



# PEKING UNIVERSITY

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## SCHOOL OF TRANSNATIONAL LAW

# Peking University School of Transnational Law

## Academic Handbook

Updated December 15, 2025  
All modifications appear in blue.

**2025-2026**

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. Director's Message

Dear students,

The Office of Academic Affairs provides this Handbook to outline STL's academic programs, requirements, and key policies, helping you navigate your studies effectively. It integrates STL's Academic Rules (Appendix I) with Peking University Graduate School Guide on Student Status (北京大学研究生学籍事务办理指南) as well as the Postgraduate Manual of Peking University (北京大学研究生手册), serving as a comprehensive reference throughout your program.

This Handbook has been thoughtfully maintained and updated over the past eight years by the previous Assistant Dean of Academic Affairs, Christian Pangilinan. We are deeply grateful for his dedication in ensuring its accuracy and usefulness for our students.

Within this Handbook, you will find crucial information, such as PKU registration and leave policies (Sections 3 and 21), program completion deadlines (Section 5 for JD/JM, Section 10 for LLM), academic integrity (Section 31), and authorization for overseas travel (Section 24). Please review it carefully and refer to it regularly.

While we strive to keep this Handbook current, rules and policies may change. Should you have questions, refer to the Key Contact Information provided or contact the relevant department for assistance.

Best wishes,

Leo Liu  
*Director of Academic Affairs*

## 2. Key Contact Information

### STL Administrative Leadership

Mark E. FELDMAN, *Interim Dean* ([Room 403](#))  
[mfeldman97@gmail.com](mailto:mfeldman97@gmail.com)

茅少伟 MAO Shaowei, *Associate Dean for the J.M. Academic Affairs* (Room 526)  
[maoshaowei@126.com](mailto:maoshaowei@126.com)

张趁利 ZHANG Chenli (“Charly”), *Assistant Dean for Student Affairs, Development, and Careers Services* (Room 420)  
[zhangcl@stl.pku.edu.cn](mailto:zhangcl@stl.pku.edu.cn)

陈柯如 CHEN Keru, *Associate Dean for Administration and Admissions* (Room 405)  
[chenkr@pkusz.edu.cn](mailto:chenkr@pkusz.edu.cn)

钟小金 ZHONG Xiaojin (“Kim”), *Assistant Dean of Admissions* ([Room 404](#))  
[zhongxj@stl.pku.edu.cn](mailto:zhongxj@stl.pku.edu.cn)

刘玥 LIU Yue (“Leo”), *Director of Academic Affairs* (Room 406)  
[Leoliu.stl@gmail.com](mailto:Leoliu.stl@gmail.com)

### Office of Academic Affairs

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

Academic Affairs’ general email address is [academics@stl.pku.edu.cn](mailto:academics@stl.pku.edu.cn). Inquiries and requests regarding course registrations and withdrawals should be directed to that address.

刘玥 LIU Yue (“Leo”), *Director of Academic Affairs* (Room 406)  
[Leoliu.stl@gmail.com](mailto:Leoliu.stl@gmail.com)

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

王洋洋 WANG Yangyang (“Aletheia”), *Assistant Director of Academic Affairs* (Room 410)  
[wangyangyang@stl.pku.edu.cn](mailto:wangyangyang@stl.pku.edu.cn)

- Thesis program, curriculum, academic advising, certifications for students and alumni

郑仪欣 ZHENG Yixin (“Ella”), *Officer of Academic Affairs* (Room 410)

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

- Semester registration and leaves, tuition, classroom administration, coursepacks, course evaluations, examinations

杜雅婷 DU Yating, *Assistant Director of International Programs and Academic Affairs* (Room 410)

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

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

郭馨 (“Jolie”), *Director of Experiential Legal Education* (Room 425)

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

- Continuing Legal Education (CLE), moot court, and externships

王玎 WANG Ding, *Director of Advanced Legal Studies and Senior C.V. Starr Lecturer of Law* (Room 421)

[dingwang07@outlook.com](mailto:dingwang07@outlook.com)

- Thesis program

## **Office of Student Affairs, Development and Careers Services**

The Office of Student Affairs, Development and 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. The Office also administers student housing, student life and organizations, student prizes and awards, financial aid and student insurance, and alumni affairs.

张趁利 ZHANG Chenli (“Charly”), *Assistant Dean* (Room 420)

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

- Student affairs, career counseling, professional development programming

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

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

- Career counseling, professional development programming

曾柯璐 ZENG Kelu (“Chloe”), *Senior Officer of Student Affairs* (Room 410)

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

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

徐小奇 XU Xiaoqi (“Jeff”), *Senior Officer of Student Affairs* (Room 410)

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

- Student advising and counseling, student life and organizations

## Office of Admissions and Communications

The Office of Admissions and Communications administers JD/JM admissions as well as external communications, provides daily advising and counseling for prospective students, and offers communications and design support for the STL administration.

陈柯如 CHEN Keru, *Associate Dean for Administration and Admissions* (Room 405)  
[chenkr@pkusz.edu.cn](mailto:chenkr@pkusz.edu.cn)

- JD/JM admissions, building administration

钟小金 ZHONG Xiaojin (“Kim”), *Assistant Dean of Admissions* (Room 410)  
[zhongxj@stl.pku.edu.cn](mailto:zhongxj@stl.pku.edu.cn)

- JD/JM admissions, summer honors program, mini-camp and open house, prospective student advising and counseling, entrance scholarship and graduate allowance, communications

谭佩华 TAN Peihua (“Carrie”), *Assistant Director of Admissions* (Room 410)  
[tanph@stl.pku.edu.cn](mailto:tanph@stl.pku.edu.cn)

- JD/JM admissions, summer honors program, mini-camp and open house, prospective student advising and counseling, entrance scholarship and graduate allowance, communications

刘弋立 LIU Yili (“Elizabeth”), *Officer of Communication and Marketing* (Room 410)  
[liuyili@stl.pku.edu.cn](mailto:liuyili@stl.pku.edu.cn)

- Communications and publicity, website and social media

## 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.

仇小雅 QIU Xiaoya (“Sylvia”), *Director of Graduate and International Programs* (Room 410-2)  
[xiaoyaqiu2020@hotmail.com](mailto:xiaoyaqiu2020@hotmail.com)

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

杜雅婷 DU Yating, *Senior Officer of Academic Affairs and International and Graduate Programs* (Room 410)  
[duyating@stl.pku.edu.cn](mailto:duyating@stl.pku.edu.cn)

- Exchange programs, exchange and year-long visit credit transfers, international programs, international student advising, overseas visit authorizations

## 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.

Kara Philips, Consulting *Director of the Law Library*

[kphillipslibrarian@gmail.com](mailto:kphillipslibrarian@gmail.com)

田禾 TIAN He (“Tessie”), *Associate Director of the Law Library* (Room 102)

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

- Library administration and resources, Westlaw and TWEN accounts

林琳 LIN Lin, *Senior Office of the Law Library* (Room 103)

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

- Library administration and resources, library student assistants

## Class Counselors

Class	Class Counselor	Email
LLM Students	Du Yating	duyating@stl.pku.edu.cn
2022 Class 1	Shen Yinan	shenyinan@stl.pku.edu.cn
2022 Class 2	Lin Lin	linlin@stl.pku.edu.cn
2022 Class 3	Wang Qian	wangqian@stl.pku.edu.cn
2022 Class 4	Zhang Chenli	zhangcl@stl.pku.edu.cn
2023 Class 1	Cao Fei	caof@stl.pku.edu.cn
2023 Class 2	Huang Hui	huang20000hui@163.com
2024 Class 1	Wu Yifeng	wuyifengabcd@pku.edu.cn
2024 Class 2	Qiu Xiaoya	xiaoyaqiu2020@hotmail.com
2025 Class 1	Hong Kuokseng	hongkuokseng2021@163.com
2025 Class 2	Wu Xiaoping	xwu@stl.pku.edu.cn

### 3. Registration (学籍)

3.1 Peking University (“PKU”) students must comply with university requirements on campus registration, Foreign Visitation Declarations, 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. If 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 a 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 <https://stl.pku.edu.cn/academics/59/59.html>.

### **STL Academic Calendar 2025 - 2026**

#### **Quarter One**

August 18 to October 31  
Exam Week: November 3 to November 9  
National Holiday: October 1 to 8

#### **Quarter Two**

November 10 to January 16  
Exam Week: January 19 to 25  
Spring Festival Break: January 26 to March 1

#### **Quarter Three**

March 2 to April 30  
Exam Week: May 8 to May 12  
Labor Day Holiday: May 1 to May 7

#### **Quarter Four**

May 13 to June 30  
Exam Week: July 1 to July 5

#### **Holidays**

STL follows the Peking University Shenzhen campus (“PKUSZ”) schedule for official holidays. The PKUSZ schedule can be found on the Portal of Peking University Shenzhen Graduate School at <http://portal.pkusz.edu.cn> (hover your cursor over the dropdown menu “More” and click on “Calendar” to access it).

4.3 Dates of Classes/Full Time Nature of Degree Programs: STL’s degree programs are full time. Students are expected to be available for required courses from Mondays to Fridays. Required and elective courses may occasionally be scheduled on Saturdays and Sundays.

4.4 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 courses offered through or by the General Education Office of PKUSZ, 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 an official professional Juris Master degree certificate and official Juris Doctor certificate. Students must complete the requirements of both the JD and JM programs. Students cannot earn the JD or JM separately from one another.

5.3 **Thesis:** All JD/JM students must complete the graduation thesis in English and Chinese. All JD/JM students will receive 6 credits for completion of their thesis. 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 and internship but do not complete the thesis will receive a course completion certificate (结业证书). Students who do not complete their coursework or thesis and internship requirements but study at STL for at least one academic year will receive an incomplete study certificate (肄业证书).

5.5 **Duration:** The duration of the JD/JM program 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 their coursework requirements before the expiration of five years after their matriculation can receive only an incomplete study certificate (肄业证明) without possibility of applying for the degree and graduation certificates.

