

哈爾濱工業大學

Harbin Institute of Technology

HANDBOOK

FOR INTERNATIONAL

POSTGRADUATE STUDENTS

2021 9

WELCOME AND INTRODUCTIONS

We would like to extend a very warm welcome to all of you as you commence your studies in master or doctoral program at Harbin Institute of Technology. We are looking forward to working and learning with you over the next few years.

You are about to embark on a challenging and exciting program during which you have the opportunity to develop both professionally and personally. It is up to you, individually and as a group, to make the most of the opportunities that will be offered to you during this time!

In order to help you get started, we have put together this Handbook which we hope you will find useful. **It is your responsibility to read and understand the content of the handbook and to use it as a resource as you go through the program.** Please feel free to ask any questions about this handbook and to provide suggestions for future editions.

It is important to note that International Postgraduate Students are subject to the regulations of HIT; hard copies of the appropriate regulations will be issued at registration and links below are online versions of these regulations.

The purpose of this handbook is to provide Program specific information and to serve as a reference source for participants, namely International Postgraduate Students, supervisors and taught unit directors (secretary). It has been designed to offer information normally required for the duration of the postgraduate program from registration to graduation¹.

¹ The information contained in this handbook is correct at the time of publication. Any revisions will be made in hard copy on an annual basis; for the most up to date edition please refer to the Graduate School website at: <http://hitgs.hit.edu.cn/>

Points for Attention of International Postgraduates Learning and Conducting Research at Harbin Institute of Technology (HIT)

International postgraduates learning and conducting research at HIT should abide by the rules and regulations concerning safety and protection of intellectual properties. Matters needing attention are stated as follows:

1. International postgraduates learning and conducting research at HIT should work at the lab and office provided by his or her supervisor. Unauthorized, international postgraduates are not allowed to enter some research and experimental labs at HIT.

2. Signs and symbols indicate that taking pictures, recording, or video-recording are strictly prohibited at some areas of HIT. International postgraduates entering these areas must obey orders and do as advised.

3. Computers, instruments and other devices at some labs of HIT are marked with the right to use and the strict operating procedures. Authorized by the supervisor, students can use them under the guidance of the lab staff.

4. Campus web belongs to the infrastructure of the university teaching, research and office, and they should be used appropriately. Unauthorized, students are not allowed to use other s computer or use other s account to log on the campus web.

5. Authorized by the owner, technological materials of the lab and research center such as the experimental data, research results, etc. can be used for reference. Unauthorized, students are not allowed to browse, copy or duplicate.

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General Rules

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Trial Procedures Concerning the Conferring of Degrees to International Students in Higher Educational Institutions in China

Degree[1991]No. 17

Art.1 These trial procedures are formulated with a view to promote international exchange and cooperation of higher education and to ensure the standard of degrees conferred to international students in undergraduate, graduate as well as doctoral programs.

Art.2 Only higher educational institutions and the disciplines and majors authorized by the State Council Academic Degrees Committee are entitled to

Art.3 Degrees should be conferred to international students in accordance with Regulations of the People's Republic of China on Academic Degrees and Interim Rules for Implementation of the Regulations of the People's Republic of China on Academic Degrees.

Art.4 International students must observe the laws an

Art.6 The following procedures should be followed for higher educational undergraduate level:

Item 1 All graduate international students must be assessed by the Academic Degree Assessment Committee of a particular discipline according to Art.4 and Art.5 of these trial procedures. A list of international students eligible for a by this committee and then submitted to the Academic Degrees Assessment Committee of the university.

the Academic Degrees Assessment Committee of the university.

Art.7 International students can be conferred degrees by the higher educational institutions they study in if they comply with these trial procedures and reach the academic level as stipulated in Article 5 of the Regulations of the People's Republic of China on Academic Degrees, pass all courses and the thesis defense.

Art.8 International students must pass both required courses and optional courses required of them by their majors. This means they must meet the following requirements:

Item 1 They must pass all (usually three or four) degree courses including both basic and major ones.

in China, they must be able to deal with daily communication in Chinese as well as reading materials concerning their majors written in Chinese. For those

China, they must be able to deal with daily communication in Chinese. *Brief Introduction to China* should be a required course for international students at the graduate level.

Item 3 Optional courses may be offered to international students at the graduate level by each discipline or major.

For those International graduate candidates who have already completed the degree courses of their discipline or major, they can obtain advanced placement only after being peer-reviewed and evaluated, based on the degree course names, academic transcript of records and letters of recommendation by two experts (professors or associate professors) provided by the graduate candidates, by a

panel consisting of three to five professors or associate professors. Otherwise, they should take these degree courses again.

For those graduate candidates who fail to fulfill the above requirements, they can make up for those degree courses that have not been successfully completed within a year. Otherwise, they will not be allowed to join the thesis defense.

Art.9 International graduate candidates must complete work on a graduation thesis, which can take the form of various kinds of reports, such as research report, scientific and technological report, engineering design report, case study report,

to solve practical problems by using basic theories and specialized knowledge.

Art.10 International graduate candidates must meet the requirements of Articles 4, 8 and 9 in the trial procedures in order to be allowed to join the thesis defense.

Art.11 International graduate candidates should study full-time. If they need time-off to spend part of their time completing their thesis in their own countries, they must gain consent from their supervisors. But they are required to spend no less than half a year to work on their thesis in China, and must complete their thesis defense in China. They are encouraged to relate their thesis to the situations and issues faced by their own countries.

Art.12

defense must be conducted according to Articles 6, 8 and 9 of the Interim Rules for Implementation of the Regulations of the People's Republic of China on Academic Degrees. Those candidates who pass the thesis defense will be granted
ved by the Academic Degrees Assessment
Committee after being approved by the chair of the Thesis Defense Committee. Those candidates who do not pass the thesis defense will be given a chance, with the approval of the Thesis Defense Committee, to revise the thesis within a period of a year, and then to defend their thesis again a year after.

Doctoral Degree

Art.13 International students can be conferred doctoral degrees by the higher educational institutions they study in if they comply with these trial procedures and reach the academic level as stipulated in Article 6 of the Regulations of the People's Republic of China on Academic Degrees, pass all courses and the dissertation defense.

Art.14 Dissertation of International doctoral candidates should give evidence of their capability to conduct scientific research independently and to

produce creative results. Doctoral candidates in engineering technology, clinical medicine and other applied disciplines and majors should submit dissertations that have significant practical value and give evidence of their capability to conduct scientific research independently in the meantime.

Art.15 International doctoral candidates should take courses as necessary for and relevant to their scientific research. They must pass all courses required of them by their majors. This means they must meet the following requirements:

Item 1 They must pass all courses including both basic and major ones. They must master basic theories and systematic expertise of their disciplines.

Item 2 For those doctoral candidates who degrees awarded in China, they must be able to deal with daily communication in Chinese as well as reading materials concerning their majors written in Chinese. For those graduate candidates who hold mast warded in countries other than China, they should know some basic Chinese so as to handle daily communication in Chinese as well as reading materials concerning their majors written in Chinese. *Brief Introduction to China* should be a required course for International doctoral candidates.

Item 3 International doctoral candidates must take an optional course in foreign language apart from their native language and Chinese.

Those doctoral candidates who fail to meet the requirements listed above will not be allowed to join the dissertation defense.

Art.16 International doctoral candidates can be either off-job, which means they must complete the entire process in China, or in-job, which means they do not have to complete their degree courses and doctoral dissertation in China.

In-job International doctoral candidates who take their degree courses in countries other than China should take relevant exams in China. In-job International doctoral candidates who complete their dissertation in countries other than China must defend their dissertation in China. The accumulated time for in-job International doctoral candidates should reach at least one and a half years, during which they should take degree courses or conduct scientific research.

Art.17 International doctoral candidates must meet the requirements of Articles 4, 14, 15 and 16 in the trial procedures in order to be allowed to join the dissertation defense.

Art.18 evaluated, and dissertation defense must be conducted according to Articles 10, 12, 13 and 14 of the Interim Rules for Implementation of the Regulations of the People's Republic of China on Academic Degrees. Those doctoral candidates who pass the

dissertation defense will be granted doctoral degrees when being approved by the Academic Degrees Assessment Committee after being approved by the chair of the Dissertation Defense Committee. Those doctoral candidates who do not pass the dissertation defense will be given a chance, with the approval of the Dissertation Defense Committee, to revise the dissertation within a period of two years, and then to defend their dissertation again two years after.

Other Rules

Art.19 Doctoral degrees in China in philosophy, economics, law, education, literature, history, art, traditional Chinese medicine and clinical medicine must write their thesis or dissertation in Chinese.

Doctoral degrees in China in other disciplines and majors can write their thesis or dissertation in Chinese, English or French.

Art.20 Doctoral degrees to International candidates who hold equivalent graduate background according to the Interim Rules for Awarding Academic Degrees to In-Job Candidates with Equivalent Graduate Education Background issued by the State Council Academic Degrees Committee.

Art.21 Higher educational institutions should draw up their own degree awarding regulations according to these trial procedures.

Art.22 Higher educational institutions should keep track of the International degree recipients with regard to their scientific research through our embassies abroad. The State Council Academic Degrees Committee, together with departments in charge of higher education in provinces, autonomous regions and municipalities, will conduct inspections and evaluations of the quality of degrees awarded to international students by higher educational institutions in China.

Art.23 Degrees awarded to international students by higher educational institutions in China are written in Chinese, plus a translated copy in English or French, which will both be issued by the office of the State Council Academic Degrees Committee.

General Rules Concerning Degrees and Graduate Education at Harbin Institute of Technology (HIT)

Art.1 These general rules have been made in accordance with Regulations of the People's Republic of China on Academic Degrees and Interim Rules for Implementation of the Regulations of the People's Republic of China on Academic Degrees, together with documents concerning degrees and graduate education issued by the Ministry of Education and the State Council.

Art.2 HIT has been authorized by the State Council

literature and management, as well as professional degrees including Master of Business Administration (MBA), Master of Public Administration (MPA), Master of Architecture, Master of Engineering and In-Degree of Secondary Vocational School Teachers.

Art.3 With the approval of the Academic Degrees Committee of HIT, who advocate the leadership of the Chinese Communist Party and the socialist system, abide by the rules and the socialist legal system, and have integrity and dignity. Candidates must also meet all academic requirements, including course studies and graduation thesis and/or project, demonstrating their mastery of basic theories and skills as well as specialized knowledge, and the basic ability to carry out scientific research.

Academic Degrees Subcommittee will evaluate and verify bachelor degree candidates performance and graduation thesis (project) before sending the list of degree receivers to Academic Degrees Committee of the university through the Academic Affairs Office.

Art.4

academic requirements, including course studies, graduation thesis and thesis defense, demonstrating their mastery of the basic theories and systematic specialized knowledge as well as their ability to conduct scientific research.

Art.5 Doctoral degrees will be awarded to candidates who meet all academic requirements, including degree course studies, doctoral dissertation and dissertation defense, demonstrating their mastery of basic theories and specialized knowledge, as well as their ability to conduct scientific research independently and to produce creative results in science and technology.

Art.6 The Thesis/Dissertation Defense Committee is responsible for

arranging thesis/dissertation defense, deciding whether or not to award degrees to candidates by way of secret ballot, and submitting the results to Academic Degrees Subcommittee if candidates get two-thirds or more of the total votes.

Academic Degrees Subcommittee is responsible for evaluating the decision of the Thesis/Dissertation Defense Committee, deciding whether or not to award degrees to candidates by way of secret ballot, and submitting the results to Academic Degrees Committee of the university if candidates get two-thirds or more of the total votes.

Academic Degrees Committee of the university will decide whether or not Degrees Subcommittee. It will evaluate each candidate on the list of doctoral degree receivers and decide whether or not to award doctoral degrees by way of secret ballot, only those candidates who get two-thirds or more of the total votes

receivers will be then submitted to the State Council Academic Degrees Committee.

Art.7 The Academic Degrees Committee of HIT consists of 33 to 37 members, all of whom are professors or experts with equivalent titles approved by the Ministry of Industry and Information Technology with each term lasting two years.

The Academic Degrees Committee of HIT consists of one chairman (president of the university), two to four vice-chairmen and one secretary-general.

The Standing Committee is responsible for decision-making while the Academic Degrees Committee of HIT is in between sessions.

Art.8 The Academic Degrees Committee of HIT is responsible for:

degrees;

3. Verifying the list of honorary doctoral degree receivers and submit the list to the State Council Academic Degrees Committee for approval;

4. Making decisions concerning the cancellation of degrees conferred against rules

5. Verifying the list of doctoral supervisors;

7. Verifying the list of disciplines newly authorized to confer doctoral and

8. Verifying the list of members of the Academic Degrees Subcommittee;
9. Verifying or modifying documents and rules concerning degrees and graduate education in HIT.

Art.9 The Subcommittee, short for Academic Degrees Subcommittee, is set up in first-level disciplines, and is responsible for assisting the Academic Degrees Committee of HIT in all affairs concerning the conferring of academic degrees.

The Subcommittee consists of 7 to 15 members, all full professors from the given disciplines, usually including directors of graduate affairs in the given schools of the university. The list of the Subcommittee members should be submitted to the Academic Degrees Committee of HIT for approval, with each term lasting two years.

The Subcommittee consists of one chairman (member of the Academic Degrees Committee of the university), one to two vice-chairmen.

Art.10 The Academic Degrees Office, directly under the Academic Degrees Committee of HIT, is responsible for handling affairs concerning the conferring of academic degrees while the Academic Degrees Committee is in between sessions. Director of the Academic Degrees Office is appointed by the Academic Degrees Committee of HIT.

Art.11

degrees must draw up their own graduate programs and basic requirements, decide on graduate courses, syllabus, as well as the annual recruitment scheme.

Art.12

revisors have the responsibility to impart knowledge and educate.

Art.13

should abide by relevant rules stipulated by the university.

Art.14 Outstanding undergraduate and graduate students can be recommended for special examinations.

Art.15 Innovative graduate programs should be explored and developed. Exchange and cooperative graduate programs should be encouraged so as to establish ties with graduate schools from home and abroad. Cross-disciplinary graduate programs should be enhanced.

Art.16 The quality of the graduate program of each discipline and major

will be evaluated to ensure and maintain a high standard of graduate education.

Art.17 The administration of graduate student records should be strengthened, so as to ensure fairness in giving out rewards and penalties.

Art.18 Social practice is highly encouraged during graduate studies to enable graduate students to put theory into practice and to improve their social service ability.

Art.19 Those candidates who hold equivalent graduate backgrounds are and doctoral degrees.

Art.20 International candidates who apply for degrees in HIT will be conferred degrees according to relevant rules and regulations concerning the conferring of academic degrees in HIT.

Art.21 The conferring of honorary doctoral degrees should be approved by the Academic Degrees Committee of HIT before submitting to the State Council Academic Degrees Committee for approval.

Art.22 Post-doctoral stations can be set up within first-level disciplines in our university with the approval of the National Committee of Post-doctorate Management. Members of the committee of post-doctorate management of each post-doctoral station should consist of heads of the school or department.

Art.23 Implementation measures concerning degrees and graduate education in Harbin Institute of Technology should be made in accordance with the general rules stated above.

Degree Awarding Regulations of HIT

Chapter 1 General Regulations

Article 1. According to the *Regulations on Academic Degree of the P. R. China*, the *Interim Measures for Implementing the Regulations on Academic Degree of the P. R. China*, *HIT Charter*, and the relevant documents of the Degree Committee of the State Council, with the consideration of the specific circumstances of HIT, the following regulations are formulated.

Article 2. According to the academic degree types authorized by the Degree Committee of the State Council, the degree is categorized into three types: bachelor s degree, master s degree, and doctoral degree.

Chapter 2 Basic Requirements for a Degree

Article 3. The applicant must abide by the constitution, laws and regulations rules of the P. R. China, coupled with the regulations and rules of HIT.

Article 4. Graduates of bachelor if completing a range of the contents of the teaching plan, achieving qualified results, and meeting the basic requirements of the bachelor, shall be awarded bachelor degree.

Article 5. Graduates of master or graduates with the same level education, through the master s degree course exam and thesis defense, if achieving qualified results and meeting the basic requirements of the first-level discipline, shall be awarded master s degree.

Article 6. Doctoral students or postgraduates with the same level education, through the doctoral degree course exam and thesis defense, if achieving qualified results and meeting the basic requirements of the first-level discipline, shall be awarded doctoral degree, PHD.

Chapter 3 Examination Procedures for Bachelor Degree

Article 7. An undergraduate may apply for a bachelor degree, after completing the contents of the teaching plan and graduation thesis (or graduation design).

Article 8. The teaching committee of the school (department) shall review and vote on the material of the applicant for a bachelor degree. If the applicant passed, a report must be submitted to the Undergraduate School or the School of

Continuing Education.

Article 9. The Undergraduate School or the School of Continuing Education shall re-examine the material of the applicant for a bachelor degree, and after the review recommend a list of undergraduates to award bachelor degree to HIT Academic Degree Committee for review.

Article 10. HIT Academic Degree Committee shall re-examine the related material to award a bachelor degree, and make a resolution to grant a degree or not.

Chapter 4 Examination Procedures for Master s Degree

Article 11. A graduate of master may apply for a master s degree after completing the course studies and academic thesis required by the teaching program. In the light of the *Detailed Regulations on the Application for a Master s Degree of HIT* , the related work can be implemented.

Article 12. The thesis defense committee shall be responsible for reviewing the thesis, organizing the defense, voting on whether the thesis meets the requirements, and making a resolution. The applicants who passed shall be reported to the Sub-Academic Degree Committee.

Article 13. If a master s thesis is not approved in the defense, with the approval of the thesis defense committee, the applicant may revise the thesis within a year, and do the viva again.

