



江苏大学留学生手册

JIANGSU UNIVERSITY

MANUAL

FOR INTERNATIONAL STUDENTS
2021 SEPTEMBER



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

学生声明

Statement

本人已收到江苏大学留学生学生手册；我将仔细阅读并遵守手册内所有的规定。

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

学号

Student ID: _____

姓名

Name: _____

国籍

Nationality: _____

护照号码

Passport Number: _____

签字

Signature: _____

日期

Date: _____

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一、新生报到注册

I. Freshman Registration

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

1. Admitted international students should resume for registration with the University within the stipulated period of time. International students must hold a valid passport (non-diplomatic, with Visa page), Visa Application Form for study in China (JW201 or JW 202 Form), Admission Notice, Foreigner Physical Examination Form and Original Application Documents. The self-funded students must provide the payment slips of tuition and accommodation fees.

2、所有新生必须到镇江市出入境检验检疫局做体格检查或认证。体检时必须空腹，体检费用需自理。经体检确认患有我国法律规定不予以签发居留许可的疾病者，应当立即离境回国。

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

2. Students must undergo a medical examination at Zhenjiang Entry-exit Inspection and Quarantine Bureau. This examination needs to be done under fasting state and all costs will be paid by the students. Students found to be infected with certain diseases will not be eligible to acquire a visa or residence permit and shall be asked to leave China.

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

3、自费生应在录取通知书上规定的时间内缴纳本学年保险费和学费，在缴清所用费用之后方可注册为我校学生，取得相应学籍。江苏大学缴费平台缴费，网址为：<http://pay.ujs.edu.cn/payment/>

3、江苏大学外币汇款账户：

User Name: Jiangsu University

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

Bank Account No.: 5157 5822 6635 Swift Code: BKCHCNBJ95D4

3. All self-support students should pay the tuition and insurance fees of the current year within the time stipulated on the Admission Notice. Students can register and receive a student's status after paying off all the fees.

Payment methods of Chinese currency (CNY) Account: For online payment, students can visit the payment platform website of Jiangsu University: <http://pay.ujs.edu.cn/payment/>

1. Foreign Currency Account Details

User Name: Jiangsu University

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

Bank Account No.: 5157 5822 6635 Swift Code: BKCHCNBJ95D

4、新生在报到注册后签证有效期内准备相关材料，办理外国人居留证件。办理居留证件的费用需自理。

4. Students should complete the “application form for foreign residence” and other relative materials to apply for foreign residence permit while their visa is still valid. The cost of visa application and related procedures shall be paid by the students themselves.

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

5. Living in Overseas Apartment Students are required to go to

the service desk at the dormitory and complete the formalities for residence there, including signing a residence contract, paying accommodation fees.

6、准备好 8 张护照照片以办理有关证件。

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

7、报到注册后一周内，海外教育学院将安排入学教育课程，内容包括中国法律法规和江苏大学规章制度的讲解、学校和学院的介绍、留学生综合保险和留学生学生手册的学习等。课程结束后将组织入学教育的考试，所有学生必须考试合格。

7. After one week of registration, OEC will arrange comprehensive orientation classes for all new students, which includes: Introduction of Chinese law, introduction to Zhenjiang, briefing about Jiangsu University, insurance policy, as well as rules and regulations about study and life. All new students are required to undergo a compulsory examination on the Students' Manual Book and passing this examination is a requirement.

8、新生入境后 24 小时内向住宿所在地的派出所登记外国人住宿信息，否则公安机关将处以 2000 元人民币的罚款。

在读期间因假期、实习等原因离境的，在入境、返校后 24 小时内同样需要向住宿所在地的公安机关登记外国人住宿信息。

8. Freshmen shall report their residence information to the local police within 24 hours of their entry into China, or a penalty of 2000 CNY will be imposed by the police. Students who travel out of China for holiday, internship or other reasons are also required to report their residence information within 24 hours of their re-entry.

In conclusion, the students who have changed the accommodation must report their residence information to the local police within 24 hours.

