



PEKING UNIVERSITY
SCHOOL OF TRANSNATIONAL LAW

Peking University School of Transnational Law

Academic Handbook

2021-2022

Updated March 2022

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

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1. Assistant Dean's Message

Dear students,

The Office of Academic Affairs offers this Handbook to provide in one document a description of your academic programs and their requirements and the major rules and policies that you need to know as you progress through your academic programs.

One of the most important reason that we provide this Handbook is to help you to plan your studies so that you can complete your programs smoothly. You should, for example, be aware of crucial PKU registration and leave requirements (Sections 3 and 22), by when you must complete all of your coursework so that you do not risk extending your study programs (Section 5 for JD/JM students and Section 10 for LLM students), how our academic integrity requirements may affect your eligibility for various programs and for employment (Section 17), and the need to obtain authorization for overseas travel during your studies when travelling abroad (Section 24).

To furnish this guidance, this Handbook integrates the requirements of the School of Transnational Law's ("STL") Academic Rules and policies with relevant rules and policies of Peking University ("PKU"). I hope you peruse this Handbook carefully and then consult it regularly thereafter during your program.

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

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

Best wishes,

Christian Pangilinan
Assistant Dean of Academic Affairs

2. Key Contact Information

List of Deans, Associate Deans, and Assistant Deans

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

Christian PANGILINAN, *Assistant Dean for Academic Affairs* (Room 406)
christian@stl.pku.edu.cn

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

Office of Academic Affairs

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

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

Christian PANGILINAN, *Assistant Dean for Academic Affairs* (Room 406)
christian@stl.pku.edu.cn

- Curriculum, rules and policies, thesis program, course registration, certifications for students and alumni, academic advising, independent legal studies program, moot court, course evaluations, 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

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

王洋洋 WANG Yangyang (“Aletheia”), *Officer of Academic Affairs* (Room 410)
wangyangyang@stl.pku.edu.cn

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

刘冬 LIU Dong, *Officer of Academic Affairs* (Room 410)

liudong@stl.pku.edu.cn

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

仇小雅 QIU Xiaoya (“Sylvia”), *Director of Moot Court Competitions and Senior C.V. Starr Lecturer of Law* (Room 431)

xiaoyaqiu2020@hotmail.com

- Intramural moot court competition, external moot court competitions

冯箫籲 FENG Xiaoyu (“Carrie”), *Director of Externships and Senior C.V. Starr Lecturer of Law* (Room 425)

carriefeng@wustl.edu

- Externship 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

- Student affairs, career counseling, professional development programming

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

wangqian@stl.pku.edu.cn

- Career counseling, professional development programming

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

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”), *Officer of Student Affairs* (Room 410)

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

- JD/JM admissions, building administration

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

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

张玮倩 ZHANG Weiqian (“Gisselle”), *Senior Officer of Communications* (Room 410)
zhangweiqian@stl.pku.edu.cn

- Communications, publicity, 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.

Cole I. AGAR, *Director of Graduate and International Programs* (Room 415)
coleagar.pku@gmail.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

- 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.

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

tianhe@stl.pku.edu.cn

- Library administration and resources, Westlaw and TWEN accounts

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

linlin@stl.pku.edu.cn

- Library administration and resources, library student assistants

3. Registration (学籍)

- 3.1. Peking University (“PKU”) students must comply with university requirements on campus registration, Foreign Visitation 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 <http://stl.pku.edu.cn/academics/calendar/>.

STL Academic Calendar 2021-2022

Quarter One

August 16 (Monday) to October 29 (Friday)

Exam Week: November 1 to 7

National Holiday: October 1 to 10

Quarter Two

November 10 (Wednesday) to January 14 (Friday)

Exam Week: January 17 to 23

Spring Festival Break: January 24 to February 20

Quarter Three

February 21 (Monday) to April 30 (Saturday)

Exam Week: May 9 to 15

Labor Day Break: May 1 to May 8

Quarter Four

May 16 (Monday) to July 1 (Friday)

Exam Week: July 4 to 10

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

- 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 a graduation thesis in English. JD/JM students entering STL beginning in 2018 must complete the graduation thesis in English and Chinese. Unless otherwise specified, 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 for non-LLB students is four years for all students. The duration of the JD/JM program for LLB students in the entering classes of 2017 and earlier is three years. The duration of the JD/JM program for LLB students in 2018 and later 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. Professional Responsibility Requirement: The 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 Assistant Dean 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. 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.
- 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 Assistant Dean of Academic Affairs and instructor. Students may not retake a required or elective course that they have already passed. Students who do so will receive a notation of “Repeat” or 重修 on their academic transcripts. 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 Assistant Dean.
- 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. Part-time status is available for students during the first 13 quarters only with the consent of the Assistant Dean of Academic Affairs.

