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# 学校招收和培养国际学生管理办法

中华人民共和国教育部、中华人民共和国外交部、中华人民共和国公安部令第 42 号  
根据法律法规和部门管理职责，教育部、外交部、公安部联合制定了《学校招收和培养国际学生管理办法》。现予公布，自 2017 年 7 月 1 日起施行。

## 第一章 总 则

第一条 为规范学校招收、培养、管理国际学生的行为，为国际学生在中国境内学校学习提供便利，增进教育对外交流与合作，提高中国教育国际化水平，根据《中华人民共和国教育法》《中华人民共和国出境入境管理法》等法律法规，制定本办法。

第二条 本办法所称学校，是指中华人民共和国境内实施学前教育、初等教育、中等教育和高等教育的学校。

本办法所称国际学生，是指根据《中华人民共和国国籍法》不具有中国国籍且在学校接受教育的外国学生。

本办法第二至五章适用于高等学校。实施学前、初等、中等教育的学校，其对国际学生的招生、教学和校内管理，按照省、自治区、直辖市的规定执行。

第三条 学校招收和培养国际学生，应当遵守中国法律法规和国家政策；应当维护国家主权、安全和社会公共利益；应当规范管理、保证质量。

国际学生应当遵守中国法律法规，尊重中国风俗习惯，遵守学校规章制度，完成学校学习任务。

第四条 国务院教育行政部门统筹管理全国国际学生工作，负责制定招收、培养国际学生的宏观政策，指导、协调省、自治区、直辖市人民政府教育行政部门和学校开展国际学生工作，并可委托有关单位和行业组织承担国际学生的管理和服务工作。

国务院外交、公安等行政部门按照职责分工，做好国际学生的相关管理工作。

第五条 省、自治区、直辖市人民政府教育行政部门对本行政区域内国际学生工作进行指导、协调和监管，负责研究制定本行政区域内学前、初等、中等教育阶段国际学生工作的相关政策。

省、自治区、直辖市人民政府外事、公安等行政部门按照职责分工，做好国际学生的相关管理工作。

第六条 招收国际学生的学校，应当建立健全国际学生招收、培养、管理和服务制度，具体负责国际学生的招收与培养。

## 第二章 招生管理

第七条 招收国际学生的高等学校，应当具备相应的教育教学条件和培养能力，并依照国家有关规定自主招收国际学生。

第八条 招收国际学生的高等学校，应当按照国务院教育行政部门规定的事项和程序进行备案。

第九条 高等学校招收国际学生，接受学历教育的类别为：专科生、本科生、硕士研究生和博士研究生；接受非学历教育的类别为：预科生、进修生和研究学者。

第十条 高等学校按照其办学条件和培养能力自主确定国际学生招生计划和专业，国家另有规定的除外。

第十一条 高等学校按照国家招生规定，制定和公布本校国际学生招生简章，并按照招生简章规定的条件和程序招收国际学生。

第十二条 高等学校应当对报名申请的外国公民的入学资格和经济保证证明进行审查，对其

进行考试或者考核。国际学生的录取由学校决定；对不符合招生条件的，学校不得招收。

第十三条 高等学校经征得原招生学校同意，可以接收由其他学校录取或者转学的国际学生。

第十四条 高等学校对国际学生的收费项目和标准，按照国家有关规定执行。

高等学校应当公布对国际学生的收费项目、收费标准和退学、转学的退费规定。收费、退费以人民币计价。

### 第三章 教学管理

第十五条 高等学校应当将国际学生教学计划纳入学校总体教学计划，选派适合国际学生教学的师资，建立健全教育教学质量保障制度。

第十六条 国际学生应当按照高等学校的课程安排和教学计划参加课程学习，并应当按照规定参加相应的毕业考试或者考核。学校应当如实记录其学习成绩和日常表现。

汉语和中国概况应当作为高等学历教育的必修课；政治理论应当作为学习哲学、政治学专业的国际学生的必修课。

第十七条 国际学生入学后，经学生申请、高等学校同意，国际学生可以转专业。转专业条件和程序由学校规定。

第十八条 中华人民共和国通用语言文字是高等学校培养国际学生的基本教学语言。对国家通用语言文字水平达不到学习要求的国际学生，学校可以提供必要的补习条件。

第十九条 具备条件的高等学校，可以为国际学生开设使用外国语言进行教学的专业课程。使用外国语言接受高等学历教育的国际学生，学位论文可以使用相应的外国文字撰写，论文摘要应为中文；学位论文答辩是否使用外国语言，由学校确定。

第二十条 高等学校按照教学计划组织国际学生参加教学实习和社会实践，选择实习、实践地点应当遵守国家有关规定。

第二十一条 高等学校根据国家有关规定为国际学生颁发学历证书或者其他学业证书。对接受高等学历教育的国际学生，高等学校应当及时为其办理学籍和毕业证书电子注册。高等学校为符合学位授予条件的国际学生颁发学位证书。

### 第四章 校内管理

第二十二条 高等学校应当明确承担国际学生管理职能的工作机构，负责统筹协调国际学生的招收、教学、日常管理和服务以及毕业后的校友联系等工作。

第二十三条 高等学校应当向国际学生公开学校基本情况、教育教学情况、招生简章以及国际学生管理与服务制度，方便国际学生获取信息。

第二十四条 高等学校应当为国际学生提供食宿等必要的生活服务设施，建立健全并公布服务设施使用管理制度。国际学生在学校宿舍外居住的，应当及时到居住地公安部门办理登记手续。

第二十五条 高等学校应当对国际学生开展中国法律法规、校纪校规、国情校情、中华优秀传统文化和风俗习惯等方面内容的教育，帮助其尽快熟悉和适应学习、生活环境。

高等学校应当设置国际学生辅导员岗位，了解国际学生的学习、生活需求，及时做好信息、咨询、文体活动等方面服务工作。国际学生辅导员配备比例不低于中国学生辅导员比例，与中国学生辅导员享有同等待遇。

第二十六条 高等学校鼓励国际学生参加有益于身心健康的文体活动，为其参加文体活动提供便利条件。国际学生可以自愿参加公益活动、中国重大节日的庆祝活动。

高等学校一般不组织国际学生参加军训、政治性活动。

第二十七条 国际学生经高等学校同意，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、民族的内容或者违反公共道德的言行。

第二十八条 国际学生经高等学校批准，可以在学校内成立联谊团体，在中国法律、法规规定的范围内活动，并接受学校的指导和管理。

第二十九条 高等学校应当尊重国际学生的民族习俗和宗教信仰，但不提供宗教活动场所。学校内不得进行传教、宗教聚会等任何宗教活动。

第三十条 国际学生在高等学校学习期间可以参加勤工助学活动，但不得就业、经商或从事其他经营性活动。

国际学生勤工助学的具体管理规定，由国务院教育行政部门会同有关部门另行制订。

第三十一条 高等学校参照中国学生学籍管理规定开展国际学生学籍管理工作。学校对国际学生做出退学处理或者开除学籍处分的，应当按照国务院教育行政部门的规定进行备案。

## 第五章 奖学金

第三十二条 中国政府为接受高等教育的国际学生设立中国政府奖学金，并鼓励地方人民政府设立国际学生奖学金。

中国政府奖学金的管理办法，由国务院有关行政部门制定。

第三十三条 国务院教育行政部门择优委托高等学校培养中国政府奖学金生。承担中国政府奖学金生培养任务的高等学校，应当优先招收中国政府奖学金生。

第三十四条 高等学校可以为国际学生设立奖学金。鼓励企事业单位、社会团体及其他社会组织和个人设立国际学生奖学金，但不得附加不合理条件。

## 第六章 社会管理

第三十五条 外国人申请到本办法第二条所指的学校学习的，应当在入境前根据其学习期限向中国驻其国籍国或居住地国使领馆或外交部委托的其他驻外机构申请办理X1字或X2字签证，按照规定提交经教育主管部门备案的证明和学校出具的录取通知书等相关材料。

第三十六条 国际学生所持学习类签证注明入境后需要办理居留证件的，应当自入境之日起三十日内，向拟居留地公安机关出入境管理部门申请办理学习类外国人居留证件。

第三十七条 外交部对外国驻华外交代表机构、领事机构及国际组织驻华代表机构人员及其随任家属申请到学校学习另有规定的，依照外交部规定执行。未按规定办理相关手续的，学校不得招收。

第三十八条 学校招收未满十八周岁且父母不在中国境内常住的国际学生，须要求其父母正式委托在中国境内常住的外国人或者中国人作为该国际学生的监护人，并提供相关证明材料。学校可以接受以团组形式短期学习的国际学生，但应当预先与外方派遣单位签订协议。实施初等、中等教育的学校接受团组形式短期学习国际学生的，外方派遣单位应当按照其所在国法律规定，预先办理有关组织未成年人出入境所需的法律手续，并应当派人随团并担任国际学生在学校学习期间的监护人。

第三十九条 国际学生入学时应当按照中国卫生行政部门的规定到中国卫生检疫部门办理《外国人体格检查记录》确认手续或者进行体检。经体检确认患有《中华人民共和国出境入境管理法》规定的严重精神障碍、传染性肺结核病或者有可能对公共卫生造成重大危害的其他传染病的，由公安部门依法处理。

第四十条 学校实行国际学生全员保险制度。国际学生必须按照国家有关规定和学校要求投保。对未按照规定购买保险的，应限期投保，逾期不投保的，学校不予录取；对于已在学校学习的，应予退学或不予注册。

## 第七章 监督管理

第四十一条 国务院教育行政部门建立健全国际学生培养质量监督制度。省、自治区、直辖市教育行政部门应当对本行政区域的国际学生培养进行监督。

第四十二条 负有国际学生管理职责的国务院教育、公安、外交等行政部门，应当利用现代信息技术建立国际学生信息管理系统，推进信息共享工作机制，不断完善国际学生的管理与服务工作。

第四十三条 对违反《中华人民共和国出境入境管理法》《中华人民共和国治安管理处罚法》以及《中华人民共和国外国人入境出境管理条例》《中华人民共和国境内外国人宗教活动管理规定》等法律法规规定的国际学生，公安等主管部门应当依法处理。

第四十四条 高等学校在国际学生招收和培养过程中出现以下行为的，主管教育行政部门应当责令其整改，按照《中华人民共和国教育法》的有关规定追究法律责任，并可以限制其招收国际学生：

- (一) 违反国家规定和学校招生规定招生的；
- (二) 在招生过程中存在牟利行为的；
- (三) 未公开收费项目、标准和未按项目、标准收费的；
- (四) 违规颁发学位证书、学历证书或其他学业证书的；
- (五) 教学质量低劣或管理与服务不到位，造成不良社会影响的；
- (六) 其他违法违规行为。

## 第八章 附 则

第四十五条 本办法中的短期学习是指在中国学校学习时间不超过 180 日（含），长期学习是指在中国学校学习时间超过 180 日。

第四十六条 中国境内经批准承担研究生教育任务的科研机构招收国际学生的，按照本办法执行。

教育行政部门批准的实施非学历教育的教育机构招收国际学生的，参照本办法执行。

香港特别行政区、澳门特别行政区、台湾地区学生的招收、培养和管理，以及中国境内外籍人员子女学校的招生、培养和管理，按照国家其他有关规定执行。

第四十七条 省、自治区、直辖市人民政府教育、外事、公安等部门，应当根据本办法，制定本省、自治区、直辖市的管理规定。

第四十八条 本办法自 2017 年 7 月 1 日起施行。教育部、外交部、公安部 2000 年 1 月 31 日发布的《高等学校接受外国留学生管理规定》、教育部 1999 年 7 月 21 日发布的《中小学接受外国学生管理暂行办法》同时废止。

# MANAGEMENT MEASURES FOR THE RECRUITMENT AND TRAINING OF INTERNATIONAL STUDENTS

## Order no. 42 of the ministry of education of the People's Republic of China, ministry of foreign affairs of the People's Republic of China and ministry of public security of the People's Republic of China.

The ministry of education, the ministry of foreign affairs and the ministry of public security jointly formulated the "administrative measures on the recruitment and training of international students" in accordance with the laws and regulations and the administrative duties of the department. Promulgated and effective as of July 1, 2017.

### CHAPTER I GENERAL PROVISIONS

**Article 1** For the purpose of regulating the behavior of the school, training, management, international students and provide convenience for international students in China school, promote foreign exchanges and cooperation in education, improve the level of internationalization of education in China, according to the education law of the People's Republic of China law of the People's Republic of China on the administration of entry or exit and other laws and regulations, these measures are formulated.

**Article 2** For the purposes of these measures, the term "school" refers to the school in the People's Republic of China that carries out pre-school education, elementary education, medium education and higher education.

International students referred to in these measures refer to foreign students who are not of Chinese nationality and receive education in schools according to the nationality law of the People's Republic of China.

Chapter two to five of these measures apply to institutions of higher learning. Schools that implement education for pre-school, primary and secondary schools shall recruit, teach and manage international students in accordance with the regulations of provinces, autonomous regions and municipalities.

**Article 3** Schools shall abide by Chinese laws and regulations and national policies in recruiting and cultivating international students. State sovereignty, security and social and public interests shall be safeguarded; It shall regulate management and guarantee quality.

International students should abide by Chinese laws and regulations, respect Chinese customs and habits, observe school rules and regulations, and complete school learning tasks.

**Article 4** The management of international students work throughout the country by the administrative departments of education under the state council, is responsible for recruiting and training the student's macro policies, guide and coordinate the education administrative department of the people's governments of provinces, autonomous regions and municipalities directly under the central government and the school for international students work, and may entrust the relevant units and industry organizations to undertake international students' management and service work.

The administrative departments of foreign affairs and public security under the state council shall do a good job in the management of international students according to the division of duties.

**Article 5** The education administrative departments of the people's governments of provinces, autonomous regions and municipalities directly under the central government shall guide, coordinate and supervise the work of international students within their administrative areas, and shall be responsible for the study and formulation of relevant policies for the work of international students at the pre-school, primary and secondary education levels within their administrative areas.

The administrative departments of foreign affairs and public security of the people's governments of provinces, autonomous regions and municipalities directly under the central government shall, according to their respective functions and duties, do a good job in the management of international students.

**Article 6** Schools that recruit international students shall establish and improve the system of recruitment, training, management and service for international students, and shall be specifically responsible for the recruitment and training of international students.

## **CHAPTER II ADMISSION MANAGEMENT**

**Article 7** Institutions of higher learning that recruit international students shall have corresponding education teaching conditions and training capabilities and shall independently recruit international students in accordance with the relevant provisions of the state.

**Article 8** Institutions of higher learning that recruit international students shall file for record in accordance with matters and procedures prescribed by the administrative department of education under the state council.

**Article 9** Institutions of higher learning recruit international students and accept the category of education degree: junior college students, undergraduate students, postgraduate students and doctoral students; The categories receiving non-degree education are: pre-school students, advanced students and research scholars.

**Article 10** Institutions of higher learning independently determine international student enrollment plans and majors in accordance with their conditions of operation and training capacity, unless otherwise stipulated by the state.

**Article 11** Institutions of higher learning shall, in accordance with the national recruitment regulations, formulate and promulgate the general rules for the recruitment of international students, and recruit international students in accordance with the conditions and procedures stipulated in the general rules.

**Article 12** Institutions of higher learning shall examine the admission qualifications and economic guarantee certificates of foreign citizens who apply for registration and examine them. The admission of international students is determined by the school; Schools shall not recruit students who do not meet the requirements for enrollment.

**Article 13** Institutions of higher learning may, with the consent of the original enrollment schools, accept international students who are admitted or transferred from other schools.

**Article 14** The items and standards of fees charged by institutions of higher learning for international students shall be implemented in accordance with the relevant provisions of the state.

Institutions of higher learning shall publish the fee items and fee standards for international students, as well as the provisions on fees for dropping out and transferring. Fees and refunds are denominated in RMB.

## **CHAPTER III TEACHING MANAGEMENT**

**Article 15** Institutions of higher learning shall incorporate the international student teaching plan into the overall school teaching plan, select teachers suitable for international students' teaching and establish a sound education teaching quality assurance system.

**Article 16** International students shall participate in the course study in accordance with the curriculum arrangement and teaching plan of institutions of higher learning and shall, in accordance with the relevant provisions, take the corresponding graduation examination or examination. Schools should truthfully record their academic performance and daily performance.

Chinese and Chinese general situation should be the compulsory courses of higher education education. Political theory should be a required course for international students majoring in philosophy and political science.

**Article 17** After international students enter school, they may transfer their majors with the approval of their applications and institutions of higher learning. The conditions and procedures for transferring a major are prescribed by the school.

**Article 18** The common language of the People's Republic of China is the basic teaching language for colleges and universities to train international students. The school may provide necessary remedial conditions for international students who fail to meet the learning requirements of the national common language and writing level.

**Article 19** Qualified institutions of higher learning may offer international students professional



courses in foreign languages. For international students who receive a higher degree of education in a foreign language, their dissertation can be written in the corresponding foreign language. The abstract of the dissertation should be Chinese. Whether the dissertation defense is in a foreign language shall be determined by the school.

**Article 20** Institutions of higher learning shall organize international students to take part in teaching practice and social practice in accordance with the teaching plan, and shall abide by the relevant regulations of the state in selecting places for practice and practice.

**Article 21** Institutions of higher learning shall, in accordance with relevant state regulations, issue academic certificates or other academic certificates to international students. For international students receiving higher education education, institutions of higher learning shall promptly apply for electronic registration of their student status and graduation certificates.

Institutions of higher learning grant degree certificates to international students who meet the requirements for degree awarding.

#### **CHAPTER IV SCHOOL MANAGEMENT**

**Article 22** Institutions of higher learning shall specify the working institutions which shall assume the management functions of international students and shall be responsible for the overall coordination of the recruitment, teaching, daily management and service of international students and the contacts between alumni after graduation.

**Article 23** Institutions of higher learning shall make public to international students the basic information of the school, the teaching situation of education, the general rules of enrollment and the management and service system of international students, so as to facilitate international students to obtain information.

**Article 24** Institutions of higher learning shall provide international students with necessary living service facilities such as accommodation, food and other facilities, and establish and perfect and publish the management system for the use of such facilities. Where an international student resides outside the school dormitory, he/she shall promptly go to the public security department of the place where he/she lives for registration.

**Article 25** Institutions of higher learning shall carry out education for international students in terms of Chinese laws and regulations, school rules and regulations, national conditions, Chinese excellent traditional culture and customs, etc. to help them get familiar with and adapt to the learning and living environment as soon as possible.

Institutions of higher learning should set up positions of international student counselors to understand the learning and living needs of international students, and provide timely information, consultation and recreational and sports activities. The proportion of international student counselors shall be no less than that of Chinese student counselors and shall enjoy the same treatment as that of Chinese student counselors.

**Article 26** Institutions of higher learning encourage international students to take part in recreational and sports activities which are beneficial to physical and mental health and provide convenience for them to take part in recreational and sports activities. International students can volunteer to take part in public welfare activities and the celebration of major Chinese festivals. Colleges and universities generally do not organize international students to participate in military training and political activities.

**Article 27** International students may, with the consent of the institutions of higher learning, hold activities to celebrate important traditional festivals of their country in the places and areas designated on the campus, provided that they may not object to or attack the contents of other countries or nationalities or speak or act in violation of public morality.

**Article 28** With the approval of the institutions of higher learning, international students may establish fellowship groups in the schools, carry out activities within the scope prescribed by Chinese laws and regulations, and receive guidance and management from the schools.

**Article 29** Institutions of higher learning shall respect the national customs and religious beliefs of international students, but shall not provide places for religious activities. No religious activities such as preaching, religious meetings, etc. shall be conducted in the school.

**Article 30** International students may participate in work-study activities while studying in institutions of higher learning, but may not engage in employment, business or other business

activities.

The detailed regulations on the administration of international student work attendance shall be formulated separately by the education administrative department of the state council together with the relevant departments.

**Article 31** Institutions of higher learning shall, with reference to the regulations on the administration of student status of Chinese students, carry out the management of international student status. For international students who have been expelled from school or expelled from school, the school shall make a record according to the regulations of education administrative department of the state council.

#### CHAPTER V SCHOLARSHIP

**Article 32** The Chinese government shall establish Chinese government scholarships for international students receiving education and shall encourage local people's governments to establish international student scholarships.

Measures for the administration of Chinese government scholarships shall be formulated by the relevant administrative department of the state council.

**Article 33** The education administrative department of the state council authorizes institutions of higher learning to train scholarship students from the Chinese government. Institutions of higher learning that undertake the training task of Chinese government scholarship students shall give priority to recruiting Chinese government scholarship students.

**Article 34** Institutions of higher learning may establish scholarships for international students. Enterprises, institutions, social organizations and other social organizations and individuals shall be encouraged to establish scholarships for international students, but no unreasonable conditions shall be attached.

#### CHAPTER VI SOCIAL MANAGEMENT

**Article 35** These measures shall apply to foreigners referred to in article 2 of the school, should according to their learning period before the entry to the embassy or consulate of China in its nationality or region or other overseas agencies entrusted by the ministry of foreign affairs to apply for the X1 X2 visa or word, submitted in accordance with the regulations issued by the department in charge of education for the record to prove and school admission notice and other relevant materials.

**Article 36** If an international student needs to obtain a residence certificate after his/her entry is indicated on a study visa, he/she shall, within 30 days from the date of entry, apply to the exit-entry administrative department of the public security organ in the place where he/she intends to reside for a study foreigner residence certificate.

**Article 37** If the ministry of foreign affairs has other regulations on the personnel of foreign diplomatic missions, consular offices and representative offices of international organizations in China and their accompanying family members who apply to the school for study, the provisions of the ministry of foreign affairs shall apply. Schools that fail to handle relevant procedures according to regulations shall not be enrolled.

**Article 38** The school shall recruit international students under the age of 18 who are not of the age of 18 and whose parents are not living permanently in China, and require the parents to formally entrust a foreigner or a Chinese person living permanently in China to act as the guardian of the international student and provide relevant supporting documents.

The school may accept international students in the form of group short-term study, but it shall sign an agreement with the foreign dispatch unit in advance. If a primary or secondary education school accepts international students for short-term study in the form of group, the foreign dispatched unit shall, in accordance with the legal provisions of the country where the school is located, handle in advance the legal formalities necessary for the entry and exit of the minors concerned, and shall send a person to accompany the group and act as the guardian of international students during their study in the school.

**Article 39** International students shall, at the time of enrollment, go to the Chinese health and quarantine department for the confirmation of the foreigners' medical examination records or for physical examination in accordance with the provisions of the Chinese health administration

department. Those who have been confirmed to be suffering from serious mental disorders, infectious tuberculosis, or other infectious diseases as prescribed in the law of the People's Republic of China on the control of exit and entry through physical examination, or who are likely to cause great harm to public health, shall be dealt with by the public security department according to law.

**Article 40** The school shall carry out the whole-person insurance system for international students. International students must be insured in accordance with relevant state regulations and school requirements. If the insurance is not purchased according to the regulations, the insurance shall be purchased within a specified period of time. Those who have studied in the school should be dismissed or not registered.

#### **CHAPTER VII SUPERVISION AND ADMINISTRATION**

**Article 41** The education administrative department of the state council shall establish and improve the quality supervision system for the cultivation of international students. The administrative departments of the provinces, autonomous regions and municipalities directly under the central government shall supervise the cultivation of international students in their respective administrative areas.

**Article 42** The administrative departments of education, public security and foreign affairs under the state council, which are responsible for the management of international students, shall use modern information technology to establish an international student information management system, promote the information sharing work mechanism, and constantly improve the management and service of international students.

**Article 43** In violation of the law of the People's Republic of China on administration of entry or exit of the People's Republic of China on public security administration punishment law and the law of the People's Republic of China on the entry and exit of regulations on the administration of the People's Republic of China regulations on foreign religious activities within the territory of laws and regulations of international students, such as public security and other departments shall handle in accordance with the law.

**Article 44** Where institutions of higher learning have the following ACTS in the course of the recruitment and training of international students, the administrative department in charge of education shall order them to make rectification, investigate for legal responsibility in accordance with the relevant provisions of the education law of the People's Republic of China, and may restrict their recruitment of international students:

- 1.To recruit students in violation of state regulations and school admission regulations;
2. Engaging in profit-making activities in the enrollment process;
- 3.Failing to disclose charging items and standards and failing to charge fees according to the items and standards;
- 4.Issuing degrees, diplomas or other academic certificates in violation of regulations;
- 5.Teaching quality is poor or management and services are not in place, causing adverse social impact;
6. Other illegal ACTS.

#### **CHAPTER VIII SUPPLEMENTARY PROVISIONS**

**Article 45** Short-term learning in these measures refers to the period of study in Chinese schools not exceeding 180 days (inclusive), and long-term learning refers to the period of study in Chinese schools exceeding 180 days.

**Article 46** The recruitment of international students by a scientific research institution within China which has been approved to undertake the task of education for postgraduates shall be conducted in accordance with these measures.

Education administrative department approved the implementation of non-academic education education institutions to recruit international students, referring to the implementation of these measures.

The recruitment, training and management of students in the Hong Kong special administrative region, Macao special administrative region and Taiwan, as well as the recruitment, training and management of schools for children of foreign nationals in China shall be implemented in accordance with other relevant state regulations.

**Article 47** The departments of education, foreign affairs and public security of the people's governments of provinces, autonomous regions and municipalities directly under the central government shall, in accordance with these measures, formulate their own administrative provisions.

**Article 48** These measures shall be effective as of July 1, 2017. The regulations on the administration of accepting foreign students in institutions of higher learning issued by the ministry of education, the ministry of foreign affairs and the ministry of public security on 31 January 2000 and the interim measures on the administration of accepting foreign students in primary and middle schools issued by the ministry of education on 21 July 1999 shall be repealed at the same time.

# 普通高等学校学生管理规定

## 第一章 总 则

第一条 为规范普通高等学校学生管理行为，维护普通高等学校正常的教育教学秩序和生活秩序，保障学生合法权益，培养德、智、体、美等方面全面发展的社会主义建设者和接班人，依据教育法、高等教育法以及有关法律、法规，制定本规定。

第二条 本规定适用于普通高等学校、承担研究生教育任务的科学研究机构（以下称学校）对接受普通高等学历教育的研究生和本科、专科（高职）学生（以下称学生）的管理。

第三条 学校要坚持社会主义办学方向，坚持马克思主义的指导地位，全面贯彻国家教育方针；要坚持以立德树人为根本，以理想信念教育为核心，培育和践行社会主义核心价值观，弘扬中华优秀传统文化和革命文化、社会主义先进文化，培养学生的社会责任感、创新精神和实践能力；要坚持依法治校，科学管理，健全和完善管理制度，规范管理行为，将管理与育人相结合，不断提高管理和服务水平。

第四条 学生应当拥护中国共产党领导，努力学习马克思列宁主义、毛泽东思想、中国特色社会主义理论体系，深入学习习近平总书记系列重要讲话精神和治国理政新理念新思想新战略，坚定中国特色社会主义道路自信、理论自信、制度自信、文化自信，树立中国特色社会主义共同理想；应当树立爱国主义思想，具有团结统一、爱好和平、勤劳勇敢、自强不息的精神；应当增强法治观念，遵守宪法、法律、法规，遵守公民道德规范，遵守学校管理制度，具有良好的道德品质和行为习惯；应当刻苦学习，勇于探索，积极实践，努力掌握现代科学文化知识和专业技能；应当积极锻炼身体，增进身心健康，提高个人修养，培养审美情趣。

第五条 实施学生管理，应当尊重和保护学生的合法权利，教育和引导学生承担应尽的义务与责任，鼓励和支持学生实行自我管理、自我服务、自我教育、自我监督。

## 第二章 学生的权利与义务

第六条 学生在校期间依法享有下列权利：

- （一）参加学校教育教学计划安排的各项活动，使用学校提供的教育教学资源；
- （二）参加社会实践、志愿服务、勤工助学、文体体育及科技文化创新等活动，获得就业创业指导和服务；
- （三）申请奖学金、助学金及助学贷款；
- （四）在思想品德、学业成绩等方面获得科学、公正评价，完成学校规定学业后获得相应的学历证书、学位证书；
- （五）在校内组织、参加学生团体，以适当方式参与学校管理，对学校与学生权益相关事务享有知情权、参与权、表达权和监督权；
- （六）对学校给予的处理或者处分有异议，向学校、教育行政部门提出申诉，对学校、教职员工侵犯其人身权、财产权等合法权益的行为，提出申诉或者依法提起诉讼；
- （七）法律、法规及学校章程规定的其他权利。

第七条 学生在校期间依法履行下列义务：

- (一) 遵守宪法和法律、法规；
- (二) 遵守学校章程和规章制度；
- (三) 恪守学术道德，完成规定学业；
- (四) 按规定缴纳学费及有关费用，履行获得贷学金及助学金的相应义务；
- (五) 遵守学生行为规范，尊敬师长，养成良好的思想品德和行为习惯；
- (六) 法律、法规及学校章程规定的其他义务。

## 第三章 学籍管理

### 第一节 入学与注册

第八条 按国家招生规定录取的新生，持录取通知书，按学校有关要求和规定的期限到校办理入学手续。因故不能按期入学的，应当向学校请假。未请假或者请假逾期的，除因不可抗力等正当事由以外，视为放弃入学资格。

第九条 学校应当在报到时对新生入学资格进行初步审查，审查合格的办理入学手续，予以注册学籍；审查发现新生的录取通知、考生信息等证明材料，与本人实际情况不符，或者有其他违反国家招生考试规定情形的，取消入学资格。

第十条 新生可以申请保留入学资格。保留入学资格期间不具有学籍。保留入学资格的条件、期限等由学校规定。

新生保留入学资格期满前应向学校申请入学，经学校审查合格后，办理入学手续。审查不合格的，取消入学资格；逾期不办理入学手续且未有因不可抗力延迟等正当理由的，视为放弃入学资格。

第十一条 学生入学后，学校应当在3个月内按照国家招生规定进行复查。复查内容主要包括以下方面：

- (一) 录取手续及程序等是否合乎国家招生规定；
- (二) 所获得的录取资格是否真实、合乎相关规定；
- (三) 本人及身份证明与录取通知、考生档案等是否一致；
- (四) 身心健康状况是否符合报考专业或者专业类别体检要求，能否保证在校正常学习、生活；
- (五) 艺术、体育等特殊类型录取学生的专业水平是否符合录取要求。

复查中发现学生存在弄虚作假、徇私舞弊等情形的，确定为复查不合格，应当取消学籍；情节严重的，学校应当移交有关部门调查处理。

复查中发现学生身心状况不适宜在校学习，经学校指定的二级甲等以上医院诊断，需要在家休养的，可以按照第十条的规定保留入学资格。

复查的程序和办法，由学校规定。

第十二条 每学期开学时，学生应当按学校规定办理注册手续。不能如期注册的，应当履行暂缓注册手续。未按学校规定缴纳学费或者有其他不符合注册条件的，不予注册。

家庭经济困难的学生可以申请助学贷款或者其他形式资助，办理有关手续后注册。

学校应当按照国家有关规定为家庭经济困难学生提供教育救助，完善学生资助体系，保证学生不因家庭经济困难而放弃学业。

## 第二节 考核与成绩记载

第十三条 学生应当参加学校教育教学计划规定的课程和各种教育教学环节（以下统称课程）的考核，考核成绩记入成绩册，并归入学籍档案。

考核分为考试和考查两种。考核和成绩评定方式，以及考核不合格的课程是否重修或者补考，由学校规定。

第十四条 学生思想品德的考核、鉴定，以本规定第四条为主要依据，采取个人小结、师生民主评议等形式进行。

学生体育成绩评定要突出过程管理，可以根据考勤、课内教学、课外锻炼活动和体质健康等情况综合评定。

第十五条 学生每学期或者每学年所修课程或者应修学分数以及升级、跳级、留级、降级等要求，由学校规定。

第十六条 学生根据学校有关规定，可以申请辅修校内其他专业或者选修其他专业课程；可以申请跨校辅修专业或者修读课程，参加学校认可的开放式网络课程学习。学生修读的课程成绩（学分），学校审核同意后，予以承认。

第十七条 学生参加创新创业、社会实践等活动以及发表论文、获得专利授权等与专业学习、学业要求相关的经历、成果，可以折算为学分，计入学业成绩。具体办法由学校规定。

学校应当鼓励、支持和指导学生参加社会实践、创新创业活动，可以建立创新创业档案、设置创新创业学分。

第十八条 学校应当健全学生学业成绩和学籍档案管理制度，真实、完整地记载、出具学生学业成绩，对通过补考、重修获得的成绩，应当予以标注。

学生严重违反考核纪律或者作弊的，该课程考核成绩记为无效，并应视其违纪或者作弊情节，给予相应的纪律处分。给予警告、严重警告、记过及留校察看处分的，经教育表现较好，可以对该课程给予补考或者重修机会。

学生因退学等情况中止学业，其在校学习期间所修课程及已获得学分，应当予以记录。学生重新参加入学考试、符合录取条件，再次入学的，其已获得学分，经录取学校认定，可以予以承认。具体办法由学校规定。

第十九条 学生应当按时参加教育教学计划规定的活动。不能按时参加的，应当事先请假并获得批准。无故缺席的，根据学校有关规定给予批评教育，情节严重的，给予相应的纪律处分。

第二十条 学校应当开展学生诚信教育，以适当方式记录学生学业、学术、品行等方面的诚信信息，建立对失信行为的约束和惩戒机制；对有严重失信行为的，可以规定给予相应的纪律处分，对违背学术诚信的，可以对其获得学位及学术称号、荣誉等作出限制。

## 第三节 转专业与转学

第二十一条 学生在学习期间对其他专业有兴趣和专长的，可以申请转专业；以特殊招生形式录取的学生，国家有相关规定或者录取前与学校有明确约定的，不得转专业。

学校应当制定学生转专业的具体办法，建立公平、公正的标准和程序，健全公示制度。学校根据社会对人才需求情况的发展变化，需要适当调整专业的，应当允许在读学生转到其他相关专业就读。

休学创业或退役后复学的学生，因自身情况需要转专业的，学校应当优先考虑。

第二十二条 学生一般应当在被录取学校完成学业。因患病或者有特殊困难、特别需要，

无法继续在本校学习或者不适应本校学习要求的，可以申请转学。有下列情形之一，不得转学：

- (一) 入学未满一学期或者毕业前一年的；
- (二) 高考成绩低于拟转入学校相关专业同一生源地相应年份录取成绩的；
- (三) 由低学历层次转为高学历层次的；
- (四) 以定向就业招生录取的；
- (五) 研究生拟转入学校、专业的录取控制标准高于其所在学校、专业的；
- (六) 无正当理由的。

学生因学校培养条件改变等非本人原因需要转学的，学校应当出具证明，由所在地省级教育行政部门协调转学到同层次学校。

第二十三条 学生转学由学生本人提出申请，说明理由，经所在学校和拟转入学校同意，由转入学校负责审核转学条件及相关证明，认为符合本校培养要求且学校有培养能力的，经学校校长办公会或者专题会议研究决定，可以转入。研究生转学还应当经拟转入专业导师同意。

跨省转学的，由转出地省级教育行政部门商转入地省级教育行政部门，按转学条件确认后办理转学手续。须转户口的由转入地省级教育行政部门将有关文件抄送转入学校所在地的公安机关。

第二十四条 学校应当按照国家有关规定，建立健全学生转学的具体办法；对转学情况应当及时进行公示，并在转学完成后 3 个月内，由转入学校报所在地省级教育行政部门备案。

省级教育行政部门应当加强对区域内学校转学行为的监督和管理，及时纠正违规转学行为。

## 第四节 休学与复学

第二十五条 学生可以分阶段完成学业，除另有规定外，应当在学校规定的最长学习年限（含休学和保留学籍）内完成学业。

学生申请休学或者学校认为应当休学的，经学校批准，可以休学。休学次数和期限由学校规定。

第二十六条 学校可以根据情况建立并实行灵活的学习制度。对休学创业的学生，可以单独规定最长学习年限，并简化休学批准程序。

第二十七条 新生和在校学生应征参加中国人民解放军（含中国人民武装警察部队），学校应当保留其入学资格或者学籍至退役后 2 年。

学生参加学校组织的跨校联合培养项目，在联合培养学校学习期间，学校同时为其保留学籍。

学生保留学籍期间，与其实际所在的部队、学校等组织建立管理关系。

第二十八条 休学学生应当办理手续离校。学生休学期间，学校应为其保留学籍，但不享受在校学习学生待遇。因病休学学生的医疗费按国家及当地的有关规定处理。

第二十九条 学生休学期满前应当在学校规定的期限内提出复学申请，经学校复查合格，方可复学。

## 第五节 退学

第三十条 学生有下列情形之一，学校可予退学处理：

- (一) 学业成绩未达到学校要求或者在学校规定的学习年限内未完成学业的；



(二) 休学、保留学籍期满，在学校规定期限内未提出复学申请或者申请复学经复查不合格的；

(三) 根据学校指定医院诊断，患有疾病或者意外伤残不能继续在校学习的；

(四) 未经批准连续两周未参加学校规定的教学活动的；

(五) 超过学校规定期限未注册而又未履行暂缓注册手续的；

(六) 学校规定的不能完成学业、应予退学的其他情形。

学生本人申请退学的，经学校审核同意后，办理退学手续。

第三十一条 退学学生，应当按学校规定期限办理退学手续离校。退学的研究生，按已有毕业学历和就业政策可以就业的，由学校报所在地省级毕业生就业部门办理相关手续；在学校规定期限内没有聘用单位的，应当办理退学手续离校。

退学学生的档案由学校退回其家庭所在地，户口应当按照国家相关规定迁回原户籍地或者家庭户籍所在地。

## 第六节 毕业与结业

第三十二条 学生在学校规定学习年限内，修完教育教学计划规定内容，成绩合格，达到学校毕业要求的，学校应当准予毕业，并在学生离校前发给毕业证书。

符合学位授予条件的，学位授予单位应当颁发学位证书。

学生提前完成教育教学计划规定内容，获得毕业所要求的学分，可以申请提前毕业。学生提前毕业的条件，由学校规定。

第三十三条 学生在学校规定学习年限内，修完教育教学计划规定内容，但未达到学校毕业要求的，学校可以准予结业，发给结业证书。

结业后是否可以补考、重修或者补作毕业设计、论文、答辩，以及是否颁发毕业证书、学位证书，由学校规定。合格后颁发的毕业证书、学位证书，毕业时间、获得学位时间按发证日期填写。

对退学学生，学校应当发给肄业证书或者写实性学习证明。

## 第七节 学业证书管理

第三十四条 学校应当严格按照招生时确定的办学类型和学习形式，以及学生招生录取时填报的个人信息，填写、颁发学历证书、学位证书及其他学业证书。

学生在校期间变更姓名、出生日期等证书需填写的个人信息的，应当有合理、充分的理由，并提供有法定效力的相应证明文件。学校进行审查，需要学生生源地省级教育行政部门及有关部门协助核查的，有关部门应当予以配合。

第三十五条 学校应当执行高等教育学籍学历电子注册管理制度，完善学籍学历信息管理办法，按相关规定及时完成学生学籍学历电子注册。

第三十六条 对完成本专业学业同时辅修其他专业并达到该专业辅修要求的学生，由学校发给辅修专业证书。

第三十七条 对违反国家招生规定取得入学资格或者学籍的，学校应当取消其学籍，不得发给学历证书、学位证书；已发的学历证书、学位证书，学校应当依法予以撤销。对以作弊、剽窃、抄袭等学术不端行为或者其他不正当手段获得学历证书、学位证书的，学校应当依法予以撤销。

被撤销的学历证书、学位证书已注册的，学校应当予以注销并报教育行政部门宣布无效。

第三十八条 学历证书和学位证书遗失或者损坏，经本人申请，学校核实后应当出具相

应的证明书。证明书与原证书具有同等效力。

## 第四章 校园秩序与课外活动

第三十九条 学校、学生应当共同维护校园正常秩序，保障学校环境安全、稳定，保障学生的正常学习和生活。

第四十条 学校应当建立和完善学生参与管理的组织形式，支持和保障学生依法、依章程参与学校管理。

第四十一条 学生应当自觉遵守公民道德规范，自觉遵守学校管理制度，创造和维护文明、整洁、优美、安全的学习和生活环境，树立安全风险防范和自我保护意识，保障自身合法权益。

第四十二条 学生不得有酗酒、打架斗殴、赌博、吸毒，传播、复制、贩卖非法书刊和音像制品等违法行为；不得参与非法传销和进行邪教、封建迷信活动；不得从事或者参与有损大学生形象、有悖社会公序良俗的活动。

