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浙江工商大学萨塞克斯人工智能学院  
Sussex Artificial Intelligence Institute, Zhejiang Gongshang University



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## 浙江工商大学萨塞克斯人工智能学院 本科生学业管理手册（试行）

UNDERGRADUATE EXAMINATION AND ASSESSMENT REGULATIONS  
SUSSEX AI INSTITUTE ZJSU

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浙江工商大学萨塞克斯人工智能学院





浙江工商大学萨塞克斯人工智能学院

本科生学业管理手册（试行）

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## 介绍

- 1.浙江工商大学萨塞克斯人工智能学院（以下简称联合学院）目前所设本科专业见附录 1。
- 2.本手册适用于联合学院全日制本科学位在读学生，最终解释权归联合学院所有。
- 3.本手册规定了学生学业的管理办法，学生日常生活等其余所有管理办法参照对应学年的《浙江工商大学学生手册》。
- 4.浙江工商大学与萨塞克斯大学成立联合管理委员会，负责学生的入学、教学组织等综合管理工作。
- 5.若出现本手册不包括的例外情况，联合管理委员会有权参考浙江工商大学或萨塞克斯大学的现有管理条例或做出其他相应决定。
- 6.奖学金相关管理规定参考《浙江工商大学萨塞克斯人工智能学院奖学金实施细则》。
- 7.每个专业包括两个阶段：
  - 第 1 学年相当于英国的大学预科（FHEQ3 级，即英国高等教育学历体系 3 级）；
  - 第 2-4 学年相当于英国的全日制大学本科 1-3 学年（FHEQ4-6 级）。

## 术语解释说明

- 8.联合办学：本手册中的联合办学为浙江工商大学和萨塞克斯大学两所大学共同培养学生。
- 9.双学位：所学专业课程由浙江工商大学和萨塞克斯大学共同设置，两所大学独立授予学位证书。所有在读学生为两校全日制学生。萨塞克斯大学学业成绩单上有联合院校的合作关系说明和授课地点。
- 10.委培：萨塞克斯大学创建和认定的专业，引进到浙江工商大学后，该专业的全部或部分培养由浙江工商大学承接完成。按照中国教育部政策规定，采用非统招方式的单独招生，学生为萨塞克斯大学全日制学生，由萨塞克斯大学颁发学位证书。萨塞克斯大学有义务向英国高等教育数据局和学生办公室申报学生数量和规模。
- 11.联合学院：浙江工商大学萨塞克斯人工智能学院。
- 12.联合学院管理委员会：由浙江工商大学和萨塞克斯大学共同设立。
- 13.联合学院考试委员会：由联合学院管理委员会设立。
- 14.英语课程：英语水平提升课程。
- 15.分数上限：与萨塞克斯大学学位有关的课程，补考成绩最高上限为及格分（40 分），该分数会用于学位授

予等级计算；浙江工商大学的补考分数不设置上限，并单独列出，具体参考对应年级的《浙江工商大学学生手册》。

16.中方必修课程：中国教育部要求但不属于英国学位的课程。

17.学分：课程考核通过后，所获得的课程学分。在中国教育体系中，学分与课时有关。

18.始考：课程的第一次考核。

19.缓考：学生由于特殊情况需要再次参加考核，所得分数不设上限。

20.补考：为考试不及格的学生而举行的考试。萨塞克斯大学的成绩单上，补考成绩覆盖原成绩，且设置分数上限；浙江工商大学的补考分数不设置上限，并单独列出。

21.降级：重新学习与萨塞克斯大学学位证书有关的课程，以及降级学年和原学年有差异的中方课程。同时，降级学年与萨塞克斯大学学位证书有关的所有课程分数（含已通过课程），将全部清除。关于降级说明，详见 52 和 53 条。

22.学年：依照中国的教育教学体系，本科 1-4 学年对应萨塞克斯大学的 0-3 阶段。

23.学期：共 1-8 个学期，其中包括：

- 第一学年包括第 1 和第 2 学期；
- 第二学年包括第 3 和第 4 学期（修满 FHEQ4 级的 120 个萨塞克斯大学学分）；
- 第三学年包括第 5 和第 6 学期（修满 FHEQ5 级的 120 个萨塞克斯大学学分）；
- 第四学年包括第 7 和第 8 学期（修满 FHEQ6 级的 120 个萨塞克斯大学学分）。

## **专业培养**

24.注册在校的最短期限是四个学年。

25.注册在校的最长期限是七个学年。不会因暂时休学等任何情况延长。

26.由联合管理委员会公布各专业的课程清单，这些课程已获得中国教育部批准。

27.课程清单标注了每门课程的课程学分。

## **入学与注册**

28.学生在注册入学时提供的证明材料若与本人不符，或存在其他任何作假、违反国家招生考试规定情形的，取



消入学资格。

29.本科生必须在每学期开学时，完成浙江工商大学和萨塞克斯大学的注册工作，并在随后的每个学期开学时，按学校规定办理报到注册手续。

30.注册时学生需要按照学校规定缴纳费用。未按学校规定缴纳学费或者其他不符合注册条件的不予注册。

## **考核**

31.每个专业所有课程考核的组织，遵从浙江工商大学相关管理办法。

32.每个专业所有课程考核的实施，遵从浙江工商大学相关管理办法。

## **课程分数**

33.浙江工商大学和萨塞克斯大学的成绩转换表详见附录 3。

34.所有与萨塞克斯大学学位相关的课程，按照浙江工商大学或萨塞克斯大学的评分标准进行评分，可通过分数转换表相互转换。

35.课程考核方式、成绩组成和评分标准，由联合管理委员会解释说明。

36.课程分数采用百分制形式记录。

37.课程分数用整数表示，若出现小数，则四舍五入。

38.课程分数将记录在学生成绩单上。

39.浙江工商大学的及格分数为 60 分，萨塞克斯大学的及格分数为 40 分。

40.课程分数及格后可获得该门课程学分。若一门课程有多个考核项目，只要求最终的课程分数达到及格分数即可。

41.课程分数未达到及格分数，则该门课程不及格。

## **评分评审**

42.完成评分和评分检查后，还要通过抽查方式对评分结果进行评审，以确认评分过程是否公平合理，是否符合评分规则。评审过程中，不得对抽查样本做任何更改，须形成书面的反馈结果。

43.由不参与评分过程的教学人员进行评分评审，并根据样本的卷面分数、评估结果和相关统计数据来判断评分过程和结果是否恰当合理。

44.具体评审过程按照萨塞克斯大学的相关规定进行。

### **补考**

45.学生完成某门课程的学习后，需要参加课程考核。

46.始考不及格，联合学院考试委员会将安排补考。

47.若未通过考核，学生仅需补考未及格的考核项目，已合格的考核项目无需补考，补考时间详见附录 2。

48.萨塞克斯大学的补考分数将覆盖原成绩，且设置分数上限。浙江工商大学的补考分数不设置上限，并单独列出。补考分数将与已通过的考核项目分数综合计算，得出该门课程的课程分数。

