

# 浙江科技学院建工学院 (通知)

土木与建筑工程学院〔2016〕2号

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## **Teaching Management Implementation Rules (TMIR) for Bachelors of International Civil Engineering Major (Provisional)**

The **Teaching Management Implementation Rules (TMIR)** are established based upon and as a supplement to “*Rules and Regulations Concerning Student Status for International Bachelor-degree Program Students of Zhejiang University of Science and Technology (ZUST)*” and “*Detailed Rules for Identification and Punishments on Examination Regulations Violation of Zhejiang University of Science and Technology (ZUST)*”. The undergraduate students of international civil engineering major shall obey the following rules besides the above two rules by ZUST.

**Article 1** A student who is absent from class for more than 1/3 of total class hours of a course within a semester shall be disqualified to get the final evaluation of the course.

**Article 2** Arriving late and/or leaving ahead of class schedule

counted twice shall be equivalent to one class hour absence.

**Article 3** A student who is absent from class for 1/3 or more of total experiment or practice hours or fails in the evaluation of experiment or practice within a semester shall be disqualified to get the final evaluation of the course.

**Article 4** A student who fails to turn in his or her homework or experiment report 1/3 or more of its total number within a semester shall be disqualified to get the final evaluation of the course.

**Article 5** A student who misses classes three or more times in random roll calling in a course within a semester shall be disqualified to get the final evaluation of the course.

**Article 6** A student who plagiarizes other student's homework or experiment report of a course and refuses to mend after the instructor's warning shall be disqualified to get the final evaluation of the course.

**Article 7** A student who does not take in-semester exams of a course at scheduled time without reasonable reasons shall be disqualified to get the final evaluation of the course.

**Article 8** Course instructors shall give a list of students who have no qualification to get the final evaluation of the course with reasons to the School of Civil Engineering and Architecture and inform relevant students. The list shall also be given to International Students Affairs Center and Teaching Affairs Department for record by the School of Civil Engineering and Architecture. The grade of the course shall be zero and no make-up examination shall be given. The students shall retake the course if it is compulsory one.

**Article 9** Those who fail in examination or tests shall have one chance to take a make-up examination or test unless it is formulated

that students cannot retake the examination. For practice courses, students shall take part in the practice or defense again, or retake examination.

**Article 10** An examinee who commits one of the following violation acts shall be given a corresponding punishment in accordance with the relevant regulations and rules by ZUST (*Type A non-cheating violation acts in an examination*). The test score shall be recorded as a zero. He or she has one chance to participate in the make-up examination.

- (1) Carrying unauthorized items into the examination room and putting them on the unspecified location;
- (2) Sitting in the undesignated seat or trying to change seat without the examination staff's permission;
- (3) Refusing to show certificates for exams and refusing to answer examination staff's questioning;
- (4) Answering before examination start signal or after examination end signal is issued;
- (5) Borrowing or lending out examination tools without the examination staff's permission;
- (6) Attending examinations without examination qualifications or examination supervisor's permission;
- (7) Other minor violation of the examination rules but not cheating behavior.

**Article 11** An examinee who commits one of the following violation acts shall be given a corresponding punishment in accordance with the relevant regulations and rules by ZUST (*Type B non-cheating violation acts in an examination*). The test score shall be recorded as a zero. He or she has no qualification to participate in

the make-up examination and retaking is required for those compulsory and restrictively elective courses.

- (1) Answering with non-prescribed pen or paper, writing name or student ID in unspecified area of test papers, or marking on answer sheets;
- (2) Peeping, whispering, giving secret signals or gestures between students during the examination;
- (3) Not refusing or reporting to the examination staff when other examinee forces to take answer sheets and/or scratch papers;
- (4) Leaving the examination room without the examination staff's permission;
- (5) Taking examination papers, answer sheets or scratch papers out of the examination room without the examination staff's permission;
- (6) Making noises or other behaviors to disrupt examination orders in or near the examination room;
- (7) Other serious violation of the examination rules but not cheating behavior.

**Article 12** An examinee who commits one of the following cheating acts shall be given a corresponding punishment in accordance with the relevant regulations and rules by ZUST. The course grade shall be recorded as a zero. He or she has no qualification to participate in the make-up examination and retaking is required for those compulsory and restrictively elective courses.

