

北京航空航天大学国际学院
关于留学研究生课程学习及成绩管理规定（试行）

（2014年7月修订）

**Rules of the International School of Beihang University on Course Study
Management for International Postgraduates**

(Revised in July, 2014)

一、课程及学分要求

Part one Requirements for Courses and Credits

1. 需根据《来华留学研究生培养工作的基本规定》的要求，完成课程学习。
International postgraduates should complete course study as per provisions of the *Regulations on Training and Management of International Postgraduates*.
2. 留学研究生必须按照《课程学习计划》选修课程。
International postgraduates must select courses as per the *Course Study Training Plan*.

二、选课

Part Two Course Selection

3. 凡在《课程学习计划》中规定的各门课程，均需参加考核。考核通过者方能获得相应学分。
For any course prescribed in the *Course Study Training Plan*, examinations must be taken. International postgraduates may get corresponding credits only upon passing such examinations.
4. 留学研究生选学所有课程都必须办理选课手续。
Formalities must be handled for international postgraduates to select courses.
5. 留学研究生和专业进修生应按学期在规定的时限内上网选课。超过选课规定截止日期后，停止办理选课与退课手续。未办理选课手续不允许插班听课，不能参加课程考试或考查，不予记载课程成绩。
International postgraduates and visiting students should select courses online within the time limit by term. Procedures for selecting or quitting courses will be closed after the deadline. Anyone who has not gone through such formalities is not allowed to attend classes as part-time students and to take course examinations or appraisals, and relevant course grades will not be recorded.
6. 凡已办理选课手续的课程，留学研究生必须参加该门课程的考试或考查；旷考、或未按教师要求完成课程教学环节，课程成绩按“0”分记载，并计1门次不及格。
With respect to any course for which the attending procedures have been handled, international postgraduates must attend examinations or appraisals for the course; Absence from such examinations or failure to complete the course teaching links as per the teachers' requirements, the course score will be credited as zero and 1 course/time failure will be counted.

三、 课堂纪律要求

Part Three Classroom Discipline

7. 因事、因病请假, 应按照相关管理规定办理请假手续。凡未请假而缺课者, 视为旷课。
For leaves taken due to personal affairs or sick leaves, leave taking procedures should be handled as per relevant rules. For class absence without taking a leave, such absence shall be recorded as truancy.
8. 不迟到, 不早退。
Do not be late for or leave early from class.
9. 迟到 15 分钟者或早退 15 分钟者视为旷课。
To be late for or to leave early from class for 15 minutes or more shall be regarded as truancy.
10. 应自觉遵守课堂纪律, 上课着装整洁, 认真听讲; 上课时间不得随意出入教室、吸烟、吃东西或接听电话。
Students shall abide by classroom disciplines, including dressing neatly and listening to lectures attentively. Leaving classroom, smoking eating and receiving phone calls during lectures without permission are not allowed.
11. 凡 1 门课程累计缺课学时达到或超过总学时的 1/3 者, 取消该课程的考试资格, 课程成绩按“0”分记载。
Where the accumulated credit hours of absence for any course reaches one third of total credit hours or more, disqualification to attend the course examination shall be executed and the course score will be credited as zero.
12. 对严重违反课程纪律, 经任课教师警告多次不改者, 取消听课资格, 课程成绩按“0”分记载。
Where any severe breach of course disciplines takes place and no correction of such breach is made in spite of sufficient quantity of warnings, disqualification to attend the course shall be executed and the course score will be credited as zero.

