

Supplemental Provisions for Dual-Registered Students’ Status Management

The Sino-British College of USST (SBC) is a jointly-established international college registered with the Chinese Ministry of Education. According to the limited quota issued by the Chinese Ministry of Education, it recruits dual registered students with the pathway 4+0 (which means 4-year study at SBC). An advanced British education system and management system is adopted at SBC. SBC also has a Learning, Teaching and Quality Committee, responsible for all the academic relevant issues. In accordance with *the Regulations of the People’s Republic of China on Chinese-Foreign Cooperation in Running Schools and its relevant implementation measures* and *the Regulations of the University of Shanghai for Science and Technology on undergraduate Student Status*, the Supplemental Provisions for Dual-Registered Students’ Status Management are formulated as shown below.

1. Major (Programme) Selection

Once selecting a major, students are required to finish the modules of their initial programme in the given period without permission for any programme transferring.

2. Repeat and Retake

There are two types of SBC modules, which are UK modules and Chinese modules. UK modules generally apply an academic year system and progression policy under the influence of British education. Differences may exist among programmes because of different teaching management systems of the UK partner universities. At the end of every academic year, UK side provides progression decision on students’ academic status (such as progress, repeat and cannot continue, etc.). Students’ retaking modules required by UK side following a failed first attempt must achieve the required credits in their repeating year to progress to the next level of study. If they fail to achieve the required credits following a repeating attempt, UK side is authorized to unilaterally terminate their programme with the decision of Cannot Continue. Regarding the Chinese modules, a credit system is employed.

Students can apply for retaking modules to the USST Registry after failing the Chinese module during the given period of study.

3. Treatment for Cannot Continue

When a student's progression decision made by UK side is Cannot Continue, the Learning, Teaching and Quality Committee will review his/her progression decision. If it turns out the student cannot continue studying at SBC, the Committee will issue the Withdrawal Proposal of SBC (see the Attachment 1) and submit it to USST for approval. After the approval, the student will withdraw from USST and go through the relevant procedure.

4. Module-taking Scheme for USST Bachelor Degree and Diploma

After the students or their parents sign the Withdrawal Proposal of SBC, they should go through withdraw procedure in time. The fact that the progression decision by UK side is Cannot Continue and the student has withdrawn from USST remains unchanged no matter whether the students or their parents sign the Proposal or go through procedure or not. However, if the students would like to continue pursuing USST Bachelor degree and diploma, they will need to fill in the Application for Continuing Pursuing USST Bachelor Degree and Diploma (see the Attachment 2) and Parents Confirmation of Student's Continuing Pursuing USST Bachelor Degree and Diploma (see the Attachment 3), and submit them to SBC for approval.

The Learning, Teaching and Quality Committee is supposed to discuss their application and confirmation. If the Committee approves, SBC will provide a module-taking scheme of their following period of study. Meanwhile, on the page of module-taking scheme the students and their parents should sign a commitment that they fully agree with and will conduct the scheme proposed by USST and SBC. SBC will submit the documents of application, confirmation and scheme to USST for approval. If USST approves, the students will be allowed to continue study for USST Bachelor Degree and Diploma. If USST disapproves, the students will be regarded as withdraw in the light of the *Item 3 Treatment for Cannot Continue*.

The students need pay the tuition fee and other expenses according to the charging standards unified by Sino-foreign cooperatively-run schools during the period of continuing pursuing USST Bachelor degree and diploma. Their USST graduation requirements and USST Bachelor Degree awarding will be implemented according to *the Regulations of the University of Shanghai for Science and Technology on undergraduate Student Status* and *the Regulations of the University of Shanghai for Science and Technology on undergraduate Bachelor Degree Awarding*. If the students or their parents disagree with the payment mentioned above or do not pay in full, the students will be regarded as withdraw in the light of the *Item 3*.

5. This supplemental provisions are discussed and approved by SBC Learning, Teaching and Quality Committee and SBC Executive Meeting and are reported to the SBC Management Council Meeting for approval.

6. This supplemental provisions will go into effect since September 1st, 2018. Henceforth, the Supplemental Provisions for Dual Registered USST Students' Status Management (Trial) released on September 20th, 2017 will be considered null and void. Please be subject to the supplemental provisions if any discrepancy arises in other regulations.

7. SBC reserves the right of final explanation.

July 27, 2018

Attachment 1:

Withdrawal Proposal of SBC

Student (Name_____, Student No._____) failed to meet the progression requirements of UK side (Programme_____of _____) with the progression decision of Cannot Continue. The progression decision has been reviewed by the Learning, Teaching and Quality Committee, turning out that the student cannot continue studying at SBC. It is suggested that the student will withdraw from SBC.

**Signature of the Director of Learning, Teaching and Quality
Committee:**

Date:

Signature of SBC Leadership:

Date:

Signature of the student or the parents:

Date:

Attachment 2:

Application for Continuing Pursuing USST Bachelor Degree and Diploma

Name		ID No.	
Programme		Year of Entry	
Reason of Application	Failed to meet the progression requirements of UK side (Programme_____of _____) with the progression decision of Cannot Continue.		
Apply for	Continuing Pursuing USST Bachelor Degree and Diploma		
I promise: 1. I fully agree to conduct the scheme proposed by USST and SBC, and will finish the registration and other procedures required by USST Registry on time and complete my study. 2. I fully understand that my USST graduation requirements and USST Bachelor Degree awarding will be implemented according to <i>the Regulations of the University of Shanghai for Science and Technology on undergraduate Student Status</i> and <i>the Regulations of the University of Shanghai for Science and Technology on undergraduate Bachelor Degree Awarding</i> . 3. I agree to pay the tuition fee and other expenses according to the charging standards unified by Sino-foreign cooperatively-run schools during the period of his/her continuing pursuing USST Bachelor degree and diploma. <p style="text-align: right;">Signature of Applicant: Date of Application:</p>			
Recommendation of the Director of Learning, Teaching and Quality: <p style="text-align: right;">Signature: Date:</p>			
Recommendation of SBC: <p style="text-align: right;">Signature: Date:</p>			
Recommendation of USST Registry: <p style="text-align: right;">Signature: Date:</p>			

Attachment 3

**Parents Confirmation of Student's Continuing Pursuing USST
Bachelor Degree and Diploma**

I (Name_____, ID Card No._____) am the father/mother of the student (Name_____, Student No._____) of SBC. I acknowledge that my child has withdrawn for failing to meet the progression requirements of UK side (Programme_____of _____) with the progression decision of Cannot Continue.

I confirm and fully agree with him/her to conduct the scheme proposed by USST and SBC for continuing pursuing USST Bachelor degree and diploma. Also I will supervise him/her to finish the registration and other procedures required by USST Registry on time and complete his/her study. I understand that his/her USST graduation requirements and USST Bachelor Degree awarding will be implemented according to *the Regulations of the University of Shanghai for Science and Technology on undergraduate Student Status* and *the Regulations of the University of Shanghai for Science and Technology on undergraduate Bachelor Degree Awarding*. Furthermore, I am informed of and agree to pay the tuition fee and other expenses according to the charging standards unified by Sino-foreign cooperatively-run schools during the period of his/her continuing pursuing USST Bachelor degree and diploma.

Confirmed by:

Date: