



**PEKING UNIVERSITY**  
**SCHOOL OF TRANSNATIONAL LAW**

# **Peking University School of Transnational Law**

## **Academic Handbook**

**2017-2018**

This Handbook contains information on degree and program requirements, academic rules and policies, and other important information. For information on matters not covered in this Handbook, please consult Section 1 on Key Contact Information and contact the relevant office.

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## 1. Assistant Dean's Message

Dear students,

The Office of Academic Affairs has provided this Handbook to provide in one document a description of your academic programs and their requirements and the major rules and policies that you need to know as you progress through your academic programs. Perhaps the most important reason that we provide this to you is to help you plan your studies so that you can undertake your studies smoothly. You should, for example, be aware of crucial PKU registration and leave requirements (Sections 3 and 22), by when you must complete all of your coursework so that you do not risk extending your study programs (Section 5 for JD/JM students and Section 10 for LLM students), how our academic integrity requirements may affect your eligibility for various programs and for employment (Section 17), and the need to obtain authorization for overseas travel during your studies when travelling abroad (Section 24). To furnish this guidance, this Handbook integrates the requirements of the School of Transnational Law's ("STL") Academic Rules and policies with relevant rules and policies of Peking University ("PKU"). I hope you peruse this Handbook carefully at least once and then consult it regularly during your program.

This Handbook incorporates the STL's Academic Rules (Appendix II). The Handbook supplements the Peking University Graduate School Guide on Student Status (北京大学研究生学籍事务办理指南).

We have attempted to provide you with key information on rules and policies. It is possible that rules and policies, whether those of STL or PKU, may change from time to time. We will do our best to keep this Handbook up to date but do note that rules and policies are subject to change. To this end, we list Key Contact Information in the next section of the Handbook. Whenever you have a question, please contact the responsible department and we will do our best to respond to your query.

Best wishes,

Christian Pangilinan  
*Assistant Dean of Academic Affairs*

## 2. Key Contact Information

### List of Deans, Associate Deans, and Assistant Deans

Philip J. MCCONNAUGHAY, *Dean and Vice-Chancellor of Peking University Shenzhen Graduate School* (Room 403)  
[pjm30@stl.pku.edu.cn](mailto:pjm30@stl.pku.edu.cn)

Colleen B. TOOMEY, *Vice Dean* (Room 404)  
[ctoomey@stl.pku.edu.cn](mailto:ctoomey@stl.pku.edu.cn)

满运龙 Thomas MAN, *Associate Dean for Development* (Room 525)  
[thomasyman@vip.163.com](mailto:thomasyman@vip.163.com)

陈柯如 CHEN Keru, *Assistant Dean for Administration* (Room 405)  
[keruchen@gmail.com](mailto:keruchen@gmail.com)

Christian PANGILINAN, *Assistant Dean of Academic Affairs* (Room 406)  
[christian@stl.pku.edu.cn](mailto:christian@stl.pku.edu.cn)

朱大明 ZHU Daming, *Assistant Dean for Continuing Professional Education* (Room 512)  
[zhudaming@stl.pku.edu.cn](mailto:zhudaming@stl.pku.edu.cn)

### Office of Academic Affairs

The Office of Academic Affairs administers academic programming and implements student curricula and academic rules and policies.

Christian PANGILINAN, *Assistant Dean of Academic Affairs* (Room 406)  
[christian@stl.pku.edu.cn](mailto:christian@stl.pku.edu.cn)

- Curriculum, academic programming, rules and policies, thesis program, course registration, certifications, academic advising, moot court, independent legal studies program, course evaluations, year-long visits to ABA-approved law school programs

代征 DAI Zheng (“Zoe”), *Assistant Director of Academic Affairs and International and Graduate Programs* (Room 410)  
[daizheng@stl.pku.edu.cn](mailto:daizheng@stl.pku.edu.cn)

- Exchange programs, international programs, international student advising, LLM thesis advising, Foreign Visitation Declarations

徐文文 XU Wenwen (“Hellen”), *Senior Officer of Academic Affairs* (Room 410)  
[xuww@stl.pku.edu.cn](mailto:xuww@stl.pku.edu.cn)

- Curriculum, thesis program, grades, degree requirements advising, teaching assistants

周芸怡 ZHOU Yunyi, *Officer of Academic Affairs* (Room 410)

[zhouyy@stl.pku.edu.cn](mailto:zhouyy@stl.pku.edu.cn)

- Semester registration and leaves, tuition, PKU Shenzhen degree requirements, classroom administration, coursepacks, course evaluations

## Office of Admissions, Communications and Student Affairs

The Office of Admissions, Communications and Student Affairs administers admissions, summer honors programs, student life and organizations, student housing, student advising and counseling, student prizes and awards, financial aid and student insurance, external communications, and student housing.

钟小金 ZHONG Xiaojin (“Kim”), *Director of Admissions, Communications, and Student Services* (Room 410)

[zhongxj@stl.pku.edu.cn](mailto:zhongxj@stl.pku.edu.cn)

- Admissions, summer honors program, entrance scholarship and graduate allowance, student life and organizations, student advising and counseling, student prizes and awards, communications

杨睿 YANG Rui (“Cherry”), *Senior Officer of Student Affairs* (Room 410)

[yangrui@stl.pku.edu.cn](mailto:yangrui@stl.pku.edu.cn)

- Student advising and counseling, student life and organizations, student housing, loan and insurance, student awards and prizes

谭佩华 TAN Peihua (“Carrie”), *Officer of Student Affairs* (Room 410)

[tanph@stl.pku.edu.cn](mailto:tanph@stl.pku.edu.cn)

- External communications, STL website, and social media

## Office of Careers Services

The Office of Careers Services provides career counseling, disseminates internship and employment opportunities, provides career and professional development programming, and administers the internship degree requirement for students in the JD/JM programs.

张趁利 ZHANG Chenli (“Charly”), *Director of Careers Services and Alumni Engagement* (Room 420)

[zhangcl@stl.pku.edu.cn](mailto:zhangcl@stl.pku.edu.cn)

- Career counseling, professional development programming

王倩 WANG Qian (“Sophie”), *Officer of Careers Services* (Room 410)

[wangqian@stl.pku.edu.cn](mailto:wangqian@stl.pku.edu.cn)

- Career counseling, professional development programming

## Office of Graduate and International Programs

The Office of Graduate and International Programs administers admissions for exchange and visiting programs and for the LLM program, provides student advising for LLM and visiting and exchange students, and provides international student life programming. The Office of Graduate and International Programs should be the first point of contact for inquiries by LLM, exchange, and visiting students, and by international JD/JM students on visa and residence permit inquiries.

John H. AYCOCK, *Director of Graduate and International Programs* (Room 415)

[aycockjh@stl.pku.edu.cn](mailto:aycockjh@stl.pku.edu.cn)

- International student admissions, exchange program, visiting student program, international student advising and counseling, year-long visits to ABA-approved law school programs

代征 DAI Zheng (“Zoe”), *Assistant Director of Academic Affairs and International and Graduate Programs* (Room 410)

[daizheng@stl.pku.edu.cn](mailto:daizheng@stl.pku.edu.cn)

- Exchange programs, international programs, international student advising

## Law Library

The Law Library administers the Law Library’s physical and electronic collections in the STL Building and in the Legal Research Center in the University Town Library and operates the Law Library and Library Reserve in the STL Building.

田禾 TIAN He (“Tessie”), *Assistant Director of the Law Library* (Law Library)

[tianhe@stl.pku.edu.cn](mailto:tianhe@stl.pku.edu.cn)

- Library administration and resources, Westlaw and TWEN accounts

苏雅茜 SU Yaxi (“Succi”), *Library Assistant* (Law Library)

[suyx@stl.pku.edu.cn](mailto:suyx@stl.pku.edu.cn)

- Library administration and resources, library student assistants

### 3. Registration (学籍)

- 3.1. Peking University (“PKU”) students must comply with university requirements on campus registration, Foreign Visitation Declaration, and leaves of absence. **Students who do not properly register at the beginning of every semester or make arrangements so as to be exempt from campus registration requirements may be involuntarily dismissed from PKU.**
- 3.2. All students must register in person at the Peking University Shenzhen (“PKUSZ”) campus at the STL building at the beginning of Quarters One and Three according to dates and procedures disseminated in advance by the Office of Academic Affairs.
- 3.3. Student Registration in Beijing: Students who wish to complete the registration procedure at the PKU Beijing campus must inform the Office of Academic Affairs according to the dates and procedures disseminated in advance by the Office of Academic Affairs.
- 3.4. Late Registration: Under PKU rules, late registration may be excused for good cause with the submission of PKUSZ application materials and supporting evidence and documentation. PKUSZ will determine if the reason for late registration constitutes good cause. In the event that you are unable to timely register, contact an Officer of Academic Affairs immediately.  
  
Late registrations in the first semester of the first year of a degree program are permitted in a limited number of exceptional reasons only. Incoming students who cannot timely register must contact an Officer of Academic Affairs immediately.
- 3.5. Students Abroad for Exchange or Other Reasons: **Students traveling abroad during the registration period for exchange, visiting programs, moot court, or for any other reason must complete and receive approval for Foreign Visitation Declaration prior to their departure.** See section 24 below on Foreign Visitation Declarations.
- 3.6. Departure of More Than 180 Days: Students applying for Foreign Visitation Declaration or leave for more than 180 days must comply with PKUSZ departure procedures.
- 3.7. Tuition, Housing, and Insurance Fees: Under PKU rules and policies, students may not register until after having paid their tuition, housing, and insurance fees. Students who do not timely pay these fees may face involuntary dismissal.
- 3.8. For information on when applications for leave are required and applying for leaves, consult Section 22 below.

## **4. Academic Calendar**

- 4.1. **Semesters:** For the purpose of this Handbook, Quarters One and Two constitute a semester and Quarters Three and Four constitute a semester.
- 4.2. **Online Location:** The STL Academic Calendar is published on the STL website at <http://stl.pku.edu.cn/academics/calendar/>.

### **STL Academic Calendar 2017 – 2018**

#### **Quarter One**

August 14 (Monday) to November 1 (Wednesday)

Exam Week: November 4 (Saturday) to November 10 (Friday)

**National Holiday: October 1 to 7**

**Fall Break: November 11 to 12**

#### **Quarter Two**

November 13 (Monday) to January 19 (Friday)

Exam Week: January 22 to 28

**Spring Festival: January 29 to February 25**

#### **Quarter Three**

February 26 (Monday) to May 4 (Friday)

Exam Week: May 7 to 13

**Spring Break: May 14 to 15**

#### **Quarter Four**

May 16 (Wednesday) to June 22 (Friday)

Exam Week: June 25 to July 1

### **STL Academic Calendar 2018 - 2019**

#### **Quarter One**

August 13 (Monday) to October 26 (Friday)

Exam Week: October 29 to November 4

**National Holiday: October 1 to 7**

**Fall Break: November 5 to 6**

#### **Quarter Two**

November 7 (Wednesday) to January 11 (Friday)



Exam Week: January 14 to 21

**Spring Festival:** January 22 to February 17

**Quarter Three**

February 18 (Monday) to April 26 (Friday)

Exam Week: April 29 to May 5

**Spring Break:** May 6 to 7

**Quarter Four**

May 8 (Wednesday) to June 21 (Friday)

Exam Week: June 24 to June 30

- 4.3. Holidays: STL follows the PKUSZ campus schedule for official holidays. STL holds no classes on days that the PKUSZ campus calendar indicates that no classes will be held. The PKUSZ campus schedule may be found on the Portal of Peking University Shenzhen Graduate School <http://portal.pkusz.edu.cn> (click on “Calendar” on the top of the screen).

