江苏理工学院文件

江理工外〔2018〕150 号

关于印发《江苏理工学院外国留学生管理规定》等文件的通知

各单位、各部门:

《江苏理工学院外国留学生管理规定》《江苏理工学院外国留学生突发事件应急处理预案》《江苏理工学院外国留学生奖学金评定办法（试行）》《江苏理工学院外国留学生住宿管理规定》《江苏理工学院外国留学生违纪处分实施细则》等 5 个文件已经学校研究通过，现予以印发，请遵照执行。

江苏理工学院

2018 年 10 月 17 日

江苏理工学院外国留学生管理规定

Administrative Regulations for International Students in Jiangsu University of Technology

第一章　总　则

Chapter I: General Provisions

第一条　为促进我校留学生教育的发展，加强留学生管理工作，根据《中华人民共和国教育法》《中华人民共和国高等教育法》《普通高等学校学生管理规定》(教育部令第 41 号)《学校招收和培养国际学生管理办法》(教育部、外交部、公安部令第 42 号)《中华人民共和国出入境管理法》等有关规定，坚持与国内学生趋同管理培养和外国留学生特殊性兼顾的原则，结合我校外国留学生的实际情况，制定本规定。

Article 1: This regulations document is formulated in accordance with the Education Law of the People's Republic of China, Provisions on the Administration of Students in Regular Institutions of Higher Education (Decree No. 41, issued by the Ministry of Education), the Administrative Rules on the Acceptance of Foreign Students by Colleges and Universities (Decree No. 42, issued by the Ministry of Education, the Ministry of Foreign Affairs, and the Ministry of Public Security), and the Exit and Entry Administration Law of the People's Republic of China, together with the actualities of international

students in this university, for the purpose of abiding by the principle of the convergent regulating and educating international students in the equal way of regulating and educating domestic students, but taking into account the particularities on the part of international students.

第二条　本规定所称留学生是指持外国护照在我校接受学历教育或非学历教育的外国公民。

Article 2: International students in this document refer to the non-Chinese citizenship holders who study in this university for full-time academic education or part-time non-academic education.

第二章　管理体制

Chapter II: Administrative System

第三条　学校成立留学生教育与管理工作委员会，由学校分管留学生工作校领导任委员会主任，成员包括校长办公室、党委宣传部、发展规划处、研究生处、人事处、教务处、学生工作处、团委、财务处、审计法规处、资产与实验室管理处、保卫处、图书馆、信息中心、后勤基建管理处、后勤服务总公司、国际合作与交流处以及国际教育学院等部门负责人。留学生教育与管理工作委员会负责留学生教育与管理的重大事项决策，协调留学生教育与管理的各项工作。

Article 3: The university sets up the Working Committee for International Students' Education and Administration (hereinafter referred to as the Working Committee), with the

university (vice) president put in charge of the international students' affairs in the university. The committee members include directors of the Presidents' Office, the Publicity Department of JSUT's CPC Committee, the Department of Development and Planning, the Department of Postgraduates, the Department of Human Resources, the Office of Studies, the Department of Students' Affairs, JSUT's Chinese Communist Youth League Committee, the Department of Accounting, the Department of Audit, Laws and Regulations, the Department of Assets and Laboratory Management, the Department of Security, Library, Information Centre, the Department of Logistics and Infrastructure Management, Logistics Services Corporation, International Cooperation & Exchange Office and the School of International Education. The Working Committee is in charge of the decision making with regard to the education and management of international students, and is in coordination with other work in this regard.

第四条　国际教育学院下设留学生教育与管理办公室（本规定中简称"留管办"），协调留学生教学与管理工作。

Article 4: Under the School of International Education, the Office of International Students' Education and Administration Office is established, in coordination with the teaching and administration of international students.

第五条　学校相关部门职责与分工。

Article 5: The responsibilities and division of work for relevant departments of the university.

1. 国际合作与交流处、国际教育学院:（1）具体负责留学生招生宣传、生源审查和录取工作;（2）办理学历教育留学生电子注册以及学籍管理工作;（3）参与制定留学生培养方案;（4）协调留学生的日常教学、考试安排、成绩管理、留学生毕业和学位资格审核及学位授予工作;（5）负责留学生日常生活管理、涉外管理等相关事项。

1. International Cooperation & Exchange Office and the School of International Education will:

(1)be responsible for the international students' enrolment publicity work, for the examination and verification of the students' qualifications, and for the enrolment of international students.

(2)deal with electronic registration and students' registration management concerning international students for full-time academic education.

(3) participate in the formulation of international students' cultivation programme.

(4) coordinate the international students' routine teaching, arrangement of tests and examinations, administration of scores, examination of international students' qualifications for graduation and degree, and conferring degrees on qualified graduates.

(5)be responsible for the management of international students' daily living, and other affairs related to external management.

2. 教务处: 组织协调各学院制定、审核留学生培养方案，指导留学生日常教学及学籍管理工作。

2. The Office of Studies organizes and coordinates the formulation, examination and verification of international students' cultivation programmes with relevant schools, and guides the management of international students' routine teaching and student registration.

3. 学生工作处：指导国际教育学院留学生日常管理工作。

3. The Office of Students' Affairs guides the daily management work of international students in the School of International Education.

4. 保卫处：负责留学生的相关安全保卫和稳定工作，指导留管办做好留学生安全教育与管理工作，协助常州市公安局相关部门依法处理各类涉外案（事）件。

4. The Department of Security is responsible for the safety and stability of international students, offers advice with regard to the safety awareness and safety management of international students to the International Students' Education and Administration Office, and coordinates with the relevant departments of the city's Public Security Bureau in dealing with

legal cases related to international students.

5. 财务处：负责留学生收费标准的核定，学费收缴等工作。

5. The Department of Accounting is responsible for checking and ratifying the standards of charging international students, and collecting their bench fees.

6. 后勤基建管理处、后勤服务总公司：负责留学生的后勤服务及保障工作。

6. The Department of Infrastructure Management and the Logistics Service Corporation are responsible for the logistics and services concerning international students.

第六条　接收留学生的各学院负责本院留学生的教学和日常教育管理工作。

Article 6: The schools which accept international students are responsible for the teaching and routine education management concerning international students.

第三章　学生管理

Chapter III: Administration on Students

第一节　入学注册与居留许可

Section 1: Registration and Residence Permit

第七条　按学校规定录取的新生，持录取通知书、《外国留学人员来华签证申请表》(JW202 表)《外国人体格检查记录》等材料，按学校有关要求到国际教育学院办理入学手

续。

Article 7: Freshmen enrolled in accordance with the university's regulations can go through the admission procedure in the School of International Education, together with their Letter of Admission, Visa Application for Study in China (JW202), and Physical Examination Record for Foreigners.

第八条　因故不能按期入学者，须办理请假手续，请假时间最多不超过四周。未请假或者请假逾期者，除因不可抗力等正当事由以外，视为放弃入学资格。

Article 8: If students, for some reason, should postpone their registration, they should go through the formalities for their delay, and their qualification will be kept for at most four weeks. Any student who does not go through the necessary formalities or exceeds the time limit is to be regarded as relinquishing enrolment automatically unless otherwise justified.

第九条　每学年开学时，留学生应在报到之日起两周内缴清注册费、学费、住宿费、保险费及其他相关费用，未缴纳上述费用或者其他不符合注册条件的不予注册；在居留许可到期之日前仍未交清费用的，不予办理居留许可延长手续。

Article 9: When the new school year starts, international students should all pay the required fees within the two weeks from the registration day. The fees include: registration fees,

bench fees, boarding fees, insurance fees, and other fees if needed. Registration will be rejected or retarded if the above fees are not paid as required or due to some other situations that do not meet with registration conditions. If the required fees are not paid up on the day the residence permit expires, the residence permit is not to be extended.

第十条　留学生须按法律规定及时办理住宿登记或居留许可证。留学生相关信息的报送工作由留管办归口管理。留学生中的学历生基础数据更新于每年 10 月底前，并同时上报常州市公安局内保支队。非学历生中在校学习时间超过一个季度的，其基础数据在学生到校后一个月内采集上报。

Article 10: International students should get residence registration certificates or obtain residence permit in time according to the relevant laws and regulations. The International Students' Education and Administration Office is responsible for the submission of student information. The fundamental data of international students for full-time academic education are renewed by the end of October each year before they are submitted to the Branch of Interior Security, Changzhou Public Security Bureau. For those international students who will have more than three months of study at this university, their information will be collected and submitted within the first month of their arrival.

第十一条　新招入学留学生须统一组织到公安出入境

部门实行面见、申办签证。对更换新护照或补办护照的学生，在取得新护照以后，须到属地公安机关申报住宿登记，并到出入境部门办理签证申请。老生缴费后因故不能继续学习者，须到出入境管理部门缩短居留许可后方可办理退学的相关手续。

Article 11: Newly enrolled international students will be organized to go to the Department of Entries of Changzhou Public Security Bureau for interviews, and for visa application. International students with new or renewed passports will have to apply for residence registration to the local security department with the new passport, and go to the department of entries for visa application. Non-freshmen students, who, for some reason, cannot continue their studies, should go to the department of entries for the deduction of residence permit before going through the formalities of schooling discontinuation.

第十二条　学习时间在 6 个月以上的留学生来校后，必须在规定期限内到本市卫生检疫部门办理《外国人体格检查记录》确认手续。无法提供《外国人体格检查记录》者，必须在本市出入境卫生检验检疫局进行体检。经检查确认患有我国法律规定不准入境疾病者，应当立即离境回国。

Article 12: International students who study for six months or more must go to the city’s health and quarantine department within the designated period of time to confirm

their Physical Examination Record for Foreigners. Anyone who cannot produce the Physical Examination Record for Foreigners should go to the Entry-Exit Inspection and Quarantine Bureau of the city for physical examination. If the physical examination show that he or she is afflicted with a disease that is prohibited by law to enter China, he or she should leave China and go back to their own country immediately.

第十三条　对患有精神疾病、传染疾病的留学生取消入学资格，患有其他疾病的新生，经国家指定的卫生检疫部门诊断不宜在校学习的，可以保留入学资格一年，并在一个月内出境、回国，费用自理。在保留入学资格期内经治疗康复，可以向学校申请入学，由指定的卫生检疫部门复查或确认。复查符合体检要求，可重新办理入学手续；复查不合格或无故逾期不办理入学手续者，取消入学资格。

Article 13: International students with mental diseases, communicable diseases will be disqualified from admission. Students with other diseases than the above-mentioned, proved, by the designated state health and quarantine department, unfit to study in the university, will have their admissions reserved for one year, and they will have to leave China for their own countries within a month, at their own expenses. If the students recover after medical treatment during the reservation period, they can apply to the university for their return to school, after their physical re-examination or

confirmation by the designated health and quarantine department. If their physical conditions meet with the requirements for study, they can resume their registration formalities. If students still prove physically unfit for study, or delay in resuming registration without occasion, they will be disqualified from admission.

第二节　教学与学籍管理

Section 2: Teaching and Student Status Management

第十四条　学校为留学生提供学历教育和非学历教育。接受学历教育的留学生为本科生和研究生；接受非学历教育的留学生分为预科生、进修生和研究学者。留学生根据经费来源分为奖学金生、自费生、校际交流生。

Article 14: The university provides international students with academic education and non-academic education. Academic education is for undergraduates and postgraduates; while non-academic education is for preparatory undergraduates, non-degree students or research scholars. International students can be classified, according to their source of financial support, into scholarship students, self-financed students, and intercollegiate exchange students.

第十五条　留学生档案由留管办统一管理并上交学校档案馆存档。

Article 15: The archives of international students are in the charge of the International Students' Education and

Administration Office and kept in the University Archives.

第十六条　报到注册后，接受学历教育的留学生根据统一的教学计划学习。

Article 16: After registration, students for academic education will receive education according to the unitary teaching plan.

第十七条　留学生申请的学历教育专业为汉语授课时，其汉语水平达到 HSK-4 级时方可入学。汉语水平未达专业学习要求时，需先在我校进行汉语学习。

Article 17: International students for academic education will have to pass the HSK-4 before they can sit in classes of which the classroom language is Chinese. If their Chinese does not meet the requirement for their academic study, the students should first attend Chinese classes on campus organized by the university.

第十八条　各院（部）组织留学生参加教学实习和社会实践活动时，可按教学计划与中国本科生一起进行，但在选择地点时，应遵守有关涉外规定。

Article 18: When arranging international students' teaching practice and social practice, the relevant schools or departments can mix them with Chinese students according to the teaching plans, but they should abide by the regulations related to foreign affairs in the selection of schools.

第十九条　留学生在规定时间内，修完教学计划规定内

容，成绩合格，达到学校毕业要求，准予毕业。

Article 19: International students after their successful completion of all the required programmes within the stipulated period of time can be granted diplomas.

第二十条　学校根据国家和学校现有学籍管理规定对留学生进行管理。对学生作开除学籍处分时，由留管办报出入境备案，并注销其学籍。

Article 20: International students' management is based on the state and university's regulations concerning students' registration management.

第二十一条　留学生应在被录取的学院和专业完成学业，原则上不予以更换专业。

Article 21: International students are supposed to complete their study in the specialities and schools they have been admitted in, and it is in principle not allowed to change their majors.

第二十二条　因特殊原因需转专业，由留学生本人提出申请，经国际合作与交流处、国际教育学院和各专业学院审核,学校研究同意后办理相关手续。留学生符合以下情况之一可以申请转专业:

Article 22: If, for some special reason(s), students have to change their majors, they should first submit their applications for it, and wait to be examined and verified by International Cooperation & Exchange Office, the School of International

Education and the Schools concerned, and to be approved by the university. Students who meet one of the following situations are permitted to change their majors:

（一）确有某些突出专长;

(1) The students prove to have a special skill;

（二）确有某种特殊困难，不适宜在原专业继续学习，但尚能在学校其他专业学习。

(2) The students have such special difficulties that make them unfit for them to continue their present study, but are able to complete their study in other majors.

第二十三条　留学生可分阶段完成学业,基本学制 4 年,最长修业年限为 8 年（含休学和保留学籍）。

Article 23: International students can complete their study at intervals, with the shortest duration of four years, and longest duration of eight years (including the time of temporary suspension of schooling and status reservation as students).

第三节　考勤与请假

Section 3: Attendance Recording and Application for Leave

第二十四条　学生上课、实验、见习、实习及参加其他集体活动（如听报告、运动会、参观、社会调查、班会等），都要实行考勤。因故不能参加者，必须请假。凡未请假、请假未准、假期已满未续假及续假未准而缺席者，均以旷课论处。

Article 24: Students’ attendance shall be recorded for

classroom instructions, laboratory work, probation, exercitation, and other collective activities (such as symposia, sports meets, group visits, social investigations, and class meetings). Students who cannot attend any of these for some reason should ask for leave. Those students will be regarded as playing truant:

(1) they do not ask for leave in advance;

(2) their request is not permitted;

(3) they have not renewed their permission when their leave is due.

第二十五条　留学生在节假日须按学校规定的时间离校和返校。因故需提前或推迟者，须经留管办批准。擅自提前或推迟者，均以旷课论处。

Article 25: For festivals or holidays, students should leave and return to the university according to the school schedule. If, for some reason, students have to leave and return earlier or later, they should get approved in advance. Anyone who does not follow the school schedule will be regarded as being absent from school.

第二十六条　学生请事假，一天以内者，由本人提出申请，经班主任审核同意并报留管办备案；请假两天以上者，由本人向留管办提出申请，经分管领导签字批准后报留管办备案。

Article 26: If students want to ask for leave of absence for personal reasons (shijia), they themselves should submit a

written request for leave of absence to their head teacher for permission, and the teacher should put it on record in the International Students' Education and Administration Office. If students want to ask for leave for more than two days, they should themselves submit their written request for leave of absence to the International Students' Education and Administration Office, and wait to be approved by the head of school and then be kept in the International Students' Education and Administration Office.

因病请假的必须附校医院或有关医院证明。

Asking for sick leaves (*bingjia*) should be accompanied with the medical certificate produced by the university clinic or the relevant hospital.

第二十七条　凡未经请假擅自缺课或无正当理由擅自超假，以及虽有特殊情况但事后未补假者，一律以旷课论处。无故迟到或早退两次，视为旷课一节。

Article 27: If any of the following happens, it is regarded as playing truant:

(1) absence without asking for permission;

(2) leave overstaying without permission; and

(3) leaving school for some special reason, but without submitting a leave application later.

If students come late or leave early twice, they will be

regarded as playing truant for one period.

第四节 课程修读与考核

Section 4: Course Taking and Evaluation

第二十八条　留学生应当参加学校教学计划规定的课程和相关教育教学环节（以下统称课程）的考核，考核及格，才能获得该门课程的成绩和学分，考核成绩记入成绩册，并归入个人档案。

Article 28: International students are required to participate in all the examinations or other forms of assessment related to the curricula and other educational and teaching activities that are listed in the university's teaching plan. If they pass all the examinations or assessment, they get their scores and credits of the courses, and their scores and credits will be recorded in their grade book, and kept in their personal archives.

第二十九条　课程考核分考试和考查两种。考核和成绩评定方式，以及考核不合格课程的补考和重新学习，按学校考试管理和课程修读的有关规定执行。

Article 29: Course assessments can be divided into the following two types: kaoshi (summative evaluation/testing) and kaocha (formative evaluation/testing). The methods of international students' examinations and achievement evaluation, and the make-up testing or course retaking should be performed according to the regulations of examination

management and course taking/retaking stipulated by the university.

第三十条　成绩记载采用学分绩点制。平均学分绩点每学期结算一次。学分绩点评价方法如下:

Article 30: The GPA (Grade Point Average) system is adopted to record international students' achievements. The GPA is settled once each academic year. The method of evaluating the GPA is as follows:

1. 课程成绩与绩点的对应关系

1.The corresponding relation between course achievement and GPA

百分记分	课程成绩	90~100	80~89	70~79	60~69	0~59
	绩点	4.0~5.0	3.0~3.9	2.0~2.9	1.0~1.9	0
五分记分	课程成绩	优秀 (95)	良好 (85)	中等 (75)	及格 (65)	不及格
	绩点	4.5	3.5	2.5	1.5	0

Percentage	Course Score	90~100	80~89	70~79	60~69	0~59
	GPA	4.0~5.0	3.0~3.9	2.0~2.9	1.0~1.9	0
5-grades	Course Score	A (95)	B+ (85)	B (75)	C (65)	Failure
	GPA	4.5	3.5	2.5	1.5	0

学院对通过补考、重新学习获得的成绩，予以标注。

The scores of make-up tests or of course retaken are marked.

2. 平均学分绩点的计算

2. The counting of GPA

每门课程的学分绩点=该课程的学分×该课程的成绩绩点

The GP (Grade Point) of each course = the credits of the course × the GP of the course

平均学分绩点=∑每门课程的学分绩点/∑课程学分

The GPA = ∑ the GP of each course/∑ course credit

第三十一条　学生因病或其他特殊原因不能参加考核时，应当在考前申请，经相关部门主管领导同意，方可缓考，否则以旷考论处。缓考不单独安排，缓考学生可申请参加新学期第一周的补考或随下一年级参加同一课程的考核。

Article 31: When students cannot take part in examinations or assessments for sickness or other reasons, they should apply for deferred examination or assessment, and wait to be approved by the heads of the relevant departments. Otherwise it will be regarded as being absent from taking examinations. Deferred examinations are not to be arranged separately, students who have deferred examinations can apply to take part in the make-up examinations in the first week of the next semester, or in the evaluation of the same course with students of the lower grade.

第三十二条　学生因病、事请假缺课，累计超过该课程教学时数 1/3 以上者，或无故旷课达 6 学时以上者，或缺交作业达 1/3 以上者，不得参加该课程的考核，成绩档案以零分记载。学生必须重新学习。

Article 32: Students who miss classes due to illness or other matters (with permission) will not be allowed to take part in the evaluation of the course if the number of classes they have missed amounts to 1/3, or if the number of their groundless absence amounts to six teaching periods, or if they have failed to hand in 1/3 of their assignments. In the grade book the score of the course is recorded “zero”, and the students will have to retake the course.

第三十三条　凡请假未获批准或未参加考试，或参加考试未交卷者，均以旷考论，作弊的学生，按《江苏理工学院外国留学生违纪处分实施细则》处理。

Article 33: If students have one of the following, they are regarded as being absent from taking examinations:

(1) whose leave application is not approved;

(2) without taking examinations for whatever reasons;

(3) without handing in the examination papers, though taking part in the examination.

Students who are academically dishonest will be punished according to the Detailed Implementation Rules and Regulations for the Disciplinary Action Against International

Students' Discipline Violation in Jiangsu University of Technology.

第五节 课程重新学习

Section 5: Course Retaking

第三十四条　凡需要重新学习、补考的留学生须按照学校教务部门的相关规定参加重新学习或补考。补考一次为限，补考考试可随重新学习班级或下一年级上课班进行。补考未通过者，则必须重新学习该课程。补考及重新学习必须按照学校的有关规定提前办理相关手续。

Article 34: Any student who is required to retake the course or to take the make-up examination, will have to take the course again, or take the examination again according to the regulations of the Office of Studies of the university. Students have only one chance for course retaking and re-examination. Students will have to sit in the course retaking class or with students of the lower grade. If students fail in the make-up examination, they will have to take the course a third time. Students who need re-examination or course retaking should go through the formalities in advance according to the relevant regulations of the university.

第三十五条　有下列情况者可申请课程重新学习:

Article 35: Under one of the following circumstances, students can apply for retaking the course:

1. 补考不及格;

1. Failure in the make-up examination;

2. 旷考;

2. Absence from the examination;

3. 因严重违反考试纪律或作弊，考试成绩被判为零分，并获得重新学习许可;

3.Serious offence of the examination discipline or academic dishonesty, and the examination score being zero, and being permitted to re-take the course;

4. 缓考不及格;

4. Failure in the deferred examination;

5. 因缺课超过三分之一而被取消考试;

5. Deprivation of the right to take the examination due to the absence rate being more than 1/3 of the total teaching hours;

6. 根据学位申请要求，绩点未达到 1.5。

6. Failure to reach the requirement of 1.5 grade points for applying for the bachelor’s degree.

第三十六条　重新学习学生可参加开课单位单独组织的重新学习课程班的学习，或随下一年级正常班级插班重新学习。重新学习需支付重新学习费用，费用标准按学校有关规定执行。学生在缴清规定的重新学习考试费后，相关学院可以安排重新学习考试。

Article 36: Students who retake courses can attend the

independent classes for course retaking students organized by the schools offering the courses, or they can join the students of the lower grade who take the same courses. Students who retake the courses are required to pay for the retaking, the charge of which is based on the relevant regulations of the university. Students will have to pay all the fees before the relevant schools arrange for their retaking the courses.

第六节 休学与复学

Section 6: Suspension and Resumption of Schooling

第三十七条　有下列情况之一者，应予休学:

Article 37: Students who have any one of the following cases should suspend their schooling with their student status reserved:

1. 因伤、病经指定医院诊断，必须停课治疗、休养的;

1. Those who suffer from injuries or illnesses that need treatment and rest without attending classes after diagnosis by the designated hospital.

2. 因特殊原因，本人申请或学校认为必须休学者。

2. For some specific reason, the student himself or herself applies for suspension or the university thinks that the student needs suspension.

第三十八条　休学程序:

Article 38: Procedures for suspension:

1. 申请休学者或者按要求应当休学者，由学院审核、学

校批准，可以休学。

1. Students who apply for suspension or students who should suspend their studies for some reason can suspend their studies after the verification and approval by the university.

2. 休学一般以一学期为期限，特殊情况经批准可以续休，留学生在校最长年限（含休学和保留学籍）为 8 年。留学生学习年限自新生报到注册之日起计算。

2. The duration of suspension is usually one semester, but if need be and with approval, they can continue their suspension. The longest duration of suspension can be 8 years (suspension and reservation of student's status). The number of years is counted from the day on which freshmen register.

第三十九条　休学学生应当办理休学手续离校，学校保留其学籍。休学期间，不享受在校学习留学生待遇。

Article 39: Students in suspension should go through the formalities before they leave the university, the university will reserve their status as students. During suspension, the students will discontinue to have the right as international students on campus have.

第四十条　休学期满，应当于学期开学前一周内向学校提出复学申请，经学校审查合格，方可复学。复学学生原则上随原专业的下一年级学习。

Article 40: By the end of their suspension, the students in question should apply for resumption of study a week earlier

than the new semester starts. And if they are verified and approved, they can resume their study. Students who resume their studies are, in principle, placed in the lower grade of the same speciality.

第七节 学籍警示与退学

Section 7: Warning and Discontinuation of Schooling

第四十一条　学校每学期对学习但未获得学分累计超过 12 学分的学生进行学业警示。每学年第一学期初进行学年注册时，累计未通过课程达到 25 学分及以上的学生学籍异动到下一个年级。

Article 41: Each semester, the university will give those students who have taken all the courses but whose accumulative total credits fail to reach 12. When students register for the coming academic year at the beginning of the first semester of the academic year, students whose accumulative credits fail to reach at least 25 will be shifted to the lower grade.

第四十二条　留学生有下列情形之一，应予退学:

Article 42: International students who have one of the following cases are required to discontinue their schooling:

1. 在校规定最长学习年限内（含休学）未达到结业标准的;

1. Fail to reach the standard of academic achievements during the longest duration of study (suspension included)

stipulated by the university.

2. 休学期满不按规定时间办理复学手续或者申请复学经审查不合格的;

2. Fail to go through the formalities for resumption of study within the required time, or are proved to be unqualified for resumption of study after applying for resumption of study.

3. 经学校指定医院诊断，患有精神疾病、传染疾病和其他不在保险公司保障范围内疾病或意外伤残无法继续在校学习的;

3. After the confirmed diagnosis by the designated hospital of suffering from mental diseases, infectious diseases, diseases that are not covered by insurance companies, or unexpected injuries that make the students impossible to continue their studies.

4. 未获批准持续两周离校或一学期内累计旷课 60 学时以上的;

4. Be absent from class for two consecutive weeks without permission or for accumulative 60 hours or more within one semester.

5. 每学期开学两周内未注册而又无正当事由的;

5. Fail to register within the two weeks of each new semester without justification.

6. 本人申请退学的;

6. Personally apply for discontinuation of schooling.

7. 两月内未交清所有费用并无意休学的。

7. Fail to pay the required fees within the first two months of each semester, and who do not want to suspend their studies.

第四十三条　退学的学生，不得再申请复学。

Article 43: Students that have discontinued their schooling are disqualified for resumption of study.

第八节 毕业与结业

Section 8: Graduation and Completion of Schooling

第四十四条　留学生在规定的学习年限内修完教学计划规定的课程，成绩合格，达到学校毕业条件者，学校颁发毕业证书。符合学校学士学位授予条件的，经校学位评定委员会审查后颁发学位证书。

Article 44: International students who have completed all the required courses within the required academic years and have met the required scores and credits can graduate, and diplomas will be conferred on by the university. And students who are qualified for the bachelor’s degree will be conferred on the degree certificate.

第四十五条　留学生在规定的学习年限内修完教学计划规定的课程，但未达到毕业要求者，准予结业，发给结业证书。

Article 45: International students, who have, within the stipulated academic years, completed the required courses, but

have not reached the qualifications for graduation, can leave the university for the completion of courses, and will be conferred on the Certificate of Completion.

第四十六条　学满一年以上退学或被开除学籍的留学生，发给其学习证明。

Article 46: To the international students, who discontinue their studies or are dismissed from the university after having finished a whole academic year of study, a study certificate will be issued.

第四十七条　进修生在我校学习，修完规定课程，参加考试并成绩合格者，发进修生结业证书；未参加考试或考试不及格者，发给学习证明。

Article 47: Advanced students who further their studies in this university will get a certificate of course completion, if they have completed all the compulsory courses and passed the examinations. For those who have not taken the examinations or have failed in the examinations, they will get a certificate for study.

第四十八条　留学生的毕业证书、学位证书发放需符合相关规定。留学生的结业证书和学习证明由学校印发。

Article48:The diplomas and degree certificates of international students are the officially issued with relevant regulations.The certificate for course completion and the certificate for study are printed and issued by this university.

第九节 学士学位授予办法

Section 9: Conferring of Bachelor's Degree

第四十九条　符合下列条件者可授予学士学位:

Article 49: International students who meet the conditions of the following can be conferred on the bachelor's degree:

1. 遵守中华人民共和国的法律法规，遵守校规校纪;

1. Abide by the laws and regulations of the People's Republic of China, and by the regulations and disciplines of the university.

2. 具有良好的职业基本素质，品行端正;

2. Are possessed of good professional qualities, and of good moral character.

3. 在规定的修业年限内，修完教学计划中规定的全部课程，取得规定的学分，经审核准予毕业;

3. Complete all the courses stipulated in the teaching plan within the required number of years, get all the credits, and are qualified for graduation after verification.

4. 较好地掌握本学科基础理论、专业知识、基本技能并具有从事科学研究工作或担任专门技术工作的初步能力，平均学分绩点达到 1.5;

4. Have a fairly good mastery of the basic theories, professional knowledge, and basic skills of the field of study, and are possessed of the fundamental competence for scientific research and the expertise for technological work. The GPA is

1.5 or more.

