

学生声明

Statement

本人已收到江苏大学留学生学生手册；我将仔细阅读并遵守手册内所有的规定。

I have received the Manual for Overseas Student of Jiangsu University. I will read and comply with all the provisions stipulated in the Manual.

学号

Student ID: _____

姓名

Name: _____

国籍

Nationality: _____

护照号码

Passport Number: _____

签字

Signature: _____

日期

Date: _____

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一、报到注册

1、您应在录取通知书上规定的时间内，持录取通知书和 JW201/JW202 表及护照到江苏大学海外教育学院报到、注册。

2、如果您申请的学习期限超过 6 个月，在注册前应到镇江市出入境检验检疫局办理体检手续。体检时必须空腹，体检费用需自理。经体检确认患有我国法律规定不予以签发签证的疾病者，应当立即离境回国。

镇江市出入境检验检疫局地址：镇江市东吴路 84 号，联系电话：0511-88825323。

3、如果您是自费学生，您应在录取通知书上规定的时间内，以人民币现金方式或汇款方式交纳本学年费用。

江苏大学人民币汇款账户信息如下：

户名：江苏大学

开户行：中国银行江苏省镇江江大支行

账号：5534 5822 0461

江苏大学外币汇款账户信息如下：

User Name: Jiangsu University

Name of the Bank: BANK OF CHINA, DINGMAOQIAO SUB-BRANCH ZHENJIANG

Bank Account No.: 5157 5822 6635

Swift Code: BKCHCNBJ95D

凡开学报到 10 个工作日内未交清费用者，学校对未交费用部分加罚 5% 滞纳金；开学报到 2 个月内未交清费用者，学校将不再保留学籍。

注意：不接收旅行支票或其它形式支票。

4、如果您是从国外直接申请的留学生，请在入境到校后签证有效期内准备相关材料，办理外国人居留证件，办理居留证件的费用需自理。

5、如果您入住留学生海外公寓，请在海外公寓总服务台办理住宿手续，签订住房合同，并向学校交纳住宿费和住宿押金。

6、请您准备好 8 张护照照片以办理有关证件。

7、报到后一周内，学院将安排入学教育课程，内容包括有关法律法规和规章制度的讲解、学校和学院的介绍、留学生综合保险和留学生学生手册的学习等。课程结束后将组织入学教育的考试，所有学生必须考试合格。

8、学校有 140 多个大学生社团，含人文、科创、社会服务等五大类。经过海外教育学院审批，在海外教育学院的指导下，留学生可以自己组织相关的社团，并与中国学生互相交流。

9、请您务必在入境后 24 小时内向住宿所在地的派出所登记外国人住宿信息，否则公安机关将处以 2000 元人民币的罚款。如果您在读期间因假期、实习等原因离境的，在返校入境后 24 小时内同样需要向住宿所在地的公安机关登记外国人住宿信息。

I . Freshman Registration

1. Students must arrive on our campus within the stipulated time on the Admission Notice. The original Admission Notice, JW202/JW202 form and passport will be used for registration at Overseas Education College (OEC), Jiangsu University (JSU).

2. Students whose study duration in China exceeds 6 months shall undergo a medical examination at Zhenjiang Entry-exit Inspection and Quarantine Bureau. Examination needs to be done under fasting state and

the cost shall be carried on by examinees. Students detected to be infected with certain diseases are not supposed to acquire visa or residence permit and shall leave China.

Address of Zhenjiang Entry-Exit Inspection and Quarantine Bureau:
No.84, Dongwu Road, Zhenjiang. Tel: 0511-88825323

3. If you are a self-support student, you should pay for tuition by Chinese currency (CNY) in cash or remittance within the time stipulated on the Admission Notice.

Chinese currency (CNY) Account Details

User Name: 江苏大学

Name of the Bank: 中国银行江苏省镇江江大支行

Bank Account No.: 5534 5822 0461

Foreign Currency Account Details

User Name: Jiangsu University

Name of the Bank: BANK OF CHINA, DINGMAOQIAO SUB-BRANCH ZHENJIANG

Bank Account No.: 5157 5822 6635

Swift Code: BKCHCNBJ95D

If tuition fees are not paid off within 10 working days after enrollment, 5% overdue fine of tuition fee of the year must be paid. If delay in payment exceeds two months, students will be treated as automatic expulsion or drop out.

Note: No cheque.

4. If you are an overseas student applying directly from abroad, please fill in the “application form for foreign residence” and other relative materials to apply for foreign residence permit when you arrive at the university as soon as possible. The cost of visa application shall be carried

on by students who apply.

5. Living in Overseas Apartment

You must go to the service desk of the dormitory and transact the procedures for residence there, including signing a residence contract, paying accommodation fee and deposit.

6. Please prepare 8 passport photos to apply for the relevant documents.

7. After one week of registration, OEC will arrange the orientation classes for all the students, which include the introduction of Zhenjiang, Jiangsu University, insurance, regulations and rules about the study and life. After the orientation classes, there will be an exam for Students' Manual Book for every fresher and it is a must to pass it.

8. There are more than 140 students' communities on campus, including humanities', scientific, and social, all together five types. After OEC's agreement and under OEC's leadership, overseas students can organize our own communities.

9. Freshmen shall report their residence information to local police within 24 hours since entry into China, or a penalty of 2000 CNY will be imposed by police. Students who left China for holiday, internship or other reasons shall report their residence information as well within 24 hours after their re-entry.

二、学业指导

1、学期安排

江苏大学一学年分为春季和秋季两个学期。

每学期约 20 周，其中第 9 周为期中考试周，最后两周为期末考试复习时间。每年 9 月是新学年开始，也是秋季学期的开始；春季学期一般从每年 2 月开始。

具体学期安排，请参阅当年的校历。

2、学习年限

进修生、语言生学习期限一般不超过 2 年，本科生在校学习期限为 4-6 年，医学专业本科生为 6-8 年，研究生为 3-5 年（MBA 学生为 2-3 年）。

3、非学历生课程与学分要求

非学历生（语言生与进修生）按照海外教育学院规定修读完有关课程，可以取得学习证明或有关证书。

4、学历生课程与学分要求

原则上，学历生的课程与学分要求同中国学生一致。

本科生的毕业要求：修满规定学分和课程，考试成绩合格，完成毕业论文或毕业设计。

研究生的毕业要求：修满规定学分和课程，考核成绩合格，按照要求发表一定数量的论文，通过毕业论文答辩。

5、入学与注册

所有留学生都必须遵守学校关于学期的安排，开学时必须准时报到。只有在交清学费、报到注册后，才能获得新学期的学籍。

凡开学报到 10 个工作日内未交清费用者，学校对未交费用部分加罚 5% 滞纳金；开学报到 2 个月内未交清费用者，学校将不再保留学籍。

6、学生证

留学生入学报到、注册后发给江苏大学学生证。如果遗失，请到海外教育学院学生工作办公室申请补办。

7、学习期限延长

语言生、进修生学习期满后，若要继续学习，请在期满前 1 个月申请延长学习期限。同时，请按照要求办理居留许可延长等手续。

8、毕业、结业和学位

学历留学生在学习期满后，完成教学计划规定的课程并修满规定学分，通过学位论文答辩，准予毕业，发给毕业证书。

准予毕业的留学生，研究生通过 HSK-2 考试（汉语水平考试二级），本科生通过 HSK-4 考试（汉语水平考试考试四级）、平均绩点达到授予学位要求，授予相应学位。

未达到毕业及学位授予要求者只发给结业证书。

中途退学且学习期限满一年，按照规定办理了离校手续者发给肄业证书。

语言生、进修生学习期满，成绩合格者发给学习证明和成绩单。

II. Academic Guide

1. Semesters Arrangement

The school academic year of Jiangsu University is divided into two semesters: Spring and Autumn semesters.

A semester usually lasts 20 weeks, of which the 9th week is set for mid-term examination and the last 2 weeks are set aside for revision and examinations. The academic year starts in September, which is also the start of the fall semester while the spring semester usually starts in February.

If you want to have a detailed and concrete outline of the arrangement of the semester, please consult our yearly academic calendar.

2. Limits on Study Periods

Visiting Scholars and Language students are generally limited to 2 years of studies, Undergraduates to 4-6 years, Medical undergraduates to 6-8 years, Graduate students are usually 3-5 years, MBA students to 2-3 years.

3. Course and Credit Requirements for Non-Degree Learner

OEC non-degree students (language study or visiting scholar) must complete the required courses, and get a certificate.

4. Courses and Credits Requirements for Degree Learner

The course and credit requirements for overseas students are basically the same as that of the Chinese students.

Requirements for Undergraduates: According to the curriculum of Jiangsu University, students must complete the required credits and courses, pass all examinations, and complete a required graduate thesis or graduate design.

Requirements for Graduates: Students must collect the required credits, pass all examinations, publish a quantity paper, and pass the oral defense of their thesis.

5. Enrollment and Registration

Students must register at the beginning of every semester and can receive a student's status after the full payment of their tuition fees.

If tuition fees are not paid off within 10 working days after enrollment, 5% overdue fine of tuition fee of the year must be paid. And if delay in payment exceeds two months, student will be treated as automatic expulsion or dropping out.

6. Campus Cards and Students Cards

Overseas students will be given a Jiangsu University student campus card and identity card (booklet) after enrollment. If campus card is lost, please apply to Information Center to get a new one. If identity card

(booklet) is lost, please apply to OEC Students' Affairs Office for replacement.

7. Extending Study Period

Language Students, General Advanced Visiting Students who have completed their period of study and wish to continue before the stipulated time limit may apply for extension. The application should be made one month in advance. During this time, students should also take care of their visa extension and other procedures.

8. Graduation, Completion of Studies and Degrees

Undergraduates and Graduate Students after completing all the courses stipulated by the education plan and completing all the required credits, passing thesis defense, are permitted to graduate, will be given Certificate of Graduation.

Graduates who can get Certificate of Graduation, graduate students pass HSK-2 (Chinese Proficiency Test II), and undergraduate students pass HSK-4 (Chinese Proficiency Test IV), undergraduate students meet the requirements of GPA will be conferred the appropriate Bachelor's, Master's, or Doctoral degrees.

Graduates who do not complete their period of studies or fail in defending their thesis will only be given a Certificate of Completion of Studies.

Undergraduate and Graduate Students who leave school before completing their studies or have completed at least one year of studies together with the necessary procedures for leaving the school, will be given a Certificate of Studies.

Language Students and Advanced Students who have completed their study programs and obtained all the required credits will be given a Certificate of Study and a grade report.

三、居留证件

居留证件在新生来校报到并注册后办理。持 X1 签证来校的新生须在入境后 30 天内向镇江市公安局出入境管理处申办居留证件；持 X2 签证者，应在签证注明的停留期限届满 7 日前向镇江市公安局出入境管理处申办居留证件。签证超期者，公安机关将处以 500 元/日的罚款。

需要准备的材料均为 A4 纸大小，具体准备事宜如下：

- 1、到公寓前台或学院领取《申办清单》（Document Checklist）。认真阅读、填写《清单》并完成《清单》上提到的相关手续。
- 2、到学院领取并填写《外国人签证证件申请表》。
- 3、JW201/JW202 表复印件 1 份。
- 4、镇江市出入境检验检疫局的体检合格表复印件 1 份（只适用于首次入境中国的新生和回国实习返校的老生）。
- 5、护照
- 6、护照复印件：首页、签证页/当前有效居留证件页、最后一次入境盖章页。
- 7、江苏大学组织代码一份（到学院领取）。
- 8、由海外教育学院出具并加盖公章的签证申办公函。
- 9、照片 1 张（2 寸白底）及电子版（在公安局拍摄并制作，25 元）。
- 10、签证费 400 元（停留签证约 160 元）。
- 11、留学生本人到场办理。

注：请密切关注你的护照与签证/居留证件有效期，护照有效期必须比你现在申请的签证/居留证件有效期长 6 个月以上。

所有新生和老生需要在签证/居留证件到期前一个月携带相关材料办理新的签证/居留证件。如果有任何问题，请及时咨询海外教育

学院或相关机构。

中国法律规定，所有外国人必须随身携带护照及其他证明材料，以证实其居留合法性。

镇江市出入境管理处接待大厅地址：镇江市冠城路 8 号工人大厦（镇江市行政服务中心一楼）；联系电话：0511-88956320；可乘坐 202 路或 208 路公交车前往办理。

III. Visa/Stay Permit/Residence Permit

New students holding X1 visa shall apply for a residence permit to the Department of Entry & Exit Administration, Zhenjiang Public Security Bureau, within 30 days from the date of entry in China. Students with an X2 visa shall secure a visa extension 7 days prior to the expiry of the duration specified in the visa, or apply for a residence permit. Fine imposed on the students whose visa expire shall be calculated by 500 CNY per day.

You should prepare the following documents (all documents are to be A4 size paper):

1. “Document Checklist” from the dorm reception or OEC Students’ Affairs Office. Read it carefully, fill it out and finish the required procedure.
2. “Visa/Stay Permit/Residence Permit Application Form” from OEC.
3. A copy of your JW201/JW202.
4. A copy of Physical Exam Report (for new students and returning students from overseas internship).
5. Passport
6. Copies of Passport: front page, visa/valid residence permit page, last airport immigration stamp page.

7. A copy of Jiangsu University's Official Code (available at OEC).
8. OEC will issue you an official letter for application use and stamp it.
9. A 2-inch white background photo and its corresponding soft copy (to be taken at the police station, CNY ¥25).
10. Visa/Residence Permit fee: CNY ¥400 (usually CNY ¥160 for a Stay Permit).
11. Student must apply in person.

Remarks: 1. You must pay great attention to the validity of your passport and visa/residence permit. Your passport expiry date **MUST** be 6 months longer than the residence permit date you are applying for.

2. Visa renewal is usually annual.

Both new and continuing students have to come to OEC to apply at least 1 month before the visa/residence permit's expiry date. Material requirement is the same as those mentioned above. In case you have any questions, we strongly suggest you consult OEC or relevant office(s) for further clarification.

3. According to China's laws, overseas students, when going out of campus, must carry passports and other credentials to prove their legal status in China.

Address of visa center: Gongren Building, No. 8 Guancheng Road.
Tel: 0511-88956320; Bus: No. 202 & 208

四、留学生综合保险

根据中国教育部规定，所有来华学习六个月以上留学人员均须办理“在华留学人员综合保险”。

我校外国留学生均办理学校集体投保的综合保险（江苏平安保险），包括意外伤害医疗保险，住院医疗保险，残疾保险和身故保险等。为了保障你的保险利益，请保存好所有相关的文件、收据、证明等。保险规定及申请保险理赔等详细内容可查看海外教育学院网站或留学生保险手册（<http://oec.ujs.edu.cn/cn/question?cid=86&id=86&k=2>）。

IV. Comprehensive Insurance for Foreign Students

According to the regulations of Ministry of Education, all foreign students studying in China longer than six months MUST have Comprehensive Insurance.

Overseas Students must have comprehensive insurance, which includes accident medical insurance, hospitalization expenses, accident deformity, death insurance, etc.

When making a medical insurance claim, students shall provide complete documents. For more information and details, please check the website: <http://oec.ujs.edu.cn/en/pages?cid=204&id=118> or Insurance Handbook.

五、离校

1、留学生休学、退学、毕业或结业离校时，须到海外教育学院领取《离校通知单》，完成《离校通知单》上规定的手续；校内住宿学生离校时需凭借《离校通知单》完成宿舍押金退还手续。

2、学习期满，由于各种原因未能如期毕业者，同样需要办理离校手续，然后才能申请学习期限延长。

3、回国实习的留学生需要到海外教育学院领取《实习申请单》，并凭借《实习申请单》在离校前完成退宿舍手续。回国实习的留学生必须完成退宿舍手续，否则学校将正常收取本学年的住宿费。

4、休学、毕业或结业的留学生应在两周内离校。

5、退学、勒令退学、开除学籍的留学生必须在一周内离校。

6、因各种原因学期中途离校的留学生，必须到镇江市公安局出入境管理处办理相应的居留证件变更手续。

7、应当离校但仍以各种理由滞留在学校的留学生，学校将及时通知公安机关和出入境管理部门，取消相应居留证件。

V. Leaving the University

1. Overseas students who need to leave the university due to suspension, dismissal or completion of studies must obtain a Leaving Form from the Overseas Education College and finish all the procedures as the Leaving Form indicates. Leaving students who live on campus need to finish the Leaving Form before being refunded the accommodation deposit.

2. Overseas students who are unable to graduate in time for various personal reasons need to finish procedures indicated by Leaving Form before applying for study period extension.

3. Overseas students who are supposed to complete internship beyond China shall obtain Internship Application Form from Overseas Education College, and check out from students' dormitory with Internship Application Form before leaving the University. Students who fail to check out before leaving China for internship will be charged accommodation fees as usual.

4. Overseas students who need to leave the university due to suspension, graduation or completion of studies shall leave within 2 weeks after the procedures are finished.

5. Students who are supposed to leave the university due to drop-out, dismissal and expulsion need to leave within 1 week after the penalty decision takes effect.

6. Overseas students who leave the university for unexpected reasons need to apply for change of residence permit correspondingly at Entry and Exit Reception Hall.

7. The university will report the details of the students who are supposed to leave the university, but still linger on campus to public security organ and Entry and Exit Reception Administration, and have their residence permit cancelled.

六、江苏大学关于外国留学生教育的若干规定

VI. Rules on Foreign Students' Education in Jiangsu University

为促进江苏大学国际交流与合作，推动教育国际化进程，规范来华留学生管理，提升学校的国际知名度，根据《中华人民共和国教育法》（1995年中华人民共和国主席令第45号）、《高等学校接受外国留学生管理规定》（教育部、外交部、公安部令2000年第9号）、《普通高等学校学生管理规定》（教育部令2005年第21号）、《教育部关于印发普通高等学校新生学籍电子注册暂行办法的通知》（教学【2007】3号）、《关于普通高等学校授予来华留学生我国学位试行办法》（学位【1991】17号）、《中华人民共和国外国人入境出境管理法》（1985年中华人民共和国主席令第31号）等有关法律法规，结合学校实际情况，制定本规定。

These rules are formulated in accordance with the Education Law of the People's Republic of China (The People's Republic of China in 1995, Presidential Decree No. 45), Rules on Foreign Students' Enrollment in China's Colleges and Universities (Ministry of Education, Ministry of Foreign Affairs, Ministry of Public Security Order 2000 No. 9), Student Management Provision in Regular Institutions of Higher Education (Ministry of Education Order 2005 No. 21), Notice of Interim Measures for the Freshmen of Electronic Registration on the Insurance of Universities and Colleges of Ministry of Education (teaching [2007] No. 3), the Pilot Scheme to Grant Degrees in Regular Colleges and Universities for Foreign Students in China (degree [1991] No. 17), the Law of the People's Republic of China on Control of the Entry and Exit of Aliens (The People's Republic of China in 1985, Presidential Decree No. 31), for the

purpose of promoting overseas cooperation and communication of Jiangsu University, promoting the procedure of overseas education, standardizing management of foreign students mutual understanding and friendship between the Chinese people and people of all other countries, promoting overseas cooperation and communication among Universities and Colleges, and enhancing the University's Overseas reputation.

第一章 总 则

Chapter I General Provisions

第一条 江苏大学是经过中国教育部批准的具有外国留学生招生资格的高等院校。学校内有权授予博士、硕士、学士学位的学科、专业在做好保密工作的前提下，均可招收和培养外国留学生。

Article 1 Jiangsu University has been approved by the Chinese Ministry of Education to enroll foreign students and award Doctoral, Master's, and Bachelor's degrees. On the premise of keeping a good professional confidential agreements, we can recruit and train foreign students in disciplines and professionals which our university has the right to award doctoral, master's and bachelor's degree.

第二条 外国留学生类别

自费来华留学生：经所报考院校录取，获得上级教育主管部门批准入读我国高校，来华攻读学士及以上学位且全部所需费用由留学生承担（含资助）的外国留学生。

政府奖学金留学生：经中国国家留学基金管理委员会批准，享受“中国政府奖学金”等的来华留学生。

汉语研修生：外国人入读我国高校及其它办学实体，进修或研究汉语言文化的外籍学生和人士。

Article 2 Classification of foreign students

Self-support foreign students:

Applicants can gain admissions from colleges and universities in China, which must be approved by higher authorities and all associated costs borne by students (including finances).

Students of government scholarship: Foreign students are approved by the China National Scholarship Fund Management Committee and can enjoy the Chinese Government Scholarship.

Chinese Language Trainees: Foreign students are admitted to Colleges and Universities, as well as other educational entities to study Chinese Language and Culture.

第三条 外国留学生教育项目立项

1、各学院负责制定本院外国留学生教育项目计划书，提交海外教育学院；

2、国际交流与合作处会同海外教育学院、相关学院、教务处、研究生院、财务处、学生工作处等部门，就生源、招生规模、教育成本及效益等问题进行研讨，完成项目论证；

3、相关学院根据学校论证后的项目计划制定项目实施方案（含招生专业目录、培养计划和教学计划）报教务处（本科生）或研究生院（研究生）审核；

4、相关学院将审核后的项目实施方案，报国际交流与合作处，提交学校留学生工作领导小组审批；

5、获批后，海外教育学院负责招生工作；

6、国际交流与合作处、海外教育学院有权独立立项并开展招生工作，相关学院应主动接受所招收外国留学生的培养和教育任务。

Article 3 Establish Proposals for Foreign Students Education

1. The Colleges are responsible for working out their own Overseas Education Project Proposals, which are then submitted to OEC after feasibility study.

2. International Office and OEC in collaboration with the relevant Schools, Teaching Affairs Department, Graduate School, Financial Department, Student's Affairs Department and other Departments must fulfill the project justification by working on student enrollment, enrollment size, cost and effectiveness of education.

3. The project implementation plan (including the Admission of professional directories, educational programs and teaching programs) which the relevant colleges work out according to the formal project approved by the university will be reported to the Teaching Affairs Department (undergraduate) or Graduate School (graduate students) for approval.

4. The project implementation reviewed by the relevant colleges will be reported to International Office, and then submitted to the university's foreign students leading group for approval.

5. International Office and OEC are responsible for Admission after approval.

6. International Office and OEC have the right to make an independent project and carry out admission work and the relevant Schools will take the initiative to accept the task of training and educating foreign students enrolled.

第二章 管理体制

Chapter II Management System

第四条 外国留学生是我校学生的重要组成部分，学校各相关部门均有义务和责任将外国留学生的培养和教育工作纳入部门的整体规划。在外国留学生培养和教育中，坚持“扩大规模、提高层次、保证质量、规范管理的方针”。

Article 4 Since Foreign Students are an important part of the

university, all relevant departments have obligations and responsibilities to ensure the training and education of Foreign Students are part of their overall planning. In the training and education of foreign students, we strictly adhere to the “Expansion of scale, High levels, Quality assurance, and Standardized management” approach.

第五条 为实现学校“建设多学科协调发展的高水平教学研究型综合性大学”的战略目标，学校鼓励各学院接收和培养外国留学生，鼓励教师积极参与外国留学生培养，承担外国留学生专业课与公共课的教学工作。学校鼓励并采取措施大力提高教师的双语授课能力（对实施双语授课的教师在晋升职称、评定岗位等方面给予倾斜政策）。

Article 5 To achieve the University’s strategic goal of “building a coordinated development of high-level multi-disciplinary teaching and research-based comprehensive University,” it encourages various institutions to accept the culture of Foreign Students, teachers to actively participate in training Foreign Students and take specialized courses to help improve their public teaching skills. The University encourages various measures to vigorously improve the ability of teachers’ bilingual classes (for the implementation of bilingual instruction, teachers will be given preferential policies in their promotions and in determining their positions).

第六条 各学院制定外国留学生培养工作量认定细则，将外国留学生培养工作纳入教师的考核与评估体系，并保证参与外国留学生教学的教师课时津贴按时足额发放。

Article 6 When institutions in the University are developing details of the workload of foreign students training, they consider the intake of foreign students into the teacher’s assessment and evaluation system and ensure that teachers involved in teaching foreign students’ classes are paid timely and in full.

第七条 学校根据国家有关规定建立外国留学生管理制度，国际合作与交流处作为学校外事归口管理部门，按照国家的有关规定对外国留学生工作进行宏观管理、指导与协调。

Article 7 The University establishes Management System for Foreign Students in accordance with relevant State provision. International Office regarded as the Foreign Affairs Centralized Management Division in the University, takes charge of the work of foreign students in macro-management, direction and coordination in accordance with relevant State regulations.

第八条 各部门和专业学院具体分工如下：

1、海外教育学院（归口管理外国留学生工作）

- （1）外国留学生的招生工作；
- （2）外国留学生录取及相关手续的办理，入学工作中各项具体事务的处理、协调；
- （3）外国留学生日常管理工作；
- （4）外国留学生汉语教学的具体组织实施；
- （5）外国留学生毕（结）业证书的申报；
- （6）协助教务处、研究生院处理本科生、研究生教学管理相关事务。

2、研究生院同海外教育学院

- （1）外国留学研究生及进修生导师的选聘，招生目录和培养计划的制定和审定；
- （2）外国留学研究生及进修生的教学管理与监督；
- （3）外国留学研究生及进修生任课教师工作量的审定；
- （4）外国留学研究生毕（结）业及学位授予资格评审工作的组织；
- （5）协助海外教育学院做好外国留学研究生毕（结）业证书的申报。

3、教务处会同海外教育学院

(1) 外国留学本科生培养计划的制定、教学任务的协调和教学的组织安排；

(2) 外国留学本科生的教学管理与监督；

(3) 外国留学本科生任课教师工作量的审定；

(4) 外国留学本科生毕业审核、学位审核及学位授予工作。

4、相关学院

(1) 外国留学生（研究生、本科生、进修生）录取工作中的专业资格审核；

(2) 组织实施外国留学生的培养计划；

(3) 与海外教育学院协调安排外国留学生的专业汉语课；

(4) 各类外国进修生和研究生导师的安排、学习计划的制定和教材的落实；

(5) 根据专业教学要求，结合生源国的实际情况和特点指导外国留学生进行选课；

(6) 协助海外教育学院做好外国留学生的日常及涉外管理等工作；

(7) 协助海外教育学院做好奖学金外国留学生的年度奖学金评审工作；

(8) 外国留学生毕业及学位授予资格的初步审定工作。

5、财务处负责按照海外教育学院开具的缴费清单，接收外国留学生缴纳的学费、保险费等相关费用；出具缴费、欠费或催缴费收据或证明。

6、后勤处、后勤集团负责海外公寓、海外人员餐厅等方面的工作。

7、学工处负责对外国留学生的学生工作进行趋同管理。

8、保卫处负责外国留学生的安全保卫工作，包括检查外国留学生公寓的防盗、防火设施等；协助镇江市公安局依法处理各类涉外案事件。

9、图书馆应按照规定为外国留学生学习提供图书借阅和信息检索等服务。

Article 8 Responsibility of various departments and related schools are as follows:

1. Overseas Education College (Centralized Management of Foreign Students' Activity)

a. The enrollment of foreign students

b. Responsible for Foreign Students admission and related procedures, entry work, transaction and coordination of the specific affairs on enrollment.

c. The daily management of foreign students.

d. Specific organization and implementation of foreign students' Chinese language teaching.

e. Declarations of certificate of graduation and completion of foreign students

f. Assist the Teaching Affairs Department and Graduate School, to deal with the relevant affairs of teaching management of undergraduates and graduates

2. Graduate School in conjunction with OEC

a. Selection of foreign graduate and advanced students' tutor, development and approval of admission directories and training plan.

b. Teaching management and supervision of foreign postgraduates and advanced students.

c. Teacher workload validation of foreign graduate and advanced students.

d. Organization of degree-granting and academic accreditation of foreign graduate and advanced students.

e. Assists OEC to declare certificate of graduation and completion of

foreign students.

3. Teaching Affairs Department in conjunction with OEC.

a. Establishment and development of the training of foreign undergraduate, coordination of teaching tasks and teaching organization.

b. Teaching management and supervision of foreign undergraduates.

c. Teacher workload validation of foreign undergraduates.

d. Undergraduate examination, degree audit and degrees conferred on foreign undergraduates.

4. Relevant Schools

a. Professional qualification examinations of foreign students (Graduate, Undergraduate, Advanced) enrollment.

b. Organize and implement training programs for foreign students.

c. Coordination and arrangements of foreign students' professional Chinese language courses.

d. The arrangements of different types of foreign students and graduate students' tutors, development of learning plan and implementation of educational materials.

e. Guide Foreign Students to select courses, according to the teaching requirements, and the characteristics of the actual situation of the student's country.

f. Assists OEC foreign-related management and daily work of foreign Students.

g. Assist OEC in the assessment of Annual Scholarships for foreign students.

h. Preliminary approval of foreign students eligibility for graduation and degree-granting.

5. The Financial Department is responsible for receiving foreign

students' tuition fees, accommodation and other related fees, in accordance with the charges approved and issued by OEC, issuing of receipt or proof of payment and reminding students to pay any arrears owed the University.

6. The Logistics Office and the Logistics Department are responsible for Overseas Apartments, Restaurants etc.

7. JSU Student' Affairs Department is responsible for the convergence management of foreign students.

8. Security Department is responsible for the security of foreign students including security safety and fire prevention facilities and any other security responsibility at the Overseas Apartment. They also help the Zhenjiang Municipal Public Security Bureau handle various types of foreign-related crimes and vices.

9. The library offers services including borrowing of books and retrieval of information to foreign students in accordance with relevant provisions.

第三章 工作流程

Chapter III Workflow

第九条 招生

1、教务处、研究生院、海外教育学院协助各相关学院制定外国留学生培养方案、招生目录、招生规模，并于每年 12 月 15 日前在各部门的网站上公布。

2、海外教育学院制定招生计划并实施招生。对留学生的申请材料进行初审后，提出初步意见，经与教务处、研究生院及相关学院协商后，确定录取名单并备案，由国际合作与交流处会同海外教育学院办理留学生入学手续。

3、汉语进修生：海外教育学院对其申请材料审核后，由国际合作与交流处会同海外教育学院办理留学生入学手续。

4、专业进修生、科技交流生：材料初审合格后，直接送相关学院确定是否录取，各学院审定后，将录取意见送回海外教育学院，由国际合作与交流处会同海外教育学院办理留学生入学手续。

Article 9 Students Admission

1. The Teaching Affairs Department, Graduate School and OEC assist relevant Schools to work out developed training programs; admissions catalog, enrollment scale of foreign students, and announce the web page of OEC before December 15th each year.

2. OEC develops and implements an admission scheme. OEC puts forward preliminary comments after examination of the application materials of foreign students and determines the admission list in consultation with the Teaching Affairs Department, Graduate School and related Colleges. The International Office in conjunction with OEC takes charge of admission procedures.

3. Chinese Language Students: After examining application materials, OEC in conjunction with International Office carries out admission procedures.

4. Specialty Visiting Students and Exchange Students of Science and Technology: After a preliminary approval of academic materials sent by the student, the relevant colleges determine whether to accept or not. Comments will be sent to OEC after the necessary evaluation. The International Office in conjunction with OEC handles students' admission process.

第十条 教学与学籍管理

1、外国留学生在规定的时间内到海外教育学院办理报到手续、进行学籍注册；海外教育学院每学期开学后一个月内，将实际报到学生名单报送研究生院、教务处备案。

2、海外教育学院负责指导外国留学生到相关的学院报到，相关学院的教师或导师帮助学生进行选课等工作，并完成相关表格的填写

或登记，报送有关部门。

3、研究生院、教务处和相关学院按照培养方案组织实施各教学环节。

4、学生完成学业，经考核合格，由国际合作与交流处会同海外教育学院负责申报，发给学历证书；符合授予学位条件的，由研究生院和教务处按相关程序办理。

5、申请汉语授课的外国留学生，汉语补习期间由海外教育学院代管，补习结束后转入相关学院进行专业学习。

Article 10 Teaching and Registration Management

1. Foreign students should go through admission procedures and registration at OEC within the stipulated time. OEC will submit the list of the registered students to the Graduate School and Teaching Affairs Department for record purposes within one month after the beginning of the semester.

2. OEC is responsible for directing foreign students to their respective Colleges and Faculties. Tutors would help students to select their courses and assist them to complete the registration forms for onwards submission to their respective colleges.

3. The Graduate School, Teaching Affairs Department and their respective Colleges organize and implement training programs in accordance with the teaching plans.

4. Students are evaluated and assessed by OEC after completing their studies. OEC in conjunction with International Office is responsible for the report and issuance of Certificates or Diplomas that meet the conditions of granting degrees handled by the Graduate School and the Teaching Affairs Department in accordance with relevant procedures.

5. Chinese training foreign students are hosted by OEC, and will arrange with the relevant Colleges for professional training.

第十一条 日常与涉外管理

1、外国留学生的住宿由留学生本人向海外教育学院提出申请，统一安排，不得随意在校外居住。

2、外国留学生的奖学金由海外教育学院、研究生院、教务处、学工处及相关学院共同评审。

3、各学院应引导外国留学生参加学校、学院组织的各类活动，并配合海外教育学院做好学生的思想工作。

4、国际合作与交流处、海外教育学院会同学工处、保卫处按照国家的有关涉外法规做好外国留学生的涉外管理和教育，减少或杜绝涉外案件的发生，遇到突发事件，按照《江苏大学外国留学生突发事件应急预案》处置。

Article 11 Daily and diplomatic management

1. Foreign students are responsible for the application of accommodation to OEC and OEC will arrange for the accommodation at the Overseas Students' Hostel as foreign students are strictly forbidden to stay outside the University's campus for security reasons.

2. Scholarships for foreign students should be reviewed and examined by OEC, Graduate School, Teaching Affairs Department, Student' Affairs Department and related Colleges.

3. The Schools and Colleges will guide foreign students to participate in various activities and do ideological work in collaboration with OEC.

4. OEC and the International Office in conjunction with JSU Student' Affairs Department and Security Department will fulfill the task related to Foreign Students' Management and Education, and reduce or eliminate the occurrence of foreign-related crimes. Any reported case or crime will be dealt with and disposed off as soon as applicable in accordance with "Jiangsu University Emergency Plans for Foreign Students".

第十二条 违纪与处理

外国留学生的考试违纪处分由相关学院参照《江苏大学留学生考试工作实施细则》处理；其它违纪处分参照《江苏大学学生违纪处分管理办法》处理。

Article 12 Disciplines and Handling

Disciplinary action in Examination of Foreign Students is handled by the relevant college in reference to “Jiangsu University Examinations Implementation Regulations for Overseas Students”. Any other disciplinary action is handled by referring to the “Regulations of Students’ Disciplines in Jiangsu University”.

第十三条 缴费

海外教育学院根据学生类别，开具学费、住宿费等缴费清单，学生直接到财务处缴纳学费、保险费，到海外公寓缴纳住宿费等相关费用。

Article 13 Payment

OEC issues a list of charges on tuition, accommodation and other fees and the student must pay to the Financial Department and Overseas Apartment directly.

第十四条 本规定自 2009 年 9 月 1 日起执行，港澳台学生参照本规定执行。本规定由国际合作与交流处、海外教育学院负责解释。

Article 14 These provisions and policies come into effect from September 1, 2009. The implementation of Hong Kong, Macao and Taiwan students is similar to the present regulations and policies. The International Office and OEC have been empowered by the University to enforce the outline regulations and policies.

七、江苏大学外国留学本科生学籍管理规定

VII. Rules of Undergraduate Students Registration in Jiangsu University

一、入学与注册 Enrollment and Registration

1、外国留学新生应在规定的时间内凭护照、入境签证、录取通知书、JW202（或 JW201）表，到江苏大学海外教育学院办理入学报到手续。由海外教育学院对学校新生学籍进行电子注册。因故不能按时报到者，需事先请假并获得批准，请假不得超过两周。未请假或请假未准，逾期不报到者，取消入学资格。

Article 1 Overseas freshmen have to register on the stipulated day of registration. Upon arrival at Jiangsu University (JSU), students should register at OEC and must bring with them their passport, entry visa, Admission Notice and JW202 Form (JW201Form) when registering. OEC takes charge of electronic registration. If a student cannot register on his or her stipulated day of registration, he or she is required to apply for a leave of absence in advance. For those who failed to register on time and did not apply for a leave of absence, their failure to register will be recorded as an act of truancy or an unexcused absence in their attendance record. Students who do not register two weeks after their stipulated day of registration will have their admissions cancelled.

2、外国留学新生必须到指定的机构进行体检。如不符合入学健康标准的规定，经本人申请，海外教育学院审核、批准，可保留入学资格一年。

Article 2 Overseas freshmen must be examined in Health Institutions appointed by the University. If new students are found to be suffering from

diseases, he or she cannot continue to study at Jiangsu University. The student can hold on to his/her enrollment (admission) with permission from the Registrar's Office for a year and after which he or she (parents or guardians) can apply for fresh admission.

3、保留入学资格的外国留学生，应于下一学年开学前一个月凭医院健康证明向海外教育学院申请入学，经指定机构体检合格后，方可重新办理入学手续。

Article 3 An Overseas Student who has his/her enrollment (admission) cannot continue with their education because of health related issues and later recovers from their illness and want to continue their studies, should apply to OEC with diagnosis certificate from an approved hospital to resume studies. Such a student should apply one month in advance before the start of the semester. After a confirmation from Health Institutions appointed by the University, the student can start re-enrollment procedures.

4、保留入学资格的外国留学生，在健康复查中不合格则取消入学资格，不予录取。

Article 4 Those who failed in a re-examination will not be entitled for registration.

5、已取得学籍的外国留学生应按校历规定的时间持本人学生证和居留许可证明按时到海外教育学院办理报到注册手续，按时缴纳学年学费、住宿费和保险费，缴费后方予注册（在留学生证上盖注册章）。因故不能如期注册者，应当办理暂缓注册手续或请假手续，并获得批准。未经请假或请假未准，按旷课处理。逾期两周不到校注册及两月内不能缴纳费用者按自动退学处理。

Article 5 Students registered on the University roll should return to school on time. They should register by bringing along their student's ID card and residence permit to the Overseas Education College (OEC). They should pay their annual tuition fee, accommodation fee and medical

insurance fee on time. Students must pay their tuition fees prior to registration (stamp registration seal on the student card). You are not eligible to register if the records show that your tuition fees have not been paid in full. If a student cannot register on the stipulated day of registration, he or she is required to apply for a leave of absence or suspend registration in advance and must be approved by OEC. For those who failed to register on time and did not apply for a leave of absence, their absence will be recorded as an act of truancy or an unexcused absence in their attendance record. Students who do not register two weeks after their stipulated day of registration and have not paid their fees in full within two months will be regarded as quitting automatically.

6、汉语授课外国留学生入学注册时必须提交相应的《汉语水平考试》(HSK)等级证书。

Article 6 Overseas students taught in Chinese have to hand in their corresponding HSK Certificate (Chinese Proficiency Test) when registering.

7、外国留学生在校学习最长年限为8年。

Article 7 Overseas students can extend the duration of their studies up to 8 years.

二、考核与成绩 Examinations & Grades

8、在国内其他本科院校在读的外国留学生，可申请转入我校本科专业学习，经审核合格后录取为插班生。插班生在原就读院校获得的课程学分，须经学校相关部门予以认定。

Article 8 Foreign students studying in other undergraduate institutions in China can apply to transfer to our University to study, after having their academic materials accepted for late admissions. Late admissions student course credits in their original institution shall be

determined by the relevant departments of the schools and colleges in Jiangsu University.

9、学业成绩优良、自学能力强的外国留学生，可由本人提出申请，参加高一年级课程考核，成绩 75 分以上，方可取得学分，但课程费用不予减免。

Article 9 Foreign students who have excellent performance and self-learning ability can submit an application to participate in the high-grade curriculum assessment results with score more than 75 points and obtain credits but there is no discount for fees paid for such courses.

10、每学期所修课程不及格仅可补考一次。补考不及格的外国留学生可以进行跟班、辅导班或自习重修（按重修学生人数决定），重修要按专业学分收取重修费。课程考核及格但成绩不够理想的，也可以重修。重修成绩记入学生成绩档案，取其中分数最高 1 次作为有效成绩，并列入学分绩点统计。

Article 10 The courses failed in each semester can only be made-up once. Foreign students who do not pass the make-up can attend relearn lectures, go to counseling classes or self-study (according to the number of relearn students). Relearn students should pay relearn fee according to the professional credits. Compulsory course examinations failed, MUST be re-taken; elective course examinations failed, must also be re-taken. Course examinations “passed”, but don't meet the ideal result can be rewritten. Relearn results will be credited to the student academic file. The academic file will record the highest marks as an effective performance, which will be included in the GPA statistics.

三、休学、复学与退学 **Deferment, Resumption of Studies and Withdrawn Students**

11、留学生因病经医院诊断需较长时间治疗休息者，需作休学处理。

Article 11 Overseas students who are seriously ill and need a long

time to recover will be asked to defer their studies.

12、留学生休学期间保留学籍一年。

Article 12 During the suspension time, the university keeps the foreign student's name on the University's roll.

休学期满，在学年开始前一个月申请复学，复学时必须出具医院证明，到指定的机构进行体检，体检合格方可复学。根据实际需要，经个人申请，学校批准，可延长休学至两年。不按时复学者，做自动退学处理。

After the break in the study period expires, the procedure of resuming studies should be done with a medical certificate from a regular hospital and application should be submitted one month before the start of the new semester. The student will undergo another medical examination at a designated hospital in China. If they pass the medical examination, they can resume their studies. According to the actual situation, the deferment time can be extended to two years via application by the student and approved by OEC. However, if they are unable to resume their studies, they will be considered "automatic drop-out".

休学时间计入学生学习年限，学生因休学而不能在规定学习年限内完成学业者，根据具体情况按退学、肄业或结业处理。

Suspension time will be included in the student study duration. Students who cannot finish their study within the limited duration will be treated as drop out of school, study experience, or completion of study.

复学学生一般编入原专业批准休学时相应年级学习，若相应年级无原专业，可视情况编入相近专业学习。学生未办妥复学手续，不得先行上课。

After resumption of studies, students will continue from the grade where they stopped, they will be registered in other similar majors if there

is not the same grade for the former major. Students cannot start their study before they finish their resumption of studies procedure.

13、留学生因其他原因不能继续学习者，或因本人要求退学者，经海外教育学院审核批准，并根据中国出入境管理部门要求，由本人自费转换签证后作退学处理。退学留学生应按时离校。

Article 13 Overseas students who are unable to continue their studies because of other reasons, or who want to withdraw from Jiangsu University will be excluded from the University's roll and reported to OEC for approval. According to the Division of Exit-Entry Administration, the Overseas Students should apply for the change of their visa and pay the required fees on their own before exclusion. Students withdrawing from the University should complete the termination procedures on time.

四、学业警告与退学 Academic Warning and Drop Out

14、学生在读期间一个学期取得的课程学分不足 15 学分（四年制第一学期不足 10 学分），给予学期学业警告。

Article 14 If a student gets less than 15 credits for one semester of study（1st semester for 4 years programs got less than 10 credits），a semester academic warning will be given.

15、学生有下列情况，转入下一年级学习。

Article 15 Under the following conditions, student will be sent to a lower grade.

一年级获得学分 < 30 学分；

二年级累计获得学分 < 70 学分；

三年级累计获得学分 < 120 学分；

四年级累计获得学分 < 180 学分（适用于六年制学生）；

五年级累计获得学分 < 225 学分（适用于六年制学生）；

毕业设计（论文）资格审核时累计所欠学分 > 18 学分。

Obtain less than 30 credits after one year of study.

Obtain less than 70 credits after two years of study.

Obtain less than 120 credits after three years of study.

Obtain less than 180 credits after four years of study (Applicable to six-year program).

Obtain less than 225 credits after five years of study (Applicable to six-year program).

Students still owe more than 18 credits at the time of verifying the qualifications of the graduation design (dissertation).

16、学生有下列学业情况之一，应予以退学：

Article 16. Under the following conditions, students should drop out of school.

二年级累计获得学分<40 学分；

三年级累计获得学分<80 学分；

四年级累计获得学分<130 学分（适用于五年制学生）；

连续两次降级处理的。

Obtain less than 40 credits after two years of study.

Obtain less than 80 credits after three years of study.

Obtain less than 130 credits after four years of study.

Repeat an academic year twice

17、留学生有下列情况之一者，也应予以退学：

Article 17 Under the following conditions, students should also drop out of school.

休学期满不办理复学手续或复学审查不合格者；

因病应休学而不休学者；

一学年内旷课超过该学年总学时的三分之一者；

经指定医院诊断，患有疾病或伤残无法继续在校学习者；

本人申请退学者；

在校学习时间超过八年者（含休学、保留学籍时间）；
因其它特殊情况，学校认为必须退学者。

After quitting suspension, if a student fails to approach the school for a chance of resumption of study or completing its formalities.

For those who should apply to quit school due to illness but failed to do so.

Students who are absent from school for more than one third of the academic year's period.

After diagnosed with some diseases or disability by designated hospital and cannot continue study.

In case of applying to quit school for student's personal reasons.

Study in school more than 8 years (include deferment and registration retention time)

In case of special reasons, which school considers the student must drop out.

18、批准退学的留学生，海外教育学院发给退学证明书，按学校规定期限办理退学手续离校，签证换为短期停留签证。并根据学习年限及成绩（至少学满一学年且已取得规定的必修课学分）发给肄业证书。留学生应在一周内办完离校手续并离校，否则不发给任何证书，并予以除名。未经学校批准，擅自离校的留学生不发给任何证书。

Article 18 Once drop out is approved, Overseas Education College issues "Drop out Notice", after which the student should leave the school within time specified by school and change his/her student visa to short stay visa. According to the student's period of study and scores (on condition that at least one academic year is completed and acquiring all required course credits), an academic transcript will be issued to the student. Student should complete the drop out procedures and leave the university within a week. Failing to do so, no certificates will be issued and

he/she will be expelled. If any student quits school without authorization from school, he/she will not be issued any kind of certificates.

19、留学生对退学处理有异议的，可以向海外教育学院提出书面申诉，申请复议。

Article 19 If a student has any objection towards the drop out process, he/she can apply for reconsideration through a written form of appeal to Overseas Education College.

五、缓考 Late Exam

20、留学生因病或其它原因不能按时参加考试，须由本人或委托他人在考试前向海外教育学院递交缓考申请，并附证明材料（因病附医院病假条，因事附有关证明），经核实，分管教学工作的院领导批准，教务办做好课程缓考登记。未办理缓考申请或申请未批准而没有按时参加考试者，按旷考处理。实践性教学环节不设置缓考。

因不可抗力因素未能在考前提出缓考申请者，必须在本门课程考试的次日内凭有效证明补办缓考申请手续,否则按旷考处理。

Article 20 Students who cannot participate in an examination due to illness or other reasons, must submit an application for a late exam to OEC, hospital certificate for sick leave and proof for personal leave must be attached. After verification and approval by vice dean in charge of teaching affairs, Teaching Affairs Office will register the student for the late exam. Students who do not apply for late exam or whose application was not approved and did not attend the exam on time, will be recorded as absent from exam. There will not be late exam for practical courses.

Students who cannot apply for late exam before the exam start due to force majeure, should finish the application for late exam with the proof on the next day after the exam, otherwise it will be recorded as absent from exam.

六、毕业、结业与证明材料 **Graduation, Completion and Attestation**

21、接受学历教育的留学生完成教学计划规定的环节，修满规定学分，准予毕业，颁发“毕业证书”。未满足毕业要求的留学生发给学习证明。

Article 21 Students who have formal students' status and completed all the courses, social practices required from their majors within the prescribed year of studies and obtained the total credits, will be allowed to graduate and awarded a diploma or degree. Students who failed to satisfy the requirements of their graduation will be issued a Certificate of Studies at Jiangsu University.

22、留学生毕业后必须办理离校手续，凭离校通知单领取“毕业证书”和“学位证书”，并终止留学生身份，学校不办理居留许可延长手续。毕业留学生应在毕业典礼一个月内离校。海外教育学院负责对外国留学生学历证书进行电子注册。

Article 22 Overseas Students should go through the departure procedure after graduation. They can obtain Graduation Certificate and Academic Degree Certificate with the graduation check-list and will be classified on Terminated Students status. They cannot apply for Residence Permit Extension at the University. Graduates should leave the University within one month after the graduation ceremony. OEC takes charge of electronic registration of Overseas Students' Certificate of Education.

七、其他 **Others**

23、本规定未尽事宜参照《江苏大学学生学籍管理条例》相关条款执行。海外教育学院负责解释。

Article 23 Matters not mentioned herein shall be conducted in accordance with the relevant regulations and rules on student's registration at Jiangsu University. OEC has been conferred the power to interpret any portion of these regulations.

八、江苏大学外国留学研究生学籍管理规定

VIII. Regulations of Overseas Students Graduate Students' Status Management

一、入学与注册

Chapter I Entry and Registration

1、留学研究生新生应在规定的时间内凭护照、入境签证、录取通知书、JW202（或 JW201）表，到江苏大学海外教育学院办理入学报到手续。由海外教育学院对学校新生学籍进行电子注册。因故不能按时报到者，需事先请假并获得批准，请假不得超过两周。未请假或请假未准，逾期不报到者，取消入学资格。

Article 1 Every new Postgraduate Student should register at OEC on the stipulated days with their Passport, Entry visa, Admission Notice, JW201 or JW 202 form. OEC takes charge of electronic registration. If you cannot register on time, you should inform OEC in advance for permission. Normally, any delay on registration should not exceed two weeks. Without any formal notification beforehand, students who do not register on time will lose enrollment status.

2、外国留学研究生新生必须到指定的机构进行体检。如不符合入学健康标准的规定，经本人申请，海外教育学院审核、批准，可保留入学资格一年。

Article 2 New Postgraduate students should do their medical examination at the designated hospital. If the medical examination result does not meet the requirement of the University, such a student can hold his or her enrollment qualification with the permission given by OEC for a year if he/she applies.

3、保留入学资格的外国留学研究生，应于下一学期开学前一个月凭医院健康证明向海外教育学院申请入学，经指定机构体检合格后，方可重新办理入学手续。

Article 3 Retained qualified Postgraduate students should be in the next academic year a month earlier with proof of health from the hospital. Patients with hepatitis have to submit their proof for the final three months of normal liver function test to OEC, repeat applications and reviews at appointed hospitals before they are allowed to re-apply for admission procedures.

4、保留入学资格的外国留学研究生，在健康复查中不合格则取消入学资格，不予录取。

Article 4 Retained qualified Postgraduate students, who fail in the reexamination, will be removed from the enrollment qualification.

5、已取得学籍的外国留学研究生应按校历规定的时间持本人学生证和居留许可证明按时到海外教育学院办理报到注册手续，按时缴纳学年学费，缴费后方予注册（在留学生证上盖注册章）。因故不能如期注册者，应当办理暂缓注册手续或请假手续，并获得批准。未经请假或请假未准，按旷课处理。逾期两周不到校注册及两月内不能缴纳学费者按自动退学处理。

Article 5 The postgraduate students on the school roll should return to school on time. They should go through the registration procedures by bringing their student certificate and residence permit to the Overseas Education College (OEC). They should pay their annual tuition fee, accommodation fee and insurance fee at the designated time of payment. Students must have their tuition fees paid prior to registration (stamp registration seal on the student card). You are not eligible to register if the records show that your tuition fees have not been paid in full. If a student

cannot register on his/her designated time of registration, he/she is required to apply for a leave of absence or self-registration in advance and be approved by OEC. For those who failed to register on time and did not apply for a leave of absence, their absence will be recorded as an act of truancy or an unexcused absence in their attendance record. Students who have not registered two weeks after commencement of the semester and have not paid their tuition fee in full within two months will be required to withdraw from the university.

6、汉语授课外国留学研究生入学注册时必须提交相应的《汉语水平考试》(HSK)等级证书。

Article 6 Overseas students who are taught in Chinese have to hand in corresponding HSK certificate (Chinese Proficiency Test) when registering.

二、学习年限

Chapter II Designated Duration of Study

7、留学硕士研究生学习年限一般为二到三年，不超过四年；留学博士研究生学习年限一般为三至五年，不超过六年。外国留学研究生应在规定的期限内完成培养方案所规定的培养环节。

Article 7 The Graduate Students of Jiangsu University are given a time limit of 2-3 years, and a maximum of 4 years to complete their studies. Doctorate / Post-graduate Students have a time limit of 3-5 years, and a maximum of 6 years. Students should complete all the courses and social practices required of their major within the perspective study year.

8、外国留学研究生因病需延长学习时间，要由留学生本人凭指定机构诊断证明，以书面形式提出申请，经相关学院审核，报研究生院批准，通知指导教师，海外教育学院备案，方可延长学习时间，学习时间延长期间一切费用自理。

Article 8 Overseas Graduate Students extending their studies are

required to submit proofs of the diagnosis by approved hospitals and apply via a note. The application will be examined by relevant colleges, and approved by the Graduate School; instructing advisor will be informed and put on file by OEC. Extending study period fees are at applicant's own expense.

三、培养

Chapter III Graduate Students Cultivation

9、按照相关学院会同研究生院颁行的外国留学研究生培养方案执行。

Article 9 Graduate Students Training shall be conducted in accordance with the educational models of Overseas Graduate Students issued by related colleges in conjunction with Graduate School.

10、外国留学研究生的指导方式为导师负责制。

Article 10 The training of graduate students adopts the tutor-responsible system.

四、转专业与更换导师

Chapter IV Transfer Specialty and Change Tutors

11、外国留学研究生入学后原则上不允许转专业和更换导师。

Article 11 In principle, it is not allowed for overseas students to transfer to different specialty or tutor after entry.

12、如因专业调整、导师变动或其它特殊原因，确需转专业或更换导师，须由外国留学研究生本人提出申请，经相关学院审核，报研究生院批准，海外教育学院备案。

Article 12 If there is a must to transfer specialty or tutorial due to alteration of specialty and tutorial or other special reasons, students should apply in written form and the application should be examined by relevant colleges, approved by the Graduate School, and put on file by OEC, then students can transfer in this case.

五、休学、复学与退学

Chapter V Deferment, Resume and Quit school

13、外国留学研究生因病不能坚持学习，经附属医院诊断确需休养治疗或一学期内累计病假超过一个月，可办理休学手续。休学由本人提出申请，经相关学院同意，送研究生院审核批准，报海外教育学院备案。

Article 13 If an overseas student cannot continue study because of illness, and is diagnosed by our university's hospital that he/she should rest or be cured or has asked for sick leave accumulating more than one month in one semester, he/she can apply to defer the study. Students should apply in person with diagnosis from hospital and be approved by the respective offices, audited by the Graduate School and be put on file by OEC.

14、外国留学研究生休学期间保留学籍一年。休学期满，在学期开始前一个月提出复学申请，复学时必须出具医院证明，到指定的机构进行体检，体检合格方可复学。不按时复学者，做自动退学处理。

Article 14 Overseas Students' status is reserved during the deferment time for one year. Procedure of resuming study should be done with a medical certificate from a regular hospital and applications should be submitted one month before the new semester when the deferment expires. Those who do not resume on time will be considered as leaving school automatically.

15、外国留学研究生因病因事缺课，或因其他原因不能继续学习者，本人要求退学或导师确认不宜作为研究生继续培养者，由本人或导师提出，经相关学院签署意见，研究生院、海外教育学院审核批准，并根据中国出入境管理部门要求，由本人自费转换签证后作退学处理。退学留学生应按时离校。

Article 15 If overseas students ask to leave school due to illness, business and other reasons or university esteems that he/she is not eligible to continue study, it should be proposed by the students themselves or tutor, signed comments by related colleges and be approved by the Graduate School and OEC. According to Division of Exit-Entry Administration, the overseas students should apply for a change of visa and pay the fees on their own before exclusion. Students quitting the university should complete the termination procedures on time.

六、毕业、结业与证明材料

Chapter VI Graduation, Completion and Attestation

16、使用外语接受学历教育的外国留学研究生，毕业论文摘要应当用汉语撰写。

Article 16 Overseas Graduate Degree Students who are taught in foreign language should finish writing abstract of graduation thesis in Chinese.

17、外国留学研究生按规定完成学习任务，通过课程考试和论文答辩，准予毕业，颁发毕业证书。符合学位授予条件者，经校学位委员会审定，颁发学位证书。

Article 17 Graduate certificates will be awarded to overseas students who have finished all courses, passed exams and dissertation defense according to related regulations. If they meet requirements for awarding degree, Master's Degree or Doctoral degree will be awarded after examination and under approval from the University's Academic Committee.

18、外国留学研究生毕业后必须办理离校手续，凭离校单领取“毕业证书”和“学位证书”，并终止外国留学研究生身份，学校不再办理居留许可延长手续。毕业外国留学研究生应在毕业典礼后一

个月内离校。海外教育学院负责对外国留学生学历证书进行电子注册。

Article 18 All graduated students should complete the leaving procedures, and receive Graduate Certificate and Degree Certificate depending on “Leaving Form”. Their student’s statuses will be quitted and the Residence Permit cannot be extended. Graduates should leave the University in one month after the graduation ceremony. OEC takes charge of electron registration of overseas students’ certificate of education.

七、其他

Chapter VII Others

19、本规定未尽事宜参照《江苏大学研究生培养方案》相关条款执行。海外教育学院负责解释。

Article 19 Matters not mentioned herein shall be conducted in accordance with the relevant regulations of Training Projects for Graduate Student’s at Jiangsu University. OEC has been conferred the power to interpret any portion of these regulations.

九、江苏大学外国留学生考试工作实施细则

IX. Jiangsu University Examinations Implementation Details for Overseas Students

为培养外国留学生良好的道德纪律观念，结合我校实际情况，制定本细则。

In order to foster the good concept of morality and discipline for overseas students, the rules introduced are combined with the actual situation of our university.

第一章 考试命题

Chapter I Test Proposition

第一条 考试内容应着重检查外国留学生对课程基本内容的掌握与运用和学生的创新开拓能力。

Article 1 The test content should focus on inspecting the mastery and use of the basic content of the course and innovation development ability of overseas students.

第二条 考试方式可采用闭卷或开卷；可用笔试、口试或笔试与口试相结合的方式。

Article 2 Based on the characteristics of the course, either closed book or open-book methods can be adopted. We may use written test, oral test or the combination of both.

第三条 考试的命题由专人负责，试题须经系（教研室）主任审定，同一门课程，原则上实行统一考试（包括补考）。

Article 3 The proposition of the test must pass through departments' (faculty working office) careful discussion, and department (faculty

working office) director's examining and approval. The same course, in principle, should use unified examination (including make-up test).

第四条 每门课程应拟制 A、B 两套试题，份量和难度相当。试卷采用标准试题纸，在试卷上应注明考试时间、分数分配；若开卷考试应注明“同意”字样。经系（教研室）主任审批，提前一周将试卷及试卷承印表送海外教育学院，由教务办抽取一套作为考试试卷，另一套留作补考时备用。

Article 4 Each curriculum should draw up A and B, two sets of papers, the quantity and difficulty of these two sets should be similar. The examination paper should use the standard test question papers. There should be an indication of the test time and the score assignment in the examination paper. If it is an open-book examination, it should be indicated “open book” on the paper. After examined and approved by the director of department (faculty working office), the examination paper and printing papers should be delivered to OEC a week beforehand. OEC will select one set of papers as the first exam, the other set will be for (any) make-up exam.

第五条 所有课程逐步建立“试题库”或“试卷库”，使考试工作逐步做到科学化、标准化。

Article 5 The “questions library” or “the examination paper storehouse” of all curricula of the whole school will be established gradually, making the examination works achieve scientific and standardized result step by step.

第二章 考试组织

Chapter II Test Organization

第六条 期末考试、补考和重修考试均由海外教育学院统一安排，

未经海外教育学院同意，任何个人不得自行安排考试。学期中间结束的课程，考试时间由任课教师确定，由教务办或研究生院统一安排。

Article 6 The final examinations, make-up tests and relearn tests should be arranged by OEC. Without the permission of OEC, any individual cannot arrange the test voluntarily. The courses which will be completed in the middle of the semester will be stipulated a time for examinations and this will be decided and arranged by OEC.

第七条 每个考场必须配备正、副两名监考人员。正监考由任课教师担任，副监考由相关学院配备。15人以下配备1名监考教师，15人以上须配备2名监考教师。

Article 7 There will be an invigilator and one vice invigilator in each examination room. The invigilator is the teacher who teaches the course, the vice invigilator is approved by OEC. When the number of students taking part in the exam is below 15 people, we will provide 1 invigilator, and when above 15 people, we will provide 2 invigilators during the examination.

第八条 外国留学生进入考场对号、隔位就坐。

Article 8 Students should pay attention to their index numbers and sit accordingly in the course of an examination.

第九条 期末考试期间由海外教育学院牵头组成联合巡视组对考场进行巡视，并做好考场巡视登记和违纪处理等工作。

Article 9 During the final examination, leaders of functional departments of each college and OEC will be responsible for the routine check-up. They will write down inspection registration or punishments to offenders of examination rules.

第十条 后勤部门在考试期间要做好各项后勤保障工作，确保考试顺利进行。

Article 10 In the course of examination, it is necessary for the Logistics-office to do a good job of logistics support, to ensure the smooth progress of the examination.

第三章 考试纪律与违纪处理

Chapter III Examination Discipline and Disposal of Violation

第十一条 参加考试的外国留学生，除必要的文具外，不得将书籍、笔记本、通讯工具、自备稿纸等其他物品带入考场，若已带入考场，必须在考试前集中摆放。

Article 11 Except for the necessary stationeries, other articles such as books, notes, communication tools and manuscripts are not allowed in the examination room. If any student is found with these articles, they must isolate them before the exam begins.

第十二条 考试时必须携带留学生证及有效证件，按规定对号隔位入座，入座后将留学生证放在桌子的左上方，以备监考和巡视人员核实检查。

Article 12 All Students must have their Student ID cards along with the relevant materials in the examinations. Each student should be seated at his/her designated seats and place their Students' ID cards on the top left of the desks for a routine check by invigilator and inspection staffs.

第十三条 参加补考（包括缓考）及自学重修考试的外国留学生必须做到“双证齐全”，即同时出示留学生证及补考或自学重修考试准考证。

Article 13 Students participating in make-up (including delayed exam) and rehabilitation of self-examination, must have “complete two-card”, that is, they should exhibit a student card and make-up or rehabilitation of self-examination ticket at the same time.

第十四条 考生必须提前 5 分钟进入考场。考试开始后，迟到 15 分钟以上者，不得参加考试，以旷考论处。

Article 14 Do enter into the examination room 5 minutes earlier. Students who are 15 minutes or longer late will not be allowed to take part in the exam, and will be deemed as absence from the exam.

第十五条 答卷必须独立完成。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，不得交换教材和各种参考书。

Article 15 The test paper should be completed independently during the stipulated time. In an open-book examination, reference books can be used with the teacher's permission and under supervision. Do not copy or answer questions of others. Do not share teaching materials and reference books.

第十六条 提前交卷的考生，交卷后必须立即离开考场，不得在考场内外逗留、喧哗、影响他人考试。当主考教师宣布考试时间已到时，考生必须立即停止答卷，将考卷反扣在桌面上，由监考人员将考卷收完并核查无误后方能离开座位，考生不得将试卷、答卷（含答题卡、答题纸）、草稿纸带出考场。

Article 16 Students who hand in test paper in advance should leave examination room immediately, please do not linger around or make noise in the examination room. Students should stop answering the paper when time is up, as the examiner declares. Put your paper upside-down on the desk, leave your seat when the papers are all collected and checked (with answer cards, answer sheet). Examinees should not take the paper or answer sheets (including answer cards and answer paper) out in any case.

第十七条 监考人员有权根据考场情况提出组织好考试的其他要求，考生必须服从。

Article 17 Invigilators are entitled to put forward other reasonable

rules according to the exact condition during the examination process. Examinees are required to obey these rules.

第十八条 考生不遵守考场纪律，不服从考试工作人员的安排，有下列行为之一的，应当认定为考试违纪，并视情节轻重，给予记过以下处分。

- 1、携带规定以外的物品进入考场且未放在指定位置；
- 2、未在规定的座位参加考试；
- 3、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；
- 4、在考试过程中旁窥、交头接耳、互打暗号或者手势；
- 5、交卷后未立即离开考场，在考场内或走廊上喧哗；
- 6、未经监考人员同意在考试过程中擅自离开考场；
- 7、将试卷、答卷（含答题卡、答题纸）等考试用纸带出考场；
- 8、经学校认定的其他违反考场规则但尚未构成作弊的行为。

Article 18 Examinees who do not comply with the codes of discipline of examinations, or obey the instructions of the examiner, shall be considered violators of exam rules. Depending on the severity, they will be disadvantaged for the following actions.

1. Carrying things disallowed in the examination room.
2. Participating in the examination, but not sitting at the appropriate seats.
3. Answering before the start signal or after the end signal.
4. Peeping, whispering, and exchanging signals or gestures with each other in the course of the examination.
5. Not leaving the examination room after handing in the test paper or making noise in the corridors of the examination hall.
6. Leaving the examination room without the invigilator's approval during the course of examination.

7. Taking the test papers, or answer papers (including the answer card, answer sheet) out of the examination room.

8. Other violations in the examination room identified by the university that constitutes acts of cheating.

第十九条 在考试过程中，有下列行为之一者，属于作弊：

1、抄袭草稿纸上的考试内容，包括故意移动答卷让邻座偷看和抄袭；

2、传递与考试内容有关的纸条；

3、闭卷考试中翻看书籍、笔记、资料或夹带与考试内容有关材料；

4、开卷考试中交换书、笔记本或有关考试资料；

5、参与三人及其以上集体作弊；

6、事先在桌面等处书写与考试有关内容；

7、阅卷教师发现雷同试卷并经确认；

8、其他在考试过程中对考试成绩的真实性产生影响的行为。

Article 19 Students who exhibit the following behaviors during examination will be considered cheating:

1. Copy or peep the test content from other students, and show the test paper to other students.

2. Hand over scripts relevant to the test content.

3. Look at books, notes, data or carry examination-related materials secretly in a close-book examination.

4. Exchange books, notes and relevant materials in an open-book test.

5. Participate in cheating

6. Write examinations and related content on the desktop, etc. prior to commencement of exams.

7. When examiners find identical papers and are confirmed by school.

8. Other behaviors affecting the facility of the test score.

第二十条 有下列行为之一者，属考试严重作弊：

- 1、请他人代考或代他人考试；
- 2、涂改他人试卷姓名占为己有，或在自己试卷上署他人姓名；
- 3、组织三人及其以上集体作弊；
- 4、交换试卷；
- 5、利用手机等通讯设备作弊。

Article 20 Examinees who are caught by one of the following behaviors will be treated as severe cheat.

1. Ask other people to take the exam for you or someone answers the test paper for another person. When the examinee asks other people to take the exam for him/her or ask someone to answer the test paper for another person.

2. Alter the name of other's test paper and possess as them.
3. Organize a partnership cheat.
4. Exchange test papers.
5. Cheat with communication devices e.g. cell phone.

第二十一条 对考试作弊的外国留学生作如下处理：

1、凡有第一次作弊行为者，给予留校察看处分，取消学位授予资格；凡有第一次严重作弊行为或第二次作弊行为者，一律勒令退学。

2、作弊课程成绩以零分记入学籍档案，登记成绩时注明“作弊”字样，该课程重修。

- 3、协同作弊者与作弊者同等处理。
- 4、处分结果通告全校并通知家长。

Article 21 Treated as follows:

1. The students who cheat for the first time will receive the punishment of probation. It is impossible for them to be granted bachelor's

degree. The students who cheat seriously for the first time or cheat for second time will be expelled from the university.

2. The students will receive no credit for the course they are taking if they cheat and will be required to relearn the course.

3. Students who assist other students to cheat during an exam will receive the same punishment.

4. All departments of the university and students' family will be notified of the result of the punishment.

第二十二条 外国留学生有考试违纪行为，监考人员应及时纠正，并于考试结束后将违纪情况以书面材料报海外教育学院。凡有留学生作弊，监考人员一经发现，应立即取消作弊外国留学生的考试资格，并于考试结束后将作弊外国留学生的试卷、作弊的有关证据及作弊经过的简要情况书面报海外教育学院，海外教育学院提出处理意见，报学校备案。

Article 22 Students who violate the rules during examination, will be corrected by the invigilators timely, by reporting to OEC in written material. Once the cheating students are found by the invigilator, their examination qualification shall be revoked immediately and the examination papers, proofs and the introduction of process be reported to OEC in written material. OEC will put forward ideas and report to the university.

第二十三条 考试后外国留学生不得为考试成绩等与教师无理纠缠，更不得进行威胁。否则将按校纪处理，情节严重、触犯法律者，将开除学籍，并移交司法机关处理。

Article 23 After the examination, the students cannot demand from the teacher test scores, and especially threaten teachers. Such students will be punished according to the university's disciplines. Whoever violates the

rules and regulations, will be expelled from the school and handed over to the judicial committee.

第四章 监考人员守则

Chapter IV Invigilator Guidelines

第二十四条 监考人员必须以高度的责任感和一丝不苟的精神做好监考工作，消除作弊隐患，杜绝作弊，保证考试顺利进行。

Article 24 Invigilator must possess a high sense of responsibility and the spirit of doing a meticulous job, to discourage potential cheating, and to ensure the smooth progress of examinations.

第二十五条 正、副监考人员均应提前 10 分钟进入考场，在考试之前应做到：

- 1、向外国留学生宣布考试纪律，明确考试注意事项；
- 2、要求外国留学生将已带入考场的书籍、资料、电子辞典等物品放在指定地方，不许带入座位；
- 3、如外国留学生已将手机等通讯工具带入考场，明确要求外国留学生关闭手机，并交监考人员保管；
- 4、安排或调整外国留学生座位，如外国留学生不服从安排，监考人员有权取消其考试资格；
- 5、要求外国留学生将留学生证或其他有效证件放在桌子的左上角；
- 6、清点人数、核对证件，无留学生证或其他有效证件的外国留学生不得参加考试。

Article 25 The invigilator and vice invigilator should arrive 10 minutes ahead of schedule. During the examination they should do the following:

1. Announce the examination disciplines, outline examination do's

and don'ts to students.

2. Request students to put away books, materials, electronic dictionaries, and other items which they have taken into the designated exam centers.

3. Request students to turn off their cell phones and put them under invigilator's custody, should students bring them or other communication tools into the examination room.

4. Arrange and adjust students' seat. If the students are not seated in the order provided, invigilators should adjust as such. If the students do not obey, invigilators have the right to cancel their examination qualification.

5. Request students to put their students ID or other valid certificates on the upper left corner of the table.

6. Count the number of attendees, and check certificates. If the students do not have the students ID or other valid certifications, they shall not be allowed to participate in the examination.

第二十六条 正监考教师在考试之前，向外国留学生重申考试纪律，说明考试注意事项。副监考要主动协助正监考教师做好考前的准备工作。

Article 26 Invigilator should re-outline examination disciplines and attentions to the students prior to exam commencement. Vice invigilator should take the initiative to assist the invigilator do the preparation.

第二十七条 监考时，监考人员应做到：

1、对试卷内容除印刷问题外不作任何解释或提示，不做与监考工作无关的事；

2、不接听手机、不聊天谈笑；

3、认真做好考试违纪和考试作弊的处理工作；

4、考试终场时间一到，应宣布停止答卷，清点完试卷和答卷后，

方可让外国留学生离开；

5、考试结束后，监考人员应认真填写《考场情况登记表》。

Article 27 During the examination, the invigilator should do the following:

1. With the exception of the printed examination papers, nothing else will be given. Invigilators should not do anything that has nothing to do with the invigilation.

2. Invigilators should not answer the phone or chat during the examination period.

3. Maintain good order in the examination room from the beginning to the end, and take proper measures to deal with those who are caught cheating in the exam.

4. When the time is up, the invigilator should declare an immediate cessation of the examination, students can leave after the invigilator has finished counting test papers and respondents.

5. After the examination, the invigilator should carefully fill out the registration form for the examination.

第二十八条 对无故缺席、监考失职或对外国留学生作弊视而不见、听而不闻的监考人员，作为教学事故，并按《江苏大学教学事故认定与处理办法（试行）》的有关规定处理。

Article 28 The invigilator who is absent without proper reasons, dereliction of duty, or turning a blind eye and a deaf ear to cheating will be treated as an accomplice to cheating and dealt with as relevant provisions of the “Jiangsu University Teaching Accident and Approach (Trial)” has indicated.

第五章 试卷评分

Chapter V Test Score

第二十九条 考试成绩评定应公正、客观，严格按评分标准执行。

Article 29 Test scores should be assessed to be fair and objective, according to the strict implementation of the standard score.

第三十条 若外国留学生对评分有疑问，须提出申请，经海外教育学院同意后由系（教研室）主任安排查卷。

Article 30 If students suspect any irregularities in the score, they should submit an application, which is agreed by OEC and search the examination paper according to the arrangement of the (Teaching and Research) director.

第三十一条 每门课程的考试成绩一般应符合正态分布规律。否则，任课教师应向海外教育学院提交报告做出说明和解释。

Article 31 The examination results of each course should be in line with the general law of normal distribution. Otherwise, the teachers should submit an explanatory report to OEC.

第三十二条 教师应通过试卷评阅，及时收集、分析、总结外国留学生答卷中的问题，并做好试卷分析和试卷的整理和归档工作，并书面向教研室作学期教学情况和考试工作的报告，提出今后改进本门课程教学的意见。

Article 32 By marking test, the teachers should collect, analyze and summarize the problems which exist in answer sheet timely, sort out and file examination paper analysis and papers well, report teaching and examination to teaching and research office in written form, and present the existing problems and their improvement measures.

