

# Graduate Handbook

**Where there is any discrepancy between the Chinese and English  
versions, the Chinese version shall prevail**

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# **Regulations of Xiamen University on Administration of Graduate Student Enrollment Status**

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## **Chapter I General Provisions**

Article 1 These Regulations have been formulated in accordance with the *Education Law of the People's Republic of China*, the *Higher Education Law of the People's Republic of China*, the *Regulations on the Administration of Students of Higher-Education Institutions*, the *Charter of Xiamen University* and other applicable laws and statutes, with the aims of standardizing student administration, maintaining the normal order of education, teaching and residence on campus, safeguarding the legitimate rights and interests of students, and cultivating builders and successors for socialism with all-round development in moral, intellectual, physical and aesthetic aspects.

Article 2 These Regulations apply to graduate students in degree programs at Xiamen University.

Article 3 Students shall support the leadership of the Communist Party of China and diligently study Marxism-Leninism, Mao Zedong thought and the theoretical system of socialism with Chinese characteristics. They are also expected to study, in depth, the spirit of General-Secretary Xi Jinping's series of important speeches and his new concepts, ideas and strategies for state governance. Moreover, students shall maintain firm confidence in the pathway, theory, institutions and culture for building socialism with Chinese characteristic, and shall establish the common ideal of socialism with Chinese characteristics. In addition, they shall develop a sense of patriotism and the spirits of unity, peace, assiduity, bravery and self-improvement; they shall also strengthen their sense of rule of law, abide by the Constitution, laws and regulations, observe the code of conduct for citizens and university rules and regulations, and have good moral character and positive behaviors and habits; they shall study hard, dare to explore new knowledge, take an active part in social application programs, and strive to master modern scientific and cultural knowledge and professional skills; and they shall engage actively in physical exercises, enhance their physical and mental health, improve personal cultivation, and foster their aesthetic taste.

## **Chapter II Enrollment and Registration**

Article 4 All new students admitted to the University shall complete the enrollment procedure at the University within the prescribed time limit by presenting their admission notices and relevant certificates. A new student unable to enroll on time shall submit a request in writing for a leave of

absence, together with supporting documents, to his or her college or institute (hereinafter referred to “the College” for brevity). In principle, a leave of absence shall not exceed two weeks. A student who fails to request a leave of absence in advance or overstays the leave of absence will be deemed to have given up his or her qualification for enrollment except that the student has a legitimate reason, such as an event of force majeure.

Article 5 The University will conduct preliminary verification of new students’ qualification for enrollment upon their entrance to the University, and those with satisfactory verification results will be enrolled and registered. If, during the verification process, it is revealed that a new student does not correspond to the information in his or her admission notice, personal information or any supporting document, or that the student is in breach of any state regulations on admission examinations, the College shall notify the Office of Admissions of the case, and in conjunction with other related offices, the Office of Admissions shall submit the case to an executive conference of the President for review, and a decision shall be made to revoke the student’s qualification for enrollment.

Specific guidelines for preliminary verification of graduate students’ qualification for enrollment have been established by the University.

Article 6 A new student who is unable to enroll due to illness or for another legitimate reason may apply for retention of his or her qualification for enrollment. Throughout the retention period of his or her qualification for enrollment, the student will have no enrollment status at the University and will not be entitled to the benefits for enrolled graduate students.

To apply for retention of his or her qualification for enrollment, a graduate student shall, two weeks before the designated arrival date for new students, submit a completed Application Form for Retention of Qualification of Enrollment, together with supporting documents, to the College to obtain its permission. If the College gives permission, the application will be forwarded to the Graduate School for approval.

For a graduate student who is permitted to retain his or her qualification for enrollment, the period of study at the University will start from the date of enrollment, and the student will be placed in a class for the corresponding year.

Within two weeks before the start of the new academic year after the retention period of his or her qualification for enrollment has expired, the graduate student shall apply to the College for enrollment. If the student has retained his or her qualification for enrollment because of illness, he or she shall furnish a recovery certificate issued by a grade 2 or higher hospital designated by the University, and if the student meets all health requirements in the pre-enrollment physical examination, he or she will be enrolled. If not, the case shall be submitted to an executive conference of the President for review and a decision shall be made to revoke the student’s qualification for enrollment. A student exceeding the enrollment deadline by two weeks without a legitimate reason, such as a force majeure event, will be deemed to have given up his or her qualification for enrollment.

Qualification for enrollment can be retained by year and for a maximum of 2 years. A new student drafted into the People's Liberation Army (including the Chinese People's Armed Police Force) may retain his or her qualification until 2 years after discharge.

Article 7 Within three months of enrollment, new students will be subject to reverification according to the admission regulations of the State and the University. The reverification is intended to determine:

- (1) whether the admission formalities and procedures conform to the States' admission regulations;
- (2) whether the student's qualification for admission is authentic and conforms to applicable regulations;
- (3) whether the information given by the student and recorded in his or her identity document is consistent with the information in his or her admission notice and examination candidate file;
- (4) whether the student's physical and mental health conforms to the physical requirements for his or her program of study and is adequate for him or her to study and reside normally on campus; and
- (5) whether the professional standard of students who have been admitted for their artistic, athletic or other achievements meet the admission requirements.

If, during the reverification process, it is revealed that a student has committed an act of fraud or dishonesty, the student shall be categorized as failing the reverification. In such circumstances, the College shall report the case to the Office of Admissions, and the conjunction with other related offices, the Office of Admissions shall submit the case to an executive conference of the President for review and a decision shall be made to remove the student's enrollment status. If the case is serious, it shall be handed over to the competent authorities for investigation.

If, during the reverification process, it is found that the student's physical or mental health makes him or her unfit for study at the University, and if the hospital designated by the University determines after diagnosis that the student should recuperate at home, subject to approval by the Graduate School, the student may retain his or her qualification for enrollment according to the provisions of Article 6.

Specific guidelines for reverification of new graduate students' qualification for enrollment have been established by the University.

Article 8 Before proposing to revoke a graduate student's qualification for enrollment and to remove his or her enrollment status, the College shall notify the graduate student of the grounds for the decision and inform the student that he or she has the right to appeal against the decision.

Article 9 Before revoking a graduate student's qualification for enrollment or removing his or her enrollment status, the University will review the legitimacy of the decision. A notice of the decision will be issued by the University and served to the graduate student by the College in a manner stipulated in Article 51 for serving a notice of an expulsion decision.

Article 10 Graduate students shall register twice in each academic year. In the autumn and spring semesters, graduate students shall complete the registration formalities at their respective colleges with their graduate student identity cards within the prescribed time limit. No study can commence before registration is completed.

Graduation-deferred or non-full-time graduate students who have completed their course studies shall also register in person and meet with their supervisor to discuss the progress of their research. Each college may set a registration date as it sees fit; however, no registration date shall be later than one month after the start of the semester, and all colleges shall submit their registration dates to the Graduate School in advance for filing.

Graduate students shall pay tuition fees and other costs before registration. Those who fail to pay fees and costs on time or satisfy the registration conditions will not be registered. Graduate students from economically disadvantaged families may apply for state education loans or other forms of financial assistance according to the procedures established by the University.

A graduate student who is unable to register in person on time shall submit to the College a request in writing for a leave of absence, together with supporting documents. The length of the leave of absence shall not exceed two weeks. A graduate student who fails to register in person on time without requesting a leave of absence in advance or without obtaining approval for his or her request will be subject to disciplinary action, and in a serious case, the student may be expelled from the University.

### **Chapter III Attendance and Leaves of Absence**

Article 11 Graduate students shall participate in all activities prescribed in the education and teaching plans. A graduate student who is unable to participate shall request a leave of absence in advance. If a graduate student is unable to request a leave of absence in advance due to an acute or severe disease, an injury in an accident, an emergency or any other factors beyond his or her control, the student shall submit a make-up request for a leave of absence immediately after returning to the University. Failure to request a leave of absence or an unapproved absence will result in disciplinary action by the College, and in a serious case, the student may be expelled from the University.

Article 12 In principle, graduate students may not request a leave of absence for private matters. In exceptional circumstances, a graduate student may request a leave of absence for private matters in strict accordance with the University's procedures.

Article 13 A graduate student requesting a leave of absence (including a sick leave) shall complete the Request Form for Leave of Absence. If the request is for a sick leave, a statement from

a University-designated hospital shall also be furnished. A request for a leave of absence not exceeding one week will be subject to approval by the supervisor and shall be submitted to the College for filing. A request for a leave of absence between one and five weeks will be subject to approval by the supervisor and the College's administrative dean and shall be submitted to the Graduate School for filing.

A graduate student who has requested leaves of absence exceeding five weeks in a single semester according to the provisions herein shall complete the formalities for academic suspension.

Article 14 A graduate student wishing to undertake fieldwork or external course study for his or her research project or program of study shall complete the Application Form for Fieldwork or External Study. The application will be subject to approval by the supervisor and the College's administrative dean and shall be submitted to the College for filing. In principle, the fieldwork or external study shall not exceed one semester.

Article 15 Upon expiration of the leave of absence, the graduate student shall promptly return to the University and report to the College. If it is absolutely necessary to extend the leave of absence, the student shall complete the appropriate formalities.

Article 16 A graduate student wishing to travel abroad for any reason shall completed all review and approval formalities prescribed by the University. If the student remains abroad for more than three months on a collaborative academic program or on a study or exchange program, the University will maintain his or her enrollment status.

#### **Chapter IV Assessment and Grading**

Article 17 The University will assess the performance of graduate students in all courses and in all educational and teaching processes (hereafter collectively referred to as "courses") prescribed in the academic scheme for the program of study. The outcomes of assessments will be recorded in the students' transcripts and included into their enrollment status files.

The performance of graduate students in courses will be assessed through examinations and evaluations, and course credits are granted only for satisfactory assessment outcomes. Graduate students with unsatisfactory assessment outcomes for a course shall repeat the course. If a student has missed one-third of the total class hours of a course (including leaves of absence) or one-third of the experiments in an experiment course, the student shall repeat the course.

In the event of a compulsory course, the original course shall be repeated, while in the event of an elective course, the student may repeat the original course or take another course in accordance with the academic scheme. The student may repeat a course with students of the following year or with students of the same year who are taking the same course in a different class. If a course to be repeated by the student is no longer offered, the College will direct the student to take a comparable or higher course which carries the same number of credits and has similar requirements.

A graduate student with a compelling academic reason may apply for exemption from certain courses or from class attendance in certain courses; however, he or she shall obtain the approval of the College or the Graduate School. In the event of a repeated course, the student cannot be exempted from class attendance.

If a graduate student is unable to undergo a course performance assessment in advance due to an acute or severe disease, an injury in an accident, an emergency or any other factors beyond his or her control, the student may request to defer the assessment.

Specific guidelines for course repeats, exemptions from courses or class attendance, and deferment of assessment for graduate students have been established by the University.

Article 18 Doctoral students will be subject to mid-term assessment. Those who receive a “satisfactory” grade in the mid-term assessment will continue their studies toward a doctoral degree, and those who receive an “unsatisfactory” grade in the first mid-term assessment will be given an opportunity to undergo a reassessment. If the reassessment confirms the “unsatisfactory” grade, the student’s doctoral studies will be terminated or changed to an appropriate master’s degree program.

Specific guidelines for the mid-term assessment of doctoral students have been established by the University.

Article 19 Assessment and appraisal of students’ moral character will be based on the provisions specified in Article 3 and include in-process management, factual documentation, personal summaries and democratic evaluation by faculty and fellow students. Graduate students will be subject to moral character assessment on an annual basis, and the resulting academic-year appraisal comments will be included into the student’s personal file.

The PE performance of graduate students will be assessed with a focus on in-process management, and the assessment may cover attendance, classroom instructions, extracurricular exercises and physical health.

Article 20 Graduate students shall complete all courses and related academic processes prescribed in the academic scheme. In principle, master’s students are to complete all courses within 1.5 years, and doctoral students are to complete all courses within one year. The College shall monitor graduate students’ academic progress and give necessary early warnings to graduate students who have failed to complete their courses on time.

Article 21 If a graduate student takes an elective or make-up course outside the academic scheme under the guidance of his or her supervisor and achieves a satisfactory grade in the assessment, the grade may be recorded in the transcript but not included in the total score for graduation.

A graduate student may take University-recognized external courses or online open courses. Specific guidelines for recognition of scores and credits from such courses have been established by the University.

Article 22 The experiences and achievements of graduate students in their areas of specialization, such as participating in innovation, entrepreneurship or social application activities, publishing papers in academic journals, and obtaining patents, will be converted into credits, and such credits will count toward the total number of credits required for the graduate student's degree. Specific guidelines on recognition of such credits have been established by the University.

The University encourages graduate students to participate in social application, innovation and entrepreneurship activities by providing them with support and guidance. Participation of graduate students in such activities is specified in the academic scheme.

Article 23 All colleges shall continuously enhance their administration systems for the academic scores and enrollment status files of graduate students, provide complete factual documentation of the academic scores of graduate students, and issue transcripts. Scores for repeated courses shall be marked as such.

If a graduate student seriously violates the assessment discipline or commits cheating, the assessment outcome for the course will be marked as invalid, and appropriate disciplinary sanctions will be imposed on the student according to the circumstances of the infraction. If the student is given a warning, a serious warning, a demerit or probation as a result of the infraction and if his or her behavior has significantly improved after the punishment, he or she may be permitted to repeat the course.

For graduate students who withdraw from the University or terminate their studies, the courses that they have completed and the credits that they have earned shall be recorded. For graduate students readmitted after retaking entrance examinations and satisfying all admission conditions, the credits that they have earned will be recognized after they apply for the recognition, the College confirms the credits, and the Graduate School establishes that the student meets the academic requirements.

Article 24 The University educates students about academic integrity and ethics and places the information on the academic integrity and moral character of graduate students into their academic-year appraisals. The University also implements restraint and penalty mechanisms for academic misconduct. Students with serious academic misconduct will be subject to disciplinary action according to University rules and regulations. The University will impose restrictions on the degrees, academic titles and honors obtained by graduate students who have been found to committed academic misconduct.

## **Chapter V Change of Program and Supervisor and Transfer**

Article 25 In principle, graduate students are not permitted to change their program of study. A graduate student may request to change his or her program of study in exceptional circumstances, such as adjustments of disciplinary programs, changes of supervisors, shifts of academic interests, or special difficulties with studies, which prevents the student from continuing his or her current program of study. In principle, the student can only change to a related program in the same disciplinary category or in an interdisciplinary area.

Specific guidelines for graduate students to change their program of study have been established by the University.

Article 26 To change his or her program of study, the graduate student shall lodge an application to the current college and obtain the approval of both the current and intended colleges and the supervisor. The Graduate School will then review the application and forward it to the academic president of the University for approval. If approved, the application will be publicized for comment, and if it is not disputed, the student will be permitted to change to a new program.

Article 27 A graduate student who requests to change his or her program to study will be subject to specialized assessment by the intended college. If the application for change of program is approved, the student shall strictly follow the academic scheme for his or her new program of study. Following the change, the tuition fees of the new program of study will apply.

Article 28 In any of the following circumstances, graduate students are not permitted to change their program of study:

- (1) the student has been enrolled at the University for less than a semester;
- (2) the student has changed his or her program of program before;
- (3) the student is away from the University with his or her enrollment status maintained or on academic suspension;
- (4) the student is not qualified for change of program according to the relevant regulations of the state, an explicit agreement made with the University prior to admission, or other regulations of the University.

Article 29 In principle, graduate students are not permitted to change their supervisor who has been appointed upon their entrance to the University. In exceptional circumstances where it is absolutely necessary to change his or her supervisor, the student shall obtain the permission of both the current supervisor and the intended supervisor, and after being approved by the College's Academic Degrees Assessment Subcommittee, the application shall be forwarded to the Graduate School for filing. If the current supervisor does not permit the change for a special reason, the College will mediate. If the mediation fails to resolve the issue, the student or the supervisor may submit the case to a joint Party and administration conference of the College for discussion. The opinion derived from the conference will be submitted to the College's Academic Degrees Assessment Subcommittee for review and then forwarded to the Graduate School for filing.

With the permission of the supervisor and the College and the approval of the Graduate School, a doctoral student who was selected in his or her undergraduate years for direct entry into a doctoral program or a student in an integrated master's and doctoral degree program may request to change to a master's degree program if the student is unable to continue studying for a doctoral degree. However, if the student has been enrolled in the program for less than 2 years, he or she will not be permitted to change to a master's degree program.

Article 30 Graduate students are expected to complete their studies at the University. In exceptional circumstances when the student is ill or encounters extraordinary difficulties and has extraordinary needs, making it unlikely to continue his or her study at the University or to meet the University's academic requirements, he or she may request to transfer to another institution.

Article 31 In any of the following circumstances, graduate students are not permitted to transfer to another institution:

- (1) the student has been enrolled at the University for less than a semester or is less than year away from his or her graduation;
- (2) the student is seeking to transfer from a lower degree program to a higher one;
- (3) the student was originally admitted to the University with the sponsorship of a certain organization;
- (4) the intended institution or program has higher admission standards than the student's current one;
- (5) the student does not have a legitimate reason for transfer.

If it is necessary for a graduate student to transfer to another institution due to factors beyond his or her control, such as changes of the University's academic conditions, the student may lodge an application and the University will issue a statement to the provincial educational authorities who will then provide coordination for the student to transfer to a comparable institution.

Article 32 A graduate student who wishes to have a transfer shall lodge an application and follow the procedures below if he or she satisfies the conditions for the transfer:

- (1) A graduate student currently enrolled at the University who wishes to transfer to another institution shall lodge an application and obtain the permission of his or her current supervisor and college and the approval of the intended institution. The application will then be forwarded to the Graduate School for review and the academic president of the University for approval. If the intended institution is located outside Fujian Province, the Fujian Provincial Department of Education will contact the educational authorities in the province where the intended institution is located to confirm and complete the transfer formalities.
- (2) An external graduate student who wishes to transfer to the University shall lodge an application. The Graduate School, in conjunction with the Office of Admissions, will determine whether the applicant satisfies the conditions for transfer. If yes, the applicant will be subject to program-specific assessment by the intended college. If the outcome of the assessment is satisfactory, after a supervisor is appointed, the application will be forwarded by the Graduate School to an executive conference of the President for consideration. If approved, the application will be published for public comment, and if it is not disputed, the student will be permitted to transfer to the University. If the student is from an institution outside Fujian

Province, his or her current institution will inform the local educational authorities, who will then contact the Fujian Provincial Department of Education to confirm and complete the transfer formalities.

Where it is necessary for a transfer student to transfer his or her household registration, the provincial educational authorities will copy the related documents to the public security bureau in the city where the intended institution is located.

Specific guidelines for transfer of graduate students have been established by the University.

Article 33 A graduate student currently enrolled at the University who requests to transfer to another institution shall pay all tuition fees for his or her study at the University. An external graduate student transferring to the University shall pay all tuition fees for his or her study at the University according to the tuition rates applicable to the intended program. An external graduate student approved to transfer to the University shall follow the academic scheme of the intended program.

#### **Chapter VI Normal Period and Maximum Duration of Study**

Article 34 The normal period of study is 2-3 years for master's students, 4 years for doctoral students, and 5 years for doctoral students where were selected as undergraduates for direct entry into doctoral programs.

Article 35 The maximum duration of study (including times of academic suspension and leaves with enrollment status maintained) is 5 years for master's students, 8 years for doctoral students, and 2 extra years on this basis for graduate students on academic suspension for entrepreneurial activity.

Article 36 Where it proves impractical to a graduate student to complete his or her study within the normal period of study, the student shall, before June of the year, apply for an extension of time via the Graduate Student System. If the application is approved by the supervisor and the College, it shall be forwarded to the Graduate School for filing.

Each time a graduate student applies for an extension of time, he or she can only request an extension of up to a year. Before applying for an extension, the student shall pay all outstanding tuition fees and costs.

A graduate student who fails to apply for an extension of time within three months of expiration of the normal period of study will be deemed to have withdrawn from the program.

#### **Chapter VII Suspension, Maintenance of Enrollment Status and Resumption of Study**

Article 37 Graduate students may complete their study in phases. Except otherwise stipulated, graduate students shall complete their study within the maximum duration of study (including times of academic suspension and leaves with enrollment status maintained) prescribed by the University. Where a graduate student requests to suspend from his or her program of study or be away from the

University with his or her enrollment status maintained, or where the College deems it necessary for the student to do so, subject to approval by the University, the student may be permitted to suspend from the program or be away from the University with his or her enrollment status maintained.

Article 38 In any of the following circumstances, a graduate student will be placed on academic suspension or on absence with his or her enrollment status maintained:

- (1) if the student is ill and has been confirmed by a University-designated hospital as requiring treatment and recuperation for more than five weeks, he or she will be placed on academic suspension;
- (2) if the student's leaves of absence (including sick leave) taken within a semester or cumulative leaves of absence exceed five weeks, he or she will be placed on academic suspension;
- (3) if the student is engaged in entrepreneurial activity or taken up full-time employment, he will be placed on academic suspension;
- (4) if the student is drafted into the Chinese People's Liberation Army (including the Chinese People's Armed Police), he or she will be placed on absence with his her enrollment status maintained;
- (5) if the student participates in a University-organized overseas collaborative educational program, serves as a volunteer Chinese-language instructor, or takes part in an exchange program for more than three months, he or she will be placed on absence with his or her enrollment status maintained;
- (6) any other circumstances in which the student shall be placed on academic absence or absence with enrollment status maintained.

Article 39 To apply for academic suspension, a graduate student shall complete the Application Form for Academic Suspension and obtain the permission of the supervisor and the College and the approval of the Graduate School. Where the student applies for academic suspension (or deserves academic suspension) on health grounds, a statement from a University-designated hospital shall be furnished. If the student applying for academic suspension was originally admitted to the University with the sponsorship of a certain organization, a statement from the organization shall be furnished.

Article 40 In principle, a graduate student will be placed on academic suspension by semester or academic year, and any part of a semester will count as a full semester. Where a graduate student who has resumed study is placed on academic suspension again less than a full semester after his or her previous suspension, he or she will be deemed to be placed on continuous academic suspension. The cumulative total length of academic suspensions shall not exceed 2 years. Where the student applies for academic suspension for entrepreneurial activity, he or she may be placed on academic suspension for 2 consecutive years; however, the cumulative total length of his or her academic suspensions shall not exceed 4 years.

Article 41 The University will maintain a graduate student's enrollment status while he or she is on academic suspension; however, the student will not be entitled to the benefits for enrolled graduate students. The medical expenses of a graduate student on academic suspension for illness will be handled in accordance with the applicable regulations of the State and Xiamen City. The scholarship and financial assistance of a graduate student who has resumed study will be handled in accordance with the applicable regulations of the University.

Article 42 If an enrolled graduate student is drafted into the Chinese People's Liberation Army (including the Chinese People's Armed Police Force), the University will maintain his or her enrollment status until 2 years after discharge.

If a graduate student participates in a University-organized overseas collaborative educational program, serves as a volunteer Chinese-language instructor, or takes part in an exchange program for more than three months, the University will maintain his or her enrollment status in accordance with the signed agreement for a period corresponding to the length of his or her absence from the University.

While a graduate student is away from the University with his or her enrollment status maintained, he or she will be placed under the administration of the military unit or institution which he or she is affiliated with.

Subject to approval by the University, a graduate student who has obtained the approval of the competent authorities to take up permanent residence or pursue self-funded study abroad may maintain his or her enrollment status for a year.

Article 43 A graduate student is not entitled to the benefits for enrolled graduate students while he or she is away from the University with his or her enrollment status maintained.

Article 44 A graduate student on academic suspension or absence with his or her enrollment status maintained shall not leave the University until all related formalities are completed. A graduate student shall pay all outstanding tuition fees and costs before his or her application for academic suspension or absence with enrollment status maintained is approved.

Article 45 When the academic suspension or absence with enrollment status expires, the graduate student shall submit a completed Application Form for Resumption of Study to the supervisor and the College and obtain the approval of the Graduate School within two weeks before the new semester commences. If the student has returned from overseas, he or she shall complete the formalities for resumption of study at the Graduate School within five workdays after arriving back in China.

A graduate student on academic suspension for illness can resume study only with a recovery certificate issued by a University-designated hospital. A graduate student on academic suspension for entrepreneurial activity can, in principle, resume study only with a tax payment certificate for his or her startup business or other proof documents for entrepreneurial activity.

Article 46 Where a graduate student resuming study is unable to continue his or her original program of study due to adjustments of disciplinary programs, changes of supervisors or other factors, he or she may be placed in a comparable program according to the guidelines for change of program.

### **Chapter VIII Withdrawal**

Article 47 In any of the following circumstances, a graduate student will be withdrawn from the University:

- (1) the student fails to pass an elective or compulsory course after repeating it twice;
- (2) a comprehensive examination or the mid-term assessment indicates that the student is incapable of research and is unable to continue his or her study;
- (3) the student fails to apply for resumption of study within two weeks before the new semester commences though his or her academic suspension or absence with enrollment status maintained has expired, or the outcome of the reverification before resumption of study is unsatisfactory;
- (4) the student is unable to continue his or her study at the University after being diagnosed with a disease or disabled in an accident or for another reason;
- (5) the student has failed to participate in University-prescribed teaching or research activity for two consecutive weeks without approval;
- (6) the student has failed to register at the University two weeks after the date of registration without requesting a deferment in advance;
- (7) the student has remained abroad beyond the approved length of time, exceeds the time limit on his or her overseas stay without approval, or fails to return to the University after his or her application for an extension of the time limit is rejected;
- (8) the student has exceeded the normal period of study by three months without applying for an extension of time, or the approved extension has expired but the student still fails to complete his or her study and does not apply for another extension;
- (9) the student has exceeded the maximum duration of study (including times of academic suspension and absence with enrollment status maintained) and has failed to earn the required number of credits from compulsory courses and academic steps;
- (10) Any other circumstances specified by the University for withdrawal.

In any of the foregoing circumstances where a graduate student will be withdrawn from the University, his or her college will submit a report, together with related materials, to the supervisor and the College for comments and then to the Graduate School for review. Where a graduate student requests to withdraw from the University, he or she shall complete the Application Form for

Withdrawal from the University and submit it to the supervisor and the College for comments and to the Graduate School for review. If the supervisor does not permit the withdrawal for an extraordinary reason, the College will mediate. If the mediation fails to resolve the issue, a decision may be made at a joint Party and administration conference of the College and then forwarded to the Graduate School for review.

Article 48 To withdraw a graduate student from the University, an executive conference of the President will study the case and make a decision; the legitimacy of the decision shall be reviewed in advance.

Article 49 Before proposing to withdraw a graduate student from the University, the College shall notify the graduate student of the grounds for the decision, inform the student that he or she has the right to appeal against the decision, and hear his or her statement and defense and record them in the withdrawal report. Where the student is out of contact, it shall be marked as such.

Before withdrawal, the student shall pay all outstanding tuition fees.

Article 50 The University will issue a notification of withdrawal decision to the graduate student withdrawn from the University.

Article 51 The notification of withdrawal decision will be delivered to the graduate student via his or her college, the student's signature is required upon receipt of the notification, and the date of the signature will be deemed as the date of delivery.

If the graduate student refuses to accept the notification of withdrawal decision, the notification may be delivered by placing it at the student's address. The College employee responsible for delivering the notification shall invite at least two faculty or staff members or students as witnesses on the site and record the circumstances of the refusal and the date on the delivery slip. After being signed by the delivery person and the witnesses, the notification of withdrawal decision will be placed in the graduate student's dormitory room or place of habitual residence, upon which it is deemed to have been delivered. If the student has left the University, the notification will be delivered through the postal service. If the student is out of contact, the notification will be publicly announced on the University's website or in the press. Where the notification is delivered by public announcement, it will be deemed to have been delivered 15 days after the public announcement.

The notification of withdraw decision becomes effective on the date of delivery.

Article 52 A graduate student withdrawn from the University is not permitted to apply for resumption of study. Where a student contests the decision to withdraw him or her from the University, the student may lodge a written appeal to the University's Student Appeals Committee within ten days of receipt of the decision notification. The Student Appeals Committee will consider the student's appeal. Where it is necessary to change the original decision, the Student Appeals Committee will submit the case to an executive conference of the President for reconsideration.

To lodge an appeal, graduate students shall follow the Xiamen University Student Appeal Procedure.

Article 53 A graduate student withdrawn from the University shall complete the withdrawal formalities within two weeks after receiving the notification of withdrawal decision.

Where a graduate student withdrawn from the University is employable with his or her current level of education under the current employment policy, the original school from which the student graduated will contact the relevant provincial authorities in charge of graduate employment to complete the related formalities, the student's personal file will be returned to the city where his or her family resides, and the student's household registration will be returned to his or her place of origin in accordance with the relevant state regulations.

Where a graduate student withdrawn from the University fails to obtain employment within a year after the date of the University's notification of withdrawal decision, the University will return the student's personal file to the city where his or her family resides, and his or her household registration will be returned to his or her place of origin in accordance with the relevant state regulations.

## **Chapter IX Withdrawal**

Article 54 Graduate students will be permitted to graduate and awarded a certificate of graduation if they have earned the required number of credits, completed all required courses, passed their graduation (degree) thesis/dissertation defense, and satisfied all moral, intellectual and physical requirements for graduation as specified in the academic scheme within the normal period of study as prescribed by the University. Those who satisfy the conditions for the conferment of a degree will be awarded a degree certificate by the University.

Article 55 Graduate students may apply for early graduation if they have earned the required number of credits and completed all required courses prescribed in the academic scheme ahead of schedule. They will be permitted to graduate early and awarded a certificate of graduation if they have passed their graduation (thesis/dissertation) defense and satisfied all moral, intellectual and physical requirements for graduation. Those who satisfy the conditions for the conferment of a degree will be awarded a degree certificate by the University.

Graduate students applying for early graduation shall have an excellent academic record and outstanding research output. Doctoral students applying for early graduation should have been enrolled in their program for at least 3 years. Master's students applying for early graduation should have been enrolled in their program for at least 1.5 years if the normal period of study is 2 years, and for at least 2 years if the normal period of study is 2.5 years or longer.

Doctoral students applying for early graduation shall arrange for a preliminary defense of their graduation (degree) dissertations. Only after they have satisfied all preliminary defense requirements will their graduation (degree) dissertation be sent out for external review.

Graduate students applying for early graduation will be disqualified for early graduation if they fail to pass the review of their graduation (degree) thesis/dissertation or formal defense. Before applying for early graduation, graduate students shall pay all outstanding tuition fees.

Specific guidelines for early graduation of graduate students have been established by the University.

Article 56 Graduate students may apply for completion of study if they have reached the end of the University-prescribed normal period of study but are still within the maximum duration of study and if they have earned the required number of credits and completed all required courses as prescribed in the academic scheme but have not completed their graduation (degree) thesis/dissertation or fail to pass the defense. Those who satisfy the conditions for completion of study will be reported to the Graduate School for approval and awarded a certificate of completion of study by the University. Graduate students who have not reached the end of the University-prescribed normal period of study are not permitted to apply for early completion of study.

Graduate students whose University-prescribed maximum duration of program has expired and before they satisfy the conditions for graduation will be subject to review by the College, and those who satisfy the conditions for completion of study will be reported to the Graduate School for approval and awarded a certificate of completion of study by the University.

Within 3 years of completion of study, graduate students may apply for graduation (degree) thesis/dissertation defense or re-defense after revising their original thesis/dissertation. If they fail to pass the defense, they may apply for re-defense. The re-defense applied for shall be in at least three months but within a year. If the student fails to pass the second defense, he or she will be permanently disqualified for defense.

Graduate students whose application for defense is approved shall pay all related expenses in advance. Those who pass the defense will be permitted to graduate and their certificate of completion of study will be replaced with a certificate of graduation. The date of certificate issuance will be deemed as the date of graduation. Those who satisfy the conditions for the conferment of a degree will be awarded a degree certificate by the University.

Specific guidelines for replacing certificates of completion of study with certificates of graduation for graduate students have been established by the University.

Article 57 Graduate students who withdraw from the University after being enrolled for a year or longer will be awarded a certificate of incompleteness of study. Graduate students who withdraw after being enrolled for less than a year will be awarded a certificate of factual study. Graduate students whose enrollment status is removed will be awarded a certificate of study by the University.

## **Chapter X Administration of Academic Certificates**

Article 58 The University prepares and issues educational certificates, degree certificates and other academic certificates in strict accordance with the types of education and forms of study

determined at the time of admission and the personal information provided by graduate students during the process of application and admission.

To change personal information which will be used in his or her academic certificates, such as personal name or date of birth, a graduate student shall have sufficient grounds and furnish legally valid evidence documents. No changes will be made until such documents are accepted after scrutiny.

Article 59 The University strictly implements the National Electronic Registration Administration System for Higher Education Enrollment Status and Academic Records. Graduate students are expected to cooperate with the University in recording and modifying enrollment status and academic records.

Article 60 If a student has gained admission or enrollment by breaching the state's admission regulations, the University will remove his or her enrollment status and will not issue any educational certificate or degree certificate to him or her; any such certificates already issued will be revoked by the University. Where a student has obtained any educational certificate or degree certificate through an act of academic dishonesty or by any other illegitimate means, such as cheating or plagiarism, the University will revoke the certificate.

Article 61 In the event of loss or destruction of a certificate of graduation, completion of study, incompleteness of study or degree, the graduate student may request the University to issue a corresponding certification letter by completing the relevant approval formalities. Such a certification letter has the same effect as the original certificate.

## **Chapter XI Supplementary Provisions**

Article 62 Graduate students who were originally admitted with the sponsorship of a certain organization shall comply with the provisions of their sponsorship agreement as well as these Regulations. In addition to supplementary regulations, these Regulations are applicable to the administration of graduate students from Hong Kong, Macao and Taiwanese graduate students, overseas Chinese graduate students, international graduate students and in-service graduate students studying for a master's degree.

