**湖州师范学院外国留学生手册**

**Handbook For International Students**

**Of Huzhou University**

**湖州师范学院 国际学院 编制**

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**湖州师范学院外国留学生手册**

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（注：此手册适用于湖州师范学院外国留学生，专业留学生还应遵守《湖州师范学院学生手册》 All the international students of Huzhou University shall abide by the rules and regulations in the handbook. In addition, the international students who have been enrolled at major study shall abide by the rules and regulations in the *Handbook for Students of Huzhou University*）

# 报到与注册

**新生报到注册**

1.新生持护照、《录取通知书》、JW201或JW202表在规定的时间内，到湖州师范学院国际学院报到。报到时填写《湖州师范学院外国留学生入学登记表》，领取《湖州师范学院外国留学生手册》，同时按照《录取通知书》的要求交验其他必需的文件。报到时准备2寸正面白底免冠照片10张。本科生和专业进修生在国际学院报到后还需到所在学院报到。

2.自费学生报到时需出示学费缴费收据或银行相关交款证明，在录取通知书规定的报到时间内也可以现场交费。

3.因故不能按时报到者，须事先征得国际学院的同意。无故逾期两周未报到者，按自动放弃入学资格处理。

4.外国留学生《录取通知书》以盖有湖州师范学院公章的为准，其他任何单位或个人出具的文件均无效。

**新生始业教育**

新生入学以后，国际学院及有关部门将组织留学生进行始业教育，内容包括中国的有关法律、法规宣讲，校内规章制度的介绍，留学生手册的学习等，每位新生必须按国际学院的安排准时参加。

**在校生报到注册**

学期开学时，在校生须在规定日期持学生证到国际学院报到注册；学生证加盖注册章后方为有效。因故不能按时注册者，应事先办理请假手续，否则，按旷课处理。无故逾期两周未报到者，按自动退学处理。

**体检、居留许可及签证**

**体检**

学习时间在6个月以上的外国留学生来华后,原则上必须在规定期限内到浙江国际旅行卫生保健中心办理《外国人体格检查记录》确认手续。无法提供《外国人体格检查记录》者，必须在浙江国际旅行卫生保健中心进行体检。新生在获得《境外人员体格检查记录验证证明》后才能办理居留许可。经检查确认患有我国法律规定不准入境的疾病者，应当立即离境回国。

浙江国际旅行卫生保健中心地址：浙江省杭州市上城区中河中路230号；电话：0571-87852410

**居留许可及签证**

1.持X签证来校的新生须在入境后30天内向湖州市公安局出入境管理局申办居留许可。超过规定时间，将以非法居留受到中国有关法律的惩罚。

2.外国留学生从中国国内其他城市转入湖州师范学院学习，应当先在原居留地公安机关出入境管理部门办理迁出手续，抵校后10天内，到湖州市公安局出入境管理局办理迁入手续。

3.在学期间，如居留许可上填写的项目内容有变更，必须在10日内到市公安局出入境管理局办理变更手续。

4.在校生应在居留许可有效期结束前（至少提前一个月）凭本人护照和国际学院出具的证明到湖州市公安局出入境管理局办理延长手续。超过有效期仍未办理延长手续者，将以非法居留受到中国有关法律的惩罚。如遇学期结束，必须在学校放假以前办理，假期学校一般不予办理。居留许可一次最多延长一年。毕业或结业离校的学生原则上不予办理延长手续。

5.留学生可在“外国人居留许可”的有效期内多次出入境。

6.留学生若遗失护照，应立即向国际学院及湖州市公安局出入境管理局报告，领取“护照遗失证明”并向本国驻华使领馆申请新护照，然后到湖州市公安局出入境管理局重新办理居留许可。留学生换发新护照后，应向国际学院报告，并去湖州市公安局出入境管理局办理有关手续。

7.湖州市公安局出入境管理局地址：湖州市青铜路298号

8.新生办理居留许可需要准备以下文件和材料：

（1）国际学院出具的办理居留许可证明；

（2）本人护照；

（3）《外国留学人员来华签证申请表》（JW201 或JW202 表）第三联原件；

（4）入学通知书一份；

（5）近期2寸正面白底免冠照片一张；

（6）学习一年以上的学生需要《境外人员体格检查记录验证证明》；

（7）校内住宿需要提供学校出具的临时户口登记单；校外住宿的学生还需属地派出所出具的临时户口登记单；

（8）持有湖州以外其他城市居留许可的学生需提供原就读学校学习结束的证明。

9.外国留学生办理居留许可及签证等的费用一律自理。

# 自费留学生缴费及退费规定

1.留学生所缴的各种费用以人民币结算；若以外币汇入，则以当日银行汇率兑换成人民币后结算。

2.自费外国留学生在学期开学注册时缴纳学费、住宿费及其他应缴纳的费用，否则不予办理注册手续。学位学生的学费按学年缴纳，即一次缴纳一年的学费；汉语进修生的学费按学期缴纳，即一次缴纳一个学期的学费。

3.经批准休学的自费生（语言进修生），所在学期学费一律不退，可在复学时延用。专业留学生则按照《湖州师范学院学生手册》中相关条款执行。

4.自费留学生缴纳学费后，如确因家庭困难或患病等特殊原因无法继续学习，学校根据学生已学习的时间按月（不满一个月的按一个月计算，自开学之日算起）扣除学费后，剩余部分的学费退还给学生。

因以下原因退学者，学费不予退还：

a. 一学期内旷课总时数超过学期总学时二分之一者。

b.严重干扰和扰乱学校正常教学秩序、社会公共秩序行为者。

c.触犯中国法律或法规、违法违纪情节恶劣、后果严重者。

5.已办理了学习居留许可者申请退学，应在递交退学申请后三天内到湖州市公安局出入境管理局办理居留许可注销手续，否则不予退还学费。

6.下学期需要继续学习的汉语进修生，须在本学期结束前六周提出申请，并缴纳下学期的学费，再延长居留许可或签证。办理延长居留许可手续之后若提出不再继续学习，须到湖州市公安局出入境管理局办理学习居留许可注销手续。学校在扣除一个月的学费后将剩余部分的学费退还给学生。未提出下学期继续学习的同学，按自动结束学习处理。

7.根据中国的有关财务规定，凡退费者，必须交回原始收据，否则不能办理退款手续，请同学们妥善保管好各种交费收据。

8.本科生学习期间出国交流学习，需向湖州师范学院缴纳专业注册学费，额度为本专业留学生学年或学期总学费的50%。其他在国外学习的费用按规定另付。

9.学位生在学制内未按时完成学业需要延长学习年限者，延长学习年限期间原则上需按正常的学费标准缴纳学费。

# 教学管理规定

**湖州师范学院留学生（汉语进修生）学籍管理暂行规定**

**申请录取入学注册**

1.身体健康、有生活自理能力的外国人均可申请就读我校。申请者在如实填写《湖州师范学院外国留学生入学申请表》后，连同有效护照的复印件及申请费一起寄给国际学院。国际学院负责审核、办理和寄送录取通知书和来华留学签证申请表（JW202 表）。

2.申请者凭我校录取通知书和来华留学签证申请表，到中国驻其所在国使领馆申请来华签证。被录取的留学生应在规定的日期到校办理入学手续。因故不能按时入学，必须事先请假，请假一般不超过两周。未请假或请假逾期未办理入学手续者，其入学资格不予保留。请假须经国际学院批准。

3.学习期限为一年以上的留学生应在规定时间到指定医院进行体格检查；在国外已体检者，需办理体检确认手续，入学时进行健康复查，发现有不符合入学健康标准规定的，作退学处理。

4.已入学的留学生，每学期须按校历规定的日期，准时到国际学院办理新学期报到注册手续。注册须由留学生本人携带学生证完成，不得委托他人。注册前必须先缴学费，未缴费者，不予注册。因故不能如期到校者，必须履行请假手续。

**入班和换班**

5.留学生在办妥报到注册手续后，方能入班学习。

6.新入学的留学生根据汉语水平分班考试的成绩编入相应的班级。留学生入班学习后，如发现该班汉语水平与本人水平不一致，可以在二周内向任课教师提出换班申请，经测试合格，且获得国际学院和有关教师同意，进行换班。从第三周起，留学生不得再要求换班。

7.老生报到注册后，依据上学期的学习表现重新编班。老生如要求跳班学习，须向国际学院提出申请，且原班级的各门考试成绩须在80分以上；与新生一起参加分班考试后，如考试成绩达到规定要求，即可跳班学习。

**考勤**

8.留学生必须按照我校的校历规定参加学习，按我国的节假日及学校的寒暑假规定，安排休息与娱乐。

9.留学生应自觉地遵守学校的学习纪律，按时上课，不得迟到、早退和旷课。自修时间应认真学习，保持安静，不得妨碍他人学习。

10.留学生因病、因事请假，应办理请假手续：

a) 因病请假，应有医生证明或病假条，并及时报告任课教师。如因病休息一天以内而无医生证明者，经班主任批准，可按病假处理；一天以上者，应在患病当天或次日将医生证明或病假条送交国际学院，经批准后作病假处理；过期再交者，按旷课处理。

b) 因事不能上课者，应事先书面向班主任请假，请假三天以上须经国际学院批准。未经批准或请假未获批准者，作旷课处理。

11.一学期内单科旷课时数超过该课程学时三分之一者，不得参加该课程期末考试，成绩计零分；旷课总时数超过学期总学时二分之一者，予以退学。

**考核与成绩**

12.学生必须按时参加每学期所学的必修课和选修课，方能参加考核。

13.考核分为考试、考查两种。考试成绩一般采用百分制，60 分以上为及格。考试课程的成绩以期终考试成绩为主，适当参考平时成绩。最终成绩：“期终考试成绩占60%，期中考试（或平时作业）成绩和平时考勤各占20%”。考查成绩采用五级计分或百分制。五级计分分为：优秀、良好、中等、及格、不及格。学生无故不参加考试，作“旷考”处理，计零分，不得补考。

14.留学生应认真、按时、独立完成教师布置的作业，凡无故不交作业三分之一以上者，不得参加该课程的考试或考查。

15.留学生必须携带学生证参加考试。考试时，留学生必须严格遵守考场纪律，不得以任何形式作弊。留学生考试作弊，一经发现，其考试资格将立即被取消，相关课程成绩作零分处理，成绩后注明“作弊”字样，不给补考机会。

**奖学金**

16.为鼓励留学生刻苦学习，遵纪守法，国际学院特设立“来华留学生学习优秀奖学金”，奖学金由学校留学生奖学金评审委员会管理，国际学院具体实施，每学年评选一次。

17.奖学金的评选条件有：

a. 遵守中国法律、法规和学校的校纪校规，尊重教师和工作人员，团结同学，维护和促进各国人民之间的友谊。

b. 学习勤奋，严谨踏实，勇于进取，成绩优良:考试无不及格，同时要求通过HSK考试四级及以上。

c. 积极参加院、校组织的各项活动。

d. 评选对象为在本校学习一学期以上的汉语进修生。

18.奖学金以冲抵学费形式发放，不另外发放。（详见《湖州师范学院来华留学汉语进修生奖学金评选办法》）

**休学、复学和退学**

1. 留学生患有疾病经医院诊断，须停课治疗休养；休养超过一学期总学时1/3以上者，可申请办理休学手续。

 根据考勤，一学期请假、缺课超过该学期总学时1/3以上者，可申请办理休学手续。

 因某种特殊原因，本人申请或学校认为必须休学者。

 由学生本人提交书面申请，须申请书上需有本人签名及家长签名。因病休学后复学者须有正规的医院的痊愈证明，并经学校复查合格。复学学生应补足差额部分的学费。

20.有下列情形之一者，予以退学：

a. 患有疾病，经医院诊断，认为难以坚持长期学习者。

b. 一学期内旷课总时数超过学期总学时二分之一者。

c. 严重干扰和扰乱学校正常教学秩序、社会公共秩序行为者。

d. 触犯我国法律或法规、违法违纪情节恶劣、后果严重者。

e. 因其他原因不宜继续学习者。

21.退学的留学生须在15天内离校。第20条c、d 类情形退学的学生以后不得复学。

**学生证、在学证明、成绩单和进修证书**

22.留学生注册后由国际学院发给《湖州师范学院学生证》。学生证是留学生重要的身份证件，证明本校在校学生身份之用。老生应在每学期初持学生证到国际学院办理注册手续，学生证加盖注册章后方为有效。学生应妥善保管学生证，不得涂改或转借他人使用；如有遗失，应及时到国际学院申请作废并补发。

23.留学生在校期间，如有需要可以申请《在学证明》一份。

24.留学生每学期的考核成绩都录入成绩管理系统，学生如需要，可以在每学期考试后向国际学院申请该学期成绩单一份。留学生在结束学习、完成进修计划后，可以向国际学院申请进修证书和成绩单一份。缺课超过总学时的三分之一者，不能取得进修证书。