四、 考试

Part Four Examinations

13. 留学研究生必须按照规定的时间参加考试, 不得因个人原因提出提前或推迟考试; 因事、因病不能参加考试者, 需提前提交请假手续, 并报开课单位研究生教学办公室, 否则视为“旷考”, 课程成绩按“0”分记载, 并计 1 门次不及格。
International postgraduates shall attend any examination at the prescribed time and may not propose attending such examination before or after the prescribed time for any private reason; for failure to attend such examination because of reasonable affair or sickness, application for leave must be submitted in advance and reported to the graduate education office of the course offering unit, otherwise, such failure shall be deemed as skipping such examination, the course score will be credited as zero, and 1 course/time failure will be counted accordingly.
14. 以报告形式作为考核的课程, 没有按时提交考试报告者, 视为“旷考”, 课程成绩按“0”分记载, 并计 1 门次不及格。
Where the examination of any course is attended by presenting a report, failure to present

such report on time shall be deemed as “skipping the examination”, and the course score will be credited as zero and 1 course/time failure will be counted accordingly.

15. 留学研究生应服从主监考及其他监考人员指挥，严重违反考场纪律或作弊者，立即取消考试资格，课程成绩按“0”分记载，并计 1 门次不及格。

International postgraduates shall obey the command of the chief supervisor and other supervising personnel for the examination. Where any severe violation of the disciplines for the examination venue or cheating takes place during an examination, immediate disqualification to attend such examination shall be executed, the course score will be credited as zero and 1 course/time failure will be counted accordingly.

16. 留学研究生必须按照考试规定时间提前进入考场，迟到 15 分钟不得入场；考生须在开考 30 分钟后方可交卷退场。

International postgraduates must reach the examination venue before the prescribed examination time. With respect to any late arrival for 15 minutes or more, the student is not allowed to enter the examination venue, and he/she is allowed to hand over the examination paper and quit the venue only after 30 minutes since the beginning of the examination.

17. 研究生进入考场，必须带好必要的文具，考试中禁止互相借用工具；手机应调为静音；书籍、笔记本、有关资料均不得放在桌面上（开卷考试除外）。考试过程中不能与别人交谈，不准抄袭或偷看他人答案，不准夹带、换卷等。违反上述规定者，课程成绩按“0”分记载，并计 1 门次不及格。

International postgraduates must enter the examination venue with necessary stationeries. Any borrowing or lending of examination tools during an examination is not allowed; the cell phone shall be set in the mute status; any book, notebook or relevant materials may not be put on the desk (except the case of an open-book examination). In the course of an examination, talking, plagiarizing, peeping at the answer of any other examinee, carrying secretly or exchanging examination papers is not allowed. In case of violating any of the above-mentioned rules, the score of the course will be credited as zero and 1 course/time failure will be counted accordingly.

18. 考试过程中学生需要离开考场时要举手示意，取得监考老师同意后方可离座。

Where any leave out of the examination venue is required during an examination, raising hand as a signal shall be performed and seat leaving shall be performed only with the permission of the supervising personnel.

19. 应自觉维护考场秩序，保持安静，保持考场卫生，提交考卷后离开考场，不得在考场附近逗留或议论。

The order of an examination venue shall be maintained actively. Keep the examination venue quiet and clean. Leave the examination venue immediately after submitting the examination paper without loitering or talking near the examination venue.

五、课程学习成绩

Part Five Scores about course study

20. 课程成绩一经任课教师确认录入管理系统后，任何人无权随意更改。若对成绩有异议，需要向任课教师提出申请，按规定办理《更改研究生课程成绩审批表》。

Any course score may not be changed by anyone without permission upon being confirmed and entered in the management system by the teacher of the course. In case of any objection

to the score, an application must be filed to the teacher of the course and the *Review Form for Modification of Postgraduates' Course Scores* shall be handled as per rules. .

21. 所有课程成绩采用百分制，85-100 为“优秀”，70-84 为“良好”，60-69 为“一般”，0-59 为“不及格”。

Scores of all courses are issued based on the hundred-mark system. The level at 85-100 represents “excellent”, 70-84 “good”, 60-69 “ordinary” and 0-59 “fail”.

