

Regulations of Master of China Studies

Institute of China Studies,
Zhejiang University

2015-2016

Daily Educational Administration Regulations of Master of China Studies

Course Selection

Article 1 The minimum credits required for different MCS (Master of China Studies) classes are:

Class	Minimum Credits	Compulsory Courses	MCS Compulsory + Electives Courses	Book reviews	Internship or Practice
MCS class (one-year stay)	26 credits	5 credits	19 credits	2 credits	
MCS class (two-year stay)	33 credits	5 credits	23 credits	2 credits	3 credits

The first week of both fall and spring semesters is for course selection and the final result should be returned to MCS office. After that, the list of students enrolled in each course will be confirmed. Those students who have chosen the course, but don't attend classes, or don't take tests, will get the result record of "absence".

Article 2 "China Survey" is a required course for international graduate students. Because the content of this course share similarity with some professional curriculum in China Studies, so students do not need to take classes, they just need to submit paper in order to gain the credits.

Article 3 Students, who have time and interest, may select and attend courses of other disciplines. At the same time, please pay attention to the following points:

- a. The selected courses should conform to the level of master courses, all inter-disciplinary courses would be considered as optional modules.
 - b. Students should bear the costs if the chosen inter-disciplinary courses need to be paid.
 - c. Students may only be allowed to select inter-disciplinary courses after they get the minimum credits required.
 - d. For the list of the courses available, please ask MCS office.
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Attendance and Examinations

Article 1 Attendance. Students of China Studies should attend all their classes and other academic activities.

Under reasonable circumstances, they may ask for a leave. Send an email with the title “Asking for leave” to chinastudies@zju.edu.cn and cc to professor of that course to ask for permission in advance. The email should contain *for which class*, *when* and *why* they need a leave. The permission will only be valid with a positive reply from MCS office.

Absence of more than 8 credit hours(1 credit hour equals to 45 mins, usually one course requires at least 32 credit hours) will lead to insufficient credit hours, thus students can't attend the exam and need to retake the course.

Without asking for leave in advance, the absence will be considered as deliberate absence. Students can't attend the exam and need to retake the course when there is one or more “deliberate absence”.

Article 2 Examinations. All courses of MCS have related examinations, teachers in charge may assess students' performance in different ways, namely:

- 1、Assessment through written examination
- 2、Assessment through presentation.
- 3、Assessment through essays.

At least one of the assessment ways mentioned above will be applied. Teachers in charge will make the decision and inform the students at the beginning of the semester.

There are two grading systems implemented within MCS: percentage grading system and “Pass” “Fail” system. Each course will use one system only.

In the case of assessment through essays, students should send the electronic version of essays to mcessay@outlook.com with the title of “Essay+ course”. Late essays will lose 2 points per working day.

Book Reviews

All the master students of Zhejiang University have to write at least four book reviews during the whole master program. Book review is also a must for MCS. All the students should submit 4 book reviews. Books should be the recommended books by professors or related to contemporary Chinese society. All four book reviews should be submitted before the defense. The length of book review is flexible, however at least two pages.

Semester/Study Review of Scholarship Status

At the beginning of next semester, International College will send a Semester/Study Review form to all international students. The committee will evaluate their study performance including

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academic record, learning attitude, class attendance, behavior, rewards and punishment and decide whether to continue the scholarship or not. For those who fail the Semester/Study Review, their scholarships or living allowance will be suspended or terminated from the next month.

MCS Master Dissertation

■ MCS Class (one-year stay)

Students should complete a Dissertation in English (with a Chinese abstract of no less than 500 characters, about 2 pages; the length of the text should be 12,000 words, about 40 pages) or in Chinese (no less than 20,000 characters). From winter semester, students should start writing their dissertations. At that time the MCS Office would supply information of supervisors and assist in communication with supervisors, in arrangement of themes, in research and collecting of materials. Students should finish and submit final dissertations to MCS office before the end of June, 2016.

Timetable for Master Dissertation I

End of autumn semester	Academic Week November, 2015	<ul style="list-style-type: none"> ■ Choose topics and supervisor for the Dissertation ■ Start writing Dissertation Proposal
Winter semester	End of December, 2015 - Beginning of January, 2016	Presentation of Dissertation Proposal <ul style="list-style-type: none"> ■ Submit Dissertation Proposal (no less than 3,000 words) ■ Make presentations
Winter break & Spring semester	January - June, 2016	<ul style="list-style-type: none"> ■ Start writing Dissertation ■ At least the first draft should be finished ■ Modify according to supervisors' advices
Summer semester	Beginning of July, 2016	Progress Report
Summer break	July, 2015 -- certain timeline	Dissertation Modification <ul style="list-style-type: none"> ■ keep in contact with supervisor ■ Modify Dissertation according to supervisor's advices, feedback from the Progress Report committee
	Timeline	Submit final Dissertation
	Timeline to April, 2016	Peer-review
	April, 2016	On-line degree application
	June, 2016	Complete master degree

■ MCS Class (two-year stay)

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Students should complete Dissertation in English (with a Chinese abstract of no less than 500 characters, about 2 pages; the length of the text should be 12,000 words, about 40 pages) or in Chinese (no less than 20,000 characters).

Timetable for Master Dissertation II

Academic Week November, 2015	<ul style="list-style-type: none"> ■ Choose topics and supervisor for the ■ Start writing Dissertation Proposal
October, 2016	Presentation of Dissertation Proposal <ul style="list-style-type: none"> ■ Submit Dissertation Proposal(no less than 5,000 words) ■ Make presentations
October, 2016 - April, 2017	<ul style="list-style-type: none"> ■ Start writing Dissertation ■ At least the first draft should be finished ■ Modify according to supervisors' advices ■ Peer-review version should be finished and approved by supervisor
The end of April, 2017	Submit peer-review version of Dissertation to MCS office
May--June, 2017	Peer-review period
Mid-late June, 2017	Defense
June, 2017	Complete master degree

Notes:

The schedules above shows a general timeline of the whole Dissertation process and the specific dates will be given to you by MCS office at a proper time.

Social Practice

For MCS students(two-year stay) an social practice of no less than 2 months is required during their study here. After the practice, students should submit:

1. One certificate provided by the company/organization to prove the internship
 2. Practice Report of 4-5 pages or 10-minute long self-made video.
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