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 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: 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 JD 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. Credit Limits:

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

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

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

JD/JM Entering Classes of 2016 and 2017 Curriculum

General Requirements for JD/JM Non-LLB Students

1. 117 total credits are required for the JD and 64 total credits are required for the JM;
2. complete 181 credits of required and elective courses, including 116 credits of required JD and JM courses and 59 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. 117 total credits are required for the JD and 34 total credits are required for the JM;
2. complete 151 credits of required and elective courses, including 69 credits of required JD and JM courses and 76 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 Requirements for LLB and Non-LLB Students

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 Law (6 credits)
- Transnational Legal Practice I (3 credits)
- Transnational Legal Practice II (2 credits)
- Transnational Legal Practice III (3 credits)
- Criminal Law I (3 credits)
- Criminal Law II (3 credits)
- Business Associations (5 credits)
- 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 (64 credits)

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

JM Required Courses for LLB Students (17 credits)

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

JD/JM Entering Class of 2018 Curriculum

General Requirements for JD/JM Non-LLB Students

1. 117 total credits are required for the JD and 64 total credits are required for the JM;
2. complete 181 credits of required and elective courses, including 114 credits of required JD and JM courses and 61 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. 117 total credits are required for the JD and 34 total credits are required for the JM;
2. complete 151 credits of required and elective courses, including 66 credits of required JD and JM courses and 79 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 Law (6 credits)
- Transnational Legal Practice I (3 credits)
- Transnational Legal Practice II (2 credits)
- Transnational Legal Practice III (3 credits)
- Criminal Law I (3 credits)
- Criminal Law II (3 credits)
- Business Associations (5 credits)
- 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 (62 credits)

- Chinese Criminal Law (6 credits)
- Chinese Civil Law I (6 credits)
- Chinese Criminal Procedure (5 credits)
- Chinese Constitutional Law (3 credits)

- Chinese Civil Law II (6 credits)
- Chinese Civil Law III (6 credits)
- Chinese Administrative Law (5 credits)
- Chinese Civil Procedure (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 2019 Curriculum

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 Law (6 credits)
- Transnational Legal Practice I (3 credits)
- Transnational Legal Practice II (2 credits)
- Transnational Legal Practice III (3 credits)
- Criminal Law I (3 credits)
- Criminal Law II (3 credits)
- Business Associations (5 credits)
- 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 2020 Curriculum and Later

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)

6. Sequence of Required JD/JM Courses

- 6.1. Required courses must be taken in the sequence offered. The sequence of required courses may depend on the availability of resident and visiting faculty; however, required courses will generally be offered in the following sequence. In the third year, required courses will generally be offered in Quarter One.
- 6.2. Deferral of Required Courses: 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.

Courses Offered in the First Year (Alphabetical Order)

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

Courses Offered in the Second Year (Alphabetical Order)

- Chinese Administrative Law
- Chinese Administrative Litigation Law
- Chinese Advanced Legal Research and Writing (LLB and non-LLB)
- Chinese Company Law
- Chinese Civil Law II
- Chinese Civil Law III
- Chinese Constitutional Law
- Chinese Criminal Law
- Constitutional Law II
- Criminal Law II
- Frontiers of Legal Studies (LLB only)
- Politics Courses

Courses Offered in the Third Year (Alphabetical Order)

- Chinese Civil Procedure
- Chinese Criminal Procedure
- Professional Responsibility (may be completed earlier if taking a course that is designated as satisfying the Professional Responsibility requirement)

7. JD/JM Internship Requirement

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

Students seeking to complete their internship reports must obtain the necessary documentation from the officer of Careers Services. 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 Thesis: Graduating JD/JM and LLM students are eligible for consideration for a Best Thesis Award upon the nomination and approval of the faculty of STL.