Article 14. The Sub-Academic Degree Committee shall re-examine the relevant materials such as the master s degree thesis and the resolution of the defense committee, make the resolution whether or not to grant the degree, and report to HIT Academic Degree Committee.

Article 15. HIT Academic Degree Committee shall review the related materials proposed to grant a master s degree, and make a resolution whether or not to grant the degree.

Chapter 5 Examination Procedures for Doctoral Degree

Article 16. A doctoral student may apply for a doctoral degree after completing the course studies and academic dissertation required by the postgraduate program. In the light of the *Detailed Regulations on the Doctoral Dissertation Defense and Rules for Degree Review Work of HIT* , the related

work can be implemented.

Article 17. The dissertation defense committee shall be responsible for reviewing the dissertation, organizing the defense, voting on whether the dissertation meets the requirements, and making a resolution. The applicants who passed shall be reported to the Sub-Academic Degree Committee.

Article 18. If a dissertation is not approved in the defense, with the approval of the dissertation defense committee, the applicant may revise the dissertation within two years, and do the viva again in the course of the maximum period of degree application.

Article 19. The Sub-Academic Degree Committee shall re-examine the relevant materials such as the doctoral dissertation and the resolution of the defense committee, make the resolution whether or not to grant the degree, and report to HIT Academic Degree Committee.

Article 20. HIT Academic Degree Committee shall review the related materials proposed to grant a doctoral degree, and make a resolution whether or not to grant the degree.

Chapter 6 Oral Defense Committee and the Resolution of Academic Degree Committee at Different Level

Article 21. The resolution is valid only if all members of the thesis defense committee are present. The resolution is valid only if two thirds of the total committee members of the Sub-Academic Degree Committee and HIT Academic Degree Committee are present at the meeting.

Article 22. The resolution whether or not to grant the degree made by the defense committee, the Sub-Academic Degree Committee, and HIT Academic Degree Committee must be voted on by secret ballot. If two thirds of the committee members and above the half of the total members agree, the resolution proves to be valid.

Chapter 7 Others

Article 23. The degree certificates of all levels shall be issued by the university, and shall come into force from the date of the resolution made by HIT Academic Degree Committee.

Article 24. The resolution whether or not to grant the degree made by HIT Academic Degree Committee shall be delivered in written form to the

Sub-Academic Degree Committee who shall inform a specific applicant.

Article 25. If a fraud is found in the dissertation, HIT Academic Degree Committee shall make disciplinary sanction in accordance with *Detailed Regulations on the Fraud in the Dissertation for an Academic Degree of HIT* .

Article 26. If any violation of the above regulations is found, HIT may revoke the degree granted. In the case of a revocation of the degree, HIT shall make a public announcement in a certain manner and report the case to the Degree Committee of the State Council for record.

Article 27. If a degree applicant disagrees about the resolution of the dissertation defense committee, the Sub-Academic Degree Committee, HIT Academic Degree Committee, s/he has the right to apply for reconsideration in accordance with the relevant provisions.

Article 28. The Office of HIT Academic Degree Committee is entitled to explain the regulations.

Article 29. The regulations shall be implemented from the date of announcement.

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Academic Ethics in Harbin Institute of Technology

(Draft for Trial Implementation)

Chapter 1 General Rules

Art.1 These general rules concerning academic ethics in HIT have been academic conduct, promote academic integrity, encourage academic innovation, and perfect the academic evaluation mechanism.

Art.2 These general rules concerning academic ethics in HIT apply to faculty in teaching and research, post-doctoral candidates, staff, doctoral candidates, graduate candidates, undergraduates and visiting scholars.

Chapter 2 Basic Academic Ethics

Art.3 Faculty, staff and students in HIT who conduct scientific research should abide by the *Copyright Law*, the *Patent Law*, the *Regulations of the National Natural Science Funds* and other relevant laws, regulations, social and academic concerning academic ethics:

work; it must be clearly noted when ideas are quoted from secondary sources.

Item 2 Co-authored works must be reviewed by all contributing authors and confirmation letter must be signed by all. The lead author holds overall responsibility towards the research work although all authors are responsible for it.

Item 3 Introduction and review of research works of your own or others should be objective, fair and accurate. Comprehensive analysis, review and reasoning should be made on the basis of sufficient data and materials from home and abroad.

Art.4 The following are regarded as academic misconduct:

academic viewpoints, ideas, experimental data or survey results, and

research proposals are all considered academic misconduct.

Item 2 Forging, making up or tampering experimental data, conclusions, notes or references. Intentionally making false statements, fabricating, making up, tampering experimental data, conclusions, materials cited, notes, or changing the original descriptions or graphs are all considered academic misconduct.

Item 3 Forging academic background. Making intentional false reports of personal information, academic background, research works, forging expert assessments, certificates or other materials for the purpose of professional advancement, certification or research fund application are considered academic misconduct.

Item 4 Repetitive publication. Submitting the same research work to more than one publishing organizations or journals, or publishing substantially similar research work more than one time is considered academic misconduct.

Item 5 False reports of research works. Reporting research works falsely, applying for awards of similar levels or types repetitively, or not noting clearly the types of research works being published, such as monograph, is considered academic misconduct.

Item 6 Inappropriate signature. Signing your name in research works that their consent, signing you name before authors that have made greater contributions to the research works, signing on behalf of others without their have made creative contributions to the research works are all considered academic misconduct.

Item 7 Abusing academic reputation. Exaggerating the value and significance of research works, or releasing research works through news media to make individual or organizational gains without going through the necessary academic reviews and evaluations is considered academic misconduct.

Item 8 Other commonly acknowledged academic misconducts. These include encouraging, acquiescing, instigating, or assisting others in actions violating academic ethics. These also include violating social mores by defrauding others of funds, equipment or other research resources, or intentionally

Chapter 3 Duties

Art.5 Schools(Departments) and functional divisions should perform the

following duties in promoting academic ethics and integrity.

Item 1 Formulate policies concerning academic ethics and promote academic ethics among faculty, staff and students.

the undergraduate and graduate programs. Make academic ethics an important criterion in teacher and leading-cadre assessment so as to form a long-term mechanism in academic ethics.

sors,
reviewing research works and proposals and assessing faculty performance. This work is done by the academic committees of the university level as well as of the schools (departments) level that hold veto power once a candidate is found to have violated academic ethics and thereby damaged the reputation of the university.

Item 4 Make investigations into reported cases of the violation of academic ethics and handle verified cases by resorting to administrative disciplinary measures.

Item 5 Inform faculty, staff and students of how violation of academic ethics has been punished.

Art.6 The Committee of Academic Ethics is set up by the university to handle academic misconduct, responsible for reviewing guidelines, policies and regulations concerning academic ethics, for analyzing and studying the existing problems in the university concerning academic ethics and proposing solutions, for investigating, assessing and arbitrating copyright infringement and academic misconduct within the university.

Art.7 Members of the Committee of Academic Ethics consist of senior experts who are honest and objective, and who stick to principles, take the interests of the whole into account and have academic integrity.

Art.8 A working group consisting of heads of functional divisions including the Institute of Science and Industrial Technology, Human Resources, Graduate School, Disciplines Office, Undergraduate Education Office, Student Affairs Office, and Discipline Inspection Office, is responsible for assisting the Committee of Academic Ethics of the university in investigating and reviewing reported cases of academic misconduct and in executing decisions made by the university with regard to how to punish behaviors violating academic ethics.

Art.9 An office set up by the Committee of Academic Ethics of the

university, affiliated to the Division of Fundamental Research of the Institute of Science and Industrial Technology, is responsible for handling complaints and reports of academic misconduct.

Chapter 4 Report of Academic Misconduct and Its Verification

Art.10 Openness and transparency is encouraged in recruiting and promoting faculty, publishing and awarding research works.

Art.11 Cases of academic misconduct can be reported to relevant schools (departments) or functional divisions by individuals or organizations both inside and outside the university. They can be further reported to the Committee of Academic Ethics of the university if inappropriately handled by relevant schools (departments) or functional divisions.

Item 1 The Committee of Academic Ethics of the university should assign experts from the discipline or members (no less than 3) of the academic committee from the school (department) of the person concerned to assist in the investigation within 5 working days after receiving complaints or reports of academic misconduct. When the person concerned involves heads of schools (departments) or members of the academic committee, the Committee of Academic Ethics of the university should form an independent investigation team to investigate into the case.

Item 2 Members of the investigation team should withdraw from the investigation if they are the very people concerned in academic misconduct or are related to the people concerned in any way. The people concerned can require the withdrawal of certain member(s) of the investigation team with the approval of the chairman of the Committee of Academic Ethics if he has sufficient evidence to prove that these members may not be objective in the investigation process.

Item 3 Written reports must be completed and submitted to the Committee of Academic Ethics of the university within 30 working days after giving an opportunity for both the person reporting the case and the person being reported to be heard. The final decision is made by way of secret ballot. The investigation period can be prolonged with the approval of the Committee of Academic Ethics of the university should complexities arise.

Item 4 The Committee of Academic Ethics of the university will then send the written report to both the person reporting the case and the person being reported, who can then appeal by way of written communication within 5 working days.

Item 5 The Committee of Academic Ethics of the university (no less than 5 people) will review the case on the basis of investigation and the final decision is made by way of secret ballot and is effective with two-thirds of the votes supporting it.

Item 6 Members of the investigation team are responsible to keep all procedures and materials confidential and measures should be taken to protect the person reporting the case, the person being reported as well as witnesses.

Chapter 5 Penalties and Appeals

Art.12 The Committee of Academic Ethics of the university can make decisions as to how to punish academic misconduct based on the degree of offense.

rights will held legally responsible according to the Copyright Law, General of China.

Item 2 Faculty and researchers who violate the rules of academic ethics in HIT will be punished based on the degree of offense, ranging from issued criticisms within the university, warning, recording a demerit, to deferred application for prom

Punishments can also take the form of suspending or terminating the ongoing research projects and recovering disbursed funds and of cancelling awards and honors obtained through academic misconduct. Those who have caused great damage to the university will be dismissed. Those who have violated the rights and interests of other individuals or organizations will be ordered to make open apologies and compensations apart from the punishments listed above. Those who have broken the law will be transferred to judicial authorities.

Item 3 Students who violate the rules of academic ethics in HIT will be punished based on the degree of offense, ranging from issued criticisms within the university, warning, serious warning, recording a demerit, probation and expulsion to cancelling awards obtained through academic misconduct, disqualification from application for any future awards, and disqualification from application for any degree. Those who have violated the rights and interests of other individuals or organizations will be ordered to make open apologies and compensations apart from the punishments listed above. Graduates who have violated the rules of academic ethics during their studies in HIT will be punished

based on the degree of offense, the most serious being to revoke the degree awarded and informing the employer of the decision.

Item 4 The duration of punishment for faculty and staff who violate the rules of academic ethics lasts 2 to 4 years, within which they are disqualified from application for degrees, promotions, research funds or awards. Only when the punishment is completed, are they qualified for application for degrees or promotions with the approval of the Committee of Academic Ethics and functional divisions of the university after making sure that they have been made fully aware of their offense and have been willing to avoid future offense. Otherwise, they will be given even more severe punishment.

Item 5 Formal decision of punishment will be made at the work meeting of presidents of the university based on the decision of punishment proposed by the Committee of Academic Ethics and will be sent to both the person reporting the case and the person being reported.

Art.13 Faculty and staff who are reported of academic misconduct and are not satisfied with the decision of punishment can appeal to the supervision department. Students who are reported of academic misconduct and are not satisfied with the decision of punishment can go through the appeal procedures according to articles 61, 62 and 63 of the Regulations on the Administration of Students in Regular Higher Educational Institutions issued by the Ministry of Education.

Art.14 Those that make false accusations will be punished according to Art. 12 after investigations done by the Committee of Academic Ethics of HIT.

Art.15 Schools (departments) and administration offices that intentionally cover up the truth or delay investigation will be punished accordingly.

Art.16 Results of investigation and punishment will be open to all faculty, staff and students within the university.

Chapter 6 Supplementary Provisions

Art.17 The Committee of Academic Ethics of HIT has the final right to interpret the above-stated rules concerning academic misconduct.

Art.18 These rules have been discussed and approved by the Standing Committee of the Chinese Communist Party Committee of HIT and will become effective immediately upon issuing date.

Detailed Rules and Regulations on Malpractice for Academic Degrees at HIT

Article 1 To conform to the standard of academic thesis management, promote a good style of learning, guarantee the quality of higher education, and put an end to the malpractice for academic degrees, in accordance with the *Regulations on Academic Degrees, People's Republic of China (PRC)* , the *Higher Education Laws, PRC* , and the *Regulations on Malpractice for Academic Degrees, the Ministry of Education, PRC* , the following detailed rules and regulations are formulated.

Article 2 The detailed rules and regulations are applicable to all theses submitted to HIT for bachelor, master and doctoral degrees, including graduation design for bachelor degree. These theses hereafter are generally termed as in the light of these detailed rules and regulations.

Article 3 The academic malpractice in relation to the detailed rules and regulations involves the following behavior:

1) Forging, purchasing, selling academic thesis, or organizing the selling and buying of academic thesis;

2) Asking others to write academic thesis on his / her behalf, or writing academic thesis on his / her behalf, or organizing the above academic malpractice;

3) Committing plagiarism, copying ideas, arguments, and conclusions of others with no acknowledgement or misleading the reader;

4) Committing plagiarism in his or her academic thesis, or making a small change in narration, or adding / deleting sentences, separating / integrating paragraphs, substituting the agents, making no substantial change, leaving the misleading the reader to believe that the author completed the related research results;

5) Using the unique concepts, definitions, methods, principles, formula, etc.

research results such as survey, experimental data, tables, or making a bit change and using them in his or her own thesis;

7) Fabricating experimental specimen in his or her academic thesis, forging materials and methods, and conducting no experimental study;

8) Fabricating or distorting experimental data, forging observation and experimental results, selecting data deliberately or distorting original experimental data in his or her academic thesis so as to achieve the desired results;

9) Other serious malpractice in academic theses.

Article 4 HIT Academic Degree Committee assumes the responsibility of recognizing and resolving the malpractice for academic degrees. The office of HIT Academic Degree Committee is in full charge of the organization and management in relation to the malpractice for academic degrees throughout the whole university. HIT Graduate School is responsible for the organization and

School of Undergraduates is responsible for the organization and management

Continued Education is responsible for the organization and management

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The Sub-Academic Degree Committee assumes the duty to investigate and confirm the malpractice for academic degrees in a given discipline.

Article 5 It is the responsibility of the Sub-Academic Degree Committee to investigate the suspected malpractice for academic degrees, ensure that on the basis of investigation appropriate measures are proposed for punishment, and report to the office of HIT Academic Degree Committee, who will finalize the recognition, and write a report about the result, coupled with the proposal for resolving the matter. In the course of investigating the suspected academic malpractice, the role of experts should be recognized so as to strengthen the authority and scientific reliability of assessing the suspected academic malpractice.

Article 6 During the course of investigating and resolving the malpractice for academic degrees, appropriate measures must be taken to safeguard the legal rights of the prosecutor, the witness, and the accused. The staff in charge of the suspected academic malpractice must have no interest relations with the accused or the prosecutor. Before any official decision is announced, all procedures and materials should be kept confidential. Any staff should not disclose the investigating and resolving information.

Article 7 Given that a serious academic malpractice arises in the academic thesis of the candidate such as purchasing an academic thesis, asking others to write academic thesis on his / her behalf, copying, plagiarism or forging data, he or she will be disqualified from the application of academic degree; if he or she has obtained the academic degree, and the degree will be withdrawn, and the certificate cancelled. Such decision will be made public, and reported to the Ministry of Education, PRC for file. From the date of official resolution and at least three years, the university will not accept his or her application of academic degree. If a regular student commits the academic malpractice, the university will persecute the offender and cancel his or her student status; in the case of in-service staff, the university will inform his or her unit of the resolving result.

Article 8 Given that an academic malpractice occurs in the form of asking others to write academic thesis on his / her behalf, purchasing an academic thesis, or organizing the above malpractice, the offender will be expelled from the university; In the case of a teacher or staff, he or she will be discharged from HIT, terminating the appointment contract.

Article 9 Given that the supervisor / teacher fails to fulfill his / her academic ethical education, or fails to perform his / her supervision and guidance in academic thesis writing, the malpractice in the academic thesis will lead to the HIT administrative penalty of the supervisor / teacher according to the seriousness of the case. The disciplinary sanctions involve the reducing recruitment of new students; the suspending or cancelling his / her qualification of enrollment. At same time, other disciplinary sanctions will be exercised: warning, recording a demerit, recording a serious demerit, reducing to a low rank, dismissing from his / her post, discharging from public employment, or terminating the appointment contract.

Article 10 HIT would integrate the examination of academic theses into the

annual assessment of all schools (departments). HIT would apply disciplinary sanctions to the school / department with frequent malpractice in academic theses or with serious influence as it fails to take effective measures. The disciplinary sanctions are stated as follows: reducing the recruitment of new students, suspending the disciplinary enrollment plan, circulating a notice of criticism to the school / department, or taking appropriate disciplinary sanctions to the heads of the school / department.

Article 11 Provided that the malpractice in the academic thesis proves to be against the related legal rules and regulations, the issue will be settled in accordance with pertinent laws.

Article 12 Prior to applying any disciplinary sanctions to the candidate, the supervisor or other staff, the accused are allowed to explain and state his or her view. After making resolution, the accused should be informed. Provided that the accused refuses to accept the resolution, he or she has the right of appeal according to the related laws, applies for administrative reviews, or takes legal proceedings. The office of HIT Academic Degree Committee is the agency to handle the appeal and review.

Article 13 The office of HIT Academic Degree Committee is authorized to interpret the detailed rules and regulations.