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

(一) 未按照规定取得工作许可和工作类居留证件在中国境内工作的；

(二) 超出工作许可限定范围在中国境内工作的；

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

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

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

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

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

二、在校生报到注册

II. Current Student Registration

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

1. Current students shall pay off the tuition fees within 10 working days after the academic year begins, otherwise 5% overdue fine of the outstanding tuition fee of the year would be applied and must be paid.

2、每学期开学后 10 个工作日内，留学生持本人学生证和护照到海外教育学院办理报到注册手续，在学生证加盖注册章后为有效。

2. All current students should bring their passports and student ID book to Overseas Education College for registration within 10 working days after commencement of every new semester.

3、因故不能如期注册者，应当办理暂缓注册手续或请假手续，并获得批准。未经请假或请假未准，按旷课处理。

3. Students who cannot register on time for some reason should apply for late registration, which should be approved by OEC. Those who fail to do the necessary procedures will be regarded as truancy.

4、逾期两周不到校注册及两月内不能缴清学费者按自动退学处理。

4. Students who do not register within 2 weeks after the stipulated day of registration and cannot pay their fees in full within 2 months will be regarded as quitting automatically.

三、学业指导

III. Academic Guide

1、学期安排

1. Semesters Arrangement

江苏大学一学年分为春季和秋季两个学期。

The school academic year of Jiangsu University is divided into two semesters: spring and autumn semesters.

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

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

具体学期安排，请参阅当年的校历。

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

2、学习年限

2. Limits on Study Periods

进修生、语言生学习期限一般不超过 2 年，本科留学生的学习期限最长为 8 年，研究生为 3-5 年（MBA 学生为 2-3 年）。

Visiting Scholars and language students are generally limited to 2 years of studies. The maximum length of study is 8 years for undergraduate students; graduate students are usually 3-5 years (MBA students to 2-3 years).

3、非学历生课程与学分要求

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

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

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

4、学历生课程与学分要求

4. Course and Credit Requirements for Degree Students.

原则上，学历生的课程与学分要求同中国学生一致。

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

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

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

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

Requirements for graduates: Students must register and fulfill all the requirements to obtain the required credits, pass all examinations, publish research papers, and pass the oral thesis defense.

5、入学与注册

5. Enrollment and Registration

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

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

凡开学报到 10 个工作日内未交清费用者，学校对未交费用部

分加罚 5% 滞纳金；开学报到 2 个月内未交清费用者，学校将不再保留学籍。

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

6、学生证

6. Campus Cards and Students Cards

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

Overseas students will be given a Jiangsu University student campus card and identity card (booklet) after enrollment. If you lose your campus, please apply at the information center at the old library to get a new one. If identity card (booklet) is lost, please apply for a replacement at OEC Students' Affairs Office.

7、学习期限延长

7. Extending Study Period

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

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

8、毕业、结业和学位

8. Graduation, Completion of Studies and Degrees

学历留学生在学学习期满后，完成教学计划规定的课程并修满

规定学分，通过学位论文答辩，准予毕业，发给毕业证书。

Undergraduates and graduate students who have completed all the courses, earned all the required credits, passed the dissertation defense and have met all the requirements of their schools and graduate school, are permitted to apply for graduation and on graduation will be given a Certificate of Graduation.

准予毕业的留学生，研究生通过 HSK-3 考试（汉语水平考试二级），本科生通过 HSK-4 考试（汉语水平考试四级）、平均绩点达到授予学位要求，授予相应学位。

To get the Certificate of Degree, graduate students must pass the HSK-3 (Chinese Proficiency Test III), and undergraduate students the HSK-4 (Chinese Proficiency Test IV). Graduating students must also meet the GPA requirements to be conferred the appropriate Bachelor's, Master's, or Doctoral degrees.

