

## **Peking University School of Transnational Law Academic Rules**

These rules are intended to preserve the academic integrity of Peking University School of Transnational Law and the value and prestige of STL degrees. Strict compliance with these rules is expected of all STL students; noncompliance would undermine the hard-earned academic achievements of STL students and the reputation of STL.

While enrolled at STL, students are subject to the Academic Rules of both Peking University and STL. In some cases, because of the access to the legal profession afforded by an STL degree, an STL rule may impose a higher standard of conduct than a counterpart Peking University rule. *In all such cases, students are obliged to comply with the higher standard of conduct imposed by the STL rule.*

Students who violate STL's Academic Rules are subject to appropriate academic sanction, including letters of reprimand, a conditional revocation of good academic standing, failure of a course, or, subject to concurrence by PKUSZ Student Affairs and Chancellors Committee, suspension or dismissal from STL.

### **ACADEMIC RULES AND STANDARDS**

#### **1. Attendance**

Regular and punctual attendance of STL classes is required as a condition of receiving credit for a course. Ordinarily, students may miss class only with advance permission from the instructor. Excessive absences may result in a lower grade for the course, dismissal from the course, or failure of the course. In addition, no student who is enrolled in a course may miss the first class of that course unless excused in advance by the instructor.

Missing more than two classes without excuse is presumptively excessive for 1L students; missing more than ten percent of classes without excuse or more than fifteen percent of classes with or without excuse are presumptively excessive for upper-level students. Instructors are authorized to require a higher standard of attendance and to take absences from class into account in awarding grades.

#### **2. Preparation for Class**

Adequate preparation of assignments and informed participation in class discussion are expected of every student. A student's preparation for class and the quality of a student's

participation in class discussion may be taken into account in determining a student's grade for a course. A persistent lack of preparation will lead to dismissal from the course.

### 3. E-mail

All STL students are required to check e-mail daily during the academic year. Most administrative and class announcements are sent via e-mail to each student's PKU STL email account. Missing an announcement because of a failure to check e-mail is never a valid excuse.

Students should create e-mail accounts with pinyin usernames (for example: wangwang@sz.pku.edu.cn) in place of the numerical usernames assigned on the basis of student ID numbers (123456789@sz.pku.edu.cn).

### 4. Limitations on Student Employment and Internships

Students may not accept employment or internships that interfere with the obligations of the full-time study of law. First-year students may not accept employment without advance approval from the Dean or his or her designee. No student who is enrolled full-time may accept employment of any kind, including an internship, that exceeds 20 hours per week. Employment or an internship is never a valid excuse for class absence.

### 5. Grades

Student work in each course is evaluated and recorded in numerical terms.

For large courses (30 or more students) and all required courses, grades will be distributed according to the following allocation, except in extraordinary circumstances:

90-100	33-34% (grades from 95-100 are reserved for exceptional work and should not exceed 10 percent of class enrollment)
85-89	33-34%
69-84	33-34% (grades from 70-79 reflect passing but unsatisfactory work; a failing grade is recorded as a 69)

The median grade in large courses should be 87.

For smaller courses (29 or fewer students), the above distribution is not required, but the median for such classes ordinarily will not exceed 89.

## **6. Good Standing**

In order to remain in good academic standing, an upper-level student must (i) maintain a cumulative grade point average of 80 or higher, (ii) achieve a grade point average of 80 or higher in every quarter in which the student is enrolled full-time, and (iii) not receive a grade of 79 or lower in more than six credits in any single quarter.

In order for a first-year student to remain in good academic standing, the student must (i) maintain a cumulative grade point average of 75 or higher and (ii) not receive a grade of 70 or lower in any course.

## **7. Academic Probation**

The Office of Academic Affairs will notify the Dean and student of any student's failure to maintain good academic standing. A student who falls out of good academic standing shall be placed on academic probation according to terms and conditions set by the Faculty Academic Standing Committee if the student's conditional continuation in law school seems likely in the Committee's opinion to result in the student regaining good academic standing. The Faculty Academic Standing Committee shall refer to the Dean for PKUSZ processing any student the Committee deems ineligible for conditional continuation in law school and any student who fails to regain academic standing according to terms or conditions established by the Committee.

## **8. Examinations**

Students must take examinations at the scheduled dates and times. Students must refrain from scheduling other activities (employment start dates, interviews, travel, etc.) during exam periods. Exam scheduling changes are rarely granted and only where it can be demonstrated either through documentation or otherwise that (i) the request was made prior to the examination, (ii) the student contacted the Director of Academic Affairs immediately upon learning of the conflict, and (iii) the conflict was beyond the student's control.

Because of the importance of anonymous grading, students must not discuss any exam scheduling or re-scheduling issues with faculty.

## **9. Required Courses**

Students are expected to take required courses in the sequence prescribed by the Law School. Dropping or deferring a required course is not permitted except in exceptional circumstances with the approval of the Director of Academic Affairs.

## **10. Dean's Citations**

For every 25 students in a class, an instructor may nominate one student to receive a Dean's Citation recognizing superior performance.

An instructor should round up to the nearest multiple of 25 to determine the number of Dean's Citations that may be awarded. For example, in a class of 20 students, an instructor may award one Dean's Citation; in a class of 45, up to two Dean's Citations; and, in a class of 90, up to four Dean's Citations.