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. **STL Professional Responsibility Requirement:** The STL Professional Responsibility requirement may be satisfied by enrolling in a course named Professional Responsibility or by completing a course designated by STL as satisfying the Professional Responsibility requirement. Unless otherwise stated, students may enroll in more than one course that is designated as satisfying the Professional Responsibility requirement but may take each course only once. See Section 5.15 below for more details. If a student takes a Professional Responsibility course of less than 3 credits, the student will need to take 1 additional elective credit from any course.
- 5.8.3. **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 Director of Academic Affairs. **General Education courses other than required language and politics courses are not counted towards STL degree requirements.**
- 5.8.4. **1L Students and Elective Courses:** 1L students may not enroll in STL elective courses until Quarter Four of the 1L year.

5.9 **(Classes of 2021 and Earlier) Elective Courses Count Towards Either JD and JM Elective Course Requirements:** An eligible elective course may be counted towards the degree requirements of either the JD or JM degree for students in the Classes of 2021 and earlier.

5.10 **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 through the General Education Office of PKUSZ.

5.11 **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.**

5.12 **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.

5.13 **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 Director of Academic Affairs and instructor. Students may not retake a required or elective course that they have already passed. Credits for the second course cannot be entered onto your transcript. In case you are unsure whether a course is the same course as one previously taken, please consult an Officer of Academic Affairs or the Director.

5.14 **Full-Time Status and Residency Requirements:** Students in STL's standard JD/JM dual degree program must maintain full-time status for at least 11 quarters.

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

To qualify for full-time status in any given quarter, a student must take and complete at least 9 credits.

**The requirement of 11 quarters of residency is a minimum requirement.** The faculty of STL emphasize that students are encouraged to take their time to pursue their studies and should not attempt to hastily complete their academic programs.

5.15 **Professional Responsibility:** All JD/JM students are required to complete a course that satisfies the STL Professional Responsibility requirement. This requirement may be satisfied by enrolling in and completing the Professional Responsibility course at STL.

Besides completing the requirement through a Professional Responsibility course at STL, this requirement may also be satisfied through any one of the following means.

5.15.1. A student satisfies the STL Professional Responsibility requirement if he or she completes a professional responsibility course at an ABA-approved law school during an authorized exchange or year-long visit. The student must submit all required documentation to the Office of Graduate and International Programs and inform the Office of Academic Affairs of the intent to satisfy the requirement at the ABA-approved school. In order to satisfy the requirement, the student's grade in the course must meet the minimum standard set by the Offices of Graduate and International Programs and Academic Affairs for the course's credit to be transferred to an STL transcript.

A course at an ABA-approved law school will normally satisfy the STL requirement if it is designated by that school as satisfying that school's professional responsibility requirement.

If a student completes a course on professional responsibility or legal ethics at a law school outside the United States during an authorized exchange or year-long visit, the student may petition the Office of Academic Affairs for the course to satisfy the Professional Responsibility requirement based on

the standard set out below under “Standard for Satisfying the Professional Responsibility Requirement.

5.15.2. A student satisfies the Professional Responsibility Requirement if he or she completes an STL lecture, clinical, experiential, or seminar course other than Professional Responsibility that the Office of Academic Affairs designates as satisfying the requirement.

5.15.3. Standard for Satisfying the Professional Responsibility Requirement: A course may satisfy the Professional Responsibility Requirement if it addresses as a principal component of the course the ethical practice of law, the identification of ethical dilemmas, and approaches to ethical dilemmas. To be a principal component of the course, instruction in professional responsibility or ethics must be provided within the ordinary program of instruction and be assessed.

The course may be offered as either a JD/LLM course or a JM course. While the course must offer instruction that is contextualized to a jurisdiction or type of practice, it does not need to offer instruction in U.S. legal ethics specifically. To be contextualized to a jurisdiction or type of practice, the course must provide instruction in relevant sources and rules of ethical practice in that jurisdiction or field and in approaching and resolving ethical dilemmas in that jurisdiction or field.

The course does not need to be a survey course but should include instruction in some or all of the subjects in the following non-exhaustive list: the legal profession, admission to practice, the attorney-client relationship including its commencement and termination, duties to clients, courts, and the public, conflicts of interest, misconduct, malpractice, fees, advertising and solicitation, client counseling and communication, and public interest obligations and practice.

5.16 Minimum and Maximum Credit Limits Per Academic Quarter (Up to and including entering JD/JM Class of 2021): No JD/JM students may enroll in more than 15 credits in any first, second or third quarter unless they (i) enroll in no more than a total of 18 credits of which no more than 15 are credits from JM courses, or (ii) the Office of Academic Affairs announces an exception before the registration period for a particular quarter due to the scheduling of required courses. No JD/JM student may enroll in more than 13 credits in any fourth quarter.

5.17 Minimum and Maximum Credit Limits Per Academic Quarter (From and including the JD/JM Class of 2022): No JD/JM students may enroll in more than 15 credits in any first, second or third quarter unless the Office of Academic Affairs announces an exception before the registration period for a particular quarter due to the scheduling of required courses. No JD/JM student may enroll in more than 13 credits in any fourth quarter.

5.18 Credit Limits (Up to and including entering JD/JM Class of 2021):

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 Director);
- 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 four or fewer credits.

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

5.19 Credit Limits (From and including the entering JD/JM Class of 2022):

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

- g) Six credits of graduate-level courses offered by PKU academic units other than STL (with the approval of the Director);
- h) Four credits for STL law review or journal membership;
- i) Three credits for approved moot court participation;
- j) Six credits for approved externships;
- k) Four credits of independent study except that no single independent study may account for more than two credits and a second independent study will require the approval of the Dean or Associate Dean for J.M. Academic Affairs;
- l) No more than one pass/fail-eligible course.

No more than 12 credits total of the foregoing types may be counted towards JD/JM degree requirements.

## **JD/JM Entering Classes of 2021**

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

1. 118 total credits are required for the JD and 63 total credits are required for the JM;
2. complete 181 credits of required and elective courses, including 115 credits of required JD and JM courses and 60 credits of elective JD and JM courses and 6 credits for the PKU thesis/Substantial Research Paper (SRP);
3. complete the PKU thesis requirement/approved Substantial Research Paper (SRP);
4. complete the PKU thesis requirement;
5. be in good academic standing; and
6. comply with STL residency requirements.

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

1. 118 total credits are required for the JD and 63 total credits are required for the JM;
2. complete 181 credits of required and elective courses, including 66 credits of required JD and JM courses and 109 credits of elective JD and JM courses and 6 credits for the PKU thesis/Substantial Research Paper (SRP);
3. complete the PKU thesis requirement/approved Substantial Research Paper (SRP);
4. complete the PKU thesis requirement;
5. be in good academic standing; and
6. comply with STL residency requirements.

### **JD Required Courses (52 credits)**

- 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 I (3 credits)
- Torts II (3 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 I (2 credits)
- Business Associations II (3 credits)
- Constitutional Law I (3 credits)
- Constitutional Law II (3 credits)
- Professional Responsibility (3 credits) (or approved alternative course)

### **JM Required Courses for Non-LLB Students (63 credits)**

- Chinese Criminal Law (6 credits)
- Chinese Civil Law I (6 credits)
- Chinese Criminal Procedure (5 credits)
- Chinese Constitutional Law (4 credits)
- Chinese Civil Law II (6 credits)
- Chinese Civil Law III (6 credits)
- Chinese Administrative Law (5 credits)
- Chinese Civil Procedure (6 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 (14 credits)**

- Chinese Advanced Legal Research & Writing (6 credits)
- Frontiers of Legal Studies (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 2022**

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

1. complete 168 credits of required and elective courses, including 113 credits of required JD and JM courses and 49 credits of elective JD and JM courses and 6 credits for the PKU thesis/Substantial Research Paper (SRP);
2. complete at least 21 elective JD credits;
3. complete the PKU thesis requirement/approved Substantial Research Paper (SRP);
4. be in good academic standing; and
5. comply with STL residency requirements.

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

1. complete 168 credits of required and elective courses, including 64 credits of required JD and JM courses and 98 credits of elective JD and JM courses and 6 credits for the PKU thesis/Substantial Research Paper (SRP);
2. complete at least 21 elective JD credits;
3. complete the PKU thesis requirement/approved Substantial Research Paper (SRP);
4. be in good academic standing; and
5. comply with STL residency requirements.

## **JD Required Courses (50 credits)**

- 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 I (3 credits)
- Torts II (3 credits)
- Legal Analysis, Writing, and Research I (2 credits)
- Legal Analysis, Writing, and Research II (2 credits)
- Legal Analysis, Writing, and Research III (2 credits)
- Criminal Law I (3 credits)
- Criminal Law II (3 credits)
- Business Associations I (2 credits)
- Business Associations II (3 credits)
- Constitutional Law I (3 credits)
- Constitutional Law II (3 credits)
- Professional Responsibility (3 credits) (or approved alternative course)

## **JM Required Courses for Non-LLB Students (63 credits)**

- Chinese Criminal Law (6 credits)
- Chinese Civil Law I (6 credits)
- Chinese Criminal Procedure (5 credits)
- Chinese Constitutional Law (4 credits)
- Chinese Civil Law II (6 credits)
- Chinese Civil Law III (6 credits)
- Chinese Administrative Law (5 credits)
- Chinese Civil Procedure (6 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 OR Generality of Dialectics of Nature (1 credit)
- Theory and Practice of Socialism with Chinese Characteristics in New Era (2 credits)
- English (2 credits)

## **JM Required Courses for LLB Students (14 credits)**

- Chinese Advanced Legal Research & Writing (6 credits)
- Frontiers of Legal Studies (3 credits)

- Methodology of Marxism and Social Science OR Generality of Dialectics of Nature (1 credit)
- Theory and Practice of Socialism with Chinese Characteristics in New Era (2 credits)
- English (2 credits)

## **JD/JM Entering Class of 2023, 2024 and 2025**

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

1. complete 168 credits of required and elective courses, including 109 credits of required JD and JM courses and 53 credits of elective JD and JM courses and 6 credits for the PKU thesis/Substantial Research Paper (SRP);
2. complete at least 21 elective JD credits;
3. complete the PKU thesis requirement/approved Substantial Research Paper (SRP);
4. be in good academic standing; and
5. comply with STL residency requirements.