Article 63 Words importing the singular shall, where applicable, include the plural and vice versa.

Article 64 The Graduate School is responsible for interpreting these Regulations.

Article 65 These Regulations shall come into effect from September 1, 2017 and supersede the original *Regulations of Xiamen University on the Administration of Graduate Student Enrollment* (the XMU Graduate [2009] No. 15 document). Where any discrepancy arises between the provisions in other documents of the University and these Regulations, the latter shall prevail.

# **Procedure for Graduate Students to Check, Revise and Change Basic Personal Information on Enrollment Status**

For graduate students, basic personal information on enrollment status refers to the personal information provided by the student when sitting for the entrance examinations and submitted to the Ministry of Education for filing after admission. Such information includes the student's name, gender, date of birth, ethnicity, identity card number (or mainland travel permit number for Hong Kong, Macao and Taiwan Residents, or passport number of international students), etc. The information is an important basis for the student to obtain enrolment status and for the University to issue enrollment and academic performance certificates and confer degrees. To strengthen the administration of graduate student enrollment and to safeguard students' educational rights and interests, the procedure for graduate students to check, revise and change their basic personal information on enrollment is hereby presented:

## **I. New Students Checking Personal Information on Enrollment Status**

According to the *Notification of the Policy on Obtainment of Enrollment and Graduation Certificates by University Students* released by the Ministry of Education, starting in 2007, the State began implementing an electronic registration system for enrollment. Any student whose information cannot be found on the China Higher Education Student Information Net ([www.chsi.com.cn](http://www.chsi.com.cn)) is deemed as having no enrollment status and cannot obtain any educational certificate recognized by the State.

To ensure the accuracy of students' enrollment status, new students shall log onto the Xiamen University Graduate Student Information Management Platform (<http://gs.xmu.edu.cn>), enter the "Revise Personal Enrollment Status Information" module, and provide additional personal information. Students who fail to provide complete additional personal enrollment status information will not be able to select courses.

Three months after enrollment, new students shall log onto the China Higher Education Student Information Net ([www.chsi.com.cn](http://www.chsi.com.cn)), register with their real names, and then confirm and verify their personal identity information and enrollment status and registration information.

The basic information on enrollment status on the Graduate Student Information Platform shall be consistent with the information on the China Higher Education Student Information Net. Students cannot revise or change in the information by themselves.

## **II. New Students Revising Personal Information on Enrollment Status**

When checking the information, if you find that your basic information on the Graduate Student Information Platform and the China Higher Education Student Information Net is inconsistent with

your actual valid identity document, you must proceed to the Education and Administration Office of the Graduate School to request a revision of the related information. If a student fails to request such a revision on time, he or she will be solely responsible for the information inconsistency between his or her educational, graduation and degree certificates and his or her valid identity documents.

To request a revision of their enrollment status information, the following documents are required:

1. Domestic Students: A completed Request (Confirmation) Form for Change of Enrollment Status Information of Students in Fujian Higher-Education Institutions (see Appendix 1) and the following documents of proof: ① a certificate issued by the University's Office of Admissions; ② a certificate issued by the school from which the examination candidate graduated; ③ the original plus a photocopy of the student's national identity card, household register and entrance examination permit (the originals will be returned after verification); ④ a household registration certificate issued by the police station; and ⑤ a photocopy of the admission roster.
2. Taiwan, Hong Kong and Macao Students: The original plus a photocopy of the Mainland Travel Permit for Taiwan, Hong Kong or the Macao Residents and Taiwan, Hong Kong or Macao identity card (the originals will be returned after verification).
3. International Students: The original plus a photocopy of the passport (the original will be returned after verification).

### **III. Changing Basic Personal Information on Enrollment Status**

Where it is necessary for an enrolled graduate to change his or her basic personal information on enrollment status for any reason, the student shall request the change at the Graduate School before April of the year with valid documents of proof. Requests made at other times will not be processed. To request change of basic personal information on enrollment status, the following documents of proof shall be provided:

1. **Change of Name:** This refers to a new name requested by the graduate student for a personal reason and approved by the household registration authority. To request change of name, the following documents shall be provided:
  - ① Domestic Students: (a) The original plus one photocopy of the new national identity card bearing the new name and the original household register bearing the original name (the originals will be returned after verification); and (b) A photocopy of the Request Form for Change of Name approved by the household registration authority (with a household registration certification stamp).
  - ② Students from Taiwan, Hong Kong and Macao: (a) The original plus a photocopy of the

Mainland Travel Permit for Taiwan, Hong Kong or Macao Residents and the Taiwan, Hong Kong or Macao Identity Card (the original will be returned after verification); and (b) the original household register.

- ③ International Students: (a) The original plus a photocopy of the passport (the original will be returned after verification); and (b) a certificate issued by the Embassy.

**2. Change of Identity Card Number:** This refers to replacing the wrong or duplicated identity card number of an enrolled domestic graduate student given by the household registration authority by mistake with the new correct number that has taken effect; it may also refer to replacing the number on the expired identity document of a student from Taiwan, Hong Kong or Macao or an international student with the number on the new identity document. To request change of identity card number, the following documents shall be provided:

- ① Domestic Students: (a) The original plus a photocopy of the new and old identity cards and the household register (the originals will be returned after verification); and (b) the Citizen Identity Card Number Change Certificate issued by the household registration authority (see the specimen in Appendix 2).
- ② Taiwan, Hong Kong and Macao Students: The original plus a photocopy of the Mainland Travel Permit for Taiwan, Hong Kong or Macao Residents (the original will be returned after verification);
- ④ International Students: The original plus a photocopy of the passport (the original will be returned after verification).

**3. Change of Information on Gender, Date of Birth or Ethnicity:** This refers to the correction of the information by the household registration authority for an enrolled domestic student after discovering an error.

To request change of such information, the following documents shall be provided: (a) the original plus a photocopy of the new identity card which has taken affect after the correction and the household register (the original will be returned after verification); and (b) a photocopy of the Request Form for Change approved by the household registration authority (bearing the household certification stamp) or another household registration correction certificate.

#### **IV. Final Review**

All documents submitted in support of the request for change will be verified by the Graduate School and forwarded in a single package to the Fujian Provincial Department of Education for final review. Where documents are inadequate, the graduate student shall submit additional documents as required in the said department's review comments.

附件 1:

## Appendix 1:

## 福建省高等学校学生学籍信息变更申请（确认）表

Request (Confirmation) Form for Change of Enrollment Status Information of Students in  
Higher-Education Institutions in Fujian

考生号 Examination Candidate No.		姓名 Name		性别 Gender		学生近期 免冠照片 Photo	由所在高校骑 缝盖章 To be stamped by the University 考生录取电子 照片 Electronic photo of the student upon admission
身份证号 Identity Card No.		民族 Ethnicity		录取年份 Year of Admission			
是否享受高考 录取优惠政策 Entitled to preferential NCEE admission policy	<input type="checkbox"/> 否 No	考生特征 Examination Candidate Features		生源地 Place of Origin			
<input type="checkbox"/> 是（请填写）：Yes (Please specify):							
更正信息项 Item to be corrected	<input type="checkbox"/> 姓名 Name <input type="checkbox"/> 性别 Gender <input type="checkbox"/> 出生日期 Date of Birth <input type="checkbox"/> 身份证号 ID Card No. <input type="checkbox"/> 民族 Ethnicity <input type="checkbox"/> 其他（请填写）：Other (Please specify):						
更正前信息 Information before correction				更正后信息 Information after correction			
更正理由 Reason for Correction	学生本人签字：_____年 月 日 Student Signature: _____ Date:						
<b>考生原毕业学校、生源地各级招生部门意见</b> <b>Comments by the examination candidate's original school and the admissions offices of his/her place of origin</b>							
考生原毕业学 校意见 Comments by the examination candidate's original school	负责人签字： Administrator Signature:  (公章) (Official Stamp) 年 月 日 Date:			生源地县级 招生部门意 见 Comments by County admissions offices	负责人签字： Administrator Signature:  (公章) (Official Stamp) 年 月 日 Date:		

生源地市级招生部门意见 Comments by municipal admissions office	负责人签字: Administrator Signature:  (公章) (Official Stamp)  年 月 日 Date:	生源地省级招生部门意见 Comments by provincial admissions office	负责人签字: Administrator Signature:  (公章) (Official Stamp)  年 月 日 Date:
<b>学生所在高校学籍管理部门意见</b> <b>Comments by the enrollment status administration office of the student's university</b>			
学生所在高校学籍管理部门意见 Comments by the enrollment status administration office of the student's university	负责人签字: Administrator Signature:  (公章) (Official Stamp)   年 月 日 Date:		
所附证明材料 Documents of Proof	<input type="checkbox"/> 身份证复印件 Photocopy of ID card <input type="checkbox"/> 户籍证明 Household registration certificate <input type="checkbox"/> 户口簿复印件 Photocopy of householder register <input type="checkbox"/> 公民身份证号码更正证明 Citizen Identity Card Number Change Certificate <input type="checkbox"/> 考生原毕业学校证明 Certificate from examination candidate's original school <input type="checkbox"/> 县级招生部门证明 Certificate from county admission office <input type="checkbox"/> 市级招生部门证明 Certificate from municipal admissions office <input type="checkbox"/> 省级招生部门证明 Certificate from provincial admissions office <input type="checkbox"/> 高考报名表 NCEE Registration Form <input type="checkbox"/> 录取花名册复印件 Photocopy of admission roster <input type="checkbox"/> 其他 (请填写): Other (Please specify):		



# **Guidelines of Xiamen University for Change of Program by Graduate Students**

**(2017) XMU Graduate No. 27**

These Guidelines have been established in accordance with the *Regulations on the Administration of Students in Higher-Education Institutions* (Ministry of Education Decree No. 41) and the *Regulations of Xiamen University on Administration of Graduate Student Enrollment Status* (XMU Graduate [2017] No. 60), with the aim of ensuring the fairness, impartiality and soundness of change of program for graduate students.

## **I. Application Conditions for Change of Program**

The applicant shall meet all conditions for change of program as specified in the *Regulations of Xiamen University on Administration of Graduate Student Enrollment Status*. Colleges shall give priority to students who have resumed study after academic suspension or discharge from military service if they request to change their program of study due to their personal situation.

## **II. Procedure for Changing Program**

1. The graduate student shall complete the Xiamen University Review and Approval Form for Graduate Student Application for Change of Program, obtain the permission of his or her current supervisor and college, and submit the said form to the college with the intended program.
2. The college with the intended program will decide whether to accept the student or not on the basis of its faculty and academic resources and the intent of the intended supervisor. If it agrees to accept the student, the applicant shall be subject to a program-specific knowledge assessment in a form similar to that of the graduate entrance reexamination for the intended year of study. The outcome of the assessment shall be recorded in the Review and Approval Form. In principle, the program-specific assessment shall be a combination of a written test and an interview whose contents and formats are to be determined by the intended college.
3. If the outcome of the assessment is satisfactory, the intended college shall submit the Review and Approval Form to the Graduate School for review and to the academic president of the University for approval. If approved, the application will be publicized for comment; if the application is not disputed, the student will be permitted to transfer into the new program.
4. A graduate student approved to transfer into a new program shall pay tuition fees applicable to the new program.
5. The Graduate School accepts applications for change of program twice a year, by June 30 for

the first time and by December 30 for the second time.

### **III. Recognition of Credits for Change of Program**

1. Graduate students approved to change their program of study shall complete all course and training steps in strict accordance with the college's academic scheme for the new program of study.
2. For graduate students approved to change their program of study, the course scores and credits that they have earned from the courses in their original program will be recognized according to the following provisions:
  - (1) If a course previously completed matches a course in the academic scheme for the new program, and if its credits (class hours) and academic requirements are equal to or higher than the course requirements specified in the new academic scheme, the student will be exempted from the course and his or her credits will be recognized.
  - (2) If a course previously completed matches a course in the academic scheme for the new program, but its credits (class hours) and academic requirements are lower than the course requirements specified in the academic scheme, the student will repeat the course and be subject to performance assessment; however, the student may apply to the course instructor for exemption from attending certain parts of the course, depending on the level of knowledge that he or she has already acquired.
  - (3) If a course previously completed does not match any course in the academic scheme for the new program, the student cannot be exempted from studying or attending any course in the new academic scheme. The scores and credits that he or she has earned may be recorded, but will not count toward his or her total score for graduation.
3. To obtain recognition of credits from courses previously completed, the graduate student shall submit his or her application to the college for review and the Graduate School for approval.

### **IV. Miscellaneous**

These Guidelines shall come into effect from the date of promulgation. The Graduate School is responsible for interpreting these Guidelines.

# 厦门大学研究生转导师申请表

## Xiamen University Graduate Student Application Form for Change of Supervisor

研究生姓名 Name of Graduate Student		学号 Student ID No.		入学年月 Date of Admission	
专业 Program of Study			培养层次 Level of Program	<input type="checkbox"/> 硕 <input type="checkbox"/> 博 <input type="checkbox"/> Master's <input type="checkbox"/> Doctoral	
现导师姓名 Name of Current Supervisor		拟转入导师姓名 Name of Intended Supervisor		拟转入博导资格 Date of Qualification of Intended Doctoral Supervisor	
申请理由 Grounds for Application	申请人签名:                      年    月    日 Applicant's Signature:                      Date:				
现导师意见 Opinion of Current Supervisor	签名:                      年    月    日 Signature:                      Date:				
拟转入导师意见 Opinion of Intended Supervisor					



# **Guidelines of Xiamen University for Transfer of Graduate Students**

## **(2017) XMU Graduate No. 28**

These Guidelines have been established in accordance with the *Regulations on the Administration of Students in Higher-Education Institutions* (Ministry of Education Decree No. 41) and the *Regulations of Xiamen University on Administration of Graduate Student Enrollment Status* (XMU Graduate [2017] No. 60), with the aim of ensuring the fairness, impartiality and soundness of graduate student transfer.

### **I. Application Conditions for Transfer**

The applicant shall meet all conditions for transfer as specified in the *Regulations of Xiamen University on Administration of Graduate Student Enrollment Status*.

### **II. Procedure for Transfer**

#### **(I) Procedure for Transferring out of the University**

1. The graduate student shall submit a completed Xiamen University Application Form for Graduate Student Transfer and supporting documents, obtain the permission of the supervisor and the current college, attain the agreement of the intended institution, and submit the application to the Graduate School for review and to the administrative president for approval.
2. To transfer out of the University, the following documents shall be provided: (1) a completed Xiamen University Application Form for Graduate Student Transfer and supporting documents signed by the supervisor and the college; (2) reasons for transfer and documents of proof (originals); (3) a transcript; (4) a letter of intent to accept the applicant issued by the intended institution.
3. If the application is approved, the graduate student shall transfer his or her personal file, enrollment status file and household register out of the University within a month of receipt of the official agreement of the intended institution. If the intended institution is located outside Fujian Province, the Fujian Education Department will contact the educational authorities in the province where the intended institution is located to confirm and complete the transfer formalities.

#### **(II) Procedure for Transferring into the University**

1. The graduate student shall submit a completed Xiamen University Application Form for Graduate Student Transfer and supporting documents to the Graduate School for review with the Office of Admissions. If the student meets the conditions for transferring into the University,

the Graduate School will instruct the intended college to organize a program-specific assessment of the student.

2. The intended college will decide whether to accept the student or not on the basis of its faculty and academic resources and the intent of the intended supervisor. If it agrees to accept the student, the applicant shall be subject to a program-specific knowledge assessment in a form similar to that of the graduate entrance reexamination for the intended year of study. The outcome of the assessment shall be recorded in the Xiamen University Application Form for Graduate Student Transfer. In principle, the program-specific assessment shall be a combination of a written test and an interview whose contents and formats are to be determined by the intended college.
3. If the outcome of the assessment is satisfactory, the intended college shall appoint an supervisor for the applicant. After obtaining the supervisor's permission, the application shall be forwarded to the Graduate School for review and to an executive conference of the President for consideration. If approved, the application will be publicized for comment for a week, and if it is not disputed, the applicant will be permitted to transfer into the University.
4. To transfer into the University, the following documents shall be provided: (1) a completed Xiamen University Application Form for Graduate Student Transfer and documents of proof (originals) about the reasons for transfer; (2) an official statement (institutional-level) from by the applicant's current institution on its permission for the applicant to transfer out of the institution; (3) an official transcript; (4) a photocopy of the admission roster bearing the admission stamp of the provincial (municipal) office of admission, and a photocopy of the graduate student enrollment status sheet (bearing a red stamp of the administration office of the applicant's current university); and (5) a health condition statement issued by a University-designated hospital. An application for transferring into the University on health grounds shall be accompanied by a statement on the diagnosis of the disease in question.
5. If the application is approved, the graduate student shall transfer his or her personal file and enrollment status file to the University within a month after the date of approval. His or her household registered will be transferred into the University in accordance with the State's related regulations if he or she meets the conditions. If the student is from an institution outside Fujian Province, his or her current institution will inform the local educational authorities who will then contact the Fujian Provincial Department of Education to confirm and complete the transfer formalities.
6. If the application is approved, the college shall include the assessment outcome rating sheet, its statement on the acceptance of the applicant and other related documents into the graduate student enrollment status file.