### **第二、三次补考**

49.在补考的课程总学分累计不超过当年总学分 50%的前提下，联合学院考试委员会有权为第一次补考不及格的学生安排第二次和第三次补考，补考方式由联合学院考试委员会根据课程评估方式决定。若学生在第二学年有两门以上的课程需要补考，辅导员会与之沟通，帮助学生正确了解自己的学习状态，给出合理的建议或意见。

50.第二次补考时间详见附录 2。

51.第三次补考时间详见附录 2。

### **降级重读**

52.重新学习与萨塞克斯大学学位有关的课程以及降级学年和原学年有差异的中方课程。在此情况下，与萨塞克斯大学学位有关的课程分数，将全部清除。

53.每个学年仅可降级重读一次。若学生参加过不降级的第二次补考，则不得降级重读该学年。

### **特殊情况**

54.学生可能出现特殊情况，如暂时无法参加课程考核、无法按时提交作业，或影响学生在考核中正常发挥。特殊情况的判定标准依据其是否对课程考核造成影响，而不是对学生自身造成影响。

55.若学生因突发的特殊情况导致暂时无法参加课程考核、无法按时提交作业、影响正常发挥，需提交中英文书面申请至联合学院。特殊情况评估结果由联合学院管理委员会告知学生。

56.与萨塞克斯大学学位有关课程的特殊情况，需参照萨塞克斯大学管理规定执行，处理结果需要报告给联合学院考试委员会；其余课程参照浙江工商大学相关规定。



57.联合学院考试委员会根据学生的特殊情况申请结果，决定是否给予缓考。缓考成绩不设置上限。

58.若特殊情况属于持续时间较长的、非突发的、并且可预见的，则不属于此类特殊情况申请。

59.若特殊情况属于持续时间较长的、突发的、或显著恶化，此类情况出现，学生可提出特殊情况申请。

## **升学与退学**

60.学生必须通过工程英语的考核，才能从萨塞克斯大学的预科学年，进入到第 1 阶段的学习，即从大一学年进入到第二学年。其他学年的升学情况，由联合学院考试委员会评审学生成绩后做出决定。

## **学业警告**

61.第 1 学期的 A1 评估期和第 2 学期的 A3 评估期后，联合学院考试委员会将对学生的学习成绩进行评审（见附录 2）。学生累计不及格学分（所有科目学分，包括浙江工商大学必修课）超过 45%，应予以学业警告，联合学院考试委员会将对学生的学习成绩进行评审（见附录 2）。

## **退学警告**

62.学生连续两次受到学业警告，应予以退学警告。

63.第 3 学期和第 5 学期的 A1 评估期后，联合学院考试委员会将对学生的学习成绩进行评审（见附录 2）。

64.第 3 学期和第 5 学期的学习成绩评审后，若学生累计不及格学分超过浙江工商大学学位要求修读学分的 45%或萨塞克斯大学学位要求修读学分的 45%，应予以退学警告。

## **退学或降级重读（学业原因）**

65.联合学院考试委员会将在第 4 学期 A3 评估期后，评审学生的学分。学生累计不及格学分超过浙江工商大学学位要求修读学分的 45%或萨塞克斯大学学位要求修读学分的 45%，或在剩余学年中不再有补考机会，导致第四学年结束时不能修完毕业所要求的学分，委员会对该学生采取如下措施之一：

- 降级重读；
- 退学。

66.联合学院考试委员会将在第 6 学期 A3 评估期后，评审学生的学分。学生累计不及格学分超过浙江工商大学学位要求修读学分的 45%或萨塞克斯大学学位要求修读学分的 45%，或在剩余学年中不再有补考机会，导致第四学年结束时不能修完毕业所要求的学分，委员会对该学生采取如下措施之一：

- 降级重读；
- 退学。

## 学位授予

67.浙江工商大学和萨塞克斯大学根据各自学校学位证书授予的相关规定颁发证书。

68.由于严重的疾病或死亡等情况，导致学生无法完成学业，联合学院考试委员会建议授予学生肄业证书或就读证明。两所学校会根据各自学校的相关规定，决定是否授予此类证明。

69.联合学院考试委员会将在适当的情况下提供挽回学分的机会，若学生同时满足以下条件，会推荐授予其学位：

- 在校注册时间不少于 4 年；
- 在最长 7 年的时间内完成所有要求；
- 通过工程英语的考核；
- 至少获得萨塞克斯大学学位相关课程的 360 个学分；和/或在第 1 至 4 学年内获得浙江工商大学规定的学分。

### 学位授予（浙江工商大学）

70. 浙江工商大学学位授予参照对应入学学年的《浙江工商大学学生手册》中学位授予的相关规定。

### 学位授予（萨塞克斯大学）

71.达到退学要求或未达到工程荣誉学位要求的学生，但符合以下要求的，萨塞克斯大学将颁发：

- 理学学士学位证书：修满 330 学分，其中必须包括英国高等教育学历体系等级 6 的 90 个萨塞克斯大学学分；
- 高等教育文凭：修满 240 学分，其中必须包括英国高等教育学历体系等级 5 的 90 个萨塞克斯大学学分；
- 高等教育证书：修满 120 学分，其中必须包括英国高等教育学历体系等级 4 的 90 个萨塞克斯大学学分。

72.平均分的计算涵盖所有课程分数，包括不及格分数。

73.萨塞克斯大学成绩单列有萨塞克斯大学要求的课程和相应学分，以及荣誉等级。荣誉等级按照以下方法计算：

- 基于第三学年 120 个总学分的平均分，权重为 40%；
- 基于第四学年 120 个总学分的平均分，权重为 60%。

萨塞克斯大学本科学位荣誉等级分类如下：

- 平均分 70-100 分：一等荣誉；
- 平均分 60 - 69 分：二等 A 类荣誉；
- 平均分 50 - 59 分：二等 B 类荣誉；
- 平均分 40 - 49 分：三等荣誉。

## 残疾学生

74.在符合中英两国的法律规定下，联合学院确保残疾学生在学习和考核方面得到充分支持。若学生有身体或精神上的疾病，对日常活动的能力有长期和实质性的不利影响，则视为残疾学生。此类情况包括：

- 特殊的学习障碍，如阅读障碍和运动障碍；
- 自闭症谱系障碍，包括自闭症和阿斯伯格综合症；
- 感觉障碍，特别是影响听觉或视觉的障碍；
- 行动困难和影响行动的慢性疼痛；
- 长期健康状况，包括癌症、艾滋病毒、糖尿病和免疫系统紊乱；
- 慢性精神健康问题，包括抑郁症、躁郁症、精神病和饮食失调。