未达到毕业及学位授予要求者只发给结业证书。

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

中途退学且学习期限满一年，按照规定办理了离校手续者发给肄业证书。

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

语言生、进修生学习期满，成绩合格者发给学习证明和成绩单。

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

四、留学生综合保险

IV. Comprehensive Insurance for Foreign Students

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

我校外国留学生均办理学校集体投保的“外籍来华人士综合医疗保险”（江苏平安保险），包括意外伤害医疗保险，住院医疗保险，残疾保险和身故保险。

为了保障自身保险利益，请保存好所有相关的文件、收据等。

申请保险理赔必备材料（学生提供）：

1. 医疗费用原始发票；
2. 病历原件；
3. 费用明细清单（仅住院提供）；
4. 盖章的出院小结（仅住院提供）；
5. 护照首页复印件；

6. 银行开户账单或银行流水单。 保险规定及申请保险理赔等详细内容可查看海外教育学院网站或留学生保险手册

(<http://oec.ujs.edu.cn/question?cid=86&id=86&k=2>)。

IV. Comprehensive Insurance for Foreign Students

According to the regulations of China Ministry of Education, all the foreign students studying in China MUST have Comprehensive Insurance. The foreign students who do not pay for the insurance may be deemed as automatic dropping out.

Jiangsu University purchase accident insurance for all overseas students, which includes accidental injury insurance, in-patient

medical insurance, accidental disability insurance and death insurance.

Students are required to keep all medical report, invoice, casebook, and other documents very carefully. Students will fail to apply for insurance claim if any necessary document is missing.

Necessary documents provided by student:

1. Original hospital invoice
2. Original medical case book/electronic medical case book
3. Original stamped cost list in detail from hospital (in-patient)
4. Original stamped discharge letter from hospital (in-patient)
5. Copy of passport photo page
6. Original or copied bank statement (include your bank account name and bank card number)

For detailed insurance regulation and special limits, please check the website:

<http://oec.ujs.edu.cn/en/pages?cid=204&id=118> or the Insurance Handbook.

五、离校

V. Leaving the University

1、留学生因开除学籍、转学、休学、退学、毕业或结业等原因离校时，须到海外教育学院领取《留学生离校表》，完成《离校表》上规定的手续。

1. Overseas students who need to leave the university due to expulsion, transfer, suspension, dismissal or completion of studies must obtain a Leaving Form from the Overseas Education College and finish all the procedures of the Leaving Form.

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

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

3、休学、毕业或结业的留学生应在两周内离校。

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

4、退学、勒令退学、开除学籍的留学生必须在收到通知一周内离校。

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

5、因各种原因中途离校的留学生，其签证、居留许可将按照《江苏大学留学生签证和居留许可管理办法》进行处理。应当离校但仍以各种理由滞留在学校的留学生，学校将及时通知公安机关和出入境管理部门，取消相应居留证件，住宿在海外公寓的，学校将清理其宿舍。

5. Overseas students who leave the university for unexpected reasons, his visa and residence permits will be handled in accordance with *Rules and Regulations of Visas and Residence Permits for Overseas Students In Jiangsu University*. The university will report details of students who are supposed to leave the university but still linger on campus to public security department, have their residence permit cancelled and overseas apartment will make their rooms vacant.

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

6. Students who engage in truancy or absenteeism in the school or fail to participate in teaching and scientific research activities as required or have become unreachable will be viewed as having voluntarily withdrawn from the school.

六、江苏大学来华留学本科生学籍管理规定

VI. Administrative Regulations of Jiangsu University on the School Record of International Undergraduate Students

第一章 总 则

Chapter 1 General Provisions

第一条 为保障来华留学本科生（以下简称“留学本科生”）学习权益，规范学籍管理行为，维护留学生教育教学秩序，根据相关法律法规和有关规定，结合学校实际情况，特制定本规定。

Article 1 These provisions are formulated in accordance with relevant laws and regulations in order to guarantee the learning rights and interests of international undergraduate students in China (hereinafter referred to as the “international undergraduates”), and to standardize the management of the student status and also maintain the order of educating and teaching of international students.

第二条 本办法适用于江苏大学全日制留学本科生，留学本科生的学籍主管部门为海外教育学院。

Article 2 The regulations are applicable to full-time international undergraduates of Jiangsu University. The administration of the school roll of the international undergraduates shall be in the charge of the Overseas Education College (OEC).

第二章 学制与学习年限

Chapter 2 Academic and Study Duration

第三条 学制按专业不同分为四年制、五年制和六年制。

Article 3 The study duration shall be four, five or six years respectively according to different majors.

第四条 留学生教学实行规定学制下的弹性学习年限制度，四年制本科专业学生的最短学习年限为 3 年，五年制本科专业学生的最短学习年限为 4 年，六年制本科专业学生的最短学习年限为 5 年，所有全日制本科留学生的学习年限最长为 8 年（含休学和交流生保留学籍时间），留学生在规定的学习年限内修满本专业所规定的学分，准予毕业。

Article 4 The prescribed study duration with a flexible extension shall be adopted for international students. The minimum length of study for four-year undergraduate students is three years; the minimum length of study for five-year undergraduate students is four years; the minimum length of study for six-year undergraduate students is five years; but the maximum length of study is limited to 8 years at most for a full-time international undergraduate student(including suspension, deferment period). International undergraduates are allowed to graduate if they have completed the required credits within the prescribed period of study.

第三章 入学与注册

Chapter 3 Enrollment and Registration

第五条 被录取的留学生应持普通护照、来华学习签证、《外国留学人员来华签证申请表》(JW201 或 JW202 表)、录取通知书、《外国人体格检查记录》和入学申请材料原件，在规定的时间内到校办理报到手续。自费留学生须提供学费、住宿费交费证明。

Article 5 Admitted international students should resume for registration with the University within the stipulated period of time. International students must hold a valid passport (non-diplomatic, with Visa page), Visa Application Form for study in China (JW201 or JW 202 Form), Admission Notice, Foreigner Physical Examination Form and Original Application Documents. The self-funded students must

provide the payment slips of tuition and accommodation fees.

第六条 留学新生有下列情况之一者，取消入学资格：

- (一) 未经学校批准无故逾期两周不报到者；
- (二) 报到时，未按规定携带证件、申请材料原件者；
- (三) 弄虚作假获得入学资格者；
- (四) 报到后两个月内无法缴清学费等相关费用者；
- (五) 体检复查不合格者；
- (六) 不宜入学的其他情形。

Article 6 The admission qualification of the enrolled international students shall be canceled under any of the following circumstances:

(1) Those who do not register within 2 weeks without the approval of the University.

(2) Those who do not present original certificates, application materials accordingly.

(3) Those who obtain admission through fraud or deception.

(4) Those who cannot pay tuition fees and other related fees within two months of registration.

(5) Those who do not pass physical re-examination.

(6) Other cases decided by the competent departments of the University as impediments to the admission.

第七条 注册

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

(二) 已取得学籍的留学生每学期应按校历规定的时间缴纳学费（含学分学费及学籍注册费），随后持本人学生证和护照办理注册手续。因故不能如期注册者，应当办理暂缓注册手续或请假手续，并获得批准。未经请假或请假未准，按旷课处理。逾期

两周不到校注册及两月内不能缴清学费者按自动退学处理。

Article 7 Registration

(1) OEC registers qualified students to the MOE's International Students Network Management Platform, and JSU's International Students Campus Management System as well.

(2) Admitted students shall pay tuition fees according to the school calendar (including credit tuition and study registration fees), and bring valid passports and student ID to register every academic semester. Students who cannot register on time for some reason should apply for late registration before the registration begins, which should be approved by OEC. Those who fail to go through the necessary procedures will be regarded as truants. Students who do not register 2 weeks after the stipulated day of registration and cannot pay their fees in full within 2 months will be regarded as quitting school automatically.

第八条 留学生在履行完报到和注册手续后方可申请居留许可。

Article 8 International students must apply for residence permits after completing all the registration formalities.

