



江蘇大學
JIANGSU UNIVERSITY

留
學
生
手
冊

STUDENTS
MANUAL
For International Students

Version:
2026 September



江苏大学海外教育学院
Overseas Education College of Jiangsu University

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 International 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: _____

目 录 Content

一、新生报到注册	1
I. NEW STUDENTS' REGISTRATION	1
二、在校生报到注册	4
II. CURRENT STUDENT REGISTRATION	4
三、学业指导	5
III. ACADEMIC GUIDANCE	5
四、留学生综合保险	9
IV. COMPREHENSIVE INSURANCE FOR INTERNATIONAL STUDENTS	9
五、离校	11
V. LEAVING THE UNIVERSITY	11
六、江苏大学来华留学本科生学籍管理办法	13
VI. ACADEMIC STATUS REGULATIONS FOR INTERNATIONAL UNDERGRADUATE STUDENTS, JIANGSU UNIVERSITY	13
七、江苏大学来华留学研究生学籍管理办法	45
VII. ACADEMIC STATUS REGULATIONS FOR INTERNATIONAL GRADUATE STUDENTS, JIANGSU UNIVERSITY	45
八、江苏大学外国留学生考试工作实施细则	69
VIII. JIANGSU UNIVERSITY EXAMINATIONS IMPLEMENTATION DETAILS FOR INTERNATIONAL STUDENTS	69
九、江苏大学优秀来华留学生奖学金评定办法	83
IX. PROVISIONS TO ASSESS OUTSTANDING SCHOLARSHIP OF INTERNATIONAL STUDENTS IN JIANGSU UNIVERSITY	83
十、江苏大学来华留学生校长奖学金实施办法	95
X. IMPLEMENTATION MEASURES FOR THE PRESIDENTIAL SCHOLARSHIP OF INTERNATIONAL STUDENTS OF JIANGSU UNIVERSITY	95
十一、中华人民共和国境内外国人宗教活动管理规定实施细则（摘选）	115
XI. RULES FOR THE IMPLEMENTATION OF THE PROVISIONS ON THE ADMINISTRATION OF RELIGIOUS ACTIVITIES OF ALINES WITHIN THE TERRITORY OF THE PEOPLE'S REPUBLIC OF CHINA (EXCERPT)	115

十二、外国留学生安全须知	119
XII. SAFETY REGULATIONS FOR OVERSEAS STUDENTS	119
十三、江苏大学留学生安全责任书	122
XIII. RESPONSIBILITY PLEDGE FOR THE SECURITY OF INTERNATIONAL STUDENTS	122
十四、江苏大学留学生签证和居留许可管理办法	126
XIV. RULES AND REGULATIONS FOR VISAS AND RESIDENCE PERMITS FOR INTERNATIONAL STUDENTS AT JIANGSU UNIVERSITY	126
十五、江苏大学留学生外出及请假管理规定	133
XV. REGULATIONS FOR INTERNATIONAL STUDENTS' OUTGOING AND EXCUSED ABSENCE AT JIANGSU UNIVERSITY	133
十六、江苏大学海外公寓管理规定	138
XVI. REGULATIONS ON THE MANAGEMENT OF OVERSEAS APARTMENTS OF JIANGSU UNIVERSITY	138
十七、留学生宿舍调换管理制度	150
XVII. REGULATIONS OF DORMITORY EXCHANGE FOR INTERNATIONAL STUDENTS	150
十八、江苏大学留学生校外住宿管理规定	153
XVIII. REGULATIONS FOR OFF-CAMPUS ACCOMMODATION FOR INTERNATIONAL STUDENTS AT JIANGSU UNIVERSITY	153
十九、江苏大学留学生违纪处分规定	160
XIX. REGULATIONS AND DISCIPLINARY MEASURES FOR INTERNATIONAL STUDENTS IN JIANGSU UNIVERSITY	160

一、新生报到注册

I. New Students' Registration

1、被录取的留学生应持普通护照、来华学习签证、《外国留学人员来华签证申请表》(JW201 或 JW202 表)、录取通知书、《外国人体格检查记录》和入学申请材料原件，在规定的时间内到校办理报到手续。

1. International students who have been admitted should complete their registration with the University within the stipulated time. They are required to have a valid passport (non-diplomatic, study visa for China, *Visa Application Form for Study in China* (JW201 or JW202 Form), Admission Notice, *Foreigner Physical Examination Form*, and original application documents.

2、所有新生须前往镇江市出入境检验检疫局指定医院进行体格检查或认证。体检时必须空腹，体检费用自理。经体检确认患有我国法律规定不予以签发居留许可的疾病者，应当立即离境回国。

2. Students are required to undergo a mandatory medical examination at the designated hospital of Zhenjiang Entry Exit Inspection and Quarantine Bureau. The examination must be conducted on an empty stomach, and all expenses shall be borne by the students. Those who have been confirmed to have diseases that are not allowed to issue residence permits shall be required to depart from China.

3、自费生应在录取通知书上规定的时间内缴纳本学年保险费和学费，在缴清所有费用之后方可注册为我校学生，取得相应学籍。

3. All Self-funded students shall pay tuition and insurance fees of the current academic year within the stipulated time on the Admission Notice. Students shall complete registration and obtain official student status upon full payment of all fees. Students can pay in the following two ways.

1) 江苏大学校内缴费平台:

Pay on Jiangsu University payment platform:

<http://pay.ujs.edu.cn/payment/>.

2) 江苏大学外币汇款账户

Foreign currency remittance account of Jiangsu University:

Account Name: Jiangsu University

Bank Name: BANK OF CHINA

Branch: DINGMAOQIAO SUB-BRANCH ZHENJIANG

Account No.: 5157 5822 6635

Swift Code: BKCHCNBJ95D4

4、新生在报到注册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。

4. Students should prepare relevant documents and apply for residence permit within the validity period of their visa after registration. The cost associated with the visa application process shall be borne by the students.

5、入住海外公寓的留学生，在海外公寓总服务台办理住宿手续，签订住房协议，并缴纳住宿费。

5. On-campus international students are required to complete the process of accommodation registration at the service desk of Overseas Apartment by signing a residence contract and paying the accommodation fee.

6、报到注册后一周内，海外教育学院将安排入学教育课程，内容包括中国法律法规和江苏大学规章制度的讲解、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,课程结束后组织入学教育考试。

6. Overseas Education College (OEC) will arrange comprehensive orientation courses for new students within one week after registration, covering Chinese law, introduction to Zhenjiang and Jiangsu University, insurance policy, interpretation of students' manual book. After the orientation courses ends, an exam will be organized after.

7、外国人入境后24小时内应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。在读期间变更住宿地址，应在24小时内向住宿所在地的公安机关登记外国人住宿信息。

7. Foreigners shall register their residence information with the local police station within 24 hours after entering China, or incur a penalty of 2000 CNY imposed by the police. Students who change the accommodation address during the study period should register the new address with the local police within 24 hours.

8、根据《中华人民共和国出境入境管理法》第四十三条之规定，外国人有下列行为之一的，属于非法就业：

（一）未按照规定取得工作许可和工作类居留证件在中国境内工作的；

（二）超出工作许可限定范围在中国境内工作的；

（三）外国留学生违反勤工助学管理规定，超出规定的岗位范围或者时限在中国境内工作的。

8. According to Article 43 of the *Exit and Entry Administration Law of the People's Republic of China*, any of the following acts of foreigners shall be deemed unlawful employment:

(1) Work in China without obtaining work permits or work-type residence permits per relevant regulations;

(2) Work in China beyond the scope prescribed in the work permits;

(3) Foreign students work in violation of the regulations on the administration of foreign students working to support their study in China and work beyond the prescribed scope of jobs or prescribed time limit.

二、在校生报到注册

II. Current Student Registration

1、已取得学籍的留学生在每学年开学后 10 个工作日内缴清学费（含学分学费及学籍注册费），对于未缴清学费者，学校对未交费用部分加收 5% 滞纳金。

1. Students shall pay the tuition fees within 10 working days after the commencement of the new academic year. Otherwise, a 5% late fee will be imposed on the unpaid fees.

2、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。

2. For students who are unable to register on time due to reasons, they should apply for a temporary suspension or leave procedure and obtain approval. Those who have not completed leave procedures or have not been granted leave will be treated as absent from class.

4、逾期两周不到校注册及两月内不能缴清学费者按自动退学处理。

4. Students who fail to register within two weeks after the stipulated date of registration or cannot pay their fees in full within two months will be considered to have withdrawn or been automatically expelled.

三、学业指导

III. Academic Guidance

1、学期安排

1. Semester Arrangement

江苏大学一学年分为春季和秋季两个学期。

At Jiangsu University, the academic year is structured into two distinct semesters: the spring semester and the autumn semester.

每学期约20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。

Each semester typically spans 20 weeks, with the final 2 weeks allocated for revision and examinations. The academic year begins in September with the start of the autumn semester, while the spring semester generally commences in February.

具体学期安排，请参阅当年的校历。

For a detailed outline of the semester arrangement, please refer to our annual academic calendar.

2、学习年限

2. Duration and Limits of Study Periods

进修生、语言生学习期限一般不超过2年，本科留学生的学习期限最长为8年，硕士研究生为3-6年（MBA学生为2-3年），博士研究生为4-8年。

Visiting scholars and language students are generally limited to a maximum of 2 years of study. For degree programs, the maximum study durations are as follows: undergraduate students may study for up to 8 years; Master ' s students typically have 3-6 years, with MBA students usually completing their programs in 2-3 years; and PhD students generally have 4-8 years to complete their studies.

3、非学历生课程与学分要求

3. Course and Credit Requirements for Non-Degree Students.

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。

OEC non-degree students, including language students and visiting scholars, must complete the required courses and obtain a certificate.

4、学历生课程与学分要求

4. Course and Credit Requirements for Degree Students.

原则上，学历生的课程与学分要求同中国学生一致。

The course and credit requirements for international students are essentially the same as those for Chinese students.

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。

Requirements for Undergraduates: According to Jiangsu University's curriculum, undergraduate students must complete the required credits and courses, pass all examinations, and complete a graduation thesis or design project.

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。

Requirements for Graduate Students: Graduate students must register and meet all requirements to earn the necessary credits, pass all examinations, publish research papers, and successfully defend their thesis in an oral examination.

5、入学与注册

5. Enrollment and Registration

所有留学生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。

Students must register at the beginning of each semester and will receive their student status upon full payment of their tuition fees.

6、学习期限延长

6. Extension of Study Period

语言生、进修生、学历生学习期满后，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。

Language students, advanced students, degree students who wish to extend their studies must apply for an extension at least one month before their current study period expires. During this period, students are also responsible for managing their visa extension and other related procedures.

7、毕业、结业和学位

7. Graduation, Completion of Studies and Degrees

本科生的毕业要求：在学习期限内修满教学计划规定的学分和课程，考试成绩合格，完成毕业论文或毕业设计，通过毕业论文答辩，英文授课本科生通过HSK-4考试（汉语水平考试四级）、中文授课本科生通过HSK-5考试（汉语水平考试五级），符合毕业要求，准予毕业，发给毕业证书。

Undergraduate Graduation Requirements:

Undergraduate students who, within the prescribed duration of study, have completed the required credits and courses as stipulated in the teaching plan, passed the examinations, successfully completed their graduation thesis or graduation project, passed their graduation thesis defense, and for English-taught undergraduates, passed HSK-4 (Chinese Proficiency Test Level 4), or for Chinese-taught undergraduates, passed the HSK-5 (Chinese Proficiency Test Level 5), and met all graduation requirements, shall be granted graduation and issued a graduation certificate.

研究生的毕业要求：在学习期限内修满教学计划规定的学分和课程，考核成绩合格，按照要求发表一定数量的论文，通过学位论文答辩，通过HSK-3考试（汉语水平考试三级），符合毕业要求，准予毕业，发给毕业证书。

Postgraduate Graduation Requirements:

Postgraduate students who, within the prescribed duration of study, have completed the required credits and courses as stipulated in the teaching plan, passed all assessments, published the required number of papers as specified, passed their degree thesis defense, and passed HSK-3 (Chinese Proficiency Test Level 3), and met all graduation requirements, shall be granted graduation and issued a graduation certificate.

达到培养计划的各项要求，符合学位授予条件的，可以授予相应学位。

Students who have fulfilled all requirements of the training program and are eligible for degree conferral, shall be awarded the corresponding degree.

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。

International students who fail to meet the requirements for graduation and degree conferral shall be issued a certificate of completion only. Undergraduate and graduate students who leave the school before completing their studies, but have completed at least one year of coursework and the necessary procedures for withdrawal, will be issued a Certificate of Study. Language students and advanced students who have completed their study programs and earned all required credits will be issued a study certificate along with a transcript.

四、留学生综合保险

IV. Comprehensive Insurance for International Students

根据中国教育部规定，所有来华留学人员实行全员保险制度，对未按照规定购买保险的，应予以退学或不予注册。

我校外国留学生均办理学校集体投保的“外籍来华人士综合医疗保险”（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。

为了保障自身保险利益，请保存好所有相关的文件、收据等。

申请保险理赔必备材料（学生提供）：

1. 医疗费用原始发票；
2. 病历原件；
3. 费用明细清单（仅住院提供）；
4. 盖章的出院小结（仅住院提供）；
5. 护照首页复印件；
6. 银行开户账单或银行流水单。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。

(<https://oec.ujjs.edu.cn/pdf/I915475411302188.pdf>)

The Ministry of Education requires international students studying in China to obtain comprehensive insurance coverage. Failure to adhere to this rule could lead to the inability of students to register for their academic program or expulsion from the university.

Jiangsu University mandates international students to apply for comprehensive insurance from Jiangsu Ping An Insurance Company. The insurance includes coverage for accidental injury, hospitalization, accidental disability, and death.

List of relevant documents for application of insurance claim:

1. Original hospital invoice
2. Original medical case report or electronic medical case report
3. Original stamped cost list in detail from the hospital (inpatient only)
4. Original stamped discharge letter from the hospital (inpatient only)
5. Copy of passport photo page
6. Original or copy of bank receipt (which entails your name, bank name, and bank account number)

Failure to produce any of the above-listed documents could result in the inability of students to file for the insurance claims.

For detailed information on insurance regulations and specific coverage limits please visit the official website at <https://oec.ujs.edu.cn/pdf/I915475411302188.pdf> or read the insurance Handbook.

五、离校

V. Leaving the University

1、留学生因休学、退学离校时，须到海外教育学院领取并完成《休学申请表》、《退学申请表》。因毕业、结业等原因离校时，须到海外教育学院领取并完成《留学生离校表》。

留学生因休学、退学离校时，须到海外教育学院领取并完成《休学申请表》、《退学申请表》。因毕业、结业等原因离校时，须到海外教育学院领取并完成《留学生离校表》。

1. International students who leave school due to suspension or quitting shall collect and complete the *Suspension Application Form* or *Quitting Application Form* from OEC. Those who leave school due to graduation or other reasons shall collect and complete the *Leaving Form* from OEC and finish all necessary processes.

2、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，否则学校将正常收取本学年的住宿费。

2. International students planning to do their internship outside China shall obtain an Internship Application Form from the Overseas Education College and check out from their dormitory with the Form before leaving the University. Students who fail to check out will pay the usual accommodation fees.

3、休学、毕业或结业的留学生应在两周内离校。

3. International students who are required to leave the university due to suspension, graduation, or completion of studies shall do so within two weeks after completing the necessary procedures.

4、退学、勒令退学、开除学籍的留学生必须在收到通知一周内离校。

4. Students who are required to leave the university due to drop-out, dismissal, and expulsion shall do so within one week after such decision has taken effect.

5、因各种原因中途离校的留学生，其签证、居留许可将按照《江苏大学留学生签证和居留许可管理办法》进行处理。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，住宿在海外公寓的，学校将清理其宿舍。

5. For International students who leave the university for unexpected reasons, their visa and residence permits shall be managed per the *Rules and Regulations of Visas and Residence Permits for International students at Jiangsu University*. The university shall officially report the situation to the public security department, which may lead to the cancellation of their residence permits and the allocation of their rooms in the overseas dormitories to other students.

6、对于长期旷课、失联，不按照规定参加教学、科研活动的留学生，学校将按照自动退学进行处理。

6. Students who engage in truancy or absenteeism in the university fail to participate in teaching and scientific research activities as required, or have become unreachable shall be considered voluntarily withdrawn from the university.

六、江苏大学来华留学本科生学籍管理办法

VI. Academic Status Regulations for International Undergraduate Students, Jiangsu University

(2026年6月16日第12次校长办公会议修订)

第一章 总则

Chapter 1 General Provisions

第一条 为保障来华留学本科生（以下简称“留学生”）学习权益，规范学籍管理行为，维护留学生教育教学秩序，根据《来华留学高等教育质量规范（试行）》《高等学校接受外国留学生管理规定》《学校招收和培养国际学生管理办法》等相关规定，结合学校实际，制定本办法。

Article 1 In order to guarantee the learning rights and interests of international undergraduate students in China (hereinafter referred to as “international undergraduates”), regulate academic status management, and maintain the order of education and teaching for international undergraduates, these Regulations are formulated in accordance with the *Quality Standards for Higher Education of International Students in China (Trial)*, the *Regulations on the Administration of Foreign Students in Higher Education Institutions*, and the *Measures for the Administration of Enrollment and Cultivation of International Students by Schools*, and in light of the actual circumstances of the University.

第二条 本办法适用于江苏大学全日制留学本科生。

Article 2 These Regulations shall apply to full-time international undergraduates of Jiangsu University (JSU).

第三条 学校留学本科生的学籍主管部门为海外教育学院。

Article 3 The academic status of international undergraduates shall be administered by the Overseas Education College (OEC).

第二章 学制与学习年限

Chapter 2 Program Duration and Period of Study

第四条 学制按专业不同分为四年制、五年制和六年制，留学生在规定的学习年限内修满本专业所规定的学分，准予毕业。

Article 4 The program duration varies by major, being four, five, or six years. International undergraduates who have completed the credits required by their program within the specified period of study shall be eligible to graduate.

第五条 全日制留学生教学实行规定学制下的弹性学习年限制度，四年制、五年制、六年制本科专业学生的最短学习年限分别为三、四、五年。对于未能按期毕业者，在基本学制基础上可延期两年，如确有必要仍需继续延长的，不得超过最长学习年限八年（含休学和交流生保留学籍时间）。

Article 5 JSU operates a flexible period of study system for full-time international undergraduates within the prescribed program duration. The minimum periods of study for four-year, five-year, and six-year undergraduate programs shall be three, four, and five years, respectively. For those who fail to graduate on time, a two-year extension may be granted beyond the standard program duration. If further extension is deemed necessary, the total period of study shall not exceed the maximum of eight years (including periods of suspension and status retention for exchange students).

第三章 入学与注册

Chapter 3 Enrollment and Registration

第六条 学校录取的留学生新生，须持录取通知书、申请材料原件和规定的有关证件，按期到校办理入学手续。因故不能按期入学者，应事先向学校请假，假期一般不得超过两周。未请假或请假逾期者，除因不可抗力等正当事由以外，视为放弃入学资格。

Article 6 Newly admitted international graduate students shall

complete the enrollment procedures on the scheduled date with their admission notices, original application materials, and relevant documents as required. Those who cannot register on time for justifiable reasons shall request a leave of absence in advance, and the leave period shall not exceed two weeks. Those who fail to request a leave of absence or who remain absent beyond the leave period shall be deemed to have forfeited their right to enroll, except for valid reasons such as force majeure.

第七条 留学生新生报到时学校对其入学资格进行审查，审查合格的办理入学手续，予以注册学籍；如有下列情况之一者，取消入学资格：

- （一）弄虚作假获得入学资格者；
- （二）体检复查不合格者；
- （三）不宜入学的其他情形。

Article 7 Upon reporting for enrollment, the university shall verify the admission eligibility of newly admitted international graduate students. Those who pass the verification shall complete enrollment procedures and have their academic status registered. Admission shall be revoked for any newly admitted international graduate student under any of the following circumstances:

- (1) Those who obtain admission through fraud or misrepresentation.
- (2) Those who fail the physical re-examination.
- (3) Other circumstances that preclude admission as determined by the university.

第八条 注册

（一）留学生新生由海外教育学院按照教育部和省级教育行政部门的相关规定，在教育部高等教育学生信息网来华留学生学籍学历管理平台和校内留学生管理信息系统进行网上注册。

（二）已取得学籍的留学生应按规定的时间缴纳学费（含学分学费及专业学费），随后持本人护照办理注册手续。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或两个月内不能缴清学费者按自动退学处理。

Article 8 Registration

(1) The Overseas Education College (OEC) shall register qualified international graduate students on the MOE's International Students Academic Status and Credential Management Platform via the Higher Education Student Information Network and on the university's International Student Campus Management Information System, in accordance with the relevant provisions of the MOE and the provincial education authorities.

(2) International graduate students who have acquired academic status shall pay tuition fees (including credit fees and program fees) within the prescribed time, and then complete registration with their valid passports. Those who cannot register on time for justifiable reasons shall apply for a deferral of registration or request a leave of absence, and obtain approval. Those who fail to request leave or whose request is not approved shall be treated as absences without leave. Those who fail to register within two weeks after the registration deadline or fail to pay all fees in full within two months shall be deemed to have withdrawn from the university voluntarily.

第九条 留学生在履行完报到和注册手续后方可申请居留许可。

Article 9 International graduate students may apply for a residence permit only after completing all enrollment and registration procedures.

第四章 考勤与请假

Chapter 4 Attendance and Leave of Absence

第十条 留学生应当按时参加教育教学计划规定的活动并接受考勤。凡培养计划或所选课程规定的上课、实习、实践等活

动及学校（学院）规定必须参加的活动均属考勤范围，考勤工作由教学或活动组织者负责，留学生辅导员配合。

Article 10 International graduate students shall participate in all activities prescribed by the academic program on time and shall be subject to attendance checks. Attendance checks shall apply to lectures, internships, practical activities, and any other events that students are required to attend as stipulated by the university or the college. Such checks shall be conducted by the respective instructors or activity organizers, with the assistance of the class teacher.

第十一条 留学生因故不能按时参加教学活动时，须事先履行请假手续，提供相应的请假证明，并将已批准的请假申请告知相关任课教师。除突发事件外，事后请假一律无效。留学生因病请假应有校医院或者学校认可的医院证明。

Article 11 When international graduate students are unable to attend teaching activities, they shall request a leave of absence in advance, provide supporting documents, and notify the relevant course instructors of the approved leave. Except in cases of emergencies, retroactive leave applications shall be invalid. For sick leave, a medical certificate from the university hospital or from a hospital recognized by the university shall be provided.

第十二条 留学生请假须填写请假表，请假期限在1天以内，由海外教育学院学生工作办公室负责人批准；请假期限在2-7天，由海外教育学院分管学生工作的院领导批准；请假期限在7天以上，由海外教育学院院长批准。一学期内请假累计超过7周者必须办理休学手续。

Article 12 International graduate students shall fill in a leave application form when requesting a leave of absence. A leave of absence of one day or less may be approved by the head of the Student Affairs Office of OEC; a leave of absence of 2 to 7 days shall be approved by the OEC vice dean in charge of student affairs; a leave of absence of more than 7 days shall be approved by the

Dean of OEC. Those who have taken leave for a cumulative total of more than 7 weeks within one semester shall complete the procedures for suspension.

第十三条 未请假或未准假而缺勤者，按旷课论处。未请假或未准假离校连续2周末参加学校规定的教学活动者，按自动退学处理。

Article 13 International graduate students who are absent from prescribed teaching activities without approved leave shall be treated as absenteeism. Those who are absent from the university and do not participate in any prescribed teaching activities for two consecutive weeks or more without approved leave shall be deemed to have withdrawn from the university voluntarily.

第五章 课程考核与成绩记载

Chapter 5 Course Assessment and Grade Recording

第十四条 留学生所修的课程均须进行考核，考核通过（60分及以上或及格及以上），取得相应学分；考核不通过，不取得学分。留学生上课无故迟到3次算1次旷课，旷课（含实验、实习）3次及以上或无故缺课（含实验、实习）达课程总学时1/3及以上或缺交作业、实验报告等达到1/3及以上者，应取消其考核资格。

Article 14 All courses taken by international graduate students shall be subject to assessment. Those who pass the assessment (scoring 60 or above, or receiving a passing grade) shall obtain the corresponding credits; those who fail shall not receive any credits. Three unexcused late arrivals shall be counted as one unexcused absence. Students who have 3 or more unexcused absences (including from experiments and internships), or whose unexcused absences account for one-third or more of the total class hours of the course (including experiments and internships), or who fail to submit one-third or more of the course assignments, experimental reports, or other required coursework shall be disqualified from the

course assessment.

第十五条 课程考核可采用闭卷、开卷、笔试、口试等多种形式。平时成绩应综合参照考勤、作业、测验、课堂表现、期中考试和实验等环节进行评定，各考核环节成绩比例应依据课程教学大纲规定执行。平时成绩的比例为40%~60%（考勤比例不超过10%），期末考试成绩的比例为40%~60%，各分项成绩的比例总和应为100%。

Article 15 Course assessments may take various forms, including closed-book, open-book, written, and oral examinations. Continuous assessment shall be comprehensively assessed based on attendance, assignments, quizzes, class participation, mid-term examinations, and experiments, with the weight of each assessment component determined in accordance with the course syllabus. Continuous assessment shall account for 40% to 60% of the total grade (with attendance constituting no more than 10%), and the final examination shall account for 40% to 60%, with the percentages of all components summing to 100%.

第十六条 一门课程若需经两个或两个以上学期教学才能完成，每个学期的教学部分均须独立考核，并给出学期评定成绩

Article 16 If a course is offered over two or more semesters, the portion of instruction in each semester shall be assessed independently, and a grade shall be awarded for that semester.

第十七条 留学生未完成选课程序，不安排参加考核，不记载成绩，不取得学分。

Article 17 International graduate students who fail to complete the course selection process shall not be permitted to take the assessment, their grades shall not be recorded, and they shall not obtain any credits.

第十八条 留学生修读课程考核不及格者，可于下一学期开学初（原则上安排在第2周）参加1次课程补考，补考通过后，课程成绩以60分或及格记载，并在成绩单上标注为补考成绩。实践性教学环节和公共选修课不及格者不安排补考。

Article 18 International graduate students who fail a course may take one make-up examination at the beginning of the next semester (normally scheduled in the second week). If they pass the examination, the course grade shall be recorded as 60 or a passing grade, and annotated as "make-up" on the transcript. Practical training components and public elective courses shall not be eligible for a make-up examination.

第十九条 留学生严重违反考试纪律或者作弊的，该课程考核成绩无效，以零分计，并注明“违纪”或“作弊”字样，不得参加补考；留学生无故不参加考试的，该课程考核成绩以零分计，并注明“旷考”字样，不得参加补考。其他未尽事宜按照学校课程考试工作实施细则执行。

Article 19 Where an international graduate student seriously violates examination regulations or engages in cheating, the assessment result for the relevant course shall be invalid, recorded as zero, and annotated as "Disciplinary Violation" or "Cheating". The student shall not be eligible for a make-up examination. If an international graduate student fails to attend an examination without a valid excuse, the course assessment result shall be recorded as zero and annotated as "Absent from Examination", and the student shall not be eligible for a make-up examination. Matters not covered herein shall be governed by the university's implementing regulations for course examinations.

第二十条 课程成绩记载有两种方式：百分制和五级制。五级制为优秀、良好、中等、及格和不及格。

Article 20 Course grades are recorded using two grading systems: the Percentage Grading System and the Five-Tier Grading System. The Five-Tier Grading System consists of: Excellent, Good, Average, Pass, and Fail.