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

1. complete 168 credits of required and elective courses, including 60 credits of required JD and JM courses and 102 credits of elective JD and JM courses and 6 credits for the PKU thesis/Substantial Research Paper (SRP);
2. complete at least 21 elective JD credits;
3. complete the PKU thesis requirement/approved Substantial Research Paper (SRP);
4. be in good academic standing; and
5. comply with STL residency requirements.

### **JD Required Courses (46 credits)**

- 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 I (3 credits)
- Torts II (3 credits)
- Legal Analysis, Writing, and Research I (2 credits)
- Legal Analysis, Writing, and Research II (2 credits)
- Legal Analysis, Writing, and Research III (2 credits)
- Criminal Law (4 credits)
- Business Associations (5 credits)
- Constitutional Law (4 credits)
- Professional Responsibility (3 credits) (or approved alternative course)

### **JM Required Courses for Non-LLB Students (63 credits)**

- Chinese Criminal Law (6 credits)
- Chinese Civil Law I (6 credits)
- Chinese Criminal Procedure (5 credits)
- Chinese Constitutional Law (4 credits)
- Chinese Civil Law II (6 credits)
- Chinese Civil Law III (6 credits)
- Chinese Administrative Law (5 credits)
- Chinese Civil Procedure (6 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 OR The Selected Readings of Marxist Classics OR Generality of Dialectics of Nature (1 credit)
- Theory and Practice of Socialism with Chinese Characteristics in New Era (2 credits)
- English (2 credits)

### **JM Required Courses for LLB Students (14 credits)**

- Chinese Advanced Legal Research & Writing (6 credits)
- Frontiers of Legal Studies (3 credits)
- Methodology of Marxism and Social Science OR The Selected Readings of Marxist Classics OR Generality of Dialectics of Nature (1 credit)
- Theory and Practice of Socialism with Chinese Characteristics in New Era (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. Students may refer to the previous year's course sequence to understand the typical order of required courses. In the third year, required courses will generally be offered in Quarter One.

6.2 **Deferral of Required Courses:** Students may apply to defer required courses because of compelling circumstances or an official leave that requires a deferral. Deferrals of required courses are not recommended. **Students who defer required courses must ensure they complete the required courses before the end of Quarter Two of their final year.**

## 7. JD/JM Internship Requirement

7.1 **Internship Requirement:** JD/JM students must undertake and complete a law-related internship of at least three months while they are students at STL 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. Internship reports are required for students to graduate.

## 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 and do not extend the five-year period.

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 awards and prizes as announced by the Office of Student Affairs.
- 9.2 Criteria: The office responsible for 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 Scholarships and Awards for International Students: Students from outside Mainland China, Hong Kong, Macau, and Taiwan may apply for the Peking University International Student Academic Award in the final year of their program. International JD/JM students may apply in their fourth year. LLM students may apply in their second year. The Office of International Programs will disseminate information on the International Student Academic Award every year when applications to PKU begin to be accepted.
- 9.4 Best or Excellent Thesis: Graduating JD/JM and LLM students are eligible for consideration for a Best or Excellent Thesis Award upon the nomination and approval of the faculty of STL. The conferral of such awards is subject to the discretion of STL's faculty.

## 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.

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 sufficient coursework credits to graduate and all required courses by the end of 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:** LLM students matriculating in or after 2022 must complete 48 credits to graduate. LLM students matriculating before 2022 must complete 36 credits.
- b) **Thesis:** Completion of a thesis is required to graduate from the LLM program. Students matriculating in 2019 through 2022 will earn 3 credits for completion of the thesis. Students matriculating from 2023 will earn 6 credits for completion of the thesis.
- c) **Academic Legal Research and Writing Requirement:** LLM students matriculating in 2021 and 2022 must complete a 1-credit designated Academic Legal Research and Writing course. LLM students matriculating in and after 2023 must complete Academic Legal Research Writing I (1 credit) and II (1 credit) for a total of 2 credits.
- d) **Transnational Law, Advanced Transnational Law, and Transnational Legal Practice Courses:** LLM students matriculating in 2021 and later must complete courses that satisfy the requirements for Transnational Law, Advanced Transnational Law, and Transnational Legal Practice. These courses may be satisfied by completing designated courses that satisfy the Transnational Law and Advanced Transnational Law requirements and the Transnational Legal Practice requirement. Designated courses will be published by the Office of Academic Affairs and updated every quarter. Students must designate which courses they will use to satisfy these requirements before the beginning of the semester following the semester in which the course or courses were taken.

## LLM Entering Classes of 2023, 2024 and 2025

### LLM Required Courses

- China Studies (3 credits)
- Chinese Language (2 credits)
- Academic Legal Research and Writing I (1 credit)
- Academic Legal Research and Writing II (1 credit)
- Transnational Law Requirement (3 credits)
- Advanced Transnational Law Requirement (3 credits)
- Transnational Legal Practice Requirement (3 credits)

#### 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 begins 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: LLM students register for their courses before each quarter. LLM students will complete coursework, except the thesis, from Quarters One through Four of the first academic year of their programs. LLM students will be enrolled in the designated China Survey course.
- e) Chinese Language Course or Exemption: LLM students who seek an exemption from the Chinese language requirement should consult with STL. LLM students who do not qualify for an exemption should enroll in a qualifying Chinese language course during the first year of their programs.
- f) Selection of Thesis Adviser: STL will hold an orientation on the thesis program during the spring semester. Students will prepare proposals for their theses and submit them to the Office of Academic Affairs.
- g) Thesis Writing: LLM students complete their theses step by step by producing an outline and bibliography, first draft, and final draft according to deadlines set by the Office of Academic Affairs.
- h) Graduation Photographs: Because 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. LLM students unable to return must consult with an officer of Graduate and International Programs.

- i) Thesis Defense: LLM students must personally defend their theses before a faculty thesis defense committee unless epidemic conditions prevent an in-person defense. The date of the thesis defense will be coordinated with the deadlines for taking graduation photographs.
- j) 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.
- k) 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 the prior approval of the Director of Academic Affairs. Credits from other departments obtained without prior approval will not be counted towards degree requirements. Apart from 2 credits for Chinese language, General Education courses are not counted towards STL degree requirements.

10.7 Externships: LLM students may earn credit for eligible externships. The maximum number of credits that LLM students may earn from externships is 6 credits.

10.8 Good Standing: In order to remain in good academic standing, an LLM 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.

10.9 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.

- 10.10 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.
- 10.11 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 Director of Academic Affairs and instructor.
- 10.12 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 Director of Academic Affairs.
- 10.13 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.
- 10.14 Study Extension: LLM students may apply for an extension of their studies with prior approval. Students who seek an extension must consult with the Office of Graduate and International Programs 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 ordinarily charges an extension fee of RMB 2,500 for each one-semester extension of a study program and a semesterly insurance fee of RMB 400, such rates being set by PKU. Additional tuition is not assessed for the extended study period.
- 10.15 Extended Leaves and Automatic Study Extension: LLM students who take an extended leave will have their academic programs automatically postponed by one semester, which automatically postpones their graduation dates by one semester. See Section 22 on Extended Leaves.
- 10.16 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 Senior Officer of Graduate and International Programs at least one month before the end of a semester.
- 10.17 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 Senior Officer of Graduate and International Programs regarding arrangements for the health insurance fee.

- 10.18 **Degree, Graduation, Course Completion, and Incomplete Study Certificates:** Students who complete all requirements of their programs, including coursework and the thesis 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 requirements will receive a course completion certificate (结业证书). Students who do not complete their coursework or thesis requirements but who study at STL for at least one academic year will receive an incomplete study certificate (肄业证书).
- 10.19 **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. LLM students unable to return must consult with an officer of Graduate and International Programs.
- 10.20 **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.
- 10.21 **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 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.

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, **except in cases where students are explicitly notified that they may choose a section.** Students who are taking a course out of sequence or who must retake a course should inform the Director 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: Course registration is currently conducted through the PKU Shenzhen student academic portal (<https://portal.pkusz.edu.cn/>), which off-campus students must access through the PKUSZ VPN. Elective course registration normally consists of three rounds: There are usually three registration rounds:

#### (1) Round One:

This round allows students who must enroll in required courses—but may choose among multiple sections—to select their preferred sections. Upper-level students who do not need to enroll in required course sections may use this round to select electives. After the portal closes, the Office of Academic Affairs processes enrollments for any courses whose demand exceeds enrollment limits or classroom capacity, updates the enrollment status on the portal, and finalizes required-course section assignments. Required-course section assignments are final and cannot be changed after this round. This round is not time-sensitive (i.e., submission time and internet speed do not affect priority).

#### (2) Round Two:

Students may continue selecting elective courses. After the portal closes, the Office of Academic Affairs processes enrollment lists for courses that exceed capacity and updates the results on the portal. This round is also not time-sensitive.

#### (3) Round Three:

Enrollment operates on a time-sensitive, first-come, first-served basis, and the portal's waitlisting mechanism becomes active for limited-enrollment courses. Add/drop access for each elective course remains open until that course's add/drop deadline as set on the portal. The system manages waitlists automatically. When a course reaches its add/drop deadline, its waitlist will close and be removed.

The Office of Academic Affairs will issue detailed, quarter-specific course registration instructions, including information on limited-enrollment courses and enrollment caps, prior to each registration cycle.

Some elective courses may require enrollment by separate application, in which case application instructions will be provided. In general, due to classroom seating limitations, enrollment in non-limited-enrollment courses will not exceed **56 students**.

12.1.2.1. LLM and Visiting and Exchange Students: For Quarter One of the first academic year, LL.M., visiting, and exchange students should contact the Office of International and Graduate Programs for course enrollment procedures. Beginning in Quarter Two of the first academic year, LL.M. students will register for courses directly through the student academic portal, following the registration procedures outlined above.

12.1.3. 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.

12.1.4. 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.

12.1.5. 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/Drop Deadline:

- (1) For most regular-quarter courses, students may add or drop a course until 5:30 p.m. on the second Sunday of the quarter.
- (2) For
  - a) intensive courses taught within four weeks,
  - b) front-loaded courses with over 30% of total instructional hours in the first two weeks, and
  - c) courses starting in the third week or later,

students may add or drop a course before the end of the second class.