第四章 考勤与请假

Chapter 4 Attendance & Leave

第九条 留学生均须接受考勤。凡培养计划规定的上课、实习等活动及学校（学院）规定必须参加的活动均属考勤范围，考勤工作由教学或活动组织者负责，留学生辅导员配合。

Article 9 The university will check international students' daily attendance. All academic activities, including theoretical and practical courses and the academic activities which are required by university (colleges), will be covered. Teaching and event organizers shall take charge of attendance checking, and international students' advisors or

class-teachers shall assist.

第十条 留学生因故不能出勤时，须事先履行请假手续，提供相应的请假证明，并将已批准的请假申请告知相关任课教师。除突发事件外，事后请假一律无效。留学生因病请假应有学校医院或者学校认可的医院证明。

Article 10 Students who cannot attend a class must apply for a leave of absence and provide relevant proofs of leave application to OEC in advance. The approved leave permit should be presented to all relevant teachers. Asking for leave afterwards shall be invalid except for emergencies. If students ask for leave due to illness, they should provide the proof documents recognized by the school hospital or by the university.

第十一条 留学生请假须先征得任课教师同意，由辅导员审核。请假期限在 1 天以内，由海外教育学院学生工作办公室负责人批准；请假期限在 2-7 天，由海外教育学院分管学生工作的院领导批准；请假期限在 7 天以上，由海外教育学院院长批准，并由辅导员报培养单位留学生教学分管领导备案。一学期内请假累计超过 7 周者必须办理休学手续。

Article 11 The leave application should be approved by the course teachers first and reviewed by the class teacher. Leave of less than 1 day can be decided by the OEC Students' Affairs Office; 2-7 days' leave shall be approved by the OEC vice dean in charge of the students' affairs; 7 days or more shall be approved by the Dean of OEC. Those who leave for more than 7 weeks are required to go through the formalities of suspension.

第十二条 留学生上课迟到 3 次算 1 次旷课，迟到 10 分钟者不允许进入教室，记为旷课，旷课(含实验、实习)3 次及以上或缺交作业、实验报告等超过 1/3 者，取消本门课程考试资格。

Article 12 Late attendance for 3 times is deemed as 1 absence, and students who are late for 10 minutes shall not be allowed to enter the classroom and should be deemed as 1 absence. Students who are absent for more than 3 times(including experiment and internship) or fail to submit the course assignments、experimental reports more than 1/3, are not allowed to take the examination.

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

Article 13 Students absent from class without permission will be deemed as absenteeism. Students who leave school or do not take part in any teaching activities for 2 successive weeks without permission will be naturally deemed as quitting school.

第五章 课程考核与成绩记载

Chapter 5 Course Assessment and Achievement Record

第十四条 留学生所修的课程均须进行考核，课程考核可采用闭卷、开卷、笔试、口试等多种形式。考核通过（60 分或及格），取得相应学分；考核不通过，不取得学分。

Article 14 All courses should be tested. Assessment methods include close exam, open exam, interview etc. Upon passing the assessment (no less than 60 points), students can obtain the corresponding credits.

第十五条 以课堂教学为主的课程成绩依据课程教学大纲规定，由平时、实验或上机、或其他考核成绩、期末考试按一定比例构成。平时成绩（含测验）的比例 40%~60%（考勤比例不超过 10%），期末考试成绩的比例为 40%~60%，上述四个分项成绩的比例总和应为 100%。

Article 15 The course grade consists of class performance, experiment or computer test, or other assessment grades and final exam, and they have different grade proportions. The daily performance (including quiz grading) accounts for 40%-60% (attendance not more than 10%). The final exam accounts for 40-60%. The total percentage should be 100%.

第十六条 课程考核不及格者，可于下一学期开学初（原则上安排在第 2 周）参加 1 次课程补考，补考通过后，课程成绩以 60 分或及格记载，并在成绩单上标注为补考成绩。实践性教学环节不及格者不安排补考。

Article 16 Students who failed in the course assessment can take a make-up examination (usually arranged in the second week of the new semester), and make-up examination results will be recorded as 60 for

passing, and marked as make-up in the transcript. There is no make-up examination for practical courses.