Differences with Peking University Shenzhen Campus Calendar: The STL academic calendar differs from the PKUSZ campus calendar insofar as it starts earlier and ends later and operates on a quarter system instead of a semester system. Students must conform to the STL academic calendar in making travel and other plans.

Students should note that General Education courses, such as English and Chinese language courses, are offered on a different calendar from the STL calendar. Students enrolling in General Education courses should check the duration of the courses prior to their enrollment. **Students who cannot complete General Education courses should communicate with the General Education Office to apply to withdraw from the courses or may otherwise receive failing grades.**

## 5. JD/JM Academic Program

- 5.1. Curricula (培养方案) for JD/JM students differ based on year of matriculation and on whether students are LLB (法本) or non-LLB (非法本) students. Students must complete the curriculum applicable to their year of matriculation and program. Please consult the curricula below by year of matriculation and program.
- 5.2. Students who complete the JD/JM program requirements will be awarded a professional Juris Master degree certificate and official Juris Doctor certificate. Students must complete the requirements of both the JD and JM programs and cannot earn the JD or JM separately from one another.
- 5.3. Thesis: All JD/JM students must complete a graduation thesis in English. See Section 16 for further details on the thesis program.
- 5.4. Degree, Graduation, Course Completion, and Incomplete Study Certificates: Students who complete all requirements of their program, including coursework, the thesis, and internship requirements, will receive a graduation certificate (毕业证书) and degree certificate (学位证书). Students who complete their coursework but do not complete the thesis or internship requirements will receive a course completion certificate (结业证书). Students who do not complete their coursework or thesis and internship requirements will receive an incomplete study certificate (肄业证书).
- 5.5. Duration: The duration of the JD/JM program for non-LLB students is four years for all students. The duration of the JD/JM program for LLB students in the entering classes of 2017 and earlier is three years. The duration of the JD/JM program for LLB students in subsequent entering classes is four years.
  - 5.5.1. Consult Section 8 on early graduation and study extensions.
  - 5.5.2. Consult Section 22 on leaves of absence.
- 5.6. Maximum Duration: The maximum period for completion of all program requirements is five years for all students. Students who do not complete all requirements before the expiration of five years after their matriculation can receive only an incomplete study certificate (肄业证明).
- 5.7. Deadline for Completing Coursework: **With the exception of the thesis, students must complete all coursework by Quarter Two of the final year of their program at the latest.** Students who must take courses in the final quarter of their programs may need to apply to extend to their program by at least one semester. Consult Section 8 on study extensions.
- 5.8. Eligible Courses:

- 5.8.1. Required Courses: With limited exceptions for students who go on exchanges approved by STL and English and Politics courses, only STL courses may be taken as required courses. Required language and politics courses are offered through the General Education Office of PKUSZ.
- 5.8.2. Elective Courses: Elective course requirements may be completed through STL courses, approved courses from exchanges or visits, and up to 6 credits from other departments of PKUSZ with the prior approval of the Assistant Dean of Academic Affairs. General Education courses other than required language and politics courses are not counted towards STL degree requirements.
- 5.8.3. 1L Students and Elective Courses: 1L students may not enroll in STL elective courses until Quarter Four of the 1L year.
- 5.9. Language Requirement: All JD/JM students must complete at least 2 credits of English. Students who meet exemption criteria, as determined by PKUSZ, may receive an exemption for the English requirement and may receive 2 credits for English with the grade of exempt (免修). International students from outside Mainland China, Hong Kong, Taiwan, or Macau must complete 2 credits of Chinese language or receive an exemption from the language requirement.
- 5.10. Passing Required Courses: Students must pass all required courses in order to complete their degree requirements. Where required courses must be taken in a particular sequence, a student may not take courses further in the sequence until prerequisite courses have been passed.
- 5.11. Involuntary Dismissal on Academic Grounds: A student who fails a required course three times will be involuntarily dismissed from PKU. A student who fails three required or restrictive selective courses in one semester will be involuntarily dismissed from PKU.
- 5.12. Retaking Courses: Students must retake failed required courses. Students may not retake courses for which they have received passing grades except by non-graded audit with the permission of the Assistant Dean of Academic Affairs and instructor.
- 5.13. Full-Time Status and Residency Requirements:

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 JD/JM students only with the consent of the Assistant Dean of Academic Affairs.

Students without an LL.B. degree must maintain full-time status at STL for at least nine 10-week quarters.

Students with an LL.B. degree must maintain full-time status at STL for at least eight 10-week quarters.

Students may combine one 10-week quarter (Q1, Q2, or Q3) of less than full-time status with a subsequent quarter (either STL's abbreviated 8-week Quarter Four or another 10-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.

5.14. Minimum and Maximum Credit Limits Per Academic Quarter:

5.14.1. Classes of 2015 and Earlier: No student may enroll in more than 15 credits in any 10-week quarter, or proportionately fewer credits in a quarter of fewer than 10 weeks, unless the Office of Academic Affairs announces an exception before the registration period for a particular quarter due to the scheduling of required courses.

5.14.2. Classes of 2016 and Later: Minimum and maximum credit limits for the Class of 2016 and subsequent classes will be announced every quarter and will be proportional to the limits applicable to the Classes of 2015 and earlier.

5.15. Credit Limits: No more than the specified number of the following credits may count toward satisfaction of the JD or JM degree requirements:

- a) Six credits of graduate-level courses offered by PKU academic units other than STL (with the approval of the Assistant Dean);
- b) Four credits for STL law review or journal membership;
- c) Three credits for approved moot court participation;
- d) Nine credits for approved externships;
- e) Four credits of independent study;
- f) No more than one pass/fail-eligible course of four or fewer credits.

No more than 16 credits total of the foregoing types may be counted towards JD or JM degree requirements.

## **JD/JM Entering Class of 2014**

### **General Requirements for JD/JM Non-LLB Students**

1. complete 167 credits of required and elective courses, including 109 credits of required JD and JM courses and 58 credits of elective JD and JM courses;
2. complete the PKU thesis requirement/approved Substantial Research Paper (SRP) (6 credits);
3. be in good academic standing; and
4. comply with STL residency requirements.

### **General Requirements for JD/JM LLB Students**

1. complete 138 credits of required and elective courses, including 75 credits of required JD and JM courses and 63 credits of elective JD and JM courses;
2. complete the PKU thesis requirement/approved Substantial Research Paper (SRP) (6 credits);
3. be in good academic standing; and
4. comply with STL residency requirements.

### **JD Requirements for LLB and Non-LLB Students**

1. complete 63 JD-qualifying credits of required and restrictive selective courses.

### **JD Required Courses**

- Civil Procedure I (3 credits)
- Civil Procedure II (3 credits)
- Contract Law I (3 credits)
- Contract Law II (3 credits)
- Property Law I (3 credits)
- Property Law II (3 credits)
- Torts Law I (3 credits)
- Torts Law II (3 credits)
- Transnational Legal Practice I (3 credits)
- Transnational Legal Practice II (3 credits)
- Transnational Legal Practice III (3 credits)
- Criminal Law I (3 credits)
- Criminal Law II (3 credits)
- Transnational Law (3 credits)
- Business Association (4 credits)
- Advanced Transnational Practice: Deal Documentation (3 credits)
- Constitutional Law I (3 credits)
- Constitutional Law II (3 credits)
- Professional Responsibility (3 credits)
- Theories of Statutory Interpretation (2 credits)
- One of the following four courses: Advanced Transnational Law; Introduction to U.S. Administrative Law; International Business Transactions; Dispute Settlement in Trade, Investment and Commerce (all 3 credits)

### **JM Required Courses for Non-LLB Students (46 credits)**

- Chinese Civil Law I (4 credits)
- Chinese Civil Law II (4 credits)
- Chinese Civil Law III (4 credits)
- Chinese Administrative Law (3 credits)
- Chinese Administrative Litigation Law (2 credits)
- Chinese Constitutional Law (2 credits)
- Chinese Criminal Law (4 credits)
- Chinese Criminal Procedure (3 credits)
- Chinese Civil Procedure (5 credits)
- Chinese Company Law (3 credits)
- Chinese Advanced Legal Research and Writing (3 credits)
- Jurisprudence (2 credits)
- Private International Law (2 credits)
- Methodology of Marxism and Social Science (1 credit)
- Theory and Practice of Socialism with Chinese Characteristics (2 credits)
- English (2 credits)

### **JM Required Courses for LLB Students (12 credits)**

- Case Exercises of Civil Law (4 credits)
- Chinese Advanced Legal Research and Writing (3 credits)
- Methodology of Marxism and Social Science (1 credit)
- Theory and Practice of Socialism with Chinese Characteristics (2 credits)
- English (2 credits)

## **JD/JM Entering Class of 2015**

### **General Requirements for JD/JM Non-LLB Students**

1. complete 167 credits of required and elective courses, including 102 credits of required JD and JM courses and 65 credits of elective JD and JM courses;
2. complete the PKU thesis requirement/approved Substantial Research Paper (SRP) (6 credits);
3. complete the PKU thesis requirement;
4. be in good academic standing; and
5. comply with STL residency requirements.

### **General Requirements for JD/JM LLB Students**

1. complete 138 credits of required and elective courses, including 72 credits of required JD and JM courses and 66 credits of elective JD and JM courses;
2. complete the PKU thesis requirement/approved Substantial Research Paper (SRP) (6 credits);
3. complete the PKU thesis requirement;
4. be in good academic standing; and
5. comply with STL residency requirements.

## **JD Requirements for LLB and Non-LLB Students**

1. complete 60 JD-qualifying credits of required courses.

