

Document of Shenzhen Technology University

No.9, 2019

Notice on the Issuance of "Shenzhen Technology University Undergraduate Makeup Exam Management Regulations (Trial)"

All departments of the university:

The "Shenzhen Technology University Undergraduate Makeup Exam Management Regulations (Trial)" is hereby issued to you, please comply and execute accordingly.

Hereby notice.

Shenzhen Technology University



Shenzhen Technology University

Undergraduate Makeup Exam

Management Regulations (Trial)

These regulations are hereby formulated to further improve the quality of teaching and standardize examination management, by the spirit of the "Shenzhen Technology University Credit-based Fee Collection Management Measures (Trial)" document.

Chapter 1 Reexamination Eligibility

1 During their time at school, if students fail any required courses in their major training program, the school will provide an opportunity for a retake for each course, and no fees will be charged for the retake.

2 Makeup exams will not be granted for courses under any of the following circumstances:

(1) Elective courses (including minor, dual major, and dual degree programs).

(2) Courses missed during the final exam without an approved deferral.

(3) Courses with a record of cheating during the exam.

(4) Courses for which the instructor has revoked the final exam eligibility.

(5) Required courses without a final exam.

3 The Department of Academic Affairs will filter and announce the list of students who meet the requirements for makeup exams from the centralized system.

Chapter 2 Examination Organization

4 Makeup exams and deferred exams are conducted simultaneously and are generally arranged by the Department of Academic Affairs. Courses that use special forms of examination are organized by the respective departments, but the exams must be completed within the time frame specified by the Department of Academic Affairs.

5 The examination schedule is arranged at the beginning of each semester by the Department of Academic Affairs. The department will announce the examination arrangements for courses online within two weeks after the holiday of the previous semester, and students can check their individual examination schedules. For courses with special forms of examination, the respective colleges will announce the examination arrangements to the students.

6 The Department of Academic Affairs is responsible for organizing all aspects of exam supervision and related tasks with the cooperation of various teaching departments. Each teaching department must ensure that the required invigilators are in place and must communicate the invigilation requirements to them.

7 Makeup exams arranged by the Department of Academic Affairs are scheduled across multiple courses with the premise that students' courses do not conflict. If, within the specified examination period, it is unavoidable due to scheduling that conflicts occur, students may choose to attend one of the exams, and for the other courses that they cannot attend. The corresponding course credit tuition fees for the missed credits will be waived for the current semester.

8 For required courses that need to take a deferred exam due to conflicts in the final exam schedule, if the deferred exam is not passed (excluding courses where cheating or absence without cause occurred), the school will not arrange another time for makeup exams, and the corresponding course credit tuition fees for the missed credits will be waived for the current semester.

9 The grading of makeup exams is conducted according to the requirements of regular examinations.

10 If students cannot participate in a makeup exam due to personal reasons, the school will not arrange another examination time, and the corresponding failing courses must be retaken.

Chapter 3 Grade Assessment

11 The makeup exam grade is considered the final grade for the course (including the basic questions score and the additional questions score) and is included in the total course grade.

12 Courses with a passing overall grade on the makeup exam are all recorded with a final grade of D.

13 The makeup exam (including deferred exam) grades are to be entered by the course instructor and are required to be completed within one week after the exam.

Chapter 4 Supplementary Provisions

14 These regulations shall come into effect from the date of promulgation.

15 These regulations are to be interpreted by the Department of Academic Affairs.



Cc: School Leader, Records Office.

Party and Government Office of
Shenzhen Technology University

Issued on January 15, 2019