# 安全制度

**外国留学生安全须知**

1.交通安全：严格遵守交通规章制度，不准酒后骑车驾车，不准驾驶摩托车、燃油助动车和大功率电瓶车，不准骑车带人，不准超速行驶。

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。

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。

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。

5.严禁酗酒：不在宿舍内酗酒，深夜不外出饮酒。

6.严格控烟：不在教室、餐厅、电梯等公共场所抽烟。

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。

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。

9.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.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.遇到突发情况,请保持冷静,及时报告公安部门或有关老师。

**湖州师范学院外国留学生安全责任书**

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。

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。

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。

3. 要求在校外居住的留学生，必须经留学生办公室的同意，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，并持派出所临时户口登记单到留学生办公室登记。居住在校外要遵守居住地管理部门的有关规定，不要影响周围居民的生活，注意交通、治安、消防、人身与财产的安全，注意水、电和液化气（或天然气）的使用安全。

4. 住在校内宿舍的同学要遵守《宿舍管理规章制度》。保持宿舍安静，不得大声喧哗，不得高声放音乐电视，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。

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。

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。

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。

8. 遵守宿舍作息制度，晚间不外出喝酒娱乐晚归。如有事确需晚归，请事先告诉你的朋友或同室，回来时要保持安静，不影响他人休息。

9. 严禁利用宿舍或出租房从事违反法律和校规的活动。

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。

11. 严格遵守交通规章制度，不使用摩托车、燃油助动车和大功率电瓶车；严禁无照驾驶机动车，严禁酒后驾车，严禁在校园内快速开车，严禁骑车带人。

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。

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。不要打“黑车”。

14. 不得在校园、宿舍内燃放烟花爆竹和烧烤。

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。

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。

# 住宿管理规章制度

湖州师范学院外国留学生宿舍管理办法

根据《湖州师范学院学生宿舍文明建设管理办法》，结合留学生管理实际，特制定本办法。

第一条 住宿学生须签订住宿协议，并交纳人民币400元押金后，办理住宿登记卡。押金在学生结业或毕业后一次性退还。

第二条 住宿学生应按照指定的学生宿舍楼、寝室、床位住宿。未经宿管中心批准，任何人员不得私自入住学生宿舍或更换寝室、床位。

第三条 学生宿舍原则上不额外提供夫妻、子女等家属用房。学生如有家属同住，需事先向国际学院和宿舍管理部门提出申请，获准并交纳一定费用后，方可入住。

第四条 住宿学生应按期缴纳住宿费、水电费等。留学生公寓楼每层的公共厨房、公共活动教室的卫生，由各楼层居住的学生按值日表轮流打扫，公寓管理员有责任督促检查；公共厨房的水电费则由该楼层居住、使用的学生平均分摊。

第五条 住宿学生退宿应到宿舍管理部门办理退宿手续。因毕业、结业、退学、开除、休学、转学、离境等原因提前结束学业的学生，办理退宿手续时，已交住宿费从办理退宿手续之日的次月起退还剩余月份的住宿费（以自然月为单位）；因其他原因提前退宿时，住宿时间不满半学年按半学年收取住宿费，超过半学年不满一学年按一学年收取住宿费。外出实习的学生，按正常就学对待，不办理退宿。学生办理退宿手续后，须在退宿手续办理完成之日起3天时间内将所有个人物品搬离宿舍。无特殊原因未在规定期限内搬出的，视为违约留宿，将根据学校有关规定强制将其搬出。

第六条 学校对学生宿舍用途的调整以及住宿学生学习场所的变更等情况，对学生的住宿进行调整时，相关住宿学生应积极配合，服从学校统一安排，不得以任何理由阻挠调整工作。

第七条 住宿学生应自觉维护宿舍安全，增强安全意识和法制观念，提高防范能力、自我管理能力和自救逃生能力。

第八条 住宿学生发现火警、火灾等事故时，应及时采取报警、撤离现场等措施。发现刑事、治安等案件时，应保护现场，及时报告保卫部门和宿舍管理部门，并协助处理。

第九条 住宿学生不得在宿舍内留宿非本宿舍人员。因擅自留宿非本宿舍人员造成其他同学或集体财产损失、人身伤害的，留宿者将承担连带赔偿责任或法律责任。

第十条 住宿学生应注意防盗安全，妥善保管个人物品；不得将寝室钥匙借予他人，私自调换或另加门锁；丢失钥匙后要及时报告宿舍管理部门，由宿舍管理部门更换门锁。

第十一条 住宿学生应自觉遵守宿舍会客制度和宿舍安全管理制度，自觉配合管理人员的管理。来访客人须在值班室登记，遵守相应的会客管理规定。

第十二条 学生宿舍实行查房制度。宿舍管理人员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。

第十三条 学生宿舍实行传染病申报制度。凡有《中华人民共和国传染病防治法》规定的各类传染病患者，应主动报告楼内管理人员及班主任老师。住宿学生如发现宿舍内有传染性疾病疑似者，应及时报告；传染病病人、病源携带者和疑似传染病人，在治愈前或者在排除传染病嫌疑前，应服从学校医院的医疗指导意见，积极配合有关住宿的调整和安排。

第十四条 住宿学生应自觉保护公共环境卫生，共同创造文明、整洁、有序的住宿环境。尊重、珍惜工作人员劳动成果，保持走廊“24 小时无垃圾”；室内垃圾请直接倒入卫生桶内，袋装垃圾请及时带到指定的垃圾堆放点；危险废弃物放入指定的存放点；自觉爱护宿舍周围绿化地。

第十五条 住宿学生应互相尊重，团结友爱，自觉维护公共秩序，遵守作息时间，养成良好的学习生活习惯。

第十六条 学生宿舍内禁止经商或其他相关行为。未经宿舍管理部门批准，任何学生及单位、团体不得在学生宿舍内从事各种传销、经营性活动及收费性活动。住宿学生举办非经营性宣传类活动，须经宿舍管理部门批准后，在指定的区域张贴或布置。

第十七条 住宿学生离宿时应做到遵纪守法、文明离宿。在离宿期间要注意爱护宿舍内公共财产，主动配合工作人员清点公共设施和设备，按规定自觉缴纳所有欠缴或需赔偿的费用。

第十八条 住宿学生应爱护学校公共财产，妥善使用宿舍楼和寝室内的水电设施、门窗、玻璃、家具、固定电话及其他各项设施、设备。

第十九条 寝室内个人使用的家具由使用者本人保管，共同使用的家具由宿舍成员共同负责。未经宿舍管理部门同意，不得将任何由学校统一配置的家具转借他人，或将自备或其它场所的家具搬入学生宿舍使用，或私自拆卸、移动、损坏、丢弃宿舍内家具及设施设备。

第二十条 各校区宿舍管理部门受学校委托不定期对公用设施、设备进行清点检查和修理。住宿学生如发现设施设备有损坏、丢失等现象，应及时到值班室登记报修。人为损坏的，要照价赔偿，相关责任人须自行承担维修、更换费用。

第二十一条 住宿学生应注意安全用电。宿舍内统一配置的电器不得擅自修理或拆卸，由于使用不当引起的后果由责任人负责。住宿学生应购买、使用正规厂家生产的、经过认证的合格电器产品。宿舍管理人员有权制止违章用电行为。

第二十二条 住宿学生应节约用电、用水，杜绝浪费现象。水电使用量的收费标准根据学校有关规定执行。

第二十三条 住宿学生在宿舍内安装和使用额定功率大于200瓦的电器，须向校区宿管办提出申请。申请人本人签署安全用电履约承诺，并由宿舍管理部门签署同意意见后，方可安装使用。大功率电器使用中如出现涉及影响他人而产生矛盾和纠纷等问题，由申请人自行协调解决。

第二十四条 大功率电器安装时，申请人必须持校区宿管办批准的大功率电器安装许可证明，陪同专业安装人员安装在指定的位置，不得随意变更。在使用过程中发生故障时，须联系生产厂家或专业人员维修，不得随意拆卸。

第二十五条 住宿学生寝室布置力求美观大方，格调健康高雅，环境整洁有序。

第二十六条 住宿学生应严格遵守校纪校规、宿舍管理办法和住宿协议等规定，恪守有关文明公约。违纪者将按学校有关规定处理，直至追究相应的经济、法律责任。

第二十七条 宿舍楼内发生违纪行为的，将根据《湖州师范学院学生违纪处分暂行规定》给予当事人相应纪律处分，情节严重的还将追究其相关的经济、法律责任。

第二十八条 宿舍内发现有下列行为，学校有关部门有权制止，并视情节轻重给予通报批评或纪律处分，乃至追究法律责任。

1. 影响公共秩序的行为

（1）拒绝配合学校卫生、纪律和安全检查。

（2）在楼内外乱丢垃圾、乱泼污水或将水倒入垃圾桶内。

（3）在墙壁、楼道乱涂乱画，张贴、散发各种海报、传单等。

（4）擅自装修寝室，或在墙面上凿进铁钉等硬物。

（5）私自移动、拆装家具及设施设备。

（6）私自安装大功率电器。

（7）在走廊和房间内擅自拉绳晾晒衣物等。

（8）饲养宠物。

（9）将剩饭菜倒入下水道中，造成堵塞。

（10）造成公共用水用电严重浪费。

（11）酗酒、赌博、嫖娼、吸毒、贩毒等违法犯罪活动。

（12）其他影响公共环境和秩序的行为。

2. 影响安全的行为

（1）使用床头灯和充电应急灯。

（2）私拉网线、电话线，私调水电表。

（3）在门厅、走廊、消防通道、寝室、阳台堆放自行车、丢弃杂物等。

（4）乱丢烟蒂。

（5）攀爬门窗、顶楼、栏杆等危险行为。

（6）私自配房门钥匙、调换门锁或将寝室钥匙私借他人。

（7）私自调换寝室、床位，占用其它床位，或将床位转租、转借他人。

（8）违反门禁管理规定。

（9）存放易燃、易爆物品。

（10）使用电炉、电热锅、电取暧器等各种大功率电器及电热毯等易燃物品。

（11）在房间内烹饪、烧烤。

（12）其他影响公共安全的行为。

3. 影响他人学习和休息的不文明的行为

（1）在自修时间或就寝时间大声喧哗或进行下棋、打球、踢球、溜冰等其它运动。

（2）不爱惜他人劳动成果。

（3）使用电话、电视机、收音机等不注意控制音量或大声喧哗、哄笑、唱歌、嬉闹影响他人学习和休息。

（4）有歧视他人的行为。

4. 违反《湖州师范学院学生住宿协议书》中的有关条款。

5. 其他违反学校宿舍管理办法的行为。

第二十九条 住宿学生如违反宿管办法或住宿协议规定，且屡教不改的，宿舍管理部门有权取消其住宿资格。待其重新承诺愿意遵守宿管办法及住宿协议规定后，经校区宿管办批准，重新办理住宿手续。

第三十条 留学生根据学校统一安排入住各校区不同的宿舍大楼。各宿舍大楼根据具体情况制定有相应的管理规定（或入住须知）。留学生在遵守本办法的同时，还应遵守所住宿舍大楼的管理规定（或入住须知）。

第三十一条 本办法由国际学院和宿舍管理部门负责解释。

**外国留学生校外住宿管理制度**

一、留学生一般应在学校宿舍内住宿，如有特殊情况需住宿校外者，应在开学前由本人先向国际学院申请，填写校外住宿申请单，经家长签名同意和国际学院批准后，按照公安出入境管理部门的规定办理有关校外住宿手续。

二、办理校外住宿应事先做好以下准备：

1.租赁私房的留学生应请房东出示《治安许可证》，并与房东签订租赁合同书。

2.住宿宾馆、饭店、租赁公寓房的留学生应提供宾馆、饭店或所租赁的公寓房物业部门出具的有关住宿期限证明。

3.借住亲属处的留学生：

（1）须提供担保人（指借住地户主）的有关情况（姓名、住址、与被担保人的关系及有效证件）。

（2）担保人须与被担保人签署书面担保书，并承诺：

a）同意被担保人住宿其处；

b）愿意承担相应的法律责任。

三、办理校外住宿登记手续程序：

1.首先应向国际学院有关办公室递交《湖州师范学院外国留学生校外住宿申请表》，须由家长签名同意后，提供租赁合同等相关材料供审核，经国际学院同意才能在校外住宿。

2.入住后24小时内，持本人护照等有效身份证件去住宿地所在派出所办理临时《境外人员申报临时户口凭证》。

3.持《境外人员申报临时户口凭证》到国际学院存档，并登记住所电话或手机号码等联系方式。

4.变更校外住址的留学生，须重新履行上述有关手续。

四、校外住宿学生因病因事不能来校参加教学活动时，应按照有关学籍管理规定履行请假手续。

五、外国留学生在校外住宿应注意人身和财产安全，不使用违章电器，不违章驾驶摩托车，遇到可疑人员或紧急情况及时向有关保卫人员或公安部门报告。

六、外国留学生在校外住宿必须严格遵守中国法律条例，不得从事危害中国国家安全以及违反中国法律和有关治安条例的活动。

七、国际学院将不定期配合公安部门对校外住宿的外国留学生进行安全查访，留学生应予以积极配合，不得无理阻拦或拒绝查访。

八、留学生校外住宿发生突发情况，应立即报告公安部门和国际学院有关人员，并配合进行处理。

校外住宿申请表可在国际学院网站下载（http://gjxy.hutc.zj.cn）

# 离校

1.留学生休学、退学、毕业或结业离校时，须到国际学院领取《离校手续单》，结清费用，交还所借图书等应交回的物品。

2.休学、毕业或结业的外国留学生应在两周内离校。

3.退学、勒令退学、开除学籍的外国留学生必须在10天内离校。

4.因各种原因学期中途离校的留学生，必须到湖州市公安局出入境管理局办理学生居留许可有效期缩短手续。

5.应离校但仍以各种理由滞留在学校者，滞留期间所发生的各种事情由学生自行承担责任。学校将及时通知公安机关出入境管理部门注销其学生身份和在华停留资格。

# 法规与校纪

1.留学生必须遵守中国的法律、法规及学校的规章制度，尊重中国的社会公德和风俗习惯。

2.我校尊重外国留学生的民族习俗和宗教信仰，但不提供举行宗教仪式的场所。校内严禁进行宗教聚会、传教等各种宗教活动。具体请参阅《中华人民共和国境内外国人宗教活动的管理规定》。