Article 14 The detailed rules and regulations will be implemented since the date of announcement.

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HIT Disciplinary Measures for Student Discipline Violation

Chapter 1 General Regulations

Article 1. To ensure normal education teaching order, regulate the management of students and protect students legitimate rights and interests, the following measures are formulated in accordance with the *Management Regulations of University Students in Higher Education* issued by the Ministry of Education, P. R. China (Order No.41) and with a view of the actual situation of HIT.

Article 2. For students who have violated the law, the measures, or the disciplinary action, university authority should establish different sanctions, ranging from criticism to penalty according to the seriousness of circumstances. When implementing disciplinary regulations, university authority should insist on the combination of education and punishment, fit with the student's illegal behaviour, disciplinary breach, and the severity of the fault. University authority should carry out disciplinary regulations on the basis of justified procedure, valid and sufficient evidence, accurate evaluation, and appropriate punishment.

Chapter 2 Types of Punishment and Application

wrong doing;

2. Offenders obstruct investigation;
3. Offenders threaten prosecutors, witnesses and staff, or retaliate against these people;
4. Those repeatedly violating school rules over three times or never changing after punishment will be expelled from HIT.

Chapter 3 Violation of Laws, Regulations and Disciplinary Measures and Punishment

Article 7. If conducting the following behavior, causing serious consequences or persisting in the non-reform through education, the students shall be expelled from HIT:

1. Publish articles, speeches, declaration, or statement against the the Four Cardinal Principles;
2. Incite, plan, organize illegal gatherings, parade, demonstration and and other actions or play a major role in the above activities;
3. Illegally make, duplicate, write, post or distribute slogans, flyers and posters, and disturb the stability and unity of the nation;
4. Create and spread rumors on purpose;
5. Participate in any kind of reactionary or cult organizations.

Article 8. Students who violate the state law, constituting a criminal offense and subject to criminal responsibility according to law, will be expelled from HIT.

Article 9. In accordance with the *Law of P.R. China on Public Security Administration Punishment Regulations*, students who are considered threats to

will be expelled from HIT.

Students who experience the punishment of public security administration or subject to such punishment, and those who experience a demerit or probation, if the circumstances are serious, would be expelled from the university.

be given punishment ranging from serious warning to recording a demerit, if the case is serious with baneful influence, will be expelled from the university.

4. Those who participate in gambling many times and refuse to change will be expelled.

5. Punishment for those who get involved in fighting because of gambling will be aggravated.

Article 11. Students who insult, defame or trouble other individuals or infringe upon the legitimate rights and interest of other individuals and organizations will be punished in the light of seriousness, ranging from warning, serious warning, recording a demerit, or disciplinary probation; After education, students who never change shall be expelled from HIT.

Article 12. Students who listen to, watch or read pornographic products will be punished in the light of the seriousness of the case ranging from serious warning, recording a demerit to probation; Those who make, duplicate, rent or spread pornographic products will be punished in the light of seriousness of the case ranging from recording a demerit, or disciplinary probation; Students who are severely punished shall be expelled from the university.

Article 13. Students who violate the privacy and personal rights of others though not being punished by the public security or the

4 The student who is the first person or organizer in an affray will be given punishment in the light of seriousness of the case ranging from probation to expulsion.

2. Fighter

1 Those who fight but do not cause the injury of others will be given warning or serious warning;

2 Those who fight and cause others injury shall be punished in the light of seriousness of the case from recording a demerit, disciplinary probation, or even expulsion from the university.

3. Participant

Those in the name of persuading, taking sides, worsen the situation or cause the undesirable consequences, shall be punished from serious warning to recording a demerit.

4. Perjurer

1 Those who do not fight but commit perjury and cause difficulties in investigation shall be punished from serious warning to demerit;

2 Punishment for those who fight and commit perjury will be aggravated.

5. Those who provide tools for fighting

1 Those who provide tools for fighting but not causing serious consequences shall be punished from warning, serious warning, recording a demerit, or disciplinary probation;

2 In the case of causing serious consequences, they will be given punishment ranging from probation to expulsion.

6. Punishment for those who fight with the aid of tools will be aggravated.

Article 16. Students who have the following violations of fire control safety management shall be punished from warning, serious warning, recording a demerit, probation to expulsion. If the student refuses to change, and if the case is serious, disciplinary sanction of expulsion is implemented.

1. Using electricity or fire against regulations and causing potential safety hazard;

2. Causing fire or fire accidents by illegal use of electricity or other illegal acts;

3. Causing fire due to negligence;

4. Intentionally damaging or removing fire-

isomerism in their dormitory will be given punishment ranging from warning, serious warning, recording a demerit, or probation; and if the case is serious, expulsion is implemented.

Article 18. Those who refuse or obstruct the administration of HIT officials according to laws and regulations; use varied reasons to make troubles; hide,

regulations shall be punished in accordance with *HIT Administrative Regulations for Undergraduate Student Status*, *HIT Administrative Regulations for Graduate Student Status*, *HIT Administrative Measures for Student Leave*, *HIT Exam Rules and the Related Penalty Regulations*.

Article 27. Those who violate the public order of the campus or the code of university student behavior, together with the regulations not mentioned in this document, with the misconduct causing serious consequences, the student shall be punished accordingly with reference to the similar provisions of the university.

Article 28. Students punished are not eligible for any kind of scholarship, award, or honor; and during the penalty, they cannot apply for a grant or state-subsidized student loan.

Chapter 4 Disciplinary Authority and Time Limit

Article 29. The Departments that investigate and dispose the illegal and disciplinary violations are listed as follows:

1. The Office of Teaching Affairs of Undergraduate College and the Graduate School are responsible for the truancies and exam cheating punishment of home students.

2. In the case of international students, the College of International Education and the related School are responsible for investigating the misconduct, and reporting the case to the authority of HIT in written form.

3. HIT Undergraduate Office and Graduate Office are responsible for other misconduct punishment of students. Punishment ranging from warning, serious warning, recording a demerit, probation to expulsion must be based on the detailed investigation of the related school, forming disposing material and suggestion for penalty. The punishment shall be discussed at the joint meeting of the Administration and the Party; in the light of the seriousness of the case reported to HIT Undergraduate Office, Graduate Office, the Office of Teaching Affairs, and other related departments for review. If there is no objection to the review, the punishment of warning, serious warning, demerit, probation is reported to the vice president in charge for approval; the punishment of expulsion must be authorized by HIT President. A special meeting of presidents or a meeting authorized by the President shall be held to make the disciplinary decision, which will be issued by the university.

Article 30. The university must promptly investigate and handle the disciplinary violation of students.

The investigation of students disciplinary violation must be completed within 5 working days; in case of special circumstances, a written report of delay should be submitted to relevant functional divisions;

With a clear the investigation, the treatment of the student s disciplinary violation must be completed within 3 working days; Punishment could be completed within 7 working days if a serious case needs to be handled by the joint efforts of HIT Student Affairs Office, Graduate Education Office and the Security Department.

If students are penalized by the public security or judicial authorities, treatment should be completed within 3 working days after the arrival of the decision of punishment from the public security or judicial authorities. Under special circumstances, if the case cannot be handled timely, a report must be submitted to the university.

Article 31. HIT shall provide the students expelled from the university with a study certificate, and they should handle the departure procedure within 10 working days after the final decision of punishment. Otherwise, the university shall do the departure procedure and return their accounts and archives to their household.

Article 32. With the exception of expulsion, student penalty should be set a period of 6 to 12 months. At the due time, the punishment is removed. After the removal, the student may receive commendation, reward, and other rights, not being affected by the past punishment.

Chapter 5 Disciplinary Procedure

Article 33. Before making a decision of punishment or other adverse decisions, the university should inform the student of the fact, reasons, and basis of making such a decision; and tell the student that s/he has the right to appeal and defend. The university should listen to their statement and argument.

Article 34. After making a decision of punishment, the university should send the decision to the student directly, and ask the student to fill in the service certificate. If the student refused to do so, two related personnel should be invited to act as witness, explaining the situation, recording the rejected reason and the date. The notice of disciplinary action will be left at the student s residence, with the signature or seal of the process server and the witness, thus viewed as the service done. For those students who have left HIT, the disciplinary notice can be delivered by post; if difficult to contact, the notice can be presented in the school

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HIT Management Regulations on Student Examination Disciplines and Disciplinary Violations in an Examination

To strengthen the construction of learning style and exam disciplines, and guarantee the authority, seriousness, and fairness of all kinds of examinations at HIT, the following measures are formulated in accordance with the *Management Regulations of University Students in Higher Education* issued by the Ministry of Education, P. R. China (Order No.41), *HIT Management Regulations of Postgraduate Student Status*, and other relevant laws and provisions.

Article 1. Students are required to observe the following examination rules:

1. To take an exam, a student must show student card or student certificate. If lost, a student certificate issued by the related school is needed;

2. Students shall not be allowed to enter the exam room 15 minutes after the start of the exam, and shall be allowed to hand in their exam papers 30 minutes after the start of the exam and leave the exam room;

3. After entering into the exam room, students should obey the arrangement of the invigilator and place the student card on the desk.

4. Students should report to the invigilator if they find notes in relation to the exam on the desk.

5. Students should place all items other than the necessary exam items on the stage or a place far away from them;

6. Students are not allowed to borrow stationery or calculator from others during the exam. In a special case, permission must be obtained from the invigilator.

7. Students are not allowed to talk with others, disrupt the work of the invigilator, or leave the exam room. In a special case, they need to report to the invigilator.

8. Students should stop writing at the end of the exam, and follow the rse, students should keep silent, not allowed to talk loudly.

Article 2. Students with the following behaviors are deemed to violate

disciplines in the examination:

- 1.
2. Students bring unnecessary items other than the necessary exam items into the exam room, and fail to place them in a specified place;
3. Students fail to observe the exam time, and do the exam early or late.
4. Without permission of the invigilator, students borrow stationery or calculator from others during the exam
5. Destroying exam papers, answer cards or answer sheets intentionally.
6. Students take exam papers and answer sheets out of the exam room.
7. Without permission of the invigilator, students leave the exam room during the course of examination.
8. During the examination, students talk loudly in the exam room, and interfere with the work of the invigilator.

Article 3. Students with the following behaviors are deemed to cheat in an examination:

1. Students are found to have words, formulas, and other exam-related notes on the desk;
2. Students bring exam-related materials, including stationery, clothing and other accessories;
3. papers, etc.; ask others to facilitate the cheating, or pass information via signals or gestures;
4. Students use electronic devices with storage function;
5. Students use communication equipment and other apparatus;
6. Students ask others to sit exam or sit exams for others;
7. Students organize cheating in an examination.

Article 4. Disciplinary Punishment for Disciplinary Violations and Cheating in an Examination

1. Students with disciplinary violations, depending upon the seriousness of the case, shall be punished for a period of six months, ranging from warning and serious warning to demerit;
2. According to the provisions 1-4, Article 3 of the current regulations,

students cheating in an examination shall be punished in terms of probation for a period of twelve months.

3. According to the provisions 5-7, Article 3 of the current regulations, students cheating in an examination shall be punished in terms of expulsion.

Article 5. When disciplinary violation and cheating in an examination arise, the invigilator should fill out the *Recording Form for Disciplinary Violation and Cheating Behaviors*, and ask the student to confirm the fact with signature. After the exam, the recording form and the related evidence should be sent to HIT Graduate School or Undergraduate School.

HIT Graduate School or Undergraduate School shall process the disciplinary procedure in the light of the facts and the relevant provisions, and inform the student of the right to state and defend.

Article 6. In accordance with the provisions of HIT regulations, students with disciplinary violation and cheating in an examination shall be punished, ranging from warning, serious warning, or demerit to probation, which must be reported to the vice president for approval; in the case of expulsion, the punishment must be reported to and reviewed by HIT President. A special meeting authorized by the President shall be held to make the disciplinary decision. The service of the disciplinary decision and student appeal shall be conducted in accordance with the relevant provisions in *HIT Management Regulations on Undergraduate Student Status* , *HIT Management Regulations on Postgraduate Student Status* and *Student Appeal Handling Regulations of HIT* .

Article 7. The regulations shall be implemented from the date of September 1, 2017. HIT Graduate School and the Undergraduate School are entitled to explain the related matter. The original document of *HIT Management Regulations on Student Examination Discipline and Disciplinary Violations* (HIT issue [2010] No. 412) shall be repealed simultaneously.

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HIT Regulations on Student Appeal Handling

Chapter 1 General Regulations

Article 1. In accordance with the *Management Regulations of University Students in Higher Education* issued by the Ministry of Education, People's Republic of China (Order No.41), with the consideration of the specific circumstances of HIT, the following regulations are formulated in order to protect students' legitimate rights and interest, and guarantee the normal order of teaching and management of the university.

Article 2. The regulations are applicable to the undergraduate students, post graduate students, and international students enrolled for academic degrees.

Article 3. Students who are not satisfied with the treatment or disciplinary sanction of HIT may appeal to the authority of HIT.

Article 4. The student who appeals in accordance with the regulations is the plaintiff, and HIT is the respondent. Both may entrust an agent to participate in the appeal action.

Article 5. Students should make complaints in a serious manner, and HIT should comply with the legal, fair, open, timely and privacy-protecting principle, and handle the appeal from the student.

Chapter 2 Organizations for Handling Complaints

Article 6. HIT has established the Student Appeal Handling Committee of HIT abbreviated as HIT SAHC led by the Student Work Team, who shall handle student complaints, organize the related personnel to investigate the complaint matter, make a decision on the complaint, and propose the solution of the appeal to HIT.

Article 7. The Student Appeal Handling Committee consists of the following people:

1. HIT leaders;
2. Heads form HIT Office, Organization Department, Publicity Department, Discipline Inspection Commission, Student Work Department, School of Undergraduates, Graduate School Security Department, Finance Department, College of International Education, Personnel Department, Research Institute of Science and Industrial Technology, and so on.

3. Teachers representative;
4. Students representative;
5. People responsible for legal affairs.

Article 8. The director of the Student Appeal Handling Committee of HIT shall be the leader of HIT.

Article 9. The teachers representative and students representative of the Student Appeal Handling Committee of HIT shall be recommended by each school or department, with one representing undergraduates, one for postgraduates and one for teachers. The representative can be re-elected consecutively with each term of two years.

Article 10. The Office of the Student Appeal Handling Committee of HIT is located at the HIT Office, which shall be responsible for receiving and reviewing the application for complaints, informing the parties to take a part in the investigation, serving the decision on the complaint, and keeping the petition file. The Office shall have the right to request the school or department to assist and cooperate in the investigation of the complaint raised.

Article 11. The Student Appeal Handling Committee of HIT shall constitute a complaint handling panel according to the specific circumstances, and odd number is required for the group members. The panel consists of the varied representatives from different departments, teachers and students alike, with no less than 5 members in the committee. With HIT leaders participated in, no less than 7 members in the panel are required for making decisions on the appeal of disqualifying admission, drop out, or expulsion,. The task of the complaint handling panel is:

1. To hear a claim;
2. To investigate the complaint of the students;
3. To make recommendations to the Committee for decisions of the complaint.

Article 12. After the investigation, the Student Appeal Handling Committee shall hold a meeting on a specified date, and the number of the working committee members shall not be less than two thirds of the total members of the committee. According to the principle of minority subordination, the decision on students complaints is formulated. If a member of the committee is directly related to the case, s/he shall have the right to apply for a withdrawal.

Chapter 3 Complaints Processing Procedures

Article 13. The complaint handling procedure consists of three stages: appeal, accepting appeal, and making decisions.

Article 14. Students raise appeal. If a student disagrees about a decision of disciplinary sanction which involves the vital interests of students such as disqualifying admission or enrollment, drop out, and expulsion, s/he may appeal to the Student Appeal Handling Committee of HIT in a written form within 10 days from the date of service delivered. In the case of a force majeure, the student shall make a statement of justification for the Student Appeal Handling Committee and apply for an extension of the appeal period, but shall not exceed 30 days. If the case is verified, it may be considered within the time limit for the appeal, but the time for review shall be counted from the date of the receipt of the written appeal. If the student fails to lodge a complaint during the appeal period, HIT shall not handle the case. Given that the student is not informed of the appeal deadline for a disciplinary sanction or a review for the sanction, the date of appeal shall be counted from the date of informing the student, but the longest must not exceed six months.

Article 15. The complaint includes the following contents:

1. Bio-data of the complainant: name, gender, age, student number, address, school/department, class, specialty;
2. The name (of the unit) and address of the respondent;
3. The requests;
4. Appeal reasons;
5. The complaint evidence, including the written decision and other relevant evidence;
6. Signature of the complainant;
7. Time for the appeal.

Article 16. Acceptance of student complaint. After receiving the complaint letter, the Office of the Student Appeal Handling Committee of HIT shall immediately review the qualification and the appeal conditions of the complainant, and make the following treatment within two days from the next day of receiving the complaint:

1. If qualified for appeal, the case shall be accepted and registered;
2. If not qualified for appeal, a written reply shall be sent to the complainant;
3. If the reasons are not made clear in a complaint, the complainant shall be asked to submit the complaint again;

4. If the complaint materials are not adequately prepared, the complainant shall be notified to rectify them within five days. Overdue correction shall be viewed as abandoning the complaint.

5. Complaint Handling. After the complaint application becomes effective, the Student Appeal Handling Committee of HIT shall form a panel within two days from the next day of receiving the complaint. The panel shall investigate the case, and within 15 days from the date of receiving the written appeal, carry out a comprehensive verification of the complaint, make conclusions, and inform the complainant. If the circumstances are complicated, the conclusions cannot be reached within the prescribed time limit, authorized by the authority of HIT, may be extended for 15 days. If the Student Appeal Handling Committee of HIT considers necessary, it may be recommended to HIT that the related decision can be suspended. After the re-examination of the Student Appeal Handling Committee of HIT, if the treatment is deemed to be inadequate in terms of fact, evidence, procedure, the decision may be revoked or re-reviewed. In such case, the related departments should carry out a careful study, and submit to the presents meeting of HIT or a special meeting for a final decision.