第二十一条 留学生对已公布成绩存疑的，于考试成绩公布后1周内或下一学期开学1周内（补考科目在考试成绩公布后1周内），填写“课程成绩复核申请表”，向专业所在学院提出书

面查分申请，由开课学院安排核查。申请超过规定期限的，将不予受理。成绩核查由任课教师及系主任完成，留学生本人不得接触试卷。经核查试卷，确系教师漏批、漏加或核分有误需更正成绩的，须经任课教师、教学秘书和留学生教学分管领导依次确认、签名并盖学院公章，报海外教育学院教学管理办公室修改成绩。

Article 21 International undergraduates who have doubts about their published grades may fill in the "Course Grade Recheck Application Form" and submit a written grade recheck application to their host academic college within 1 week after the examination results are released, or within the first week of the following semester; for make-up examinations, within 1 week after the make-up examination results are released. Applications submitted after the prescribed deadline shall not be accepted. The recheck shall be arranged by the college offering the course and conducted by the course instructor and the director of the department. International undergraduates shall not be allowed to access the test papers. If, upon recheck, errors in grading, score calculation, or tabulation are found and a grade correction is warranted, the course instructor, the teaching affairs secretary, and the leader of the academic college in charge of teaching affairs for international students shall confirm and sign the application form in sequence and affix the college seal, and the form shall then be submitted to the Teaching Affairs Office of OEC for grade modification.

第二十二条 为了全面反映留学生的学习状况，将课程成绩转换为课程绩点。其对应关系如下：

百分制成绩	90-100	80-89	70-79	60-69	低于60分
百分制绩点	4.0-5.0	3.0-3.9	2.0-2.9	1.0-1.9	0
五级制成绩	优秀	良好	中等	及格	不及格
五级制绩点	4.5	3.5	2.5	1.5	0

Article 22 In order to reflect international undergraduates' academic performance, course grades shall be converted into grade points. The conversion is as follows:

Score (Percentage Grading System)	90-100	80-89	70-79	60-69	less than 60
Grade point	4.0-5.0	3.0-3.9	2.0-2.9	1.0-1.9	0
Score (Five-Tier Grading System)	excellent	good	average	pass	failed
Grade point	4.5	3.5	2.5	1.5	0

第二十三条 课程学分绩点为该课程的学分乘以该课程成绩相应的绩点。一段时间内学分绩点总数为留学生在该段时间内所修读课程所得的学分绩点之和，平均绩点为学分绩点总数除以修读的学分总数。计算公式为：

课程学分绩点=课程绩点×课程学分

学分绩点总数=Σ 课程学分绩点

平均绩点=学分绩点总数/学分总数

毕业设计（论文）成绩不参与平均绩点计算。

Article 23 The credit point for each course can be calculated by the formula: “ the credits of the course multiplied by the corresponding grade point ” . The total credit points for a given period are the sum of credit points for all courses earned by students. The GPA is the total credit points divided by the total credits taken. The formula is:

Course credit points= course grade point × course credits

Total credit points= Σ course credit points

GPA= total credit points/ total credits

Graduation design (thesis) results are not included in the GPA calculation.

第二十四条 留学生因退学等情况中止学业，其在校学习期间所修课程及已获得学分，予以记录。留学生符合录取条件，再次入学的，其已获得学分，经学校认定，可以予以承认。

Article 24 If international undergraduates discontinue their studies due to withdrawal or other circumstances, the courses they have taken and the credits they have earned during their studies at the university shall be recorded. If an international undergraduate meets the admission requirements and is re-admitted to the university, the credits previously earned may be recognized by the university upon verification.

第二十五条 汉语授课留学生课程考核管理参照学校普通本科生有关规定执行。插班生原则上由任课教师每学分增加辅导两次，每次不少于1学时，每次辅导要安排一定的测试，并将学生参加辅导和测试的情况做好记录，作为平时成绩评定的重要依据，其中平时成绩可占课程总评成绩的50%。体育课、校选修课、实践环节、毕业设计等不增设辅导，按实际考试成绩记载。

Article 25 The assessment management for international undergraduates in Chinese-taught programs shall be governed by the relevant regulations of the university for ordinary undergraduates. In principle, late-enrolled students shall be provided with two additional tutoring sessions per credit, each of no less than one class hour. Certain tests shall be arranged for each tutoring session, and students' participation in tutoring and testing shall be recorded and serve as a key component of continuous assessment, which may account for 50% of the final overall grade of the course. For physical education, university elective courses, practical components, graduation projects, etc., no additional tutoring shall be provided, and the grades shall be recorded based on the actual examination scores.

第六章 缓考与重修

Chapter 6 Deferred Examinations and Course Retakes

第二十六条 留学生因病或其他原因不能按时参加考核（不含补考），须由本人或委托他人在考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），经辅导员核实，专业所在学院分管教学工作的院领导批准，海外教育学院教学管理办公室在教学管理系统中做好课程缓考登记，并通知任课教师。实践性教学环节和公共选修课不设置缓考。

Article 26 International undergraduates who are unable to take an examination on time due to illness or other reasons (excluding make-up examinations) shall submit a deferred examination application in person or through an authorized representative prior to the examination, along with supporting documents (a hospital sick note for illness, or relevant proof for other reasons). The application shall be verified by the class teacher and approved by the leader of the academic college in charge of teaching affairs. The Teaching Affairs Office of OEC shall register the deferred examination for the course in the Teaching Management System and notify the course instructor. Practical training components and public elective courses shall not be eligible for deferred examinations.

第二十七条 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结束后的5个工作日内凭有效证明补办缓考申请手续，否则按旷考处理。未办理缓考申请或申请未批准而没有按时参加考核者，按旷考处理。

Article 27 International undergraduates who are unable to submit a deferred examination application prior to the examination due to force majeure shall complete the deferred examination application procedures retroactively with valid proof within 5 working days after the examination; otherwise, they shall be treated as absent from the examination. Those who fail to submit a deferred examination application, or whose application is not approved, and who do not take the examination on time, shall be treated as absent

from the examination.

第二十八条 缓考安排在下学期开学初与该门课程补考同步进行。未如期参加缓考者，不再另行安排缓考；缓考不及格者，不再另行安排补考，须参加重修方可取得相应课程的学分。

Article 28 Deferred examinations shall be arranged simultaneously with make-up examinations at the beginning of the following semester. Those who fail to take the deferred examination on the scheduled date shall not be granted another deferred examination; those who fail the deferred examination shall not be eligible for a make-up examination and shall retake the course before they can obtain the corresponding credits.

第二十九条 课程考核不通过者可在规定时间内申请重修，重修考核通过即取得该课程学分，重修课程按实得成绩记载。考核成绩通过者也可参加重修，成绩以最高分计。留学生重修课程，需按学分缴费。

Article 29 Students who fail the course assessment may apply to retake the course within the prescribed time. Upon passing the retake examination, they shall obtain the course credits, and the retake grade shall be recorded as the actual grade obtained. Those who have already passed the course may also retake it, and the highest grade shall be recorded. International undergraduates who retake courses shall pay fees on a per-credit basis.

第七章 学分认定、免修与免听

Chapter 7 Credit Recognition, Course Exemption and Attendance Exemption

第三十条 留学生在其他大学（含境外）已修相同课程的，可申请学分认定。学分认定程序参照学校国际化教学学分认定的相关规定，要求如下：

（一）留学生提交申请表、成绩单和课程大纲等材料；

(二) 专业或教学课程所在学院组织专家进行课程认定和学分认定。留学生所修课程的大学(含境外)及其学科的国际排名高于学校相应学科且课程相似程度高,可以直接认定课程及相应学分;若留学生所修课程的大学(含境外)排名低于学校或学校学科,须通过笔试、面试等方式评估,通过评估的,可认定课程及相应学分。

Article 30 International undergraduates who have completed the same courses at other universities (including those outside China) may apply for credit recognition. Credit recognition procedures shall be governed by the university's relevant regulations on credit recognition for international programs. The requirements are as follows:

(1) International undergraduates shall submit the application form, transcripts, and course syllabi.

(2) The college offering the major or the course shall organize experts to conduct course and credit recognition. If the international ranking of the university (including those outside China) and its relevant discipline is higher than that of Jiangsu University and its corresponding discipline, and the course content is highly comparable, the course and corresponding credits may be directly recognized. If the ranking of the university or its relevant discipline is lower than that of Jiangsu University or its corresponding discipline, recognition may be granted upon passing an assessment through written examinations, interviews, or other evaluation methods.

第三十一条 留学生已修学分满足培养计划要求且平均绩点在3.0以上者,如通过自学等途径确已掌握某门课程的内容,可申请免修该课程。实验、实习(践)、课程设计等实践教学环节不可免修。留学生申请免修程序:

(一) 留学生于该课程开课前一学期第十七周填写“课程免修考试申请表”,报海外教育学院审核。

(二) 开课学院准备免修考试试题, 于放假前送海外教育学院, 海外教育学院在开课学期开学后一周内组织安排免修考试。

(三) 免修考试成绩在75分及以上者可获准免修, 取得学分, 课程成绩按免修考试成绩记载。

Article 31 International undergraduates who have completed the required credits specified in the curriculum with a GPA of 3.0 or above may apply for course exemption if they have mastered the course content through self-study or other means. Practical components such as laboratory sessions, internships, and course projects shall not be eligible for exemption. The application procedures for course exemption are as follows:

(1) International undergraduates shall complete the "Course Exemption Examination Application Form" in the 17th week of the semester preceding the course and submit the form to OEC for review.

(2) The college offering the course shall prepare the exemption examination papers and submit them to OEC before the vacation. OEC shall organize the exemption examination within the first week of the following semester.

(3) International undergraduates who score 75 or above in the exemption examination may be granted exemption and shall obtain the credits, and the course grade shall be recorded as the exemption examination score.

第三十二条 申请免修课程如含有实践环节, 其中实践环节部分不得免修, 待完成相应实践环节后综合确定课程考核成绩。若实践环节考核不通过, 不取得该课程学分。

Article 32 If a course for which exemption is applied includes a practical component, the practical component itself shall not be exempted. The overall course assessment grade shall be comprehensively determined after the completion of the corresponding practical component. If the student fails the practical

component assessment, no credit shall be awarded for the course.

第三十三条 重修课程与其他正在修读课程上课时间冲突，可申请该重修课程冲突时段的免听。申请免听的留学生须提出书面申请，填写“课程免听申请表”，经任课教师同意，由海外教育学院审批后通知任课教师。免听手续在重修注册完成后1周内办理。

Article 33 If a retaken course conflicts with other courses being taken in the class schedule, students may apply for attendance exemption for the conflicting sessions of the retaken course. Students applying for such exemption shall submit a written application, complete the "Course Attendance Exemption Application Form," obtain the consent of the course instructor, and receive approval from OEC, which shall notify the course instructor accordingly. Attendance exemption procedures shall be completed within one week after the completion of retake registration.

第三十四条 留学生免听课程，原则上须按任课教师要求完成平时作业等过程考核环节，成绩评定可依据期末考核成绩记载。

Article 34 For courses for which attendance exemption has been approved, international undergraduates shall, in principle, complete process-oriented assessment components such as regular assignments as required by the course instructor. The final grade may be determined based on the final assessment.

第八章 转学与转专业

Chapter 8 University Transfer and Change of Major

第三十五条 学校原则上不接收转学留学生。特殊情况需转入学校学习的，须身体健康、品行良好、成绩优秀，无不良记录，经转出学校推荐，学校专业所在学院审核，报海外教育学院审批通过。

Article 35 The university shall not accept international transfer students in principle. Under special circumstances, applicants for

transfer to Jiangsu University shall be in good health, of good moral character, with outstanding academic records and no adverse records, with a recommendation from the previous institution, and shall be reviewed by the academic college before being submitted to OEC for final approval.

第三十六条 留学生新生注册学籍前可经过个人申请，海外教育学院招生办公室审核学习背景，满足拟转入专业招生要求的可同意转专业。

Article 36 Before registering their academic status, newly admitted international undergraduates may submit a personal application to change their major. The OEC Admissions Office shall review the applicant's academic background. Those who meet the admission requirements of the intended major may be approved to change their major.

第三十七条 已注册学籍的留学生可参照学校本科生转专业实施办法的相关规定申请重新选择专业。

Article 37 International undergraduates who have already registered their academic status may apply for a change of major in accordance with the relevant provisions of the university's implementing measures for undergraduate major transfer.

第九章 休学与复学

Chapter 9 Suspension and Readmission

第三十八条 留学生暂停学业7周及以上者必须办理休学手续。休学分为因病休学、创业休学和其他原因休学三类。

Article 38 International undergraduates who need to suspend their studies for 7 weeks or more shall complete the suspension procedures. Suspension falls into three categories: suspension due to illness, suspension for entrepreneurship, and suspension for other reasons.

第三十九条 休学一般以一年为限，休学手续应在休学前一学期的学期结束前两周内办理，其中因病休学须提供出入境检验检疫局指定医院

相关证明。留学生休学须本人填写休学申请表，经专业所在学院分管教学工作的院领导签署意见后报海外教育学院审核批准。

Article 39 Suspension shall normally be limited to one year. The suspension procedures shall be completed within the final two weeks of the semester prior to the suspension. Suspension due to illness shall be supported by a medical certificate issued by a hospital designated by the Entry-Exit Inspection and Quarantine Bureau. International undergraduates applying for suspension shall fill out an application form in person, which shall be reviewed and signed off by the leader in charge of teaching affairs of the academic college and submitted to OEC for final approval.

第四十条 休学期满后，根据实际需要，经个人申请，专业所在学院、海外教育学院批准，可延长休学至2年。休学时间计入学生学习年限，学生因休学而不能在规定的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。

Article 40 Upon expiration of the suspension period, students may extend the suspension for up to two years upon personal application and with the approval of the academic college and OEC, based on actual needs. The suspension period is included in the student's total period of study. Students who fail to complete their studies within the prescribed period of study due to suspension shall be subject to withdrawal, completion without a degree, or completion of coursework, as the case may be.

第四十一条 留学生在休学期间，学校为其保留学籍，但不享受在校待遇，不参加选课和考试。创业休学的学生可根据休学创业期间所取得的业绩申请作为素质拓展类学分或替代部分相关专业实习学分。

Article 41 During the suspension period, the university shall retain the student's academic status, but the student shall not enjoy the entitlements of regularly enrolled students and shall not participate in course selection or examinations. Students suspended for entrepreneurship may apply for competency development credits or as a substitute for some related professional internship credits

based on their achievements obtained during the suspension period.

第四十二条 留学生在休学期间的一切言行及造成的后果由学生本人承担，发生意外事故等情况学校不承担相应责任。学生在休学期间，如违反校纪校规，依据学校留学生违纪处分的相关规定给予相应处理。

Article 42 International undergraduates shall bear responsibility for all their conduct, speech, and the consequences thereof during the suspension period. The University shall not bear responsibility for accidents or other circumstances occurring during this period. If a student violates university regulations during the suspension period, they shall be subject to corresponding disciplinary measures in accordance with the relevant provisions of the university's regulations on disciplinary measures for international undergraduates.

第四十三条 留学生复学按下列规定办理：

（一）留学生须在休学期满前一个月，填写复学申请表，办理复学手续。其中因病休学的学生，须提交出入境检验检疫局指定医院诊断证明，并到指定机构进行体检，体检合格方可复学。超过规定期限不办理复学手续者，按自动退学处理。

（二）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。

Article 43 Readmission for international undergraduates shall be handled according to the following provisions:

(1) International undergraduates shall fill in a readmission application form and complete the readmission procedures within one month prior to the expiration of the suspension period. For students suspended due to illness, a medical certificate issued by a hospital designated by the Entry-Exit Inspection and Quarantine Bureau shall be submitted, and a physical examination shall be conducted at a designated institution; readmission shall be granted only upon passing the physical examination. Those who fail to complete the readmission procedures within the prescribed time

limit shall be deemed to have withdrawn from the university voluntarily.

(2) Students applying for readmission shall generally be placed in the grade corresponding to the year of their approved suspension in their original major. If the original major is not available in that corresponding grade, they may, as appropriate, be placed in a related major. Students shall not attend classes before completing the readmission procedures.

第十章 学业警告、转年级与退学

Chapter 10 Academic Warning, Grade Demotion, and Withdrawal

第四十四条 留学生在读期间一个学期取得的课程学分不足该学期应修学分60%，给予学期学业警告。由海外教育学院会同专业所在学院审核，签发“学业警告通知书”，并通知学生本人。

Article 44 If an international undergraduate earns less than 60% of the required credits for that semester, they shall receive a semester academic warning. The academic warning notice shall be issued by OEC in conjunction with the academic college, and the student concerned shall be notified.

第四十五条 留学生有下列情况的，由海外教育学院会同专业所在学院审核发文，转入下一年级学习，并通知学生本人。

(一) 四年制学生

1. 一年级获得学分小于毕业最低学分的15%;
2. 二年级累计获得学分小于毕业最低学分的35%;
3. 三年级累计获得学分小于毕业最低学分的60%;
4. 毕业设计(论文)资格审核时累计所欠学分>16学分。

(二) 临床医学学生

1. 一年级获得学分小于毕业最低学分的12%;
2. 二年级累计获得学分小于毕业最低学分的28%;
3. 三年级累计获得学分小于毕业最低学分的48%;

4. 四年级累计获得学分小于毕业最低学分的72%;
5. 医学临床实习时累计所欠学分>16学分。

Article 45 If an international undergraduate falls under any of the following circumstances, OEC, in conjunction with the academic college, shall review the case and issue an official notice to demote the student to the next lower grade, and the student concerned shall be notified:

1. Four-year program students:

(a) Credits earned in the first year are less than 15% of the minimum credits required for graduation.

(b) Cumulative credits earned by the second year are less than 35% of the minimum credits required for graduation.

(c) Cumulative credits earned by the third year are less than 60% of the minimum credits required for graduation.

(d) At the time of qualification review for graduation design (thesis), deficient credits exceed 16 credits.

2. MBBS students:

(a) Credits earned in the first year are less than 12% of the minimum credits required for graduation.

(b) Cumulative credits earned by the second year are less than 28% of the minimum credits required for graduation.

(c) Cumulative credits earned by the third year are less than 48% of the minimum credits required for graduation.

(d) Cumulative credits earned by the fourth year are less than 72% of the minimum credits required for graduation.

(e) At the time of clinical internship, deficient credits exceed 16 credits.

第四十六条 留学生有下列学业情况之一，应予以退学：

(一) 四年制学生

1. 二年级累计获得学分小于毕业最低学分的20%;
2. 三年级累计获得学分小于毕业最低学分的40%;
3. 连续两次降级处理的。

（二）临床医学学生

- 1.二年级累计获得学分小于毕业最低学分的18%;
- 2.三年级累计获得学分小于毕业最低学分的34%;
- 3.四年级累计获得学分小于毕业最低学分的54%;
- 4.五年级累计获得学分小于毕业最低学分的78%;
- 5.连续两次降级处理的。

Article 46 International undergraduates shall be subject to withdrawal under any of the following academic circumstances:

1. Four-year program students:

(a) Cumulative credits earned by the second year are less than 20% of the minimum credits required for graduation.

(b) Cumulative credits earned by the third year are less than 40% of the minimum credits required for graduation.

(c) Subject to two consecutive grade demotions.

2. MBBS students:

(a) Cumulative credits earned by the second year are less than 18% of the minimum credits required for graduation.

(b) Cumulative credits earned by the third year are less than 34% of the minimum credits required for graduation.

(c) Cumulative credits earned by the fourth year are less than 54% of the minimum credits required for graduation.

(d) Cumulative credits earned by the fifth year are less than 78% of the minimum credits required for graduation.

(e) Subject to two consecutive grade demotions.

第四十七条 因学业成绩不良按学籍管理有关规定需要退学者，可申请转入下一年级试读一年，学习期内只能试读一次。退学试读由本人提出书面申请，专业所在学院审核试读期间学习计划，报海外教育学院批准。试读期满所获得的学分数达到在校修读年限基本要求者，可继续就读；试读期间受到学业警告者，必须办理退学手续。

Article 47 International undergraduates who are required to withdraw due to poor academic performance under the relevant

academic status regulations may apply for a one-year trial study in a lower grade. Such trial study may be granted only once during the entire period of study. Students shall submit a written application for trial study. The academic college shall review their study plans during the trial study period, and the application shall be submitted to OEC for approval. If the credits earned by the end of the trial study period meet the basic requirements for the period of study, the student may continue their studies. If a student receives an academic warning during the trial study period, they shall complete the withdrawal procedures.

第四十八条 除按第八条、第十三条、第四十条、第四十三条、第四十六条、第四十七条之相应规定给予退学处理以外，留学生有下列情况之一者，也应予退学处理：

（一）休学、保留学籍期满不办理复学手续或复学审查不合格者。

（二）因病应休学而不休学者。

（三）一学年内旷课超过该学年总学时三分之一者。

（四）经学校指定医院诊断，患有疾病或者意外伤残不能继续在校学习者。

（五）本人申请退学者。

（六）在学校规定的最长学习年限内未完成学业的。

（七）应予退学的其他情形。

Article 48 In addition to the withdrawal circumstances specified in Articles 8, 13, 40, 43, 46 and 47, international undergraduates shall also be subject to withdrawal under any of the following circumstances:

(a) Those who fail to complete the readmission procedures upon the expiration of suspension or status retention, or who fail the readmission review.

(b) Those who are required to suspend their studies due to illness but fail to do so.

(c) Those who are absent from classes for more than one-third of the total class hours in an academic year.

(d) Those who, as diagnosed by a hospital designated by the university, suffer from illness or accidental disability and cannot continue their studies at the university.

(e) Those who apply for withdrawal voluntarily.

(f) Those who fail to complete their studies within the maximum period of study prescribed by the university (including periods of suspension and status retention for exchange students).

(g) Other circumstances under which a student shall be subject to withdrawal.

第四十九条 留学生本人申请退学应填写退学申请表，学生本人签字，由专业所在学院分管教学工作的院领导签署意见，经海外教育学院审核同意后办理退学手续。

Article 49 International undergraduates applying for voluntary withdrawal shall fill in a withdrawal application form, which shall be signed by the student personally, reviewed and signed off by the leader in charge of teaching affairs of the academic college, and submitted to OEC for review and approval before the student completes the withdrawal procedures.

第五十条 除留学生本人申请退学的情况外，其他情形需作退学处理时，留学生所在学院须向留学生核实情况后提出退学处理建议。留学生本人或辅导员填写退学登记表，附相关书面材料，由留学生所在学院分管教学工作的院领导签署意见，经海外教育学院审核后提交校长办公会议或者校长授权的专门会议研究决定，决定结果如实记入会议纪要。

Article 50 Except in cases of voluntary withdrawal, when other cases are subject to withdrawal, the academic college shall verify the facts with the student and submit recommendations for withdrawal. The student or the class teacher shall fill in the withdrawal registration form, along with relevant supporting documents, which shall be reviewed and signed off by the leader in charge of teaching affairs of the academic college, submitted to OEC for review, and then submitted to the University President's

Executive Meeting or a special meeting authorized by the President for deliberation and decision. The decision shall be faithfully recorded in the minutes of the meeting.

第五十一条 被批准退学的留学生，学校发给退学证明，按学校规定期限办理退学离校手续。学生应在1周内办完离校手续，注销居留许可，自正式通知退学之日起，停止一切在校生待遇。

Article 51 The university shall issue a withdrawal certificate to students who are approved for withdrawal, and they shall complete the withdrawal and school-leaving procedures within the prescribed time limit. Students shall complete the leaving procedures within one week, and their residence permit shall be canceled. From the date of formal withdrawal notification, all entitlements of regularly enrolled students shall cease.

第五十二条 学校对留学生作出转年级及退学等学籍处理时，应出具处理决定书，处理决定书直接送达留学生本人。留学生拒绝签收的，以留置方式送达；留学生已离校的，采取邮寄方式送达；难于联系的，以学校网站公告方式送达。

Article 52 When the University makes academic status decisions such as grade demotion or withdrawal, a formal decision notice shall be issued and served directly to the international student. If the student refuses to sign, the notice shall be served by leaving it at the addressee's premises; if the student has already left the University, the notice shall be served by mail; if the student is difficult to contact, the notice shall be served by public announcement on the University website.

第十一章 毕业设计（论文）

Chapter 11 Graduation Design (Thesis)

第五十三条 参加毕业设计（论文）资格。参加毕业设计（论文）的留学生原则上应修完教学计划规定的全部课程和实践性项目（除毕业设计外），取得相应的学分。凡在第七学期末（医学专业在毕业实习前一学期末）累计不及格（应修而未修

课程）达到或超过6门（或16学分）者，一律不得参加毕业设计（论文）或毕业实习。在不超过学习期限的前提下，可申请延长学习时间，在延长学习时间期间，经认定具备资格后可参加下一年度毕业设计，不办理延长学习年限手续者，按规定予以结业或肄业。医学专业实习管理规定按照来华留学生临床医学专业本科教育（英语授课）质量认证标准执行。

Article 53 International undergraduates participating in the graduation project (thesis) shall, in principle, have completed all courses and practical training components (except the graduation project/thesis itself) prescribed in the curriculum and obtained the corresponding credits. Those who have a cumulative total of 6 or more failed courses (courses that should have been taken but were not) or 16 or more outstanding credits by the end of the 7th semester (or, for Clinical Medicine programs, by the end of the semester preceding the graduation internship) shall not be allowed to participate in the graduation project (thesis) or graduation internship. On the premise of not exceeding the maximum period of study, students may apply for an extension of the period of study. During the extended period, students may participate in the next year's graduation project (thesis) after being determined to be eligible. Those who do not complete the procedures for extension shall be issued a certificate of completion or a certificate of attendance in accordance with the relevant provisions. Internship management regulations for Clinical Medicine programs shall follow the quality accreditation standards for English-taught undergraduate clinical medicine education for international students in China.

第五十四条 凡毕业设计不合格者，需在本届留学生毕业后向所在学院申请重做或补做毕业设计（论文），经答辩通过后方能毕业。

Article 54 Those who fail the graduation project (thesis) shall apply to the academic college to rework or redo the graduation

project (thesis) after the current cohort of international undergraduates has graduated, and they shall graduate only after passing the defense.

第十二章 毕业、结业、肄业与学位授予

Chapter 12 Graduation, Completion without a Degree, Certificate of Attendance, and Degree Conferral

第五十五条 具有正式学籍的留学生在规定的学习年限内，修完注册专业培养计划规定的全部课程和环节，取得培养计划规定的全部学分，符合毕业要求，且中文能力达到《国际汉语能力标准》四级水平（新HSK四级180分及以上），准予毕业，由学校颁发毕业证书。毕业资格的审核以学生入学当年的培养计划为依据。

Article 55 International undergraduates with formal academic status who, within the prescribed period of study, have completed all courses and components prescribed in the curriculum of their registered major, obtained all the credits required by the curriculum, and achieved Chinese language proficiency at Level 4 of the International Chinese Language Proficiency Standards (new HSK Level 4, 180 or above) shall be eligible to graduate, and the university shall issue a graduation certificate. The review of graduation eligibility shall be based on the student's curriculum of the year of admission.

第五十六条 凡在学制年限内无法修完培养计划规定课程（学分）的留学生，在学校规定的学习年限内，可申请延长学习时间。申请延期毕业应由本人提出，所在学院审核，海外教育学院批准。延期毕业者，须按规定交纳专业学费、学分学费等费用。

Article 56 International undergraduates who are unable to complete all courses and credits prescribed in the curriculum within the program duration may apply for an extension of the period of study. The application for extended graduation shall be submitted by

the student, reviewed by the academic college, and approved by OEC. Students with extended graduation shall pay program fees, credit fees, and other fees as stipulated.

第五十七条 留学生若提前修完注册专业培养计划规定的学分，在规定的学习年限内达到毕业要求，可提前毕业。

Article 57 International undergraduates who have completed the credits prescribed in the curriculum of their registered major ahead of schedule and meet the graduation requirements within the prescribed period of study may graduate ahead of schedule.