3.留学生在中国境内进行出版、结社、集会、游行、示威等活动，必须遵守中国有关法律、法规的规定。

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

5.驾驶机动车来校上课的留学生，须到保卫处办理机动车通行证。禁止摩托车进入校园。

6.不准私自在校园内张贴、散发宣传品、印刷品。

7.严禁赌博、酗酒、打架斗殴、吸毒、贩毒以及其它干扰学校的教学、科研和生活秩序的行为。

8.任何人不得破坏学校的教学、科研和生活秩序，不得阻止他人根据学校的规定所从事的正常活动。

9.严禁在宿舍楼、校园内燃放烟花爆竹。

10.外国留学生在校学习期间不得就业、经商，或从事其他经营性活动，但可以按学校规定申请参加勤工助学活动。

外国留学生触犯中国法律构成犯罪者，按法律规定处罚；违反校纪校规，视其情节轻重按《湖州师范学院学生违纪处分规定》和《湖州师范学院校园治安管理规定》等，给予处分。

各项处罚处分一经决定，学校除向当事人宣布外，还将书面通知其本国驻华外交、代表机构或其国内派遣单位。必须终止在校学习者，应立即回国。

**湖州师范学院学生违纪处分规定（摘录）**

第一章 总则

第一条 为加强学校管理，维护正常的教学秩序和良好的学习、生活环境，建设文明和谐平安校园，教育广大学生严于律己，遵纪守法，根据《中华人民共和国高等教育法》、《高等学校学生行为准则》、《普通高等学校学生管理规定》的精神，结合我校实际，特制定本规定。

第二条 本规定适用于具有湖州师范学院正式学籍的进修生和全日制本科生。其他类型学生的违纪处分参照本规定执行。

第三条 学校对学生的处分，应做到程序正当，证据充分，依据明确，定性准确，处分恰当；应坚持公平、公开、公正原则，坚持教育与处分相结合原则，坚持学生申诉权受保障原则。

第二章 处分种类和适用

第四条 学生纪律处分的种类分为：

（一）警告；

（二）严重警告；

（三）记过；

（四）留校察看；

（五）开除学籍。

第五条 有下列情形之一的，从重或者加重处分：

（一）故意造成调查困难，制造障碍，妨碍取证的；

（二）实施两次以上违纪行为的；

（三）在校期间已受过处分的；

（四）对检举揭发人、证人或工作人员威胁恐吓，打击报复的；

（五）在共同违纪行为中起主要作用的；

（六）属于群体性违纪事件的召集者或组织者的；

（七）造成的后果特别严重的。

第六条 有下列情形之一的，可以从轻处分：

（一）违纪未遂的；

（二）在违纪行为的调查过程中，如实陈述错误事实，检查认真深刻，有悔改表现的。

第七条 有下列情形之一的，可以减轻处分：

（一）主动向学校有关部门报告自己的违纪行为，或在违纪行为调查过程中主动交代学校没有掌握的违纪行为的；

（二）主动揭发他人尚未被学校掌握的违法违纪行为并经查证属实的；

（三）主动中止违纪行为或采取措施减轻违纪后果的；

（四）被他人胁迫或者诱骗实施违纪行为的。

第八条 经法定程序鉴定确认，在不能辨认或者不能控制自己行为的时候实施违纪行为的，不予处理，但是应当按照学籍管理的有关规定办理休学或退学手续；尚未完全丧失辨认或者控制自己行为能力的时候实施违纪行为的，可以从轻或者减轻处分。

第九条 受处分者，附加给予下列限制：

（一）该学年不得评定奖学金及各种荣誉称号；

（二）已获奖学金的，停发未发的奖学金；

第三章 违纪行为和处分

第十条 有违反宪法规定的基本原则的行为，组织、策划、实施煽动闹事或扰乱社会秩序，危害国家安全，组织非法集会、游行，加入非法组织，参加非法组织活动，非法传教或利用宗教进行破坏社会秩序、损害公民身体健康、妨碍国家教育制度的活动，破坏安定团结者：

（一）情节轻微，经教育能改正的，给予记过或者留校察看处分；

（二）情节严重，造成恶劣影响或经教育不改的，给予开除学籍处分。

第十一条 违反国家法律，被追究刑事责任或者受到治安处罚者：

（一）被处以治安警告或治安罚款的，根据情节，给予严重警告以上处分；

（二）被处以治安拘留的或因违法犯罪被免予刑事处罚的，给予记过以上处分；

（三）被司法机关判处管制、拘役或独立适用附加刑以及被判处有期徒刑以上刑罚的，给予开除学籍处分。

第十二条 损害校园文明建设，扰乱正常的校园秩序、社会公共秩序者，视情节轻重，分别给予以下处分：

（一）破坏公用设施、绿化、环境卫生及其他违反学校有关公共场所管理规定的，给予警告以上、留校察看以下处分；

（二）违章用电、用火、用危险品及其他危害公共安全行为的，给予警告以上、留校察看以下处分；

（三）无理取闹，妨碍工作人员执行职务的，给予严重警告以上、留校察看以下处分；

（四）在校园内起哄闹事、掷砸物品或者其行为严重影响他人学习和生活的，给予严重警告以上、留校察看以下处分；

（五）酒后肇事的，视情节轻重，给予警告以上、留校察看以下处分；

（六）恶意拨打特种紧急电话及学校急用值班电话的，给予警告以上、留校察看以下处分；

（七）制造、散布谣言或故意捏造事实，作虚假陈述，混淆事实等的，给予警告以上、留校察看以下处分；

（八）携带国家法律法规禁止的物品进入校园的、在校园内违规存放或使用剧毒、易燃、易爆、易腐蚀、具有放射性、传染性、细菌或病毒标本以及其他国家法律法规禁止的物品的，给予警告以上、留校察看以下处分；

（九）违反学生宿舍管理规定，在异性学生寝室留宿的、容留校外人员在学生宿舍住宿的、容留异性在学生宿舍滞留或留宿的，给予警告或者严重警告处分；

（十）有损害校园文明的其他行为的，给予警告以上、留校察看以下处分。

第十三条 违反校园管理规定，组织各类营利活动或违章设摊者：

（一）未经批准，在校园内组织、代理旅游业务的，给予警告或者严重警告处分，引发事端者，给予记过处分，造成严重后果的，给予留校察看处分；

（二）未经批准，设摊设点或组织各类营利性活动的，给予警告或者严重警告处分，屡教不改或造成严重后果的，给予记过或者留校察看处分；

（三）乱贴或散发商业性宣传品，经教育不改的，给予警告以上、记过以下处分。

第十四条 以各种手段非法占用国家、集体和个人合法财物者：

（一）作案价值在100-200元之间者给予警告处分；作案价值在201-400元之间者给予严重警告处分；

（二）作案价值在401-800元之间者给予记过处分；作案价值在801-1200元之间者给予留校察看处分；作案价值在1201元以上者，视情节给予留校察看或开除学籍处分。

（三）偷窃公章、保密文件、档案等物品的，视其情节，给予留校察看或者开除学籍处分；

（四）以其他方式非法占用国家、集体或个人合法财产或物品的，视情节轻重，给予警告以上、留校察看以下处分。为作案者放哨，提供信息、作案工具或进行掩盖、窝赃的，给予警告以上、留校察看以下处分。

第十五条 损坏公私财物者：

（一）过失损坏公私财物，情节较重，造成一定危害的，除赔偿损失外，给予警告或者严重警告处分；

（二）故意损坏公私财物，除赔偿损失外，视情节轻重及造成的危害程度，给予警告以上、记过以下处分；

（三）情节恶劣，后果特别严重的，给予留校察看或者开除学籍处分。

第十六条 寻衅滋事、打架斗殴者：

（一）虽未动手打人，但用言词侮辱或其他方式触犯他人，引起事端或激化矛盾，造成打架后果的，给予警告处分；

（二）动手打人未伤他人的，或致他人轻微伤的，给予严重警告或者记过处分；致他人轻伤的，给予留校察看处分；致他人重伤的，给予开除学籍处分；

（三）策划、怂恿他人打架斗殴，未造成打架后果的，给予严重警告或者记过处分；造成打架后果的，视其情节，给予记过或者留校察看处分；

（四）故意为他人打架提供凶器，给予严重警告或者记过处分；

（五）其他参与者，给予记过处分。结伙斗殴的，给予记过处分。

第十七条 或为他人提供赌博场所、赌资或赌具者，给予警告或严重警告处分；参与赌博或变相赌博者，给予严重警告或记过处分；屡犯给予留校察看或开除学籍处分。

第十八条 制作、复制、传播或者聚众观看淫秽、封建迷信及其他有害的物品者，视情节轻重，给予记过、留校察看处分。

第十九条 吸食毒品者，视情节轻重，给予留校察看或者开除学籍处分。

第二十条 发生非婚性行为，造成不良后果者，给予记过或者留校察看处分。

第二十一条 违反国家消防法律法规和学校消防安全有关规定，擅自动用、损坏消防器材、设备者，除赔偿损失外，给予警告或者严重警告处分；引起火警者，除赔偿损失外，给予记过或者留校察看处分；造成火灾者，除赔偿损失外，视情节轻重，给予留校察看或者开除学籍处分。