## **11. Retaking a Failed Course**

Any student receiving a failing grade in a required course shall be required to retake the course. The failing grade shall be recorded on the student's STL transcript and included in the student's grade point average. Once a previously failed course is retaken and passed, the grade earned when the student retook the course also shall appear on the student's STL transcript and be factored into the student's grade point average.

A student may retake a failed elective course only with permission of the instructor. In such a case, both the original failing grade and retaken grade shall appear on the student's STL transcript and be factored into the student's grade-point average.

## **12. Auditing**

An upper-level student may audit a course with the written permission of the instructor and the Director of Academic Affairs. First-year students may not audit courses. Auditing a course entails adherence by the student to such standards and conditions as the instructor may prescribe, except that the student is not required to submit papers or to take a final examination and is not graded. The fact that a student has audited a course shall be indicated in the official records of STL.

A student may take a course for credit that he or she previously audited for fewer than five weeks.

## **13. Reporting and Announcement of Grades**

Final grades in all completed courses of a particular quarter are reported by instructors to the Office of Academic Affairs on or before the dates listed below (or the following Monday should one of the dates fall on a weekend):

Fall Quarter – December 15

Winter Quarter – February 28

Spring Quarter – June 15

Summer Quarter – August 10

Within a reasonable time of receipt of grades from instructors, the Office of Academic Affairs report the grades to students on the electronic system utilized by the university.

## DEGREE AND RESIDENCY REQUIREMENTS

### 14. Juris Doctor Degree Requirements

- (i) complete 106 J.D.-qualifying credits;
- (ii) complete an approved Substantial Research Paper (SRP);
- (iii) be in good academic standing; and
- (iv) comply with STL residency requirements.

### 15. Juris Master Degree Requirements for Students Without LL.B. Degrees

- (i) complete 56 J.M.-qualifying credits (41 of which are required and 15 of which are elective);
- (ii) complete required PKU coursework in English and political studies;
- (iii) complete the PKU thesis requirement;
- (iv) complete the PKU internship requirement;
- (v) be in good academic standing; and
- (vi) comply with STL residency requirements.

### 16. Juris Master Degree Requirements for Students With LL.B. Degrees

- (i) complete 27 J.M.-qualifying credits (seven of which are required and 20 of which are elective);
- (ii) complete required PKU coursework in English and political studies;
- (iii) complete the PKU thesis requirement;
- (iv) complete the PKU internship requirement;
- (v) be in good academic standing; and
- (vi) comply with STL residency requirements.

### 17. Credit Limits

No more than the specified number of the following credits may count toward satisfaction of J.D. or J.M. degree requirements:

Six credits of graduate-level courses offered by PKU academic units other than STL;

Four credits for STL law review or journal membership;

Three credits for approved moot court participation;

Nine credits for approved externships;

Four credits of independent study;

No more than one pass/fail-eligible course of four or fewer credits.

No more than 16 credits, total, of the foregoing types of credits may be counted toward J.D. or J.M. degree requirements.

### **18. Minimum and Maximum Credit Limits Per Academic Quarter**

To qualify for full-time status in any given quarter, a student must take and complete at least 9 credits. Part-time status is available for J.M. and J.D. students only with the consent of the Director of Academic Affairs.

No student may enroll in more than 15 credits in any 11-week quarter (Q1, Q2 and Q3), or proportionately fewer credits in a quarter of fewer than 11 weeks (Q4), unless the Office of Academic Affairs announces an exception before the registration period for a particular quarter due to the scheduling of required courses.

### **19. Residency Requirements**

Students without an LL.B. degree must maintain full-time status at STL for at least nine 11-week quarters.

Students with an LL.B. degree must maintain full-time status at STL for at least eight 11-week quarters.

Students may combine one 11-week quarter (Q1, Q2, or Q3) of less than full-time status with a subsequent quarter (either STL's abbreviated 8-week Fourth Quarter or another 11-week quarter of less than full-time status) to qualify as one full-time quarter toward the Residency Requirement.

Students participating in approved overseas exchange programs will be credited with appropriate equivalent residency credit by the Office of Academic Affairs.

## **20. Juris Doctor Substantial Research Paper Requirement**

Every J.D. degree candidate must complete a substantial research paper (SRP). A SRP is:

- (i) a careful, extensive and original treatment of a topic that has been certified in advance as appropriate for SRP designation by a full-time member of the Law School's resident faculty (or non-resident visiting or part-time faculty member approved by the dean) who also has agreed to supervise preparation of the paper;
- (ii) submitted by a student who has taken advantage of one or more opportunities to respond to suggestions and criticism in producing the paper; and
- (iii) not largely derivative of pre-existing or concurrent work undertaken for another academic degree, internship or other job, or some other project outside of the Law School (for example, a moot court or an exchange program).

A SRP is typically 40 pages in length, but revisions and opportunities to rework arguments and writing are more important than length.

A paper completed for a Law School course designated by the faculty as an advanced legal writing course may satisfy the SRP requirement if it is approved by the instructor of that course for this purpose.

A paper completed for independent study credit under the supervision of a faculty member in full-time residence at the Law School (or a non-resident part-time or visiting faculty member approved by the dean) may satisfy the SRP requirement.

## **21. Juris Master Thesis Requirement**

Every J.M. degree candidate must complete and successfully defend a graduation thesis. The paper requirements for the graduation thesis are equivalent to those for the SRP and a student may submit a paper for which SRP credit was approved as his/her thesis.