第五十八条 达到培养计划的各项要求，且平均学分绩点在1.80及以上，符合学士学位授予条件的，可以授予学士学位。海外教育学院负责对留学生学历证书进行电子注册。

Article 58 Those who meet all the requirements of the curriculum, have a GPA of 1.80 or above, and meet the conditions for bachelor's degree conferral may be awarded a bachelor's degree. OEC is responsible for the electronic registration of international undergraduates' academic credentials.

第五十九条 受记过及以上处分的留学生，受处分后有明显改观的，应在达到处分解除条件后及时申请解除处分，最迟应于毕业前2个月提出申请。解除处分后且满足其他学士学位授予条件的，由海外教育学院报教务处，由教务处提交学校学位评定委员会审议，评定是否授予学士学位。其他未尽事宜详见学校学士学位授予工作的相关规定。

Article 59 International undergraduates who have received a demerit or more severe disciplinary penalty and who show significant improvement after the penalty may apply for the removal of the disciplinary penalty once the conditions for removal are met. The application shall be submitted no later than two months before graduation. After the removal of the penalty, if all other conditions for bachelor's degree conferral are met, OEC shall report to the Academic Affairs Office, which shall submit the case to the university's Academic Degree Assessment Committee for

deliberation and decision on whether to award the bachelor's degree. Other matters not covered herein shall be handled in accordance with the university's relevant provisions on bachelor's degree conferral.

第六十条 留学生毕业须办理离校手续，凭离校通知单领取毕业证书和学位证书，及时离开学校。学校不再为毕业生办理居留许可延长手续。

Article 60 International undergraduates must complete the school-leaving procedures upon graduation. They shall receive their graduation certificate and degree certificate upon submitting the departure clearance form and leave the university promptly. The university shall not renew their residence permits for graduates.

第六十一条 具有正式学籍的留学生，在规定的学习年限内，修完本专业培养计划规定的全部课程和环节，但出现以下情况之一者，不予毕业，作结业处理：

（一）未达到培养计划规定的学分要求，但取得学分数超过规定的三分之二以上者；

（二）虽达到培养计划规定的学分要求，但受记过及以上处分，且毕业时尚未解除者。

Article 61 International undergraduates with formal academic status who have completed, within the prescribed period of study, all courses and practical components prescribed in the curriculum of their major but fall under any of the following circumstances shall not graduate and shall be issued a certificate of completion without a degree:

(1) Those who fail to meet the credit requirements of the curriculum, but have earned more than two-thirds of the prescribed credits;

(2) Those who have met the credit requirements of the curriculum but have received a demerit or more severe disciplinary penalty and have not had it revoked by the time of graduation.

第六十二条 取得结业证书的留学生，符合以下条件者，可按以下办法申请换发毕业证书，其毕业时间为换发毕业证书之日。

(一) 因未修满规定学分而结业的，原则上可在结业后一年内（已经达到最长学习年限的除外）回校重修。全部合格后，可换发毕业证书。

(二) 因记过及以上处分而结业者，处分解除后，由本人申请，经海外教育学院审核，报分管校领导批准后，换发毕业证书。

Article 62 International undergraduates who have obtained a certificate of completion without a degree may apply to exchange it for a graduation certificate in accordance with the following provisions, and the graduation date shall be the date on which the new certificate is issued.

(1) For those who were issued a certificate of completion without a degree due to failure to complete the required credits, they may, in principle, return to the University to retake the deficient courses within one year after the issuance of the certificate (except for those who have already reached the maximum period of study). Upon passing all required courses, a graduation certificate may be issued in exchange.

(2) For those who were issued a certificate of completion without a degree due to a demerit or more severe disciplinary penalty, after the disciplinary penalty is lifted, the student may apply, and upon review by OEC and approval by the vice president in charge, a graduation certificate may be issued in exchange.

第六十三条 具有正式学籍的留学生，在作退学处理时，在校学习一学年以上或取得毕业所规定学分的四分之一以上者，可发给证明其实际学习年限的肄业证书并附已通过课程的学业成绩单；其他情况者，出具退学证明书及学业成绩单。

Article 63 International undergraduates with formal academic status who are subject to withdrawal and have studied at the

University for more than one academic year, or have earned more than one-fourth of the credits required for graduation, shall be issued a certificate of attendance indicating their actual period of study, along with a transcript of the courses completed. In other circumstances, they shall be issued a withdrawal certificate and an academic transcript.

第六十四条 对违反相关规定取得入学资格或者学籍的，学校取消其学籍，不得发给结业证书、肄业证书或学历证书、学位证书；已发的结业证书、肄业证书或学历证书、学位证书，学校依法予以撤销。对以作弊、剽窃、抄袭等学术不端行为或者其他不正当手段获得学历证书、学位证书的，学校依法予以撤销。被撤销的学历证书、学位证书已注册的，学校予以注销并报教育行政部门宣布无效。

Article 64 If an international undergraduate is found to have obtained admission or academic status in violation of relevant provisions, the university shall revoke their academic status and shall not issue a certificate of completion without a degree, certificate of attendance, graduation certificate, or degree certificate. Any such certificates already issued shall be revoked by the university in accordance with the law. Graduation certificates or degree certificates obtained through cheating, plagiarism, or other academic misconduct or improper means shall also be revoked by the university in accordance with the law. Any revoked graduation certificates or degree certificates that have been registered shall be canceled by the university and reported to the education administrative department for annulment.

第六十五条 学历证书和学位证书遗失或者损坏，经本人申请，学校核实后出具相应的证明书。证明书与原证书具有同等效力。

Article 65 If a graduation certificate or degree certificate is lost or damaged, upon application by the student and verification by the university, a corresponding replacement certificate shall be

issued. The replacement certificate shall have the same legal effect as the original certificate.

第十三章 附则

Chapter 13 Supplementary Provisions

第六十六条 本办法由海外教育学院负责解释，未尽事宜参照上级主管部门或学校有关规定执行。

Article 66 These Regulations shall be interpreted by OEC. Matters not covered herein shall be handled in accordance with the relevant regulations of the competent higher authorities or of the University.

第六十七条 本办法自发布之日起施行，原《江苏大学来华留学本科生学籍管理办法》（江大校〔2021〕290号）同时废止

Article 67 These Regulations shall take effect as of the date of promulgation. The previous "*Academic Regulations of Jiangsu University for International Undergraduate Students' Status Management*" (JSU[2021] No.290) shall be repealed simultaneously.

七、江苏大学来华留学研究生学籍管理办法
**VII. Academic Status Regulations for International
Graduate Students, Jiangsu University**
(2026年6月16日第12次校长办公会议修订)

第一章 总则

Chapter I General Provisions

第一条 为贯彻国家教育方针，维护正常来华留学研究生（以下简称“留学研究生”）教育教学秩序，加强和完善留学研究生学籍管理，根据《来华留学高等教育质量规范（试行）》《高等学校接受外国留学生管理规定》《学校招收和培养国际学生管理办法》及《中国政府奖学金工作管理办法》等相关规定，结合学校实际，制定本办法。

Article 1 These Regulations are formulated in accordance with the *Quality Standards for Higher Education of International Students in China (Trial)*, the *Regulations on the Administration of Foreign Students in Higher Education Institutions*, the *Measures for the Administration of Enrollment and Cultivation of International Students by Schools*, and the *Measures for the Administration of Chinese Government Scholarships*, and in light of the specific circumstances of the University, in order to implement the national education policy, maintain the normal order of education and teaching for international graduate students (hereinafter referred to as "international graduates"), and to strengthen and improve the academic status management of international graduates.

第二章 入学与注册

Chapter II Enrollment and Registration

第二条 入学：

Article 2 Enrollment:

（一）被录取的留学研究生应持有效普通护照、《外国留学人员来华签证申请表》（JW201或JW202表）、录取通知书

和《外国人体格检查记录》到中国驻该国大使馆（总领馆）申请来华学习签证，并持上述文件和前置学历证书、学位证书等在规定的时间内到校报到。自费留学研究生还须提供学费、住宿费缴费证明。中文授课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（理科HSK-4级180分、文科HSK-5级180分以上），或经过中文补习达到同等水平。对于以英语或其他外语为专业教学语言的学科、专业的留学研究生，应提交相应的外语能力等级证书或达到同等水平（来自于母语为该语言的国家）。

(1) Admitted international graduate students shall present a valid ordinary passport, the *Visa Application Form for Study in China* (JW201 or JW202 Form), the Admission Notice, and the Foreigner Physical Examination Record to apply for a student visa at the Chinese Embassy or Consulate General in their home country. They shall report to the university within the prescribed time with the above documents, as well as their previous academic and degree certificates. Self-funded international graduate students must also provide proof of payment for tuition and accommodation fees.

International graduate students enrolled in Chinese-taught programs must submit a valid HSK (Chinese Proficiency Test) certificate upon registration (scoring 180 or above in HSK-4 for Science/Engineering programs, or HSK-5 for Humanities/Social Sciences programs), or demonstrate an equivalent level of Chinese proficiency after completing preparatory Chinese language courses. For international graduate students in programs where the primary language of instruction is English or another foreign language, they shall submit a corresponding foreign language proficiency certificate or demonstrate an equivalent level (for native speakers of the instructional language).

（二）新生有下列情况之一者，取消入学资格：

1. 未经学校批准无故逾期两周不报到者；
2. 弄虚作假获得入学资格者；

- 3.不能提供相关证件者;
- 4.体检复查不合格者;
- 5.不宜入学的其他情况。

(2) Admission shall be revoked for international graduate students under any of the following circumstances:

- (a) Failing to report for enrollment for more than two weeks without approval;
- (b) Obtaining admission through fraud or misrepresentation;
- (c) Failure to provide the required supporting documents;
- (d) Failing the physical re-examination;
- (e) Other circumstances that preclude admission as determined by the university.

(三) 新生保留入学资格须符合下列规定:

1. 留学研究生新生必须到指定机构进行体检。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。

2. 保留入学资格的留学研究生,应于入学前的上学期结束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。体检复查患有疾病的新生,经学校指定的二级甲等及以上医院诊断不宜在校学习,但经短期治疗可达到健康标准者,可保留入学资格1年。保留入学资格期内治疗康复者,可在开学前1个月以前向海外教育学院提出入学申请,由学校指定医院诊断合格后,与9月初秋季新生或3月初春季新生一起办理入学手续。复查不合格或逾期不办理入学手续者,取消入学资格。保留入学资格者不具有学籍,不享受在校留学研究生待遇,与学校不存在任何隶属关系。

(3) Deferral of Enrollment for international graduate students shall be subject to the following provisions:

a. Newly admitted international graduate students shall undergo a medical examination at the designated hospital. If they do not meet the required health standards for admission, they may,

upon their own application and approval by the Overseas Education College (OEC), be granted a one-year deferral of enrollment.

b. International graduate students granted deferred enrollment must apply to OEC for re-admission one month before the end of the preceding semester by submitting a health certificate from a hospital. After passing the physical examination at a designated institution, they may complete the enrollment procedures again. New students diagnosed with illness by a designated Grade II, Class A or above hospital and deemed unfit for on-campus study but likely to recover after short-term treatment may be granted a one-year deferral of enrollment. Those who recover during the deferral period may apply to OEC for admission one month before the start of the semester, and after passing a medical examination at a designated hospital, they shall enroll together with the new students in early September (autumn intake) or early March (spring intake). Those who fail the re-examination or fail to complete the enrollment procedures within the prescribed time shall have their admission revoked. Those who have been granted a deferral of enrollment shall not have academic status, shall not enjoy the entitlements of regularly enrolled international graduate students, and shall have no affiliation with the university.

第三条 注册：

(一) 留学研究生新生由海外教育学院按照上级部门相关规定，在教育部高等教育学生信息网来华留学生学籍学历管理平台进行网上注册，相关信息提交研究生院备案。

(二) 新生入学后，海外教育学院在3个月内按照国家招生有关规定对其进行复查。复查合格者继续学习。复查不合格者，由学校视情况予以处理，直至取消学籍。

(三) 留学研究生因不符合规定取消入学资格、取消学籍者，由海外教育学院做出处理建议，报校长办公会审议通过后执行。

(四) 已取得学籍的留学研究生,应按校历规定的时间,持本人居留许可证明,按时到海外教育学院办理报到注册手续。

Article 3 Registration

(1) New international graduate students shall be registered online by OEC on the MOE's International Students Academic Status and Credential Management Platform via the Higher Education Student Information Network, in accordance with the relevant provisions of the higher authorities, and the relevant information shall be submitted to the Graduate School for the record.

(2) Within three months of enrollment, OEC shall conduct a re-examination of new students in accordance with national admission regulations. Those who pass the re-examination shall continue their studies. Those who fail shall be handled according to the circumstances, up to and including revocation of academic status.

(3) For international graduate students whose admission or academic status is revoked due to non-compliance, OEC shall submit recommendations and report to the University President's Executive Meeting for approval and implementation upon deliberation.

(4) International graduate students who have acquired academic status shall complete the registration procedures with OEC on time in accordance with the academic calendar, presenting their residence permit.

第四条 每学期开学初,留学研究生应当在学校规定时间内返校,并登录留学研究生管理信息系统办理注册手续。未按学校规定缴纳学费或者不符合其他注册条件者不予注册。不能如期注册者,应当履行暂缓注册手续,否则作未到校报到处理。

Article 4 At the beginning of each semester, international graduate students shall return to the university within the prescribed time and complete registration procedures on the Management Information System for International Graduate Students. Those who do not pay tuition in accordance with the university's regulations or

do not meet other registration requirements shall not be registered. Those unable to register on time shall complete the deferral of registration procedures; otherwise, they shall be treated as having failed to report to the university.

第五条 因自然灾害等不可抗力因素无法报到注册者，学校视其具体情况另行处理。

Article 5 In cases where reporting and registering are impossible due to force majeure such as natural disasters, the university shall handle the matter on a case-by-case basis in light of the specific circumstances.

第三章 学制与学习年限

Chapter III Program Duration and Period of Study

第六条 留学博士研究生的学制一般为4年。可根据学业进展情况申请延长学习年限，延长期一般不超过2年，如确有必要仍需继续延长的，继续延长期最长不得超过2年。

Article 6 The program duration for international doctoral students is generally four years. They may apply for an extension of the period of study based on academic progress, which shall not exceed two years. If further extension is deemed necessary, the additional extension period shall not exceed two years.

第七条 留学硕士研究生的学制一般为2年或3年。可根据学业进展情况申请延长学习年限，延长期一般不超过2年，如确有必要仍需继续延长的，继续延长期一般不超过1年。

Article 7 The program duration for international master's students is generally two or three years. They may apply for an extension of the period of study based on academic progress, and the extension period shall generally not exceed two years. Should further extension be deemed necessary, the additional extension period shall generally not exceed one year.

第八条 留学研究生需延长学习期限的，由留学研究生本人以书面形式提出申请，经指导教师同意，所在学院审核，报海

外教育学院批准，研究生院备案，方可延长学习期限。留学研究生延期后的实际在学时间（含休学时间）一般不能超过学校规定的最长学习年限。申请延期后仍不能完成学业者，学校按照有关规定给予退学、肄业或结业处理。

Article 8 International graduate students who need to extend their period of study shall submit a written application, which must be approved by their supervisor and reviewed by the academic college, then submitted to OEC for final approval and filed with the Graduate School. The total actual period of study (including suspension period) after the extension shall generally not exceed the maximum period of study stipulated by the university. Those who still fail to complete their studies after the extension shall be subject to withdrawal, completion without a degree, or issuance of a certificate of attendance, in accordance with relevant regulations.

第九条 凡申请延长中国政府奖学金资助期限继续在华学习的，须由本人如实填写“延长奖学金期限申请表”，经指导教师、所在学院及海外教育学院逐级审核后，由学校将审核结果统一报送国家留学基金委，最终延期结果以留学基金委的批复为准。根据留学基金委相关规定，仅博士研究生具备申请延期资格，且每位博士研究生在学期间仅限申请延期一次，奖学金延期期限最长不超过一年。

Article 9 Chinese Government Scholarship recipients who wish to apply for an extension of their scholarship to continue their studies in China shall complete the "Application Form for Scholarship Extension" truthfully. After sequential review by the supervisor, the academic college, and OEC, the university shall submit the review results to the China Scholarship Council (CSC) for final approval, and the final extension decision shall be based on the CSC's official decision. According to CSC regulations, only doctoral students are eligible to apply for an extension, and each doctoral student may apply only once during their entire study period, with the maximum extension not exceeding one year.

第四章 考勤与请假

Chapter IV Attendance and Leave of Absence

第十条 留学研究生必须完成学校规定的各培养环节并积极参加学校、学院安排的活动。因故不能参加者，应当事先请假并获得批准。未经批准而缺席者，根据学校相关规定给予批评教育，直至给予纪律处分。

Article 10 International graduate students shall complete all the academic training components prescribed by the university and actively participate in activities arranged by the university and their colleges. Those who are unable to participate for any reason shall request a leave of absence in advance and obtain approval. Absence without approved leave shall result in criticism and education, or disciplinary measures, in accordance with relevant university regulations.

第十一条 留学研究生病（事）假的请假要求：

（一）留学研究生本人书面提出请假事由，请假在一周以内的，经任课教师、指导教师、辅导员审核，报海外教育学院学工办审批。请假在一周以上的，由专业所在学院分管院长审核，提交海外教育学院学工分管院长审批。

（二）病假需凭校医院或经校医院认可的二级甲等及以上医院证明，事假必须有充足的事由。

（三）病（事）假必须履行请假手续，经批准后方为有效

（四）一学期累计病（事）假原则上不得超过1个月，否则，须办理休学手续。

Article 11 Leave Requirements for Illness or Personal Matters

(1) International graduate students shall submit a written request for leave of absence stating the reason. For leave of one week or less, approval must be obtained from the course instructor, supervisor, and class teacher, and shall be approved by the Student Affairs Office of OEC. For leave exceeding one week, the request must be reviewed by the vice dean in charge of the academic college

and then approved by the vice dean of OEC in charge of student affairs.

(2) Sick leave must be supported by a certificate from the university hospital or a designated Grade II, Class A or above hospital recognized by the university. Personal leave must have sufficient reasons.

(3) All requests for sick or personal leave shall be processed through the prescribed procedures and shall not be valid until approved.

(4) In principle, the cumulative sick or personal leave in one semester shall generally not exceed one month; otherwise, the student shall complete the procedures for suspension.

第十二条 留学研究生请假期满，必须按时销假。如需续假者，应办理续假手续。

Article 12 Upon expiration of the approved leave, the student must promptly complete the leave-cancellation procedures. If an extension is needed, the student shall go through the extension procedures.

第十三条 留学研究生赴境外交流：

留学研究生获境外学术交流项目者，应填写《江苏大学留学研究生参加国际会议申请表》或《江苏大学留学研究生短期赴境外交流申请表》，并按照学校要求办理相关手续。赴境外课程学习、学术交流或执行合作科研任务的留学研究生，在外学习时间连续计入修学年限。

Article 13 Overseas Exchange for International Graduate Students:

International graduate students who are granted overseas academic exchange programs shall fill out the *Application Form for International Conference for Postgraduates Studying at Jiangsu University* or *Application Form for Short-term Overseas Exchange for Postgraduates Studying at Jiangsu University*, and complete the relevant procedures as required by the university. The time spent on

overseas coursework, academic exchange, or cooperative research projects shall be counted consecutively toward the total period of study.

第五章 转学、转学科专业与更换指导教师

Chapter V University Transfer, Change of Major or Discipline, and Change of Supervisor

第十四条 留学研究生在学期间原则上不能转学、转学科专业和更换指导教师。因指导教师原因、学科专业调整，或留学研究生身体条件变化等情况致使无法按原培养方案继续学习者，可申请转学、转学科专业或更换指导教师。

Article 14 In principle, international graduate students shall not transfer to another university, change their major or discipline, or change their supervisor during their studies. If continuation under the original program is impossible due to reasons related to the supervisor, adjustments in the academic discipline, or changes in the student's physical condition, an application for university transfer, change of major or discipline, or change of supervisor may be submitted.

第十五条 在校内转学科专业或更换指导教师的，须由留学研究生本人提出申请，经指导教师及所在学院同意，同时征得拟接受指导教师及其所在学院同意，报研究生院审批，海外教育学院备案，并及时在相关管理及注册系统中更新信息。转学到其他留学研究生培养单位者，按招收和培养国际学生管理办法办理相关手续。

Article 15 For internal transfers to change their major or discipline or to change their supervisor, international graduate students shall submit a written application with the consent of the current supervisor and the academic college, as well as the consent of the prospective supervisor and the receiving college. The application shall be submitted to the Graduate School for approval and to OEC for the record. Relevant information shall be updated in

the management and registration systems accordingly. Transfer to another institution authorized to admit international graduate students shall be handled in accordance with the Measures for the Administration of Enrollment and Cultivation of International Students by Schools.

(一) 留学研究生调转专业的具体要求:

1. 原则上调转专业不允许跨一级学科;
2. 因特殊情况在一级学科内无法解决的,可转往同一学科门类中的其它相近专业(原则上不允许跨学科门类调整);
3. 转往另一专业后,必须在规定的时间内,按学习计划修完所转入专业的相关课程且考核成绩合格;
4. 原则上转专业的申请须于入学后的一年内提出;
5. 研究生拟转入专业的新指导教师,在研究生录取当年须具备该专业的研究生招生资格,博士生指导教师须列入当年的博士招生简章。

(1) Specific requirements for change of major or discipline for international graduate students:

a. In principle, change of major or discipline shall not be permitted across first-level disciplines;

b. If resolution within the first-level discipline is impossible under special circumstances, transfer to another related major within the same disciplinary category may be considered (in principle, cross-category transfers are not permitted);

c. After transferring to another major, the student must complete all required courses of the new major according to the program within the prescribed time and pass the assessments;

d. In principle, applications for change of major or discipline must be submitted within one year of enrollment;

e. The proposed new supervisor must be qualified to supervise graduate students in that major in the year of the student's admission; doctoral supervisors must be listed in the doctoral admissions catalog for that year.

(二) 中国政府奖学金生原则上不能转学或变更学习专业。因特殊原因和情况需要转学的学生,应提供转入院校同意函、驻华大使馆或派遣机构的同意函及本人书面申请,经海外教育学院审核同意后,连同学校同意函提交留学基金委审核。变更专业的学生需提交本人书面申请和转入转出专业所在学院同意函,报研究生院审定、海外教育学院备案,连同驻华使馆或来源单位的同意函提交留学基金委审批。

(2) In principle, Chinese Government Scholarship recipients shall not transfer to other universities or change their major or discipline. If a university transfer is necessary due to exceptional circumstances, the student must provide an acceptance letter from the receiving university, a letter of consent from the embassy or sponsoring organization, and a personal written application, which shall be reviewed and approved by OEC and submitted to CSC for approval, together with a letter of consent from the university. Students wishing to change their major or discipline must submit a personal written application and letters of consent from both the current and receiving colleges, which shall be submitted to the Graduate School for final approval and filed with OEC, along with the consent letter from the embassy or sponsoring organization, for CSC approval.

第六章 休学与复学

Chapter VI Suspension and Readmission

第十六条 留学研究生参加学校组织的跨校联合培养项目,在联合培养单位学习期间,学校为其保留学籍,但其在境外培养单位的学习时间可连续计入修学年限。留学研究生保留学籍期间,与其实际所在的培养单位建立管理关系。

Article 16 When international graduate students participate in university-organized joint training programs and study at the partner institution, the university shall retain their academic status, and the time spent at the external institution may be counted consecutively

toward the total period of study. During the period of retained academic status, a management relationship shall be established with the host institution where the student is studying.

第十七条 留学研究生在学期间因以下原因不能坚持学习的，由本人提出休学申请，经指导教师同意、所在学院审核后，报海外教育学院审批、研究生院备案。联合培养的留学研究生提出休学申请时，需同时提交来源国联合培养单位的书面意见。

（一）连续病假1个月以上仍不能恢复健康，经医院诊断证明明确需休养并在短期内可以治愈者。

（二）一学期累计事假1个月及以上者。

（三）其他特殊原因需办理休学者。

Article 17 International graduate students who are unable to continue their studies due to the following reasons shall submit a written application for suspension of study. The application must be approved by the supervisor and reviewed by the academic college, then submitted to OEC for approval and filed with the Graduate School. International graduate students enrolled in joint-training programs must also submit written comments from the partner institution in the home country when applying for suspension.

(1) Those who have been on sick leave for more than one month consecutively, are certified by a hospital as requiring rest, and are likely to recover within a short period of time;

(2) Those who have taken personal leave for a cumulative total of one month or more in a single semester;

(3) Those who need to apply for suspension due to other exceptional circumstances.

第十八条 休学一般以1学期为限，期满后仍不能复学的，可申请继续休学，累计休学原则上不得超过2年。属该类情况的留学研究生，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。

Article 18 Suspension is generally granted for one semester at a time. If the student is still unable to apply for readmission after the expiration of suspension, an additional suspension may be applied for, with the cumulative suspension period generally not exceeding two years. For such international graduate students, the cumulative period of enrollment shall not be less than the minimum requirements stipulated by each discipline, and the total period of enrollment (including suspension period) shall generally not exceed the maximum period of study stipulated by the university.

第十九条 留学研究生休学期间应离校，学校为其保留学籍，但不享受在校学习学生待遇，复学后恢复。

Article 19 During the suspension period, international graduate students shall leave the university. The university shall retain their academic status, but they shall not be entitled to the entitlements of regularly enrolled students; these entitlements shall be restored upon readmission.

第二十条 因病休学的留学研究生，治疗康复者应在学期结束前1月内向海外教育学院提交复学申请和二级甲等及以上医院诊断证明，经校医院复查确认后方可复学。因其他原因休学者，复学时需本人提出申请并附有关单位证明，经指导教师和所在学院审核同意，报海外教育学院分管院长审批，同时报研究生院备案。

Article 20 International graduate students suspended due to illness who have recovered shall submit an application for readmission and a diagnosis certificate from a Grade II, Class A or above hospital to OEC within one month before the end of the semester. Readmission shall be granted after re-examination and confirmation by the university hospital. For those suspended for other reasons, readmission requires a personal application with relevant supporting documents; after approval by the supervisor and the academic college, the application shall be submitted to the vice

dean of OEC for approval, and simultaneously filed with the Graduate School.

第二十一条 留学研究生休学期间的一切言行及造成的后果由学生本人承担，发生意外事故等情况学校不承担相应责任。在休学期间有严重违法、违规、违纪情节者，取消其复学资格并作退学或其他相应处理。

Article 21 During the suspension period, international graduate students shall bear sole responsibility for all their actions and the consequences thereof. The university shall not bear any liability for accidents or other incidents occurring during this period. If they commit serious violations of laws, regulations, or university discipline during the suspension period, their readmission eligibility shall be revoked and they shall be subject to withdrawal or other appropriate measures.