75.联合学院为可能影响学习和考核的残疾学生，提供合理的学习和考核调整。合理调整的目的是消除或减少残疾学生可能面临的障碍，为他们提供公平、平等的机会。此类情况包括：提供其他形式的试卷（如放大字体）、提供单独考场、提供额外的考试时间(至多 4 个小时)和电脑辅助软件等。

76.当学生报告了生理或心理方面的障碍时，联合学院提供合理的学习和考核调整，设计教学和考核方法，使学生能获得公平教育机会。做出的调整可能会受限于相关教育的法律法规。

77.残疾学生进入到联合学院学习后，浙江工商大学教务处和学生处要尽早了解该残疾生的情况，以便于在接下来的学习生活中作出相应调整。为了便于对考核进行合理调整，学生需要提供专业人员(如医生或心理学家)开具的官方证明文件，以表明其真实的身体精神等情况。教务处、学生处和学生将共同审查残疾情况对学生的学习和/或参与特定课程考核时可能产生的影响。教务处和学生处应与学生配合，通过列出学生的残疾性质和他们在课程学习和考核时会遇到的问题，以文档形式提出相应调整申请。这些合理的调整建议，以消除或减少他们可能遇到的任何不利因素。对合理调整的申请将按照萨塞克斯大学程序进行考量。

## **自愿休学**

78.学生可分阶段完成学业，但不可超过最长学习年限，在校期间可办理休学。

79.复学时，学生一般于未完成学业的学期初报到。复学后，学生应继续修读未完成的课程，并通过课程考核。

80.附录 1 所列每个专业的最长注册时间不会因休学而延长。

81.休学前获得的课程分数，将由联合学院考试委员会批准证明其有效性。若学生休学前未完成本学期的课程学习，复学后该学期所有课程需重新修读。

82.若学生休学前已完成本学期的课程学习，但没有参加或没有通过课程考核，联合学院考试委员会根据萨塞克斯大学休学相关规定，有权决定给予学生补考或缓考的机会。

83.学生自行决定何时休学。联合学院考试委员会有责任评审本学期的学习成绩，确认学生复学日期和学生是否需要复学前/后参加考核，或者重读本学期的课程。

84.若学生无法在联合学院考试委员会确认的日期复学，可向联合学院提出延长休学期限。

## **学业不端、申诉和学生纪律**

### **学业不端行为**

85.所有抄袭、串通、假冒、伪造成绩等严重违反考核规定的行为都是学业不端行为。学生在课程考核时有学业不端行为的，联合学院管理委员会必须严肃对待，并采取惩罚措施。

86.学业不端行为的惩罚措施按照相关管理规定执行。

87.任何对学业不端行为而采取的惩罚措施必须得到联合管理委员会的批准。

88.学生所受惩罚会同时记录在浙江工商大学和萨塞克斯大学学生档案中，同时视情况决定该惩罚是否呈现在成绩单上。

### **学业申诉**

89.学生可以对学业评价标准提出申诉，但不能对学业成果提出申诉。此外，学生不得提出不符合联合学院学业手册的申诉。

90.学业申诉申请过程参照萨塞克斯大学学生管理规定。

91.如申诉导致学业成果发生变更，应得到联合管理委员会的批准。此外，萨塞克斯大学必须咨询学生投诉、申

诉和法规办公室，以确保提议的结果符合英国的法规。

92.若学生对申诉结果不满意，可以申请独立审查。

### **学生纪律**

93.学生在中国境内有违纪违法行为的，学校将根据中国法律予以处理。

### **其他申诉**

94.学生对任何课程的教学提出申诉，应按照提供教学的大学相关程序进行。

95.学生可以就已修读的任何课提出申诉。

96.学生申诉一旦进入浙江工商大学或萨塞克斯大学申诉处理流程中，不可向另外一所大学申诉相同内容。对于学生申诉的所有处理阶段和细节，两所大学需信息同步。

97.若申诉可能导致教职员工受到纪律处分，两所大学应就具体处罚措施沟通商讨。





**Sussex Artificial Intelligence Institute,  
Zhejiang Gongshang University**

**Undergraduate Examination and  
Assessment Regulations  
(Pilot Edition)**

## **INTRODUCTION**

1. Sussex Artificial Intelligence Institute, Zhejiang Gongshang University (the joint institute) currently offers the undergraduate courses listed in Appendix 1.
2. These regulations apply to students enrolled on the courses of study leading to undergraduate awards.
3. These form the academic regulations for the courses, for other matters relating to day-to-day student life ZJSU regulations apply.
4. The general management of the course of study, including responsibility for the admission of students, and the organisation of teaching, shall be the responsibility of the Joint Management Committee, established in accordance with the contract between UoS and ZJSU.
5. If an exceptional situation arises that is not covered by these joint regulations, the Joint Management Committee will refer to existing regulations of either UoS or ZJSU.
6. Information on the scholarships available for these courses will be provided by ZJSU.
7. A course consists of two phases:
  - Year 1 is equivalent to a Foundation Year Zero (FHEQ Level 3) in the United Kingdom;
  - Years 2-4 are equivalent to undergraduate full-time stages 1-3 (FHEQ Levels 4-6) in the United Kingdom.

### ***Definition of Terms***

8. **Joint Delivery:** an award delivered jointly by UoS and ZJSU. This is not the same as a “joint award” but a joint award necessarily involves joint delivery.
9. **Dual Degree:** is a course that is jointly conceived by UoS and ZJSU, leading to two separate qualifications awarded individually by each institution. Students on these courses are full students of UoS and ZJSU. The academic transcript gives details of the partnership and the location of study.
10. **Sub-contracted:** refers to a course created and validated by UoS but delivered wholly or in part by ZJSU. The students are full students of the UoS only and the course leads to a UoS award. UoS has responsibility for the provision of education and will return the students in its statutory returns.
11. **Joint Institute:** Refers to The Sussex Artificial Intelligence Institute, Zhejiang Gongshang University.
12. **Joint Institute Examination Board:** refers to the joint examination board established by the Joint Management Committee.
13. **Joint Institute Academic Committee:** the committee is established jointly by ZJSU and the University of Sussex. The responsibilities of the committee are specified in the Charter.
14. **English Language modules:** modules teaching English.
15. **Capped marks/Capping:** Capping is where the mark for a resit assessment is restricted to the minimum pass mark for the UoS transcript and calculation of award classification; the resit mark on the ZJSU scale is shown separately and is not capped.
16. **Chinese compulsory modules:** modules that are required by the Chinese Ministry of Education but do not form part of the UK degree.