第二十二条 侵犯、损害他人正当权益及人身安全，损害国家、集体利益者：

（一）盗用组织或他人名义为己谋私利者：

1.盗用单位、组织或他人名义为己谋私利的，除赔偿经济损失外，给予严重警告以上、留校察看以下处分；

2.盗用他人名义冒领他人钱物的，除返还冒领的钱物外，给予记过或者留校察看处分；

（二）伪造、贩卖各类证件、印章和证明文件、材料，或以其他不正当手段、方法来达到个人目的者，给予严重警告或者记过处分，情节严重者，给予留校察看或者开除学籍处分；

（三）恶意骚扰、恐吓、威胁他人者，给予严重警告以上、留校察看以下处分；

（四）侮辱、诽谤、陷害、诬告他人者，给予严重警告以上、留校察看以下处分；

（五）隐匿、毁弃或私自开拆他人邮件、电报者，给予严重警告以上、留校察看

以下处分；

（六）泄露国家和学校秘密者，视情节和后果，给予严重警告以上、留校察看以下处分。

第二十三条 网络违纪者：

（一）盗用他人网络账号与密码的，根据造成影响的程度，给予警告以上、记过以下处分；

（二）利用校网非法营利的，给予严重警告或者记过处分；

（三）蓄意制作和传播病毒、垃圾邮件的，给予严重警告或者记过处分；

（四）在网络上蓄意侮辱、诽谤他人，公开他人隐私的，给予严重警告以上、留校察看以下处分；

（五）利用网络等工具煽动非法游行、集会的，给予警告或者严重警告处分；造成严重后果的，给予记过或者留校察看处分；

（六）破坏校网安全防卫系统，攻击、破坏公共网络服务设施的，非法进入网络系统，窃取、篡改信息数据的，给予严重警告或记过处分。

第二十四条作伪证者：

（一）违纪事件目击者故意作伪证，并造成调查困难的，给予警告以上、记过以下处分；

（二）违纪事件参与者故意作伪证的，从重处分。

第二十五条 违反教学管理规定，旷课或擅自离校、教育实践环节擅自离岗者：

（一）累计7-14课时，给予警告处分；

（二）累计15-24课时，给予严重警告处分；

（三）累计25-34课时，给予记过处分；

（四）累计35课时以上，给予留校察看处分。

第二十六条 违反考场纪律和考试作弊者：

（一）考生有下列行为之一的，应当认定为考试违纪，视情节轻重，给予警告或者严重警告处分：

1.携带考试规定以外的物品进入考场并且未放在指定位置的；

2.未在规定的座位参加考试的；

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的；

4.在考试过程中旁窥、交头接耳、互打暗号或者手势的；

5.在考场禁止的范围内喧哗、影响考场秩序的；

6.未经考试工作人员同意在考试过程中擅自离开考场的；

7.将试卷、答题纸、草稿纸等考试用纸带出考场的；

8.用规定以外的笔或纸答题或者在试卷规定以外的地方书写姓名、考号或者以其他方式在答卷上标记信息的；

9.考生在开卷考试中，携带禁止的资料或者工具的；

10.其他违反考场规则但尚未构成作弊的行为。

（二）考生有下列行为之一的，应当认定为考试作弊，给予记过或留校察看处分：

1.在闭卷考试中，携带与考试课程内容相关的文字材料或者存储有与考试内容相关资料的电子设备等参加考试的；

2.在考试用桌上或者身体上涂写任何与考试课程内容有关的文字和符号的；

3.违规使用电子工具或通讯工具的；

4.抄袭他人试卷或者与考试内容相关的材料的；

5.故意将自己试卷或者与考试内容相关的资料让他人抄袭的；

6.报对答案及传递纸条、试卷、答卷、草稿纸的；

7.抢夺、窃取他人试卷、答卷或者强迫他人为自己抄袭提供方便的；

8.借故暂离考场以得到答案的；

9.同一科目同一考场有两份以上答卷答案雷同的；

10.用其他手段作弊的。

（三）考生有下列行为之一的，应当认定为考试作弊，视情节轻重，给予留校察看或开除学籍处分：

1.使用通讯设备及其他工具发送、接收考试相关内容的；

2.替他人参加考试或由他人代替考试的；

3.组织作弊的；

4.窃取试卷的；

5.篡改分数的；

6.出现两次以上考试违纪或考试作弊的。

第二十七条 在进行科学研究中，存在学术不端行为，情节轻微者，给予严重警告处分；情节较轻者，给予记过或留校察看处分；情节严重者，给予开除学籍处分。

第二十八条 屡次违反学校规定受到纪律处分，经教育不改者，给予开除学籍处分。

第二十九条 留校察看期一般为一年。受留校察看处分的学生，在察看期间有明显进步表现的，察看期满后，可按期解除留校察看；有立功表现的，可提前解除；继续违纪或重新违纪的给予开除学籍处分。毕业班学生达到校察看处分，作留校察看处分，察看期一般至毕业时止。

第四章 处分管理权限和处分程序

第三十条 学生发生违纪事件，一般情况下由所在单位对其进行批评、教育并提出处分意见。本科生处分意见报学生处审定。违反《中华人民共和国治安管理处罚法》或触犯刑法的，由保卫部门负责与公安、司法机关的联系，协助和配合公安、司法机关查清事实，同时填写材料移交单，将公安、司法机关的调查和处理结果等有关材料转交学生处；

违反教学管理规定与考场纪律的本科生由教务处会同学生所在学院查清事实，由教务处提出处理意见；

违反宿舍管理规定的学生由宿舍管理部门根据违纪情况，提出处理意见，报学生处审定；特殊情况由学生处直接提出处分意见。

第三十一条 跨学院的学生违纪事件，由学生处及相关部门牵头，召集学生所在学院有关负责人讨论研究，按照本规定提出处理意见。有关学院按照处理意见提出处分意见，按规定处分程序呈报处理。

第三十二条 学生违纪事实查清后，学生所在单位应在一周内提出处分意见，报学生处。

第三十三条 学校在对学生作出处分决定前，应当听取学生或其代理人的陈述和申辩，学生享有充分的申辩权。对留校察看和开除学籍两种处分，在学校作出处分决定前，处分部门应告知学生有权申请听证。学生申请听证的，向学校听证委员会提出申请，按照《湖州师范学院听证制度实施办法（试行）》执行。

第三十四条 学生处对有关材料进行审定后，起草处分文件，报主管校领导签发。对于开除学籍处分的，应经校长会议讨论决定。

第三十五条 处分决定作出后，学校采取适当方式在校内予以公布。处分文件一式3份，一份送交学生本人，一份送交学生所在学院，存入学生档案，另一份留学校备案。学生在接到处分决定时，必须在处分决定接收单上签字。学生拒绝签字的，由处分决定送达人员记录在案。学院在收到学生的处分决定后要做好相应的教育工作。处分决定无法送达时，学校采用公告方式送达。

第三十六条 处分决定应真实完整地归入学校文书档案和学生本人档案，不得撤除。处分决定送达违纪学生后，违纪学生对处分决定有异议的，可在5个工作日内向学校学生申诉处理委员会提出申诉，由于特殊原因处分决定文件无法送达违纪学生的，申诉期限自公告期期满之日起计算。学校学生申诉处理委员会接到学生申诉书后的15个工作日内向学生作出书面答复。对学生的申诉，由学校学生申诉处理委员会核实情况，确认是否受理。对于受理的情况，由学校学生申诉处理委员会进行复查，给予答复。具体办法按《湖州师范学院学生申诉处理规定》（发学〔2004〕21 号）执行。

第三十七条 受留校察看处分的学生，符合本规定第二十九条的解除条件者，经学生本人申请，应解除其留校察看处分。

第五章 附则

第三十八条 本规定中所称的“以上”、“以下”均包括本数。

第三十九条 本规定所指违纪行为的标的物价值需经专业部门估价。

第四十条 本规定中第十三条至第三十条是指未被公安、司法机关处理的违纪行为。

第四十一条本规定由教务处、学生处、国际学院负责解释。

第四十二条 本规定自发文之日起施行。

（未尽事宜参照《湖州师范学院学生手册》执行。）

# 保险和医疗

1.学校各校区设有校医院，留学生日常患病可以到校医院就诊。

2.如有必要，留学生可以到校外医院就诊，建议到市内省级或市级公立医院就诊。

3.如需要紧急救援，可拨打急救中心电话，电话号码：120。

4.自费生在校医院就诊或到校外医院就医，医疗费自理。

5.镶牙、补牙、拔牙、配眼镜、分娩、人工流产、性病、矫正生理缺陷、美容、购买营养补品和其他超出公费医疗支付范围和标准的费用以及治疗来华前已患的慢性疾病的费用，由本人自理。因打架、斗殴等违反法律、校纪行为导致伤亡事故所支付的医疗及其他有关费用，由当事人自理。

6.外国留学生综合保险

外国留学生综合保险，内容包括意外伤害医疗，住院医疗，意外残疾及死亡保险责任；就诊医院仅限于中华人民共和国大陆境内公立医院。详情请参阅中国国家留学基金委网站（http://www.csc.edu.cn）。如果发生意外或生病需住院治疗，应及时通知国际学院主管老师，以便处理保险理赔事宜。

学生住院治疗期间的医药费先由学生本人垫付，出院时准备好以下材料，再申请保险理赔支付。

出院小结医院诊断证明住院收费收据住院医疗费用汇总清单门诊病历及收费收据（若有院前或院后门诊）

留学生保险事项主管老师联系地址：湖州师范学院西校区行政楼308办公室，电话：2321028

声明

1. 本手册内容正式版用中文表述，并提供相应的英文翻译，当英文翻译与中文版内容有出入时，以中文版为准。

2. 本手册适用对象为来华学习的外国留学生，包括汉语进修生和专业留学生，但专业留学生同时还要遵守《湖州师范学院学生手册》中所规定的内容。

3.本手册的解释权归湖州师范学院国际学院。

**International Student Handbook of Huzhou University**

# Registration

**New Student Registration**

1. New students must register within the specified time at the International College, Huzhou University, bringing with them their passports, Letter of Admission and Form JW201 or JW202. During registration, they will be asked to fill in the International Students Admission Form, take a copy of the Handbook for International Students, and submit other necessary documents for verification as required by the Letter of Admission. They need also to submit 10 passport photos (2-inch bareheaded with a white background). Degree-students and nondegree students pursuing studies other than Chinese language and culture must also register in the schools and colleges where their academic programs are conducted.

2. Self-funded students must produce their receipts of tuition and fee payment or bank statement showing the payment at the time of registration. They may also make the payment at the time and on the spot of registration.

3. Those who for some reason are not able to register within the specified time period must obtain prior consent from International College for later registration. Failure to register within the two weeks after the specified deadline without valid reasons will be automatically regarded as giving up the admission eligibility.

4. The Letter of Admission for international students shall bear the official seal of the International College, Huzhou University. No other documents issued by any organizations or individuals shall be deemed valid.

**New Student Orientation**

After registration, new students will be asked to attend an orientation organized by the International College and relevant divisions, which include the exposition of relevant Chinese laws and codes of conduct, introduction to the on campus rules and regulations, explanation of the handbook for international students, etc. It is an event that all new comers are expected to attend on time.

**Current Student Registration**

Current students must register at the International College within the specified period at the beginning of each semester. They need to bring with them their student cards, which will be made valid by stamping on it the registration seal. Those who are not able to register with in the specified period for some reasons must request in advance for permission of later registration, or else they will be treated as truants. Failure to register within the two weeks after the specified deadline without permission will automatically lead to the cancellation of their student status.

**Physical Check-up**

International students who will study for more than 6 months should take a physical check-up at Zhejiang International Travel Healthcare Center (ZITHC); those who have taken the Physical Check -up in other places and hold a “Physical Examination Record for Foreigners” should go to ZITHC to have it verified. New students can apply for residence permits after they obtain a“Certificate of Verification of Physical Examination Record for Foreigners” issued by ZITHC. Those who are ascertained upon examination as patients of any disease due to which no entry is allowed, as specified in China's laws, shall leave immediately for their home country.

The Address of Zhejiang International Travel Healthcare Center: 230 Zhonghezhong Rd, Shangcheng District, Hangzhou. Tel: 0571--87852410

**Residence Permit & Visa**

1. New students holding an X visa must apply for a residence permit to the Department of Entry & Exit Administration, Huzhou Public Security Bureau, within 30 days from the date of entry in China. New students with an F visa must secure a visa extension or resident permit before their period of visa validity expire. Those who exceed the specified time will be punished in accordance with relevant Chinese laws for illegal residence.

2. International students who are transferring from another city in China should go through the move-out formalities with the Department of Entry & Exit Administration of that city and then go through the move-in formalities with the Department of Entry & Exit Administration, Huzhou Public Security Bureau, within 10 days from their arrival at the university.

3. If any items on the residence permit change during his/her study at the university, student must have the relevant information changed with the Department of Entry & Exit Administration of Huzhou Public Security Bureau within 10 days after the change takes place.

4. Current students must secure a visa extension from the Department of Entry & Exit Administration of Huzhou Public Security Bureau at least one week before their residence permit expires. Documents for visa extension application include the applicant's passport and a certification issued by the International College, Zhejiang. Failure to secure the extension before the expiration of residence permits will be deemed as illegal residence and thus leads to penalty in accordance with relevant Chinese laws. Students are advised to solve their visa problem during regular semester time as it is not handled during vacations. A residence permit may be extended up to one year at a time. No extension will be possible for students who are to leave the university for graduation or completion of their course of study.

1. International students may enter and exit China for multiple times as long as their Residence Permits are valid.

6. International students who have lost their passports should inform the International College and the Department of Entry & Exit Administration, Huzhou Public Security Bureau immediately, obtain a certification for the loss, and apply for a new passport to their embassy/consulate in China and a new residence permit to Public Security Bureau. International students who have secured new passports must inform the International College to have their personal information updated.

7. The Address of the Department of Entry & Exit Administration, Huzhou Public Security Bureau: 298 Qingtong Rd, Huzhou.

8. To apply for a residence permit, new students need to prepare the following documents and materials.

(1) A certification issued by the International College;

(2) Passport;

(3) The Original third slip of Visa Application for Study in China (Form JW201 or JW202);

(4) One duplicate copy of the Admission Notice;

(5) One recent 2-inch photo of the applicant (front, bareheaded, with a white background);

(6) The Certificate of Verification of Physical Examination Record for Foreigners & Overseas Chinese, which is required for students who will study for more than 6 months;

(7) Temporary residence registration certification issued by the local police station, which is required additionally for students dwelling off campus;

(8) A certification of completion of study issued by the student's former school in China, which is required for those with residence permits issued by the city where the student's former school is located.

9. International students are responsible for all costs shall settle their residence permit, visa, etc at their own cost.

#

# Regulations on the Payment of Tuition and Fees for Self-funded International Students

1. Tuition and fees paid by international students shall be settled in RMB and, if remitted in foreign currency, shall be settled in RMB based on the bank exchange rate.

2. Self-funded international students shall pay their tuition, accommodation fees and other payable fees at the time of registration at the beginning of a semester or academic year, or else they will not be able to go through the registration formalities. Tuition fees of degree students shall be paid by academic year, i.e. once for the whole academic year, and those of non-degree students of Chinese language and culture are paid by semester, i.e., once for the whole semester.

3. Self -funded students whose studies are suspended with the approval from the university will not have their tuition fees for the current semester refunded. The fees will be used for the semester when their studies are resumed.

