examination for practical courses.
- ❖ If students fail to participate in the course assessment without rational reason, his/her course results shall be 0, and credited to the Grade Point Average (GPA) of the respective students. Students who are absent from the examinations or cheat in the examinations will obtain 0, and they cannot take make-up examinations.

- ❖ Students who cannot take an exam on time due to rational reasons (not including the make-up examination), must submit the application for a delayed examination beforehand by themselves or entrust others to do it. There will not be a delayed examination for practical courses. If students cannot submit the application for a delayed exam before the exam due to force majeure factors, students must go through the above-mentioned procedures with valid proof in 5 working days after the exam. Otherwise, it will be considered as abandoning the examinations.
- ❖ The delayed examination is arranged at the beginning of next semester, and goes with the make-up test. Those who fail to take the examination will not be assigned any further examinations. Those who fail to pass the examination will no longer be arranged with the make-up examination and they must apply to relearn the courses.
- ❖ Students who do not pass the course assessment can apply for retaking courses within the stipulated time. Students who pass the examination on the retaken course can obtain the credits of this course, which will be recorded with actual results. Those who pass the examination may also take a retaken course, and it will be recorded with the highest score for it. **Students are required to register and pay for relearned courses within the stipulated time; if they fail to do that, they cannot take the relearned courses and write the examinations.**

The regulations come into force as of today.