17. Credit: a measure of load that is awarded for the successful completion of a credit-bearing module. This is related to the contact hours in the Chinese system.
18. Initial attempt: the first attempt at the module assessment.
19. Sit: when a student attempts the module assessment again due to exceptional circumstances. Sit marks are not capped.
20. Resit: an opportunity, usually within the same academic year, to retrieve an initial fail without having to repeat the original period of teaching and learning. The mark achieved on the resit will be capped at the pass threshold for the module for the calculation of the UoS award classification; the resit mark on the ZJSU scale is shown separately and is not capped.
21. Repeat Year: the repeat of a failed Year of study means retaking the Year with attendance. That is a repeat of the teaching, learning and assessment of modules that contribute to Sussex degree. Students do not need to repeat the Chinese compulsory modules.
22. Year: study years are numbered 1-4 to follow Chinese practice; these correspond to stages 0-3 at UoS.
23. **Semester:** semesters are numbered 1-8, with:
  - Year 1 comprising semesters 1 and 2;
  - Year 2 comprising semesters 3 and 4 (consisting of 120 UoS credits at FHEQ Level 4);
  - Year 3 comprising semesters 5 and 6 (consisting of 120 UoS credits at FHEQ Level 5);
  - Year 4 comprising semesters 7 and 8 (consisting of 120 UoS credits at FHEQ Level 6).

#### **COURSE OF STUDY**

24. The minimum period of registration shall be four academic years.
25. The maximum period of registration is seven years. This is not extended for any time spent on temporary withdrawal.
26. Each course of study will consist of a list of modules published by the Joint Management Committee and approved by the Chinese Ministry of Education.
27. The list of modules will show the number of credits allocated to each module.

#### **ADMISSION AND REGISTRATION**

28. Any student who secures admission to a course on the basis of qualifications, documents or statements that are subsequently found to be false shall have their registration terminated, and shall accordingly cease to be a student.
29. Undergraduate students are required to register at the beginning of their course of study at both ZJSU and UoS, and to confirm their registration at the beginning of each subsequent academic year.
30. Registration includes a student making satisfactory arrangements for the payment of tuition fees. A student who fails to make such arrangements, or who subsequently defaults on the payment of fees, shall be withdrawn from the course of study.

## **ASSESSMENT**

- 31. The organisation of assessments for each module on the course shall be governed by ZJSU regulations, which are not repeated here.
- 32. The conduct of assessments for each module on the course shall be governed by ZJSU regulations, which are not repeated here.

### ***Module marks***

- 33. The marking scales used by UoS and ZJSU are mapped in a lookup table (Appendix 3) with marks specified as integers. A separate table is used to map marks conversion in each direction.
- 34. For these courses, modules are initially marked using the marking scale of one institution and then converted to the other using the lookup table only. Each module, therefore, has two equivalent marks recorded.
- 35. The marking scale used for assessment within a module, and for the overall module mark, is determined by the Joint Management Committee and is specified in the module descriptor.
- 36. Marks are recorded using a numerical scale of 0-100. Decimal places are not used on single assessments.
- 37. The mark for a module will be a whole number rounded up where the actual mark is equal to or greater than 0.5% and rounded down where the actual mark is less than 0.5%.
- 38. Module marks will be recorded on the Diploma Supplement/Transcript.
- 39. A pass mark at ZJSU is 60% and for UoS modules it is 40%.
- 40. To pass a module a conflated pass mark (i.e. 40% on UoS scale or 60% on ZJSU scale) must be achieved. For example, where a module has more than one element of assessment, there is no requirement that all elements of assessment are passed separately in order to achieve an overall pass of the module.
- 41. A student who does not meet the requirements to pass a module will fail that module.

### ***Moderation***

- 42. Moderation is undertaken by reviewing a sample of assessments following the completion of the marking and marks checking process. Moderation determines if the marking process has been conducted appropriately, in a fair and reliable manner, consistently in accordance with the approved marking criteria and the assessment task. No marks or feedback may be changed as part of the moderation process.
- 43. Internal moderation is conducted by an internal member of academic staff who is not involved with the marking process. Their role is to review a sample of assessments following the completion of the marking process. They determine if the marking and feedback are appropriate based on the assessment outcomes in the sample and the statistical data provided, not on the marks checking process that has led to the assessment outcomes.
- 44. The moderation process is governed by UoS regulations, which are not repeated here.

### ***Resits***

- 45. Modules taken by a student provide a single assessment cycle comprising one first attempt and (where necessary and available) one resit attempt for each module.
- 46. Following failure of a module at the first attempt, the Joint Institute Examination Board will normally give a resit.
- 47. Where a student has failed a module, they can resit only the parts that have been failed. Students shall



not be permitted to resit passed elements of assessment.

48. The mark achieved on the resit will be capped at the pass threshold for the module for the calculation of the UoS award classification; the resit mark on the ZJSU scale is shown separately and is not capped. The resit mark will be conflated with any passed assessment mark/s which are carried forwards and/or with any failed assessment marks where a resit has not been taken. The mark achieved on a resit assessment will replace the original mark, even if it is lower.

#### ***Discretionary second and third resits***

49. The Joint Institute Examination Board has discretion to offer second and third resits for a failed module/s, up to a maximum of 50% of the total credits for that Year of study. Where a student is permitted to resit more than two modules in the following Year, they will normally be offered one-to-one advice from the Director of Student Experience (or equivalent) about options available to them in their best academic interest. The Joint Institute Examination Board should be mindful when offering second and third resits of any curriculum development resulting in changes to assessment for these Courses.
50. Second resits will either be taken in the A3 assessment period or at the next available opportunity during the assessment period for the Semester in which the module has been delivered (shown in Appendix 2).
51. Third resits will either be taken in the A3 assessment period of the same year when second resits have been taken or at the next available opportunity during the assessment period for the Semester in which the module has been delivered (shown in Appendix 2).

#### ***Repeat Year***

52. The repeat of a failed Year of study means retaking the Year with attendance. That is a repeat of the teaching, learning and assessment of modules that contribute to Sussex degree. All previous marks and credit of modules that contribute to Sussex degree will be removed from the student record for progression and award purposes and a new full assessment cycle undertaken. Students do not need to repeat the Chinese compulsory modules.
53. A repeat Year may not be given where the Year has already been repeated or second resits have already been granted.

#### ***Exceptional Circumstances***

54. Individual students may have exceptional circumstances which are sudden and unforeseen and temporarily prevent them from undertaking assessment, or significantly impact on their performance in assessment in general, including late submission. The measure of severity is not about impact on the student but the impact on the assessment at the level of the module.
55. Requests by students for exceptional circumstances will be considered under UoS procedures, which are not repeated here, and the decisions reported to the examination board. Requests by students for exceptional circumstances for Chinese compulsory modules will be considered by ZJSU under its own procedures.
56. Documentation from the student in support of their exceptional circumstances request submitted to UoS must be in English.
57. The Joint Institute Examination Board may offer a sit for an uncapped mark in accordance with the weighting of the accepted exceptional circumstances.
58. Ongoing or longer-term conditions or circumstances are not in themselves individual exceptional circumstances as they are not sudden, unforeseen and temporary.