第十七条 无故不参加考核者，按旷考处理。凡旷考或考试作弊者，该课程成绩以零分计，并注明“旷考”或“作弊”字样，旷考或考试作弊者都不得参加补考。

Article 17 If students fail to participate in the course assessment without rational reason(s), they shall be treated as absent from the examination. Students who are absent from the examination or cheat in the examination will obtain 0, and be marked with “absence” or “cheating”, and they cannot take make-up examinations.

第十八条 一门课程若需经两个或两个以上学期教学才能完成，每个学期的教学部分均须独立考核，并给出学期评定成绩。留学生未完成选课程序，不安排参加考核，不记载成绩，不取得学分。

Article 18 If a course needs to be completed in two or more semesters, the teaching part of each semester shall be assessed independently and the results shall be given. If international undergraduates do not complete the course selection process, they will not be arranged to participate in the assessment; their examination results will not be recorded, and they can not get the credits.

第十九条 课程成绩记载有两种方式：百分制和五级制。五级制为优秀、良好、中等、及格和不及格。

Article 19 There are two ways to record a course result: Percentage System and Five-Level System. The Five-Level System is as follows:

Excellent,

Good,

Medium,

Pass,

Fail.

第二十条 留学生未获得考试成绩或对成绩有疑问，于考试成绩公布后 1 周内或下一学期开学 1 周内，补考科目在考试成绩公布后 1 周内，向专业所在学院提出书面查分申请，由开课学院安排核查。申请超过规定期限的，将不予受理。成绩核查由任课教师及系主任完成，留学生本人不得接触试卷。经核查试卷，确系教师漏批、漏加或核分有误需更正成绩的，须经任课教师、教学秘书和留学生教学分管领导确认签名盖学院公章，报海外教育学院教学管理办公室修改成绩。

Article 20 Students who do not have the examination results or have doubt about their results can submit the written recheck application to the academic college within 1 week after the announcement of the examination results or the first week of the next semester, and the recheck application for the make-up examination must be applied within 1 week after the publication of the examination results. The recheck shall be arranged by the college offering the course and conducted by the course teacher and the director of the department. If the recheck application exceeds the deadline, it will not be accepted. International students shall not get access to the test papers under any circumstances. If the score of a student's paper needs to be corrected after recheck of the examination paper revealing that the teacher missed to mark some questions, forgot to add some scores, or made some wrong calculations, the Teaching Affairs Office of OEC will make the modification after the course teacher, teaching secretary and dean in charge of teaching affairs from the academic college confirm and sign the application filed by the international student.

第二十一条 为了全面反映留学生的学习状况，将课程成绩转换为课程绩点。其对应关系如下：

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

Article 21 In order to fully reflect the learning situation of international students, the course results will be converted into course grade points. The corresponding relationship is as follows:

Score (Percentage system)	90-100	80-89	70-79	60-69	less than 60
Grade point	4.0-5.0	3.0-3.9	2.0-2.9	1.0-1.9	0
Score (5-grade system)	excellent	good	medium	Pass	failed
Grade point	4.5	3.5	2.5	1.5	0

第二十二条 留学生每门课程的学分绩点，为该课程的学分乘以该课程成绩相应的绩点；学分绩点总数为学生在一段时间内所修读全部课程所得的学分绩点之和；平均绩点为学分绩点总数除以修读的学分总数。计算公式为：

课程学分绩点=课程绩点×课程学分

学分绩点总数=∑课程学分绩点

平均绩点=学分绩点总数/学分总数

毕业设计（论文）成绩不参与平均绩点计算。

Article 22 The credit point for each course can be calculated by the formula: “the credits of the course multiplied by the corresponding grade point”. The total credit points are the sum of credit points earned by students during a period. The GPA is the total credit points divided by the total credits. The formula is:

Course credit point= course grade point ×course credit

Total credit points= Σ course credit point

GPA= total credit points/ total credits

Graduation design (thesis) results do not participate in the GPA calculation.