第三十三条 期末考试（开学补考）及自学重修考试的阅卷工作

应抓紧进行，于考后 3 日内将成绩单和考试情况小结送交海外教育学院（面广量大的公共课可适当延长一至两天）。任课教师如因故不能按时完成评卷工作时，必须报请系（教研室）安排他人评卷，不得拖延。成绩单一经任课教师和教研室主任签名交学院后，任何人都无权更改。如有特殊情况确需改动成绩者应由原任课教师提出书面报告，经相关学院教学院长审查同意后方可改动，该书面报告附于成绩单后备查。

Article 33 The terminal examinations, make-up tests of the next semester and rehabilitation of self-examination should be hurried on with a summary of examination and transcript handed over to OEC within 3 days after examination (Public courses, class-based, technology-based courses can be appropriately extended one or two more days). If teachers cannot complete their work on time for some reasons, they must submit timely reports and ask the teaching and research office to rearrange without delay. None has the right to change mark sheet with the signature of the teacher and the director of teaching and research office. If necessary, the original teacher should submit a written report which must be audited and approved by the dean of the related college and attached with the transcript for reference.

第三十四条 本实施细则由学校授权海外教育学院负责解释。

Article 34 These provisions are authorized by the university; OEC is responsible for the interpretation.

十、江苏大学海外教育学院学习优秀奖学金评定办法

X. Provisions to Assess Excellent Study Scholarship of Overseas Students in Jiangsu University

第一章 总 则

Chapter I General Provisions

第一条 为了贯彻我国有关来华留学生教育的方针政策，促进留学生综合素质全面提高，培养知华友华的高素质人才，根据国家和江苏省有关规定，特制定本办法。

Article 1 These rules are formulated in accordance with the related regulations of Jiangsu province and the country, for the purpose of implementing the principles and policies of overseas student's education, promoting the improvement of comprehensive quality of overseas students, cultivating high-quality of talents with global perspective and overseas culture communication.

第二条 学习优秀奖学金评定主要依据三方面情况：基本素质、学习成绩和创新能力测评。

Article 2 All scholarships are assessed mainly according to three aspects: fundamental quality, academic records and conditional priority.

第三条 本办法适用于本校正式注册的全日制来华留学本科生。

Article 3 These procedures shall apply to our school officially registered full-time undergraduates in China.

第四条 奖学金设置：

学习优秀奖学金分一、二、三等及单项奖，其奖金额、获奖比例分别为一等奖学金 3000 元，占参评学生数的 3%；二等奖学金 1000

元，占参评学生数的 8%；三等奖学金 500 元，占参评学生数的 17%。单项奖学金 500，具体奖励人数由海外教育学院根据实际情况拟定。

Article 4 The Learning Excellence Scholarship is divided into first-class, second-class, third-class and individual scholarship. The bonus amount and award winning ratio is divided into first-class scholarship of 3000 CNY, which occupies three percent of the student participating selection; second-class scholarship of 1000 CNY which occupies eight percent of the student participating selection; third-class scholarship of 500 CNY, which occupies seventeen percent of the student participating selection; and individual scholarship of 500 CNY. Number of scholarship winners will be decided by OEC accordingly.

第二章 基本素质测评

Chapter II Fundamental Quality Evaluation

第五条 基本素质测评分为：学习态度、身心健康、文明行为等三个方面（基本素质测评不合格者不得参与奖学金评定）。上述四个方面的基本内容：

Article 5 Fundamental qualities for evaluation includes learning attitude, physical and mental health and civilized behavior (people who fail to pass the fundamental qualities evaluation do not have the chance to participate in scholarship evaluation).

一、学习态度

学习目标明确，谦虚好学，认真刻苦，尊敬师长，不无故旷课、迟到，帮助同学，积极参加教学和科研活动。

二、身心健康

树立身心健康意识，建立良好的人际关系，积极参加课外体育活动、体育竞赛和各种文化、艺术和娱乐活动。热爱劳动，讲究卫生。

三、文明行为

遵守中国法律和公共秩序，认真履行校纪校规、宿舍管理各项规定，无违法违纪行为。

基本素质测评主要由辅导员和班长、同学考核，总分为 100 分，辅导员考核占 40%，班长考核占 20%，同学考核占 40%。

1. Learning Attitude

Clear learning objective, be humble and fond of learning, study hard, respect their lectures, do not have reason of absence or lateness, help classmates and take an initiative in teaching and research.

2. Physical and Mental Health

Be conscious of physical and mental health, establishes constructive interpersonal relationship, and take an active part in physical training, sports contests, cultural and recreational programs. Love labor and pay attention to personal hygiene.

3. Civilized Behavior

Abide by the relevant policies and decrees formulated by the Chinese government and the rules and regulations of Jiangsu University. No violations of law and discipline.

Fundamental quality evaluation is mainly assessed by class teacher, monitor, and classmates. The total score is 100, among which class teacher assessment occupies 40 %, monitor assessment occupies 20 %, and classmate assessment occupies 40 %.

第六条 若有下列情况之一，基本素质总评为不合格：

- 一、违反法律法规，已经受到司法部门或公安机关处罚者；
- 二、违反校纪校规受处分者；
- 三、在留学生公寓各项检查评比中不合格者；
- 四、言行不当，给学校或集体造成不良社会影响者。

Article 6 In the event of any of the following situations, fundamental qualities of evaluation are not satisfied.

1. Anyone, in violation of the provisions of the laws, who has been punished by a public security entity or by justice department.

2. Anyone, who has broken any of the rules and regulations of the school, and has been punished.

3. Anyone, who is unqualified, in a variety of examination and appraisal of their apartments.

4. Anyone whose misbehavior and misconduct has a negative influence on other students.

第三章 学习成绩测评

Chapter III Academic Records Evaluation

第七条 学习成绩(G)以留学生平均成绩计分。其计算公式为： $G = \frac{\sum (X_i \times Y_i)}{\sum Y_i}$ 总和/ Y_i 总和。其中：

X_i —参加测评的每门功课的成绩（均采用百分制形式）。

Y_i —相应功课的学分数。

本学年若有测评课程成绩不及格者，则视为该生的学习成绩测评不合格，则没有资格参加学习奖学金的评定。

Article 7 Academic records are scored by average of overseas students' scores. Calculated as follows: $G = \frac{\sum (X_i \times Y_i)}{\sum Y_i}$.

X_i refers to marks of each subject included in evaluation;

Y_i refers to credits of related subject

The assessment of students' academic records will be unqualified and they will not be eligible for scholarship evaluation if they fail to pass any exam in the academic year under review.

第四章 创新能力测评

Chapter IV Innovation Ability Evaluation

第八条 创新能力是指学生在本年度内通过各自特长，发挥创造精神而获得的在学术、体育、文艺或者社会活动等方面的成果。学校鼓励留学生在在学习之余积极参加各级各类学术、体育、文艺或者社会活动，以了解中国文化，促进相互沟通。

Article 8 Innovation ability refers to the ability that students acquired in the year through their special skills, creative spirit in academic, sports, literature and art achievements or social activities, etc. Schools encourage students learning at all levels to actively take part in all kinds of academic, sports, literature and art, or social activities, in order to understand the Chinese culture, and promote mutual communication.

第九条 留学生参加各级各类学术、体育、文艺或者社会活动或担任各级各类团体、学生组织的负责人，均可获得相应加分。所获加分累计不得超过 20 分，计入学生总成绩。也可以参评单项奖学金。单项奖学金分为学术之星、体育之星、文艺之星、社会活动之星及成长之星。

Article 9 Overseas students can win the score if they take part in some academic, sports, literature and art, or social activities or they play key role in student's organization or group. The total scores they win cannot exceed 20 and it will be added to the student's total score. They can also participate in other single scholarship by this. The single scholarships include academic star, sports star, star of art, social activity star and growth star.

第十条 参加同一类比赛（活动）取最好成绩加分，不得累计加分。参加多项比赛或担任多项职务，按前 10 次最高获奖名次或最高

职务加分，第二项加 20% 得分，其后按 2% 递减加分。

Article 10 The best score will be taken if the student joins the same activity and the score of the activity cannot be added. After attending the event there will be multiple positions, the first prize is ten times and the second is plus 20% and the last reduced 2%.

第十一条 在创新能力测评中弄虚作假，虚报成果的，经核实后扣去全部加分，并视为基本素质测评不合格。

Article 11 The score will be ignored and the fundamental quality evaluation will not pass if a false report is found in the innovation ability test.

第十二条 学术之星加分标准如下：

1、参加各项学术比赛（活动）按照国际级（含国家级）、省级、市级、校级加 3 分、2 分、1.5 分、1 分。

2. 参加以上级别比赛（活动）获奖者按照一等奖（含特等奖）、二等奖、三等奖分别乘以 2、1.5 和 1.2 的系数加分。

3、在省级、国家核心、国际学术刊物上发表学术论文分别加 1 分、2 分、4 分。主编、合编学术刊物分别加 3 分和 1.5 分；独著、合著分别加 4 分和 2 分。

4、获得校级、市级、省级、国家级、国际级课题研究与科技发明（以通过相应鉴定为准）则分别加 0.5 分、1 分、2 分、3 分、6 分。

Article 12 The standards of evaluating academic star are shown below:

1. Students who participate in international /national-level, provincial-level, municipal-level, or school-level competitions/activities can get 3 points, 2 points, 1.5 points, 1 point respectively;

2. The winners of the above competitions/activities in accordance with their ranking as the first prize (including special award), second prize

and third prize can get their points multiplied by the coefficient of 2, 1.5, and 1.2 respectively.

3. Students who publish academic papers in provincial, national core journals and international academic journals can get 1 point, 2 points and 4 points respectively. Students who work as editor in chief, co-chief of academic journals can get 3 points and 1.5 points respectively; author, co-author can get 4 and 2 points respectively.

4. Getting school-level, municipal, provincial, national and international research program and scientific and technological inventions (after relevant identification) can obtain 0.5 points, 1 point, 2 points, 3 points, and 6 points respectively.

第十三条 体育之星加分标准如下:

1、校运动会的总教练加 1 分，各单项运动队的教练、队长各加 0.8 分，参加者加 0.2 分；

2、参加各项比赛（含集体项目）获奖者（含教练队长）按照获奖名次（第一至第八名）分别加 2 分、1.6 分、1.2 分、0.8 分、0.6 分、0.4 分、0.3 分、0.2 分。

Article 13 The standards of evaluating sports star are shown below:

1. The head coach of the school sports meeting can get 1 point, each individual team's coach and captain can get 0.8 points, and participants get 0.2 points.

2. The game (including collective project) winners (including the coach) according to the order (first to eighth) can be added 2 points, 1.6 points, 1.2 points, 0.8 points, 0.4 points, 0.3 and 0.2 respectively.

第十四条 文艺之星加分标准如下:

1、参加各项文艺活动按照国际级（含国家级）、省级、市级、校级、院级分别加 3 分、2 分、1.5 分、1 分、0.2 分。

2、参加以上级别比赛（活动）获奖者按照一等奖（含特等奖）、二等奖、三等奖分别乘以 2、1.5 和 1.2 的系数加分。

3、文艺活动得到新闻媒体报道，按照国际级（含国家级）、省级、市级分别乘以 1.6、1.4、1.2 系数加分。

4、5 人以上，参加国际级（含国家级）、省级、市级活动团队负责人分别加 1.5 分、1 分、0.5 分。

Article 14 The standards of evaluating star of art are shown below:

1. Students participating in various cultural activities such as the international/national-level, provincial-level, municipal-level, university-level, and college-level can get 3 points, 2 points, 1.5 points, 1 point, 0.2 points respectively.

2. The winners of above competitions/activities in accordance with their ranking as the first prize (including special award), second prize and third prize can get the points multiplied by the coefficient of 2, 1.5, and 1.2 respectively.

3. Students who have their cultural activities reported by media can get the points multiplied by the coefficient of 1.6, 1.4, 1.2 according to the level of media as international/national, provincial and municipal respectively.

4. The leader of a team (with more than five members) participating in international/national-level, provincial-level and municipal-level activities can get 1.5 points, 1 point, 0.5 points respectively.

第十五条 社会活动之星加分标准如下：

1、参加各项社会活动按照国际级（含国家级）、省级、市级、校级、院级分别加 3 分、2 分、1.5 分、1 分、0.2 分；

2、参加以上级别比赛（活动）获奖者按照一等奖（含特等奖）、二等奖、三等奖分别乘以 2、1.5 和 1.2 的系数加分；

3、各一级协会、学生组织的负责人加 2 分，其他负责团队成员加 1 分。二级协会、学生组织（含班长、楼层长）的负责人加 1 分，其他负责团队成员加 0.5 分；

4、活动参加人数在 200 人、500 人、1000 人以上则分别乘以 1.2、1.4 和 1.6 的系数加分。活动得到新闻媒体报道，按照国际级（含国家级）、省级、市级分别乘以 1.6、1.4、1.2 系数加分。

Article 15 The standards of evaluating social activity star are shown below:

1. Students participating in various social activities in accordance with the level as international (including national), provincial, municipal, university and college can get 3 points, 2 points, 1.5 points, 1 point and 0.2 points respectively.

2. The winners of the above mentioned competitions/activities can get their points multiplied by the coefficient of 2, 1.5, and 1.2 respectively in accordance with the ranking of the prize as the first prize (including special award), second prize and third prize in these competitions.

3. The leader of first-class association or student organization can get 2 points, and the other members managing the association/ organization can get 1 point. The leader of second-class association or student organization (including class monitor, students in charge of the floor in students' apartment) can get 1 point, and the other members managing the association/organization can get 0.5 points.

4. Students who participate in an activity with participants' number of 200, 500, and more than 1000 can get the points multiplied by the coefficient of 1.2, 1.4, and 1.6 points respectively. If they have the activities reported in media, then they can get their points multiplied by the coefficient of 1.6, 1.4, and 1.2 respectively according to the level of media

as international/national, provincial and municipal.

第十六条 成长之星：虽无突出成绩但积极参加各项比赛者可直接授予成长之星单项奖学金，以资鼓励。

Article 16 Growth star: Students who take an active part in various contests in spite of no outstanding achievements can be directly awarded the individual scholarship of growth star as an encouragement.

第五章 评审机构及评审程序

Chapter V Evaluation Institution and Procedure

第十七条 海外教育学院设立学生素质综合测评领导小组（以下简称测评领导小组），各班设立班级测评小组。测评领导小组由 3~5 人组成，由学院学工副院长任组长，主管教学副院长任副组长，学工办主任、辅导员为基本成员。测评小组听取辅导员或班长的报告，监督测评过程并裁定测评过程中出现的异议。

Article 17 All colleges should set up student's quality comprehensive assessment leading group (assessment leader group), and all classes should set up class assessment group. Assessment leader group consists of 3-5 people, with the Vice Dean in charge of Student's Affairs and the Vice Dean in charge of Teaching Affairs acting as the leaders of the group, and the Director of Student's Affairs Office and class teacher as the basic members. The assessment leader group listens to the report from class teacher or class monitor, supervises the process of assessment and judges any objections in the assessment.

第十八条 各班级在进行基本素质（G₁）测评时，由辅导员主持召开民主评议大会进行评议，具体分值核算由班级测评小组完成。

Article 18 All classes should convene a democratic appraisal meeting for review by class teacher when conducting the evaluation of fundamental

quality (G_1), and the calculation of specific scores should be completed by class assessment group.

第十九条 课程学习成绩 (G_2) 测评由班级测评小组进行计算, 计算过程及结果受测评领导小组监督审核。

Article 19 The evaluation of course scores (G_2) should be calculated by class assessment group and the counting process and result should be under the supervision and verification of leader group.

第二十条 创新能力 (G_3) 的加分, 由学生本人提供证明材料, 报经院测评领导小组鉴定, 并最终酌情裁定加分。其中社会工作加分由任职部门和学生所在学院测评领导小组商定加分值。

Article 20 The scores of innovation ability (G_3) can be obtained with students providing materials of evidence and college assessment leader group verifying all these materials. The scores of social work should be decided after the discussion between the department students worked and OEC assessment leader group.

第二十一条 上述测评结果由班级测评小组核算汇总后, 经学生本人签名确认后, 报学院测评领导小组作最后审定并公布。若有异议, 应在测评结果公布一周内向学院测评领导小组提出, 学院测评领导小组应在三日内作出处理。

Article 21 Results of the assessment mentioned above should be reported to college assessment group for final verification and announcement after the calculation of class assessment group and the signature verification of students themselves. Different opinions concerning the result of assessment should be submitted to college assessment leader group within a week, and should be settled within three days.

第六章 测评结果及其应用

Chapter VI Evaluation Result and Application

第二十二条 每学年学生综合测评的最终结果（G）是基本素质测评总评得分、课程学习成绩总评得分、创新成果加分累计的总和，即 $G=G_1+G_2+G_3$ 。

Article 22 The final score (G) of comprehensive assessment of every academic year is the sum of the scores of fundamental quality evaluation (G_1), the result of course scores evaluation (G_2) and the scores of innovation ability (G_3), that is, $G=G_1+G_2+G_3$.

第二十三条 测评结果作为每学年的奖励评比、奖学金评审的主要依据。基本素质测评和课程学习成绩测评作为奖学金评审依据，综合测评结果作为“优秀学生”、“优秀学生干部”评审依据。课程学习成绩测评不合格或基本素质测评不合格者，不得参加评奖评优。

Article 23 The result of the assessment is regarded as the basis of the competition of rewards and scholarships. Fundamental quality evaluation and the course scores evaluation are the basis of scholarship evaluation. The final score of comprehensive assessment is the basis of the evaluation of “Outstanding Students” and “Outstanding Student Leaders”. Students failing in course scores evaluation or in fundamental quality evaluation are not eligible to compete for any rewards or scholarships.

第二十四条 课程学习成绩测评不合格或基本素质测评不合格者，原则上取消本学年助学金的资格。

Article 24 Qualification for student subsidies will be canceled for the academic year if the student’s fundamental quality evaluation or course scores evaluation does not meet the requirements.

第二十五条 综合素质测评的结果还可作为评选优秀毕业生，向用人单位推荐等方面的依据。

Article 25 The result of the comprehensive quality assessment can be taken as the basis to select excellent graduate and recommend student(s) to employer(s).

第二十六条 本测评办法由学校授权海外教育学院负责解释。其他奖学金评定，请查看学院网站。

Article 26 The provisions are authorized by the school, and OEC is responsible for the interpretation. For the evaluation of other scholarships, please visit OEC's website.

十一、江苏大学外国留学生校长奖学金实施办法 (试行)

XI. Provisions to Implement the Presidential Scholarship of Overseas Students in Jiangsu University (Trial)

第一章 总 则

Chapter I General Provisions

第一条 为鼓励我校在校外国留学生勤奋学习、刻苦钻研，培养一批品学兼优的高层次留学生人才，吸引更多优秀外国留学生报考我校，同时为了激发在校外国留学生的知识创新精神，发挥他们在各方面的特长，促进中外文化之间的交流，设立优秀外国留学生校长奖学金。为做好此项奖学金的评选工作，特制定本试行办法。

Article 1 The Presidential Scholarship is set up for the encouragement of foreign students in Jiangsu University to work hard and assiduously, cultivation of a group of excellent and high-level foreign talents, publicity of our university to attract more excellent foreign students, as well as inspire foreign students' knowledge and innovation spirit, by helping bring out the best in them, and promote the communication between Chinese and foreign cultures. These trial rules are formulated for a better implementation of the selection of this scholarship.

第二条 江苏大学优秀外国留学生校长奖学金评审工作本着“公开、公平、公正”的原则进行。

Article 2 The evaluation of Jiangsu University Presidential Scholarship for outstanding overseas students is based on the principles of “openness, fairness, justice”.

第二章 奖学金种类和奖励对象

Chapter II Types and Object of the Scholarship

第三条 江苏大学外国留学生校长奖学金分为两类：新生校长奖学金和在校生校长奖学金。

Article 3 The Presidential scholarship for overseas students in Jiangsu University can be divided into two: scholarships for freshmen and scholarships for continuing students.

第四条 新生校长奖学金旨在吸引更多优秀外国留学生来我校接受学历教育。

Article 4 The scholarship for freshmen is aimed at attracting more excellent overseas students to accept degree education at Jiangsu University.

第五条 在校生校长奖学金旨在奖励在各方面表现突出、成绩优异的自费留学生中的本科生、硕士研究生和博士研究生。

Article 5 Presidential Scholarship for continuing students is aimed at rewarding self-supporting undergraduates, postgraduates, and doctoral students with excellent performance in all aspects, such as academic achievement, social activities and daily lives etc.

第三章 奖学金奖励金额及名额

Chapter III Amount of the Scholarship Award and Number of Candidates Assigned

第六条 奖励金额

本科生 1 万元/人；硕士研究生 2 万元/人；博士研究生免学费和住宿费。

Article 6 Amount of the scholarship award:

Undergraduate scholarship winner receives 10,000 CNY;

Postgraduate scholarship winner: 20,000 CNY; PhD Students: Full Tuition and Accommodation

第七条 名额

奖学金名额由海外教育学院根据当年实际情况拟定。

Article 7 Number of candidates assigned

The number of candidates is decided by OEC according to the actual situation of the year under review.

第四章 奖学金申请条件及申请办法

Chapter IV Requirements and Methods for Scholarship Application

第八条 新生校长奖学金申请条件

(一) 非中国籍公民，身体健康。

(二) 申请人的学历和年龄要求：申请攻读学士学位者，高中毕业，年龄一般不超过 25 周岁；申请攻读硕士学位者，已获得学士学位，年龄一般不超过 35 周岁；申请攻读博士学位者，须已获得硕士学位，年龄一般不超过 40 周岁。

(三) 遵守中国政府的法律法规，符合入学条件。

(四) 学习态度端正，成绩优良。

(五) 未同时获得中国政府其他各类奖学金。

Article 8 Requirements of Applying Freshmen Presidential Scholarship:

1. The applicant should be healthy non-Chinese student.

2. The requirements for applicants' education background and age: students who apply for bachelor degree must graduate from high school and should be under 25 years of age; students who apply for master's degree must have bachelor's degree and should not be over 35 years of age;

students who apply for doctoral degree must have master's degree and should be under 40 years of age.

3. The student must abide by the laws and regulations of the Chinese government and meet entrance requirements.

4. Applicants should have a good learning attitude and have good performance in their field of study.

5. Applicants should not be a recipient of any other kinds of Chinese government scholarship at that time.

第九条 在校生校长奖学金申请条件

(一) 正常在校注册学习的博士研究生及部分硕士研究生、本科生；

(二) 遵守中国政府的法律、法规和校规、校纪；

(三) 学习态度端正，勤奋刻苦，上一学年度学习成绩优异；

(四) 在最近一年内有以下条件之一者：

1、在中国或国际核心、权威刊物上以第一作者或第二作者（导师为第一作者），且江苏大学为第一单位发表论文；

2、在国内外重大学术会议上宣读论文或作主要发言；

3、博士研究生获得导师推荐。

(五) 积极参加学校、院系组织开展的各类公益活动及社会实践活动；

(六) 申请当年没有享受任何其他形式的中国政府奖学金。

Article 9 Requirements of Presidential Scholarship Application for continuing students

1. All doctoral candidates, part of the graduate and undergraduate students in school.

2. The student must abide by the laws and regulations of the Chinese government and school.

3. The student should be hard-working and must have a good and

consistent learning attitude as well as good grades in the previous academic year.

4. Students who have one of the following qualifications within one year:

a. Someone who is the first or second author of the paper published in core journals both in China and abroad and Jiangsu University is the first unit.

b. Someone who reads out the thesis or make a main statement on a domestic or overseas major academic conference.

c. Doctoral candidate who is recommended by his/her tutor.

5. Student who take part in different kinds of public activities and social practice organized by school or college.

6. The student who is not a recipient of any other kind of GOC Scholarships in the year under review.

第十条 因违反中国法律、法规或校纪、校规受行政处分者不能参加江苏大学外国留学生校长奖学金的评选。

Article 10 The student who breaks the law of China or regulations in school cannot apply for this scholarship.

第十一条 江苏大学外国留学生校长奖学金申请办法及时间:

(一) 新生校长奖学金

在新生入学申请时,提交《江苏大学外国留学生新生校长奖学金申请表》给海外教育学院。

(二) 在校生校长奖学金

符合条件的申请人向海外教育学院提交《江苏大学外国留学生在在校生校长奖学金申请表》(申请表可到海外教育学院网站下载)。

秋季入学留学生的申请时间为:每年的9月1日至9月15日;
春季入学留学生的申请时间为每年3月1日至3月15日

Article 11 The application method and time of the presidential

scholarship for overseas students at Jiangsu University

1. Scholarship for freshmen students

Overseas freshmen submit the application for the presidential scholarship to Overseas Education College

2. Scholarship for continuing students

Eligible students can present the application form of presidential scholarship for continuing students at Jiangsu University to OEC (the application form can be downloaded from the website of OEC).

a. Overseas students registering in autumn: 1st Sep to 15th Sep.

b. Overseas students registering in spring: 1st Mar to 15th Mar.

第五章 奖学金评审与确定

Chapter V Evaluation and Issuing of the Scholarship

第十二条 学校成立外国留学生奖学金评审委员会。委员会由相关校领导、相关部门和学院负责人，以及相关学科专家教授组成。学校领导为委员会主任，海外教育学院负责人为委员会秘书长。

Article 12 The school sets up foreign student scholarship review committee. The committee is made up of related school leaders, departments and college's person in charge and discipline's professors in different research fields. School leader is director of the committee, and the person in charge of OEC is the secretary general of the committee.

第十三条 海外教育学院对新生校长奖学金申请者的资格、申请条件进行认定后，将符合申请条件的申请者名单和材料报外国留学生奖学金评审委员会。

在校生长奖学金申请者的申请材料经海外教育学院初审后，送相关学院审核，并汇总学院意见，报外国留学生奖学金评审委员会。

外国留学生奖学金评审委员会评审申请材料，必要时可要求申请者进行答辩，最终确定获得奖学金学生名单及金额。

Article 13 OEC confirms the condition and qualification of freshmen students who apply for scholarship, then present the qualified applicant's list and data to foreign student scholarship review committee.

After the primary verification by OEC, all applicants' materials will be evaluated by relevant colleges where an agreement will be reached and the materials will be sent to Foreign Student Scholarship Review Committee.

Foreign student scholarship review committee will confirm the application materials and can ask applicants to reply when necessary to determine the list and the amount of scholarship.

第十四条 获得奖学金的学生名单在相关网站公示一周。如无异议，由海外教育学院代表学校书面告知获得奖学金的留学生。

Article 14 The winner list will be published on related websites for one week. If no objection is raised, OEC will inform those students on the list in written form.

第十五条 获得奖学金的外国留学生须按照学校规定的时间办理报到、注册手续，否则将按照自动放弃奖学金处理。奖学金可用于冲抵应该缴纳的相关费用。在校期间不得无故办理休学、退学等学籍变动手续，否则将中止或取消奖学金。

Article 15 Foreign students who win the scholarship should check in and register according to specific time set by the school otherwise it will be disposed as waiver of the scholarship. The scholarship can be used to pay the related fees. The students cannot change their student status such as drop out of the school without any reasonable reason; otherwise the scholarship will be suspended or canceled.

第十六条 本规定由海外教育学院负责解释，自发布之日起施行。

Article 16 OEC is responsible for the interpretation of these provisions, and the provisions take effect from the date of release.

十二、江苏大学海外教育学院安信伟光地板奖学金 实施办法

XII. Enforcement of Anxin Weiguang (A&W) Flooring Company Scholarship

第一章 总 则

Chapter I General Principles

第一条 为了帮助家庭经济困难留学生顺利完成学业，激励留学生努力学习，进一步推动留学生学风建设，根据国家相关规定，结合我校实际，制定本实施细则。

Article 1 This enforcement regulation is made according to relevant national regulations and the specific circumstances of JSU, in order to help overseas students who have financial difficulties, motivate overseas students to study hard, and to boost the construction of good study style.

第二章 申请条件、奖助标准及发放要求

Chapter II Applicant Qualifications, Amount and Issuing Requirements

第二条 本校在校学历留学生（在读时间已超过6个月），热爱中国及中国文化，遵章守纪，品学兼优，积极参加学校、海外教育学院组织的各类活动。

Article 2 Overseas degree students in OEC (students who are studying longer than 6-month), who are with good quality and academic performance, love China and Chinese culture, observe regulations, and actively take part in the activities organized by JSU and OEC

1、已获得其它奖学金，包括中国政府奖学金、中国政府自费来华留学生奖学金、江苏省茉莉花奖学金的学生不具备申请资格。

Students who have received other scholarship such as the Chinese government scholarship, the Chinese government scholarships to commoners, and Jasmine scholarship in Jiangsu province are not qualified to apply for this scholarship.

2、奖励人数及标准：每学期奖励 20 人，每人每年 5000 元。

Amount: 20 awards in each semester, 5000 CNY/person.

3、奖学金一次性发放给获奖学生。颁发海外教育学院统一印制的奖励证书，并计入学生档案。

Scholarship will be rewarded one-off, with certificate issued by OEC. The reward will be added to student's record.

4、奖学金以银行转账方式发放给受助学生。

Scholarship will be issued through bank transfer.

5、在校期间只可获得一次安信伟光地板奖学金。

Each overseas student is not allowed to win Anxin Weiguang Floor Company scholarship for more than once.

第三条 有下列情况之一者，不得申请并获得安信伟光地板奖学金：

Article 3 Students are disqualified to apply for the Anxin Weiguang Flooring Company Scholarship under one of the following conditions:

1、违反法律法规，已经受到司法部门或公安机关处罚者；

Anyone who has been punished by judicial department or public security organ laws and regulations due to violation of the laws and regulations.

2、违反校纪校规受处分者；

Anyone who has been punished due to the violation of school rules.

3、休学或受学业警告者；

Anyone who is in deferment or has received academic warnings.

4、在留学生公寓各项检查评比中不合格者；

Anyone who failed apartment check.

5、言行不当，给学校或集体造成不良社会影响者；

Anyone who caused bad influence on school or collectivity due to their misbehavior.

6、拖欠学费、住宿费和保险费者。

Anyone who failed to pay tuition, accommodation or insurance fees on time.

第三章 评审

Chapter III Appraisal

第四条 安信伟光地板奖学金的评选，坚持公开、公平、公正的原则。

Article 4 The evaluation of Anxin Weiguang Flooring Company Scholarship for outstanding overseas students is based on the principles of “openness, fairness, justice”.

第五条 奖学金评审工作程序：

Article 5 Procedures

1、海外教育学院根据奖学金的名额分配计划，拟定评选通知在海外教育学院网站公布，各班级按通知要求做好相应的申请、评选宣传工作，确保评选信息的公开和透明。

Guided by quote allocation plan of Scholarship, notice will be put up on OEC website. Each class informs students of the application and appraisal information, ensuring the justice and transparency of information.

2、留学生根据本实施细则规定的奖学金申请条件及有关规定，

向辅导员老师递交相关申请材料，申请人须确保材料真实无误。辅导员负责考核基本素质。

Guided by application requirements and relevant regulations, overseas students submit their application materials. Applicants shall make sure their materials are correct and reliable. Class teacher will examine their basic quality.

3、由海外教育学院组织安信伟光地板奖学金评审委员会根据申报学生的综合表现情况进行评定，确定拟奖励学生名单，并在班级、海外教育学院公示 5 天无异议后，确定最终受奖学生名单。

The evaluating panel organized by OEC shall carry out appraisal in accordance to candidates' qualifications, and propose the rewarding list. This result will be publicly displayed in each class and OEC for 5 days, it will be the final list if no objections are raised.

第四章 优先条件

Chapter IV Conditional Priority

第六条 符合下列条件者可在奖学金评定时优先考虑。

Article 6 Priority will be given to the following scholarship applicants:

1、担任留学生班干部者；

Class Cadres.

2、所在宿舍被评为优秀宿舍者；

Outstanding dormitory members.

3、在其他社会活动中取得优异成绩者；

Students who do well in other social activities.

4、参加院级文体活动，表现优异者。

Students who do well in recreation or sports.

第五章 管理和监督

Chapter V Management and Supervision

第七条 各班级严格执行学校相关规定和本实施细则的规定，对弄虚作假、挤占、挪用、滞留奖学金的行为，学校将根据校规校纪和法律法规予以处理。

Article 7 Each class must strictly adhere to the regulations of JSU and this enforcement regulation. Any practice of fraud, occupation, embezzlement and retention of scholarship shall be punished according to relevant regulations and rules.

第八条 如对评审结果有异议，应在公示期内向海外教育学院提出。

Article 8 Any objections shall be reported to OEC during the publicly display period.

第六章 附 则

Chapter VI Supplementary Articles

第九条 学习成绩以留学生平均成绩计分。其计算公式为： $G = (\sum(X_i \times Y_i) / \sum Y_i)$ 总和/ Y_i 总和。其中 X_i 为参加测评的每门功课的成绩（均采用百分制形式）， Y_i 为相应功课的学分数。本学年若有测评课程成绩不及格者，则视为该生的学习成绩测评不合格。

Article 9 Academic records are scored by average of overseas students' scores, calculated as follows: $G = \sum (X_i \times Y_i) / \sum y_i$. X_i refers to marks of each subject included in evaluation. Y_i refers to credits of related subject. Failure in any subject in current academic year disqualifies scholarship application.

第十条 申请材料应为纸质，包括：

Article 10 Applications should be submitted in paper form, including:

1、本人填写的《安信伟光地板奖学金留学生申请表》；

Anxin Weiguang Flooring Company Scholarship Application Form filled out by applicant;

2、在校期间本人学习、生活、活动经历的总结；

Summary of study, life and activity experience on school days;

3、本人与安信伟光地板公司或与其他中国企业的故事。

A story about the applicant and the Anxin Weiguang Flooring Company or other Chinese companies.

第十一条 本办法由海外教育学院负责解释。

Article 11 OEC is authorized by the university, to reserve the right of further explanation of these provisions.

第十二条 本办法由公布之日起施行。

Article 12 This provision takes effect from the day it is issued.

十三、江苏大学留学生学生证、校徽管理规定

XIII. Regulations of Students' ID Book (Card) and School Badge

第一条 学生证发放与回收

Article 1 Issue and recycle

1、新生入学并取得学籍后，予以发放学生证、校徽。

1. New Students will be granted student ID booklet and university badge after registration.

2、学生毕业时将学生证交到海外教育学院学生工作办公室办理注销手续，学生证返还给学生本人留作纪念。学生中途退学、转学或其他原因永久离校时，应将学生证交还海外教育学院学生工作办公室。

2. Student ID booklet shall be submitted to OEC Student' Affairs Office and returned to graduating students after cancellation stamp is affixed. Students who drop out, transfer or leave university permanently shall return their student ID booklets to OEC Student' Affairs Office.

3、学生证注销、上交前如有遗失者，需在海外教育学院网站上挂失后方能办理离校手续。因未挂失或隐瞒不交而引起的一切后果，由原持证学生承担。

3. Loss of valid student ID booklet shall be publicized on the website of Overseas Education College before the procedures of leaving university commence. Original holder shall be responsible for the adverse consequences caused by unreported loss and legal possession of Student ID booklet.

第二条 注意事项

Article 2 Attentions

1、学生在每学期正式报到且缴清所有学费后，方可到海外教育学院学生工作办公室办理注册手续，学生证按学期加盖“注册章”后方为有效。

1. Student shall have their student ID booklet stamped in OEC Student' Affairs Office after registration and payment of all the fees in each academic term. Student ID booklet is only valid after being stamp.

2、学生证和校徽不得转借他人。如有弄虚作假，出现冒领、涂改、伪造学生证等行为者，按《江苏大学留学生违纪处分规定》处理，并承担由此带来的一切后果。

2. It is not allowed to lend student ID booklet and University badge to anyone else. Students who commit false claim, alteration, forging and other cheating behaviors shall be punished according to the Regulation of Overseas Students' Disciplines of Violating Rule at Jiangsu University and be responsible for all corresponding negative consequences.

3、学生证遗失不报，被他人利用造成不良后果者，原持证人承担相应责任，并给与批评教育直至处分。

3. Students whose student ID booklets are lost and exploited by someone else due to unreported loss shall be responsible for the corresponding negative consequences.

4、重新找到遗失的学生证、校徽或拾到他人的学生证、校徽应将其及时交回海外教育学院学生工作办公室。

4. Regained or picked up Student ID booklet or university badge shall be returned to OEC Student' Affairs Office timely.

第三条 遗失补办

Article 3 Reapply for a student ID card or badge

1、遗失校徽需补办者，需本人凭书面申请到海外教育学院学生工作办公室办理补办手续。

1. Re-application shall be done in OEC Student' Affairs Office with re-application form after the loss of university badge

2、遗失、损毁学生证需补办者，须由本人填写《学生证补办申请表》，经海外教育学院审核，并在海外教育学院网站上声明挂失后，方可办理补办手续。

2. Students who need to re-apply for a student ID booklet due to loss or damage shall fill a student ID booklet Re-application form after approval by Overseas Education College and publicity on the Website of Overseas Education College.

3、补办学生证、校徽每周周三到海外教育学院学生工作办公室办理手续，并缴纳相应工本费。补办的新证在7个工作日后领取。

3. Re-application and payment of costs for student ID booklet and university badge are open on Wednesday at OEC Student' Affairs Office. Re-applied Student ID booklet and university badge can be issued 7 working days after application.

第四条 本规定由海外教育学院负责解释

Article 4 OEC shall be responsible for the interpretation of the regulations.

十四、江苏大学留学生外出管理规定

XIV. Regulations of Overseas Students' Excused Absence

为进一步加强我校留学生外出管理，维护学校正常教学生活秩序，切实保障留学生人身和财产安全，根据《普通高等学校学生安全教育及管理暂行规定》及教育部《学生伤害事故处理办法》的有关规定，结合我校实际情况，特制定本规定。

To protect the order of teaching on school and students' personal and property safety, JSU will strengthen the management of students' leaving according to Interim Provisions on Education and Management of National University and Regulation of Dealing with Student Accident set by the Ministry of Education. Following rules are issued under real situation of JSU.

第一条 学生离开学校当日不能返回者须履行外出请假手续，并明确在外期间安全责任自负。

Article 1 Students who want to leave school and could not come back in the same day must apply for excused absence and finish leave procedure in advance. Students are responsible for own security when outside the school.

第二条 请假需由学生本人提出书面申请。请假期限在 1 天以内的，由海外教育学院学生工作办公室批准；请假期限在 2-7 天的，由海外教育学院学工副院长批准；请假期限在 7 天以上的，需海外教育学院院长签署意见。

Article 2 Leave of absence shall be applied in written form. Leave of one day can be approved by the director of OEC Students' Affairs Office; 2 – 7 days leave shall be approved by the Vice Dean; 7 days or above shall be approved by the Dean.

第三条 学生在校外参加学习、实习、竞赛、调查等学校安排的集体活动期间如需请假，海外教育学院可授权带队教师或所在学习单位批准，准假权限一般不超过3天。

Article 3 Students who ask for leave during group activities arranged by school including study, intern, competition and survey should get approval from class teacher, intern enterprise or institution. Normally leave shall not exceed 3 days.

第四条 学生请病假须附医院证明，请事假须附有书面证明或者由家长向海外教育学院学生工作办公室直接提出申请。

Article 4 Hospital certificate is needed for sick leave, and personal leave should be applied with written document or by student's parents.

第五条 学生请假期满须销假或办理续假手续。请假外出当日不能返回者，须在外出前，将学院批准的请假条存放于楼栋值班室，返校后取回，否则，将按夜不归宿处理。

Article 5 Student should finish leave cancel procedure in OEC Teaching Affairs Office immediately, otherwise count as unexcused absence. Before leave, student should submit a copy of Excused Absence Form to OEC students' apartment receptionist, and get it back when they return, or will be treated as staying at night.

第六条 学生自行组织集体外出活动，必须向海外教育学院书面说明活动目的、人数、时间、地点、活动计划、可预见范围的安全措施和负责人姓名，明确带队教师，经学院同意，上报公安机关备案后，方可举行。

Article 6 Group activity should be applied with written document introducing the activity's objective, team member, time, place, plan, security measure for possible accident, and class teacher. It could be held only after approved by the vice dean of Overseas Education College and

recorded by public security organ.

第七条 学校组织的学生集体外出活动与上课时间冲突的，由组织单位提出书面申请和相关证明，经教务办审批，并向学生任课老师通报。

Article 7 If outing activity arranged by college conflicts with class timetable, OEC will submit written document to OEC Teaching Affairs Office and inform teachers.

第八条 学生外出期间，须提高自我防范意识，不乘坐非法运营车辆、船只等，不将家庭电话和个人联系方式告诉陌生人，确保个人人身及财产安全。

Article 8 During leave, students should protect themselves and property. Do not take illegal vehicle and do not tell your personal information to strangers.

第九条 严禁学生个人擅自组织同学外出旅游或回国；严禁学生个人招聘同学外出从事推销、礼仪等商业活动。如有私自组织者，一经查实，学校将根据情节轻重追究组织者的责任。发生意外事故，一切后果由组织者负责并承担相应法律责任。

Article 9 Following things are strictly forbidden: private group travelling launched by any individual; individually invite or recruit other students to work on marking, ritual service or any business activity. Once verified, the organizer will be held accountable by JSU in accordance with seriousness of the case. If any accident happened, the organizer should take all the responsibility and the legal liability.

第十条 本规定由海外教育学院负责解释。

Article 10 OEC shall be responsible for the interpretation of the regulations.

十五、江苏大学留学生公寓管理规定

XV. Foreign Students Dormitory Regulations

第一章 总 则

Chapter I General Principles

第一条 为了加强留学生公寓管理，保证留学生的人身安全和财物安全，维护正常的教学生活秩序，促进留学生身心健康发展，特制定本规定。

Article 1 The following management regulations are made to enhance the management of the Foreign Students Dormitory, improve foreign students' personal and property safety, maintain the normal order of studying and living and promote the development of foreign students' physical and mental health.

第二条 留学生公寓区的学生管理由学生工作处负责牵头，海外教育学院负责具体实施。

Article 2 The management of the foreign students at the dormitories is led by the JSU Student's Affairs Department, and conducted by OEC.

第二章 住宿管理

Chapter II Accommodation Management

第三条 学生住宿安排由海外教育学院统一调配。取得我校学籍的全日制本科生原则上都必须在学生公寓居住。

Article 3 The accommodation of overseas students is arranged by OEC. In principle, all registered overseas students must live in the student dorms.

第四条 学生必须在指定房间住宿，严禁私自调换宿舍或者占用

宿舍。由于特殊原因确需调换宿舍的，应向海外教育学院提出申请，经批准后方可调整。

Article 4 Students shall live in appointed dorms. Any unauthorized exchange or occupation of student dorm is forbidden. Students who need to change dorm for some reasons, shall submit application to OEC and move after acquiring approval.

第五条 因公寓布局调整、个人学籍变动等因素导致宿舍变动的，所涉及学生应予以配合，不得无理阻挠或拖延。

Article 5 When students are informed to change their room due to the layout adjustments or change of students' status, they need to cooperate in time.

第六条 因毕业、退学、休学、停学、转学、跨校区调整及其它原因退出宿舍的，应及时办理退宿手续。学生退宿时应保证宿舍设施完好，如有缺少或损坏，应照价赔偿。应办理退宿手续而未办的，或应搬出宿舍而未搬出的，学校有关部门有权采取措施进行相应处置，所引起的损失由当事人负责。

Article 6 Checkout procedures shall be timely done when students have to move out or move to another dorm, due to the reason of graduation, dropping out, suspension, deferment, transfer or trans-campus shift. All facilities and appliances shall be kept in good condition, when students check out. Any missing or damaged properties must be compensated by students according to cost. OEC reserves the right to take actions on the students who refuse to checkout or move out when they should, and students will pay for the cost.

第三章 内务卫生

Chapter III Daily Routine of Sanitation Task

第七条 宿舍内门窗、地面、阳台、卫生间必须保持清洁。宿舍内的所有物品应摆放整齐。允许宿舍在以不破坏墙体、不改变家居布局的前提下，根据个人需要和喜好进行美化布置。

Article 7 The doors, windows, floors, balcony and lavatory in student's dorm shall be kept clean and fresh. All items shall be neatly placed. Customized decoration without modification of dorm's overall arrangement and layout or damage to the wall is permitted.

第八条 学生有责任保持宿舍及楼栋公共区域的清洁卫生，不准随地吐痰、乱扔杂物、吸烟饮酒、抛砸物品、不准将宿舍内垃圾扫至走廊。严禁在宿舍内饲养宠物。

Article 8 Students have the responsibility of keeping the public areas in and out of dorm clean and neat. Spitting on the ground, littering, smoking and drinking alcohol are not allowed. Garbage shall not be swept from room to corridor. Keeping a pet is forbidden in student's dorm.

第四章 行为管理

Chapter IV Behavior Management

第九条 严禁在公寓区内摆摊设点、商品推销。

Article 9 Setting up stalls and promoting sales are forbidden in dormitory area.

第十条 养成随手关门的习惯，妥善保管贵重物品，大宗现金应及时存入银行。

Article 10 Student must keep their doors closed and take good care of valuable belongings. Large amount of cash shall be deposited at the bank

timely.

第十一条 严格遵守作息制度，按时起床、归宿、就寝。严禁在宿舍楼内大声喧哗、嬉闹、打球等其他影响他人休息的行为。

Article 11 Work and rest regime shall be strictly obeyed. Students shall wake up, return to dorm and sleep on schedule. Making noise, frolicking, gaming and other activities that disturb others are not allowed in dormitory or on the corridor.

第十二条 严禁向窗户外泼水、倒垃圾或抛扔其他物品。

Article 12 Water-sprinkling, dumping and littering out the windows is not allowed.

第十三条 严格执行晚归登记制度。晚归学生凭本人证件在楼栋值班室登记并说明原因后方可进入公寓。严禁翻越公寓围墙、栏杆。

Article 13 Late registration system is strictly enforced. Late returning students shall register with student ID cards and report reasons to the duty office of the dormitory building before entering. Students are forbidden to climb over fence, wall and railings.

第十四条 严格执行访客登记制度。来访者必须出示证件，并在楼栋值班室登记备案，经值班人员同意后，方可由被访者带入楼栋，在规定时间内必须离开。未经批准，严禁进入异性宿舍。

Article 14 Visitors registration policy shall be executed in strict rotation. Visitor shall offer credential and register at duty office. Visitor can enter the room after gaining doorkeeper's approval and leave the dorm within desired period. Opposite sex shall not come in without approval.

第十五条 严禁夜不归宿。因故不住宿舍的，须事先履行请假手续，返校及时销假。

Article 15 Night out is forbidden. Students shall ask for the leave first and then report back after leave of absence.

第十六条 学生宿舍开通网络，必须执行《江苏大学校园网学生宿舍局域网管理暂行办法》，学生公寓校园网由信息化中心实行限时管制。不得私拉乱接网线，严禁跨宿舍组建局域网。

Article 16 Student dormitory provides internet service, which shall be regulated on time limit by JSU information center under the guidance of the relevant regulations of JSU. Unauthorized internet wire connection and cross-room LAN are forbidden.

第十七条 不准在学校规定的上课和自修时间内打扑克、看影碟、玩游戏或从事其他与学习无关的活动。

Article 17 Students shall not engage in entertainment such as playing poker, watching videos and any activities unrelated to study during class time.

第十八条 服从管理，尊敬工作人员，尊重他人的劳动。严禁未经允许强行闯入公寓值班室。

Article 18 Students shall obey the OEC's administration, respect dormitory administrative staff and their works. Students are forbidden to enter duty office without permission.

第十九条 工作人员如因工作需要进入学生宿舍，学生应予以配合。

Article 19 Student shall cooperate when administrative staff needs to enter student's room for work.

第二十条 注意提高自我防范意识，及时反应盗窃、火灾、酗酒、斗殴等安全隐患，确保学生公寓的安全。对检举、揭发、制止或及时上报各种治安事件，为维护学生公寓的正常秩序做出贡献的学生，海外教育学院视情况予以表彰、奖励。

Article 20 Student shall enhance their self-protection awareness, and report potential safety hazards, including theft, fire, excessive drinking,

and fist fighting to dormitory administrative staff and OEC. OEC will commend and reward students who make contribution to the normal order of student dormitory through reporting, exposing and preventing public safety affairs.

第五章 设施和设备管理

Chapter V Facility and Device Management

第二十一条 宿舍和楼栋内统一配置的各种设施、设备均为公共财产，学生应按相应规定使用和保管，不得私自拆装、移动、改动。

Article 21 All the facilities and devices in dormitory areas belong to public property, which shall be used and kept according to related regulations and rules. Unauthorized disassembly, dislocation and modification are forbidden.

第二十二条 不得私自调换、加装宿舍门锁，不得私配或者外借宿舍钥匙。

Article 22 Students shall not change or install door lock without permission. Unauthorized duplication and lending of room key is not allowed.

第二十三条 学生可登录后勤服务集团网站或者向楼栋值班室报修有关设施、设备。属自然损坏的，维修时不收取费用；属人为损坏的，照价赔偿；责任不清的，由宿舍成员共同赔偿，并承担有关责任。

Article 23 Student can apply for repair service through making appointment on the website of JSU logistics service center or reporting damage to duty office. Repair of non-artificial damage is free. Artificial damage shall be compensated by faulty party. Dorm members share the cost and responsibility when the responsibility is blurry.

第六章 奖惩办法

Chapter VI Reward and Punishment

第二十四条 学生在公寓区的日常表现与评奖评优挂钩。

Article 24 Students' performance in dormitory area is connected with award and scholarship appraisal.

第二十五条 海外教育学院依据《江苏大学“优秀宿舍”评选办法》，开展宿舍评比活动。

Article 25 Overseas student dorms shall be appraised and awarded according the Selection Method of Outstanding Dorms of OEC.

第二十六条 对学生在公寓区的违纪行为，按照《江苏大学留学生违纪处分规定》处理。

Article 26 Student who violates the regulations specified in this regulation shall be punished according to JSU Penalty Provisions of Discipline Violation.

第七章 附 则

Chapter VII Supplementary Articles

第二十七条 本规定由海外教育学院负责解释，自发布之日起施行。

Article 27 OEC is authorized by the university to reserve the right of further explanation of these provisions. This provisions take effect from the day it is issued.

十六、江苏大学留学生“优秀宿舍”评选办法

XVI. Selection Method of Outstanding Dorms of OEC

第一章 总 则

Chapter I General Principles

第一条 为了进一步加强留学生社区文明建设，营造文明、健康、安全、整洁、舒适的生活环境，促进留学生养成良好的生活方式和行为习惯，特制定本办法。

Article 1 This selection method is made in order to enhance the construction of community civilization among overseas students, build a living condition of civilization, health, safety, tidiness and coziness, and to cultivate good life-style and behavior of overseas students.

第二章 评选时间、范围

Chapter II Selection Time and Scope

第二条 “优秀宿舍”评选每学期末在全校留学生宿舍中进行。

Article 2 Outstanding Dorms of OEC are selected at the end of each academic term among overseas student dorms.

第三章 评选内容、条件

Chapter III Selection Criteria and Qualifications

第三条 主要从环境卫生、遵章守法、文明建设等方面进行综合评选，具体如下：

Article 3 Dorms are evaluated comprehensively in respect of

sanitation, regulation observance and civilization construction. Criteria are as follows:

1、宿舍成员热爱中国及中国文化，热爱学校，遵守学校规章制度，未受到警告以上处分。

Dorm members shall love China, Chinese culture and JSU, observe rules and regulations of JSU, and be free of disciplinary punishment.

2、宿舍成员无不文明行为，积极主动参与社区文明建设。

Dorm members shall be free of uncivilized behaviors, and actively take part in the community civilization construction.

3、未对宿舍居住结构进行改造（包括张贴墙纸）。

Room configuration shall not be modified (wallpaper included).

第四章 评审程序

Chapter IV Selection Process

第四条 留学生参照本评选办法的申请条件，向海外教育学院报名参选。

Article 4 Overseas students, according to the qualifications specified in this selection method, submit application to OEC.

第五条 海外教育学院成立评审小组，严格按照本评选办法的规定，进行评审，并将结果公示。

Article 5 The assessment panel, organized by OEC, based on this selection method, conduct assessment and selection. The selection result shall be publicly displayed in OEC.

第六条 公示无异议后通报获奖宿舍，颁发奖状。

Article 6 Certificate of merit shall be awarded if no objection is raised during public display.

第五章 附则

Chapter V Supplementary Articles

第七条 评分标准

Article 7 Criteria

项目	分值	标准
地面	10	地面干净整洁
床铺	10	被子折叠整齐；床下鞋子整齐，无杂物
阳台	10	不堆放垃圾、杂物
门窗、墙壁	15	门窗干净；墙壁整洁，无蜘蛛网
书架	10	书本摆放整齐、桌面整洁
创意	15	充分发挥创意，设计、包装宿舍
文化元素	15	体现本国个性元素或者中国文化元素
其他	15	物品摆放整齐，盥洗室干净，无异味

Item	Marks	Criteria
Floor	10	Clean and neat
Bed	10	Quilts are neatly folded and shoes are placed under bed in order; no clutter
Balcony	10	No garbage and clutter
Door, windows and wall	15	Clean and bright door and windows, whitewashed wall without spider webs.
Shelf	10	Neatly placed books and uncluttered desk
Creativeness	15	Creativeness and design
Cultural element	15	Reflection of characteristics of home culture or Chinese culture
Others	15	Neatly placed item, clean lavatory free from extraneous odor

第八条 本办法由海外教育学院负责解释，自发布之日起施行。

Article 8 OEC is authorized by the university, to reserve the right of further explanation of these provisions. This provisions take effect from the day it is issued.

十七、江苏大学留学生勤工助学工作管理办法

XVII. JSU Work-Study Administrative Measures of Overseas Students

第一章 总 则

Chapter I General Principles

第一条 为规范我校留学生勤工助学工作，促进勤工助学活动健康、有序开展，保障留学生的正当权益，根据《中华人民共和国出境管理法》《高等学校勤工助学管理办法》（教财【2007】7号）相关规定，结合我校具体情况，特制订本办法。

Article 1 These administrative measures are made in accordance with relevant provisions of the Exit and Entry Administration Law of People's Republic of China and Administrative Measures of Work-Study in Institutions of Higher Education and the specific circumstance of JSU to normalize and facilitate the work-study of overseas student in JSU and protect the legitimate and rational rights of students.

第二章 范围、申请对象

Chapter II Scope and Applicant

第二条 本办法所称勤工助学活动是指学生在学校的组织下，利用课余时间，通过劳动获得合法报酬，用于改善学习和生活条件的社会实践活动。勤工助学活动主要包括：

Article 2 The work-study program mentioned here refers to the practical activities, under the organization of JSU. Students can use their extra time to gain the legal reward to improve their study and living condition, mainly in the following:

1、各类培训活动；

Training activities.

2、科技服务活动；

Science and technology services.

3、家庭教育；

Home education.

4、校有关单位、部门设置的劳务活动；

Labor service for JSU concerned units and sectors.

5、其他有偿的服务活动。

Other paid services.

第三条 学生勤工助学必须遵守国家法律、法规和学校规章制度，不得影响正常的教学、生活秩序，也不得影响自身学习。禁止学生从事未经学校批准的经营性活动。

Article 3 The work-study program shall abide by the laws and regulations of government and JSU. It should not cause any trouble to normal education and life of the students. Unauthorized operational activities are forbidden.

第四条 申请对象

Article 4 Applicant

1、在我校正式注册，获得学籍的外籍本科生、硕士研究生、博士研究生和汉语进修生；

Officially registered students in JSU , including undergraduates, postgraduates, doctoral students and Chinese Language Students.

2、已参加留学生综合人身保险的外籍学生；

Overseas students who have life insurance

3、各门必修课和选修课考试成绩均合格的外籍学。

Applicant shall pass all courses, both compulsory and optional.

以上条件需同时满足。

Applicant should meet all the conditions above.

第三章 管理部门及其职责

Chapter III Administrative Department and Duty

第五条 建立勤工助学管理网络和指导教师队伍。海外教育学院为我校留学生勤工助学工作的管理部门，负责学生勤工助学的指导和管理工作。

Article 5 The work-study program management system and advisor team shall be established. OEC takes charge of the work-study program of overseas students by providing guidance and management.

第六条 学生工作办公室在勤工助学工作中的职责

Article 6 The Role of OEC Student's Affairs Office in the Work-study Program of Overseas Students

1、积极开发校内勤工助学岗位，为留学生和用工单位提供服务。

Create and search for part-time job opportunities and provide services for overseas students.

2、调解留学生和用工单位之间的矛盾和纠纷，根据法律和学校有关规定维护学生的权益。

Mediate the conflict and dispute between students and employers and protect students' rights and interests endowed by laws and relevant regulations of JSU.

3、其他有关勤工助学的管理和服服务事项。

Other management and services concerning work-study program.

第四章 勤工助学管理

Chapter IV Management of Work-Study

第七条 所有勤工助学的招聘活动必须得到海外教育学院的批准。任何组织、个人未经批准不得在校内招聘留学生参加其自行组织的活动，如有违规者将交学校有关部门或公安机关处理。

Articles 7 All recruitments inviting students to work-study program shall proceed after acquiring the approval of OEC. Any organizations and individuals are forbidden to employ overseas students to take part in unauthorized activities, otherwise security department or police will take necessary precautions.

第八条 留学生参加勤工助学须事先向海外教育学院申请并登记，填写《江苏大学外国留学生勤工助学申请表》，由海外教育学院报镇江市出入境管理处审核、批准，并在居留许可上加注工作时间、内容和地点，加注费用由勤工助学学生自理。

Article 8 Overseas students shall apply and register with OEC by filling out Part-time Application Form. Students' Applications will be submitted to the Exit and Entry administrative Office of Zhenjiang for examination and approval. Details including work time, job descriptions and addresses of all work-study programs shall be noted on residence permit. The fee shall be covered by the applicants.

第九条 所有岗位设置必须符合国家法律，法规及学校规章制度，且不得与学校教学计划相冲突。

Article 9 The part-time jobs shall conform to national laws and regulations, regulations and rules of JSU and pose no conflicts against teaching program.

第五章 校内勤工助学管理

Chapter V Campus Work-Study Management

第十条 参加校内勤工助学的学生均由用工部门负责日常管理和考核。考核按月进行，考核结果为报酬发放依据。连续 2 个月考核不合格者或者在勤工助学期间违反校规校纪者，用工部门将其辞退，一年内不再安排新的岗位。

Article 10 Students who take part in the work-study program will be managed and assessed by relevant departments monthly. The reward of work is based on assessment result. Anyone who fails the assessment in 2 successive months or break the rules will be fired and no job will be arranged for him/her within one year.

第十一条 校内勤工助学者经考核结果为合格及以上的发放当月报酬；违反管理规定或者考核不合格的，视具体情况扣发当月报酬的 10%-80%。

Article 11 Students who pass the assessment can receive full-amount reward. The reward will be reduced by 10%-80% for those who violate the rules or fail the assessment.

第十二条 列入领取报酬名单的学生应为实际在岗工作且完成上岗登记手续的学生。

Article 12 Students can be on the reward paying list after they complete the registration procedures and get their jobs done.

第六章 校外勤工助学管理

Chapter VI Off-campus Work-Study Management

第十三条 申请校外勤工助学的留学生登记时应提交以下材料：与雇主签订的勤工助学协议（写明勤工助学日期、内容、时间、报酬

及报酬支付的日期)、雇主单位的组织机构代码、护照、学生证、外国人居留许可复印件。

Article 13 Applicants for off-campus part-time jobs shall provide following the documents: copy of labor contract signed with employer which specifies work date, job content, reward and paying date, copies of passport, student ID card, and residence permit, employees' organization code certificate.

第十四条 勤工助学在上课期间每周不得超过 20 小时，在规定假期内每天不得超过 8 小时。

Article 14 Part-time work shall not exceed 20 hours/week in academic term and 8 hours/day during summer and winter vacation.

第十五条 留学生参加广播影视节目制作，参与营业性演出或者在营业性歌舞娱乐场所参加演出活动不属于勤工助学活动。

Article 15 Participation in video program making, commercial performance and performance in entertainment venues shall NOT be defined as work-study activities.

第十六条 校外勤工助学活动必须在中国法律、法规允许的范围内。

Article 16 Off-campus part-time job shall obey laws and regulations of PRC.

第十七条 留学生在勤工助学过程中发生工伤或其他意外事故时，应立即向海外教育学院报告，并通报涉外部门和公安机关。

Article 17 Any occupational injuries or other accidents during off-campus work-study activities shall be immediately reported to OEC, police and other relevant departments.

第十八条 雇主与留学生发生纠纷时，依据所签订协议协商解决，双方不能协商解决的，可由劳动争议机构仲裁，海外教育学院可为纠

纷提供必要的语言帮助和政策咨询。

Article 18 If disputes between employers and overseas students are out of negotiation, they can go to labor dispute arbitration and OEC can help them with the language problem and provide them relevant policy.

第十九条 参加校外勤工助学的学生必须保留工作日期、时间、时数和领取报酬金额记录及相关文件，遵守我国劳动法等法律法规。

Article 19 Off-campus part-time employees shall keep the documents showing the work date, time, hour and records of the paid amount. They should also follow labor law of PRC.

第七章 附 则

Chapter VII Supplementary Articles

第二十条 本管理规定如与国家有关法律、法规抵触，以国家法律、法规为准。

Article 20 If any of the administrative measures breach the Chinese laws and regulations, Chinese laws and regulations shall prevail.

第二十一条 本办法由江苏大学海外教育学院负责解释。

Article 21 OEC reserves the right of further explanation of these provisions.

第二十二条 本办法自发布之日起施行。

Article 22 This provision comes into effect from the day it is issued.

十八、江苏大学留学生社团管理条例（试行）

XVIII. Overseas Students Community Management Regulations of Jiangsu University (Trial)

第一章 总 则

江苏大学留学生社团是由江苏大学海外教育学院留学生自发组织开展各种学生业余活动的大学生群众团体。学生社团培养学生兴趣爱好，提高留学生素质，丰富课余生活，推动校园文化的国际化和多元化，是我校校园文化建设的重要载体，是学生第二课堂的重要组成部分。

留学生社团联合会是全校留学生社团自愿结合的学生社团联合组织，接受校党委的领导，由海外教育学院学工办负责其日常运行，指导并监管其各项工作的开展。留学生社团联合会是学院代表学校联系广大留学生的桥梁与纽带。

留学生社团分为院级学生社团和各单项俱乐部。院级学生社团包括留学生牵手走世界协会（Universal Hand-in-Hand）、医学留学生协会（IMSA）、留学生体育协会（ISSA）、商科留学生协会（IBSA）、工科留学生协会（AIES）、留学生女生协会（JEWELS）等。各协会挂靠在留学生社团联合会下，接受海外教育学院的指导，但相对独立运行。各单项俱乐部是指经过学校相关部门批准注册成立的文体俱乐部。海外教育学院现有篮球、乒乓球、排球、羽毛球、足球、国际象棋、龙舟队等俱乐部十余个。各单项俱乐部统一接受留学生体育协会的领导，由其负责各单项俱乐部的各项工作开展。

海外教育学院学工办对留学生社团和各单项俱乐部有绝对的指导权，对各社团活动有否决权，并具体指导留学生社团联合会的工作。

Chapter I General Provisions

Overseas students' association of Jiangsu University is a mass group voluntarily organized by overseas students of Overseas Education College, Jiangsu University to hold all kinds of academic and leisure-time activities. Union of International Students' Associations can cultivate students' interest and hobbies, improve the quality of life of overseas students, enrich their academic and leisure-time, and promote the internationalization and diversification of campus culture. It is the crucial carrier of the construction of campus culture and the vital component of students' secondary class.

Union of International Students' Associations is a students' organization voluntarily organized by overseas students of Jiangsu University, led by OEC. Its daily operation is under the charge of OEC which guides and supervises all the work. On behalf of the college, it is the bridge between OEC and students.

Overseas students' association is divided into college students' associations and individual clubs. College students' associations including IMSA (International Medical Students' Association), ISSA (International Students' Sports Association), IBSA (International Business Students' Association), AIES(Association for International Engineering Students), JEWELS (JEWELS Ladies Association) etc. are affiliated to Union of International Students' Associations , accept the guidance, but works relatively independently. All individual clubs refer to recreation and sports clubs whose establishments are approved by relevant departments of the school. Now the Overseas Education College has more than 10 clubs such as basketball club, table tennis club, volleyball club, badminton club,

soccer club, chess club, dragon boat club and so on. All individual clubs are led by ISSA, which is responsible for all the work of individual clubs.

OEC Student' Affairs Office has absolute supervision rights to overseas students' association and all individual clubs. It also has the power to veto activities of each club and guide the work of Union of International Students' Associations.

第二章 学生社团的组织机构

Chapter II Organizational Structures of Students Clubs

一、会员大会

(一) 学生社团会员大会是学生社团的最高权利机构，依照本条例的规定行使权利。

(二) 会员大会行使以下职权：

- 1、选举和更换社团负责人；
- 2、对社团变更、注销等事项作出决定；
- 3、修改社团章程；
- 4、监督社团财务开支。

(三) 社团会员大会每学年至少召开一次。

(四) 会员大会作出的决议，必须经出席会议的会员半数以上通过方为有效；对社团变更，注销和修改章程作出的决议，必须经全体会员三分之二以上通过方为有效。

Article 1 General Meeting

1. Students' association member conference is the highest authority of student associations. They exercise their rights in accordance with the provisions of these regulations.

2. The general meeting exercises the following functions and powers:

- a. To elect and replace community leaders;

- b. To make decisions on the changes and cancel of clubs;
 - c. To modify the regulations of associations;
 - d. To supervise the financial expense of associations.
3. Student's association member meeting will be held at least once per year.
4. The decisions made in the meeting are valid only when approved by more than half of the present members. The decisions on changes, cancelling of clubs and modifying articles must be approved by more than two thirds of all the members.

二、社团负责人

(一) 社团执行机构是会员大会领导下的社团理事会，社团执行机构由社团负责人组成。

(二) 学生社团负责人主要是指社团正副会长、各部门负责人。学生社团的正副会长不得兼任财务负责人。

(三) 有以下情况之一者不得担任或继续担任社团负责人：

- 1、在校期间曾经受到校纪校规处分的；
- 2、曾因违反有关规定被撤职的；
- 3、工作严重失职的。

Article 2 Community Leaders

1. Community actuator is community council under the leadership of the general assembly, which is made up of community leaders.

2. Student community leaders mainly refer to the president and vice president of clubs and head of the department. The president, vice president and league branch secretary should not hold a concurrent post of financial officers.

3. One of the following may not serve as or continue to serve as community leaders:

- a. Punished by the regulations of the university while at school;
- b. Fired for violation of the relevant regulations;
- c. Gross neglect of duty at work.

第三章 学生社团成员的权利和义务

Chapter III Student Community Members' Rights and Obligations

一、权利

(一) 在校学生有权按照任何一个社团的章程自由加入或退出社团。社团成员有选举权和被选举权, 有按照章程担任社团职务的权利;

(二) 社团成员有权了解所在社团的章程、组织机构和财务制度, 对社团的管理和活动提出建议和质询;

(三) 学生社团负责人如有违反校纪校规、本条例有关规定的, 社团成员有权向社团联合会投诉;

(四) 社团成员有参加社团各项活动的权利。

Article 1 Rights

1. Students have the right to join or quit any club according to the regulations of clubs. Club members have the right to vote and be voted, have the right to hold a post in the clubs in accordance with the regulations.

2. Club members have the right to know the constitution of the organization and financial system of the community; and to give suggestions and make consultation on the management and activities of clubs;

3. If the director of any club violates the school rules or this regulation, club members have the right to complain to Union of International Students' Associations;

4. Club members have the right to participate in community activities.

二、义务

(一) 社团成员应遵守校纪校规，遵守《江苏大学留学生社团管理条例》，遵守本社团章程；

(二) 会员在社团活动中，服从社团的整体安排，接受留学生社团联合会的领导和指导；

(三) 会员在任何场所应自觉维护社团的声誉和正当利益；

(四) 一般情况下，会员要积极准时地参加社团活动和社团联合会的大型活动；

(五) 在需要的情况下，会员应积极配合社团联合会对其所在社团的调查和审核工作。

Article 2 Obligations

1. The members of the association should obey regulations of school, Regulations of Overseas Student's Associations in Jiangsu University, and the constitution of the association.

2. Members in the activity should submit to management of association and accept the leadership of Union of International Students' Associations.

3. Members should stick up for the frame and legitimate interests of the association in any place.

4. Members should take part in the activity of association actively and on time as well as the mega-event of Union of International Students' Associations if possible.

5. Members of an association should cooperate with the survey and examination of the Union of International Students' Associations when needed.

第四章 学生社团的成立、注册与注销

Chapter IV The Establishment, Registration and Cancellation of Student's Associations

一、关于社团的成立

(一) 申请成立院级学生社团须具备以下条件:

1、由 3 人以上的学生联合发起, 预备会员人数不低于 20 人, 发起人必须具有开展该社团活动所必备的基本素质, 并提交完善的发起人和预备会员信息(包括专业、班级、国籍、护照号码、联系方式、学生证复印件和个人简历等)交留学生社团联合会相关部门存档。

2、至少有 1 名社团指导老师(注明指导老师的身份证明和联系方式)和明确的依托单位(各学院和直属部门)。

3、有规范的章程草案。

4、有规范的名称, 学生社团的名称应当符合法律、法规的规定, 不得违背校纪校规。

5、有相应的组织机构。

6、有自创的会标及电子会标。

7、向留学生社团联合会提交成立学生社团的申请, 申请材料交予海外教育学院。

(二) 学生社团的章程包括:

1、社团的名称。

2、社团的宗旨、活动范围和活动方式。

3、组织机构, 负责人的产生、罢免程序和职权范围。

4、社团成员的权利、义务。

5、经费来源及财务管理制度。

6、档案管理制度。

7、章程的修改程序。

8、社团的终止程序。

9、其他事项。

(三) 学生社团成立的评审办法:

1、禁止名义或实质上以老乡会的形式组建任何社团。

2、禁止名义或实质上为宗教性质的任何组织组建社团。

3、批准成立的社团应在一个月内召开会员大会，通过章程，产生组织机构，并以公告等方式在全校范围内宣布成立。

4、凡未经申报而自行成立的社团为非法社团，将禁止其所有活动。

Article 1 The establishment of association

1. Application of establishing college students' association must be in conditions as follows:

a. It must be launched by more than 3 people together and the members of the association should not be less than 20. The leaders must have the basic qualities for raising the activities of the association. The leaders must submit the complete information of themselves and the members (including major, class, nationality, passport number, contact information, copy of student ID card, resume and so on) to Union of International Students' Associations.

b. The association must have one teacher at least (give clear indication of the teacher's identification and contact information) and clear supporting institution (such as the college or directly affiliated department)

c. Have normative regulations and constitution

d. Have normative name, which must conform to the law and not be against the regulations of school.

e. Have related organization

f. Have made-up logo and electronic logo of the association

g. Apply to Union of International Students' Associations for the establishment of students' association, the application material should be submitted to related department.

2. The constitution of the students' association includes:

a. Name

b. Purpose, range of activity and the mode of activity

c. Institutional framework, the generation and recall of the leader and range of power.

d. The right and duty of the members of the association

e. Financial recourses and financial management system

f. Archives management system

g. Procedure of amending the constitution

h. Procedure of terminating the association

i. Other matters

3. The assessment of establishing the association

a. It's forbidden to establish any association just for fellow- townsmen.

b. It's forbidden to establish any association just for religion.

c. The association approved should convene the meeting of all members to pass the constitution and institutional framework in one month, and should declare the establishment of it in the whole school through the announcement.

d. The association which is established but not declared is illegal and all activities of it will be forbidden.

二、关于社团的注册

(一) 学生社团和各单项俱乐部须经注册方可成立。

(二) 学生社团及单项俱乐部每学期注册一次，填写注册表，由社团联合会统一办理注册。在海外教育学院学工办领取注册表两份，由社团长填写后交社团联合会，一份在社团联合会存档，一份交海外教育学院学工办存档。

Article 2 Registration of the Association

1. Students' association and other clubs must be registered before established.

2. Students' association and other clubs must be registered every semester by filling in the registration form, and Union of International Students' Associations will collect the registration forms together. Students can get the double form from OEC Students' Affairs Office. One is presented to Union of International Students' Associations, and the other to OEC Students' Affairs Office after filling by the leader of the college association.

三、关于学生社团的注销

(一) 学生社团的自愿注销及步骤:

- 1、学生社团向海外教育学院学工办提出注销的要求。
- 2、学生社团召开会员大会，取得三分之二以上的会员同意后方可开展注销活动。

(二) 学生社团的强制注销（出现以下所列情形之一的海外教育学院学工办有权予以强制注销）

- 1、社团活动有违反法律法规或校纪校规的现象并经海外教育学院学工办查明属实的；
- 2、社团成员利用社团名义从事非法活动，且社团管理机构未及时予以有效制止的；
- 3、背弃社团宗旨，情节恶劣并经海外教育学院学工办查明属实的；
- 4、应当进行定期注册而未注册，经提醒后仍未注册的；
- 5、社团连续半年未进行活动的；
- 6、利用社团身份从事未经海外教育学院学工办批准的商业活动行为的；

7、社团活动违反江苏大学留学生社团管理条例且不听从海外教育学院学工办管理的；

8、其他情节恶劣的，经海外教育学院学工办裁定后予以强制注销的；

9、该学生社团属于校外团体的分支或附属机构。

Article 3 Cancellation of the association

1. Steps of the cancellation of the association on one's own accord:

a. The students' association apply to OEC Students' Affairs Office for logout.

b. The students' association convene the meeting of all members and agreed by more than two thirds of members.

2. The enforcement of the cancellation of association. OEC Students' Affairs Office has the power to cancel the association if:

a. It's proved by OEC Students' Affairs Office that the activity of the association is illegal or against the regulations of the school.

b. The members use the name of association to do some illegal activities and regulatory agency does not stop it validly in time.

c. It's proved that the association is seriously contrary to its purpose.

d. It's reminded but does not register at regular intervals.

e. The association does not have any activities over half a year.

f. The association does some economic activities without approval.

g. The activity of the association is against the regulations of overseas students' association in Jiangsu University, and don't obey the management of OEC Students' Affairs Office.

h. Other serious cases proved by OEC Students' Affairs Office.

i. The students' association belongs to other association out of the school.

第五章 学生社团活动管理条例

Chapter V Regulations on Administration of Student's Club Activity

一、留学生社团活动管理条例

(一) 留学生社团活动须于每学期初在海外教育学院学工办正式注册后方可进行，各社团须在每学期召开的社团长大会前上交学期活动计划。由留学生社团联合会整合后，连同部门工作计划上交海外教育学院学工办；

(二) 留学生社团举办活动前一周以书面形式向海外教育学院学工办提交活动申请，得到同意并盖章后方可进行活动；

(三) 海外教育学院学工办通过留学生社团联合会为各留学生社团发展提供以下相关服务：

1、协助各留学生社团向相关部门申请相关活动场地；

2、协助各留学生社团向相关部门借用相关物品，各社团须填写物品借用单，并抵押相关证件（学生证或身份证）及押金，活动之后归还借用物品，领取证件及押金，如有毁坏或遗失，照价赔偿；

3、留学生社团活动开展中，海外教育学院学工办、社团联合会跟进活动进程，并协助社团进行媒体宣传；

4、社团活动结束后社团提交相关活动材料（包括活动小结、活动照片）至海外教育学院学工办，以备后期考核、宣传、评优之用；

5、留学生社团违规开展活动，将追究社团负责人的相应责任；

6、各社团需加强安全防范意识，因社团管理原因出现安全事故的，责任由该社团承担；因会员个人原因出现安全事故的，责任由会员个人承担。

Article 1 Regulations on administration of overseas students' club activities

1. Overseas student's club activity can only be carried out after the activity has been formally registered in OEC Students' Affairs Office before the academic semester. All club leaders should present the activity plan before the meeting of club leaders every semester. After it is checked by Union of International Students' Associations, the plan will be handed to OEC Students' Affairs Office.

2. The club must present the activity application form to OEC Students' Affairs Office one week before it is carried out. The activity can be carried out after the application has being passed and obtained approval.

3. OEC Students' Affairs Office can provide service for the development of all overseas student's club via Union of International Students' Associations as follows:

a. OEC Students' Affairs Office can help the club apply for the activity venue from related departments.

b. OEC Students' Affairs Office can help the club borrow related item from related department. All Clubs need to fill in the item borrowing form and give credentials like student's identity card or campus card and cash as pledge. The item borrowed should be returned after the activity and the pledge can be given back. The student should pay if the borrowed item is lost or destroyed.

c. OEC Students' Affairs Office and Union of International Students' Associations will follow up the activity process and help do the propaganda when the activity is carried out.

d. The club should present the information, pictures and other document of the activity to OEC Students' Affairs Office. The

information presented can be used for assessment, propaganda and selection of praise later.

e. The leader of the club activity will be punished if the activity goes wrong.

f. All clubs should raise their sense of safety and the club should undertake the duty if the accident is caused by management of club, the student himself should undertake the duty if the accident is caused by the student.

第六章 附 则

Chapter VI Supplementary Articles

第一条 本条例由江苏大学海外教育学院负责解释。

Article 1 OEC is responsible for the explanation of the provisions.

第二条 本条例自发布之日起试行。

Article 2 The provisions take effect from the date of release.

十九、江苏大学留学生违纪处分规定

XIX. Regulations of Overseas Students' Disciplines of Violating Rules in Jiangsu University

第一章 总 则

Chapter I General Provisions

第一条 为加强校风校纪建设，维护学校正常的教学、生活秩序，营造良好的学习和生活环境，根据国家教育部颁布的《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》和江苏省教委颁发的《江苏省普通高等学校学生违纪处分条例》，结合我校具体情况，特制定本规定。

Article 1 These regulations are made according to Provisions of Students Management of Higher Education issued by Ministry of Education. Discipline and Punishment Regulations of Higher Education in Jiangsu province issued by Department of Education, Jiangsu province as well as the real conditions in our university. In order to strengthen the construction of school spirit and discipline, maintain good and regular teaching and living system, create good study and living environment.

第二条 本规定适用于具有我校正式学籍的各级各类留学生。

Article 2 These regulations apply to all overseas students with student status in Jiangsu University.

第三条 学校对留学生的处分，应当做到程序正当、证据充足、定性准确、处分恰当。

Article 3 The punishment delivered to students shall be with legal procedure, sufficient evidence, correct determination as well as proper

degree.

第四条 留学生违反校纪校规，学校视其情节轻重及认识程度给予纪律处分。处分分为五等：警告、严重警告、记过、留校察看、开除学籍。

Article 4 Overseas students who act against discipline and rules of the school will get punished according to degree of deeds and self-examination. Punishments are divided into five categories: warning, serious warning, records a demerit, observation at school and exclusion.

第二章 违纪行为和处分

Chapter II Behavior against Discipline and Punishments

第五条 留学生不得有反对中国政府的言论和行为，不得参与危害社会秩序的活动，如有下列情形之一者，视其情节轻重，给予记过以上处分。

1、违反《中华人民共和国游行示威法》或其他有关法规，组织、参加未经批准的集会和游行；组织和煽动闹事，扰乱社会秩序或破坏正常的教学秩序，破坏安定团结。

2、传播违反国家法律法规、校纪校规的信息，制造混乱。

3、组织成立、加入非法社会团体或组织，出版非法刊物。

4、组织开展未经批准的社会政治、学术活动或举办未经批准的沙龙、俱乐部等。

5、违反留学生社团管理的有关规定，组织成立未经批准的学生社团并开展活动，出版刊物，或以合法学生社团的名义开展非法活动，或有严重违反社团管理规定并造成危害后果的其他行为。

6、在校内组织进行宗教活动。

Article 5 Overseas students should have no words or deeds against Chinese Government, and should not participate in activities disturbing the

social orders. Those who have one of the following conditions will at least be issued punishment of recording a demerit or above.

1. Those who go against Law of Parade and Demonstration or other rules of P.R. of China, organize or participate in unauthorized gathering and demonstration, organize and incite people to violence, disturbing social orders or destroy normal teaching orders and demolish stability and solidification.

2. Those who spread information against Chinese laws or school disciplines to confuse the public and create disorders.

3. Those who establish, or join illegal social group or organization, or issue illegal publications.

4. Those who organize and carry out unauthorized political, academic or social activities such as salon, club etc.

5. Those who go against regulations of students' league, establish unauthorized students' league or carry out activities, print publications or organize illegal activities in the name of legal leagues, or other behaviors, which are seriously against the above-mentioned regulations and, may bring dangerous results.

6. Those who are involved in religious activities on campus.

第六条 违反国家法律、法令、法规受到公安、司法部门处罚者，分别给予下列处分：

- 1、被处以治安警告、罚款的给予严重警告或记过处分。
- 2、被处以行政拘留的给予留校察看以上处分。
- 3、构成刑事犯罪的给予开除学籍处分。

Article 6 Those who are punished by public security and judicial departments due to their violation of law, decree or regulation will receive the following punishment in school:

1. Serious warning or record a demerit for those who received warning of public security or penalty.

2. Observation at school or exclusion for those who received administrative custody.

3. Exclusion for those who commit crimes.

第七条 偷窃、诈骗国家、集体或私人财物者，分别给予下列处分：

1、作案价值在 500 元以下者，给予记过以下处分。

2、作案价值在 500 元以上者，给予记过以上处分。

3、团伙作案的，作案总价值由参与作案者均分，按以上条款从重处分。

4、虽未窃得财物，但已实施偷窃行为者，给予记过以下处分。

5、作案手段恶劣或屡教不改者，无论作案价值多少，给予留校察看以上处分。

6、参与分赃、销赃者，按照本条 1、2、3 款处理。

Article 7 Those who steal public, collective or private property shall receive punishments as follows:

1. Record a demerit or below for valuables less than 500 CNY.

2. Record a demerit or above for valuables more than 500 CNY.

3. Those who commit group crimes with total values shared by all participants will receive serious punishment according to the above-mentioned articles.

4. Those who attempt a crime but do not succeed shall receive punishment of recording a demerit or below.

5. Those who steal with disgusting criminal means or refuse to repent despite repeated admonition, no matter the value of the property, shall receive punishment of observation at school or above.

6. Those who are involved in sharing or selling stolen goods will be punished according to articles 1, 2 and 3 of this section.

第八条 新生入境，老生因假期、实习等原因离境，返校入境后24小时内必须向住宿地派出所登记外国人住宿信息，有违反规定者，视公安机关的处罚情况，给予严重警告及以上处分。

Article 8 International students both new and continuing students who left China for holiday and internship shall report their residence information to local police station within 24 hours after entry into China. Students who fail to report residence information in time shall receive punishment of serious warning or above in accordance to the punishment decision by public security organ.

第九条 因个人原因违反《中华人民共和国出境入境管理法》引起居留许可、签证过期的，分别给予以下处分：

Article 9 International students whose residence permit or visa expire due to their violation against the Exit and Entry Administrative Law of the People's Republic of China shall be punished as follows.

- 1、过期时间7天以内的，给予严重警告处分；
- 2、过期时间8-15天的给予记过处分；
- 3、过期时间16-30天的给予留校察看处分；
- 4、过期时间超过30天的给予开除学籍处分

1. Punishment of serious warning applies to expiration for 7 days or above;

2. Punishment of recording a demerit applies to expiration for 8 to 15 days;

3. Punishment of observation applies to expiration for 16 to 60 days;

4. Punishment of expulsion applies to expiration for 30 days or above.

第十条 组织、策划或参与打架、斗殴，尚未构成犯罪的，除承

担相应的经济赔偿（含受害者的医药费、护理费、必需的营养费等费用）以外，分别给予以下处分：

1、斗殴、打架的策划者、肇事者，给予记过以上处分；情节严重者直至给予开除学籍处分。

2、参与打架、斗殴的，视情节轻重给予严重警告以上处分。

3、故意为他人打架提供器械的，给予记过处分。

Article 10 Those who organize, plot or participate in fighting and brawling, shall receive punishments as follows: In addition to bearing victims' economic compensation (medical, nursing, nutrition expenses etc.):

1. Plotters and troublemakers of fighting and brawling shall receive punishment of recording a demerit or above, those with severe violation will be excluded.

2. Those engaged in fighting or brawling shall receive punishment of serious warning or above according to the seriousness of the case.

3. Those who provide equipment for others intentionally shall receive punishment of recording a demerit.

第十一条 留学生在校期间用麻将、扑克等工具进行赌博（包括变相赌博）者，除没收赌具、赌款外，视情节给予记过以上处分，多次赌博或组织者从重处分。

Article 11 Anyone who gambles with mahjong, cards or any different forms, shall receive punishment of recording a demerit or above besides forfeiting paraphernalia and money of gambling. Those who gamble time after time or organize gambles will be punished seriously.

第十二条 违反校园交通安全规定，根据不同情况给予下列处分：

Article 12 International students who violate campus traffic rules shall receive punishment as follows accordingly:

1、使用允许车辆在校园内快速骑车者，视情节给予严重警告以

上处分。

2、校园内使用摩托车、燃油助动车或大功率电瓶车者，除没收车辆外，视情节给予记过以上处分。

3、无照驾驶机动车，酒后驾车，除追究法律责任、没收车辆外，视情节给予留校察看以上处分。

4、驾驶车辆引起交通事故，经公安机关认定负主要责任者，视情节给予留校察看以上处分。

1. Overspeed riding of allowed vehicle shall receive the punishment of serious warning or above.

2. Prohibited vehicles including motorcycle, fuel bicycle or high-power electric motorcycle shall be confiscated on campus and vehicle owner shall receive punishment of recording a demerit or above accordingly.

3. International students who commit driving without license or drunk driving shall bear legal responsibility and receive a punishment of observation or above. The vehicles shall be confiscated.

4. Students who are identified by police as person liable in traffic accident shall receive punishment of observation or above.

第十三条 利用计算机、互联网、书刊违纪，根据不同情况给予下列处分：

1、传播淫秽的书刊、图片、影视内容者，视情节轻重给予严重警告以上处分。

2、携带有不健康内容的软盘或光盘在校内外计算机房观看，视情节轻重给予记过以上处分。

3、传播淫秽或违反中国法律的书刊、电子出版物、音像制品者，给予留校察看以上处分。

4、利用网络恶意攻击他人，散发黄色内容的文章、图片或与事

实不符的虚假信息者，给予严重警告以上处分，直至追究法律责任。

5、盗用他人 IP 地址、用户帐号，危害网络安全者，给予严重警告以上处分。

Article 13 Those who violate disciplines with computer, internet, newspaper or magazines shall receive punishments accordingly as follows:

1. Those who spread books, photos and videos of unhealthy contents shall receive punishment of serious warning or above accordingly.

2. Those who watch disk or CD with unhealthy content on computer in and out of school shall receive punishment of recording a demerit or above.

3. Those who produce, sell and spread books or magazines, electronic publications or audio and video products of unhealthy or illegal contents shall receive punishment of observation at school or above.

4. Those who viciously attack others with internet, spread articles, photos with unhealthy contents or untrue information shall receive punishment of serious warning or above, and will be charged with legal responsibilities.

5. Those who misappropriate/compromise intentionally others' IP address or accounts and endanger network security shall receive punishment of serious warning or above.

第十四条 与异性交往应言行适度，对行为过度、经教育不听劝阻者，视情节轻重，给予警告以上处分。

Article 14 Words and deeds shall be appropriate in communicating with people of the opposite gender. Those who have undue behaviors or do not listen to kind advice shall receive punishment of warning; those who refuse to improve shall receive punishment of warning or above.

第十五条 留学生不得到宾馆、歌舞厅、夜总会等场所从事商业

性活动，违者给予严重警告以上处分。

Article 15 Overseas students, who engage in commercial activities in hotels, singing and dance bar, nightclub etc., shall receive punishment of serious warning or above.

第十六条 调戏、侮辱妇女或进行其他流氓活动，视其情节轻重，给予留校察看以上处分。

Article 16 Those who flirt with or insult a woman or have other immoral behaviors shall receive punishment of observation or above according to the seriousness of the case.

第十七条 对吸毒者给予开除学籍处分。

Article 17 Those who are involved in drug addiction will be expelled.

第十八条 违反留学生公寓管理规定者，根据不同情况，给予下列处分：

1、留学生未经请假而夜不归宿者视情节给予警告以上处分。擅自在校外租房者，给予严重警告以上处分。在集体宿舍内留宿异性者，给予留校察看以上处分。

2、留学生不得在公寓内使用明火、焚烧杂物、烧煮食物。因过失造成火灾，视其情节给予严重警告以上处分。

3、违反用电管理规定，私用违章电器者，视其具体情节给予警告以上处分。

4、其它违反公寓管理规定者，视情节轻重，给予警告以上处分。

Article 18 Overseas students who go against regulations of management of dormitory shall receive punishments accordingly as follows:

1. Overseas students who do not sleep in dorm without asking for leave shall receive punishment of warning or above accordingly. Those who rent and live out of school shall receive punishment of serious

warning or above and those who accommodate opposite sex for the night in dorm shall receive punishment of observation or above ay school.

2. No fire, burning of things or cooking is allowed in the dorm. Those who cause fire shall receive punishment of serious warning or above.

3. Those who violate regulations of electricity management, shall receive punishment of warning or above accordingly.

4. Others in violation of rules and regulations shall receive punishment of warning or above accordingly.

第十九条 学生应自觉遵守学习纪律，按时上课，不得旷课、迟到和早退。学生因生病，因事假，应事先办理请假手续，凡未经请假或超假者，一律以旷课论。一学期内学生旷课达到下列课时者，分别给予如下处分：

1、累计达 20 学时者，给予警告处分。

2、累计达 40 学时者，给予严重警告处分。

3、累计达 60 学时者，给予记过处分。

4、累计达 80 学时者，给予留校察看处分。

5、累计达 120 学时者，给予开除学籍处分。

6、擅自离校自行出走责任自负，未经请假缺席，学校以旷课论处，按每天 6 学时计算，视情节轻重给予校纪处分。

7、无故旷课三次的学生将取消考试资格，三次迟到算一次旷课。无故缺席实验课的学生，一律取消考试资格。

Article 19 Students shall study conscientiously and be punctual for class. Truancy, lateness, and leaving class early are not permitted. Students shall request for sick leave or personal leave; he/she must apply for excused absence in advance. Unexcused absences are considered as acts of truancy. Students who play truant with a number of classes within a semester will receive corresponding punishment:

1. Those with number of classes up to 20, Warning.
2. Those with number of classes up to 40, Serious warning.
3. Those with number of classes up to 60, Record a demerit.
4. Those with number of classes up to 80, Observation at school.
5. Those with number of classes up to 120, Exclusion.

6. Those who leave school by themselves will be responsible for their own actions. They will be considered truants by the school and will be punished according to the above-mentioned provisions. The number of classes is 6 in one day.

7. Those who have been absent three times in one course without permission, cannot attend the final exam of the said course. Three times lateness will be calculated as one-time truancy. Students who are absent from experimental class without permission, cannot attend the final exam.

第二十条 考试作弊者根据《江苏大学留学生考试工作实施细则》有关规定处理。

Article 20 Cheaters in examination will be punished according to Provisions of Overseas Students with Status in Jiangsu University and Specifications of Examination in Jiangsu University.

第二十一条 剽窃、抄袭他人研究成果，视情节给予记过以上处分。

Article 21 Those who plagiarize or copy others' research shall receive punishment of recording a demerit or above accordingly.

第二十二条 对故意损坏公共财物者，除照价赔偿外，视其情节轻重给予相应处分：

1、在学校的墙壁或桌椅等公共设备上乱涂乱画、违章张贴者，视其具体情节给予警告以上处分。

2、故意损坏公物、破坏校园花草树木者，视情节给予警告以上

处分；情节严重的直至给予开除学籍处分。

Article 22 Those who damage public property intentionally have to pay according to the initial price, and also get punished depending on the seriousness of the case:

1. Those who scribble or post illegally on the wall, desk, or chairs of the school property that violate the rules shall receive punishment of warning or above accordingly.

2. Those who damage public property on purpose and wreck flowers, grass, trees etc. on campus shall receive punishment of warning or above. Those with severe violation will receive punishment of expulsion accordingly.

第二十三条 侮辱、诽谤、诬告、陷害他人或威胁他人安全者，视情节和后果给予严重警告以上处分。

Article 23 Those who insult, slander, bring a false charge, falsely incriminate or threaten safety of others shall receive punishment of serious warning or above according to the seriousness of the case.

第二十四条 隐匿、毁弃或私拆他人邮件者给予严重警告以上处分。

Article 24 Those who hide, destroy or unfold others' letters without permission shall receive punishment of serious warning or above.

第二十五条 伪造、涂改、冒领、盗用、转让各种证件或证明文件者，分别给予如下处分：

1、伪造留学生证、图书证等各种证件者，给予记过以上处分；伪造各类有价证券者，给予留校察看以上处分。

2、涂改、冒领、盗用各种证件并产生不良后果者，给予记过以上处分。

3、转借各种证件并产生不良后果者，视后果情况给予严重警告

以上处分。

4、偷窃、私刻、私盖公章者，偷窃、伪造、涂改文件或档案者，给予留校察看以上处分。

Article 25 Those involved in counterfeiting, altering, making fraudulent claims, embezzlement, transferring ownership of certificates or documentation of all kinds shall receive punishment as follows:

1. Those who counterfeit overseas students' card or library card etc., shall receive punishment of recording a demerit; and those who counterfeit securities of any kind shall receive punishment of observation at school or above.

2. Those who alter or make fraudulent claims or embezzle certificates of any kind and bring ill or bad effects shall receive punishment of recording a demerit or above.

3. Those who transfer the ownership of certificates and bring bad results shall receive punishment of serious warning or above.

4. Those who steal, carve or illegally make official seals, counterfeit, alter document or archives shall receive punishment of observation or above at school.

第二十六条 有下列行为，并造成一定影响的，分别给予以下处分：

1、扰乱学校正常的教学、生活秩序，如在餐厅、食堂、宿舍或其他公共场所酗酒、哄闹、砸酒瓶者，给予严重警告或记过处分。

2、对案件进行掩盖、知情不报或为他人作伪证者，明知是赃物仍购买或使用，给予警告以上处分。为作案提供消息或工具、窝赃者，给予严重警告以上处分。

3、向教师或其他管理人员寻衅滋事、无理取闹者，给予严重警告以上处分。

4、抗拒、阻碍国家工作人员或学校管理人员依法或依校规执行公务者，给予严重警告或记过处分。暴力干预教师、管理人员工作者，给予留校察看或开除学籍处分。

5、未经学校批准组织商业活动者，给予严重警告以上处分。

Article 26 Those who have one of the following behaviors and bring bad effects will be punished accordingly as follows:

1. Those who disarrange normal teaching and living order, for instance drinking, horseplay and breaking bottles in dining room, canteen, dorm or other public places shall receive punishment of serious warning or record of a demerit accordingly.

2. Those who try to cover up, do not tell facts or commit perjury for others, buy or use stolen things shall receive punishment of warning or above; and those who provide news, equipment for crime or hide stolen things shall receive punishment of serious warning or above.

3. Those who pick quarrels or make troubles with teachers or other staff in the university shall receive punishment of serious warning or above.

4. Those who resist, hinder staff of school or members of administration from exercising their public functions shall receive punishment of serious warning or record of a demerit; and those who interfere with teachers and other staff's work with violence shall receive a punishment of observation at school or expulsion.

5. Those who engage in commercial activities without permission from school shall receive punishment of serious warning.

第二十七条 违反本规定，有下列情形之一者，从重处分：

1、违纪后拒不承认错误事实，或受处分后借口申诉无理纠缠、态度恶劣者。

2、对检举人、证人进行威胁或打击报复者。

Article 27 Those who violate these provisions with the following behaviors will be punished more seriously:

1. Those who refuse to admit mistakes or get entangled with excuses of appealing or those with bad attitude when in violation of disciplines.

2. Those who threaten or retaliate informants or witness.

第二十八条 第三次违反校纪受到处分者，给予开除学籍处分。

Article 28 Those who violate disciplines and rules of school for the third time shall receive punishment of expulsion.

第二十九条 违反本规定，有下列情形之一者，可从轻、减轻或免于处分：

1、主动承认错误，认错态度较好者。

2、退赃、退赔迅速彻底，或积极揭发他人，有立功表现者。

3、平时表现较好且情节轻微者。

Article 29 Those who violate the specifications in the following behaviors may be free from punishments:

1. Those who admit mistakes on the initiative with good attitude.

2. Those who return or make compensation in time and expose others by performing deeds of merit.

3. Those well-behaved before and with slight errors.

第三十条 附加处罚

1、留学生违纪受处分者本学年度评奖评优一票否决。

2、留学生干部受违纪处分者，取消其留学生干部任职资格。

Article 30 Additional Punishment

1. Students who violate these provisions will loss the opportunity of gaining prize or participating in excellence elections for the same academic year.

2. Students' leaders who violate disciplines or rules will forfeit their

titles.

第三十一条 本规定没有列举到的违纪行为，确应给予处分的可比照相近条款进行校纪处理。

Article 31 Any conducts not listed above will follow similar provisions for punishment.

第三章 处分的权限、程序与管理

Chapter III Limitation, Procedure and Control of Punishment

第三十二条 处分违纪留学生的权限与程序

1、严重警告以下的处分由学院讨论决定，海外教育学院审核并发文。

2、记过和留校察看处分由海外教育学院做出处分决定并发文。

3、开除学籍的处分，由海外教育学院提出处分建议，报校长办公会议批准后执行。

4、涉及多学院学生的违纪行为，由学生工作处牵头并与有关学院协调处理。

5、在公共场所发现留学生违纪行为的，由该场所所辖单位配合保卫处调查并提出初步处理意见，连同有关材料一并送学生工作处及海外教育学院，由海外教育学院按规定处理。

6、对因违反宪法、反对四项基本原则、破坏安定团结、扰乱社会秩序而需开除学籍的，需报省教育厅批准后，再执行开除学籍处分。

7、对违纪留学生进行处理时，学院须及时将事实调查清楚，合法取证，并由违纪学生本人写出检查，材料齐全后报送海外教育学院，海外教育学院审核后发文。

Article 32 Limits to rights and procedure of punishing the overseas students in violation of disciplines

1. Punishment below serious warning will be recognized by OEC and official letters will be issued by them.

2. Recording the demerit and observation at school will be decided by OEC and official letters will be issued by them.

3. Exclusion will be proposed by OEC, and it can only be carried out after gaining permission from the meeting in the headmaster's office.

4. If the violation is caused by the students from more than one department, JSU Student' Affairs Department should coordinate with relevant departments.

5. If overseas students violate disciplines in public, they will be investigated by relevant departments and security office. Preliminary comments, together with relative materials will be reported to Student' Affairs Department and OEC, who will deliver punishments accordingly.

6. Those who violate the Constitution, the Four Cardinal Principles, cause damage to unity, stability and disturb social orders, shall be excluded with approval of Department of Education of Jiangsu Province.

7. Before any punishment(s) is/are delivered, thorough investigations and sufficient evidence, together with self-examination written by students, the college shall report to OEC with punishment suggestions. OEC will issue official letter after examination and verification.

第三十三条 对受处分留学生的相关管理措施

1、处分决定应送达受处分留学生。留学生对处分决定有异议的，可提出申诉。

2、凡受校纪处分者，应按审批权限分别在校、学院范围内公布，同时由学院通报留学生家长。处分材料存入留学生档案。

3、受处分留学生毕业前（必须满一年）可向学校提出评议申请。

4、被开除学籍的留学生，由学校发给学习证明。

5、被开除学籍的留学生，必须按照学校的有关规定办理离校手续，在接到通知后的3天内离校。

Article 33 Control Measures for Students' Punishments

1. Decision of punishment shall be delivered to students, who, if have any objection, can appeal the decision.

2. Decision of punishment to students violating disciplines shall be announced within school or college according to limitation of authority, and the college shall inform students' parents before it is recorded on file.

3. Students being punished (must be more than a year) can apply to the school authority for arbitration before graduation.

4. Our university could issue certificate of study to those who are excluded.

5. Students being excluded must transact procedure of leaving school according to related provisions and leave school within 3 days.

第三十四条 终止留校察看期的决定

1、留校察看期限为一年。受留校察看处分的留学生，在留校察看期内表现良好、能自觉遵守校规校纪者，在留校察看期满一个月由本人提出申请，海外教育学院根据其表现做出决定，提交主管学生工作的校领导批准，可终止留校察看期。

2、留校察看期间再次违纪者，给予开除学籍处分。

3、毕业生留学生受留校察看处分满半年但不足一年的，如果表现突出，可根据以上程序，提前终止留校察看期。

4、留学生毕业时未按规定终止留校察看期者，作结业处理。

5、留学生毕业后留校察看期满，经本人申请，其所在单位证明表现良好，学校可以终止留校察看期，给予换发毕业证书。

Article 34 Termination of Observation at School

1. The time limit of observation at school is one year.

Students being punished with observation at school can advance application one month before its termination if they are well-behaved during the period. After presenting suggestion according to their behaviors by OEC, which is reviewed by Student' Affairs Department and approved by principal in charge, observation at school can be terminated.

2. Students who violate disciplines of school during the time of observation at school will be excluded.

3. Graduates with observation at school no more than a year, if well-behaved, can apply to terminate the punishment in advance according to the procedure above.

4. Graduates without termination of observation at school according to procedure will be dealt with at the completion of study.

5. When graduates' observation at school terminates after graduation, they can apply for diploma with their units' certificate of being well-performed, and the university can terminate observation at school and exchange diploma for them.

第四章 附 则

Chapter IV Supplementary Provisions

第三十五条 本规定中处分的“以下”、“以上”均包括本级处分。

Article 35 Provisions “follow” or “above” in this specification include this category of punishment.

第三十六条 本规定由学校授权海外教育学院负责解释。

Article 36 OEC is authorized by the university, to reserve the right of further explanation to these provisions.

第三十七条 本规定自公布之日起施行。

Article 37 This provision takes effect from the day it is issued.

二十、江苏大学学生申诉处理办法

XX. The Method for the handling of Students Complaint of Jiangsu University

第一章 总 则

Chapter I General Provisions

第一条 为了防止和纠正不当行政处理行为，保护学生合法权益，保障和监督学校各部门依法依规行使职权，根据教育部《普通高等学校学生管理规定》和相关法律法规，制定本办法。

Article 1 In order to prevent and correct the improper administrative behaviors, protect the legitimate rights and interests of students, ensure and supervise each department of the school on the basis of the law in accordance with the terms of the exercise of the powers, according to the Ministry of education "students in ordinary colleges and universities management regulations" and the relevant laws and regulations, these administrative measures are formulated.

第二条 本办法适用于取得我校学籍的全日制在校学生。

Article 2 This method is applicable to the full-time students of our school.

第三条 本办法所称的申诉，是指学生对学校作出的涉及本人利益的行政处理决定不服，向学校提出重新审查的意见和要求。学生提出申诉应持严肃、认真、诚实的态度；学校受理学生的申诉应坚持公开、公正、实事求是和有错必纠的原则。

Article 3 The complaint referred to in here is the opinion and requirements of the students who refuse to accept the administrative

resolution which is related to their own interests and require re-examination. The students' appeal should be serious and honest. The school which accepts the student's appeal should adhere to the principles that stand for openness, fairness and truth from facts and mistakes must be corrected.

第四条 学校成立学生申诉处理委员会，学生申诉处理委员会由分管校领导、相关职能部门负责人、教师代表和学生代表组成。

Article 4 The school sets up a Student Appeals Committee. The Student Appeals Committee shall be composed of the heads of the school, the relevant functional departments, Teacher Representatives and Student Representatives.

第五条 学生申诉处理的范围包括违纪处分、取消入学资格以及退学处理。学生工作处是学生对违纪处分决定提出申诉的受理机关；教务处、研究生院是学生对取消入学资格、退学处理提出申诉的受理机关。

Article 5 The scope of the complaint handling of the students includes disciplinary punishments, cancellation of admission qualification, and expulsion from school. JSU Student' Affairs Department is responsible for accepting students' complaints about disciplinary punishments. Academic Affairs Office and Graduate School are the departments where students can complain about cancellation of admission qualification, and the handlings of withdrawal.

第二章 申诉的提出和受理

Chapter II Proposal and Acceptance of the Complaints

第六条 学生对学校行政处理决定有异议的，应在处理决定送达之日起的 5 个工作日内，向学校相应的学生申诉受理机关提出书面申

诉。学生在申诉期内未提出书面申诉的，学校不再受理其提出的申诉。

Article 6 Students who object to the school administrative decision should submit written complaints to the departments concerned within 5 working days starting from the date of the decision making. The school will not accept the complaints of students who do not submit written complaints within the five day period.

第七条 学生向受理机关提交的申诉书应包含以下内容：

- 1、申诉人的姓名、班级、学号、申诉人或其代理人的通讯地址和联系方式等基本情况；
- 2、申诉的事项、理由（附有关证明材料）及要求；
- 3、提出申诉的日期；
- 4、申诉人或其代理人的签名或盖章；
- 5、学校做出的行政处理决定书。

Article 7 The complaint submitted by the student to the receiving organ shall include the following:

1. The basic information of the complainant, such as name, class, student ID number, complainant's or his/her agent's address and contact information;
2. Matters of appeal, the cause (materials of proof attached), and requirements;
3. Date of appeal;
4. The signature or seal of the complainant or his agent;
5. The notice of Administrative decision made by the school.

第八条 申诉处理委员会接到申诉书后，应立即对申诉人的资格和申诉条件进行初步审查处理，区分情况，分别做出如下处理：

- 1、予以受理，同时告知申诉人或其代理人；
- 2、对于不属于申诉范围的，不予受理；

3、对于申诉书内容不完整的，要求申诉人补充材料，3个工作日内未补齐材料的视为放弃申诉。

Article 8 When the appeals board receives a complaint, it should make preliminary examination of the qualifications and conditions of the complainant immediately. Tell the difference between the situation, and make the following processing:

1. To accept, at the same time inform the complainant or his agent;
2. If it does not belong to the scope of the appeal, not to be accepted;
3. If the contents of the letter of complaint is not complete, or require the complainant to supplement materials, the complainant will be regarded to have abandoned the complaint without complete materials within 3 working days.

第三章 申诉的处理

Chapter III Handling of Complaints

第九条 申诉处理委员会应在接到有效的书面申诉之日起的15个工作日内，对受理的申诉事项进行全面的调查核实，根据不同情况，分别做出维持原处理决定、变更原处理决定和撤销原处理决定等不同的处理意见。

Article 9 Within 15 working days from the date of receipt of an effective written appeal, the complaint handling Committee shall conduct a comprehensive investigation and verification of the matters of the admissibility of the complaint. Different circumstances shall give different handling suggestions such as affirming, changing or withdrawing the original decision and so on.

第十条 申诉处理意见要对取消入学资格、退学处理、留校察看以及开除学籍处分做出变更、撤销原处理决定的，须由申诉处理委员

会提交校长办公会研究决定。

Article 10 Changes or withdrawal of the original decision on complaint handling including cancellation of admission qualification, dropping out of school, observation at school and expulsion should be submitted to and decided by the headmaster's office.

第十一条 受理机关应当将复查决定及时送达申诉人或其代理人。送达方式可以采取下列任何一种：申诉人或其代理人签收；按申诉书通讯地址邮寄。通过邮寄送达的，以回执上注明的收件日期为送达日期。

Article 11 The receiving organ shall send the decision of re-examination to the complainant or his agent in time. The mode of service can be any one of the following: to make the complainant or his agent sign for receipt, or to send it by post to the address on the written complaint. Service by mail, the date stated on the receipt shall be the date of service.

第十二条 学生对复查决定仍持有异议的，在接到学校复查决定书之日起 15 个工作日内，可以向江苏省教育厅相关职能部门提出书面申诉。

Article 12 Students who still disagree with the decision of re-examination, can submit a written complaint to the relevant functional departments of the Department of education in Jiangsu Province within 15 working days from the date of receiving the decision of re-examination.

第十三条 在学校做出复查决定之前，申诉人或其代理人可以书面形式要求撤回申诉。学生申诉处理委员会在接到关于撤回申诉的申请书后，有权决定是否同意其撤回申诉。

Article 13 Before the school makes the decision, the complainant or his agent may request the withdrawal of the complaint in writing. Student

Appeals Committee have the right to decide whether to agree to withdraw the complaint after receiving the application for the withdrawal.

第十四条 在申诉和处理期间，原则上原处理决定继续有效。对于取消入学资格、退学处理以及开除学籍处分的处理决定，经与相关部门协商后，可暂缓原处理决定的执行。

Article 14 The original decisions continue to be effective during the period of complaints handling. The decision of cancellation of admission qualification, dropping out of the school and exclusion can be delayed in taking effect after consultation with relevant departments.

第四章 附 则

Chapter IV Supplementary Articles

第十五条 本办法由学生工作处负责解释。

Article 15 The measures are explained by JSU Student' Affairs Department.

第十六条 本办法自发布之日起施行。

Article 16 The measures will come into effect from the date of release.

二十一、中华人民共和国高等学校接受外国留学生管理规定

XXI. Rules on Foreign Students' Enrollment in China's Colleges and Universities

Chapter I General Provisions

Article 1 These rules are formulated in accordance with the Education Law of the People's Republic of China, the Higher Education Law of the People's Republic of China and the Law of the People's Republic of China on Control of the Entry and Exit of Aliens, for the purpose of enhancing mutual understanding and friendship between the Chinese people and people of all other countries, promoting overseas cooperation and communication among universities and colleges, and strengthening standardized management on enrolling and training foreign students to study in China.

Article 2 The higher education institutions as referred to in these rules are those higher-learning bodies authorized by the Ministry of Education to offer full-time schooling for higher academic qualification education. The foreign students as referred to in these rules are those foreign citizens with foreign passport who are registered in China's higher education institutions to receive academic qualification or non-academic qualification educations.

Article 3 The work on enrolling and training foreign students should follow the principle of "deepening reform, strengthening supervision, guaranteeing quality, and developing in a positive and reliable step."

Article 4 The higher education institutions accepting foreign students should possess prerequisite teaching and living facilities, and reach

corresponding teaching and research level as well as management level.

Article 5 The higher education institutions, when enrolling and training foreign students, should follow the country's foreign policies, safeguard national sovereignty, security, social and public benefits.

Chapter II Management system

Article 6 The Ministry of Education manages the country's work on enrolling foreign students at Chinese Colleges and Universities in an all-around way, formulates the principles and policies on accepting foreign students, manages the "Chinese Government Scholarship" in accordance with its administration scope, coordinates and guides the work on enrolling foreign students in all regions and all schools in China, and evaluates the foreign students management work in all regions and schools and their teaching quality.

The Ministry of Education entrusts the National Study-abroad Fund Management Committee to take charge of the work on state-planned enrollment of foreign students and the detailed management work.

Article 7 Higher education institutions, when enrolling foreign students, should be subject to examination and approval by the administrative department for education as well as same-level foreign affairs department and public security department under the people's government in each province, autonomous region and municipality, and submit it to the Ministry of Education for report. The enrollment of foreign students to enjoy the Chinese Government Scholarship should be examined and approved directly by the Ministry of Education.

Article 8 The administrative department for education under the people's government in each province, autonomous region and municipality shall be in charge of the coordination work on enrolling

foreign students at higher education institutions in its administrative region. The competent local authorities, including foreign affairs department and public security department, shall assist the administrative department for education and higher education institutions to handle well the management work on foreign students.

Article 9 Higher education institutions shall take the detailed responsibility for the Admission, education, teaching and daily management work on foreign students. The universities and colleges should entrust a president-level official to take charge of the work on foreign students in his institution. The institution should formulate management system on foreign students in accordance with relevant rules, and establish competent administrative agencies or entrust management personnel within the institution to handle foreign students' affairs.

Chapter III Classification, Admission and enrollment of foreign students

Article 10 Higher education institutions can provide foreign students with education for academic qualifications and education for non-academic qualifications. Higher education for academic qualifications includes special course education, regular course education and graduate program. Higher education for non-academic qualifications includes advanced education and research program.

Article 11 Higher education institutions should formulate Admission measures for foreign students, publicize Admission regulations and enroll foreign students in accordance with the regulations.

Article 12 The number of foreign students to be enrolled in higher education institution is not limited by the state-planned quota. Article

Article 13 The tuition items and fee standards collected by higher

education institutions shall be formulated and publicized in accordance with the relevant regulations of the state and shall be calculated and collected in Renminbi.

Article 14 The majors for foreign students enrolled at higher education institutions shall be those public-opened majors. New majors of academic qualification education specially established for foreign students should report to the Ministry of Education for examination and approval.

Article 15 The foreign citizens applying to study at higher education institutions in China shall acquire competent qualifications and meet the enrollment requirement, possess economic assurance and a warrantor in China.

Article 16 Higher education institutions shall provide qualification assessment, entrance test or checkup for foreign students. Higher education institutions can decide their own enrollment standard. Foreign students receiving academic qualification education in Chinese should take part in the HSK.

Article 17 The enrollment of foreign students is determined by higher education institutions. The state-planned enrollment of foreign students should take the first priority. Higher education institutions have the right to enroll foreign students under inter-school exchange programs and self-paid foreign students.

Article 18 Higher education institutions can accept foreign students enrolled or transferred from other institutions upon permission from the latter.

Chapter IV Scholarship System

Article 19 The Chinese government establishes the “Chinese Government Scholarship” for foreign students to study in China. The

Chinese Government Scholarship includes undergraduate scholarship, graduate scholarship and advance students' scholarship. The Ministry of Education, in accordance with real needs, has established other scholarships for special research or training.

Article 20 The Ministry of Education formulates the plan on enrolling foreign students who receive the Chinese Government Scholarship, in accordance with relevant treaties signed between the Chinese Government and foreign countries and the need of exchanges between China and other countries.

Article 21 Foreign students receiving the Chinese Government Scholarship to study in China should accept annual assessment on the scholarship qualification. The assessment work will be conducted by higher education institutions in accordance with relevant rules. For those foreign students who fail to pass the assessment, their qualification to enjoy the Chinese Government Scholarship will be suspended or canceled in accordance with the rules.

Article 22 Local governments and higher-learning institutions have the right to solely or jointly establish scholarships for foreign students in accordance with real needs. Upon obtaining permission from the higher education institutions and provincial administrative department for education, Chinese and foreign enterprises, institutions, social organizations or other social bodies and individuals can also set up scholarships for foreign students, with no irrational conditions added

Chapter V Teaching Management

Article 23 Higher education institutions shall arrange courses for foreign students in accordance with the unified teaching curriculum formulated by the institutions, and conduct teaching activities by

consulting foreign students' psychological and cultural characteristics. Under the prerequisite of ensuring teaching qualities, compulsory or optional courses for foreign students can be adjusted appropriately.

Article 24 Chinese and general introduction of China are compulsory courses for foreign students. Political theory is the compulsory course for those majoring in philosophy, politics and economics and is optional for other majors.

Article 25 Chinese is the basic teaching language for higher education institutions to train foreign students. Higher education institutions should provide language remedy for foreign students whose Chinese proficiency fails to meet the professional standard.

Higher education institutions can offer major courses in English or other foreign languages for foreign students in accordance with real conditions. For foreign students receiving academic qualification education in foreign languages, they should write abstract for graduation thesis in Chinese.

Article 26 When organizing teaching internship and social practice for foreign students, the higher education institutions should follow the teaching plan and let foreign students join the on-campus Chinese students for the activities. The selection of places for the internship or practices should observe relevant foreign affairs regulations.

Article 27 Higher education institutions should provide necessary study surroundings for foreign students in accordance with teaching requirement. When using extra equipment or obtaining extra materials outside the teaching plan, the foreign students should offer application and receive approval from the higher education institutions in accordance with relevant rules and procedures.

Article 28 A system of student-status record on school roll shall be instituted by the higher education institutions, in accordance with relevant laws, on foreign students studying in China. Higher education institutions, when ordering a foreign student to suspend his/her study or canceling the foreign student's name from the school roll, shall report to provincial education administrative department for records. The higher education institutions shall send a written notification to the National Study-abroad Fund Management Committee if the punished foreign student is on the state-planned enrollment list.

Article 29 Higher education institutions shall issue graduation diploma (course-complete diploma, study certificate) or other describing-style certificates to foreign students in accordance with relevant rules, and confer degree diplomas to foreign students meeting the qualifications for academic degrees. The higher education institutions can provide non-Chinese version of the above diplomas in accordance with necessary needs.

Chapter VI On-Campus Management

Article 30 Higher education institutions shall launch education and management on foreign students in accordance with relevant State laws, rules and institutional regulations. The institutions should teach foreign students to abide by Chinese laws and regulations, school rules and discipline, and respect social morality, customs and habits in China.

Article 31 Higher education institutions generally are not encouraged to organize foreign students to take part in political activities. However, they can organize foreign students to join public welfare activities on a voluntary basis.

Article 32 Higher education institutions should permit and encourage foreign students to attend entertainment and sports activities organized by

students' union on campus. Foreign students can also participate in the celebration galas held during major Chinese holidays on a voluntary basis. In cities and regions where foreign students live in concentrated community, the local competent departments and the higher education institutions shall organize physical and mental friendly activities for the foreign students.

Upon permission from the higher education institutions, foreign students may form their own union organizations on campus, which shall conduct activities within the scopes defined by Chinese laws and regulations, and are subject to the leadership and management of the higher education institution. When establishing inter-school or inter-region organizations, foreign students should apply to competent authorities of the Chinese Government for approval.

Article 33 Higher education institutions shall respect the national customs and religious faith of foreign students, but are forbidden to provide places for religious rituals. Any missionary activities and religious gathering are forbidden on campus.

Article 34 Upon permission from the higher education institution, foreign students can hold activities to celebrate their own major traditional festivals at designated places and within approved scopes. However, no content aimed at opposing and attacking other countries, or words and deeds violating public ethics are allowed.

Article 35 Higher education institutions should provide necessary daily life service facilities, including boarding and lodging, for foreign students, formulate and publicize the operation and management system on the service facilities.

Article 36 Foreign students are not allowed to take up jobs, operate

business, or engage in other business-related activities during their study in China. However, work-study activities in accordance with college rules are permitted.

Chapter VII Social Administration

Article 37 Relevant administrative departments are responsible for the social management on foreign students studying in China. Higher education institutions should cooperate with relevant administrative departments to handle well the social management work on foreign students.

Article 38 Foreign students can live outside of the campus, after registration at the local public security agencies in accordance with relevant rules.

Article 39 Relevant departments shall provide convenience to foreign students for their normal study and social practices, offering the same charge standard as with Chinese students.

Article 40 Foreign students shall obey China's laws and regulations when conducting activities of publishing, association, assembly, procession and demonstration in the Chinese territory. When attending religious activities in China, the foreign students should abide by the Regulation of Aliens' Religious Activities in the Territory of the People's Republic of China.

Article 41 Foreign students shall obey relevant Chinese rules when bringing or mailing articles to enter or exit China

Chapter VIII Entry and Exit, and Residing Procedures

Article 42 Foreign students generally should take private passports, "X" or "F" visas with them to register for study at higher education institutions. For those who plan to study in China for more than 6 months,

they can apply for “X” visas from Chinese embassies or consulates abroad and other resident agencies, by bringing the Visa Application Form for Aliens to Study in China (form JW201 or JW202), the Admission Notice from the institutions and the Physical Examination Record of Aliens. For those who intend to study in China for less than 6 months, they can apply for “F” visas by bringing the Visa Application Form for Aliens to Study in China (form JW201 or JW202) and Admission Notice from the institutions. Those coming to China in groups for short-term study can apply for “F” group visas with the Invitation Letters or Telegrams from the authorized institutions.

Article 43 To study or have refresher courses at Chinese higher education institutions, aliens who hold foreign diplomatic passports, business passports, official passports or special passports, or come to China on Chinese diplomatic visa, business visa or courteous reception visas, shall deliver a note from diplomatic agencies of his/her own country declaring giving-up of privilege and immunity while study in China to China’s provincial-level foreign affair department for approval, and then go to the entry-exit department of the public security bureaus to exchange for “X” or “F” visas with the approval of the foreign affairs department. Aliens, who hold foreign diplomatic passport, business passport, official passport or special passport and come to China with exemption of visas in accordance with bilateral agreements, shall switch to private passport and apply for “X” or “F” visas from the entry-exit department of the public security bureaus. Aliens who come to China with non-”X” or “F” visas on their private passport shall exchange for “X” or “F” visas at entry-exit department of the public security bureaus if they intend to study or have refresher courses at Chinese higher education institutions.

Foreign affair department and entry-exit department of the public security bureaus shall check the Visa Application Form for Aliens to Study in China (form JW201 or JW202), Admission Notice from the institutions and the Physical Examination Record of Aliens when dealing with the applications of the above-said personnel.

Article 44 Family members of the foreign students studying in China can apply for companion-study “L” visas from Chinese embassies and consulates abroad with the Invitation Letter of the schools. Upon arrival of the official letter from the school receiving the foreign student, the entry-exit department of the public security bureaus shall conduct the visa postponement for the companion-study family member of the foreign students. The term of the companion-study family member’s stay in China cannot surpass the validity period of the foreign student’s residence certificate.

Article 45 Foreign students who arrive in China for study of more than 6 months shall go to the local hygiene and quarantine office for the confirmation of the Physical Examination Record of Aliens within the required period. Those failing to provide the Physical Examination Record of Aliens shall have physical checkup at the local hygiene and quarantine offices. Those who were confirmed to carry entry-forbidden diseases by Chinese laws shall leave China for home immediately.

Article 46 Foreign students holding “X” visas to come to China must apply for Residence Certificate at the entry-exit department of the local public security bureaus within 30 days upon entering the Chinese territory. During the study period, any changes to the items at Residence Certificate must undergo modification procedure at the entry-exit department of the local public security bureaus within ten days.

Article 47 Foreign students transferring to another city for study must first go to the entry-exit department of the local public security bureau to apply for a move-out formality. Upon arrival at the target city, they must go to the entry-exit department of the local public security bureau to go through a move-in formality within ten days.

Article 48 Foreign students undergoing a temporary exit during school time must apply for a re-entry formality before exit. For those who intend for further study or stay in China after their visas or residence certificates expire, must apply for postponement formality before their visas or residence certificates are expired.

Article 49 Foreign students must LEAVE within the scheduled time after they graduate from school, wind up their studies, graduate without a diploma, or quit school. When foreign students are ordered to quit school or dismissed of student status from the school roll, the higher education institutions should inform the entry-exit department of the local public security bureau on time. The entry-exit department of the local public security bureau will take over their Residence Certificate for Aliens or curtail their stay period in China in accordance with the law.

Chapter IX Supplementary Provisions

Article 50 The education organizations, which are outside of the higher education institutions offering full-time schooling for higher academic qualification education, must obtain approval from the Ministry of Education when receiving foreign students. The relevant rules will be formulated additionally.

The Ministry of Education of the People's Republic of China

The Ministry of Foreign Affairs of the People's Republic of China

The Ministry of Public Security of the People's Republic of China