

Jiangsu Vocational College of Electronics and Information

Regulations on Teaching Management of International Students

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(Trial)

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In order to further grasp the regular teaching management of international students, comprehensively improve the level of teaching management and promote the continuous improvement of the quality of education and teaching of international students, in accordance with the requirements of *The Administrative Measures for Recruiting and Cultivating International Students in Colleges* (No. 42 Decree of the Ministry of Education, the Ministry of Foreign Affairs and the Ministry of Public Security in 2017) and *The Quality Standard for Higher Education of International Students in China (Trial)* (*Teaching Foreign* [2018] No. 50), the regulations are formulated according to the actual situation of the College as follows.

Chapter I Semester Arrangement

Article 1. Each academic year is divided into two semesters: spring and autumn, in which the last 1-2 weeks are the review examination time. The autumn semester which starts in September is the beginning of the new school year, and the spring semester generally starts at the end of February.

Article 2. Summer vacation usually starts at the beginning of July and lasts for about 8 weeks. The winter vacation starts from the middle and late January and lasts for about 4 weeks.

Chapter II Personnel Training Program Formulation, Curriculum Arrangement and Credit Requirements

Article 3. The college shall incorporate the teaching plan for international students into its overall teaching plan, select teachers suitable for international students, and establish and improve the education and teaching quality guarantee system.

Article 4. The personnel training plan for international students shall be formulated by the School of International Education and the secondary colleges of relevant majors and approved by the academic affairs office. The training plan includes training objectives, curriculum system, teaching plan, practical teaching, etc., which meets the requirements of education and teaching standards and norms of corresponding majors, conforms to the talent

training objectives of international students and adapts to the learning characteristics of international students.

Article 5. Courses are divided into compulsory courses and elective courses. Compulsory courses include professional compulsory courses and public compulsory courses, accounting for about 95% of the total class hours; elective courses are generally professional elective courses, accounting for about 5% of the total class hours. Both compulsory courses and elective courses include practical teaching, such as internship, experiment, graduation thesis or graduation design, which generally account for more than 50% of the total class hours. The proportion of class hours is floating according to the guidance of the talent training program of the academic affairs office. *Chinese* and the *General Situation of China* are compulsory courses for foreign students.

Article 6. The organization of teaching practice and social practice by overseas students shall be carried out together with the Chinese students in the college according to the talent training plan; however, when selecting the place of internship or practice, the relevant foreign-related regulations shall be observed.

Article 7. The college adopts the credit system teaching management mode, and the specific credits are determined according to the talent training program. The theoretical course is calculated as 1 credit per 16 class hours; the centralized practical teaching course is calculated as 1 or 2 credits per week, and the credit can be obtained only after passing the course examination.

Article 8. In principle, foreign students in grade one should be assigned to classes separately, mainly focusing on Chinese language courses; in the second and third grades, international students should be arranged for separate classes or join with Chinese students to study professional courses, and the graduation requirements are similar to those of Chinese students.

Chapter III Regulations on Teaching Attendance and Leave

Article 9. All international students shall be on time for class teaching, examination, experiment, practical training and internship as specified in the talent training plan. Students who are absent from class for no more than one sixth of total class hours of a course shall be qualified for attendance.

Teachers can check the attendance of international students according to the list of international students. They can implement various attendance systems (including roll call, spot check, etc.) according to the actual situation, and the attendance situation will be

announced regularly. Every time a foreign student is absent from class, the teacher may deduct a certain amount from his performance scores.

Article 10. If a foreign student asks for leave in advance, he / she shall submit a written application in advance, and a hospital certificate shall be attached when asking for leave due to illness. The Counselor (head teacher) shall be responsible for the examination and approval of leave within 2 days, the Student Management Office of School of International Education shall be responsible for the examination and approval of leave for 3-5 days, and the School of International Education for 6 days or more. If students want to leave Huai'an City, no matter for how long, he or she must obtain the approval of the Student Management Office and then report to the School of International Education for approval. International students should apply to the head teacher and the leader of the School of International Education to cancel the leave in time.

Article 11. Absence without leave or without permission shall be treated as absenteeism. Those who are absent from class for more than 10 class hours in a semester shall be punished as follows:

- (1) If he is absent from class for 10-19 hours, he will be given a warning;
- (2) If he is absent from class for 20-29 hours, he will be given a serious warning;
- (3) Students who are absent from class for 30-39 class hours will be given demerit recording punishment;
- (4) Those who are absent from class for 40-49 class hours or fail to participate in the teaching activities stipulated by the school for one week in a row shall be punished with detention;
- (5) Those who are absent from class for more than 50 class hours (including 50 class hours) or fail to participate in the teaching activities stipulated by the school for two consecutive weeks shall be expelled from school.