Article 17. During the period of handling the complaint, the original decision shall not be suspended, with the exception of the condition that the Student Appeal Handling Committee of HIT considers it necessary.

Article 18. Student appeal shall be terminated in any of the following situations:

1. Exceeding the time limit prescribed;
2. Bringing the appeal already accepted to administrative re-consideration or administrative litigation;
3. After the complaint is accepted, the complainant performs an administrative re consideration or lawsuit.
4. The complainant voluntarily withdraws the complaint before the appeal handling committee makes a decision.
5. Other circumstances that are not fit with the laws, rules and regulations.

Article 19. A hearing meeting may be held in the process of appeal handling,

make a complaint handling decision, and issue a letter of decision.

Article 21. The letter of decision on complaint handling includes the following contents:

1. Bio-data of the complainant: name, gender, age, student number, address, school/department, class, specialty;
2. The name (of the unit) and address of the respondent;
3. The requirements and main reasons for the complaint;
4. The facts, reasons, applicable laws, regulations, rules, and other basis for making the decision or the decision to review the case;
5. The facts, reasons, applicable laws, regulations, rules, and other basis acknowledged by HIT;
6. The decision formulated by the Student Appeal Handling Committee of HIT ;
7. If the complainant is not satisfied with the decision, s/he may file a complaint to a higher authority, or apply for administrative re-consideration or administrative litigation;
8. The date of decision;
9. The official seal of the Student Appeal Handling Committee of HIT .

Article 22. The letter of decision on complaint handling may make the following statements:

1. The handling decision determines the facts clearly, presents the convincing evidence, observes a legal procedure, and makes an appropriate conclusion. In view of this, the original treatment is maintained.

2. In case of any of the following circumstances, it is recommended that the respondent/unit re-make the decision: the evidence in violation of the laws, regulations and rules is not convincing or inadequate evidence; not fit with the handling procedures; the basis for sanction is wrong; the sanction or treatment is obviously improper.

Article 23. The department that handles the appeal shall send the letter of decision to the complainant timely. If there is any difficulty in direct service, it can be delivered by lien, post, notice, etc. At the same time, the complaint handling committee shall deliver the letter of decision to the plaintiff /unit.

Article 24. The letter of decision on complaint handling shall come into force from the date of service.

Article 25. If the original decision needs to be changed, the complaint handling committee shall submit it to HIT for review.

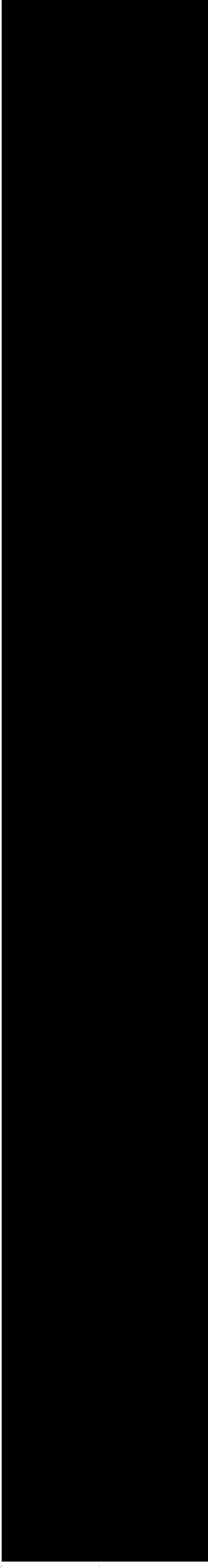
Article 26. A student's appeal to HIT for the same case is limited to once. If objection to the decision on complaint handling arises, after receiving the letter of decision on complaint handling within 15 days, the complainant may submit an appeal in written form to the Student Appeal Handling Committee of Heilongjiang Province, China.

Chapter 4 Supplementary Provisions

Article 27. These regulations are applicable to the management of the university students for continuing education, students from Hong Kong, Tai Wan,

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Regulations on the Education of International Master's and Doctoral Candidates

To promote international exchange and cooperation, and improve the standard administration of education for international students, the following regulations have been made based on *Regulations on the Administration of International Students in Chinese Higher Educational Institutions*, *Regulations on the Education of Master's Candidates in Harbin Institute of Technology* and *Regulations on the Education of Doctoral Candidates in Harbin Institute of Technology*.

I. Duration

1. Duration of education for master's candidates

The fundamental duration of education for full-time master's candidates lasts 2-3 years, not including the period of suspension of schooling, with 0.75 to 1 year to complete dissertation.

2. Duration of doctoral education

The duration of doctoral education lasts 4 years.

II. Mode of education

The mode of education should be in line with the requirements of the training program and principle of teaching in line with student supervision. The supervisor should design training program. To promote international exchange and cooperation and to enable international students to better adapt to campus life, the team mode is encouraged which includes both Chinese and international doctoral candidates in the same research field so as to discuss important links in training program and major academic issues in their doctoral dissertations collectively. Supervisors should provide the equipment and conditions for the students to work in the laboratory or research group without violating confidentiality regulations.

III. Courses and credit requirements

1. Master program in Chinese

Master's candidates should take a minimum of 23 credits, among which a minimum of 14 credits go to degree courses. Based on

their own English proficiency, the Chinese program students can choose English program courses in the related subject area, with the same category as the English program.

Table1 Credits Requirements for Master program in Chinese

Type of Courses		Credits
Degree Courses	First Foreign Language	2
	Core Coursey	12-14
Optional Courses	Specialized Optional Courses	6-10
Canonical Literature Reading and Academic Communication		2
Thesis Proposal		1
Total Credits		23-29

1.1 Degree courses

(1)2 credits for the first foreign language. Chinese program international graduate students must take the English level test, and based on the scores of the test they will be put into Foreign Teacher Classes or Chinese Teacher Classes.

(2) core courses based on s requirements, 12-14 credits.

Degree courses are all exam courses which should be completed within the course learning period.

1.2 Optional courses 6-10credits

Optional courses are designed within this subject main research direction or the academic frontier field. Optional courses can be taught mainly by teachers, mentoring graduate seminar complementarily. Optional courses should be completed within the course learning period.

1.3 Canonical Literature Reading and Academic Communication (2 credits)

should be determined by each discipline.

1.5 Thesis proposal (1 credit) should be determined by each discipline.

2. Master program in English

Master program in English should implement the specified training program designed by each discipline.

Required credits: include Chinese culture (Degree course, 2 credits), Primary oral Chinese course Degree Course 4 credits , Canonical Literature Reading and Academic Communication (2 credits), Thesis proposal (1 credit).

3. Doctoral program in Chinese

International doctoral candidates are required to gain a minimum of 12 credits, among which a minimum of 6 credits go to degree courses and a minimum of 2 credits go to optional courses. Based on their own language proficiency, the students can choose English or Chinese Master Program courses in the related subjects.

3.1 Degree courses

(1) The first foreign language for doctoral candidates (2 credits). International doctoral candidates should take the English level test, and they will be put into Foreign Teacher Classes or Chinese Teacher Classes on the basis of their English test.

(2) Core courses (4 credits compulsory)

3.2 Optional courses

2 credits go to specialized optional courses.

3.3 Required Parts including Comprehensive Assessment at the end of the first academic year accounts for 1 credit. Dissertation Proposal accounts for 1 credit. Interim Inspection accounts for 1 credit. Academic Activities account for 1 credit.

Table3 Credits Requirements for PhD program in Chinese

Type of Courses		Credits
Degree Courses	First Foreign Language	2
		4
Optional Courses	Specialized Optional Courses	2
Required Parts	Comprehensive Assessment	1
	Dissertation Proposal	1
	Interim Inspection	1
	Academic Activities	1
Total Credits		

4. Doctoral program in English

International doctoral candidates are required to gain a minimum of 14 credits, Primary oral Chinese course Degree Courses 4 credits , 4 credits go to specialized core courses and a minimum of 2 credits go to optional courses, and

based on their own language proficiency, the students can choose English Master Program courses in the related subjects as their optional courses.

Table4 Credits Requirements for PhD program in English

Type of Courses		Credits
Degree Courses	Primary oral Chinese course	4
	Specialized Core Courses	4
Optional Courses	Specialized Optional Courses	2
Required Parts	Comprehensive Assessment	1
	Dissertation Proposal	1
	Interim Inspection	1
	Academic Activities	1
Total Credits	4	

3.1 Degree courses

- (1) Primary oral Chinese course (4 credits)
- (2) Specialized Core Courses (4 credits)

3.2 Optional courses

2 credits go to specialized optional courses.

3.3 Required Parts including Comprehensive Assessment at the end of the first academic year accounts for 1 credit. Dissertation Proposal accounts for 1 credit. Interim Inspection accounts for 1 credit. Academic Activities account for 1 credit.

IV. Course selection

1. International students should make their own training program in the *HIT Graduate Education Integrated Management System* under the guidance of their supervisors, which should be signed by their supervisors, after being approved by the dean of the schools (departments), should be submitted to the secretary for being archived in the first two weeks of the semester. Students and supervisors should each keep a copy. The program is an important administrative

Integrated Management System on the internet in the first two weeks.

3. The personal training program cannot be changed except under exceptional circumstances. The courses should be revised by international students in the *HIT Graduate Education Integrated Management System* in person in the first two weeks of the semester, which would then be solved by the discipline or school after being approved and signed by the supervisor and the dean.

V. Language of instruction

Chinese is the basic language of instruction for international students in Harbin Institute of Technology.

of the Master Program in English) whose Chinese level does not meet the requirement should receive Chinese training for a year before being admitted.

International doctoral candidates can choose either Chinese or English as the language of instruction. Those who choose English as the language of instruction should ask their supervisors and school to help make relevant arrangements.

The language of instruction is English for candidates who are part of the Master Program in English.

VI. Teaching method

In the Chinese program, Chinese and foreign students have classes together. Master students in English Program form a single class doctoral students in English Program will be coached by the teacher. Teachers can inform of the school or Graduate School about the problems difficult to handle, in order to ensure the quality of courses.

VII. Assessment

Assessment of interna

The degree course must be assessed by will be assessed based on a hundred-mark system. Exams involve written and oral examinations or both.

Optional courses are usually assessed based on a **pass-or-fail system**. The assessment of optional courses takes one or more of the following forms: written, oral, book reports, research reports, etc.

For other requirements concerning assessment, see the *Administrative Measures for the Assessment and Grade Record for Postgraduates*.

VIII. Thesis/Dissertation Requirements

1. Language requirements

The following are regulations concerning the language used in international thesis/dissertation based on *The Regulations on the Language Used in* (Document No. Academic Degrees [2007]08) as stipulated by the Academic Degrees Committee of HIT.

International postgraduate candidates can choose to use either Chinese or English to compose and defend their dissertations. If composed in English, a Chinese summary of at least 3000 Chinese characters is required, which should be attached to the dissertation entitled

2. Requirements for the thesis of international master

2.1 Main purpose and basic requirements of completing thesis

The purpose of thesis work is to cultivate the independent thinking, innovative spirit, and research capability (or specialized work) of postgraduates, and ensure that their comprehensive qualities are enhanced in the process of systematic research and engineering practice training. The thesis proposal, interim inspection and oral defense of thesis are all essential in the process of postgraduate education, for which supervisors and the disciplines should arrange

under the mentoring of their supervisors.

2.2 Determining the title of thesis

The topic of thesis should take into consideration the research direction of the related discipline and research projects, encouraging the topics of theoretical significance and practical value in relation to national economy and social development. The contents and workload of the thesis should be considered in the light

duration of their program so as to ensure the completion of their theses. In general, the title of thesis should be determined by the end of the first semester.

2.3 Thesis proposal

Thesis proposals of international master candidates should be completed in the first two weeks of the second academic year (Autumn Semester). Thesis proposal should cover the following aspects: source of the thesis topics, research purpose and significance; the development and analysis of current studies at home and abroad; main contents of research and the related planning; goals to be achieved; already completed work and time scheme, conditions and funds required, anticipated problems and solutions, and major references. For detailed

requirements concerning thesis proposal, see *Requirements concerning Thesis*

2.4 Interim thesis inspection

Interim thesis inspection of international master s should be completed in the first three weeks of the second academic year (Spring Semester). Interim thesis inspection involves the following aspects: whether the schedule of thesis proposal has been faithfully observed, work finished, anticipated problems and difficulties and the possibility of completing thesis on time. For specific requirements concerning interim thesis inspection, see

2.5 Composition of thesis

Graduate thesis is a comprehensive academic research work which describes their research results and reflects their research level. Graduate thesis is the basic criteria for the conferring of master degree. For specific requirements concerning the composition of graduate thesis, see *Dissertation Writing Guide for Graduate Students*.

2.6 Oral Defense

Oral defense of thesis usually takes place at the end of the fourth semester. For specific requirements concerning the oral defense of international students, see *HIT Detailed Regulations on the Application for Master Degrees*.

3. Requirements concerning doctoral dissertation of international candidates

3.1 Doctoral dissertation proposal

Doctoral dissertation proposal should be completed at the end of the first semester in the second academic year, and no later than the end of the second academic year. Doctoral dissertation proposal is generally conducted in the form of oral defense, and the written proposal should be submitted. For detailed requirements concerning doctoral thesis proposal, see *HIT Requirements concerning Doctoral Dissertation Proposal*.

3.2 Interim dissertation inspection

Interim inspection of doctoral dissertation is implemented at HIT. In the middle of doctoral dissertation work, the related school will organize inspection panel (3-5 members) to examine the comprehensive capacity, the progress of the dissertation, and the work attitude, coupled with the energy put into the dissertation. For more information, see *HIT Requirements concerning Interim Inspection of Doctoral Dissertation*.

3.3 Innovative Achievements

The quantity and quality of innovative achievements attained by international doctoral candidates is an important criterion for the conferring of doctoral degree. For more information concerning the innovative achievements attained by doctoral candidates, see *HIT Requirements concerning innovative achievements of Doctoral Candidates*.

3.4 Composition of dissertation

Doctoral dissertation is a comprehensive scientific research work which describes their research results and reflects their research level. Doctoral dissertation is the basic criteria for the conferring of doctoral degrees. For specific requirements concerning the composition of doctoral dissertation, see *Dissertation Writing Guide for Graduate Students*.

3.5 Pre-defense and defense of dissertation

Pre-defense ensures the quality of doctoral dissertation. International doctoral candidates can apply for pre-defense after completing the first drafts of their doctoral dissertations and after their first drafts being read and approved by their supervisors. For specific requirements concerning pre-defense of doctoral dissertations, see the *Detailed Regulations of dissertation defense and degree examination for doctoral students*.

Oral defense of dissertation is a comprehensive assessment of international

It is an important procedure for their application for doctoral degree. For specific requirements concerning oral defense of doctoral dissertation, see the *Detailed Regulations of dissertation defense and degree examination for doctoral students*.

Management Regulations of Course Assessment and Achievement Record for Postgraduates at HIT

Trial Implementation

Chapter 1 General Regulations

Article 1. The following measures are formulated in accordance with *HIT Management Regulations on Postgraduate Status* so as to effectively achieve the educating objectives of HIT and the related disciplines.

Article 2. All postgraduates at HIT must select courses from the *Comprehensive Management System of Postgraduate Education*, and then take the selected course and the related examination. Credit is gained if academically qualified.

Chapter 2 Assessment and Achievement Record

Article 3. The course assessment falls into two categories: exams and checks.

Article 4. For degree courses, postgraduates must take exams, and percentage rating scale is used in the academic assessment. Assessment of written or oral exams. Written exams must have formal papers, and oral tests must have

and reasonable distribution should be guaranteed. In principle, scores of 90 or above should not be more than 25%, *good*, *pass* or *failure* should be no less than 25%. Accumulative scoring system may be adopted.

Article 5. For optional courses, checks are normally implemented. Scores may be marked in terms of percentage rating scale or a binary system: *pass* or *failure*. The assessment of optional courses may take one or more of the following forms: written exam, oral exam, book report, research report, etc.

Article 6. For classic literature reading, academic exchange, specialty practice, academic activity, social practice, scores may be marked in the light of a specific disciplinary requirement in the form of *Binary System*: *pass* or *failure*.

Article 7. The examination results are reported truthfully in the student transcripts. If percentage rating scale is adopted, 60 or above is viewed as qualified.

Article 8. For postgraduates who successfully selected the course need to take part in the activities prescribed in the teaching plan including assignment and practical teaching and so on . If missing the course and accumulating up to

1/3 or more, the student is not allowed to take the related exam, and the result is

Article 9. Postgraduates will earn no credit by taking the remedial course due to the shortage of specific disciplinary basics, but the examination results will be recorded in the student transcript.

Chapter 3 Delayed Examination

Article 10. Postgraduates who cannot take the exam for certain reasons must fill out and submit *Application Form of Delayed Examination for Graduate Students*, coupled with the related evidence for the approval of the teacher. Moreover, the responsible person of the related department should review the application and submit to the graduate school for approval.

Article 11. Those postgraduates being approved for a delayed examination should take the next exam for the course and their scores will be recorded accordingly.

Article 12. For postgraduates being approved for a delayed examination, fraud is strictly prohibited. If not, the student will be penalized according to *The Disciplinary Measures of HIT Postgraduates*.

Chapter 4 Courses Retaken or Changed

Article 13. Postgraduates who failed

systematic knowledge of the course through other ways may apply for an exemption, and with the approval they may take the course examination without attending the class. The course credits can be obtained if qualified.