10. LLM Academic Program

- 10.1. Duration: The LLM program is two years in duration. Residence of at least three academic quarters is necessary to complete program requirements. LLM students may, however, enroll in courses in every quarter of their program.
- 10.2. Students who successfully complete all requirements of the LLM program will receive a professional Juris Master degree certificate with official LLM certificate.
- 10.3. Deadline for Completing Coursework: While LLM students may enroll in courses in every quarter of their program, LLM students must complete all coursework credits by the end of Quarter Two of the second year of their program. Students who must enroll in courses during the final quarter of their program may need to apply for a program extension of at least one semester.
- 10.4. Program Requirements:
- a) Credits: 36 credits.
 - b) Thesis: Completion of a thesis is required to graduate from the LLM program. Students matriculating in 2019 and thereafter will earn 3 credits for completion of the thesis. Students who matriculated earlier will earn 6 credits for completion of the thesis. See Section 16 for more information on the thesis requirement.
 - c) Academic Legal Research and Writing Requirement: LLM students matriculating in 2020 and earlier must either (1) complete 1 credit of a designated Academic Legal Research and Writing course or (2) receive an exemption from the requirement from the Office of Academic Affairs upon the recommendation of the Director of International and Graduate Programs. LLM students matriculating in 2021 and later must complete the 1 credit designated Academic Legal Research and Writing course.
 - 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 2020 and Earlier Curriculum

LLM Required Courses

- China Survey: Foreign Direct Investment in China (3 credits)
- Chinese Language (2 credits)
- Academic Research and Writing (1 credit)

LLM Entering Classes of 2021 and Later Curriculum

- China Studies (3 credits)
- Chinese Language (2 credits)
- Academic Research and Writing (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 Quarter Three. 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 Assistant Dean 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 3 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 Assistant Dean 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 Assistant Dean 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. Elective Course Offerings: A tentative roster of elective course offerings for the academic year will be published in the Course List and Descriptions for Quarter One. The roster will be updated with each quarter's Course List and Descriptions. Biographies of visiting faculty every quarter will also be included in each quarter's Course List and Descriptions.
- 11.2. Selection of Elective Course Offerings: STL's elective course offerings are diverse. They include offerings by resident and visiting faculty from China and abroad, courses taught in English in the JD and LLM programs, courses taught in Chinese in the JM program, doctrinal or podium courses, skills and practice courses, courses that focus on legal theory and jurisprudence, and courses that are interdisciplinary. Law is a broad discipline and STL's electives intend to reflect a broad variety of fields to reflect student interest and to promote exposure to various areas of study.

Several of STL's elective courses will be annually, others may be taught every other year, and others may be taught according to the availability of instructors and faculty. Because even resident faculty may change courses or teach new courses, STL's elective course offerings change every year.

Students should consult with faculty for advice regarding course selection.

12. Course Registration and Withdrawal

12.1. Course Registration Procedure:

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

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

12.1.2.1. LLM and Visiting and Exchange Students: LLM and visiting and exchange students may communicate with the Office of International and Graduate Programs on procedures for course enrollment.

12.1.3. Enrollment in limited-enrollment courses will be according to the procedures announced by the Office of Academic Affairs before each registration period.

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

12.1.5. General Education Courses: Students enrolling in General Education courses should follow the procedures provided by the General Education Office on course registration and withdrawal. STL cannot enroll or withdraw students from General Education courses. Students who cannot complete General Education courses and do not timely withdraw may be awarded failing grades.

12.1.6. Course List and Descriptions: Available courses and the course schedule will be released by email by the Office of Academic Affairs at least two

weeks before the beginning of each quarter. The Office of Academic Affairs will also announce the course registration periods.

- 12.2. Course Add Deadline: Students may add a course through the expiration the first ten percent of instructional hours of the course and before instruction begins in excess of ten percent of the instructional hours, but not thereafter absent compelling circumstances and the permission of both the instructor and the Office of Academic Affairs.
- 12.3. Course Drop Deadline: Students may drop a course during the first thirty percent of instructional hours of the course, but not thereafter absent compelling circumstances and Academic Affairs approval.
- 12.4. Consequences of Dismissal from Courses for Poor Attendance: Students who are dismissed from or fail a course for poor attendance or non-attendance will lose their enrollment priority for the following two quarters.

