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Regulations on Management of AHUT International Student Status

Article 1 The following regulations are enacted for the purposes of completing the teaching affairs, implementing the target of cultivating qualified students.

Article 2 The regulations shall be applicable to the international students with full-time enrollment in AHUT.

Article 3 It is Academic Year System for international students.

Chapter I Enrollment and Registration

Article 4 The new student must come to school to register with the Admission Notice and other relevant documents before the deadline of the registration. The student who could not register on time due to special reasons, must ask for leave. Generally, the duration of leave could not overstep two weeks. For those who fail to ask for leave and fail to register two weeks after the deadline of the registration, their qualification of enrollment will be cancelled. The student who could not register on time due to some special difficulties can ask for suspension of study with a written report, and the duration of suspension will be one year if it is admitted. The student who asks for suspension of study, he/she must apply for resumption of study before the first semester of the coming academic year, or his/her the qualification of enrollment will be cancelled.

Article 5 The new student will get the student position at AHUT after he/she passes the background information rechecking within 3 months after his/her enrollment. If not, their qualification of studying at AHUT will be cancelled.

Article 6 The new student must take physical examination when he/she arrives at the University. If the student is found with some disease and

could recover with short-term treatment, then he/she can ask for one-year suspension of study. The student who asks for suspension of study must apply for resumption of study before the first semester of the coming academic year and provide the proof of his/her recovery from the national public hospital. If the student could not pass the physical exam or overstep the deadline of registration, his/her qualification of enrollment will be cancelled.

Article 7 The current student must register at the time specified by the University every academic year to keep their student positions. Students who could not come to school to register must ask for leave, but the duration of leave could not overstep two weeks. Anyone who fails to ask for leave and does not come to school to register in two weeks after the semester starts will lose the student position and his/her studies at AHUT will be terminated.

Article 8 All the students must pay fees for tuition accommodation, residence permits, medical insurance, etc. at the time specified by the University to make their registration effective.

Article 9 The student who wants to leave the university after he/she has paid the tuition and the accommodation fees, a portion of the tuition and the accommodation fees will be refunded if the student submits the application of withdrawing from the university in the first month after the semester begins. If the student applies in the last month of the semester

for withdrawal, all fees of this semester will not be refunded.

Article 10 All the students should comply with regulations and disciplines of the University and fulfill the curriculum requirements.

Chapter II Suspension of Studies and Resumption of Studies

Article 11 The Student should suspend his/her study if any of the following situations occurred:

- a. The student who is sick examined by the appointed hospital and the sick leave will overrun 6 weeks in one semester.
- b. The accumulated leave overrun 8 weeks in one semester.
- c. The student applies for suspension of study due to special circumstance or the school decides the student should have his/her study suspended.

Article 12 The student who apply for suspension of study must submit a written application by themselves to the School of International Education to receive the granted permission, and study will not be resumed and the status of study will be canceled if the students don't apply for study resumption.

Article 13 The time limit of suspension of study is usually one year.

Article 14 The procedures of resumption are as follows,

- a. If the student suspended his/her studies due to physical illness, upon resumption of studies, a health certificate issued by a public hospital in the country of origin must be submitted to School of International

Education two months ahead of resumption of study. Studies can be resumed only after permission granted by the University. A health re-examination certificate of Quarantine bureau of Anhui is also necessary before resumption.

b. If the student suspends his/her study due to urgent business, upon resumption of studies, specified certificate must be submitted to School of International Education some time ahead of resumption of study. After receiving permission, the student will join the next grade.

c. The student will be canceled the resumption if he/she violates the law or other relevant regulation in suspension.

Article 15 The student in the suspension of study will not be taken as a student of AHUT.

Article 16 The school will keep the student's status for two years if the student goes to study self-financed in other country. Otherwise the school will keep Student's status only once. The student credits received in foreign universities which accords with the curriculum of AHMU will be accepted and charged to our school grades archives, provided that the teaching administration of the foreign university provides with certificate or evidence. Credits which are not in our curriculum will be recorded as elective courses.

Article 17 The procedures of suspension of study will be carried out according to other relevant regulation.

Chapter III Termination of Studies

Article 18 The student should leave the university if any of the following situations occurred:

1. Break the rules and regulations of People's Republic of China
2. Have 2/3 of the subjects failed in one semester (before make-up exam) or have half of the subjects or more failed in one academic year.
3. Overrun the longest duration of study in school due to any reason.
4. Do not go through resumption formalities when the suspension time is expired.
5. Truancies in each semester add up to 60 periods of classes.
6. Haven't attended class for two weeks continuously without permission.
7. Cannot pass re-examination on resumption of studies.
8. Overrun the deadline of registration without any reason.
9. Serious diseases are diagnosed or have severe disability accidentally that cannot complete studies.
10. Demand for leaving the university personally.

Article 19 The student's leaving school must be approved by School of International Education and decided by Office of President. Finally, the decision to cancel the student position will be reported to Office of Education of Anhui Province.

Article 20 The procedures of leaving school must be carried out within one week after the decision was made.

Article 21 the student who was ordered to leave or was expelled, the School of International Education will neither go through any transferring formalities, nor issue a NOC certificate.