- (3) For administrative purposes, Academic Affairs may adjust enrollments after the add/drop deadline but before the next scheduled class, including removing students who do not meet attendance requirements and admitting waitlisted students who have been auditing.
- (4) Except as described in Section 3, no add or drop will be permitted beyond these deadlines.

12.3 No Option of Post-deadline Dismissal from Courses for Poor Attendance: Under this framework, students can manage all add/drops on the portal system without having to apply to Academic Affairs via email. Late withdrawal requests will generally not be accepted. Excessive absences may result in a lower grade or failure of the course, depending on each instructor's policy; "dismissal from the course" will no longer be an option.

12.4 Course Registration and Student Status Registration (注册): Students who do not timely register (注册) by the Peking University deadline will be withdrawn from courses they are enrolled in during that semester. Students will not be permitted to enroll in and remain in other courses in a subsequent quarter during that semester until registration is completed. Students with exceptional circumstances that prevent timely registration but attend classes may contact the Office of Academic Affairs.

Students who apply to complete registration in Beijing should not be enrolled in courses in that quarter in Shenzhen unless they can demonstrate that their courses begin after the Beijing registration date.

Students who postpone registration will be withdrawn from courses they are currently enrolled in where the postponed registration date is such that the student has been excessively absent from courses in which that student enrolled, if any.

Please be reminded that students who do not timely complete semesterly registration may lose their PKU student status.

### 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 PKU email addresses.

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 students should open their PKU email addresses and check those emails daily.

13.2 Daily Email Check: All STL students are required to check their school email daily during the academic year to receive administrative and class announcements. **Missing an announcement because of a failure to check e-mail is never a valid excuse.** For students enrolled in courses with TWEN sites who registered on Westlaw with email addresses other than their PKU email addresses, these students should also check that email address daily.

13.3 Incorrect Names: Students who observe that their Chinese names have been entered incorrectly on student lists should communicate with an officer of Academic Affairs.

## 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 must 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 Director 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 Director 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, Failure to Take Exams:** 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 Director of Academic Affairs.

**Students who arrive more than 15 minutes after the exam starts or miss the exam entirely without valid medical reasons will be marked as absent (旷考) and will not be allowed to take the exam. This will result in an "F" grade for the course.**

14.7 **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. An internship is not an accepted reason for missing a scheduled exam date or for requesting alternative exam arrangements.

14.8 Access to and Submission of 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.

No one is allowed to submit their exam or leave the exam room within the first 30 minutes of an exam. Students who have submitted their papers may not return to the exam room.

14.9 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

\* Below is the STL Grading Policy as of December 4, 2025. Should the faculty approve any revisions, please keep an eye out for further announcements.

### 15.1 Grading System:

- a) With the exception of pass/fail courses, which include the thesis, Independent Legal Studies, and Moot Court, among others, 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 is as follows:

Grade 等级	Course GPA 课程绩点	Explanation 说明
A+	4.0	
A		
A-	3.7	
B+	3.3	
B	3.0	
B-	2.7	
C+	2.3	
C	2.0	
C-	1.7	
F	0	Fail 不及格
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

### 15.2 Grading Expectations:

15.2.1. Classes of more than 20 students: For classes in which more than 20 students are enrolled, the mean grade should be approximately 3.5 except with the approval of the Dean or Dean’s designee.

Grades of A+, A, and A- should be limited to 30 to 40% of the class.

The distribution of the grades of B+, B, B-, C+, C, and C- is at the discretion of the instructor as long as the mean grade is approximately 3.5.

Grades of A+ may be awarded to a maximum of 5% of the class.

Up to a maximum of 4% of the students may be nominated to receive a Dean's Citation.

15.2.2. Classes of 20 or fewer students: For classes of 20 or fewer students, the mean grade should be between approximately 3.6 to 3.7 except with the approval of the Dean or Dean's designee.

Grades of A and A- are not limited to any specific percentage as long as the mean grade is between approximately 3.6 to 3.7.

The grade of A+ may be awarded to a maximum of one student.

Up to a maximum of one student may be nominated to receive a Dean's Citation.

15.2.3. 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.

15.2.4. Courses Taught in Multiple Sections: Generally, for courses taught in multiple sections by the same instructor during the same quarter, the number of students in the class will be the combined number of students in all of the sections.

15.2.5. Grades of F: Nothing in the above grading policy is to be read as precluding instructors from awarding grades of F where, among others, the course learning outcomes are not met, a student fails to appear at a final examination without leave, is excessively absent from the class, is not permitted to attend the final examination, or violates the Academic Integrity Code.

15.3 Dean's Citations (院长嘉奖): Instructors may nominate students to receive a Dean's Citation (院长嘉奖) recognizing superior performance. Dean's Citations are awarded at the instructor's discretion.

For classes of more than 20 students, an instructor may nominate up to a maximum of 4% of the students to receive a Dean's Citation. For classes of 20 or fewer students, an instructor may nominate a maximum of one student to receive a Dean's Citation.

Announcements of Dean's Citations are made at the end of every semester.

## 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) an anonymous evaluator recommends 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 Advisors:** The role of an STL thesis advisor is that of a Master's thesis advisor, not an SJD/JSD or PhD thesis advisor. In advising a Master's thesis, faculty advisors are not necessarily expected to be experts in students' areas of interests. The role of the advisor 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 advisor are to meet at periodic intervals with students and provide oral and written feedback on the thesis project. Advisors 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 advisors 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 advisors 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 advisors. STL students who seek to ask a visiting faculty member to serve as an advisor must speak with the Director of Advanced Legal Studies. Only visiting faculty listed by the Director can serve as thesis advisors.

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 Director of the Thesis Program will announce the thesis schedule at the beginning of students' third academic year and of LLM students' first academic year.
- b) Students are paired with an advisor through a pairing process that will be announced at the beginning of students' third academic year and of LLM students' first academic year.

Students may change advisors with the approval of the Director of the Thesis Program, the prior thesis advisor, and the new thesis advisor. Students may not change thesis advisors after the outline and bibliography is due unless approved by the Dean.

- c) Students submit a bibliography and outline of their thesis. The language of the outline is English unless an advisor has confirmed that the outline may be submitted in Chinese. Students shall not be eligible for approval of their first drafts unless their advisors have indicated their approval of the outline and bibliography.
- d) Students submit a first draft of the body text of their thesis in Microsoft Word format to their advisors at the end of their penultimate (i.e., third for JD/JM students, and first for LLM students) academic year by the date announced by the Director of the Thesis Program. Students simultaneously submit a Turnitin Similarity Report. Students must submit any other parts of the thesis required by their advisors.

The language of the first draft is English unless an advisor has confirmed that the outline may be submitted in Chinese.

In addition to the advisors' review, STL will also review first draft submissions to check for compliance with length and academic integrity requirements.

- e) Students submit a second draft of their thesis in Microsoft Word format in early fall of their final year by the date announced by the Director of the Thesis Program. The second draft 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.

After submission of the second draft and within the designated time, the advisor must evaluate the thesis.

Advisors may deem theses to be unsatisfactory and impose requirements for a satisfactory thesis. If an advisor finally agrees that a thesis is satisfactory, the advisor shall state the reasons for allowing the thesis to proceed. If the advisor concludes that the thesis is not satisfactory, the student shall not be permitted to proceed further in that academic year.

An advisor may continue to require a student to revise the thesis after approval and may opt to withdraw approval of the thesis at a later date.

- f) After obtaining advisor approval for the second drafts, students must submit an anonymous version of their thesis, which does not include their names, student numbers, or acknowledgements, in Microsoft Word format, according to requirements announced by the Director of the Thesis Program.
- g) Every thesis will be required to pass through **two rounds** of internal or external **anonymous evaluation**. Each evaluator shall review the thesis to determine whether it is satisfactory. If both evaluators agree, in both rounds of evaluation, that the thesis is passable, the student shall be permitted to proceed to the oral defense.

If both evaluators conclude that the thesis is not satisfactory, the student shall not be permitted to proceed further in that academic year.

If **one of the two** evaluators concludes that the thesis is not satisfactory, the Director **of the Thesis Program** may either (1) submit the thesis for a **third** internal or external evaluation or (2) request the formation of an *ad hoc* faculty committee or refer the thesis to a designated committee to determine whether the thesis meets STL's basic standards for a thesis. Such committee shall consist of no fewer than two faculty members and shall decide by majority vote where the committee consists of more than two faculty members or unanimously if the committee consists of fewer than three faculty members.

If a thesis is submitted for a **third** internal or external evaluation and the evaluator agrees that the thesis is passable, the student shall be permitted to proceed to an oral defense. If the evaluator does not agree that the thesis is passable, the student shall not be permitted to proceed to an oral defense.

If a thesis is submitted to an *ad hoc* or designated committee and the committee decides that the thesis is passable, the student shall be permitted to proceed to an oral defense. If the committee decides that the thesis is not passable, the student shall not be permitted to proceed to an oral defense.

The *ad hoc* committee or the evaluator may also require the student to consider revisions to the thesis. In such case, the thesis advisor shall approve the student's thesis after consideration of the suggested revisions before the thesis may proceed.

In accordance with PKU rules, in no case may students defend their theses before they have completed all other academic requirements of their program, including, for JD/JM students, the internship requirement and report, and all coursework.

- h) **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 Unsatisfactory Theses:

- a) If the outline, first draft, or final submission of a thesis is not satisfactory before submission of the thesis for anonymous evaluation, STL and the adviser may impose a remedial plan with which the student must strictly comply. If the remedial plan fails, the student will not be permitted to proceed with the thesis that academic year without the consent of the Director.
- b) STL may remove the students' eligibility to receive any academic credit for writing a graduating thesis if the student's thesis is unsatisfactory.
- c) At any time, the Director or officer responsible for the thesis program may also, with the consent of the Director, request the formation of an ad hoc faculty committee or refer the thesis to a designated committee to determine whether a thesis meets STL's basic standards for a thesis. Such faculty committee shall consist of no fewer than two faculty members and shall decide by majority vote where the committee consists of more than two faculty members or unanimously if the committee consists of fewer than three faculty members.
- d) If the final version of a thesis is submitted to a committee for a determination of whether the thesis is passable for a thesis before it is submitted for anonymous evaluation and the committee decides that the thesis meets STL's basic standards, such decision shall constitute an approval for the thesis to proceed to oral defense, subject to whatever requirements are imposed by the faculty committee and the adviser. If the committee decides that the thesis is not passable, the student shall not be permitted to proceed to an oral defense.