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

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

13.1.1. JD/JM Students: Emails from STL will be sent to JD/JM students' official PKU or PKUSZ email addresses as the case may be.

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

LLM, exchange, and visiting students are advised to report the email address to which they wish official communications to be sent to the Director of International and Graduate Programs at the beginning of their programs or periods of study.

LLM, exchange, and visiting students may change the email address used for STL communications by changing the email address listed for them in the PKUSZ portal under "Personal Information." The same email address will be shared with instructors in whose courses LLM, exchange, and visiting students enroll.

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

13.3. Enter Pinyin Names onto PKUSZ Portal: Pinyin student names are not automatically entered into students' PKUSZ portal profile. All new students should login to the PKUSZ portal and enter their pinyin names. This ensures that pinyin names are included in student lists shared with instructors and are correctly entered.

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

13.5. English/Preferred Names: Students are advised to go to the "Personal Information" page in the PKUSZ portal and enter their preferred or English names as their "English Name." English names are included in class enrollment lists shared with instructors.

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

- 13.7. Textbooks and Course Packs: Many STL instructors use their own coursepacks, which may be distributed digitally or in hard copy at the Law Library Reserve in Room 112, in the STL lobby, or in Room 410, as the case may be. Textbooks may be borrowed from Room 112. Because copies are sometimes limited, textbooks and supplementary texts may sometimes be borrowed for a limited duration only.

14. Exams

- 14.1. Exam Procedures: Proctored STL exams are handwritten in blue or black ink. Identification on exams will be by exam number. Exams are graded anonymously and students may not write their student numbers, names, or other identifying information on their exam answer or question sheets. New exam numbers are distributed by email during every quarter to students enrolled in courses evaluated by proctored exam. The standard length of exams is three hours.
- 14.2. Permitted Materials: Instructors designate before the exam whether materials will be permitted during the exam and, if materials are permitted, which materials may be brought. Electronic materials are never permitted unless expressly permitted by the instructor and exam instructions.
- 14.3. Exam Schedule: Each quarter's exam schedule will be announced during each quarter. Exam periods are listed in STL's Academic Calendar. Students enrolled in exam courses 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 Assistant Dean of Academic Affairs.**
- 14.5. Exam Rescheduling: Exam scheduling changes are rarely granted and only where it can be demonstrated either through documentation or otherwise that (1) the request was made prior to the examination, (2) the student contacted the Assistant Dean of Academic Affairs immediately upon learning of the conflict, and (3) the conflict was beyond the student's control. In no case may a student apply to take an exam earlier than its regularly scheduled date.
- 14.6. Illness or Emergencies: In the event of a severe illness or other medical condition preventing a student from taking an exam on its scheduled date, the student must contact the Assistant Dean of Academic Affairs.
- 14.7. 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 Exam Papers: Students may access their exam papers after the examination only (1) after a grade has been submitted, (2) only with the authorization of instructors, and (3) only in the presence of their instructors.
- 14.9. 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

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

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

15.2. Grading Expectations:

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

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

Grades ordinarily should be distributed as follows:

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

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

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

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

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

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

15.3. Dean’s Citations (院长嘉奖): For every 25 students in a class, an instructor may nominate one student to receive a Dean’s Citation (院长嘉奖) recognizing superior performance. Dean’s Citations are awarded at the instructor’s discretion. Announcements of Dean’s Citations are made at the end of every semester.

15.4. Reporting 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.

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

16. Thesis Requirement

16.1. Thesis Requirement: Completing a thesis is a requirement for successful completion of the all STL degree programs. Completing the thesis requires meeting the following requirements: (1) the student's thesis adviser (导师) approves the final thesis to proceed to anonymous evaluators for evaluation; (2) 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 Advisers: The role of an STL thesis advisor is that of a Master's thesis adviser, not an SJD/JSD or PhD thesis advisor. In advising a Master's thesis, faculty advisers are not necessarily expected to be experts in students' areas of interests. The role of the adviser is to primarily ensure that the student progresses in his or her thesis development, presents and supports a logical claim, has strong academic support for the paper, that the thesis is the original work of the candidate, and the paper has scholarly value. The primary duties of an adviser are to meet at periodic intervals with students and provide oral and written feedback on the thesis project. Advisers can be of tremendous assistance to students in helping them develop their topic and research strategies, providing useful feedback on the students' research and drafts, and speaking with them about their own experiences in scholarly writing.