5. HSK 证书取得四级及以上的（英文授课班除外）。

5. HSK Certificate of IV or above (English class students excluded).

第五十条　有下列情况之一者，不授予学位:

Article 50: Students who have one of the following will be denied the degree certificate:

1. 未取得毕业资格的结业生;

1. Students who have completed all the courses but are not qualified for graduation.

2. 课程平均学分绩点低于 1.5;

2. Whose GPA is lower than 1.5.

3. 因其他问题，经学校学位评定委员会审查不能授予学士学位;

3. For one reason or another, students who are not qualified for the conferment of the degree certificate after the inspection conducted by the university's Academic Degree Evaluation Committee.

4. 因考试作弊受到留校察看处分及以上者;

4. Who have been punished with academic probation or above for academic dishonesty during examinations.

5. 违反治安管理规定受到处罚，性质恶劣或受刑事处罚者。

5. Receivers of penalty or punishment due to violation of provisions for the administration of public security, especially of egregious nature or being criminally punished.

第十节 校园秩序与社会管理

Section 10: Campus Order and Community Management

第五十一条　学校依照国家有关法律、法规和学校的规章制度对留学生进行教育和管理。留学生应遵守我国的法律、法规及学校的规章制度和纪律，尊重我国的社会公德和风俗习惯。

Article 51: The university's education and administration of international students are based on the relevant laws, regulations of the state, and on the rules and regulations of the university. All the international students should abide by the laws, regulations of China and by the regulations and disciplines of this university, and respect the social ethics, social customs of China.

第五十二条　学校鼓励留学生参加学校组织举办的文体活动，留学生也可以自愿参加我国在重大节日举行的庆祝活动。

Article 52: International students are encouraged to take part in cultural and sports activities organized by the university, and they can, if they want to, also take part in the celebration activities of major events and festivals in China.

第五十三条　学校针对留学生群体成立留学生自我管

理委员会，在留管办指导下开展留学生工作。

Article 53: The university establishes International Students' Self-Administrative Committee for international students only, which works under the guidance of the International Students' Education and Administration Office of the university.

第五十四条　经学校批准，留学生可在校内成立联谊团体，并在我国法律、法规规定的范围内活动，服从学校的领导和管理。留学生成立跨校、跨地区的组织，应当向中国政府主管部门申请。

Article 54: With the university's approval, international students can set up international students' association or society, and develop activities within the scopes of Chinese laws and regulations, and subject to the leadership and administration of the university. If international students want to set up intercollegiate or inter-regional organizations, they should first apply to the relevant departments of the Chinese government.

第五十五条　学校坚持教育与宗教相分离的原则。任何组织和个人不得在学校进行宗教活动。

Article 55: The university abides by the principle of separating education from religion. No organization or individual is allowed to conduct religious activities of any kind on campus.

第五十六条　留学生在我国境内进行出版、结社、集会、游行、示威等活动，应当遵守我国有关法律、法规的规定。

Article 56: International students who want to publish, to set up associations, and to organise parades or demonstrations, should obey the stipulations of Chinese laws and regulations.

第五十七条　留学生经学校批准，可以在校内指定的地点和范围举行庆祝本国重要传统节日的活动，但不得有反对、攻击其他国家的内容或违反公共道德的言行。

Article 57: With the university's approval, international students can organise celebrations of the traditional festivals of their own countries in the designated places or areas. But there should be no speeches or actions opposed to any other country or against social ethnics.

第五十八条　留学生在校学习期间不得就业、经商，或从事其他经营性活动。在读留学生如因专业培养需要，确需到有关企业单位参与校外实习，由学校出具在读及同意其参与校外实习证明、实习单位出具接收实习证明，到公安出入境管理部门办理加注实习的学习类居留许可。

Article 58: International students, when studying in the university, are not allowed to work or do commercial activities, or conduct any other operational activities. If it is necessary for international students to practise off campus to enterprises or companies due to the need of professional training, they can go to the Exit and Entry Administration of the local Public Security

Bureau to get a residence permit with temporary practice off campus, with the university's certifications of their status as students in the university, and approval of sending them to practise outside the university, together with the letter of acceptance presented by employers.

第五十九条　本规定自颁布之日起施行，原有规定与本规定不符的以本规定为准。

Article 59: The regulations will come into effect on the date of promulgation. In the case of conflict with previous provisions, these regulations shall prevail.

第六十条　本规定由国际合作与交流处、国际教育学院负责解释。

Article 60: The International Cooperation & Exchange Office and School of International Education are responsible for the interpretation of these regulations.

江苏理工学院
外国留学生突发事件应急处理预案

Pre-arranged Planning for Emergency Measures Concerning International Students in Jiangsu University of Technology

为了有效预防、及时控制和妥善处理我校外国留学生（以下简称“留学生”）的突发事件，提高快速反应和应急处理能力，建立健全应急机制，最大程度地预防和减少突发事件所造成的损失与伤害，切实保障留学生的合法权益，创建安全和谐的工作学习环境，根据《高等学校接受外国留学生管理规定》（教育部、外交部、公安部令第 9 号）的规定和要求，结合我校实际，特制定本预案。

In order to effectively prevent, promptly control, and properly handle emergencies with regard to international students in this university, with improved ability to quickly respond to emergencies and take instant measures, to construct and perfect emergency handling mechanism, to prevent and reduce the losses and damages for maximum efficiency caused by emergencies, to practically guarantee the legitimate rights and interests on the part of international students, and create a safe and harmonious working and studying environment, we formulate this pre-arranged planning, based on the regulations and requirements in the Administrative Rules on the Acceptance of Foreign Students by Colleges and Universities (Decree No. 9, issued by the Ministry

of Education, the Ministry of Foreign Affairs, and the Ministry of Public Security), together with the actualities of this university.

一、突发事件的三种类型

I. The Three Types of Emergencies

第一类：死亡

Type One: Deaths

指因自然和人为因素导致的各种死亡。包括自然灾害、突发疾病、交通事故、溺水、自杀、他杀等。

It refers to natural deaths and other deaths caused by anthropic factors, which include: natural disasters, paroxysmal diseases, accidents, drowning, suicides, or murders.

第二类：严重疾病

Type Two: Serious Illnesses

指外国留学生患特别严重的疾病，包括严重的非传染性和传染性疾病。如各种癌症、白血病、艾滋病、性病等。

It especially refers to serious illnesses the international students suffer from, including serious non-infectious and infectious diseases, e.g. cancers of various kinds, leukaemia, aids, and sexually transmitted diseases.

第三类：涉及外国留学生的各种事件及纠纷，具体包括下列几种：

Type Three: Accidents and/or conflicts in which international students are involved, including the following subtypes:

1. 群体类事件：主要包括非法集会、游行、示威、罢课、群体性的斗殴等危及校园稳定的事件。

1.Group events: Illegal gatherings, parades, demonstrations, students' strikes, and group fighting, events that threaten on-campus stability.

2. 案件类事件：涉及外国留学生的暴力犯罪案件，影响较大或数额较大的盗窃案件，投毒案件，涉毒案件，爆炸案件，涉及剧毒药品、放射性物品的案件，纵火案件等。

2. Unlawful events: Violent criminal events involving international students, theft or robbery that have either had a major influence or involved a large sum of money, cases of poisoning, of drug-related crime, or cases of explosion, of toxic drug and radioactive substance.

3. 事故类事件：涉及到外国留学生的空难、海损、交通事故、中毒事故、危房倒塌事故和其他重大恶性事故等。

3. Accident: Accidents involving international students as air crash, average (sea damage), traffic accident, poisoning accident, dilapidated house collapse and other fatal accidents.

4. 灾情类事件：影响到外国留学生的台风、地震、洪水、火灾等重大险情，流行的重大疫情和其他对教学、生活环境会造成影响的灾害等。

4. Disaster: Significant dangerous cases influencing international students, such as typhoon, earthquake, flood and fire; major epidemics and other disasters affecting teaching and

living environment.

二、突发事件处理原则

II. Principles to Deal with Emergencies

1. 十六字处理原则：依法处理、分工协作、预防为主、内外有别。

1. The principle to deal with emergencies: handling according to law, work divided with cooperation, prevention the first priority, and differentiation within from without.

2. 在处理突发事件的过程中，应在查明事实真相的基础上由学校相关部门向上级机关或组织汇报。

2. In handling emergencies, the relevant department of JSUT should submit the facts and truth of their investigation to the higher authority or organization.

三、突发事件处理程序

III. Procedures to Deal with Emergencies

1. 十六字处理程序：快速反应、及时报告、密切配合、妥善安置。

1. The procedures to deal with emergencies: immediate response, timely report, close cooperation and proper disposition.

2. 留管办及有关人员应在第一时间赶到事发现场，迅速了解事件规模、伤亡人员姓名、人数、状况、国籍及财产损失基本情况，及时向有关部门负责领导汇报，根据突发事件的类型及时采取相应的应对措施，保护现场，控制局面，制

止事态的发展，把影响降低到最低程度。

2.The International Students' Education and Administration Office and its staff members concerned shall arrive at the scene the first time, quickly make clear about the scale of the event, the names, number, and nationalities of casualties, the current situation and loss of property, and timely report to the head of department in charge. Take measures according to the type of the emergency, protect the site, control the situation, prevent the situation from getting worse, and minimize the influence.

3. 突发事件发生后，应第一时间向学校国际教育学院和学校应急指挥中心领导电话报告及汇报，并按照学校领导的要求进行处理工作，通报学校保卫部门，并按照 2 小时内口头上报、24 小时内书面上报要求，报常州市公安局内保支队备案。需公安机关及时处置的，第一时间向 110 报警。需安排专人 24 小时值班，时刻保持联络畅通。

3. As long as emergencies take place, students should call and report to the heads of the School of International Education and the Emergency Command Centre of JSUT the first time, take measures according to the requirements of the university leadership, notify the Security Department and submit to the Internal Security Division of Changzhou Public Security Bureau for record. For the situations that need to be handled by the Public Security Bureau, you should call the police on 110. And it

is necessary to arrange for the 24-hour duty so as to maintain unobstructed channels of communication.

