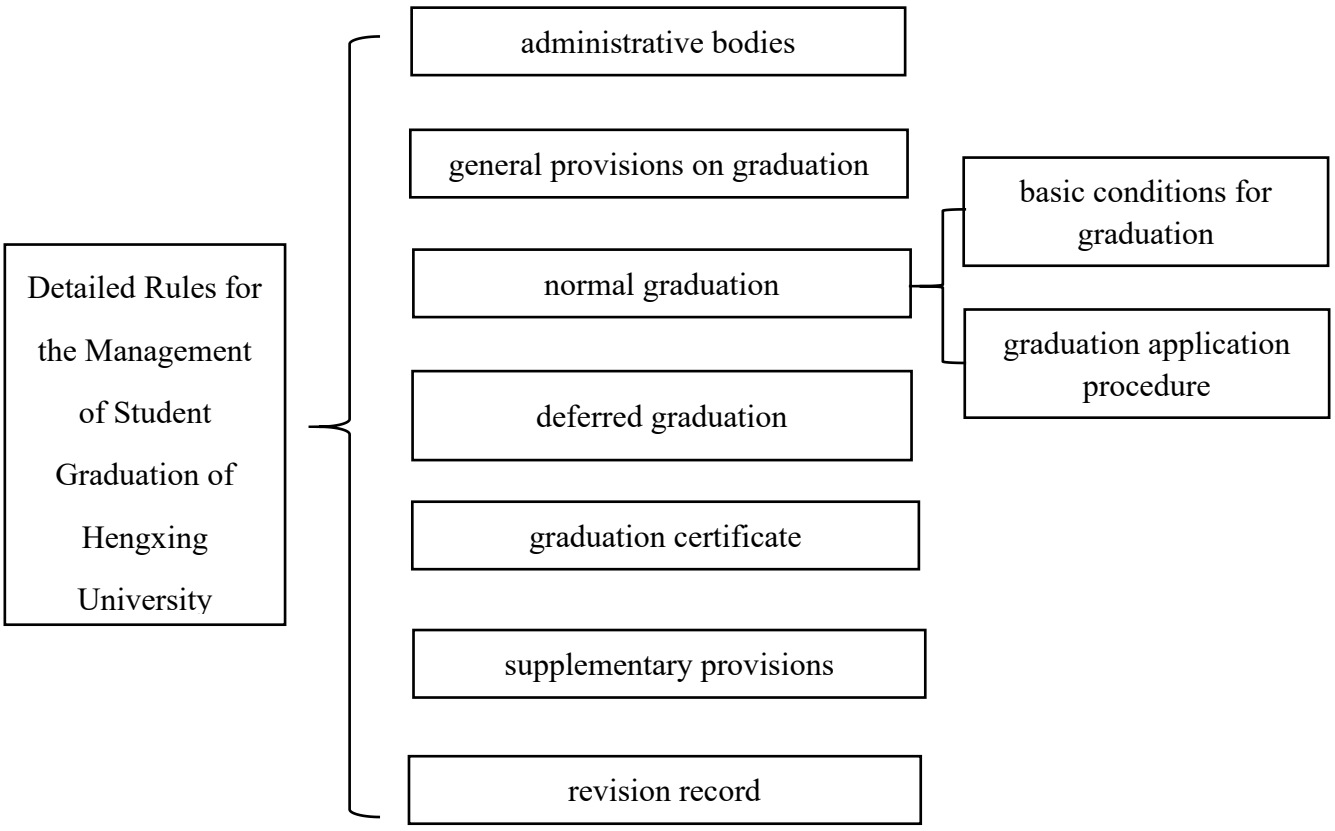
Detailed Rules for the Management of Student Graduation of Hengxing University

Purpose, Basis and Scope of Application In order to effectively standardize the University's graduation management, improve the quality of applied talent training, specify the conditions for graduation, standardize graduation procedures and protect the lawful rights and interests of students, these Rules are formulated in accordance with the *Higher Education Law of the People's Republic of China*, the Provisions on the Administration of Students in Regular Institutions of Higher Education , the *Provisions of Shandong Province on the Management of the Credit System in Regular Institutions of Higher Education* and other laws, regulations and the spirit of relevant national policies, as well as the *Detailed Rules for the Management of Student Status of Hengxing University*. These Rules apply to all graduates of the University at all levels and of all types.

Overview chart



1. Administrative Bodies

The University's graduation management shall follow the principles of law-based management, strict process control, standardized and efficient operation, and a student-centered approach.

The Academic Affairs Office shall be responsible for drafting, revising, interpreting and implementing the regulations and requests for instructions relating to graduation management; for reporting the electronic data of graduates to the higher education authorities; and for the management, review and compilation of credits for laboratory work, practical training, on-the-job practical training, skills competitions and innovation competitions.

The Student Affairs Office shall be responsible for the management, review and compilation of credits for military training, comprehensive quality and social practice undertaken by students during their studies at the University.

The Innovation and Entrepreneurship Office (School of Innovation and Entrepreneurship) shall be responsible for the management, review and compilation of credits for innovation and entrepreneurship activities and business incubation; it shall also be responsible for reporting and supplementing the source data of graduates, organizing graduates to sign employment agreements, preparing the employment plan and dispatch arrangements, and processing employment registration certificates.

Each college shall be responsible for the preliminary review of the graduation eligibility of all graduates at all levels and of all types within the college, for the collection and issuance of graduation certificates, and for arranging the procedures for leaving the University.