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

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

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

16.4. Thesis Schedule:

- a) The Office of Academic Affairs will hold an orientation on the thesis program in the spring of students' penultimate academic years during which the thesis schedule and procedures will be announced.
- b) Students are paired with an adviser through a pairing process that requires students to submit thesis proposals and a list of potential advisers by the deadline set by the Office of Academic Affairs.

Students may change advisers with the approval of the Assistant Dean of Academic Affairs, the prior thesis adviser, and the new thesis adviser.

Thesis adviser changes may be made only up until 30 days prior to the submission deadline for the first draft of the thesis.

- c) Students submit a bibliography and outline of their thesis. The language of the outline is English unless an adviser has confirmed that the outline may be submitted in Chinese. Students shall not be eligible for approval of their first drafts unless their advisers 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 advisers in the fall of their final year by the date announced by the Office of Academic Affairs. Students simultaneously submit a Turnitin Similarity Report. Students must submit any other parts of the thesis required by their advisers.

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

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

- e) Students submit a final version of their thesis in Microsoft Word format in early spring of their final year by the date announced by the Office of Academic Affairs. The final version must contain all parts of the thesis as required by PKU and STL and adhere strictly to PKU and STL format requirements. The final thesis must be accompanied by a Turnitin Similarity Report.

Incomplete theses or non-submission of theses may lead to an extension of the student's academic program or termination of the program without conferral of a degree. Students must also simultaneously submit an anonymous version of their thesis, which does not include their names, student numbers, and acknowledgements, in Microsoft Word format.

After submission of the final submission and within the designated time, the adviser must evaluate the thesis.

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

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

- f) Every thesis will be required to pass through either an internal or external evaluation. The evaluator shall review the theses to determine whether the thesis is satisfactory. If the evaluator agrees that the thesis is passable, the student shall be permitted to proceed to an oral defense.

If the evaluator concludes that the thesis is not satisfactory, the dean or officer responsible for the thesis program may either (1) submit the thesis for a second internal or external evaluation or (2) with the consent of the Dean 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 second 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.

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

- g) Students Not Graduating in July: Students not graduating in July of their final year, such as students applying for early graduation or students who have extended their programs, will have a modified schedule. Students expecting to graduate in January will ordinarily have their thesis defenses scheduled in the preceding December.

16.5. 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 Dean.
- 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 dean or officer responsible for the thesis program may also, with the consent of the Dean, 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. Consent to CNKI Plagiarism Check: Participation in the thesis program shall be deemed as consent to the submission of a student's draft thesis or final version of a thesis to a CNKI plagiarism check.

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

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

The oral defense procedure is ordinarily as follows:

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

16.8. Format and Length of the Thesis: The body of the thesis should be at least 30 pages of 20 point-spaced text. Some advisers may require that theses be submitted bilingually with full Chinese and English texts, in which case the English version must be at least 30 pages. Where a thesis contains a full Chinese version, it must be fully footnoted. Theses must be formatted according to STL and PKU requirements as distributed by the Office of Academic Affairs. STL students are expected to scrupulously with formatting requirements.

16.9. 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. Academic Integrity

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

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

Plagiarism may arise when

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

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

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

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

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

18. Attendance, Preparation for Class, and Auditing Classes

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

Missing more than two classes without excuse is presumptively excessive for 1L students; missing more than ten percent of classes without excuse or more than fifteen percent of classes with or without excuse are presumptively excessive for upper-level students. Instructors are authorized to require a higher but not lower standard of attendance and to take absences from class into account in awarding grades.

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

- 18.2. Preparation for Class: Adequate preparation of assignments and informed participation in class discussion are expected of every student. A student's preparation for class and the quality of a student's participation in class discussion may be taken into account in determining a student's grade for a course. A persistent lack of preparation will lead to dismissal from the course.

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

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

19. Limitations on Student Employment and Internships

- 19.1. Limitations on Student Employment and Internships: 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.

- 19.2. 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.

20. Good Standing and Academic Probation

20.1. 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.

20.2. Academic Probation: The Office of Academic Affairs will notify the Dean and student of any student's failure to maintain good academic standing. A student who falls out of good academic standing shall be placed on academic probation according to terms and conditions set by the Faculty Academic Standing Committee if the student's conditional continuation in law school seems likely in the Committee's opinion to result in the student regaining good academic standing.