4. In case that a self-funded international student are unable to continue his/her studies for special reasons such as illness or poor financial situation of his/her family after paying tuition fees, the university will refund the fees after deducting the used part by month (counting from the beginning date of a semester and including the current month) .

No tuition fees will be refunded to those who drop out for the following causes:

a. Those whose total hours of truancy within a semester exceed a half of total class hours of the semester;

b. Those who act in such a way that normal teaching order of the university or social public order is seriously interfered with and disturbed;

c. Those who violate the laws or codes of China to a flagrant extent and result in grave consequences.

5. Students who have obtained residence permits planning to quit schooling must have their residence permits cancelled at the Department of Entry & Exit Administration of Huzhou Public Security Bureau within three days after submitting their drop-out requests, or else no tuition fees will be refunded.

6. Non-degree students of Chinese language and culture who plan to continue studying for another semester must make an application 6 weeks before the end of the current semester and pay tuition fees for the coming semester before their residence permit or visa can be extended. Those who decide not to continue studying in the coming semester after obtaining the residence extension permits for continuing studies must have the extension permits cancelled. The tuition fees they have paid to the university for the coming semester will be refunded to them with the percentage for one month deducted. Students who do not ask for extending their stay for another semester will be automatically treated as those who have completed their studies.

7. According to certain Chinese financial regulations, students who request refund must give back their original payment receipts. Students are advised to keep them properly.

8. International undergraduate students who temporarily leave China to participate in the university' s study-abroad programs for a semester or year need to pay a major registration fee to the university, the amount being 50% of the total tuition fees for the year or semester. Expenses concerning the study-abroad program shall be otherwise paid as specified.

9. Those degree students who fail to finish their schooling within the specified length of programs and need to extend their length of studies must pay regular tuition fees for the extended year or semester.

# Regulations on Academic Studies Huzhou University Provisional Regulations on Status Management for International Students

**I. Application, Admission and Registration**

1. Foreign nationals in good health and capable of self-care can apply for studies at Huzhou University. The applicants must fill in the“Huzhou University Application Form of Admission for International Students”truthfully, and then send it together with a copy of a valid passport and application fee to the International College of Huzhou University, which will be responsible for verifying the applications and sending the applicant' s Admission Notification and Visa Application Form for Study in China(form JW202).

2. With the Admission Notification and the Visa Application Form for Study in China from Huzhou University, the applicant can then apply for visa to China at a Chinese embassy or consulate of his/her home country. The admitted international students must arrive at the University for Registration within the specified time frame. If a student is not able to do so within the time frame, he/she must apply in advance for later registration, with the leave of absence no longer than 2 weeks. For those who do not apply for later registration or have had their leave of absence exceeding 2 weeks but still have not arrived for registration, the university shall not retain their admission eligibility. Application for leave of absence must be verified and then granted by the International College.

3. International students who plan to study for more than one year must have physical check-ups at a hospital designated by the university within the specified time frame. Those who already have had physical check-ups prior to coming to China must have their examination certificates verified and their physical conditions rechecked after registration. Students who are found to be physically unfit for registration will have their admission eligibility cancelled.

4. Enrolled students should register at the International College within the specified time frame each semester. Registration is to be completed by students themselves and therefore they need to take with them their student cards. Tuition fees must be paid before registration, and those who are unable to arrive at the university within the specified time frame must apply for later registration and leave of absence.

**II. Class Entry and Switch**

5. International students shall begin their studies in class only after their registration procedures are completed.

6. New international students will be placed in classes according to their grades of the Placement Test of Chinese Language Proficiency. If a student finds after entering a class that the teaching arrangement made in accordance with the class's level of Chinese proficiency does not fit him/her, he/she may apply to the course instructors for a class switch within the first two weeks after the class begins. The switch will not take place until the applicant passes the relative level of exam and the application is approved by the International College and the course instructors. No application for a class switch will be accepted after the third week begins.

1. Students with experience of studying Chinese language and culture at Huzhou University in previous semesters/years will be placed in new classes after registration according to their last semester's learning performance. Students who wish to switch to a higher-level class must apply to the International College on condition that their score for the course of Intensive Chinese Reading in the previous semester exceeds 80. The applicants then must take the placement test together with new students, and if their test score meets the specified requirement, they can switch to a higher-level class.

**III. Attendance**

8. International students must consult the university calendar carefully so as to arrange relaxation and recreational activities during China's public holidays and the university's summer/winter vacations.

9. International students must follow leaning disciplines of the university. They are expected to attend classes on time, not be late or absent for classes, or leave when classes are still going on. When doing self studies, they must keep quiet and do not disturb other students.

10. If an international student has to be absent due to sickness or personal reasons, he/she must apply for leave of absence:

a) For sick leave, the student must have a medical certificate from a doctor, and the head teacher must be informed promptly. If a student is absent from class because of sickness just for one day with no doctor' s certificate submitted, the absence can be counted as sick leave upon the approval of the headteacher. If the absence exceeds one day, the certificate or note of sickness must be submitted to the International College on the day when the student's sickness begins or a day after; if the application for leave is approved, the absence will be counted as sick leave. Absence with failure to submit the required certificate or note on time will be regarded as absenteeism.

b) Leave for personal matters other than sickness, a written application must be submitted to the course instructor in advance. Leave of more than 3 days needs to be approved by the International College. Absence with no application for leave or with application that has not been approved will be counted as absenteeism.

11. If a student's unapproved absence for a single course amounts to one third of the total classes of the course within one semester, he/she shall not qualify to take the final exam of the course and his/her score for the course shall be recorded as Zero. If a student's unapproved absence of a semester exceeds half of total class hours of the semester, he/she shall be dismissed from the school.

**IV. Achievement Evaluation**

12. To qualify for the evaluation, a student must take all the required and optional courses.

13. The evaluation shall be in the forms of exams and performance assessments. Scores of exams will be granted by applying the 100-points system, with 60 as the passing score. Students' achievements for courses with exams shall be based mainly on their scores of the final exams, with due reference to their regular course work. The final score for courses with exams shall be composed of the scores for the final (60%) and mid-term exams (20%) and attendance to classes (20%). Students' achievements for courses with no exams but performance assessments shall be recorded with the application of the five -grades system or the 100-points system. The five grades are: Excellent, Good, Satisfactory, Pass and Fail. A student's absence from the exam of a course without valid reasons shall be deemed as “Absenteeism from Exam”and his/her score for the course recorded as Zero, and no makeup exams shall be organized for him/her.

14. Students must do their course assignments carefully, independently and in a timely fashion. Those who have only handed in less than two thirds of their total assignments without valid reasons will not qualify to take the exams or performance assessments of the course.

15. Students shall have their student cards with them when taking exams. During the exam, they must closely follow the exam regulations and must not cheat in any way. Those who are found to be cheating during an exam shall immediately be removed from the exam location and their score for the course shall be recorded as “Zero”with a mark of “Cheating”attached. No makeup exams shall be arranged for those students.

**V. Scholarships**

16. To encourage international students' hard work and excellent performance, the International College has set up the “Scholarships for Excellent International Students”. The scholarships are managed by the International Student Scholarship Committee of the university and awarded by the International College once every semester.

17. Qualifications for Scholarships:

a. Observing Chinese laws and regulations, complying with university disciplines and rules; showing respect to faculty and staff; keeping good relations with fellow students; maintaining and promoting friendship between peoples of different nations.

b. Aiming high, working diligently and earnestly in studies with good grades.

c. Participating in activities organized by the department and university with enthusiasm.

d. having studied at Huzhou University for more than one semester.

18. The scholarships are given by means of the same amount of tuition fee remission.

(Refer to “Preparatory Language Students Scholarship of Huzhou University”)

**VI. Suspension, Resumption and Dismissal**

1. If an international student is diagnosed with a sickness that requires a period for recuperation, and the period lasts more than 1/3 total classes, he/she may apply for suspension from school.

Those whose total attendance rate reaches more than 1/3 total classes may apply for suspension from school.

Due to certain reason, the applicant or the university considers the suspension as necessary.

When applying for the suspension, the applicant must submit a formal written application with the applicant’s signature and his/her parents’ signature.

Students who have been on suspension wish to resume their studies must present a certificate of full recovery issued by a government-authorized hospital for resumption. And the university will not allow him/her to resume study until he/she passes the health check of the university. Students who resume studies after suspension must pay tuition and fees for the additional part of their program resulting from their suspension.

20. Students in the following cases shall be requested to withdraw from schooling or shall be dismissed from the university:

a. those who have been diagnosed with illness that prevents them from long term studies;

b. those with absenteeism from classes exceeding half of the total class hours of a semester;

c. those with actions severely disrupting public order or the educational order of the university;

d. those with actions seriously in violation of Chinese laws or regulations, causing severe consequences;

e. those with other reasons that prohibit continued studies;

21. A dismissed student shall leave the university within 15 days after receiving the dismissal notification. No re-admission opportunities shall be given to dismissed students that fall into the above cases“c”and“d”.

**VII. Student ID Cards, Certificates of Enrollment, Score Reports and Post-Experience Certificate**

21. After registration, international students shall be given the“Huzhou University Student ID Card”by the International College. The card is an important identification certificate showing the status of the student of Zhejiang University. Students with experience of studying Chinese language and culture at Huzhou University in previous semesters/years must get registered with the International College at the beginning of each semester, taking with them their Student ID Cards, which are to be validated with the Registration Seal. Students must take good care of their cards. Lending the card to others or tempering with the information on it is in violation of university regulations. If the card is lost, its owner must immediately inform the International College for its nullification and then apply for a replacement.

22. During the international student's schooling, if the need arises, he/she can apply for a Certificate of Enrollment.

23. International student's course achievements of each semester shall be uploaded to the Students' Course Achievements Management System. Students can request a transcript of the current semester from the International College after the final exams.

24. Having finished his/her study plan, an international student can request a Certificate of Studies and a Score Report from the International College. No certificates will be granted to those whose absenteeism has exceeded one third of the total class hours within one semester.

# Security

**Security Regulations and Advice**

1. Traffic safety: Comply strictly with traffic rules and regulations. No drunken biking or driving is allowed. No driving of motorcycle, fuel-powered moped and high-powered battery bike is allowed. No carrying of others while biking. No speeding.

2. Prevention from fire: In school dormitories, use of super -high power electrical appliances is strictly prohibited; no hazardous articles are to be taken into the dormitories and stored; electric wires shall not be extended and connected arbitrarily without permission; use of fuel gas is strictly prohibited. Students dwelling off campus are strongly advised to use the electricity and gas safely.

3. Protection against theft: Secure doors and windows when getting out. Properly keep credentials, money and valuables safe when shopping outside or taking a public conveyance. Do not go to an out-of-the-way place alone. No take-in of others for the night is allowed without permission.

4. Dietetic hygiene: Do not buy beverage and food from a stand that does not have a hygienic license. Have food washed clean and adequately cooked when cooking by yourself.

5. No alcoholism: Do not have excessive drinking in dormitory or go out for drinking late at night.

6. Smoking control: Smoking at public places like classroom, dining hall and elevator is strictly prohibited.

7. Prevention of infectious diseases like flu: Please go to a hospital for treatment and inform the teacher responsible for your class as soon as symptoms like cold and fever appear.

8. Protection against natural disasters: Pay attention to self protection measures and ensure personal safety in case of disastrous weather like lightning stroke and rainstorm.

9. Prevention of psychological diseases: Build up a mental health consciousness, enhance psychological adjustability and adaptability, and go timely to a hospital or psychological consultation office for help in the event of psychological perplexity.

10. Avoidance of disputes: Help make your dormitory a quiet and comfortable place. Do not speak loudly. Do not play sound equipment in high volume.

Retain self-control when coming into conflict with others. Ask relevant managerial personnel to mediate and settle the dispute instead of having it your own way.

11. In case of emergency, please remain self-possessed while contacting departments of public security as well as the staff.

**Responsibility Pledge for the Security of International Students**

To maintain good study order at the university, protect personal security of international students and ensure they can complete their schooling smoothly, this safety reminder is hereby provided in accordance with relevant Chinese laws, codes and relevant regulations of the university. International students who violate any of the following provisions or ignore the relevant safety tips must take appropriate consequences.

1. Comply with Chinese laws, codes and the rules and regulations of the university. Respect Chinese social morality, folkways and customs.

2. Residence permit, its change, extension and other formalities must be settled timely in accordance with relevant provisions of public security sector.

3. Students shall ask for permission from the International College for residing off campus and sign a house rental contract with the owner afterwards.

They shall go through registration formalities with local police station within 24 hours from move-in and register with the international student office, along with a temporary residence registration sheet issued by the police station. When residing off campus, they shall comply with relevant regulations of the administrative department of the dwelling place, cause no impact on the life of nearby residents, pay attention to traffic security, public security, fire safety and personal and property safety, and pay attention to water, electricity and gas usage safety.