If an international student is late or leaves early for no reason for twice, it will be counted as one hour of absenteeism.

Article 12. Leave process.

- (1) International students should apply for leave with the head teacher of their class;
- (2) The leave application form shall be signed by the head teacher of the class and the leader of the School of International Education according to the leave days and approval authority. The counterfoil of the leave application form and relevant materials shall be stored with the head teacher for reference.

Chapter IV Curriculum Assessment and Record of Results

Article 13. International students shall take part in the assessment of the courses and various educational and teaching procedures (hereinafter referred to as “Courses”) stipulated in the school’s educational personnel training program. For the same course, the same assessment method shall be adopted for both international students and Chinese students, except for those specially specified in the syllabus. The assessment results are recorded in the score book and put into the student status file.

The assessment is divided into examination and check. The score evaluation is calculated according to the characteristics of the course according to the method specified in the syllabus. The hundred mark system and grade system can be used. Among them, the grading system is divided into five levels (excellent, good, medium, pass and fail) and two-level system (pass and fail). International students who have achieved 60 points or above (100 points system), pass or above (five level system), or pass (two-level system) are deemed to have passed the course and obtained corresponding course credits.

Article 14. If any of the following circumstances occurs to international students, they are not allowed to take part in the assessment of relevant courses, and they must retake the courses. The fees for re-studying shall be charged according to the standard of Chinese students' retaking fees:

- (1) Absenteeism is more than one sixth of the teaching hours of a course;
- (2) Sick leave, personal leave and absenteeism account for more than one third of the teaching hours of a course;
- (3) One third of course homework undone.

Article 15. If international students are unable to take part in the examination due to illness, business or other special circumstances, they must submit a written application to the School of International Education before the examination, obtain approval and put it on the record of the Academic Affairs Office before the examination can be postponed. Those who fail in the delayed examination must take the course again.

For those who are absent without permission, the course score is zero, and they are not allowed to take the make-up examination. They must go through the re-examination procedures.

Article 16. The School Of International Education shall carry out integrity education for all kinds of international students, and record their academic and academic integrity information. International students should strictly abide by the examination discipline and

academic norms, and strictly prohibit violation of discipline and fraud. Those who commit fraud in the course examination and seriously violate the examination discipline or academic norms will be given a zero score for the course. No make-up examination will be arranged and the course must be retaken. The school will give corresponding punishment according to the *Implementation Rules of Disciplinary Punishment for International Students in Jiangsu Vocational College of Electronics And Information (Trial Implementation)* according to the circumstances and the student's attitude.

Chapter V Teaching Evaluation and Quality Assurance

Article 17. International students have the right to participate in the teaching evaluation activities of various courses. At the end of each semester, international students need to complete the teaching evaluation of each teacher. In addition, the School Of International Education should hold regular seminars for international students, so as to fully understand the feedback and suggestions of foreign students on teachers' teaching, so as to continuously improve teaching and achieve the purpose of improving teaching effect.

Article 18. The school shall carry out quality assurance activities for international students through various channels, focusing on ten aspects: teaching plan, lesson plan preparation, classroom teaching, assignment, examination (test), listening, tutoring, teaching research, Chinese teaching training and professional docking, so as to enhance the standardization, scientificity and effectiveness of teaching management and improve the quality of international students' education .

Chapter VI Supplementary Provisions

Article 19. If a school accepts non-academic degree international students to study professional courses by means of inter-school cooperation, student exchange, visiting study, etc., it shall implement teaching management such as attendance check and examination assessment in accordance with the requirements of this management regulation, and provide truthfully record documents such as course transcripts, learning certificates, credits and class hours.

Article 20. A "graduation certificate" shall be issued to those who fail to pass the graduation thesis (graduation project) or academic performance. Students that drop out of school can get "learning certificate" according to their requirement.

Article 21. Other regulations on teaching operation management, quality management, practical teaching management, teaching reform and construction shall be implemented in

accordance with the relevant teaching management requirements of the University.

Article 22. The College of the International Education shall have the right of interpreting the regulations, which take effect from the date of promulgation.