第二十三条 汉语授课留学生参照教务处相关制度执行，插班生原则上由任课老师每学分增加辅导两次，每次不少于 1 学时，每次辅导要安排一定的测试，并将学生参加辅导和测试的情况做好记录，作为平时成绩的重要依据，其中平时平绩可占课程总评成绩的 50%。校选修课、实践环节、毕业设计等不增设辅导。

Article 23 The Chinese-taught courses for international students will be offered in accordance with the relevant implementation guidelines of the Academic Administration Department of the university. The class transferred students shall in principle get two times of coaching. Each student shall have more than 1-hour for each time of counselling, and be arranged by the teacher to take tests for every coaching and have the test results recorded. Students' participation in counseling and testing shall be an important basis for grades, including daily performance that might amount to 50% of the overall course grade. School elective courses, practices, graduation design and so on shall not get additional guidance.

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

Article 24 If the international undergraduates stop their studies due to dropping out, their courses and credits obtained during their study in the university shall be recorded. If an international student meets the requirements for admission and is enrolled by the university again, the credits he / she has already obtained can be acknowledged by the university.

第六章 缓考与重修

Chapter 6 Delayed Test and Retaken Courses

第二十五条 留学生因病或其他原因不能按时参加考核（不含补考），须由本人或委托他人在考前向海外教育学院递交缓考申请，并附证明材料（因病附医院病假条，因事附有关证明），经辅导员核实，专业所在学院分管教学工作的院领导批准，海外教育学院教学管理办公室在教学管理系统中做好课程缓考登记，并通知任课教师。实践性教学环节不设置缓考。

Article 25 Students who cannot take an exam on time due to illness or other reasons (not including the make-up examination), must submit the application for a delayed examination by themselves or entrust others to submit the application attached with proof documents (such as hospital certificate due to illness and related proof for other reasons), and the application shall be checked by the counselor, and approved by the college officer in charge of teaching affairs of the academic college . The Teaching Affairs Office of OEC shall register the students concerned in the Teaching Management System and notify the instructor or the course teacher. There will not be a delayed examination for practical courses.

第二十六条 因不可抗力因素未能在考前提出缓考申请者，必须在本门课程考试结束后的 5 个工作日内凭有效证明补办缓考申请手续，否则按旷考处理。未办理缓考申请或申请未批准而没有按时参加考核者，按旷考处理。

Article 26 If students cannot submit the application for a delayed exam before the exam due to force majeure factor, students must go through the above-mentioned procedures with valid proof in 5 working days after the exam. Otherwise it will be considered as abandoning the examination.

第二十七条 缓考安排在下学期开学初与该门课程补考同步进行。未如期参加缓考者，不再另行安排缓考；缓考不及格者，不再另行安排补考，须参加重修方可取得相应课程的学分。

Article 27 The delayed examination is arranged at the beginning of next semester, and goes with the make-up test. Those who fail to take the delayed examination will not be assigned any further examinations. Those who fail to pass the delayed examination will no longer be arranged with the make-up examination and they must apply to relearn the course.

第二十八条 课程考核不通过者可在规定时间内申请重修，重修考核通过即取得该课程学分，重修课程按实得成绩记载。考核成绩通过者也可参加重修，成绩以最高分计。学生重修课程，需按学分交费。

Article 28 Students who do not pass the course assessment can apply for retaking the course within the stipulated time. Students who pass the examination on the retaken course can obtain the credits of this course, which will be recorded with actual result. Those who have passed the examination may also take a retaken course, and it will be recorded with the highest score for it. Students are required to pay credit fee.