Article 19. Procedure for application and approval are stated as follows: Fill out the *HIT Postgraduates Application Form for Directly Taking Course Exams*, and the form must be signed by the supervisor and the teacher in charge of the course, with the approval of the Graduate School of HIT.

Chapter 6 Examination Discipline

Article 20. Without prior approval, postgraduates who fail to take the exam for a certain course will be considered as abandoning the exam, and their grade

Article 21. HIT Postgraduates must observe *HIT Examination Rules*. Students who violate discipline or conduct any cheating behavior will be penalized according to *HIT Regulations on Examination Rules and of Disciplinary Violation of Postgraduates*.

Chapter 7 Achievement Management

Article 22. Teachers in charge of the course should complete the grading work and submit the transcript within a week (Under special circumstances, no more than 2 weeks). Postgraduates can query *HIT Integrated Management System* for their scores.

Article 23. If postgraduates have questions about the results of course, they can apply for a review of the results from the related department within ten working days after the results released.

Article 24. If approved by the Graduate School, students can take postgraduate courses two years prior to graduate education; and if they pass the related exams, they can earn their corresponding credits, with their results included in their postgraduate stage. The postgraduate must submit application, which is subject the approval of the supervisor and authorized by the related school.

Chapter 8 Supplementary Provisions

Article 25. If the relevant provisions of the Graduate School conflict with these measures, the current regulations shall prevail.

Article 26. The Graduate School reserves the right to interpret the above-stated regulations and measures.

Article 27. The regulations shall be tried in the fall semester of 2017.

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Regulations on the Exemption from the First Foreign Language Examination for International Students

I. Exemption Conditions for the Course of English Language

For the International Postgraduates in Chinese Program who meets one of the following conditions, s/he can apply for exemption from English exams.

The application conditions and administrative measures are stated as follows

- (1) International students come from English speaking countries or their official language is English.
- (2) TOEFL score is 80 and above (IBT), valid within 5 years.
- (3) IELTS score is 6.5 and above, valid within 5 years.
- (4) GRE score is 1800 and above (past), 1200 and above (present), or 255 (New), valid within 5 years.
- (5) GMAT score is 650 and above, valid within 5 years.
- (6) English major certificate or diploma, Bachelor or Master Degree.
- (7) Academic degrees are obtained from a given foreign country or region.

II Exemption Conditions for the Course of Elementary Oral Chinese

For the International Postgraduates in English Program who meets one of the following conditions, s/he can apply for exemption from English examination, and they directly gain their credits.

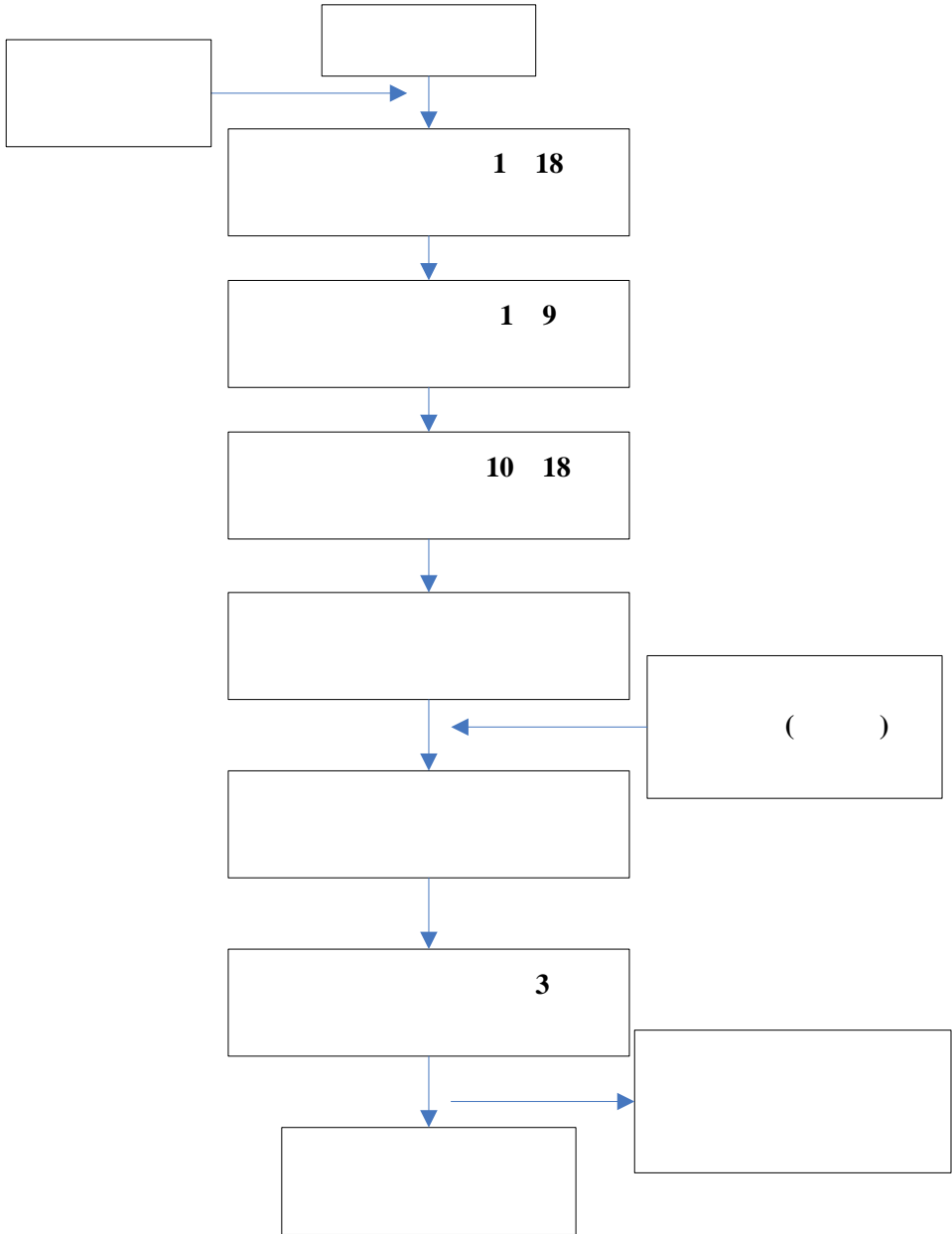
The application conditions and administrative measures are stated as follows

- (1) HSK-3 or above, valid within 2 years.
- (2) At the Chinese Training Center of CIE, Complete the Chinese Courses and pass the examination of Class B and above.
- (3) Chinese major certificate or diploma, Bachelor or Master Degree.
- (4) The placement test result is up to Class B level.

III. Application Code

International students, doctoral candidates or master candidates, who intend to apply for exemption from English learning, can download and fill out the *Application Form for Exemption from English Learning* at the website of HIT Graduate School *Download-Documents about Courses Download for International Students* within the sixth to seventh weeks of the autumn semester. They need to bring the original documents and related copies to the Graduate

School Windows at Faculty & Student Service Center 1st floor of Chemistry Building E for inspection. After the deadline for exemption, no service is available.



Flow Chart of Master's Education

Formulating Education Plan

Course studies in the Autumn Semester
of the first year 1-18 wee

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Requirements concerning Thesis Proposal of Master's Candidates

Thesis proposal is the b

supervisors, related disciplines and schools (departments) should attach great importance to thesis proposals.

I. Arrangements for thesis proposal

supervisors for approval.

2. An evaluation panel is formed by each discipline to review and evaluate the e. The evaluation

The number of members in the evaluation panel should be no less than 5.

3. The time for the or determined by related schools (departments). A common practice for oral completed within the first three weeks of the second academic year (Autumn Semester). Postgraduates should be encouraged to make a good use of their summer holidays and enrich their thesis proposals.

their degree course grades, their oral defense of thesis proposals should be conducted under the guidance of the Sub-Committee of Academic Degrees within the discipline.

six months after the pass of

II. The contents of thesis proposals

1. Topic source, research objective and significance;
2. Research at home and abroad and analysis;
3. Main research contents and research plan;
4. Expected objectives;
5. Research work already done and time scheme;
6. Conditions and funds required;

7. Anticipated problems and solutions;
8. Major references.

III. Requirements for thesis proposals

1. The length of thesis proposals should be no less than 5000 words, with emphasis on the first 5 points listed above.

2. Major references should be no less than 20, among them foreign references should account for no less than one third. References should mainly involve articles published in recent academic journals at home and abroad. Basic and major course textbooks within the discipline are not acceptable references.

3. _____ takes the form of oral defense. Master's candidates should spend 10 to 15 minutes to report to the evaluation panel, and question time is 10 to 15 minutes.

IV. Inspection of thesis proposals

_____ are graded on the five point scale system: excellent, good, average, pass, and

_____ should be no less than 15%. Without approval or failure to present

_____ -apply for thesis proposals within two months. If the second thesis proposal fails, the academic registration of the candidate will be cancelled.

V. Filing of thesis proposals

Evaluation panel should fill out the Evaluation Results Form for Thesis Proposals _____ ionality

ability to review literatures and to do research. The form will be submitted to the secretaries of relevant schools (departments) for filing until 1 year after the gra

VI. Online entry of thesis proposal information

candidates should input their thesis proposal information online into the Graduate Education Integrated Management System. If the thesis involves confidential information, it should be handled according to the *Administrative Measures for Confidential Information in HIT*.

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Requirements concerning Interim Inspection of Master's Thesis

The interim inspection is viewed as an important measure to ensure the seriously and organize the interim inspection carefully.

I. Work arrangement of interim inspection

1. Interim inspection panel is organized by each discipline. The panel

completed within the first three weeks of the second academic year (Spring Semester).

interim inspection of the theses.

II. The main contents of the interim inspection

1. Whether the work concerning master thesis proceeds according to the thesis proposal and the timetable.

2. Research work completed and progress made.

3. Existing problems and anticipated problems.

4. Research plan to be implemented.

5. Possibility of completing the thesis as planned.

III. The review of the interim inspection

should spend 10 to 15 minutes reporting to the interim inspection panel, and another 10 to 15 minutes to answer the questions from the members of the panel.

2. The interim ins

carefully. For those who fail to do sufficient work, the panel should urge them to speed up their work. For those who have major problems, the panel should prompt their supervisors to adjust their schedule. The results of interim

-apply for interim inspection within two months. If the second interim inspection fails, the academic registration of

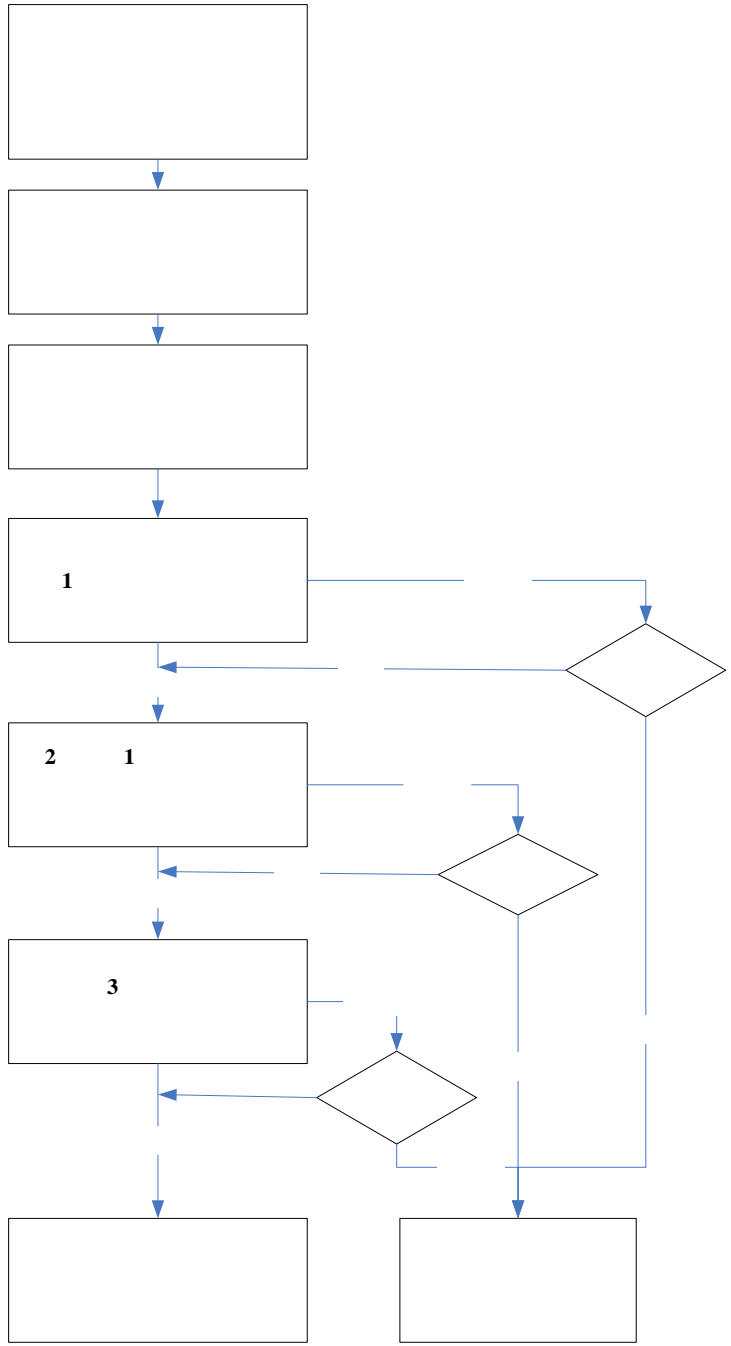
the candidate will be cancelled.

3. Each panel should fill out the *Interim Inspection* which includes a brief summary, number of candidates that

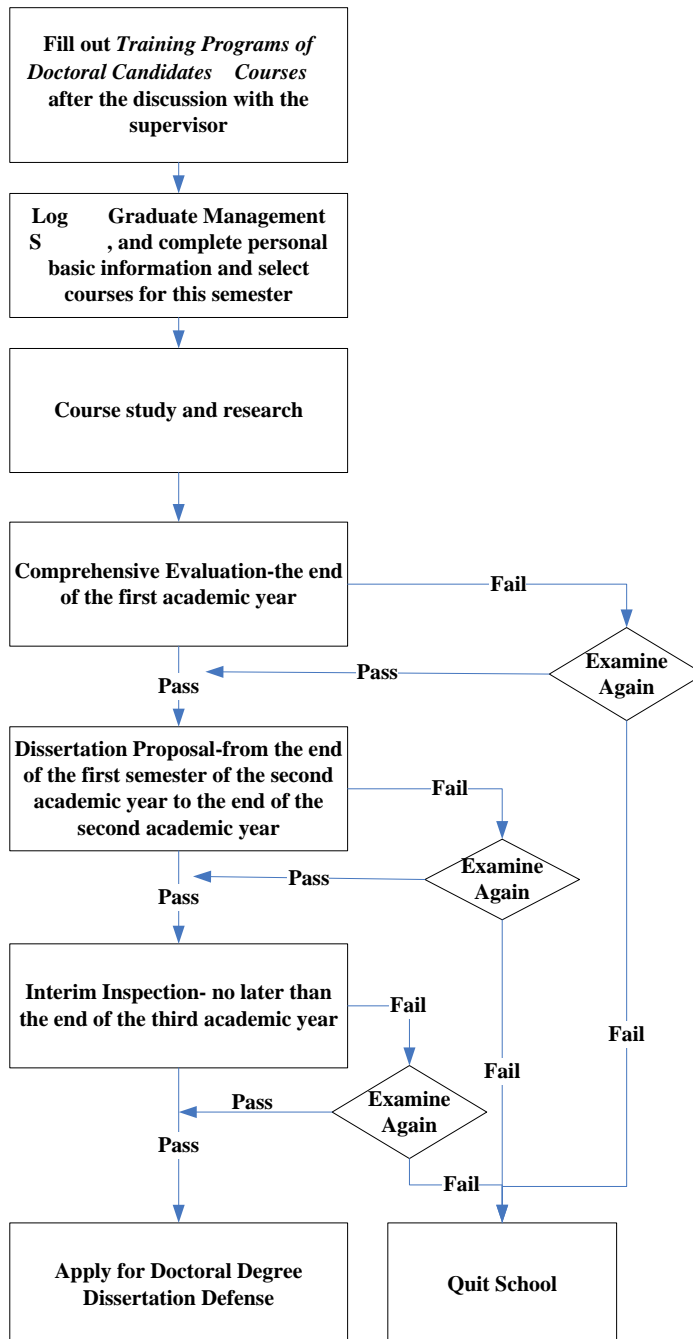
candidates who have passed the inspection, list of candidates who should speed up their work and list of candidates whose duration of studies may be prolonged. Any special case must be specified. The *Report Form* should be submitted to related schools (departments) for filing until the graduation of those candidates.

4. Schools (departments) and disciplines should strengthen the administrative work of the later

candidates.



Flow Chart of Doctoral Education



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Requirements concerning Comprehensive Evaluation of Doctoral Candidates

research as well as the mastery of the specialty knowledge and fundamental theory in a given discipline, a comprehensive assessment on a doctoral candidate will be conducted at the end of the first academic year.

I Contents of evaluation

- (1) Moral characters, and attitudes towards learning and scientific research;
- (2) The extent of the systematic mastery of the specialty knowledge and fundamental theory in a given discipline;
- (3) Whether the candidate is equipped with the capacity to utilize the acquired knowledge to do innovative scientific research;
- (4) Others.

II Approach of evaluation

(1) The comprehensive assessment on a doctoral candidate will be organized by the related school or department, and conducted on the basis of the *Detailed Requirements for Doctoral Candidates' Evaluation* formulated by the related school or department. The comprehensive evaluation consists of two parts: supervisor which includes the fundamental specialty knowledge, scientific quality and potential capacity.

