

# Regulations on Academic Achievement Assessment for Graduate Students of Southeast University

Article 1 Graduates students must be assessed through each stage of the graduate studies and must reach the passing grade and above before being granted full credits.

Article 2 Graduate students must be assessed through each stage of the graduate studies by a comprehensive examination testing the mastery of specialized knowledge and essential skills. Students' ability to think and work independently shall also be assessed.

Article 3 The following three assessments can be adopted through different stages of graduate studies:

1. Examinations are to be conducted at the end of courses, apart from evaluations during the day-to-day teaching. Examinations take the form of written test, oral test, or written-plus-oral test. Open-book and closed-book examination are both optional. Closed-book written examinations are usually adopted in degree courses where the course teacher may determine the examination method in other courses.

2. Non-examination assessments are adopted in evaluating students' practices in teaching, production, and social surveys, as well as their academic reports and monographic studies. Non-examination assessments mainly evaluate the progress, quality and academic attitudes in completing the practices.

3. The assessment of graduate thesis is conducted by thesis defense.

Article 4 The hundred-mark system is adopted in assessing graduate students' academic performance. The final grade gives priority to the scores of the course examination while taking into account the student's daily performance. Students who miss more than one-third of the course hours, or are marked with 'Absence' three times, or fail to submit assignments (including experimental reports) three times, are not allowed to sit the examination. The grade of the course shall be recorded as a "Zero" mark and students can only retake the course rather than resitting. Assessments for a course spanning two or more semesters shall be conducted separately in each semester, with the grades given separately in each semester.

Article 5 Examinations of graduate courses are generally scheduled to take place within two weeks before the end of the semester. The examination schedule and venue of all general courses are approved by course teachers before being published by the Graduate School. Examination schedule of specialized courses are published by schools (departments, institutes). Teachers and graduate students concerned should attend examinations in accordance with the scheduled time and venue. Any changes are not allowed without authorization.

Article 6 Graduate students who are unable to sit the examination on time due to illnesses or personal reasons and have obtained leave of absence approved by the head of the school (department, institute), who should be in charge of the graduate program, are allowed to make an application to the Graduate School for sitting a delayed examination or retaking the course. Approved students can resit at the beginning of the next semester, or reselect the course online and take the examination in the available semester. Credits can only be granted after the student passes the examination.

Article 7 For a graduate student who does not sit examination on time without solid reasons, the course grade shall be recorded as a "Zero" mark. For a graduate student who violates regulations or commits cheating during examination, the course grade shall be recorded as a "Zero" mark and marked with "Disciplinary Violation" or "Cheating in Exam". The student is to be punished accordingly depending on the circumstance (refer to "Regulations on Disciplinary Actions for Students of Southeast University" for more details).

Article 8 Should students fail degree course examinations, they shall resit or retake the courses with relevant procedures having been approved by the Graduate School. Should students fail the resits, they must retake the course and pass the examination to obtain the credits. Should students fail the examination again after retaking the course, they shall be expelled. Grades of resits or retaken courses are to be recorded faithfully, and "Resit" or "Retaken" are to be marked on the transcript.

Article 9 Should students fail the examination of a non-degree course and the after make-up examination, they shall take another alternative non-degree course. Should the obtained credits have met the requirements of the graduate program and the personal program proposal, students may choose not to retake the non-degree course or other courses. The grade of the non-degree course is

not to be recorded in the personal file on the condition that an application (once-only) must be filed by the student, approved by the supervisor and the head of the school (department, institute), and submitted to the Graduate School for the record.

Article 10 Graduate students should timely check their grades online according to the personal graduate program and their course selection. Students must obtain the needed credits in time to be allowed to attend thesis defense.

Article 11 The above regulations shall be interpreted by the Graduate School.