### **III. Recognition of Transfer Credits**

4. Graduate students approved to transfer into the University shall complete all course and training steps in strict accordance with the college's academic scheme for the new program of study.
5. For graduate students approved to transfer into the University, the course scores and credits that they have earned at their original institutions will be recognized according to the following provisions:
  - (4) If a course previously completed matches a course in the academic scheme for the new program of the study, and if its credits (class hours) and academic requirements are equal to or higher than the course requirements specified in the academic scheme, the student will be exempted from the course and his or her credits will be recognized.
  - (5) If a course previously completed matches a course in the academic scheme for the new program of the study, but its credits (class hours) and academic requirements are lower than the course requirements specified in the academic scheme, the student will repeat the course and participate in the performance assessment; however, the student may apply to the course instructor for exemption from attending certain parts of the course, depending on the level of knowledge that he or she has already acquired.
  - (6) If a course previously completed does not match any course in the academic scheme for the new program of the study, the student cannot be exempted from studying or attending any course in the academic scheme. The scores and credits that he or she has earned may be recorded, but will not count toward his or her total score for graduation.
6. To obtain recognition of transfer credits, the graduate student shall submit his or her application to the college for review and the Graduate School for approval.

#### **IV. Miscellaneous**

These Guidelines shall come into effect from the date of promulgation. The Graduate School is responsible for interpreting these Guidelines.

# **Guidelines of Xiamen University for Early Graduation Applications by Graduate Students**

**(2017) XMU Graduate No. 29**

These Guidelines have been established in accordance with the *Regulations on the Administration of Students in Higher-Education Institutions* (Ministry of Education Decree No. 41) and the *Regulations of Xiamen University on Administration of Graduate Student Enrollment Status* (XMU Graduate [2017] No. 60), with the aim of strengthening the management of the educational process of graduate students and ensuring the quality of the University's graduate education.

## **I. Conditions for Application for Early Graduation**

### **(I) To apply for early graduation, master's students shall satisfy the following conditions:**

1. If the normal period of study is 2 years, the student shall have been enrolled at the University for at least 1.5 years; if the normal period of study is 2.5 years or longer, the student shall have been enrolled at the University for at least 2 years.
2. The student has earned the required number of credits and completed all compulsory courses and processes prescribed in the academic scheme for the program of study, possesses an excellent academic record, and has a GPA of 3.7 or higher in all courses.
3. The student has completed his or her graduation (degree) thesis.
4. The student has paid all tuition fees for his or her program of study.

### **(II) To apply for early graduation, doctoral students shall satisfy the following conditions:**

1. The student shall have been enrolled at the University for at least 3 years.
2. The student has earned the required number of credits and completed all compulsory courses and processes prescribed in the academic scheme for the program of study and possesses an excellent academic record and outstanding research achievements.
3. The student has completed his or her graduation (degree) dissertation, and the dissertation shall have at least 50,000 Chinese characters.
4. The student has passed the preliminary defense of his or her graduation (degree) dissertation (the membership and form of the preliminary defense committee shall conform to the requirements of the formal defense, and the college will decide whether the preliminary

defense committee should include experts external to the University).

5. The student has paid all tuition fees for his or her program of study.

## **II. Procedure for Graduate Students to Apply for Early Graduation**

1. In the case of master's students, to apply for early graduation, the student shall submit a completed Xiamen University Review and Approval Form for Graduate Student Application for Early Graduation, a copy of his or her graduation (degree) thesis, a transcript, a certificate of his or her GPA, and a sheet detailing his or her research output (if any).
2. In the case of doctoral students, to apply for early graduation, the student shall submit a completed Xiamen University Review and Approval Form for Graduate Student Application for Early Graduation, a copy of his or her graduation (degree) dissertation, a transcript, and a sheet detailing his or her research output.
3. The college shall conduct a preliminary review of application for early graduation submitted by a graduate student. If the student satisfies the conditions and obtains the permission of the supervisor and college, the application will be forwarded by the college to the Graduate School for approval. In the case of doctoral students, after the student obtain the permission of the supervisor and the college, a preliminary defense of his or her graduation (degree) dissertation will be organized by the college. If the student passes the preliminary defense, the college will submit a package of documents evidencing the successful preliminary defense (including the student's basic information, date of the preliminary defense, information on the membership of the preliminary defense committee, and the report of the results of the preliminary defense) to the Graduate School for approval.
4. The preliminary defense committee shall, in strict accordance with the academic standards and principles of professionalism, vote by secret ballot on whether to pass the student on the preliminary defense and whether he or she should be granted early graduation. A two-thirds majority of the Committee is required for the student to pass the defense.
5. The Graduate School will grant or reject a graduate student's application for early graduation after reviewing the package of documents submitted by the college. With the approval of the Graduate School, the college shall not arrange for the external review or defense of the student's graduation (degree) thesis/dissertation or for graduation matters.
6. For applications for early graduation in summer, autumn or winter, the college shall submit the documents to the Graduate School by March 15, June 15 or September 20, respectively.

## **III. Application of Graduate Students for Early Graduation**

1. If a graduate student applying for early graduation passes the formal defense of his or her

graduation (degree) thesis/dissertation and satisfies the conditions for graduation, the student will be awarded a graduation certificate. If the student satisfies the conditions for the conferment of a degree, he or she will be awarded a degree by the University.

2. If a graduate student with a successful application for early graduation fails to pass the review or defense of his or her graduation (degree) thesis/dissertation, the student will be disqualified for early graduation and be graduated as normally scheduled. In this case, the college shall not arrange for the external review or defense of his or her thesis/dissertation.

#### **IV. Miscellaneous**

All college shall formulate detailed implementation rules on the basis of these Guidelines and submit them to the Graduate School for filing. These Guidelines shall come into effect from the date of promulgation. The Graduate School is responsible for interpreting these Guidelines.

# 厦门大学研究生申请提前毕业审批表

## Xiamen University Review and Approval of Graduate Student

### Application for Early Graduation

研究生 姓名 Name of Graduate Student		学号 Student ID No.		入学年月 Year of Admission	
导师 姓名 Name of Supervisor		学院 College		专业 Program of Study	
培养层次 Level of Program	<input type="checkbox"/> 硕士 <input type="checkbox"/> 博士 <input type="checkbox"/> Master's <input type="checkbox"/> Doctoral	原定毕业时间 Anticipated Date of Graduation		申请提前毕业时间 Requested Date of Graduation	
申请提前毕业的详细理由 Grounds for Early Graduation in Detail	申请人签名：                      年            月            日				

<p>研究生秘书 审核</p> <p>Review by Graduate Secretary</p>	<p>是否完成培养方案规定的课程（含其他培养环节及要求）和学分： （是/否）</p> <p>If the applicant has completed all courses (including all other educational steps and requirements) and credits as prescribed in the academic plan: (Yes/No)</p> <p style="text-align: right;">审核人签字：            年    月    日</p> <p style="text-align: right;">Reviewer's Signature:            Date:</p>
<p>导师 意见</p> <p>Opinion of Supervisor</p>	<p style="text-align: right;">签字：            年    月    日</p> <p style="text-align: right;">Signature:            Date:</p>
<p>院（系） 分管 领导 意见</p> <p>Opinion of College (Department) Academic Dean</p>	<p style="text-align: right;">签字：            年    月    日</p> <p style="text-align: right;">Signature:            Date:</p>
<p>财务处意见</p> <p>Opinion of Office of Finance</p>	<p style="text-align: right;">签字：            年    月    日</p> <p style="text-align: right;">Signature:            Date:</p>

研究 生院 意见 Opinion of Graduate School	签字：                      年    月    日 Signature:                      Date:
--	---

注：申请提前毕业者，除提交本表外，还须提交如下材料：

1. 硕士生：毕业（学位）论文一份、个人成绩单、成绩绩点证明、相关科研成果汇总表（若有）；

2. 博士生：毕业（学位）论文一份、个人成绩单、科研成果汇总表、学院出具的预答辩通过证明。

Note: Applicants for early graduation must provide the following documents in addition to this form.

1. Master's Students: A copy of the graduation (degree) thesis, an official transcript, a GPA statement, and a summary sheet of research output (if any);

2. Doctoral Students: A copy of the graduation (degree) dissertation, an official transcript, a summary sheet of research output, and a college-issued statement on satisfactory outcome of the preliminary defense.

# **Guidelines of Xiamen University for Replacement of Completion of Study Certificates with Graduation Certificates for Graduate Students**

**(2017) XMU Graduate No. 30**

These Guidelines have been established in accordance with the *Regulations on the Administration of Students in Higher-Education Institutions* (Ministry of Education Decree No. 41) and the *Regulations of Xiamen University on Administration of Graduate Student Enrollment Status* (XMU Graduate [2017] No. 60), with the aim of strengthening the management of the educational process of graduate students and ensuring the quality of the University's graduate education.

## **Conditions for Replacing Completion of Study Certificates with Graduation Certificates**

1. The student has earned the required number of credits and completed all compulsory courses and processes prescribed in the academic scheme for the program of study and has obtained a completion of study certificate;
2. The student has completed his or her graduation (degree) thesis/dissertation according to the requirements within three years of competition of study and has passed the defense of his or her thesis/dissertation.

## **Procedure for Graduate Students to Replace Completion of Study Certificates with Graduation Certificates**

1. A graduate student shall complete the Application Form for Qualification for Graduate Student Graduation (Degree) Thesis/Dissertation Defense, obtain the permission of his or her supervisor and college, and submit the application to the Graduate School for approval.
2. A graduate student shall pay all related expenses as required after his or her application for thesis/dissertation defense is approved.

3. The college shall send the graduation (degree) thesis/dissertation out for review if the student's application for defense is approved; no defense shall take place until the thesis/dissertation is rated as satisfactory in the review.
4. If a graduate student with completion of study fails to pass the defense, he or she may apply for a re-defense. The re-defense shall take place in three months but within a year of the first defense. If the student fails to pass the second defense, he or she will be permanently disqualified for defense.
5. If a graduate student with completion of study passes the defense of his or her graduation (degree) thesis/dissertation and satisfies all conditions for graduation, his or her college will submit his or her information to the Graduate School for the preparation of a graduation certificate. The graduation date of a graduate student with completion of study shall be date of certificate issuance. If the graduate student satisfies all conditions for the conferment of a degree, the University will award a degree certificate to him or her.
6. After receiving his or her graduation certificate, a graduate student with completion of study shall return his or her original completion of study certificate to the Training and Management Office of the Graduate School.

### **Miscellaneous**

These Guidelines shall come into effect from the date of promulgation. The Graduate School is responsible for interpreting these Guidelines.



学院分管领导意见 Comments by Academic Dean	
研究生院审批意见 Review and Approval Comments by Graduate School	<div style="text-align: right; padding-right: 50px;">           签字：                    年    月    日            Signature:                    Date:         </div>

注：1.本表一式一份，存研究生学籍档案。

Note: 1. This form shall be included into the graduate student's enrollment status file.

# **The Regulations on Conferring the Postgraduate Diplomas in Xiamen University**

## **XMU Graduate [2008] No.46**

To further regulate conferring the postgraduate diplomas and maintain the relevant works in order, the regulations are stipulated in accordance with the relevant regulations of the Ministry of Education and the actual situation of Xiamen University ((hereinafter referred to as XMU).

1. Confirming and collecting the relevant information and the digital images of the graduating postgraduate students

1.1 The graduating postgraduate students shall carefully check in the first semester the basic personal information, including name, sex, date of birth, major, ID number. The basic information of the graduating postgraduate student inconsistent with that of his valid certificate shall be changed after graduate school examines the photocopies of the student's valid certificate with the stamp by the relevant local police station.

1.2 The graduating postgraduate students shall participate in the collection of the digital images on the specified date and after 40 days log into the relevant website to confirm their image information.

2. Examining the qualifications of the graduating postgraduate students

2.1 Every college/institute shall examine the qualifications of the graduating post- graduate students , including their completion of the courses of the degree program, their fulfillment of the dissertation defense, their conditions of morality, intelligence, and physical health.

2.2 The graduating postgraduate students who have completed the courses of the degree program with a passing grade, passed the dissertation defense and met the requirements for morality, intelligence and physical health shall be deemed as eligible to graduate.

3. Submitting the list of the graduating postgraduate students and making diplomas

3.1 In accordance with the regulations on the length of the graduate education stipulated in Regulations for Management of the Graduate Student Status in Xiamen University, the normal graduation date for the postgraduate students is the one in summer (June) when all the graduate qualifications are normally examined and all the diplomas are normally granted. However, in order to meet the flexible nature of graduate studies, two additional periods,

namely, one in autumn (September) and the other in winter (December) respectively, are made available for examining the graduate qualifications and granting the diplomas.

3.2 The deadline in every summer for submitting the list of the graduating postgraduate students who have passed the examination for graduation qualifications is June 15. The deadline in every autumn for submitting the list of the graduating postgraduate students who have passed the examination for graduation qualifications is September 15. The deadline in every winter for submitting the list of the graduating postgraduate students who have passed the examination for graduation qualifications is December 15. (The above-mentioned dates are deferred in cases of weekends and holidays). Every college/institute shall arrange a reasonable time for the graduating postgraduate students to defend their dissertations in accordance with the above regulations, and submit the list of the graduating postgraduate students who have passed the examination for graduation qualifications to the Graduate School before the regulated deadlines.

The list of the graduating postgraduate students submitted by each college/ institute shall be signed by the secretary for graduate student affairs and the college dean in charge of graduate student affairs, and stamped with the official seal of the college/institute.

3.3 In accordance with the list of the graduating postgraduate students submitted by each college/institute, the Graduate School shall proceed to produce postgraduate diplomas in the three respective periods, the details of which are as follows: the postgraduate diplomas conferred in summer (June) shall be dated as June 30; those conferred in autumn (September) shall be dated as September 30; those conferred in winter (December) shall be dated as December 30.

3.4 The diplomas of the graduate students passing the examination of graduation qualifications between June 16 and September 15 (including the 15th) shall be made in the autumn (September). The diplomas of the graduate students passing the examination of graduation qualifications between September 16 and December 15 (including the 15th) shall be made in the winter (December); The diplomas of the graduate students passing the examination of graduation qualifications between December 16 and the following June 15 (including the 15th) shall be made in the summer (June).

#### 4. Conferring the graduation diplomas upon the graduated postgraduate students

The secretary for postgraduate affairs of every college/institute will collect/ receive the graduation diplomas from the Graduate School. Every college/institute shall confer the graduation diplomas upon the graduated postgraduate students.

#### 5. The electronic registration of the information of the graduated postgraduate students

In accordance with the relevant documents of the Education Department of Fujian Provincial Government, the Graduate School of XMU registers in mid-July each year, in the designated

website, the information of the graduated postgraduate students who have passed the examination of graduation qualifications between September 16 of the previous year and June 15 (including the 15th) of the present year; the Graduate School of XMU registers in mid-October each year, in the designated website, the information of the graduated postgraduate students who have passed the examination of graduation qualifications between June 16 and September 15 (including the 15th) of the present year; If the Education Department of Fujian Provincial Government adjusts the working period for the electronic registration of the information of the graduated postgraduate students, the relevant notification of the Education Department of Fujian Provincial Government shall prevail.

6. The Graduate School is responsible for the interpretation of the regulations.

7. The regulations shall come into effect upon January 1, 2009.

# **Guidelines of Xiamen University for Course Selection by Graduate Students**

(2017) XMU Graduate No. 23

These Guidelines are formulated in accordance with the *Provisions on the Administration of Students in Higher-Education Institutions (MOE Decree No. 41)* and the *Regulations of Xiamen University on Administration of Graduate Student Enrollment Status (XMU Graduate [2017] No. 60)*, with the aim of further standardizing the administration of course selection by graduate students.

## **I. Principles of Course Selection**

1. Graduate students shall select courses according to the requirements specified in the academic scheme. Common courses will be selected under the unified arrangements of the Graduate School. Compulsory courses shall be selected from the group of courses listed in the academic scheme. Elective courses can be selected from the course list of the home college or an external college.
2. Graduate students can select courses only after they have paid all fees and completed the registration.
3. In each semester, graduate students shall log into the Online Graduate System and complete the course selection process within the time frame prescribed by the University.

## **II. Guidance for Course Selection**

1. Before selecting courses, graduate students shall acquire a full understanding of the academic schemes and coursework requirements pertaining to their programs of study. Such schemes and information on all courses are available in the Online Graduate System.
2. All colleges shall provide necessary guidance for course selection by graduate students according to the academic scheme for the student's program of study. Supervisors shall be aware of the courses selected by their graduate students, monitor students' progress in the courses and provide guidance.