(2) For the doctoral candidates who successfully pass the comprehensive evaluation, 1 academic credit is gained. Then the doctoral candidate is entitled to carry out his or her all-round research work in relation to the doctoral thesis.

(3) For those whose achievement is in the last 10-20%, yellow warning will be given. In such case, the doctoral candidate must apply for the second comprehensive evaluation in three months and within six months. If successful, academic credit is gained accordingly. If s/he fails again, the academic registration of the candidate will be cancelled.

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Requirements concerning Doctoral Dissertation Proposal

I. The purpose and significance of doctoral dissertation proposal

Doctoral dissertation proposal is the basis for the completion of doctoral dissertations and is important in ensuring the quality of doctoral thesis.

Doctoral dissertation proposals are academic documents composed under supervisors. The process of the preparation for dissertation proposal is an important stage for doctoral supervisors to supervise and guide doctoral candidates under their supervision. It is also an important scientific activity, during which doctoral supervisors and doctoral candidates under their supervision discuss, organize, and determine the framework of doctoral dissertation.

Doctoral dissertation proposals aim at reporting the rationale, contents and research plan of doctoral dissertation to the evaluation panel comprising experts

to the evaluation panel what to do, why, and how to do. Collective review will be conducted by the evaluation panel, determining whether the dissertation topic is correct, whether the research contents are appropriate, and whether the research plan is reasonable. Meanwhile, the evaluation panel assumes responsibility of reviewing how well the candidate understands the dissertation title, whether s/he has a comprehensive understanding of the current studies in relation to the topic, and how well they are prepared for the research, subjectively and objectively. On the basis of the above work, the evaluation panel, from different perspectives, would offer advice, suggestions and help concerning core issues such as scientific thinking and research methodology so as to make ensure that the direction, contents and plan of the dissertation is more reasonable.

II. Arrangements for doctoral dissertation proposal

1. Doctoral dissertation proposal should be conducted at the end of the first semester of the second academic year, no later than the end of the second academic year. In the case of collaborating doctoral candidate abroad, with the approval of the school, his or her doctoral dissertation proposal may be arranged flexibly.

2. Written doctoral dissertation proposal is required, which should be submitted to the supervisor for approval before the candidate applies for the oral

defense of doctoral dissertation proposal.

3. Schools or departments are encouraged to organize regular and uniform evaluation of doctoral dissertation proposals.

4. The evaluation panel consists of 5-7 doctoral supervisors and professors. In addition, the panel will review and evaluate the contents of the dissertation proposals.

5. Without approval or failure to present doctoral dissertation proposal as

candidate must reapply for doctoral dissertation proposal 3 months later and no longer than 6 months. If the second dissertation proposal is still failed, the candidate will be asked to quit.

III. The contents of doctoral dissertation proposal

1. The source of topic, research purpose and significance;
2. Current studies at home and abroad, coupled with the related analysis;
3. The results of previous theoretical and experimental studies;
4. The main research contents of the doctoral dissertation, research plan, and justification of the feasibility;
5. Research schedule and expected objectives;
6. The anticipated innovative work in the doctoral dissertation;
7. Facilities available and the conditions required for completing the project, collaborating plan and funding;
8. Anticipated problems and solutions;
9. Major references.

IV. Requirements of doctoral dissertation proposal

1. The state of literature, research methodology and past achievements should be fully introduced and analyzed on the basis of the grasp of sufficient relevant references. All works cited must be accurately indicated.

2. The objective, theoretical level and practical significance of the research must be clearly demonstrated.

3. Major references should be no less than 50, among which foreign references should account for no less than a half. Articles published in recent 5 years should account for no less than one third of all references. References also must contain articles published in recent 2 years. Textbooks, technical standards, product samples, etc. are regarded as unacceptable references.

4. Dissertation proposal should take the form of formal oral defense. The oral presentation should last no less than 30 minutes and the written report should be no less than 15,000 words.

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Requirements concerning Interim Inspection of Doctoral Dissertation

The interim inspection is viewed as an important measure to ensure the quality of doctoral dissertation. The related school or department should take the issue seriously and organize the interim inspection carefully.

I. Work arrangement of interim inspection

1. Doctoral supervisors should make an evaluation on the key issues such as the education program of the candidate, scientific research, and dissertation progress.

2. The related school should organize interim inspection panel which consists of 3-5 related doctoral supervisors or professors.

3. Interim inspection of doctoral dissertation may be conducted in line with doctoral academic forum.

4. Interim inspection of doctoral dissertation should be implemented no later than the end of the third academic year. In the case of collaborating doctoral candidate abroad, interim inspection may be arranged flexibly with the approval of the related school or department.

II. The main contents of the interim inspection

1. Whether the work of doctoral dissertation proceeds according to the dissertation proposal and the timetable.

2. Dissertation progress, work attitudes, and energy investment.

3. Work accomplished, and achievements at different stages.

4. Existing problems and anticipated problems.

III. Requirements of interim inspection

The doctoral candidate needs to do personal conclusion about his or her dissertation progress. In the light of the chosen topic, s/he illustrates the academic achievements at different stages, what research to do next, and the work in relation to dissertation proposal. The doctoral candidate must fill out and hand in the *Form for Evaluation of Interim Inspection of Doctoral Dissertation*.

IV. The review of the interim inspection

1. In principle, the interim inspections of the same discipline should be carried out simul

2. The doctoral candidates who have successfully passed the interim inspection gain 1 academic credit, and they can continue to conduct the research work in relation to the doctoral dissertation.

3. Without approval or failure to attend the interim inspection as scheduled,

re-apply for interim inspection 3 months later. If the second interim inspection is still failed, the candidate will be asked to quit.

V. Storage of interim inspection

After the interim inspection, *Form for Evaluation of Interim Inspection of Doctoral Dissertation* should be filed by the secretary of relevant school (department) till the graduation of those doctoral candidates.

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Detailed Regulations on the Application for Master Degree

The following regulations are made in accordance with *Regulations of the People's Republic of China on Academic Degrees* and *Interim Rules for Implementation of the Regulations of the People's Republic of China on Academic Degrees*.

Under their supervision and provide comments.

thesis to their disciplines.

publication of those who have been admitted without taking the entrance exams, and the Academic Degrees Committees.

5. Experts provide evaluation results.

6. The supervisor should check the master's modifications against the experts' comments.

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8. Academic Degrees Subcommittees review the results of oral defense.

9. Academic Degrees Committee of HIT review the results of oral defense.

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and are approved by the Academic Degrees Committee of the university.

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have passed all courses as required by their programs, whose credits have met the requirements and have been approved

by their supervisors, can apply for oral defense of their thesis to their disciplines.

They should fill out relevant information

3. Secretary of the Thesis Defense Committee should submit the following materials to the Subcommittee of Academic Degrees 1 week before the oral defense. *Cataloging of files;*

HIT;

;

Candidates Qualifications for Application for Oral D

in HIT; Evaluation Form of Members of Thesis Defense Committee in HIT;

; Basic Information Form

d Diplomas (with signature);

thesis; published academic papers; transcripts (filled out by secretaries of relevant schools with the seal of the Graduate School).

4. The Academic Degrees Subcommittees will evaluate the qualifications of applicants. Disciplines will form thesis defense committees which consist of 5 to

Supervisors of applicants cannot be appointed as the chairmen or the secretary of the thesis defense committee. The secretary of the thesis defense cannot be the committee member at the same time. Committee Members of the thesis defense committees should be approved by the Sub-committee of Academic Degrees and should be submitted to the Graduate School for filing.

5. Secretary of the Thesis Defense Committee needs to obtain the following materials from secretaries of Sub-committee of Academic Degrees before oral defense.

- 1 Public notice of oral defense
- 2 Votes and scoring scales
- 3 File cover for master degree

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IV. Application for Delay of Or

1. The duration of mast

Application for delay should be completed a month before.

2. Application for delay should be filed by going through the following

Application for Delay of Oral

Defense, in which they should explain reasons for delay and which should be approved and signed by their supervisors and signed the deans of relevant schools (departments). Secretaries of schools (departments) should submit the candidates who apply for delay of oral defense to the Graduate School.

V. Related Regulations on Early Oral Defense

efense of their thesis prior to the designated time. Those who excel in their research and studies, whose thesis are of superb quality, whose qualifications meet the requirements for oral defense, and who have at least one high-quality academic paper published in core academic journals can apply for oral defense of their thesis half a year prior to the designated time.

to the designated time should submit their application to their supervisors and the Academic Degrees Subcommittees for approval before submitting it to the Academic Degrees Office of the university together with 2 copies of their thesis. The Academic Degrees Office of the university will assign two experts to evaluate the thesis and will decide whether to approve their application. The fees f supervisors.

1. The Chairmen of the Thesis Defense Committees introduces the members of the committee, and takes charge of the agenda of the Academic Degrees Committee.

2. The academic comments of examiners, and problems in the dissertation and the modifications should be presented on the Power Point screen.

3. Applicants introduce the main ideas of their thesis, which lasts 20 to 30 minutes.

4. Members of the Thesis Defense Committees ask questions to which the applicants should provide answers and defend their thesis (people present may ask questions with the permission of the Chair). The time for questions and answers lasts no less than 10 minutes.

5. Adjournment, avoidance of the applicant and the supervisor (if the supervisor is a member of the Thesis Defense Committees, it is unnecessary for her / him to avoid).

6. The Thesis Defense Committee holds an internal meeting, making an evaluation on the quality of the thesis, together with the assessment of the oral defense, and formulates a resolution of the committee. Through secret ballot, the committee votes on the candidate. Only if more than two thirds (including 2/3) of the Thesis Defense Committee reach an agreement can the decision be made to award the degree to the applicant. The candidates who failed the oral defence can modify their theses in one year and take the oral thesis defence the second time with the approval of The Thesis Defense Committee.

7. Resuming the meeting, the Chair of the Thesis Defense Committee announces the resolution and the voting results.

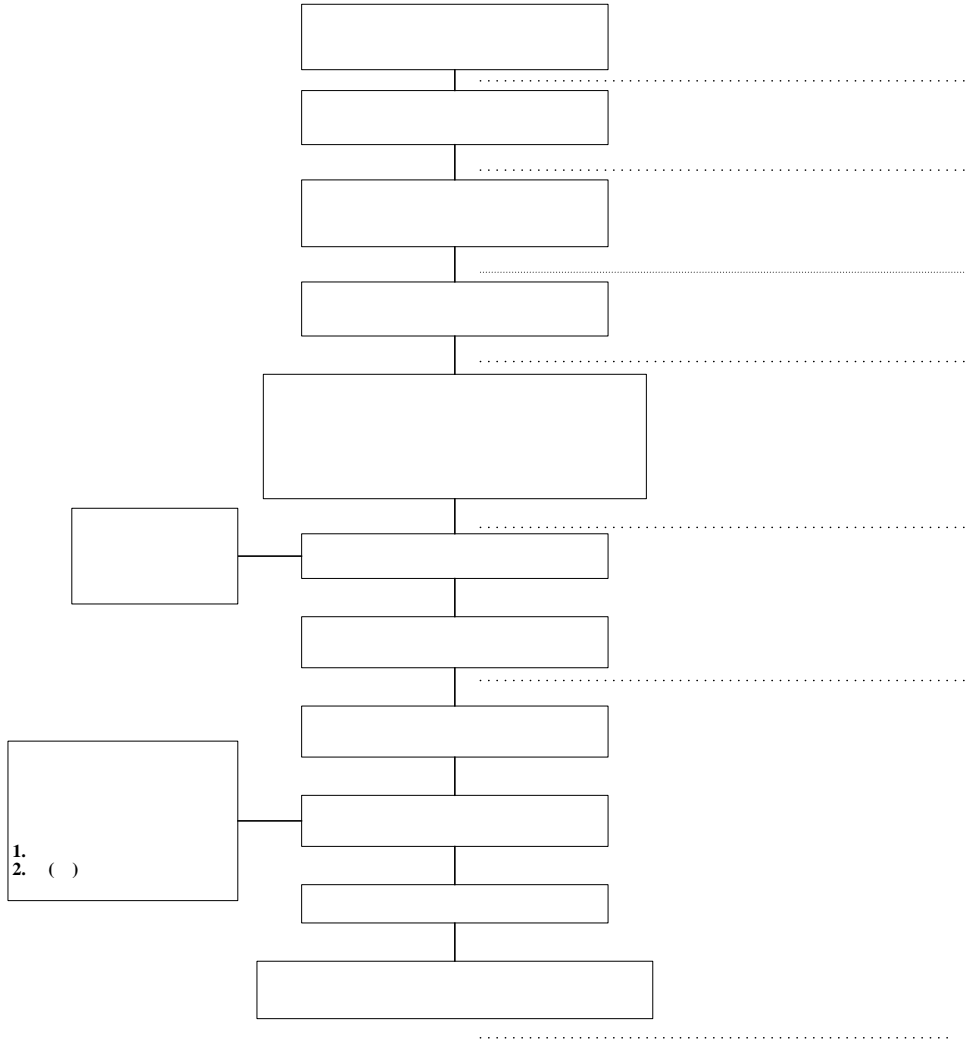
8. The Chair of the Thesis Defense Committee declares that the thesis defense ends.

VII. Work after Thesis Defense

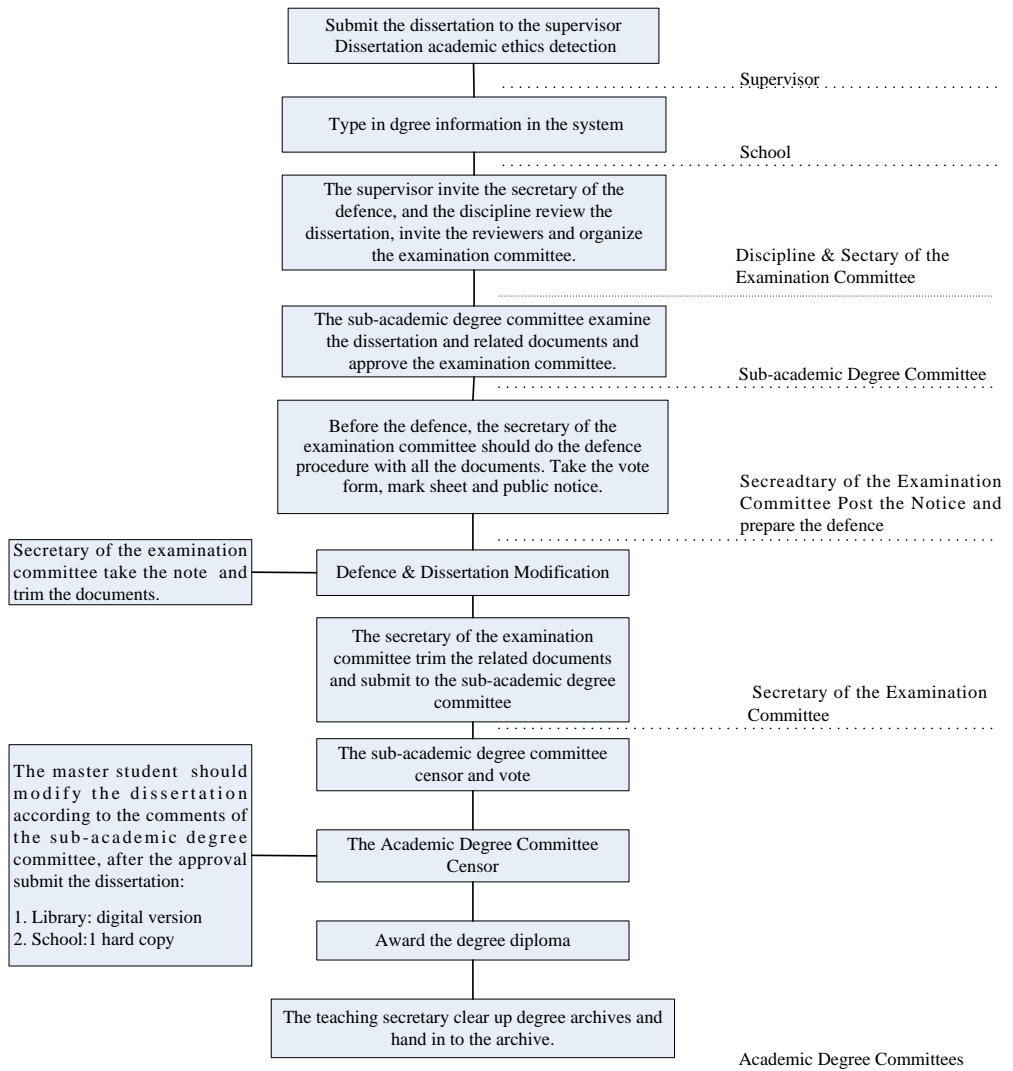
Decision of the Thesis Defense Committee signed by the chairman, together with meeting minutes, votes and defense materials, will be submitted to the Academic Degrees Subcommittee, which by way of secret ballot, will vote again. List of candidates who get two-thirds or more of the total votes signed by chairman of the Academic Degrees Subcommittee and all relevant materials will be submitted to the Academic Degrees Committee of the university. After being approved by the Academic Degrees Committee of the university to confer the degree, the committee will provide 1 electronic copy of their thesis to the library, and 1 printed copy to relevant schools (departments).
es.

Secretaries of related schools (departments) are responsible for submitting the materials to the

Handbook for Secretaries in Charge of Graduate Students at HIT.



Flow Chart of Master Viva Application



Detailed Regulations on the Application for Doctoral Degree

The rules and regulations for the application of doctoral degree are formulated in accordance with the *Republic of China* and the *Temporary Regulations for Academic Degree of China* taking into account of the concrete conditions of doctoral education and doctoral degree award at Harbin Institute of Technology (HIT), China.

