

## 关于 2024 年上半年毕业及学位申请的通知

### Notice on Graduation and Degree Application for International Students in the First Half of 2024

全体学生:

All international students:

2024 年上半年毕业及学位申请工作已开始, 根据《中华人民共和国学位条例》、《关于普通高等学校授予来华留学生我国学位试行办法》和《山东第二医科大学全日制本科来华留学生学士学位授予工作实施细则》等有关规定, 现将毕业和学位申请工作的有关事宜通知如下:

The work for graduation and degree application in the first half of 2024 has started. According to *Regulations of the People's Republic of China on Academic Degrees, the Trial Measures for Granting International Students' Degree to China by Ordinary Institutions of Higher Education* and *Implementing Regulations for Granting International Students' Degree from Shandong Second Medical University*, relevant information for graduation and degree application will be informed as follows:

2024 年上半年毕业及学位申请时间为 4 月, 6 月:

Application for graduation and degree in the first half of 2024 is April and June.

#### 一、2024 年 4 月毕业流程及安排: **Arrangements for April**

1. 学生提交学位申请: 2024 年 3 月 21 日 -25 日

Submitting degree application: March 21 to 25, 2024

2. 材料审核: 2024 年 3 月 26 日 -28 日

Documents review: March 26 to 28, 2024

3. 临床技能考核及毕业考试: 2024 年 3 月 18 日 -29 日

Graduation examination: March 18 to 29, 2024

4. 毕业相关材料制作及离校手续办理: 2024 年 4 月 1 日 -15 日

Graduation documents preparation and leaving procedures: April 1 to 15, 2024

5. 毕业典礼: 无

Graduation ceremony: undecided

#### 二、2024 年 6 月毕业流程及安排: **Arrangements for June**

1. 学生提交学位申请: 2024 年 5 月 10 日 -19 日

Submitting degree application: May 10 to 19, 2024

2. 材料审核: 2024 年 5 月 20 日 -24 日

Documents review: May 20 to 24, 2024

3.临床技能考核及毕业考试：2024年5月27日-6月7日

Graduation examination: May 27 to Jun.7, 2024

4.毕业相关材料制作及离校手续办理:2024年6月3日-16日

Graduation documents preparation and leaving procedures: June 3 to 16, 2024

5.毕业典礼：待定

Graduation ceremony: undecided

### 三、申请学位的要求 **Requirements for Degree Application**

1. 申请人须完成学校培养方案规定的各项要求、各门理论课程和实践课程，成绩合格；较好地掌握专业必须基本理论、专业知识和基本技能，并具有从事专业技术工作和科学研究的初步能力。

Applicants should be qualified to complete all requirements, theoretical and practical courses set out by school training program. They should also have a good command of basic theories, professional knowledge and basic skills, and a basic ability to engage in professional technical work and scientific research.

2. 申请人必须按时缴纳学费、住宿费、保险费等。

Applicants should pay tuition, accommodation and insurance fee, etc., on time.

3. 申请人必须通过中文水平考试（HSK）四级。

Applicants should pass HSK4 examination.

4. 申请人身体健康，无传染性疾病。

Applicants are in good health and have no infectious diseases.

四、有下列情况之一者，不能获得学位：

### **Degree shall not be conferred under any of the following circumstances:**

1. 违反中国的法律法规，道德品质、诚实守信等方面有严重错误。

Violate Chinese laws and regulations and make serious mistakes in moral characters, honesty and trustworthiness.

2. 学习期间受记过及以上处分。

Have got demerit records or above during study.

3. 所修专业主干课程累计超过5门不及格。

Fail in more than 5 major subjects.

4. 实习中发生责任事故，造成严重后果。

Responsibility accidents occur during the internship and cause serious consequences.

5. 中文水平未达到HSK四级。

Fail in HSK4 examination.

6. 学生毕业时作结业处理，未能按期取得毕业证书。

Students have got course-completion certificates and are not able to obtain graduation certificates on time.

7.因其他原因，经学校学位评定委员会认定不能授予学位的。

The University Academic Degree Assessment Committee has determined that students cannot be granted degree due to other reasons.

五、申请学位其他情况说明

#### Additional Information on Degree Application

1.对受到记过处分的学生，如经过一年以上考察，确已改正错误，进步显著，受到校级以上表彰（有文字材料）或学习成绩优秀获校级以上奖学金者，经个人申请、学校研究提出特意报告，经校学位评定委员会审核批准，可授予学士学位。

Students who were punished with demerit records but have corrected their mistakes and made great progress through more than one year's inspection and assessment, or were commended by school or above (students should provide written materials), or received scholarship at or above the school level due to excellent academic achievements. Degree can be conferred after the University Academic Degree Assessment Committee approves individual application and special reports put forward by school.

2. 毕业时，因中文水平未达到HSK四级而未获得学士学位者，毕业后两年内，可申请返校参加考试。考试合格后，可授予学士学位，授予时间为学校学位评定委员会召开时间。因其它原因未获得学士学位者，毕业后一律不予补授。

Students who failed in HSK4 and did not received degree at the time of graduation, can apply to return to school for examinations within two years after graduation. The degree can be granted only after passing examinations. Granting time should be the time when the University holds Academic Degree Assessment Committee. Those who failed to obtain the degree for other reasons will not be granted any more.

#### 六、申请流程 Application Procedures

请在学位申请规定时间前将申请材料交至教学楼 F102。凡未按时提交申请或未按要求提交材料者，视同自动放弃学位审核资格。提交材料包括以下几项：

Students are required to submit application documents to F102, Teaching Building before the deadline of application submitting. Those who fail to submit on time or don't submit as required above will be regarded as automatically giving up the degree application. Submitted materials are as follows:

1. 《山东第二医科大学国际学生学位申请表》。学生须按照要求，认真填写申请表。

*Degree Application Form for International Students (see the attached).*

Students should fill out the application form carefully according to the requirements.

2. 学习成绩单 Transcript

3. HSK4 成绩报告单 HSK4 Score Report

4. 实习手册 Internship handbook.

5. 个人有效护照 Personal Passport Copy

6. 内科、外科、儿科和妇产科四个大病历 Medical Cases of Internal Medicine, Surgery, Pediatrics and Obstetrics&Gynecology

7. 毕业证件照片。照片要求：.jpg 格式，尺寸5x6cm，分辨率300 蓝色背景，文件大小200K 以上，图像清晰正面免冠照片。

Graduation photo. The photo should be a bareheaded and full-faced one with blue background, the size of 50mm\*60mm, minimal of 300 dpi, in the JPG format, more than 200k.

学生提交材料后，学校将对申请材料 and 实习材料进行逐一审核，向学校学位评定委员会提交审查意见。学校学位评定委员会对学士学位授予工作进行审议，确定授予学位国际学生名单。

The school will strictly review the materials submitted by students, and report the results to Academic Degree Assessment Committee. The committee will deliberate the work of awarding bachelor degree and determine the list of international students who will be granted the degree.

七、其他情况说明 Other Situations

毕业及学位申请等相关工作事关每位毕业生，请认真对待，以免造成不必要的麻烦，影响正常毕业。

Graduation and degree application are closely related to each graduate, please take seriously to avoid affecting normal graduation.

附件：《山东第二医科大学国际学生学位申请表》

The attached: *Degree Application Form for International Students*

国际教育学院

2024年3月20日