

Beijing Forestry University

Administrative Measures of Graduate Course Study

(Revised in July, 2018)

I. Administrative Measures of Graduate Course Selection and Credits

1. A course that have been taken by the graduate can be transferred into his current study number if he/she has taken the course with an approved course election formality (except audit formality) and has passed the examination within five years before the entrance to this university, and after entrance he/she has applied for exemption with the documents before the application is verified and approved by the Graduate School.

2. The graduates of interdiscipline or similar professional qualification or the same discipline who are deficient in general basic course at undergraduate level, professional basic courses and professional courses, must study the undergraduate main courses of the same discipline under the direction of supervisors according to the regulations of cultivation plan. The interdisciplinary doctoral students deficient in relevant and indispensable knowledge must study the relevant graduate or undergraduate courses under the guidance of supervisors. Only the assessments of the above mentioned supplementary courses are recorded without counting any credits.

3. If graduates select the graduate courses of other university according to the regulations of cultivation plan, they should be agreed by supervisors. The selected courses of other university can only be considered as elective course in principle, and students should submit the course transcripts issued by the competent department of postgraduate education of the school, and fill in "Application forms for credits conversion and credit transferring of graduate students from Beijing Forestry University who elect postgraduate courses of other university ". After they are submitted to his/her supervisor, school and the Graduate School for examination and verification, credits can be awarded to the graduate.

4. All the courses are valid only after they are selected online in two weeks. If the course is not selected on the Internet but the person studied and completed the examination, even if the teacher issue results, the Graduate School will not admit the credits of this course, regarding the students did not take this course. After the two weeks when a course begins, the course teacher prints the final course selection list. Other detailed regulations about course selection are stipulated in *Regulations of Graduate (Including advanced student) Online Course Selection of Beijing Forestry University*.

II. Graduate Course Assessment and Score Management

1. Course study and all the cultivation segments should be assessed according to the requirements of the cultivation plan. Those who pass the assessments can obtain corresponding credits. Graduate students should promptly check whether the completed courses and credits meet the requirements of the training program.

2. The assessment of course study performance is divided into two modes: examination and evaluation. The assessment of graduate degree courses generally adopts the mode of examination, while the assessment mode of non-degree courses is determined by the course teachers.

Examination is further classified into open-book examination and closed-book examination. Multiple forms such as written examination, oral examination or integrated examination of written and oral forms, can be chosen. Evaluation is conducted by the course teacher to comprehensively investigate the general task performance (including exercises, lab reports, classroom discussion, quality and quantity of references reading, effects of learning practice, etc.), class participation, and written reports. All the graduates who have selected courses should participate in examinations and submit written reports and class thesis. If the assessment time is missed, the graduate is allowed to apply for second course learning in the following academic year but a make-up examination.

3. Graduate course examination is generally arranged within the two weeks after the course is over. The course teacher makes decision for the examination according to course schedule and number of graduates who select the course.

4. Course examination generally adopts centesimal system.

5. Graduate course assessment should be input into graduate information administration system by the course teacher within two weeks after the course examination. After the confirmation of the results, the course teacher print " Performance registration Form of Postgraduate of Beijing Forestry University" (short for " Performance registration Form "), make a serious summary and analysis for the teaching condition of the course, fill out the " Teaching summary form of Postgraduate Course of Beijing Forestry University " (short for "Teaching summary form"), sign "Performance registration Form" and "Teaching summary form" (in duplicate) and submit them with the test proposition table and test questions, test papers (degree course) and other materials to school graduate secretary, the college after the audit will be "performance registration form" and "Teaching summary form" is submitted to Graduate School after examination of the school. Graduates should check their assessment timely , if the teacher's negligence make postgraduate students fail to obtain results, it can be recorded or changed within the one month that teachers submit the results (except summer and winter) to make a record or change, expired will no longer be accepted. Once the assessment is signed by course teacher, nobody has the right to modify it. Any violation should be seriously punished.

6. The graduate who does not participate in the course examination of the same semester, or fails the course examination, or does not arrive at the discipline course learning requirements, should apply in person for second learning. After the supervisor's agreement and School of Graduate' approval examination, the graduate is permitted to learn the course again in the next academic year and the assessment is recorded as second learning assessment and note the word "retake" after the result.

7. If it is impossible to participate in examination because of illness, medical certificate (medical certificate of Hospital above first class of second level outside Beijing) should be submitted in advance for the approval of special consideration and delayed examination by course teacher, supervisor, school dean in charge and School of Graduate. Any other reasons are not considered for the application for examination extension. The delayed course examination is organized simultaneously with the same course examination in the next academic year, the scores are recorded as normal course examination scores.

III. Others

The power of interpretation of these measures are in Graduate School and implemented from the date of publication.