第七章 退学

Chapter VII Withdrawal

第二十二条 留学研究生有下列情形之一者，应予退学：

- (一) 学业成绩未达到学校要求或者在学校规定年限内（含休学）未完成学业者；
- (二) 因业务能力等原因，难以坚持完成学业者；
- (三) 超过学校规定期限未注册而又未履行暂缓注册手续者；
- (四) 离校未请假连续2周末参加学校规定的教学活动者；
- (五) 假满逾期2周不返校者；
- (六) 休学、保留学籍期满，在学校规定期限内未提出复学申请或申请复学经复查不合格者；
- (七) 经指定医院确认，身体条件不便、患有疾病或意外伤残无法继续在校学习者；
- (八) 经审查、考核不宜继续进行培养者；
- (九) 学校认定应当退学者；
- (十) 本人申请退学者；

(十一) 其他符合退学条件者。

Article 22 International graduate students shall be subject to withdrawal under any of the following circumstances:

(a) Failing to meet the university's academic requirements or failing to complete their studies within the prescribed time limit (including suspension period);

(b) Being unable to complete studies due to insufficient academic competence or other reasons;

(c) Failing to register within the prescribed time limit without completing deferred registration procedures;

(d) Being absent from university-organized teaching activities for two consecutive weeks without permission;

(e) Failing to return to the university within two weeks after the expiration of an approved leave;

(f) Failing to apply for readmission within the time limit prescribed by the university after the suspension or retention of academic status period expires, or failing the readmission application review;

(g) Being diagnosed by a designated hospital as physically unfit, suffering from illness, or having a disability that prevents continued study on campus;

(h) Being deemed unsuitable for continued studies after review or assessment;

(i) Being determined by the university to be subject to withdrawal;

(j) Voluntarily applying for withdrawal;

(k) Other circumstances meeting the conditions for withdrawal.

第二十三条 留学研究生自愿申请退学者应填写“退学申请表”，所在学院和指导教师签署意见，海外教育学院核查后报分管校领导审批。留学研究生因违反学籍管理规定被要求退学的，由海外教育学院会同学工处做出处理建议，报校长办公会审议通过后执行，同时报出入境部门备案。

Article 23 International graduate students applying for voluntary withdrawal shall fill out the withdrawal application form. After the academic college and supervisor have reviewed and signed off, OEC shall review the application and submit it to the vice president in charge for approval. For students required to withdraw due to violations of academic status regulations, OEC, in conjunction with the Student Affairs Department, shall submit recommendations, which shall be implemented after review and approval by the University President's Executive Meeting and simultaneously reported to the immigration authorities for the record.

第二十四条 退学处理的留学研究生，由学校出具退学决定书并由留学研究生本人在退学决定书上签字。若留学研究生拒绝签字或因特殊情况无法送达本人的，由海外教育学院、研究生院、学院工作人员和指导教师在内的至少4名工作人员，将退学决定书送达情况记录在案，由海外教育学院致函其来源国驻华使领馆或由使领馆转交本人，并在校内发布公告，公告满15日即视为送达留学研究生本人。

Article 24 For international graduate students subject to withdrawal, the university shall issue a withdrawal decision notice, and the student shall sign the notice. If the student refuses to sign, or if the notice cannot be personally served due to special circumstances, at least four staff members (including representatives from OEC, the Graduate School, the academic college, and the supervisor) shall document the service attempt. OEC shall then send a letter to the embassy or consulate of the student's home country in China, or have the notice forwarded to the student through the embassy, and shall post a public announcement on campus. The notice shall be deemed served upon the expiration of 15 days from the date of the announcement.

第二十五条 退学的留学研究生应在接到退学决定书后10个工作日内办完离校手续，凭办好各项离校手续的“离校通知单”到海外教育学院换发“退学证明”、肄（结）业证书等。退学

的留学研究生自学校退学决定之日起停发奖学金、助学金等津贴，不再享受在校留学研究生的待遇。退学的留学研究生不得无故滞留学校，否则根据中国出入境管理部门要求处理。学校不再出具任何证明。

Article 25 Withdrawn international graduate students shall complete their school-leaving procedures within 10 working days after receiving the withdrawal decision notice. Upon completion of all school-leaving formalities as indicated on the departure clearance form, they may exchange it at OEC for a withdrawal certificate or a certificate of attendance or certificate of completion without a degree. From the date of the withdrawal decision, scholarships, stipends, and other allowances shall be terminated, and the students shall no longer enjoy the entitlements of regularly enrolled international graduate students. Withdrawn students shall not remain on campus without justification; otherwise, they shall be dealt with according to the requirements of the Chinese entry-exit administration authorities. The university shall no longer issue any further certificates.

第二十六条 海外教育学院负责将留学研究生退学的处理结果在规定的时间内报研究生院及上级主管部门备案。

Article 26 OEC is responsible for submitting the withdrawal decisions to the Graduate School and the competent higher authorities for the record within the prescribed time.

第二十七条 退学的留学研究生，相关档案保存在海外教育学院和培养单位。

Article 27 The academic records of withdrawn international graduate students shall be retained by OEC and the academic college.

第二十八条 退学的留学研究生不得申请复学。对退学处理有异议者，可根据相关规定办理申诉。

Article 28 Withdrawn international graduate students are not permitted to apply for readmission. Those who object to the

withdrawal decision may file an appeal in accordance with relevant regulations.

第八章 提前毕业与延期毕业

Chapter VIII Early Graduation and Extended Graduation

第二十九条 留学研究生提前完成学校留学研究生培养方案规定的课程学习和论文工作，达到学校相关规定者，可申请提前毕业。申请提前半年或1年毕业的留学博士研究生、申请提前半年毕业的留学硕士研究生，除满足学校规定的基本条件外，必须另行达到学院（学科）规定的其他要求。

Article 29 International graduate students who have completed the coursework and thesis work prescribed in the university's graduate program ahead of schedule and satisfy the relevant university requirements may apply for early graduation. International doctoral students applying for early graduation by six months or one year, and international master's students applying for early graduation by six months, shall, in addition to meeting the basic requirements of the university, also be required to satisfy any additional criteria established by their respective college (discipline).

第三十条 留学研究生超过学校规定的正常学制最长年限不能按时毕业的，必须在正常学制最长年限期满的1个月前办理留学研究生延期毕业申请，由指导教师和所在学院分管领导签署意见，经海外教育学院审核，报分管院长审批、研究生院备案。联合培养留学研究生的延期申请还需提交合作单位意见。

Article 30 International graduate students who are unable to graduate on time within the standard program duration prescribed by the university shall apply for extended graduation one month before the expiration of the standard program duration. The application must be endorsed by the supervisor and the vice dean in charge of the academic college, reviewed by OEC, approved by the vice dean of OEC in charge, and filed with the Graduate School. Joint-training

international graduate students must also submit written comments from the partner institution for extended graduation applications.

第三十一条 超过学校规定学制而未办理延期手续者作自动退学处理。

Article 31 International graduate students who fail to complete the extended graduation procedures beyond the program duration stipulated by the university shall be deemed to have withdrawn from the university voluntarily.

第三十二条 留学研究生经申请审核同意其延长学习年限者，延长期间不得申请研究生奖、助学金等，延长期间的费用自理。

Article 32 International graduate students whose extension of the period of study has been approved shall not be eligible to apply for graduate scholarships or stipends during the extension period, and all expenses incurred during the extension period shall be borne by themselves.

第三十三条 留学研究生延期后的实际在学时间（含休学时间）一般不能超过学校规定的最长学习年限。申请延期后仍不能完成学业者，学校按照本办法有关规定给予退学、肄业或结业处理并清退其学籍。

Article 33 The total actual period of study (including suspension periods) after extension shall generally not exceed the maximum period of study prescribed by the university. Those who are still unable to complete their studies after an approved extension shall be subject to withdrawal, issuance of a certificate of attendance, or issuance of a certificate of completion without a degree, in accordance with the relevant provisions of these Regulations, and their academic status shall be revoked.

第九章 毕业、结业与肄业

Chapter IX Graduation, Completion without a Degree, and Certificate of Attendance

第三十四条 以中文为专业教学语言的留学研究生，获得毕业证书前中文能力应当达到《国际汉语能力标准》五级水平。

以外语为专业教学语言的留学研究生，中文能力应当至少达到《国际汉语能力标准》三级水平。

Article 34 International graduate students in programs taught in Chinese shall attain Level 5 of the International Chinese Language Proficiency Standards (equivalent to HSK 5) before being awarded a graduation certificate. International graduate students whose program instruction language is a foreign language shall attain at least Level 3 of the International Chinese Language Proficiency Standards (equivalent to HSK 3).

第三十五条 留学研究生在规定的学习年限内，完成留学研究生培养方案规定的课程学习和必修环节要求，成绩合格，通过学位论文答辩，同时达到学校毕业其他要求的，准予毕业并颁发毕业证书，符合学位授予条件的颁发学位证书。

Article 35 International graduate students who have completed all coursework and required components as stipulated in the program within the prescribed period of study, passed all required assessments and the dissertation defense, and met all other graduation requirements of the university shall be granted graduation and issued a graduation certificate; and a degree certificate shall be issued if they meet the criteria for degree conferral.

第三十六条 留学研究生修完留学研究生培养方案规定的课程且成绩合格，完成学位论文的撰写但学位论文答辩未通过，发给结业证书。结业证书不得换发毕业证书。

Article 36 International graduate students who complete all required coursework stipulated in the program, pass all required assessments, and complete the dissertation but fail the dissertation defense shall be issued a certificate of completion without a degree. The certificate of completion without a degree shall not be exchanged for a graduation certificate.

第三十七条 留学研究生学习满1年以上退学的，发给肄业证书。

Article 37 International graduate students who withdraw after completing one year or more of study shall be issued a certificate of attendance.

第三十八条 留学研究生在校学习时间不满1年退学的，发给“留学研究生学习证明”。

Article 38 International graduate students who withdraw after less than one year of study shall be issued a Certificate of Study.

第三十九条 留学研究生学历证书及其他学业证书的信息严格按照招生确定的办学类型、学习形式以及留学研究生录取时的个人信息填写。留学研究生在校期间若变更姓名、出生日期等个人信息，应当有合理、充分的理由，并按照学校要求提供具有法定效力的证明材料。

Article 39 The information on academic qualification certificates and other academic certificates shall be filled in strict accordance with the type of program, mode of study, and the personal information of international graduate students at the time of admission. If an international graduate student changes personal information such as name or date of birth during their studies, they must have a reasonable and justifiable reason and provide legally valid supporting documents as required by the university.

第四十条 毕业、肄业、结业的留学研究生应在接到离校通知后的10个工作日内办完离境手续，不得无故滞留境内。逾期不办理手续者，按有关规定处理。

Article 40 International graduate students who have obtained their graduation certificate, certificate of attendance, or certificate of completion without a degree shall complete the exit formalities within 10 working days after receiving the departure notice, and shall not remain in China without justification. Those who fail to complete the formalities within the prescribed time shall be dealt with according to the relevant regulations.

第四十一条 毕业证书、结业证书和肄业证书均属学校学历证书。违反国家招生规定而取得入学资格或学籍，取消其学籍；

以作弊、剽窃、抄袭等学术不端行为及其他不正当手段获得学历证书的，学校依法予以追回、撤销。被撤销的学历证书已注册的，学校予以注销并报教育行政部门宣布证书无效。

Article 41 The graduation certificate, certificate of completion without a degree, and certificate of attendance are all academic certificates of the university. Those who obtain admission or academic status in violation of the national enrollment regulations shall have their academic status revoked. Academic certificates obtained through academic misconduct such as cheating or plagiarism, or other improper means, shall be recalled and revoked by the university in accordance with the law. If revoked academic certificates have been registered, the university shall cancel the registration and report to the education administrative department to declare the certificates null and void.

第四十二条 毕业、结业和肄业证书遗失或者损坏，经本人申请，学校核实后可出具相应的证明书。证明书与原证书具有同等效力。

Article 42 If a graduation certificate, certificate of completion without a degree, or certificate of attendance is lost or damaged, a replacement certificate, which shall have the same legal effect as the original, may be issued upon the student's application and verification by the university.

第十章 附则

Chapter 10: Supplementary Provisions

第四十三条 本办法由海外教育学院负责解释，未尽事宜参照上级主管部门或学校有关规定执行。

Article 43 These Regulations shall be interpreted by OEC. Matters not covered herein shall be handled in accordance with the relevant regulations of the competent higher authorities or of the University.

第四十四条 本办法自发布之日起施行。原《江苏大学来华留学研究生学籍管理办法》（江大校〔2021〕300号）同时废止。

Article 44 These Regulations shall take effect as of the date of promulgation. The previous "*Academic Regulations of Jiangsu University for International Graduate Students' Status Management*" (JSU〔2021〕No.300) shall be simultaneously abolished.

八、江苏大学外国留学生考试工作实施细则

VIII. Jiangsu University Examinations Implementation Details for International 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 international students, the rules introduced are based on 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 examination content should primarily assess international students' mastery and application of the fundamental concepts of the course, as well as their ability to innovate and explore new ideas.

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, the examination format may consist of either closed-book or open-book examinations. The assessment method may be conducted through written examinations, oral examinations, or a 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 Designated personnel are responsible for setting examination questions and must be approved by the head of the department (or teaching and research office). In principle, a unified examination (including make-up exams) shall be implemented for the same course.

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“开卷”字样。经系（教研室）主任审核后交分管留学生教学工作的院领导审批，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 course should prepare two sets of examination questions, the quantity and difficulty should be equal. The examination papers must be printed on standard examination paper and should clearly indicate the examination time and score distribution. If it is an open-book examination, it should be indicated “approved” on the paper. After review and approval by the head of the department (teaching and research office), the papers shall be submitted to the vice dean in charge of international student teaching affairs at the academic college for approval. The examination papers, together with the paper printing request form, shall be sent to OEC one week in advance. The Academic Affairs Office shall select one set as the examination paper, while the other set shall be reserved for make-up examinations.

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 All courses will gradually establish a “question library” or “exam bank” to ensure that the examination process becomes increasingly scientific and standardized."

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 examinations and relearn examinations should be arranged by OEC. Without the permission of OEC, any individual cannot arrange the test voluntarily. The exam time of courses which will be completed in the middle of the semester is determined by the instructor and arranged by the Academic Affairs Office or the Graduate School.

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 instructor 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, 1 invigilator will be provided, and when above 15 people, 2 invigilators will be provided for the examination.

第八条 外国留学生进入考场对号、隔位就座。

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 exam, OEC will lead a joint inspection team to check the examination room, register the examination inspection, and handle violations 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, the logistics department must provide various logistical support and comprehensive support services to ensure the smooth progress of the examination.

第三章 考试纪律与违纪处理

Chapter III Examination Conduct and Disciplinary Procedures

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、自备稿纸\通讯工具等任何电子产品及其他物品带入考场，若已带入考场，必须在考试前集中摆放。

Article 11 Except for the necessary stationery, other articles such as books, notes, manuscripts, communication tools , or any other electronic products are not allowed in the examination room. If such items have already been brought into the venue, they must be placed in a designated area before the examination begins.

第十二条 考试时必须携带留学生一卡通及其他有效证件，按规定对号隔位入座，入座后将证件放在桌子的左上方，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 student 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”，即同时出示留学生一卡通及护照。

Article 13 Students participating in make-up (including delayed exam) and self-study retake examination, must have “complete two-card” , that is, they should exhibit a student ID card and passport 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 Students must arrive in the examination room 5 minutes earlier. Students who are more than 15 minutes 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, shall be given a demerit or the following disciplinary action.

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、抄袭或偷看邻座答卷、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，或进行与考试内容有关的讲话和相互对答案；

3、闭卷考试中翻看书籍、笔记、资料或夹带与考试内容有关的材料；

4、开卷考试中交换书、笔记本或有关考试的资料；

5、携带存储有与考试内容相关资料的电子设备参加考试；

6、参与三人及其以上集体作弊；

7、事先在桌面等处书写与考试有关的内容；

8、阅卷教师发现雷同试卷并经确认；

9、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. Copying from or peeking at the answer sheets or scratch paper of adjacent examinees, including deliberately moving one's own answer sheet for others to view or copy;

2. Passing notes containing examination-related content, or discussing exam content or or checking answers with each other;

3. Looking through books, notes, materials or carrying materials related to the examination content secretly during a closed-book examination;

4. Exchanging books, notebooks or materials related to the examination during an open-book examination;

5. Bringing any electronic devices containing materials related to the examination content into the examination;

6. Participating in collective cheating of three or more people;

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

8. When examiners find identical papers and are confirmed by school;

9. Other behaviors that affect the authenticity of the examination results.

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 Any of the following behaviors is considered serious cheating in the exam;

1. Asking other people to take the exam for you or someone answers the test paper for another person.
2. Alter the name of other' s test paper and possess as yours.
3. Organize partnership cheating.
4. Exchange test papers.
5. Cheat with communication devices e. g. mobile 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 The following measures will be taken against international students who cheat on exam:

1. The students who cheat for the first time will receive the punishment of probation and will be disqualified from being awarded a 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 and “cheating” should be marked when registering grades. Students are 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. Those who 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一卡通或其他有效证件放在桌子的左上角；
- 6、清点人数、核对证件，无留学生一卡通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 and clarify exam precautions.
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 mobile phones and put them under invigilator's custody, if 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 cards or other valid certificates on the upper left corner of the table.

6. Count the number of attendees, and check documents. If the students do not have the students ID cards or other valid documents, 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 issues, invigilators should not give any explanation or reminder on the content of the examination. Invigilators should not do anything unrelated to the invigilation work.

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 end 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，并按并学校教学事故认定与处理办法的有关规定处理。

Article 28 The invigilator who is absent without proper reasons, fail to perform their duties, or turning a blind eye and a deaf ear to cheating will be treated as an accomplice to cheating and dealt with in accordance with the relevant provisions of the university's measures for the identification and handling of teaching accidents.

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 affairs) 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 the answer sheet timely, sort out and file examination paper analysis and papers well, report teaching and examination to teaching and research affairs 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，经相关学院分管留学生教学工作的院领导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 self-study retake-examination should be submitted with 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. No individual has the right to change mark sheet without 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 vice dean in charge of international student teaching affairs at the academic 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, 如有其他未尽事宜, 请参照学校相关课程考试工作规定执行。

Article 34 The authority to interpret these provisions is delegated by the university to OEC. For any matters not covered herein, please refer to the relevant university regulations on course examination administration.

九、江苏大学优秀来华留学生奖学金评定办法

IX. Provisions to Assess Outstanding Scholarship of International 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 In order to implement the policies and guidelines on education for international students in China, promote the comprehensive improvement of their overall quality, and cultivate high-quality talents who are knowledgeable about China and friendly to China, this method is formulated in accordance with relevant national and Jiangsu provincial regulations.

第二条 优秀留学生奖学金包括学习优秀奖学金和单项奖学金，评定主要依据三方面情况：基本素质、学习成绩和素质拓展测评。

Article 2 The outstanding scholarships for international students include the Learning Excellence Scholarship and Individual Scholarship. All scholarships are primarily assessed based on three aspects: basic quality, academic performance, and quality expansion evaluation.

第三条 本办法规定的学习优秀奖学金适用于本校正式注册的全日制来华留学本科生；单项奖学金适用于本校正式注册的全日制来华留学本科生和研究生。

Article 3 The procedures of The Learning Excellence Scholarship shall apply to our school's officially registered full-time undergraduates. The procedures of individual scholarships shall apply to our school's officially registered full-time undergraduates and postgraduates.

第四条 奖学金设置：

学习优秀奖学金分一、二、三等，其奖金额度、获奖比例分别为一等奖学金 3000 元人民币/人·年，占参评学生数的 3%；二等奖学金 1500 元人民币/人·年，占参评学生数的 8%；三等奖学金 500 元人民币/人年，占参评学生数的 17%。

单项奖学金包括学术之星、体育之星、文艺之星、社会活动之星及成长之星，其奖金额为 500 元人民币/人·年，具体人数视申请情况决定。

Article 4 The Learning Excellence Scholarship is divided into first-class, second-class, and third-class categories. The bonus amount and award-winning ratio are as follows: 1st class scholarship of 3000 CNY/person per year, which is awarded to no more than 3% of the students participating in the selection process; 2nd class scholarship of 1500 CNY/person per year, which is awarded to no more than 8% of the students participating in the selection process; 3rd class scholarship of 500 CNY/person per year, which is awarded to no more than 17% of the students participating in the selection process.

The individual scholarships include Academic Star, Sports Star, Star of Art, Social Activity Star, and Growth Star. The bonus amount is 500 CNY/person per year. The number of scholarship winners will be decided based on the application situation accordingly.

第二章 基本素质测评

Chapter II Basic Quality Evaluation

第五条 基本素质测评（G1）分为：学习态度、身心健康、文明行为等三个方面。上述三个方面的基本内容：

Article 5 Basic qualities evaluation (G1) includes learning attitude, physical and mental health, and civilized behavior. The implication of these three aspects are as follows.

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，严格履行校纪校规，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%。测评分数低于60分者，其基本素质测评结果为不合格。基本素质测评不合格者不得参与奖学金评定。

1. Learning Attitude

The student should have a clear learning objective, be humble and eager to learn, study diligently, respect their instructors, avoid unexcused absences or lateness, assist classmates, and take initiative in study and research.

2. Physical and Mental Health

The student should be conscious of their physical and mental health, establish constructive interpersonal relationships, and actively participate in physical training, sports contests, cultural and recreational programs. Additionally, they should value labor and pay attention to personal hygiene.

3. Civilized Behavior

The students must adhere to the pertinent policies and decrees established by the Chinese government and the rules and regulations of Jiangsu University. Any infractions of the law and discipline are strictly prohibited. The assessment of basic quality primarily involves the class teacher, monitor, and classmates. The total score is 100, with the class teacher's evaluation accounting for 40%, the

monitor's assessment for 20%, and the classmates' assessment for 40%. Students' basic qualities will be deemed unqualified if the score falls below 60. Those who do not meet the basic quality standards will not be eligible for the scholarship evaluation.

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、在海外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, the basic evaluation criteria are not met.

1. Anyone who violates the provisions of the law and is punished by a public security entity or the justice department.

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

3. Anyone who is unqualified in various examinations and appraisals 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（G2）以留学生平均成绩计分。其计算公式为： $G = (X_i \times Y_i) \text{ 总和} / Y_i \text{ 总和}$ 。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 of international students are scored based on the average of their scores. The calculation is as follows: $G = \sum (X_i \times Y_i) / \sum y_i$.

Xi refers to the marks of each subject included in the evaluation, while Yi refers to the credits of the related subject.

The assessment of students' academic records will be deemed 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 素质拓展测评

Chapter IV Quality Expansion Evaluation

第八条 素质拓展测评（G3）是指留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。学校鼓励留学生在课余时间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 Quality Expansion Evaluation (G3) refers to the abilities that students acquire throughout the year through their special skills, creative spirit in academics, sports, literature, art achievements, or social activities. Schools encourage students at all levels to actively participate in various academic, sports, literature, art, and social activities to deepen their understanding of Chinese culture and enhance 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。

Article 9 International students can earn additional points by participating in academic, sports, literature and art, or social activities, or by playing a key role in a student organization or group. The total points they can earn cannot exceed 20, and these points will be added to the student's overall score.

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 highest score achieved by a student in a single participation will be taken into consideration. Scores from multiple participation cannot be aggregated. After the event, different rankings will be established, with the first-place prize being ten times the score, the second-place prize increased by 20%, and the last-place prize reduced by 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 disregarded, and the basic quality evaluation will not be passed if a false report is detected in the innovation ability test.

第十二条 学术类素质拓展加分标准如下：

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5分、4分、3.5分、3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、在国际、国家核心、省级学术刊物上发表学术论文分别加6分、4分、3分。主编、合编学术刊物分别加5分和3.5分；独著、合著分别加6分和4分。

4、获得国际级、国家级、省级、市级、校级课题研究与科技发明（以通过相应鉴定为准）则分别加8分、5分、4分、3分、2.5分。

Article 12 The standards for evaluating the quality expansion of academic programs are as follows:

1. Students who participate in national/international-level, provincial-level, municipal-level, or school-level competitions/activities can earn 5 points, 4 points, 3.5 points, or 3 points respectively.

2. The winners of the aforementioned competitions/activities will have their points multiplied by a coefficient of 2 for the first prize (including special award), 1.5 for the second prize, and 1.2 for the third prize based on their ranking.

3. Students who publish academic papers in international, national core journals, and provincial academic journals can earn 6 points, 4 points, and 3 points respectively. Students who work as editor-in-chief or co-chief of academic journals can earn 5 points and 3.5 points respectively; as an author or co-author, they can earn 6 and 4 points respectively.

4. Participating in international, national, provincial, municipal, and school-level research programs, as well as showcasing scientific and technological inventions (after relevant identification), can earn you 8 points, 5 points, 4 points, 3 points, and 2.5 points respectively.

第十三条 体育类素质拓展加分标准如下:

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、校运动会参加各项比赛（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 for evaluating the quality expansion of sports are as follows:

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

2. In the school sports meeting game (including collective projects), winners (including the coach) are awarded points based on their ranking (from first to eighth) as follows: 2 points, 1.6 points, 1.2 points, 0.8 points, 0.6 points, 0.4 points, 0.3 points, and 0.2 points, respectively.

第十四条 文艺类素质拓展加分标准如下:

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 for evaluating the quality and expansion of art are as follows:

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

2. The winners of the competitions/activities mentioned above will receive points based on their ranking. The first prize (including special award) will be multiplied by a coefficient of 2, the second prize by 1.5, and the third prize by 1.2.

3. Students whose cultural activities are covered by the media can earn points multiplied by a coefficient of 1.6, 1.4, and 1.2 based on the media level: 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 earn 1.5 points, 1 point, and 0.5 points respectively.

第十五条 社会活动类素质拓展加分标准如下：

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、学生组织的主要负责人加2分，其他负团队成员加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 criteria for assessing the quality expansion of social activities are as follows:

1. Students participating in various social activities at different levels such as international (including national), provincial, municipal, university, and college can earn 3 points, 2 points, 1.5 points, 1 point, and 0.2 points respectively.

2. The winners of the aforementioned competitions/activities can have their points multiplied by coefficients of 2, 1.5, and 1.2, respectively, based on the ranking of the prize as the first prize (including special award), second prize, and third prize in these competitions.

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

4. If students have their activities reported in the media, their points can be multiplied by coefficients of 1.6, 1.4, and 1.2 respectively, based on the level of media coverage: international/national, provincial, and municipal.

第五章 评审机构及评审程序

Chapter V Evaluation Institution and Procedure

第十六条 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，由海外教育学院院长任组长，主管教学副院长及教学副院长任副组长，学工办主任、辅导员、学生代表为基本成员。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 16 All colleges should establish a student's quality comprehensive assessment leading group (assessment leader group), and all classes should have a class assessment group. The assessment leader group should consist of 3-5 people, including the Dean of OEC, the Vice Dean responsible for Students' Affairs, and the Vice Dean in charge of Teaching Affairs as the leaders of the group. The Director of Student Affairs Office, the class teacher, and student representatives should serve as basic members. The assessment leader group is responsible for listening to reports from the class teacher or class monitor, overseeing the assessment process, and resolving any objections raised during the assessment.

第十七条 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 17 All classes should hold a democratic appraisal meeting with the class teacher to review the evaluation of basic quality (G1), and the calculation of specific scores should be carried out by the class assessment group.

第十八条 课程学习成绩（G2）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 18 The evaluation of course scores (G2) should be calculated by the class assessment group, and the counting process

and results should be under the supervision and verification of the leader group.

第十九条 素质拓展测评（G3）的加分，由学生本人提供证明材料，报经班级测评领导小组鉴定，并最终酌情裁定加分。

Article 19 The scores for quality expansion (G3) can be obtained when students provide evidence materials, which are then verified by the class assessment leader group.

第二十条 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。

Article 20 The results of the aforementioned evaluation must be submitted to the college assessment committee for ultimate validation and disclosure subsequent to the computation of the class assessment group and authentication of the students' signatures.

第六章 测评结果

Chapter VI Evaluation Result

第二十一条 综合测评结果（G）是优秀学习奖学金的评审依据，其计算方式为： $G = G1 \times 10\% + G2 \times 70\% + G3 \times 20\%$ 。

Article 21 The final score (G) of a comprehensive assessment serves as the foundation for scholarship competition, where G is calculated as $G = G1 \times 10\% + G2 \times 70\% + G3 \times 20\%$.