Other relevant departments of the University, including the University Office, the Finance Office, the Security Office, the Logistics Office, the Library and the Science and Technology Office, shall, within the scope of their respective duties, assist in the review of graduation eligibility and in the completion of graduation and departure procedures for graduates.

2. General Provisions on Graduation

The basic length of study for regular undergraduate programmes is four years, and for regular junior college programmes three years.

A flexible system of study shall be implemented. Students in regular undergraduate programmes with a basic length of study of four years may complete their studies within 3-6 years, and students in regular junior college programmes with a basic length of study of three years may complete their studies within 3-5 years. Students may, in light of their own circumstances, extend or shorten their period of study at the University, except that students in regular junior college programmes may not shorten their period of study below three years.

The length of study for graduates of certain Sino-foreign cooperative programmes, and of programmes at levels or of types for which the State or the University provides otherwise, shall be governed by the admission prospectus published by the University in the year of application.

3. Normal Graduation

3.1 Basic Conditions for Graduation

(1) A firm political stance, with performance in overall competence during study meeting the University's requirements, as controlled by the Student Affairs Office through the competence performance score.

(2) Completion of the courses prescribed in the curriculum plan within the prescribed length of study, passing of the examinations and assessments, and acquisition of the credits required for graduation, as controlled by the Academic Affairs Office through course credits.

(3) Completion, within the prescribed length of study, of the compulsory practice-based courses and the elective projects under the teaching model of “work-study alternation and on-the-job training”, development of general abilities, professional abilities and innovation and entrepreneurship abilities, and acquisition of the benchmark credits prescribed by the practice-based teaching system, as controlled mainly by the Practice Department, the Student Affairs Office, the Science and Technology Office and the Office of Innovation, Entrepreneurship and Employment.

(4) Settlement of fees during study.

(5) Other graduation conditions to be met for graduation from certain levels or programmes.

3.2 Graduation Application Procedure

(1) Students may check their credit acquisition at any time on the self-service platform of the teaching management system and, against the basic conditions for graduation in 3.1 of these Rules, keep informed of their real-time gap; they are entitled to lodge appeals with the corresponding functional offices on matters concerning the basic conditions for graduation and to provide supporting documents; the functional offices shall, within the scope of their job duties and procedures, provide access and convenience at any time for students to study without hindrance and obtain credits.

(2) At the end of April each year, the teaching management system reviews, determines and compiles whether students have met the basic conditions for graduation prescribed in 3.1 of these Rules during their study, and informs, through the colleges, those students who have not met the basic conditions for graduation.

(3) In the first week of June, the Academic Affairs Office produces the *List of Students Applying for Graduation of Hengxing University* for the Year, and submits it to the University leader in charge for review and approval.

(4) After approval, the Academic Affairs Office drafts the decision on student graduation for the year and, together with the *List of Students Applying for Graduation of Hengxing University* , submits it to the President's Office Meeting for deliberation and approval; the decision shall be signed and issued by the President or the Vice President in charge authorized by the President and reported to the competent higher education authority at the higher level.

(5) The University's graduation decision for the year shall be announced in accordance with the relevant provisions and read out at the commencement ceremony.

(6) Students shall complete school-leaving procedures within the time prescribed by the University, mainly including the campus card, household registration transfer,

mailing of student records, Party and League membership records, the employment registration certificate, return of borrowed books and check-out from dormitories.

(7) Those who fail to complete school-leaving procedures within the time and under the procedures prescribed by the University shall have their records issued by the Archives Office.

(8) The University does not arrange any make-up examinations or final clearing examinations; students shall register for course retakes and obtain credits in accordance with the *Detailed Rules for the Management of Course Retakes of Hengxing University*.

4. Deferred Graduation

Students who fail to complete their studies within the prescribed basic length of study may apply for deferred graduation and extend their length of study appropriately. After applying for deferred graduation, students who, through retaking courses at the University, meet the University's graduation conditions may apply for graduation during the graduation application period in accordance with the procedure prescribed in 3.2 of these Rules.

During the period of retaking courses at the University, accommodation fees shall be calculated by the semester in which the retakes actually take place; the tuition fee for student status registration shall be calculated on an academic-year basis; the tuition fee for retaken courses shall be calculated by the number of credits actually retaken, at the unchanged rate.

Students retaking courses at the University shall no longer be assessed for the various scholarships available within the basic length of study.

In June each year, the Academic Affairs Office regularly handles the student status of students who have exceeded the maximum length of study and have not been approved to continue their studies, in accordance with the *Detailed Rules for the Management of Student Status of Hengxing University.*

5. Graduation Certificate

A graduation certificate shall be completed and issued in strict accordance with the educational level, programme and basic length of study determined at the time of admission.

The following particulars and identification shall be recorded and annotated on the graduation certificate:

(1) personal particulars such as the student's name, gender, ethnicity, date of birth, ID card number and photograph;

(2) student status particulars such as the dates of enrolment and completion, the programme (specialisation) studied, the mode of study and the length of study;

(3) the graduation certificate number, uniformly assigned in accordance with national and University provisions, the date of graduation and other information;

(4) University information such as the University seal, the University embossed seal and the President's seal;

(5) other information.

The date of graduation recorded on the graduation certificate shall be 28 June each year, and the commencement ceremony shall be held on 2 July each year.

6. Supplementary Provisions

6.1 Matters such as completion of study without graduation and incompletion of study shall be governed by the relevant provisions of the Detailed Rules for the Management of Student Status of Qingdao Hengxing University of Science and Technology.

6.2 These Rules shall be interpreted by the Academic Affairs Office and shall come into force on the date of their approval by the President's Office Meeting.

7. Revision Record