59. Ongoing or longer-term conditions may give rise to valid exceptional circumstances impacting on assessment only if they are first declared/diagnosed or become suddenly, unexpectedly and markedly worse at a particular assessment point.

### **PROGRESSION AND WITHDRAWAL ON ACADEMIC GROUNDS**

60. To progress from Year 1 to Year 2, a student must have demonstrated their English language competency by passing the module English for Engineering. Progression in other years will be considered and confirmed by the Joint Institute Examination Board.

#### ***Academic Warning***

61. Student academic performance will be reviewed by the Joint Institute Academic Committee after the A1 assessment period in Semester 1 and the A3 assessment period in Semester 2 (as shown in Appendix 2). A student who has accumulated fails in 45% or more of the credits for the modules contributing to the ZJSU award will be issued with an academic warning.

#### ***Warning of Withdrawal***

62. A student will be issued with a warning of withdrawal if they have been issued with two academic warnings.
63. Student academic performance will be reviewed by the Joint Institute Academic Committee after the A1 assessment period in Semesters 3 and 5 (as shown in Appendix 2).
64. A student who has accumulated fails in 45% or more of the credits for the modules contributing to the UoS award or 45% or more of the credits for the ZJSU award (including Chinese compulsory modules) will be issued with a warning of withdrawal.

#### ***Withdrawal on Academic Grounds***

65. The Joint Institute Examination Board will consider a student's accumulated credit at the end of Year 2 (Semester 4), after the A3 resit period (as shown in Appendix 2). Where they have accumulated fails in 45% or more of the credits for the modules contributing to the UoS award or 45% or more of the credits for the ZJSU award (including Chinese compulsory modules), or where they have exhausted resit attempts such that they have insufficient credit to achieve an award at the end of Year 4, the Board will either:
- offer a repeat of the current Year;
  - permanently withdraw the student.
66. The Joint Institute Examination Board will consider a student's accumulated credit at the end of Year 3 (Semester 6), after the A3 resit period (as shown in Appendix 2). Where they have accumulated fails in 45% or more of the credits for the modules contributing to the UoS award or 45% or more of the credits for the ZJSU award (including Chinese compulsory modules), or where they have exhausted resit attempts such that they have insufficient credit to achieve an award at the end of Year 4, the Board will either:
- offer a repeat of the current Year;
  - permanently withdraw the student.

### **AWARD REGULATIONS**

67. The Joint Institute Examination Board will offer credit retrieval opportunities where appropriate and will recommend students for an award where they have:

- been registered on the course for a minimum period of four academic years;
  - completed all requirements within a maximum period of 7 years;
  - passed the English for Engineering module;
  - achieved not less than: 360 UoS credits from modules in Years 2-4, following any resit opportunity; and/or the required ZJSU credits from Years 1-4, following any resit opportunity.
68. Each institution will consider this recommendation and ratify awards according to its own regulations. It is, therefore, possible that one award will be made without the other.
69. The Joint Institute Examination Board will consider recommending the award of an Aegrotat degree where a student is unable to complete their studies in the foreseeable future. This may be because of serious illness or death. Each institution will consider this recommendation and ratify an award according to its own regulations.

### ***Award (UoS)***

70. A student who has permanently withdrawn or has otherwise failed to achieve the standard required for the BEng Honours degree, but who meets the following criteria, may be recommended for the following exit awards by UoS:
- Bachelor of Science: 330 credits, including 90 credits at FHEQ Level 6
  - Diploma of Higher Education: 240 credits, including 90 credits at FHEQ Level 5
  - Certificate of Higher Education: 120 credits, including 90 credits at FHEQ Level 4
71. The mark achieved on the resit will be capped at the pass threshold for the module for the calculation of the UoS award classification. The mean includes all marks achieved on modules taken including marks of zero and fail marks.
72. The transcript provided by UoS will show all modules with marks on the UoS scale plus an overall classification. The calculation of the classification will be determined using the following algorithm:
- Year 3 mean based on all 120 credits with a weighting of 40%;
  - Year 4 mean based on all 120 credits with a weighting of 60%.

Undergraduate awards will be classified using the following overall framework:

- An overall grand mean of 70 – 100%    First class honours
- An overall grand mean of 60 – 69%    Upper second class honours
- An overall grand mean of 50 – 59%    Lower second class honours
- An overall grand mean of 40 – 49%    Third class honours

### ***Award (ZJSU)***

73. ZJSU will ratify awards according to ZJSU regulations.

## **STUDENTS WITH A DECLARED DISABILITY**

74. The Joint Institute is committed to ensuring that disabled students are fully supported in their learning and assessment, in line with legislation in both the UK and China. A student is considered as disabled if they have a physical or mental impairment which has a long term and substantial adverse effect on their ability to carry out normal day-to-day activities. Teaching and assessment activities at the University fall within this definition. Impairments that may meet this definition include:
- Specific learning difference such as dyslexia and dyspraxia;
  - Autistic spectrum disorders including autism and Asperger's syndrome;
  - Sensory impairments, especially those impacting hearing or vision;
  - Mobility difficulties and chronic pain impacting on mobility;
  - Long term health conditions, including cancer, HIV, diabetes and immune system disorders;
  - Chronic mental health difficulties including depression, bipolar disorder, psychosis and eating disorders.
75. The Joint Institute will seek to provide reasonable adjustments to learning and assessment for students whose disability is likely to impact on their learning and assessment. The purpose of a reasonable adjustment is to remove or minimise the barriers that a disabled student may face in order to provide them with a fair and equal opportunity to succeed. Examples of reasonable adjustments for examinations include the provision of an examination paper in an alternative form, such as an enlarged typeface, provision of a small group or individual room, additional examination time (to be used for writing or resting subject to a maximum duration of 4 hours including the additional time) and the use of assistive software on a computer.
76. The Joint Institute will take an anticipatory approach to the provision of reasonable adjustments when individual students disclose an impairment, and also takes a broader anticipatory approach by designing its teaching and assessment in such a way that it is accessible to all our students. However, where an assessment mode is used to measure a 'competence standard', the ability and legal duty to provide some types of reasonable adjustments to assessment may be limited. Such modes of assessment will be identified in course and module handbooks.
77. Students with an existing disability should let the ZJSU Student Support Unit know about their disability as early as possible after their place at the Joint Institute is confirmed. This is to allow time for reasonable adjustments to be considered and implemented for the whole of the academic year. In order to be considered for reasonable adjustments to assessment a student will need to provide recent evidence to the Student Support Unit from an appropriate specialist (e.g. a medical practitioner or psychologist). The Student Support Unit and the student will jointly review the likely impact of the student's disability on their learning and/or ability to engage with particular modes of assessment. The Student Support Unit, in collaboration with the student, may then prepare an application for reasonable adjustments to assessment by setting out the nature of the student's disability and the issues that they are likely to encounter in engaging with the generic categories of assessment used in their course. The Student Support Unit may suggest reasonable adjustments that should remove or minimise any disadvantage that they might otherwise experience. Consideration of an application for reasonable adjustments will then follow the UoS procedure which is not repeated here.