### **JD Required Courses**

- Civil Procedure I (3 credits)
- Civil Procedure II (3 credits)
- Contract Law I (3 credits)
- Contract Law II (3 credits)
- Property Law I (3 credits)
- Property Law II (3 credits)
- Torts Law (6 credits)
- Transnational Legal Practice I (3 credits)
- Transnational Legal Practice II (2 credits)
- Transnational Legal Practice III (3 credits)
- Criminal Law (6 credits)
- Transnational Law (3 credits)
- Business Association (5 credits)
- Advanced Transnational Practice: Deal Documentation (3 credits)
- Constitutional Law I (3 credits)
- Constitutional Law II (3 credits)
- Professional Responsibility (3 credits)
- Theories of Statutory Interpretation (2 credits)

### **JM Required Courses for Non-LLB Students (42 credits)**

- Chinese Criminal Law (4 credits)
- Chinese Civil Law I (4 credits)
- Chinese Criminal Procedure (3 credits)
- Chinese Constitutional Law (2 credits)
- Chinese Civil Law II (4 credits)
- Chinese Civil Law III (4 credits)
- Chinese Administrative Law (3 credits)
- Chinese Civil Procedure (5 credits)
- Chinese Advanced Legal Research & Writing (3 credits)
- Chinese Company Law (3 credits)
- Chinese Administrative Litigation Law (2 credits)
- Methodology of Marxism and Social Science (1 credit)
- Theory and Practice of Socialism with Chinese Characteristics (2 credits)
- English (2 credits)

### **JM Required Courses LLB Students (12 credits)**

- Case Exercises of Civil Law (4 credits)

- Chinese Advanced Legal Research and Writing (3 credits)
- Methodology of Marxism and Social Science (1 credit)
- Theory and Practice of Socialism with Chinese Characteristics (2 credits)
- English (2 credits)

## **JD/JM Entering Classes of 2016 and later**

### **General Requirements for JD/JM Non-LLB Students**

1. complete 181 credits of required and elective courses, including 119 credits of required JD and JM courses and 62 credits of elective JD and JM courses;
2. complete the PKU thesis requirement/approved Substantial Research Paper (SRP);
3. complete the PKU thesis requirement;
4. be in good academic standing; and
5. comply with STL residency requirements.

### **General Requirements for JD/JM LLB Students**

1. complete 151 credits of required and elective courses, including 72 credits of required JD and JM courses and 79 credits of elective JD and JM courses;
2. complete the PKU thesis requirement/approved Substantial Research Paper (SRP);
3. complete the PKU thesis requirement;
4. be in good academic standing; and
5. comply with STL residency requirements.

### **JD Requirements for LLB and Non-LLB Students**

1. complete 55 JD-qualifying credits of required courses.

### **JD Required Courses**

- Civil Procedure I (3 credits)
- Civil Procedure II (3 credits)
- Contract Law I (3 credits)
- Contract Law II (3 credits)
- Property I (3 credits)
- Property II (3 credits)
- Torts Law (6 credits)
- Transnational Legal Practice I (3 credits)
- Transnational Legal Practice II (2 credits)
- Transnational Legal Practice III (3 credits)
- Criminal Law I (3 credits)
- Criminal Law II (3 credits)
- Business Associations (5 credits)
- Advanced Transnational Practice: Deal Documentation (3 credits)
- Constitutional Law I (3 credits)



- Constitutional Law II (3 credits)
- Professional Responsibility (3 credits)

**JM Required Courses for Non-LLB Students (64 credits)**

- Chinese Criminal Law (6 credits)
- Chinese Civil Law I (6 credits)
- Chinese Criminal Procedure (5 credits)
- Chinese Constitutional Law (3 credits)
- Chinese Civil Law II (6 credits)
- Chinese Civil Law III (6 credits)
- Chinese Administrative Law (5 credits)
- Chinese Civil Procedure (8 credits)
- Chinese Advanced Legal Research & Writing (6 credits)
- Chinese Company Law (5 credits)
- Chinese Administrative Litigation Law (3 credits)
- Methodology of Marxism and Social Science (1 credit)
- Theory and Practice of Socialism with Chinese Characteristics (2 credits)
- English (2 credits)

**JM Required Courses for LLB Students (17 credits)**

- Case Exercises of Civil Law (6 credits)
- Chinese Advanced Legal Research & Writing (6 credits)
- Methodology of Marxism and Social Science (1 credit)
- Theory and Practice of Socialism with Chinese Characteristics (2 credits)
- English (2 credits)

## **6. Sequence of Required JD/JM Courses**

- 6.1. Required courses must be taken in the sequence offered. The sequence of required courses may depend on the availability of resident and visiting faculty; however, required courses will generally be offered in the following sequence. In the third year, required courses will generally be offered in Quarter One.
- 6.2. Deferral of Required Courses: Deferrals of required courses are not recommended. Students may apply to defer required courses because of compelling circumstances or an official leave that requires a deferral. Students who defer required courses must ensure they complete the required courses before the end of Quarter Two of their final year.

### **Courses Offered in the First Year (Alphabetical Order)**

- Chinese Civil Law I
- Chinese Constitutional Law
- Civil Procedure I and II
- Contracts I and II
- Criminal Law I
- English
- Property I and II
- Torts
- Transnational Legal Practice I, II, and III

### **Courses Offered in the Second Year (Alphabetical Order)**

- Case Exercises of Civil Law (LLB only)
- Chinese Administrative Law
- Chinese Administrative Litigation Law
- Chinese Advanced Legal Research and Writing (LLB and non-LLB)
- Chinese Company Law
- Chinese Civil Procedure
- Chinese Civil Law II
- Chinese Civil Law III
- Chinese Criminal Law
- Constitutional Law I
- Constitutional Law II
- Criminal Law II
- Deal Documentation
- Politics Courses

### **Courses Offered in the Third Year (Alphabetical Order)**

- Chinese Criminal Procedure

- Professional Responsibility

## **7. JD/JM Internship Requirement**

- 7.1. Internship Requirement: JD/JM students must undertake and complete an internship of at least three months and provide the Office of Careers Services with an internship report (实习报告书) prior to their undertaking their thesis defense. Multiple internships may constitute a three-month period for the purpose of this requirement and internships may be part time or full time.

Students seeking to complete their internship reports must obtain the necessary documentation from the Officer of Careers Services.

## 8. JD/JM Study Extensions and Early Graduation

- 8.1. Study Extension: JD/JM students may apply for an extension of their studies. Applications for extension must be made by the date set by Peking University, generally three months before the scheduled end date of a student's academic program. PKUSZ may charge a fee of RMB 2,500 for each one-semester extension of a study program. An extension to a student's program period is not noted in a student's transcript. Additional tuition is not assessed for the extended study period. Extensions are counted within the maximum five-year duration of students' program.
  
- 8.2. Early Graduation: JD/JM students may apply for early graduation if they complete all academic requirements of their program, including the thesis, and achieve outstanding results, including a cumulative GPA of at least A- (3.7). A student who wishes to graduate in January instead of July of their graduating year must have completed all coursework by Quarter Four of the preceding academic year. Students who wish to apply for early graduation must also provide the Office of Academic Affairs with a signed and written explanation of their reasons for applying for early graduation. Approval of early graduation applications requires the endorsement of STL and the approval of the PKU Graduate School. If a student applies for early graduation but does not thereafter complete the requirements of his or her degree program, he or she may be involuntarily dismissed (退学) or receive a course completion certificate (结业证书) instead of a graduation certificate and degree certificate.

## 9. Scholarships and Prizes

- 9.1. Scholarships and Awards: JD/JM students are eligible for the following scholarships and prizes:

**Scholarships:**

国家奖学金 National Scholarship  
铁汉奖学金 Tie Han Scholarship  
光华奖学金 Guang Hua Scholarship  
方正奖学金 Fang Zheng Scholarship  
潮商会十一兄弟奖学金 Chao Shang Hui Scholarship  
五四奖学金 Wu Si Scholarship  
中营奖学金 Zhong Ying Scholarship

**Awards:**

三好标兵 Merit Pioneer Awards  
三好学生 Merit Awards  
学习优秀奖 Excellent Study Awards  
社会工作奖 Social Work Awards

Other scholarships and awards may be announced by the Office of Student Affairs from time to time.

- 9.2. Criteria: The Office of Student Affairs will disseminate information on the proposed and final criteria for the awarding of scholarships and prizes to students during the fall of each academic year or at other times for scholarships and prizes as they become available.
- 9.3. Best Thesis: Graduating JD/JM and LLM students are eligible for consideration for a Best Thesis Award upon the nomination and approval of the faculty of STL.

## 10. LLM Academic Program

- 10.1. Duration: The LLM program is two years in duration. Residence of at least three academic quarters is necessary to complete program requirements. LLM students may, however, enroll in courses in every quarter of their program. The maximum duration of the LLM program is five years.
- 10.2. Students who successfully complete all requirements of the LLM program will receive a professional Juris Master degree certificate with official LLM certificate.
- 10.3. Deadline for Completing Coursework: While LLM students may enroll in courses in every quarter of their program, LLM students must complete all coursework credits by the end of the Quarter Two of the second year of their program. Students who must enroll in courses during the final quarter of their program may need to apply for a program extension of at least one semester.
- 10.4. Program Requirements:
- a) Credits: 36 credits, including, for LLM students matriculating in or before 2017, 6 credits to be awarded for the thesis. Thesis credits are awarded upon the thesis adviser's approval of the final thesis.
  - b) Thesis: Completion of a thesis is required to graduate from the LLM program. See Section 16 for more information on the thesis requirement.
  - c) Chinese Language Requirement: LLM students must complete at least 2 credits of Chinese language courses. Chinese language courses may be taken through the General Education Office of PKUSZ. The General Education Office may grant exemptions for Chinese language for qualifying students.
  - d) China Survey Course Requirement: LLM students must complete at least 2 credits of a China survey course.
- 10.5. General LLM Program Timeline:
- a) Orientation: STL will hold a mandatory orientation for LLM students at the beginning of the academic year in August.
  - b) Registration and Residence Permit Application: LLM students officially register with STL in August. STL will commence Shenzhen-based residence permit application procedures.
  - c) PKUSZ Policies and Rules Certification: LLM students must complete a certification during the first semester that they have reviewed relevant PKUSZ rules and policies.

- d) Coursework: For their first academic quarter, LLM students will register for Quarter One courses by email. LLM students will complete coursework, except the thesis, from Quarters One through Four of the first academic year of their programs.
- e) Chinese Language Course or Exemption: LLM students who seek an exemption from the Chinese language requirement should consult with STL and the General Education Office on exemption requirements. LLM students who do not qualify for an exemption should enroll in Chinese I during Quarters One of the first year of their programs.
- f) China Survey Course: LLM students should enroll in a qualifying China Survey course within the first four quarters of their academic program.
- g) Selection of Thesis Adviser: STL will hold an orientation on the thesis program during Quarter Three. After the orientation, LLM students will seek to reach agreement with eligible faculty to serve as their thesis advisers.
- h) Thesis First Draft: The first draft of the body of the thesis will be submitted in late fall by the date set by the Office of Academic Affairs.
- i) Thesis Final Draft: The final draft of the full thesis will be submitted in early spring by the date set by the Office of Academic Affairs.
- j) Graduation Photographs: Because of regulatory and university requirements require that students take graduation photographs from eligible official photographers for their graduation certificates during their year of graduation, LLM students must return during their second years to take a graduation photograph.
- k) Thesis Defense: LLM students must personally defend their theses before a faculty thesis defense committee. The date of the thesis defense will be coordinated with the deadlines for taking graduation photographs.
- l) Graduation and Departure Requirements: LLM students must complete pre-graduation formalities, including departure procedures, after the thesis defense. These requirements can usually be completed in May of the graduating year. Students who cannot return to STL for graduation and departure requirements should consult with the Office of International and Graduate Programs.
- m) Commencement: STL's commencement ceremony is usually held in early July. A PKUSZ campus-wide commencement and a PKU Beijing university-wide commencement ceremony are also held in early July. LLM students may attend one or all ceremonies.