#### 16.6 Oral Defense: Oral defenses will ordinarily be scheduled in early May.<sup>1</sup> 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.

The oral defense procedure is ordinarily as follows:

- (1) The student will have 5 minutes to present his/her thesis, including an

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<sup>1</sup> The thesis defense schedule is dependent on the graduation ceremony calendar set by PKUSZ.

introduction of the claim and description of the research, analysis, and conclusions.

- (2) The panel will have 10 minutes to pose questions.
- (3) The panel will dismiss the student and deliberate on the presentation.

16.7 Format and Length of the Thesis: The body of the thesis should be **30 to 50** pages of 20 point-spaced text in English. Chinese versions should be no less than **18,000** characters. Theses should be no longer than 50 pages when counting the pages of the English body text.

Theses must be formatted according to STL and PKU requirements as distributed by the Office of Academic Affairs. STL students are expected to scrupulously comply with formatting requirements.

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

An 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. Attendance, Preparation for Class, and Auditing Classes

17.1 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 or failure of the course.** In addition, no student who is enrolled in, **or on the waitlist for**, a course may miss the first **and second** classes 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 Director of Academic Affairs for absences exceeding one week. Students who are not able to attend classes for one week or more should consult the Director or an officer of Academic Affairs. For information on leaves of absence, consult Section 21.

17.2 **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.

17.3 **Auditing:** An upper-level student may audit a course with the written permission of the instructor and the Director of Academic Affairs. First-year students may not audit courses. Auditing a course entails adherence by the student to such standards and conditions as the instructor may prescribe, except that the student is not required to submit papers or to take a final examination and is not graded.

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

17.4 **Emphasis on Professionalism:** Students should pay close attention to the specific class policies set by the instructors of their enrolled courses. Participation in curricular or extracurricular activities—whether organized by STL or by the University—does not serve as a blanket exemption that overrides an instructor's attendance policy or STL's minimum attendance requirements. Students are responsible for ensuring that they do not create class conflicts when signing up for non-class activities on or off campus, and they bear the consequences of any actions that violate attendance policies.

## 18. Limitations on Student Employment and Internships

18.1 Limitations on Student Employment and Internships: JD/JM students may not accept employment or internships during periods of residency that interfere with the obligations of the full-time study of law.

First and second-year JD/JM students may not accept employment or internships of any kind. No third or fourth-year J.D./J.M. student who is in residence and enrolled full-time may accept employment or internships of any kind that exceed 20 hours per week.

18.2 International Students: LLM students may not during periods of residency accept employment or internships of any kind that exceed 20 hours per week without advance approval from the Dean or his or her designee.

## 19. Good Standing and Academic Probation

19.1 Good Standing: In order to remain in good academic standing, an upper-level student or LLM 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.

19.2 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.

## 20. Graduation Departure Procedures and Commencement

20.1 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.

20.2 Commencement: The date of STL's commencement will be announced by the Office of Student Affairs in the spring of the year of that commencement. 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.

## 21. Extended Leaves of Absence

21.1 **Extended Leaves of Absence:** This Section pertains to JD/JM and LLM 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.

21.2 **Consultation with Academic Affairs Before Departing for Leaves of Absence:** Students seeking an extended leave of absence for any reason must consult with the Director 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.

21.3 **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.

21.4 **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.

21.5 **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.

21.6 **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.

21.7 **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.

21.8 **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.

## 22. Transcripts and Certifications including Certifications for Alumni

- 22.1 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.
- 22.2 Certifications for Alumni: Alumni who seek certifications including bar certifications, statements regarding the JD program, and the like may contact the Office of Academic Affairs at [academics@stl.pku.edu.cn](mailto:academics@stl.pku.edu.cn).
- 22.3 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.
- 22.4 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.
- 22.5 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.
- 22.6 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.

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

23.1 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 that follow below. **Under PKU rules and procedures, students who do not timely apply for authorization may face severe consequences, including involuntary dismissal from PKU.**

23.1.1. 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.

23.1.2. All students whose departure dates follow the campus registration dates must first register before their departures.

23.1.3. 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.

23.2 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.

23.3 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.

23.4 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.

## 24. Exchange Programs

- 24.1 Eligibility: JD/JM students may apply to participate in exchanges during their third or fourth years, and LL.M. students may apply to participate in exchanges during their second year. Students must be in good standing at the time they apply for an exchange.
- 24.2 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.
- 24.3 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 be allowed to transfer credit for the exchange and may be denied Foreign Visitation Declaration by STL.
- 24.4 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.
- 24.5 Foreign Visitation Declaration (出访手续): JD/JM 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.
- 24.6 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.
- 24.7 Transfer Credit: The maximum number of credits that may be transferred from one or more authorized exchanges is 25 STL credits for the JD/JM Classes of 2021 and earlier. For students in the JD/JM Classes of 2022 and later, the maximum number of credits that may be transferred is 22. For LL.M. students the maximum number of credits that may be transferred is 12.

For year-long visits to ABA-approved law schools as described in Section 25, the maximum number of transfer credits will be determined by STL's policies pertaining to such visits. The transfer of credits is contingent on STL approval of the credit proposed to be transferred. The maximum number of credits that may be earned from such programs is 1/3 of the student's total allowable elective credits: 22 STL credits for non-LLB students, and 38 STL credits for LLB students. 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.

In addition to any maximum transferrable credits set by the Office of International and Graduate Programs, no student may transfer more than one-third of the elective credits in their curriculum.

**24.8 Limitations on Credit Transfer:**

24.8.1. **Maximum Credits Per Course:** The maximum credits that can be transferred for any one course is 3 credits.

24.8.2. **Online Courses Not Transferable:** Online courses will not be transferred.

**24.9 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. Year-Long Visits to ABA-Approved Law Schools

25.1 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.

25.2 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.

25.3 Eligibility for Visit: Students must consult with the Director 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.

25.4 Students may undertake a year-long visit to an ABA-approved law school during 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.

25.5 Students paying tuition to an ABA-approved law school during a year-long visit remain required to pay STL tuition for the same year.

25.6 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.

- 25.7 Rules, restrictions and limitations related to transferring credits earned abroad, described in Section 24 on Exchange Programs, also apply to year-long visits to ABA-approved law schools.
- 25.8 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).
- 25.9 Students traveling abroad for a year-long visit must apply for Foreign Visitation Declaration (出访手续). See Section 23 on Foreign Visitation Declarations.
- 25.10 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.
- 25.11 Students arranging year-long visits to an ABA-approved law school during their fourth year should consult with Academic Affairs about (1) appearing for thesis oral defense and (2) scheduling an official graduation photograph.

## 26. Externships

26.1 **Externships:** To provide students meaningful opportunities to learn about the practice of law, develop skills, and professionalism, STL offers 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 **legal professionals** 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. Students must propose and apply by writing to the **Director of Experiential Legal Education** before the externship commences.

In **2025-2026** Academic Year (**excluding the summer of 2026**), STL offers an **Externship Pilot Program**, through which students can extern in law firms and corporate legal departments. Students must apply in writing to the **Director of Experiential Legal Education** before the externship commences.

Externship field placements (1) **must be supervised** by one or more lawyers or legal professionals, (2) **must involve substantive legal work**, and (3) **must be approved in advance** by the **Director of Experiential Legal Education** as eligible for academic credit. All externships, full-time or part-time, **must be in-person and not remote**.

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”), World Bank, the Supreme People’s Court, the First Circuit of the Supreme People’s Court, the Qianhai Court, the Futian People’s District Court, the Nanshan People’s District Court, the Longhua People’s District Court, and the United States District Court for the District of Vermont.

26.2 **Eligibility:** Only students in good standing may apply for externships.

**During the academic year, only 3L students and above may participate in externships, and students must have completed all required JD and JM courses before undertaking a full-time externship.** 1L and 2L students may participate in externships **only** during the summer and **winter** breaks.

Only rising 3L and 4L students in the summer of **2025** are eligible for applying for the Externship Pilot Program. Only 3L and 4L students in the academic year **of 2025-2026** can apply for the Externship Pilot Program.

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 [Director of Experiential Legal Education](#) or, in the case of faculty-supervised externships, the faculty supervisor.

LLM students may undertake eligible externships for academic credit, [and](#) the maximum number of externship credits that can be awarded to LLM students is 6.

26.3 [Application](#): Students shall apply for externships by writing to the Director of [Experiential Legal Education](#) at [extern@stl.pku.edu.cn](mailto:extern@stl.pku.edu.cn) [before](#) the externship commences.

Externship field placements must be approved in advance to be eligible for academic credits. Students shall prepare and send the following documents:

[Externship Program Memorandum of Understanding](#) (*required before the field placement starts*)

[Externship Program Statement of Goals](#) (*required before the field placement starts*)

26.4 [Length of Externships](#): Externships must be a minimum of five weeks full-time or three months part-time unless an exception is made by the [Director of Experiential Legal Education](#).

26.5 [Requirements](#): To promote reflection, learning, and professional development, students in externship placements must prepare, depending on the number of academic credits the students are applying, [at minimum the following](#):

- (1) a memorandum of understanding with their placement supervisors,
- (2) a statement of their goals,
- (3) a final student report,
- (4) an evaluation from their supervisor at the placement;
- (5) a certification or letter from their placement confirming that they completed a placement and indicating the dates of that externship; and
- (6) (for 3 or 6 credit externships) a minimum 3,500-word or 6,500-word externship paper.

26.6 [Quarterly Credit Cap and Maximum Pass/Fail Credits](#): Externships count towards the quarterly credit cap. Externships during the summer and winter are not counted towards any quarterly credit cap. Externships count towards the maximum number of pass/fail credits, which is 16.