4. 根据事件的类型和程度不同，应采取不同的处置方法。如有留学生受伤，立即就近送往医院进行救治；如是社会人员来校和留学生闹事，立即拨打公安“110”报警。若为财产被盗案件，报警同时安排人员保护好现场，同时向留学生了解被盗物品的名称、数量和价值，并做好登记。积极协助公安人员勘察现场，为侦破案件提供条件。

4. For different types and degrees of events, different measures should be taken. If any international student is injured, he or she should be sent to the nearest hospital for immediate medical treatment. If people outside the university come to school to make trouble with international students, you should call the police on 110. If anything is stolen, you should call the police and designate people to maintain the original scene, and, at the same time, ask the international students for the name(s), number and value of the theft and record them as well as actively help the police survey the scene to provide conditions for solving the case.

5. 应急事件处理过程中，国际教育学院须督促检查各项决策和应对措施的落实执行情况，确保各项处置决策的落实执行，参与事件处理的工作人员，要注意让事件在合法、合情、合理的前提下保护留学生和学校的合法权利。

5. In dealing with emergencies, the School of International

Education shall supervise and inspect the implementation of every decision-making and every countermeasure, and ensure their actual implementation. Staff members who take part in dealing with emergencies shall protect the legal rights of international students and this university on the premise of keeping the event legal, reasonable and fair.

6. 突发事件涉及医院、防疫、消防等部门时，负责处理突发事件的工作人员应积极与相关部门配合，做好安置、安抚、医疗急救、转移保护有关人员等工作。

6. If emergencies involve hospitals, epidemic prevention and fire departments, etc., staff members responsible for dealing with emergencies shall actively cooperate with relevant departments and do such work as arrangement, pacification, medical aid, and transfer and protect personnel concerned.

7. 凡留学生突发事件发生后，及时请示学校相关工作分管领导，并及时向学生家属（监护人）通报情况，并尽力做好当事人家属来华处理善后事宜的接待工作。

7. If international students encounter emergencies, the first thing is to inform the relevant department of the university, and contact the parents (guardians) of the students. If the family member(s) of the students should come to China to deal with the aftermath of the emergency, they should be properly received and treated.

8. 留学生发生正常死亡案件，学校在根据上述处理程序

处理之后，由国际合作与交流处、国际教育学院及时通知有关外国驻华使馆、领馆。

8. If any international student dies naturally, after the proper treatment according to the procedures mentioned above on the part of the university, International Cooperation & Exchange Office and the School of International Education should promptly inform the relevant Embassy or Consulate in China.

9. 对于被公安部门拘留或逮捕的学生，学校有责任和义务告知其可以要求公安部门向其本人所在国驻华大使馆（总领事馆）通报情况。

9. As to any international student who is held in custody or arrested by the public security department, the university has the responsibilities and obligations to inform the student in question of the possibility that he can ask the public security department to report the case to his or her country's Embassy or Consulate General in China.

10. 突发事件处理完成之后，要及时客观地对事件进行总结，并对处理工作的组织程序、计划方案、决策措施、预后效果等各方面资料汇总存档。

10. When the handling of the emergency is finished, objective analysis of the case should be carried out and written documents about it should be done and stored, including the organizational procedures, plans, decisions made, measures

taken, and its prognosis effect.

四、日常措施

IV. Routine Measures

1. 加强宣传，提高留学生的防范意识。在每个学期开学时，通过组织留学生开会，督促留学生提高警惕，预防突发事件；不定期开展案例教育，让留学生从中吸取经验教训，避免类似事件发生。

1. Warnings should be made known so as to raise the protective consciousness on the part of the international students. At the beginning of each semester, meetings should be convened to make international students vigilant, and be protective of emergencies; case education activities can be organized at intervals so as to prevent international students from such accidents or events.

2. 告知留学生将留学生管理办公室的联系方式留给自己的家人，提醒自己的家人和朋友，如果出现无法和本人联系的情况，可以和学校联系取得帮助。

2. Inform international students to leave with their parents or other relatives the contacts of the International Students' Education and Administration Office, and remind them of contacting the office whenever necessary for help.

3. 与留学生所在班级班主任及任课教师保持联系，及时更新留学生的联系方式，随时了解留学生动态，保持沟通。

3. Keep in touch with the head teachers and other

teachers of international students, and timely update the contacts of international students. Keep track of the international students and make sure to know their whereabouts.

4. 规范留学生外出请假制度，对违反相关规定的留学生应给予通报批评等处理。

4. Normalise the proper procedures for international students to ask for leave. Students who have violated the relevant regulations will receive such punishment as the circulation of the notice of criticism.

5. 定期和不定期去宿舍检查。使留学生养成良好习惯，提醒其注意用火用电安全，保管好个人财物，时刻保持安全防范意识。

5. Implement the dormitory inspection system, regular and irregular.

6. 加强留学生公寓的管理，建立假期值班制度，留学生公寓每天 24 小时有人值班。

6. Enhance the administration of international students' residence, establish the holiday duty system, and make sure that somebody is on duty 24 hours a day in the international students' residence building.

江苏理工学院外国留学生奖学金评定办法

International Students' Scholarship Evaluation Measures of Jiangsu University of Technology

（试行）

(Trial Version)

第一条　为吸引和鼓励优秀外国留学生来我校接受学历教育，为促进留学生全面发展，激励留学生刻苦学习，奋发进取，根据《茉莉花留学江苏政府奖学金管理暂行办法》和我校有关规定，特制定本办法。

Article 1: In order to attract and encourage excellent international students to receive full-time education in this university, to promote the over-all development on the part of international students, and to stimulate the students' industry in their academic study, we draw up this scholarship evaluation document, based on the *Interim Measures for Jasmine Jiangsu Government Scholarship*, and the related regulations of this university.

第二条　本奖学金主要指茉莉花留学江苏政府奖学金、江苏理工学院留学生院长奖学金及江苏理工学院优秀留学生奖学金等面向留学生的奖学金。

Article 2: The scholarships referred to in this document

include: Jasmine Jiangsu Government Scholarship, JSUT's President's Scholarship to international students, and the Scholarship to Excellent International Students in Jiangsu University of Technology (JSUT), which are granted to international students only.

第三条　本奖学金适用于来我校接受学历教育的留学生。

Article 3: These scholarships apply to the international students receiving full-time education in this university.

第四条　申请江苏理工学院留学生奖学金的留学生应当符合下列基本条件:

Article 4: The international students who apply for the International Students' Scholarship of JSUT should meet all of the following basic requirements:

1. 持有外国国籍的公民，身体健康;

Of non-Chinese citizenship, and in good health;

2. 新生申请时，符合学校的入学条件，不得有犯罪和道德品质的不良记录; 老生申请时，不得有违反中华人民共和国法律法规的行为，不得有因违反校纪校规受到处分的记录。

Freshman applicants should be consonant with the enrolment requirements, with no criminal or other bad moral

records of any kind. Non-freshman applicants who apply for the scholarship should have no records of violation of the law or regulations of the People's Republic of China, and no recorded punishment(s) due to violating the disciplinary regulations of the university.

3. 学习态度端正，成绩优良。新生入学时申请人的学习成绩应符合当年留学生招生简章的要求；老生申请本奖学金时，上一年度各门课程考核必须全部合格。

With good attitude towards learning and excellent academic records. For freshmen who apply for the scholarship at the beginning of the first semester, their academic records should meet the requirement of international students' enrolment of that year. For the non-freshmen, their academic records of the previous academic year should all be qualified.

4. 积极参加集体活动，认真配合国际教育学院的管理工作。

All applicants should take active part in all team activities, and be cooperative in the administrative work on the part of the School of International Education.

5. 未同时获得中国政府和其他机构颁发的各类奖学金。

Applicants are not recipients of other scholarships offered by the Chinese government, local governments or other organizations at one time.

第五条　申请和评审程序:

Article 5: Application and Evaluation Procedures:

1. 奖学金每学年评选一次，一般安排在次学年的开学初进行。评选工作由国际教育学院组织实施。

The scholarship is awarded once each academic year, and usually at the beginning of the next academic year. The School of International Education is responsible for its organization and implementation.

2. 依据学校部署，由学生本人向国际教育学院提出书面申请，国际教育学院奖学金评审小组按公开、公正、公平的原则进行评审，并在学院内进行公示，公示时间不少于 5 天。

According to the arrangement of the university, international students should apply in written form to the School of International Education, and the Evaluation Team of the School will evaluate all the applicants based on the principles of openness, impartiality and fairness. The result should be published in the SIE, and the time of publicity should not less than five days.

3. 学校每年年底前将奖学金发放给获奖学生，颁发统一印制的奖励证书，并记入学生学籍档案。

By the end of each year, the university will grant the scholarships to international students, together with the award-winning certificates, and the award will be recorded in

the students' archives.

第六条　评选人数和奖励金额每年由国际教育学院负责发布。

Article 6: The number of selected students and the amount of scholarship of each year are issued by the School of International Education.

第七条　本细则由国际合作与交流处、国际教育学院负责解释。

Article 7: The International Cooperation & Exchange Office and School of International Education are responsible for the interpretation of evaluation details.

江苏理工学院外国留学生住宿管理规定

Administrative Regulations on International Students' Residence in Jiangsu University of Technology

第一章 总　则

Chapter I: General Provisions

第一条　为加强和规范外国留学生的住宿管理，保障外国留学生的住宿环境和留学生的权益，根据《江苏理工学院学生公寓住宿管理办法》《公安局临时住宿管理规定》《外国人住宿管理规定》《中华人民共和国外国人出境入境管理法》等有关文件，特制定本规定。

Article 1: In order to reinforce the residence administration of international students in the university, and guarantee the residence environment and the rights and benefits of international students, we draw up this regulations document, based on Provisions on the Administration of Students' Residence in Jiangsu University of Technology, Public Security Bureau's Administrative Regulations for Temporary Accommodation, Administrative Regulations for Foreigners' Temporary Accommodation, and Regulations of the People's Republic of China on Administration of the Entry and Exit of Foreigners.