- 10.6. Eligible Credits: Eligible credits towards the LLM credits requirement include STL credits and a maximum of 6 credits for courses from the other departments of PKUSZ with prior approval of the Assistant Dean of Academic Affairs. Apart from 2 credits for Chinese language, General Education courses are not counted towards STL degree requirements.
- 10.7. Required and Elective Courses: Other than the Chinese language and China survey courses, there are no required courses for the LLM degree.
- 10.8. Involuntary Dismissal on Academic Grounds: A student who fails a required course three times will be involuntarily dismissed from PKU. A student who fails at least three required or restrictive selective courses in one semester will be involuntarily dismissed from PKU.
- 10.9. Retaking Courses: Students must retake failed required courses. Students may not retake courses for which they have received a passing grade except by non-graded audit with the permission of the Assistant Dean of Academic Affairs and instructor.
- 10.10. Quarterly Credits: LLM students may enroll in a maximum of 15 credits for Quarters One to Three and 10 credits for Quarter Four unless they receive prior permission from the Assistant Dean of Academic Affairs.
- 10.11. Auditing Courses: An LLM student may audit a course with the permission of the instructor. 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 receives no credit or grade. Audited courses do not appear on the student's transcript.
- 10.12. Study Extension: LLM students may apply for an extension of their studies. Applications for extension must be made by the date set by Peking University, generally three months before the scheduled end date of a student's academic program. PKUSZ may charge an extension fee of RMB 2,500 for each one-semester extension of a study program. Additional tuition is not assessed for the extended study period.
- 10.13. Departure Procedures: LLM students going out of residence must complete departure procedures to avoid incurring additional PKUSZ fees, including housing. Any LLM student going out of residence should communicate before their departure with the Director or Assistant Director of International and Graduate Programs at least one month before the end of a semester.
- 10.14. Health Insurance: LLM students must pay a PKUSZ health insurance fee. Students going out of residence after the first year of their programs must consult with the Director or Assistant Director of International and Graduate Programs regarding arrangements for the health insurance fee.

- 10.15. Degree, Graduation, Course Completion, and Incomplete Study Certificates: Students who complete all requirements of their programs, including coursework, the thesis, and internship requirements, will receive a graduation certificate (毕业证书) and degree certificate (学位证书). Students who complete their coursework but do not complete the thesis or internship requirements will receive a course completion certificate (结业证书). Students who do not complete their coursework or thesis and internship requirements will receive an incomplete study certificate (肄业证书).
- 10.16. Graduation Photographs: LLM students must take an official graduation photograph during the year of their expected graduation. The photographs are used to produce graduation certificates. The graduation photograph may only be taken by photographers at authorized agencies. Photographs are taken on the PKUSZ campus in the fall. Photographs may also be taken in Guangzhou and Beijing. LLM students should expect to return to China during their graduating years to take official graduation photographs. The period for taking graduation photographs generally runs from October to April.
- 10.17. Early Graduation: LLM students may apply for early graduation if they complete all academic requirements of their programs, including the thesis, and achieve outstanding results, including a cumulative GPA of at least A- (3.7). A student who wishes to graduate in January instead of July of their graduating year must have completed all coursework by Quarter Four of the preceding academic year. Students who wish to apply for early graduation must also provide the Office of Academic Affairs with a signed and written explanation of their reasons for applying for early graduation. Approval of early graduation applications requires the endorsement of STL and the approval of the PKU Graduate School. If a student applies for early graduation but does not thereafter complete the requirements of his or her degree program, he or she may be involuntarily dismissed (退学) or receive a course completion certificate (结业证书) instead of a graduation certificate and degree certificate. LLM students who wish to apply to graduate early must also earn 36 credits from coursework, not including the thesis.
- 10.18. Compliance with Local Laws and Visa Regulations: LLM students are expected to comply with local laws and visa regulations, including those pertaining to registration within 24 hours of their changing residences. LLM students with questions regarding work or internship authorizations should consult the Director of the Office of Graduate and International Programs.

## 11. Elective Courses

- 11.1. Elective Course Offerings: A tentative roster of elective course offerings for the academic year will be published in the Course List and Descriptions for Quarter One. The roster will be updated with each quarter's Course List and Descriptions. Biographies of visiting faculty every quarter will also be included in each quarter's Course List and Descriptions.
- 11.2. Selection of Elective Course Offerings: STL's elective course offerings are diverse. They include offerings by resident and visiting faculty from China and abroad, courses taught in English in the JD and LLM programs, courses taught in Chinese in the JM program, doctrinal or podium courses, skills and practice courses, courses that focus on legal theory and jurisprudence, and courses that are interdisciplinary. Law is a broad discipline and STL's electives intend to reflect a broad variety of fields to reflect student interest and to promote exposure to various areas of study.

Several of STL's elective courses will be annually, others may be taught every other year, and others may be taught according to the availability of instructors and faculty. Because even resident faculty may change courses or teach new courses, STL's elective course offerings change every year. Indeed, STL makes an effort to ensure that different courses are offered every year so that students may benefit from new or different offerings as they progress in their academic programs.

Students should consult with faculty for advice regarding course selection.

## 12. Course Registration and Withdrawal

### 12.1. Course Registration Procedure:

12.1.1. 1L, 2L, and 3L Students in Required Courses: 1L, 2L, and 3L students will be enrolled by Academic Affairs in their required courses during the course registration period. Students who are taking a course out of sequence or who must retake a course should inform the Assistant Dean of their need to enroll in a required course before the course registration period. Students taking courses out of sequence are responsible for ensuring that they timely complete their required courses.

12.1.2. Elective Courses: JD/JM and LLM students may enroll in elective courses using the PKUSZ Portal (<http://ss.pkusz.edu.cn>). The course registration period will be divided into two parts: (1) a period for indicating preferences for enrolling in limited enrollment courses, and (2) a period for enrolling in non-limited enrollment courses and limited enrollment courses with remaining seats. Some courses may require enrollment by application in which case application instructions will be provided. In principle, because of physical seating limitations, enrollment in non-limited enrollment courses cannot exceed 56.

12.1.2.1. LLM and Visiting and Exchange Students: LLM students in their first quarter and visiting and exchange students enrolled for only one quarter may enroll in courses by email to the Director of Graduate and International Programs before and during the course registration period. LLM students and visiting and exchange students enrolling their second or later quarters should enroll in courses using the PKUSZ Portal.

12.1.3. Enrollment in limited-enrollment courses will be by (1) order of priority and (2) by chronological order in which students expressed their enrollment preference. The order of priority is as follows:

1. 4L and LLM students;
2. 3L and exchange and visiting students;
3. 2L students;
4. 1L students.

12.1.4. Thesis, Externship, and Moot Court Program: Students commencing their thesis in the spring before their final years will be enrolled in the thesis course by the Office of Academic Affairs. Students enrolling in externships and moot court will be enrolled in these courses by the Office of Academic Affairs.

- 12.1.5. General Education Courses: Students enrolling in General Education courses should follow the procedures provided by the General Education Office on course registration and withdrawal. STL cannot enroll or withdraw students from General Education courses. Students who cannot complete General Education courses and do not timely withdraw may be awarded failing grades.
- 12.1.6. Course List and Descriptions: Available courses and the course schedule will be released by email by the Office of Academic Affairs at least two weeks before the beginning of each quarter. The Office of Academic Affairs will also announce the course registration periods.
- 12.2. Course Add Deadline: Students may add a course through the expiration the first ten percent of instructional hours of the course and before instruction begins in excess of ten percent of the instructional hours, but not thereafter absent compelling circumstances and the permission of both the instructor and the Office of Academic Affairs.
- 12.3. Course Drop Deadline: Students may drop a course during the first thirty percent of instructional hours of the course, but not thereafter absent compelling circumstances and Academic Affairs approval.
- 12.4. Consequences of Dismissal from Courses for Poor Attendance: Students who are dismissed from or fail a course for poor attendance or non-attendance will lose their enrollment priority for the following two quarters.

### **13. Student Contact Information, Westlaw/TWEN, and Textbooks**

13.1. Email Account: Key information from STL about course offerings, exam schedules, the thesis program, and other academic matters will be distributed by email.

13.1.1. JD/JM Students: Emails from STL will be sent to JD/JM students' official PKUSZ email addresses in the @sz.pku.edu.cn domain.

13.1.2. LLM and Exchange and Visiting Students: Emails from STL will be sent to the email addresses LLM and exchange and visiting students used when first communicating with the Office of International and Graduate Programs.

LLM, exchange, and visiting students should report the email address to which they wish official communications to be sent to the Director of International and Graduate Programs at the beginning of their programs or periods of study. LLM, exchange, and visiting students may change the email address used for STL communications by changing the email address listed for them in the PKUSZ portal under "Personal Information."

The same email address will be shared with instructors in whose courses LLM, exchange, and visiting students enroll.

13.2. Daily Email Check: All STL students are required to check email daily during the academic year in order to receive administrative and class announcements.

13.3. English/Preferred Names: Students are advised to go to the "Personal Information" page in the PKUSZ portal and enter their preferred or English names as their "English Name."

13.4. Westlaw/TWEN Account: All students have access to an individual Westlaw account that may be used for educational purposes. Many instructors use a Westlaw service, TWEN, to distribute course materials or for communications. For questions relating to Westlaw and TWEN, please contact the Law Library.

13.5. Textbooks and Course Packs: Many STL instructors use their own coursepacks, which may be distributed digitally or in hard copy at the Law Library Reserve in Room 112. Textbooks may be borrowed from Room 112. Because copies are sometimes limited, textbooks and supplementary texts may sometimes be borrowed for a limited duration only.