- 26.7 Entry of Externship Credits: Externship credits will be awarded during the fall semester prior to a student's graduation.
- 26.8 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.
- 26.9 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.
- 26.10 Program Policies: For detailed rules and implementation procedures, students must follow the latest version of the STL Externship Program Frequently Asked Questions to plan or commence an externship.
- 26.11 Please note that the Externship Committee is conducting a scheduled review of the Externship Program and may introduce adjustments in the upcoming year. The current rules apply only to externships that conclude before Summer 2026. Students are advised to plan their placements and academic credits accordingly. Updates regarding the subsequent Externship Program are expected to be announced in due course, likely before the fourth quarter of the 2025-2026 Academic Year.

## 27. Moot Court

27.1 Eligibility: STL students in good standing in the following categories may participate in moot court: (1) JD/JM students from Quarter Four of their first year and (2) LLM students. 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.

27.2 Application: Students who wish to participate in moot court must participate in a tryout process the details of which will be announced by the [Director in charge of the Moot Court Program](#).

27.3 Requirements: Students participating in moot court must (1) participate in academic sessions organized for moot court, (2) submit written materials required for the preparation of moot court, (3) participate in practice and training sessions, (4) provide an expense report, and (5) provide a final reflection report on their experience. In order to earn credit, students participating in moot court must also (6) moot before a faculty panel designated by the Director of Academic Affairs prior to their departure for their moot court. Failure to meet the moot court requirements in a timely manner may result in failure to receive academic credits.

27.4 Academic Credit: Students may receive 3 credits for participation in moot court and the training program provided for moot court students.

27.5 Financial Support: Moot court students will receive a budget for their competitions, which will generally 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.

27.6 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.**

- 27.7 Reporting of Travel Itineraries and Accommodation Arrangements: Students traveling for moot court domestically or internationally must report their itineraries and accommodation arrangements to the Director of Moot Court Competitions prior to their departure.
- 27.8 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.

## 28. Independent Legal Studies

28.1 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 advisor.

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.

### 28.2 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 LLM students and JD/JM 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.

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

28.4 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 advisor at the date and time set by the advisor.

At the advisor's option, if the student's draft is late or not submitted or not of adequate quality, the advisor 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 advisor for evaluation no later than the end of the quarter in which the student registered for the course, unless the advisor 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 advisor for an Independent Legal Study does not need to be the same person who will advise the student for his or her thesis.

28.5 Enrollment and Withdrawal: A student who wishes to engage in Independent Legal Studies must [email the Office of Academic Affairs \(academics@stl.pku.edu.cn\)](#) 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 [download a blank registration form and the program description via https://disk.pku.edu.cn/link/AA6756650872FB406984366C5E9E317FCA](#).

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

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

- a) 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.
- b) 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.

28.6 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 advisor 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.

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

Below are default recommendations for formatting the paper.

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

## 29. AI Policy

29.1 STL's current AI policy in its Academic Integrity Code, as approved by the faculty in 2024, is below.

### **PKUSTL Generative AI Rules for Inclusion in Academic Integrity Code**

For the purpose of this subsection, the terms “generative AI” and “AI tools” refer to tools that allow users to generate text, images, photographs, and videos or other content through the use of prompts or instructions. AI tools may be stand-alone tools or programs or may be integrated into other programs, applications, or services such as legal research databases and search engines, among others.

STL's faculty believes that the use of AI tools will become increasingly integrated into daily life and work. Law students and lawyers must consider how to use these tools effectively and properly. In the meantime, these rules intend to provide guidance to students on when AI tools can be used now in the context of your studies at STL.

STL's rules on AI tools assume that AI tools can be used for many purposes in your studies that you can find useful or helpful. For example, you might find AI tools helpful for summarizing a case or explaining a legal doctrine. AI tools have also been used for brainstorming ideas or arguments, proofreading, translating, drafting emails, and other uses. Consistent with the assessment that AI tools will become commonplace, STL's rules do not prohibit students from using AI tools in many contexts. However, STL's rules do allow instructors or groups of instructors to set rules for their courses when the instructors consider that the use of AI tools for some purpose or by some means is not consistent with the pedagogical or instructional goals of their course.

While STL does not prohibit students from the use of AI tools generally, STL's faculty is aware that the use of AI tools presents risks, not just with respect to academic integrity, but also with respect to the professional responsibilities of legal practitioners. As they are now, AI tools can generate passages of text that resembles the text written by others word for word, creating a risk of accusations of plagiarism. AI tools can provide text that is inaccurate or plainly wrong and they have been known to generate citations to fictional cases and sources. Lawyers who have relied on AI tools without verifying their output have been sanctioned by judges. Users should also be aware that the text they input into AI tools may be handled by the owners of the AI tools consistent with those tools' individual privacy policies and may be used by the tools for their own purposes.

We advise you to use the results from AI tools with care and without assuming that their output must be correct, accurate, or up to date. It is your responsibility to check the information you obtain via an AI tool. The use of invented or fictional data or information in a course may have adverse consequences for your grade.

Please note that because AI tools are developing rapidly, STL's rules on the use of AI tools may change as these tools develop and these rules may be revised in due course.

We acknowledge that this policy is influenced by the policy on generative AI developed by the University of Chicago Law School ([link](#)).

## Default STL Rules on Generative AI

The below rules are default rules for the use of AI tools. Instructors are authorized to depart from these default rules if they communicate the departure from the default rule to students in writing with appropriate notice.

- (1) Students may use AI tools for tasks if it would not be a violation of an academic integrity rule for the same task to be performed by another person or tool.

Students may use AI tools to perform tasks if the performance of that task would not be a violation of an academic integrity rule if it were done by another person instead of an AI tool.

To illustrate, it is not a violation of any academic integrity rule to borrow another person's outline, case briefs, or notes to study. Using an AI tool to generate an outline or case brief would likewise not be a violation of an academic integrity rule. Speaking with another student about ideas for a research paper or asking another student to proofread a draft of a paper does not violate academic integrity rules. Using an AI tools to generate ideas or to proofread what you have written would also not violate academic integrity rules. Asking another student to explain a concept to you is allowed. Asking an AI tool to do so is also allowed.

The use of tools to perform tasks when the performance of those tasks with other tools does not violate academic integrity rules is also permitted. For example, many proofreading tools already exist, some directly integrated into word processing software or email services, and their use is not prohibited. The use of an AI tool to perform the same or similar function is likewise not prohibited. The use of translation tools is permitted so the use of an AI tool to translate text is also permitted.

- (2) By default, students may not directly use content generated by generative AI in work that is submitted for credit

While you are permitted to use AI tools and generative AI, you are, by default, not permitted to copy content generated by generative AI tools directly into the work that you submit to a course for credit. Work that you submit to a course for credit include, among others, final papers, research papers, reflection or response papers, practice documents such as legal memoranda and briefs, take-home assessments, and other work that you submit that will be taken into consideration for evaluating your performance in a course or determining your grade. You may not copy such content even if you provide attribution to the generative AI tools as the source of that content.

Work that you undertake for a course, but which is not submitted towards your evaluation is not subject to this rule. For example, your own notes about a course that you produce for yourself are not subject to this default rule.

The use of AI tools to generate standard citation formats for footnotes, proofreading, provide suggestions about language and editing, and translation are not subject to this default rule.

(3) Instructors may depart from these rules

The preceding rules are default rules. Instructors are authorized to depart from these default rules if they communicate the departure from the default rule to students in advance in writing with appropriate notice.

If an instructor permits the use of AI tools, specifically those that produce content in response to user prompts, to compose part or all of a work that is submitted for evaluation, students are required to keep a record of the specific prompts and other interactions with AI tools that permits the instructor to review the prompts and other material provided to AI tools and the output produced by those AI tools. An instructor may depart from this requirement.

## 30. Appendix I: 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 or failure of the course. In addition, no student who is enrolled in a course may miss the first or second 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@stu.pku.edu.cn) in place of the numerical usernames assigned on the basis of student ID numbers (123456789@stu.pku.edu.cn).

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

J.D./J.M. students may not accept employment or internships during periods of residency that interfere with the obligations of the full-time study of law.

First and second-year J.D./J.M. students may not accept employment or internships of any kind, except that second-year international J.D./J.M. students may accept employment or internships that require no more than 20 hours work per week.

No third or fourth-year J.D./J.M. student who is in residence and enrolled full-time may accept employment or internships of any kind that exceed 20 hours per week.

LL.M. students may not during periods of residency accept employment or internships of any kind that exceed 20 hours per week without advance approval from the Dean or his or her designee.

Employment or internships are never a valid excuse for class absence.

[\*\*For the avoidance of doubt, the hour limitations in this Article do not apply to STL-approved externships undertaken for academic credit.\*\*](#)

#### **5. Minimum and Maximum Credit Limits Per Academic Quarter (Classes of 2021 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 students during the first 13 quarters of STL's standard J.D./J.M. program or the first 9 quarters of STL's international J.D./J.M. program only with the consent of the Director of Academic Affairs.

No students may enroll in more than 15 credits in any first, second or third quarter unless they (i) enroll in no more than a total of 18 credits of which no more than 15 are credits from J.D. courses, or (ii) the Office of Academic Affairs announces an exception before the registration period for a particular quarter due to the scheduling of required courses. No student may enroll in more than 13 credits in any fourth quarter.

#### **5. Minimum and Maximum Credit Limits Per Academic Quarter (Classes of 2022 and Later)**

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 students during the first 13 quarters of STL's standard J.D./J.M. program or the first 9 quarters of STL's international J.D./J.M. program only with the consent of the Director of Academic Affairs.

No students may enroll in more than 15 credits in any first, second or third quarter unless the Office of Academic Affairs announces an exception before the registration period for a particular quarter due to the scheduling of required courses. No student may enroll in more than 13 credits in any fourth quarter.

## **6. Residency Requirements**

Students in STL's standard J.D./J.M. dual degree program must maintain full-time status for at least 11 quarters during STL's four-year J.D./J.M. program.

**The requirement of 11 quarters of residency is a minimum requirement.** The faculty of STL emphasize that students are encouraged to take their time to pursue their studies and should not attempt to hastily complete their academic programs.