学校发现学生在校内有违法行为或者严重精神疾病可能对他人造成伤害的，可以依法采取或者协助有关部门采取必要措施。

第四十三条 学校应当坚持教育与宗教相分离原则。任何组织和个人不得在学校进行宗教活动。

第四十四条 学校应当建立健全学生代表大会制度，为学生会、研究生会等开展活动提供必要条件，支持其在学生管理中发挥作用。

学生可以在校内成立、参加学生团体。学生成立团体，应当按学校有关规定提出书面申请，报学校批准并施行登记和年检制度。

学生团体应当在宪法、法律、法规和学校管理制度范围内活动，接受学校的领导和管理。学生团体邀请校外组织、人员到校举办讲座等活动，需经学校批准。

第四十五条 学校提倡并支持学生及学生团体开展有益于身心健康、成长成才的学术、科技、艺术、文娱、体育等活动。

学生进行课外活动不得影响学校正常的教育教学秩序和生活秩序。

学生参加勤工助学活动应当遵守法律、法规以及学校、用工单位的管理制度，履行勤工助学活动的有关协议。

第四十六条 学生举行大型集会、游行、示威等活动，应当按法律程序和有关规定获得批准。对未获批准的，学校应当依法劝阻或者制止。

第四十七条 学生应当遵守国家关于网络使用的有关规定，不得登录非法网站和传播非法文字、音频、视频资料等，不得编造或者传播虚假、有害信息；不得攻击、侵入他人计算机和移动通讯网络系统。

第四十八条 学校应当建立健全学生住宿管理制度。学生应当遵守学校关于学生住宿管理的规定。鼓励和支持学生通过制定公约，实施自我管理。

## 第五章 奖励与处分

第四十九条 学校、省（区、市）和国家有关部门应当对在德、智、体、美等方面全面发展或者在思想品德、学业成绩、科技创造、体育竞赛、文艺活动、志愿服务及社会实践等

方面表现突出的学生，给予表彰和奖励。

第五十条 对学生的表彰和奖励可以采取授予“三好学生”称号或者其他荣誉称号、颁发奖学金等多种形式，给予相应的精神鼓励或者物质奖励。

学校对学生予以表彰和奖励，以及确定推荐免试研究生、国家奖学金、公派出国留学人选等赋予学生利益的行为，应当建立公开、公平、公正的程序和规定，建立和完善相应的选拔、公示等制度。

第五十一条 对有违反法律法规、本规定以及学校纪律行为的学生，学校应当给予批评教育，并可视情节轻重，给予如下纪律处分：

- (一) 警告；
- (二) 严重警告；
- (三) 记过；
- (四) 留校察看；
- (五) 开除学籍。

第五十二条 学生有下列情形之一，学校可以给予开除学籍处分：

- (一) 违反宪法，反对四项基本原则、破坏安定团结、扰乱社会秩序的；
- (二) 触犯国家法律，构成犯罪的；
- (三) 受到治安管理处罚，情节严重、性质恶劣的；
- (四) 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、向他人出售考试试题或答案牟取利益，以及其他严重作弊或扰乱考试秩序行为的；
- (五) 学位论文、公开发表的研究成果存在抄袭、篡改、伪造等学术不端行为，情节严重的，或者代写论文、买卖论文的；
- (六) 违反本规定和学校规定，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；
- (七) 侵害其他个人、组织合法权益，造成严重后果的；
- (八) 屡次违反学校规定受到纪律处分，经教育不改的。

第五十三条 学校对学生作出处分，应当出具处分决定书。处分决定书应当包括下列内容：

- (一) 学生的基本信息；
- (二) 作出处分的事实和证据；
- (三) 处分的种类、依据、期限；
- (四) 申诉的途径和期限；
- (五) 其他必要内容。

第五十四条 学校给予学生处分，应当坚持教育与惩戒相结合，与学生违法、违纪行为的性质和过错的严重程度相适应。学校对学生的处分，应当做到证据充分、依据明确、定性准确、程序正当、处分适当。

第五十五条 对学生作出处分或者其他不利决定之前，学校应当告知学生作出决定的事实、理由及依据，并告知学生享有陈述和申辩的权利，听取学生的陈述和申辩。

处理、处分决定以及处分告知书等，应当直接送达学生本人，学生拒绝签收的，可以以留置方式送达；已离校的，可以采取邮寄方式送达；难于联系的，可以利用学校网站、新闻媒体等以公告方式送达。

第五十六条 对学生作出取消入学资格、取消学籍、退学、开除学籍或者其他涉及学生重大利益的处理或者处分决定的，应当提交校长办公会或者校长授权的专门会议研究决定，并应当事先进行合法性审查。

第五十七条 除开除学籍处分以外，给予学生处分一般应当设置 6 到 12 个月期限，到期

按学校规定程序予以解除。解除处分后，学生获得表彰、奖励及其他权益，不再受原处分的影响。

第五十八条 对学生的奖励、处理、处分及解除处分材料，学校应当真实完整地归入学校文书档案和本人档案。

被开除学籍的学生，由学校发给学习证明。学生按学校规定期限离校，档案由学校退回其家庭所在地，户口应当按照国家相关规定迁回原户籍地或者家庭户籍所在地。

## 第六章 学生申诉

第五十九条 学校应当成立学生申诉处理委员会，负责受理学生对处理或者处分决定不服提起的申诉。

学生申诉处理委员会应当由学校相关负责人、职能部门负责人、教师代表、学生代表、负责法律事务的相关机构负责人等组成，可以聘请校外法律、教育等方面专家参加。

学校应当制定学生申诉的具体办法，健全学生申诉处理委员会的组成与工作规则，提供必要条件，保证其能够客观、公正地履行职责。

第六十条 学生对学校的处理或者处分决定有异议的，可以在接到学校处理或者处分决定书之日起 10 日内，向学校学生申诉处理委员会提出书面申诉。

第六十一条 学生申诉处理委员会对学生提出的申诉进行复查，并在接到书面申诉之日起 15 日内作出复查结论并告知申诉人。情况复杂不能在规定期限内作出结论的，经学校负责人批准，可延长 15 日。学生申诉处理委员会认为必要的，可以建议学校暂缓执行有关决定。

学生申诉处理委员会经复查，认为做出处理或者处分的事实、依据、程序等存在不当，可以作出建议撤销或变更的复查意见，要求相关职能部门予以研究，重新提交校长办公会或者专门会议作出决定。

第六十二条 学生对复查决定有异议的，在接到学校复查决定书之日起 15 日内，可以向学校所在地省级教育行政部门提出书面申诉。

省级教育行政部门应当在接到学生书面申诉之日起 30 个工作日内，对申诉人的问题给予处理并作出决定。

第六十三条 省级教育行政部门在处理因对学校处理或者处分决定不服提起的学生申诉时，应当听取学生和学校的意见，并可根据需要进行必要的调查。根据审查结论，区别不同情况，分别作出下列处理：

(一) 事实清楚、依据明确、定性准确、程序正当、处分适当的，予以维持；

(二) 认定事实不存在，或者学校超越职权、违反上位法规定作出决定的，责令学校予以撤销；

(三) 认定事实清楚，但认定情节有误、定性不准确，或者适用依据有错误的，责令学校变更或者重新作出决定；

(四) 认定事实不清、证据不足，或者违反本规定以及学校规定的程序和权限的，责令学校重新作出决定。

第六十四条 自处理、处分或者复查决定书送达之日起，学生在申诉期内未提出申诉的视为放弃申诉，学校或者省级教育行政部门不再受理其提出的申诉。

处理、处分或者复查决定书未告知学生申诉期限的，申诉期限自学生知道或者应当知道处理或者处分决定之日起计算，但最长不得超过 6 个月。

第六十五条 学生认为学校及其工作人员违反本规定，侵害其合法权益的；或者学校制

定的规章制度与法律法规和本规定抵触的，可以向学校所在地省级教育行政部门投诉。

教育主管部门在实施监督或者处理申诉、投诉过程中，发现学校及其工作人员有违反法律、法规及本规定的行为或者未按照本规定履行相应义务的，或者学校自行制定的相关管理制度、规定，侵害学生合法权益的，应当责令改正；发现存在违法违纪的，应当及时进行调查处理或者移送有关部门，依据有关法律和相关规定，追究有关责任人的责任。

## 第七章 附 则

第六十六条 学校对接受高等学历继续教育的学生、港澳台侨学生、留学生的管理，参照本规定执行。

第六十七条 学校应当根据本规定制定或修改学校的学生管理规定或者纪律处分规定，报主管教育行政部门备案（中央部委属校同时抄报所在地省级教育行政部门），并及时向学生公布。

省级教育行政部门根据本规定，指导、检查和监督本地区高等学校的学生管理工作。

第六十八条 本规定自 2017 年 9 月 1 日起施行。原《普通高等学校学生管理规定》（教育部令第 21 号）同时废止。其他有关文件规定与本规定不一致的，以本规定为准。

# REGULATIONS ON STUDENT ADMINISTRATION IN ORDINARY COLLEGES AND UNIVERSITIES

## CHAPTER I . GENERAL PROVISIONS

**Article 1** With a view to regulating the behavior of common colleges and universities student management, the maintenance of common colleges and universities normal education teaching order and living order, guarantee students' legitimate rights and interests, cultivate moral, intellectual, physical, beauty and so on comprehensive development of socialist builders and successors, according to the education law, higher education law and relevant laws and regulations, these provisions are formulated.

**Article 2** These provisions shall be applicable to the management of graduate students, undergraduate students and junior college students (hereinafter referred to as students) receiving education of ordinary higher education by scientific research institutions (hereinafter referred to as schools) undertaking the task of postgraduate education.

**Article 3** Schools shall adhere to the direction of socialist education, the guiding position of marxism, and comprehensively implement the state education policy; It is important to cultivate and practice socialist core values, carry forward China's excellent traditional culture, revolutionary culture and advanced socialist culture, and cultivate students' sense of social responsibility, innovative spirit and practical ability. We should adhere to the rule of law, scientific management, perfect and perfect the management system, standardize management behavior, combine management with education, and constantly improve management and service.

**Article 4.** The students should uphold the leadership of the communist party of China, efforts to study marxism-leninism and MAO zedong thought, the system of theories of socialism with Chinese characteristics, in-depth study xi general secretary series of important speech spirit and governing new ideas, new ideas new strategy, firm the socialist road with Chinese characteristics theory system of self-confidence, self-confidence, self-confidence, and set up the common ideal of socialism with Chinese characteristics; We should foster a spirit of patriotism, unity, peace, diligence, courage and perseverance. We should strengthen the concept of the rule of law, abide by the constitution, laws and regulations, observe civic morality, observe school management system and have good moral quality and behavior habits. We should study hard, have the courage to explore and practice actively, and strive to master modern scientific and cultural knowledge and professional skills. We should take active exercise to improve physical and mental health, improve personal cultivation and cultivate aesthetic taste.

**Article 5** The implementation of student management shall respect and protect students' legal rights, education and guide students to assume their due obligations and responsibilities, and encourage and support students to practice self-management, self-service, self-education and self-supervision.

## CHAPTER II .RIGHTS AND OBLIGATIONS OF STUDENTS

**Article 6** Students shall enjoy the following rights during the school period:

- 1.Participate in various activities arranged by the education teaching plan of the school, and use education teaching resources provided by the school;
- 2.To participate in social practice, voluntary services, work-study, cultural, recreational, sports and scientific and technological and cultural innovation, and obtain employment and entrepreneurship guidance and services;
- 3.Applying for scholarships, grants and student loans;
- 4.o obtain scientific and impartial evaluation on ideology and moral character, academic performance, etc., and to obtain corresponding academic certificate and degree certificate after completing the school work;
- 5.To organize and participate in student organizations on campus, participate in school management in an appropriate manner, and enjoy the right to know, participate, express and supervise affairs related to school and students' rights and interests;
- 6.To object to the disposition or punishment given by the school, to file a complaint with the school or the administrative department of education, and to file a complaint or bring a lawsuit according to law against the school or the teaching and administrative staff for the infringement

of their personal rights, property rights and other lawful rights and interests;  
7. Other rights stipulated by laws, regulations and school articles of association.

**Article 7** Students shall perform the following obligations during the school period:

1. To observe the constitution, laws and regulations;
2. Observe the school's regulations and rules;
3. Abide by academic ethics and complete prescribed studies;
4. To pay tuition fees and related expenses in accordance with regulations and fulfill corresponding obligations to obtain loans and grants;
5. Observe student behavior norms, respect teachers, and develop good ideological and moral characters and behavior habits;
6. Other obligations stipulated by laws, regulations and school articles of association.

### **CHAPTER III. ADMINISTRATION OF SCHOOL ROLL**

#### **SECTION 1 ADMISSION AND REGISTRATION**

**Article 8** A new student who is admitted according to the admission regulations of the state shall, with the letter of admission, come to the school to go through the admission procedures in accordance with the relevant requirements and the prescribed time limit. Those who fail to attend the school due to reasons shall ask for leave from the school. If the student fails to ask for leave or the leave is overdue, he/she shall be deemed to have waived his/her entrance qualification, except for legitimate reasons such as force majeure.

**Article 9** The school shall conduct a preliminary examination of the freshman's entrance qualification at the time of registration, and shall register the student status if the examination is qualified. If the examination finds that the admission notice, examinee information and other proof materials of the new student are not consistent with my actual situation, or there are other circumstances that violate the national recruitment examination regulations, the admission qualification shall be canceled.

**Article 10** Freshmen may apply to retain their admission qualifications. Student status is not available during the period of admission. The conditions, duration and other conditions for retaining admission shall be prescribed by the school.

New students should apply for admission to the school before the expiration of their admission qualification. Those who fail to pass the examination shall be disqualified; Failure to go through the admission formalities within the time limit without justified reasons such as delay due to force majeure shall be deemed as waiver of admission.

**Article 11** The school shall review the enrollment of students within 3 months in accordance with the national admission regulations. The review mainly covers the following aspects:

1. Whether the admission procedures and procedures meet the national recruitment regulations;
2. Whether the admission qualification obtained is true and consistent with relevant provisions;
3. Whether the identity certificate and I are consistent with the admission notice, examinee files, etc.;
4. Whether the physical and mental health status meets the requirements for the examination of majors or professional categories, and whether it can guarantee the normal study and life at school;
5. Whether the professional level of students enrolled in arts and sports meet the admission requirements.

If it is found that the students have practiced fraud or engaged in malpractices for personal gain, it shall be determined that they are unqualified for the review and their school status shall be cancelled. If the circumstances are serious, the school shall hand over the matter to the department concerned for investigation and handling.

If it is found that the physical and mental condition of the students is not suitable for studying at school, and the students need to recuperate at home after being diagnosed by the hospital designated by the school at grade two or above, they may retain their admission qualifications according to the provisions of article 10.

The procedures and methods for review shall be prescribed by the school.

**Article 12** At the beginning of each term, students shall register according to the school regulations. If the registration cannot be completed on time, the suspension of registration

procedures shall be performed. Those who fail to pay tuition fees as prescribed by the school or meet other conditions for registration shall not be registered. Students with financial difficulties may apply for student loans or other forms of financial aid and register after going through relevant procedures. Schools should provide education assistance to students with family financial difficulties in accordance with relevant state regulations, improve the student financial aid system, and ensure that students do not abandon their studies due to family financial difficulties.

## **SECTION 2 EXAMINATION AND ACHIEVEMENT RECORD**

**Article 13** Students shall take part in the examination of the courses prescribed in the school education teaching plan and various teaching links of education (hereinafter referred to as the curriculum).

The examination divides into the examination and the examination two kinds. The methods of assessment and performance assessment, as well as whether the unqualified courses should be retaken or retaken, shall be prescribed by the school.

**Article 14** The examination and appraisal of students' ideological and moral character shall be carried out in the form of individual summary and democratic evaluation of teachers and students, mainly based on article 4 of these provisions.

The evaluation of students' physical education achievements should focus on the process management, which can be comprehensively assessed according to attendance, in-class teaching, extracurricular exercise activities and physical health.

**Article 15** The school shall stipulate the grades of the courses or courses to be taken by students in each semester or academic year, and the requirements for grade upgrading, grade skipping, grade failing and grade relegation.

**Article 16** Students may, in accordance with the relevant regulations of the school, apply for minor courses in other majors or elective courses in the school. You can apply for interschool minor courses or courses to take part in open online courses approved by the school. The course result (credit) that the student studies, after the school examine and approve, give recognition.

**Article 17** Students who participate in activities such as innovation and entrepreneurship, social practice and other activities, as well as their experiences and achievements related to professional study and academic requirements such as publishing papers and obtaining patent authorization, may be converted into credits and included in academic achievements. Specific measures shall be prescribed by the school.

The school shall encourage, support and guide students to participate in social practice, innovation and entrepreneurship activities, and may establish a record of innovation and entrepreneurship and set up credits for innovation and entrepreneurship.

**Article 18** The school shall improve the management system of students' academic achievements and records of academic records, record and issue students' academic achievements in a true and complete manner, and label the achievements obtained through make-up examination and restudy.

If the student seriously violates the discipline or cheats, the examination result of the course shall be recorded as invalid, and the student shall be subject to disciplinary punishment according to his violation of discipline or cheating plot. For those who have given warning, serious warning, demerit or detention, the course can be given a make-up examination or reexamination after education's good performance.

If a student suspends his/her studies due to circumstances such as dropping out, the course he/she took during his/her study and the credits he/she has obtained shall be recorded. The student attends entrance examination afresh, accord with admit a condition, enter a school again, its already obtained credit, via admit a school to affirm, can give admit. Specific measures shall be prescribed by the school.

**Article 19** Students shall participate in activities specified in education teaching plan on time. Those who cannot attend on time shall ask for leave in advance and obtain approval. If he/she is absent without any reason, he/she shall be criticized by education according to the relevant regulations of the school. If the circumstances are serious, he/she shall be given disciplinary punishment.



**Article 20** The school shall carry out student integrity education, record students' integrity information in academic, academic and moral aspects in an appropriate manner, and establish a restraint and disciplinary mechanism for dishonesty. If a person commits serious breach of trust, he/she may be subject to disciplinary sanctions; if he/she violates academic integrity, he/she may be subject to restrictions on his/her academic degree, academic title, honor, etc.

### **SECTION 3 TRANSFER OF MAJOR AND SCHOOL**

**Article 21** Students who are interested in and have special skills in other majors during their studies may apply for a transfer of majors. If a student is admitted in the form of special enrollment, the state has relevant regulations or has explicit agreement with the school before the enrollment, he/she may not change his/her major.

Schools should formulate specific measures for students to transfer their majors, establish fair and just standards and procedures, and improve the system of public demonstration. Schools should allow students to transfer to other related majors if they need to adjust their majors appropriately according to the development and changes of the social demand for talents. Schools should give priority to students who leave school to start a business or return to school after retirement if they need to change majors due to their own circumstances.

**Article 22** Students shall generally complete their studies at the schools they are admitted to. If the student is unable to continue studying in our school or fails to meet the study requirements of our school due to illness or special needs, he/she may apply for transfer. In any of the following circumstances, it is not allowed to transfer:

1. Students who have enrolled less than one semester or one year before graduation;
2. The admission score of the college entrance examination is lower than that of the corresponding years in the place of the same student source in the relevant majors to be transferred to the school;
3. Changing from a low level of education to a higher level of education;
4. Enrolling students through targeted employment;
5. The admission control standard for graduate students to be transferred to schools or majors is higher than that of their schools or majors;
6. Without a justifiable reason for transferring to another school.

If students need to transfer for reasons other than their own, such as the change of school training conditions, the school shall issue a certificate, which shall be coordinated by the local provincial education administrative department to transfer to the same level school.

**Article 23** Students transfer by the student apply, explain the reasons, with the approval of the school and fitting into the school, the into school is responsible for the audit transfer conditions and relevant certificates, think as to meet the requirements of the school culture and school training ability, the headmaster of the school office or research project meeting, you can turn to. The transfer of graduate students shall also be subject to the consent of the professional mentor. Trans-provincial transfer, transfer from provincial education administrative department to provincial education administrative department, according to transfer conditions after confirmation of transfer procedures. The administrative department of education at the provincial level shall copy the relevant documents to the public security organ in the place where the school is located.

**Article 24** Schools shall, in accordance with the relevant provisions of the state, establish and improve specific methods for transferring students to other schools. The transfer shall be made public in a timely manner and shall be reported to the provincial education administrative department of the place where the school is located for the record within 3 months after the transfer is completed.

The provincial education administrative department should strengthen the supervision and management of school transfer in the region, and correct the illegal transfer in a timely manner.

### **SECTION 4 SUSPENSION AND RESUMPTION OF SCHOOLING**

**Article 25** A student may complete his studies in stages and, except as otherwise provided, shall complete his studies within the maximum period of schooling (including suspension and retention of school roll) as prescribed by the school.

If a student applies for suspension of schooling or the school deems it necessary, such suspension

may be approved by the school. The number and duration of suspension shall be determined by the school.

**Article 26** Schools may establish and implement flexible learning systems according to the circumstances. For students who leave to start a business, the maximum length of study can be set separately and the approval process can be simplified.

**Article 27** Freshman and on-campus students shall be eligible to join the people's liberation army (including the Chinese people's armed police force), and the school shall retain their admission qualification or school status until 2 years after their retirement.

Students participate in the inter-school joint training program organized by the school. During their study in the joint training school, the school also keeps their student status.

During the period of student retention, the students shall establish management relations with their actual units, schools and other organizations.

**Article 28** Students who are suspended from school shall go through the formalities and leave the school. When a student is absent from school, the school shall retain his/her student status, but shall not enjoy the treatment of students studying in the school. The medical expenses of the students who are on medical leave shall be handled according to the relevant national and local regulations.

**Article 29** Before the expiration of the suspension period, a student shall submit an application for reinstatement within the time limit prescribed by the school.

#### **SECTION 5 WITHDRAWAL**

**Article 30** In any of the following circumstances, the school are allowed students to withdraw from the school:

1. Failing to meet the school's academic performance or failing to complete the study within the school's prescribed study period;
2. Failing to submit an application for reinstatement within the time limit prescribed by the school or failing to pass the re-examination;
3. Being diagnosed according to the hospital designated by the school and unable to continue studying in the school due to illness or accidental disability;
4. Failing to participate in teaching activities prescribed by the school for two consecutive weeks without approval;
5. Failing to register beyond the time limit prescribed by the school and failing to fulfill the deferred registration procedures;
6. Other circumstances stipulated by the school that the student is unable to complete his/her studies and should withdraw from the school.

The student applies for to drop out personally, after the school examines and approves, handles to drop out formalities.

**Article 31** Students who drop out of school shall complete the formalities of withdrawing from school within the time limit prescribed by the school. Graduate students who drop out of school may be employed according to their graduation degrees and employment policies, and the university shall report to the local provincial department of employment for graduates to handle relevant procedures. If no employer is employed within the time limit prescribed by the school, the employee shall complete the procedures for withdrawing from the school.

The files of the dropout shall be returned by the school to their home place, and the household registration shall be moved back to the original place of residence or the place of residence registration according to relevant state regulations.

#### **SECTION 6 GRADUATION AND COMPLETION**

**Article 32** If a student has completed the contents specified in the education teaching plan within the prescribed study period and achieved the graduation requirements, the school shall permit him to graduate and issue him a diploma before he leaves the school.

If the conditions for conferring academic degrees are met, the degree-conferring unit shall issue a degree certificate.

Students can apply for early graduation by completing the education teaching plan in advance and obtaining the required credits. The conditions for students to graduate early shall be prescribed by the school.

**Article 33** Students who have completed the contents stipulated in education teaching plan within the prescribed study period of the school, but fail to meet the graduation requirements of the school, the school may grant the completion of courses and issue the completion certificate. The school shall decide whether to make up for the examination, restudy or make up the graduation design, thesis and defense after graduation, and whether to issue the graduation certificate and degree certificate. The diploma and degree certificate issued after passing the certificate, the time of graduation and the time of obtaining the degree shall be filled in according to the date of issuing the certificate.  
For dropouts, the school should issue an associate degree or a realistic learning certificate.

#### **SECTION 7 MANAGEMENT OF ACADEMIC CERTIFICATE**

**Article 34** A school shall fill in and issue academic certificate, degree certificate and other academic certificate in strict accordance with the type of schooling and learning form determined at the time of enrollment, as well as the personal information reported at the time of enrollment and enrollment.

If a student changes his/her name, date of birth or other personal information required to be filled in during the school period, he/she shall have reasonable and sufficient reasons, and shall provide relevant supporting documents with legal effect. If the examination of the school requires the assistance of the provincial education administrative department and other related departments, the relevant departments shall cooperate.

**Article 35** The school shall implement the electronic registration system of higher education record of academic records, improve the information management measures for the record of academic records, and timely complete the electronic registration of student records of academic records in accordance with relevant provisions.

**Article 36** The school shall issue a minor professional certificate to students who have completed their studies in the major and minored in other majors and met the requirements for minor in the major.

**Article 37** Where a school qualification or a school status is obtained in violation of the state enrollment regulations, the school shall cancel its school status and shall not issue academic certificate or degree certificate. The school shall revoke the diploma or degree certificate it has issued. The school shall revoke a diploma or degree certificate obtained by cheating, plagiarism, plagiarism, or other improper means according to law.

If the revoked diploma or degree certificate has been registered, the school shall cancel it and report it to the administrative department of education to declare it invalid.

**Article 38** If a diploma or degree certificate is lost or damaged, the school shall issue a corresponding certificate after verifying the loss or damage. The certificate is equally authentic with the original certificate.

#### **CHAPTER IV.CAMPUS ORDER AND EXTRACURRICULAR ACTIVITIES**

**Article 39** Schools and students shall jointly maintain the normal order of the campus, ensure the safety and stability of the school environment, and guarantee the normal study and life of students.

**Article 40** A school shall establish and improve the organizational form of student participation in school management, and support and guarantee students to participate in school management according to law and in accordance with the constitution.

**Article 41** Students shall consciously abide by the standards of civic morality and the school management system, create and maintain a civilized, clean, beautiful and safe learning and living environment, establish the awareness of security risks prevention and self-protection, and protect their legitimate rights and interests.

**Article 42** Students shall not drink, fight, gamble, take drugs, disseminate, copy and sell illegal books, periodicals and audiovisual products. They shall not engage in illegal pyramid selling or engage in religious cult and feudal superstition activities; They shall not engage in or participate in activities that are harmful to the image of college students and contrary to the public order and good custom of society.

If the school finds that a student has committed illegal acts or serious mental illness which may cause injury to others, it may take or assist the relevant department to take necessary measures

according to law.

**Article 43** Schools shall adhere to the principle of separation of education from religion. No organization or individual may conduct religious activities in schools.

**Article 44** The school shall establish and improve the system of student congress, provide necessary conditions for students' union, graduate student union and other activities, and support its role in student management.

Students can form and join student groups on campus. A student organization shall submit a written application in accordance with the relevant provisions of the school, submit the application to the school for approval and implement the registration and annual examination system.

Students' organizations shall, within the scope of the constitution, laws, regulations and the school management system, accept the leadership and management of the school. The student organization invites the off-campus organization, the personnel to the school to hold the lecture and so on the activity, must obtain the school approval.

**Article 45** The school shall advocate and support students and student groups to carry out academic, scientific, technological, artistic, cultural, recreational and sports activities that are conducive to physical and mental health and growth.

Students' extracurricular activities shall not affect the normal education teaching and living order of the school.

Students shall abide by the laws and regulations as well as the management system of the school and the employing unit and fulfill the agreements related to the work-study activities.

**Article 46** Students who hold large gatherings, processions and demonstrations shall be approved in accordance with legal procedures and relevant provisions. If it is not approved, the school shall dissuade or stop it according to law.

**Article 47** Students shall abide by the relevant regulations of the state and schools concerning the use of the Internet, shall not log in illegal websites, disseminate illegal text, audio and video materials, or make up or disseminate false or harmful information. They shall not attack or invade other people's computers or mobile communication network systems.

**Article 48** The school shall establish and improve the management system of the students in the dormitory. Students shall abide by the regulations of the school concerning the management of students in dormitories. Encourage and support students in developing conventions and implementing self-management.

#### CHAPTER V .REWARDS AND PUNISHMENTS

**Article 49** Schools, provinces (autonomous regions and municipalities) and relevant departments of the state shall commend and reward students who have fully developed their morality, intelligence, physical fitness and beauty or who have performed well in ideological and moral education, academic achievements, scientific and technological creation, sports competitions, cultural and artistic activities, voluntary services and social practices.

**Article 50** Students may be commended or rewarded in various forms, such as by conferring the title of "merit student" or other honorary title, or by awarding scholarship, and corresponding spiritual or material awards may be given.

The school shall commend and reward the students, and determine to recommend candidates who are exempt from the examination for postgraduates, national scholarships, and sent abroad to study abroad for the benefit of the students, and shall establish open, fair and just procedures and regulations, and establish and perfect corresponding selection and public notice systems.

**Article 51** The school shall give criticism to students who have violated laws and regulations, these regulations and school discipline, and shall give the following disciplinary punishment according to the seriousness of the case:

- 1.Warning;
- 2.Serious warnings;
- 3.Records;
- 4.Detention;
- 5.Expulsion from school.

**Article 52** If a student has one of the following circumstances, the school may punish him for

expulsion from school:

1. Those who, in violation of the constitution, oppose the four basic principles, undermine stability and unity, or disturb social order;
2. Violating state laws and constituting a criminal offence;
3. being punished for administration of public security, if the circumstances are serious or of a bad nature;
4. Taking part in an examination for or on behalf of another person, organizing cheating, using communication equipment or other equipment, selling examination questions or answers to others for profit, or engaging in other serious cheating or disturbing the examination order;
5. There is plagiarism, falsification, falsification or other academic misconduct in academic theses or publicly published research results, if the circumstances are serious, or the act of writing papers or buying and selling papers on behalf of others;
6. Those who, in violation of these regulations and the school regulations, seriously affect the education teaching and living order of the school and the public place management order;
7. Infringing upon the lawful rights and interests of other individuals or organizations and causing serious consequences;
8. Being disciplined for repeatedly violating the school regulations, but not changed by education.

**Article 53** The school shall issue a written decision on the punishment of the students. The following contents shall be included in the written decision:

1. Students' basic information;
2. Facts and evidence of disposition;
3. The type, basis and time limit of the sanction;
4. The means and time limit for filing a complaint;
5. Other necessary contents.

**Article 54** The school shall insist on the combination of education and punishment when punishing the students, and shall adapt to the nature and severity of the students' illegal and disciplinary behavior. In dealing with students, the school should make sure that the evidence is sufficient, the evidence is clear, the nature is accurate, the procedure is proper and the punishment is appropriate.

**Article 55** The school shall inform the students of the facts, reasons and basis of the decision before punishing them or making other unfavorable decisions, and inform the students of their right to state and defend and hear the students' statements and defenses.

If the student refuses to sign for it, it may be served by way of lien. Those who have left school may be served by post. Difficult to contact, can use the school website, news media and so on to deliver by announcement.

**Article 56** If a student makes a decision on the disposition or sanction of disqualification, disqualification, expulsion, expulsion or other material interests of the student, the decision shall be submitted to the President's office or to a special meeting authorized by the President for study and review of the legality in advance.

**Article 57** In addition to the punishment of expulsion, the punishment of a student shall generally be set for a period of 6 to 12 months. After the punishment is lifted, the student is awarded commendation, reward and other rights and interests, and is no longer affected by the original punishment.

**Article 58** the school shall, in a true and complete manner, classify the materials of awards, disposals, sanctions and disincentives to students into the archives of the school's documents and its own archives.

Students who are expelled from school shall be issued a certificate of study by the school. The student leaves school according to the school fixed time limit, archives by the school return its family seat, registered permanent residence ought to change according to the country concerned regulation to return original home place or home registered permanent residence seat.

#### **CHAPTER VI.COMPLAINT OF STUDENTS**

**Article 59** The school shall set up a student appeal handling committee to accept appeals from students who refuse to accept the decision on disposition or punishment.

The student complaint handling committee shall be composed of the relevant principals of the

school, the heads of functional departments, the teachers' representatives, the students' representatives, and the heads of relevant institutions responsible for legal affairs, etc., and may invite off-campus legal and education experts to participate.

The school shall formulate specific measures for student appeal, improve the composition and working rules of the student appeal handling committee, and provide necessary conditions to ensure that students can perform their duties objectively and impartially.

**Article 60** If a student has any objection to the decision on disposition or punishment made by the school, he may, within 10 days from the date of receiving the written decision on disposition or punishment made by the school, submit a written appeal to the school student appeal handling committee.

**Article 61** The student complaint handling committee shall review the complaint submitted by the student and make a review conclusion and inform the complainant within 15 days after receiving the written appeal. If the situation is too complicated to reach a conclusion within the prescribed time limit, it may be extended for 15 days with the approval of the school principal. If the student complaint handling committee deems it necessary, it may recommend that the school suspend the relevant decision.

After the review, the student appeal handling committee considers that the facts, basis and procedures for handling or disposing are improper, and may make Suggestions for canceling or changing the review opinions, request relevant functional departments to study them and submit them to the President's office or special meeting for decision.

**Article 62** If a student disagrees with the decision of review, he/she may, within 15 days from the date of receiving the written decision of review by the school, file a written appeal with the administrative department of education at the provincial level where the school is located.

The provincial education administrative department shall deal with the complainant's problems and make a decision within 30 working days after receiving the written appeal from the student.

**Article 63** The provincial education administrative department shall listen to the opinions of the students and the school when dealing with the students who are dissatisfied with the decision of handling or punishment of the school, and may conduct necessary investigation as required. On the basis of the conclusions of the review, the following treatment was made in different cases:

1. If the facts are clear, the basis is clear, the qualitative is accurate, the procedure is just and the disposition is appropriate, it shall be maintained;
3. To order the school to cancel the decision if it finds that the facts do not exist, or if the school oversteps its authorities or makes a decision in violation of the provisions of the law of seniority;
4. If the facts are clearly ascertained but the circumstances are wrong, the nature is inaccurate or the application basis is wrong, the school shall be ordered to change or make a new decision;
5. To order the school to make a new decision if it finds that the facts are unclear, the evidence is insufficient, or it violates the procedures and authority prescribed by these regulations and the school.

**Article 64** If a student fails to submit an appeal within the period of appeal, he/she shall be deemed to have abandoned the appeal, and the school or the provincial education administrative department shall not accept the appeal filed by him/her from the date of the settlement, sanction or review of the decision.

If the time limit for handling, disposing or reviewing the decision has not been informed to the students, the time limit for appealing shall be calculated from the date when the students know or should know the decision on handling or disposing, but the maximum time limit shall not exceed 6 months.

**Article 65** A student considers that the school and its staff violate these provisions and infringe upon their lawful rights and interests; Or if the rules and regulations formulated by the school are in conflict with the laws and regulations and these regulations, the school may file a complaint with the provincial education administrative department in the place where the school is located. Education departments in the implementation of supervision or in the process of dealing with complaints, complaints, found that the school and its staff have a violation of the laws, regulations and these provisions, or fails to fulfill corresponding obligations in accordance with the regulations, or to the relevant management system, the school itself, infringes upon the

lawful rights and interests of students, shall be ordered to correct. If any violation of law or discipline is found, it shall be investigated and dealt with in a timely manner or transferred to the relevant authorities, and the responsible person shall be investigated for responsibility according to relevant laws and regulations.

#### **CHAPTER VII.SUPPLEMENTARY PROVISIONS**

**Article 66** The management of education students, students from Hong Kong, Macao, Taiwan and overseas students shall be subject to these regulations.

**Article 67** The school shall, in accordance with these regulations, formulate or amend the student management regulations or disciplinary punishment regulations of the school, and report to the administrative department of education in charge for the record (The Central Ministry and the School shall also copy and report to the provincial education administrative department of the place where the school is located), and timely announce to the students.

The provincial education administrative department shall, in accordance with these regulations, guide, inspect and supervise the student management of institutions of higher learning in the region.

**Article 68** These provisions shall come into force as of September 1, 2017. The original Regulations on Student Administration of Ordinary Colleges and Universities (EDUCATION DECREE NO. 21) shall be repealed at the same time. Where other relevant documents are inconsistent with these provisions, these provisions shall prevail.

**IF THERE ARE ANY DIFFERENCES BETWEEN THE ENGLISH AND CHINESE VERSIONS OF THIS REGULATION, THE CHINESE VERSION SHALL PREVAIL AND THE SCHOOL OF INTERNATIONAL EDUCATION SHALL BE RESPONSIBLE FOR THE INTERPRETATION.**

# 无锡职业技术学院外国留学生行为守则及管理办法

为维护正常的教学秩序，营造和谐的校园环境，依据《高等学校接受外国留学生管理规定》和学校相关规定，特制定本办法。

## 一、适用范围

本办法适用于我校各类外国留学生。

## 二、行为守则

1. 遵守中国的法律法规和学校校纪校规，不得从事学习目的以外的活动，诸如就业、经商、或其他经营性活动。可以按照学校规定参加勤工助学活动。未经许可，不得在校园和留学生住地散发、张贴、展览宣传品、集会通知，不能自行放映电影或举行各类集会、舞会，不得在校内进行广播活动。

2. 遵守和维护正常的教学秩序，服从学校对节假日的安排，努力学习，完成学业。

3. 不侵犯他人权益，尊重各国人民的风俗习惯，同学之间友好互助。

4. 维护社会公德，遵守外国留学生公寓的管理制度，不做有损于学校、集体的事。

5. 积极参加体育锻炼，讲究个人卫生和环境卫生，养成良好的生活习惯。

6. 勤奋学习，刻苦钻研，掌握所学的基础理论、专业知识和专业技能，注重实践，努力拓宽知识面，培养实践动手能力和分析、解决问题的能力。

7. 认真上好体育课，坚持体育锻炼，积极参加课余有益的文化娱乐活动。

8. 遵守学校的各项管理规定，不打架斗殴，不赌博，不喝酒、不吸烟、不谈恋爱，不看、不传淫秽、消极及非法书刊和声像制品。

9. 树立正确的劳动观念，积极参加校园内外公益劳动和勤工俭学劳动，在校学习期间，未经学院批准不得经商。

10. 勤俭节约，不浪费水、电、粮食，不向学校和家庭提出超越实际可能的生活要求。

11. 文明就餐。尊重食堂职工的劳动，保持食堂清洁，爱惜粮食。

12. 注重个人品德与文明礼仪修养，严格佩戴校徽；说话和气，待人有礼，尊老爱幼，乐于助人，守时守信。

13. 穿戴整洁、朴素、大方、得体、仪表仪态文明优雅，不戴首饰、不染发，男生不留长发、不蓄胡子，不穿背心、短裤、拖鞋出入教学区及其它公共场所，女生不披头散发进教室。

14. 注重心理卫生，保持身心健康，合理调节和控制自己的情绪，不做有损集体和他人的事。

15. 尊重各个国家的风俗习惯、宗教信仰、兴趣爱好。与同学平等友好相处。

16. 勇于开展批评和自我批评，坚持真理，修正错误，正确地看待自己和评价他人。

17. 遵守公寓管理规定，按时熄灯就寝，不喧哗、打闹，不影响他人正常学习和休息；不损坏和私自拆装宿舍设备，不违章用电；不随地泼水、抛杂物，搞好宿舍清洁卫生；不留宿校外人员。

18. 爱护公共财物，不在公共设施、建筑物上刻划涂写；爱护花草树木；珍惜教学、科研实验设备、损坏公物要赔偿。

19. 树立正确的交友观念，在与异性交往中要互相尊重，举止得体，言行适度，自尊、自重、自爱。

20. 按时到校报到注册；放寒暑假或毕业时，每次离校前，把教室、宿舍打扫干净，注意防火、防盗，做到安全、文明地离校。

## 三、入学与居留许可

1. 外国留学生到校后，须按规定缴纳学费、住宿费、保险费、注册费、教材费等费用方能入学并取得学籍，未按规定缴纳费用者，予以退学处理。

2. 外国留学生自报到之日起，退学离校日期在报到期限以前，学费全额退还；退学离校日期在报到期限以后 30 日内，学费退还 50%；退学离校日期在报到期限以后 30 日后，学费不予退还；报名费一律不退。住宿费、教材费按实际使用结算。退费时，学生应交回原先的学费发票。

3. 外国留学生自入境之日起 24 小时内到住宿所在地派出所办理临时居住证明，并在



30 天内，通过体检复核后，持本人护照、JW202 表、《录取通知书》、《健康合格证》、临时居住证明、办证申请函等材料、一张近期 2 寸半身免冠照片，向无锡市公安局出入境管理局申请办理居留许可手续，所需费用由学生本人承担。

4. 在校外国留学生居留许可到期，还需继续在校学习或延长学习期限，需办理居留许可延长手续。

5. 在学期间，如居留证上填写的项目有变更，必须在 10 日内到出入境管理部门办理变更手续。

6. 外国留学生应经常检查自己的签证或居留许可有效期，以免超期滞留。签证或居留许可过期的留学生将会由无锡市公安局出入境管理局进行教育处理。

#### **四、学生证**

1. 外国留学生取得学籍后，发给学生证、校徽。

2. 学生证和校徽仅限本人使用，不得转借他人，不得涂改。

3. 学生证应妥善保管，如有遗失，需提出书面申请，及时挂失登记、补办。

#### **五、校园一卡通**

外国留学生入学后，由国际教育学院将相关信息报送信息化中心统一为留学生申请办理校园一卡通。留学生可持校园一卡通在校内餐厅用餐、根据相关规定到学校图书馆借阅。

#### **六、奖励与处分**

##### **(一) 奖励**

学校设立各类奖学金，参照《无锡职业技术学院外国留学生评优评先管理规定》

##### **(二) 处分**

1. 参照《无锡职业技术学院学生违纪处理规定》执行。

2. 严重违反校纪校规的学生，学校将视具体情况，给予不同程度的处分。

3. 在华期间，有反华行为，学校将视具体情况，给予不同程度的处分。

4. 触犯中国法律并被中国司法机关处以拘留以上处罚者给予开除学籍处分。

#### **七、本办法自公布之日起实施，由国际教育学院负责解释。**

# **CODE OF CONDUCT AND MANAGEMENT FOR INTERNATIONAL STUDENTS OF WUXI INSTITUTE OF TECHNOLOGY**

In order to maintain normal teaching order and create a harmonious campus environment, these measures are formulated in accordance with the administrative regulations on accepting International students in institutions of higher learning and relevant regulations of the university.