## 14. Exams

- 14.1. Exam Procedures: Proctored STL exams are handwritten in blue or black ink. Identification on exams will be by exam number. Exams are graded anonymously and students may not write their student numbers, names, or other identifying information on their exam answer or question sheets. New exam numbers are distributed by email during every quarter to students enrolled in courses evaluated by proctored exam. The standard length of exams is three hours.
- 14.2. Permitted Materials: Instructors designate before the exam whether materials will be permitted during the exam and, if materials are permitted, which materials may be brought. Electronic materials are never permitted unless expressly permitted by the instructor and exam instructions.
- 14.3. Exam Schedule: Each quarter's exam schedule will be announced during each quarter. Exam periods are listed in STL's Academic Calendar. Students enrolled in exam courses should not make travel plans or register for other exams or tests during the exam period until after the exam schedule is released and students are able to avoid conflicts with their STL exams. In some cases, exams for courses that end several weeks prior to the end of the quarter may be scheduled prior to the exam period.
- 14.4. **For all exam courses, in order to preserve anonymity, students may not discuss exam rescheduling with instructors. Inquiries about alternative exam scheduling should be directed only to the Assistant Dean of Academic Affairs.**
- 14.5. Exam Rescheduling: Exam scheduling changes are rarely granted and only where it can be demonstrated either through documentation or otherwise that (1) the request was made prior to the examination, (2) the student contacted the Assistant Dean of Academic Affairs immediately upon learning of the conflict, and (3) the conflict was beyond the student's control. In no case may a student apply to take an exam earlier than its regularly scheduled date.
- 14.6. Illness or Emergencies: In the event of a severe illness or other medical condition preventing a student from taking an exam on its scheduled date, the student must contact the Assistant Dean of Academic Affairs.
- 14.7. Two Exams on the Same Day: In the event that a student has two exams on the same day, the student may apply to reschedule one exam to the next earliest available date. The deadline for requests to reschedule an exam because of two exams being scheduled on the same date will be announced when the exam schedule is announced. Students may also opt to take the exams as scheduled.
- 14.8. Exam Conflicts with Exchanges, Visits, and Moot Court: Students who elect an exchange or participate in an academic activity that conflicts with an exam period during a quarter in which they enroll in courses should enroll in courses evaluated

by paper or whose examinations are scheduled prior to their departure dates. Students who plan to depart STL during the exam period are not guaranteed alternative exam dates because of their plans.

- 14.9. Access to Exam Papers: Students may access their exam papers after the examination only (1) after a grade has been submitted, (2) only with the authorization of instructors, and (3) only in the presence of their instructors.
- 14.10. Cheating on Exams: Cheating on exams is a serious violation of academic integrity that carries severe STL and PKU penalties, including the addition of disciplinary records in students' permanent files (档案).



## 15. Grading

### 15.1. Grading System:

- a) With the exception of pass/fail courses, which include the thesis, Independent Legal Studies, and Moot Court, all STL courses are graded using letter grades. Consistent with PKU rules, STL students will have a grade point average (“GPA”) on a 4.0 scale.
- b) STL’s letter grading system and the numerical equivalents of letter grades are as follows:

Grade 等级	Numerical Score 百分制成绩	Course GPA 课程绩点	Explanation 说明
A+	95-100	4.0	Excellent 优秀
A			
A-	90-94	3.7	Good 良好
B+	85-89	3.3	
B	80-84	3.0	
B-	77-79	2.7	Ordinary 一般
C+	73-76	2.3	
C	70-72	2.0	
C-	67-69	1.7	Fail 不及格
F	0-59	0	
EX		N/A	Exempt 免修
IP		N/A	In Progress 跨学期未完成
I		N/A	Incomplete 未完成（缓考）
P		N/A	Pass 合格
NP		N/A	Fail 不合格

- c) Passing grades include grades of P and grades from A+ to C-. The grades of F or NP are awarded for courses that are not passed. Grades of F and NP will appear on transcripts even if a course is subsequently retaken and passed.
- d) The grade of Exempt is awarded for courses from which students are Exempt.
- e) The grade of In Progress is awarded for courses that cross Quarters Two and Three before a final grade has been awarded.
- f) The Grade of Incomplete is awarded for courses that students have not yet completed because a student has applied to take the examination at a

subsequent sitting because of illness or other inability to take an examination.

15.2. Grading Expectations:

15.2.1. Required Courses: For required courses, the mean grade ordinarily should be no higher than B+.

For required courses with enrollments of 50 and above, the instructor may award A+ grades to a maximum of 2% of the students. For required courses with enrollments below 50, the instructor may award an A+ to a maximum of one student.

Grades ordinarily should be distributed as follows:

A+, A, A-	20-30%
B+, B, B-	60-70%
C+, C, C-, F	10%

15.2.1. Elective Courses: For elective courses, the mean grade ordinarily should be no higher than B+.

When enrollment in an elective course is 50 or above, the instructor may award an A+ to a maximum of 2% of the students. When enrollment in an elective course is below 50, the instructor may award an A+ to a maximum of one student.

For elective courses in which enrollment is above 20, grades ordinarily should be distributed as follows:

A+, A, A-	20-30%
B+, B, B-	60-70%
C+, C, C-, F	10%

15.2.1. Exceptional Circumstances: Instructors may award grades that diverge appreciably from the above expectations on the basis of exceptional circumstances with the consent of the Dean or the Dean’s designee.

15.3. Dean’s Citations (院长嘉奖): For every 25 students in a class, an instructor may nominate one student to receive a Dean’s Citation (院长嘉奖) recognizing superior performance. Dean’s Citations are awarded at the instructor’s discretion. If a student is awarded a Dean’s Citation, the notation will appear in the Remarks column of a student’s grades on the PKUSZ portal.

15.4. Reporting of Grades: After grades are submitted by course instructors, grades will first be posted to the PKUSZ Portal. As a matter of PKU policy, grades will only be visible if the student completed course evaluations for the courses in which he

or she registered. Grades will then be posted on the PKU Beijing between Quarters Two and Three and between Quarter Four and Quarter One of the next academic year.

Instructors are requested to submit their grades 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):

Quarter One – December 15

Quarter Two – February 28

Quarter Three – June 15

Quarter Four – August 10

- 15.5. Access to Final Exam Papers: Students may access their exam papers after the examination only (1) after a grade has been submitted, (2) only with the authorization of instructors, and (3) only in the presence of their instructors.

## 16. Thesis Requirement

16.1. Thesis Requirement: Completing a thesis is a requirement for successful completion of the all STL degree programs. Completing the thesis requires meeting the following requirements: (1) the student's thesis adviser (导师) approves the final thesis to proceed to anonymous evaluators for evaluation; (2) anonymous evaluators recommend the thesis for oral defense; (3) the student submits a thesis meeting PKU requirements for the formalities and format of PKU theses; and (4) the student successfully defends the thesis at an oral defense.

16.2. Thesis Advisers: The role of an STL thesis advisor is that of a Master's thesis adviser, not an SJD/JSD or PhD thesis advisor. In advising a Master's thesis, faculty advisers are not necessarily expected to be experts in students' areas of interests. The role of the adviser is to primarily ensure that the student progresses in his or her thesis development, presents and supports a logical claim, has strong academic support for the paper, that the thesis is the original work of the candidate, and the paper has scholarly value. The primary duties of an adviser are to meet at periodic intervals with students and provide oral and written feedback on the thesis project. Advisers can be of tremendous assistance to students in helping them develop their topic and research strategies, providing useful feedback on the students' research and drafts, and speaking with them about their own experiences in scholarly writing.

Faculty advisers will support thesis candidates by offering guidance, comments and ideas, but will only do so in a limited capacity. Students are expected to treat their advisers in a professional manner; recognizing the busy schedules of STL faculty and being responsible for maintaining communication with their advisor.

Resident faculty and select visiting faculty are eligible to serve as advisers. STL students who seek to ask a visiting faculty member to serve as an adviser should speak with the Assistant Dean of Academic Affairs.

16.3. Limitations on Number of Thesis Advisees: Thesis advisers may serve as advisers for a limited number of students only.

16.4. Thesis Schedule:

- a) The Office of Academic Affairs will hold an orientation on the thesis program in the spring of students' penultimate academic years during which the thesis schedule and procedures will be announced.
- b) Students select an adviser in the spring of the next to final year of their programs and complete a final thesis by early spring of the final year of their programs. After reaching agreement with an adviser, students should, copying the adviser, report their agreement with their adviser to [thesis@stl.pku.edu.cn](mailto:thesis@stl.pku.edu.cn).

Students may change advisers with the approval of the Assistant Dean of Academic Affairs, the prior thesis adviser, and the new thesis adviser. Thesis adviser changes may be made only up until 30 days prior to the submission deadline for the first draft of the thesis. A list of advisers is included in this Handbook in Appendix X.

- c) Students submit a first draft of the body text of their thesis in Microsoft Word format to their advisers in the fall of their final year by the date announced by the Office of Academic Affairs. Students simultaneously submit a Turnitin Similarity Report. Students must submit any other parts of the thesis required by their advisers.
- d) Students submit a final version of their thesis in Microsoft Word format in early spring of their final year by the date announced by the Office of Academic Affairs. The final version must contain all parts of the thesis as required by PKU and STL and adhere strictly to PKU and STL format requirements. The final thesis must be accompanied by a Turnitin Similarity Report. Incomplete theses or non-submission of theses may lead to an extension of the student's academic program or termination of the program without conferral of a degree. Students must also simultaneously submit an anonymous version of their thesis, which does not include their names, student numbers, and acknowledgements, in Microsoft Word format.
- e) Advisers must approve final theses to proceed to anonymous evaluations. Students' advisers may treat students' final theses as a final version and will likely not provide additional comments or suggestions to the final thesis after it is submitted.
- f) If sufficient evaluators agree that the thesis may proceed to oral defense, an oral defense will be scheduled. In accordance with PKU rules, in no case may students defend their thesis before they have completed all other academic requirements of their program, including, for JD/JM students, the internship requirement and report and all coursework.
- g) Students Not Graduating in July: Students not graduating in July of their final year, such as students applying for early graduation or students who have extended their programs, will have a modified schedule. Students expecting to graduate in January will ordinarily have their thesis defenses scheduled in the preceding December.

#### 16.5. Completing the Thesis:

- a) If a thesis adviser does not approve the thesis to proceed to the anonymous evaluation stage, the student may need to revise the thesis and/or apply for an extension of their study period as the case may be.

- b) If the thesis does not pass anonymous evaluation, the student may need to revise the thesis and/or apply for an extension of their study period as the case may be.
- c) If the student does not pass the oral defense, the student must apply for permission to defend the thesis the following year.

16.6. Oral Defense: Oral defenses will ordinarily be scheduled in early May. Each student will defend his or her thesis before a panel of at least three faculty members. A student passes the oral defense if a majority of the panel approves the thesis.

In accordance with PKU rules, all theses must be defended in person.

16.7. Format and Length of the Thesis: The body of STL theses is approximately 30 pages. Theses must be formatted according to STL and PKU requirements as distributed by the Office of Academic Affairs. STL students are expected to scrupulously with formatting requirements.

16.8. JD Substantial Research Paper Requirement: The thesis satisfies the JD Substantial Research Paper Requirement (“SRP”). Otherwise, a SRP is:

- a) 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;
- b) submitted by a student who has taken advantage of one or more opportunities to respond to suggestions and criticism in producing the paper; and
- c) 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.

