

# Document of Shenzhen Technology University

No.87, 2022

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## Notice on the Issuance of "Shenzhen Technology University Regulations on Course Retakes"

All departments of the university:

The "Shenzhen Technology University Regulations on Course Retakes" is hereby issued to you, please comply and execute accordingly.

Hereby notice.

Shenzhen Technology University

December 23, 2022



## **Shenzhen Technology University Regulations on Course Retakes**

To further strengthen the management of course retakes and meet the requirements of the training objectives and specifications of various majors, ensuring the quality of talent cultivation, these regulations are formulated in accordance with the relevant provisions of the "Shenzhen Technology University General Higher Education Undergraduate Student Status Management Regulations".

**1** For courses with a total assessment grade of F, if they are required courses, students must retake the original course; if they are elective courses, students may retake the original course or abandon it and choose other courses. But they must meet the credit requirements for various types of elective courses stipulated in the training program upon graduation.

**2** For required courses that need to be retaken, if the offering college proves that the course is no longer offered due to special circumstances, the college shall designate a similar substitute course. Students may only proceed with the retake after the course has been approved by the Department of Academic Affairs.

**3** Students who wish to retake courses from previous semesters must select the courses within the specified time for course selection each semester in the course selection system. Students who do not select the courses are not allowed to attend classes or take exams for those courses, and any grades obtained without authorization will not be recognized.

**4** The retake of required and elective courses will still be categorized as required or elective.

**5** The school allows students who have graduated and left to apply for course retakes within two years after graduation. Graduates applying for course retakes must handle the retake procedures at the Department of Academic Affairs during the course selection period specified by the school each semester, and applications received after the deadline will not be processed.

**6** Students who retake courses are subject to the same learning requirements as students who are taking the courses normally. Those who have an absence rate of more than one-third, or who still have more than one-third of assignments, reports, experiments, etc., unfinished before the final exam, are not allowed to participate in the final exam for the retake course and will be treated as failing the retake.

**7** For courses that have already been passed, the grades will not be overridden. When reviewing qualifications for graduation and tallying credits, credits will not be counted more than once.

**8** These regulations shall be implemented from the date of promulgation, and the original "Shenzhen Technology University Regulations on Course Retakes (Trial)" ([2019] No. 20) is hereby abolished.

**9** These regulations are to be interpreted by the Department of Academic Affairs.



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Cc: School Leader, Records Office.

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Office of the President, Shenzhen  
Technology University

Issued on December 23, 2022

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