4. Comply with dormitory management rules and regulations when living in dormitories on campus. Help make the dormitory a quiet and comfortable place. Do not speak loudly or play music and TV in high volume. Do not exchange/transfer rooms/beds without the consent of the dormitory management. Do not raise pets. Do not have visitors stay in the dormitories after 11:00 pm.

5. In the dormitories, use of high-power electrical appliances like electric cooker and electric heater or those that are liable to cause fire such as electric blankets is prohibited. No open -flame utensils shall be used. Storage of flammable, explosible or toxic articles and other dangerous articles is prohibited. Smoking is prohibited indoors.

6. Breakage, dismantling or refitting of equipment and lines in the dormitory building or rented house is prohibited. Take good care of fire facilities.

7. Secure doors and windows when leaving your room; do not simply give your room key to somebody else to avoid unauthorized duplication.

8. Do not go out late at night for excessive drinking or entertainment. If you do need to go out or return very late at night for something special, please tell your friends in advance and keep quiet when getting back so as not to disturb others.

9. Utilization of your dormitory or rented house for activities against laws and university regulations is strictly prohibited.

10. Properly keep your personal belongings safe. Deposit surplus cash in a bank; do not tell others about your bank account password. Do not leave your valuables carelessly at public places like classrooms and libraries.

11. Strictly comply with traffic rules and regulations. Do not ride motorcycles, fuel-powered moped and high-power battery bikes. Driving a motor vehicle without license, driving a car after drinking, driving rapidly on campus and carrying someone else while biking are all strictly prohibited.

12. Do go to a bank for currency exchange; do not exchange currency with a private store or an individual. Currency exchange with an unauthorized store is an unlawful act.

13. To take a taxi, do choose one affiliated to an accredited taxi firm and ask for of a receipt.

14. Do not set off fireworks and firecrackers or barbecue food on campus or in a dormitory.

15. Swimming at non-accredited swimming places like river, lake and reservoir is strictly prohibited. Do not tour around a place in threatening natural conditions.

16. Gambling, excessive drinking, physical fight and other behaviors that disturb the working, education, and research order of the university or the normal life of the faculty and students are strictly prohibited.

# Regulations on Dormitory Management & Off-campus Dwelling

Measures Concerning the Management of International Student Dormitories at Huzhou University

Article 1 Dwelling students must sign a dwelling contract, and 400 RMB yuan shall be paid as deposit. Then a dwelling registration card will be given. The deposit will not be refundable until the completion or graduation of study.

Article 2 Students must dwell in the designated dormitory buildings and rooms. No one is allowed to move into a student dormitory or change his/her dwelling room/bed without the approval of the dormitory management.

Article 3 In principle, student dormitory buildings do not provide additional rooms for students' dependents like spouse or children. Those who have dependents to live with them must make a prior request to International College and the dormitory management. Such dependents will not be able to move in until the approval is obtained and certain expenses paid.

Article 4 Dwelling students must pay accommodation fees, water & electricity fees, etc. in a timely fashion. The students living in the same floor share evenly the water & electricity fees of public kitchen and public room. The maintenance of public kitchen and public room shall be carried out by the students who live in the same floor according to duty schedule.

Article 5 Students who are to withdraw from dormitory dwelling must go through the withdrawal formalities with the dormitory management. For those who wish to withdraw ahead of time for reasons like graduation, completion of a course of study, dropping out, dismissal, suspension, transfer to another school or leaving China, refund of the paid accommodation fee will be granted for the remaining months (not including the month when the request for the withdraw is submitted); for those who withdraw for other reasons, accommodation fee for half a semester will be charged for dwelling time less than half a semester and that for one semester charged for dwelling time more than half a semester but less than one semester. Temporary dwelling outside the designated dormitory buildings because of internship shall be treated the same as normal dwelling in school and therefore no withdrawal treatment will be granted.

Students who have had withdrawal formalities settled must remove all their personal articles out of their dormitory within a period of 3 days starting from the date on which the withdrawal formalities are complete. Those who fail to move out by specified time limit without valid reasons will be deemed as stay in default and their belongs will be moved out in accordance with relevant regulations of the university.

Article 6 Dwelling students must cooperate with the University for Matters such as remolding or changing the use of the dormitories/rooms. They must follow the unified arrangement of the university when there is a need to re-arrange their dwelling places.

Article 7 Dwelling students must consciously maintain dormitory security, enhance their security and law awareness, and improve their ability of precaution, self aid and evacuating from disastrous situations.

Article 8 Those dwelling students who detect an accident, such as fire and fire alarm, shall timely take actions like giving an alarm and evacuating from the site. Those who run into a criminal or public security case or the like shall keep the scene intact, contact the security division and dormitory management immediately and provide necessary assistance.

Article 9 Dwelling students should not take in a person other than from their own dormitory for the night. If they do so and the act causes any loss of private or public property in the dormitory or physical injury of other dwellers, the doers will have to bear legal and compensation liabilities.

Article 10 Dwelling students must pay attention to anti-theft security and take good care of their personal articles; they shall neither lend their dormitory keys to others nor change their door locks or fit an additional lock without permission. They must inform the dormitory management immediately if their key is lost and have their door lock changed by the dormitory management.

Article 11 Dwelling students shall consciously comply with regulations on visitor reception in dormitories and on dormitory security management, and consciously cooperate with the managerial staff in management. Visitors must register with the duty room and comply with relevant regulations on visitor reception management.

Article 12 To maintain good operational order and keep dormitory facilities and equipment running well, dormitory management personnel are to execute relevant inspections or check-ups on regular or irregular basis.

Article 13 An infectious disease declaration system is effectuated in student dormitories. Anyone who contracts any of the infectious diseases specified in the Law of the People's Republic of China on the Prevention and Treatment of Infectious Diseases shall report on his/her own initiative to managerial personnel in his/her building. Students who find a suspectable infectious disease patient in the dormitories must contact the management timely. Infectious disease patients, pathogen carriers and suspectable infectious disease patients must follow the medical instructions and advice from the university hospital and actively cooperate for necessary medical and accommodation arrangements before they are cured or the suspicion removed.

Article 14 Dwelling students are expected to consciously protect public sanitation and help create a clean, tidy and orderly dwelling environment. They must dump indoor garbage directly into designated barrels, or take bagged garbage timely to designated garbage stack, put dangerous wastes into designated storage site. Please consciously take good care of the greens around the dormitories.

Article 15 N/A

Article 16 Business and other associated activities are prohibited in student dormitories. No individuals or organizations will be allowed to hold profit-oriented or fee-collecting activities such as pyramid selling in student dormitories without the approval of the dormitory management. Students who need to conduct non-business operations of publicity must hang posters or make arrangements in designated area, after obtaining the approval of the dormitory management.

Article 17 Students withdrawing from dwelling in their dormitories must do so in compliance with relevant disciplines and regulations. When moving out, they must take good care of the dormitory property and facilities, cooperate with personnel in checking the facilities and equipment, and make all deferred payments before leaving.

Article 18 Students must make proper use of water/electricity facilities, doors, windows, furniture, fixed telephone and a variety of other facilities and equipment in their dormitory building and dwelling rooms.

Article 19 Furniture used by an individual in the dwelling room must be properly kept by the user. Shared furniture must be taken good care of jointly by those who share it. Without the concent of the management, no furniture equipped in the rooms by the university should be lent to others, and no self-provided furniture or furniture from other places moved in and used in a student dormitory. And without the management's consent, no furniture, facilities or equipment in the dormitories can be dismantled, displaced, or discarded.

Article 20 The dormitory management on each campus is entrusted by the university with the task of sorting, counting, checking and repairing dormitory facilities and equipment at irregular intervals. Students who find any facility or equipment damaged or lost must contact the dormitory duty room for repair or replacement. Full compensation shall be made for any facility or equipment damage, and the responsible persons must bear the cost for repair or replacement.

Article 21 Students must pay attention to the safe use of electricity. Electrical appliances equipped in dormitories are not to be repaired or dismantled without permission; damage of facilities or equipment caused by improper use will be borne by the user. Students must purchase and use certified electrical products made by accredited manufacturers. Dormitory management personnel are entitled to stop electricity consuming activities in violation of regulations.

Article 22 For the sake of energy and resources saving, the abuse of water and power are not allowed. The fee for water and power will be charged according to Fee standard of Huzhou University.

Article 23 A dwelling student who is to install and use an electrical appliance with rated power over 200 watts in the dormitory must make an application to and be approved by the dormitory management office. The applicant should sign a pledge for safe electric consumption.

Article 24 For installation of a high-power electrical appliance, the applicant must, along with the high-power electrical appliance installation permission from the dormitory management, have the installation professional to install it in the designated place. In case of a failure arising when the appliance is in operation, the user must contact the manufacturer or a professional for repair and mustn't dismantle it at will.

Article 25 Students should follow the layout specifications of their dwelling rooms, to decorate their dwelling rooms in a healthy and elegant style.

Article 26 Dwelling students shall comply with university disciplines, regulations, etc. Violators will be treated in accordance with relevant articles.

Article 27 In the event that a discipline violation takes place in a dormitory building, those who are involved will be subject to relevant disciplinary sanction in accordance with the Rules of Huzhou University on the Treatment of Student Disciplinary Violations and, in serious cases, their related economic and legal responsibilities will be imposed.

Article 28 Relevant division of the university shall be entitled to stop any of the following acts found in the dormitories and give a public reprimand or disciplinary sanction, depending on the seriousness of the case, or even investigate and affix legal responsibilities.

1. Acts that affect public order:

(1) Refusing to cooperate with the university in sanitary, disciplinary and safety inspections;

(2) Dumping garbage at random inside and outside buildings; carelessly splashing contaminated water or pouring water into a garbage bin;

(3) Scrawling over walls and corridors or carelessly posting and circulating various posters, fly sheets and the like;

(4) Furnishing a dwelling room without permission or driving iron nails or other hard stuff into wall surface;

(5) Displacing or dismantling furniture, facilities or equipment without permission;

(6) Installing a high-power electrical appliance without permission;

(7) (N/A)

(8) Raising a pet;

(9) Dumping leftovers into sewage and causing jam;

(10) Causing serious waste of public water/electricity consumption;

(11) Illicit and criminal activities like excessive drinking, gambling, whoring, drug abuse and drug trafficking;

(12) Other acts that disturb public order.

2. Acts that affect security

(1) Using portable lamp in bed.

(2) Extending an Internet wire or telephone wire without permission or adjusting a water/electricity meter without permission;

(3) Piling up bikes or discarding sundries and the like in a hallway, corridor, fire passage, dwelling room or balcony;

(4) Littering burning cigar and cigar butt.

(5) Dangerous behaviors like climbing a door/window, attic or railing;

(6) Duplicating a room door key or changing a door lock without permission or lending a dwelling room key to others without permission;

(7) Exchanging dwelling rooms and beds with others，occupying other bed, or lending or relenting a bed to others without permission;

(8) Violating entrance guard management regulations;

(9) Storing flammable/explosible articles;

(10) Using various high-power electric appliances like electric cooker, electric pot and electric radiator or flammable articles like electric blanket;

(11) Cooking or barbecuing food in a room;

(12) Other behaviors that affect public security.

3. Behavior that disturb others' study or rest

(1) Speaking loudly or playing chess or ball games; doing other forms of sports during self-study or sleeping time;

(2) Failure to control the sound volume of electronic audio or video devices; talking, laughing, singing and frolicking loudly late at night with no attention to others' study and rest.

4. Violation of relevant provisions of the Dwelling Agreement for Students at Huzhou University.

5. Other behaviors in violation of the dormitory dwelling rules of the university

Article 29 The dormitory management reserves the right to cancel the dwelling eligibility of those students who violate the provisions of the dormitory dwelling rules or fail to abide by the dwelling contract and refuse to change their ways of behavior despite of repeated admonition. To regain their eligibility, such students must make a pledge that they are willing to comply with the dwelling rules and the provisions of the dwelling agreement, obtain the approval of the dormitory management and then resettle the dwelling formalities.

Article 30 Students will be asked to dwell in different dormitory buildings on different campuses according to the unified arrangement of the university. Relevant management regulations (or advices) are developed for each dormitory building; students must also comply with them.

Article 31 Interpretation of this document shall be the responsibility of International College and the dormitory management.

**Regulations on Management of Off-campus Dwelling for International Students**

I. International students are expected to dwell in a dormitory of the university in normal cases. In special cases, those who do need to dwell off campus must apply first to the International College and fill out Registration Form for Off-campus Dwelling of International Students at Huzhou University. Only when the form has been signed by parent of the applicant, can he/she go through relevant off-campus dwelling formalities to get the Off-campus dwelling qualification in accordance with the regulations of the entry & exit administration of the public security bureau.

II. The following preparations need to be made in advance for the approval of off-campus dwelling:

1. International students who lease a private living place shall ask the owner to produce a Public Security License and enter into a lease contract with the owner.

2. International students who dwell in a guest house, hotel or leased apartment shall provide a relevant certificate specifying the dwelling period from the property branch.