22. 留学研究生考试不及格者，没有补考，只能参加重修。重修课程可以不参加听课，但必须在规定截止日期之前完成选课手续，并按时参加考试。重修通过的课程，成绩一律记为“60 分”。

Where any international postgraduate fails in an examination, no make-up examination is allowed. The student shall only retake the course. The retaking is not required for re-attending the course. However, the procedures for course selection shall be handled by the prescribed deadline and timely taking the examination on time is a must. The scores for all retaken courses are credited as 60 points

23. 学位必修课程累计 3 门次不及格者，终止培养。

The international postgraduate who failed for 3 or more courses/times on an accumulated basis among his/her compulsory courses shall be suspended from relevant training program.

六、培养环节成绩

Part Six Scores about thesis research

24. 文献综述与开题报告的成绩由培养学院组织的考核小组给出，考核小组一般不少于 3 人。成绩考评为：85-100 分为“A”，70-84 分为“B”，60-69 分为“C”，0-59 分为“D”，其中，成绩为 A，B 或 C 为通过开题报告，D 为没有通过。第二次开题仍未通过者终止培养。考核小组给出成绩后由培养学院研究生教务审核材料后记载成绩。

The result of Literature Survey and Thesis Proposal (LSTP) is evaluated by the Assessment Group of the Training School. The members of the Assessment Group are no less than three. The score of ISTP is issued based on the four-grade system. “A” represents that the score is at the level of 85-100, “B” 70-84, “C” 60-69 and “D” 0-59. “A”, “B” or “C” means pass and “D” means fail. Secretary of Educational Affairs Office (Postgraduate) of the Training School is responsible to examine the ISTP materials and record the score in the Graduate School Management Information System (GSMIS)

25. 学术活动的成绩由学生导师负责给出。留学研究生将装订成册的《北京航空航天大学留学研究生选听学术报告考核表》和《表北京航空航天大学留学博士研究生做学术报告考核表》（博士）提交给导师。成绩考评为：通过、不通过两种。导师给出成绩后由培养学院研究生教务审核材料后记载成绩。

The result of Academic Activity is evaluated by tutor. The postgraduate submits the Form 2.1 Appraisal Form for Participation in Academic Activities with all the lecture reports attached and Form 2.2 Appraisal Form for Academic Presentation (Doctoral Degree Candidate) to the tutor. The grading system is based on two-grade system, Pass or Fail. Secretary of Educational Affairs Office (Postgraduate) of the Training School is responsible to examine the materials and record the score in the Graduate School Management Information System (GSMIS)

26. 论文中期检查由培养学院组织的考核小组给出。考核小组在考评时将把国际学院的学

期考评结果作为重要参考依据。成绩考评为通过、不通过两种。中期检查没有通过的学生，考核小组给予书面警告，并在后期培养以及学位论文答辩中重点督查。考核小组给出后的由培养学院研究生教务审核材料后记载成绩。

The result of Degree Thesis Midterm Assessment (DTMA) is evaluated by the Assessment Group of the Training School. Semester Assessments by the International School is an important basis on DTMA. The grading system is based on two-grade system, Pass or Fail. A candidate who fails in the Midterm Assessment will be given a written warning and will be listed as a key assessment member in the later study. Secretary of Educational Affairs Office (Postgraduate) of the Training School is responsible to examine the materials and record the score in the Graduate School Management Information System (GSMIS)

七、成绩单

Part Seven Transcript

27. 国际学院教学办公室负责提供留学研究生在学期期间对外成绩单。

The Educational Affairs Office (Postgraduate) of the International School is responsible for issuing the transcripts of international postgraduates during the study period.

28. 留学研究生正式毕业成绩单由学校档案馆提供。

The BUAA Archives Office is responsible for issuing the Formal Graduation Transcript of international postgraduates.

29. 对联合培养、双学位项目的留学研究生，学校只提供在北航学习期间完成的课程成绩。
For international postgraduates under joint programs or double-degree programs, BUAA is responsible for issuing the transcripts which just contain the courses studied at BUAA.