I. Requirements for PhD Viva Examination

Prior to PhD viva examination, the candidate should complete the following work:

- (1) Complete all courses for doctoral education, and successfully pass all examinations;
- (2) Accomplish the research project tasks pertinent to the doctoral dissertation;
- (3) Have academic papers published and relevant academic works as required during the period of doctoral study;
- (4) Submit doctoral dissertation;

II. Preliminary PhD Viva Examination

After completing the draft of doctoral dissertation, the candidate should submit a preliminary oral defense application to the discipline PhD program with the approval of the supervisor, and meanwhile fill out the *Form for Preliminary PhD Oral Defense*.

Preliminary PhD oral defense examination is a key step to oversee the work of doctoral dissertation and to guarantee the quality of doctoral dissertation. Therefore, an emphasis should be placed on PhD oral defense and the related implementation. The procedures of preliminary PhD oral defense are described as follows:

1. With regard to the research direction and the thesis characteristics of the candidate, the convener of the discipline PhD program has the duty to organize 5-7 supervisors of PhD candidates and professors in a given discipline or related disciplines, constituting a preliminary oral defense committee, which should be authorized by Academic Degrees Subcommittee.

2.The candidate should conduct a formal presentation and answer the questions raised (multimedia, projectors, films, slides and pictures may be used). The time for the presentation should be 40-60 minutes.

3.The committee members of the preliminary oral defense should conduct a serious and stringent examination of the dissertation, emphatic on the original achievement, the level of creativity, and the amount of work involved in the dissertation. Furthermore, the weakness and problems in the dissertation should be pointed out in detail, with suggestions for improvement proposed.

4.In the form of review, the committee of preliminary oral defense makes oral defense. In the case of difference, a ballot is adopted to determine the result.

5.The committee members of the preliminary oral defense should fill their reviews in the *Form for Preliminary PhD Oral Defense*.

6.The candidate should revise and modify the dissertation according to the comments from the committee members of the preliminary oral defense. After the revised dissertation is approved and signed by the supervisor, anonymous

III. The Inspection of Academic Degrees Subcommittee for PhD Viva Application

1.The candidate must provide the following materials when submitting his/her oral defense application to the Academic Degrees Subcommittee.

(1) *Form for Preliminary PhD Viva Voce Examination*

(2) The dissertation or the revised dissertation through preliminary PhD Oral Defense.

(3) Original versions of the major research papers published during the period of doctoral study.

academic activities).

2. Key points of inspection of Academic Degrees Subcommittee

(1) The originality, level of creativity, and conclusions;

(2) Research paper published during the period of doctoral study;

(3) Format of doctoral dissertation.

IV. Expert Evaluation of Doctoral Dissertation

1.After passing the preliminary dissertation defense, the doctoral dissertation should be reviewed by experts in the same research field. Expert

and
evaluation. Two experts are invited to make the evaluation.
For more details, please see the *Regulations of Expert Evaluation on a
Doctoral Thesis* and *Regulations of Onymous Evaluation on a Doctoral
Dissertation*.

2. International doctoral candidates should send hard copy for expert
evaluation, details as *Regulations concerning the Evaluation of International*

3. The secretary of the oral defense committee sorts out the collected
materials related to the dissertation reviews (the candidate is not allowed to get
involved in the materials collection). The collected materials include:

- (1) Comments on the chosen research topic;
- (2) Comments on the creativity of the dissertation;
- (3) Overall evaluation of the dissertation;
- (4) Problems and weakness identified in the dissertation, plus suggestions.

In the case of additional reviewers, their comments and the original reviews
should be collected together.

The doctoral candidate should give definite answers to the questions raised
and the weakness identified by the reviewers. If the reviewers' comments are
accepted, the candidates should modify their dissertation earnestly, the modified
and supplementary contents and the related page number in the dissertation
should be stated definitely; If the reviewers' comments are not accepted,
candidates should give particular reasons and submit related support data or
documents.

The collected materials should be examined with comments from the
supervisor, and moreover they should be inspected and signed by the chair of the
sub-committee for approval.

V. PhD Viva Voce Examination

1. Formation of a Committee for PhD Viva Examination

On the basis of research direction, the sub-committee appoints a chairman
for the PhD viva voce examination. The chairman should be a doctoral
supervisor who is deemed to be knowledgeable, responsible and principle-minded.

The committee for PhD viva voce examination consists of seven doctoral
supervisors or equally qualified specialists, which meets the following criteria:

- (1) Supervisors of doctoral candidates should be 2/3 of the total committee

members (at least five). (2) Either the main supervisor or the co-supervisor is allowed to attend the viva voce, and s/he should not function as the chair. (3) In principle, the committee should involve the sub-committee members of the discipline which the doctoral candidate applies for a doctoral degree. (4) For the doctoral candidate with the same qualification. The supervisor of the candidate or the person who recommends the candidate should not act as the oral defense committee members. (5) For inter-disciplinary thesis, the viva committee should include specialists from the related disciplines.

The secretary of the viva committee should have the professional title of lecturer or above.

2.Approval of PhD viva examination

The secretary of the viva committee should send the materials to HIT Academic Degree Office for inspection a week earlier before the viva examination. After *The Approval Form of Viva Committee Members* authorized by the Chair of sub-committee and inspected by HIT Academic Degree Office, the PhD viva examination is allowed to carry out. In the case of replacement of committee members, it is essential to inform HIT Academic Degree Office and renew the approval procedures. To guarantee the time and quality of the viva examination, no more than 2 applicants are allowed to take part in the viva examination continuously. In the case of more than 2 viva examinations, before the third one, committee members should have enough time to rest so as to guarantee the quality of the upcoming viva voce examinations.

3.PhD Viva Examination Procedures

thesis to viva committee members a week earlier before the viva examination, and post the public notice 3 days before the viva examination.

In general, PhD viva examination should be open, and the candidate should be formally dressed. Each PhD viva examination should last 2 or 3 hours, and detailed original viva records should be kept. The procedures are stated as follows:

(1) The secretary of t
discipline, and the title of doctoral thesis; gives a brief account of the candidate in terms of academic records, curriculum vitae, thesis work, and the research papers published; and announces name list of the viva committee, introducing each committee member separately.

(2) The Chair takes charge of the viva examination

The presentation of the main contents from the PhD candidate (about 40-50 minutes).

The secretary announces the comments regarding the doctoral dissertation and the replies of the candidate.

comments and the related modifications of the doctoral dissertation.

Questions from the committee members / audience and the answers of the candidate. (The viva committee ought to scrutinize the emerged problems in the process of dissertation defense and doctoral studies, and should examine the theoretical depth and thesis contents, together with the overall structure of the dissertation

(3) Adjournment, the viva committee holds an independent evaluation meeting.

Assess whether the dissertation meets the academic standards prescribed in the academic degree ordinance; whether the innovative achievements are sound; whether the dissertation structure is reasonable, and point out the main problems of the dissertation.

Secret ballot is conducted to determine whether or not to recommend that the candidate be awarded PhD degree.

Discuss and pass the resolution of the viva committee.

(4) Resuming the meeting, the chairman announces the resolution of the viva committee.

(5) The candidate expresses his/her attitude, stating his/her opinion on the resolution of the viva committee.

(6) The chairman signs his/her name to the viva resolution and the original viva records.

(7) The chairman declares that the viva examination ends.

4. The Resolution of the Viva Committee

(1) The viva committee should have a secret ballot and decides whether or not the candidate passes the viva, and whether or not to recommend the award of PhD degree. If more than 2/3 of the committee members reach an agreement, a decision can be made to award the candidate doctoral degree.

(2) In the viva resolution, an objective summary of the innovative work and reasonable evaluation of the doctoral dissertation are expected.

viva examination, if the viva committee considers it possible for the candidate to further amend the dissertation. Through an anonymous ballot, only if half of the committee members reach an agreement, a resolution can be made to have another viva examination revising the thesis within 2 years.

(4) Given that the viva committee maintains that the dissertation fails to meet the doctoral standard, yet it meets the academic standard for a master degree. Considering that the candidate does not hold a master degree, through an anonymous ballot, if more than 2/3 of the committee members reach an agreement, a resolution can be made to award the candidate a master degree.

VI. The Period of Public Notice of a Doctoral Dissertation

1. In principle, the period of public notice of a doctoral dissertation starts from the date of viva examination, and ends on the date of the approval of HIT Academic Degrees Committee (the Senate), lasting no less than one month.

2. During the period of public notice, the candidate should publicize the information relevant to the dissertation, accepting and answering the questions raised by the people concerned.

3. During the period of public notice, HIT Academic Degree Office also accepts and deals with the questions from the people concerned.

VII. Settlement of an Ineffective Viva Application

If the viva application is viewed as ineffective, the candidate may leave the university as scheduled, or rewrite his/her dissertation. In a half year or two years, the candidate can submit a viva application again. If the application fails, the university will no longer accept a

VIII. Censorship of Doctoral Degree

After the final defence has been passed and the published academic papers and achievements have met the requirements for doctoral degree awarding of the discipline, the candidate can submit related documents to the sub-academic degree committee and apply for the degree censoring.

The sub-academic degree committee censor every doctoral dissertation and related documents and confirm that the published academic papers and achievements meet the requirements of the discipline, the sub-academic degree

The approved application will be submitted to the Academic Degree Committee. After voted

and approved by the Academic Degree Committee, the decision of awarding doctor degree will be made.

The doctor candidates should hand in the dissertation to the Academic Degree Committee after the viva defence within 12 months to apply for the doctor degree censoring, otherwise the application will not be accepted.

The doctor candidates who passed the viva defence under the situation of unsatisfactory of the academic requirements of the discipline can apply for their degree censoring within 6 months after their academic works match the requirements within 8 years from the enrollment.

The doctor candidates whose dissertation were not voted by the Academic Degree Committee should modify and hand in their dissertations to the Academic Degree Committee for censoring within 12 months. And the situation of not being voted cannot be more than twice.

If the doctoral candidates have been at school over 8 years from enrolled, their application for doctor degree will not be accepted.

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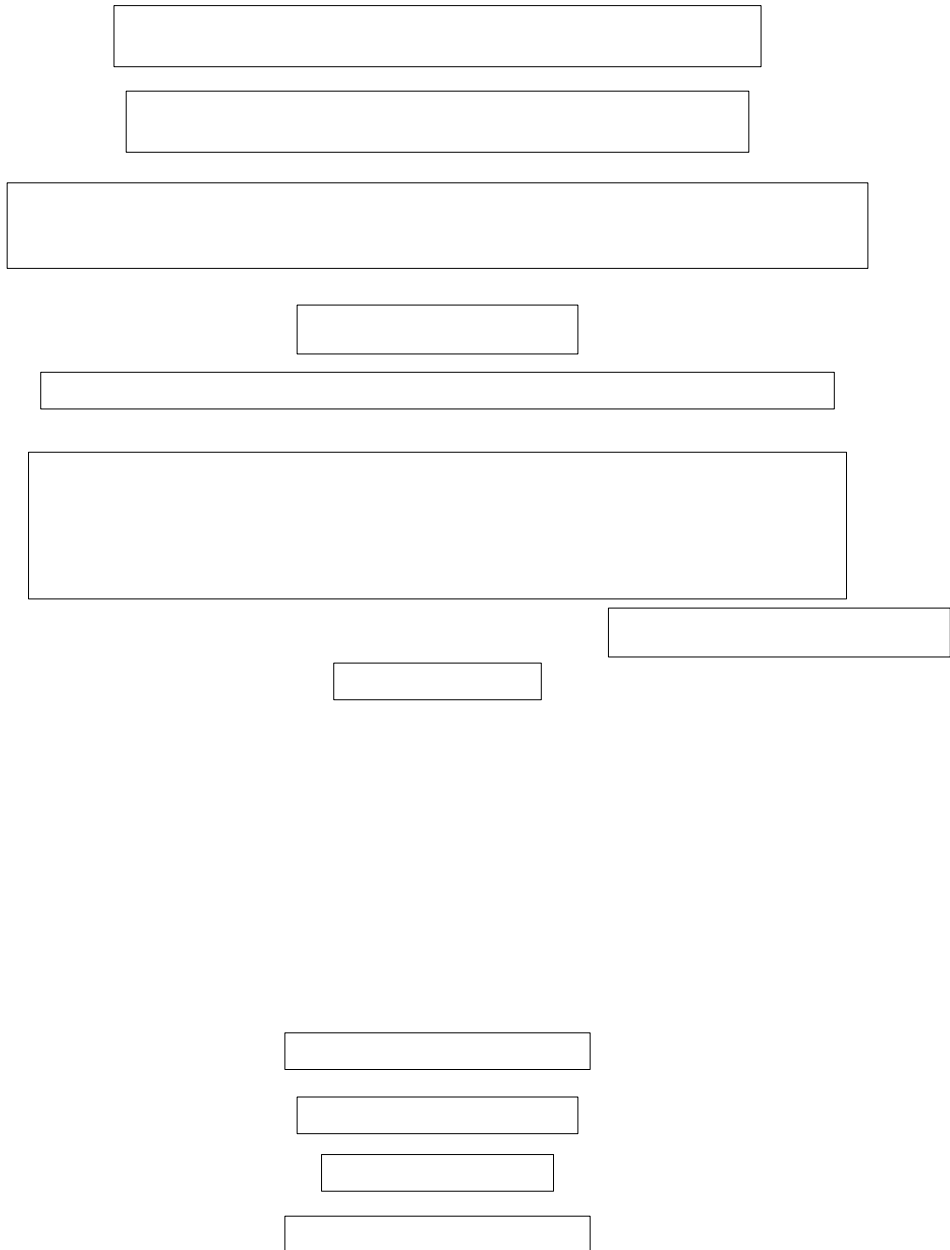
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Flow Chart of PhD Viva Application



(经校学位委员会第 172 次会议审议通过)

Regulations on Peer Expert Review of Doctoral Dissertations

(Approved by the HIT Academic Degrees Committee at the 172nd meeting)

The Standing Committee of the HIT Academic Degrees Committee discussed and decided that each doctoral dissertation should

The viva can be conducted. But it is necessary to carefully revise the dissertation with the reference to the experts evaluation, and justify the modification in written form, approved and signed by the supervisor and sub-Academic Committee. It should take no less than 1 month to modify the dissertation with evaluation result (B,C). It should take no less than 3 months to modify the dissertation with evaluation result (C,C).

(2) The evaluation results are (A, D) or (B, D)

The dissertation should be sent out to expert review the second time when the evaluation results **(A, D) or (B, D)**. It is necessary for the doctoral degree applicants to carefully revise the dissertation with the reference to the expert s evaluation (usually the time limit is no less than a month), and justify the modification in written form, which are examined and signed by the supervisor and the Sub-Academic Committee, then reported to HIT Academic Degree Office.

HIT Academic Degree Office shall invite another expert to review the doctoral dissertation, and meanwhile submit the dissertation and modification reports to the original experts to review.

If the secondary review results are C or above, the application for viva can be submitted. If there is a D within the secondary review results, the HIT Academic Degrees Committee will designate an expert group to re-examine the doctoral dissertation, the evaluation opinions of the experts, and the replies from the candidate and the supervisor, and propose the suggestions of settlement. If all the results are D, the case shall be handled in accordance with the article of 4 in the current regulations.

If the candidate and the supervisor disagree with the experts opinions, explicit and persuasive reasons and justifications must be provided. After the approval of the experts invited by the Sub-Academic Committee and HIT Academic Degree Office, HIT Academic Degree Office will ask another two experts to review the doctoral dissertation.

The re-review shall be accompanied with the evaluations from the first two experts, together with the justification materials from the candidate. If the results are all C or above, the application for viva can be submitted. If there is a D, the case shall be handled in accordance with the article of 4 in the present regulations.

(3) The evaluation results are (C, D)

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3	Aerospace Science and Technology	Elsevier	https://www.journals.elsevier.com/aerospace-science-and-technology
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Reinforcement concerning

The innovative achievements included in the basic requirements for doctoral degree application must be the innovative achievements independently

1. For papers accepted by overseas journals, doctoral candidates must submit the certification of acceptance, *Situation Confirmation Form for accepted and unpublished papers of Doctoral Candidates* and a copy of the paper in print.

2. For papers accepted by domestic journals, doctoral candidates must submit the certification of acceptance with definite volume and issue number, *Situation Confirmation Form for accepted and unpublished papers of Doctoral Candidates* and a copy of the paper in print.

3. For papers accepted, given that the DOI of the paper is determined and available on line, the paper may be viewed as publication. When checking qualification, doctoral candidates must submit the *Situation Confirmation Form for accepted and unpublished papers of Doctoral Candidates* and a copy of the paper print on line.

4. For papers accepted by SCI and EI journals, doctoral candidates can apply for the viva defence after at least 1 article was published by journal on hard copy. Under peculiar condition, with the approval of Academic Degree Office doctoral candidates can apply for the viva defence but their dissertation cannot be submitted to any grades of degree committee for discussing. After the article was published or available on line, the dissertation can be submitted to the sub-committee.

5. Doctoral candidates can obtain their doctoral certificates only after all their academic papers to meet the basic requirements of the university or affiliated discipline are published. The Academic Degree Office will check on the actual publication status of their academic papers. Any misconduct will be prosecuted university-wide. If the case is viewed as serious, the Senate of the university will discuss and decide how to prosecute.

IV. Identification of the published academic paper category

The identification of core academic journals is based on the Chinese S&T Journal Citation Reports (published by China Technological Information Research Institute) and the Guide to Core Academic Journals in China. The related information can be found on the website <http://coreej.cceu.org.cn/index.html>. EI, SCI, SSCI and etc. can be identified according to the newest announced journal catalogue.

V. Objects

The *HIT Requirements concerning innovative achievements of Doctoral Candidates* in all disciplines will be implemented from the date of promulgation and apply to doctoral students enrolled in 2020 and later, which was adopted by the HIT Degree Committee at the 174th meeting. Doctoral students enrolled in 2019 and before may implement either this requirements or the previous requirements.

If this description is not complete, it shall be carried out according to relevant regulations of each discipline. The *HIT Requirements concerning innovative achievements of Doctoral Candidates* in each discipline shall be interpreted by each sub-committee, and this description shall be interpreted by the Degree Office.

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Regulations of Intellectual Properties Ownership concerning Doctoral Candidates' Achievements during Their Doctoral Studies

According to the regulations of intellectual properties ownership of HIT, for all staff and students of the university, the ownership of their research achievements which have been attained through utilizing HIT resources or executing the university tasks belongs to HIT. As such, the following ownership regulations concerning doctoral candidates are formulated:

For doctoral candidates enrolled through regular procedures, the ownership regarding academic and engineering achievements obtained during their doctoral studies belongs to HIT. Prior to their departure from the university, doctoral students ought to hand over to their supervisor or affiliated discipline a complete set of research materials (including the collected references, experimental devices, experimental data, related software, and varied technical literature). After their graduation, PhD students intend to publish their papers in relation to their doctoral theses, given that the main contents of the paper are the achievements attained during their doctoral studies, the authorship of the institution should be HIT (see the note below); if partial contents of the paper stem from their doctoral thesis, the authorship of the institution should contain

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HIT Management Regulations on Postgraduate Status

Chapter 1 General Regulations

Article 1. In accordance with the *Management Regulations of University Students in Higher Education* issued by the Ministry of Education, People's Republic of China (Order No.41), *HIT Charter*, and relevant laws and provisions, the following regulations are formulated so as to guarantee the normal order of teaching and management, protect students' legitimate rights and interest, educate the socialist builders and successors of all-round development, morally, intellectually, physically, and esthetically. The regulations are applied to all postgraduates who receive formal education authorized by the Ministry of Education of P. R. China.

Article 2. The purpose of postgraduate education is: to adhere to the direction of socialist education, the guiding status of Marxism, the national education policy; to adhere to the fundamental establishment of high moral values in talent cultivation, the core of ideal faith education; to promote Chinese excellent traditional culture and the revolutionary culture, coupled with the advanced socialist culture; to cultivate the students' sense of social responsibility, innovative spirit, and practical ability; to adhere to scientific management of the university according to laws, to strengthen management system and standardize management behavior; to combine management and education, and constantly improve the quality of postgraduate education and the level of service.

Article 3. Students should uphold the leadership of the communist party of China, double efforts to study Marxism-Leninism, Mao Zedong Thoughts, the theoretical system of socialism with Chinese characteristics, the in-depth learning of General Secretary Jinping Xi's important speeches, together with new ideas and novel strategies of governance, firmly establish a common ideal with Chinese characteristics on the road towards socialism, showing self-confidence in terms of routes, theories, system, and culture.

Students should set up a spirit of patriotism, unity, peace, industry and perseverance. Students should strengthen their law awareness, and abide by the constitution, law, rules, civil code of ethics, and university regulations. Students should study hard, explore bravely, and practice actively so as to master modern scientific knowledge, cultural knowledge, and professional skills. Students should play an active role in physical exercises for health in body and mind,

improve the morality, and cultivate their aesthetic taste.

Article 4. The basic principle of student m

delay of the force majeure, these candidates will be viewed as give up the admission qualification.

Article 10. After the enrollment of freshmen, HIT shall conduct review within three months according to the national enrollment regulations, which mainly include the following aspects:

1. Whether the admission procedures are in accordance with the national enrollment regulations;
2. Whether the admission qualification obtained is true or relevant;
3. Whether the identity certificate are consistent with the admission notice, the file of the examinee, and so on;
4. Whether the physical and mental health condition is consistent with the medical examination requirements of the professional category, and capable of the normal study and life at HIT.
5. Whether the professional level of the special type of admission such as art and sports meets the admission requirements.

In the review, if students are found to conduct fraud or malpractice, they shall be regarded as disqualified, with their admission qualification cancelled; if the case is serious, HIT shall hand the investigation over to the department concerned for treatment.

Given that the medical examination shows that the student is not appropriate for study at HIT, diagnosed by a designated hospital ranked as the second-class or above hospital, the new student needs to recuperate at home. In the light of article 9, the admission qualification shall be retained.

Article 11. At the outset of Spring semester or Autumn semester, postgraduates should return to HIT as required, and perform the procedure of registration within two weeks (the Summer semester lasts the Spring semester registration results). Failing to register as scheduled, the candidate must perform the procedure of delay registration.

Failure to pay tuition fees or meet the requirements for registration shall lead to failure of registration.

Those candidates from poor families are allowed to apply for student loan or other forms of financial support. After completing the related procedures, the candidate will be registered.

For those postgraduates who fail to register as scheduled shall be viewed as relinquishing admission qualification, except for the due cause of force majeure.

Chapter 3 Assessment and Records of Scores

Article 12. Postgraduates ought to attend HIT teaching curriculum and all kinds of examinations of the courses prescribed in the educational programs and varied educational practice. The examination falls into two types: exam and check. The related results are recorded in the transcript and the enrollment files.

Article 13. For students failing to pass the examination, they are allowed to re-study the course. Those students should participate in the next term course study and examination, and the results of examination will be normally recorded.

Article 14. The detailed procedures for examination and results recording shall observe the *HIT Regulations on Course Examination and Scores Recording for Postgraduates* (tentative standard)

Article 15. HIT records and issues the real and complete results of examination for students academic achievement. The results obtained from re-examination shall be marked.

Article 16. If a postgraduate violates the examination discipline or cheats in an examination, the exam result of the course shall be invalid, and the report card shall indicate violation or cheating . Disciplinary sanction shall be conducted according to the seriousness of the case. Students with disciplinary sanction such as warning, serious warning, demerit, and probation are allowed for re-examination only if they show better performance after criticism.

The disciplinary requirements of examination room and punishment for cheating in examination shall be handled in accordance with *HIT Regulations on the Examination Discipline and Disciplinary Punishment*.

Article 17. Given that postgraduates are unable to take a part in academic activities prescribed in the educational programs due to illness or other causes should perform the leave procedure in advance. The time of leave within two weeks is subject to the approval of the supervisor and the registration of the related department. If the time of leave more than two weeks, within a month, an application is required, approved by the supervisor and authorized by the director of the department. The case must be reported to the Graduate School for record. The cumulative personal leave in a semester is usually no more than one month. If there is a special case of time off for over a month, the study time shall be extended.

Article 18. Given that postgraduates participate in off-campus activities

such as off-campus practice, social practice, scientific research, and academic exchange arranged by the university and the related school or the supervisor, they a -duty trips shall be authorized and managed by the related school. More than two-week official trips need to report to the Graduate School of HIT for record. The procedure for on-duty trips of postgraduates should observe *HIT Regulations on Official Trips of Postgraduates*.

Article 19. For unauthorized leave or leave without permission for less than two weeks, the candidate will be punished according to actual situation, ranging from criticism of education, warning, serious warning, recording for demerit to probation; for unauthorized leave for more than two weeks (including two weeks), the candidate shall be expelled from the university.

The university shall take no legal responsibility for the candidate during his or her authorized leave or unauthorized leave from the campus.

Article 20. Postgraduates without approval fail to participate in activities of educational / teaching programs required, absent form class for 1/3, are not allowed to take the related course exam. The transcript writes Disqualification , and disciplinary sanction follows such as criticism of education or disciplinary punishment depending upon the seriousness of the case.

Article 21. During the course of postgraduate study, if the candidate is allowed to undertake overseas study, take a part in collaborating program, attend an international conference, or visit family members abroad, the procedure for leave should observe *HIT Regulations on Postgraduates' Leave for Overseas Affairs*.

Article 22. The university shall record the integrity information of students academic and moral aspects appropriately. In case of serious breach of trust, corresponding disciplinary sanction shall be conducted according to related provisions.

Chapter 4 Transfer of Subject and University

Article 23. Postgraduates should generally complete their studies in the admission disciplines. If there are special reasons for transfer of subject such as subject adjustment and work transfer of the supervisor, postgraduates may apply for transfer of subject. After the transfer, master students need to complete the training process of transferring into the subject course, and extend the learning

time by 0.5 to 1 year according to the actual situation.

Article 24. In principle, a graduate student who has not been studying for one year is not allowed to transfer the subject. During the postgraduate period, only one transfer of subject is allowed. The transfer of subject should be examined and approved by the school related, coupled with the consent of the supervisor and submitted to the Graduate School of HIT for approval.

Article 25. A graduate student with a special enrollment, who has a definite agreement with the state or HIT prior to admission, is not allowed to transfer the subject.

Article 26. A graduate student generally is not allowed to transfer to another university. In case of illness or special difficulties, the graduate student could not continue his or her study at HIT, s/he may apply for transfer to another university. One of the following situations may not be justified as sound reasons for the transfer:

1. Learning at HIT less than a semester or a year before graduation;
2. Transferring from a low level of education to a higher education level;
3. Enrolled with targeted employment;
4. Transferring to a university with professional admission control standard higher than that of HIT;
5. Showing no sound reason to transfer.

If a graduate student is required to transfer to another university because of the change of educational conditions instead of person reasons, with the certificate issued by HIT, the graduate student may be transferred by the provincial education administrative department to the same level university.

Article 27. A graduate student needs to submit an application for transfer to another university. After the approval of the supervisor, the director of the related department and HIT Graduate School, authorized by HIT and the targeted university, the transfer can be done. In case of provincial transfer, both the provincial education administrative departments in charge of the transfer need to collaborate and confirm the transfer criteria, thus handling the transfer procedures. The transfer of the registered permanent residence shall be transferred to the local public security department of the university.

In accordance with the relevant regulations of China, HIT shall make a public announcement on the transfer, within 3 months after the transfer, the targeted university shall report to the Administrative Department of Education of

that province for record.

Chapter 5 Suspending and Resuming Schooling

Article 28. Postgraduates are allowed to complete his/her academic work separately, and complete their studies within the maximum period of study required by HIT. A postgraduate may apply for suspending his or her study, provided that the university considers it necessary. With the approval from the university, the candidate may suspend his or her study. Normally, the time for suspending may last as long as half a year or one year. The accumulated time could not exceed two years at most. For general reasons, the suspension accumulated could not exceed a year. Full time postgraduates engaged in entrepreneurship may suspend their study no more than two years. In this regard, the detailed regulations on the suspension of the postgraduates engaged in entrepreneurship can be found in the *HIT Regulations on Students' Entrepreneurship*.

Article 29. Postgraduates with one of the following situations should apply for suspension:

1. Postgraduates could not study on campus due to illness;
2. Postgraduates go abroad for personal reasons;
3. Postgraduates authorized to engage in entrepreneurship as unfinished postgraduates or work as full-time employees in an institution or a firm;
4. Postgraduates with targeted employment suspend their studies on the ground that they are needed to work in the institution or the firm they will serve after graduation;
5. Postgraduates need to suspend their schooling for delivery;
6. Postgraduates need to suspend their schooling because of other emergency.

Article 30. Given that postgraduates need to suspend their schooling for the reasons above, they should fill in the form *HIT Postgraduates' Application for Suspension* via HIT Graduate System, and provide related documents or certificates. With the approval of his or her supervisor, and authorized by the related school (department) and HIT Graduate School, the student may suspend his or her schooling. For postgraduates with targeted employment, they need to present the approval of the institution or the firm they will serve after graduation for the suspension.

Article 31. For postgraduates who apply for the Chinese Liberation Army (including Chinese armed policemen force), HIT shall retain their admission qualification and student status two years after their retirement. During this retaining period, the candidates will not enjoy the treatment for postgraduates, and the university will not assume any legal liability for them.

During the retaining period, the students need to establish management relations with the troops, HIT, and other organizations.

Article 32. Postgraduates suspended from HIT must perform the related procedures. During the period of the suspension, they shall not enjoy the treatment for postgraduates, and the university shall not assume any legal liability for them. The medical expenses of the student should be handled in accordance with the relevant regulations of HIT Hospital and the state.

Article 33. The application for resuming their schooling must be submitted a month earlier before the expiration of the suspension period. With the approval of his or her supervisor, and authorized by the director from the related school (department) and recorded by HIT Graduate School, the student may resume schooling. In the case of suspending for illness, the candidate needs to present the health certificate from the hospital ranked as the second-class or above. After being re-examined and authorized by HIT Hospital or a designated hospital, the candidate will be allowed to resume schooling. Failure to perform procedures as scheduled will be viewed as abandoning postgraduate status, and treated as drop out.

Article 34. During the period of the suspension, if the candidate is found in serious violation of regulations or laws, the qualification for resuming school will be disqualified.

Chapter 6 Drop Out

Article 35. Postgraduates with one of the following situations should drop out:

1. Postgraduates could not complete their studies as scheduled;
2. Postgraduates fail to pass two course examinations though efforts are made to re-study or change their courses;
3. Postgraduates fail to pass the comprehensive evaluation, research proposal, and intermit examination required by the university;
4. Postgraduates could not continue to complete their studies due to

intellectual inadequacy;

5. Postgraduates without leave permission fail to register exceeding two weeks (except for the cause of force majeure);

6. Postgraduates with unauthorized leave do not attend classes over two weeks, fail to return to school for more than two weeks after the leave permitted, or fail to participate in academic activities stipulated by the university;

7. Postgraduates fail to apply for resuming their schooling as required though their admission qualification or suspension is mature; or postgraduates fail to pass re-examination for resuming their schooling and perform procedures for further suspension;

8. With their admission qualification mature, postgraduates fail to apply for enrollment as scheduled;

9. With the confirmation of the designated hospital of HIT, the candidate could not continue to study due to poor health, illness, or unexpected injury;

10. Postgraduates fail to pay tuition fees;

11. The candidate is recognized as cheating in his or her archive, or could not provide key documents;

12. The candidate voluntarily applies for drop out, and others that HIT decides to drop out.

The candidate who applies for drop out needs to perform the related withdraw procedures after the approval of the university.

Article 36. The follow-up issues in relation to drop out shall be handled in the light of the following regulations:

1. For the in service candidate before drop out, the archive and residence booklet will be returned to the original unit;

2. For the graduate before drop out, the candidate failing in their studies shall be reported to *Graduate Employment Department of Heilongjiang Province* to perform procedures for employment in the light of his/her diploma acquired or the related employment policies; within the fixed time, the candidate fails to hunt for a job, and the archive coupled with the residence booklet shall be returned to the original place where s/he comes from;

3. For other candidates, archives coupled with the residence

4. For the drop out due to illness, the candidate should be taken home by the family or guardians of the candidate;
5. For the postgraduate of quitting school, the grants plus varied allowances shall be suspended from the next month on the date of official announcement, and the candidate must leave the university within a week;
6. Tuition refund is subject to the financial regulations of HIT and the state.

Article 37. If the candidate raises an objection to the resolution of drop out, the university shall perform procedures in accordance with *HIT Regulations on Student Appeal*. The candidate of drop-out is not allowed to apply for re-study.

Chapter 7

39 The University decide that the candidate needs to prolong his or her study time.

cle **Article 40.** Given that candidates for the degree of Bachelor of Science in Education (B.S.E.) or more than two degree conferrals, on the condition that they satisfy the basic cycle years of learning, experience, and other requirements, the candidate may be allowed to

learning that is determined in the recruitment, and the personal information that students fill out at the admission. In view of them, HIT confers diploma, degree certificate and other academic certificates.

Reasonable and sufficient reasons are needed, and relevant supporting documents with legal effects are required, if a student wants change his/her name, the date of birth, or other personal information for certificates. After the approval of the university, changer can be made.

Article 47. HIT conducts electronic registration of student status and academic degree according to the relevant regulations of higher education on educational electronic registration management system.

Article 48. For students who have obtained admission qualifications, academic degrees in violation of China's admission requirements, HIT shall cancel their student status, diploma, degree certificate; If these certificates are granted, they shall be revoked. HIT shall revoke the educational certificates and diplomas in case of cheating, plagiarism, and other malpractice.

The revoked education certificate, degree certificate, if registered, HIT shall cancel them and report to the administrative department of education, declaring null and void.

Article 49. If diploma or degree certificate is lost or damaged, after the application of the student and the approval of HIT, the corresponding certificate shall be issued, which is equally authentic as the original one.

Chapter 9 Award and Punishment

Article 50. According to the provisions formulated by the country and the university, postgraduates with outstanding virtues and academic achievements through public appraisal shall be rewarded in the form of honorary title or scholarship, rendering spiritual encouragement and materialistic reward.

Article 51. For students who have violated the laws, regulations and disciplines, HIT shall criticize, depending upon the seriousness of the case, and conduct the following disciplinary sanction:

1. Warning;
2. Serious warning;
3. Demerit;
4. Probation;
5. Expulsion.

The disciplinary sanction can be exercised according to *HIT Regulations on Students' Breach of Disciplines*.

Article 52. If conducting the following behaviors, postgraduates shall be

sanction due to violating regulations and rules may appeal to the university. The appeal shall be handled in accordance with *HIT Regulations on Students' Appeal*.

Chapter 10 Supplementary Provisions

Article 56. The student status management of non-academic education postgraduates, except otherwise provided, shall be performed with the reference to the current regulations.

Article 57. The management of international postgraduates and postgraduates from *Taiwan, Hong Kong and Macao* ought to be implemented with reference to the current regulations.

Article 58. These regulations and rules shall be implemented in September 2017. After the implementation of the current rules and regulations, the original *Detailed Rules and Regulations on HIT Postgraduate Enrollment Management (HIT Graduate School Document [2014] No.359)* shall be abolished simultaneously. If the provisions of other relevant documents are inconsistent with them, the present regulations shall prevail.

Article 59. HIT Graduate School is entitled to explain any questions in relation to the current rules and regulations.