第二十二条 素质拓展测评结果作为评选单项奖学金，即“学术之星”、“体育之星”、“文艺之星”、“社会活动之星”的重要依据。对虽无突出成绩但积极参加各项活动、比赛者可直接授予“成长之星”单项奖学金，以资鼓励。

Article 22 The result of the quality expansion assessment serves as the basis for competing for various individual scholarships, including academic, sports, art, and social activity star. Students who may not have outstanding achievements but are actively engaged in

diverse activities may be incentivized to receive an individual scholarship as a growth star.

第二十三条 学生若对评审有异议，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3日内做出处理。

Article 23 Different opinions concerning the outcome of an assessment must be presented to the college assessment leader within a week and resolved within three days.

第二十四条 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 24 The result of the comprehensive quality assessment may serve as the basis for selecting outstanding graduates and recommending students to potential employers.

第七章 附则

Chapter VII Supplementary Articles

第二十五条 本测评办法由学校授权海外教育学院负责解释。自2017年8月1日起施行。

Article 25 The school authorizes the provisions, and OEC is responsible for interpretation. These provisions will be effective starting August 1, 2017.

十、江苏大学来华留学生校长奖学金实施办法

X. Implementation Measures for the Presidential Scholarship of International Students of Jiangsu University

(2020 年 5 月 18 日修订)

(Revised on May 18, 2020)

第一章 总 则

Chapter I General Provisions

第一条 为激励在校留学生勤奋学习、潜心科研，提升其跨文化交流合作能力和跨国界岗位适应能力，进一步完善学校来华留学生教育投入机制，健全长效、多元的奖助体系，提高人才培养质量，培养更多“知华友华”的国际人才，根据《教育部等八部门关于加快和扩大新时代教育对外开放的意见》《学校招收和培养国际学生管理办法》（教育部、外交部、公安部令第42号）和《江苏省高校招收和培养外国留学生管理办法》（苏教外〔2019〕84号）等文件精神，结合学校具体情况，特制定本办法。

Article 1 In order to motivate international students to study diligently and devote themselves to scientific research, improve their cross-cultural communication and cooperation ability and cross-border job adaptability, to further improve the investment method for the education of international students in China, improve the long-term and diversified scholarship and aid system, improve the quality of talent training, and cultivate more international talents who “know China and are friendly to China”, according to the “Opinions of the Ministry of Education and Other Eight Departments on Accelerating and Expanding the Opening of Education in the New Era” and the “Administrative Measures for the Recruitment and Training of International Students in Schools” (Ministry of Education, Ministry of Foreign Affairs, Decree No. 42

of the Ministry of Public Security) and the Administrative Measures for the Enrollment and Training of Foreign Students in Colleges and Universities in Jiangsu Province (Su Jiaowai [2019] No. 84) and other documents, combined with the specific situation of the school, these measures are hereby formulated.

第二章 奖学金构成

Chapter 2 Composition of Scholarships

第二条 江苏大学来华留学生校长奖学金包括：服务性奖学金和非服务性奖学金。其中，服务性奖学金包括校设奖学金和社会捐赠奖学金；非服务性奖学金包括优秀奖学金、单项奖学金和协议项目奖学金。

Article 2 The Presidential Scholarship for International Students of Jiangsu University in China includes Service Scholarships and Non-service Scholarships. Among them, service scholarships include school-set scholarships and social donation scholarships; non-service scholarships include merit scholarships, individual scholarships, and agreement program scholarships.

第三条 服务性奖学金

Article 3 Service Scholarship

(一) 校设奖学金

(1) Scholarships offered by the University

1. 资助目的：引导学生服务社会，成长成才。

1. Purpose of funding: to guide students to serve society and grow their talents.

2. 资助对象：江苏大学二年级及以上学历留学生（获得全额政府奖学金资助者除外）。

2. Funding target: degree international students in their second year or above from Jiangsu University (except those who have received full government scholarship).

3. 资助条件：完成规定量的助教、助管、助研等社会服务实践，服务校企合作项目，及服务校内外学术或文化交流活动。

3. Funding conditions: complete the recommended number of social service practices such as teaching assistants, management assistants, and research assistants, serve the school-enterprise cooperation projects, and academic or cultural exchange activities inside and outside the school.

（二）社会捐赠奖学金

(2) Social Donation Scholarship

1. 资助目的：激励留学生进一步掌握知识、提升能力、增长见闻，促进留学生不断进步（资金可用于但不限于以下方向：创新创业、社会实践、技能服务、国际交流、市场研究等）。

1. Purpose of funding: motivate international students to further increase their knowledge, improve their abilities, and promote their continuous progress (funds can be used but not limited to the following directions: innovation and entrepreneurship, social practice, skills services, international exchanges, market research, etc.).

2. 资助对象：江苏大学二年级及以上学历留学生（获得全额政府奖学金资助者除外）。

2. Funding target: degree international students in their second year or above from Jiangsu University (except those who have received full government scholarships).

3. 资助条件：根据捐赠协议内容确定。

3. Funding conditions: determined according to the content of the donation agreement.

第四条 非服务性奖学金

Article 4 Non-Service Scholarships

1. 资助目的：激励留学生勤奋学习、积极进取，潜心科研学习、勇于创新,提升服务“一带一路”建设的本领。

1. Purpose of funding: to encourage international students to study diligently, be proactive, devote themselves to scientific research and learning, be courageous in innovation, and improve their ability to serve the construction of the “Belt and Road” .

2.资助对象：规定学制内江苏大学二年级及以上学历留学生（获得全额政府奖学金资助者除外）。

2. Funding objectives: degree international students in their second year or above from Jiangsu University (except those who have received full government scholarship).

3.资助条件：基本素质测评合格，考试成绩优秀，科研能力突出，有一定的科研成果，中文水平良好。

3. Funding conditions: pass the basic quality assessment, excellent examination results, outstanding scientific research ability, have certain scientific research achievements, and good Chinese level.

第三章 奖学金标准

Chapter 3 Scholarship Standards

第五条 服务性奖学金标准

Article 5 Service Scholarship Standards

（一）校设奖学金标准

(1) The scholarship standard set by the university

在读学位 Degree holders	金额（元）/生/年 Amount (RMB)/student/year	助研服务时长 （小时/月） Duration of research assistant service (Hours/month.)	其他服务时长 （小时/年） Other hours of service (hours/year)
硕士 Master	15000	60	40
博士 PhD	26000—42000	80	40

备注：不同年份的标准可适当调整，由海外教育学院发布。学生休学、游学期间暂停发放奖学金，复学后通过资格审查后恢复发放。

Note: The standards for different years can be adjusted appropriately and will be issued by the Overseas Education College. The scholarship will be suspended during the period of suspension and will resume after the resumption of study after passing the qualification examination.

（二）社会捐赠奖学金标准

(2) Social donation scholarship standards

1. 资助构成：各种企业和机构捐赠的项目专项基金。

1. Funding composition: special funds for projects donated by various enterprises and institutions.

2. 资助标准：以具体社会捐赠服务性奖学金项目协议为准。

2. Funding standard: subject to the agreement of the specific social donation service scholarship program.

第六条 非服务性奖学金标准

Article 6 Criteria for non-service Scholarships

（一）优秀奖学金标准

(1) Criteria for Excellence Scholarship

1. 特优生奖学金

特优生奖学金标准参照中国政府奖学金“全额奖学金”。

1. Scholarship for Exceptional Students

The scholarship standard for outstanding students refers to the “full scholarship” of the Chinese Government Scholarship.

2. 硕士研究生奖学金

2. Scholarship for Master's Students

(1) 一等奖学金：每人每学年9000元，不超过自费硕士研究生总人数的20%。

(1) First-class scholarship: 9,000 Yuan per person per academic year, not exceeding 20% of the total number of self-funded master's students.

(2) 二等奖学金：每人每学年6000元，不超过自费硕士研究生总人数的40%。

(2) Second-class scholarship: 6,000 Yuan per person per academic year, not exceeding 40% of the total number of self-funded master's students.

3. 博士研究生奖学金

3. Doctoral Scholarship

(1) 一等奖学金：每人每学年12000元，不超过自费博士研究生总人数的20%。

(1) First-class scholarship: 12,000 Yuan per person per academic year, not exceeding 20% of the total number of self-funded doctoral students.

(2) 二等奖学金：每人每学年8000元，不超过自费博士研究生总人数的50%。

(2) Second-class scholarship: 8,000 Yuan per person per academic year, not exceeding 50% of the total number of self-funded doctoral students.

4. 英语授课优秀本科奖学金

4. English-taught Outstanding Undergraduate Scholarships

英语授课优秀本科奖学金每人每学年10000元。

The English-taught Outstanding Undergraduate Scholarship is 10,000 RMB per person per academic year.

(二) 单项奖学金标准

(2) Individual scholarship criteria

1. 生源稀缺地区学生奖学金标准

在正常学制内未获全额奖学金的生源稀缺地区学生，每人每学年10000元。

1. Scholarship standards for students from rare countries

Students from rare countries who do not receive full scholarships will receive 10,000 Yuan per person per academic year.

2. 汉语授课学历本科生奖学金标准

2. Scholarship standards for Chinese-taught undergraduate students

在正常学制内汉语授课学历本科生，每人每学年奖励额度为英语授课项目学费的40%。

For Chinese-taught undergraduate students within the normal academic period, the scholarship amount per person per academic year shall be 40% of the tuition fee of English-taught programs.

(三) 协议项目奖学金标准

(3) Scholarship standards for the agreed projects

协议项目奖学金标准及其比例按照各专项奖学金协议执行。

The scholarship standards and proportions of the agreed projects shall be implemented by the special scholarship agreements.

第四章 奖学金申请条件

Chapter 4 Scholarship Application Requirements

第七条 申请奖学金的基本条件：

Article 7 Basic conditions for applying for the scholarship:

(一) 对华态度友好，积极参与各类社会实践活动；

(1) Have a friendly attitude towards China and actively participate in various social practice activities;

(二) 认真学习中国国情和文化知识；

(2) Conscientiously study China's national state of affairs and cultural knowledge;

(三) 理解中国社会主流价值观和公共道德观念，形成良好的法治观念和道德意识；

(3) Understand the mainstream values and public morality of Chinese society, and form a positive concept of the rule of law and moral awareness;

(四) 遵纪守法, 身心健康;

(4) Abide by the laws and regulations; be physically and mentally healthy;

(五) 具备包容、认知和适应文化多样性的意识、态度和技能, 能够在不同民族、社会和国家之间的相互尊重、理解和团结中发挥作用。

(5) Have the awareness, attitudes, and skills to tolerate, recognize, and adapt to cultural diversity, and be able to play a role in mutual respect, understanding, and solidarity among different peoples, societies, and nations.

第八条 基本素质测评合格。基本素质测评分为: 思想修养、学习态度、身心素质、行为举止、社会实践五个方面。基本素质测评采取民主评议和辅导员考核相结合的方法。其中, 全班民主评议分 T_1 占60%, 辅导员测评 T_2 占40%, 即测评总分 $T=T_1 \times 60\%+T_2 \times 40\%$ 。测评分数60分及以上者具备申请资格。

Article 8 Passing the basic quality assessment. The basic quality assessment score has five aspects: ideological cultivation, learning attitude, physical and mental quality, behavior, and social practice. The basic quality assessment adopts a combination of peering evaluation and counselor evaluation. Among them, the peering evaluation score of the whole class accounts for 60%, and the counselor's evaluation T_2 accounts for 40%, that is, the total score of the assessment $T=T_1 \times 60\%+T_2 \times 40\%$. Those with a score of 60 or above are eligible to apply.

第九条 申请非服务性奖学金的本科生学习成绩满足以下要求:

Article 9 The academic performance of undergraduate students applying for non-service scholarships shall meet the following requirements:

(一) 考试成绩均为合格以上, 到课率80%以上;

(1) The examination results shall be above the pass mark, and

the class attendance rate shall be more than 80%.

(二) 获得英语授课优秀本科新生奖学金的留学本科生，在正常学制内成绩优秀，且按照《江苏大学优秀来华留学生奖学金评定办法》（江大校〔2017〕321号）测评结果在专业排名前20%的可继续获得资助，但不与政府奖学金等重复资助；

(2) Undergraduate students who have won the English-taught Outstanding Undergraduate New Students' Scholarship with excellent grades within the academic year and are in the top 20% of their majors according to the evaluation results of the “Evaluation Measures for Scholarships of Outstanding International Students of Jiangsu University” (Jiangsu University [2017] No. 321) can continue to receive funding, but the funding will not be combine with government scholarships;

(三) 生源稀缺地区学生奖学金获得者，要求学年课程平均成绩达到70分且最低分不低于65分；

(3) Scholarship winners for students from rare countries are required to have an average score of 70 points and a minimum score of not less than 65 points in the academic year;

(四) 汉语授课学历生奖学金获得者，要求学年课程平均成绩达到65分且最低分不低于60分。

(4) Scholarship recipients for Chinese-taught degree students are required to have an average score of 65 points and a minimum score of not less than 60 points in the academic year.

第十条 申请非服务性奖学金的在校留学研究生学习课程学习成绩满足以下要求：

Article 10 The graduate students applying for the non-service scholarship shall meet the following requirements:

(一) 留学研究生一等非服务性奖学金需满足以下要求：

(1) The first-class non-service scholarship for graduate students shall meet the following requirements:

1. 学年课程平均成绩达到80分且最低分不低于70分；

1. The average score of the course in the academic year shall be 80 points and the minimum score shall not be less than 70 points;

2. 按培养单位要求完成学年内培养环节各项任务;

2. Complete the tasks of the training during the academic year in accordance to the requirements of the training unit;

3. 实验室或工作室出勤率在90%以上;

3. The attendance rate of the laboratory or office shall be above 90%;

4. 导师评价满意度为“非常满意”;

4. The supervisor's evaluation satisfaction shall be *Satisfactory*;

5. 留学研究生综合测评在前20%。

5. Graduate students who are in the top 20% of the comprehensive assessment.

(二) 留学研究生二等非服务性奖学金需满足以下要求:

(2) The second-class non-service scholarship for graduate students shall meet the following requirements:

1. 学年课程平均成绩达到70分且最低分不低于65分;

1. The average score of the course in the academic year shall be 70 points and the minimum score shall not be less than 65 points;

2. 按培养单位要求完成学年内培养环节各项任务;

2. Complete the tasks of the training during the academic year in accordance to the requirements of the training unit;

3. 实验室或工作室出勤率在90%以上;

3. The attendance rate of the laboratory or office shall be above 90%;

4. 导师评价满意度为“满意”;

4. The supervisor's evaluation satisfaction shall be *Satisfactory*;

5. 留学硕士研究生综合测评在前60%，留学博士研究生综合测评在前70%。

5. The comprehensive assessment of master ' s students studying abroad shall be in the top 60%, and the comprehensive

assessment of doctoral students studying abroad shall be in the top 70%.

第五章 留学研究生奖学金测评方法

Chapter 5 Evaluation Methods for Scholarships of Graduate Students

第十一条 留学研究生服务性奖学金以助教、助管、助研以及服务校内外学术或文化交流活动等服务性实践时长作为测评依据。

Article 11 The service scholarship for graduate students is based on service practice hours such as teaching assistants, management assistants, research assistants, and academic or cultural exchange activities inside and outside the university.

第十二条 留学研究生非服务性奖学金申请者在满足基本要求后，最终测评结果以科研成果G1、汉语学习能力G2和创新实践活动能力G3为依据。研究生按照测评总分，即 $G=G1 \times 70\%+G2 \times 10\%+G3 \times 20\%$ 进行评比。

Article 12 After meeting the basic requirements, the final evaluation results of applicants for non-service scholarships for international students shall be based on G1 scientific research achievements, G2 Chinese learning ability, and G3 innovation and practice activity ability. Graduate students will be evaluated according to the total score of the assessment, that is, $G=G1 \times 70\%+G2 \times 10\%+G3 \times 20\%$.

（一）科研成果G₁主要考核留学研究生在学期间所有通过自身努力发表的学术论文、申请授权的专利和参与的科研课题等科研成果，科研成果应符合《江苏大学关于研究生在学期间发表学术论文的规定》（江大校〔2016〕545号）要求，“留学研究生科研成果加分表”详见附件1。科研成果G₁加分无上限。

(1) The scientific research achievements G1 mainly assesses all the academic papers, patents applied for authorization and scientific research projects participated in by overseas graduate students during the study period, and the scientific research results shall meet the requirements of the “Regulations of Jiangsu University on the Publication of Academic Papers by Graduate Students during the Study Period” (Jiangsu University [2016] No. 545), and the “Bonus Table of Scientific Research Achievements of Overseas Graduate Students” is detailed in Appendix 1. There is no upper limit on the G1 bonus points for scientific research achievements.

(二) 汉语学习能力G₂主要考核获得《国际汉语能力标准》三级及以上证书等，获得三级证书加40分、获得四级证书加60分、获得五级证书加80分。

(2) The G2 main assessment of Chinese language learning ability is to obtain the Certificate of Chinese Proficiency as a Second Language, Level 3 or above, etc., with 40 points for Certificate 3, 60 points for Level 4 Certificate, and 80 points for Level 5 Certificate

(三) 创新实践活动能力G₃主要考核留学研究生积极参与学术交流、社团组织或学校、班级的相关社会实践和志愿服务工作等，加分表见附件2。创新实践活动能力G₃得分上限不超过100分。

(3) Ability of innovative practice activities G3 mainly assesses the active participation of overseas graduate students in academic exchanges, community organizations, or related social practices and volunteer service work in schools and classes, etc., and the bonus points are shown in Appendix 2. The upper limit of the G3 score for innovative practice activities shall not exceed 100 points.

(四) 特优直升或特优奖学金生通过江苏大学教育国际化工作领导小组留学生工组综合评审者，将继续获得资助。

(4) Preferential direct promotion or preferential scholarship students who pass the comprehensive evaluation of the International Student Working Group for Education Internationalization of Jiangsu University will continue to receive funding.

第六章 奖学金申请与评审

Chapter 6 Scholarship Application and Evaluation

第十三条 奖学金申请

Article 13 Application for Scholarship

学生根据本办法规定的基本申请条件及相关规定，向所在专业的学院提出申请，并递交《申请表》。海外教育学院会同专业所在学院，组织对申请的学生进行评议。

Students shall apply to the college of their major by the basic application conditions and relevant regulations stipulated in these measures, and submit the Application Form. The Overseas Education College and the college of major shall organize the evaluation of the applicants.

第十四条 服务性奖学金评审

Article 14 Evaluation of Service Scholarships

（一）学校依托教育国际化领导小组的留学生工作组，成立江苏大学来华留学生服务性奖学金评审小组。国际化分管或协管校领导为组长，成员由用人单位代表、海外教育学院、“一带一路”产学研融合研究院、“一带一路”国际人才学院、专业所在学院代表组成。

(1) The University has established a review team for the service scholarship for international students of Jiangsu University. The leader of the international department in charge or co-management of the school is the team leader, and the members are composed of representatives of the employer, the Overseas Education College, the “Belt and Road” industry-university

integration research institute, the “Belt and Road” international talent college, and the college of major.

(二) 校设服务性奖学金评审。助研考核工作由导师负责，助教和助管岗位由用人单位制定管理办法、负责考核，其他社会服务由海外教育学院等组织单位考核。

(2) Evaluation of service scholarships set up by the school. The supervisor is responsible for the assessment of research assistants, the management measures, the assessment of teaching assistants and assistant management positions formulated by the employer, and other social services are assessed by the overseas education college and other organizational units.

海外教育学院学工办、“一带一路”合作办公室、二级培养单位根据学生的服务类型、服务工作量进行遴选和初评，海外教育学院党政联席会审核，报校来华留学生服务性奖学金评审小组审定。审定后的学生名单公示一周，无异议后，学校书面告知获得奖学金的留学生。

The Students Affairs Office of the Overseas Education College, the “Belt and Road” Cooperation Office, and the respective faculties will select and conduct preliminary evaluation according to the type of service and service workload of the students, and the Party and Government Joint Committee of the Overseas Education College will review and approve the evaluation team of the service scholarship for international students in China. After the approval, the list of students will be publicized for one week, the university will notify the international students who have won the scholarship in writing if there is no objection.

(三) 社会捐赠奖学金评审。留学生需填写并提交个人成长档案和申请资料，包括但不限于个人综合情况，合理讲述使用社会捐赠奖学金的计划。海外教育学院学工办、“一带一路”合作办公室和各二级单位参考学生平时表现，对受助学生进行资格认定。认定后，将满足条件的申请者材料报校来华留学生

服务性奖学金评审小组审议。审议后的学生名单公示一周，无异议后，学校书面告知获奖学生。

(3) Evaluation of social donation scholarships. International students are required to fill in and submit personal achievement writeup and application materials, including but not limited to personal comprehensive information, and reasonably describe the plan to use the social donation scholarship. The Student Affairs Office of the Overseas Education College, the Belt and Road Cooperation Office, and all faculties will recognize the qualifications of the aided students concerning their usual performance. After the identification, the materials of the applicants who meet the requirements will be submitted to the evaluation team of the service scholarship for international students in China for consideration. After review, the list of students will be publicized for one week, and the university will notify the students who won the scholarship in writing if there is no objection.

第十五条 非服务性奖学金评审

Article 15 Evaluation of non-service scholarships

(一) 学校依托教育国际化领导小组的留学生工作组，成立江苏大学来华留学生非服务性奖学金评审小组。国际化分管或协管校领导为组长，成员由部门负责人、海外教育学院负责人、专业所在学院负责人及专业专家组成。

(1) Relying on the International Student Working Group of the Leading Group for Education Internationalization, the University has established a non-service scholarship evaluation team for international students from Jiangsu University. The leader of the school in charge of internationalization or co-management is the team leader, and the members are composed of department heads, heads of overseas education colleges, heads of colleges of majors, and professional experts.

(二) 海外教育学院会同相关培养单位对来华留学生非服务性奖学金申请者的资格、申请条件进行认定后, 将符合条件的申请者材料报江苏大学来华留学生非服务性奖学金评审小组。评审小组评审后, 确定奖学金获得者名单。

(2) The Overseas Education College, together with relevant training units, will determine the qualifications and application requirements of the applicants for the non-service scholarship for international students in China, and submit the materials of the qualified applicants to the evaluation team of the non-service scholarship for international students in China of Jiangsu University. After the review by the review board, the list of scholarship recipients will be determined.

(三) 获得奖学金的学生名单公示一周, 无异议后, 学校书面告知获奖学生。

(3) The list of students who have won the scholarship will be publicized for one week, and the school will notify the students who won the scholarship in writing if there is no objection.

(四) 获得奖学金的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。奖学金获得者学习途中无故变换就读学校, 取消奖学金资格。当事学生须退回当年已发奖学金且缴清一切欠费, 方可办理有关学籍变更手续; 未参加年度评审, 或评审不合格者取消奖学金。奖学金可用于冲抵应缴的相关费用。

(4) International students who have won the scholarship must go through the registration procedures according to the time specified by the university; otherwise, they will be treated as automatic withdrawals of the scholarship. Scholarship recipients who change schools without reason during their studies will be disqualified from the scholarship. The student concerned must return the scholarship issued in the current year and pay all arrears before going through the relevant procedures for changing student

status. The scholarships of those who do not participate in the annual review, or fail to pass the review, will be canceled. The scholarship can be used to offset the relevant fees due.

第十六条 奖学金评审申诉

Article 16 Scholarship evaluation and appeal

学生对校级评审奖学金评定结果有异议，可在收到评定结果之日起3个工作日内向校教育国际化工作领导小组的留学生工作组提起申诉，校教育国际化工作领导小组留学生工作组办公室应在接受申诉后7个工作日内征求各方面意见，综合审查后做出处理意见，通知学生本人及二级培养单位，此处理意见为最终处理意见。

If the student has any objection to the evaluation result of the university-level evaluation scholarship, he or she can file a complaint with the International Student Working Group for the Internationalization of Education of the University within 3 working days from the date of receipt of the evaluation result, and the Office of the International Student Working Group for the Internationalization of Education of the University shall solicit opinions from all parties within 7 working days after accepting the appeal, and make a handling opinion after a comprehensive review, and notify the student and the faculties, which is the final handling opinion.

第七章 奖学金的退出与停发

Chapter VII Withdrawal and Suspension of Scholarships

第十七条 凡有下列情况之一，获奖学生将退出评选、停止续评或者停发奖学金：

Article 17 Under any of the following circumstances, the award-winning student shall be withdrawn from the selection, stop the renewal of the evaluation, or stop the scholarship:

- (一) 在学校规定时间内未完成学籍注册者；
- (1) Students who have not completed the registration within the university specified time;
- (二) 无故不按时缴纳学费或拖欠学费者；
- (2) Students who fail to pay tuition fees on time or are in arrears without reason;
- (三) 休学、保留学籍者；
- (3) Students who are suspended from the university or retain their student status;
- (四) 超过基本学制延长学习期限者；
- (4) Students who have extended the study period beyond the basic academic requirement;
- (五) 未按规定参与年度评估或年度评估不合格者；
- (5) Students who fail to participate in the annual assessment or fail to pass the annual assessment as required;
- (六) 无故不参加资助方组织活动（座谈会等）、拒绝与设奖方保持适当联系或有违背资助方意愿的行为者；
- (6) Students who do not participate in the activities (symposiums, etc.) organized by the sponsor without reason, refuse to maintain appropriate contact with the award-winning party, or act against the will of the sponsor;
- (七) 言行不当，给学校或集体造成不良社会影响者；
- (7) Improper words and deeds, causing a negative social impact on the university or collective;
- (八) 受到违法、违纪处罚者；
- (8) Students who have been punished for violating laws or regulations;
- (九) 伪造相关材料者；
- (9) Falsifying relevant materials;
- (十) 测评年度有处分记录或其他学校认定不符合参评条件者。

(10) Those who have a record of punishment in the assessment year or those who are identified by other schools to be ineligible for participation.

第十八条 协议项目奖学金的评定标准按照各专项奖学金协议执行。

Article 18 The evaluation criteria for the scholarship of the agreement project shall be implemented under the special scholarship agreement.

第八章 奖学金监督

Chapter VIII Scholarship Supervision

第十九条 根据资金来源的不同，由财务处、校友会与对外联络办公室根据“分类管理、分账核算、专款专用”的原则进行监督，同时接受审计、纪检、监察等部门的全过程监督,重要环节结果进行公示，接受师生共同监督。

Article 19 According to the different sources of funds, the Finance Office, the Alumni Association, and the External Liaison Office shall supervise according to the principle of “classified management, sub-accounting, and special funds”, and at the same time accept the whole-process supervision of the auditing, discipline inspection supervision, and other departments, and the results of important links shall be publicized and jointly supervised by teachers and students.

第九章 附 则

Chapter IX: Supplementary Provisions

第二十条 奖学金项目因教育主管部门、学校或社会捐赠方要求可作出变动和调整。

Article 20 The scholarship program may be changed and adjusted due to the requirements of the education department, the school, or the social donor.

第二十一条 本规定由海外教育学院负责解释，自发布之日起施行。原文件《江苏大学来华留学生校长奖学金实施办法》（江大校〔2017〕323号）同时废止。

Article 21 The Overseas Education College shall be responsible for the interpretation of these Regulations, which shall come into force on the date of pronouncement. The original document “ Implementation Measures for the Presidential Scholarship for International Students of Jiangsu University ” (Jiangsu University [2017] No. 323) shall be revoked at the same time.

十一、中华人民共和国境内外国人宗教活动管理规定 实施细则（摘选）

XI. Rules for the Implementation of the Provisions on The Administration of Religious Activities of Aliens within The Territory of The People's Republic of China (excerpt)

第一条 根据《中华人民共和国境内外国人宗教活动管理规定》，制定本实施细则。

Article 1 These Rules are formulated in accordance with the Provisions on the Administration of Religious Activities of Aliens within the Territory of the People's Republic of China.