The Faculty Academic Standing Committee shall refer to the Dean for PKUSZ processing any student the Committee deems ineligible for conditional continuation in law school and any student who fails to regain academic standing according to terms or conditions established by the Committee.

21. Graduation Departure Procedures and Commencement

- 21.1. Graduation Departure Procedure: Graduating students must comply with PKUSZ and PKU university procedures for leaving the university and collecting their graduation certificates. Leaving procedures require (1) completing the requirements for the School Leaver's form (离校转单) and (2) submitting the Red Student Book (学生证). Students will receive detailed instructions from PKUSZ or STL prior to their graduation.
- 21.2. Commencement: 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.

22. Extended Leaves of Absence

- 22.1. 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.
- 22.2. Consultation with Academic Affairs Before Departing for Leaves of Absence: Students seeking an extended leave of absence for any reason must consult with the Assistant Dean or an officer of Academic Affairs prior to their departure and complete the leave application procedure with supporting documentation as advised by the Office of Academic Affairs.

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

- 22.3. Timely Submission of Leave Application: With the exception of leave applications for medical reasons, leave applications of more than one month or more than one third of a semester (休学) should be submitted before or within the first week of a semester. Leave applications submitted after the semester begins might not be approved by PKU. Non-medical leaves may be authorized by PKU on limited grounds. To apply for leave, students must download application materials from the PKU portal and submit to the Office of Academic Affairs with supporting documentation.
- 22.4. Medical Leaves: Medical leaves of more than one month or more than one third of a semester must be approved by PKUSZ. Such medical leaves must be supported by documentation from one of the following medical institutes: (1) the Peking University Shenzhen Hospital (北京大学深圳医院), (2) the Peking University Campus Hospital (北京大学校医院), and (3) the Shenzhen Xili People's Hospital (深圳西丽人民医院). Documentation from other institutions will not be accepted by PKUSZ.
- 22.5. Automatic Extension of Study Program: Leaves of absence of more than one month or more than one third of a semester will automatically extend a student's academic program by one semester.
- 22.6. Returning from Leave: Students returning from medical or non-medical leave of one month or more must report to an officer of Academic Affairs upon their return to campus.
- 22.7. Nullification of Grades for Students on Leave for More Than One Month: Students who take official leave for more than one month during a semester will not be able to earn credits during the entire semester in which the leave takes place even if the leave begins after the first quarter of the semester.

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

23. Transcripts and Certifications including Certifications for Alumni

- 23.1. Transcripts: Students and alumni may print transcripts, certificates of enrollment, copies of graduation certificates, and copies of diplomas through a self-service machine for a small fee on the ground floor of the PKUSZ campus administration building (Building H). Students generally may not print documents through the self-service machine during the first two weeks of each semester during PKUSZ registration periods. Transcripts and certificates from the self-service machine will be printed in color and contain QR codes for purposes of authentication.
- 23.2. 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.
- 23.3. 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.
- 23.4. 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.
- 23.5. 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.
- 23.6. 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.

24. Foreign Visitation Declarations (出访手续)

- 24.1. When Foreign Visitation Declarations Are Necessary: Students must apply for Foreign Visitation Declarations from STL and PKUSZ for travel outside Mainland China under the following circumstances 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.**
- 24.1.1. All students traveling outside Mainland China during their academic programs for official travel must apply for Foreign Visitation Declaration (出访手续). Official travel includes exchanges and visits, participation in other co-curricular programs, moot court travel, and externships and internships.
- 24.1.2. All students whose departure dates follow the campus registration dates must first register before their departures.
- 24.1.3. All students whose departure dates precede the campus registration dates must apply for Foreign Visitation Declaration first and then register with the Office of Academic Affairs and PKUSZ upon their return.
- 24.2. Extending Overseas Visits: Students who extend their overseas sojourns beyond the date of their original Foreign Visitation Declaration must apply for a new Foreign Visitation Declaration or risk involuntary dismissal from PKU.
- 24.3. Foreign Visitation Declarations During the Final Quarter: Students who apply for Foreign Visitation Declarations during the final quarter of their programs will need to sign a PKU waiver.
- 24.4. Foreign Visitation Declarations and Graduation Dates: Students who apply for Foreign Visitation Declarations that extend beyond their expected graduation dates will need to apply for and receive approval for a study extension before commencing overseas travel.