## **VOLUNTARY TEMPORARY WITHDRAWAL**

- 78. Undergraduate students may interrupt their studies at any time up until the end of the second semester in each Year. The maximum period of registration is seven years.
- 79. A student returning to the Joint Institute following temporary withdrawal will normally restart their studies at the beginning of the semester that they did not complete with the expectation of taking part in the full diet of teaching, learning and assessment as if for the first time.
- 80. The maximum period of registration listed for each course in Appendix 1 is not extended for any time spent on temporary withdrawal.
- 81. Marks for semester/s completed before the temporary withdrawal will be ratified by the Module Assessment Board. Any marks (pass or fail) achieved during the incomplete semester and prior to the temporary withdrawal will be removed from the students' record where the student is restarting.
- 82. Where a student temporarily withdraws having completed the teaching for the semester, but has either failed or not completed the assessment for the semester, the Joint Institute Examination Board may take action to enable a sit or resit of the assessment, in line with UoS regulations concerning Temporary Withdrawal Requested by a Student.
- 83. Individual students decide when to take a period of voluntary temporary withdrawal. It is the responsibility of the Joint Institute Examination Board to review the academic performance for the semester and to confirm the re-entry date and any assessments that will be set before/after re-entry or a repeat of the semester, as appropriate.
- 84. A student whose circumstances prevent them from returning to the Joint Institute by the date agreed by the Joint Institute Examination Board, may submit a request to the Dean to extend the temporary withdrawal period.

## **ACADEMIC MISCONDUCT, APPEALS AND STUDENT DISCIPLINE**

### ***Academic Misconduct***

- 85. All instances of plagiarism, collusion, personation, fabrication of results or misconduct in an exam are serious failures to respect the integrity and fairness of the assessment process. As such, all cases of academic misconduct in module assessment must be seriously considered and appropriate penalties applied.
- 86. Instances of academic misconduct by students will be considered under UoS procedures, which are not repeated here
- 87. Any penalties to be applied as a result of academic misconduct must first be jointly agreed by the Joint Management Committee.
- 88. Penalties will be kept on record in both universities and each university will follow its normal practice in whether the offence will be shown on the transcript.

### ***Academic Appeals***

- 89. Students can appeal against an academic outcome but cannot appeal a matter of academic judgement such as a specific mark awarded or the feedback they have been given. In addition, students cannot seek a remedy that is not consistent with the Joint Institute rules and regulations.

90. Academic appeals will be considered under ZJSU procedures, which are not repeated here.
91. Any changes to academic outcomes as a result of an appeal must first be jointly agreed by the Joint Management Committee. Prior to this, UoS members must consult with the Office for Student Complaints, Appeals and Regulations to ensure the proposed outcome aligns with UK regulation.
92. If a student is not happy with the outcome of an appeal they can request an independent review by the Office of the Independent Adjudicator in the UK and both universities will be bound by that decision.

***Student Discipline***

93. Non-academic disciplinary matters will be dealt with by ZJSU under Chinese Law for students committing offences in China.

***Complaints About The Joint Institute***

94. Where a student has a formal complaint about teaching in any module that complaint will normally be made under the standard procedures of the university providing the teaching.
95. Notwithstanding [94.], a student may complain about teaching in any module under the procedures of either UoS or ZJSU.
96. Once a student has entered a complaint under the procedures of one university, they may not subsequently complain to the other. The university receiving the complaint shall copy that complaint to the other and keep the other university fully informed of all steps taken.
97. Where the complaint is considered sufficiently serious that it may lead to disciplinary action against a member of staff, the two universities will consult on the appropriate action to be taken.

## 附录

### APPENDICES

#### 附录 1 – Awards of the Joint Institute

Award Title	Minimum Credit requirement	Minimum Period of Registration	Maximum Period of Registration	Award description
BEng Robotics and Electrical Engineering	360	4yrs FT	7yrs FT	Jointly delivered dual degree
BEng Communication Engineering	360	4yrs FT	7yrs FT	Jointly delivered dual degree

Exit award titles:

BSc Robotics and Electrical Engineering

BSc Communication Engineering

**附录 2 – Joint Institute Undergraduate Academic Year Calendar**

	Oct	Nov	Dec	A1 Jan	Feb	A1A Mar	Mar	Apr	May	A2 Jun	Jul	A3 Aug	Sep
Year 1	Semester 1				JI Exam Board		Semester 2				JI Exam Board	2.1	JI Exam Board
				1		1.1				2		1.2	
Year 2	Semester 3				JI Exam Board		Semester 4				JI Exam Board	4.1	JI Exam Board
				3						4		3.2	
				1.3		3.1				2.2		2.3	
Year 3	Semester 5				JI Exam Board		Semester 6				JI Exam Board	6.1	JI Exam Board
				5						6		5.2	
				3.3		5.1				4.2		4.3	
Year 4	Semester 7				JI Exam Board		Semester 8				JI Exam Board	8.1	JI Exam Board
				7						8		7.2	
				5.3		7.1				6.2		6.3	
Year 5					JI Exam Board								
				7.3						8.2		8.3	
A1		Assessment period 1					2		Semester 2 initial attempt				
A1A		Assessment period 1a					2.1		Semester 2 1st resits				
A2		Assessment period 2					2.2		Semester 2 2nd resits				
A3		Assessment period 3					2.3		Semester 2 3rd resits				



### 附录 3 – Marks Conversion Charts

Conversion from UoS to ZJSU marks:

UoS	ZJSU	UoS	ZJSU	UoS	ZJSU	UoS	ZJSU
0	0						
1	2	26	39	51	70	76	89
2	3	27	41	52	71	77	89
3	5	28	42	53	72	78	90
4	6	29	44	54	73	79	91
5	8	30	45	55	74	80	91
6	9	31	47	56	75	81	92
7	11	32	48	57	75	82	92
8	12	33	50	58	76	83	93
9	14	34	51	59	77	84	93
10	15	35	53	60	78	85	94
11	17	36	54	61	79	86	94
12	18	37	56	62	79	87	95
13	20	38	57	63	80	88	95
14	21	39	59	64	81	89	96
15	23	40	60	65	82	90	96
16	24	41	61	66	82	91	97
17	26	42	62	67	83	92	97
18	27	43	63	68	84	93	97
19	29	44	64	69	84	94	98
20	30	45	65	70	85	95	98
21	32	46	66	71	86	96	99
22	33	47	67	72	86	97	99
23	35	48	68	73	87	98	99
24	36	49	69	74	88	99	99
25	38	50	69	75	88	100	100

Conversion from ZJSU to UoS marks:

<b>ZJSU</b>	<b>UoS</b>	<b>ZJSU</b>	<b>UoS</b>	<b>ZJSU</b>	<b>UoS</b>	<b>ZJSU</b>	<b>UoS</b>
0	0						
1	1	26	17	51	34	76	58
2	1	27	18	52	35	77	59
3	2	28	19	53	35	78	60
4	3	29	19	54	36	79	62
5	3	30	20	55	37	80	63
6	4	31	21	56	37	81	64
7	5	32	21	57	38	82	66
8	5	33	22	58	39	83	67
9	6	34	23	59	39	84	69
10	7	35	23	60	40	85	70
11	7	36	24	61	41	86	72
12	8	37	25	62	42	87	73
13	9	38	25	63	43	88	75
14	9	39	26	64	44	89	76
15	10	40	27	65	45	90	78
16	11	41	27	66	46	91	80
17	11	42	28	67	47	92	82
18	12	43	29	68	48	93	84
19	13	44	29	69	50	94	86
20	13	45	30	70	51	95	88
21	14	46	31	71	52	96	90
22	15	47	31	72	53	97	92
23	15	48	32	73	54	98	95
24	16	49	33	74	55	99	97
25	17	50	33	75	57	100	100

## 浙江工商大学萨塞克斯人工智能学院文件

浙商大人工智能学〔2021〕1号

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# 浙江工商大学萨塞克斯人工智能学院 奖学金实施细则

院内各部门：

现将《浙江工商大学萨塞克斯人工智能学院奖学金实施细则》予以印发，请遵照执行。

2021年1月11日

浙江工商大学萨塞克斯人工智能学院

# 萨塞克斯人工智能学院奖学金实施细则

## 第一章 总 则

**第一条** 为激励学生勤奋学习、奋发向上、全面发展，培养学生的创新精神、充分发展学生的个性，不断提高学生的综合素质，培养与造就中国特色社会主义事业的建设者和接班人，根据《浙江工商大学奖学金实施办法》（浙商大学〔2015〕215号）等有关精神，结合我院实际情况，特制定本实施细则。

**第二条** 本实施细则适用于我院全日制普通本科学生。

## 第二章 奖学金种类

**第三条** 学院学生享受学校设立的优秀学生综合奖学金、能力突出奖学金、专项奖学金、单项奖学金等奖学金。

根据《浙江工商大学奖学金实施办法》（浙商大学〔2015〕215号）文件，学院学生享受学校具有的国家奖学金、国家励志奖学金、省政府奖学金申报和推荐权资格。

学院设有“英语提升计划奖学金”和“院长奖学金”。

**第四条** 校优秀学生综合奖学金主要奖励德、智、体、美全面发展的优秀学生。

校优秀学生综合奖学金设三个等级，各等级的比例分别为：一等奖 3%；二等奖 6%；三等奖 12%。

获得校优秀学生综合奖学金的本院学生，获奖金额为一等奖 5000 元，二等奖 2500 元，三等奖 1200 元。

**第五条** 能力突出奖学金主要用于奖励在专业学习、研究创新、综合能力方面表现突出者，或为学校或学院发展作出特别贡献、为学校赢得重要荣誉的学生。能力突出奖学金评定比例为学生数的 8%，奖金 1200 元/人。

**第六条** 单项奖学金用于奖励在文体、社会工作、学习进步、学术科研、文明寝室等方面表现突出者。学院设学习进步单项奖学金、社会工作单项奖学金、社会实践单项奖学金、文体优胜单项奖学金、学术科研单项奖学金、文明寝室单项奖学金等。具体金额和评定比例分别为：**学习进步单项奖学金 600 元，5%；学术科研单项奖学金 600 元，5%；社会工作单项奖学金 1000 元，3%；社会实践单项奖学金 1000 元，3%；文体优胜单项奖学金 600 元，3%；文明寝室单项奖学金 500 元/寝室，占寝室数量的 20%（与其他学院合寝宿舍按 125 元/人计）。**

各单项奖学金评定比例和金额可根据各年度的实际情况作适当调整。

**第七条** 学院设立“英语提升计划奖学金”，主要用于奖励在英语学习上勤奋学习、努力进取、取得优异成绩的学生和班级。

“英语提升计划奖学金”设个人奖和集体奖，具体金额和评定比例分别为：个人满足相应条件，奖 2000 元/人；班集体达到相应条件，奖励班费 2500 元/班。

**第八条** 学院设立“院长奖学金”，主要用于奖励在学习上勤奋努力、有突出成绩的学生。各年级专业在学生素质评价

中专业素质列测评前两名学生，第一名 2 万元/人，第二名 1 万元/人。

获得挑战杯和互联网+国赛金奖、银奖的可以按组申报院长奖学金，名额不受限制，奖励以组为单位金奖 3 万，银奖 1.8 万。

**第九条** 校级奖学金与“英语提升计划奖学金”可兼得。

校级奖学金与“院长奖学金”荣誉可兼得、奖金不可兼得，奖金按额度高的一项发放。

### 第三章 奖学金申报条件

**第九条** 在奖学金评比期内符合以下条件的可以申报校优秀学生综合奖学金：

（一）必修课及限定专业选修课最低选修课程（学分）全部合格且成绩平均在 75 分（含）或良好以上。

（二）素质评价基本项排名列测评前 30%。其中申报一等奖学金者基本项排名须列测评前 15%，综合能力项排名须列测评前 30%。

（三）英语成绩符合以下规定之一：

1. 一、二年级学生，其当年度英语平均成绩达到 80 分以上，其中一等奖学金获得者当年度英语平均成绩达到 85 分以上；三、四年级学生取得大学英语六级 480 分以上；
2. 托福考试成绩 75 分或雅思考试成绩 6 分以上。

（四）体育成绩符合以下规定：

一、二年级学生评奖年度内体育课平均成绩在 75 分以上，三年级学生评奖年度内体育课成绩 75 分以上且体质测试成绩在良好（80 分）以上，四年级学生评奖年度内体质测试成绩在良好（80 分）以上。体育课免修者不做体育成绩要求。

**第十条** 在奖学金评比期内符合以下条件之一的可以申报能力突出奖学金：

（一）在学生素质评价中专业素质列测评前 20%，但未获得校优秀学生综合奖者可申报学习优秀奖；

（二）在学生素质评价中综合能力列测评前 20%，但未获得校优秀学生综合奖者可申报综合能力突出奖；

（三）不符合申报校优秀学生综合奖条件，但参加学科竞赛（排名前三）取得国家级三等奖（铜奖）、省级一等奖以上或以第一作者发表论文被 SCI、EI、ISTP 收录者，可申报研究创新奖；

（四）不符合申报校优秀学生综合奖条件，但为学校发展做出特别贡献者，可申报特别贡献奖。

**第十一条** 在奖学金评比期内符合以下条件的可以申报单项奖学金：

（一）热爱祖国，遵守国家法律、法规，严格执行学校的各项规章制度，未受党、团、行政通报批评及以上处分。

（二）评比期内各必修课程及选修课最低选修课程（学分）全部及格，补考后成绩及格可以申请。

（三）积极参加社会实践和文体活动，具有良好的身体素质。体育课成绩和大学生体测达标成绩应在合格以上。

（四）需要符合下列条件之一：

1. 学习进步单项奖：评比期内专业素质排名比上一年度排名进步显著，在班级内至少进步 10 名或者在年级内至少进步 20 名。新生班级第一年不设该奖项。

2. 社会工作奖学金：评比期内在社会工作方面取得突出成绩，在学生干部年度考核中考核优秀的学生干部。

3. 社会实践奖学金：在社会实践工作中取得突出成绩，包括寒暑期社会实践、第二课堂、教学服务等方面，参加院以上（含）有关部门组织的（经学院认可的）各项比赛，获团体或个人名次的学生。

4. 文体优胜奖学金：在校级及以上各类文艺活动、体育活动中取得突出成绩。

5. 学术科研奖学金：用于奖励参加校级或以上学术竞赛者（如电子设计大赛、数学建模、“挑战杯”学术科技竞赛等）、或在公开刊物上发表学术论文（1000 字以上/篇）的学生。

6. 文明寝室奖学金：在评比期内寝室卫生检查平均分在 85 分以上，且评奖期间获三次（及以上）月度文明寝室，寝室内每个成员均可申请寝室文明单项奖学金。（寝室文明检查标准见附件 1）

**第十二条** 在奖学金评比期内符合以下条件的可以申报“英语提升计划奖学金”：

（一）热爱祖国，遵守国家法律、法规，严格执行学校的各项规章制度，未受党、团、行政通报批评及以上处分。



（二）个人“英语提升计划奖学金”在评奖期，需达到以下英语水平：雅思 6.5（分项 6）或托福 88（听力 20、阅读 19、口语 21、写作 23）分以上或多邻国 115（分项 90）分以上，大学期间只能申评一次；

（三）集体“英语提升计划奖学金”在评奖期，班集体全国大学英语四级首次通过率超过 95%，且班级平均分排名前三；班集体全国大学英语六级首次通过率超过 80%，且班级平均分排名前三。

**第十三条** 在奖学金评比期内符合以下条件的可以申报“院长奖学金”：

（一）热爱祖国，遵守国家法律、法规及学校规章制度，勤奋好学，开拓创新，尊敬师长，团结同学，关心集体，乐于奉献，有较强的社会责任感。

（二）符合学校优秀学生综合奖学金条件，必修课及专业选修课最低选修课程（学分）全部合格且成绩位列本年级专业前两名。

（三）获得国家级比赛金奖（一等）、银奖（二等）以上（全国大学生电子设计竞赛，全国大学生“互联网+”竞赛，全国大学生“挑战杯”竞赛）。

**第十三条** 评奖期内受到学校警告以上纪律处分或评奖期仍处于处分察看期者不得申请本文件涉及的所有奖学金。

#### **第四章 奖学金申报、评审程序**

**第十四条** 优秀学生综合奖学金、能力突出奖学金、专项奖学金、考研奖学金、单项奖学金、“英语提升计划奖学金”、

“院长奖学金”、国家奖学金和国家励志奖学金以年度为申报、评审周期。

**第十五条** 优秀学生综合奖学金、能力突出奖学金、专项奖学金、考研奖学金、单项奖学金、“英语提升计划奖学金”和“院长奖学金”在下年度开学初申报、评审。

优秀学生综合奖学金的等级评定依照申报学生的综合能力排名先后确定。

**第十六条** 奖学金实行学生个人申报制。即学生本人在学生素质评价基础上，根据各项奖学金的评奖条件和本人素质评价的情况，进行自愿申报。能力突出奖学金、专项奖学金、单项奖学金每人限申报各类中的其中一项。

**第十七条** 优秀学生综合奖学金、能力突出奖学金和考研奖学金由学院进行评审，并经公示后报学生处备案；专项奖学金由学院汇总后报学生处初审。单项奖学金的评定由学院学生工作办公室组织实施，采取个人申报（要求本人提出书面申请，并提供相关证明材料）和辅导员推荐相结合的原则，逾期不提出申请者视为放弃评选。根据申请材料情况，对符合条件者，学院学生工作办公室将依照总量平衡的原则，在全院范围内审核评定各单项奖学金。“英语提升计划奖学金”和“院长奖学金”学院进行评审。

**第十八条** 学生对学院奖学金评审结果有异议，可在公示之日起五个工作日内，向所在学院提出申诉，学院应在3个工作日内作出答复。

**第十九条** 学生对学院的答复仍有异议，可在答复后 3 个工作日内向学生处提起申诉，由学生处组织进行综合审查、征求各方意见后作出最终处理意见。

学生对学校专项奖学金评审结果有异议，可在评审结果公示之日起五个工作日内向评审管理小组提出申诉，由评审管理小组作出答复。

## **第五章 附 则**

**第二十条** 凡申报优秀学生综合奖学金、能力突出奖学金和单项奖学金者均须填写《浙江工商大学奖学金登记表》一式 2 份，凡申报“院长奖学金”者均须填写《浙江工商大学萨塞克斯人工智能学院“院长奖学金”登记表》一式 2 份。

**第二十一条** 学校对奖学金获得者颁发奖金和荣誉证书；《浙江工商大学奖学金登记表》由学院归入学生本人档案。

学院对学院奖学金获得者颁发奖金和荣誉证书；《浙江工商大学萨塞克斯人工智能学院“院长奖学金”登记表》由学院归入学生本人档案。

**第二十二条** 本办法由萨塞克斯人工智能学院学生工作办公室负责解释。

**第二十三条** 本办法自发文之日起施行。

附录 5-Award Sample 1



This is to certify that

**John Student**

has been awarded the

**Bachelor of Engineering**

with Honours

Communications Engineering

First Class

having successfully completed the prescribed course of study for this award at

**Zhejiang Gongshang University**

01 January 2000

*Ad. C. E. E. E.*

VICE-CHANCELLOR  
UNIVERSITY OF SUSSEX



**US**  
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附录 6-Award Sample 2



This is to certify that

**John Student**

has been awarded the

**Bachelor of Engineering**

with Honours

Robotics and Electrical Engineering

First Class

having successfully completed the prescribed course of study for this award at

**Zhejiang Gongshang University**

01 January 2000

*Ad. Echell*

VICE-CHANCELLOR  
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