### **12.1 Type A Cheating Acts in an Examination**

- (1) Participating in an examination with examination-related written materials or other electronic devices like a mobile

- phone storing examination-related data;
- (2) Writing examination-related matter on the desktop or body etc. during an examination;
  - (3) Plagiarizing or assisting others to plagiarize answers or examination-related matter;
  - (4) Passing, accepting papers and other items relating to an examination or exchanging test papers, answer sheets and scratch papers;
  - (5) Leaving the examination room with excuses to peek at examination-related data, or communicate with others about examination-related matter, or carry examination-related material after returning the examination room;
  - (6) Destroying papers, answer sheets or examination materials on purpose;
  - (7) Serious violation of examination rules or similar behaviors which cause bad influence or can be treated as cheating.

### **12.2 Type B Cheating Acts in an Examination**

- (1) Non-organizers' pre-appointed cheating which includes 3 or more partners;
- (2) Sending or receiving examination-related messages through communication tools during an examination;
- (3) Snatching or stealing others' test papers and answer sheets or forcing others to help plagiarize;
- (4) Checking answers with each other, trying to take test papers out of the examination room to modify or returning to modify test papers after handing them in;
- (5) Being found with suspicion of cheating by an examination supervisor and refusing to follow the persuasion and forcing

to leave the examination room or refusing to hand over suspected cheating data or destroying cheating evidence and cheating data deliberately, or serious behaviors of disrupting the examination management rules such as deliberate provocation or refusing to admit cheating facts etc.;

- (6) Being accumulated cheating twice in an examination;
- (7) Very serious violations of examination rules or other similar cheating behaviors.

### **12.3 Type C Cheating Acts in an Examination**

- (1) Forging certificates, proofs, documents or other materials to get the examination qualification or test scores;
- (2) Requesting other student or being requested to participate in an examination;
- (3) Organizers' pre-appointed cheating which includes 3 or more partners;
- (4) Buying, selling or getting test paper contents or answers through theft or Internet access;
- (5) Trying to modify test papers or test scores through unfair means and illegal behaviors after an examination;
- (6) Re-cheating by an examinee who shall be given probation punishment due to cheating within one semester;
- (7) Very serious violations of examination rules or other similar cheating behaviors which have very bad influence and aftermath.

**Article 13** For open-book examination, permissible examination-related materials shall be only limited to be used by the examinee himself or herself.

**Article 14** If two or more test papers in the same course and

examination room are found with identical answers or examination-related notes are found in the test papers during the instructor's marking process, the examinees shall be punished in accordance with Article 12 which depends upon the seriousness of the case after investigation and verification.

**Article 15** Asking the instructor to increase the text score by begging, giving gifts, treating, threatening or other means after an examination shall be treated as post-examination cheating. The examinee shall be punished in accordance with Article 12 which depends upon the seriousness of the case.

**Article 16** Those who disrupt the order of workplaces such as the examination center, examination rooms, marking rooms and etc. on purpose, refuse or obstruct examination supervisors to fulfill their management responsibilities, threat, insult, libel, frame examination staff or other examinees shall be given a corresponding punishment according to the relevant regulations and rules by ZUST.

**Article 17** Once an examinee is found violating examination rules or cheating, examination supervisors shall stop his or her answering test papers, withdraw them, send him/her to Examination Office to state the violation facts, and fill out *Examination Record Form of Violation of Rules for Examinees of Zhejiang University of Science and Technology*. The cheating materials or tools shall be handed in and kept by the Examination Office for confirming cheating facts until the final disposal result is given. Meanwhile, examination supervisors shall fill out *Examination Record Form of Violation of Rules for Examination Room of Zhejiang University and Science and Technology* to record the details of examination cheating which shall be reported to the examinee who commits the violation act(s). Then

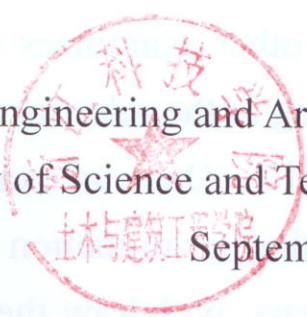
*Examination Record Form of Violation of Rules for Examination Room of Zhejiang University and Science and Technology* (signed by the examinee and the examination supervisors) shall be sent to Teaching Affairs Department together with cheating tools and test papers after the examination which is the proof of identifying examination rules violation or examination cheat.

**Article 18** It shall be executed in accordance with the relevant regulations and rules by ZUST for the cases which are not covered in the present rules.

**Article 19** The present rules shall go into effect in September, 2016.

**Article 20** The School of Civil Engineering and Architecture reserves the right to interpret the present rules.

School of Civil Engineering and Architecture  
Zhejiang University of Science and Technology  
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