第三条 境内外国人宗教活动是指外国人在中国境内按照各自的宗教信仰习惯举行和参与的各种宗教仪式，与中国宗教社会团体、宗教活动场所和宗教教职人员所发生的宗教事务方面的联系，及其有关的各种活动。

Article 3 Religious activities of aliens within Chinese territory are referred to as the religious ceremonies that aliens conduct or participate according to their own religious belief customs, the contacts with Chinese religious bodies, sites for religious activities and religious personnel in respect of religion, and other relevant activities.

第四条 中华人民共和国尊重在中国境内的外国人的宗教信仰自由，依法保护和管理境内外国人的宗教活动。

Article 4 The People's Republic of China respects the freedom of religious belief of aliens within Chinese territory, and protects and administrates the religious activities of aliens within Chinese territory in accordance with law.

第五条 外国人在中国境内可以根据自己的宗教信仰在依法登记的寺院、官观、清真寺、教堂参加宗教活动。

Article 5 Aliens may participate in religious activities at lawfully registered Buddhist monasteries, Taoist temples, mosques, churches within Chinese territory according to their own religious belief.

第七条 境内外国人集体进行宗教活动要在由县级以上人民政府宗教事务部门认可的经依法登记的寺院、宫观、清真寺、教堂，或在由省、自治区、直辖市人民政府宗教事务部门指定的临时地点举行。

Article 7 The collective religious activities of aliens within Chinese territory shall be conducted at the Buddhist monasteries, Taoist temples, churches recognized by the departments of religious affairs of the people's government at or above the county level, or at the temporary sites appointed by the departments of religious affairs of the people's governments of province, autonomous region or municipality directly under the Central Government.

第八条 外国人同中国宗教界的友好往来和文化学术交流活
动、应通过省、自治区、直辖市以上宗教社会团体进行。

Article 8 The friendly contacts and cultural and academic exchanges of aliens with Chinese religious circles shall be conducted via Chinese religious bodies at or above the level of province, autonomous region or municipality directly under the Central Government.

第十二条 下列宗教印刷品、宗教音像制品和其他宗教用品
不得进境：

- (一) 超出个人自用合理数量；
- (二) 有危害中国国家安全和公共利益内容的。

Article 12 It is prohibited to bring the following religious printed matters, religious audio-visual products and other articles into Chinese territory:

- (1) If the amount exceeds that for personal rational use;
- (2) If the contents of these articles are detrimental to Chinese

national security and public interests of Chinese society.

第十六条 外国人在中国境内进行宗教活动，应当遵守中国的法律、法规。外国人在中国境内不得以任何名义或形式成立宗教组织、设立宗教办事机构、设立宗教活动场所或者开办宗教院校、举办宗教培训班。

Article 16 Aliens who conduct religious activities within Chinese territory shall abide by Chinese laws and regulations.

Aliens may not intervene in the establishment and change of Chinese religious bodies or sites for religious activities, the selecting, appointing and changing of religious personnel by Chinese religious bodies, nor may they intervene in or manipulate other internal affairs of Chinese religious bodies. Within Chinese territory, aliens may not establish religious organizations, institute religious offices, set up sites for religious activities, run religious institutions or hold religious classes in any names or forms.

第十七条 外国人不得在中国境内进行下列传教活动：

- (一) 在中国公民中委任宗教教职人员；
- (二) 在中国公民中发展宗教教徒；
- (三) 擅自在宗教活动场所讲经、讲道；
- (四) 未经批准在依法登记的宗教活动场所以外的处所讲经、讲道，进行宗教聚会活动；
- (五) 在宗教活动临时地点举行有中国公民参加的宗教活动，被邀请主持宗教活动的中国宗教教职人员除外；
- (六) 制作或销售宗教书刊、宗教音像制品、宗教电子出版物等宗教用品；
- (七) 散发宗教宣传品；
- (八) 其他形式的传教活动。

Article 17 Aliens may not engage in the following missionary activities within Chinese territory:

- (1) Appointing religious personnel among Chinese citizens;
- (2) Developing religious followers among Chinese citizens;
- (3) Preaching and expounding the scripture at the sites for

religious activities without permission;

(4) Preaching and expounding the scripture or conducting religious gathering activities at the places outside the lawfully registered sites for religious activities;

(5) Conducting religious activities with Chinese citizens at temporary sites for religious activities, except that the Chinese religious personnel are invited to preside the religious activities;

(6) Producing or selling religious books and journals, religious audio-visual products, religious electronic goods or other religious articles;

(7) Distributing religious propaganda materials;

(8) Other missionary activities.

第十九条 国内外国人违反本细则进行宗教活动的，由县级以上人民政府宗教事务部门和其他有关部门依法予以制止。境内外国人违反本细则进行宗教活动，构成违反《中华人民共和国外国人入境出境管理法》、《中华人民共和国治安管理处罚条例》等法律法规的，由公安机关依法予以处理；构成犯罪的，由司法机关依法追究刑事责任。

Article 19 Where aliens within Chinese territory conduct religious activities that violate these Rules, the departments of religious affairs and other related departments of the people's governments at or above the county level shall stop them in accordance with law.

Where religious activities conducted by aliens within Chinese territory violate these Rules as well as the Law of the Control on the Entry and Exit of Aliens of the People's Republic of China and the Regulations on Administrative Penalties for Public Security, the aliens shall be dealt with by the public organs in accordance with law; where a crime is constituted, the aliens shall be investigated for their criminal liability by the judicial organs in accordance with law.

十二、外国留学生安全须知

XII. Safety Regulations for Overseas Students

1、交通安全：严格遵守交通规章制度，禁止驾驶摩托车、燃油助动车和大功率电瓶车，禁止骑车带人、超速行驶、酒后驾驶、无证驾驶，驾驶电瓶车必须佩戴安全头盔。校园内禁止骑行电动自行车。

1. Traffic safety: Students shall adhere to the traffic rules and regulations, and are prohibited from riding motorcycles, fuel-powered scooters, high-powered electric bikes. Riding with people, speeding, drunk driving, and driving without a license are also prohibited. When driving electric bikes, safety helmets must be worn. Riding electric bicycles is prohibited on campus.

2、宿舍防火：学校宿舍内严禁使用超大功率电器，不得携带存放危险物品，不私拉乱接电线，严禁使用燃气。住在校外的同学务必安全用电用气。

2. Fire prevention: Students residing in Overseas Apartment are prohibited from using high-voltage electrical appliances or any hazardous items that endanger lives and property. Tampering with electrical wires without authorization and the use of gas or fuel are strictly not allowed. Students residing off-campus must prioritize the safe usage of electricity and gas in their apartments.

3、防盗：出门时锁好门窗，在外购物、乘坐交通工具时妥善保管好证件、钱包和贵重物品，不单独去偏僻的地方，不准擅自留宿他人。

3. Protection of personal belongings: Ensure that your room doors and windows are locked before leaving the dormitory, keep your documents, wallets, and valuables safe while shopping or using public transport, avoid going to isolated areas alone, and it's forbidden to put up outsiders for the night in the dormitory without permission.

4、饮食卫生：不在没有卫生许可证的摊点购买饮料和食品，自己烹饪时注意洗净烧熟。

4. Food hygiene: Refrain from buying beverages and food from vendors without a hygiene permit, and if you are preparing your meals, wash and cook them properly before eating.

5、严禁酗酒：不在宿舍内饮酒，不外出饮酒。

5. Avoid alcoholism: Students are prohibited from excessively drinking alcohol both in and outside the dormitories.

6、严格控烟：不在教室、餐厅、电梯等公共场所抽烟。

6. Smoking control: Smoking is prohibited in public areas such as classrooms, dining halls, elevators, etc.

7、防范流感等传染病：出现感冒发烧等症状请立即到医院诊治并报告学院有关老师。

7. Prevention of flu and other infectious diseases: In case you experience symptoms like a cold and fever, it is important to seek immediate medical attention at the hospital and inform your class teacher.

8、防自然灾害：遇雷击、暴雨等灾害性天气注意自我防护，确保人身安全。

8. Protection against natural disasters: It is important to protect yourself during storms, heavy rainfall, and severe weather conditions to prevent potential risk of injury.

9、防诈骗：不要轻信虚假信息，转账支付须谨慎，遇到自称老师、同学、朋友的人借口索要钱款时，请务必与相关老师、同学、朋友电话联系核实，以防被骗。

9. Avoidance of fraud: Exercise caution when dealing with false information and be vigilant when transferring money. If someone posing as your teachers, classmates, or friends borrowing money via your WeChat or any social media handle, always verify their identity by contacting them directly through phone to confirm, especially if their phone may have been compromised or stolen.

10、预防心理疾患：树立心理健康意识，增强心理调适能力，如有心理困惑，及时到医院或学校心理咨询点寻求帮助。

10. Prevention of mental illness: it is important to prioritize mental health awareness, improve psychological coping mechanisms, and seek assistance promptly from mental health facilities or university counseling services when experiencing psychological distress.

11、避免争执：保持宿舍安静，不大声喧哗，不大声播放音响，在与别人发生纠纷时保持克制，请有关管理人员调停处理，不要自行其是。

11. Avoidance of disputes: Students must maintain a peaceful environment in the dormitories by refraining from making loud noises or playing loud sounds. Students who disagree with each other are encouraged to show restraint and seek assistance from the appropriate management staff to resolve the issue rather than taking matters into their own hands.

12、请在正规游泳馆游泳，严禁到无安全设施、无救援人员的水域游泳。

12. It is essential to swim only in designated swimming pools, as swimming in areas lacking safety measures and rescue staff is strictly prohibited.

13、遇到突发情况，请保持冷静，及时报告公安部门或有关老师。

13. In the event of an emergency, please stay calm and report immediately to the public security department or your class teacher.

十三、江苏大学留学生安全责任书

XIII. Responsibility Pledge for the Security of International Students

为了维护学校良好的学习秩序，保护留学生的人身安全，保证留学生能够顺利完成学业，根据中国相关法律、法规及学校的有关规定，特对如下安全事项予以提醒。留学生如违反以下任何规定或忽略有关提醒，则须对所造成的后果承担相应的责任。

This safety notice is issued in accordance with Chinese laws and university regulations to uphold an enabling study environment, safeguard the personal safety of international students, and support their academics to achieve success. International students are accountable for any violations or disregard of the safety guidelines.

1、遵守中国的法律、法规及学校的规章制度，尊重中国的社会公德和风俗习惯。

1. International students shall adhere to the laws of China, the rules and regulations of the university, and respect Chinese social morals and customs.

2、必须按照公安部门的有关规定及时办理居留许可及变更、延期等手续。

2. Changes to residence permits, extensions, and all other necessary formalities shall be addressed in accordance with the relevant regulations of the public security department.

3、计划在校外居住的留学生必须征得海外教育学院的意见，然后与房东签订租房合同。入住后24小时内到当地派出所办理登记手续，并持派出所出具的住宿信息登记表到留学生办公室登记。居住在校外的留学生要遵守居住地管理部门的有关规定，不得影响周围居民的生活，例如噪音扰民，注意交通、治安、消防、人身与财产的安全，注意水、电和液化气的使用安全。

3. Students planning to reside off-campus shall seek approval from the Overseas Education College (OEC) and then sign a rental agreement with the landlord. Additionally, they shall complete the registration process at the local police station within 24 hours and also, register with the OEC ' s student affairs office using the temporary residence registration form obtained at the local police station. Students residing off-campus shall comply with the regulations established by the local administrative authority in their area, avoid creating disturbances in the community such as excessive noise and parties, observe traffic laws while prioritizing public safety, fire prevention, and the security of personal belongings. Students shall be mindful of the safe use of water, electricity, and gas.

4、住在校内宿舍的留学生要遵守宿舍管理规章制度。保持宿舍安静，不得大声喧哗，不得高声播放音乐、视频，不得擅自调换、转让房间和床位，不得饲养宠物，以免影响周围人的学习与休息。来访者必须在晚间11点以前离开，宿舍内不得留宿他人。

4. Residents of the on-campus overseas apartments shall adhere to the established management rules and regulations such as avoiding excessive noise, keeping music and video at reasonable volumes, and changing rooms or beds without obtaining prior approval. Pets are not allowed in the apartments, and visitors are required to leave by 11:00 pm, as overnight stays for non-residents are prohibited.

5、宿舍内禁止使用电炉、电热器等大功率电器及电热毯等容易引起火灾的电器；不得使用明火器具；禁止存放易燃、易爆、有毒物品和其他危险品；室内禁止吸烟。

5. The use of high-power electrical devices like electric stoves, heaters, and fire-prone appliances such as electric blankets is prohibited in the apartments. Open flame devices and storage of flammable or explosive materials are not allowed. Indoor smoking is also strictly prohibited.

6、禁止损坏、拆卸、改装宿舍楼或出租房内的设备和线路，爱护消防设施。

6. Students shall refrain from interfering with equipment and electrical wires in dormitories or rented apartments and ensure that fire safety facilities are in good condition.

7、离开房间要锁好门、关好窗，不要轻易将房间钥匙交给他人，以免被盗配。

7. Students shall lock their rooms and windows before leaving the dormitory and refrain from giving their room keys to anyone to prevent unauthorized access to their rooms.

8、遵守宿舍作息制度，晚间不外出喝酒娱乐晚归。

8. Abide by the dormitory work and rest system and going out late at night for drinking or entertainment is not allowed.

9、严禁利用宿舍或出租房从事违反法律和校规的活动。

9. Students are prohibited from engaging in activities that contravene Chinese law or university regulations within the dormitory or rented apartment.

10、妥善保管好个人财物，应将多余的现金存入银行，银行账户密码不要告诉他人，贵重物品不要随意存放在教室、图书馆等公共场所。

10. Students shall keep their personal belongings safe, deposit extra cash to their bank account, and keep their bank account password confidential. Additionally, they shall avoid leaving their valuables unattended in public places such as classrooms, libraries, etc.

11、严格遵守交通规章制度，禁止驾驶摩托车、燃油助动车和大功率电瓶车，禁止骑车带人、超速行驶、酒后驾驶、无证驾驶，驾驶电瓶车必须佩戴安全头盔。校园内禁止骑行电动自行车。

11. Students shall adhere to the traffic rules and regulations such as refraining from riding motorcycles, fuel-powered scooters,

high-powered electric bikes, and carrying other students on e-bike, or riding without a helmet. Driving a car without a license, driving under the influence of alcohol, and speeding on campus is strictly not allowed.

12、换汇一定要去银行，不要在私人商店或个人处换汇。在非正式营业点换汇是违法行为。

12. Foreign currencies shall be exchanged at the bank. Engaging in transactions with unauthorized private forex stores or individuals is against the law.

13、乘坐出租车一定要选择正规出租车公司的出租车，并索取发票。不要乘坐非法营运车辆。

13. It is recommended that students use taxis from a licensed company and ask for a receipt afterward. Refrain from using unauthorized taxis to travel.

14、严禁燃放烟花爆竹和烧烤。

14. Fireworks, firecrackers, and barbecues are not allowed on-campus under any circumstances.

15、严禁到江、河、湖泊、水库等非正规游泳场所游泳；不到自然条件险恶的地方游玩。

15. Swimming in unaccredited places such as rivers, lakes, and reservoirs is prohibited. Students are to avoid exploring areas with dangerous natural conditions.

16、严禁赌博、酗酒、打架斗殴以及其它干扰学校教学、科研和生活秩序的行为。

16. Gambling, alcoholism, fighting, and other disruptive behaviors that interfere with academics, research, university operations, or the well-being of faculty members and students are strictly prohibited.

十四、江苏大学留学生签证和居留许可管理办法

XIV. Rules and Regulations for Visas and Residence Permits for International Students at Jiangsu University

第一条 为加强我校留学生签证和居留许可的管理，有效防止签证、居留许可过期等问题的发生，根据《学校招收和培养国际学生管理办法》（教育部、外交部、公安部，42号令）和《中华人民共和国出入境管理法》等相关文件精神，结合我校留学生的实际情况，特制定本管理办法。

These regulations have been established in accordance with the Law of the People's Republic of China on the Control of the Entry and Exit of Aliens, taking into account the specific circumstances of Jiangsu University. The purpose is to enhance the management of visa and residence permit issuance and to prevent the expiration of visas and residence permits for international students.

第二条 我校来华留学新生需持学习（X）签证入境。入境后，须在24小时内办理住宿登记手续，尽快到学校完成报到手续，并于入境之日起30日内更新居留证件。

Article 1 International students are required to hold a study (X) visa to enter China. After entering, students must complete the residence registration procedures within 24 hours, finish the new students' enrollment procedure as soon as possible and apply for a residence permit within 30 days from the date of entry.

第三条 持其他类别签证入境的留学生须向学校提交书面情况说明和申请，在征得学校和镇江市公安局出入境管理部门同意后，方可申请更新居留证件。

Article 3 International students holding any visa other than X visa must submit a presentation letter and a written application to the school. After receiving approval from both the school and the Zhenjiang Exit and Entry Administration Department, they should then apply for a residence permit.

第四条 从中国境内其他高校转入江苏大学学习的留学生，其签证或居留许可的有效期限须在 10 个工作日内。

Article 4 International students transferring from another university within China must hold a visa or residence permit with a validity of at least 10 working days.

第五条 来华留学生原则上应在居留证件到期前 30 日内申请更新证件。

Article 5 International students should apply for renewal of the residence permits within 30 days before the expiration date of their current permit.

第六条 未缴清保险费、学费、住宿费等相关费用的留学生不予更新居留证件。

Article 6 International students who have not paid the insurance, tuition, accommodation and other related expenses will not be allowed to renew the residence permits.

第七条 在居留证件申请中弄虚作假的学生，学校根据校纪校规严肃处理。违反中国法律法规的，将追究其法律责任。

Article 7 Students who falsify their residence permit applications will be dealt with severely by the school in accordance with its discipline and regulations. Those who violate Chinese laws and regulations will be held accountable for their legal responsibility.

第八条 留学生因实习、休学等原因离境 6 个月及以上的，返校后须到镇江市检验检疫局指定医院进行体检，凭体检合格证申请办理居留证件。

Article 8 International students who have left China for 6 months or more due to internships, suspensions, or other reasons must undergo a physical examination at the hospital designated by the Zhenjiang Entry-Exit Inspection and Quarantine Bureau upon returning to school. Students can apply for a residence permit with a certificate of passing the examination.

第九条 居留证件有效期原则上不得超过江苏省教育厅审批

的 JW201/202 表的学习期限，延期毕业学生凭《本科生/研究生毕业延期申请表》申请更新居留证件，居留证件有效期不得超过《本科生/研究生毕业延期申请表》的延期期限。

Article 9 In principle, the validity period of the residence permit shall not exceed the study period of the JW201/202 form approved by the Jiangsu Education Department. Students who want to postpone their graduation can apply to extend their residence permits with *Application for OEC Undergraduate/Postgraduates Study Period Extension* form. The validity period of the extended residence permit shall not exceed the extension period indicated in *Application for OEC Undergraduate/Postgraduates Study Period Extension*.

第十条 不符合学位授予条件，但准予毕业或结业的留学生，学校不再为其更新居留证件。

Article 10 International students who do not meet the requirements for degree granting but are allowed to graduate or complete their studies will no longer have their residence permits renewed by the school.

第十一条 留学生原则上应在护照过期六个月前更新护照，留学生因护照过期、丢失等原因无法及时更新居留证件所造成的一切后果由本人承担。

Article 11 International students should update their passports 6 months before they expire. Any consequences caused by the inability to update their residence permits in a timely manner due to passport expiration, loss, or other reasons shall be borne by the student themselves.

第十二条 居留证件办理业务只在工作日受理，周末及法定假日不予受理。

Article 12 The processing of residence permits is only accepted on working days. No applications will be processed on weekends or legal holidays.

第十三条 公安机关出入境管理部门有权依法拒绝签发外国人居留证件；有权依法吊销或宣布作废已经签发的居留证件。

Article 13 The Exit and Entry Administration Division of the Public Security Bureau has the right to reject visa and residence permit applications from foreigners, as well as to revoke or invalidate visas and residence permits that have already been issued, in accordance with the law.

第十四条 对于存在长期旷课、不按照规定参加教学活动、失联等情况的留学生，学校有权向公安机关出入境管理部门申请撤销其居留证件。

Article 14 The university has the right to apply for the revocation of the visa and residence permit of international students who have been absent for an extended period, do not participate in teaching activities, or have lost contact, in accordance with the law.

第十五条 提前毕业（结业）的留学生，除须按照规定时间离校外，需要将其签证、居留许可变更为停留证件。

Article 15 International students who need to leave the university in advance due to graduation or completion of studies must leave within the scheduled time and change their visas and residence permits to a stay permit.

第十六条 休学、退学、勒令退学、开除学籍的留学生须在规定时间内完成离校手续，不得无故滞留境内。学校将根据公安机关出入境管理部门规定上报相关学生信息，撤销其居留证件。

Article 16 International students who need to leave the university due to suspension, drop-out, dismissal, or expulsion must leave within the stipulated time. The university will inform the Exit and Entry Administration Division of the Public Security Bureau to revoke their visas and residence permits.

第十七条 学校不为留学生亲属申请来华签证或申请在华居留证件提供任何函件。

Article 17 The university will not provide any letters for the relatives of international students to apply for a visa or residence permit in China.

第十八条 按照中国法律，留学生在中国境内必须随身携带本人护照以备公安部门查验身份。

Article 18 According to Chinese law, international students must carry their passports and other credentials to prove their legal status in China whenever they are moving around off campus. These documents must be available for inspection by public security departments.

第十九条 持学习类居留证件的留学生不得从事与学习不相符的活动。对非法就业者，公安机关根据有关法律法规进行处罚。

Article 19 Foreigners holding a residence permit for study are not permitted to engage in activities unrelated to their studies. The public security bureau will enforce legal penalties on foreigners who work illegally.

第二十条 对居留证件过期的留学生，根据《中华人民共和国出境入境管理法》规定，公安机关处每非法居留一日五百元，总额不超过一万元的罚款或者五日以上十五日以下拘留。学校依据校纪校规对居留证件过期的留学生进行处分。

Article 20 International students whose residence permits have expired shall be imposed a fine of 500 yuan for each day of illegal residence, with a total amount not exceeding 10000 yuan, or detain for five to fifteen days. Additionally, the university will impose penalties on these students in accordance with school discipline and regulations.

第二十一条 签证和居留许可申请所需材料均为A4纸大小，所需材料如下：

- 1、《居留许可申请材料清单》；
- 2、《外国人签证证件申请表》；

3、镇江市出入境检验检疫局出具的体检合格证明复印件1份（只适用于新生及离境6个月以上的老生）；

4、本人有效护照（须持普通护照），护照有效期需在180天以上；

5、护照首页当前有效签证页或居留许可页及最后一次入境盖章页复印件各1份；

6、JW201/JW202表复印件1份；

7、校外住宿的留学生需提供临时住宿登记证明和有效租房合同；

8、江苏大学组织机构代码1份（海外教育学院提供）；

9、由海外教育学院出具的签证或居留许可申办公函；

10、照片1张（2寸白底，在镇江市公安局出入境管理支队办证大厅拍摄）。

Article 21 All materials required for visa and residence permit applications must be in A4 paper size. The required materials are as follows:

1. “Visa Document Checklist” .

2. “Visa/Stay Permit/Residence Permit Application Form” .

3. A copy of the Physical Exam Report issued by Zhenjiang Entry-Exit inspection and Quarantine Bureau (required for new students and continuing students who have been outside China for over 6 months).

4. A valid Passport (ordinary passport is required), and the validity of passport shall be more than 180 days.

5. Copies of Passport: Data Page, Visa/Valid Residence Permit Page, and Last Airport Immigration Stamp Page.

6. A Copy of your JW201/JW202 Form.

7. International students who live off-campus must submit the “Temporary Residence Registration Form” & valid rental contract.

8. A Copy of Jiangsu University’s Office Code (Given by OEC)

9. OEC will issue you a stamped official letter for the application.

10. A 2-inch photo (white background, to be taken at the Zhenjiang Exit and Entry Administration Department).

第二十二条 留学生护照如果丢失，请按以下流程处理：

- 1、向护照遗失地派出所报案；
- 2、持派出所出具的报案证明和原护照复印件前往镇江市公安局出入境管理支队办证大厅领取护照报失证明；
- 3、持护照报失证明到本国驻华大使馆、领事馆补办护照；
- 4、持新护照到镇江市公安局出入境管理支队办证大厅补办签证或居留许可。

Article 22 In the case of a lost passport, international students are advised to follow these procedures:

1. Report the loss or theft of your passport to the nearest police station where the incident occurred.
2. Obtain a confirmation note for the loss of your passport from the Zhenjiang Exit and Entry Administration Department. You will need to provide the reporting record from the local police station and a copy of the lost passport.
3. Apply for a new passport at the embassy or consulate of your home country in China, presenting the confirmation of the lost passport.
4. Apply for a new visa or residence permit with the new passport at the Zhenjiang Exit and Entry Administration Department.

第二十三条 本办法由海外教育学院负责解释。

Article 23 The Overseas Education College (OEC) is authorized by the university to provide further explanation of these provisions as needed.

第二十四条 本办法自公布之日起施行。

Article 24 These provisions take effect from the day of issue.

十五、江苏大学留学生外出及请假管理规定

XV. Regulations for International Students' Outgoing and Excused Absence at Jiangsu University

为进一步加强我校留学生的外出及请假管理，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 maintain an orderly academic environment and ensure the safety of students and their property, Jiangsu University (JSU) is implementing enhanced management procedures for student departures and excused absences. These measures are in line with the Interim Provisions on Education and Management of National Universities and the Regulations for Handling Student Accidents established by the Ministry of Education. This section provides a detailed overview of the rules and procedures applicable at 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 wish to leave the school and cannot return on the same day must apply for an excused absence and complete the leave procedures in advance. Students are responsible for their own security while outside the school.

第二条 学生因病或其他特殊原因不能参加教学活动的，应提前到海外教育学院履行请假手续，并在上课前将请假表交给任课教师。学生在教学活动开始后再行请假手续的均不予认可，视为缺勤。学生因特殊原因不能事前履行请假手续的，须在事后3个工作日内完成补假手续。

Article 2 Students who are unable to participate in teaching activities due to illness or other special reasons should approach the Overseas Education College (OEC) in advance to apply for a leave

of absence and submit the form to their course teacher before the class. If students cannot apply for leave ahead of time due to special circumstances, they must complete all absence procedures within 3 days after their return.

第三条 请假需由学生本人提出书面申请。研究生请假的需先得到导师的批准。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，由海外教育学院院长签署意见。学生在请假时必须提交所缺课程的补习计划。

Article 3 Leave of absence must be applied for in written form. Postgraduate students must obtain their supervisors' approval for leave.

- Leave of one day can be approved by the Director of the OEC Student Affairs Office.
- Leave of 2 to 7 days must be approved by the Vice Dean of OEC.
- Leave of 7 days or more requires approval from the Dean of OEC.

Students must also provide a study plan for the classes they will miss.

第四条 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 4 Students who request leave during group activities organized by the school, such as study sessions, internships, competitions, or surveys, must obtain approval from the class teacher, internship enterprise, or institution. Normally, leave shall not exceed 3 days.

第五条 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 5 Students requesting sick leave must provide a hospital certificate. Those requesting personal leave must provide a written certificate or have their parents apply directly to the Student Affairs Office of the Overseas Education College (OEC).

第六条 不予批准的请假事由包括家庭内务、陪同来华家人或亲属、家庭或国家庆祝活动、不能按时返校等。情况特殊确需请假的，必须有大使馆的书面来函。

Article 6 Leave of absence requests cannot be based on reasons such as family affairs, accompanying family members or relatives, family or national celebrations, or failure to return to school on time. In special circumstances, a written letter from the embassy is required.