## **III. Time of Course Selection**

1. Time of Course Selection: Course selection normally occurs in the first and weeks of each semester (the specific deadline is to be set by the Graduate School). During the course selection period, graduate students may select courses, drop courses or change courses anytime. New

students shall select courses on the dates set by the Graduate School.

2. **Time of Course Dropping:** In general, a course may be dropped within the first three weeks (the specific deadline is to be set by the Graduate School). To prevent wastage of academic resources, after the deadline for dropping courses has expired, courses which have been selected cannot be dropped.

#### **IV. Course Selection for Repeat Courses**

1. A failed course shall be repeated. Course selection for repeat courses shall be completed in the system. If the student attends the course and eventually passes the performance assessment, he or she will be given a pass for the repeat course.
2. In the case of repeating a compulsory course, the original course shall be selected. In the case of repeating an elective course, either the original course or another elective course in the academic scheme may be selected. When repeating a course, the student may attend the course with students of the subsequent year or attend an identical course in another class of the same year.
3. Where a course which a student will repeat has been suspended due to an adjustment of the academic scheme, thereby preventing the student from repeating the original course, the college may instruct the student to take a comparable or higher course with the same number of credits and similar requirements.

#### **V. Trans-disciplinary or Trans-university Course Selection**

1. Graduate students are encouraged to select graduate courses or higher-year undergraduate courses in other disciplines. Whether credits earned from such courses will count toward the total credits required for graduation will be determined by the college's Level 1 Discipline Graduate Education Steering Committee and will be subject to approval by the college's academic dean. Valid credits earned from such courses shall, in principle, not exceed 30% of the total required credits specified in the academic scheme.
2. To take external courses, graduate students shall apply beforehand, obtain the permission of their supervisor and their college's academic dean, and submit the application to their college for review and approval (or to the Graduate School for review and approval in the case of common courses). Valid credits earned from such courses, shall, in principle, not exceed 30% of the total required credits specified in the academic scheme for the program of study.
3. Graduate students admitted with equivalent educational attainment or from another field of study shall take graduate or undergraduate courses in the current field of study as compensatory courses in accordance with the arrangements of the supervisor. The courses thus completed shall be included into the graduate student's result files, but will not count toward the total credits

required for graduation.

## **VI. Deferment of Examinations and Exemption from Studying or Attending Courses**

1. Once a graduate student has selected a course, he or she shall attend all prescribed teaching activities and take the course examination as scheduled. A student who has missed one-third or more of the class hours or course assignments (including experiments) will be disqualified from taking the course examination and his or her result for the course will be marked as “zero”.
2. If a student has not dropped a selected course within the prescribed time frame and fails to take the normal examination for the course due to illness or other factors outside his or her control, the student may apply to the course instructor for deferment of the examination according to the University’s relevant regulations. If the application for deferment is approved, the result for the course will be tentatively marked as “deferred”.
3. If a student completed a graduate course when he was an undergraduate student or a doctoral course when he was a master’s student, and if the student passed the performance assessment for the course, he or she may apply for exemption from studying the course again; in this case, if the student is found to satisfy the conditions specified in the academic scheme after a review by the college, he or she will be exempted from studying the course again and the credits he or she has earned will be recognized.
4. If a graduate student who has transferred into the University or changed his or her program of study, or if a graduate student has been readmitted after he or she has passed the readmission examinations following a withdrawal or academic suspension, the results for courses previously completed and the credits earned may be recognized, and the student may apply for exemption from studying or attending the same course again; in this case, if the student is found to satisfy the conditions specified in the academic scheme after a review by the college, he or she will be exempted from studying or attending the course again.
  - (1) If a course previously completed matches a course in the academic scheme for the new program, and if its credits (class hours) and academic requirements are equal to or higher than the course requirements specified in the new academic scheme, the student will be exempted from studying the course and his or her credits will be recognized.
  - (2) If a course previously completed matches a course in the academic scheme for the new program, but its credits (class hours) and academic requirements are lower than the course requirements specified in the academic scheme, the student shall repeat the course and be subject to performance assessment; however, the student may apply to the course instructor for exemption from attending certain parts of the course, depending on the level of knowledge that he or she has already acquired.
  - (3) If a course previously completed does not match any course in the academic scheme

for the new program, the student cannot be exempted from studying or attending any course in the new academic scheme. The results and credits that he or she has earned may be recorded, but will not count toward the overall results required for graduation.

5. To apply for exemption from studying or attending a certain course, the graduate student shall complete the relevant application form (accompanied by supporting documents) and submit the application to the college or department for approval.
6. Common courses for international graduate students and common foreign language courses may be exempted if the student meet the requirements specified in the relevant regulations.

## **VII. Course Adjustments**

1. Once a graduate student has selected a course, he or she shall attend the course as planned in the first week of the semester regardless of whether the number of students selecting the course has met the requirement. After the first week, the Graduate School will cancel courses which has an inadequate number of students. Where it is necessary to continue offering a course, the college shall submit a written application to the Graduate School for approval.
2. If a course is cancelled, graduate students who have selected the course shall select another course within the prescribed time frame. If the number of students selecting the course still falls short of the requirement after the deadline has expired, thereby causing the course to be cancelled, the college offering the course shall make appropriate arrangements for the students affected and assist them in selecting another course.
3. Once a graduate course has been offered, the course instructor shall not request to suspend the course without justification. Where the instructor is unable to fulfill his or her teaching tasks for reasons such as an overseas trip, job transfer or sickness, the college shall submit a written application and arrange for a substitute instructor to continue the course.

## **VIII. Teaching Evaluation**

After a course is completed, graduate students shall evaluate the teaching of the course to provide feedback for the course instructor to improve his or her teaching. The evaluation shall normally be completed in the Online Graduate System. Graduate students cannot view their results for the course before completing the evaluation in the system.

## **IX. Miscellaneous**

These Guidelines shall come into effect from the date of promulgation and supersede the original *Guidelines of Xiamen University for the Course Selection and Results Administration of Graduate Students ((2015) XMU Graduate No. 17)*. The Graduate School is responsible for interpreting these Guidelines.

# **Guidelines of Xiamen University for the Administration of Graduate Course Performance Assessment and Results**

(2017) XMU Graduate No. 24

These Guidelines are formulated in accordance with the *Provisions on the Administration of Students in Higher-Education Institutions (MOE Decree No. 41)* and the *Regulations of Xiamen University on Administration of Graduate Student Enrollment Status (XMU Graduate [2017] No. 60)*, with the aim of further standardizing the administration of graduate course performance assessment and results.

## **I. Definition of Graduate Courses**

“Graduate courses” herein refer to courses listed in the graduate teaching plan and all training steps. By type, they are divided into common courses, compulsory courses, elective courses, and training steps.

## **II. Forms of Graduate Course Performance Assessment**

1. Graduate course performance assessment comes in two forms: examinations and evaluations. In principle, performance in common courses and compulsory courses is assessed through examinations, while performance in elective courses and training steps can be assessed through evaluations.
2. Examinations can take the form of written examinations, oral examinations, or a combination of both. Written examinations can be open-book or close-book. Course instructors may determine the form of examination according to the nature of their courses.
3. Graduate course performance assessment shall cover both the learning process and the learning outcomes. Course instructors shall determine the form of assessment and the structure of the result for the course according to the syllabus and announce them when the class meets for the first time.
4. If a unified course has parallel classes or repeat classes, these classes shall have the same form of student performance assessment, with instructors for different classes jointly designing examination questions, preparing examination papers, and marking answers.

- Examinations for graduate courses normally take place after course teaching is completed. Examinations for common courses are scheduled by the Graduate School, while examinations for program-specific courses are scheduled by the college, institute or department offering the course, with the schedule submitted to the Graduate School in advance for filing.

### III. Assessment of Graduate Course Results

- Graduate course results are normally marked in grade or percentage terms, with the following GPA conversion scale:

Grade	Percentage	GPA
A+	95 - 100	4.0
A	90 - 94	4.0
A-	85 - 89	3.7
B+	81 - 84	3.3
B	78 - 80	3.0
B-	75 - 77	2.7
C+	72 - 74	2.3
C	68 - 71	2.0
C-	64 - 67	1.7
D	60 - 63	1.0
F	Below 60	0

Note: A percentage with a fractional part is rounded to the nearest whole number.

- Performance in other requirements is marked as “Qualified” or “Failure”.
- A score of 60 or D or higher constitutes a pass. Students are awarded credits for courses in which they have achieved a pass or higher score.

### IV. Reporting of Graduate Course Results

- After the course performance assessment is completed, the course instructor shall submit the results by entering them into the Online Graduate System no later than the first week

of the new semester (results for graduate courses in the second semester may be entered in the third week of the third semester).

2. After submitting the results online, the course instructor shall submit a signed printout of the “Course Result Report” to the college or department for filing (printouts of the result reports for common courses shall be submitted to the Graduate School for filing).
3. Result Reporting for Graduate Students Missing Classes: Once a graduate student has selected a course, he or she shall attend all prescribed teaching activities and take the course examination as scheduled. A student who has missed one-third or more of the class hours or course assignments (including experiments) will be disqualified from taking the course examination and his or her result for the course will be marked as “zero”.
4. Result Reporting for Graduate Students Missing or Deferring the Examination: A graduate student who has missed the course examination without cause will be given a score of zero for the course. A graduate student who is unable to take the examination for a compelling reason shall apply for deferment of examination in advance according to the relevant regulations. If the application for deferment is approved, the result for the course will be marked as “deferred” until the student has taken the examination and been given an actual result.
5. Result Reporting for Graduate Students Repeating a Course: The result for a repeat course will be marked as “repeat” until the student has passed the repeat course and been given a new result.
6. If a graduate student who has transferred into the University or changed his or her program of study, or if a graduate student has been readmitted after he or she has passed the readmission examinations following a withdrawal or academic suspension, the results for courses previously completed and the credits earned shall be recorded. Recognition of such results and credits shall be in accordance with the University’s relevant regulations.
  - (1) If a course previously completed matches a course in the academic scheme for the new program, and if its credits (class hours) and academic requirements are equal to or higher than the course requirements specified in the new academic scheme, the student will be exempted from studying the course and his or her credits will be recognized.
  - (2) If a course previously completed matches a course in the academic scheme for the new program, but its credits (class hours) and academic requirements are lower than the course requirements specified in the academic scheme, the student will repeat the course and be subject to performance assessment; however, the student may apply to

the course instructor for exemption from attending certain parts of the course, depending on the level of knowledge that he or she has already acquired.

- (3) If a course previously completed does not match any course in the academic scheme for the new program, the student cannot be exempted from studying or attending any course in the new academic scheme. The results and credits that he or she has earned may be recorded, but will not count toward the overall results required for graduation.
7. Course results and credits from graduate course workshops cannot be recognized as results and credits for graduate education. Graduate students admitted with equivalent educational attainment or academic qualifications in a different field of study shall consult their supervisor to determine which graduate or undergraduate courses in their current field of study they should take as compensatory courses. The courses thus completed shall be recorded in the graduate student's academic performance files, but will not count toward the overall results required for graduation.
8. Academic misconduct, such as cheating in an examination, will lead to the invalidation of the result for the course in question and to disciplinary sanctions according to the *Guidelines of Xiamen University for Examination Discipline and Sanctions for Misconduct*.

#### **V. Filing and Release of Course Results**

1. All colleges shall truthfully and completely record and release graduate course results. If a graduate student disputes his or her result for a course, he or she may, within a week after the result is announced, submit a written request to the college for a review of the result. Depending on the student's reason for requesting a review, the college may assign a staff member to review the result and reply to the student. Late requests will be rejected. The review will be organized by the college, and normally the student will not be given direct access to the examination papers or other original materials relating to his or her course performance assessment.
2. Once course results are announced, they cannot be changed without justification. Where there is an error or omission in the reporting of the results, the course instructor shall complete the Application Form for Changing Graduate Course Results and have the form signed and stamped by the college's academic dean. The form, together with supporting documents (such as photocopies of the examination papers, homework and class attendance records bearing a stamp of the college), will then be submitted to the Graduate School for approval. An application for changing course results shall be made within a month after the results are announced, and late applications will be rejected.

3. Graduate result records shall be included into result files and shall normally be retained for a year after the student graduates or departs from the University. Following the graduation of a graduate student, his or her course result records shall be transferred to the University Archives for permanent safekeeping.
4. Graduate result reports to be included into enrollment status files shall be printed out from the Online Graduate System. To become valid, the reports shall be reviewed and signed by the Secretary of Graduate Studies and stamped by the college, the department, and the Training and Management Office of the Graduate School.
5. Current graduate students, exchange graduate students and past graduate students within three years of graduation can print their result reports from the Graduate Student Self-Service Printing Terminal. Past graduate students not within three years of graduation may obtain a copy of their results from the University Archives.
6. Upon request by a graduate student, the college may issue a statement on the ranking of his or her course results in terms of PGA (Grade Point Average) and standard score.

GPA Computation Methods:

Credit GPA of a Single Course = Course Credits × Result GPA

Course Overall GPA =  $\sum$  Credit GPA of Single Courses

Course Total Credits =  $\sum$  Credits of Single Courses

Course GPA =  $\frac{\text{Course Overall GPA}}{\text{Course Total Credits}}$

Course Standard Score Computation Methods:

Standard Score of a Single Course

$$= \frac{\text{Total Students in the Course} - \text{Course Result Ranking} + 1}{\text{Total Students in the Course}} \times 100$$

Standard Score of Course Overall Result

$$= \frac{\sum(\text{Standard Score of a Single Course} \times \text{Credits of a Single Course})}{\sum \text{Credits of a Single Course}}$$

#### **IV. Miscellaneous**

These Guidelines shall come into effect from the date of promulgation and supersede the original *Guidelines of Xiamen University for the Course Selection and Results Administration of Graduate Students*. The Graduate School is responsible for interpreting these Guidelines.

# **Guidelines of Xiamen University for Recognition and Conversion of Course Credits for Graduate Students**

Article 1 The following Guidelines have been established with the aim of encouraging graduate students participate in exchange programs and standardizing the recognition and conversion of graduate course credits.

Article 2 The scope of recognition and conversion of course credits as referred to herein covers courses, internships and practical training (excluding degree theses/dissertations) completed by graduate students on government-sponsored study programs and inter-university (inter-college) exchange programs or in domestic or overseas higher-education institutions or research institutes with prior approval from the University. It does not cover courses completed by graduate students in external institutions without the University's sponsorship or approval.

Article 3 Credits earned by a graduate student from a course that he or she has completed in an external institution will be measured against the requirements of the academic scheme for the student's program of study. If the course is identical or similar to a course in the academic scheme, subject to approval of the University or college, it may be recognized as the corresponding course in the academic scheme.

Article 4 Under the principle of workload equivalence, the credits of a course completed by a graduate student are converted as follows: one credit for a course whose class hours is no fewer than 15 hours per semester.

Article 5 The Graduate School is responsible for the recognition of credits earned by graduate students from common courses on foreign languages, ideological and political theories and other subjects that they have completed in external institutions. The Level 1 Discipline Training Steering Committee or the college's Course Credit Recognition Group (consisting of no fewer than three college and department heads in charge of graduate studies) is responsible for the consideration and recognition of credits from specialized courses; credits so recognized shall be submitted to the Graduate School for review.

Article 6 Except otherwise stipulated in the collaborative training agreement of the University or the college, the credits earned by a graduate student from courses in external institutions shall, in principle, not exceed 30% of his or her total required credits specified in the academic scheme.

Article 7 Results of courses beyond the scope of recognition and conversion of credits, or courses deemed by the college as unrelated to the academic scheme, may be recorded on the Graduate Information Platform if so requested by the graduate student. Unrecognized credits will not be included into the scope of the assessment of the graduate student's qualifications for awards or graduation.

Article 8 To prevent graduate students from thoughtlessly pursuing exchange opportunities in external institutions, all colleges shall provide them with necessary guidance before embark on an exchange program. Graduate students intended to apply for recognition and conversion of credits shall complete the Application Form of Xiamen University for Recognition and Conversion of Course Credits for Graduate Students within two weeks after returning to the University and receiving the official transcript from the host institution. After obtaining the permission of the supervisor, the student shall submit the transcript in its original form to the college for review and approval.

Article 9 The academic secretary for graduate students shall record the post-conversion course information on the Graduate Information Management Platform according to the review and approval comments in the Application Form for Recognition and Conversion of Course Credits. Where the result of the course was marked in percentage terms, the actual score shall be recorded; where the result was marked in grade terms, the actual grade shall be recorded.

Article 10 Credits from courses in external institutions will not be recognized if the graduate student left the University without completing the formalities for maintaining his or her enrollment status or if the student's formalities were incomplete.

Article 11 If a compulsory course specified in the academic scheme for the program of study is no longer offered due to any adjustment of the college (department) and the program or modification of the academic scheme, and if the student has completed a substitute course at the University or in an external institution with the prior approval of the University, the credits that the student has earned from the course may be recognized and converted according to these Guidelines.