Students enrolled in STL's J.D./J.M. program for international students must maintain full-time status for at least 9 quarters.

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

## **7. Limits on Particular Types of Credits (Classes of 2021 and Earlier)**

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, but only with advance approval of the Office of Academic Affairs;

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./J.M. degree requirements.

## **8. Limits on Particular Types of Credits (Classes of 2022 and Later)**

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, but only with advance approval of the Office of Academic Affairs;

Four credits for STL law review or journal membership;

Three credits for approved moot court participation;

Six credits for approved externships;

Four credits of independent study except that no single independent study may account for more than two credits and a second independent study will require the approval of the Dean or Associate Dean for J.M. Academic Affairs;

No more than one pass/fail-eligible course.

No more than 12 credits, total, of the foregoing types of credits may be counted toward J.D./J.M. degree requirements.

## **9. Required Courses**

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

## **10. Course Add/Drop Deadlines**

- (1) For most regular-quarter courses, students may add or drop a course until 5:30 p.m. on the second Sunday of the quarter.
- (2) For
  - a. intensive courses taught within four weeks,
  - b. front-loaded courses with over 30% of total instructional hours in the first two weeks, and
  - c. courses starting in the third week or later,students may add or drop a course before the end of the second class.
- (3) For administrative purposes, Academic Affairs may adjust enrollments after the add/drop deadline but before the next scheduled class, including removing students who do not meet attendance requirements and admitting waitlisted students who have been auditing.
- (4) Except as described in Section 3, no add or drop will be permitted beyond these deadlines.

Under this framework, students can manage all add/drops on the portal system without having to apply to Academic Affairs via email. Late withdrawal requests will generally not be accepted. Excessive absences may result in a lower grade or failure of the course; “dismissal from the course,” which existed in the old version of Academic Rules, is no longer an option as of November 10, 2025.

## 11. Auditing

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

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

## 12. Grading Expectations

### Classes of more than 20 students

For classes in which more than 20 students are enrolled, the mean grade should be approximately 3.5 except with the approval of the Dean or Dean's designee.

Grades of A+, A, and A- should be limited to 30 to 40% of the class.

The distribution of the grades of B+, B, B-, C+, C, and C- is at the discretion of the instructor as long as the mean grade is approximately 3.5.

Grades of A+ may be awarded to a maximum of 5% of the class.

Up to a maximum of 4% of the students may be nominated to receive a Dean's Citation.

### Classes of 20 or fewer students

For classes of 20 or fewer students, the mean grade should be between approximately 3.6 to 3.7 except with the approval of the Dean or Dean's designee.

Grades of A and A- are not limited to any specific percentage as long as the mean grade is between approximately 3.6 to 3.7.

The grade of A+ may be awarded to a maximum of one student.

Up to a maximum of one student may be nominated to receive a Dean's Citation.

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.

Courses Taught in Multiple Sections: Generally, for courses taught in multiple sections by the same instructor during the same quarter, the number of students in the class will be the combined number of students in all of the sections.

Grades of F: Nothing in the above grading policy is to be read as precluding instructors from awarding grades of F where, among others, the course learning outcomes are not met, a student fails to appear at a final examination without leave, is excessively absent from the class, is not permitted to attend the final examination, or violates the Academic Integrity Code.

### **13. 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.

### **14. 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.

### **15. Examinations**

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

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

## **16. 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.

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

Instructors are required to submit their final grades in all completed courses of a particular quarter to the Office of Academic Affairs no more than 45 days beginning from the last day of the designated examination period for that quarter.

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.

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

Every J.D. degree candidate must complete a substantial research paper (SRP). An 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).

An 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.

## **19. 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.

## **20. Limitations on Participation in External Moot Court and Student Competitions**

No first-year students enrolled in STL's J.D./J.M. dual degree program may participate in an external moot court competition until Quarter Four of the first year of their studies.

No student may participate in an external moot court competition or any stage thereof without the advance approval of the Dean or his or her designee.

Students who participate in external moot courts or other competitions must seek advance permission from their instructors if participation in the competition conflicts with their scheduled classes. Rule 1's definition of "excessive absence" applies in all events. Participating in moot court or other competitions is not an excuse for failing to prepare for, attend and participate fully in class. Instructors may take absences from class into account when awarding grades.

## 31. Appendix II: STL Academic Integrity Code

### 1. Preamble

- 1.1 This Academic Integrity Code aims to promote the growth of ethically responsible professionals at STL through adherence to the highest standards of academic integrity and ethical conduct.
- 1.2 STL is committed to nurturing an environment conducive for the exchange of ideas, advancement of knowledge and intellectual development. Academic honesty and integrity are essential conditions for the pursuit and acquisition of knowledge. For its students, STL seeks to cultivate independent and critical thinking skills, to foster academic excellence in the study of law and to prepare students for participation in the legal profession. Absolute integrity is expected of every STL student in all academic undertakings. Integrity entails a firm adherence to a set of values, and the values most essential to an academic community are grounded on the concept of honesty with respect to the intellectual efforts of oneself and others. An STL student's submission of work for academic credit indicates that the work is the student's own.
- 1.3 While representing oneself as a member of the STL community, an STL student will strive for these standards in representations, academic pursuits, and respect for the property and individual rights of others; will uphold the specific principles described in the Code; and will actively support the Code.

## 2. Prohibited Conduct and Definitions

### 2.1 Academic Dishonesty:

- a. Conduct undertaken to obtain improper academic advantage is prohibited. Examples include but are not limited to the following prohibited conduct:

### 2.2 Plagiarism:

- a. In line with STL's mission of training lawyers who discharge their duties with professionalism, STL expects its students to observe high standards of academic integrity and honesty. Therefore, STL students are expected to comply with the fundamental academic norm against plagiarism.

Plagiarism is the representation that the ideas, expression, or language of others, whether published or unpublished, is the writer's own. Plagiarism takes unfair advantage of another person's labor by failing to acknowledge and give credit for the work done by another. Plagiarism may be intentional or negligent.

- b. Plagiarism may arise when
  - i. 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,
  - ii. the writer, even while providing attribution to a source, does not indicate that language or expression is quoted, or
  - iii. the writer, even without copying words or expressions, borrows an idea without providing attribution.

The duty to avoid plagiarism exists by default for all work and assignments, including but not limited to research papers, short papers, and reaction papers and their drafts regardless of whether the assignment is the principal basis for assessment in that course.

The duty to avoid plagiarism also requires attribution to whatever sources a student may use for an assignment regardless of whether the source is scholarly. Material taken from websites, governmental or non-governmental reports, news articles, and blog posts, for example, should also receive attribution.

Moreover, the duty to provide attribution exists for any material regardless, for example, of whether the material borrowed supports background facts or sophisticated legal analysis. These duties exist unless expressly stated by your instructor.

For the purpose of this definition, to "paraphrase" or "paraphrasing" refers to the expression of the same ideas of another using substantially different wording and a different structure from the original text.

When the expression of another is borrowed, it does not need to be placed in quotation marks or otherwise identified as quoted if it is paraphrased, but the writer must still provide attribution to the source of the idea.

If you are unclear about expectations for attribution, it is your responsibility to consult your instructor before you submit your work.

The following also fall under the prohibition on plagiarism:

- i. Using the ideas or words of a course instructor or other source, such as an interview, without acknowledgment;
- ii. Submitting work for an academic purpose where part or all of that work has already been submitted for another purpose, including, among others, for academic credit within STL, or for publication elsewhere unless expressly and clearly permitted by a course instructor; and
- iii. Asking, coercing or inducing others to plagiarize or offering to permit one's work to be plagiarized.

Ignorance is not a defense to plagiarism.

The following conduct is also prohibited by this Academic Integrity Code:

#### 2.3 Unauthorized Collaboration:

- a. Providing one's own work to others in violation of a course or instructor's rules against unauthorized collaboration.
- b. Seeking or obtaining assistance from any other person for an assignment or task in violation of the instructor or course's rules.
- c. Offering or providing assistance to another student for an assignment or task that the student offering or providing assistance knows is in violation of the instructor or course's rules.

Students do not need to be in the same course or cohort to violate the rule against unauthorized collaboration.

#### 2.4 Unauthorized Use of Artificial Intelligence Tools:

- a. Please see Section 3 of the STL Academic Integrity Code for STL's current AI policy.

#### 2.5 Misrepresentation:

- a. Citing material that one has not read or consulted, or fabricating research, or misattributing a work, or not obtaining consent of a collaborator when the paper was published.
- b. Falsifying, forging or misrepresenting academic results or participation in academic or co-curricular activities or results or providing false or forged academic results or certificates within and outside of STL, in the process of applying for evaluations, awards, internships and jobs, or applying for degrees.

- c. Making material misrepresentations about one's own or someone else's class attendance to obtain unfair advantage.
- d. Making material misrepresentations to an instructor or administrator about the reasons for an absence from law-related work, the lateness or non-submission of an assignment, or on any other matter for the purpose of obtaining an academic advantage for oneself or for another.

## 2.6 Examinations

- a. No candidates shall cheat or act dishonestly, or attempt to do so, in any way, whether before, during or after an examination, so as to obtain or seek to obtain an unfair advantage in an examination for themselves or others.

The following acts, among others, are dishonest conduct:

- i. Accessing or attempting to access exam materials without permission.
- ii. Impersonating someone or arranging for someone to impersonate someone else by sitting their examination.
- iii. Bringing or using material that is not authorized for a particular exam or putting information on one's body that can be used to cheat during an exam. Where a student is unsure of whether material is permitted during an examination, it is the student's duty to consult with the instructor or proctor.
- iv. Soliciting, providing, receiving, or intentionally making available exam questions or answers before or during or after an exam to anyone who has not yet taken the exam.
- v. Providing, receiving, or soliciting information about an exam or exam answers while still taking the examination to anyone besides an exam proctor or, having completed the exam, to a student who is still taking the examination.
- vi. Breaching anonymity for evaluations that are to be assessed anonymously.
- vii. Peeping at another's exam answers or exchanging examination papers and answer sheets and draft papers during an examination.
- viii. Communicating, including whispering, signaling, or gesturing to other exam-takers during the examination except as allowed by proctors.
- ix. Removing exam materials, such as exam questions, from the exam location without permission or photographing or otherwise recording exam questions without permission.
- x. Starting work on an exam before authorization to begin or continuing to work on an exam after the authorized period to work on the exam has lapsed.
- xi. Intentionally destroying examination papers, answer sheets or examination materials for unfair advantage.
- xii. Failing to follow the instructions of the exam proctor.
- xiii. Otherwise engaging in conduct for the purpose of obtaining an unfair advantage for oneself or for another.