## **SECTION 1 SCOPE OF APPLICATION**

These measures apply to all kinds of International students in WXIT.

## **SECTION 2 CODES OF CONDUCT**

**Article 1** Abide by Chinese laws and regulations and school rules and regulations, and shall not engage in activities other than the purpose of study, such as employment, business, or other business activities. Participating in the work-study activities according to the school regulations. Without permission, it is not allowed to distribute, post, display publicity materials and assembly notices on campus and residence of overseas students. It is not allowed to show films or hold various kinds of meetings and dances by itself.

**Article 2** Observe and maintain normal teaching order, obey the arrangement of the school on holiday, study hard and finish the study.

**Article 3** Do not infringe upon the rights and interests of others, respect the customs and habits of people of all countries, friendly and mutual help between students.

**Article 4** Maintain social ethics, abide by the management system of International students' dormitories, and do nothing harmful to the school and the collective.

**Article 5** Take an active part in physical exercise, pay attention to personal hygiene and environmental hygiene, and form good living habits.

**Article 6** Study assiduously and study assiduously, master the basic theories, professional knowledge and professional skills learned, pay attention to practice, broaden the scope of knowledge, and cultivate practical ability and the ability to analyze and solve problems.

**Article 7** Physical education class, adhere to physical exercise, and actively participate in after-school beneficial cultural and recreational activities.

**Article 8** Observe the school's regulations, do not fight, do not gamble, do not drink, do not smoke, do not fall in love, do not read, do not pass obscenity, negative and illegal books and periodicals and audio-visual products.

**Article 9** Establish correct labor concept, actively participate in campus public welfare labor and work-study work, study in school, without the approval of the school is not allowed to do business.

**Article 10** International students should be frugal and not waste water, electricity or food. We should not ask schools and families to live beyond their actual needs.

**Article 11** Civilized dining. Respect the work of canteen staff, keep the canteen clean, cherish food.

**Article 12** Pay attention to personal character and civilized etiquette culture, wear the school badge strictly; Speak kindly, be polite, respect the old and love the young, be helpful and punctual.

**Article 13** Clean, simple, generous, decent, civilized and elegant appearance, without jewelry, do not dye hair, boys do not wear long hair, do not grow beard, do not wear vest, shorts, slippers in and out of the school district and other public places, girls do not hair hair into the classroom.

**Article 14** Pay attention to mental health, maintain physical and mental health, reasonable regulation and control of their own emotions, do not harm the collective and others.

**Article 15** Respect the customs, religious beliefs and hobbies of each country. Be equal and friendly with classmates.

**Article 16** Dare to criticize and self-criticize, stick to the truth, correct mistakes, treat yourself and others correctly.

**Article 17** Abide by the management regulations of the dormitory, turn out the light and go to bed on time, don't make noise and play, and don't affect others' normal study and rest; Do not damage or disassemble dormitory equipment without permission, and do not use electricity in

violation of regulations; Do not throw water or debris everywhere and do a good job in cleaning and sanitation of the dormitory; Off campus.

**Article 18** Take good care of public property, and do not write on public facilities and buildings; Love flowers and trees; Cherish teaching, scientific research laboratory equipment, damage public property should be compensated.

**Article 19** Establish the correct concept of making friends, in the interaction with the opposite sex to respect each other, appropriate behavior, moderate words and deeds, self-esteem, self-respect, self-love.

**Article 20** On-time registration; In winter and summer vacation or when graduation, before each time leaves school, clean classroom, dormitory clean, pay attention to fire prevention, guard against theft, achieve safe, civilized to leave school.

### **SECTION 3 ADMISSION AND RESIDENCE PERMITS**

**Article 1** After International students arrive at the school, they must pay tuition fees, accommodation fees, insurance fees, registration fees, Textbook fees and other fees according to the regulations before they can enter the school and obtain a student status. Those who fail to pay fees according to the regulations will be dismissed.

**Article 2** From the date of enrollment, the International students will drop out and leave the university before the enrollment deadline, and the tuition will be refunded in full. Within 30 days after the enrollment deadline, the tuition will be returned 50%; The date of leaving school will be 30 days after the check-in date, and the tuition will not be refunded. Registration is not refundable. The cost of accommodation and Textbook shall be settled according to actual use. Students should return the original invoice of tuition fee.

**Article 3** International students from the date of entry to the local police station to deal with temporary accommodation within 24 hours to live, and, within 30 days after passing a medical check, passport, JW202, Admission Notice, Health Certificate, Temporary Residence Certificate, Residence Permit Application, such as a recent 2 inch size, bareheaded photo, apply for residence permits to the Wuxi Immigration Office and costs shall be borne by the students.

**Article 4** The residence permit for International students studying at the university has expired. They need to continue studying in the university or extend the study period.

**Article 5** During the study period, if the items filled in on the residence permit are changed, you must go to the immigration department to handle the change procedures within 10 days.

**Article 6** International students should always check their visa or residence permit validity to avoid overstay. International students whose visas or residence permits have expired will be handled by Wuxi Immigration Office.

### **SECTION 4 STUDENT ID**

**Article 1** After obtaining the student status, International students will be given the student ID card and school badge.

**Article 2** The student ID card and school badge are for personal use only.

**Article 3** Student ID card should be properly kept. If it is lost, a written application should be submitted, and the lost student ID card should be reported in time for registration and replacement.

### **SECTION 5 CAMPUS CARD**

After the International students enrollment, the school of international education will submit the related information to the information center to apply for the campus card for International students. International students can have meal in the campus canteen with the campus card and borrow book from the library according to relevant regulations.

### **SECTION 6 REWARD AND PUNISHMENT**

**Article 1** Reward

Scholarships are offered in accordance with the Regulations on the Administration of International Students'appraising in Wuxi Institute of Technology

**Article 2** Punishment

1. Refer to the regulations on discipline violation of students in Wuxi Institute of Technology.
2. Students who seriously violate school rules and regulations will be punished according to specific circumstances.

3. During Anti China activities in China, schools will be punished in varying degrees according to specific circumstances.
4. Violating Chinese laws and being punished by Chinese judicial organs for detaining the above penalty shall be expelled from school.

**Section 7. These measures shall be implemented from the date of promulgation and shall be interpreted by the School of International Education.**

**IF THERE ARE ANY DIFFERENCES BETWEEN THE ENGLISH AND CHINESE VERSIONS OF THIS REGULATION, THE CHINESE VERSION SHALL PREVAIL AND THE SCHOOL OF INTERNATIONAL EDUCATION SHALL BE RESPONSIBLE FOR THE INTERPRETATION.**

# 学生伤害事故处理办法

(第12号教育部令)

## 第一章 总则

第一条 为积极预防、妥善处理在校学生伤害事故，保护学生、学校的合法权益，根据《中华人民共和国教育法》、《中华人民共和国未成年人保护法》和其他相关法律、行政法规及有关规定，制定本办法。

第二条 在学校实施的教育教学活动或者学校组织的校外活动中，以及在学校负有管理责任的校舍、场地、其他教育教学设施、生活设施内发生的，造成在校学生人身损害后果的事故的处理，适用本办法。

第三条 学生伤害事故应当遵循依法、客观公正、合理适当的原则，及时、妥善地处理。

第四条 学校的举办者应当提供符合安全标准的校舍、场地、其他教育教学设施和生活设施。

教育行政部门应当加强学校安全工作，指导学校落实预防学生伤害事故的措施，指导、协助学校妥善处理学生伤害事故，维护学校正常的教育教学秩序。

第五条 学校应当对在校学生进行必要的安全教育和自护自救教育；应当按照规定，建立健全安全制度，采取相应的管理措施，预防和消除教育教学环境中存在的安全隐患；当发生伤害事故时，应当及时采取措施救助受伤学生。

学校对学生进行安全教育、管理和保护，应当针对学生年龄、认知能力和法律行为能力的不同，采用相应的内容和预防措施。

第六条 学生应当遵守学校的规章制度和纪律；在不同的受教育阶段，应当根据自身的年龄、认知能力和法律行为能力，避免和消除相应的危险。

第七条 未成年学生的父母或者其他监护人(以下称为监护人)应当依法履行监护职责，配合学校对学生进行安全教育、管理和保护工作。

学校对未成年学生不承担监护职责，但法律有规定的或者学校依法接受委托承担相应监护职责的情形除外。

## 第二章 事故与责任

第八条 学生伤害事故的责任，应当根据相关当事人的行为与损害后果之间的因果关系依法确定。

因学校、学生或者其他相关当事人的过错造成的学生伤害事故，相关当事人应当根据其行为过错程度的比例及其与损害后果之间的因果关系承担相应的责任。当事人的行为是损害后果发生的主要原因，应当承担主要责任；当事人的行为是损害后果发生的非主要原因，承担相应的责任。

第九条 因下列情形之一造成的学生伤害事故，学校应当依法承担相应的责任：

(一)学校的校舍、场地、其他公共设施，以及学校提供给学生使用的学具、教育教学和生活设施、设备不符合国家规定的标准，或者有明显不安全因素的；

(二)学校的安全保卫、消防、设施设备管理等安全管理制度有明显疏漏，或者管理混乱，存在重大安全隐患，而未及时采取措施的；

(三)学校向学生提供的药品、食品、饮用水等不符合国家或者行业的有关标准、要求的；

(四)学校组织学生参加教育教学活动或者校外活动,未对学生进行相应的安全教育,并未在可预见的范围内采取必要的安全措施的;

(五)学校知道教师或者其他工作人员患有不适宜担任教育教学工作的疾病,但未采取必要措施的;

(六)学校违反有关规定,组织或者安排未成年学生从事不宜未成年人参加的劳动、体育运动或者其他活动的;

(七)学生有特异体质或者特定疾病,不宜参加某种教育教学活动,学校知道或者应当知道,但未予以必要的注意的;

(八)学生在校期间突发疾病或者受到伤害,学校发现,但未根据实际情况及时采取相应措施,导致不良后果加重的;

(九)学校教师或者其他工作人员体罚或者变相体罚学生,或者在履行职责过程中违反工作要求、操作规程、职业道德或者其他有关规定的;

(十)学校教师或者其他工作人员在负有组织、管理未成年学生的职责期间,发现学生行为具有危险性,但未进行必要的管理、告诫或者制止的;

(十一)对未成年学生擅自离校等与学生人身安全直接相关的信息,学校发现或者知道,但未及时告知未成年学生的监护人,导致未成年学生因脱离监护人的保护而发生伤害的;

(十二)学校有未依法履行职责的其他情形的。

第十条 学生或者未成年学生监护人由于过错,有下列情形之一,造成学生伤害事故,应当依法承担相应的责任:

(一)学生违反法律法规的规定,违反社会公共行为准则、学校的规章制度或者纪律,实施按其年龄和认知能力应当知道具有危险或者可能危及他人的行为的;

(二)学生行为具有危险性,学校、教师已经告诫、纠正,但学生不听劝阻、拒不改正的;

(三)学生或者其监护人知道学生有特异体质,或者患有特定疾病,但未告知学校的;

(四)未成年学生的身体状况、行为、情绪等有异常情况,监护人知道或者已被学校告知,但未履行相应监护职责的;

(五)学生或者未成年学生监护人有其他过错的。

第十一条 学校安排学生参加活动,因提供场地、设备、交通工具、食品及其他消费与服务的经营者,或者学校以外的活动组织者的过错造成的学生伤害事故,有过错的当事人应当依法承担相应的责任。

第十二条 因下列情形之一造成的学生伤害事故,学校已履行了相应职责,行为并无不当的,无法律责任:

(一)地震、雷击、台风、洪水等不可抗的自然因素造成的;

(二)来自学校外部的突发性、偶发性侵害造成的;

(三)学生有特异体质、特定疾病或者异常心理状态,学校不知道或者难于知道的;

(四)学生自杀、自伤的;

(五)在对抗性或者具有风险性的体育竞赛活动中发生意外伤害的;

(六)其他意外因素造成的。

第十三条 下列情形下发生的造成学生人身损害后果的事故,学校行为并无不当的,不承担事故责任;事故责任应当按有关法律法规或者其他有关规定认定:

(一)在学生自行上学、放学、返校、离校途中发生的;

(二)在学生自行外出或者擅自离校期间发生的;

(三)在放学后、节假日或者假期等学校工作时间以外,学生自行滞留学校或者自行到校发生的;

(四)其他在学校管理职责范围外发生的。

第十四条 因学校教师或者其他工作人员与其职务无关的个人行为，或者因学生、教师及其他个人故意实施的违法犯罪行为，造成学生人身损害的，由致害人依法承担相应的责任。

### 第三章 事故处理程序

第十五条 发生学生伤害事故，学校应当及时救助受伤学生，并应当及时告知未成年学生的监护人；有条件的，应当采取紧急救援等方式救助。

第十六条 发生学生伤害事故，情形严重的，学校应当及时向主管教育行政部门及有关部门报告；属于重大伤亡事故的，教育行政部门应当按照有关规定及时向同级人民政府和上一级教育行政部门报告。

第十七条 学校的主管教育行政部门应学校要求或者认为必要，可以指导、协助学校进行事故的处理工作，尽快恢复学校正常的教育教学秩序。

第十八条 发生学生伤害事故，学校与受伤学生或者学生家长可以通过协商方式解决；双方自愿，可以书面请求主管教育行政部门进行调解。成年学生或者未成年学生的监护人也可以依法直接提起诉讼。

第十九条 教育行政部门收到调解申请，认为必要的，可以指定专门人员进行调解，并应当在受理申请之日起 60 日内完成调解。

第二十条 经教育行政部门调解，双方就事故处理达成一致意见的，应当在调解人员的见证下签订调解协议，结束调解；在调解期限内，双方不能达成一致意见，或者调解过程中一方提起诉讼，人民法院已经受理的，应当终止调解。调解结束或者终止，教育行政部门应当书面通知当事人。

第二十一条 对经调解达成的协议，一方当事人不履行或者反悔的，双方可以依法提起诉讼。

第二十二条 事故处理结束，学校应当将事故处理结果书面报告主管的教育行政部门；重大伤亡事故的处理结果，学校主管的教育行政部门应当向同级人民政府和上一级教育行政部门报告。

### 第四章 事故损害的赔偿

第二十三条 对发生学生伤害事故负有责任的组织或者个人，应当按照法律法规的有关规定，承担相应的损害赔偿责任。

第二十四条 学生伤害事故赔偿的范围与标准，按照有关行政法规、地方性法规或者最高人民法院司法解释中的有关规定确定。

教育行政部门进行调解时，认为学校有责任的，可以依照有关法律法规及国家有关规定，提出相应的调解方案。

第二十五条 对受到伤害学生的伤残程度存在争议的，可以委托当地具有相应鉴定资格的医院或者有关机构，依据国家规定的人体伤残标准进行鉴定。

第二十六条 学校对学生伤害事故负有责任的，根据责任大小，适当予以经济赔偿，但不承担解决户口、住房、就业等与救助受伤学生、赔偿相应经济损失无直接关系的其他事项。

学校无责任的，如果有条件，可以根据实际情况，本着自愿和可能的原则，对受伤学生给予适当的帮助。

第二十七条 因学校教师或者其他工作人员在履行职务中的故意或者重大过失造成的

学生伤害事故，学校予以赔偿后，可以向有关责任人员追偿。

第二十八条 未成年学生对学生伤害事故负有责任的，由其监护人依法承担相应的赔偿责任。

学生的行为侵害学校教师及其他工作人员以及其他组织、个人的合法权益，造成损失的，成年学生或者未成年学生的监护人应当依法予以赔偿。

第二十九条 根据双方达成的协议、经调解形成的协议或者人民法院的生效判决，应当由学校负担的赔偿金，学校应当负责筹措；学校无力完全筹措的，由学校的主管部门或者举办者协助筹措。

第三十条 县级以上人民政府教育行政部门或者学校举办者有条件的，可以通过设立学生伤害赔偿准备金等多种形式，依法筹措伤害赔偿金。

第三十一条 学校有条件的，应当依据保险法的有关规定，参加学校责任保险。

教育行政部门可以根据实际情况，鼓励中小学参加学校责任保险。

提倡学生自愿参加意外伤害保险。在尊重学生意愿的前提下，学校可以为学生参加意外伤害保险创造便利条件，但不得从中收取任何费用。

## 第五章 事故责任者的处理

第三十二条 发生学生伤害事故，学校负有责任且情节严重的，教育行政部门应当根据有关规定，对学校的直接负责的主管人员和其他直接责任人员，分别给予相应的行政处分；有关责任人的行为触犯刑律的，应当移送司法机关依法追究刑事责任。

第三十三条 学校管理混乱，存在重大安全隐患的，主管的教育行政部门或者其他有关部门应当责令其限期整顿；对情节严重或者拒不改正的，应当依据法律法规的有关规定，给予相应的行政处罚。

第三十四条 教育行政部门未履行相应职责，对学生伤害事故的发生负有责任的，由有关部门对直接负责的主管人员和其他直接责任人员分别给予相应的行政处分；有关责任人的行为触犯刑律的，应当移送司法机关依法追究刑事责任。

第三十五条 违反学校纪律，对造成学生伤害事故负有责任的学生，学校可以给予相应的处分；触犯刑律的，由司法机关依法追究刑事责任。

第三十六条 受伤害学生的监护人、亲属或者其他有关人员，在事故处理过程中无理取闹，扰乱学校正常教育教学秩序，或者侵犯学校、学校教师或者其他工作人员的合法权益的，学校应当报告公安机关依法处理；造成损失的，可以依法要求赔偿。

## 第六章 附则

第三十七条 本办法所称学校，是指国家或者社会力量举办的全日制的中小学(含特殊教育学校)、各类中等职业学校、高等学校。本办法所称学生是指在上述学校中全日制就读的受教育者。

第三十八条 幼儿园发生的幼儿伤害事故，应当根据幼儿为完全无行为能力人的特点，参照本办法处理。

第三十九条 其他教育机构发生的学生伤害事故，参照本办法处理。

在学校注册的其他受教育者在学校管理范围内发生的伤害事故，参照本办法处理。

第四十条 本办法自2002年9月1日起实施，原国家教委、教育部颁布的与学生人身安全事故处理有关的规定，与本办法不符的，以本办法为准。

在本办法实施之前已处理完毕的学生伤害事故不再重新处理。



# STUDENT INJURY ACCIDENT HANDLING METHODS (ORDER EDUCATION, NO.12)

## CHAPTER I. GENERAL PROVISIONS

**Article 1** These measures are formulated in accordance with the education law of the People's Republic of China, the law of the People's Republic of China on the protection of minors and other relevant laws, administrative regulations and relevant provisions to actively prevent and properly handle school student injury accidents and protect the lawful rights and interests of students and schools.

**Article 2** These measures shall be applicable to the handling of accidents that occur in the education teaching activities or off-campus activities organized by the school, and in the school buildings, venues, other education teaching and living facilities of the school that are responsible for the management of the school, and cause the consequences of personal injury to students in the school.

**Article 3** Student injury accident shall be handled in a timely and appropriate manner in accordance with the principles of lawfulness, objectivity, impartiality and reasonableness.

**Article 4** The sponsor of a school shall provide schools, sites and other education teaching and living facilities that meet the safety standards.

The education administrative department shall strengthen the school safety work, guide the school to implement measures to prevent student injury accidents, guide and assist the school to properly handle student injury accidents, and maintain the normal education teaching order of the school.

**Article 5** The school shall carry out necessary safety education and self-protection and self-rescue education for the students in the school. The safety system should be established and improved in accordance with the provisions, and corresponding management measures should be taken to prevent and eliminate safety hazards in education teaching environment. When an injury accident occurs, measures should be taken promptly to rescue the injured student.

The school shall carry out safety education, management and protection for students, and shall adopt relevant contents and preventive measures according to the differences of students' age, cognitive ability and legal behavior ability.

**Article 6** Students shall observe the rules and regulations and discipline of the school. In different education stages, risks should be avoided and eliminated according to their age, cognitive ability and legal behavior ability.

**Article 7** Parents or other guardians (hereinafter referred to as guardians) of underage students shall perform their duties of guardianship in accordance with the law and cooperate with the school in the work of safety education, management and protection of students.

The school does not assume the responsibility of guardianship to the minor students, except where the law provides otherwise or the school accepts authorization to assume the corresponding responsibility of guardianship in accordance with the law.

## CHAPTER II. ACCIDENT AND LIABILITY

**Article 8** Liability for a student's injury accident shall be determined according to law based on the cause-and-effect relationship between the act of the relevant parties and the consequences of the injury.

In the case of a student injury accident caused by the fault of a school, a student or any other party concerned, the party concerned shall bear the corresponding liability according to the proportion of the fault degree of the act and the causality between the fault degree and the consequence of the damage. The act of the party concerned is the main cause of the consequences of the damage and should bear the main responsibility; The act of the party is the non-main cause of the consequence of the damage and bears the corresponding responsibility.

**Article 9** The school shall bear the corresponding responsibilities according to law for the student injury accidents caused by any of the following circumstances:

1. The school buildings, venues and other public facilities of the school, as well as the school equipment, teaching and living facilities and equipment provided by the school for students to

- use, do not conform to the standards set by the state or have obvious unsafe factors;
2. Failing to take timely measures due to obvious omissions in the safety management system of the school, such as the security guard system, the fire control system, and the management of facilities and equipment;
  3. Medicines, food and drinking water provided by the school to students do not conform to the relevant standards or requirements of the state or industry;
  4. The school organizes students to participate in education teaching activities or off-campus activities, fails to carry out corresponding safety education for students, and fails to take necessary safety measures within the foreseeable scope;
  5. The school knows that teachers or other staff members are suffering from diseases unsuitable for education teaching, but has not taken necessary measures;
  6. The school, in violation of relevant regulations, organizes or arranges underage students to engage in Labour, sports or other activities that are not suitable for minors;
  7. Students with specific physical conditions or specific diseases are not allowed to participate in certain education teaching activities, which the school knows or should know, but does not pay necessary attention to;
  8. If a student experiences a sudden illness or injury while at school, and the school finds it, but fails to take corresponding measures in time according to the actual situation, thus causing serious adverse consequences;
  9. Corporal punishment or corporal punishment of students by teachers or other staff members of the school, or violation of work requirements, operation rules, professional ethics or other relevant provisions in the process of performing duties;
  10. School teachers or other staff members who, during the period when they are responsible for organizing or managing underage students, find that the behavior of students is dangerous, but do not carry out necessary management, warning or prevention;
  11. Information that is directly related to the student's personal safety, such as leaving the school without authorization, and the school discovers or knows, but fails to inform the guardian of the underage student in time, causing the underage student to be injured due to the protection of the guardian;
  12. The school has other circumstances in which it has not performed its duties according to law.

**Article 10** If a student or a minor student guardian is at fault due to one of the following circumstances, causing a student injury accident, he shall bear corresponding responsibilities according to law:

1. Students who violate the provisions of laws and regulations, violate the social public code of conduct, the rules and regulations of the school or discipline, and implement behaviors that are dangerous or may endanger others according to their age and cognitive ability;
2. The behavior of students is dangerous. Schools and teachers have warned and corrected them, but students do not listen to dissuasion and refuse to correct them;
3. The student or his guardian knows that the student has a specific constitution or has a specific illness but has not informed the school;
4. The abnormal state of the physical condition, behavior, and emotions of the underage student, the guardian knows or has been informed by the school, but fails to perform the corresponding guardianship duties;
5. The student or the guardian of the minor student has other faults.

**Article 11** The school arranges students to participate in activities, due to the provision of venues, equipment, transportation, food and other consumer and service operators, or the accidents caused by the faults of the organizers outside the school, the parties involved in the fault shall be in accordance with the law. Take the corresponding responsibility.

**Article 12** The school has fulfilled its corresponding duties due to student injury accidents caused by one of the following circumstances. The behavior is not improper and there is no legal liability:

1. Caused by irresistible natural factors such as earthquakes, lightning strikes, typhoons and floods;
2. Sudden or incidental assaults from outside the school;
3. Students have idiosyncratic physique, specific diseases or abnormal psychological state, which

- the school does not know or is difficult to know;
4. Students commit suicide or self-injury;
  5. Accidental injury occurs in a confrontational or risky sports competition;
  6. Other accidental factors.

**Article 13** In the event of an accident resulting in the personal injury of a student in the following circumstances, the school's behavior is not improper and shall not be responsible for the accident; the liability for the accident shall be determined in accordance with relevant laws and regulations or other relevant regulations:

1. Occurring on the way of students going to school, leaving school, returning to school, or leaving school;
2. Occurring during the period when the student leaves the school or leaves the school without permission;
3. Students who are staying in school or attending school on their own after school hours after school, holidays or holidays;
4. Others occur outside the scope of school management duties.

**Article 14** The victim shall bear the corresponding responsibility according to law according to the individual behavior of the school teacher or other staff members who are not related to their duties, or the illegal acts committed by the students, teachers and other individuals.

### **CHAPTER III. ACCIDENT HANDLING PROCEDURE**

**Article 15** In the event of a student injury accident, the school shall timely rescue the injured student, and shall promptly inform the guardian of the minor student; if conditions permit, emergency rescue shall be adopted.

**Article 16** If a student injury accident occurs, if the situation is serious, the school shall promptly report it to the competent administrative department for education and the relevant departments; if it is a serious injury or death accident, the administrative department for education shall promptly report it to the people's government at the corresponding level and the administrative department for education at the next higher level in accordance with the relevant provisions.

**Article 17** The competent educational administrative department of a school may, at the request of the school or as it deems necessary, direct and assist the school in handling the accident and restore the normal order of education and teaching in the school as soon as possible.

**Article 18** In the event of a student injury accident, the school, the injured student or the parents of the student may settle it through consultation; the two parties may, voluntarily, request in writing the competent educational administrative department for mediation. Guardians of adult students or underage students can also directly initiate proceedings in accordance with the law.

**Article 19** If the administrative department for education receives an application for mediation and deems it necessary, it may designate special personnel for mediation and shall complete the mediation within 60 days from the date of accepting the application.

**Article 20** If the two parties reach an agreement on the handling of an accident through mediation by the administrative department of education, they shall sign a mediation agreement under the witness of the mediator to terminate the mediation; if the two parties fail to reach an agreement within the time limit for mediation, or if one party brings a lawsuit during the mediation process and the people's court has accepted the case, the mediation shall be terminated. Solution. If the mediation is terminated or terminated, the administrative department of education shall notify the parties in writing.

**Article 21** If one party fails to perform or repents an agreement reached through mediation, both parties may bring a lawsuit according to law.

**Article 22** At the end of an accident, the school shall report in writing the results of the accident treatment to the competent educational administrative department; and at the end of a major casualty accident, the competent educational administrative department of the school shall report the results to the people's government at the corresponding level and to the administrative department of education at the next higher level.

### **CHAPTER IV. COMPENSATION FOR ACCIDENT DAMAGE**

**Article 23** Organizations or individuals responsible for student injury accidents shall bear

corresponding liability for damages in accordance with the relevant provisions of laws and regulations.

**Article 24** The scope and standard of compensation for student injury accidents shall be determined in accordance with relevant administrative regulations, local regulations or relevant provisions of the judicial interpretation of the Supreme People's Court.

If the educational administrative department considers the school responsible for mediation, it may, in accordance with the relevant laws and regulations and the relevant provisions of the state, put forward corresponding mediation plans.

**Article 25** Where there is a dispute about the degree of disability of the injured students, the local hospital or relevant institution with corresponding qualification for appraisal may be entrusted to appraise the degree according to the standards for human disability stipulated by the State.

**Article 26** If a school is liable for an injury to a student, it shall, according to the size of the responsibility, make appropriate economic compensation, but shall not undertake other matters that have no direct bearing on the settlement of such matters as household registration, housing, employment, etc. as rescuing the injured student or compensating the corresponding economic losses.

Schools are not responsible, if conditions permit, according to the actual situation, in accordance with the principle of voluntary and possible, to give appropriate help to injured students.

**Article 27** The school may, after compensating for the student injury accident caused by the intentional or gross negligence of the school teachers or other staff members in performing their duties, recover compensation from the responsible personnel concerned.

**Article 28** If a minor student is liable for an injury to a student, his guardian shall bear the corresponding liability for compensation according to law.

If a student's act infringes upon the legitimate rights and interests of school teachers, other staff members, other organizations and individuals, and causes losses, the guardian of an adult student or a minor student shall compensate him according to law.

**Article 29** In accordance with the agreement reached by the two parties, the agreement formed through mediation or the effective judgment of the people's court, the school shall bear the compensation and the school shall be responsible for raising it; if the school is unable to raise it completely, the competent department or the organizer of the school shall assist in raising it.

**Article 30** If the administrative department of education of the people's government at or above the county level or the organizer of a school is qualified, damages may be raised according to law by setting up a reserve fund for student injury compensation, etc.

**Article 31** If a school has conditions, it shall participate in school liability insurance in accordance with the relevant provisions of the Insurance Law.

The education administrative department may encourage primary and secondary schools to participate in school liability insurance according to actual conditions.

Students are encouraged to volunteer for accident insurance. Under the premise of respecting the wishes of the students, the school can create convenient conditions for students to participate in accident insurance, but must not charge any fees.

#### **CHAPTER V. HANDLING OF ACCIDENT RESPONSIBLE PERSONS**

**Article 32** In the event of a student injury accident, if the school is responsible and the circumstances are serious, the education administrative department shall, in accordance with relevant regulations, grant corresponding administrative sanctions to the directly responsible person in charge of the school and other directly responsible personnel; If a person's behavior violates the criminal law, it shall be transferred to the judicial organ for criminal responsibility.

**Article 33** If the school management is in chaos and there are major potential safety hazards, the competent educational administrative department or other relevant departments shall order them to rectify within a time limit; if the circumstances are serious or refuse to be corrected, they shall be given corresponding provisions in accordance with the relevant provisions of laws and regulations. Administrative penalties.

**Article 34** If the administrative department of education fails to perform its corresponding duties and is responsible for the occurrence of a student injury accident, the relevant department shall

separately impose corresponding administrative sanctions on the directly responsible person in charge and other directly responsible personnel; the behavior of the responsible person concerned Those who violate the criminal law shall be transferred to the judicial organs for criminal responsibility.

**Article 35** Any school that violates the discipline of the school and is responsible for causing student injury accidents may be given appropriate punishments; if the criminal law is violated, the judicial organs shall pursue criminal responsibility according to law.

**Article 36** The guardian, relatives or other relevant personnel of the injured student shall report the public security in the course of accident handling, disturb the normal education and teaching order of the school, or infringe upon the legitimate rights and interests of the school, school teachers or other staff members. The organ handles it according to law; if it causes losses, it may demand compensation according to law.

#### **CHAPTER VI. SUPPLEMENTARY PROVISIONS**

**Article 37** The term “school” as used in these Measures refers to full-time primary and secondary schools (including special education schools) organized by the state or social forces, various secondary vocational schools and colleges and universities. The term "student" as used in these Measures refers to an educated person who is enrolled in a full-time school in the above-mentioned schools.

**Article 38** Children's injury accidents in kindergartens shall be handled in accordance with these Measures according to the characteristics of young children who are completely incapacitated.

**Article 39** Student injury accidents occurred in other educational institutions shall be handled in accordance with these Measures.

The injury accidents that occur in the school management of other educated persons registered in the school shall be handled in accordance with this Measures.

**Article 40** These Measures shall be implemented as of September 1, 2002. If the provisions of the former State Education Commission and the Ministry of Education concerning the handling of student personal safety accidents are inconsistent with these Measures, these Measures shall prevail.

Student injury accidents that have been processed before the implementation of this method are not reprocessed.

**IF THERE ARE ANY DIFFERENCES BETWEEN THE ENGLISH AND CHINESE VERSIONS OF THIS REGULATION, THE CHINESE VERSION SHALL PREVAIL AND THE SCHOOL OF INTERNATIONAL EDUCATION SHALL BE RESPONSIBLE FOR THE INTERPRETATION.**

# 无锡职业技术学院学籍管理办法（修订）

## 锡职院教〔2017〕8号

（2017级起适用）

### 一、入学与注册

第一条 按规定录取的新生，必须持“无锡职业技术学院录取通知书”、“身份证”等有关证件与材料，按规定日期到学校办理交费报到手续。新生不能按期报到者，应事先向学校招生部门请假，请假时间一般不超过两周。未办理请假手续逾期达二周的，或请假后又逾期两天以上者，除因不可抗力等正当事由以外，视为放弃入学资格。

第二条 在报到时学校对新生入学资格进行初步审查，审查合格的办理入学手续。学校根据新生入学报到及入学资格初审情况注册学生学籍，并按照教育部相关要求完成中国高等教育学生信息网（以下简称“学信网”）新生学籍电子注册工作。

学校审查发现新生的录取通知、考生信息等证明材料，与本人实际情况不符，或者有其他违反国家招生考试规定情形的，取消其入学资格。

第三条 新生可向学校申请保留入学资格，保留入学资格期间不具有学籍。

（一）新生入学后体检复查不合格者，由学校按情况区别对待：

1. 经学校指定医院（二级甲等及以上）证明，短期治疗可达到健康标准的，由本人申请，学校批准，准予保留入学资格1年。该新生在通知公告之日起两周内办理相关手续，离校回家治疗。

因病保留入学资格的学生，康复入学时，须按学年在开学前向学校提出入学申请，并携带二级甲等及以上医院证明到校报到，再经学校指定医院复查合格，方可办理入学注册手续。逾期不办理入学手续或经学校指定医院复查不合格者，取消其入学资格。

2. 经学校指定医院证明，短期治疗不能达到健康标准的，取消其入学资格。

（二）应征参加中国人民解放军（含中国人民武装警察部队）：

新生及入伍地县（市、区）人民政府征兵办公室应向学校提交保留入学资格申请表及相关证明材料，学校为其保留入学资格至退役后2年。

（三）因其他原因无法入学的，由新生本人申请、学校批准，可保留入学资格1年。

新生保留入学资格期满前应向学校申请入学，经学校审查合格后，办理入学手续。审查不合格的，取消入学资格；逾期不办理入学手续且未有因不可抗力延迟等正当理由的，视为放弃入学资格。

第四条 自新生入学后3个月内，学校按招生规定对新生进行复查，不符合招生条件者，由学校区别情况予以处理，直至取消入学资格。凡属徇私舞弊者，一经查实，立即取消学籍，情节恶劣者，提请有关部门追究责任。

复查内容主要包括以下方面：

- （一）录取手续及程序等是否合乎国家招生规定；
- （二）所获得的录取资格是否真实、合乎相关规定；
- （三）本人及身份证明与录取通知、考生档案等是否一致；

（四）身心健康状况是否符合报考专业或者专业类别体检要求，能否保证在校正常学习、生活；

（五）艺术等特殊类型录取学生的专业水平是否符合录取要求。复查中发现学生在弄虚作假、徇私舞弊等情形的，确定为复查不合格，取消学籍；情节严重的，学校移交

有关部门调查处理。

复查中发现学生身心状况不适宜在校学习，经学校指定医院（二级甲等及以上）诊断，需要在家休养的，可以按照第三条的规定申请保留入学资格。

复查由学校招生办、学生工作处、教务处组织实施。

第五条 每学期开学时，在校生须按学校规定时间到校，按学校规定缴纳有关费用、购买留学生团体保险后方可注册，并取得学籍。不能如期注册的，应当履行暂缓注册手续，在校生未经学校批准逾期一个月不缴纳有关费用者或者有其他不符合注册条件的，不予注册。在校生无故不如期报到者，按旷课论处。

家庭经济困难的学生须办理贷款手续或资助手续后，方可注册。

第六条 保留入学资格的学生不具有学籍，不注册、不迁户口、不享受在校生待遇。办理完手续后方可离校。重新办理入学手续，应编入下一级新生序列。

第七条 学生注册即取得学籍，未注册者无学籍。学生可登陆学信网（<http://www.chsi.com.cn>）查实本人学籍注册情况。新生应于入学当年十月份登录学信网进行新生学籍自查，核实本人学籍是否注册、信息是否准确等。

学信网中无学生信息者即无学籍，不能获得国家承认的学历证书。

第八条 无学籍学生未经学校批准，不得进入教学场所。

## 二、学制与学习年限

第九条 专科各专业的学制参照高等教育法及教育部颁布的有关规定执行，学制为三年制。

第十条 学校实行学分制管理和弹性学习年限，学生学习年限自新生报到注册之日起计算，三年制专科不超过六年（含休学和保留学籍）。学生可以分阶段完成学业，累计学习时间应不超过弹性学习年限。

## 三、成绩考核、记载与复议

第十一条 学生必须参加专业人才培养方案规定的必修课、限定选修课和本人选定的任意选修课的考核。课程按课程代码计算课程门数与取得成绩。课程考核合格即获得规定的该课程学分。考核成绩和获得的学分（含奖励学分）载入学籍档案，一式两份，学生毕业时一份归入本人档案，一份存学校中心档案室。学籍卡中真实、完整地记载学生学业成绩，对通过补考、重新学习获得的成绩，均如实予以标注。若未经核准自行听课的课程，不得参加考试，不能取得学分。

第十二条 学校奉行以人为本的管理理念，学生参加职业资格培训、技能大赛、创新创业、社会实践等活动以及发表论文、获得专利授权等与专业学习、学业要求相关的经历、成果，按学校规定折算为相应学分，计入学业成绩。

第十三条 考核成绩的评定，采用百分制或五级制记分。并采用学分和学分绩点反映学习质量。

（一）各课程学期成绩的评定办法（即作业、不单独设课的课程实验、不单独开设的课程大作业、课堂练习、阶段测验、随堂测验、期中考试、期末考试等占该课程总成绩的比例），一般在课程大纲中明确规定。

（二）课程考核分为考试和考查两种。考查课程的考核工作应在期终考试周前一周结束。

（三）考试课程原则上采用百分制，考查课程可以采用五级制或百分制（一般采用五级制）。计算学分绩点时，可以按下表换算：

1. 百分制按以下标准换算成五级制:

等级	课程考核成绩		学分绩点
A	90—100	优秀	4.0—5.0
B	80—89	良好	3.0—3.9
C	70—79	中	2.0—2.9
D	60—69	及格	1.0—1.9
E	59 及以下	不及格	0

2. 五级制按以下标准换算成百分制:

五级制	百分制 (分)	学分绩点
优秀	95	4.5
良好	85	3.5
中	75	2.5
及格合格	65	1.5
不及格	50	0

第十四条 对学生思想品德的考核鉴定,要以《高等学校学生行为准则》为主要依据,采用个人小结、民主评议的形式,写出有关实际表现的评语。学生的总体评价按学校素质测评进行鉴定(具体见《无锡职业技术学院学生素质综合测评条例》)

第十五条 公共体育课为必修课。体育课成绩以考勤、课内教学成绩、课外锻炼活动情况和体质健康等综合评定,突出过程管理。学生因身体原因暂时不能上体育课者,经二级甲等及以上医院证明,学校医务室同意,教务处核查后,由体育部办理编入体育保健班学习的手续。经批准的学生可转入保健班按规定要求上课,亦可取得成绩和学分(具体按《无锡职业技术学院体育课程学分计算与管理办法》执行)