3. For international students who lodge at their kinfolk's or friend's places:

(1) Relevant information about their kinfolk or friend must be provided, including his/her name, address, relationship with the student and valid credentials.

(2) The kinfolk or friend must sign a written letter of guarantee with the student and agree:

a) To have the student dwell at his/her place;

b) To willingly bear relevant legal liabilities.

III. Procedures of off-campus dwelling registration:

1. The students must, first of all, submit a Registration Form for Off-campus Dwelling of International Students at Huzhou University with their parents' signature to relevant office of International College and provide relevant documents, such as lease contract, for verification. They must not start dwelling off campus before obtaining the consent from the International College.

2. Within 24 hours after move-in, they must go to the local police station in the dwelling area for a residence registration, taking with them their own passports.

4. They must also go to International College to have their contact information, such as domicile telephone or cell phone number recorded, taking with the slip given by the police station when they do registration.

5. International students who change their off-campus dwelling places must go through the aforesaid procedures once again.

IV. When unable to come to the campus for teaching activities due to illness or private business during off-campus dwelling, international students must go through the ask-for-absence formalities in accordance with the relevant student status management regulations.

V. When dwelling off campus, international students must pay attention to personal and property security; they must not use rule-breaking electric appliances or drive a motorcycle in violation of regulations. When running into suspectable persons or in case of emergency, they must contact immediately relevant security personnel or police.

VII. When dwelling off campus, international students must strictly comply with Chinese laws and regulations and must not engage in activities endangering national security of China or in violation of Chinese laws and relevant public security regulations.

VIII. International College will work with public security sectors at irregular intervals in security visits to international students' off-campus dwelling places. International students must cooperate and provide assistance in those visits.

IX. International students who come into an emergent situation when dwelling off campus must contact the public security sector and relevant staffs of International College immediately and provide possible cooperation in investigation and efforts for solution.

The Application Form for Off-campus Dwelling can be downloaded at http://gjxy.hutc.zj.cn, the Website of International College.

# Leaving the University

1. International students who need to leave the university due to suspension, dismissal or completion of studies must obtain a Deregistration Procedure Form from the International College, settle all payments, and return books and other university-owned articles or equipment.

2. Students who have obtained approval for suspension, graduated or completed their studies must move out of the school within two weeks.

3. International students who have withdrawn or are dismissed or expelled from schooling must leave school within one week after the notification of withdrawal, dismissal or expulsion is received.

4. Students who are to quit their ongoing studies and leave school for any reason must go to the Department of Exit-Entry Administration of Huzhou Municipal Public Security Bureau and have the validity of their Student Residence Permits shortened.

5. Students who are supposed to leave school but still linger at the university shall be responsible for anything that happens to them. Huzhou University will notify the Department of Exit-Entry Administration to cancel their student status and eligibility for stay in China.

# China's Laws and University Disciplines

1. International students must obey Chinese laws and comply with rules and regulations of Huzhou University; they must respect China's social morals and customs.

2. Huzhou University respects the ethnic customs and religious beliefs of international students, but does not provide places for religious gathering. Any religious activity, such as religious meeting, preaching, etc, is strictly prohibited on the university premises. Details in this regard can be found in“Provisions on the Administration of Religious Activities of Aliens within the Territory of The People' s Republic of China”.

3. International students must obey relevant Chinese laws and regulations for activities like publishing, association, assemblies, parades, demonstrations, etc.

4. With permission from the university, international students can, within the designated locations, organize celebration activities for their nations' traditional festivals. The celebrations must not contain any verbal act against other nations, or any behavior in violation of social morals.

5. International students who drive automobiles to the university must apply for a pass from the university security office. No motorcycle is allowed within the university.

6. Unauthorized posting and spreading of propaganda and printed materials on campus is strictly prohibited.

7. Gambling, excessive drinking, physical assaulting, drug taking and trafficking, and any other behavior that disrupts the university's educational, research and life order are strictly prohibited.

8. No one is permitted to disturb the university's educational, research and life order or stop others' normal activities regulated by the university.

9. Discharging fireworks near dormitory buildings on the university premises is strictly prohibited.

10. During the school years, international students must not seek employment, do business, or engage in any other commercial activities, though they can participate in work-study programs in accordance with the university's regulations. International students whose violation of Chinese laws constitutes a crime will be punished legally; those who break the university' s rules and regulations shall face disciplinary penalties, based on the severity of the cases, in accordance with “Huzhou University Regulations on Punishment on Disciplinary Penalties for Students' Misconducts ”and“Huzhou University Regulations on Campus Security”. Once a decision on the disciplinary penalty is made, the university shall notify the student concerned; in addition, a written notice shall be sent to the diplomatic or representative organization of the students' home country in China or the institution from which the student has been sent. Students whose education at the university is to be terminated must return to their home countries immediately.

**Huzhou University Regulations for Dealing with Student Disciplinary Offences**

**Chapter One**

**General Principles**

I. In order to maintain good education order and an optimal living and learning environment, to create a harmonious campus and to inculcate in students self-discipline and conformity to laws and regulations, the regulations are formulated herein by Huzhou University in accordance with the “Higher Education Law of the People's Republic of China”, the“Code of Conduct for University Students”and “Regulations for University Student Management”, as well as the practicalities at Huzhou University.

II. The Regulations are applicable to registered full-time language and undergraduate students of Huzhou University. Disciplinary actions concerning students of other types shall be imposed with reference to this document.

III. To impose disciplinary actions, the university shall strictly follow legitimate procedures, collect adequate evidence, seek accuracy in determining the nature and seriousness of an offence and appropriateness in making decisions. Principles to be followed in dealing with students disciplinary offences also include justice, openness and fairness; combining punishment with education; ensuring students' right to appeal.

**Chapter Two**

Types of Disciplinary Actions and their Applicability

IV. Types of Disciplinary Actions:

(I) Warning;

(II) Serious Warning;

(III) Demerit;

(IV) Probation;

(V) Expulsion

V. More severe actions shall be imposed for cases that fall into any of the following categories:

(I) deliberate hampering of investigation or obstructing the collection of evidence;

(II) Over two disciplinary offences have been committed by a single individual;

(III) Having previous experience of receiving punitive actions at the university;

(IV) Threatening or taking revenge on someone who gives the information about the offence or serves as witnesses, investigators, etc.

(V) Play a leading role in a group disciplinary offence;

(VI) Organizing group disciplinary offences;

(VII) Offences with extraordinarily severe consequences.

VI. Mild actions will be taken for the following cases:

(I) Offences that are not actually committed;

(II) During investigation, the offender tells the facts about the offence truthfully and shows deep regret for the offence;

VII. More lenient actions shall be taken for cases that fall into any of the following categories:

(I) Voluntarily informing the university department about one' s own offence, or voluntarily providing facts about one' s own offence that are not yet known to the university department during investigation;

(II) Voluntarily providing truthful facts about others' offences unknown to the university;

(III) Voluntarily stopping misconducts or taking measures to mitigate the consequences of the offence;

(IV) Committing offences as a result of others' threat or inveiglement;

VIII. If a student is verified by legal procedures to have committed an offence when he/she was not able to identify or control his/her own behavior, he/she will not face disciplinary actions. But such students will be told to suspend or withdraw from normal studies in accordance with relevant regulations on students' status management. If a student has committed an offence when he/she was not able to totally identify or control his/her own behavior, he/she will receive mild or light punitive actions.

IX. For those who have committed offences:

(I) The qualification of scholarship and award for the academic year will be canceled.

(II) The scholarship being covered shall be terminated immediately.

Chapter Three

Disciplinary Offences and Punitive Actions

X. Violations of basic constitutional principles; organizing, planning and stirring up trouble or disturbing social order; threatening national security; organizing unlawful assemblies or demonstrations; joining in illegal organizations and engaging in their illegal activities; illegal religious mission or mis-using religions to disrupt social order, harm people' s health, interfere with the national education system; subverting stability and unity. Students who have committed the above -mentioned offences shall face punitive actions as explained in the following (I) and (II) respectively:

(I) Students who have committed minor offences shall be given a Demerit or be put on Probation;

(II) Students who have committed serious offences with grave consequences or have committed repeated offences with no intention to change shall be expelled from the university.

XI. Punitive Actions for those who have violated laws and therefore been prosecuted for criminal liability or those who have been punished for disturbing public security:

(I) For students who have been given a Warning or those who have been told to pay a Fine by the Public Security, a “Serious Warning”or above shall be given according to the severity of the offence;

(II) For students that are held in custody for violating public security rules or those who have committed criminal offences but have been exempted from criminal penalties, a Demerit record or above shall be filed;

(III) For students sentenced by the judicial authority to restriction of freedom, detention or subjected to accessory punishment, or sentenced to the fix-term imprisonment, the action of Expulsion shall be imposed.

XII. Students who do harm to the development of harmonious campuses or disrupt social order shall be subject to following punitive actions based on the severity of their offences:

(I) For damaging public utilities, lawns, public sanitation or any other violations of the university 's regulations on the management of public locations, punitive actions to be imposed shall range from Warning to Probation;

(II) For unauthorized use of electricity, fire, hazardous equipment or any other behavior that is likely to threaten public safety, punitive actions to be imposed shall range from Warning to Probation;

(III) For deliberately hindering university staff from exercising their duties, punitive actions to be imposed shall range from Serious Warning to Probation;

(IV) For causing disturbances, throwing and smashing objects on university premises or any other actions that severely disrupt others' studies or life, punitive actions to be imposed shall range from Serious Warning to Probation;

(V) For causing disturbances after excessive drinking, punitive actions to be imposed shall range from Warning to Probation based on the severity of the offence;

(VI) For making public or university emergency calls for malicious purposes, punitive actions to be imposed shall range from Warning to Probation

(VII) For making up and spreading rumors or fabricating information, making false statements, distorting facts and the like, punitive actions to be imposed shall range from Warning to Probation;

(VIII) For taking objects prohibited by China' s laws into the university, storing or using on campus without authorization highly toxic, inflammable, explosive, corrosive, radioactive, contagious, bacteria/virus materials or any other objects prohibited by China' s laws, punitive actions to be imposed shall range from Warning to Probation;

(IX) For violation of dormitory regulations, staying over in the dormitory of the opposite sex, letting outsiders and students of the opposite sex linger or stay in the dormitory, punishment will range from Warning to Serious Warning.

(X) For any violations of the university moral standards, punitive actions to be imposed shall range from Warning to Probation.

XIII. For organizing profit -making activities or setting up unauthorized stalls on university premises:

(I) For organizing tourism business or serving as travel agencies without permission from the university, the punitive action to be imposed shall be Warning or Serious Warning; for activities like this that have caused disturbance or with severe consequences, the punitive actions shall be Demerit and Probation respectively;

(II) For setting up stalls or organizing profit-making activities without the university' s permission, punitive actions shall be Warning or Serious Warning; for repeated offences or those activities with severe consequences, Demerit or Probation;

(III) For posting or distributing commercial promotional materials without permission, punitive actions shall range from Warning to Demerit if the offender does not follow the dissuasion of the university staff and stop the activities;

XIV. Punitive actions to be imposed for illegally taking for possession public or personal property by any means:

(I) For stealing property worth less than RMB 200 yuan, the punitive actions shall be Warning ; for stealing property worth more than RMB 201 yuan but less than RMB 400 yuan, the actions shall be Serious Warning;

(II) For swindling public or personal property worth more than RMB 401 yuan but less than RMB 800 yuan, the punitive actions shall be Demerit; For swindling public or personal property worth more than RMB 801 yuan but less than RMB 1200 yuan, the punitive actions shall be Probation; For swindling public or personal property worth more than RMB 1201 yuan, the punitive actions shall be Probation or Expulsion.

(III) For stealing official seals, confidential documents, files and the like, the punitive action shall be Probation or Expulsion, depending on the severity of the offence;

(IV) For illegally taking for possession rightful public or personal property by any means, punitive actions shall range from Warning to Probation, depending on the severity of the offence.

For providing information, assistance or tools for disciplinary offences, covering up facts of the offences, or hiding stolen goods for others, punitive actions shall range from Warning to Probation.

XV. For damage done to public or private properties:

(I) For unintentionally doing rather severe damage to public or personal property, the punitive action shall be Warning or Serious Warning in addition to compensation for the losses;

(II) For deliberately damaging public or personal property, the punitive actions shall range from Warning to Demerit in addition to compensation for the losses depending on the severity of the offence and the damage caused;

(III) For severe offences with grave consequences, the punitive action shall be Probation or Expulsion.

XVI. For causing disturbances, assaulting and physical fighting:

(I) For provoking others through verbal insults or other methods into physical fighting, the punitive action shall be Warning;

(II) For assaulting others with no or slight injuries, the punitive action shall be Serious Warning or Demerit; for assaults causing minor injuries, Probation; for those causing serious injuries, Expulsion;

(III) For plotting, instigating physical fights with no consequences, the punitive action shall be Serious Warning or Demerit; if with consequences, the punitive action shall be Demerit or Probation depending on the severity of the offence;

(IV) For providing others with fighting tools, the punitive action shall be Serious Warning or Demerit;

(V) For other types of involvement in offences of physical fighting, the punitive actions shall be Demerit. Demerit shall be imposed for group physical fights.