25. Exchange Programs

- 25.1. Eligibility: JD/JM students may apply to participate in exchanges during their third or fourth years. Students must be in good standing at the time they apply for an exchange.
- 25.2. Authorization for Exchanges: Students applying for an exchange, whether through an STL exchange program or through a PKU exchange program, must obtain authorization from STL through the Office of International and Graduate Programs. The Office of International and Graduate Programs will disseminate authorization requirements for PKU and STL exchanges. Students seeking to apply for an exchange must strictly comply with these requirements or may be disqualified from consideration for authorization. Failure to follow requirements may also result in lower priority for consideration for exchanges.
- 25.3. Authorization for PKU Exchange Institutions: Students applying for an exchange through a PKU exchange program must receive approval of their choice of PKU exchange from the Office of International and Graduate Programs. Students departing for PKU exchange programs that are not approved by STL may not transfer credit for the exchange and may be denied Foreign Visitation Declaration by STL.
- 25.4. Good Standing and Exchanges: Good standing is required to apply for a PKU or STL exchange. The Office of Academic Affairs will certify if applicants for exchanges are in good standing at the time they apply to the Office of International and Graduate Programs.
- 25.5. Foreign Visitation Declaration (出访手续): Students traveling abroad for an exchange must obtain a Foreign Visitation Declaration from STL and PKUSZ. Students who do not do so prior to departure risk involuntary dismissal from PKU. STL will not process transfer credits for students who depart for an exchange without Foreign Visitation Declaration.
- 25.6. English Language Certifications: For STL exchanges, students may obtain standard certifications of English-language proficiency from the Office of International and Graduate Programs. For PKU exchanges, students are responsible for fulfilling language certification requirements of host schools, which may include providing IELTS and TOEFL qualifications.
- 25.7. Transfer Credit: The maximum number of credits that may be transferred from one or more authorized exchanges is, for exchanges beginning in the 2019-2020 academic year, 25 STL credits. For exchanges that occurred prior to the 2019-2020 academic year, the maximum number of credits that may be transferred is 18.

For year-long visits to ABA-approved law schools as described in Section 26, the maximum number of transfer credits will be determined by STL's policy pertaining to such visits. The transfer of credits is contingent on STL approval of the credit

proposed to be transferred. Any credits transferred will be entered as pass/fail credits on student records.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

26.6. Students may not receive credit toward their STL degrees for more than one full academic year of exchange programs or academic visits abroad. So, for example, although students might undertake as part of their STL program (1) both a one-semester exchange and a one-semester visit, or (2) two one-semester exchanges, or (3) a year-long visit to an ABA-approved law school, students may not combine for credit both a year-long visit and one-semester exchange as part of their STL program.

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

27. Externships

- 27.1. Externships: To provide students meaningful opportunities to learn about the practice of law, develop skills, and professionalism, STL 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 lawyers and are approved in advance by STL as eligible for academic credit. Eligible externships include domestic and foreign or international placements in government, non-governmental organizations, public interest organizations, and institutes.

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

- 27.2. Eligibility: Only students in good standing may apply for externships. Only 3L students and above may participate in an externship during the academic year. 3L students must have completed all required JD and JM courses before undertaking a full-time externship. 1L and 2L students may participate in externships during the summer and spring festival breaks only.

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 Externships or, in the case of faculty-supervised externships, the faculty supervisor.

Only placements in non-profit institutions or organizations may qualify as an externship. Hence, law firm internships do not qualify for externship credit.

LLM students may undertake eligible externships for academic credit, but the maximum number of externship credits that can be awarded to LLM students is 3.

- 27.3. Application: Externships must be a minimum of six weeks full-time or three months part-time. Students may apply for externships by writing to the Director of Externships or according to the requirements posted for each approved placement by the Office of Academic Affairs or a faculty supervisor.

Students may also propose externships to the Director of Externships before the externship commences.

