

# 北京航空航天大学关于校际交换生/进修生学习须知

(2015年9月)

## Instructions to the Exchange Students/visiting scholars on the Academic Affairs

at Beihang University

(September, 2015)

- 一、校际交换生（简称交换生）/进修生在《入学申请表》中，应明确学习类型：课程学习型、项目研究型，课程学习和项目研究型，毕业设计型，并尽可能给出希望在北航进行项目研究的方向说明，国际学院将据此安排培养学院和/或指导教师；

In the Application Form for Admission, exchange students/visiting scholars should confirm category: Course Study, Research Project, Course Study and Research Project or Final Year Project and should express the expectation on the research project direction at BUAA as much as possible. Based on it, International School will arrange the training school and /or the tutor for the student;

- 二、交换生/进修生入学之后不得变更学习类型；

Exchange students/visiting scholars can't change category after entrance;

- 三、项目研究型学生如果需要变更指导教师，需于报到一个月之内到国际学院招生办公室办理；

If the student for research project wants to change his/her tutor, he/she is required to handle it in the Admission Office of International School within one month;

- 四、国际学院研究生教学办公室是交换生/进修生的课程学习管理及学业指导办公室，负责提供专业学院信息，课程信息、成绩单打印等；

Educational Affairs Office for Postgraduate (EAOP) of International School is responsible for providing the information from Training School, courses information and transcript;

- 五、我校所有学位生的课程面向交换生开放。在学期开课目录之外的课程，一般不对进修生/进修生单独开设。交换生/进修生选修非学位生的课程及培训项目的课程需要单独申请，并根据是否有空余座位予以安排；

All the degree students' courses are open to exchange students. In general, courses not listed in the term Course Catalogue are not offered separately for them. The exchange students /visiting scholars who want to study the courses offered for non-degree students or for trainee programs should apply for separately and whether they can be accepted depends on whether there are seats available;

- 六、课程成绩管理按照学校的统一管理规定进行，即所有课程均须办理选课手续，不选课，不能考试；选课后退课超过总学时的三分之一，或无故不参加考试，成绩计“零分”；具体参照《北京航空航天大学留学研究生课程学习与成绩管理规定》执行；

The course grade management for exchange students should be carried out in accordance with the unified university regulations: Formalities must be handled to select courses and anyone who has not gone through such formalities is not allowed to take course examinations or appraisals; The accumulated credit hours of absence for any course reaches one third of total credit hours or more or there is no reason for absence from such examinations, the course score will be credited as zero. More information, please refer to the *Rules of the International School of Beihang University on Course Study Management for International Postgraduates*;

- 七、 交换生/进修生如果需要提前单独考试,需至少提前一个月提供派出学校的同意意见,学校一般不会为交换生单独安排考试;

BUAA will not organize the examination separately only for exchange students/visiting scholars. If the exchange student/visiting scholar needs a separate examination in advance, he/she is required to provide the consent from Home University/Sending University at least one month before the examination;

- 八、 有项目研究工作的交换生,完成项目后需要提交报告,由指导教师评阅后给出成绩,并根据工作量确定课程学分。指导教师所在学院的研究生教学办公室负责成绩录入;

Exchange student/visiting scholar doing project research is required to submit Report after finishing project. The tutor should evaluate and grade it according to the study hours. EAOP of the training school is responsible for recording the result;

- 九、 课程学习成绩和项目评估成绩分别由任课教师和指导教师给出,学校不受理因为与派出学校课程评估系统不同所提出的更改成绩的申请;

Course study result and project research result are evaluated by course teacher and tutor respectively. BUAA will not handle the application for transferring credits and changing the results due to the different curriculum evaluation system from Home University/Sending University;

- 十、 在北航就读期间,学习态度及学习纪律表现不好的交换生,将给出警告;没有改进者,国际学院会及时提供相关报告给学生派出学校;

The exchange student who has severe breach of course disciplines during study at BUAA should be given written warnings. If he or she still has no correction, International School should send related Report to student's Home University/ Sending University if necessary;

- 十一、 交换生/进修生在离校前应按规定办理离校手续,并再次核查选课信息;

Exchange students/visiting scholars should handle school-leaving procedures before leaving school and check course selection information again.

- 十二、 北京航空航天大学一般于每年的9月30日、3月30日之前给出上一学期的正式成绩单的电子版,并随后发给派出学校的国际交流办公室。在此时间节点之前需要提供成绩单的学生,可与国际学院研究生教学办公室联系,但只是提供不予盖章的电子版;

In general, Beihang University should offer the formal transcript before September 30<sup>th</sup> and March 30<sup>th</sup> and subsequently post the formal transcripts to student's sending university. Before that, if the exchange students/visiting scholars need transcript, the Educational Affairs Office (Postgraduate) of International School can provide electronic transcript without stamp;

十三、 交换生/进修生在我校选修的课程学分除《汉语》外，从离校之日计算起两年内有效；

Course credits obtained at BUAA are valid except Chinese within two years from the date of leaving school.

国际学院教学办公室

Educational Affairs Office of International School

2015年9月1日

September 1<sup>st</sup>, 2015

## 学习进程

### Study Procedures