第七条 学生请假期满须辅导员及任课老师处销假或办理续假手续。

Article 7 Upon returning, students must complete the leave cancellation procedure with their class teacher and subject teacher. Failure to do so will result in the absence being counted as unexcused.

第八条 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，上报公安机关获批备案后，方可举行。

Article 8 Group activities must be applied for with a written document that includes the activity's objective, team members, time, place, plan, security measures to prevent accidents, and the designated class teacher. The activity can only proceed after approval by the Vice Dean of the Overseas Education College and must be recorded with the public security authorities.

第九条 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 9 If a college-arranged outing activity conflicts with the class timetable, the Overseas Education College (OEC) will submit a written document to the OEC Teaching Affairs Office as well as inform the relevant teachers.

第十条 学生因教学安排需要到外地、出国、出境进行数据调研、联合培养、合作研究或参加国际会议等，需履行外出请假手续。

Article 10 Students who need to engage in fieldwork, go abroad, collect research data, participate in joint training, cooperative research, or attend international meetings as part of teaching arrangements must apply for leave.

第十一条 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 11 During leave, students should improve self-defense awareness and protect themselves and their property. They must avoid using illegal vehicles and refrain from sharing personal information with strangers.

第十二条 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 12 The following activities are strictly forbidden:

- Private group travel organized by any individual.
- Individually inviting or recruiting other students to participate in marketing, ritual services, or any business activities.

If such activities are verified, the organizer will be held accountable by Jiangsu University (JSU) based on the severity of

the case. In the event of an accident, the organizer will bear full responsibility and legal liability.

第十三条 本规定由海外教育学院负责解释。

Article 13 Interpretation of Regulations: Overseas Education College is responsible for the interpretation of these regulations.

十六、江苏大学海外公寓管理规定

XVI. Regulations on the Management of Overseas Apartments of Jiangsu University

第一章 总则

Chapter I General Provisions

第一条 为了加强海外公寓管理，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 These regulations are formulated to strengthen the management of overseas apartments, ensure the personal and property safety of international students, maintain normal and effective management of teaching and learning, the well-being of students, and promote their physical and mental health development.

第二条 海外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 Student Affairs Department is in charge of the students' management at the overseas apartment, while the Overseas Education College (OEC) is responsible for the specific implementation of the regulations.

第二章 住宿管理

Chapter 2 Accommodation Management

第三条 学生住宿安排由海外教育学院统一调配。学校不为延期学生提供住宿。

Article 3 OEC is responsible for the assignment of accommodation to students. In principle, OEC does not offer accommodation for students who defer or suspend their studies.

第四条 住宿海外公寓的留学生需签订住宿协议，在办理住宿登记卡、缴纳住宿费后方可入住。

Article 4 International students who want to reside in the overseas apartments must sign a housing contract, obtain an accommodation registration card, and pay the accommodation fee before being approved to move into the apartment.

第五条 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 5 Students are required to stay in their designated rooms and are prohibited from exchanging rooms or occupying unassigned rooms without permission. If a room change is necessary for valid reasons, students must submit a request through OEC and await official approval before making the switch.

第六条 因公寓布局调整、学生学籍变动等因素引起宿舍变动需要重新安排住宿的，所涉及学生应予以配合，不得以任何理由阻扰或拖延。

Article 6 In case the dormitory needs to be rearranged due to changes in the apartment's layout, students' status, or any other reasons, the students involved must cooperate and refrain from impeding or delaying the process.

第七条 未及时缴纳住宿费、未按学校规定时间返校、长期旷课、失联、不按照规定参加教学和科研活动，存在抽烟行为、使用违章电器、留宿非本宿舍人员等违反公寓管理规定的，海外公寓有权强制其搬出，室内遗留物品一律不予保留。

Article 7 If the student fails to pay the accommodation fee on time, does not report to school on the required date, is absent from class for a long time, loses contact, does not participate in teaching and scientific research activities per the regulations, smokes, uses illegal electrical appliances, houses non-residents in the dormitory among other violations, OEC and the Overseas Apartment would ask the student to move out from the dormitory immediately, and any belongings left behind will not be kept.

第八条 因毕业、退学、休学、开除学籍跨校区调整及其它原因退出宿舍的，应在一周内办理退宿手续，并将个人所有物品搬离宿舍，退还宿舍钥匙。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理的，或应搬出宿舍而未搬出的，海外公寓有权采取措施进行相应处置，强制其搬出，所引起的损失由当事人自行承担。

Article 8 Students who are planning to leave the dormitory for various reasons such as graduation, withdrawal, suspension, expulsion, transfer, or any other circumstances are required to complete the check-out procedures within one week. They also need to remove all personal belongings and return the dormitory key. Additionally, students must ensure that the dormitory facilities are in good condition and be prepared to cover any costs for damages or replacements. Failure to comply with the check-out procedures or refusal to move out may result in necessary actions taken by the dormitory management, with any resulting losses being the responsibility of the student.

第九条 海外公寓实行查房制度。江苏大学、海外教育学院及海外公寓定期或不定期实施相关检查，维护宿舍公共秩序，保障宿舍公用设施、设备完好。所涉及学生应予以配合，不得以任何理由阻扰或拖延。

Article 9 OEC and Overseas Apartments shall carry out inspections on a regular or irregular basis to maintain dormitory public order and to ensure that the apartment facilities and equipment are in good condition. The students involved shall cooperate with the management and avoid obstructing or delaying their work during the inspection for any reasons.

第三章 住宿费管理

Chapter 3 Management of Accommodation Fees

第十条 学生住宿费按学年交纳，收费标准按物价局批文。

Article 10 The accommodation fee shall be paid according to the academic year, and the fee standard shall be approved by the Price Bureau.

第十一条 住宿海外公寓的留学生须在每学年开始后 10 个工作日内缴纳住宿费。

Article 11 International students living in overseas apartments are obligated to pay the accommodation fee within ten (10) working days after the start of each academic year.

第十二条 退学及休学学生需办理退宿退费，宿舍不予保留，退费金额按照实际办理日期进行计算。

Article 12 Students who decide to withdraw or suspend from the university are required to do check out and apply for a refund of the accommodation fee; the dormitory shall not be retained, and the refund amount shall be calculated according to the actual processing date of application.

第十三条 因房间调换而产生的不同住宿费差额，由海外公寓核算并退补相应金额。

Article 13 Refunds for differences in accommodation fees resulting from changing rooms will be checked by the overseas apartment and returned accordingly.

第四章 内务卫生

Chapter 4 Internal Hygiene

第十四条 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。允许在不破坏墙体、不改变家具布局的前提下，根据个人需要和喜好进行宿舍美化布置。

Article 14 It is important to ensure that the dormitory's doors, windows, floors, balconies, toilets, and bathrooms are maintained in a clean condition. All personal belongings are required to be kept organized and tidy. Students can decorate their rooms according to

individual needs and preferences and do not damage the wall or change the layout of the furniture.

第十五条 学生有责任保持宿舍及楼栋公共区域的清洁卫生，共同创造文明、整洁、有序的住宿环境。

Article 15 Students have the responsibility to maintain the dormitories and public areas of the buildings clean and hygienic, and work together to establish a civilized, tidy, and orderly accommodation environment.

第五章 行为管理

Chapter 5 Conduct Management

第十六条 学生应养成节水节电习惯。在宿舍内严禁电器违规使用行为，严禁违规使用电炉、热得快、电热杯、电水壶、电饭煲、电火锅、电熨斗、电热毯、电吹风、电夹板、取暖器、暖手宝、烘鞋器等电器；严禁在宿舍内存放电动车电池或给电动车电池充电；严禁违规使用其他未经“CCC 认证”的电器；严禁私自从空调插座、电线引电、从本宿舍引电至其他宿舍或区域、从本宿舍外引入电源、接用公共电源等私拉乱接电源的行为；严禁使用各类明火；严禁燃放烟花爆竹；严禁在公寓楼内吸烟；严禁将易燃、易爆、强腐蚀性、强放射性等危险或有毒物品等带入公寓楼内；严禁插线板过载、插线板拖连、插线板摆放在易燃处等不按照安全规范使用插线板的行为。

Article 16 Students shall conserve water and electricity at the apartment. Using electrical appliances in the dormitory must comply with regulations. These include refraining from using appliances such as electric stoves, hot plates, electric cups, kettles, rice cookers, hot pots, irons, blankets, hair dryers, electric cleats, heaters, hand warmers, shoe dryers, and any other unauthorized electrical devices. Additionally, storing or charging electric bike batteries in the dormitory is prohibited. Any electrical appliances used must have “CCC certification.” Connecting power supplies from air

conditioning sockets, wires, or external sources to other rooms or outside the dormitories and the public power supply is strictly prohibited. Using any type of open flames, fireworks, smoking cigarettes, flammable explosives, and highly corrosive radioactive or other dangerous substances is strictly prohibited; an extension board must be used per safety regulations; overloading, dragging, or placing it in a flammable area is strictly prohibited.

第十七条 自觉做好防火工作，爱护楼内消防设施及器材，发现火警和安全隐患及时报值班员和海外教育学院。

Article 17 To ensure fire safety, it is important to consciously and actively prevent fire outbreaks, maintain fire protection facilities and equipment in the apartment, and promptly report any potential fire hazards or fire safety concerns to the duty officer and OEC.

第十八条 严禁在公寓区域内摆摊设点、推销商品，不得随意张贴广告、海报、横幅，不得乱涂乱画。严禁在公寓楼内开展带有商业性质的活动。

Article 18 Setting up stalls and selling goods within the apartment is strictly prohibited. Students are not allowed to post advertisements, posters, banners, or graffiti. Meanwhile it's also strictly prohibited to carry out any forms of commercial activity in the apartment building.

第十九条 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 19 Students are required to ensure that their doors are always locked before leaving their room, all valuables and personal belongings shall be kept properly, and significant sums of money must be deposited in the bank promptly.

第二十条 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 20 Students shall obey the normal daily routines that are waking up early to start their day, returning to the apartment early after their daily academic activities, and going to bed on time. Making loud noise, playing ball games, frolicking in the dormitory, and engaging in any other disruptive behaviors that disturb others' rest are not allowed.

第二十一条 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。严禁向窗户外泼水、倒垃圾或抛扔其他物品。

Article 21 It is strictly prohibited to spit, litter, smoke, drink, throw objects, or sweep garbage from the dormitory to the corridor. Additionally, throwing water, garbage, or any other objects out of the window is not permitted under any circumstances.

第二十二条 严禁在宿舍内饲养宠物。

Article 22 It is strictly prohibited to keep pets in the dormitory.

第二十三条 自行车及电动自行车要按规定地点停放整齐，不得进入公寓内。

Article 23 Bicycles and electric bikes are required to be parked neatly in the designated area and refrain from bringing them inside the apartment.

第二十四条 海外公寓夜间11点至次日早上6点关门，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。

Article 24 The Overseas apartments entrance will be closed from 11 p.m. to 6 a.m. the next day. Students who return late must sign their names at the apartment reception, indicate the reasons for returning late, and provide their student identification.

第二十五条 严禁翻越公寓围墙、栏杆或阳台。

Article 25 Climbing over the walls, railings, or balconies of the apartment is not allowed under any circumstances.

第二十六条 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 26 It is strictly not allowed to stay outside the apartment overnight. Students who plan to stay overnight for any reason must follow the necessary procedures to apply for leave in advance and must report immediately when he/she returns to the apartment.

第二十七条 学生宿舍开通网络，必须遵守《江苏大学校园网用户管理办法》，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 27 Students using the dormitory's internet network are required to adhere to the rules specified in the “Measures for the Management of Campus Network Users of Jiangsu University”. The Information Center shall regulate the campus internet network in the dormitory for a specified period. Students are not permitted to connect network cables privately or set up a LAN between dormitories.

第二十八条 服从管理，尊重工作人员，尊重他人的劳动，严禁未经允许强行闯入公寓值班室。

Article 28 It is essential to adhere to the guidelines established by the management, demonstrate respect towards the staff and their work, and avoid entering the apartment's duty room without prior permission.

第二十九条 严禁将宿舍门反锁。工作人员如因工作需要进入学生宿舍，学生应予以配合。

Article 29 Students should be cooperative if a staff member needs to enter their rooms for work purposes such as inspection or repair. Preventing staff from entering by locking the door is not permitted under any circumstance.

第三十条 严禁在公寓内进行传教、宗教集会或散发宗教宣传品等行为。禁止在海外公寓张贴宗教印刷品。

Article 30 Engaging in religious activities, organizing religious meetings, distributing religious propaganda materials, and putting

up religious artwork within the apartment premises is not permitted under any circumstances

第三十一条 注意增强自我防范意识，及时反映盗窃、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、制止或及时上报各类治安事件，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 31 Ensuring the safety of everyone and addressing safety concerns promptly is crucial. It is important to report any potential safety issues such as theft, fire, alcoholism, and fights to the management to maintain a secure environment for students residing in overseas apartments. OEC appreciates and rewards students who promptly report and help maintain order within the residences by preventing or addressing public security issues.

第六章 设施和设备管理

Chapter 6 Management of Facilities and Equipment

第三十二条 宿舍和楼栋内统一配置的各种设施、设备均为公共财产，学生应爱护学校公共财产，按相应规定使用和维护，不得私自拆装、移动、改动。

Article 32 Students are responsible for taking care of the public facilities and equipment in the dormitories, following the regulations in place for using and maintaining them, and should not make any changes to them without permission.

第三十三条 注意用电安全，购买、使用正规厂家生产的、经过认证的合格电器产品、接线板等，不得私拉乱接电线。

Article 33 Pay attention to the safety of electricity appliances, purchase and use electrical products and extension boards from reputable and certified manufacturers. Do not connect electric cables without proper authorization.

第三十四条 不得私自调换、加装宿舍门锁，不得私配或外借宿舍钥匙。

Article 34 Students cannot change or install new locks on dormitory doors. Also, it's not allowed to give out or lend dormitory keys to anyone privately.

第三十五条 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，并承担相关责任。

Article 35 Students can access the logistics service group's website or go to the apartment reception to submit repair requests for any relevant facilities and equipment. Damages due to natural causes will not incur any charges, while damages caused by individuals will be compensated based on the repair costs. In cases where it is uncertain who is responsible for the damage, the room members will share the compensation and responsibilities.

第七章 队伍建设

Chapter 7 Team Building (New)

第三十六条 为深入推进“一站式”学生社区建设，组织学生参与社区建设、楼宇管理，提高学生“自我管理、自我服务、自我教育、自我监督”能力，各楼栋应设一名楼长。

Article 36 Students shall be engaged in community activities to foster unity among them and enhance their skills in self-management, self-service, self-education, and self-supervision through the appointment of an on-campus apartment manager for each residence.

第三十七条 楼长是学生宿舍楼栋的直接管理者，是学生社区管理和服务的骨干力量，是学生干部队伍的重要组成部分。

Article 37 The on-campus apartment manager shall play a crucial role in overseeing the student dormitory, providing essential support and services to the student community, and serving as a key member of the student leadership team.

第八章 奖惩办法

Chapter 8: Reward and Punishment Measures

第三十八条 学生在公寓区的日常表现与评奖评优挂钩。

Article 38 The daily behaviors of students in the apartment shall be used in assessing students for any award category.

第三十九条 海外教育学院根据《江苏大学海外教育学院“优秀宿舍”评选办法》》，开展宿舍评比活动。

Article 39 OEC shall conduct dormitories assessments under the guidelines for selecting “Excellent Dormitories” .

第四十条 对学生在公寓区的违纪行为，按《江苏大学留学生违纪处分规定》处理。

Article 40 The rules for addressing student misconduct in the apartment shall be enforced under the guidelines specified in the Regulations on Disciplinary Punishment for International Students of Jiangsu University.

第四十一条 海外教育学院、保卫处、后勤服务集团有权定期和不定期组织两人或两人以上工作人员进入校内学生宿舍进行卫生安全检查和宿舍内违章用电检查，一经发现违章电器，可予以暂扣，待学生搬到校外或毕业后，由本人带离公寓。

Article 41 The Overseas Education College, security departments, and logistics company have the right to organize two or more staff members to conduct routine or emergency health and safety inspections in the dormitories and ensure compliance with regulations regarding electricity usage. Once unauthorized electrical appliances are found, they will be temporarily detained, and taken out of the dormitories by students themselves after moving to off-campus area or have graduated.

第九章 附则

Chapter 9: Supplementary Provisions

第四十二条 本规定由海外教育学院负责解释，自发布之日起施行。

Article 42 OEC shall be responsible for the interpretation of these Regulations, which shall take effect from the date of promulgation.

十七、留学生宿舍调换管理制度

XVII. Regulations of Dormitory Exchange for International Students

第一条 为规范管理，统筹安排，合理使用宿舍资源。自2017年9月起，海外公寓所有房间均设为双人间。

Article 1 In order to standardize the management and put resources to rational use, all rooms in Overseas Apartment are double rooms since September 2017.

第二条 单人住宿的学生，须合并宿舍。未主动合并宿舍的学生，由海外教育学院为其安排新舍友，学生不得以任何理由拒绝新舍友入住，且必须做好新舍友入住的准备。

Article 2 Students who live alone in a dormitory room meant to accommodate more than one student must be merged into a dormitory room. Students who do not take the initiative to move together into the dormitory will be assigned new roommates by the Overseas Education College (OEC). Students are not allowed to refuse new roommates for any reason and must prepare for the receiving of new roommate.

第三条 其他申请换宿舍的学生必须具有正当、客观的理由，包括：

Article 3 Students who apply for dormitory exchange must have a legitimate and objective reason, including:

1、因宿舍设施自然损坏或出现非人为故障，长期无法维修，致使学生无法正常生活；

1. Dormitory facilities are naturally damaged or in a non-human failure state and these cannot be repaired for a long time, resulting in students' inability to live a normal life.

2、因舍友之间不同宗教信仰导致生活习惯差异较大，无法在同宿舍生活（学生信仰以系统为准）。

2. Roommates have a big difference in living habits due to different religious beliefs, such that students cannot live in the same dormitory (students' religious beliefs recorded in the student management system are used as a standard to assign roommates).

第四条 换宿舍流程

Article 4 Process of dormitory exchange

1、填写《换宿舍申请表》，交至海外教育学院。因宿舍损坏无法居住的，需出示海外公寓签字确认的房间情况说明。

1. Fill the *Application Form for Dormitory Exchange* and submit it to the student affairs office of OEC. If unable to live due to dormitory damage, student must show evidence of the room's condition and have it signed by the Overseas Apartment.

2、海外教育学院对申请表进行审核并做出决定。

2. Student affairs office will check the application form and make the decision.

3、获批准的学生继续完成申请流程，在手续完成后3天以内搬清宿舍，否则该申请表无效。

3. Approved students will complete the application process and move out of the dormitory within 3 days, otherwise the application form is invalid.

第五条 其他事项

Article 5 Other affairs

1、学生不得私自调换宿舍，一经发现，将按相关规定给予处罚。

1. Student will be punished according to the relevant provisions if found to change the dormitory privately;

2、因房间调换而产生的不同住宿费差额，由海外公寓核算并退补相应金额。北面房间4500元/年，南面房间4900元/年，套房7000元/年。享受校长奖学金的博士研究生住宿在套房的，需要补差价。

2. The difference of accommodation expenses arising from the dormitory exchange shall be checked and returned by the Overseas Apartment. Rooms facing north are 4500RMB/year, rooms facing south are 4900RMB/year and the suites are 7000RMB/year. If PhD students who are on the presidential scholarship choose to live in the suite, they should make up for the difference of the prices.

十八、江苏大学留学生校外住宿管理规定

XVIII. Regulations for Off-Campus Accommodation for International Students at Jiangsu University

为加强我校留学生校外住宿管理，根据《中华人民共和国外国人入境出境管理法》（主席令第57号，2013年）、《中华人民共和国外国人入境出境管理条例》（国务院令第637号，2013年）和《学校招收和培养国际学生管理办法》（教育部、外交部、公安部令第42号2017年）等相关管理规定，结合我校实际情况，特制定本规定。

Due to the growing number of requests from students to live off-campus, the Overseas Education College (OEC) now permits applications for off-campus residence. In accordance with the Law of the People's Republic of China on the Administration of Entry and Exit of Aliens and other relevant regulations, and considering the current circumstances at our university, the OEC has begun accepting applications for off-campus housing.

第一条 申请校外住宿的留学生必须同时满足以下基本条件：

Article 1 International students applying for off-campus residence must meet the following conditions:

1、诚实守信，自觉遵守中国法律法规和校纪校规，尊重本地习俗；

1. Be honest and trustworthy, abide by Chinese laws, regulations, and school disciplinary rules, and respect local customs;

2、无饮酒、吸毒、频繁去酒吧等行为；

2. Have no involvement in behaviors such as drinking, drug abuse, or frequent visits to bars;

3、在规定时间内缴清学费、保险费等费用；

3. Have fully paid all tuition, insurance, and other expenses;

4、无任何处分记录、不欠学分。

4. Have no record of disciplinary action and have earned all required credits;

第二条 符合以下条件之一者可申请校外住宿：

Article 2 Students who meet one of the following conditions may apply for off-campus housing:

1、本科生（在读三年以上）、硕士及博士研究生（在读一年以上）；

1. Undergraduates who have been at the university for more than two years, and master's or doctoral students who have been at the university for at least one year;

2、父母、配偶在镇江市有合法职业的；

2. If the student's parents or spouse live in Zhenjiang City with a valid work permit;

3、在镇江市区购买商品房的；

3. If the student owns residential property in Zhenjiang City;

4、其他特殊情况必须在校外住宿的。

4. If there are other special circumstances that necessitate off-campus living;

第三条 单次申请校外住宿时间不得少于1年，中途遇特殊情况必须搬回校内住宿的除外。申请校外住宿期满后，如继续住宿校外，需重新完成校外住宿申请流程；如搬至校内住宿，需在校外住宿期满前提出申请。

Article 3 A single application for off-campus accommodation must be for a minimum of one year, except in special circumstances that require moving back to on-campus housing. Upon the expiration of the off-campus accommodation period, if you wish to continue living off-campus, you must complete the application procedures again. If you wish to return to on-campus housing, you need to apply in advance before the current off-campus accommodation period ends.

第四条 已缴纳本学年住宿费的留学生，海外公寓按标准退还住宿费。

Article 4 Students who have paid for accommodation for the current academic year will be charged for off-campus housing according to the established rate, and any remaining amount will be refunded.

第五条 校外租房要求：

Article 5 Off-campus rental arrangements must meet the following requirements:

1、原则上在学校附近3公里以内租房（实习生除外）；

1. It is highly recommended that the rented house must be within 3 kilometers of the university premises (except for internship students);

2、留学生必须和房东本人签订租房合同，不得与中介进行私下交易；

2. The rental contract must be signed by the international student with the landlord, rather than through an agency. If the accommodation is shared, all tenants should sign the rental contract;

3、租房合同必须明确双方义务和责任，有效维护双方合法权益。

3. The rental contract must clearly outline the obligations and responsibilities of both parties and effectively protect their legitimate rights and interests;

第六条 申请校外住宿的流程：

Article 6 Off-campus residence application procedure:

1、填写《校外住宿申请表》（本科生需提交家长或担保人知情函），提交海外教育学院学生工作办公室，获批后可签订租房合同。

1. Complete the *Application Form for Off-Campus Accommodation*. Undergraduate students must also submit a consent letter from a parent or guarantor. Submit the completed

form to the Student Affairs Office of the Overseas Education College. After receiving approval, you may proceed to sign the rental contract with the landlord.

2、将租房合同或亲属书面证明提交海外教育学院学生工作办公室，审核通过后签署《校外住宿登记表》。

2. Submit proof of the rental contract and parental consent to the Student Affairs Office of the Overseas Education College. Once approved, sign the *Off-Campus Accommodation Registration Form*.

3、持本人护照、签署后的《校外住宿登记表》、租房合同或亲属书面证明、房东或亲属身份证件复印件，到住宿地所在派出所办理《临时住宿登记表》。

3. Bring the passport, the signed *Off-Campus Accommodation Registration Form*, the rental contract, written parental consent, and a copy of the landlord's or your relative's identity documents to the police station to obtain the *Temporary Accommodation Registration Form*.

4、持《临时住宿登记表》到海外教育学院学生工作办公室备案，领取退宿单。

4. Submit the *Temporary Accommodation Registration Form* to the Student Affairs Office of the Overseas Education College for record-keeping and to obtain the check-out form.

5、凭退宿单于2日内清理宿舍、退费。

5. Clean your original dormitory and complete the refund process using the check-out form within two days.

第七条 留学生在校住宿申请获批准前签订租房合同的，将一律取消校外住宿资格。

Article 7 International students who sign rental contracts before their off-campus accommodation applications are approved will have their off-campus accommodation qualifications revoked.

第八条 申请回校住宿，按以下流程办理：

Article 8 Applications for returning to on-campus accommodation should follow the procedures outlined below:

- 1、学期结束前1个月提交《校内住宿申请表》；
1. Submit the *School Accommodation Application Form* at least one month before the end of the semester;
- 2、海外教育学院学生工作办公室审核；
2. The Student Affairs Office of the Overseas Education College will then verify the application;
- 3、批准后凭住宿单办理入住手续；
3. After approval, complete the check-in procedures using the accommodation form;
- 4、收到住宿单后2日内未办理入住手续的，申请失效。
4. If you do not complete the check-in within 2 days after receiving the accommodation voucher, your application will be considered invalid;

第九条 校外住宿的留学生应自觉遵守以下规定：

Article 9 Students who live off-campus should obey the following provisions:

1、运用合理、合法、正当手段维护自身人身安全和财产安全，在与其他人产生纠纷时，冷静处理，及时联系辅导员，必要时寻求海外教育学院学生工作办公室或公安机关的帮助；

1. Employ reasonable and lawful measures to ensure your personal and property safety. In the event of a dispute, address it calmly and promptly contact your class teacher. If necessary, seek assistance from the Student Affairs Office of OEC or the public security authorities;

2、手机号码及其他联系方式发生变更时，及时通知辅导员；
2. Promptly notify your class teacher of any changes to your mobile phone number or other contact information;

3、在校外住宿地点发生变更时，需重新完成校外住宿申请流程；

3. If there is a change in your off-campus accommodation address, you must complete the off-campus accommodation application process again;

4、自觉维护留学生群体和学校的声誉。

4. Consciously uphold the reputation of both international students and the university;

第十条 校外住宿留学生在出现以下情况时，按以下规定予以处分，具体处分标准如下：

Article 10 Students who live off-campus will receive the following penalties under the specified circumstances:

1、留宿异性、不符合校外住宿条件的其他留学生及其他社会人员，给予记过处分。

1. Students who accommodate individuals of the opposite sex, those who do not meet the requirements for living off-campus, or other unauthorized social personnel shall receive a “recorded demerit” as punishment.

2、受到房东、邻居等投诉的，给予记过处分；

2. A demerit will be recorded for complaints made by the landlord, neighbors, or other individuals;

3、校外住宿期满或校外住宿地点发生变更后，未重新申请校外住宿的，给予记过处分；

3. Failure to reapply for off-campus accommodation after the expiration of the accommodation period or upon changing the off-campus accommodation address shall result a disciplinary action of a demerit;

4、有酗酒、打架等不良行为的，给予留校察看处分；

4. Excessive alcohol consumption, fighting, or other inappropriate behavior will result in school observation;

5、违反中国法律法规受处罚者，给予留校察看以上处分；

5. Those who have been punished for violating Chinese law shall face expulsion.

6、其它情况参照《江苏大学留学生违纪处分规定》进行处分。

6. Other special circumstances will be addressed according to the Regulations and Disciplinary Measures for International Students at Jiangsu University.