## 17. Academic Integrity

- 17.1. Honesty: As a law school, STL expects all students to abide by high standards of honesty, integrity, and professionalism in their dealings with instructors, peers, and administrators. Dishonest or dishonorable conduct may lead to disciplinary procedures.
- 17.2. Plagiarism: In line with STL's mission of training lawyers who discharge their duties with high standards of integrity, honesty, and professionalism, STL expects students to observe high standards of academic integrity and honesty. Therefore, STL students are expected to comply with the fundamental academic norm prohibiting plagiarism and all forms of academic dishonesty.

Plagiarism is the representation that the ideas, expression, or language of others is the writer's own. Plagiarism misappropriates the work or ideas of others and deceptively presents the misappropriated work or ideas, whether implicitly or explicitly, as the author's own. Plagiarism is inconsistent with academic standards that require STL students to give credit to others where needed and to distinguish between their original ideas and words from those that they borrow.

Plagiarism may arise when

- (1) the writer directly copies or translates words and expressions from another source to the writer's work without providing attribution to the source and indicating that the material is quoted,
- (2) the writer, even while providing attribution to a source, does not indicate that language or expression is quoted or paraphrased only slightly, or
- (3) the writer, even without copying words or expressions, borrows an idea without providing attribution.

The duty to avoid plagiarism exists for all work and assignments and requires attribution to whatever sources a student may use for an assignment regardless of whether the source is scholarly. Material taken from websites, for example, should receive attribution. Moreover, the duty to provide attribution exists regardless of whether the material borrowed supports background facts or sophisticated legal analysis.

- 17.3. **Consequences of Plagiarism**: **Plagiarism in a course constitutes academic dishonesty and may lead to failure of the course, loss of good standing and academic probation, temporary suspension from the law school, disqualification from exchange opportunities and academic programs, and the use of university disciplinary procedures, which can result in expulsion or other penalties.**

**Plagiarism may also impact eligibility for employment opportunities. In the event that students authorize professional regulatory authorities by virtue of applying for bar admission or professional licenses to inquire with STL regarding their academic integrity history, STL will be obliged to accurately report on incidents of plagiarism.**

If you are unclear about what constitutes plagiarism, it is your responsibility to speak with your instructor before you submit your work. If in doubt, consult with your instructor or the Assistant Dean of Academic Affairs.



## 18. Attendance, Preparation for Class, and Auditing Classes

- 18.1. 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 but not lower standard of attendance and to take absences from class into account in awarding grades.

Students who will not be present from a class should consult with their instructor for absences of one week or less and with the Assistant Dean of Academic Affairs for absences exceeding one week. Students who are not able to attend classes for one week or more should consult the Assistant Dean or an Officer of Academic Affairs. For information on leaves of absence, consult Section 22.

- 18.2. 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.
- 18.3. Auditing: An upper-level student may audit a course with the written permission of the instructor and the Assistant Dean 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.

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

## **19. Limitations on Student Employment and Internships**

- 19.1. 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 JD/JM students may not accept employment without advance approval from the Dean or his or her designee. No student who is enrolled full-time (enrolled in 9 credits or more) 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.
- 19.2. International Students: LLM and other international students should consult with the Director of the Office of International and Graduate Programs regarding internship or work authorizations.

## 20. Good Standing and Academic Probation

- 20.1. Good Standing: In order to remain in good academic standing, an upper-level student or LL.M. student must (i) maintain a cumulative grade point average of C+ or higher, (ii) achieve a grade point average of C+ or higher in every quarter in which the student is enrolled full-time, and (iii) not receive a grade of C or lower in more than forty percent of the maximum 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 C or higher and (ii) not receive a grade of C- or lower in any course.

In order to remain in good academic standing, all students must abide by STL's academic integrity rules and the high standards of integrity, honesty, and ethical conduct required by the profession of law.

- 20.2. 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.

## **21. Graduation Departure Procedures and Commencement**

- 21.1. Graduation Departure Procedure: Graduating students must comply with PKUSZ and PKU university procedures for leaving the university and collecting their graduation certificates. Leaving procedures require (1) completing the requirements for the School Leaver's form (离校转单) and (2) submitting the Red Student Book (学生证). Students will receive detailed instructions from PKUSZ or STL prior to their graduation.
  
- 21.2. Commencement: STL's commencement ceremony is usually held in early July. A PKUSZ campus-wide commencement and a PKU Beijing university-wide commencement ceremony are also held in early July. Graduating students may attend one or all ceremonies.

## 22. Extended Leaves of Absence

22.1. Extended Leaves of Absence: This Section pertains to students who must take extended leaves of absence from STL of more than one month. Section 18 pertains to attendance in courses for students who are not leave. Students who take extended leaves of absence cannot register in or remain registered in course during the leave period.

22.2. Consultation with Academic Affairs Before Departing for Leaves of Absence: Students seeking an extended leave of absence for any reason must consult with the Assistant Dean or an Officer of Academic Affairs prior to their departure and complete the leave application procedure with supporting documentation as advised by the Office of Academic Affairs.

Students who depart STL without obtaining authorization may face serious consequences, including involuntary dismissal from PKU.

22.3. Timely Submission of Leave Application: With the exception of leave applications for medical reasons, leave applications of more than one month or more than one third of a semester (休学) should be submitted before or within the first week of a semester. Leave applications submitted after the semester begins might not be approved by PKU. Non-medical leaves may be authorized by PKU on limited grounds. To apply for leave, students must download application materials from the PKU portal and submit to the Office of Academic Affairs with supporting documentation.

22.4. Medical Leaves: Medical leaves of more than one month or more than one third of a semester must be approved by PKUSZ. Such medical leaves must be supported by documentation from one of the following medical institutes: (1) the Peking University Shenzhen Hospital (北京大学深圳医院), (2) the Peking University Campus Hospital (北京大学校医院), and (3) the Shenzhen Xili People's Hospital (深圳西丽人民医院). Documentation from other institutions will not be accepted by PKUSZ.

22.5. Automatic Extension of Study Program: Leaves of absence of more than one month or more than one third of a semester will automatically extend a student's academic program by one semester.

22.6. Returning from Leave: Students returning from medical or non-medical leave of one month or more must report to an Officer of Academic Affairs upon their return to campus.

22.7. Nullification of Grades for Students on Leave for More Than One Month: Students who take official leave for more than one month during a semester will

not be able to earn credits during the entire semester in which the leave takes place even if the leave begins after the first quarter of the semester.

- 22.8. Maximum Duration of Leave: The maximum duration of a medical leave is one year. The maximum duration of leave for reasons of starting a business is two years. The maximum duration of leaves of absences for other non-medical reasons is one year. The total study time for all STL students, including leaves, is five years.

## 23. Transcripts and Certifications

- 23.1. Transcripts: Students and alumni may print transcripts, certificates of enrollment, copies of graduation certificates, and copies of diplomas through a self-service machine for a small fee on the ground floor of the PKUSZ campus administration building (Building H). Students generally may not print documents through the self-service machine during the first two weeks of each semester during PKUSZ registration periods. Transcripts and certificates from the self-service machine will be printed in color and contain QR codes for purposes of authentication.
- 23.2. Safeguarding Certificates: Students may print documents from the self-service machine using their PKU portal username and passwords. After graduating, students cannot use their PKU portal username and password to print documents. Instead, alumni must use their graduation certificate serial number (毕业证书编号) to print documents. Students and alumni are advised to make copies of and safeguard their graduation documents.
- 23.3. Certifications for Exchanges and Year-Long Visits: Students who require documents in support of their exchange applications, including English language certifications and tuition exemption letters should contact the Office of International and Graduate Programs.
- 23.4. Other Certifications and Letters: Students who require other written certifications from STL, including written letters of enrollment, letters in support of visa applications, or foreign bar certifications, may contact the Office of Academic Affairs. Please allow for two to four business days for preparation of the certification or letter.
- 23.5. Mailing Fees: Students or alumni who request transcripts or certifications or other documents to be mailed or couriered by STL must shoulder the expense of mailing and provide reimbursement by wire transfer or other available means as stated by the Office of Academic Affairs.

## 24. Foreign Visitation Declarations (出访手续)

- 24.1. When Foreign Visitation Declarations Are Necessary: Students must apply for Foreign Visitation Declarations from STL and PKUSZ for travel outside Mainland China under the following circumstances. **Students who do not timely apply for authorization may face severe consequences, including involuntary dismissal from PKU.**
- 24.1.1. All students traveling outside Mainland China during their academic programs for official travel must apply for Foreign Visitation Declaration (出访手续). Official travel includes exchanges and visits, participation in other co-curricular programs, moot court travel, and externships and internships.
- 24.1.2. All students whose departure dates follow the campus registration dates must first register before their departures.
- 24.1.3. All students whose departure dates precede the campus registration dates must apply for Foreign Visitation Declaration first and then register with the Office of Academic Affairs and PKUSZ upon their return.
- 24.2. Extending Overseas Visits: Students who extend their overseas sojourns beyond the date of their original Foreign Visitation Declaration must apply for a new Foreign Visitation Declaration or risk involuntary dismissal from PKU.
- 24.3. Foreign Visitation Declarations During the Final Quarter: Students who apply for Foreign Visitation Declarations during the final quarter of their programs will need to sign a PKU waiver.
- 24.4. Foreign Visitation Declarations and Graduation Dates: Students who apply for Foreign Visitation Declarations that extend beyond their expected graduation dates will need to apply for and receive approval for a study extension before commencing overseas travel.



## 25. Exchange Programs

- 25.1. Eligibility: JD/JM students may apply for an exchange to take place in the third or fourth year of their program. Students must be in good standing at the time they make an application.
- 25.2. Authorization for Exchanges: Students applying for an exchange, whether through an STL exchange program or through a PKU exchange program, must obtain authorization from STL through the Office of International and Graduate Programs. The Office of International and Graduate Programs will disseminate authorization requirements for PKU and STL exchanges. Students seeking to apply for an exchange must strictly comply with these requirements or may be disqualified from consideration for authorization. Failure to follow requirements may also result in lower priority for consideration for exchanges.
- 25.3. Authorization for PKU Exchange Institutions: Students applying for an exchange through a PKU exchange program must receive approval of their choice of PKU exchange from the Office of International and Graduate Programs. Students departing for PKU exchange programs that are not approved by STL may not transfer credit for the exchange and may be denied Foreign Visitation Declaration by STL.
- 25.4. Good Standing and Exchanges: Good standing is required to apply for a PKU or STL exchange. The Office of Academic Affairs will certify if applicants for exchanges are in good standing at the time they apply to the Office of International and Graduate Programs.
- 25.5. Foreign Visitation Declaration (出访手续): Students traveling abroad for an exchange must obtain a Foreign Visitation Declaration from STL and PKUSZ. Students who do not do so prior to departure risk involuntary dismissal from PKU. STL will not process transfer credits for students who depart for an exchange without Foreign Visitation Declaration.
- 25.6. English Language Certifications: For STL exchanges, students may obtain standard certifications of English-language proficiency from the Office of International and Graduate Programs. For PKU exchanges, students are responsible for fulfilling language certification requirements of host schools, which may include providing IELTS and TOEFL qualifications.
- 25.7. Transfer Credit: The maximum number of credits that may be transferred from one or more authorized exchanges is 18 STL credits. For year-long visits to ABA-approved law schools as described in Section 26, the maximum number of transfer credits will be determined by STL's policy pertaining to such visits. The transfer of credits is contingent on STL approval of the credit proposed to be transferred. Any credits transferred will be entered as pass/fail credits on student records.