Article 12 The Graduate School is responsible for interpreting these Guidelines. These Guidelines shall come into effect from the date of promulgation. Where any discrepancy arises between the original regulations and these Guidelines, the latter shall prevail.

# 厦门大学研究生课程学分认定与转换申请表

## Application Form of Xiamen University for Recognition and

## Conversion of Course Credits for Graduate Students

姓 名 Name		学 号 Student ID No.		联系电话 Phone		
所在学院 College		专 业 Program of Study				
交流基本信息 Basic Exchange Information	<p style="text-align: center;">(非交流原因转换课程的可不填本栏)</p> <p style="text-align: center;">(this column is required only for conversion of course credits due to an exchange program)</p> <p>本人从 ____年__月__日至 ____年__月__日期间在____大学交流</p> <p>I will be on an exchange program at ____ University from ____ to ____.</p>					
申请原因 Reason for Application	<input type="checkbox"/> 国家公派 <input type="checkbox"/> 校际交流 <input type="checkbox"/> 院际交流  <input type="checkbox"/> 其他原因，请详细说明： <input type="checkbox"/> Government Sponsored <input type="checkbox"/> Inter-university Exchange  <input type="checkbox"/> Inter-college Exchange  <input type="checkbox"/> Other, please specify:					
申请认定的课程信息 Information of Course Requesting Recognition			转换后的课程信息 Information of Course After Conversion			备注 Remarks
课程名称 (中英文) Name of Courses (Chinese and English)	学分/学时 Credits/Hours	成绩 Result	课程类型 Type of Course	学分/学时 Credits/Hours	成绩 Result	



研究生院意见  Opinion of Graduate School	分管领导签字：  年 月 日  Academic Dean's Signature:  Date:
--	---

注：1.本表一式两份，由所在培养单位或研究生院留存。

2.申请学分认定与转换的课程，还需附在校外修读的课程成绩单原件。

Notes:

1. This form shall be completed in duplicate and is to be retained by the academic unit or the Graduate School.

To apply for recognition and conversion of credits of a course completed in an external institution, the original transcript for the course shall be attached.

# **Guidelines of Xiamen University for Deferment of Examinations by Graduate Students**

The following guidelines for graduate students applying for deferment of examinations are formulated in accordance with the *Regulations of Xiamen University on Administration of Graduate Student Enrollment Status (XMU Graduate [2017] No. 60)*:

## **I. Conditions for Deferment of Examinations**

A graduate student who is unable to sit for an examination due to illness or any other factor beyond his or her control may apply to the academic unit offering the course for deferment of the examination. If the examination is for a common course, the student shall apply to the Graduate School.

## **II. Time Limit for Applying for Deferment of Examinations**

In principle, an application for deferment of an examination shall be lodged before the examination takes place. If the student has fallen seriously ill or caught in an emergency, he or she shall lodge a make-up application within a week after the examination. If the student fails to sit for the examination without obtaining prior approval for deferment, his or her result in the final examination for the course will be marked as “zero”.

## **III. Procedure for Applying for Deferment of Examinations**

1. To apply for deferment of an examination, a graduate student shall complete the Application Form of Xiamen University for Deferment of Examination by Graduate Students (in triplicate). The application form shall be accompanied by supporting documents for the grounds of the application. Where the student is applying for deferment of an examination on health grounds, he or she shall furnish a medical statement issued by a Class 2 and Grade A or higher hospital or by Xiamen University Hospital.
2. After obtaining the permission of the course instructor, the student shall submit the application materials to the academic secretary of the academic unit offering the course for review. Afterwards, the application shall be forwarded to the academic dean of the academic unit offering the course (in the case of a program-specific course) or to the Graduate School's Education Office (in the case of a common course) for approval.
3. After the application is approved, the academic secretary of the academic unit offering the course and the course instructor shall each be furnished with a copy of the application form, and the third copy shall be retained by the graduate student as a voucher for taking the examination on a later date.

4. If the application for deferment is approved, the result for the course will be marked as “deferred” until the student has sat for the examination and been given an actual result.
5. If the application for deferment is approved, the student shall, in principle, sit for the examination with students of the subsequent year and shall not be given a separate examination in advance. Within the period of course selection, the student shall, by producing the approved application, request the academic secretary of the academic unit offering the course to add his or her name to the roster. The academic secretary shall add the student’s name to the class roster and the examinee roster for the course.
6. A graduate student whose name has been added to the rosters shall sit for the deferred examination as scheduled. If a student fails to request the academic secretary to add his or her name to the rosters within a year after his or her application for deferment of the examination is approved, or if a student whose name has been added to the rosters fails to sit for the deferred examination as scheduled without justification, his or her result in the deferred examination will be marked as “zero”.

#### **IV. Miscellaneous**

These Guidelines shall come into effect from the date of promulgation. The Graduate School is responsible for interpreting these Guidelines.

Appendix: Application Form of Xiamen University for Deferment of Examination by Graduate Students



研究生院意见 (全校性公共课程报研究生院批准) Opinion of Graduate School (subject to approval by the Graduate School in the case of a university-level common course)		签 字 : _____ 日 期 : _____ Signature : _____ Date : _____		
缓考课程 成绩 Result of Deferred Examination	考核内容 Scope of Assessment	成绩 Result	占总成绩 比重 Weight	任课教师签字 Signature of Course Instructor
	平时成绩 Results of In-term Examinations			日 期 : _____ Date: _____
	期末缓考成绩 Result of Deferred Final Examination			日 期 : _____ Date: _____
	总评成绩 Overall Result			日 期 : _____ Date: _____

备注：

1. 本表一式三份，一份交开课单位教学秘书，一份交任课教师，一份学生留存。
2. 申请人应于下一学期或下一学年内完成缓考课程考试。

Notes:

1. This form is to be completed in triplicate, with the academic secretary of the academic unit offering the course and the course instructor each be furnished with one copy and the student retaining a copy.
2. The applicant shall sit for the deferred examination within the subsequent semester or academic year.

# **Interim Guidelines of Xiamen University for Mid-Term Assessment of Doctoral Students**

Mid-term assessment of doctoral students is an important means of comprehensively assessing doctoral students' research capabilities and developing their potential. It is intended to standardize the doctoral student training process and ensure a continuous improvement of training quality. The following Guidelines have been established by taking full stock of practical experience, with the aim of further tightening and standardizing the mid-term assessment system for doctoral students.

## **I. Purposes of Assessment**

The purposes of mid-term assessment of doctoral students are to assure the quality of doctoral student training, to ensure that doctoral students are devoted to their study and research by comprehensively assessing their knowledge, skills, research capabilities and research progress, to assist doctoral students in completing all coursework, and to place doctoral students who are incapable of completing their degrees under split-stream management.

## **II. Organizational Structure**

1. Mid-term assessment of doctoral students is organized by the Academic Degrees Assessment Subcommittee or the Academic Degrees Work Group in each college (institute). Subject to approval of its Academic Degrees Assessment Subcommittee or the Academic Degrees Work Group, a college (institute) may establish mid-term assessment work groups by discipline or by disciplinary cluster.
2. Mid-term assessment of doctoral students is carried out at the college (institute) level. If an academic unit accepts less than five doctoral students in the year, its mid-term assessment shall be incorporated into the mid-term assessment jointly organized by a group of related colleges under the same Level 1 discipline.
3. A mid-term assessment work group consists of no fewer than three internal and external full professors, associate professors or experts with comparable scholarly accomplishments in the relevant field of study. The group is headed by a professor who is a doctoral supervisor. Whether the student's supervisor should join the mid-term assessment work group will be determined by the college (institute).

## **III. Time of Assessment**

Doctoral students (including those who were selected in their undergraduate years for direct entry into a doctoral program and graduate students in integrated master's and doctoral degree programs) cannot apply for mid-term assessment until after they have completed all course credits specified in

their academic schemes. Mid-term assessment of doctoral students shall be integrated with all training steps for doctoral students. Mid-term assessment shall normally be carried out within the spring semester of the second academic year but no later than autumn semester of the second academic year. Doctoral students were selected in their undergraduate years for direct entry into a doctoral program shall normally undergo mid-term assessment in the spring semester of the third academic year. Mid-term assessment of doctoral students on a collaborative program overseas shall be scheduled in consultation with the partner institution. All colleges (institutes) shall specify mid-term assessment schedules in their detailed work rules and strictly comply with these schedules.

#### **IV. Forms of Assessment**

1. Mid-term assessment of doctoral students is focused on assessing doctoral students' acquisition of basic theory and specialized knowledge in the discipline concerned, the progress of their research, and their ability to conduct research independently. Whether a doctoral student's mid-term assessment and his or her dissertation proposal presentation should be combined or not will be determined by the college (institute).
2. Mid-term assessment of doctoral students is carried out through a combination of written examinations and interviews, with weights determined by the college (institute). Written examinations may include written tests, book reports, research progress reports, etc. Interviews shall include presentations and oral defenses and the entire process shall be recorded.
3. The contents, specific requirements, evaluation criteria and weights of mid-term assessment of doctoral students will be determined by the college (institute). Course examination results may be included into mid-term assessment, but their weight shall not exceed 30%.

#### **V. Assessment Results**

1. The result of the mid-term assessment of a doctoral student is graded as "satisfactory" or "unsatisfactory". Result grades are determined by the mid-term assessment work group. If no grade can be determined due to significant differences among members of the group, the case shall be submitted to the Academic Degrees Assessment Committee or the Academic Degrees Assessment Work Group for deliberation.
2. The college (institute) shall notify the student of the assessment result (including scores and detailed comments and suggestions made by the assessment work group) within a week after the assessment is completed, and shall ensure that the student strives to eliminate weaknesses identified in the assessment.
3. A certain percentage of doctoral students will be given an unsatisfactory grade in the mid-term assessment. Doctoral students achieving a satisfactory grade will be given one credit and be permitted to continue working for their doctoral degrees. Doctoral students achieving an unsatisfactory grade will be given a second chance within 3 to 12 months.

## **VI. Split-Stream Management**

Doctoral students achieving an unsatisfactory grade in two mid-term assessments will be subject to one of the following actions, depending on the circumstances:

1. The student may be designated as a master's student for training in the same program or a comparable program under the same Level 1 discipline if he or she lodges an application and is approved by the Academic Degrees Assessment Subcommittee or the Academic Degrees Assessment Work Group.
2. The student will be withdrawn from the University under the *Regulations of Xiamen University on Administration of Graduate Student Enrollment Status* if he or she clearly lacks research capabilities and is unable to complete his or her degree.

## **VII. Miscellaneous**

1. Each college (institute) shall formulate detailed implementation rules for mid-term assessment of doctoral students in accordance with these Guidelines and in the light of the characteristics of the discipline concerned. Such rules shall be submitted to the Graduate School for filing.
2. Each college (institute) shall notify its doctoral students of its detailed implementation rules for mid-term assessment at least three months before the assessment takes place.
3. The Graduate School is responsible for interpreting these Guidelines.
4. These Guidelines shall be implemented for doctoral students admitted in 2016 and onwards. For doctoral students admitted in 2015, these Guidelines can be applied.

# **Guidelines of Xiamen University for Conferment of Master's and Doctoral Degrees**

*(Amended on June 13, 2014 at the 4<sup>th</sup> Plenary Session of the 9<sup>th</sup> XMU Academic Degrees  
Assessment Committee)*

## **XMU Graduate [2014] No. 29**

### **Chapter I General Provisions**

**Article 1** These Guidelines have been established in accordance with the *Regulations of the People's Republic of China on Academic Degrees*, the *Interim Implementation Measures for the People's Republic of China on Academic Degrees*, and the *Notice on the Work of Conferment of Doctoral Degrees* issued by the State Council's Academic Degrees Committee, taking into consideration the University's reality, with the aim of further enhancing the University's degree conferment work.

**Article 2** The disciplines and programs of study in which the University confers master's and doctoral degrees shall be those approved and authorized the State Council's Academic Degrees Committee. The University has the right to confer master's and doctoral degrees in 11 disciplinary categories, namely, philosophy, economics, law, education, literature, history, science, engineering, medicine, management and arts, as well as in authorized professional degree categories.

### **Chapter II Review of Applicant Qualification**

**Article 3** Chinese and foreign citizens who abide by the Constitution, laws and regulations of the People's Republic of China and who satisfy the following conditions, may apply to the University for an appropriate degree in accordance with these Guidelines:

1. Having completed all courses and prescribed training steps and earned the required number of credits in accordance with the requirements specified in the academic scheme;
2. Having produced a thesis/dissertation whose quality has been confirmed by the supervisor or referee as satisfying the application conditions; and
3. Having produced adequate research output while enrolled in the program in accordance with the

requirements established by the college (institute) on the basis of University regulations.

**Article 4** The applicant shall submit his or her application letter, thesis/dissertation and all other required materials within the time limit prescribed by the University.

**Article 5** No degree will be conferred until the applicant has passed the course examinations and thesis/dissertation defense for the master's or doctoral degree with satisfactory grades and has met the following academic standards:

(1) For Doctoral Degrees

- (a) Mastery of solid and broad basic theory and in-depth and systematic specialized knowledge in the relevant discipline; and
- (b) Ability to undertake independent research, and creative achievements in academics or specialized technology.

(2) For Master's Degrees

- (a) Mastery of solid basic theory and systematic specialized knowledge in the relevant discipline; and
- (b) Ability to undertake research or specialized technical work.

**Article 6** Applications for degrees by persons with equivalent educational attainment will be processed in accordance with the implementation measures officially promulgated by the State Council's Academic Degrees Committee and the *Guidelines of Xiamen University for Conferment of Master's and Doctoral Degrees on Persons with Equivalent Graduate-level Educational Attainment*.

### **Chapter III            Basic Requirements of Degree Theses/Dissertations**

**Article 7** Graduate students shall independently complete their graduation theses/dissertations under the guidance of their supervisor.

**Article 8** Doctoral dissertations shall meet the following basic requirements: (1) the basic argument, conclusion and recommendations have significant theoretical and practical value; (2) the contents of the dissertation indicate that the author has mastered solid and broad basic theory and in-depth and systematic specialized knowledge in the relevant discipline; (3) the contents

of the dissertation indicate that the author has independently mastered the methods and skills for research on the relevant topic and is able to undertake independent research; and (4) the author has creative viewpoints and considerable research output.

**Article 9** Master's theses shall meet the following basic requirements: (1) the basic argument, conclusion and recommendations have theoretical and practical value; (2) the contents of the thesis indicate that the author has mastered solid basic theory and systematic specialized knowledge in the relevant discipline; (3) the contents of the dissertation indicate that the author has mastered the methods and skills for research on the relevant topic and is able to undertake independent research or perform specialized technical work; and (4) the author has new viewpoints and considerable research output.

**Article 10** Theses/dissertations shall be written in Chinese (except in special programs of study). A thesis/dissertation written in a language other than Chinese shall be accompanied by a translation. Generally, a thesis/dissertation shall consist of the following sections: preface, experiments and calculations, analysis of facts and theories, conclusions, and bibliography. In addition, it should be accompanied by an abstract and keywords in Chinese and foreign languages. Scientific arguments shall be proved theoretically or experimentally, and the feasibility of the research methods used shall be rigorously explained. Quotations of others' intellectual works shall be faithful to the original and clearly marked. Use of collaborative research results shall be properly cited. Wording shall be concise, coherent and well-organized, and texts and charts shall be clear and neat. Generally, a master's thesis shall contain no fewer than 30,000 Chinese characters and a doctoral dissertation shall contain no fewer than 50,000 Chinese characters.

**Article 11** A thesis/dissertation will be printed after the college (institute) reviews and approves the manuscript and recommends the student for defense. The supervisor's comments on the thesis/dissertation and recommendation opinion shall be transmitted in sealed envelopes and treated in strict confidence.

#### **Chapter IV Thesis/Dissertation Review**

**Article 12** Two months before the defense, the department will nominate experts from relevant disciplines for the review of the thesis/dissertation; after the nominated experts are approved by the Academic Degrees Assessment Subcommittee, the college (institute) will invite them for the review. In principle, the thesis/dissertation shall be subject to blind review in accordance with the *Provisions of Xiamen University on Blind Review of Master's Theses and Doctoral Dissertations* (XMU Graduate [2014] No. 27).

In general, reviewers of doctoral dissertations shall be doctoral supervisors, or experts with professorial rank who are from the professional community, or experts with professorial rank who have experience in supervising doctoral students. A doctoral dissertation shall have at least three reviewers, with at least two reviewers external to the University. The reviewers shall be experts who have a strong sense of responsibility, a strong commitment to academic integrity and significant scholarly accomplishments and who has made considerable research achievements in the relevant field in recent years.

Reviewers of master's theses shall hold a senior professional title or the qualification as a supervisor for master's students. A master's thesis shall have at least two reviewers, with at least one being a full professor or an associate professor external to the University.

**Article 13** Reviewers shall write detailed academic comments on the thesis/dissertation and assign a score on a 100-point scale for reference by the defense committee. Reviewers may assess the quality of the thesis/dissertation in the following aspects: (1) the theoretical significance and practical value of the research results; (2) the relevance of the views and conclusions of the thesis/dissertation and the adequacy and reliability of the argument; (3) the academic standard and originality of the thesis/dissertation; (4) the chief merits of the thesis/dissertation (including research methods, writing skills and logic); and (5) the deficiencies of the thesis/dissertation.