第十一条 校外住宿留学生出现违反中国法律法规、校纪校规、不尊重中国风俗习惯的情况或因不当行为引起不良后果时，海外教育学院有权取消其校外住宿资格，相关留学生必须立即搬回海外公寓居住并按照相关规定接受处罚。

Article 11 If the student living off-campus violates Chinese laws and regulations, breaches school rules, shows disrespect for Chinese customs, or causes adverse consequences due to improper behavior, OEC reserves the right to revoke their off-campus accommodation eligibility. The affected student must immediately relocate to campus accommodation and will face disciplinary action in accordance with relevant regulations.

第十二条 各辅导员密切关注校外住宿的留学生，定期沟通，发现问题及时处理并上报海外教育学院。

Article 12 Each class teacher shall closely monitor off-campus students, maintain regular communication, and promptly report any issues to OEC.

第十三条 本管理规定由海外教育学院负责解释。

Article 13 Interpretation of Administrative Regulations: All administrative regulations shall be interpreted by OEC.

十九、江苏大学留学生违纪处分规定

XIX. Regulations and Disciplinary Measures for International Students 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》（教育部令第41号）、《学校招收和培养国际学生管理办法》（教育部、外交部、公安部令第42号）和《江苏大学学生违纪处分规定》（江大校〔2017〕352号），结合我校具体情况，特制定本规定。

Article 1 These regulations are made in accordance with the Provisions of Student Management in Higher Education issued by the Ministry of Education (Ministry of Education Order No. 41), the Regulations for Recruiting and Training International Students (Ministry of Education, Ministry of Foreign Affairs, Ministry of Public Security Order No. 42), Student Disciplinary Regulations at Jiangsu University (Jiangsu University〔2017〕No. 352), as well as the policies of the University. These policies are primarily aimed at strengthening the development of academic, ethical, and moral discipline, sustaining a good teaching and learning system, and creating a conducive learning environment to inculcate excellent behavioral standards and values.

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 international students enrolled at Jiangsu University.

第三条 学校对留学生的处分，应当做到证据充分、依据明确、定性准确、程序正当、处分适当。

Article 3 The punishment meted out to students shall be based on substantial evidence, specific provisions, accurate determination, legal procedures, and a thorough review of the situation.

第四条 学校对违反法律法规和校纪校规的留学生，给予批评教育，并视其性质、情节轻重及认识程度给予相应的纪律处分。纪律处分分为五种：警告、严重警告、记过、留校察看、开除学籍。

Article 4 International students who violate the discipline and rules of the university will be punished according to the nature of the offense and required to undergo self-examination. Punitive measures are divided into five categories: warning, serious warning, demerit, observation at school, and expulsion.

第五条 学校对留学生作出处分，出具处分决定书。处分决定书包括下列内容：

Article 5 The university will issue punitive measures and decisions to international students who have violated the rules. The disciplinary decision includes the following:

1、学生的基本信息；

Basic student information;

2、作出处分的事实和证据；

Facts and evidence of the disciplinary action;

3、处分的种类、依据和期限；

The type, basis and duration of the punitive measure;

4、申诉的途径和期限；

Ways and deadlines for the appeal;

5、其他必要的内容。

Other related contents.

第六条 在对留学生作出处分或者其他不利决定之前，学校将告知学生作出决定的事实、理由及依据，并告知学生享有陈述和申辩的权利，听取学生的陈述和申辩。留学生在收到通知

后，须于7日内提出陈述和申辩，超过期限未作出陈述和申辩的视为自动放弃，学校在处分前不再受理其陈述和申辩。

Article 6 Before making any disciplinary or other unfavorable decisions regarding the student, the school should inform the student of the facts, reasons, and grounds for the decision. Additionally, the school should notify the student of their right to appeal the decision. Within 7 days of being informed, students must submit their appeals and statements. Otherwise, the decisions made by the school are final.

第二章 违纪行为和处分

Chapter II Disciplinary action and Punishment

第七条 留学生应当遵守中国法律法规，尊重中国风俗习惯，遵守学校规章制度，如有下列情形之一者，视其情节轻重，给予记过以上处分。

Article 7 International students must strictly comply with Chinese laws, regulations, and school disciplines, and show respect for the culture and customs of Chinese citizens. International students must not engage in activities that endanger the national security of China or violate Chinese laws and relevant public security regulations. Students with any of the following conditions will receive a demerit or a more severe punishment.

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，破坏安定团结，扰乱社会秩序或破坏正常的教学秩序。

1. Those who violate the Law of Parade and Demonstration or other regulations of P.R. of China, organize or participate in unauthorized gatherings and demonstrations, incite violence, disrupt social order, or interfere with normal teaching activities may face legal consequences.

2、发布或传播违反中国国家法律法规、校纪校规的信息，混淆视听，制造混乱。

2. Those who publish or spread information against Chinese laws or school rules and regulations aim to manipulate the public and create disorder.

3、成立、加入非法社会团体或组织，出版非法刊物。

3. Those who establish, join illegal social groups or organizations, or issue illegal publications.

4、组织开展未经批准的社会政治活动。

4. Those who organize and carry out unauthorized political activities.

5、在合法的宗教活动场所之外组织开展宗教活动。

5. Those who organize and conduct religious activities in public places or at venues that are not designated places of worship (such as churches, mosques, temples) permitted by the Chinese government.

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

6. Those who violate the regulations of student associations by establishing unauthorized student associations, engaging in activities, printing publications, or organizing illegal activities under the guise of legitimate associations, or engaging in other behaviors that seriously contravene the aforementioned regulations and may lead to negative outcomes.

第八条 违反中国法律、法令、法规受到公安、司法部门处罚者，分别给予下列处分：

Article 8 Those who are punished by the public security and judicial departments for violating laws, decrees, or regulations will receive the following penalties:

1、被处以治安警告、罚款的给予记过以下处分。

1. Students who have been warned about public security issues or received penalties will receive a demerit or a lower grade.

2、被处以行政拘留的给予留校察看以上处分。

2. Observation at school or expulsion for those who have been placed in administrative custody.

3、构成刑事犯罪的给予开除学籍处分。

3. Expulsion for those who commit crimes.

第九条 因个人原因违反《中华人民共和国出境入境管理法》和《中华人民共和国外国人入境出境管理条例》的，分别给予以下处分：

Article 9 International students whose residence permits or visas expire due to their violation of the Exit and Entry Administrative Law of the People's Republic of China and Regulations on the Entry and Exit of Foreigners of the People's Republic of China shall be punished as follows:

1、入境或变更住宿地址24小时之内未向居住地的公安机关办理住宿信息登记的给予严重警告以上处分。

1. Those who fail to register accommodation information or changes in their residential address with the public security office within 24 hours shall receive a serious warning or a more severe penalty.

2、经公安机关认定非法就业的给予留校察看以上处分。

2. Those identified by public security officials for engaging in illegal employment will be subjected to school observation as a form of punishment.

3、签证、居留许可超期时间3天以内的，给予警告处分。

3. International students whose residence permit or visa expires for 1 to 3 days will receive a warning as a punishment.

4、签证、居留许可超期时间4-6天的，给予严重警告处分。

4. International students whose residence permit or visa expires for 4 to 6 days will receive a serious warning.

5、签证、居留许可超期时间7-9天的，给予记过处分。

5. International students whose residence permit or visa expires for 7 to 9 days will face a penalty in the form of a demerit.

6、签证、居留许可超期时间10-29天的，给予留校察看处分。

6. International students whose residence permit or visa expires for 10 to 29 days are subject to being monitored at school as a penalty.

7、签证、居留许可超期时间30天及以上的，给予开除学籍处分。

7. International students whose residence permit or visa expires for 30 days or more face expulsion as a penalty.

8、签证、居留许可超期两次的，给予开除学籍处分。

8. International students whose residence permit or visa expires for 2 times results in expulsion.

第十条 偷窃、诈骗财物者，分别给予下列处分：

Article 10 Those who steal or defraud others shall receive the following punishments:

1、作案价值在500元及以下者，给予记过以下处分。

1. A demerit or less will be issued for valuables worth 500 CNY or less.

2、作案价值在500元以上者，给予记过以上处分。

2. A demerit or above will be issued for valuables worth more than 500 CNY.

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。

3. Those who commit crimes collectively, the severity of the punishment will be elevated by one level, and the overall penalties will be divided among all participants.

4、虽未窃得财物，但已实施偷窃行为者，给予记过以下处分。

4. Those who attempt a crime but do not succeed shall receive a punishment of demerit or less.

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。

5. Those who engage in organized criminal activities or persist in their wrongdoing despite repeated warnings, regardless of the value of the stolen property, will be subject to surveillance at school as a penalty or a high consequence.

6、参与分赃、销赃者，按照本条1、2、3款处理。

6. Those who are involved in sharing or selling stolen goods will be punished according to Articles 1, 2, and 3 of this section.

第十一条 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：

Article 11 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.), they shall also face legal consequences.

1、打架斗殴参与者，给予严重警告以上处分，情节严重者直至给予开除学籍处分。

1. Those engaged in fighting or brawling shall receive a punishment of serious warning or above, depending on the seriousness of the case. In cases of serious circumstances, expulsion should be the imposed punishment.

2、打架斗殴肇事者，给予记过以上处分，情节严重者直至给予开除学籍处分。

2. Plotters and troublemakers who engage in fighting and brawling will receive a punishment of demerit or higher, while those with severe violations will be expelled.

3、群体打架斗殴组织、策划者，给予留校察看处分，情节严重者给予开除学籍处分。

3. Organizers and planners of group fights shall receive punishment of observation at school or higher, depending on the severity of the case.

4、持械打架斗殴者，给予留校察看以上处分；为他人打架提供器械者，给予记过以上处分。

4. Those who fight with equipment shall receive the punishment of observation at school. Those who intentionally provide equipment to others shall receive a punishment of demerit or higher.

第十二条 违反互联网有关管理规定者，根据不同情况，给予下列处分：

Article 12 Those who violate internet rules and regulations will receive corresponding punishments as follows:

1、盗用他人IP址、用户账号者给予严重警告以上处分。

1. Those who intentionally misappropriate others' IP addresses or accounts, thereby endangering network security, will receive a punishment of serious warning or higher.

2、危害网络安全，利用网络恶意攻击他人，散布虚假信息造成一定危害者，给予记过以上处分。

2. Those who compromise network security, maliciously attack others online, or spread false information will face demerits or more severe penalties, and may be prosecuted for criminal offenses.

第十三条 违反社会道德和留学生行为准则者，给予下列处分：

Article 13 Those who violate social morality and guidelines for international student behavior shall receive corresponding punishments as follows:

1、对于聚众赌博（包括变相赌博）者，给予记过以上处分，多次赌博或组织者从重处分。

1. Those who engage in gambling (including disguised gambling) will receive a punishment of demerit or higher, along with the confiscation of gambling equipment and money. Group gamblers or organizers are severely punished.

2、传播淫秽色情内容的文章、图片及不健康的影视内容者，给予记过以上处分。

2. Students who share articles and pictures containing pornography or unhealthy content will be subject to demerits or more severe penalties.

3、制作、贩卖、传播违反中国法律法规的书刊、电子出版物、音像制品者，给予留校察看以上处分。

3. Producers, sellers, and distributors of content that violates Chinese laws and regulations shall be given the punishment of observation at school.

4、接受或提供色情服务者，给予留校察看以上处分。

4. Those who engage in or offer sexual services will be subject to disciplinary action, including punishment of observation at school or above.

5、调戏、侮辱异性或进行其他性骚扰活动者，给予留校察看以上处分。

5. Those who harass, molest, insult the opposite sex, or engage in other hooligan activities are given the punishment of observation at school or higher.

6、对吸毒者、买卖毒品者，给予开除学籍处分。

6. Drug addicts and drug dealers will face expulsion as a punishment.

第十四条 违反学校校园交通安全管理规定，视情节给予下列处分：

Article 14 International students who violate campus traffic rules shall receive the following punishments:

1、驾驶合格电瓶车在校园内超速行使者，视情节给予警告以上处分。

1. Students who engage in over-speed riding and ride illegal e-bikes shall receive a warning or a more severe punishment.

2、购买小型汽车，未按照规定到学校保卫处、海外教育学院登记者，视情节给予记过以上处分。

2. Students who purchase cars or automotive vehicles without registering them with the Jiangsu University security department and Overseas Education College in accordance with the regulations shall receive a demerit or a more severe punishment.

3、使用摩托车、燃油助动车或大功率电瓶车者，学校除代管车辆外，视情节给予记过以上处分。

3. Prohibited vehicles, such as motorcycles, petrol bikes, or high-power electric motorcycles, will be confiscated on campus. The owners will receive a demerit or a more severe punishment accordingly.

第十五条 违反学校宿舍管理规定者，根据不同情况，给予下列处分：

Article 15 International students who violate the rules and regulations of the university apartment shall receive the following punishments:

1、未经请假而夜不归宿给予警告以上处分；擅自留宿他人者，给予留校察看以上处分。

1. Overnight absence from the student apartments without permission shall result in a warning. If students accommodate another person without permission, they will receive the punishment of observation at school.

2、因过失造成火灾，尚未酿成严重后果者，给予严重警告以上处分；造成严重后果者，给予留校察看以上处分。

2. Those who cause a fire due to negligence, but which does not result in serious consequences, shall receive a warning as

punishment. If serious consequences occur, students will be subjected to school observation as a form of punishment.

3、违反用电管理规定，使用违章电器、私拉乱接电源者，给予警告以上处分；私自改变海外公寓内电路的，给予严重警告以上处分；构成窃电的，给予记过以上处分。

3. Violating the electricity management regulations, such as using illegal electrical appliances or making unauthorized connections to access power, will lead to a warning or more severe penalties. Changing the circuit in the university apartment without authorization will result in a serious warning or more severe punishment. Engaging in illegal power diversion or stealing will result in a demerit as punishment.

4、违反海外公寓管理其它规定者，给予警告以上处分。

4. Violators of other regulations in the university apartment management shall receive warnings or more severe punitive measures.

第十六条 留学生因病因事不能参加教学活动者，须事先办理请假手续，凡未获批准假或超假者，一律以旷课论处。一学期内旷课达到下列课时者，分别给予如下处分：

Article 16 Students must study diligently and be punctual in class. Truancy, lateness, and leaving class early are prohibited. Students should request sick leave or personal leave in advance. Unexcused absences are considered acts of truancy. Students who fail to provide a legitimate reason for missing a certain number of classes within a semester will receive the following punishments:

1、累计达20学时者，给予警告处分。

1.Those with up to 20 absences will receive a warning.

2、累计达40学时者，给予严重警告处分。

2.Those with up to 40 absences will receive a serious warning.

3、累计达80学时者，给予记过处分。

3.Those with up to 80 absences, Demerit.

4、累计120学时者，给予留校察看处分。

4.Those with up to 120 absences, Observation at school.

5、累计180学时者，给予开除学籍处分。

5.Those with up to 180 absences, Expulsion.

6、擅自离校出走，责任自负，学校以旷课论处，按每天6学时计算，参照以上条款给予校纪处分。

6. Those who leave school without permission will be held accountable for their actions. They will be considered truants by the school and will be punished according to the above-mentioned provisions. Punishments will be calculated as 6 classes in one day, including the weekend.

第十七条 考试违纪、作弊者参照《江苏大学课程考试工作实施细则》（江大校〔2017〕351号）有关规定处理。

Article 17 Those who cheat in exams will be punished according to the *Examination Regulations at Jiangsu University*.

第十八条 学位论文、公开发表的研究成果存在抄袭、篡改、伪造等学术不端行为，给予记过以上处分，情节严重的，或者代写论文、买卖论文的，给予开除学籍处分。

Article 18 Academic offense such as plagiarism, falsification, and forgery in academic dissertations and publicly published research results, as well as those who have written papers for others or bought or sold papers, will face the punishment of expulsion.

第十九条 故意损坏公共财物者，除照价赔偿外，视具体情况给予相应处分：

Article 19 Those who intentionally damage public property are required to compensate for the damage and may also face punishment based on the severity of the offense.

1、在学校的墙壁或桌椅等公共设施上乱涂乱画、违规张贴者，给予警告以上处分。

1. Those who scribble or post illegally on the walls, desks, or chairs of the school property shall receive a warning or a more severe punishment accordingly.

2、故意损坏公物者，给予警告以上处分；情节特别严重者可给予开除学籍处分。

2. Those who intentionally damage public property shall receive a warning or a more severe punishment. Those who commit severe violations will be expelled as a consequence.

第二十条 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 20 Those who commit defamation, make malicious accusations, frame others, or threaten others' security will be subject to serious warnings or more severe punishments.

第二十一条 隐匿、毁弃或私拆他人邮件者给予严重警告以上处分。

Article 21 Those who hide, destroy, or disclose others' letters without permission shall be subject to a serious warning or a more severe punishment.

第二十二条 伪造、涂改、冒领、盗用、转让、转借各种证件或证明文件者，分别给予如下处分：

Article 22 Those involved in counterfeiting, altering, making fraudulent claims, embezzlement, or transferring ownership of certificates or documentation of any kind shall be subject to the following punishments:

1、伪造学生证等证件者，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。

1. Those who counterfeit students' cards shall receive a demerit punishment, and those who counterfeit any kind of securities shall receive a punishment of observation at school or above.

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。

2. Those who falsify or make fraudulent claims regarding certificates of any kind, resulting in negative consequences, will face penalties ranging from demerits to more severe punishments.

3、转让、转借各种证件并产生不良后果者，给予严重警告以上处分。

3. Those who transfer ownership of certificates and yield negative outcomes will face punishment ranging from a serious warning to more severe consequences.

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。

4. Those who steal, carve, or illegally make official seals, counterfeit, alter documents, or engage in similar activities shall receive punishment of observation or above at school.

第二十三条 有下列行为，并造成一定影响的，分别给予以下处分：

Article 23 Those who have one of the following behaviors that result in negative consequences will be punished accordingly.

1、扰乱学校正常的教学、生活秩序，在餐厅、食堂、宿舍或其他公共场所酗酒、哄闹、滋事者，给予严重警告或记过处分。

1. Students who drink excessively and disrupt the normal teaching and living order in classrooms, dining rooms, canteens, dorms, or other public places shall receive a serious warning or demerit as punishment. Those who commit severe violations will face expulsion as a consequence.

2、对案件进行掩盖、知情不报或为他人作伪证、为作案提供信息或工具、窝赃者，给予严重警告以上处分。

2. Those who attempt to conceal, falsify facts, or commit perjury on behalf of others, purchase or utilize stolen items will be subject to a penalty of serious warning or higher; and those who

supply information, tools for criminal activities, or conceal stolen items will face a penalty of serious warning or higher.

3、对教师或其他管理人员进行寻衅滋事、无理取闹者，给予严重警告以上处分。

3. Those who instigate or promote quarrels, or cause trouble with teachers or other staff at the university through their actions, shall be subject to serious warning or more severe punishment.

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。

4. Those who resist or obstruct school staff or administration from carrying out their public duties will receive a serious warning or demerit. Those who disrupt the work of teachers and other staff through violent means will face disciplinary action, such as punishment of observation at school or expulsion.

5、未经学校批准在校内组织商业活动者，给予严重警告以上处分。

5. Those who engage in commercial activities without permission from the school will be subject to a serious warning.

6、与异性交往言行过度，视情节轻重，给予记过以上处分，情节严重的，将追究刑事责任。

6. Disciplinary actions will be enforced for those involved in multiple relationships or with intentions of sexual abuse, depending on the severity of the circumstances.

第二十四条 违反本规定，有下列情形之一者，从重处分：

Article 24 Those who violate these provisions through the following behaviors will face severe punishments based on the severity of the circumstances:

1、违纪后拒不认错，或受处分后借口申诉无理纠缠、态度恶劣。

1. Those who refuse to admit mistakes, make excuses, or display a bad attitude when violating disciplinary rules.

2、对检举人、证人进行威胁或打击报复。

2. Those who threaten to harm informants or witnesses.

3、唆使、诱骗或胁迫他人违反校纪校规。

3. Instigating, swindling, or coercing others to violate Chinese laws and school regulations.

第二十五条 第二次违反校纪校规受到留校察看处分者，给予开除学籍处分；第三次违反校纪校规受到处分者，给予开除学籍处分。

Article 25 Those who violate school rules and receive a second observation punishment will face expulsion. Those who violate school rules and regulations for the third time and have been punished 3 times shall face expulsion.

第二十六条 违反本条例，主动承认错误，认错态度较好，有下列情形之一者，可从轻处分：

Article 26 In the following behaviors, those who violate the regulations listed below may request clemency:

1、退赃、退赔迅速彻底，或积极揭发他人，有立功表现。

1. Those who admit mistakes voluntarily with a positive attitude; those who return stolen property or provide compensation promptly, and those who expose others by performing meritorious deeds.

2、平时表现较好且情节轻微，违纪行为系受他人唆使、诱骗或胁迫。

2. Those who are well-behaved but make slight errors or are incited, decoyed, or coerced into disciplinary acts by others.

第二十七条 附加处罚：

Article 27 Additional Punishment:

1、对违纪受处分者，取消其本学年评奖评优资格。

1. Students who violate these provisions will lose the opportunity to receive prizes or participate in excellence selections for the same academic year.

2、留学生干部受处分者，其学生干部职务自行终止。

2. Student leaders who violate the rules will forfeit their titles.

第二十八条 本规定没有列举到的违纪行为，确应给予处分的，可比照相近条款处理。

Article 28 Any conducts not listed above will be subject to 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

第二十九条 留学生违纪处分的权限与程序

Article 29 Limits on the Rights and Procedures for Punishing International Students who violate disciplinary rules

1、记过及以下的处分由海外教育学院会同留学生所在学院讨论决定发文。

1. Punishment of demerit and below will be determined by the Overseas Education College in collaboration with the student's respective college, and official letters will be issued by them.

2、留校察看处分由海外教育学院会同留学生所在学院讨论决定，提出处分建议并报学校发文。

2. Observation at school will be arranged by the Overseas Education College in collaboration with the student's home college. It can only be enforced after obtaining permission from the University President's office.

3、开除学籍处分，由海外教育学院会同留学生所在学院提出处分建议，报校长办公会议批准后执行。

3. Expulsion will be proposed by the Overseas Education College in collaboration with the student's home college, and the

proposal should be reported to the Office of the University President. It can only be enforced after gaining permission from the meeting in the University President's office.

4、涉及多学院学生的违纪行为，由海外教育学院牵头并与有关部门和学院协调处理。

4. If the violation is caused by students from more than one college, the Overseas Education College shall coordinate with relevant departments.

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海外教育学院及学生所在学院，按规定处理。

5. If international students violate public rules and regulations, they will be investigated by the public security department and relevant authorities. Preliminary comments, along with relevant materials, will be reported to the Overseas Education College and the student's respective college, which will address the violations accordingly.

6、对违纪留学生进行处理时，学校将及时合法取证，查清事实，违纪留学生须提交书面检查，材料齐全后依权限按程序进行。

6. Before any punishment is given out, thorough investigations and sufficient evidence are requisite. Students who commit violations must write an acknowledgment. The punishment procedures can only be conducted after all the relevant materials are collected.

第三十条 对受处分留学生的相关管理措施

Article 30 Control Measures for Students' Punishments

1、处分决定应送达受处分留学生。处理、处分决定以及处分告知书等，应当直接送达留学生本人，留学生拒绝签收的，可以以留置方式送达；难于联系的，可以利用学校网站、新闻媒体等以公告方式送达。留学生对处分决定有异议的，可根据

《江苏大学学生申诉处理办法》（江大校〔2017〕353号）提出申诉。

1. The disciplinary decision shall be delivered to the affected student. The handling, determination of punitive measures, notice of punitive measures, etc., shall be directly delivered to the international student. If the International student refuses to sign, the decision is accepted by default. If it is difficult to contact them, the Overseas Education College website, news media, or other means may be used to serve the notice, etc. If an international student disagrees with the decision regarding the punitive measure, they may file a complaint following the *Procedures for Resolving Students' Appeals at Jiangsu University*.

2、处罚决定应送交学生，学生如有异议，可对决定提出上诉。

2. The decision of punishment shall be communicated to students, who may appeal the decision if they have any objections.

3、对留学生的处理、处分及解除处分材料，须真实完整地归入学校文书档案和留学生本人档案。

3. The handling, punitive measures, and dismissal of international students should be thoroughly and comprehensively documented in the school records and foreign students' files.

4、在惩罚期结束后，被处罚的学生可以向学校主管部门申请开除。

4. Students who are being punished can apply to the school authority for dismissal once the punishment period ends.

5、被开除学籍的留学生，在处分决定送达后必须按照离校规定办理手续，在接到通知后的3个工作日内办理完毕并离校。离校时由学校发给学习证明。

5. Students who have been expelled from the school must complete the formalities for leaving the school within 3 working

days after receiving the notification. When leaving school, students will be issued a transcript.

第三十一条 除开除学籍处分以外，给予留学生的处分期限为12个月（毕业班学生6个月以上）。在处分期内表现良好，能自觉遵守校纪校规，处分期满后可解除处分，具体程序：

Article 31 Except for expulsion, the punishment period shall be 12 months. For students in their graduating class, the punishment period shall be more than 6 months. Students who have performed well during the period of the punishment, demonstrating a conscious adherence to the school's rules and regulations, may apply for the dismissal of the punishment after its completion. The specific procedures are as follows:

1、受记过及以下处分者，在处分期满后1个月内由本人提出书面申请，经海外教育学院会同留学生所在学院讨论决定，可解除处分的由海外教育学院会同留学生所在学院发文。

1. Students who receive demerits, warnings, or serious warnings as punishment must submit their appeals within one month after the punishment period ends. The Overseas Education College together with the student's respective college, will assess the application and determine if dismissal is warranted. The decision will then be communicated to the Student Affairs Department or Graduate School accordingly.

2、受留校察看处分者，在处分期满后1个月内由本人提出书面申请，海外教育学院会同留学生所在学院讨论决定，可解除处分的经主管学生工作的校领导批准后，可解除处分。

2. Students who are subjected to disciplinary observation at school must submit a written application within one month after the observation period ends. The Overseas Education College together with the student's home college, will deliberate on the decision, and any expulsion must be forwarded to the Student Affairs Department

or Graduate School for evaluation. After obtaining approval from the university leader, the dismissal can be issued.

3、连续违纪或处分期内再次违纪者，加重一个等级处分。处分期按两次处分的后到期的处分期限为准。

3. If students continue to violate the rules and regulations within the punishment period, the punitive measure will be increased. The duration of the penalty is determined by the second offense.

4、毕业班学生毕业时受处分期未满但处分期已过半的，如果表现良好，可根据以上程序，提出解除处分申请。毕业班学生毕业时受处分期未过半的，毕业时不得解除处分，至处分期满一个月内，本人可提出解除处分书面申请。

4. Graduates in the punishment period, who have been performing exceptionally well for more than half of the period, can request to have the punishment dismissed following the procedures mentioned above. Graduates in the punishment period, with more than half of the period remaining, are only permitted to submit a written request to end the punishment within one month after the punishment period.

第三十二条 解除处分后，留学生获得表彰、奖励及其他权益，不再受原处分的影响。

Article 32 After dismissal, international students can receive awards and other benefits and are no longer subject to the original punishments.

第四章 附则

Chapter IV Supplementary articles

第三十三条 本规定中处分的“以下”、“以上”均包括本级处分。

Article 33 Provisions “following” or “above” in these regulations encompass this category of punishment.

第三十四条 本规定由海外教育学院负责解释。

Article 34 Overseas Education College is authorized by the university to reserve the right to provide further explanation of these provisions.

第三十五条 本规定自2018年7月1日起施行。其他有关文件规定与本规定不一致的，以本规定为准。

Article 35 The regulations will be effective starting from July 1, 2018. If any other relevant documents are inconsistent with these provisions, these regulations shall prevail.



江苏大学海外教育学院
Overseas Education College of Jiangsu University