

Regulations on Course Selection for Graduate Students of Southeast University

Chapter One General Provisions

Article 1 The teaching and the management of graduate courses are jointly supervised by the University and schools (departments, institutes). In addition to the overall arrangement of the courses, the Graduate School is responsible for the organization and the management of general courses. Specialized courses are organized by schools (departments, institutes).

Article 2 Graduate courses of the University include doctoral and master's courses, whose numbers are denoted by B and S respectively.

Article 3 By referring to graduate programs for disciplines and majors, the first-year graduates are expected to formulate a personal program proposal under the guidance of the supervisor before submitting it online with supervisor's permission. Graduate students need participate in online course selections each semester (except for approved exempt courses). The selected courses should be under the course catalogue of the current year and be consistent with the program proposal submitted by the student. If the selected degree courses are not included in the graduate program, the program proposal can only be changed on the condition that the student must fill out the "Change Request Form for Graduate Program", which must be signed (stamped) by the supervisor and submitted to the Graduate School for the record.

Article 4 Graduate students who have completed all the courses and passed the examinations are expected to obtain the credits of the courses. Course teachers shall not allow the students who fail to complete online course selection to sit examination(s), and the scores of the examination(s) are not to be recognized.

Article 5 In each semester, the selected courses are only available if registered graduate students reach a certain number.

Master's courses with less than 5 students and doctoral courses with less than 10 students shall be reviewed and approved by the Graduate School.

Chapter Two Management of Course Selection

Article 6 Doctoral candidates shall complete all the courses with full credits in the first academic year. Master's candidates should complete degree courses in the first academic year and complete all other courses within one and a half academic years.

Article 7 In the first semester, first-year graduate students shall submit their program proposals online and print them in triplicate which need to be signed by the supervisor. Each of the proposals is to be retained by the supervisor, the academic secretary of the school (department, institute), and the student per se (to be put into the student personal file on graduation). In each semester, course selection form needs to be submitted online and printed in duplicate. The forms shall be approved and signed by the supervisor, with one copy submitted to the academic secretary of the school (department, institute) for the record and the other copy kept by the students per se. (Note: Printed program proposal and course selection form for each semester must be signed by the supervisor before taking effect).

Article 8 The specific schedule for online course selection in each semester will be published on the website of the Graduate School in a timely manner.

Article 9 Selected courses approved by the supervisor, in principle, shall not be changed without a solid reason. Should students require any change, withdrawal, or re-selection among preselected courses in case of course suspension, change of schedule, and other reasons, a written application shall be submitted within the prescribed time to the Graduate School after being approved and signed by the supervisor. The application is not to be accepted after the prescribed time. Should a student quit the selected courses or does not sit examinations, a "Zero" mark is to be recorded in transcripts with an annotation of "Absence from Examination" according to the provisions in "Regulations on Examination Management for Graduate Students of Southeast University". The examination scores of graduate students who do not submit course selection online are to be considered invalid and not to be recorded.

Article 10 Graduate students shall select courses within the University. Courses that must be attended in other educational institutions should be approved by the supervisor, the head of the school (department, institute) and the Graduate School. The University recognizes the credits based on transcripts and original examination papers provided by other educational institutions hosting the courses should students pass the examinations. The credits are not to be granted if any

of the above-mentioned procedures is not completed. Intercollegiate selected courses approved by the Graduate School are standard courses, rather than course auditing.

Article 11 Doctoral candidates may select no more than two master degree courses with the supervisor's approval. Half of the original credits are to be granted to students taking first-level interdisciplinary master degree courses and no credits to be granted to students taking non-interdisciplinary master degree courses.

Article 12 The above regulations shall be interpreted by the Graduate School.