Provisions of University of Shanghai for Science and Technology on Handling Student Appeals

Chapter 1 General Provisions

Article 1 These Provisions are formulated in order to standardize the University's internal student appeal system, to ensure the objectivity and fairness of disposition actions taken by the University of Shanghai for Science and Technology (hereinafter referred to as "the University"), to protect the lawful rights and interests of students, in accordance with the Higher Education Law of the People's Republic of China, the Provisions on the Administration of Students in Regular Institutions of Higher Learning, other relevant laws and regulations, and the Charter of the University of Shanghai for Science and Technology, and in light of the actual circumstances of the University.

Article 2 An "appeal" as referred to in these Provisions means the opinion and request submitted by a student to the University for review of a disposition decision or decision on a disciplinary sanction made by the University that involves the student's own rights and interests and with which the student disagrees.

Article 3 These Provisions apply to graduate students and undergraduate students of the University receiving regular higher academic education.

Article 4 Students shall file appeals in adherence to the principles of seriousness, conscientiousness, and good faith; the University shall handle student appeals in adherence to the principles of openness, fairness, seeking truth from facts, and correcting errors whenever identified.

Chapter 2 Organization for Handling Appeals

Article 5 The University shall establish a Student Appeal Handling Committee, which is responsible for handling appeals brought by students who are dissatisfied with disposition decisions or decisions on disciplinary sanctions.

The Student Appeal Handling Committee shall be accountable to the President's Executive Meeting and report on its work to that Meeting.

Article 6 The members of the Student Appeal Handling Committee shall consist of the University leader in charge of student affairs (hereinafter referred to as "the vice president in charge of student affairs") and the heads of the President's Office, the Publicity Office, the Student Affairs Office, the Office of Academic Affairs, the Graduate School, the Office of International Exchange, the Security Office, the Logistics Management Office, and the relevant office in charge of legal affairs, as well as faculty representatives and student representatives.

Article 7 The chairperson of the Student Appeal Handling Committee shall be the vice president in charge of student affairs.

The chairperson of the Student Appeal Handling Committee shall preside over the work of the Committee.

The Student Appeal Handling Committee shall have a secretariat, which shall be located in the President's Office. The secretary-general shall be the Director of the President's Office and shall preside over the work of the secretariat. The secretariat shall be responsible for day-to-day work such as receiving student appeal materials, organizing meetings of the Student Appeal Handling Committee, and serving the written decision on review of the appeal on the student, the department that originally investigated and disposed of the case, and the department that proposed the original disposition.

Article 8 When carrying out specific review work on appeals, the Student Appeal Handling Committee may, upon designation by its chairperson, form a collegial panel of seven (7) or more members and designate a presiding member. Where the chairperson participates in the review, the chairperson shall serve as the presiding member.

The number of members of the collegial panel must be odd, and there must be at least one (1) faculty representative and one (1) student representative.

Faculty representatives shall be nominated by the Faculty Affairs Office, and student representatives shall be nominated by the University Youth League Committee.

Article 9 The following persons may not serve as members of a collegial panel of the Student Appeal Handling Committee:

(1) the persons in charge of, and other personnel involved in, the department that originally investigated and disposed of the case and the department that proposed the original disposition, as well as other personnel who participated in the disposition decision or decision on a disciplinary sanction;

(2) personnel of the school to which the appellant belongs;

(3) persons who have an interest in the outcome of the appeal with the appellant;

(4) persons who have received a disciplinary sanction that has not yet been lifted, or who are undergoing an investigation for violation of discipline.

Article 10 The duties of the Student Appeal Handling Committee include:

(1) accepting student appeals for handling;

(2) conducting review based on written materials or convening a review meeting to review an appellant's appeal;

(3) making review conclusions and issuing the written decision on review of the appeal;

(4) serving the written decision on review of the appeal on the appellant, the department that originally investigated and disposed of the case, and the department that proposed the original disposition.

Chapter 3 Acceptance of Appeals

Article 11 Where a student is dissatisfied with any of the following disposition decisions or decisions on disciplinary sanctions made by the University that involve the student's own rights and interests, the student may file a written appeal with the Student Appeal Handling Committee in accordance with these Provisions:

(1) decisions on a disciplinary sanction;

(2) decisions to cancel enrollment qualification or to cancel student status;

(3) disposition decisions on withdrawal from the University;

(4) other disposition decisions for which an appeal may be filed as provided by laws and regulations.

Article 12 To file an appeal, a student shall, within ten (10) days from the date of receipt of the written disposition decision or decision on a disciplinary sanction, submit an appeal application form together with a copy of the written disposition decision or decision on a disciplinary sanction made by the University to the secretariat of the Student Appeal Handling Committee. The appeal application form shall state the following:

(1) the appellant's name, class, student number, contact telephone number, mailing address, and other basic information;

(2) the matters, reasons, bases, and claims of the appeal, together with relevant evidence and witness materials;

(3) the signature of the appellant and the date on which the appeal is filed.

Article 13 The secretariat of the Student Appeal Handling Committee shall, within five (5) days from the date of receipt of the appeal application form, examine the appeal materials and, based on the specific circumstances, make the following decisions and notify the appellant:

(1) where the request on appeal conforms to these Provisions, the appeal shall be accepted for handling;

(2) where the appeal materials are incomplete, the appellant shall be required to rectify or supplement the materials within two (2) days;

(3) under any of the following circumstances, the appeal shall not be accepted:

(a) the appellant does not meet the appellant qualification requirements under Article 3 of these Provisions;

(b) the cause of the appeal falls outside the scope of appeals under Article 11 of these Provisions;

(c) the time limit for the appeal does not conform to Article 12 of these Provisions;

(d) the appeal materials are incomplete and have not been rectified or supplemented within the time limit prescribed in this Article.

The time spent by the appellant on rectification or supplement of the appeal materials shall not be counted within the time limit for handling the appeal.

Chapter 4 Procedures for Handling Appeals

Article 14 The Student Appeal Handling Committee shall, on the day following its decision to accept the appeal for handling, serve a copy of the appeal application form on the department that originally investigated and disposed of the case and the department that proposed the original disposition.

The department that originally investigated and disposed of the case and the department that proposed the original disposition shall, within three (3) days from the date of receipt of the copy of the application form, submit to the Student Appeal Handling Committee copies of the relevant materials, including the facts, reasons, bases, and evidence on which the disposition decision was based, together with a written reply.

Article 15 The Student Appeal Handling Committee shall, in handling appeals, generally conduct the review by way of written review.

Where the review is conducted by way of written review, the collegial panel shall review the relevant materials of the appeal, make inquiries of the appellant, the department that originally investigated and disposed of the case, and the department that proposed the original disposition, and carry out necessary verification of facts.

Where the review is conducted by way of written review, the conclusion on review of the appeal shall be valid only if it obtains the consent of one half or more of the members of the collegial panel.

Article 16 For appeals involving substantial disputes, upon collective discussion and decision of the collegial panel, the review may be conducted by convening a review meeting.

Where an appeal is handled by way of a review meeting, the conclusion on review of the appeal shall be valid only if it is approved by one half or more of the members of the collegial panel through a secret ballot.

Where State secrets or University secrets are involved, where the privacy of the appellant or of other persons is involved, or where laws and regulations provide otherwise, the review meeting shall be conducted in a non-public manner.

Article 17 The participants in a review meeting shall include the members of the collegial panel, the appellant, the representative of the department that originally investigated and disposed of the case, the representative of the department that proposed the original disposition, and witnesses.

Article 18 The presiding member of the collegial panel shall preside over the review meeting and shall, in respect of the review meeting, exercise the following functions and powers:

(1) deciding the time and place of the review meeting;

(2) deciding on the postponement or adjournment of the review meeting;

(3) designating the person to keep the record;

(4) questioning the appellant, the representative of the department that originally investigated and disposed of the case, the representative of the department that proposed the original disposition, and witnesses;

(5) receiving and examining relevant evidence;

(6) maintaining order at the review meeting, issuing warnings to persons who disrupt the order of the review meeting, and ordering those whose circumstances are serious to leave the meeting.

Article 19 The person presiding over the review meeting shall perform the duty of presiding over the meeting impartially and shall ensure that the appellant exercises the rights to make statements and to present a defense.

The appellant, the representative of the department that originally investigated and disposed of the case, the representative of the department that proposed the original disposition, and witnesses shall attend the meeting on time, observe the order of the meeting, truthfully answer the inquiries of the person presiding, and produce evidence in accordance with the law.

Article 20 The secretariat shall notify the participants of the review meeting of the time and place of the meeting three (3) days before the review meeting is convened.

Where the appellant is unable to attend the review meeting for any reason, the appellant shall notify the secretariat at least two (2) days in advance.

Where the person presiding decides not to postpone the meeting, the secretariat shall notify the appellant at least one (1) day in advance; where the appellant is truly unable to attend the review meeting, the appellant may entrust one (1) agent to attend on the appellant's behalf.

An appellant who entrusts an agent to attend shall submit a power of attorney signed in person by both the appellant and the agent, stating the appellant's name, class, and student number; the agent's name, age, occupation, work unit, contact information, and mailing address; and the matters and scope of authority entrusted, and the date of signature.

Where a postponement is decided, the person presiding shall separately decide the time and place of the review meeting.

Where the appellant or the agent entrusted by the appellant fails to attend the review meeting without justification, the proceedings of the review meeting shall continue.

Article 21 The review meeting shall be conducted in accordance with the following procedures:

(1) the person presiding declares the review meeting open and states the cause of the appeal;

(2) the appellant makes statements and presents a defense with respect to the facts, reasons, bases, and claims of the appeal, and submits relevant evidence;

(3) the representative of the department that originally investigated and disposed of the case and the representative of the department that proposed the original disposition make statements on the facts, reasons, bases, and evidence on which the original decision was based;

(4) with the permission of the person presiding, the appellant, the representative of the department that originally investigated and disposed of the case, and the representative of the department that proposed the original disposition may cross-examine the relevant evidence and may also question the witnesses present;

(5) the members of the collegial panel ask questions of the participants in order to ascertain the facts;

(6) the appellant makes a final statement;

(7) the person presiding declares the review meeting concluded.

Article 22 The person keeping the record of the review meeting shall make a written record of all activities of the review meeting, which shall be signed by the appellant, the department that originally investigated and disposed of the case, and the representative of the department that proposed the original disposition.

Article 23 After the conclusion of the review meeting, the presiding member of the collegial panel shall convene a meeting of the collegial panel, which shall, taking into comprehensive account the facts, evidence, and bases verified, deliberate on the appellant's appeal and the decision of the department that originally disposed of the case, and make the decision on review of the appeal.

Article 24 The Student Appeal Handling Committee shall issue the written decision on review of the appeal based on the actual circumstances of the review:

(1) where the original disposition decision or decision on a disciplinary sanction is based on clearly ascertained facts, explicit bases, accurate characterization, proper procedures, and an appropriate disposition or sanction, the original disposition decision or decision on a disciplinary sanction shall be upheld;

(2) where there are improprieties in the facts, bases, procedures, or other aspects of the original disposition decision or decision on a disciplinary sanction, and a review opinion recommending revocation or amendment is made, the matter shall be submitted to the President's Executive Meeting or a special meeting authorized by the President for deliberation, and the written decision on review of the appeal shall be issued in accordance with the decision of the President's Executive Meeting or the special meeting authorized by the President.

Where, upon deliberation by the President's Executive Meeting or a special meeting authorized by the President, the department that proposed the original disposition on the matter in appeal is required to make a new decision, that department may not, on the basis of the same facts and reasons, make a decision that imposes a heavier disposition or disciplinary sanction on the appellant.

Article 25 The Student Appeal Handling Committee shall issue the written decision on review of the appeal within fifteen (15) days from the date of receipt of the written appeal, and shall promptly serve the written decision on review of the appeal on the appellant and copy it to the department that originally investigated and disposed of the case and the department that proposed the original disposition.

Where the circumstances are complicated and a conclusion cannot be reached within the prescribed time limit, the time limit may be extended by fifteen (15) days with the approval of the chairperson of the Student Appeal Handling Committee.

Article 26 The written decision on review of the appeal shall be served on the appellant in person. Where the appellant refuses to sign for receipt, service shall be effected by leaving the document at the place of service; where the appellant has left the University or where direct service is difficult, service shall be effected by mail; where the appellant cannot readily be contacted, or where service cannot be effected by other means

prescribed in this Article, service shall be effected by public announcement on the University website. Service shall be deemed to have been effected 30 days after the date on which the public announcement is issued.

Article 27 During the period of the appeal, the original disposition decision or decision on a disciplinary sanction shall not be suspended. Where the Student Appeal Handling Committee considers it necessary, it may, with the approval of its chairperson, recommend that the department that proposed the original disposition suspend the execution of the relevant decision.

Article 28 Before the written decision on review of the appeal is issued, an appellant who requests to withdraw the appeal application and submits a written application for withdrawal may withdraw the appeal. Where the appellant withdraws the appeal application, the appeal handling procedure shall be concluded. Where the appellant files an appeal again on the same cause, the Student Appeal Handling Committee shall refuse to accept the appeal.

Article 29 Where an appellant disagrees with the written decision on review of the appeal, the appellant may, within fifteen (15) days from the date of receipt of the written decision on review of the appeal, file a written appeal with the Shanghai Municipal Education Commission.

Chapter 5 Supplementary Provisions

Article 30 Other types of students studying at the University may implement these Provisions by reference. Appeal requests of graduate students in non-degree education, students of the School of Continuing Higher Education, students from Hong Kong, Macao and Taiwan and overseas Chinese students, international students, and preparatory students of ethnic minorities shall be handled with reference to these Provisions.

Measures for handling student appeals of the Sino-British International College shall be formulated by that College in accordance with laws and regulations under the authorization of the University; matters not provided for therein shall be implemented with reference to these Provisions.

Article 31 For the purposes of these Provisions, the expressions "or more" and "or less" shall each include the stated figure.

Article 32 These Provisions shall be interpreted by the secretariat of the University Student Appeal Handling Committee.

Article 33 These Provisions were adopted upon deliberation by the President's Executive Meeting and shall take effect on September 1, 2026, upon which the original Provisions of University of Shanghai for Science and Technology on Handling Student Appeals (USST [2020] No. 137) shall be repealed simultaneously.

Appendix: Student Appeal Handling Process

The appellant submits the appeal application to the secretariat of the Student Appeal Handling Committee.

The secretariat of the Student Appeal Handling Committee examines the appeal materials.

Materials complete.

Materials incomplete.

The Student Appeal Handling Committee makes a decision to accept the appeal for handling.

The Student Appeal Handling Committee serves a copy of the appeal application form on the department that originally investigated and disposed of the case and the department that proposed the original disposition.

The department that originally investigated and disposed of the case and the department that proposed the original disposition submit a written reply to the Student Appeal Handling Committee.

The Student Appeal Handling Committee conducts review based on written materials or convenes a review meeting for review.

The Student Appeal Handling Committee issues the written decision on review of the appeal.

The appellant disagrees with the handling of the appeal.

Within ten (10) days from the date of receipt of the written disposition decision or decision on a disciplinary sanction.

Within three (3) days from the date of receipt of the appeal application form.

The appellant rectifies or supplements the materials within two (2) days; the materials are complete.

The day following receipt of the appeal application form.

Within three (3) days from the date of receipt of the copy of the application form.

Within fifteen (15) days from the date of receipt of the appeal application form; where the circumstances are complicated and a conclusion cannot be reached within the prescribed time limit, the time limit may be extended by fifteen (15) days with the approval of the chairperson of the Student Appeal Handling Committee.

Within fifteen (15) days from the date of receipt of the written decision on review of the appeal, a written appeal may be filed with the Shanghai Municipal Education Commission.

Issued and circulated by the President's Office on July 22, 2026