Reviewers' names and academic comments shall be kept confidential to the applicant and transmitted in sealed envelopes.

**Article 14** Steps Subsequent to Comments of Reviewers

1. If two-thirds or more of the reviewers deem the thesis/dissertation as meeting the standard of degree theses/dissertations and half or more of the reviewers permit a defense, the college will organize the thesis/dissertation defense.
2. If two-thirds or more of the reviewers deem the thesis/dissertation as meeting the standard of degree theses/dissertations, but less than half of the reviewers permit a defense, the applicant shall revise the thesis/dissertation to eliminate deficiencies identified, and no defense can be organized until the revision is accepted by the supervisor. The date of defense will be set by the college according to the actual situation.
3. A degree thesis/dissertation failing to achieve a review outcome described above shall be revised again or rewritten, and no defense can be requested until after at least three months. In this case, the new thesis/dissertation will also be subject to review prior to defense, and

the same time limit for submission of the thesis/dissertation for review will apply.

## **Chapter V Thesis/Dissertation Defense Committee and Defense Rules**

**Article 15** The master's thesis defense committee consists of three to five experts with a senior academic rank or qualification as a supervisor for master's students. At least half of the committee members are supervisors for graduate students. The student's supervisor does not sit on the defense committee. The committee has a secretary. In the event of newly established or weak programs of study, experts external to the University shall be invited to take part in the thesis defense.

The doctoral dissertation defense committee consists of five to seven experts with a senior academic rank, with half of them being supervisors for doctoral students and at least two supervisors or experts external to the University. The student's supervisor does not sit on the defense committee. In general, the committee is chaired by a professor or an expert with an equivalent academic rank. The committee has a secretary.

The defense process is organized by the Academic Degrees Subcommittee or the Academic Degrees Assessment Work Group. The applicant shall not have any contact with any defense committee members prior to the defense.

**Article 16** Comments on the thesis/dissertation shall be perused prior to the defense. No defense shall take place until after the comments of all reviewers have been collected. The defense shall take place only when the thesis/dissertation is confirmed by the reviewers as meeting the requirements.

**Article 17** The defense takes place publicly (except in circumstances where confidentiality is required). In general, the process of defense is as follows: (1) the chairman announces the start of the proceedings; (2) the supervisor (or the defense secretary) introduces the applicant's academic performance and thesis/dissertation work; (3) the applicant makes a presentation on the main contents of his thesis/dissertation (a minimum of 30 minutes for a doctoral dissertation); (4) committee members raise questions (with an optional break of 15 to 20 minutes for the applicant to prepare), and the applicant answers the questions; (5) an intermission follows, the committee members hold a meeting, during which the secretary reads out the academic comments of the supervisor and reviewers and the committee deliberates and agrees on the standards for assessing the thesis/dissertation, conducts the assessment, and votes on whether to pass the applicant on the defense and whether he or she should be recommended for the conferment of a degree; and (6) the chairman announces the comments of the defense committee on the thesis/dissertation, the score of the thesis/dissertation, and the result of the vote.

To ensure enough time for defense, in general, in each block of time (approximately four hours) for the defense of doctoral dissertations, only one or two dissertations are allowed, and in each block of time for (approximately four hours) for the defense of master's theses, only three or four theses are allowed. Defense shall be completely documented or recorded; defense of doctoral dissertations must be recorded.

**Article 18** The defense committee shall operate in strict accordance with the academic standards and principles of professionalism. Members of the defense committee assign the thesis/dissertation a score on a 100-point scale and vote on whether to pass the applicant on the defense and whether he or she should be recommended for the conferment of a degree. A two-thirds majority of the committee is required for the applicant to pass the defense.

**Article 19** Where a master's student fails to pass his or her thesis defense, subject to the approval of more than half of its members, the defense committee may make a resolution to permit the student to revise his or her thesis and undertake another defense within a year. Where a doctoral student fails to pass his or her dissertation, subject to the approval of more than half of its members through a vote by secret ballot, the defense committee may make a resolution to permit the student to revise his or her dissertation within two years and undertake another defense.

Except when the defense committee makes a resolution, no individuals or entities other than the University's Academic Degrees Assessment Committee and its authorized entity have the right to permit a re-defense.

**Article 20** If the thesis submitted by a master's degree applicant reaches the academic standard of a doctoral dissertation, the defense committee may recommend the applicant for a doctoral degree while making a resolution to confer a master's degree on the applicant. In this case, the provisions herein regarding the conferment of a doctoral degree will apply.

If the dissertation submitted by a doctoral degree applicant is not up to the academic standard of a doctoral dissertation but reaches the academic standard of a master's thesis, and if the applicant does not hold a master's degree in the discipline concerned, the defense committee may make a resolution to recommend the applicant for the conferment of a master's degree.

## **Chapter VI Conferment of Degrees**

**Article 21** After the University's Academic Degrees Committee makes a resolution to confer a degree, the successful applicant will be awarded a relevant degree certificate. Academic degrees of all levels are conferred on the 30<sup>th</sup> day of the month when the University's Academic Degrees Committee meets to authorize degree conferment.

The University's Academic Degrees Committee holds three routine meetings in June, September and December of each year on degree conferment. Doctoral degree certificates are issued a month after the end of the objection period.

During the objection period, anyone who disputes the degree conferment decision may raise an objection in writing with the Graduate School's Academic Degrees and Disciplinary Development Office. The Office will forward the objection to the University's Academic Degrees Assessment Committee or its authorized entity for consideration.

**Article 22** The Graduate School's Academic Degrees and Disciplinary Development Office submits, on an annual basis, a list of successful applicants for master's and doctoral degrees as well as related materials to the educational authorities and the Executive Office of the State Council's Academic Degrees Committee the for filing.

The Graduate School's Office of Academic Degrees and Disciplinary Development shall, after the University's Academic Degrees Assessment Committee makes a resolution, publicize the list of successful applicants for master's and doctoral degrees in an appropriate manner. Unsuccessful applicants shall normally be notified of the resolution.

**Article 23** The University's Academic Degrees Assessment Committee has the right to make the following decisions: to withhold, for a year, a degree from an applicant who has been received demerits or a lesser sanction for cheating in an examination or for breaching the code of academic conduct; not to confer a degree on an applicant who has been placed on probation or received a more serious sanction for cheating in an examination or for breaching the code of academic conduct; not to confer a degree on an applicant who has cheated in an examination or breached the code of academic conduct but has not been placed on probation or received a more serious sanction due to exceptional circumstances; and to revoke, through a review process, a degree which has been conferred on an applicant by mistake or on an applicant who has escaped administrative sanction for his or her serious misconduct or fraud.

## **Chapter VII Honorary Doctoral Degrees**

**Article 24** With the nomination of the University's Academic Degrees Assessment Committee and the approval of the State Council's Academic Degrees Committee, scholars or social activists of exceptional distinction from China or abroad may be awarded an honorary doctoral degree.

## **Chapter VIII Miscellaneous**

**Article 25** These Guidelines are also applicable to international students and students from Taiwan, Hong Kong and Macao who are enrolled at the University and applying for degrees.

**Article 26** Where the National Steering Committee for Professional Graduate Degree Education enacts rules on the application for degrees by graduate students in professional degree programs, such rules will apply.

**Article 27** Upon the conclusion of an applicant's thesis/dissertation defense, the college (institute) shall organize the following materials into a dossier and submit it to the University Archives for filing: the letter of application for the degree, an transcript, the full text and abstract of the thesis/dissertation, the supervisor's comments, the thesis/dissertation review sheets, the expert recommendation sheets, the resolution of the defense committee, the documentation and magnetic-tape recording of the defense, the ballots used in the vote, the Graduate Student Graduation Registration Form (graduation appraisal or comments by the applicant's affiliated Party organization), the Chinese and English abstracts of the doctoral dissertation, and information on research output.

The applicant shall deliver a hard copy and an electronic version of his or her thesis/dissertation to the University Library for filing, and submit a required number of hard copies and an electronic version of his or her thesis/dissertation to the Graduate School's Academic Degrees and Disciplinary Development Office for transmission to related institutions.

**Article 28** For degree theses/dissertations involving military industrial secrets, a separate set of administrative provisions shall be formulated. For degree theses/dissertations involving trade secrets, the Academic Degrees Subcommittee in the college (institute) involved shall draw up specific provisions in accordance with the University's relevant regulations and submit these provisions to the Graduate School's Academic Degrees and Disciplinary Development Office for filing.

**Article 29** Words importing the singular shall, where applicable, include the plural and vice versa.

**Article 30** Where any discrepancy arises between other provisions and these Guidelines, the latter shall prevail.

**Article 31** The University's Academic Degrees Committee is responsible for interpreting these Guidelines.

# **Guidelines of Xiamen University for Blind Review of Master's Theses and Doctoral Dissertations**

*(Adopted on June 13, 2014 at the 4<sup>th</sup> Plenary Session of the 9<sup>th</sup> XMU Academic Degrees  
Assessment Committee)*

## **XMU Graduate [2014] No. 27**

These Guidelines have been established in accordance with the *Opinions of the Academic Degrees Committee of the State Council and the Ministry of Education on Strengthening the Development of the Assurance and Supervision Systems for Academic Degrees and Graduate Education (Degree [2014] No. 3)*, the *Notice of the Academic Degrees Committee of the State Council and the Ministry of Education on the Issuance of the Guide to Selective Review of Master's Theses and Doctoral Dissertations (Degree [2014] No. 5)*, and the *Guidelines of Xiamen University for Conferment of Master's and Doctoral Degrees (XMU Graduate [2014] No. 29)*, with the aim of further strengthening the assurance and supervision mechanisms for the quality of graduate education.

### **I. Types of Thesis/Dissertation Blind Review and Determination of Applicability**

Thesis/dissertation blind review comes in two forms: single-blind review and double-blind review. In single-blind review, the names of the author and the supervisor are concealed from the reviewers, but not vice versa. In double-blind review, the names of the author and the supervisor are concealed from the reviewers, and vice versa.

The Academic Degrees Assessment Subcommittee in each college (institute) may determine whether theses/dissertations will be subject to single-blind or double-blind review. Alternatively, with the approval of the Academic Degrees Assessment Subcommittee, the Academic Degrees Assessment Work Group may determine whether theses/dissertations in its college (institute) will be subject to single-blind or double-blind review.

### **II. Percentage of Theses and Dissertations Subject to Blind Review**

1. In principle, 100% of the doctoral dissertations will be subject to blind review;
2. In principle, no less than 50% of the master's theses in academic master's degree programs will be subject to blind review;
3. In principle, no less than 40% of the master's theses in professional master's degree programs

will be subject to blind review;

4. 100% of the master's theses and doctoral dissertations submitted by in-service personnel with equivalent educational attainment will be subject to blind review.

### **III. Procedure of Thesis/Dissertation Blind Review**

1. Colleges (institutes) will organize thesis/dissertation blind review by department and designate specific staff members for the safekeep and processing of related materials.
2. In March each year, colleges (institutes) will randomly select the required number of theses/dissertations from all the theses/dissertations whose defense is scheduled for the year. The random selection will be carried out by type of review, program of study and student ID no. Theses/dissertations which have been selected shall be subject to blind review at comparable higher-education institutions or research institutes outside Fujian Province.
3. Doctoral dissertations selected for blind review shall be reviewed by three doctoral supervisors in the same field of study at comparable higher-education institutions or research institutes outside Fujian Province. Doctoral dissertations submitted by in-service personnel with equivalent educational attainment shall be reviewed by five doctoral supervisors in the same field of study at comparable higher-education institutions or research institutes outside Fujian Province (other than the organization with which the applicant is affiliated). Master's theses shall be reviewed by two experts in the same field of study who hold a senior professional title at comparable higher-education institutions or research institutes outside Fujian Province. Master's theses submitted by in-service personnel with equivalent educational attainment shall be reviewed by three experts in the same field of study who hold a senior professional title at comparable higher-education institutions or research institutes outside Fujian Province (other than the organization with which the applicant is affiliated).
4. Blind Review Requirements

In colleges (institutes) implementing single-blind review, the names of the author and the supervisor will not be concealed from the reviewers during the review process, but the names of the reviewers shall be concealed from the author and the supervisor.

In colleges (institutes) implementing double-blind review, not only shall the names of the reviewers be concealed from the author and the supervisor during the review process, but the names and other information of the author and the supervisor shall also be concealed.

The review sheets for theses/dissertations submitted for review will be in the usual formats used by the University; however, the covers of the sheets and the “graduate student basic information” column shall not show the name and student ID number of the author or the name of the supervisor. The column shall only show the sequential number.

#### 5. Selection of Reviewers

The Academic Degrees Assessment Subcommittee shall create a reviewer databank and randomly select, from the databank, the required number of reviewers relevant to the field of study and program of study in question. The author’s supervisor may submit a list of three reviewers to be avoided in advance.

Confidential theses/dissertations shall comply with the *Interim Provisions of Xiamen University on the Administration of Confidential These/Dissertations* (XMU Graduate [2006] No. 31).

#### 6. Time Limits for Submission

Theses/dissertations shall be printed in the requirement format and bound and be directly sent by the college (institute) to the reviewers with the following time limits: 30 days before the defense date for master’s theses; 45 days before the defense date for doctoral dissertations; 60 days before the defense date for master’s theses submitted by applicants with equivalent educational attainment; and 90 days before the defense date for doctoral dissertations submitted by applicants with equivalent educational attainment. Applicants shall be responsible for the consequences of deferred defense if they fail to submit their thesis/dissertation and other materials for double-blind review within the prescribed time limit.

7. Reviewers shall place the review sheets in a seal envelope provided to them and directly return the sheets to the college (institute).

8. Upon receipt of the returned sheets, the academic dean of the college (institute) shall designate a staff member for envelope opening, name concealing and confidentiality treatment to ensure the anonymity of the reviewers. The author and the supervisor shall be notified of the review outcomes with the names and affiliation of the reviewers concealed.

#### **IV. Miscellaneous**

Thesis/dissertation blind review shall take place without the interference of any non-academic factors. No organizations or individuals shall interfere with the blind review process in any manner. Failure to comply with this rule will result in disciplinary action according to the *Guidelines of Xiamen University for Conferment of Master's and Doctoral Degrees (XMU Graduate [2014] No. 29)*.

- V. These Guidelines were adopted on June 13, 2014 at the plenary session of the University's Academic Degrees Assessment Committee; they shall come into effect from the date of promulgation and supersede the original *Guidelines of Xiamen University for Double-Blind Review of Master's Theses and Doctoral Dissertations (XMU Graduate (2006) No. 36)*. Where any discrepancy arises between other provisions and these Guidelines, the latter shall prevail.
- VI. The University's Academic Degrees Assessment Committee is responsible for interpreting these Guidelines.

# **Guidelines for Submission of Application and Filing Materials for Master's and Doctoral Degrees**

**(2017) XMU Graduate No. 21**

The Academic Degrees Committee of Xiamen University holds three routine meetings on degree conferment every year in June, September and December.

## **I. Degree Application Materials**

To apply for a master's or doctoral degree, the following materials shall be submitted to the college or institute:

- (I) For applicants who are enrolled master's or doctoral students
  1. The Degree Application Form in duplicate (to be downloaded from the online student system, printed out and signed by the applicant);
  2. The Research Output Summary Sheet, in duplicate for doctoral students, or in a single copy for master's students (excluding in-service personnel pursuing a master's degree) (to be downloaded from the online student system, printed out and signed by the applicant);
  3. Three hardcopies of the thesis or dissertation;
  4. Two electronic copies of the thesis or dissertation (one copy to be deposited in the University Archives through the Secretary of Graduate Studies, and the other to be delivered by the student to the University Library upon departure.)
  
- (II) For applicants who have equivalent educational attainment
  1. The Degree Application Form in duplicate;
  2. The Basic Data Sheet;
  3. Three hardcopies of the thesis or dissertation;
  4. Two electronic copies of the thesis or dissertation (one copy to be deposited in the

University Archives through the Secretary of Graduate Studies, and the other to be delivered by the student to the University Library.)

5. Photo for the degree certificate: one printed two-inch color personal photo and one electronic copy (to be submitted to the Secretary of Graduate Studies).

The Academic Degrees Assessment Committee and Academic Degrees Assessment Work Group in the college or institute have the responsibility to review the application materials submitted by applicants for degrees and shall forward the application materials to the Graduate School in a timely manner according to the requirements specified in the work circular.

The Graduate School will conduct a spot check of the review work of the Academic Degrees Assessment Subcommittee and Academic Degrees Assessment Work Group in the college or institute, and the results of such checks will be publicized.

The Graduate School has the responsibility to collect application materials and to aggregate and summarize the data before submitting them to the University's Academic Degrees Assessment Committee for consideration.