XVII. For gambling or disguised gambling, or providing places, fund, or devices for gambling, the punitive actions for the first offence shall range from Warning to Demerit; for repeated offences Probation or Expulsion.

XVIII. For creating, copying, spreading pornographic, superstitious and other harmful materials or organizing group showing of such materials, punitive actions shall range from Demerit to Probation depending on the severity of the offence.

XIX. For drug abuse, punitive actions shall be Probation or Expulsion depending on the severity of the offence.

XX. Demerit or Probation will be given to those who commit premarital sex behavior causing adverse consequences.

XXI. For violation of state or school fire control laws and regulations, or unauthorized use or damaging of fire fighting equipment, punitive actions of Warning or Serious Warning shall be imposed in addition to compensation for the losses; for such offences that cause a fire alarm, Demerit or Probation shall be imposed in addition to compensation for the losses; for such offences that cause a fire, Probation or Expulsion shall be imposed in addition of compensation for the losses.

XXII. For violating, damaging others' legitimate interest and personal safety; doing damage to China's national or collective interest:

(I) For unauthorized use of the identities of organizations or other individuals for personal interest:

1. For unauthorized use of the identities of organizations or other individuals for one's personal interest, punitive actions shall range between Serious Warning and Probation in addition to compensation for the losses;

2. For unauthorized use of others' identities to claim their money or properties, punitive actions of Demerit or Probation shall be imposed in addition to the return of the money or property that has been claimed;

(II) For forging and selling certificates, seals and supporting documents or materials, or using other illegitimate methods for one' s personal interest, punitive actions shall be Serious Warning or Demerit; for severe offences, Probation or Expulsion;

(III) For maliciously harassing, intimidating, threatening others, punitive actions shall range from Serious Warning to Probation;

(IV) For malicious insults, calumnies, framing or false accusations aimed to damage others' reputations, punitive actions shall range from Serious Warning to Probation;

(V) For concealing, intercepting, destroying or opening other's letters or telegrams with no authorization, punitive actions shall range from Serious Warning to Probation;

(VI) Divulging state and school confidential information will be punished a serious warning or probation according to the circumstances and consequences.

XXIII. Network Offences:

(I) For unauthorized use of others' network account and/or passwords, punitive actions shall range from Warning to Demerit depending on the severity of the offences;

(II) For using university network to seek illegal gains, punitive actions shall be Serious Warning or Demerit;

(III) For deliberately creating and spreading computer viruses, spamming emails, the punitive action shall be Serious Warning or Demerit;

(IV) For deliberately insulting or calumniating others or releasing others' private matters over the net, punitive actions shall range from Serious Warning to Probation;

(V) For instigating unlawful demonstrations or assemblies via network and the like, the punitive action shall be Warning or Serious Warning; for such offences with severe consequences, punitive actions shall be Demerit or Probation;

(VI) For damaging the safety system of the university network, attacking or damaging the service facilities of the public network, accessing the network system without authorization, stealing or falsifying data, or doing damage to the public information system, the punitive action shall be Serious Warning or Demerit.

XXIV. Perjurer:

(I) For providing false or misleading testimony as a witness of an offence to cause complications for the investigation, punitive actions shall range from Warning to Demerit;

(II) For deliberately providing false or misleading testimony as a participant in an offence, severe punitive actions shall be imposed.

XXV. For offences including violations of the education regulations, absenteeism, or leaving the school without permission or evading the educational practice arrangement without authorization, the following rules on punitive actions shall be followed:

(I) For the time of offence totaling between 7-14 classes, the punitive action to be imposed shall be Warning;

(II) For that totaling between 15-24 classes, Serious Warning;

(III) For that totaling between 25-34 classes, Demerit;

(IV) For that totaling over 35 classes, Probation;

XXVI. For violations of examination regulations:

(I) Behavior that falls into any of the following categories shall be deemed as violations of examination regulations, for which the punitive action to be imposed shall be Warning or Serious Warning depending on the severity of the violations:

1. Carrying into examination locations objects irrelevant to the exams without placing them in the designated places;

2. Failure to follow the seating arrangement when taking the exam;

3. Starting to do the test before the starting signal is given or continuing to do it after the ending signal is given;

4. Side-glance, whispering, signaling and gesticulating during the exam;

5. Making noises at the prohibited area of the examination location and disrupting the exam order;

6. Leaving the examination location during the exam without the supervisors' permission;

7. Taking exam papers, answer sheets, scratch paper, etc. out of the examination location;

8. Answering with pen or paper that are not allowed by regulations; writing the names, exam numbers in areas on the exam paper that are not allowed by regulations, or making other message-carrying marks on the answer sheet;

9. Taking forbidden materials or tools into the examination location during an open-book exam;

10. Other behavior in violation of examination regulations that are not deemed as cheating.

(II) Behavior that falls into any of the following categories shall be deemed as cheating, for which the punitive action of Demerit or Probation shall be imposed:

1. Taking exam-related text materials or electronic devices stored with exam-related information into the location for a close-book exam;

2. Writing any exam-related words or making any exam-related symbols on the exam desk or one's body;

3. Unauthorized use of electronic or communication devices;

4. Copying other's paper or exam-related materials;

5. Deliberately letting others copy one's own exam paper or exam-related materials;

6. Comparing each other's answers, or passing notes, exam papers, answer sheets and scratch papers without the supervisors' permission of instruction;

7. Snatching or stealing other's exam papers or answer sheets, or forcing others to provide convenience for copying;

8. Leaving examination location temporarily for the purpose of obtaining answers;

9. Giving all answers exactly the same as those on the answer sheet of another examinee during the same course examination in the same location;

10. Cheating by any other means.

(III) Any of the following behaviors should be deemed as cheating, punishment will be Probation or Expulsion depending on the severity of the offence:

Behavior that falls into any of the following categories shall be deemed as cheating, for which the punitive action of Probation or Expulsion shall be imposed depending on the severity of the offences:

1. Using communication equipment or other devices to send and receive exam-related data;

2. Taking an exam in another person's name or having one's own exam taken by someone else;

3. Organizing cheating;

4. Stealing exam papers;

5. Falsifying scores;

6. Having violated exam regulations or committed cheating for over two times.

XXVII. Misconduct in scientific research shall be punished with the following rules: for slight violation of the research norm, the punitive action to be imposed shall be Serious Warning; for minor violations, Demerit or Probation; for serious violations, Expulsion.

XXVIII. For repeated violation of university regulations, the punitive action to be imposed shall be Expulsion if previous disciplinary actions imposed on the offender have proved no effect.

XXIX. The duration of Probation shall be 1 year. Students on probation can have the punitive action removed when the probation period is over if they show significant improvement during the probation; they may also have their Probation status cancelled ahead of the schedule if they perform extremely well during probation. Students on probation continue to violate the same university regulations or commit other offences shall be expelled. Graduating students have the punitive action of Probation imposed on them, and the Probation stops till the graduation.

Chapter Four

Administrative Authority for Disciplinary Actions and Relevant Procedures

XXX. Generally, if a student commits a disciplinary offence, the college he/she is affiliated to shall be in charge of admonishing and educating him/her and proposing relevant punitive actions. Such Proposals shall be submitted to the Students Affairs Division.

For violations of the “Law of the People' s Republic of China on Public Security Administration Punishments”or China' s criminal laws, the university' s Security Department shall be responsible for contacting the public security and judicial organs, assisting and cooperating with them to ascertain facts, as well as filling the Material Transference Form and passing the result of investigation and procedures from public security and judicial organs on to the Students Affairs Division of the university; Violations of education or examination regulations involving students shall be handled by the Teaching Affairs Division, which will work together with the college that the students are affiliated to in verifying the facts and then make proposals for disciplinary actions;

Violations of dormitory rules shall be handled by the university Dormitory Management Office, which shall verify the facts and make proposals for disciplinary actions. Such proposals shall be reviewed and approved by the Students Affairs Office;

For special cases, the Students Affairs Office shall propose disciplinary actions directly.

XXXI. For disciplinary offences that involve students from different colleges/departments, the Students Affairs Office shall assemble discussions with heads of the colleges/departments concerned for proposals to deal with the offences in accordance with the regulations of this document. Based on the proposals, the colleges/departments shall submit suggestions of punitive actions following the regulated procedures.

XXXII. Once the student's disciplinary offence has been ascertained, the college/department that the student is affiliated to shall submit the proposal for punitive actions to the Students Affairs Office for review within 1 week.

XXXIII. The university shall listen to the student or his/her agent's description of facts and defense before imposing punitive actions. Students have the full right to defend themselves. For Probation and Expulsion, the university shall notify the students concerned of the right to apply for a hearing before the punitive actions are imposed. Students who wish to have a hearing must submit application to the University Hearing Committee for the hearing, which shall be organized following the regulations of “Huzhou University Hearing System Implementation Procedures (Trial)”

XXXIV. After reviewing the relevant materials, the Students Affairs Office shall draft out documents for disciplinary actions, which are to be signed by the president of the university in charge. Decisions on Expulsion shall be made by the Presidents Meeting.

XXXV. Once decisions on disciplinary actions are made, the university shall publicize them in proper ways within the university. The documents for imposing the actions shall be in triplicate, one for the student, one for the school/department that the student is affiliated to, and still another one for the university's file keeping. The student must sign the delivery notice upon receiving the document. Refusal to sign it shall be recorded on file by the document delivery personnel. The school/department that the student is affiliated to shall give an appropriate admonitory education to the student after receiving the document. If the document cannot reach the student concerned, the university shall publicize it as a substitute for delivery.

XXXVI. Documents for disciplinary actions shall be recorded truthfully in the University Administrative files in its entirety. Upon receiving the document, if the student concerned has any objection to it, he/she can lodge an appeal to the University Student Appeals Administration Committee within 5 work days; if the document cannot reach the student, the 5-day limit shall start at the end of the document publicizing period. The University Student Appeals Administration Committee shall give a written reply to the student within 15 work days after receiving the appeal. The Committee shall verify the student's appeal and then decide if the appeal is to be accepted. For accepted appeals, the Committee shall re-investigate the case and give a reply. Specific procedures for processing appeals are to be found in“Huzhou University Regulations on Processing Student Appeal”(Z.U.P.S. (2004) No.21).

Chapter Five

Supplementary Provisions

XXXX. For any“more than”, “less than”, “above”, “below”and so forth in the Rules, the original value is included.

XXXXI. The price of commodities related to disciplinary offences in the Regulations shall be assessed by specialized department.

XXXXII. The disciplinary offences listed in Clauses XIII to XXX of this document refer to those that are not processed by the public security and judicial organs.

XXXXIII. The Teaching Affairs Office, the Students Affairs Office and International College are responsible for the interpretation of the Rules of this document.

XXXXIV. This document shall take effect immediately after its issuance. “Huzhou University Provisional Rules for Punitive Actions on Students' Disciplinary Offences” (For others unmentioned, the offences shall be dealt with according to Huzhou University Student Handbook)

# Insurance and Medical Treatment

1. The university has a hospital on campus. International students can be treated at those hospitals for minor health problems.

2. If necessary, international students can seek treatment from off-campus hospitals. Provincial or municipal public hospitals in Huzhou are recommended.

3. For medical emergency, please call Emergency Center Number: 120.

4. Self-funded students will have to pay any medical expenses themselves.

5. Expenses for dental prosthetics, dental filling, tooth extraction, glasses, childbirth, abortion, STD, physiological defect correction, cosmetology, nourishment and any other fees outside the coverage of the free medical service, as well as the expenses for treating chronic disease contracted prior to the students' arrival in China shall be covered by students themselves.

Medical expenses incurred as a result of students' criminal or disciplinary offences such as physical fights and assaults shall be covered by the offenders themselves.

6. Comprehensive Insurance for International Students

The Comprehensive Insurance for International Students includes insurances for medical treatments of accidental injuries, hospitalization, accidental disability and death. Only public hospitals on the mainland of the People's Republic of China are applicable for this insurance. Students are advised to promptly contact the teacher in charge at the International College for insurance claims if hospitalization is needed for them due to accidents or sickness.

The expenses for hospitalization shall be paid by the student during the treatment and the following materials are needed to apply for insurance claims: Discharge Summary Hospital Certificates of Diagnosis Receipts of hospitalization expenses Lists of Total Hospitalization Expenses Clinical History and Receipts of payment (if there are clinic services pre or post hospitalization)

The office and telephone number of the teacher in charge of insurance affairs of international students: Room 308, Administrative Building, West Campus of Huzhou University; Tel:2321028

Declaration

1. The official version of this handbook is in Chinese, with English translation provided for convenience. In case of any discrepancy between the English translation and the original Chinese text, the Chinese text shall prevail.

2. International College of Huzhou University reserves the right for the final interpretation of this handbook.