第二条　江苏理工学院留学生公寓所有权属于江苏理工学院。公寓用于接待外国留学生，入住的外国留学生应服

从公寓管理，配合学校工作。

Article 2: The ownership of the international students' residence building belongs to Jiangsu University of Technology. The building provides accommodation for international students. Students in residence should be cooperative and obey the administration of the building.

第二章 入住与退宿

Chapter II: Check-in and Check-out

第三条　江苏理工学院留学生公寓仅供本校留学生使用。在校住宿的留学生实行缴费住宿制。新生入学报到时，交纳住宿费和家具押金。以后在每学期报到注册两周内交纳本学期的住宿费。

Article 3: The international students' residence building is for international students only. The international students who reside in the building are required to pay for their accommodation. Freshmen pay at the time of freshmen registration, both their accommodation fees and furniture deposits. And non-freshmen pay accommodation fees within the first two weeks after the new semester registration.

第四条　外国留学生应向留管办提出住宿申请，经批准后持《公寓住宿通知书》到公寓办理入住手续，并按指定的床位入住，未经同意不得自行调换。

Article 4: International students should apply for residence to the International Students' Education and Administration Office for approval and get their Residence Notice, which is to

be produced at the Residence Administration Office when going through the residence procedures. Students are not allowed to exchange their designated beds with others without official approval.

第五条　外国留学生学习期间需要退宿的，应由留学生本人提出书面申请，经留管办同意后，到所在宿舍楼值班室和留管办办理退宿手续，结清费用，退还押金。

Article 5: International students who want to check out within the period of study at the university should submit their written application for approval before they go to the Duty Room of the relevant residence building and the International Students' Education and Administration Office to check out and settle their account, and their deposits will be refunded.

第六条　外国留学生退宿后再次入住公寓，需再次申请，手续和第一次入住相同。

Article 6: If international students who have checked out want to come back to stay in the residence building again, they should re-apply, and go through all the procedures in the same way as they first checked in.

第七条　外国留学生因特殊情况，需在校外住宿的，应向留管办提出申请，经批准后，需在留管办办理校外住宿登记后，方可在校外住宿；未经批准的，不得在校外住宿。

Article 7: If under some special circumstances, the international students want to live off campus, they should apply to the International Students' Administration Office. The

students can live off campus after they are approved and recorded at the International Students' Education and Administration Office. Without approval, no international students are allowed to live off campus.

第八条　已经毕业的外国留学生或丧失了江苏理工学院学生身份的人员应按规定的时间搬离公寓。

Article 8: International students who have already graduated from this university or are no longer registered as students of the university should move out of the residence building within the stipulated time.

第三章 住宿管理

Chapter III: Residence Administration

第九条　入住学生应自觉加强安全防范意识，做好安全防范工作。

Article 9: Occupants of the building should strengthen their safety consciousness, and take safety precautions.

第十条　离开宿舍房间时要锁好门窗，贵重物品应妥善保管，大量现金存入银行。发现可疑人员应及时通知公寓工作人员。

Article 10: When students leave their dormitories, they should shut the windows and lock the door, and keep their valuables in safe places. Don't leave too much cash in the room, and better put the money in the bank. Inform the residence administrative personnel of any suspicious person on the premises.

第十一条　公寓的钥匙不得随意转借他人，严禁私自换锁、配钥匙或另加门锁。

Article 11: Do not leave your dormitory keys to others. And it is strictly prohibited to change locks, make keys, or add more locks without permission.

第十二条　禁止转让、出租、出借床位，禁止留宿他人。

Article 12: Students are not allowed to transfer, rent, or lend their beds. No accommodation of others without permission is allowed.

第十三条　爱护公共物品，正确使用公寓楼内的公共服务设施，发现损坏应及时报修。因使用不当等人为因素造成公共设施损坏的，应照价赔偿；宿舍内责任人不清的，由宿舍成员共同赔偿；对有故意损坏行为者，视情节轻重，按学校有关规定处理。

Article 13: Students should take good care of public property, and properly use the public facilities in the residence building. It is everybody's duty to report immediately for repair work at the sight of any damage. If the facility damage was caused by improper use, the person who is responsible should pay for it. If the person involved is not identified, everybody in the dormitory shall split the compensation. If the damage is deliberately done, the doer(s) will be dealt with according to the university's relevant regulations and the consequences of the damage.

第十四条　公寓内严禁私自装修，严禁破坏、改变房屋

结构和功能。

Article 14: Any decoration of, any damage to, or any alteration of the structure and function of the building is strictly prohibited without authorisation.

第十五条　住宿人负责清扫和保持所住房间的卫生，并自觉维护环境卫生。禁止从窗口向外泼水、倒垃圾；不得将剩饭、杂物倒入水池或便池内；禁止在公共场所乱放杂物。

Article 15: All the occupants are responsible for the cleaning and sanitation of their dormitories, and consciously maintain the environmental sanitation. It is prohibited to pour water or throw rubbish out of the window, or to pour leftovers, rubbish into the water basins or toilets. It is also forbidden to put anything in public areas.

第十六条　保持公寓楼内安静，严禁大声喧哗、哄闹，使用音响、电脑等设备时不得影响他人休息。如果不当行为对他人造成影响，经宿管员劝阻无效时，视情节严肃处理。

Article 16: Keep quiet and do not make noises on the premises. When you use sound equipment or computers, make sure not to disturb others. If any improper conduct leads to disturbances, the residence attendants are entitled to intervene. And if intervention fails, disciplinary or even legal actions will be taken according to the seriousness of the consequences.

第十七条　学生应在北京时间 23 点之前返回公寓。任何人不得翻越门窗。

Article 17: All the students must come back to the

residence building before 23:00, Beijing Time. Nobody is allowed to cross over the doors or windows.

第十八条　进入公寓楼的来访人员必须出示有效证件并登记，并遵守公寓来访时间。

Article 18: Visitors to the residence building should produce their valid certificates and register, and obey the visitor reception time.

第十九条　禁止利用宿舍进行赌博、酗酒等影响公寓公共秩序或他人身心健康的活动，禁止个人利用公寓进行商业活动。

Article 19: Any improper activity that disturbs the public order is strictly prohibited in the building, such as gambling or unrestrained drinking. And no unauthorised commercial activities are allowed on the premises.

第二十条　未经批准，不得在公寓内张贴、散发海报或广告等宣传品。使用宣传栏时要保持宣传栏整洁美观，禁止乱贴乱画。

Article 20: Posters of any kind are forbidden in any part of the residence building without approval. The notice board should be kept clean and tidy, and no scribbling is allowed.

第二十一条　公寓内禁止携带和饲养宠物。

Article 21: Pets are not allowed in the residence building. Nobody is allowed to raise pets within the building.

第二十二条　增强消防意识，严禁故意损坏、擅自挪动

消防器材，发现损坏及时通知楼内管理人员。

Article 22: Enhance fire protection consciousness, and strictly prohibit any deliberate damage to or unauthorised moving of fire-fighting equipment. If any damage is found, it should be reported to the residence attendants or administrators without delay.

第二十三条　公寓区域内严禁使用明火，禁止在公寓内吸烟。

Article 23: Open fire is strictly prohibited in any area of the residence building. Smoking is not allowed in any area of the building, either.

第二十四条　宿舍内严禁储藏刀具、枪支等管制工具或使用易燃、易爆、强腐蚀性物品。正确使用台灯、收录机、电视机、电脑等低功率安全的电器，严禁使用违章电器、私拉电线、损坏、私自改动供电线路、盗用公共用电。

Article 24: Regulatory tools such as knives and guns are forbidden to be kept in students' dormitories, and there should be no use of inflammable and explosive materials or corrosive materials in the dormitories. Correctly use low-powered appliances, such as reading lamps, recorders, TVs, and computers. Do not use any appliance that is prohibited in the building. Installing or changing electric wires without permit is prohibited. Do not intentionally damage the power supply circuit. Misappropriation of public electricity is prohibited as well.

第二十五条　提倡节约用电，人走灯熄；提倡节约用水，杜绝长流水。

Article 25: Conservation of electricity and water is advocated. Don’t leave the lights on or the water running when you leave your dormitory.

第二十六条　公寓管理员要定时或不定时对留学生宿舍进行安全卫生检查，发现违章用电及其他不安全行为的，管理员有权制止违章，收缴违禁电器，并不予返还；对情节严重者，给予相应的处罚。

Article 26: Residence attendants or administrators should conduct regular or surprise safety and sanitation inspections, and if any unauthorised use of electricity or other unsafe situations are found, attendants or administrators have the right to put an end to them, and confiscate the forbidden appliances without returning. And students concerned shall receive penalty or punishment according to the seriousness of the situation.

江苏理工学院外国留学生违纪处分实施细则

Detailed Implementation Rules and Regulations for the Disciplinary Action Against International Students' Discipline Violation in Jiangsu University of Technology

第一章 总　则

Chapter I: General Provisions

第一条　为维护学校的教育教学秩序和生活秩序，维护学校和外国留学生的合法权益，保障公共安全，根据《中华人民共和国教育法》《中华人民共和国高等教育法》《普通高等学校学生管理规定》（教育部令第 41 号）《学校招收和培养国际学生管理办法》（教育部、外交部、公安部令第 42 号）等法律、法规，和江苏理工学院学生管理的相关规定，结合我校留学生实际情况，制定本实施细则。

Article 1: In order to maintain the order of education and teaching of and that of the living in the university, to maintain the legal interests on the part of the university and its international students, and to guarantee public security on campus, we draw up this document of detailed rules based on such laws and regulations as the Education Law of the People's Republic of China, the Higher Education Law of the People's Republic of China, Provisions on the Administration of Students in Regular Institutions of Higher Education (Decree No. 41, issued by the Ministry of Education), the Administrative Rules

on the Acceptance of Foreign Students by Colleges and Universities (Decree No. 42, issued by the Ministry of Education, the Ministry of Foreign Affairs, and the Ministry of Public Security), and on the relevant rules and regulations of Jiangsu University of Technology, and, at the same time, taking into account the actual circumstances of international students in this university.

第二条　学校对违纪学生坚持批评教育与惩戒相结合的原则。对违纪学生的处理要合法、公开、公平、公正，做到程序正当、证据充分、依据明确、定性准确、处分适当。

Article 2: The university abides by the principle of combining punishment with criticism and education with regard to those discipline-violating students, the punishment of whom is to be legal, open, fair and just, with justified procedures, ample evidence, definite basis, precise decision of the nature of the offence, and punishment due for their offence.

第三条　学生对违纪处分有按程序进行陈述、申辩、申诉的权利。

Article 3: Students are entitled to state, defend and complain according to the proper procedure.

第二章 违纪处分的种类与适用

Chapter II: Types and Applications of Discipline-Violation Punishment

第四条　违纪处分包括以下五种:

Article 4: Punishment for discipline violation can be classified into the following five types:

（一）警告;

(1) Admonition;

（二）严重警告;

(2) Grave admonition;

（三）记过;

(3) Recording of demerit;

（四）留校察看;

(4) Academic probation, that is, the student is still kept in school but placed under surveillance;

（五）开除学籍。

(5) Expulsion from academic status.

第五条　除开除学籍外，学生处分均设置处分期限。警告、严重警告或记过处分期限为 6 个月，留校察看处分的察看期为 12 个月。

Article 5: Apart from expulsion from academic status, punishment for discipline violation has a duration of the punishment. For admonition, grave admonition or demerit recording, the time limit is six months. And for academic probation, the time limit is twelve months.

第六条　违纪行为有下列情形之一的，可以从轻、减轻或者免予纪律处分:

Article 6: Discipline violators can be punished on the lenient side, on the reduced side or even exempted from punishment if they are in agreement with one of the following cases:

（一）过失违纪的;

1. Those who have committed violation unintentionally;

（二）能主动承认错误，有悔改表现的;

2. Those who have voluntarily admitted and repented of their mistakes and promise to start anew;

（三）确系他人胁迫或者诱骗，能主动揭发他人违纪行为的;

3. Those who have committed violations due to other's threatening or enticement and can voluntarily expose the violations of others;

（四）其他可以从轻、减轻或者免予纪律处分的。

4. Those who have committed violations, but for some reason, can be given lighter or reduced punishment, or even be exempted from legal action.

第七条　违纪行为有以下情形之一的，应当从重处分:

Article 7: Violators who are involved with one of the following things shall be dealt with severely:

（一）违纪行为影响恶劣或者严重破坏学校声誉的;

1. Those whose violations have caused baneful influences

or serious damage on the reputation of the university.

（二）违纪后恶意串通，故意提供虚假证据，妨碍调查取证的；

2. Those who act in collusion with others after violation, or who impede investigation and evidence collection by deliberately providing false evidence.

（三）对检举人、证人或者其他有关人员进行打击报复的；

3. Those who retaliate against violation-reporters, witnesses or other related persons.

（四）教唆、胁迫、诱骗他人违纪的；

4. Those who abet others, menace others and/or entice others to commit violations.

（五）策划或者组织群体违纪的；

5. Those who plot or organise mass violations.

（六）参加涉外活动违纪的；

6. Those who commit violations in activities connected with foreign affairs.

（七）在校期间曾受过处分的。

7. Those who have committed any disciplinary offence while at university.

第八条　受到学校纪律处分的学生还附加下列限制和相关责任：

Article 8: Students who have been punished for disciplinary offences, will also have the following restrictions and related responsibilities:

（一）取消其参加当学期（学年）各种奖励评比的资格;

1. They will be disqualified for awards in the relevant semester or school year.

（二）已获奖学金资格的，停发当学期（学年）的奖学金;

2. Their scholarships of the relevant semester or school year will be cancelled, if they have been awarded scholarships.

（三）赔偿违纪行为造成的经济损失。

3. They will have to pay for the economic losses caused by their violations.

第三章 违纪行为与处分

Chapter III: Disciplinary Violations and Disciplinary Action

第九条　有以下情形之一的，给予开除学籍处分:

Article 9: Anyone who has one of the following cases will be expulsed from academic status:

（一）违反中华人民共和国宪法，破坏安定团结，扰乱社会秩序的;

1. Who has violated the Constitutions of the People’s Republic of China (hereafter referred to as the PRC), resulting in damaging stability and unity, and in disturbing social order.

（二）故意危害中华人民共和国安全，泄露中华人民共和国机密，企图颠覆中华人民共和国政权，破坏中华人民共和国统一的；

2. Who has deliberately harmed the security of the PRC, divulge the secrets of the PRC, try to overthrow the regime of the PRC, and to damage the unity of the CPC.

（三）触犯中华人民共和国法律，构成刑事犯罪的；

3. Who has so violated the law of the PRC as to constitute a criminal offence.

（四）违反本细则和学校规定，严重影响学校教育教学秩序、生活秩序以及公共场所管理秩序的；

4. Who has violated the Detailed Implementation Rules and Regulations stipulated in this document and other regulations stipulated by the university, and has caused serious disturbance to the university's educational, teaching and living order as well as the administrative order of public places.

（五）代替他人或者让他人代替自己参加考试、组织作弊、使用通讯设备或其他器材作弊，偷窃试卷或标准答案以及其他严重作弊或扰乱考试秩序行为的；

5. Who has been an impostor for another or who has invited another as an impostor for himself or herself; who has organized cheating activities, or has cheated by using communication facilities or other facilities; or who has stolen examination papers or keys to examination papers, or other

serious cheating activities or conducts that have disturbed the order of examination.

（六）侵犯其他个人、组织合法权益，造成严重后果的;

6. Who has infringed the rights of other individuals or organizations, which have caused serious consequences.

（七）屡次违反学校规定受到纪律处分的，经教育不改的。

7. Who has been punished for repeated violations of the university's regulations, and still refuses to mend their ways despite of repeated admonition.

第十条　违反中华人民共和国治安管理规定受到公安机关处罚的，给予以下处分（第一次）:

Article 10: Anyone who has been punished for violations of the public security administration provisions of the PRC will be dealt with according to their violations (for the first time):

（一）被处以警告或罚款处罚的，视其情节给予警告、严重警告处分;

1. The punishment for students who has been imposed as warning or penalty is admonition and grave admonition depending on the severity.

（二）被处以行政拘留 5 天以下处罚的，给予记过处分;

2. The punishment for students who has been punished as administrative detention for less than 5 days is demerit recording.

（三）被处以行政拘留 6 天以上 9 天以下处罚的，给予留校察看处分;

3. The punishment for students who has been punished as administrative detention for over 6 days but less than 9 days is academic probation.

（四）被处以行政拘留 10 天以上处罚的，给予开除学籍处分。

4. The punishment for students who has been punished as administrative detention for over 10 days is expulsion from academic status.

留学生涉违法行为，第二次再犯被行政拘留以上处罚的，予以退学处理或给予开除学籍处分。触犯国家法律，构成刑事犯罪的，或被公安机关处以遣送出境、限期出境的留学生，一律开除学籍。

If international students who, for a second time, violate the law and will be punished as administrative detention or above, will be expulsed from academic status. International students who violate the national law and and constitute a criminal offense, or deported or ordered to leave the country within a time limit by the Public Security department shall be expulsed from academic status.

第十一条　在中华人民共和国境内煽动民族仇恨、民族歧视，给予留校察看以下处分。

Article 11: Punishment for international students who

incite racial hatred and ethnic discrimination is academic probation or lower.

第十二条　私藏管制刀具者，视其情节给予记过以下处分；造成人身财产损失的，给予开除学籍处分。

Article 12: Punishment for keeping controlled knives is demerit recording or lower, depending on the severity. Those causing loss of personal property should be punished as expulsion from academic status.

第十三条　影响学校教育教学秩序，生活秩序和公共场所管理秩序者，其性质和过错的严重程度尚不足达到开除学籍的，视其情节给予留校察看处分。

Article 13: Punishment for disturbing the education and teaching order of university, living order and management order of public places, the nature and fault of which are not severer than expulsion from academic status, is academic probation based on the severity of the cases.

第十四条　侮辱或者猥亵他人者，其性质和过错的严重程度尚不足达到开除学籍的，视其情节给予留校察看以下处分。

Article 14: Punishment for insulting or molesting others, the nature and fault of which are not severer than expulsion from academic status, is no more than academic probation based on the severity of the cases.

第十五条　打架、斗殴肇事者、策划者、持械打架、斗

殴或为他人提供凶器者，其性质和过错的严重程度尚不足达到开除学籍的，视其情节给予记过或留校察看处分。

Article 15: Punishment for the violation instances to instigate and participate in fight and brawl, fight with weapons and offer weapons, whose nature and fault is not severer than given expulsion from academic status, is recording of demerit or academic probation based on the severity of the cases.

第十六条　盗窃、诈骗、哄抢、敲诈勒索公私财物，其性质和过错的严重程度尚不足达到开除学籍的，视其情节轻重，给予留校察看以下处分。

Article 16: Punishment for burgling, cheating, robbing and racketeering public or private property, the nature and fault of which are not severer than expulsion from academic status, is no more than academic probation based on the severity of the cases.

第十七条　故意损坏国家、集体或他人财物者，其性质和过错的严重程度尚不足达到开除学籍的，视其情节轻重，给予留校察看以下处分。

Article 17: Punishment for destroying state, collective or others' property, the nature and fault of which are not severer than expulsion from academic status, is no more than academic probation based on the severity of the cases.