## **II. Degree Materials for Archival Filing**

After the University's Academic Degrees Committee makes a resolution to confer a degree on the applicant, the college or institute shall submit the following materials relating to the applicant's thesis or dissertation defense and degree application on the specified date to the University Archives for filing:

### **(I) Master's Degrees:**

1. Thesis Defense Application Form;
2. Thesis Review Sheet;
3. Review and Approval Form for Thesis Defense;
4. Thesis Assessment Sheet;
5. Thesis Defense Record;
6. Resolution on Thesis Defense;

7. Degree Application Form (with the other copy placed in the applicant's personal files which are to be mailed to his or her future employer);
8. Research Output Summary Sheet;
9. Resolution on Degree Conferment (with the other copy placed in the applicant's personal files which are to be mailed to his or her future employer);
10. A copy of the thesis manuscript and a CD-ROM containing the full text of the thesis.

(II) Doctoral Degrees

1. Dissertation Defense Application Form;
2. Dissertation Review Sheet;
3. Review and Approval Form for Dissertation Defense;
4. Dissertation Assessment Sheet;
5. Dissertation Defense Record;
6. Resolution on Dissertation Defense;
7. Degree Application Form (with the other copy placed in the applicant's personal files which are to be mailed to his or her future employer);
8. Research Output Summary Sheet;
9. Resolution on Degree Conferment (with the other copy placed in the applicant's personal files which are to be mailed to his or her future employer);
10. A copy of the thesis manuscript and a CD-ROM containing the full text of the thesis;
11. The abstract of the dissertation in both Chinese and English in a CD-ROM (limited to 500 characters for the Chinese version and 3,000 to 4,000 bytes for the English version).

(III) Master's Degrees for Applicants with Equivalent Educational Attainment

1. Master's Degree Application Review Form for In-Service Personnel with Equivalent Educational Attainment;
2. Degree Application Form for In-Service Personnel with Equivalent Educational Attainment (with the other copy placed in the applicant's personal files which are to be mailed to his or her employer);
3. Comments of the supervisor on the thesis;
4. Thesis Review Sheet;
5. Thesis Assessment Sheet;
6. A photocopy of the bachelor's degree and educational attainment certificate;
7. Transcript of graduate courses;
8. Certificates of satisfactory results in the National Unified Foreign Language Examination and the Integrated Examination of Overall Disciplinary Proficiency;
9. Photocopies of published academic papers, monographs or other research output relating to the degree applied for;
10. A copy of the thesis manuscript and a CD-ROM containing the full text of the thesis.

(IV) Doctoral Degrees for Applicants with Equivalent Educational Attainment

1. Doctoral Degree Application Review Form for In-Service Personnel with Equivalent Educational Attainment;
2. Degree Application Form for In-Service Personnel with Equivalent Educational Attainment (with the other copy placed in the applicant's personal files which are to be mailed to his or her employer);
3. Recommendation Forms for In-Service Personnel Applying for Doctoral Degrees, two copies;
4. Comments of the supervisor on the dissertation;

5. Dissertation Review Sheet;
6. Dissertation Assessment Sheet;
7. A photocopy of the master's degree and educational attainment certificate;
8. Proof of published academic papers, monographs or other research output, as well as awards for research;
9. A letter of reference from the applicant's employer;
10. A copy of the dissertation manuscript and a CD-ROM containing the full text of the dissertation;
11. The abstract of the dissertation in both Chinese and English in a CD-ROM (limited to 500 characters for the Chinese version and 3,000 to 4,000 bytes for the English version).

These Guidelines shall come into effect from the date of promulgation and supersedes the original Guidelines for Submission of Application and Filing Materials for Master's and Doctoral Degrees (2009) XMU Graduate No. 11).

The Graduate School is responsible for interpreting these Guidelines.

# Notice on Xiamen University Guidelines for Graduate Theses/Dissertations

## XMU Graduate (2005) No. 28

The following guidelines for graduate theses and dissertations have been established in accordance with the University regulations on the management of academic degrees and are applicable to all schools/institutes at the University:

### I. Manuscript Layout

The various sections of the thesis/dissertation and the order in which they appear shall be as follows:

1. Front Cover;
2. Declaration of Originality;
3. Declaration of Authorship;
4. Abstract in Chinese;
5. Abstract in English;
6. Keywords;
7. Table of Contents;
8. Main Body:
  - (1) Introduction;
  - (2) Experiment and calculation, or factual or theoretical analysis; and
  - (3) Conclusion;
9. Appendix;
10. Bibliography;
11. Acknowledgements;
12. Back Cover

### II. Manuscript Format

The thesis/dissertation shall be formatted in accordance with the *Xiamen University Guidelines for the Format of Graduate Thesis/Dissertation Manuscripts* (see Exhibit 1). The front cover, the Declaration of Originality and the Declaration of Consent to Grant Rights of Use shall be in the unified formats specified by the Graduate School (see Exhibits 2, 3 and 4).

### III. Manuscript Length

In general, a thesis shall be no less than 30,000 Chinese characters, and a dissertation shall be no less than 50,000 Chinese characters.

### III. Manuscript Copies

For a thesis, 20 copies of the manuscript shall be printed, and for a dissertation, 40 copies of the manuscript shall be printed.

### Exhibits:

1. Xiamen University Guidelines for the Format of Graduate Thesis/Dissertation

Manuscripts

2. Xiamen University Format of the Front Cover of Graduate Thesis/Dissertation

Manuscripts

3. Xiamen University Declaration of Originality for Graduate Theses/Dissertations
4. Xiamen University Declaration of Consent to Grant Rights of Use for Graduate Theses/Dissertations

## Appendix 1:

### **Xiamen University Guidelines for the Format of Graduate Thesis/Dissertation Manuscripts**

This document sets forth the format requirements for graduate thesis/dissertation manuscripts at Xiamen University. These requirements are applicable to all schools/institutes at the University.

Format Requirements for Graduate Thesis/Dissertation Manuscripts:

1. The manuscript of a thesis or dissertation should be printed on A4 paper.
2. The Front Cover of the Manuscript:
  - (1) Color: Light (white, light yellow, light green, or light blue);
  - (2) The font type and size and the format of the front cover should follow the *Xiamen University Guidelines for the Format of the Front Covers of Thesis/Dissertation Manuscripts*; and
  - (3) The title of the thesis or dissertation should be written in both Chinese and English, with the English title placed under the Chinese one.
3. The Spine of the Bound Copies of the Manuscript:

The title of the thesis/dissertation and the name of the author should be typed on the spine of the bound copies of the manuscript in Times New Roman with a fitting font size.
4. The pages following the front cover should be the *Xiamen University Statement of Originality of Graduate Theses/Dissertations* and the *Xiamen University Statement on the Copyright Ownership of Graduate Theses/Dissertations*.
5. Table of Contents
  - (1) The Table of Contents should, as a minimum requirement, list the titles and page numbers of the chapters and sections. Both Chinese and English versions of the Table of Contents should be provided.
  - (2) Chapter titles should be typed in Times New Roman bold 14 pt;
  - (3) Section titles should be typed in Times New Roman bold 12 pt;
  - (4) Subsection titles should be typed in Times New Roman 12 pt.
6. Abstract
  - (1) The Abstract should be written in both Chinese and English. The Chinese version of the abstract should be typed in “*Songti*” “Smaller 4”, and the English version should be typed in Times New Roman 12 pt.
  - (2) The Chinese version should be approximately 600 Chinese characters, and the English version should be approximately 600-800 words;
  - (3) The Abstract should summarize the topic, significance and innovation of the research, as well as the main viewpoints and findings.
7. Keywords
  - (1) The number of keywords in Chinese and English should be three to five, and the

keywords should reflect the main contents of the thesis or dissertation and conform to academic norms;

(2) The Chinese version of the keywords should be typed in “*Songti*” “Smaller 4”, and the English version should be typed in Times New Roman 12 pt. Each keyword shall contain no more than five Chinese characters or five equivalent English words.

(3) The keywords should be separated by semicolons;

(4) An example of the format:

关键词：资产重组；市场反应；实证研究

Keywords: Capital Reorganization; Market Reaction; Empirical Study.

#### 8. Manuscript Text

(1) The text of the manuscript should be typed in Times New Roman 12 pt;

(2) The text should be one-and-a-half spaced;

(3) Each page should have a header and be numbered sequentially.

#### 9. Titles in the Manuscript Text

(1) Chapter titles should be typed in Times New Roman bold 15 pt;

(2) Section titles should be typed in Times New Roman bold 14 pt;

(3) Subsection titles and paragraph titles should be typed in Times New Roman bold 12 pt;

(4) Titles should be concise and capture the main points; no punctuation should be used in the titles;

(5) All chapters and sections of the text should be numbered sequentially in a consistent manner.

#### 10. Tables

(1) Tables should be numbered sequentially and table titles should be typed in Times New Roman bold 12 pt; table numbers and table titles should be center-aligned above the table, and the measuring unit should be right-aligned above the table;

(2) Data source should indicate the author, source and period of the data, be typed in Times New Roman 9 pt, and place left-aligned below the table;

(3) A blank line should be left between the table and the preceding and subsequent paragraphs of the text.

Example:

Table 1: ICBC Assets and Liabilities from 1995 to 1998 Amounts in RMB billions

Year	1995	1996	1997	1998
Total Assets				
Net Assets				
Total Liabilities				

Data Source: People’s Bank of China: *1999 Year Book*, China Statistics Press, May 2001

#### 11. Figures

(1) Figures should be numbered sequentially and figure titles and measuring units should

be typed in Times New Roman 12 pt.; figure numbers and titles should be center-aligned under the figure;

- (2) All figures should indicate their measuring unit;
- (3) Figure source should indicate the author, source and period of the data, be typed in Times New Roman 9 pt, and place left-aligned below the figure;
- (4) A blank line should be left between the figure and the preceding and subsequent paragraphs of the text.

Example:

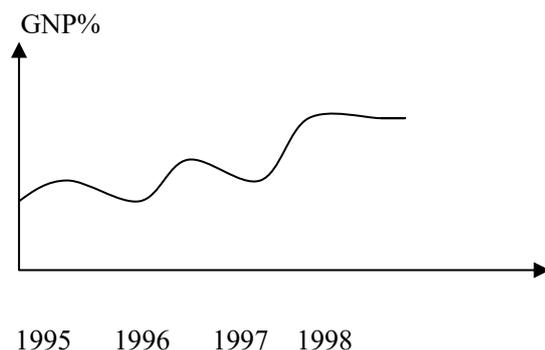


Fig. 1: Xiamen's GDP Growth from 1995 to 2000

## 12. Notes

Notes should be given about the titles and authors of the articles cited or about a particular point in the text. Notes about titles and authors should be placed at the foot of the page, and notes about a particular point in the text can be placed in a parenthesis inserted in the text or placed at the foot of the page. Notes should be numbered sequentially with numerals in circles.

## 13. Bibliography

Each school/institute may decide on the sequence of works listed according to the customary practices in the relevant field of study.

All works cited in the text should be listed alphabetically by first author's last name in the bibliography. For each work cited, the first line should be typed flush with the left margin, and any additional lines are indented as a group a few spaces to the right of the left margin (this is called a hanging indent).

Capitalize the first words, the last words, and all principal words, including those that follow hyphens in compound terms. Use lowercase abbreviations to identify the parts of a work (e.g., Vol. for volume, Ed. for editor) except when these designations follow a period. Separate author, title, and publication information with a period followed by one space.

The following marker designations should be followed for works cited:

M for monographs; C for paper collections; N for newspaper articles; J for journal articles; D for dissertations; R for research reports; S for standards; and P for patents.

Works extracted from monographs or paper collections should be marked as "A", and for other types of works without a designation, use the mark "Z".

Example:

- Blommaert, J., & Bulcaen, C. 2000. Critical discourse analysis [J]. *Annual Review of Anthropology*, 29, 447-466.
- Cupach, W. R., & Imahori, T. 1993. Identity management theory [A]. In R. L. Wiseman & J. Koester (Eds.), *Intercultural communication competence* [C]. 112-131. Newbury Park, CA: Sage.
- Fairclough, N. 2003. *Analysing discourse: Textual analysis for social research* [M]. London: Routledge.
- Fowler, R., Hodge, B., Kress, G., & Trew, T. 1979. *Language and control* [M]. New York: Routledge & Kagan Paul.
- Ji, Yuhua. 1998. Stories stimulate learning [N]. *21<sup>st</sup> Century*, Feb. 25 (4).
- Kress, G., & van Leeuwen, T. 1996. *Reading images: The grammar of visual design* [M]. London: Routledge.
- Li, Wei., Zhu, Hua., & Li, Yue. 2001. Conversational management and involvement in Chinese-English business talk [J]. *Language and Intercultural Communication*, 1(2), 135-150.
- Rogers, R. 2004a. An introduction to critical discourse analysis in education [A]. In Rogers (Ed.), 2004c, 1-18.
- Rogers, R. 2004b. Setting an agenda for critical discourse analysis in education [A]. In Rogers (Ed.), 2004c, 237-253.
- Rogers, R. (Ed.). 2004c. *An introduction to critical discourse analysis in education* [C]. Mahwah, NJ: Lawrence Erlbaum Associates.
- Wodak, R. 1999. Critical discourse analysis at the end of the 20<sup>th</sup> century [J]. *Research on Language and Social Interaction*, 32(1&2), 185-193.

#### 14. Other Formatting Requirements

- (1) Title and paragraph formatting should be consistent for chapters, sections and subsections (indented or flush with the left margin);
- (2) Style should be consistent for all chapters; for example, whether all chapters have an introduction;
- (3) Dates: In British English, dates are written as 5 February 2005 or 5th February 2005. In American English, it is February 5, 2005. Avoid: the 5th of February and February 5th 2005;
- (4) Heading numbers should not be placed in a parenthesis, such as (I) or (I.); headings should not be followed by a period;
- (5) Typographical inconsistencies should not exceed 0.02% of the entire manuscript text.

**Exhibit 2:**

**Institution Code: 10384    Category No.: \_\_    Classification \_\_**  
**Student ID No.: 200215001    UDC \_\_**



(Times New Roman bold 12 pt)

廈門大學

Indicate Master's or Doctoral

(Times New Roman bold 18 pt)

**Graduate Thesis/Dissertation**

(Heti bold 2)

**资产重组：一个资不抵债国有企业的最佳选择**

**Asset Restructuring: The Best Option for an Insolvent State-Owned Enterprise**

**Name of Author**

(Times New Roman 18 pt)

(Times New Roman bold 16 pt)

Supervisor: Prof. XXXX

Major:

Date of Submission:

Date of Defense:

Date of Degree Conferral:

(Times New Roman 14 pt)

(Times New Roman 14 pt)

Supervisory Committee Chair: \_\_  
Reviewer: \_\_

\_\_ (month) \_\_ (year)

## **Xiamen University Declaration of Originality for Graduate Theses/Dissertations**

This thesis/dissertation presents the research that I have performed independently for my master's/doctoral degree under the guidance of my supervisor. Where the work of others is referenced or quoted in my thesis/dissertation, proper attribution is provided in conformance to the laws and the *Xiamen University Guidelines for Graduate Scholarly Activity (Interim)*.

In addition, this thesis/dissertation was a research endeavor of the \_\_\_\_\_ Research Group, received financial support from the funds of the \_\_\_\_\_ Research Group or Laboratory, and was completed at the \_\_\_\_\_ Laboratory. (If applicable, fill in the name of the research team or the chief investigator of the research team or the laboratory.)

I declare that I have not committed plagiarism or any other forms of academic misconduct while writing this dissertation, and that I bear all the consequences and legal responsibilities for my academic conduct.

Declarant (signature):

Supervisor (signature):

Date:

## **Xiamen University Declaration of Consent to Grant Rights of Use for Graduate Theses/Dissertations**

I hereby give my consent for Xiamen University to retain and use copies of my thesis/dissertation in accordance with the *Interim Provisions on the Implementation of the Regulations of the People's Republic of China on Academic Degrees*, to send my thesis/dissertation (in both paper and electronic form) to educational authorities or designated institutions, and to include my thesis/dissertation into the Xiamen University Library and its databases for access by their users. I further give my consent for Xiamen University to include my thesis/dissertation into the joint national database of graduate theses and dissertations for indexing purposes, to publish the title and abstract of my thesis/dissertation in collections, and to reproduce my thesis/dissertation by photocopying, microfilming or any other reasonable means.

My thesis/dissertation constitutes:

1. A classified thesis/dissertation as assessed by the Confidentiality Committee of Xiamen University. It will be declassified on \_\_\_\_\_ (date) and my authorization above will become effective upon declassification.
2. A non-classified thesis/dissertation, and my authorization above becomes effective immediately.

(Please tick as appropriate or fill in the relevant information. A classified thesis/dissertation is one that has been assessed as such by the Confidentiality Committee of Xiamen University. Theses/dissertations which have not been assessed as classified by the Confidentiality Committee of Xiamen University are all open-access ones. If this form is left blank, the thesis/dissertation will be deemed an open-access one, and the above authorization will apply.)

Declared by: (signature)

Date: