一般以1学期为限，期满后仍不能复学的，可继续申请休学，累计休学原则上不得超过2年。属该类情况的研究生，累积在校时间不得低于各学科规定的最低要求，并且其在校年限（含休学时间）一般不得超过学校规定的最长学习年限。留学研究生休学期满，未经批准而不按时复学者，按自动退学处理。

It is generally limited to 1 semester and cannot resume school after the expiration period, and may continue to apply for suspension of schooling, and the cumulative suspension should not exceed 2 years in principle. An overseas graduate student who is in such a situation shall not be allowed to be less than the minimum required by the discipline, and its length of schooling (including the period of suspension) shall not exceed the maximum length of study prescribed by the University. Overseas graduate students who have expired the period of suspension, failing to go back to the University on time without approval, will be addressed as automatic withdrawal.

我已经阅读上述条款，将会严格遵守管理规定

I have read the aforementioned information and conditions, and I will comply.

申请人签字 Signature of the Applicant:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| 姓名Name |  | 班级Class |  | 学号Student ID |  |
| 入学日期Enrollment Date |  | 专业Major |   | 学位类别Degree  |  |
| 国籍Nationality |  | 护照号码Passport No. |  | 离校时间Leaving time  |  |
| 申请休学期限Duration for suspension of studies | 🞎 one semester 🞎 others \_\_\_\_\_\_months |
| 休学原因Reason for suspension： 申请人签字Applicant Signature： 申请时间Application Date: |
| 在校期间所参加的课外活动、课程及科研项目List of activities, subjects and research program you have took part in： 申请人签字Applicant Signature： 时间 Date: |
| 导师意见Supervisor’s Opinion 签字Signature： 日期 Date: | 辅导员意见Class Teacher’s Opinion：签字Signature： 日期 Date: |
| 教学学院意见Faculty/Department's Comments 签字Signature： 盖章 Stamp**:** 日期 Date: | 研究生院意见 Comments from Graduate School(International Education office)签字Signature： 日期 Date: |
| 海外教育学院意见 Comments from OEC：签字Signature： 盖章 Stamp**:** 日期 Date**:** | 海院学工办 Comments from Students Affairs Office of OEC签字Signature： 日期 Date: |

***Notice:***

***1. Print 6 copies of this form, one for the OEC Teaching Affairs Office, one for OEC Students Affairs Office , one for financial affairs of OEC, one for graduate school, one for the student's Faculty/Department, and one for the student.***

***2. After the suspension of studies application being approved, the applicant should also complete the Leaving Form which issued by the Students' Affairs Office, Overseas Education College.***

***3. Overseas students who have successfully applied for suspension of studies shall leave school within 2 weeks after the procedures are finished, and OEC will ask the visa office to cancel the residence permit or Visa.***