第十八条　故意隐瞒事实或作伪证，私刻伪造公章、签名、证件等造成不良影响者，其性质和过错的严重程度尚不

足达到开除学籍的，视其情节给予记过或留校察看处分。

Article 18: Punishment for concealing the fact or making perjury and carving and forging cachets, signature and papers causing negative effect, the nature and fault of which are not severer than expulsion from academic status, is demerit recording or academic probation based on the severity of the cases.

第十九条　违反考试纪律者，视其性质和过错的严重程度尚不足达到开除学籍的，视其情节轻重，给予留校察看以下处分。

Article 19: Punishment for disobeying examination disciplines, the nature and fault of which is not severer than expulsion from academic status, is academic probation based on the severity of the cases.

第二十条　未经批准缺课，一学期内累计达到 20 学时的（含 20 学时），给予警告处分；累计 21-30 学时的（含 30 学时），给予严重警告处分；累计 31-40 学时的（含 40 学时），给予记过处分；累计 41-59 学时以上的（含 59 学时），给予留校察看处分；累计 60 学时以上的（含 60 学时），给予开除学籍处分。

Article 20: Punishment for being absent from class for up to 20 class hours (including 20) without permission in one semester is admonition; for up to 21-30 class hours (including 30) is grave admonition; for up to 31~40 class hours (including

40) is demerit recording; for up to 41~59 class hours (including 59) is academic probation; for up to 60 class hours or more is expulsion from academic status;

按周计算的实践环节在累计学时时,每天按 6 学时计算。

Internship and practical training calculated by the week and counts for 6 class hours each day.

第二十一条　利用计算机、互联网等进行违纪活动者，视其情节给予留校察看及以下处分，情节严重的开除学籍。

Article 21: Punishment for the disciplinary violation through computer and the Internet is no more than academic probation based on the severity of the cases; it will be expulsion from academic status if the degree is grave.

第二十二条　剽窃、抄袭他人研究成果的，其性质和过错的严重程度尚不足达到开除学籍的，视其情节给予留校察看以下处分。

Article 22: Punishment for plagiarising and copying other's research achievements, the nature and fault of which are not severer than expulsion from academic status, is no more than academic probation based on the severity of the cases.

第二十三条　下列违反学生住宿管理规定行为的，给予记过以下处分:

Article 23: Instances to violate administrative regulations for students' residence as follows are punished no more than demerit recording:

（一）擅自调换或者占用学生宿舍的;

1. Exchange or occupy dormitory without permission;

（二）擅自在宿舍中留宿校外人员或夜不归宿的;

2. Accommodate outsiders in dormitory or stay off campus at night without permission;

（三）私拉电线或者违章使用电器的;

3. Install electric wires or violate regulations to use electric appliances without permission;

（四）其他违反学生公寓管理规定的。

4. Other instances that violate the administrative regulations for students' residence.

第二十四条　卖淫、嫖娼的，引诱或者介绍他人卖淫的，给予开除学籍处分。

Article 24: Punishment for prostitution and whoredom, and beguile or introduce others to prostitution is expulsion from academic status.

第二十五条　在学生宿舍内留宿异性或者在异性学生宿舍内留宿；男女交往造成不良影响者，视其情节给予留校察看及以下处分。情节严重的，开除学籍。

Article 25: Punishment for accommodating people of the opposite sex in dormitory or staying in dormitory of the opposite sex for the night, and dating that causes bad influence is no more than academic probation based on the severity of the cases. Expulsion from academic status will be applied if the

degree is grave.

第二十六条　赌博或者为赌博提供条件的，视其情节给予记过以下处分。

Article 26: Punishment for gambling or providing conditions for gambling is no more than demerit recording based on the severity of the cases.

第二十七条　酗酒滋事造成不良影响者，视其情节给予记过以下处分。

Article 27: Punishment for affray due to excessive drinking with negative effect is no more than demerit recording based on the severity of the cases.

第二十八条　吸食、注射毒品或者其他禁用药品的，其性质和过错的严重程度尚不足达到开除学籍的，视情节轻重给予记过或留校察看处分。

Article 28: Punishment for taking and injecting drugs or other forbidden medicine, the nature and fault of which are not severer than expulsion from academic status, is demerit recording or academic probation depending on the severity.

第二十九条　在校内进行宗教活动，不听劝阻的，给予严重警告、记过处分；造成严重不良影响的，给予留校察看、开除学籍处分。

Article 29: Punishment for practising religious activities and refusing persuasion is grave admonition and demerit recording; the punishment is academic probation or expulsion

from academic status for those causing serious negative effect.

第四章 处分程序

Chapter IV: Procedures to Take Disciplinary Actions

第三十条　留学生的违纪处分由国际教育学院负责处理。

Article 30: The School of International Education is responsible for punishment for international students' disciplinary violation.

第三十一条　发现学生违纪事实后，由国际教育学院指定人员组成调查小组（成员不少于 2 人），采取合法的方式查清事实，搜集证据，并作调查记录。

Article 31: After verifying the fact of students' violations, the School of International Education will appoint personnel to form an investigation team (of more than 2 persons), find out facts and collect evidences through appropriate ways, and make investigation record.

第三十二条　学生违反治安管理处罚或者有其他违法犯罪行为的，由保卫处依据司法机关处理结果，向国际教育学院提出处理建议。

Article 32: If those who violate regulations of public security administration punishments or involve in illegal and criminal activities, the Security Department of the university shall put forward handling suggestions to the School of International Education on the basis of judicial authorities'

results of action.

第三十三条　具体处分程序:

Article 33: Detailed punishment procedures:

（一）给予记过以下处分的，由国际教育学院提出处理意见，经学院院长签发生效。

1. Recording of demerit or lower punishments come into force only if the School of International Education puts forward handling suggestions, and signed and issued by the Head of School.

（二）给予留校察看处分的，由国际教育学院提出处理意见，经分管校领导签发生效。

2. Academic probation comes into force only if School of International Education puts forward handling suggestions, and signed and issued by the responsible leadership of this university.

（三）给予开除学籍处分的，由国际教育学院提出处理意见，并附旁证和调查材料、报校长办公会研究决定。

3. Expulsion from academic status comes into force only if the School of International Education puts forward handling suggestions and submits to the leadership enclosing circumstantial evidence and investigation materials, for the presidents' office meeting to make the decision.

（四）对外国留学生的处分决定，由留管办负责，做好学生资料备案并通知学生家长，开除学籍者名单应上报相关

部门备案。

4.The International Students' Education and Administration Office is in charge of international students' punishment decision. Students' documents should be kept for record, and student's parents should be informed and the name list of expulsed students should be submitted to the relevant authorities for record.

第三十四条　在对留学生作出处分决定之前，应当听取留学生的陈述和申辩。

Article 34: Students may explain and defend themselves before the punishment decision is made.

第三十五条　处分决定书由学校下发，并存入受处分学生个人档案。处分决定书应当包括处分和处分事实、理由及依据，并告知学生可以提出申诉及申诉的期限。

Article 35: The Punishment Decision is to be issued by this university and will be kept on the personal file of the student in question. It should consist the punishment and facts, reasons and grounds, on which the punishment is given. And the student should be informed of the right to put forward his or her appeal and the deadline of appeal.

第三十六条　处理、处分决定和处分告知书等，应当直接送达学生本人，学生拒绝签收的，可以通过留置方式送达，由送达人员记录在案；已离校的，可以采取邮寄方式送达；难于联系的，可以留置送达或者公告送达。公告送达可利用

学校网站、新媒体等方式。

Article 36: The Punishment Decision and the Punishment Notification should be delivered to the student in question. If the student refuses to sign, the bearer may deliver by lien and put on record; for the student in question who has left university, the papers may be delivered by post; if the student in question is out of contact, the papers may be delivered by lien or public announcement. Public announcement can be delivered though the website of the university or the new media, etc.

第三十七条　学校对学生的处分自处分决定作出之日起生效；处分后续工作中与受处分学生权益直接相关的，应当自决定书送达之日起执行。

Article 37: University's punishment for students comes into force since the date punishment decision made; the succeeding works concerning the punished students' rights and interests shall carry out since the delivery date of Written Punishment Decision.

第三十八条　学生对处分决定有异议的，在接到学校处分决定书之日起 10 日内，可以向学校学生申诉处理部门提出书面申诉。逾期未提出书面申诉的，视为自动放弃。

Article 38: The student who has received punishment may put forward a written appeal to the Appeal Supervision Committee within 10 days since the date receiving the Written

Punishment Decision if he or she has any objection to the decision. If the student fails to submit the written appeal in due time, it shall be deemed automatic relinquishment.

第三十九条　对学生给予开除学籍处分之后，应在学信网注销其学籍。被开除学籍的学生，学校发给学习证明，学生按规定期限（收到处分决定书后，一般不超过两周）办理手续离校。

Article 39: After expulsion from academic status, the student shall be revoked his status at CHSI (www.chsi.com.cn). The university will issue proof for expulsed students and they shall go through the leaving procedures in due time (usually no more than two weeks after receiving the Written Punishment Decision).

第五章 附　则

Chapter V: Supplementary Provisions

第四十条　本实施细则中所述的以上、以下，均为包含所述的数字或者处分的级别。

Article 40: 'More/Above' and 'less/lower' mentioned in this detailed implementation rules and regulations indicate the figures or the degree of punishment.

第四十一条　对外国留学生的违纪处理过程中，凡涉及书面材料的，须有汉语版本及外语版本，两者具有同等效力。

Article 41: In dealing with international students' disciplinary violation, anything written is to be in both Chinese

and the relevant foreign language, with equal authenticity.

第四十二条　本规定自颁布之日起施行，原有规定与本规定不符的以本规定为准。

Article 42: The regulations will come into effect on the date of promulgation. In the case of conflict with previous provision, this regulation shall prevail.

第四十三条　本规定由国际合作与交流处、国际教育学院负责解释。

Article 43: The International Cooperation & Exchange Office and School of International Education are responsible for the interpretation of these regulations.

江苏理工学院院长办公室　　2018 年 10 月 17 日印发