- 27.4. Length of Externships: Externships must be a minimum of six weeks full-time or three months part-time. From Summer 2021, eight-week externships will be awarded 3 credits only.
- 27.5. Requirements: To promote reflection, learning, and professional development, students in externship placements must prepare at minimum a (1) statement of their goals, (2) a mid-placement report, and (3) a minimum 2,500-word externship paper after the conclusion of their externship. Students are also required to submit (4) a certification or letter from their placement confirming that they completed a placement and indicating the dates of that internship and (5) an evaluation from their supervisor at the placement. The written submissions must be submitted within two weeks from the start date of the externship, the mid-day of the externship and the end date of the externship.
- 27.6. Quarterly Credit Cap and Maximum Pass/Fail Credits: Externships count towards the quarterly credit cap. Externships count towards the maximum number of pass/fail credits, which is 16.
- 27.7. Entry of Externship Credits: Externship credits will be awarded during the fall semester prior to a student's graduation.
- 27.8. 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.
- 27.9. 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.

28. Moot Court

- 28.1. 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.
- 28.2. Application: Students who wish to participate in moot court must participate in a tryout process the details of which will be announced by the Office of Academic Affairs.
- 28.3. Requirements: Students participating in moot court must (1) participate in academic sessions organized for moot court, (2) 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 Assistant Dean 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.
- 28.4. Academic Credit: Students may receive 3 credits for participation in moot court and the training program provided for moot court students.
- 28.5. Financial Support: Moot court students will receive a budget for their competitions, which will 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.
- 28.6. Class Absences and Maximum Leave: Moot court students are responsible for requesting leave from their instructors in the event that they will be absent from classes during a moot court competition. Moot court students must request leave a minimum of two weeks prior to their absences. Instructors may or may not grant leave and may consider absences into account in determining their grades. Students whose moot court participation will mean absences from class may be absent from classes for no longer than would permit them to arrive one day before the beginning of a moot court competition and depart one day after the end of the competition unless the arrival and departure dates do not conflict with their classes.

The maximum period that any student may be absent from classes for moot court is two calendar weeks in a single quarter. **Students absent from classes for more**

than two weeks during a single quarter and whose absences are also excessive will, at minimum, be dismissed from their courses.

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

29. Independent Legal Studies

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

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

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

29.2. Requirements:

- a) A student must be in good academic standing at the time he or she proposes to register in Independent Legal Studies and have received approval of the Office of Academic Affairs.
- b) Students must be registered as students at PKUSZ during the period in which they write an Independent Legal Studies paper.
- c) Only 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.

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

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

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

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

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

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

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

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

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

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

- 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.

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

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

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

Below are default recommendations for formatting the paper.

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

30. Appendix: STL Academic Rules

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

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

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

ACADEMIC RULES AND STANDARDS

1. Attendance

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

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

2. Preparation for Class

Adequate preparation of assignments and informed participation in class discussion are expected of every student. A student's preparation for class and the quality of a student's participation in class discussion may be taken into account in determining a student's grade for a course. A persistent lack of preparation will lead to dismissal from the course.

3. E-mail

All STL students are required to check e-mail daily during the academic year. Most administrative and class announcements are sent via e-mail to each student's PKU STL

email account. Missing an announcement because of a failure to check e-mail is never a valid excuse.

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

5. Minimum and Maximum Credit Limits Per Academic Quarter

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

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

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. Required Courses

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

9. Course Add and Drop Deadlines

Course Add Deadline

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

Course Drop Deadline

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

Consequences of Dismissal from Courses for Poor Attendance

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

10. Auditing

An upper-level student may audit a course with the written permission of the instructor and the Assistant Dean of Academic Affairs. First-year students may not audit courses.

Auditing a course entails adherence by the student to such standards and conditions as the instructor may prescribe, except that the student is not required to submit papers or to take a final examination and is not graded. The fact that a student has audited a course shall be indicated in the official records of STL.

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

11. Grading Expectations

Required Courses

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

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

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

Elective Courses

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

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

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

Exceptional Circumstances

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

12. 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.

13. 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.

14. Examinations

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

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

15. Dean's Citations

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

An instructor should round up to the nearest multiple of 25 to determine the number of Dean's Citations that may be awarded. For example, in a class of 20 students, an instructor

may award one Dean's Citation; in a class of 45, up to two Dean's Citations; and, in a class of 90, up to four Dean's Citations.

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 standard 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. Students enrolled in STL's international J.D./J.M. program may not participate in external moot court competitions during their first three quarters, but may thereafter.

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 of 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.