第十六条 《基础英语》课程按《无锡职业技术学院学分制管理办法》执行,学生课程考试不及格,必须参加课程重新学习。毕业学期英语应用能力综合成绩(英语应用能力综合成绩=基础英语 第一学期总评(或重新学习)成绩\*40%+基础英语第二学期总评(或重新学习)成绩\*30%+A级(或英语应用能力口语考试)成绩\*30%)必须为合格以上方能毕业。

第十七条 外语专业学生按专业标准执行。

第十八条 非计算机专业的学生必须参加《计算机信息技术考试》通过者以此考试成绩作为《计算机信息技术基础》课程成绩进行录入,考试未通过的学生需要再次报考江苏省高校计算机一级考试,直至考试通过方能取得《计算机信息技术基础》课程成绩及学分。

第十九条 学生因病或特殊原因不能按时参加考试,需在该课程考试前持有效证明(因病须持二级甲等及以上医院证明)申请缓考,



经班主任（或年级辅导员）核实，由学生所属分院及课程所属部门批准，教务处审批。经批准缓考的学生，其课程成绩由任课教师以“缓考”录入。与学期补考的学生一起参加课程考核，课程考试成绩以实际成绩计，并取得相应学分；缓考不及格的，不再安排补考，直接重新学习。

第二十条 学生已经修过的课程可以申请免修。体育课、政治理论课、军训、毕业实践、毕业设计（论文）及各专业规定的实践教学环节不得免修（按《无锡职业技术学院学分制管理办法》执行）

第二十一条 取消课程考核资格的，该课程成绩在记分登记时注明“取消考试资格”，并不得参加学期补考，必须重新学习。任课教师须在考试前一周将取消考试资格的学生名单报教务处审批。

（一）无课程实验的理论课程，有下列情况者取消该课程的考核资格：

1. 该课程旷课累计达到8学时以上（含）者；
2. 缺课超过该课程的1/3者；
3. 作业缺交1/3以上（含）者（按教师规定时间逾期一周不交者，以缺交论处）

（二）有课程实验的理论课程课程模块大纲对实验课无特别要

求的，按本条第1项处理；课程模块大纲对实验课有特别要求的，实验课按教学大纲规定执行。

（三）单独设课的实验课、专用周、课程设计、毕业设计（论文）实训、实习等实践课程缺课超过该课程的1/3的，实验报告或作业缺交1/3以上（含）者（按教师规定时间逾期一周不交者，以缺交论处）取消该课程的考核资格。

第二十二条 课程考试作弊、旷考、违反考场纪律，除给予纪律处分外，该课程成绩标以“作弊”“旷考”，并不得参加学期补考，必须参加该课程重新学习。

第二十三条 课程中有下述情况之一的，应当重新学习该课程：

- （一）期补考后不及格的；
- （二）缓考不及格的；
- （三）取消课程考核资格的；
- （四）旷考、违反考场纪律、作弊的；
- （五）对已取得学分的课程成绩不满意，经审核批准重新学习的；
- （六）使用到机床设备和固定实习工位的实践课程，考核不及格的；
- （七）课程重新学习后，仍不及格的；
- （八）因课程不及格结业返校重新学习的；
- （九）毕业设计不合格的学生须参加结业生返校重新学习的；
- （十）其它需要重新学习的。文化素质教育选修课不实行补考，但可以重新学习，也可另行选修其它课程取得规定的学分数。

第二十四条 课程重新学习具体实施参照《无锡职业技术学院学分制课程重新学习实施细则》。

第二十五条 学生对学习成绩及结业结论有异议的可提出申诉，按《无锡职业技术学院教学管理学生申诉办法》执行。

## 四、升级、降级与编班

第二十六条 学校实行学分制。在籍学生每学期选课不少于 20 学分（最后一学期除外）一般最高不应超过 30 学分，以保证人才培养质量，同时也不过多地增加学生课业负担。学生修满本学年培养计划规定的各类课程学分，准予升级。

第二十七条 学生提前修完本年级的多数课程，取得本年级课程总学分的 2/3，并选学取得了高一年级课程总学分的 2/3 时，可以编入高一年级学习。

第二十八条 休学期满后，经学校指定医院（二级甲等及以上）体检合格的可以申请复学，复学的学生编入低一级班级学习，若本专业下一届无班级，则编入其他相近专业班学习，并应补齐该专业应修课程的学分。

第二十九条 学业警示及转入下一年级降级重修的相关规定：

### （一）学业警示

1. 第三学期开学初学期补考成绩公布后，累计不及格课程学分数达到 12 学分以上者，学校将给予学业警示；

2. 第四学期开学初学期补考成绩公布后，累计不及格课程学分数达到 16 学分以上者，学校将给予学业警示；

3. 第五学期开学初学期补考成绩公布后，累计不及格课程学分数达到 20 学分以上者，学校将给予学业警示。

学业警示由各分院送达学生本人并通知其家长或抚养人。

### （二）转入下一年级降级重修

学生在第五学期补考成绩公布后，不及格课程学分累计达到专业人才培养方案规定的应修总学分的 25%或超过 32 学分以上者，转入下一年级学习。

（三）以上学业警示及转入下一年级降级重修相关的不及格课程学分累计，均不包含素质教育、入学教育、军训、体育课、运动会、毕业教育等环节学分。

（四）学生转入下一年级降级重修，原已取得的课程（含实践课）学分，可予以承认。若本专业下一届无班级，则编入其他相近专业班学习，并应补齐该专业应修课程的学分。

第三十条 学生对学籍处理有异议的可提出申诉，按《无锡职业技术学院教学管理学生申诉办法》执行。

## 五、转班、转专业与转学

第三十一条 学生在学习期间对其他专业有兴趣和专长的，可以申请转专业，按《无锡职业技术学院学生转专业管理规定》执行。

以特殊招生形式录取的学生，国家有相关规定或者录取前与学校有明确约定的，不得转专业。

第三十二条 学生一般应当在本校完成学业。因患病或者有特殊困难、特别需要，无法继续在本校学习或者不适应本校学习要求的，可以申请转学，按照国家相关规定执行。有下列情形之一，不得转学：

（一）入学未满一学期或者毕业前一年的；

（二）高考成绩低于拟转入学校相关专业同一生源地相应年份录取成绩的；

（三）由低学历层次转为高学历层次的；

（四）以定向就业招生录取的；

（五）无正当理由的。

学生因学校培养条件改变等非本人原因需要转学的，学校应当出具证明，由所在地省级教育行政部门协调转学到同层次学校。

第三十三条 学生转学由学生本人提出申请，说明理由，经本校和拟转入学校同意，由拟转入学校负责审核转学条件及相关证明，认为符合拟转入学校培养要求且拟转入学校有

培养能力的，经拟转入学校校长办公会或者专题会议研究决定，可以转入。

跨省转学的，由转出地省级教育行政部门商转入地省级教育行政部门，按转学条件确认后办理转学手续。须转户口的由转入地省级教育行政部门将有关文件抄送转入学校所在地的公安机关。

第三十四条 学校对拟转学学生在转学申请批准后进行公示，公示结束后3个月内，由转入学校报所在地省级教育行政部门备案。

## 六、休学与复学

第三十五条 休学与复学按《无锡职业技术学院学生休学与复学管理办法》执行。

## 七、退学

第三十六条 有下列情况之一者应予退学：

（一）在学籍处理中被作转入下一年级降级重修处理的学生，在教务处降级重修公告公布后10个工作日内不执行公告者；

（二）受过记过及以上处分的学生一学年（或连续二学期）所得学分低于应修学分的1/2者（不含任选课学分）；

（三）在校学习时间（含休学、保留学籍等的时间在内）超过其规定学习年限者（学生申请延长学制的，按学制加上批准的延长学制年限）；

（四）休学、保留学籍期满，不办理复学手续者，或经复学复查不合格不准复学者；

（五）经过指定医院（二级甲等及以上）确诊，学生患有疾病或意外伤残等，无法继续学习者；

（六）学生未履行请假手续，离校连续达两周且不参加学校规定的教学活动者；

（七）超过学校规定期限未注册又未履行暂缓注册手续的；

（八）本人申请退学，经说服教育无效者；

（九）其它需退学者：

1. 违反校纪校规，受到开除学籍处分者；

2. 或受到拘留及以上刑事处理者。

退学学生，经学校审核同意后，办理退学手续。

第三十七条 退学的善后问题按下列规定办理：

（一）退学和因各种原因处理离校的学生，应通知其家长或监护人（抚养人），户口迁回入学前所在地；

（二）经诊断为精神疾病等不符合体检标准之疾病（包括意外致残）者，由家长或监护人（抚养人）负责领回；

（三）退学学生发给写实性学习证明。

第三十八条 退学的学生，均不得申请复学。

第三十九条 学生因退学等情况中止学业，其在校学习期间所修课程及已获得的学分，予以记录。学生重新参加入学考试、符合录取条件，再次入学的，其已获得的学分，经学校认定，在三年内予以承认。

## 八、恢复学籍与保留学籍

第四十条 复学学生按规定办理复学手续后恢复学籍，缺交费用学生在交清后恢复学籍。经学校审批同意休学的学生保留学籍。

第四十一条 应征入伍学生学籍政策见《无锡职业技术学院应征入伍学生学籍管理及优待奖励规定》

## 九、毕业与结业

第四十二条 具有学籍的学生，在学校规定学习年限内，修完教育教学计划规定内容，学完或提前学完人才培养方案规定的全部课程，成绩合格，修满规定的学分，英语应用能力综合成绩合格以上，达到国家学生体质健康标准，达到学校毕业要求的，准予毕业，发给毕业证书。

无学籍的学生，不发给任何形式的毕业证书。学校颁发的毕业证书报教育部审核备案并提供网上查询（中国高等教育学生信息网，<http://www.chsi.com.cn>）经电子注册的毕业证书国家予以承认和保护未经电子注册的国家不予承认。

第四十三条 在规定学习年限内，未完成培养计划规定的课程者，可申请延长学习时间，在规定的延长期限内，交费并重新学习，学完专业人才培养计划规定的全部课程，修满规定的学分，达到毕业要求，准予毕业，发给毕业证书。

第四十四条 延长学习时间的学生，应服从学校的安排。学生由教务处编入到指定班级学习。

第四十五条 作结业处理的学生，离校三个月起至三年内，且在弹性学习年限内，可参见《无锡职业技术学院结业生管理办法》申请结业证换发毕业证，毕业时间为换发证书的日期。

## 十、学业证书管理

第四十六条 学校严格按照招生时确定的办学类型和学习形式，以及学生招生录取时填报的个人信息，填写、颁发毕业证书、结业证书，证书书写规范按照国家及学校相关规定执行，具体按《无锡职业技术学院学业证书管理规定》执行。

## 十一、学生申诉

第四十七条 学生对成绩、结业结论、学籍处理有异议的可提出申诉，按《无锡职业技术学院教学管理学生申诉办法》执行。

## 十二、附则

第四十八条 本管理办法经校长办公会议通过，报江苏省教育厅备案。

第四十九条 本管理办法自公布之日起施行，由教务处负责解释。原《无锡职业技术学院学分制学籍管理办法》同时废止。

# WUXI INSTITUTE OF TECHNOLOGY STUDENT STATUS MANAGEMENT (REVISION)

## WXIT ACADEMIC [2017] NO.8 (APPLICABLE FROM 2017)

### CHAPTER I. ADMISSION AND REGISTRATION

**Article 1** Freshmen who are admitted according to the regulations must hold the relevant documents and materials such as “Wuxi Institute of Technology Admission Notice” and “ID Card”, and go to the school to apply for the payment and report procedures according to the specified date. Freshmen who are not able to report on time should be asked to leave to the school admissions department in advance, and the time for leave is generally not more than two weeks. Those who have not completed the leave formalities for a period of two weeks or who have been overdue for more than two days after the leave of absence shall be deemed to have waived their entry qualifications except for the cause of force such as force majeure.

**Article 2** At the time of registration, the school conducts a preliminary examination of the qualifications for new students, and passes the formalities for admission. The school registers the student's student status according to the new student's admission to the journal and the initial qualification of the entrance qualification, and completes the electronic registration of the new student information network of China Higher Education Student Information and Career Center (hereinafter referred to as “CHSI”) in accordance with the relevant requirements of the Ministry of Education.

If the school examination finds that the new student's admission notice, candidate information and other supporting materials, inconsistent with the actual situation of the person, or other violations of the national admissions examination regulations, the admission qualification will be canceled.

**Article 3** Freshmen can apply to the school to retain admission qualifications, and do not have a student status during the period of admission.

(I) Those who fail to pass the physical examination after the entrance to school are treated differently by the school:

1. Proofed by a school-designated hospital (grade A, Level 2 and above) that the health standard can be met in a short-term treatment, the applicant shall apply, and the school shall approve to retain the admission qualification for one year. The freshman will go through the relevant procedures within two weeks from the date of the announcement and leave the school to go home for treatment.

Students who are admitted to retain the admission qualification due to illness must apply for admission to the school before the start of school in the school year. They will be admitted to the school with a proof by grade A, Level 2 hospital and above, and then passed the school's designated hospital for review. Then go through the admission registration procedures. Student who fails to apply for admission or fail to pass the school-designated hospital for review will be disqualified.

2. If the short-term treatment fails to meet the health standard and proofed by the school designated hospital, the admission qualification will be cancelled.

(II) Applicants to participate in the Chinese People's Liberation Army (including the Chinese People's Armed Police Force):

The recruitment office of the new people and the county (city, district) people's government should submit the application form for retaining admission and relevant supporting materials to the school. The school retains the admission qualification for 2 years after retirement.

(III) Students who are unable to enter the school due to other reasons may retain the admission qualification for one year if he or she applies for it or the school approves it.

Freshmen should apply to the school for admission before the expiration of the admission qualification. After passing the examination, the admission procedure will be completed. If the examination is unqualified, the admission qualification will be cancelled; if the admission procedure is not completed within the time limit and there is no justifiable reason for the delay

of force majeure, it is deemed to be waived.

**Article 4** Within 3 months after the freshman enrollment, the school will review the new students according to the enrollment regulations, and those who do not meet the enrollment conditions will be treated differently by the school until the admission qualification is cancelled. Anyone who has committed malpractices will immediately cancel the student status if the case is verified. If the circumstances are bad, the relevant departments will be asked to pursue the responsibility. The review content mainly includes the following aspects:

(I) Whether the admission procedures and procedures are in compliance with national admission requirements;

(II) Whether the eligibility for admission is true and in compliance with relevant regulations;

(III) Whether the person and the identity certificate are consistent with the admission notice, the candidate's file, etc.;

(IV) Whether the physical and mental health status meets the requirements for medical examinations for professional or professional categories, and guarantee normal study and life at school;

(V) Whether the professional level of the special type of students such as art meets the admission requirements. During the review, if students were found to be guilty of fraud, malpractice, etc., and it was determined that the review was unqualified and the student's status was cancelled. If the circumstances were serious, the school will hand over to the relevant department for investigation and handling.

During the review, students who are found that the physical and mental condition is not suitable for school study and they are diagnosed at the designated hospital (grade A, Level 2 and above) and need to be recuperated at home, they can apply for retention of admission according to the provisions of Article 3.

The review is organized and implemented by the School Admissions Office, the Student Affairs Office, and the Academic Affairs Office.

**Article 5** At the beginning of each semester, students must arrive at the school according to the school's time limit, pay the relevant fees according to the regulations of the school, and purchase the student group insurance before registering and obtaining the student status. If the registration cannot be completed as scheduled, the registration procedure shall be suspended. If the student fails to pay the relevant fees within one month without the approval of the school, or if there are other conditions that do not meet the registration requirements, registration will not be granted. If the students are not reporting as expected, they will be treated as absenteeism.

Students with financial difficulties in the family are required to apply for loan procedures or funding procedures before they can register.

**Article 6** Students who retain admission qualifications do not have a student status, do not register, do not move to an account, and do not enjoy the treatment of students. Students can leave school after completing the formalities. Re-entry procedures should be programmed into the next level of new students.

**Article 7** Students are enrolled to obtain a student status, and unregistered students do not have a student status. Students can log in to CHSI (<http://www.chsi.com.cn>) to check their registration status. Freshmen should log in to CHSI in October of the year of enrollment to conduct self-examination of the new student registration, verify whether the student registration is correct, and whether the information is accurate. Students who do not have student information in CHSI do not have a student status and cannot obtain a nationally recognized academic certificate.

**Article 8** Students without a student's status are not allowed to enter the teaching establishment without the approval of the school.

## **CHAPTER II. THE ACADEMIC SYSTEM AND THE LENGTH OF STUDY**

**Article 9** The academic system of each major is implemented in accordance with the Higher Education Law and the relevant regulations promulgated by the Ministry of Education. The academic system is three years.

**Article 10** The school implements the credit system management and flexible study years. The student's study period is calculated from the date of registration of the new student, and the

three-year program is no more than six years (including suspension of study and retention of student status). Students can complete their studies in stages, and the cumulative study time should not exceed the flexible study period.

### CHAPTER III. PERFORMANCE ASSESSMENT, RECORD AND RECONSIDERATION

**Article 11** Students must take the compulsory courses specified in the professional training program, the qualifying courses, and the assessment of any elective courses selected by me. The course calculates the number of courses and scores according to the course code. Upon completion of the course assessment, the required credits for the course are obtained. The assessment scores and credits (including bonus credits) are included in the student registration file in duplicate. One of the students' graduation documents is included in the student's file and one is stored in the school's archives. The student's academic performance is recorded in a true and complete manner in the student status card, and the results obtained through re-examination and re-learning are truthfully marked. If students are not approved to attend the course, he or she may not take the test and will not be able to earn credits.

**Article 12** The school pursues a people-oriented management philosophy. Students participate in vocational qualification training, skill competitions, innovation and entrepreneurship, social practice and other activities, as well as publishing papers, obtaining patents and other experiences and achievements related to professional learning and academic requirements, can be converted into corresponding credits according to school regulations, and included in academic performance.

**Article 13** The assessment of assessment results is based on the percentage system or five-level system. Credits and grade points are used to reflect the quality of learning.

(I) Assessment methods for the semester grades of each course (the proportion of grades of homework, course experiments without separate courses, major homework without separate courses, classroom exercises, stage tests, quizzes, mid-term exams, final exams, etc.) are generally specified in the syllabus.

(II) The course assessment is divided into two types: test and examination. The assessment of the course should be completed one week before the final exam week.

(III) In principle, the test course adopts the percentage system. The examination course can adopt a five-level system or a percentage system (usually a five-level system). When calculating the grade point, you can convert it according to the following table:

1. The percentage system can be converted into a five-level system according to the following criteria:

Grades	Course evaluation scores		Grade points
A	90—100	excellent	4.0-5.0
A			4.0-5.0
B	80—89	good	3.0-3.9
B			3.0-3.9
C	70—79	medium	2.0-2.9
C			2.0-2.9
D	60—69	pass	1.0-1.9
D			1.0-1.9
E	59 及以下	fail	0
E			0

2. The five-level system can be converted into a percentage system according to the following criteria:

Five levels	Percentage system	Grade points
excellent	95	4.5
	95	4.5

good	85	3.5
	85	3.5
medium	75	2.5
	75	2.5
pass	65	1.5
	65	1.5
fail	50	0
	50	0

**Article 14** The examination and appraisal of students' ideological and moral qualities should be based on the "Students' Code of Conduct for Higher Education", and use personal summary and democratic appraisal to write reviews about actual performance. The overall evaluation of the students is assessed according to the school's quality assessment (see “ Regulations on the Comprehensive Assessment of Students' Quality in Wuxi Institute of Technology ” ).

**Article 15** Public physical education classes are compulsory. The results of physical education are comprehensively assessed by attendance, in-class teaching results, extracurricular exercise activities and physical health, highlighting process management. Students who are temporarily unable to attend physical education classes due to physical reasons are certified by the grade A, Level 2 hospitals and above. The medical office of the school agrees that after the examination by the Academic Affairs Office, the Ministry of Sports handles the procedures for studying in the sports health class. Approved students can be transferred to health care classes in accordance with the requirements of the class, and can also obtain grades and credits (specifically, according to the " Wuxi Institute of Technology Physical Education Course Credits Calculation and Management Measures").

**Article 16** The "Fundamental English" course is implemented in accordance with the "Administrative Measures for the Credit System of Wuxi Institute of Technology ". If the student's course examination fails, it must be re-learned. Comprehensive grade of English application ability in graduation semester (English application ability comprehensive score = basic English first semester total evaluation (or re-learning) score \* 40% + basic English second semester general assessment (or re-learning) score \* 30% + A grade (or English application ability oral test) scores \*30%) must be qualified to graduate above.

**Article 17** Foreign language majors are implemented according to major standards.

**Article 18** Students who are not computer majors must participate in the Computer Information Technology Exam. Those who pass the test will be admitted as the "Computer Information Technology Foundation" course. Students who fail the exam will need to apply for the Computer First Class Examination in Jiangsu Province again to obtain the scores and credits of the "Computer Information Technology Foundation" course.

**Article 19** Students who are unable to take the test on time due to illness or special reasons are required to apply for a deferral test before the course test, with a valid certificate (due to the hospital's certificate of grade A, level 2 and above). After vivificated by the class teacher (or grade counselor), the student's branch and the department to which the course belongs shall be approved by the Academic Affairs Office. For students who have been approved for delaying the exam, the grades of the students will be entered as “ delayed ” by the teacher. Students who take the re-examination of the semester will take the course assessment. The scores of the course examinations will be calculated according to the actual results, and the corresponding credits will be obtained. If the failure is not passed, the re-examination will not be arranged and the students will be re-learned directly.

**Article 20** Courses that students have already completed can apply for exemption. Physical education, political theory, military training, graduation practice, graduation design (thesis) and the practice teaching links prescribed by various professions are not exempt from maintenance (according to the "Administrative Measures for the Credit System of Wuxi Institute of Technology ").

**Article 21** If the qualification of the course is cancelled, the score of the course will be marked as “ cancellation of the examination ”, and it is not allowed to take the semester to retake the exam



and must be re-learned. The instructor must report to the Academic Affairs Office for approval of the list of students who will be disqualified from the examination one week prior to the examination.

(I) The theoretical course without curriculum experiment, the qualifications for the course are cancelled if:

1. The total number of absentee classes in the course is more than 8 hours (including);
2. Missing less than one third of the course;
3. Those who are missing more than 1/3 of the homework (including those who do not pay in accordance with the time specified by the teacher for a period of one week are not satisfied).

(II) Theoretical courses with course experiment, the outline of the course module has no special requirements for the experimental class. If it is required, it shall be dealt with according to the first item of this article; if the outline of the course module has special requirements for the experimental class, the experimental course shall be implemented in accordance with the syllabus.

(III) If the experimental courses, special weeks, course design, graduation design (thesis), training, internships, etc., which are taught separately, are out of class for more than one third of the course, or the experimental report or homework is not more than 1/3. (including) (according to the teacher's time limit for overdue for one week, in case of lack of payment), cancel the qualification of the course.

**Article 22** In the exam of courses, cheating, scrutinizing, and violating the discipline of the examination room, in addition to disciplinary action, the results of the course are marked as "cheating", "absent for examination", and may not participate in the semester to retake the exam, must participate in the course to re-learn.

**Article 23** Students have one of the following conditions in courses should re-learn the course:

- (1) Failing after the supplementary examination;
- (2) Failure to pass the test;
- (3) Canceling the qualifications for the course assessment;
- (4) Absent for examination, violating the discipline of the examination room, and cheating;
- (5) Dissatisfied with the scores of the courses that have already obtained credits, and re-learned after examination and approval;
- (6) Failing to pass the practical course of using machine tools and fixed internships;
- (7) After the course is re-learned, it still fails;
- (8) Re-learning due to the failure of the course to return to school;
- (9) Students who fail to pass the graduation design must participate in the re-learning of the graduates returning to school;
- (10) Others need to be re-learned. Cultural quality education elective courses do not apply for re-examination, but can be re-learned, or you can take other courses to obtain the required academic scores.

**Article 24** For the specific implementation of the course re-learning, please refer to the "Detailed Implementation Rules for the Credit System of Wuxi Institute of Technology".

**Article 25** Students who have objections to academic performance and conclusions may submit a complaint in accordance with the "Wuxi Institute of Technology Teaching Management Student Appeals".

#### **CHAPTER IV. UPGRADE, DOWNGRADE, AND SCHEDULE**

**Article 26** The school implements a credit system. Students who choose to study no less than 20 credits per semester (except for the last semester) should generally not exceed 30 credits to ensure the quality of their training and not excessively increase the student's academic burden. Students are required to complete the various course credits as stipulated in the current school development plan and are allowed to upgrade.

**Article 27** Students who complete most of the courses in this grade in advance, get 2/3 of the total credits for the grade-level course, and 2/3 of the total credits for the first-year course, can be enrolled in the first year of study.

**Article 28** After the expiration of the semester, those who have passed the medical examinations of the designated hospitals (grade A, level 2 and above) can apply for re-education. Students who

return to school are enrolled in lower-level classes. If there is no class in the next class, they will be incorporated into other similar majors, and should complete the credits of the professional course.

**Article 29** Academic warnings and transfer to the next year's downgrade and restudy regulations:

(I) Academic warning

1. After the completion of the third-semester semester's re-test scores, if the cumulative failing course score reaches 12 credits or more, the school will give academic warnings;
2. After the completion of the re-test scores in the first semester of the fourth semester, if the cumulative failing course score reaches 16 credits or more, the school will give academic warnings;
3. After the completion of the re-test scores in the first semester of the fifth semester, the school will give academic warnings if the cumulative failing course score reaches 20 credits or more.

Academic warnings are sent by the branches to the students themselves and notified to their parents or dependents.

(II) Transfer to the next grade downgrade

After the results of the fifth semester retest, the students who have failed the course credits to reach 25% of the total credits required by the professional training program or more than 32 credits will be transferred to the next grade.

(III) The above academic warnings and the transfer of credits for failing grades related to the next grade downgrading and rebuilding do not include quality education, entrance education, military training, physical education, sports, graduation education and other links.

(IV) The students are transferred to the next grade to re- renovate, and the credits of the courses (including practical courses) that have been obtained can be recognized. If there is no class in the next class of this major, it will be compiled into other similar professional classes, and the credits of the professional course should be completed.

**Article 30** If a student disagrees with the handling of student status, he or she may file a complaint in accordance with the “Wuxi Institute of Technology Teaching Management Student Appeals” .

#### **CHAPTER V. CLASS TRANSFER, MAJOR TRANSFER AND SCHOOL TRANSFER**

**Article 31** Students who are interested in other professions and specialties during their studies can apply for transfer to a major and follow the "Professional Management Regulations for Students of Wuxi Institute of Technology ".

Students admitted in special enrollment form may not transfer to a major if the state has relevant regulations or has a clear agreement with the school before admission.

**Article 32** Students should generally complete their studies at the school. If you are unable to continue studying at the school or are not suitable for the school's study requirements due to illness or special difficulties or special needs, you can apply for transfer and follow the relevant national regulations. You may not transfer to school in one of the following circumstances:

- (I) Less than one semester of enrollment or one year before graduation;
- (II) The results of the college entrance examination are lower than those of the corresponding year in which the relevant students of the relevant majors are to be transferred to the school;
- (III) From a low-education level to a high-education level;
- (IV) Admission to targeted employment enrollment;
- (V) There is no reason for proper transfer.

If the student needs to transfer due to non-personal reasons such as changes in school training conditions, the school shall issue a certificate and coordinate transfer to the same level of school by the provincial education administrative department.

**Article 33** The student's transfer is submitted by the student himself, explaining the reasons. After the school and the school intend to transfer to the school, it is transferred to the school to review the transfer conditions and relevant certificates. It is considered to be in line with the school's training requirements and is intended to be transferred to the school. It may be transferred to the school principal's office meeting or special meeting research decision.

If the transfer is carried out across provinces, the provincial-level education administrative department shall be transferred to the provincial-level education administrative department, and

the transfer procedures shall be completed after confirmation according to the transfer conditions. The provincial-level education administrative department that transfers the account shall transfer the relevant documents to the public security organ at the place where the school is located.

**Article 34** The school shall publicize the students to be transferred after the transfer application is approved. Within 3 months after the announcement, the school shall be transferred to the school to report to the provincial education administrative department.

#### **CHAPTER VI. SUSPENSION AND REHABILITATION**

**Article 35** Suspension and rehabilitation are carried out in accordance with the “Measures for the Administration of Students' Suspension and Resumption of Schools in Wuxi Institute of Technology” .

#### **CHAPTER VII. WITHDRAW**

**Article 36** Students with one of the following circumstances should be withdrawn from school:

(I) Students who are transferred to the next grade and downgraded and reworked in the process of student registration shall not execute the announcement within 10 working days after the announcement of the demotion and reorganization of the Academic Affairs Office;

(II) Students who have been recorded and dismissed for one academic year (or two consecutive semesters) earn less than 1/2 of the credits (excluding optional credits);

(III) Those who study at school (including the time of suspension of study, retention of school days, etc.) exceed their prescribed length of study (when the student applies for extension of the academic system, the school system plus the approved extension of the academic year);

(IV) Those who are absent from school, who have expired their studies, who have not completed the procedures for returning to school, or who are not qualified for re-examination after re-examination;

(V) After being diagnosed by a designated hospital (level 2 or above), the student may have illness or accidental disability and cannot continue to learn;

(VI) Students who have not fulfilled the formalities for leave, but have left school for two consecutive weeks and have not participated in the teaching activities prescribed by the school;

(VII) Failing to perform the suspension of registration procedures beyond the prescribed time limit of the school;

(VIII) I apply to withdraw from school and persuade the education to be invalid;

(IX) Other students who need to withdraw:

1. Violation of school discipline regulations, subject to expulsion from school;

2. Or be detained and the above criminal handlers.

Students who have dropped out of school will go through the formalities of withdrawal after approval by the school.

**Article 37** The aftermath of withdrawing is handled as follows:

(I) Students who have dropped out of school and who have been discharged from school for various reasons shall be notified to their parents or guardians (guardians), and the account shall be moved back to the pre-school location;

(II) If the disease is diagnosed as a mental illness and other diseases that do not meet the medical examination standards (including accidental disability), the parent or guardian (guardian) shall be responsible for the return;

(III) Students who have dropped out of school will be issued a certificate of realistic study.

**Article 38** Students who withdraw are not allowed to apply for re-education.

**Article 39** Students who are suspended from school due to withdrawing, etc., and the courses they have taken during their studies and the credits they have earned can be recorded. If the student re-enters the entrance examination, meets the admission requirements, and re-enters the school, the credits he has received will be recognized within three years after being recognized by the school.

#### **CHAPTER VIII. REINSTATEMENT AND RETENTION OF STUDENT STATUS**

**Article 40** Students who return to school will resume their studies after completing the procedures for returning to school. Students who are short of fees will be reinstated after the transfer. Students who have been approved by the school to suspend their studies remain in

school.

**Article 41** For the student registration policy for enlisted students, see the “Regulations on the Management and Preferential Reward for Wuxi Institute of Technology Enrolled Students” .

#### **CHAPTER IX. GRADUATION AND COMPLETION**

**Article 42** Students with a student status shall complete the prescribed contents of the education and teaching plan within the prescribed period of study of the school, complete all the courses stipulated in the personnel training program after completion or in advance, pass the required grades, complete the required credits, and apply English. If the ability is above the qualified level and meets the national physique health standards and meets the graduation requirements of the school, the student is allowed to graduate and a diploma is issued.

Students who do not have a student status do not issue any form of diploma. The diploma issued by the school is reported to the Ministry of Education for review and filing and online inquiry (CHSI, <http://www.chsi.com.cn>). The electronically registered diploma is recognized and protected by the State and is not recognized by countries that have not registered electronically.

**Article 43** Those who have not completed the courses specified in the training plan within the prescribed study period may apply for extension of the study time, pay the fees and re-learn within the prescribed extension period, and complete all the courses prescribed by the professional personnel training plan. Complete the required credits, meet the graduation requirements, then grant graduation, and issue a diploma.

**Article 44** Students who extend their study time shall obey the arrangements of the school. Students are programmed by the Academic Affairs Office to study in the designated class.

**Article 45** Students who have completed the course of graduation shall leave the school within three months to three years, and within the flexible study period, refer to the “Administrative Measures for the Graduates of Wuxi Institute of Technology” to apply for the completion certificate to be renewed. The graduation time is the date of renewal the certificate.

#### **CHAPTER X. ACADEMIC CERTIFICATE MANAGEMENT**

**Article 46** The school shall, in strict accordance with the type of schooling and the form of study determined at the time of enrollment, and the personal information reported at the time of enrollment, enroll in and issue a diploma and a certificate of completion. The rules for writing the certificate shall be implemented in accordance with the relevant provisions of the State and the school which is the “Regulations on the Management of Academic Certificates of Wuxi Institute of Technology” .

XI. Student complaints

**Article 47** If a student disagrees with the student's grades, conclusions, and student status, the student may file a complaint according to the “Wuxi Institute of Technology Teaching Management Student Appeals” .

#### **CHAPTER XII. SUPPLEMENTARY RULES**

**Article 48** This Administrative Measures shall be approved by the Office of the President of the People's Republic of China and reported to the Education Department of Jiangsu Province for the record.

**Article 49** The Administrative Measures shall be implemented as of the date of promulgation, and the Academic Affairs Office shall be responsible for the interpretation. The original "Wuxi Institute of Technology credit system management methods" will be abolished at the same time.

**IF THERE ARE ANY DIFFERENCES BETWEEN THE ENGLISH AND CHINESE VERSIONS OF THIS REGULATION, THE CHINESE VERSION SHALL PREVAIL AND THE SCHOOL OF INTERNATIONAL EDUCATION SHALL BE RESPONSIBLE FOR THE INTERPRETATION.**

# 无锡职业技术学院学分制管理办法

## (修订)

### 一、总 则

第一条 为了深化教育教学改革,全面推进素质教育,适应社会和经济发展的需要,促进学生自主发展,培养德、智、体、美等全面发展,具有创新精神和实践能力的高素质技能型专门人才,在2011级起试行学年学分制基础上,根据国家教育部、省教育厅有关文件精神,结合我校实际,制定本办法。

第二条 学分制是一种以学生取得的学分数作为衡量和计算学生学习量的基本单位,以取得最低毕业总学分为学生毕业的主要标准的教学管理制度。学分制收费是指按学生修读的学分数计收学费的教育收费管理制度。我校从2011级起实行学分制,并按学分制进行收费。

第三条 为保证人才培养质量,各专业应科学地按知识、能力、素质协调发展的要求,制定适应社会需要的,具有专业特色的学分制专业人才培养方案。

### 二、课程分类

第四条 课程包括专业人才培养方案中规定的课程和各类教育环节。课程分为理论课、理实一体化课、实践课。

### 三、学分与计算

第五条 学分结构。

学分制由学时学分和学分绩点两个部分组成。

第六条 学分计算

(一) 理论课(含独立开设的实验课)按16学时计1学分。

(二) 军训、公益劳动、实习、课程设计、专用周、毕业设计(论文)、毕业实践等按每周计1学分。

(三) 毕业教育(含毕业典礼与离校)计1学分。

(四) 实行课程改革的,按课程大纲规定的学分计算学分。

第七条 学分取得

(一) 所有课程均进行成绩考核,考核分为考试与考查两种。课程考核60分(及格)或以上者即可获得该课程的规定学分。成绩与学分同时计入学生成绩档案。

(二) 课程考核不及格的给予一次学期补考机会,补考及格者成绩计为60分(或及格),并可获得该课程的学分;补考不及格或不按规定参加补考者,必须重新学习。

使用到机床设备和固定实习工位的实践课程,如考试不及格者不予补考,学生应重新学习该课程。

(三) 经批准缓考的,与学期补考的学生一起参加课程考核,课程考试成绩以实际成绩计,并取得相应学分;缓考不及格的,不再安排补考,直接重新学习。

(四) 取消课程考核资格的,该课程成绩在记分登记时注明“取消考试资格”,并不得参加学期补考,必须重新学习。任课教师须在考试前一周将取消考试资格的学生名单报教务处审批。

1. 无课程实验的理论课程,有下列情况者取消该课程的考核资格:

(1) 该课程旷课累计达到8学时以上(含)者;

(2) 缺课超过该课程的1/3者;

(3) 作业缺交 1/3 以上（含）者（按教师规定时间逾期一周不交者，以缺交论处）。

2. 有课程实验的理论课程，课程模块大纲对实验课无特别要求的，按本条第 1 项处理；课程模块大纲对实验课有特别要求的，实验课按教学大纲规定执行。

3. 单独设课的实验课、专用周、课程设计、毕业设计（论文）、实训、实习等实践课程缺课超过该课程的 1/3 的，实验报告或作业缺交 1/3 以上（含）者（按教师规定时间逾期一周不交者，以缺交论处），取消该课程的考核资格。

4. 部分实施分层教学的课程，如应用数学、基础英语等，不同层次间总评成绩可按一定比例进行折算，具体实施方案由课程所属部门负责制定。

#### 第八条 学分绩点与平均学分绩点

（一）学分绩点是评价学生学习质量的指标，每门课程的学分绩点由所获课程的学分与学分绩点的乘积构成，公共选修课不纳入学分绩点计算，学分绩点见下表：

1. 百分制按以下标准换算成五级制：

等级	课程考核成绩		学分绩点
A	90—100	优秀	4.0—5.0
B	80—89	良好	3.0—3.9
C	70—79	中	2.0—2.9
D	60—69	及格	1.0—1.9
E	59 及以下	不及格	0

2. 五级制按以下标准换算成百分制：

五级制	百分制（分）	学分绩点
优秀	95	4.5
良好	85	3.5
中	75	2.5
及格合格	65	1.5
不及格	50	0
	50	0

（二）平均学分绩点是衡量学生学习质量的主要指标，是免修、评优的重要依据。平均学分绩点每学期计算一次，计算公式如下：

学期（或学年）的平均学分绩点=

学期（或学年）所修各门课程学分绩点之和  
该学期（或学年）各课程计划应得学分总和

第九条 专业人才培养方案中学分的一般构成（以高中后三年制高职为例）

课程类别		最低学分要求
公共平台课程		39
专业技术课程	理论课程（含课程实验）、理实一体化课程	57
	实践课程	40
文化素质教育课程		8

## 四、选课制度

### 第十条 选课原则

- （一）培养目标与本人发展方向相符合；
- （二）具备先修课程条件；
- （三）先必修课，后选修课；
- （四）学校客观条件允许；
- （五）不足 25 人的课程不开班，由教务处会同各教学业务部门通知报该课程的学生改选其它课程；
- （六）跨专业选课须经开课专业批准。

第十一条 文化素质教育选修课自由选取，在教师指导下按单课选课。

## 五、免修、免听

### 第十二条 关于课程免修和免听

（一）以下几种情况可申请课程免修：

1. 降级重修学生已修课程且成绩合格的；
2. 各类学籍处理学生（含休学复学、转专业）已修课程且成绩合格的；
3. 退伍复学学生免修政策具体见《无锡职业技术学院应征入伍学生学籍管理及优待奖励规定》。

（二）“两课”课程、体育课、军训、毕业设计（论文）、毕业实践等教学环节一般不能申请免修。

（三）免修申请必须在春学期开学后一周内，秋学期开学后四周内办理完成。

（四）所有免修成绩以 60 分（及格）计。

（五）若已达到相应课程的免修要求，但未办理免修申请手续的学生，则必须按规定进行该门课程的修学和考试。若该生旷考或因旷课、缺交作业等被取消考试资格的，该学期成绩登记为“旷考”或“取消考试资格”。

（六）学生因身患疾病或生理原因，不能按专业教学计划修学体育课，可由本人提出申请，并提供学校指定的医疗单位（二级甲等及以上）证明，经学校医务室同意，教务处批准，编入体育保健班。

（七）申请免听的学生需在开学前一周内提出申请，并参加免听考核，免听考核在合格

及以上者可以免听，获准免听的学生除须完成相应的作业，参加该课程的实验等实践教学环节外，还要参加该课程考试，成绩合格才能获得该课程相应的学分。

## 六、缓考和重新学习

第十三条 学生因病或特殊原因不能按时参加考试，需在该课程考试前持有效证明（因病须持二级甲等及以上医院证明）申请缓考，经班主任（或年级辅导员）核实，由学生所在分院及课程所属部门批准，教务处审批。经批准缓考的学生，其课程成绩由任课教师以“缓考”录入。与学期补考的学生一起参加课程考核，课程考试成绩以实际成绩计，并取得相应学分；缓考不及格的，不再安排补考，直接重新学习。

第十四条 重新学习课程无补考，但重新学习次数不限。原则上重新学习课程参加教学部门单独开设的重新学习班或采取定期辅导、答疑等方式。

第十五条 课程考试作弊、旷考、违反考场纪律，除给予纪律处分外，该课程成绩标以“作弊”、“旷考”，并不得参加学期补考，必须参加重新学习。

第十六条 文化素质教育选修课不实行补考，但可以重新学习，也可另行选修其它课程取得规定的学分数。

## 七、学习年限

第十七条 学生难以达到毕业要求的可申请延长学习时间，累计学习时间应不超过学习年限（三年制专科不超过六年）。

### 第十八条 提前毕业

（一）三年制的学生在三年以内提前通过人才培养方案规定的课程，并达到或超过规定学分的学生，可在学校辅修第二专业，或经学校批准后提前参加社会实践、实习。

（二）需提前毕业的学生须本人申请，经班主任（或年级辅导员）推荐，分院、教务处审定，报校长办公会议讨论通过，方准予提前毕业。

（三）提前毕业学生的毕业证书等按江苏省教育厅规定的发证时间办理。

第十九条 本规范自公布之日起施行，由教务处负责解释。原《无锡职业技术学院学分制管理办法》同时废止。



# WUXI INSTITUTE OF TECHNOLOGY CREDIT SYSTEM MANAGEMENT (REVISION)

## CHAPTER I. GENERAL

**Article 1** In order to deepen the reform of education and teaching, comprehensively promote quality education, adapt to the needs of social and economic development, promote the independent development of students, and cultivate comprehensive development of morality, intelligence, body and beauty, and have high-quality skills with innovative spirit and practical ability. Based on the 2011 credit system and combined the practical situation, the management shall be formulated in accordance with the spirit of the relevant documents of the Ministry of Education and the Provincial Department of Education.

**Article 2** The credit system is a teaching management system that takes the student's academic scores as the basic unit for measuring and calculating the student's learning volume, and obtains the minimum standard of graduation. The credit system fee refers to the education fee management system that collects tuition fees according to the student's academic scores. Our school has implemented the credit system from the grade 2011 and charges according to the credit system.

**Article 3** In order to ensure the quality of personnel training, all majors shall scientifically formulate training programs for professional talents with professional characteristics in accordance with the requirements of coordinated development of knowledge, ability and quality.

## CHAPTER II. COURSE CLASSIFICATION

**Article 4** course includes the courses and various educational links specified in the professional talent training program. The course is divided into theoretical courses, practical integration courses, and practical courses.

## CHAPTER III. CREDITS AND CALCULATIONS

**Article 5** Credit structure

The credit system consists of two parts: credit hours and credits.

**Article 6** Credit Calculation

(I) The theoretical course (including the independent experimental course) is 1 credit in 16 hours.

(II) Military training, public welfare labor, internship, curriculum design, special week, graduation design (thesis), graduation practice, etc. 1 credit per week.

(III) Graduation education (including graduation ceremony and leaving school) counts 1 credit.

(IV) If the curriculum reform is implemented, the credits shall be calculated according to the credits stipulated in the syllabus.

**Article 7** Credits obtaining

(I) All courses are subject to performance assessment, and the assessment is divided into examination and examination. The course credits of 60 (pass) or above will earn the required credits for the course. Grades and credits are included in the student's grade file.

(II) If the course fails to pass the examination, the opportunity for re-examination of the semester will be given. The score of the re-qualification is 60 points (or pass), and the credits for the course can be obtained. If the re-examination fails or does not participate in the re-examination, it must be re-learned.

Students who use the machine tool and the fixed internship position will not retake the exam if they fail to pass the exam. Students should re-learn the course.

(III) Those who have been approved for the vacancy examination shall participate in the course assessment together with the students who have completed the semester exam. The scores of the course examinations shall be based on the actual results and the corresponding credits shall be obtained; if the grading fails, no further retakes will be arranged and the students will be re-learned directly.

(IV) If the qualifications for the course assessment are cancelled, the scores of the course shall be marked as “cancellation of the examination qualification” when the score is registered, and shall not be retaken for the semester and must be re-learned. The instructor must report to the Academic Affairs Office for approval of the list of students who will be disqualified from the examination one week prior to the examination.

1. Without the theoretical course of the course experiment, the qualifications for the course will be cancelled if:

- (1) The total number of absentee classes in the course is more than 8 hours (including);
- (2) Missing more than one third of the course;
- (3) Those who are missing more than 1/3 of the work (including those who fail to pay within one week of the teacher's time limit, in case of lack of payment).

2. The theoretical courses with course experiment, if there is no special requirement for the experimental course in the course module outline, it shall be handled according to the first item of this article. If the course module outline has special requirements for the experimental course, the experimental course shall be implemented according to the syllabus.

3. Those who have less than one third of the experimental courses, special weeks, course design, graduation design (thesis), training, internship and other practical courses with separate courses are the course, and the experimental report or homework (according to the teacher's time limit for overdue for one week, in case of lack of payment), cancel the qualification of the course.

4. Some courses that implement tiered teaching, such as applied mathematics, basic English, etc., the overall evaluation results of different levels can be converted according to a certain proportion, and the specific implementation plan is responsible for the formulation of the department.

**Article 8** Grade point and grade point average

(I) Grade point is the index for evaluating the quality of students' learning. The grade point of each course is composed of the product of the credits of the course and the grade point of the grade. The public elective course is not included in the grade point calculation. The grade points are shown in the table below:

1. The percentage system can be converted into a five-level system according to the following criteria:

Grades	Course evaluation scores		Grade points
A A	90—100	excellent	4.0-5.0 4.0-5.0
B B	80—89	good	3.0-3.9 3.0-3.9
C C	70—79	medium	2.0-2.9 2.0-2.9
D D	60—69	pass	1.0-1.9 1.0-1.9
E E	59 及以下	fail	0 0

2. The five-level system can be converted into a percentage system according to the following criteria:

Five levels	Percentage system	Grade points
excellent	95	4.5
	95	4.5
good	85	3.5
	85	3.5
medium	75	2.5
	75	2.5
pass	65	1.5
	65	1.5
fail	50	0
	50	0

(II) The average grade point is the main indicator for measuring the quality of students' learning, and is an important basis for exemption and evaluation. The average grade point is calculated once per semester and is calculated as follows:

Average grade point of the semester (or school year) =

The sum of the grade points of each course in the semester (or school year)

The total number of credits for each course plan for the semester (or academic year)

**Article 9** The general composition of the secondary school of the professional talent training program (taking the post-secondary high school in high school as an example)

Course category		Minimum credit requirement
Public platform course		39
Professional technical course	Theoretical courses (including course experiments), integrated curriculum	57
	Practical course	40
Cultural quality education curriculum		8

#### CHAPTER IV. COURSE SELECTION SYSTEM

**Article 10** Principles of Course Selection

- (1) The training objectives are consistent with the development direction of the person;
- (2) Having prerequisites for pre-requisite courses;
- (3) The compulsory course must be taken first, followed by the optional course;
- (4) The objective conditions of the school are allowed;
- (5) The course less than 25 students cannot be started, the Academic Affairs Office will notify the students of the course to re-elect other courses with the teaching business departments;
- (6) Inter-professional course selection must be approved by the course.

**Article 11** The elective courses for cultural quality education are freely selected, and courses are selected according to individual courses under the guidance of teachers.

#### CHAPTER V. EXEMPTION

**Article 12** About the exemption of courses

(I) The following courses can be applied for exemption:

1. Downgrading and rehabilitating students who have completed the course and passed the test;
2. All kinds of student status processing students (including those who have returned to school and transferred to majors) have completed the courses and the results are qualified;
3. For the exemption policy for students who are retired from school, please refer to the "Regulations on the Management of Students' Status and Benefits of Enrollment in Wuxi Institute of Technology".

(II) Teaching courses such as "two courses", physical education, military training, graduation design (thesis), graduation practice, etc. generally cannot apply for exemption.

(III) The exemption application must be completed within one week after the start of the spring semester and within four weeks after the start of the autumn semester.

(IV) All exemption results are calculated as 60 points (passing).

(V) If the student who has completed the exemption requirement for the corresponding course but has not applied for the exemption application, he/she must carry out the course and examination of the course as required. If the student is disqualified from the examination due to absenteeism or lack of assignments, the results of the semester shall be registered as "examination" or "cancellation of the examination".

(VI) Students who are unable to follow the professional teaching plan to study physical education due to illness or physiological reasons may apply for it and provide proof of the medical unit designated by the school (Grade A, level 2 and above), with the consent of the school medical office. Approved and incorporated into the sports health class.

(VII) Students who apply for exemption should apply within one week before the start of the school and participate in the exemption assessment. Those who are qualified can be exempted from hearing. Students who are allowed to be exempted must complete the corresponding assignments and participate in the course. In addition to the practical teaching links such as experiments, you must also take the course examinations, and you will be able to obtain the corresponding credits for the course.

#### **CHAPTER VI. DELAYED EXAM AND RELEARN**

**Article 13** If a student is unable to take the test on time due to illness or special reasons, he/she must apply for a valid test before the course examination (due to the hospital's certificate of grade A, level 2 and above), and the class teacher (or grade counselor) verification, approved by the department where the student is located and the department to which the course belongs, and approved by the Academic Affairs Office. For students who have been approved for the postponement, the grades of the students will be entered by the teacher. Students who take the re-examination of the semester will take the course assessment. The scores of the course examinations will be calculated according to the actual results, and the corresponding credits will be obtained. If the exam is not passed, the re-examination will not be arranged and the students will be re-learned directly.

**Article 14** There is no re-examination of the re-learning course, but the number of re-learning is not limited. In principle, the re-learning course is to participate in a separate re-learning class in the teaching department or to take regular counseling and Q&A.

**Article 15** In the course examinations, cheating, scrutinizing, and violating the discipline of the examination room shall be marked as "cheating" and "examination" in addition to disciplinary action, and shall not participate in the semester re-examination and must participate in re-learning.

**Article 16** The elective courses for cultural quality education are not subject to re-examination, but they may be re-learned. Other courses may be elective to obtain the required academic scores.

#### **CHAPTER VII. YEARS OF STUDY**

**Article 17** Students who are difficult to meet the graduation requirements may apply for extension of study time, and the accumulated study time shall not exceed the length of study (three years of specialization does not exceed six years).

**Article 18** Graduation in advance

(I) Students who have passed the three-year program within the three-year program and who meet or exceed the required credits may apply for the second major in the school or participate in social practice and internship in advance after approval by the school.

(II) Students who need to graduate in advance must apply for it, and they should be recommended by the class teacher (or grade counselor), approved by the branch office and the Academic Affairs Office, and reported to the principal's office meeting for discussion and approval.

(III) The graduation certificate of the graduate student in advance shall be handled according to the time of issuance of the certificate prescribed by the Jiangsu Provincial Department of Education.

**Article 19** This Code shall be implemented as of the date of promulgation, and the Academic Affairs Office shall be responsible for the interpretation. The original "Administrative Measures for the Credit System of Wuxi Institute of Technology" was abolished at the same time.

**IF THERE ARE ANY DIFFERENCES BETWEEN THE ENGLISH AND CHINESE VERSIONS OF THIS REGULATION, THE CHINESE VERSION SHALL PREVAIL AND THE SCHOOL OF INTERNATIONAL EDUCATION SHALL BE RESPONSIBLE FOR THE INTERPRETATION.**

# 无锡职业技术学院学生休学与复学管理办法

(修订)

锡职院教〔2017〕9号

## 一、学生有下列情形之一者，应予休学：

- (一) 因病经学校指定医院(二级甲等及以上)诊断,需停课治疗、休养时间占一学期总学时的三分之一以上者;
- (二) 一学期缺课(含请假)超过该学期总学时三分之一者;
- (三) 因某种特殊原因,本人申请休学者;
- (四) 学生因故需要请假,一学期中累计请假时间超过三分之一者。

## 二、休学创业

- (一) 我校支持大学生休学创业,需休学创业的学生应向所在分院提交有本人和家长签字的书面申请及相关证明材料,分院认定同意后,学生工作处、教务处等相关部门审核并报分管校长审批,审批同意后方可办理相关手续;
- (二) 学校不设限休学创业次数,最长学习年限为9年。分院应指定专人负责,加强对休学创业学生的管理。

## 三、学生休学一般以一年为期

## 四、学生因某种原因中途休学,经本人申请,学校批准,可办理

### 休学：

- (一) 学生在校学习期满一年以上者,方可申请休学;
- (二) 因工学交替而申请休学者,须年满十六周岁。

## 五、休学次数及在校学习时间累计：

- (一) 学校不设限休学次数,也不单独设限学生在校期间休学时间,但学生在校学习时间不得超过总的学习年限。
- (二) 在校总的学习年限如下：  
三年制专科            不超过六年(含休学和保留学籍)

## 六、休学期间的学生

- (一) 户口不迁出学校。
- (二) 不得办理转学或报考其他学校的相关手续。
- (三) 学校对其在外活动不承担管理责任。

## 七、申请休学的手续

(一) 需休学的学生应向所在分院提交有家长签字的书面申请，所在分院签署书面意见，经教务处审核批准后报教学校长批准，办理相关手续。分院、教务处对休学学生进行备案。

(二) 对休学学生学校收回学生证、校园一卡通等，发给休学证明。休学期间只保留学籍，不享受在校生待遇，并需办理相应的离校手续。

## 八、休学学生申请复学的手续

(一) 学生休学期满，应于学期开学前持有关证明向学校申请复学。逾期无故不办理者，按退学处理。

(二) 因病休学的学生，申请复学时必须持二级甲等及以上医院的健康证明，并经学校复查合格后，方可复学。

(三) 非伤、病等原因休学，学生要求复学的，学校须进行复查。学生休学期间：

1. 因犯错误或触犯刑律，达到《无锡职业技术学院学生违纪处分条例》处分规定“留校查看”（含留校查看）以上者，不予复学，作退学处理。

2. 因发生工伤或意外伤害事故致残，或患病等导致不符合体检合格标准者，不得复学。在规定的学习年限内身体恢复的，可以再次申请休学；若不能恢复到可以继续学习的，作退学处理。

3. 复学申请经学生所在分院批准后，由学生工作处、教务处审核、备案。

4. 休学学生复学时，其综合奖学金等级，按休学前综合测评结果评定的等级执行；缴费的项目和额度，按所复学就读年级的标准缴纳，不得减免。

5. 休学学生复学后，在校学习期满一学期以上，方可再次申请休学。

## 九、学生复学后，原则上随原专业的下一年级学习。

原专业的下一年级没有相应班级的，也可根据学校的实际情况转入下一年级相近专业学习。休学创业学生因自身情况需要转专业的，可提出申请，学校优先考虑，但应符合相关规定。

## 十、本管理办法自公布之日起施行，由教务处负责解释。

十一、原《无锡职业技术学院学生休学与复学管理办法》同时废止。

**WUXI INSTITUTE OF TECHNOLOGY STUDENT SUSPENSION AND  
REHABILITATION STUDY MANAGEMENT (REVISION)  
WXIT ACADEMIC [2017] NO.9**

**Article 1.** Students who have one of the following circumstances should be suspended from school:

- (1) Due to the diagnosis of the hospital designated by the school (grade A, Level 2 and above), it is necessary to suspend treatment and take up more than one-third of the total school hours of one semester;
- (2) One-semester absence (including leave) for one semester exceeds one-third of the total number of hours of the semester;
- (3) For some special reason, the student applies for a suspension;
- (4) Students need to take leave for any reason, and the accumulated leave time is more than one-third in one semester.

**Article 2.** Suspend to start a business

- (1) Our school supports college students to suspend and start a business. Students who need to leave school and start a business should submit a written application signed by themselves and their parents and relevant supporting materials to the branch. After the branch has confirmed the consent, the student office, the academic office and other relevant departments will review and report. In charge of the examination and approval of the principal, the relevant formalities may be handled after the approval is approved;
- (2) The school does not set a limit on the number of business hours, and the maximum length of study is 9 years. The branch office shall appoint a special person to be responsible for strengthening the management of students who are absent from school.

**Article 3.** Students are suspended from school for a period of one year.

**Article 4.** Students who have suspended for some reason may apply for suspension of study after their application and approval by the school:

- (1) Students who have completed their studies at school for more than one year may apply for suspension of study;
- (2) Applying for a suspension due to the alternation of work and study, must be at least 16 years of age.

**Article 5.** The number of suspensions and the total time spent in school:

- (I) The school does not set a limit on the number of suspensions of study, nor does it limit the time for students to suspend their studies while they are in school. However, students must not study longer than the total number of years of study.
- (II) The total length of study at school is as follows:

Three-year specialization, no more than six years (including suspension of study and retention of student status)

**Article 6.** Students during the period of suspension

- (1) The account does not move out of the school.
- (2) It is not allowed to apply for transfer or to apply for other schools.
- (3) The school does not assume management responsibility for its activities abroad.

**Article 7.** Procedures for applying for suspension of school

(I) Students who need to suspend their studies shall submit a written application signed by the parent to the branch, and the branch shall sign a written opinion. After examination and approval by the Academic Affairs Office, the school principal shall approve the application and go through relevant formalities. The branch office and the Academic Affairs Office shall record the students who are absent from school.

(II) Sending a certificate of suspension to the student and take back the student's ID card, etc., During the period of suspension from school, only the student status is retained, the student's treatment is not enjoyed, and the corresponding leave procedures are required.

**Article 8.** Procedures for students who are absent from school to apply for returning to school

(I) Upon expiration of the term of suspension of the student, the student shall apply to the school for resumption of school before the start of the semester with the relevant certificate. If you fail

to apply for any reason beyond the time limit, you will be dismissed as a result of withdrawal.

(II) Students who have dropped out of school due to illness must apply for a grade A, level 2 and above hospital health certificate and must return to school after passing the school's review.

(3) If the student requests to return to school due to non-injury, illness, etc., the school shall conduct a review. During the period of suspension from school:

1. Due to mistakes or violations of the criminal law, the "Wuxi Institute of Technology Students Disciplinary Actions Regulations" stipulated that the "staying in the school to view" (including staying in school to view) above, will not be returned to school, for withdrawal.

2. Those who fail to meet the medical examination standards due to accidents caused by work-related injuries or accidental injuries, or who are sick, may not return to school. If the body recovers within the prescribed length of study, you can apply for a suspension of study again; if you can't recover, you can continue to study.

3. After the application for resumption of study is approved by the student's branch, it will be reviewed and filed by the Student Affairs Office and the Academic Affairs Office.

4. When the students who are absent from school return to school, their comprehensive scholarship level shall be implemented according to the grades assessed by the pre-school comprehensive evaluation results; the items and quotas for payment shall be paid according to the standard of the grades of the re-education, and shall not be reduced or exempted.

5. After the student has finished school, they can apply for a suspension from school after the school has completed more than one semester.

**Article 9.** After the students return to school, they will study in the next grade of the original major in principle. If there is no corresponding class in the next grade of the original major, and it can be transferred to the next year for similar professional studies according to the actual situation of the school. If the students who are in school are required to transfer their majors due to their own circumstances, they can apply, and the school should give priority to them, but it should comply with relevant regulations.

**Article 10.** The Administrative Measures shall be implemented as of the date of promulgation, and the Academic Affairs Office shall be responsible for the interpretation. The original "Wuxi Institute of Technology Students' Schooling and Rehabilitation Management Measures" was abolished at the same time.

**IF THERE ARE ANY DIFFERENCES BETWEEN THE ENGLISH AND CHINESE VERSIONS OF THIS REGULATION, THE CHINESE VERSION SHALL PREVAIL AND THE SCHOOL OF INTERNATIONAL EDUCATION SHALL BE RESPONSIBLE FOR THE INTERPRETATION.**



# 无锡职业技术学院考场管理规定与学生考试违纪处理办法

## 一、考场管理规定

(一) 参加考试的学生，除必要的文具之外（考试用草稿纸由监考教师统一发放），不得将书籍、工具书、与考试内容相关的文字材料及其它物品携入考场（开卷考试或“一页开卷”考试课程不受此限）。也不得携带 BP 机、手机、商务通等具有通讯或数据、文字储存功能的工具。一旦携入考场，也必须集中放置在讲台上，违者一律按《国家教育考试违规处理办法》处理。

(二) 考试学生必须携带学生证或身份证等有效证件，按指定位置或考试证摆放位置入座，考生入座后将学生证或身份证等有效证件放在桌子的左上方，以备监考人员核实检查。未携带有效证件的，作违反考场纪律论处，不得进行考试，取消考试资格。对不服从监考人员调度的考生，作违反考场纪律论处。取消考试资格。

(三) 学生必须按时参加考试。考试开始起的 15 分钟内，仍未进入考场或考试进行中擅自离开考场者，作自动放弃考试论。

(四) 所有答卷必须在规定时间内完成，不得拖延。

(五) 该场考试规定时间超过 45 分钟的考试，开考的前 30 分钟内不得交卷。该场考试规定时间不足 45 分钟的考试，要提前交卷的考生，需征得监考教师同意后方可提前交卷，但开考的前 15 分钟内不得交卷。

(六) 对试题，除因印刷质量问题可举手提问外，一律不得提问。

(七) 凡参加考试不交卷或无故不参加考试者，以旷考论处，课程成绩以零分记录，并注明“旷考”字样，不得补考。

(八) 闭卷考试的答卷必须独立完成，严禁偷看、互相讨论、抄袭、交换纸条，严禁使用暗号，严禁携带与考试内容相关的文字材料或者存储有与考试内容相关资料的电子设备参加考试，一经发现上述行为，立即取消考试资格，该学期成绩以零分计，并注明“作弊”字样。期中考试、随堂测试（或平时测验）等考试作弊的，该学期成绩以零分计，并注明“作弊”字样；该考试作弊学生仍需参加课程的学习。

(九) 开卷考试经教师同意可以看参考书，但不得抄袭或请他人代答试卷，不得交换课程复习资料、教材和各种参考书，否则以作弊论处。除参考书的复印件外，不得携带其它资料的复印件，一旦携入考场，也必须集中放置在讲台上，违者按违反考场纪律处理。

(十) “一页开卷”考试按学院有关规定执行。

(十一) 提前交卷的学生，交卷后必须立即离开考场，不得在考场内外停留、喧哗，影响他人考试，违者按违反考场纪律论处。按时交卷的学生，当主考教师宣布考试时间已到时，必须立即停止答卷，将考卷反扣在桌面上，由监考教师将考卷收完后，才能离开座位。

(十二) 监考教师有权根据考场情况提出组织好考试的其它要求学生必须服从。

(十三) 国家或省组织的统一考试，按其各自规定的考试管理办法执行。

## 二、学生违纪处理办法

(一) 由他人代考(或替人考试)、组织 3 人及以上的集体作弊、偷窃试卷并作弊（偷窃涉及本人需考试课程的试卷视为偷窃并作弊）的主要行为人，给予开除学籍处理。偷窃非本人需考试课程的试卷，未散发的，作留校察看处理；散发到与该试卷有关学生的，作开除学籍处理。接受偷窃试卷不及时举报的，作留校察看处理。

(二) 非上述情况的作弊：

1. 第一次作弊行为者，作留校察看处理；
2. 有第二次作弊行为者一律作开除学籍处理。
3. 作弊课程以零分记入学籍档案，该课程不得参加学期补考，但可以参加课程重修。未重修的作弊课程，在毕业前该生向学生所在系申请，经批准后给予一次毕业补考机会。
4. 学期补考或毕业补考中作弊的，除以零分记入学籍档案外，今后在校期间不再给予任何补考或重修机会。
5. 期中考试、随堂测试（或平时测验）作弊分别给予相应处分外，该门课程的学期成绩作零分计算。除开除学籍者外，仍参加课程修学并完成课程作业和实践环节的，可以申请参加学期补考；否则不得参加学期补考，登记为“取消补考资格”。
6. 协同作弊者与作弊者同等处理。
7. 处分结果布告全校并通知家长。
8. 学生考试作弊的，由监考教师报教务处记录后，送交学生处统一处理。
9. 考试后学生不得向教师无理纠缠分数，更不得进行威胁。如有类似行为，将按校纪处理，情节严重触犯法律者，将开除学籍，并追究法律责任。
10. 应考学生违反考场纪律的，该场考试以零分计。情节较轻的，给予通报批评；情节严重的给予警告或严重警告处分；情节严重并造成重大影响的给予记过及以上处分。非应考学生违反考场纪律的，因其扰乱正常的教学秩序，视情节轻重，给予警告及以上处分。

### 三、其它

- （一）学生在学院组织的各类考试中，有作弊行为的，均参照本规定执行。
- （二）学生参加补考考试，不得使用考试证作身份证明。未携带身份证件或保卫处、学生所在系（部）出具的身份证明的，不得进入补考场所，不能参加补考。
- （三）毕业补考或结业生回校参加补考，必须携带身份证参加考试。在校生身份证遗失的，须到保卫处出具身份证明；结业生身份证遗失的，须由工作单位（或学生户籍所在街道、居委会、村委会出具）证明，并经学生专业所在系（部）确认，方能作为身份证明。

### 四、本办法自 2009 年 9 月 1 日起执行。

### 五、本办法由教务处负责解释。

## **REGULATIONS ON EXAMINATION ROOM MANAGEMENT AND STUDENT EXAMINATION VIOLATIONS OF WUXI INSTITUTE OF TECHNOLOGY**

### **Article 1.** Examination room management regulations

(I) Students who take the test, except for the necessary stationery (the draft paper for examinations shall be uniformly issued by the invigilator), shall not bring books, reference books, text materials and other items related to the test content into the examination room (open book examination or The “One Page Open” exam course is not subject to this limitation. It is also not allowed to carry tools such as BP, mobile phones, and business communications that have communication or data and text storage functions. Once brought into the examination room, it must also be placed on the podium. The offenders will be dealt with in accordance with the National Education Examination Violation Measures.

(II) Students must bring a valid ID card such as a student ID card or ID card, and place them at the designated location or the place where the test card is placed. After the candidate is seated, put a valid ID card such as a student ID card or ID card on the top left of the desk for the invigilation. If you do not carry a valid certificate, you may not be allowed to take the test and cancel the test qualification. Candidates who disobey the supervision of the invigilator are subject to violation of the discipline of the examination room. The exam qualification will be canceled.

(III) Students must take the test on time. Within 15 minutes from the start of the exam, those who have not yet entered the examination room or left the examination room during the examination are allowed to give up the examination automatically.

(IV) All answers must be completed within the specified time without delay.

(V) The examinations with a time limit of more than 45 minutes shall not be submitted within the first 30 minutes of the examination. For exams with a time limit of less than 45 minutes, candidates who have to submit the papers in advance must obtain the consent of the invigilator before submitting the documents in advance, but they must not submit within the first 15 minutes of the test.

(VI) For the test questions, you may not ask questions except for questions that may be raised because of the quality of the print.

(VII) Those who do not submit the test or do not take the test without any reason, take as test absence, the scores of the course are recorded in zero points, and the words "test absence" are indicated, and the test may not be retaken.

(VIII) The answer sheet of the closed-book exam must be completed independently. It is strictly forbidden to peek, discuss, plagiarize, exchange paper strips. It is strictly forbidden to use the cipher. It is strictly forbidden to bring the text materials related to the test content or the electronic equipment storing the information related to the test content to take the test. Once the above behavior is discovered, the qualification for the examination will be cancelled immediately. The score for the semester is zero, and the word "cheating" is indicated. For exams such as mid-term exams, quizzes (or usual tests), etc., the semester scores are zero points and the words "cheating" are indicated; students who cheated on the exam are still required to take the course.

(IX) The open book examination can be read by the teacher's consent, but it is not allowed to copy or ask others to answer the test papers. It is not allowed to exchange course review materials, textbooks and various reference books. Otherwise, it will be treated as cheating. Except for the copy of the reference book, no copy of other materials may be carried. Once it is brought into the examination room, it must be placed on the podium. The offenders shall be dealt with in violation of the examination discipline.

(X) The “one-page open book” examination shall be carried out in accordance with the relevant provisions of the College.

(XI) Students who have submitted the documents in advance must leave the examination room immediately after the submission of the documents. They must not stay in or outside the examination room, affecting others' examinations, and violating the rules of the examination venue. Students who submit their papers on time, when the main examination teacher

announces that the examination time is over, must immediately stop the answer sheet, deduct the examination paper on the desktop, and the invigilator will finish the examination paper before leaving the seat.

(XII) The invigilator has the right to submit other requirements for organizing the exam according to the examination room. The student must obey.

(XIII) The unified examinations of national or provincial organizations shall be carried out in accordance with their respective prescribed examination management methods.\

**Article 2. Student disciplinary measures**

(I) Taking the test of others (or taking the test for others), organizing group cheating for 3 or more people, stealing papers and cheating (theft involves the test papers that I need to take the exam course as stealing and cheating), and expelling the student who did it. If you have stolen a test paper that is not required for the examination course, if it is not distributed, it shall be left to the school for inspection; if it is distributed to the student concerned with the examination paper, it shall be expelled from the school. If you accept the theft of the test paper and do not report it in time, you will be punished by being left to the school for inspection.

(II) Cheating not in the above situation:

1. The first cheating act was left to be examined and treated;
2. Anyone who commits a second cheating will be expelled from school.
3. The cheating course is credited to the student registration file with zero points. The course is not eligible for the semester retake, but can be retaken. As for understudied cheating courses, before the graduation, the student applies to the department of the student, and after graduation, gives a chance to retake the exam.
4. Students who cheating in the semester re-examination or graduation re-examination will not be given any re-test or re-study opportunities during the school period, except for the zero-point entry into the student registration file.
5. Students who cheating in the mid-term examination, the inter-class test (or the usual test), the corresponding semester score of the course is calculated as zero. In addition to expelling students, if you still take the course to complete the course and complete the coursework and practice, you can apply for the semester to retake the exam; otherwise, you may not take the semester to retake the exam and register as “cancel the exam qualification” .
6. Collaborative cheaters will be treated the same as cheaters.
  7. The results of the disciplinary will be reported to the whole school and notify the parents.
  8. Students who cheated in the exam will be sent to the student office for unified processing after being recorded by the invigilator.
9. After the test, students should not arbitrarily entangle the scores with the teachers, and must not threaten them. If there is a similar behavior, it will be handled according to the school discipline. If the circumstances seriously violate the law, the student will be expelled and the legal responsibility will be investigated.
10. In the case of a student who violates the discipline of the examination room, the examination is based on zero points. If the circumstances are relatively minor, a notice of criticism will be given; if the circumstances are serious, warnings or serious warnings will be given; if the circumstances are serious and the impact is significant, the above punishments will be recorded. If a non-reward student violates the discipline of the examination room, it will give a warning and disciplinary action according to the disorder of the normal teaching order.

**Article 3. Other regulations**

(I) Students who commit cheating in various examinations organized by the college shall follow the provisions of these regulations.

(II) Students who take the supplementary test shall not use the test certificate as proof of identity. Those who do not carry the identity document or the identity certificate issued by the department or department of the student shall not enter the re-examination site and may not participate in the re-examination.

(III) Graduation exams or graduate students returning to the school to take the exam must bring an ID card to take the exam. If the student ID card is lost, it must be issued with a certificate of identity at the security office; if the student ID card is lost, it must be certified by the work unit

(or the street where the student ' s household registration is located, the neighborhood committee, and the village committee), and the student ' s professional department (department)) Confirmation can be used as proof of identity.

**Article 4.** These Measures shall be implemented as of September 1, 2009.

**Article 5.** The Office of Academic Affairs is responsible for the interpretation of these Measures.

# 无锡职业技术学院外国留学生管理办法（试行）

(2017级起适用)

## 一、总则

第一条 为促进我校国际交流与合作，积极拓展外国留学生教育，加强对接受和培养外国留学生工作的规范管理，根据《普通高等学校学生管理规定》、《高等学校接受外国留学生管理规定》、《关于进一步加强来华留学人员管理服务工作的通知》、《关于修订〈中华人民共和国境内外国人宗教活动管理规定实施细则〉的决定》、《学校招收和培养国际学生管理办法》等规定，结合我校实际，制定本管理办法。

第二条 本办法是我校外国留学生管理的基本办法，适用于学校的各部门及各学院等单位。学校各有关单位应积极配合，认真做好我校外国留学生教育、管理、服务等各项工作。

第三条 本办法所称外国留学生是指持外国护照、在我校注册接受学历教育或非学历教育的外国公民。我校外国留学生教育与管理的基本方针是以人为本，统筹兼顾规模、层次和结构，推进外国留学生教育事业全面、协调、可持续发展。

## 二、管理体制

第四条 学校高度重视外国留学生教育，无锡职业技术学院外国留学生工作领导小组负责学校外国留学生的统筹管理、制度完善、业务指导、工作协调等方面的工作，留学生工作办公室挂靠在国际交流合作处，具体负责外国留学生管理与协调工作，包括以下方面：

（一）接受国家教育部、国家留学基金管理委员会（简称留学基金委）、国家汉语国际推广领导小组办公室（简称国家汉办）、江苏省外事侨务港澳台事务办公室（简称省外办）、江苏省教育厅等部门的有关业务指导。

（二）负责无锡职业技术学院各类外国留学生的招生宣传、审核录取、学籍注册、入学等相关工作。

（三）统筹协调外国留学生教学、管理、服务等方面的工作。

（四）负责向学校财务处申报各类外国留学生经费的预算使用计划，管理并规范使用相关经费。

（五）配合地方外事、公安、安全、出入境检疫等部门做好外国留学生相关工作。

（六）配合保卫部门做好外国留学生重大突发事件的应急预案及协助相关部门做好善后工作。

（七）汉语言教学以及其他各类外国留学生进入专业学习前的汉语教学组织、实施和管理，包括：校际交流生的汉语补习、自费留学生汉语教学以及汉语短期培训班汉语教学、夏季特别班汉语教学等。

（八）HSK 汉语水平考试、汉语作为外语教学能力的考试两项国家级考试的组织。

（九）学历留学生选修专业的审核及向相关学院的协调选送。

（十）学历留学生进入专业学习后的教学管理指导与协调。

（十一）其他外国留学生的管理与协调工作。

第五条 在考虑留学生文化与生活习惯等因素的同时，积极推动外国留学生与国内学生在管理和服务上的趋同化。教务处负责指导、协调外国留学生预科、专科层次的教学及教务管理等工作；学生处负责指导与协调预科、专科外国留学生的日常管理；财务处负责外国留学生各类经费的使用管理及收费工作；后勤管理部门负责外国留学生的住宿调配及管理，做

好各种生活保障工作；保卫处负责外国留学生的日常安全保卫工作；网络中心负责外国留学生校园卡及网络相关的管理与服务工作。各学院负责本院外国留学生具体的教学工作和日常管理。各单位应根据本办法及有关外国留学生管理制度建立健全相应的实施细则。

### 三、外国留学生的类别、招生和录取

第六条 学校为外国留学生提供学历教育和非学历教育。接受学历教育的学生类别为专科生；接受非学历教育的学生类别包括汉语进修生、校际交流生以及各类短期培训生。

第七条 教务处和留学生工作办公室根据学生志愿及各学院每年可接受情况共同完成外国留学生进入专业学习的调配和选送工作。

第八条 留学生工作办公室应及时公布每年关于外国留学生招生政策及章程，积极组织对外招生宣传。各学院也可通过不同渠道，吸引外国留学生来我校学习、进修。各学院与国外院校达成的学生交流协议须经学校国际交流合作处审批，并由国际交流合作处具体操作。

第九条 各类外国留学生的录取办法及录取流程由留学生工作办公室根据教育部、省教育厅相关规定研究制订。留学生工作办公室负责外国留学生申请资格审查、录取、注册、入学等相关工作。

### 四、教学管理

第十条 外国留学生的教学管理参照普通国内学生的教学管理办法实行。专科生参照普通专科生教学模式进行管理；非学历教育生由国际教育学院组织教学并依据相关规定进行管理。

第十一条 汉语和中国概况应当作为高等学历教育的必修课。教务处负责统筹各学院制定学历生的教学及修读计划，国际教育学院负责制定汉语言教学、其他外国留学生汉语进修、汉语补习计划以及中国概况课程教学。各相关学院应根据专业特色并结合外国留学生的心理及文化特点开展教学活动。在保证基本教学质量的前提下，可适当调整外国留学生的必修和选修课程。非学历生的进修，由各相关学院结合学生本人的需求制定相应的培养计划。

第十二条 鼓励各学院积极开拓各类外国留学生学习和进修培训项目，支持并鼓励具有高级职称的教师承担外国留学生的教学工作。

第十三条 外国留学生的学籍档案由留学生工作办公室统一管理。各相关学院负责将本院外国留学生每学期的学习成绩、奖惩信息等抄送留学生工作办公室以备存档；外国留学生提出转专业、退学、转学、休学等申请时，应及时向留学生工作办公室报送相关材料，核准后将根据不同情况呈报省教育厅等主管部门和相关国家驻华使领馆。

第十四条 各相关学院组织外国留学生进行教学实习和社会实践，应按教学计划与在校的中国学生一起进行，在选择实习或实践地点时，应遵守有关涉外规定。

第十五条 学校根据有关规定为达到毕业要求留学生颁发由教育厅统一印制的无锡职业技术学院毕业证书。

### 五、经费管理

第十六条 自费外国留学生的收费标准由留学生工作办公室根据省教育厅的指导意见，结合我校实际情况拟定，报学校审核批准后执行。

第十七条 留学生工作办公室按规定收取的各项费用统一上缴学校，费用支出按相关规定严格管理。

## 六、日常管理

第十八条 学校相关单位应为外国留学生提供校园卡办理、学生证件办理、图书阅览、体育场馆使用等与国内学生相同的学习、生活条件与服务。外国留学生在教学计划以外使用其他设备和获取其他资料，按照学校有关规定和程序审批执行。

第十九条 学校各相关单位应依照国家有关法律、法规和学校的规章制度对外国留学生进行教育和管理，教育外国留学生遵纪守法，尊重我国的社会公德和风俗习惯。

第二十条 学校及相关学院不组织外国留学生参加政治性活动，但可以组织外国留学生自愿参加有助于了解中国社会和历史文化的活动以及有利于身心健康的文体活动。鼓励中外学生共同参加各类体育竞赛和文艺活动。

第二十一条 学校鼓励外国留学生加入非政治性学生社团组织并参与活动。经留学生工作办公室上报学校批准，外国留学生可以在校内成立联谊团体，并在我国法律、法规和校规、校纪允许的范围内活动，服从学校相关部门的领导和管理。外国留学生成立跨校、跨地区的组织，应当向中国政府主管部门申请。

第二十二条 学校尊重外国留学生的民族习俗和宗教信仰，但不提供举行宗教仪式的场所。经学校批准，外国留学生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。严禁外国留学生在校期间从事传教及宗教聚会等活动。

第二十三条 外国留学生在校内发生酗酒滋事、打架斗殴、交通事故等一般性突发事件，由留学生工作办公室会同学校保卫处处理；在校外发生此类一般突发事件由留学生工作办公室配合公安部门处理。发生重大突发事件时，相关学院须及时报留学生工作办公室、保卫处共同协助外事、公安等部门处理，同时，留学生工作办公室应及时上报相关上级主管部门。

第二十四条 外国留学生的校内住宿由学校后勤管理部门统一安排和管理。公寓管理部门应及时向留学生工作办公室报送外国留学生住宿的基本信息。住宿学生应遵守公寓的住宿管理规定，因住宿问题发生的各种纠纷由后勤管理部门会同留学生工作办公室、学生处、保卫处按有关管理规定处理。

第二十五条 外国留学生可以在校外住宿，但应向留学生工作办公室提交校外住宿相关材料，并按规定及时在公安部门办理登记备案。

第二十六条 外国留学生在规定节、假日以外请假，已进入专业学习的由相关学院负责审批，其中请假超过一周或涉及离开本地区或出入境的，应通知留学生工作办公室并进行商定。未进入专业学习的由国际教育学院负责审批。

第二十七条 外国留学生在学期间不得就业、经商，或从事其他经营性活动，但可以按学校规定参加勤工助学活动。

第二十八条 外国留学生的出、入境及在华居留手续等涉外管理由留学生工作办公室负责。凡来我校学习的外国留学生均须持 X 或 F 签证入境，对持其他签证入境的学生，留学生工作办公室应及时督促和协助其到公安部门办理换证手续。

第二十九条 对受到勒令退学或开除学籍处分的外国留学生，留学生工作办公室应及时通知公安部门出入境管理处。



## 七、附则

第三十条 本办法未尽事宜依据国家相关法律、法规及无锡职业技术学院相关规定执行。

第三十一条 本办法自公布之日起实施。

# **WUXI INSTITUTE OF TECHNOLOGY MEASURES FOR THE ADMINISTRATION OF INTERNATIONAL STUDENTS (TRIAL) (APPLICABLE FROM 2017 LEVEL)**

## **CHAPTER I .GENERAL**

**Article 1** To promote the international exchanges and cooperation of our university, actively expand the education of International students, and strengthen the standardized management of accepting and cultivating the work of International students. According to the Regulations on the Administration of Students in Colleges and Universities and the Regulations on the Administration of International Students in Colleges and Universities, "Notice on Further Strengthening the Management Services for Study Abroad in China", "Decision on Amending the Regulations for the Implementation of the Regulations on the Administration of Religious Activities of Internationalers in the People's Republic of China", "Measures for the Administration of Recruiting and Cultivating International Students", etc. The actual situation of our school is to formulate this management method.

**Article 2** These Measures are the basic methods for the management of International students in our school. They are applicable to all departments and schools of the school. All relevant units of the school should actively cooperate and conscientiously do a good job in the education, management and service of International students in our school.

**Article 3** The term "International international students" as used in these Measures refers to International nationals who hold International passports and are registered with our school to receive academic education or non-degree education. The basic policy for the education and management of International students in our school is people-oriented, taking into account the scale, level and structure, and promoting the comprehensive, coordinated and sustainable development of International students' education.

## **CHAPTER II.MANAGEMENT SYSTEM**

**Article 4** The school attaches great importance to the education of International students. The WXIT International Student Work Leading Group is responsible for the overall management, system improvement, business guidance and work coordination of International students in the school. The International Student Work Office is affiliated with the International Exchange and Cooperation Office. Specifically responsible for the management and coordination of International students, including the following aspects:

1. Accepted by the Ministry of Education, the National Scholarship Fund Management Committee (CSC), the National Chinese International Promotion Leading Group Office (referred to as Hanban), the Jiangsu International Affairs Office of Overseas Chinese Affairs, Hong Kong, Macao and Taiwan Affairs Office (referred to as the Provincial International Affairs Office), Jiangsu Provincial Department of Education Relevant business guidance from other departments.
2. Responsible for the recruitment, evaluation, admission, enrollment and other related work of various International students of WXIT.
3. Coordinating and coordinating the work of teaching, management and service of International students.
4. Responsible for reporting the budget use plan for all kinds of International students' funds to the school finance department, and managing and standardizing the use of relevant funds.
5. Cooperate with local International affairs, public security, security, entry and exit quarantine and other departments to do well in International students.
6. Cooperate with the security department to do a good job in the emergency response of major International students and assist the relevant departments in their aftermath.
7. Chinese language teaching and other types of International students entering Chinese language teaching organization, implementation and management before the professional study, including: Chinese tuition for inter-university exchange students, Chinese teaching for self-funded international students, Chinese language teaching for short-term Chinese classes, summer special classes Chinese teaching, etc.
8. Organization of HSK Chinese Proficiency Test and Chinese as a test for International language teaching ability.

9.Examination of the elective majors of International students and the coordination of the relevant colleges.

10.Teaching and management guidance and coordination of international students after entering professional study.

11.Management and coordination of other International students.

**Article 5** While considering the factors such as the culture and living habits of international students, we will actively promote the convergence of International students and domestic students in management and service. The Academic Affairs Office is responsible for guiding and coordinating International students' preparatory courses, teaching and teaching management at the specialist level; the Student Office is responsible for guiding and coordinating the day-to-day management of pre-university and specialist International students; the Finance Department is responsible for the use management and charging of various International students; The logistics management department is responsible for the accommodation allocation and management of International students, and does a good job in various life support work; the security department is responsible for the daily security of International students; the network center is responsible for the campus card and network-related management and service work for International students. The colleges are responsible for the specific teaching work and daily management of International students in this school. All units shall establish and improve corresponding implementation rules in accordance with these Measures and the relevant International student management system.

### **CHAPTER III.TYPES, ENROLLMENT AND ADMISSION OF International STUDENTS**

**Article 6** The school provides academic education and non-degree education for International students. The types of students receiving academic education are junior college students; the types of students receiving non-degree education include Chinese advanced students, inter-school exchange students and various short-term trainees.

**Article 7** The Office of Academic Affairs and the Office of International Students shall jointly complete the assignment and selection of International students into professional studies according to the student's volunteerism and the annual acceptable conditions of each college.

**Article 8** The Office of International Students' Work shall promptly announce the annual enrollment policies and regulations for International students and actively organize the promotion of external enrollment. Each college can also attract International students to study and study in our school through different channels. The student exchange agreement between the colleges and International institutions must be approved by the International Exchange and Cooperation Office of the school and operated by the International Exchange and Cooperation Office.

**Article 9** The admission methods and admission procedures for all types of International students shall be studied and formulated by the Office of International Students in accordance with the relevant regulations of the Ministry of Education and the Provincial Department of Education. The International Student Work Office is responsible for the qualification examination, admission, registration, and enrollment of International students.

### **CHAPTER IV.TEACHING MANAGEMENT**

**Article 10** The teaching management of International students shall be carried out in accordance with the teaching management methods of ordinary domestic students. The junior college students are managed according to the teaching mode of ordinary junior college students; the non-degree education students are organized by the International Education College and managed according to relevant regulations.

**Article 11** The general situation of Chinese and Chinese shall be a compulsory course for higher education. The Academic Affairs Office is responsible for coordinating the teaching and reading plans of the colleges and universities. The Institute of International Education is responsible for formulating Chinese language teaching, Chinese language training for International students, Chinese tutoring programs and teaching of Chinese general courses. All relevant colleges should carry out teaching activities according to their professional characteristics and the psychological and cultural characteristics of International students. Under the premise of ensuring the quality of basic teaching, the compulsory and elective courses for International students can be

appropriately adjusted. For non-degree students, the relevant colleges should develop corresponding training plans based on the needs of the students themselves.

**Article 12** All colleges are encouraged to actively explore various International students' study and refresher training programs, and support and encourage teachers with senior professional titles to undertake the teaching work of International students.

**Article 13** The student registration files of International students shall be managed by the Office of International Students. All relevant colleges are responsible for copying the academic scores, rewards and punishments of International students of this school to the International Student Office for archival purposes; International students who submit applications for transfer, dropout, transfer, and suspension of study should submit the application to the International Student Office in a timely manner. Relevant materials will be reported to the competent departments of the Provincial Department of Education and relevant national embassies and consulates in China according to different conditions.

**Article 14** All relevant colleges and universities shall organize International students to carry out teaching internships and social practice. They shall be carried out together with the Chinese students at the school according to the teaching plan. When choosing an internship or practice place, they shall abide by the relevant International-related regulations.

**Article 15** According to the relevant regulations, the school shall issue a diploma of WXIT uniformly printed by the Education Department for the students who meet the graduation requirements.

#### **CHAPTER V.FUND MANAGEMENT**

**Article 16** The fees for International students at their own expense shall be determined by the Office of International Students in accordance with the guidance of the Provincial Department of Education, combined with the actual situation of our school, and reported to the school for approval and implementation.

**Article 17** All expenses collected by the Office of International Students shall be turned over to the school in a unified manner, and the expenses shall be strictly managed in accordance with relevant regulations.

#### **CHAPTER VI.DAILY MANAGEMENT**

**Article 18** The relevant units of the school shall provide the same study and living conditions and services as the domestic students for the International students to provide campus card management, student ID management, book reading, and stadium use. International students use other equipment and obtain other materials outside the teaching plan, and approve the implementation according to the relevant regulations and procedures of the school.

**Article 19** All relevant units of the school shall educate and manage International students in accordance with relevant state laws, regulations and school rules and regulations, educate International students to abide by the law and respect the social morality and customs of our country.

**Article 20** Schools and related colleges do not organize International students to participate in political activities, but they can organize International students to participate in activities that help to understand Chinese society, history and culture, as well as cultural and sports activities that are conducive to physical and mental health. Chinese and International students are encouraged to participate in various sports competitions and cultural activities.

**Article 21** The school encourages International students to join non-political student organizations and participate in activities. Approved by the International Student Work Office, International students can set up a friendship group within the school and operate within the scope of laws, regulations, school regulations, and school disciplines, and obey the leadership and management of the relevant departments of the school. International students who establish cross-school and cross-regional organizations should apply to the competent authorities of the Chinese government.

**Article 22** The school respects the ethnic customs and religious beliefs of International students, but does not provide venues for religious ceremonies. With the approval of the school, International students can hold activities to celebrate their important traditional festivals at the designated place and scope within the school, but there must be no objection, attack on the

content of other countries or violation of public morals. International students are strictly prohibited from engaging in missionary and religious gatherings during their school days.

**Article 23** International students in the school have general emergencies such as alcoholism, fights, traffic accidents, etc., which are handled by the International Student Affairs Office and the School Security Office; such general emergencies occur outside the school. Departmental processing. In the event of a major emergency, the relevant colleges shall promptly report to the student work office and the security office to assist International affairs and public security departments. At the same time, the International student work office shall promptly report to the relevant higher authorities.

**Article 24** The on-campus housing of International students shall be arranged and managed by the school logistics management department. The apartment management department shall promptly submit the basic information of International students' accommodation to the International Student Work Office. Accommodation students should abide by the accommodation management regulations of the apartment. All disputes arising from accommodation problems will be handled by the logistics management department in conjunction with the International Student Work Office, Student Office and Security Department in accordance with relevant management regulations.

**Article 25** International students may stay outside the school, but they shall submit relevant materials for off-campus accommodation to the International Student Office, and shall register and file with the public security department in time.

**Article 26** International students who have taken leave outside the prescribed festivals and holidays shall be examined and approved by the relevant colleges who have entered professional studies. Those who have taken leave for more than one week or who are involved in leaving the area or entering or leaving the country shall notify the International Student Office and make an agreement. The International Education Institute is not responsible for examination and approval.

**Article 27** International students may not be employed, do business, or engage in other business activities during their studies, but may participate in work-study activities as prescribed by the school.

**Article 28** International-related management, such as the entry and exit of International students and the procedures for staying in China, shall be the responsibility of the International Student Affairs Office. All International students who come to our school must enter the country with an X or F visa. For students who enter with other visas, the International Student Office should promptly supervise and assist them to go through the formalities of changing the certificate.

**Article 29** For International students who are ordered to drop out of school or expel from school, the International Student Office shall promptly notify the Exit and Entry Administration Office of the Public Security Department.

#### **CHAPTER VII.THE SUPPLEMENTARY**

**Article 30** The matters not covered in these Measures shall be implemented in accordance with the relevant laws and regulations of the State and the relevant provisions of Wuxi Vocational and Technical College.

**Article 31** These Measures shall be implemented as of the date of promulgation.

**IF THERE ARE ANY DIFFERENCES BETWEEN THE ENGLISH AND CHINESE VERSIONS OF THIS REGULATION, THE CHINESE VERSION SHALL PREVAIL AND THE SCHOOL OF INTERNATIONAL EDUCATION SHALL BE RESPONSIBLE FOR THE INTERPRETATION.**

# 无锡职业技术学院学生违纪处理规定

## 锡职院教〔2017〕8号

### (2017级起适用)

#### 一、总则

第一条 为加强校风学风建设，维护正常的教育教学和生活秩序，促进学生德、智、体、美全面发展，根据教育部《普通高等学校学生管理规定》和有关法律法规，结合学院实际，制定本规定。

第二条 本规定适用于本院全日制普通高等学历教育的在籍学生。

第三条 处理学生，应当做到程序正当、证据充分、依据明确、定性准确、处分恰当。

第四条 对有违法、违规、违纪（以下违法、违规、违纪简称为违纪）行为的学生，应给予批评教育直至纪律处分。纪律处分的种类分为：

- （一）警告；
- （二）严重警告；
- （三）记过；
- （四）留校察看；
- （五）开除学籍。

第五条 违纪学生有下列情形之一，可从轻或减轻处分：

- （一）能主动承认违纪行为，认识深刻，悔改表现突出的；
- （二）能主动揭发他人违纪行为，经查证属实的。

#### 二、违纪行为及处理

第六条 学生有下列情形之一，给予开除学籍处分：

- （一）违反宪法，反对四项基本原则，破坏安定团结、扰乱社会秩序的；
- （二）触犯国家法律，构成犯罪的；
- （三）违反《中华人民共和国治安管理处罚法》并受到处罚，性质恶劣的；
- （四）剽窃、抄袭他人研究成果，情节严重的；
- （五）违反学院规定，严重影响学院教育教学秩序、生活秩序以及公共场所管理秩序，侵害其他个人、组织合法权益，造成严重后果的；
- （六）屡次违反学院规定受到纪律处分，经教育不改的。
- （七）由他人代替考试、替他人参加考试、组织作弊、使用通信设备作弊及其他弊行，行为严重的。

第七条 组织成立非法组织或未经批准擅自组织游行、集会、示威等活动的，视情节轻重，给予留校察看或开除学籍处分；参与非法组织、集会、示威等活动的，视情节轻重，可给予警告等处分。

第八条 学生受到下列治安处罚的，给予相应的纪律处分：

- （一）被处以治安警告或治安罚款者，给予严重警告以上处分；
- （二）被处以治安拘留者，给予开除学籍处分；

第九条 制作、传播计算机病毒或利用网络进行“黑客”攻击的，给予严重警告处分；造成网络及管理系统毁坏或造成经济损失的，给予记过处分；登录非法网站传播有害信息，情节严重的，给予记过或留校察看处分。

第十条 违反学院管理规定，影响校园秩序，侵害其他个人、组织合法权益，视情节和

后果给予以下处分：

（一）妨碍国家工作人员、学院管理人员依法或依据校纪校规执行公务的，给予记过或留校察看处分；

（二）故意破坏公共设施，损害学校或他人财产，违章用电、用火及使用其他危险物品，给予严重警告处分。造成严重后果的，除赔偿经济损失外，给予留校察看处分；

（三）侮辱异性的，给予严重警告或记过处分。造成严重后果的，给予留校察看以上处分；

（四）传播、复制非法书刊和音像制品，参与非法传销和进行邪教、封建迷信活动的，给予严重警告或记过处分；

（五）侮辱、诽谤、诬告、陷害或威胁他人，侵犯他人通信自由的，给予警告或严重警告处分。造成严重后果的，给予记过或留校察看处分；

（六）擅自在学院宿舍内留宿外人者，给予警告或严重警告处分。留宿异性，给予记过或留校察看处分；

（七）校园内酗酒滋事，给予警告处分。造成严重后果的，给予留校察看以上处分。

第十一条 盗窃、诈骗、敲诈勒索财物（有价证券）的，未构成犯罪的，除追回赃款、赃物或赔偿损失外，分别给予以下处分：

（一）盗窃、诈骗价值 500 元以下，给予警告或严重警告处分。盗窃、诈骗价值 500 元以上（含 500 元），给予记过或留校察看处分。

（二）敲诈勒索财物者，给予记过或留校察看处分。

第十二条 学生打架、斗殴的，未构成犯罪的，除负担伤者的医药等费用外，视其责任和后果，分别给予以下处分：

（一）本人虽未动手打人但引发打架事件者，给予严重警告以上处分。引发打架事件后果严重或策划打架者，给予留校察看处分；

（二）动手打人者，给予严重警告以上处分。后果严重的，给予留校察看处分；

（三）邀约院外人员到校滋扰或打架闹事者，给予记过处分。后果严重的，给予留校察看处分；

（四）为他人打架提供器械的，给予严重警告处分。持器械威胁或打人者，给予记过或留校察看处分；

（五）引发或参加群殴事件者，给予记过处分。群殴为首者，给予留校察看处分；

（六）故意为打架事件作伪证者，给予严重警告或记过处分；

（七）在现场起哄或以“劝架”、“调解”为名，偏袒一方，促使事态恶化的，给予警告或严重警告处分。

第十三条 赌博、吸毒行为者，未触犯《刑法》的给予以下处分：

（一）以现金、有价证券或其它物品为赌资，进行赌博者，给予记过处分。组织赌博、屡次参与赌博的，给予留校察看处分。为赌博提供条件或变相赌博者，与参赌者同等处分。

（二）吸毒或教唆他人吸毒者，给予记过或留校察看处分。

第十四条 在男女交往中严重违反社会公德，造成不良影响者，给予记过或留校察看处分。

第十五条 应当在校居住的学生未经批准夜不归宿或擅自在校外租房居住的，给予批评教育、警告或严重警告处分；在校外租房居住，违反有关规定，给学院造成不良影响的，给予记过或留校察看处分。

第十六条 学生在一学期内旷课累计达到一定学时的，给予以下处理或纪律处分：

（一）旷课 10 学时以下的，给予批评教育；

（二）旷课 11-30 学时的，给予警告或严重警告处分；

（三）旷课 31-50 学时的，给予记过处分；

（四）旷课 51 学时以上的，给予留校察看处分。

第十七条 学生在一学期内未请假，连续未参加学院规定的教学活动不到一周者，给予严重警告处分。一周以上、不到二周者，给予记过或留校察看处分。二周以上者，按学籍管理规定处理。

第十八条 学生在考场不遵守考场纪律，不服从考试工作人员的安排与要求，有下列行为之一的，应当认定为考试违纪。对考试违纪者，给予严重警告处分：

- (一) 携带规定以外的物品进入考场或者未放在指定位置的；
- (二) 未在规定的座位参加考试的；
- (三) 考试开始信号发出前答题或者考试结束信号发出后继续答题的；
- (四) 在考试过程中旁窥、交头接耳、互打暗号或者手势的；
- (五) 在考场或者学院禁止的范围内，喧哗或者实施其他影响考场秩序的；
- (六) 未经考试工作人员同意在考试过程中擅自离开考场的；
- (七) 将试卷、答卷(含答题卡、答题纸等，下同)、草稿纸等考试用纸带出考场的；
- (八) 用规定以外的笔或者纸答题或者在试卷规定以外的地方书写姓名、考号或者以其他方式在答卷上标记信息的；

(九) 其他违反考场规则但尚未构成作弊的行为。

第十九条 学生违背考试公平、公正原则，以不正当手段获得或者试图获得试题答案、考试成绩，有下列行为之一的，应当认定为考试作弊并给予留校察看处分：

(一) 携带与考试内容相关的文字材料或者存储有与考试内容相关资料的电子设备参加考试的；

- (二) 抄袭或者协助他人抄袭试题答案或者与考试内容相关的资料的；
- (三) 抢夺、窃取他人试卷、答卷或者强迫他人为自己抄袭提供方便的；
- (四) 故意销毁试卷、答卷或者考试材料的；
- (五) 传、接物品或者交换试卷、答卷、草稿纸的；
- (六) 在答卷上填写与本人身份不符的姓名、考号等信息的；
- (七) 其他作弊行为。

第二十条 学生在考场有下列情形之一，视为严重作弊，可以给予开除学籍处分：

- (一) 由他人代替考试或替他人参加考试；
- (二) 组织作弊；
- (三) 使用通讯设备作弊；
- (四) 涂改他人试卷姓名为己有、在校期间两次作弊及其他作弊行为严重的。

第二十一条 弄虚作假，伪造证件，欺骗组织，蒙骗他人，在在线学习中不讲诚信，存在严重刷课行为且屡教不改者，视情节轻重给予严重警告或记过处分。

第二十二条 新生入学后至取得学籍前，其违纪行为应当受到纪律处分的，作取消入学资格处理。

第二十三条 学生在留校察看期内，再次违纪应当受到纪律处分的，给予开除学籍处分；解除留校察看期后，再次违纪应当受到纪律处分的，可加重一级处分。

第二十四条 第十条、第十一条、第十二条、第十四条、第十五条中学生违纪造成的后果特别严重或影响特别恶劣的，给予开除学籍处分。

### 三、违纪处理程序

第二十五条 学生违纪行为的调查：

(一) 违纪事件的调查，若涉及违法和校园治安方面的，由保卫处负责，学生处、学生所在院系参与。涉及考试违纪的，由教务处负责，学生处、学生所在院系参与。其它方面的，由学生处或学生所在院系负责，有关部门参与；

(二) 违纪事件的调查要了解学生违纪行为的事实经过和搜集相关证据材料。在做好思想工作，让学生深刻认识错误并做出书面检查的基础上，形成调查报告；

(三) 违纪学生所在院系，要根据学生违纪事实和学院有关规定，在听取有关部门意见后，做出错误性质的认定并提出处分的初步意见，按照处分权限报有关单位研究决定。

第二十六条 违纪处分的审批权限：

(一) 留校察看处分及以下处分由学生所在院系学生工作会议讨论提出处理意见，学院学生工作处审核后，报主管院领导决定。学生工作处负责行文，并分别报学院办公室、教务处、院系和相关部门备案；若涉及二个以上院系的学生违纪处分，学生工作处在征求院系意见后可直接作出处理；

(二) 开除学籍处分由学生所在院系党政联席会议讨论提出处理意见，学院学生工作处



审核，主管院领导同意后，报院长办公会议研究决定。学院办公室负责行文，并分别报送学院相关部门备案。同时，报江苏省教育厅备案。

第二十七条 在对违纪学生做出处分决定之前，学校应当告知学生作出决定的事实、理由及依据，并告知学生享有陈述和申辩的权利，听取学生的陈述和申辩。属学生认知偏差或无正当理由的，学生所在院系应做好工作；与事实和定性确有偏差的，有关单位应予复查和补证或重新取证。

第二十八条 学院对学生做出的处分决定书，应当包括处分和处分事实、理由及依据，同时告知学生可以提出申诉及申诉的期限。处分决定书应当直接送达学生本人，学生拒绝签收的，可以以留置方式送达；已离校的，可以采取邮寄方式送达；难于联系的，可以利用学校网站、新闻媒体等以公告的方式送达。

第二十九条 学生对处分决定有异议的，可以依据《无锡职业技术学院学生申诉处理条例》提出申诉。学生在申诉期内未提出申诉的，学院不再受理其提出的申诉。

## 四、违纪学生的教育管理

第三十条 处分决定书送达后，学生所在院系应及时通报学生家长(通报必须记录备案)。同时院系有关人员要与受处分的学生谈话，进一步帮助其提高认识。

第三十一条 受留校察看及以下处分的学生所在班级，应指定两名学生干部作为联系人，经常开展谈心活动，受处分的学生定期(不超过二个月)以书面形式向班委会及班主任、辅导员汇报思想认识，书面汇报材料交辅导员。

第三十二条 学生受留校察看及以下处分的，其考察期为一年，自发文之日起计算。考察期满，若能认真改正错误，可提出解除处分的申请，同时附相关的思想汇报和有关单位证明材料。班委会、班主任、辅导员签署意见，院系学生工作会议讨论提出意见，学生工作处审核，报主管院领导决定，可以解除处分。对表现突出者，可提前解除处分。解除处分后，学生获得表彰、奖励及其他权益，不再受原处分的影响。

第三十三条 对学生所作的纪律处分材料应真实完整地存入学院文书档案和学生本人档案。

第三十四条 被开除学籍处分的学生，由学院发给学习证明。学生在接到处分决定书二周内办理离校手续，离开学院。其档案、户口退回家庭户籍所在地。

## 五、附则

第三十五条 本规定所指“以上”或“以下”处分，包含本级处分在内。

第三十六条 本规定由学院学生工作处负责解释。

第三十七条 学院其它有关文件规定与本规定不一致的，以本规定为准。

第三十八条 本规定自2017年9月1日起施行。原《无锡职业技术学院学生违纪处理规定》同时废止。

**WUXI INSTITUTE OF TECHNOLOGY STUDENT DISCIPLINARY RULES**  
**WXIT ACADEMIC (2017) NO.8**  
**(APPLICABLE FROM 2017 LEVEL)**

**CHAPTER I.GENERAL**

**Article 1** In order to strengthen the construction of school spirit and study style, maintain normal education and life order, and promote the all-round development of students' moral, intellectual, physical and aesthetic, according to the Ministry of Education's "Regulations on the Management of Students in Colleges and Universities" and relevant laws and regulations, combined with the actual situation of the college, these provisions are formulated. .

**Article 2** These Provisions apply to students who are enrolled in the full-time general higher education of the College.

**Article 3** In handling students, the procedures shall be justified, the evidence shall be sufficient, the basis shall be clear, the accuracy shall be accurate, and the punishment shall be appropriate.

**Article 4** Students who violate the law, violate regulations, or violate discipline (the following violations of laws, violations, and violations of disciplines) shall be criticized and educated until disciplinary action. The types of disciplinary action are divided into:

- 1.Warning;
- 2.Serious warning;
- 3.Remembered;
- 4.Staying in school;
- 5.Expulsion from school.

**Article 5** A disciplinary student may be given a lighter or lesser punishment in one of the following circumstances:

- 1.Being able to actively recognize violations of discipline, have a deep understanding, and have outstanding performance in repentance;
- 2.Being able to proactively expose other people's disciplinary actions, and the verification is true.
- 3.violations and handling

**SECTION II . VIOLATION OF DISCIPLINE AND HANDLING**

**Article 6** A student shall be expelled from school in one of the following circumstances:

- 1.Violating the Constitution and opposing the four basic principles, undermining stability and unity and disrupting social order;
- 2.Committing a criminal offence if it violates national laws;
- 3.Violating the Law of the People's Republic of China on Public Security Administration Punishment and being punished, of a bad nature;
- 4.Plagiarizing and copying the research results of others, and the circumstances are serious;
- 5.Violating the regulations of the college, seriously affecting the education and teaching order of the college, the order of life and the order of management of public places, infringing on the legitimate rights and interests of other individuals and organizations, and causing serious consequences;
- 6.Disciplinary punishments for repeated violations of the College Regulations, which are not changed through education.
- 7.Substituting others for examinations, taking examinations for others, organizing cheating, cheating on communication devices, and other abuses are serious.

**Article 7** Organizing the establishment of illegal organizations or organizing demonstrations, assemblies, demonstrations, etc. without approval, depending on the circumstances, granting students the right to inspect or expel the school; disciplining illegal organizations, assemblies, demonstrations, etc., depending on the circumstances, Warnings such as warnings can be given.

**Article 8** If a student is punished by the following public security, he shall be given disciplinary action:

- 1.Those who are punished with a public security warning or a fine for security, give a serious warning to the above disciplinary action;
- 2.being detained by law and order, and dismissed from school;

**Article 9** Producing or disseminating computer viruses or using the network for "hacker" attacks

shall be given severe warnings; if the network and management system are destroyed or cause economic losses, the punishment shall be given; if illegal websites are transmitted to spread harmful information, the circumstances are serious. Give a record or leave a school to see the punishment.

**Article 10** Violation of the administrative regulations of the college, affecting the order of the campus, infringing upon the legitimate rights and interests of other individuals and organizations, and giving the following punishments according to the circumstances and consequences:

- 1.If the state staff or college administrators are obstructed to perform official duties in accordance with the law or in accordance with the school discipline regulations, they shall be given a record of staying or staying in school;
- 2.Deliberately destroying public facilities, damaging the property of the school or other people, using electricity, using fire and using other dangerous materials in violation of regulations, and giving serious warnings. In case of serious consequences, in addition to compensating for economic losses, the school shall be given a disciplinary action;
- 3.Insulting the opposite sex, giving a serious warning or taking disciplinary action. If the serious consequences are caused, the remaining students shall be given the above disciplinary action;
- 4.Disseminating or copying illegal books and periodicals and audio-visual products, participating in illegal pyramid schemes and conducting cult or feudal superstitious activities, giving serious warnings or demerits;
- 5.Insulting, defamatory, obituary, framed or threatening others, infringing on the freedom of communication of others, giving a warning or severe warning. If serious consequences are caused, the punishment shall be given or left to the school;
- 6.Anyone who stays outside the dormitory in the college dormitory shall be given a warning or severe warning. Stay in the opposite sex, give a record of staying or staying in school;
- 7.Paying attention to the problem of alcoholism on the campus. If serious consequences are caused, the school will be given the above points.

**Article 11** Whoever steals, defrauds or extorts property (valuable securities) does not constitute a crime, except for recovering the money, stolen goods or compensating for losses, the following punishments are respectively given:

- 1.Theft or fraud is less than 500 yuan, and a warning or severe warning is given. Theft and fraud are worth more than 500 yuan (including 500 yuan), and they are given to count or stay in school.
- 2.Those who extort and extort property, give them a record or leave a school to see the punishment.

**Article 12** If a student fights or fights without committing a crime, in addition to the expenses of the injured person's medicine, etc., the following punishments shall be given according to their responsibilities and consequences:

- 1.Although I have not started to beat people but caused a fight, I will give a serious warning to the above punishment. If the cause of the fight is serious or the fight is planned, the school will be given a disciplinary action;
- 2.Those who beat hands and give serious warnings to the above punishments. If the consequences are serious, leave the school to see the punishment;
- 3.Those who invite outside the staff to the school to harass or fight the troubles shall be given disciplinary action. If the consequences are serious, leave the school to see the punishment;
- 4.If the equipment is provided for the fight of others, serious warnings shall be given. Those who threaten or beat people with equipment, give them a record of staying or staying in school;
- 5.Those who initiate or participate in the group incident shall be given disciplinary action. The group leader is the first to give the school a review;
- 6.Deliberately making a perjury for the fight, giving a serious warning or demerit;
- 7.At the scene, in the name of "persuade" or "mediation", if one side favors one party and causes the situation to deteriorate, a warning or severe warning shall be given.

**Article 13** Those who gambling or drug use do not violate the Criminal Law and give the following punishments:

- 1.Those who gambling with cash, securities or other items shall be given disciplinary action. If you organize gambling and participate in gambling repeatedly, you will be given disciplinary action.

Providing conditions for gambling or disguised gambling, the same punishment as the gambler.  
2.Those who use drugs or instigate others to take drugs, give them a record of staying or staying in school.

**Article 14** Those who seriously violate social morality and cause adverse effects in the exchanges between men and women shall be given disciplinary action or stay in school.

**Article 15** Students who should reside in the school do not return home or rent a house outside the school without approval.

Those who live in, give critical education, warnings or serious warnings; if they live in a rented house outside the school, if they violate the relevant regulations and cause adverse effects to the college, they should be given a notice of staying or staying in school.

**Article 16** If a student has completed a certain number of hours of school during the semester, he or she shall be given the following treatment or disciplinary action:

- 1.Giving lesson and less than 10 hours of class, giving criticism and education;
- 2.If a student is absent from class 11-30, he or she shall be given a warning or severe warning;
- 3.Those who have absentee class 31-50 hours are given disciplinary action;
- 4.If you are absent from school for more than 51 hours, you will be given a school leave to see the punishment.

**Article 17** If a student has not taken time off within one semester and has not participated in the teaching activities prescribed by the college for less than one week, he shall be given a serious warning. For those who are more than one week in less than two weeks, they will be given a count or leave a school to see the punishment. For more than two weeks, it shall be handled according to the regulations on student status management.

**Article 18** If a student fails to abide by the discipline of the examination room in the examination room and does not obey the arrangement and requirements of the examination staff, one of the following acts shall be deemed to be an examination violation. Serious warnings are given to those who violate the rules:

- 1.Carrying items other than those specified in the examination room or not in the designated position;
- 2.Failing to take the test in the prescribed seat;
- 3.Continue to answer the question after the test start signal is sent or the test end signal is sent;
- 4.Peek at the examination process, whisper, ticker or gestures;
- 5.Within the scope prohibited by the examination room or the college, or other implementations that affect the order of the examination room;
- 6.leaving the examination room without permission from the examination staff during the examination;
- 7.Bring the test papers such as test papers, answer sheets (including answer sheets, answer sheets, etc.) and draft papers out of the examination room;
- 8.Answering the name, test number or other means of marking the information on the answer sheet with a pen or paper other than the prescribed one or by writing outside the test paper;
- 9.Other acts that violate the rules of the examination room but have not constituted cheating.

**Article 19** If a student violates the principle of fairness and impartiality in the examination and obtains or attempts to obtain the answers to the test questions and test scores by improper means, if one of the following acts is committed, he shall be deemed to have cheated on the test and shall be given disciplinary action:

- 1.Taking the written materials related to the test content or electronic devices storing the materials related to the test content to take the test;
- 2.Plagiarizing or assisting others to copy the answers to the questions or materials related to the contents of the test;
- 3.Robbing, stealing others' papers, answering papers, or forcing others to provide convenience for their own plagiarism;
- 4.Deliberately destroying test papers, answer sheets or examination materials;
- 5.Transmitting or receiving articles or exchanging papers, answer sheets, and draft papers;
- 6.Fill in the answer sheet with the name, test number and other information that does not match the identity of the person;

7. Other cheating behaviors.

**Article 20** A student may be considered to be seriously cheated in one of the following circumstances in the examination room and may be dismissed from school:

1. Replacing an examination by another person or taking an examination for another person;
2. Organizing cheating;
3. Using communication equipment to cheat;
4. The name of the other person's test paper is changed to be existing, and two cheating and other cheating behaviors are serious during the school.

**Article 21** Falsification, forging documents, deceiving organizations, deceiving others, not being honest in online learning, there are serious brushing behaviors and repeated education, and serious warnings or demerits are given depending on the circumstances.

**Article 22** After a freshman enters school and before obtaining his student status, his disciplinary action shall be subject to the Disciplinary Office.

For the purpose of canceling the admission qualification.

**Article 23** During the period of staying in the school, students shall be subject to disciplinary action if they violate the discipline again. They shall be dismissed from school. After the period of staying in school, the disciplinary action shall be taken if the violation of discipline is again disciplinary.

**Article 24** In Articles 10, 11, 12, 14 and 15

If the consequences of student discipline are particularly serious or the impact is particularly bad, the student will be dismissed.

### **SECTION III. VIOLATION PROCESS**

**Article 25** Investigation of Students' Disciplinary Actions:

1. Investigation of violations of disciplines, if it involves illegal and campus security, the security department is responsible for the participation of the student department and the department where the students are located. In case of disciplinary violations, the Academic Affairs Office shall be responsible for the participation of the Student Affairs Office and the students' departments. In other aspects, the department or the department where the student is located is responsible for the participation of the relevant departments;
2. The investigation of disciplinary incidents should understand the facts of the students' disciplinary actions and collect relevant evidence materials. Form an investigation report on the basis of doing a good job in thinking, allowing students to deeply understand the mistakes and make a written examination;
3. In the department where the students who violate the discipline are located, according to the facts of the students' disciplinary violations and the relevant regulations of the college, after listening to the opinions of the relevant departments, they shall make the identification of the wrong nature and make preliminary opinions on the disciplinary action, and report to the relevant units for research and decision according to the disciplinary authority.

**Article 26** Approval authority for disciplinary action:

1. Retaining the school and seeing the punishment and the following disciplinary action shall be discussed and put forward by the student's working conference of the student's department. After the examination by the student office of the college, it shall be reported to the head of the competent department for decision. The Student Affairs Office is responsible for writing the text and reporting to the College Office, the Academic Affairs Office, the Faculty and relevant departments for filing; if more than two departments are involved in disciplinary action, the Student Affairs Office may directly deal with the opinions of the Faculty;
2. Dismissal of student status shall be discussed and put forward by the party and government joint meeting of the department where the student is located. The student's office of the college shall be examined and approved by the school's student leadership, and then reported to the president's office meeting for research and decision. The college office is responsible for writing the text and submitting it to the relevant departments of the college for record. At the same time, it was reported to the Jiangsu Provincial Department of Education for the record.

**Article 27** Before making a disciplinary decision against a disciplinary student, the school shall inform the student of the facts, reasons and basis for the decision, and inform the student of the

right to make representations and defenses, and to listen to the student's statement and defense. If the student is cognitively deviated or has no justified reasons, the faculty of the student should do a good job; if there is any deviation from the facts and characterization, the relevant unit should review and re-certify or re-certify.

**Article 28** The disciplinary decision made by the college on students shall include the facts, reasons and basis for disposition and disposition, and inform the students of the time limit for filing complaints and appeals. The disciplinary decision letter shall be delivered directly to the student. If the student refuses to sign, it may be served by lien. If he has left school, he may deliver it by post; if it is difficult to contact, he may use the school website, news media, etc. to announce it. service.

**Article 29** If a student disagrees with the decision on disposition, he may file a complaint in accordance with the Regulations on the Handling of Complaints by Students of Wuxi Vocational and Technical College. If the student does not file a complaint during the appeal period, the college will no longer accept the appeal filed by him.

#### **SECTION IV. EDUCATIONAL MANAGEMENT OF DISCIPLINARY STUDENTS**

**Article 30** After the disciplinary decision is served, the faculty of the student shall promptly notify the parents of the student (the notification must be recorded and recorded). At the same time, the relevant personnel of the department should talk to the students who have been disciplined to further help them raise awareness.

**Article 31** The class of students who are subject to the examination and the following disciplinary shall designate two student cadres as contact points, and often carry out talks, and the students who are subject to punishment shall (in no more than two months) write to the class committee in writing. The class teacher and the counselor will report their thoughts and understandings, and the written report materials will be submitted to the counselor.

**Article 32** If a student is subject to the inspection of the school and the following punishments, the inspection period shall be one year, counting from the date of the publication. If the investigation expires, if the mistake can be corrected seriously, an application for dismissal may be filed, along with relevant thought reports and relevant unit certification materials. The class committee, class teacher, and counselor sign the opinion, and the student work meeting of the department and department will discuss and put forward opinions. The student work office will review it and report to the leader of the competent department for decision, and the punishment can be lifted. For those who are outstanding, they can be dismissed in advance. After the dismissal, the student receives recognition, rewards and other benefits, and is no longer affected by the original punishment.

**Article 33** The disciplinary materials for students shall be stored in the college documents and the student's own files in a true and complete manner.

**Article 34** Students who have been expelled from school shall be issued a certificate of study by the college. The student will go through the formalities of leaving school within two weeks of receiving the decision and leave the college. The file and account are returned to the family registration.

#### **SECTION V. SUPPLEMENTARY**

**Article 35** The "above" or "below" punishment referred to in these Provisions shall include the punishment at the same level.

**Article 36** These regulations shall be interpreted by the College Student Affairs Office.

**Article 37** If any other relevant documents of the College are inconsistent with these Provisions, these Provisions shall prevail.

**Article 38** These Provisions shall come into force on September 1, 2017. The original "Wuxi Vocational and Technical College Student Disciplinary Treatment Regulations" was also abolished at the same time.

**IF THERE ARE ANY DIFFERENCES BETWEEN THE ENGLISH AND CHINESE VERSIONS OF THIS REGULATION, THE CHINESE VERSION SHALL PREVAIL AND THE SCHOOL OF INTERNATIONAL EDUCATION SHALL BE RESPONSIBLE FOR THE INTERPRETATION.**

# 无锡职业技术学院外国留学生安全管理暂行规定（修订）

## （2017级起适用）

为加强外国留学生管理，保障留学生的人身财产安全，维护校园安全稳定，根据《中华人民共和国教育法》、《中华人民共和国出境入境管理法》、《高等学校接受外国留学生管理规定》等规定，结合我校工作实际，特制定本规定。

第一条 我校留学生的安全管理工作由学校保卫处负责，国际交流合作处配合，各职能部门各负其责。新生到校后国际交流合作处、保卫处、学生处会同公安部门等相关机构为全体留学生作安全常识教育，宣讲国家的相关法律法规和学校的规章制度。

第二条 留学生必须遵守《中华人民共和国宪法》、《中华人民共和国国家安全法》等法律不得危害中国国家安全，不得从事与留学生身份不符的活动，不得损害社会公共利益，破坏扰乱公共秩序。留学生因本人违反中国法律而发生刑事案件或治安案件的，由中国公安司法部门依法处理，违反校纪校规的由学校按有关规定进行处理。

第三条 留学生应自觉遵守《中华人民共和国出境入境管理法》、《中华人民共和国境内外国人宗教活动管理规定》和学校各项规章制度。国际交流合作处、保卫处等部门应加强对留学生的教育管理、安全管理，预防突发事件发生，维护留学生良好的学习和生活秩序，及时办理好留学生日常的入出境、居留、延长、变更等项手续，积极配合地方外事、公安、安全、海关和卫生检疫等部门的各项监管工作。

第四条 留学生到校后，须在 24 小时内到公安机关办理申报住宿登记手续，国际交流合作处在 30 日内协助留学生办理居留手续，并将有关材料报送保卫处备案，须填写“外国留学生学生登记表”等表格，便于办理其他相关手续（校徽、学生证）。

第五条 保卫处应加强对留学生公寓及周边的巡视巡查以及留学生公寓的安全管理督查工作，设置视频监控点（现没有），及时报告并妥善处理可能出现的突发事件，化解留学生与我国公民的矛盾纠纷，及时制止留学生的违法、违纪行为，情节严重者报公安，司法机关依法处理。

第六条 留学生在校内发生酗酒滋事、打架斗殴、交通事故等一般性突发事件时，应立即报告保卫处、国际交流合作处，会同相关院系联合处理。在校外遇到一般性突发事件时应及时拨打报警电话 110 寻求帮助，由保卫处、国际交流合作处配合公安部门处理。如发生重大突发事件时，相关学院须及时报保卫处、国际交流合作处，共同协助外事、公安等部门处理，国际交流合作处应及时上报相关上级主管部门，同时启动《外国留学生突发事件应急处理预案》。

第七条 应尊重留学生本国的风俗习惯和宗教信仰，留学生要尊重中国公民的风俗习惯，严禁留学生在校内进行传教及宗教聚会等活动。

第八条 留学生举办各类大型活动，应遵守学校大型文体活动的管理规定，提前一周经国际交流合作处审核，向保卫处提出申请，经批准后方可举行。

第九条 留学生在校学习期间不得经商或从事其他经营性活动，但可以按学校规定参加校内勤工助学活动。凡接收留学生勤工助学的部门，应及时到学生处、国际交流合作处备案，加强对留学生的勤工助学活动的指导。

第十条 留学生须遵守消防法规，按有关规定使用电器设备，不得在公寓内使用电炉等超负荷大功率电器、不得私拉电线。如违反规定造成火灾的，要赔偿经济损失，情节严重的由司法机关依法追究刑事责任。

第十一条 留学生须遵守《无锡职业技术学院外国留学生宿舍管理规定》。严禁在宿舍楼内吸烟、酗酒、赌博、打架斗殴、存放易燃易爆物品、饲养宠物等。

第十二条 加强对留学生公寓外来人员的出入管理，来访者必须持有效证件到后总公寓管理服务站登记，无证件者不得进入留学生公寓，严禁在宿舍留宿他人。

第十三条 留学生在校外（非涉外宾馆、当地居民、公寓、私人住宅等处所）住宿，须事先向学校国际交流合作处出示《合法住房租赁合同书》、出示当地房管部门和公安机关批准房主向外籍人员出租房屋的许可证明，同时须向居住地派出所申报住宿登记、变更住宿地址，经学校国际交流合作处批准并报保卫处备案后，方可住宿校外，校外住宿期间如出现任何问题，一切后果自负。

第十四条 留学生因故离开市区或节假日外出旅游，须向国际教育学院请假，并到保卫处备案。留学生外出旅游或从事其它校外活动，必须遵守有关防盗、防火、交通及人身安全等规定，在校外发生的一切问题，学校不承担责任。

第十五条 留学生毕业、结业、肄业、退学后，必须在规定的时间内出境。对受到勒令退学或开除学籍处分的外国留学生，学校国际交流合作处应及时通知公安机关出入境管理部门。公安机关出入境管理部门依法收缴其所持外国人居留证或缩短其在华停留期。

第十六条 本规定自发布之日起实施。



## **WUXI INSTITUTE OF TECHNOLOGY INTERIM PROVISIONS ON THE SAFETY MANAGEMENT OF INTERNATIONAL STUDENTS (REVISED) (APPLICABLE FROM 2017 LEVEL)**

In order to strengthen the management of International students, protect the personal and property safety of international students, and maintain the security and stability of the campus, according to the "Education Law of the People's Republic of China", "The Exit and Entry Administration Law of the People's Republic of China", "Regulations on the Administration of International Students Accepting International Students", etc. The actual work of our school is specially formulated.

**Article 1** The safety management of international students in our school is the responsibility of the school security department, the international exchange and cooperation department, and each functional department has its own duties. After the new students arrive at the school, the International Exchange and Cooperation Office, the Security Office, the Student Office and the public security department and other relevant institutions will provide safety common sense education for all international students, and preach the relevant laws and regulations of the country and the rules and regulations of the school.

**Article 2** International students must abide by the Constitution of the People's Republic of China and the National Security Law of the People's Republic of China and other laws. They must not endanger China's national security, and must not engage in activities that are inconsistent with the status of International students. They must not harm the public interest and undermine public order. If a International student has a criminal case or a public security case because he or she violates Chinese law, the Chinese public security and judicial department shall handle it according to law. The school that violates the school discipline regulations shall be dealt with according to relevant regulations.

**Article 3** International students shall conscientiously abide by the Law of the People's Republic of China on Exit and Entry Administration, the Regulations on the Administration of Religious Activities of Internationalers in the People's Republic of China and the various rules and regulations of the school. The Department of International Exchange and Cooperation, Security Department and other departments should strengthen the education management and safety management of international students, prevent emergencies, maintain a good learning and living order for international students, and timely handle the daily entry, exit, extension, change, etc. of international students. The procedures are actively coordinated with the supervision of local International affairs, public security, security, customs and health and quarantine departments.

**Article 4** After returning to the school, international students must go to the public security organ to apply for registration of accommodation within 24 hours. The International Exchange and Cooperation Office will assist the students to apply for residence procedures within 30 days, and submit the relevant materials to the security office for filing. Forms such as the Student Registration Form are convenient for other related procedures (school badge, student ID).

**Article 5** The security office shall strengthen the inspection tour of the international student apartments and surrounding areas as well as the safety management supervision of the International student apartments, set up video monitoring points (now not available), timely report and properly handle possible emergencies, and resolve the students and the country. The contradictions and disputes of citizens shall promptly stop the illegal and disciplinary behaviors of International students. If the circumstances are serious, they shall be reported to the public security organs, and the judicial organs shall handle them according to law.

**Article 6** When a student has a general emergency such as alcoholism, fighting, traffic accidents, etc., he shall immediately report to the Security Office, the International Exchange and Cooperation Office, and jointly handle it with the relevant departments. When encountering a general emergency outside the school, you should call the police in time. 110 For help, the Security Department and the International Exchange and Cooperation Office will cooperate with the public security department. In the event of a major emergency, the relevant colleges shall promptly report to the Security Department and the International Exchange and Cooperation

Office to assist International affairs and public security departments in handling the case. The International Exchange and Cooperation Office shall promptly report to the relevant higher authorities and initiate the "International student emergency". Emergency treatment plan.

**Article 7** The customs and religious beliefs of International students should be respected.

International students should respect the customs and habits of Chinese citizens. It is strictly forbidden for International students to conduct missionary and religious gatherings in schools.

**Article 8** International students holding various large-scale activities shall abide by the management regulations for large-scale cultural and sports activities of the school, and shall be submitted to the Security Office for approval one week in advance through the International Exchange and Cooperation Office, and may be held after approval.

**Article 9** International students may not engage in business or engage in other business activities during their studies, but may participate in school work-study activities as required by the school. All departments that receive students' work-study programs should go to the Student Office and the International Exchange and Cooperation Office to file a record and strengthen the guidance on the work-study activities for international students.

**Article 10** International students shall abide by fire protection regulations and use electrical equipment in accordance with relevant regulations. Super high-power electrical appliances such as electric furnaces shall not be used in apartments, and electrical wires shall not be pulled. If a fire is caused in violation of the regulations, it is necessary to compensate for the economic loss. If the circumstances are serious, the judicial organ shall investigate the responsibility according to law.

**Article 11** International students are required to abide by the "Regulations on the Management of International Students' Dormitories in Wuxi Institute of Technology". It is strictly forbidden to smoke, drink alcohol, gamble, fight and fight, store inflammable and explosive materials, and keep pets in the dormitory.

**Article 12** To strengthen the management of the entry and exit of International students in the apartment, the visitor must register with the general apartment management service station with valid documents. Those who have no documents shall not enter the international student apartment. It is strictly forbidden to stay in the dormitory.

**Article 13** International students who are staying outside the school (non-International-related hotels, local residents, apartments, private residences, etc.) must present the "Legal Housing Leasing Contract" to the International Exchange and Cooperation Office of the school, and present the local housing management department and the public security organ approval room. The main Internationaler's license for renting a house is clear, and at the same time, the residence registration and change of accommodation address must be reported to the local police station. After approval by the school's International Exchange and Cooperation Office and reported to the security office for record, the student can stay outside the school and have any problems during the off-campus stay. All consequences are at your own risk.

**Article 14** If an international student leaves the city or holidays for any reason, he/she must take time off from the International Education Institute and go to the Security Office for the record. International students must abide by the regulations on anti-theft, fire prevention, traffic and personal safety when going out to travel or engage in other off-campus activities. The school is not responsible for any problems that occur outside the school.

**Article 15** International students must leave the country within the prescribed time limit after graduation, graduation, defamation, or withdrawal from school. For International students who are ordered to drop out or expel from school, the International Exchange and Cooperation Office of the school shall promptly notify the public security organ of the exit and entry administration. The exit and entry administrative department of the public security organ shall collect the residence permit of the Internationaler it holds or shorten its stay in China.

**Article 16** These Provisions shall be implemented as of the date of promulgation.

**IF THERE ARE ANY DIFFERENCES BETWEEN THE ENGLISH AND CHINESE VERSIONS OF THIS REGULATION, THE CHINESE VERSION SHALL PREVAIL AND THE SCHOOL OF INTERNATIONAL EDUCATION SHALL BE RESPONSIBLE FOR THE INTERPRETATION.**

# 无锡职业技术学院学生请假制度（修订）

锡职院教〔2017〕8号

(2017级起适用)

## 一、学生日常请假制度

第一条 学生必须严格执行学校的作息時間，因故不能按时上课者須办理请假手續。

第二条 学生请假要有书面报告，必要时应附证明（病假应由校医院出具证明或签署意见），到期不能上课，应续假。请假2天以内由班主任或辅导员批准；请假3至5天由院系领导批准；请假6天以上由学生处批准。特殊情况报分管领导批准。请假期间如在实习周、课程设计周、单元制课程等集中教学阶段时，还须经任课教师同意。学生未按规定程序请假或请假手續不全而休假的，按旷课处理。

第三条 学生病、事假条（不论请假時間长短）由院系集中保管。涉及请假的住宿生，由院系将准假名单告知宿管办登记。

## 二、学生双休日、节假日管理制度

第四条 双休日、节假日学生需离校回家而不能返回者，必須提前请假，请假条需先经班主任批准，后交院系审批，审批完后交公寓（宿舍）管理办公室登记。

第五条 离校回家学生務必在规定时间内返校，离校学生应注意安全，遵纪守法，严以律己，积极维护当代大学生的形象。离校期间的安全及产生的法律責任自负。

第六条 热爱大自然，不随意折枝爬树，不随意践踏庄稼、草坪，更不能野炊、玩火、下湖泊或河道游泳。爱护环境，不乱扔紙屑、瓜果皮，不乱刻乱画。

第七条 不允许个人以班级、院系或学院的名义组织各种形式的旅游活动。

第八条 班主任及院系辅导员应对学生进行长期的、全面的行為规范教育，及时掌握双休日学生动向。

**WUXI INSTITUTE OF TECHNOLOGY STUDENT  
LEAVE SYSTEM (REVISED)**

**WXIT ACADEMIC (2017) NO.8  
(APPLICABLE FROM 2017 LEVEL)**

**CHAPTER I. STUDENT DAILY LEAVE SYSTEM**

**Article 1** Students must strictly follow the school's schedule, so those who are unable to attend classes on time must go through the formalities of taking leave.

**Article 2** Students must have a written report on leave, and if necessary, a certificate should be attached (sick leave should be issued by the school hospital or sign the opinion). If it is due, it will not be in class and should be renewed. The leave is approved by the class teacher or counselor within 2 days; the leave is approved by the department head for 3 to 5 days; the leave is approved by the student office for more than 6 days. Special circumstances report to the leader of the approval. During the period of the leave period, such as the internship week, the course design week, the unit system course, etc., the teacher must also agree. If the student fails to take leave in accordance with the prescribed procedures or if the leave is not complete, he or she will be treated as a class.

**Article 3** Student illnesses and leave slips (regardless of the length of the leave) are kept by the department. For the boarding students involved in the leave of absence, the department will inform the registration office of the list of the leave.

**CHAPTER II. STUDENT WEEKEND, HOLIDAY MANAGEMENT SYSTEM**

**Article 4** On weekends and holidays, students who need to leave the school and return cannot return. They must take time off in advance. The leave must be approved by the class teacher. After the approval, the department will submit the registration to the apartment (dormitory) management office.

**Article 5** Students who leave school must return to school within the specified time. Students who leave school should pay attention to safety, abide by the law, and strictly enforce the law, and actively maintain the image of contemporary college students. The safety and legal liability incurred during school leave is at your own risk.

**Article 6** Love nature, don't just fold branches and climb trees, don't trample on crops and lawns, and you can't swim wild, play with fire, swim in lakes or rivers. Care for the environment, do not throw paper scraps, melon peels, do not graffiti.

**Article 7** Individuals are not allowed to organize various forms of tourism in the name of a class, department or college.

**Article 8** Class teachers and department counselors should conduct long-term and comprehensive behavioral education for students, and keep abreast of student movements on weekends.

**IF THERE ARE ANY DIFFERENCES BETWEEN THE ENGLISH AND CHINESE VERSIONS OF THIS REGULATION, THE CHINESE VERSION SHALL PREVAIL AND THE SCHOOL OF INTERNATIONAL EDUCATION SHALL BE RESPONSIBLE FOR THE INTERPRETATION.**

# 无锡职业技术学院外国留学生申请走读暂行规定

## (2017级起适用)

为切实维护学院的正常教学秩序，保障学生良好的学习、生活秩序，切实贯彻以人为本的教育思想，结合我院的实际，特制定本条例。

第一条 被我院录取的外国留学生，原则上要求服从学院统一安排的宿舍住宿。个别学生在不影响学院正常教学秩序的情况下可申请走读。

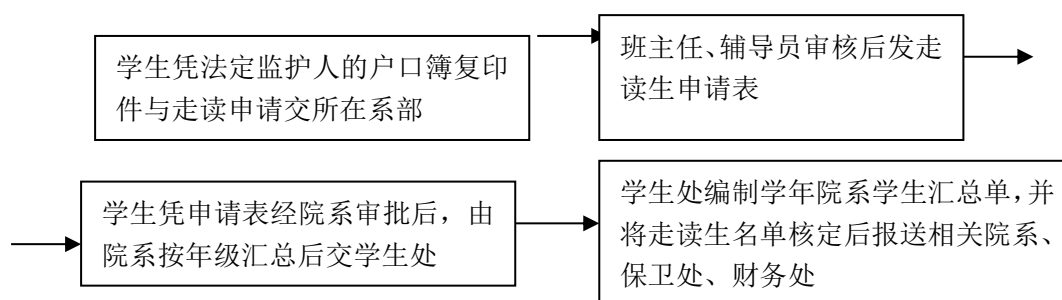
第二条 凡要求走读的学生须本人向学院提出书面申请，学生的法定监护人同意，报国际教育学院批准后方可办理走读手续。

第三条 每年在5月底前办理下一学年走读申请，其它时间不办理。凡批准走读的学生，在一学年内无特殊情况学院不再安排住宿。

第四条 走读生课余及路途安全责任按《学生伤害事故处理办法》执行。

第五条 走读生不得以走读为理由不参加学院的理论教学、实践教学和课程考核。走读生必须参加学院和班级的各项活动。

### 无锡职业技术学院走读生申请程序



走读申请表另附（略）。

**WUXI INSTITUTE OF TECHNOLOGY INTERNATIONAL STUDENTS APPLY  
FOR INTERIM REGULATIONS  
WXIT ACADEMIC { 2017 } NO.8  
(APPLICABLE FROM 2017 LEVEL)**

In order to effectively protect the normal teaching order of the college, to ensure students' good study and life order, to implement the people-oriented education thoughts, and to combine the actual conditions of our school, these regulations are formulated.

**Article 1** The international students admitted to our hospital are required to obey the dormitory accommodations arranged by the college in principle. Students in Wuxi City can apply for day studies without affecting the normal teaching order of the college.

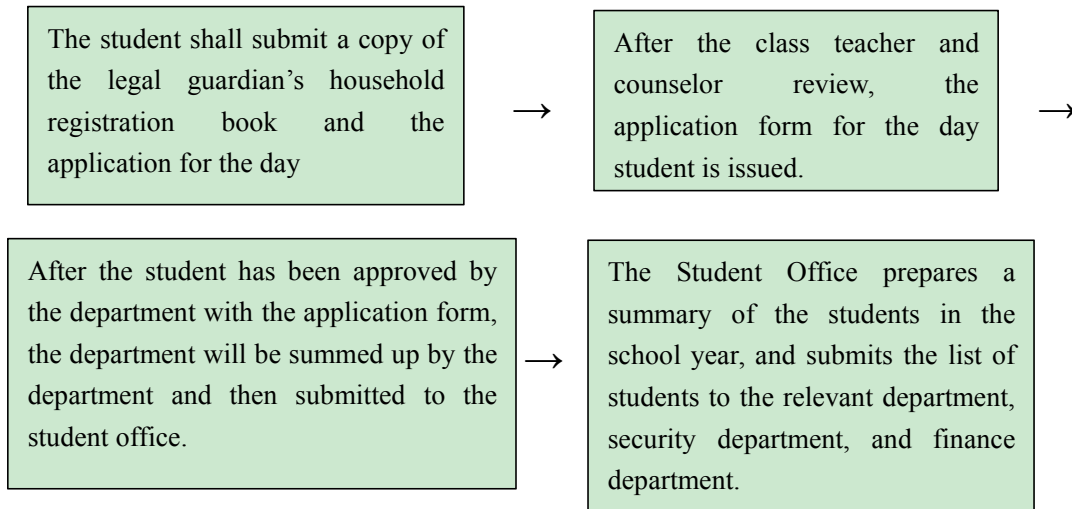
**Article 2** Any student who requests to go to school must submit a written application to the college. The student's legal guardian agrees to report to the school of international education for approval.

**Article 3** The application for the next academic year will be processed by the end of May each year, and will not be processed at other times. Any student who approves to study abroad will not be accommodated in the school without special circumstances during the school year.

**Article 4** The responsibility for day-to-day student and road safety shall be implemented in accordance with the Measures for the Handling of Student Injury Accidents.

**Article 5** Day students may not participate in the theoretical teaching, practical teaching and course assessment of the college on the grounds of day reading. Day students must attend college and class activities.

**Wuxi Institute of Technology Student Application Procedure**



The application form is attached (omitted).

**IF THERE ARE ANY DIFFERENCES BETWEEN THE ENGLISH AND CHINESE VERSIONS OF THIS REGULATION, THE CHINESE VERSION SHALL PREVAIL AND THE SCHOOL OF INTERNATIONAL EDUCATION SHALL BE RESPONSIBLE FOR THE INTERPRETATION.**

# 无锡职业技术学院外国留学生评优评先管理规定

## 一、指导思想

实行奖学金制度是高等学校自身改革的需要,其目的是建立促进培养全面发展人才的有效机制,结合学院实际,特制定本办法。

## 二、外国留学生评优评先的基本要求

- 1、在无锡职业技术学院就读满一学年的外国自费留学生。
- 2、模范遵守中国的法律法规、学校的规章制度,有良好的文明行为习惯。
- 3、学习目的明确,行为习惯良好。
- 4、参评外国留学生本人必须提交参加评优评先的书面申请。

## 三、奖学金的种类、等级、金额和比例

- 1、学习优秀奖分为一等奖与二等奖,获奖总人数不超过同专业外国留学生总人数的10%。
- 2、汉语水平考试奖授予一次性通过汉语水平考试三级或四级的外国留学生。

荣誉称号	参评比例	奖励金额
校级学习优秀奖学金一等奖	3%(专业外国留学生总人数)	1000 元人民币/人·学年
校级学习优秀奖学金二等奖	5%(专业外国留学生总人数)	500 元人民币/人·学年
汉语水平考试奖	不限	500 元人民币/人
校级优秀毕业生	5% (毕业生人数)	200 元人民币/人

## 四、评优评先经费使用范围说明

对未列入奖学金种类的其他学生奖励经费,必须经国际教育学院审核批准后方可执行。

**五、本办法自公布之日起实施,与本规定不相符合的,以本规定为准。本规定解释权归学生处。**

# WUXI INSTITUTE OF TECHNOLOGY INTERNATIONAL OUTSTANDING STUDENT EVALUATION REGULATIONS

## SECTION 1 GUIDING IDEOLOGY

The implementation of the scholarship system is the need of the reform of higher education institutions. The purpose is to establish an effective mechanism to promote the development of all-round development talents, and to formulate these measures in light of the actual situation of the college.

## SECTION 2 BASIC REQUIREMENTS FOR THE SECTION OF OUTSTANDING international STUDENTS

1. international self-financed international students who have studied at Wuxi Institute of Technology for one academic year.
2. Demonstrating the obedience of Chinese laws and regulations, school rules and regulations, and have good civilized behaviors.
3. The purpose of learning is clear and the behavior habits are good.
4. Participating international students must submit a written application for the evaluation.

## SECTION 3 TYPE, GRADE, AMOUNT AND PROPORTION OF SCHOLARSHIPS

1. The Learning Excellence Award is divided into the first prize and the second prize. The total number of winners is no more than 10% of the total number of international students in the same major.
2. The HSK Test Award is awarded to a international student who has passed the Chinese Proficiency Test Level 3 or Level 4(only one pass).

荣誉称号	参评比例	奖励金额
First-class award for outstanding scholarship at the school level	3% (the total number of international students of the same major)	1,000 yuan / person / school year
Second-class award for outstanding scholarship at the school level	5% (the total number of international students of the same major)	500 yuan / person / school year
HSK Test Award	Unlimited	500 yuan / person
Excellent graduates at the school level	5% (number of graduates)	200 yuan / person

## SECTION 4 DESCRIPTION OF THE SCOPE OF USE OF international OUTSTANDING STUDENT EVALUATION FUNDS

For other student's award funds which are not included in the scholarship category, they must be approved by the School of International Education before they can be implemented.

**SECTION 5 THESE MEASURES SHALL BE IMPLEMENTED AS OF THE DATE OF PROMULGATION, AND IF ANYTHING IS INCONSISTENT WITH THESE PROVISIONS, THESE PROVISIONS SHALL PREVAIL. THE RIGHT TO INTERPRET THIS REGULATION BELONGS TO THE STUDENT OFFICE.**



**IF THERE ARE ANY DIFFERENCES BETWEEN THE ENGLISH AND CHINESE VERSIONS OF THIS REGULATION, THE CHINESE VERSION SHALL PREVAIL AND THE SCHOOL OF INTERNATIONAL EDUCATION SHALL BE RESPONSIBLE FOR THE INTERPRETATION.**

# 无锡职业技术学院外国留学生学习优秀奖实施细则

## 一、总则

(一) 为奖励品学兼优的外国留学生，鼓励留学生在校期间勤奋学习、奋发向上，促进留学生德、智、体、美等全面发展和提高，营造积极向上的学习氛围，我校设立“无锡职业技术学院外国留学生学习优秀奖”。

(二) 本办法适用对象：在无锡职业技术学院就读满一学年的外国自费留学生。

(三) 无锡职业技术学院优秀外国留学生奖学金评选工作本着“公开、公平、公正”的原则进行。

## 二、学习优秀奖学金的类别和标准

无锡职业技术学院优秀外国留学生奖学金分为一等奖学金、二等奖学金其比例（凡计算百分率均以四舍五入计）与汉语水平考试奖学金，三类奖学金金额与要求具体如下：

(一) 一等奖学金：每人每学年 1000 元人民币，占同专业外国留学生总人数的 3%。

(二) 二等奖学金：每人每学年 500 元人民币，占同专业外国留学生总人数的 5%。

(三) 汉语水平考试奖学金：一次性通过汉语水平考试三级或四级的外国留学生，每人获得 500 元人民币。

## 三、学习优秀奖学金的评定条件

(一) 模范遵守中国的法律法规、学校的规章制度，有良好的文明行为习惯。

(二) 积极参加各类文体和社会公益活动，热爱集体，关心他人。

(三) 勤奋学习，该学年内必修课程无不及格科目，学习成绩在同专业留学生中名列前茅。

(四) 热爱所学专业，勤奋学习，成绩优秀，课程学习成绩测评合格。其中，一等奖学金获得者课程学习成绩测评分位居同专业前 4%；二等奖学金获得者课程学习成绩测评分位居同专业前 10%。首次参加对外汉语考试即通过汉语水平考试四级者优先考虑。

## 四、奖学金的申请和评审

(一) 无锡职业技术学院优秀外国留学生奖学金每年 6 月底评定本学年语言生奖学金，每年 10 月评定上一学年学历生奖学金。

(二) 符合奖学金评定条件者可直接向国际教育学院索取《无锡职业技术学院优秀外国留学生奖学金申请表》（以下简称申请表），也可从国际教育学院网站下载申请表，按要求如实填写，将申请表及其他申请材料提交国际教育学院。

(三) 评定奖学金依据的成绩以教务处认定的首次考核成绩为准，考核成绩若为非百分制则折算成百分制，若课程成绩评定有优、良、中、及格和不及格的，则分别换算为 90、80、70、60 和 50 分。

(四) 国际教育学院审核申请表及相关材料，根据评奖标准拟定获奖人员名单。

- (五)由奖学金评审委员会进行讨论决定后公示拟获奖学生名单,报学校主管领导审批。
- (六)评审结果在国际教育学院的公告栏中张榜公布,通知奖学金获得者本人,并给予表彰。表彰名单报送学生处备案。
- (七)学校向奖学金获得者一次性发放奖学金,并颁发获奖证书。

## 五、奖学金评审委员会

- (一) 奖学金评审委员会由学校主管领导、导师及国际教育学院领导和管理人员组成。
- (二) 奖学金评审委员会的职责:
  - 1、评审并决定奖学金获得者名单。
  - 2、受理评奖中的争议事项,接受申诉和组织复议。
  - 3、对奖学金评定办法进行解释和修订。
- (三) 奖学金评审委员会的日常工作由国际教育学院承担。

# **WUXI INSTITUTE OF TECHNOLOGY INTERNATIONAL STUDENT LEARNING EXCELLENCE AWARDS IMPLEMENTATION RULES**

## **SECTION 1 GENERAL RULES**

(I) The “Wuxi Institute of Technology international Students Study Excellence Award” were set to encourage international students who have good virtue and performance, to encourage international students to study hard and work hard during their school years, and to promote the comprehensive development and improvement of international students' moral, intellectual, physical and aesthetic development, and to create a positive learning atmosphere.

(II) Applicable to these Measures: international self-financed international students who have attended the Wuxi Institute of Technology for one academic year.

(III) The selection of international Student Learning Excellence Awards in Wuxi Institute of Technology is carried out on the principle of “openness, fairness and justice”.

## **SECTION 2 THE TYPES AND STANDARDS OF LEARNING EXCELLENCE AWARDS**

The international Student Learning Excellence Awards of Wuxi Institute of Technology are divided into first-class award, second-class award (the percentages are rounded off) and the HSK Test Awards. The amount of money and requirements of the three types of awards are as follows:

(I) First-class award: RMB 1,000 per person per academic year, accounting for 3% of the total number of international students studying in the same major.

(II) Second-class award: RMB 500 per person per academic year, accounting for 5% of the total number of international students studying in the same major.

(III) HSK Test award: international students who pass the HSK Test Level 3 or Level 4 will receive RMB 500 each. (Only those who pass in one time)

## **SECTION 3 THE CONDITIONS FOR THE EVALUATION OF international STUDENT LEARNING EXCELLENCE AWARDS**

(I) Demonstrating the obedience of Chinese laws and regulations, school rules and regulations, and have good civilized behaviors.

(II) Actively participate in various cultural and social activities, love the collective, and care for others.

(III) Diligent study, the required courses in the academic year are no failing to pass the subjects, and the academic scores are the best among the international students.

(IV) Devoted to the majors studied, diligently studying, and having excellent grades. Among them, the first-class award winners scored in the first 4% of the same academic qualifications; the second-class award winners scored in the top 10% of the same profession. Those who pass the HSK Test Level 4 for the first time will be considered with priority.

## **SECTION 4 APPLICATION AND REVIEW OF AWARDS**

(I) Wuxi Institute of Technology international Student Learning Excellence Awards, the language studying students for this academic year are assessed at the end of June each year, and for the previous academic year are assessed in October each year.

(II) Those who meet the qualification requirements for awards can directly obtain the application form for Wuxi Institute of Technology international Student Learning Excellence Awards from School of International Education (hereinafter referred to as the application form), or download the application form from the website of the School of International Education, and fill in the

form as required. Submit the application form and other application materials to the School of International Education.

(III) The scores on which the scholarship is assessed shall be based on the results of the first assessment as determined by the Academic Affairs Office. If the assessment results are non-percentage, the conversion shall be converted into a percentage system. If the grades of the courses are rated excellent, good, medium, pass and fail, for 90, 80, 70, 60 and 50 points respectively.

(IV) The School of International Education reviews the application form and related materials, and draws up a list of winners according to the evaluation criteria.

(V) After the discussion and decision of the scholarship review committee, the list of students to be awarded shall be publicized and reported to the school leaders for approval.

(VI) The results of the review will be announced in the bulletin board of the School of International Education, and the winner of the award will be notified and commended. The list of commendations will be submitted to the Student Office for record.

(VII) The school will issue awards to award recipients at one time and issue award certificates.

#### **SECTION 5 AWARD REVIEW BOARD**

(I) The Award Review Committee is composed of school leaders, mentors, and leaders and managers of the School of International Education.

(II) Responsibilities of the Award Review Committee:

1. Review and determine the list of award winners.
2. Accept the disputes in the award accept the appeal and organize reconsideration.
3. Explain and revise the award assessment method.

(III) The daily work of the Award Review Committee is undertaken by the School of International Education.

**IF THERE ARE ANY DIFFERENCES BETWEEN THE ENGLISH AND CHINESE VERSIONS OF THIS REGULATION, THE CHINESE VERSION SHALL PREVAIL AND THE SCHOOL OF INTERNATIONAL EDUCATION SHALL BE RESPONSIBLE FOR THE INTERPRETATION.**

# 无锡职业技术学院外国留学生单项奖学金评定办法（试行）

## 一、总则

（一）为促进外国留学生德、智、体、美等全面发展和提高，表彰在某一方面取得突出成绩的外国留学生，我校设立“无锡职业技术学院外国留学生单项奖学金”。

（二）本办法适用对象：在无锡职业技术学院就读满一学期的外国留学生。

（三）无锡职业技术学院外国留学生单项奖学金评选工作本着“公开、公平、公正”的原则进行。

## 二、单项奖学金的类别和标准

无锡职业技术学院外国留学生单项奖学金设科技成果奖、文体竞赛奖、文明风尚奖、组织管理奖四个奖项，每个奖项的奖励金额为 300 元人民币。

## 三、单项奖学金的评定条件

（一）模范遵守中国的法律法规、学校的规章制度，有良好的文明行为习惯。

（二）学习认真，一年内必修课程无不及格科目。

（三）各类单项奖学金的具体评定条件如下：

### 1、科技成果奖

（1）参加国际性竞赛获得一、二、三等奖、优胜奖者，分别给予 3000 元、2000 元、1500 元、1000 元奖励。

（2）参加全国性竞赛获得一、二、三等奖、优胜奖者，分别给 2000 元、1500 元、1000 元、800 元。

（3）参加省、部级竞赛获得一、二、三等奖者，分别奖励 1500 元、1000 元、800 元。

（4）市级课外科技活动、校级大学生课外学术科技作品竞赛一、二、三等奖者，分别奖励 1000 元、800 元、500 元。

（5）在省级以上学术科技刊物发表论文（第一作者），一般期刊奖励 500 元，全国中文核心期刊奖励 1000 元，国际核心期刊奖励 2000 元。

（6）获国家发明专利（主持），奖励 2000 元，获实用新型、外观设计专利（主持），奖励 500 元。

### 2、文体竞赛奖

经学校有关部门批准，参加国际性或全国、省、市等组织的有关文体、艺术等各方面的各类竞赛，奖励标准如下：

（1）参加国际性竞赛获得一、二、三等奖者，分别给予 3000 元人民币、2000 元人民币、1500 元人民币奖励。

（2）参加全国性竞赛获得一、二、三等奖者，分别给予 2000 元人民币、1500 元人民币、1000 元人民币奖励。

(3) 参加省、部级竞赛获得一、二、三等奖者，分别给予 1500 元人民币、1000 元人民币、800 元人民币奖励。

(4) 参加市级竞赛获得一、二、三等奖者，分别给予 1000 元人民币、800 元人民币、500 元人民币奖励。

3、文明风尚奖：助人为乐、拾金不昧、热心公益事业等方面有突出表现。奖励金额为 300 元人民币。

4、组织管理奖：工作认真负责，热心服务同学，工作效率较高，工作成绩突出。奖励金额为 300 元人民币。

5、其他单项奖。参加其他国际、省部级竞赛获奖者，其奖励标准由学校核定发放。

6、学会、协会、行业、研究会等机构主办的竞赛，其奖励标准要降低一个等级（如获得全国二等奖，则降落为省级二等奖，以此类推）。

7、如果某项比赛有特等奖，单项奖核定时，特等奖视为一等奖，一等奖视为二等奖，其他以此类推，并按上述条例奖励。

8、如果某项比赛没有奖励等级，仅有名次，第一、二名视为一等奖，第三、四、五名视为二等奖，第六、七、八名视为三等奖，按前述条款的奖励标准给予奖励。

## 四、单项奖学金的申请和评审

(一) 无锡职业技术学院外国留学生单项奖学金每年的 6 月份和 10 月份评定。

(二) 经班级初评、所在学院或导师推荐的符合奖学金评定条件者可向国际教育学院领取《无锡职业技术学院外国留学生单项奖学金申请表》（以下简称申请表），也可从国际教育学院网站下载申请表，按要求如实填写，将申请表和申请材料提交国际教育学院。每人可申请 1-2 个奖项。

(三) 国际教育学院审核申请表及相关材料，根据评奖标准拟定获奖人员名单。

(四) 由奖学金评审委员会进行讨论决定后公示拟获奖学生名单，报学校主管领导审批。

(五) 公布方法：评审结果在国际教育学院的公告栏中张榜公布，通知奖学金获得者本人，并在公开会议上给予表彰。表彰名单报送学生处备案。

(六) 学校向单项奖学金获得者一次性发放奖学金，并颁发获奖证书。

## 五、奖学金评审委员会

(一) 奖学金评审委员会由学校主管领导、导师及国际教育学院领导和管理人员组成。

(二) 奖学金评审委员会的职责：

1、评审并决定奖学金获得者名单。

2、受理评奖中的争议事项，接受申诉和组织复议。

3、对奖学金评定办法进行解释和修订。

(三) 奖学金评审委员会的日常工作由国际教育学院承担。

# **WUXI INSTITUTE OF TECHNOLOGY MEASURES FOR THE EVALUATION OF INDIVIDUAL SCHOLARSHIPS FOR INTERNATIONAL STUDENTS (TRIAL)**

## **SECTION 1 GENERAL PRINCIPLES**

(I) In order to promote the comprehensive development and improvement of international students' moral, intellectual, physical and aesthetic development and to recognize international students who have achieved outstanding achievements in a certain aspect, our school has established an "individual scholarship for international students of Wuxi Institute of Technology".

(II) Applicable to these Measures: international students who have completed a semester at Wuxi Institute of Technology.

(III) The selection of individual scholarships for international students in Wuxi Institute of Technology is based on the principle of "openness, fairness and justice".

## **SECTION 2 THE CATEGORY AND STANDARD OF INDIVIDUAL SCHOLARSHIPS**

Wuxi Institute of Technology international students individual scholarship set up scientific and technological achievements awards, cultural and sports competition awards, civilized fashion awards, organization management awards, the award amount of each award is 300 yuan.

## **SECTION 3 THE SELECTION CRITERIA FOR INDIVIDUAL SCHOLARSHIPS**

(I) Obeying Chinese laws and regulations, school rules and regulations, and having good civilized behaviors.

(II) Studying seriously, there is no failing subject in the required courses within one year.

(III) The specific assessment conditions for each type of individual scholarship are as follows:

### **1. Scientific and Technological Achievement Award**

(1) Those who have won the first, second and third prizes and winners in international competitions will be awarded 3,000 yuan, 2,000 yuan, 1,500 yuan and 1,000 yuan respectively.

(2) Those who have won the first, second and third prizes and winners in the national competition will be given 2,000 yuan, 1,500 yuan, 1,000 yuan and 800 yuan respectively.

(3) Those who participated in the provincial and ministerial competitions to win the first, second and third prizes were awarded 1,500 yuan, 1,000 yuan and 800 yuan respectively.

(4) The first-class, second-, and third-class prizes for municipal-level extracurricular scientific and technological activities and university-level extracurricular academic and scientific works competitions are awarded 1,000 yuan, 800 yuan, and 500 yuan respectively.

(5) Published papers (first author) in academic and scientific journals above the provincial level, 500 yuan for general journals, 1,000 yuan for national core journals, and 2,000 yuan for international core journals.

(6) Received the national invention patent (host), rewarded 2,000 yuan, obtained the utility model, design patent (host), and rewarded 500 yuan.

### **2. Cultural and Sports Competition Award**

Approved by the relevant departments of the school, participate in international or national, provincial, municipal and other organizations of various styles, arts and other competitions, the award criteria are as follows:

(1) Those who have won the first, second and third prizes in international competitions will be awarded RMB 3,000, RMB 2,000 and RMB 1,500 respectively.

(2) Those who participated in the national competition to win the first, second and third prizes were awarded RMB 2,000, RMB 1,500 and RMB 1,000 respectively.

(3) Those who have won the first, second and third prizes at the provincial and ministerial level competitions will be awarded RMB 1,500, RMB 1,000 and RMB 800 respectively.

(4) Those who have won the first, second and third prizes in the municipal competition will be awarded RMB 1,000, 800 RMB and RMB 500 respectively.

3. Civilization Fashion Awards: outstanding performance in helping others, collecting money without keeping it, and philanthropy. The reward amount is 300 yuan.

4. Organization and Management Award: The work is serious and responsible, and the students are enthusiastic in serving, with high work efficiency and outstanding work performance. The reward amount is 300 yuan.



5. Other individual awards. Those who participate in other international, provincial and ministerial competitions will be awarded the award criteria by the school.
6. The competitions sponsored by institutions, associations, industry, research institutes, etc., should be reduced by one level (such as the second prize in the country, the second prize in the provincial level, and so on).
7. If there is a special prize in a certain competition, the individual prize is judged as the first prize; the first prize is regarded as the second prize, and so on, and rewarded according to the above regulations.
8. If there is no award level in a competition, only the first and second prizes are regarded as the first prize, the third, the fourth and the fifth are regarded as the second prize, and the sixth, seventh and eighth are regarded as the third prize. Awards are awarded in accordance with the award criteria in the preceding clauses.

#### **SECTION 4 APPLICATION AND REVIEW OF INDIVIDUAL SCHOLARSHIPS**

- (I) Wuxi Institute of Technology's individual scholarship for international students is assessed in June and October each year.
- (II) Those who meet the scholarship assessment criteria recommended by the class or the college or the tutor may receive the "Wuxi Institute of Technology international Student Individual Scholarship Application Form" (hereinafter referred to as the application form) from the School of International Education. Download the application form, fill it out as required, and submit the application form and application materials to the International Education Institute. Each person can apply for 1-2 awards.
- (III) The School of International Education reviews the application form and related materials, and draws up a list of winners according to the evaluation criteria.
- (IV) After the discussion and decision by the scholarship review committee, the list of the students to be awarded shall be publicized and reported to the school leaders for approval.
- (V) Method of publication: The results of the review will be announced in the bulletin board of the School of International Education, and the winner of the scholarship will be notified and will be commended at the public meeting. The list of commendations will be submitted to the Student Office for record.
- (VI) The school will issue a scholarship to the individual scholarship recipients and issue a certificate of award.

#### **SECTION 5 SCHOLARSHIP REVIEW COMMITTEE**

- (I) The Scholarship Review Committee is composed of school leaders, mentors, and leaders and managers of the School of International Education.
- (2) Responsibilities of the Scholarship Review Committee:
  1. Review and determine the list of scholarship winners.
  2. Accept the disputes in the award accept the appeal and organize reconsideration.
  3. Explain and revise the scholarship assessment method.
- (III) The daily work of the Scholarship Review Committee is undertaken by the Institute of International Education.

**IF THERE ARE ANY DIFFERENCES BETWEEN THE ENGLISH AND CHINESE VERSIONS OF THIS REGULATION, THE CHINESE VERSION SHALL PREVAIL AND THE SCHOOL OF INTERNATIONAL EDUCATION SHALL BE RESPONSIBLE FOR THE INTERPRETATION.**

# 无锡职业技术学院外国留学生优秀毕业生评定方法

## 一、总则

(一) 为了表彰品学兼优的外国留学生毕业生,特制订无锡职业技术学院外国留学生优秀毕业生评定方法。

(二) 本办法适用于我校应届毕业的外国留学生。

(三) 无锡职业技术学院外国留学生优秀毕业生评选工作本着“公开、公平、公正”的原则进行。

## 二、评选比例

外国留学生优秀毕业生不超过外国应届留学毕业生总数的 5%。

## 三、评定条件

留学生优秀毕业生评选对象必须符合必备条件和选择条件的要求:

(一) 必备条件:

1、在政治思想上对我国友好,遵纪守法,讲究社会公德,为人诚实守信,有良好的文明习惯和品行修养;

2、学业成绩优异,在校期间平均成绩排名本专业前 10%,较好地完成毕业论文;

3、积极参加体育锻炼、社会实践、科技文化等活动;

4、在校期间无任何违纪处分。

(二) 选择条件(应具备下列任意一条):

1、获“无锡职业技术学院外国留学生奖学金”或“无锡职业技术学院外国留学生单项奖学金”者。

2、在大学生课外学术科技、文化活动中获得校级以上奖励者。

3、在国内外期刊上以第一作者发表两篇以上学术论文者。

## 四、评选程序

(一) 留学生优秀毕业生评选每年 5 月进行。

(二) 经班级初评、所在学院或导师推荐的符合优秀毕业生评定条件者可向国际教育学院领取并填写《无锡职业技术学院留学生优秀毕业生申请表》,经国际教育学院审核后公示候选名单,报学校主管领导批准。

## 五、奖励及其他

(一) 学校将对留学生优秀毕业生进行表彰, 授予“优秀毕业生”荣誉称号。表彰名单报送学生处备案。

(二) 被评为“优秀毕业生”的留学生如在毕业前发生违法违纪行为, 将取消“优秀毕业生”称号

(三) 本办法由国际教育学院负责解释。

# **WUXI INSTITUTE OF TECHNOLOGY EVALUATION METHOD FOR OUTSTANDING GRADUATES OF INTERNATIONAL STUDENTS**

## **SECTION 1 GENERAL RULES**

- (I) In order to recognize the graduates of international students who have excellent academic performance, we have specially formulated the evaluation method for outstanding graduates of international students in Wuxi Institute of Technology.
- (II) These procedures apply to international students who have graduated from our school.
- (III) The selection of outstanding graduates of international students in Wuxi Institute of Technology is carried out on the principle of “openness, fairness and justice”.

## **SECTION 2 THE SELECTION RATIO**

The outstanding graduates of international students shall not exceed 5% of the total number of international students.

## **SECTION 3 THE ASSESSMENT CONDITIONS**

The selection of outstanding graduates of international students must meet the requirements of the prerequisites and selection conditions;

(I) Prerequisites:

1. Be friendly to China in politics and ideology, obey the law and discipline, pay attention to social morality, be honest and trustworthy, have good civilized habits and good conduct;
2. Academic performance is excellent, the average score during the school is ranked in the top 10% of the major, and the graduation thesis is completed well;
3. Actively participate in activities such as physical exercise, social practice, and science and technology culture;
4. There is no disciplinary action during the school.

(II) Selection conditions (should have any of the following):

1. Those who have obtained the “Wuxi Institute of Technology international Student Scholarship” or “Wuxi Institute of Technology international Student Individual Scholarship”.
2. Get rewards at or above the school level in college students' extracurricular academic technology and cultural activities.
3. Two or more academic papers published by the first author in domestic and international journals.

## **SECTION 4 THE SELECTION PROCESS**

- (I) The selection of outstanding graduates of international students will be conducted in May each year.
- (II) Those who meet the criteria for evaluation of outstanding graduates recommended by the class's initial evaluation, the college or the tutor, may receive and fill out the “Application Form for Outstanding Graduates of International Students of Wuxi Institute of Technology” from the School of International Education, and publish the candidate list after review by the School of International Education. Report it to the school's supervisor for approval.

## **SECTION 5 AWARDS AND OTHER**

- (I) The school will commend outstanding graduates of international students and award the honorary title of “Outstanding Graduates”. The list of commendations will be submitted to the Student Office for record.

(11) international students who are rated as “excellent graduates” will cancel the title of “Outstanding Graduates” if they commit violations of law before graduation.

(3) The School of International Education Office is responsible for the interpretation of these measures.

**IF THERE ARE ANY DIFFERENCES BETWEEN THE ENGLISH AND CHINESE VERSIONS OF THIS REGULATION, THE CHINESE VERSION SHALL PREVAIL AND THE SCHOOL OF INTERNATIONAL EDUCATION SHALL BE RESPONSIBLE FOR THE INTERPRETATION.**

# 无锡职业技术学院外国留学生宿舍管理规定(修订)

## (2017级起适用)

外国留学生宿舍是外国留学生在校期间学习和生活的重要场所。为加强对外国留学生日常生活的管理和引导,把严格管理与优质服务结合起来,创造安全、文明、优雅的生活和舒适、安逸的学习环境,特制定本规定。

### 一、外国留学生住房规定

第一条 在我校注册的外国留学生,须在我校安排宿舍居住。

第二条 外国留学生入学时须一次性付清一学年的住宿费用并在办理入住手续。

第三条 外国留学生入住前需对房间配备的物品进行清点,并和宿舍管理人员提供的《外国留学生房间物品清单》进行对照,二者相符后在《清单》上签字。在使用过程中如有损坏或遗失需照价赔偿。

第四条 外国留学生须按国际教育学院指定房间住宿,不得私自调换房间。特殊情况需调整的,原则上在每学年开学一周内由外国留学生本人提出书面申请,并经国际教育学院同意,在办理完调整手续后方可调动。

第五条 外国留学生应严格遵守作息制度,自觉按时熄灯就寝。外国留学生宿舍周一至周四、周日晚上 23:00 关门,周五、周六晚上 24:00 关门。宿舍管理员于每天 22:00 开始查房,晚于 22:00 归寝者须到管理员处报到。23:30 至次日 1:30 归寝者作晚归,次日 1:30 以后归寝者一律作夜不归宿处理。因特殊原因不能及时返回宿舍者,须凭证件在宿舍管理员处登记后方能进入。

迟归或夜不归宿者,除写出书面检查外,给予行政处分。(一学期累计迟归达 5 次,或夜不归宿 2 次,给予警告处分;一学期累计迟归达 10 次,或夜不归宿 4 次,给予严重警告处分;一学期累计迟归达 15 次,或夜不归宿 6 次,给予记过处分;一学期累计迟归 20 次,或夜不归宿 8 次,给予留校察看处分;一学期累计迟归 25 次,或夜不归宿者 10 次,给予勒令退学处分)。

第六条 外国留学生宿舍内所分配锁匙只准本人使用,不得私配或转借他人。不得转让、转租自己的床位(房间)。

第七条 外国留学生假期回国、外出旅游、探亲访友,要在离校前告知宿舍管理员,并按时回到学校。

第八条 来华探亲的外国留学生家属、朋友如需住宿,请自理。外国留学生不得私自留宿他人。

第九条 未经许可不得进入他人房间;不得私自搬换或多占家具设备;不得擅自改造和损坏宿舍内的公共设施;不得自行油刷和涂写室内外墙壁;不得私自增添大件家具设备,占用他人的生活空间。对违反者除责令恢复原状、照价赔偿外,并视情节给予相应处分。

第十条 严禁抽烟、喝酒、赌博、吸毒、偷窃、打架斗殴等违反中国法律和学校纪律的行为;严禁携带易燃、易爆、剧毒、放射等威胁人身财产安全物品或淫秽物品进入宿舍;严禁在宿舍内进行推销、传销或其它经商活动;严禁在宿舍内生火或焚烧物品。

## 二、外国留学生用电规定

第十一条 支付较高住宿费的外国留学生免费提供每个月 30 度电，其他留学生免费提供每个月 8 度电，超量部分须由学生自费，电费按无锡市供电公司规定执行（目前 0.52 元/度）。各宿舍每月用水额度为 4 吨/人，用水超过额度部分，由各宿舍自行承担水费。水费按无锡市自来水公司规定执行（目前 4.45 元/吨）。若拒不支付水费、电费，学校将停止供水、供电。

第十二条 严禁在房间内使用学校禁止使用的大功率电器，一经发现，没收所用电器的，并按有关规定给予处罚。

第十三条 房间内电器或电路发生故障时，须报告管理员，由外国留学生宿舍楼派电工进行检修，严禁自行拆卸或修理。

第十四条 房间内无人时，所有电器须断开电源，以免发生火灾。

第十五条 如因违反上述规定而造成火灾等事故，由责任人承担相应责任，并赔偿一切损失，后果严重者，将受到校纪处分，直至追究刑事责任。

## 三、会客制度

第十六条 来访者须出示身份证、学生证或其他有效证件方能会客。并须履行下述手续，遵守下列规定：

（一）由管理员取得联系，征得被访外国留学生同意后，按规定逐项认真填写会客单，并以本人证件换取会客单后方能在会客室会客。探访完毕，被访外国留学生应在会客单上签字并注明探访者离开时间。无有效证件者，管理员有权拒绝其进入宿舍。

（二）上课时间一律不准会客。

（三）会客时间：周一至周四、周日：9:00——21:30

周五、周六、假日：9:00——22:00

（四）来访者一律不得上楼，只能在值班室会客。

## 四、其它规定

第十七条 遵守道德规范，养成文明习惯。保持宿舍楼内外整洁美观，一切日常用具要干净整齐有序，不得胡乱摆放物品。若有私人物品放在公共场所超过二日，管理员可作无主物品处理。不得在宿舍楼内停放自行车。保持盥洗室的清洁卫生。不在公共场所吸烟。不向楼外投弃任何物品。垃圾要倒在指定地方。不得在宿舍楼内饲养宠物。

第十八条 保持外国留学生宿舍楼的安静，不得在外国留学生宿舍楼内从事影响他人学习和休息的活动，如跳舞、大声喧哗、酗酒、大声放音乐、举办聚会等。由此引发和中国学生的争吵、冲突所造成的后果自负。如因重大节日等正当理由要举办舞会、集会，须取得学校同意在指定场所举行。组织者须交纳租金，保证使用期间的安全，维持好现场秩序，一般活动在 24:00 以前结束。

第十九条 凡使用外国留学生宿舍计算机网络的外国留学生，须遵守校网络中心相关管理规定。用户不得利用网络从事危害中国国家安全、泄露国家秘密的违法犯罪活动，不得制作、查阅、复制和传播有碍社会治安及社会公德的信息和淫秽色情信息。

第二十条 学校尊重外国留学生的宗教信仰自由，外国留学生在人民政府宗教事务部门认可的场所参加宗教活动，不得在学生宿舍进行宗教活动。

第二十一条 毕（结）业离校时或搬往其他住所时，应做到文明离寝，在规定时间内搬离外国留学生宿舍，损坏物品及须照价赔偿。

第二十二条 外国留学生未向国际教育学院报告而擅自离校超过一个月，学校有权清理其房间和床位。个人物品代为保管一个月，超过一个月不领取，学校有权处理。

第二十三条 外国留学生应认真配合、积极参与学校和国际教育学院组织的卫生检查、安全检查活动。外国留学生在宿舍的表现与外国留学生的奖学金评定、奖学金评审相挂钩。

第二十四条 以上管理规定须认真遵守，如有违反规定者视情节轻重给予相应的处罚和校纪处分，造成恶劣影响的，国际教育学院上报校有关部门，勒令退学。

## 五、附加条款

第二十五条 对本规定中未涉及的影响外国留学生宿舍安全和正常秩序的其他现象，将参照相近条文或有关规定进行处理。

第二十六条 后勤服务总公司保留解释规定的权利。

第二十七条 本条例自公布之日起施行。



# **WUXI INSTITUTE OF TECHNOLOGY ADMINISTRATIVE REGULATIONS FOR INTERNATIONAL STUDENTS' DORMITORY (REVISED) (APPLICABLE FROM 2017 LEVEL)**

The international student dormitory is an important place for international students to study and live in. These regulations are formulated to strengthen the management and guidance of the daily life of international students, combine strict management with quality services, and create a safe, civilized and elegant life and a comfortable and comfortable learning environment.

## **CHAPTER I. HOUSING REGULATIONS FOR INTERNATIONAL STUDENTS**

**Article 1** International students who are registered in our school shall arrange an dormitory to live in our school.

**Article 2** International students are required to pay the cost of accommodation for one academic year and check in.

**Article 3** International students should check the belongings in the room before they check in and compare with 《the inventory of international students' rooms》 provided by the management personnel of the dormitory, when they match sign your name on the 《list》. If any damage or loss occurs during the operation, compensation shall be paid.

**Article 4** international students are required to stay in rooms designated by international education college and are not allowed to change rooms. If special circumstances need to be adjusted, in principle, the international student shall submit a written application within one week of the start of each academic year, and it can be transferred after completing the adjustment procedure with the approval of international education college.

**Article 5** international students should strictly observe the work and rest system, and consciously go to bed at the right time. The dormitory for international students will be closed from Monday to Thursday, at 23:00 on Sunday and 24:00 on Friday and Saturday. The dormitory manager will begin to check in at 22:00 every day, and those who go to bed after 22:00 must report to the dormitory manager. Those who return to room from 23:30 to 1:30 the next day shall return to room at night. If you cannot return to the dormitory in time due to special reasons, you must register with the dormitory administrator before entering.

Those who return late or stay late at night shall be subject to administrative sanctions except written examination. (5 times late in a semester or 2 times late at night, given warning; A total of 10 late, or night 4 times, given a serious warning; A total of 15 late, or night six times, given disciplinary action; A total of 20 late semester, or night 8 times, given detention; A total of 25 late semester, or night 10 times, will be expelled from school).

**Article 6** The keys assigned in the dormitory are for personal use only, and no one is allowed to own or lend them to others. It is not allowed to transfer or sublease its own beds (rooms).

**Article 7** international students should inform the dormitory administrator before leaving the school and return to the school on time.

**Article 8** Relatives and friends of international students visiting relatives in China should take care of themselves if they need to stay. international students are not allowed to stay with others.

**Article 9** No entry into another person's room without permission; Not to move or change furniture or equipment; No unauthorized renovation or damage of public facilities in the dormitory; Internal and external walls shall not be painted or painted by oneself; It is not allowed to add large furniture equipment without permission and occupy other people's living space. The violator shall be subject to punishment according to the circumstances, in addition to the order to restore the original situation and compensation according to the price.

**Article 10** Smoking, drinking, gambling, drug taking, stealing, fighting and other violations of Chinese law and school discipline are strictly prohibited; It is strictly forbidden to carry inflammable, explosive, highly toxic, radioactive and other dangerous or obscene articles into the dormitory; Selling, pyramid selling or other commercial activities in the dormitory are strictly prohibited; It is strictly forbidden to light fire or burn things in the dormitory.

## **CHAPTER II. INTERNATIONAL STUDENTS ELECTRICITY REGULATIONS**

**Article 11** International students paying higher accommodation fees are provided with 30 kWh of electricity per month free of charge. Other international students provide 8 kWh of electricity per

month free of charge. The excess must be paid by the students at their own expense. The electricity fee is subject to the regulations of Wuxi Power Supply Company (currently 0.52 yuan / kW). The monthly water consumption of each dormitory is 4 tons/person, and the water consumption exceeds the quota. The dormitory will bear the water fee. The water fee is implemented in accordance with Wuxi Water Supply Company (currently 4.45 yuan / ton). If you refuse to pay water and electricity, the school will stop supplying water and electricity.

**Article 12** It is strictly forbidden to use the high-power electric appliances which are prohibited by the school in the room. Once found, the used electric appliances will be confiscated and punished according to relevant regulations.

**Article 13** In case of any malfunction of the electrical appliance or circuit in the room, it shall be reported to the administrator. The dormitory building of international students shall be repaired by an electrician. Dismantling or repairing by themselves is strictly forbidden.

**Article 14** When there is no person in the room, all electrical appliances must be disconnected to avoid fire.

**Article 15** In case of fire and other accidents caused by violation of the above regulations, the person responsible shall bear the corresponding responsibility and compensate for all losses. If the consequences are serious, he/she will be punished by the school discipline and even be investigated for criminal responsibility.

### CHAPTER III.MEETING GUESTS SYSTEM

**Article 16** Visitors must present their id card, student id card or other valid documents to receive visitors. The following procedures shall be followed:

1.Contact by the administrator, after obtaining the permission of the international students visited, carefully fill in the visitor form.Visitor can meet in the reception room after exchange ID card, passport for the meeting form. After the visit, the international student shall sign the visitor form and indicate the departure time of the visitor. Without a valid certificate, the administrator has the right to refuse entry to the dormitory.

2.No visitors are allowed during class time.

3.Visiting time: Monday to Thursday, Sunday: 9:00-21:30  
Fridays, Saturdays, holidays: 9:00-22:00

4.Visitors are not allowed to go upstairs and can only meet in the duty room..

### CHAPTER IV.OTHER PROVISIONS

**Article 17** Observe the code of ethics and cultivate civilized habits. Keep the inside and outside of the dormitory building clean and beautiful, all daily appliances should be clean and orderly, do not put things at random. If personal belongings are left in a public place for more than two days, the administrator may dispose of them without ownership. Bicycles are not allowed in dormitory buildings. Keep the toilet clean and tidy. Don't smoke in public. Don't throw anything out of the building. The rubbish should be dumped in the designated place. Pets are not allowed in dormitory buildings.

**Article 18** Keep the dormitory building of international students quiet. Do not engage in activities that affect others' study and rest in the dormitory building, such as dancing, talking loudly, drinking heavily, playing music loudly and holding parties. This leads to quarrels and conflicts with Chinese students at their own risk. If a dance or assembly is to be held for any legitimate reason, such as a major festival, it shall be held in a designated place with the consent of the school. The organizers must pay the rent, ensure the security during the use period, maintain good order on the scene, and the general activities will end before 24:00.

**Article 19** Any international students who use the computer network of the dormitory shall abide by the related management regulations of the university's network center. Users shall not use the Internet to engage in illegal and criminal activities that endanger China's national security and reveal state secrets, and shall not make, consult, copy or disseminate information or pornographic information that is harmful to public order and social morality.

**Article 20** The school respects the freedom of religious belief of international students, and international students shall participate in religious activities in places recognized by the religious affairs department of the people's government and shall not conduct religious activities in the student dormitorys.

**Article 21** When you leave school or move to another residence after graduation, you should be civilized and leave the dormitory for international students within the specified time.

**Article 22** If a international student leaves for more than one month without reporting to education, the school has the right to clean its rooms and beds. The school has the right to dispose of the personal belongings which have been kept for one month.

**Article 23** international students should cooperate with and actively participate in the health inspection and safety inspection activities organized by the school and international education college. The performance of international students in the dormitory is related to the scholarship evaluation and scholarship evaluation of international students.

**Article 24** The above management regulations shall be strictly observed. For those who violate the regulations, they shall be punished and punished according to the severity of the circumstances. If the consequences are serious, the international education college shall report to the relevant department of the school and order them to leave the school.

#### **CHAPTER V.ADDITIONAL CLAUSE**

**Article 25** Other phenomena which do not affect the security and normal order of international students' dormitorys shall be dealt with in accordance with similar provisions or relevant provisions.

**Article 26** The logistics service head office reserves the right to interpret the regulations.

**Article 27** These regulations shall come into force as of the date of promulgation.

**IF THERE ARE ANY DIFFERENCES BETWEEN THE ENGLISH AND CHINESE VERSIONS OF THIS REGULATION, THE CHINESE VERSION SHALL PREVAIL AND THE SCHOOL OF INTERNATIONAL EDUCATION SHALL BE RESPONSIBLE FOR THE INTERPRETATION.**

# 无锡职业技术学院外国留学生突发事件处理应急预案(修订)

## (2017级起适用)

为了加强对外国留学生的规范管理,有效预防、及时控制和妥善处理外国留学生突发事件诸如交通事故、意外伤害、突发疾病、酗酒、群殴等,确保我校外国留学生的生命、财产安全,根据《学校招收和培养国际学生管理办法》和我校制定的各项学生管理规定和要求,结合我校实际情况,特制定我校外国留学生突发事件处理应急预案。

### 第一条 突发事件的预防

(一)学校保卫处联合国际教育学院、学生处、后勤管理部门对外国留学生公寓的防火、防盗等设施每学期至少进行一次安全检查,对出现的问题进行及时整改,消除一切隐患。采用定期和不定期检查相结合,即学期初和学期末的定期检查和期中抽查相结合的方式,使学生养成良好习惯,时刻保持安全防范意识。

(二)加强对外国留学生的安全和自我保护教育,在每学期开学大会上坚持强调安全问题;使每一位外国留学生都能够掌握报警求助电话号码及使用方法,掌握自救常识;不定期开展案例教育,向外国留学生通报国内典型案例,从中吸取经验教训,避免类似事件发生。

(三)加强对外国留学生的管理,保持与外国留学生之间信息渠道与联系渠道的畅通;定期向当地派出所、市公安局出入境管理处通报信息,保持沟通。

(四)加强后勤服务和校园治安工作。后勤各部门要经常听取留学生反映的意见,不断提高服务质量,克服困难、创造条件,积极解决好留学生的食宿及生活等方面的问题;保卫部门要强化校园治安防范管理,清理外来人员,严厉打击各种滋扰校园秩序的流氓歹徒和非法组织,保证师生安全。外国留学生公寓每天24小时有人值班,尤其在节假日期间,要求值班人员提高警惕,遇到突发事件立即通知保卫处、国际教育学院等相关部门协调解决。

(五)关心外国留学生的生活,经常了解外国留学生的思想动态与课外生活,减少并避免意外事件的发生。规范住宿管理制度和外出请假制度,坚持外来人员出入外国留学生公寓登记检查制度。

(六)国际教育学院在日常工作中应与保卫处保持密切联系,经常通报涉外活动情况,发现可疑情况及时报告。

### 第二条 外国留学生校内突发事件处理应急预案

(一)一旦发生涉及外国留学生的突发事件,发现者立即报告学校保卫处和国际教育学院负责人,学校保卫处、国际教育学院接报后应派人员在第一时间赶到现场进行处置,根据突发事件的类型果断决策,及时采取相应的应对措施,保护现场,把影响降低到最小程度。如有留学生受伤,立即就近送往医院进行救治;如是社会人员来校与留学生闹事,立即拨打公安“110”报警,并将闹事人员扣留。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。

(二)国际教育学院根据事件的性质报告学校主管领导、市外办、市出入境管理局、省教育厅、省外办等。

(三)根据上级领导指示与相关规定立即处理事件;保卫处积极配合医院、防疫、公安、消防等部门做好事件的调查工作;在事件后续处理过程中应随时与有关部门保持密切联系,配合做好各项善后处理工作。

(四)校保卫处负责将突发事件的全过程及处理结果报告有关方面。

(五)在处理突发事件的过程中,相关人员应注意在面对社会媒体和其他有关部门时个人不得擅自表态,学校各部门要统一口径,避免发生负面影响。

### 第三条 突发后勤安全保障事故的处理

外国留学生宿舍后勤保障系统，如：水、电、暖、气及二次供水出现安全事故（水管爆裂、配电柜断路、天然气泄漏、暖气漏水）时，第一发现人或知情人，应立即通知学校后勤服务中心，相关人员要及时赶往现场，组织人员迅速采取应急措施，疏散人员，根据事故情况切断水、电，进行抢修，控制事态；在学校后勤部门的支持下，力争在最短时间内恢复正常。

#### 第四条 外国留学生校外突发事件处理应急预案

- （一）一旦在校外发生留学生突发事件，由事件发生所在地的公安部门负责处置。
- （二）公安部门通知学校保卫处协助处理。
- （三）国际教育学院在外事政策方面给予协助。
- （四）重大事件应立即报校主管领导。
- （五）学校外事部门根据事件的性质报告市外办、市出入境管理局，省外办、省教育厅等。

#### 第五条 突发事件的处理原则

- （一）公共安全和社​​会稳定。
- （二）坚持“以人为本”原则，即最大程度地保障外国留学生的生命和财产安全。
- （三）坚持“统一指挥、层层落实”原则。在校外国留学生工作领导小组的统一指挥下，由保卫处牵头，国际交流合作处、后勤、学生处等各相关部门密切配合，充分发挥职能作用，及时妥善处理各项工作。
- （四）坚持“及时行动、果断处置、准确到位、讲求实效”原则。在学校外国留学生工作领导小组的统一指挥下，迅速调集救援人员，启动应急预案，每个小组成员应做到：“沉着冷静，遇事不乱，反映迅速，处置果断”，严格控制现场事态发展，积极抢救伤病员，在减少学校留学生生命和财产损失的同时，及时查明事件的性质，迅速上报现场调查和工作进展情况，防止灾害和不良影响扩大，尽量将突发事件解决在早发状态，解决在基层。
- （五）坚持“特别报告”原则。在突发事件中，如果涉及到留学生意外身亡事故的，学校应及时上报市公安局出入境管理处、省教育厅、省外办、学生所在国大使馆或领事馆，同时通知家属，并按照国际惯例进行善后处理。
- （六）坚持“事后总结报告”原则，事件处理完毕后，校保卫部门应认真总结经验教训，写出书面情况报告。

## **WUXI INSTITUTE OF TECHNOLOGY EMERGENCY PLAN FOR EMERGENCY HANDLING OF INTERNATIONAL STUDENTS(REVISED) (APPLICABLE FROM 2017 LEVEL)**

In order to strengthen the standardized management of International students, effectively prevent, timely control and properly handle International students' unexpected events such as traffic accidents, accidental injuries, sudden illness, alcoholism, group shackles, etc., to ensure the safety of life and property of International students in our school. According to the "Regulations on the Administration of International Students Accepted by Higher Education Institutions" and the various student management regulations and requirements formulated by our school, combined with the actual situation of our school, we have formulated an emergency plan for the emergency response of International students in our school.

### **Article 1** Emergency prevention

1.The School Security Office, in conjunction with the International Education College, the Student Office, and the Logistics Management Department, conducts at least one safety inspection every semester on fire prevention and theft prevention facilities for International student dormitorys, and promptly rectifies the problems that arise, eliminating all hidden dangers. The combination of regular and irregular inspections, that is, the combination of regular inspections and mid-term sampling at the beginning of the semester and the end of the semester, enables students to develop good habits and maintain a sense of safety and security at all times.

2.Strengthen the education on the safety and self-protection of International students, and insist on emphasizing safety issues at the start of each semester; enable every International student to master the telephone number and method of use of the police, master the common sense of self-help, and carry out case education from time to time. Inform International students about typical domestic cases and learn from them to avoid similar incidents.

3.Strengthen the management of International students, maintain the smooth flow of information channels and communication channels with International students; regularly report information to the local police station and the Exit and Entry Administration Office of the Municipal Public Security Bureau to maintain communication.

4.Strengthen logistics services and campus security work. All departments of the logistics department should always listen to the opinions reflected by the students, continuously improve the quality of service, overcome difficulties, create conditions, and actively solve the problems of accommodation, living and other aspects of the students; the security department should strengthen the campus public security management, clean up the outsiders, and severely Combat all kinds of gangsters and illegal organizations that harass the campus order to ensure the safety of teachers and students. International student dormitorys are on duty 24 hours a day, especially during the holidays, requiring on-duty personnel to be vigilant, and immediately notify the Security Department, the International Education College and other relevant departments to coordinate the resolution in case of an emergency.

5.Concerned about the life of International students, often understand the dynamics of International students and extracurricular life, reduce and avoid accidents. Standardize the accommodation management system and the out-of-home leave system, and adhere to the registration and inspection system for International students entering and leaving International students.

6.The Institute of International Education should maintain close contact with the Security Office in its daily work, regularly report on International-related activities, and report suspicious circumstances in a timely manner.

### **Article 2** Emergency plan for emergency handling of International students in schools

1.In the event of an emergency involving a International student, the discoverer immediately reports to the school security office and the head of the International Education Institute. After the school security office and the International Education College receive the report, they should send personnel to the scene for disposal at the first time, according to the sudden The type of the event is decisive and decision-making, and timely response measures are taken to protect the site and minimize the impact. If there is an injury to an international student, immediately

transfer it to the hospital for treatment; if a social worker comes to the school and the student is in trouble, immediately call the police "110" alarm and detain the troublemaker. In the case of property theft, the police will also arrange for the personnel to protect the scene, and at the same time, learn from the international students the name, quantity and value of the stolen goods, and register them.

2. According to the nature of the incident, the Institute of International Education reports to the school's competent leaders, the Municipal International Affairs Office, the Municipal Exit-Entry Administration, the Provincial Department of Education, and the Provincial International Affairs Office.

3. According to the instructions of the superiors and the relevant regulations, the incidents will be dealt with immediately; the Security Department will actively cooperate with the hospitals, epidemic prevention, public security, firefighting and other departments to do the investigation of the incidents; in the process of follow-up treatment of the incidents, they should keep close contact with the relevant departments at any time. After the project is handled.

4. The school security department is responsible for reporting the entire process of the emergency and the results of the report to relevant parties.

5. In the process of dealing with emergencies, relevant personnel should pay attention to the fact that in the face of social media and other relevant departments, individuals should not express their arbitrarily, and all departments of the school should unify the caliber to avoid negative impacts.

#### **Article 3** Handling of sudden logistics security incidents

The logistics support system for International students' dormitory, such as water, electricity, heating, gas and secondary water supply, when there is a safety accident (water pipe burst, power distribution cabinet disconnection, natural gas leakage, heating leakage), the first discoverer or insider should immediately inform the school logistics service center, relevant personnel should rush to the scene in time, organize personnel to quickly take emergency measures, evacuate personnel, cut off water and electricity according to the accident situation, carry out emergency repairs, control the situation; with the support of the school logistics department, strive to be in the shortest time The internal recovery is normal.

#### **Article 4** Emergency plan for dealing with unexpected events outside International students

1. Once an unexpected student event occurs outside the school, the public security department at the place where the incident occurred is responsible for disposal.

2. The public security department informed the school security office to assist in handling.

3. The Institute of International Education assists in International policy.

4. Major events should be immediately reported to the school leadership.

5. The International affairs department of the school reports to the Municipal International Affairs Office, the Municipal Exit-Entry Administration, the Provincial International Affairs Office, and the Provincial Education Department according to the nature of the incident.

#### **Article 5** Emergency handling principle

1. Public safety and social stability.

2. Adhere to the "people-oriented" principle, that is, to maximize the protection of the lives and property of International students.

3. Adhere to the principle of "unified command and implementation at all levels." Under the unified command of the International Student Work Leading Group of the school, the Security Department will take the lead, and the relevant departments such as the International Exchange and Cooperation Office, the Logistics Department, and the Student Office will cooperate closely to give full play to their functions and timely and properly handle all tasks.

4. Adhere to the principle of "timely action, decisive disposal, accurate in place, and pragmatic". Under the unified command of the International student work leading group of the school, the rescue personnel will be quickly mobilized and the emergency plan will be launched. Each team member should: "Calm calm, not disturb, reflect quickly, deal with decisiveness", strictly control the development of the scene. Actively rescue the wounded and sick, while reducing the loss of life and property of the students in the school, timely identify the nature of the incident, promptly report the on-site investigation and work progress, prevent disasters and adverse

effects from expanding, and try to solve the emergency in the early stage. State, resolved at the grassroots level.

5. Adhere to the "special report" principle. In the event of an emergency, if an accident involving an international student is involved, the school shall promptly report it to the Exit and Entry Administration Office of the Municipal Public Security Bureau, the Provincial Department of Education, the Provincial International Affairs Office, the embassy or consulate of the student's country, and notify the family members and follow the international Practice for aftercare.

6. Adhere to the principle of "post-summary report". After the incident is completed, the school security department should carefully summarize the lessons and write a written report.

**IF THERE ARE ANY DIFFERENCES BETWEEN THE ENGLISH AND CHINESE VERSIONS OF THIS REGULATION, THE CHINESE VERSION SHALL PREVAIL AND THE SCHOOL OF INTERNATIONAL EDUCATION SHALL BE RESPONSIBLE FOR THE INTERPRETATION.**



# 无锡职业技术学院外国留学生收费管理暂行办法（修订）

(2017级起适用)

## 一、总则

第一条 为了加强对学校事业性收费的管理，确保学校事业收入，规范对外国留学生的收费行为，根据国家教委、国家计委《关于调整自费外国留学生收费标准的通知》（教外来〔1998〕7号）等相关文件精神，结合本校实际，特制定本办法。

第二条 学校对各类外国留学生的收费应贯彻执行国家有关政策和学校收费管理的相关规定，并接受学生、社会以及财政、物价部门的监督。

第三条 本办法适用于在学校接受学历教育和非学历教育的各类外国留学生。

## 二、收费类别

第四条 本办法中的收费包括各类外国留学生应缴纳的报名费、学费、住宿费及其他相关费用。学杂费结算币种为人民币。为方便来华留学生在境外计算来华学习的有关费用，学校可按对外提供收费标准时人民币与美元的汇率，公布约折合的美元金额。

第五条 本办法中的其他相关费用包括按国家相关规定须缴纳的保险费等代收费项目和按学校相关规定须缴纳的教材费、重修费、档案管理费、公寓用水、用电等收费项目。

## 三、收费、缓交、欠费与退费

第六条 来华留学生的学费按学年于入学手续齐备后一次性收取；对学习期限在一学期以上、一学年以下的来华留学生，应按一学年的标准收费。

第七条 来华留学生的住宿费按学年于开学初一次性全部收取；留学生有特殊困难时，经主管校领导批准后其缓交或按月交纳。

第八条 每名自费外国留学生新生须按相关规定一次性缴纳报名费。

第九条 住宿费按学年收取。于入学手续齐备后一次性收取。

第十条 根据中国政府有关规定，外国留学生应自到校报到注册之日开始缴纳个人保险金，购买住院医疗和意外伤害保险，费用由学生自负。未按规定缴纳者应承担相应后果。

第十一条 外国留学生应按相关规定据实缴纳教材费、重修费、档案管理费、公寓用水、用电、网络费、手续费等相关费用。

第十二条 外国留学生新、老生应于报到 15 天之内缴清当学年应缴费用方可注册学籍。

第十三条 外国留学生因各种原因休学或停学后复学、转专业、延长学习年限以及从其他学校转入的，均应按其新编入的外国留学生年级、专业的收费标准缴纳学费；编入中国学生班级的，参照当年外国留学生收费标准缴纳相关费用

第十四条 外国留学生确因特殊原因无法按时缴纳学费的，应办理缓交手续。学生本人向国际交流学院提出缓交申请，经审核及相关校领导同意后，方可缓交，原则上缓缴期限不超过一个月。

第十五条 对在下列情况下拖欠费用的外国留学生，学校将自其报到后第 30 日起按其所欠费用金额，每日收取所欠学费、住宿费总额 0.5%的滞纳金：

- （一）没有提出缓交申请或虽申请但未获批准的；
- （二）学校批准的缓交期满后仍不按时缴纳的；
- （三）无其它特殊理由的。

第十六条 因故欠费且申请缓交获批的外国留学生所获得的各项奖学金不发放给学生本人，将被直接用于支付其欠交的费用，用完为止。

第十七条 无故欠费的外国留学生，学校将不予注册、考试成绩不予登记并不计学分；未缴清欠费之前，不得办理毕业、结业、休学、退学、转学等手续。

第十八条 申请后获批准自动退学或注销学籍的外国留学生，学费与住宿费按照实际学习与居住月份数结算，其他费用不予退还。根据其离校手续完成的时间可申请按下列标准退还学费、住宿费。

（一）离校日期在报到期限以前，全额退还；

（二）离校日期在报到期限以后 30 日内，退还 50%；

（三）离校日期在报到期限以后 30 日后，不予退还。

第二十条 对于无故辍学、勒令退学或开除学籍的学生，学费不予退还。

## 四、附则

第十九条 本办法未尽事宜参照国家和学校相关外国留学生管理规定和财务管理规定办理。

第二十条 本办法自发布之日起执行，由财务处负责解释。

**WUXI INSTITUTE OF TECHNOLOGY INTERIM MEASURES ON CHARGE  
MANAGEMENT FOR INTERNATIONAL STUDENTS IN WUXI INSTITUTE OF  
TECHNOLOGY  
(APPLICABLE FROM 2017 LEVEL)**

**CHAPTER I. THE GENERAL**

**Article 1** In order to strengthen the management of the school's institutional fees, ensure the school's business income, and regulate the practice of charging international students, according to the state education commission and the state planning commission.

**Article 2** The school's fees for all types of international students should be implemented in accordance with the relevant national policies and school fees management regulations, and subject to the supervision of students, society and the financial and price departments.

**Article 3** These Procedures apply to all types of international students who have received academic qualifications and non-degree education at the school.

**CHAPTER II. CHARGE CATEGORY**

**Article 4** The fees in these Measures include the registration fees, tuition fees, accommodation fees and other related fees payable by various international students. The tuition and fees settlement currency is RMB. In order to facilitate the overseas students to calculate the relevant expenses for studying abroad in China, the school can announce the approximate dollar amount according to the exchange rate between the RMB and the US dollar when the fee is provided.

**Article 5** Other related expenses in the present Measures include insurance premiums and other fee-paying items that must be paid according to relevant national regulations, as well as teaching materials, repair fees, file management fees, water for dormitorys, electricity use, etc., which are subject to relevant school regulations.

**CHAPTER III. CHARGE, WAIVER, ARREARS AND REFUND**

**Article 6** Tuition fees for international students in China are charged at one time after the school entrance procedures are completed. Students studying in China for the duration of one semester or more and one academic year or less should be charged for one academic year.

**Article 7** The accommodation fees for international students in China are collected at the beginning of the school year at the beginning of the school year. When there are special difficulties for international students, they will be paid or paid monthly after approval by the leaders of the school.

**Article 8** Each self-funded international student freshman must pay the registration fee in one lump sum according to relevant regulations.

**Article 9** Accommodation fees are charged per academic year. One-time collection after the admission procedure is completed.

**Article 10** According to the relevant regulations of the Chinese government, international students should pay their personal insurance premiums and purchase inpatient medical care and accidental injury insurance from the date of registration to the school. The expenses are borne by the students. Those who fail to pay according to the regulations shall bear the corresponding consequences.

**Article 11** international students should pay the teaching materials, repair fees, file management fees, dormitory water, electricity, network fees, handling fees and other related fees according to relevant regulations.

**Article 12** New and old students of international students should pay the fees payable in the school year within 15 days of registration to register their student status.

**Article 13** international students who have dropped out of school for various reasons, resumed their studies, transferred to majors, extended their studies, and transferred from other schools shall pay tuition fees according to their newly enrolled international students' grades and professional fees; they will be enrolled in Chinese student classes. , pay the relevant fees according to the international student fees in that year.

**Article 14** If a international student fails to pay tuition fees on time due to special reasons, he/she should apply for a late payment. The student himself submits an application for deferred

payment to the International Exchange College. After the examination and approval of the relevant school leaders, the student can be suspended. In principle, the period of overdue payment is not more than one month.

**Article 15** For international students who are in arrears in the following circumstances, the school will charge a daily fee of 0.5% of the total tuition fee and accommodation fee from the 30th day after the registration:

1. Did not file a request for late payment or application but was not approved;
2. If the school approves the expiration of the delay period, it will not pay on time;
3. There are no other special reasons.

**Article 16** Scholarships for international students who have been owed for any reason and who have applied for the late payment of the approved international students will not be paid to the students themselves and will be used directly to pay the fees owed by them.

**Article 17** For international students who owe arrears, the school will not be registered, the test scores will not be registered and credits will not be counted; no formalities for graduation, graduation, suspension, dropout, transfer, etc. will be allowed before the payment of the arrears.

**Article 18** For international students who are approved to withdraw or cancel their studies automatically after the application, the tuition and accommodation fees will be settled according to the actual number of months of study and residence, and other fees will not be refunded.

According to the time of completion of the school leaving procedure, you can apply for the refund of tuition and accommodation fees according to the following criteria.

1. The departure date is refunded in full before the registration deadline;
2. The departure date is refunded 50% within 30 days after the registration period;
3. The departure date is refunded 50% within 30 days after the registration period.

#### **CHAPTER IV. SUPPLEMENTARY**

**Article 19** The matters not covered in these Measures shall be handled in accordance with the regulations and financial management regulations of the relevant international students of the State and the school.

**Article 20** These Measures shall be implemented as of the date of promulgation and shall be interpreted by the Finance Department.

**IF THERE ARE ANY DIFFERENCES BETWEEN THE ENGLISH AND CHINESE VERSIONS OF THIS REGULATION, THE CHINESE VERSION SHALL PREVAIL AND THE SCHOOL OF INTERNATIONAL EDUCATION SHALL BE RESPONSIBLE FOR THE INTERPRETATION.**