**Because of the time needed to process transfer credits, students may not transfer credits from exchanges if the exchange occurs during the semester in which they will graduate.**

It is the responsibility of students to timely provide their unofficial transcripts, other requested documents, and official transcripts, as soon as they are available, to the Office of International and Graduate Programs. Processing transfer credits generally takes several weeks.

25.8. Good Conduct Before and After Exchange: Students are expected to comply with STL good standing and academic integrity rules before and during a scheduled exchange and with the rules and policies of their host schools during an exchange.

Students who do not comply with STL good standing and academic integrity rules may be barred from the exchange or lose the option of transferring credit from an exchange.

Students who do not comply with their host schools' rules and policies while on exchange may also lose the option of transferring credit from an exchange.

25.9. Summer Programs: STL does not transfer credit from summer law or other summer programs in or outside China.

## 26. Year-Long Visits to ABA-Approved Law Schools

26.1. STL JD/JM students may apply for admission as visiting JD students at an American Bar Association (“ABA”)-approved law school. STL students must first obtain STL authorization for a year-long visit. STL may make special arrangements with ABA-approved law schools to admit STL LLB and non-LLB students as visiting JD students. For information on special arrangements, consult the Office of International and Graduate Programs.

26.2. Bar Exam Eligibility: STL students who undertake year-long visits in order to be eligible to take the bar examination in a jurisdiction in the United States or elsewhere are personally responsible for determining whether the courses in which they enroll and credits they earn are sufficient to meet the requirements for bar exam eligibility in the intended jurisdiction.

Students are also responsible for taking all procedural steps (such as advance registration and appropriate credential evaluation of a first degree in law) necessary for eligibility. Students should consult the rules and web site of the intended jurisdiction or communicate with the relevant authority as necessary.

Students may not rely on summaries of bar exam requirements provided by STL or an ABA-approved law school. These are intended to be helpful resources but are not authoritative.

26.3. Eligibility for Visit: Students must consult with the Assistant Dean for Academic Affairs with respect to (1) the application process and their eligibility for year-long visits to STL partner schools and/or (2) whether or not they will receive approval for a year-long visit to another ABA-approved law school to which they hope to apply independently. The number of STL students who undertake year-long visits may be limited by STL and PKUSZ policy.

26.4. Students may undertake a year-long visit to an ABA-approved law school during either their third or fourth year at STL, if approved. Students are responsible for completing any required STL courses they may miss while abroad at some other time during which the courses are regularly scheduled. Credits earned at an ABA-approved law school, whether during a year-long visit or a one-semester exchange program, may substitute for required STL counterpart courses with the approval of the Assistant Dean for Academic Affairs.

26.5. Students paying tuition to an ABA-approved law school during a year-long visit likely still will be required to pay STL tuition for the same year. This is PKUSZ policy.

26.6. Students may not receive credit toward their STL degrees for more than one full academic year of exchange programs or academic visits abroad. So, for example, although students might undertake as part of their STL program (1) both a one-semester exchange and a one-semester visit, or (2) two one-semester exchanges,

or (3) a year-long visit to an ABA-approved law school, students may not combine for credit both a year-long visit and one-semester exchange as part of their STL program.

- 26.7. None of the year-long visits that occurs at an STL partner school or at another ABA-approved law school currently is part of a Ministry of Education-authorized dual degree program. So, if an STL student applies for and is admitted as an LLM degree candidate at an ABA-approved law school, the LLM degree will not be recognized by the MOE. This may or may not affect employer recognition of the degree depending on the employer. (The MOE's dual degree program requirement for enrolled PKU students does not affect STL graduates who obtain a foreign LLM).
- 26.8. Students traveling abroad for a year-long visit must apply for Foreign Visitation Declaration (出访手续). See Section 24 on Foreign Visitation Declarations.
- 26.9. Students applying for Foreign Visitation Declaration in excess of 180 days must complete PKUSZ Departure procedures. Note that non-LLB students arranging a year-long visit during their third year at STL likely still will need to complete required STL courses during one quarter in residence either during Q4 of their third year or during their fourth year, depending on the scheduling and availability of the required courses.
- 26.10. Students arranging year-long visits to an ABA-approved law school during their fourth year (or LLB students admitted before 2017 arranging a year-long visit during their third year), should consult with Academic Affairs about (1) appearing for thesis oral defense and (2) scheduling an official graduation photograph.

## 27. Externships

- 27.1. Externships: To provide students meaningful opportunities to learn about the practice of law, develop skills, and professionalism, STL is building an externship program. The externship program provides students with approved placements for experiential learning.

An externship is a work placement that also serves as an experiential learning opportunity on the practice of law and the legal profession. Externship work placements must be supervised by one or more experienced lawyers and are approved in advance by STL as eligible for academic credit. Eligible externships include domestic and foreign or international placements in government, non-governmental organizations, public interest organizations, and institutes.

Previous externship placements have included placements in the International Center for the Settlement of Investment Disputes (“ICSID”), the United Nations Commission on International Trade Law (“UNCITRAL”), the United Nations High Commissioner for Refugees (“UNHCR”), the Supreme People’s Court, the First Circuit of the Supreme People’s Court, the Futian People’s District Court, the United States District Court for the District for Vermont, CIETAC Shenzhen, and others.

To promote reflection, learning, and professional development, students in externship placements must prepare a statement of their goals, a mid-placement report, and a final report. These documents aim to encourage students in placements to reflect on their goals, their progress towards those goals, and on the professional values and practices that they observe and participate in during their placements.

- 27.2. Eligibility and Application: Only students in good standing may apply for externships.

Students may apply for externships according to the requirements posted for each approved placement by the Office of Academic Affairs or a faculty supervisor. Students may also propose externships to the Assistant Dean of Academic Affairs, but must receive approval before the externship commences.

Students who have previously failed to complete an externship without good cause may no longer receive externship credit.

Students may withdraw from an externship with approval of the Office of the Academic Affairs or, in the case of faculty-supervised externships, the faculty supervisor.

- 27.3. Quarterly Credit Cap: Externships count towards the quarterly credit cap.

- 27.4. Reimbursements and Remuneration from Externship Placements: Students in externships may be reimbursed by their placements for incidental expenses associated with the externship such as transportation or meals.
- 27.5. Foreign Visitation Declaration (出访手续): Students traveling outside Mainland China for an externship must obtain Foreign Visitation Declaration from STL and PKUSZ. Students traveling abroad on an externship with funding from the STL Public Interest Law Foundation will not receive their Public Interest Law Foundation Award if they did not successfully apply for Foreign Visitation Declaration.

## 28. Moot Court

- 28.1. Eligibility: STL students in good standing in the following categories may participate in moot court: (1) JD/JM students in their second year or later and (2) LLM students. In no case may first-year JD/JM students participate in moot court. STL students may successfully apply to enroll in moot court as a team member or coach more than once but must speak with the Assistant Dean of Academic Affairs regarding the availability of moot court credit. Students must be in residence during the duration of the moot court. LLM students who wish to participate in moot court should note that persons already qualified to practice law are generally ineligible to participate in moot court competitions.
- 28.2. Application: Students who wish to participate in moot court must participate in a tryout process the details of which will be announced by the Office of Academic Affairs.
- 28.3. Requirements: Students participating in moot court must (1) participate in academic sessions organized for moot court, (2) provide periodic reports and any final written briefs or memorials to the Assistant Dean of Academic Affairs, (3) participate in practice and training sessions, and (3) and provide an expense report. In order to earn credit, students participating in moot court must also moot before a faculty panel designated by the Assistant Dean of Academic Affairs prior to their departure for their moot court.
- 28.4. Academic Credit: Students may receive 3 credits for participation in a single moot court and the training program provided for moot court students.
- 28.5. Financial Support: Moot court students will receive a budget for their competitions, which will include support for air or rail travel, local transportation, accommodation, competition registration fees, and printing expenses, all within PKUSZ reimbursement and expenditure limits and STL budgetary constraints. Students seeking reimbursement for moot court expenses are responsible for obtaining and retaining proper documentation, including boarding passes, itineraries, official receipts (发票), receipts, and so forth. Only expenses for which documentation can be provided in a form acceptable to the PKUSZ Finance Office can be reimbursed.
- 28.6. Class Absences and Maximum Leave: Moot court students are responsible for requesting leave from their instructors in the event that they will be absent from classes during a moot court competition. Moot court students must request leave a minimum of two weeks prior to their absences. Instructors may or may not grant leave and may consider absences into account in determining their grades. Students whose moot court participation will mean absences from class may be absent from classes for no longer than would permit them to arrive one day before the beginning of a moot court competition and depart one day after the

end of the competition unless the arrival and departure dates do not conflict with their classes.

The maximum period that any student may be absent from classes for moot court is two calendar weeks in a single quarter. **Students absent from classes for more than two weeks during a single quarter and whose absences are also excessive will, at minimum, be dismissed from their courses.**

- 28.7. Reporting of Travel Itineraries and Accommodation Arrangements: Students traveling for moot court domestically or internationally must report their itineraries and accommodation arrangements to the Assistant Dean of Academic Affairs prior to their departure.
- 28.8. Foreign Visitation Declaration: Students traveling outside Mainland China for moot court must apply for a Foreign Visitation Declaration (出访手续). Students who do not timely apply for Foreign Visitation Declaration may face serious consequences, including the inability to reimburse their expenses and involuntary dismissal from PKU.



## 29. Independent Legal Studies

29.1. About Independent Legal Studies: STL students in good academic standing may apply to enroll in Independent Legal Studies and complete an independent research paper under the individual supervision of a faculty member. This allows for an opportunity to explore and write about an area of law in significant depth where opportunities to write on that topic are not otherwise available at STL. In order to enroll in Independent Legal Studies, a student must have obtained the approval of a faculty member to serve as the student's adviser.

The research paper must present a claim or hypothesis, provide a reasoned analysis in relation to its claim or hypothesis, be original but cognizant of the existing claims and scholarship in the field, be adequately supported, and provide attribution wherever necessary.

Papers may be written in English or Chinese. The paper must also be original and written specifically for the Independent Legal Studies course.

Students may complete only one Independent Legal Studies paper during their programs of study.

### 29.2. Requirements:

- a) A student must be in good academic standing at the time he or she proposes to register in Independent Legal Studies and have received approval of the Office of Academic Affairs.
- b) Students must be registered as students at PKUSZ during the period in which they write an Independent Legal Studies paper.
- c) Only LL.M. students and J.D/J.M. students in their 2L year or above may participate in Independent Legal Studies. Registration in Independent Legal Studies is counted towards quarterly credit limits.
- d) The paper for Independent Legal Studies must have been written exclusively for the Independent Legal Studies course. Previously written work or work written for another purpose cannot be used to satisfy the Independent Legal Studies paper.