### **3. Revision and Publication of Disciplinary Procedures and Penalties**

These disciplinary procedures and rules shall be published in the STL Academic Handbook and to the faculty on an annual basis. The disciplinary rules and procedures Sections 4 and 5 shall be promulgated by the Office of Academic Affairs subject to the approval of the relevant STL faculty committee or of the faculty.

#### **4. Consequences of Violations of the Academic Integrity Code**

A violation of the academic integrity code may lead to consequences, including the following. The below list is illustrative and STL may require other consequences or demand other conduct based on the circumstances of each case.

- 4.1 In cases where the gravity of the academic integrity violation is severe or where a student refuses to or does not comply with the disciplinary measures imposed by STL, referral of the academic integrity violation to PKU disciplinary procedures with the corresponding possible penalties of warning letters, notations in the permanent file, probation, and expulsion.
- 4.2 Failure of the course or courses in which the academic integrity code was violated.
- 4.3 A loss of good academic standing for a certain period depending on the gravity of the violation with return to good standing being conditional on the satisfaction of requirements set by STL.
- 4.4 Loss of eligibility for or removal from co-curricular programs for a certain period depending on the gravity of the violation.
- 4.5 Loss of eligibility for certain courses for a certain period or requirements to take certain courses.
- 4.6 Reduction of quarterly credit limits.
- 4.7 Loss of eligibility for scholarships, awards, or prizes.
- 4.8 Loss of eligibility for nominations for other honors.
- 4.9 Loss of eligibility for nomination or recommendations for internships or post-graduate employment opportunities.
- 4.10 Loss of eligibility for designation as passing the comprehensive student quality assessment for the year in which the academic integrity violation was committed.
- 4.11 When required by a licensing authority such as a bar association and the student consents to that authority inquiring with STL as to any record of having been investigated for an academic integrity violation or having found to have violated an obligation, disclosure to the licensing authority of that investigation or finding; and
- 4.12 When required by a prospective employer and the student consents to that employer inquiring with STL as to any record of a finding of an academic integrity violation, disclosure to the employer of that investigation or finding.

## 5. Procedures for Investigation and Findings of Academic Integrity Violations

- 5.1 These procedures for the investigation and findings of violations of the Code are promulgated by the STL Academic Integrity Committee (“Committee”).
- 5.2 Investigations, meetings with students subject to investigation for an academic integrity violation, and referrals to the Committee shall be made by the Office of Academic Affairs or by a member of the faculty designated by the Dean, such as the Chair of the Committee.
- 5.3 In case the functions described above are discharged by a designated faculty member, the Office of Academic Affairs shall serve as the secretariat for the investigation and disciplinary processes.
- 5.4 An investigation of a possible academic integrity violation may be initiated in any of the following ways:
  - a. By a faculty member’s report of a possible academic integrity violation;
  - b. By the Office of Academic Affairs upon a tentative finding of a possible academic integrity violation; or
  - c. By a student’s report of a possible academic integrity violation.

Anonymous complaints will not be accepted.

- 5.5 Upon receipt of a report or a tentative finding, the Office of Academic Affairs or designated faculty member must investigate the alleged violation. If the Office of Academic Affairs or the designated faculty member find that even if the alleged facts are true that there would be no violation of the Code or any violation would be *de minimis*, the Office or the faculty member may dismiss any or all allegations before the seven days before which a report must be provided in section 5.6. In such cases, the decision must be communicated in writing to the Committee.
- 5.6 Within seven days beginning after the day on which a report of an academic integrity violation is provided or of a tentative finding of a possible academic integrity violation, the Office of Academic Affairs shall inform the student in writing of the alleged violation.

The written notification must include the nature of the alleged violation and materials facts as known and the sections of the Academic Integrity Code that have been potentially infringed.

If the alleged violation is of the type for which documentation is by nature available, such as in cases of alleged plagiarism, such documentation, including Turnitin reports, must also be provided to the student.

The notification above must also be provided to the Committee.

- 5.7 Either simultaneous with or with the notification described in section 5, the student must be invited to a meeting with the Office of Academic Affairs or designated faculty member to discuss the alleged violations.
- 5.8 At the meeting, the student may
  - a. Admit to having committed the alleged conduct and to a violation or violations of relevant sections of the Code,
  - b. Deny having committed the alleged conduct, or
  - c. Admit to having committed the alleged conduct but raise defenses.
- 5.9 Within five days after the meeting or within five days after being invited to a meeting if the student declines to meet, the student may submit views in writing with respect to the alleged violation or violations.
- 5.10 Settlement: The Office of Academic Affairs or designated faculty member may also reach a consensual settlement regarding an academic integrity violation prior to the issuance of a written decision. Such settlement must be communicated to the Committee, which may elect by majority vote within a reasonable time not to permit the settlement.
- 5.11 After a meeting, within a reasonable time, the Office of Academic Affairs or designated faculty member shall decide whether there were violations of the Code and communicate the written decision to the student. Any consequences or penalties must also be communicated. The decision may (1) dismiss any or all allegations of violations of the Code, (2) find violations of the code and impose penalties, consequences, or conditions, or (3) refer the matter to the disciplinary procedures of PKU.
- 5.12 Within seven days after the day on which the written decision is provided to the student, the student may request an appeal of any findings of violations of the Code or of the penalties or consequences imposed, including a decision to refer the matter to the disciplinary procedures of PKU. Such communication must be made to the Office of Academic Affairs or to the designated faculty member.
- 5.13 Upon receipt of such a communication, the Office of Academic Affairs or designated faculty member shall request the Committee to hear the student's request for reconsideration.
- 5.14 The designated faculty member or officer of Academic Affairs shall not vote with respect to the communication but shall serve as the secretariat for the hearing.
- 5.15 A Committee member who has a conflict of interest in the case due to having a special relationship with the accused student or the informant (e.g., the faculty is a relative, family friend, supervisor, etc., of the student, or the faculty is the person who alleged a violation by the student), the committee member has the duty to disclose the conflict and shall not serve in the Committee with respect to the student's alleged violations.

5.16 In the event a hearing is scheduled, the hearing shall be organized by the Office of Academic Affairs or designated faculty member. Notice shall be provided to the time, place, and procedure of the hearing to the student at least three days before the hearing. The hearing may be rescheduled when necessary.

Each hearing shall either be recorded, or notes should be taken.

5.17 The student shall have a right to submit written views prior to the hearing, invite a fellow student to be present so long as the invitation is notified in advance to the Office of Academic Affairs or designated faculty member, for the hearing to be held in confidence, to present evidence and testimony, and to speak in the student's language of choice so long as the student communicates that choice at least two days before the hearing so that arrangements can be made for translation for the Committee.

5.18 A student may waive a hearing when invited and may opt to submit views in writing within the designated deadline provided by the Office of Academic Affairs or designated faculty member.

5.19 Supplementary views or evidence submitted after the hearing by the student may be accepted only with the consent of the Committee.

5.20 After the hearing or in the absence of a hearing in case the student waives a hearing or does not attend, the Committee shall decide the student's request for reconsideration. The decision shall be made in writing and communicated to the student. The Committee may affirm, modify, or reverse the prior decision of the Office of Academic Affairs or faculty member. It may modify the penalties or consequences imposed, including increasing the penalties or consequences.

5.21 Appeal to the Dean: A student who disagrees with the determination of the Committee has fifteen days to file a written appeal directly with the Dean. The Dean may uphold, modify, or reverse the decision of the Committee. The Dean may also remand the matter to the Committee with instructions.

5.22 Time Periods: The time periods provided in these procedures do not include PKU holidays or weekends. Notwithstanding such exclusion, the Office of Academic Affairs or designated faculty member may shorten the periods in view of the specific circumstances and with written notice to the student. The time periods may also be extended for reasonable cause and with written notice to the student.

5.23 Annual Statistics: The Office of Academic Affairs will, on an annual basis, anonymize the details of matters in which violations of the Code were found and publish information regarding such matters to the faculty. Basic information may also be published to STL's student body.

## Appendix: Examples of Plagiarism

Examples of plagiarism include the following. The examples below are provided for your reference but are not intended to be an exclusive list of all instances that can be considered plagiarism.

- A student copies or pastes excerpts from blog posts into his research paper without providing a citation or other attribution to the post. The student has directly copied expression and ideas from another without providing attribution and has committed plagiarism.
- A student conducts research using journal articles and books. The student adopts ideas from the articles or books and expresses those ideas in her own language in her paper but does not provide citations to the journal articles and books. The student has used the ideas of others in her writing without providing attribution and has committed plagiarism.
- A student translates a passage from one language to another, paraphrasing a passage, or changing some words, without giving attribution to the original author.
- A student attends a class where an instructor shares her slides and a draft article with the class. The student uses sentences and ideas from the slides and draft article and adds them to his paper without indicating that the sentences and ideas come from the instructor. The student has used the expression and ideas of another person without providing attribution and has committed plagiarism.
- A student submits a paper in which she has copied text from an online encyclopedia. She changes some of the words in the text so they are slightly different from the original text in the encyclopedia and does not indicate that the text is borrowed. The student is still using the expression and ideas of others without providing attribution and has committed plagiarism. In this instance, the student was still required to indicate that the text was borrowed because she has not paraphrased the text *and* she is required to provide attribution to the source.
- A student submits a paper in which he has borrowed text from various sources. He includes footnotes to those sources but does not indicate where he has borrowed the exact or un-paraphrased text from the original sources. He has borrowed the expression of others without attribution and has committed plagiarism. He was required both to indicate that he is borrowing ideas and borrowing text.