29.3. Credit: The paper will be graded on a pass/fail basis by the adviser. A student may earn 2 credits for a successful Independent Legal Studies paper.

29.4. Paper and Evaluation: The final paper submitted for Independent Legal Studies must be a minimum of 6,000 words, exclusive of footnotes, if written in English. If written in Chinese, the paper must be a minimum of 6,000 characters, exclusive of footnotes.

If a student registers in Independent Legal Studies and does not complete the paper or does not submit a passable paper and does not timely withdraw, the student will not pass the Independent Legal Studies course.

Each student must submit at least one full draft of his or her paper to the paper adviser at the date and time set by the adviser.

At the adviser's option, if the student's draft is late or not submitted or not of adequate quality, the adviser may terminate the Independent Legal Study and/or award a grade of F regardless of whether the student has submitted a final paper.

The Independent Legal Studies paper must be submitted to the adviser for evaluation no later than the end of the quarter in which the student registered for the course, unless the adviser permits the deadline to be postponed. The maximum postponement for the final submission is two weeks after the end of the exam period for the quarter in which the student registered.

A student's adviser for an Independent Legal Study does not need to be the same person who will advise the student for his or her thesis.

29.5. Enrollment and Withdrawal: A student who wishes to engage in Independent Legal Studies must email Assistant Dean Christian Pangilinan ([christian@stl.pku.edu.cn](mailto:christian@stl.pku.edu.cn)) with a completed Independent Legal Studies registration form no later than two calendar weeks after the beginning of the quarter in which the paper will be written and submitted. A student may request the blank registration form from the Assistant Dean.

The student must have already received the approval of an adviser at the time that the registration form is submitted.

The latest that a student may withdraw from Independent Legal Studies is as follows:

- e) For a ten-week quarter, a student may withdraw from the course no later than five calendar weeks after the beginning of the quarter in which the student registered.
- f) For a quarter of less than ten weeks, a student may withdraw from the course no later than four calendar weeks after the beginning of the quarter in which the student registered.

29.6. Independent Legal Studies and the Thesis: A student may earn credit for an Independent Legal Studies paper and adapt the paper later for the student's JM thesis while earning the same number of thesis credits as other students in the same cohort on the condition (1) that the paper be substantially transformed, such as by significant expansion, development, and revision and (2) the thesis

adviser consent to the adaptation of the Independent Legal Studies paper for the thesis.

A student may not concurrently write on the same topic for an Independent Legal Study and for the thesis.

- 29.7. **Formatting:** Unlike the thesis, no specific formatting is required for the Independent Legal Studies paper unless prescribed by the adviser. While attribution of sources is always required, a cover page, table of contents, bibliography, abstract, etc. are not required unless requested by the adviser.

Below are default recommendations for formatting the paper.

<b>English</b>	<b>Chinese</b>
<p><b>Font:</b> Times New Roman 12 pt  <b>Line Spacing:</b> Double  <b>Margins:</b> At least 2.6 cm from every side  <b>Footnotes/Endnotes:</b> Continuously numbered footnotes in Bluebook style in Times New Roman 12 pt single spaced.</p>	<p><b>Font:</b> Song 12 pt  <b>Line Spacing:</b> 20 pts  <b>Margins:</b> At least 2.6 cm from every side  <b>Footnotes/Endnotes:</b> Continuously numbered footnotes</p>

### 30. Appendix I: STL Thesis Advisers

	<b>Adviser</b>	<b>Areas of Supervision</b>
1	Alford, Duncan	<ol style="list-style-type: none"> <li>1. International Law</li> <li>2. International Banking Law</li> <li>3. Legal Research</li> <li>4. European Union Law</li> </ol>
2	Campbell, Ray	<ol style="list-style-type: none"> <li>1. Law and Technological Innovation</li> <li>2. Law as a Profession; Law as Business; Innovation in Legal Services Delivery</li> <li>3. Regulation of the Legal Profession (U.S., U.K. and possibly China)</li> <li>4. E-Discovery</li> <li>5. Law and the Internet (e.g., online dispute resolution, tort liability and the Internet)</li> <li>6. Negotiation</li> <li>7. Comparative Civil Procedure; U.S. Civil Procedure</li> <li>8. Professional Responsibility (including comparative professional responsibility)</li> </ol>
3	Cao Fei 曹斐	<ol style="list-style-type: none"> <li>1. Chinese Criminal Law; Comparative Criminal Law</li> <li>2. Criminology</li> <li>3. Medical Law</li> </ol>
4	Feldman, Mark	<ol style="list-style-type: none"> <li>1. Investment</li> <li>2. Treaty Arbitration</li> </ol>
5	Finder, Susan	<ol style="list-style-type: none"> <li>1. Chinese Judicial Reform</li> <li>2. Chinese Legal Profession</li> <li>3. Chinese Civil Procedure Law</li> <li>4. "One Belt, One Road" Dispute Resolution Aspects</li> </ol>
6	Frayn, Nicholas	<ol style="list-style-type: none"> <li>1. Criminal Law and Criminal Procedure</li> <li>2. Jurisprudence</li> <li>3. Legal History</li> <li>4. National Security</li> <li>5. Public Interest Litigation</li> </ol>
7	Ho, Norman P.	<ol style="list-style-type: none"> <li>1. Legal Theory; Philosophy of Law</li> <li>2. Jurisprudence</li> <li>3. Chinese Legal History</li> <li>4. Chinese Legal Theory</li> <li>5. Property Law</li> </ol>

8	Jin Zining 金自宁	<ol style="list-style-type: none"> <li>1. Comparative Administrative Law</li> <li>2. Risk Regulation and Administrative Law</li> <li>3. Chinese Environmental Law</li> </ol>
9	Kang, Sang Yop	<ol style="list-style-type: none"> <li>1. Corporate Governance</li> <li>2. Law and Economics</li> </ol>
10	Levene, Douglas	<ol style="list-style-type: none"> <li>1. Corporate Transactions</li> <li>2. Corporate Finance</li> <li>3. Financial Regulation</li> </ol>
11	Man, Thomas 满运龙	<ol style="list-style-type: none"> <li>1. Evidence Law</li> <li>2. International Trade Law and Chinese Investment Law</li> <li>3. Constitutions and Comparative Judicial Systems</li> <li>4. Legal and Constitutional History</li> </ol>
12	Mao Shaowei 茅少伟	<ol style="list-style-type: none"> <li>1. Chinese Civil law</li> <li>2. Comparative Civil Law</li> <li>3. Business Organization Law</li> </ol>
13	McConnaughay, Philip	<ol style="list-style-type: none"> <li>1. International Commercial Arbitration and Litigation</li> <li>2. Copyright Law</li> <li>3. Legal Developments in Conjunction With China's "One Belt, One Road" Initiative</li> <li>4. Law and Economic Development</li> </ol>
14	Reda, Danya	<ol style="list-style-type: none"> <li>1. Civil Procedure, ADR and Mediation</li> <li>2. Access to Justice</li> <li>3. Islamic Law and Comparative Law</li> </ol>
15	Rudolph, Duane	
16	Snyder, Francis	<ol style="list-style-type: none"> <li>1. European Union Law</li> <li>2. WTO Law and China</li> <li>3. International Economic Law</li> <li>4. Food Safety</li> <li>5. Public Health</li> <li>6. Risk Regulation</li> <li>7. International Trade (e.g., anti-dumping and regional trade agreements)</li> <li>8. "One Belt, One Road" (e.g., trade regulation and administrative cooperation)</li> </ol>

17	Stephenson, Matthew	1. Administrative Procedure 2. Judicial Institutions
18	Toomey, Colleen	1. Education Law 2. Sports Law
19	Xiang, Joy	1. Intellectual Property (patent in particular) 2. IP and Innovation 3. Innovation and Development
20	Yandle, Stephen	1. Constitutional Law 2. Public Law 3. Educational Law
21	Zhu Daming 朱大明	1. Chinese Commercial Law 2. Chinese Company Law 3. Chinese Financial Law

## **31. Appendix II: STL 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. Grading Expectations

##### Required Courses

For required courses, the mean grade ordinarily should be no higher than B+. Grades ordinarily should be distributed as follows:

A+, A, A-	20-30%
B+, B, B-	60-70%
C+, C, C-, F	10%

For required courses with enrollments of 50 and above, the instructor may award A+ grades to a maximum of 2% of the students. For required courses with enrollments below 50, the instructor may award an A+ to a maximum of one student.

##### Elective Courses

For elective courses, the mean grade ordinarily should be no higher than B+. For elective courses in which enrollment is above 20, grades ordinarily should be distributed as follows:

A+, A, A-	20-30%
B+, B, B-	60-70%
C+, C, C-, F	10%

When enrollment in an elective course is 50 or above, the instructor may award an A+ to a maximum of 2% of the students. When enrollment in an elective course is below 50, the instructor may award an A+ to a maximum of one student.

##### Exceptional Circumstances

An instructor may award grades that diverge appreciably from the above expectations only on the basis of exceptional circumstances with the consent of the Dean or the Dean's designee.

#### 6. Good Standing



In order to remain in good academic standing, an upper-level student or LL.M. student must (i) maintain a cumulative grade point average of C+ or higher, (ii) achieve a grade point average of C+ or higher in every quarter in which the student is enrolled full-time, and (iii) not receive a grade of C or lower in more than forty percent of the maximum 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 C or higher and (ii) not receive a grade of C- or lower in any course.

In order to remain in good academic standing, all students must abide by STL's academic integrity rules and the high standards for integrity and ethical conduct required by the profession of law.

## **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 Assistant Dean 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 Assistant Dean 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 Assistant Dean 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.

### **14. 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.

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

These minimum and maximum credit limits per academic quarter apply to the Classes of 2015 and earlier. Minimum and maximum credit limits for the Class of 2016 and subsequent classes will be announced every quarter and will be proportional to the limits applicable to the Classes of 2015 and earlier.

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 Assistant Dean 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.

### **16. 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.

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

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

- a) 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;
- b) submitted by a student who has taken advantage of one or more opportunities to respond to suggestions and criticism in producing the paper; and
- c) 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.

## **18. 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.

## **19. Course Add and Drop Deadlines**

### Course Add Deadline

Students may add a course through the expiration the first ten percent of instructional hours of the course and before instruction begins in excess of ten percent of the instructional hours, but not thereafter absent compelling circumstances and the permission of both the instructor and Academic Affairs.

### Course Drop Deadline

Students may drop a course during the first thirty percent of instructional hours of the course, but not thereafter absent compelling circumstances and Academic Affairs approval.

### Consequences of Dismissal from Courses for Poor Attendance

Students who are dismissed from or fail a course for poor attendance or non-attendance will lose their enrollment priority for the following two quarters.