第七章 学分认定、免修与免听

Chapter 7 Credit Acknowledgement and Exemption

第二十九条 留学生在其他大学（含境外）已修相同课程的，可申请学分认定。学分认定程序参考《江苏大学本科生国际化教学学分认定管理办法》执行（江大校〔2015〕386号）。

（一）留学生提交申请表、成绩单和课程大纲等材料；

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

Article 29 Students who have completed the same courses at other universities (including international universities) may apply for credit acknowledgement. The implementation of credit accreditation procedures can be conducted in accordance with the "Administrative Measures of Jiangsu University on the Teaching Credits Acknowledgement of the International Students (Jiangsu University No. 386 [2015]).

(1) Students should submit documents such as application form, transcripts and syllabus within the first month of each semester.

(2) The college or school that houses the program and offers the courses shall appoint experts to conduct the course identification and credit identification. The international ranking of the university (including overseas universities) and its subjects shall be assessed: if it is higher than that of Jiangsu University, and the course is similar to that of the university, then the course and corresponding credits can be awarded; but if the university (including overseas) is ranked lower than

that of Jiangsu University, we shall evaluate the course through written test and interview, and the course and corresponding credits shall be determined through evaluation.

第三十条 留学生已修学分满足培养计划要求且平均绩点在 3.0 以上者，如通过自学等途径确已掌握某门课程的内容，可申请免修该课程。实验、实习、设计等不可免修。留学生申请免修程序：

(一) 留学生于该课程开课前一学期第 17 周填写“课程免修考试申请表”，报海外教育学院审核，审核通过后缴纳免修考试费。

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

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

Article 30 Students who have acquired necessary credits, and meet the requirements of the curriculum and have an average grade point (GPA) of 3.0 or above can apply for exemption from this course if they have mastered the course through self-study, etc. Experiment, internship and course design have no exemption. Procedures for international students to apply for exemption are as follows:

(1) International students should file the “Application Form for Exemption from Examination” in the 17th week of the semester before starting the course, and report to OEC for review. After the review, students shall pay the fee for exemption from examination.

(2) The academic college prepares the examination questions for exemption and sends to OEC before the vacation. OEC will organize the written examination for exemption within the first week of the new semester starting the course.

(3) Students who gain higher than 75 points in examination for

exemption can be approved to obtain credits, and OEC will record the result accordingly. Students don't have to pay for the course.

第三十一条 重修课程与其他正在修读课程上课时间冲突，可申请该重修课程冲突时段的免听。

Article 31 If retaken courses and other courses conflict in time table, students can apply for exemption for the conflicting period of time for the retaken courses.

第三十二条 申请免听的留学生须提出书面申请，经任课教师同意，由海外教育学院审批，结果通知任课教师。免听手续在重修注册完成后1周内办理。

Article 32 Students who apply for exemption are required to submit a written application. It should gain the consent of the course teacher, and should be approved by OEC. Procedures for exemption should be completed within 1 week after the completion of the relearning registration.

第三十三条 留学生免听课程，原则上须按任课教师要求完成平时作业等过程考核环节，成绩评定可依据期末考核成绩记载。

Article 33 International students whose exemption application has been approved shall complete the usual assessment tests and any other assignments at the arrangement of the course teacher. The final evaluation can be recorded according to the final examination result.

第八章 转学与转专业

Chapter 8 Transfer and Change of Course Specialty

第三十四条 学校原则上不接收转学留学生。特殊情况需转入我校学习的，须身体健康、品行良好、成绩优秀，无不良记录，经转出学校推荐，我校专业所在学院审核，报海外教育学院审批通过。

Article 34 The university does not accept transferred students in principle. Domestic and international students who apply for a transfer to Jiangsu University shall be in good health, with good conduct, good grades, no criminal records and with recommendations from the previous school and shall be accepted by the academic college first before finally gaining approval from OEC.

第三十五条 留学新生注册学籍前可经过个人申请，海外教育学院招生办公室审核学习背景，满足拟转专业招生要求的可同意转专业。

Article 35 Applicants shall apply for registration as an international student and the Admission Office of OEC shall then check the background of their study. If they meet the requirements of the transferred major, then their transfer shall be accepted.

第三十六条 已注册学籍的留学生可参照《江苏大学本科生转专业实施办法》（江大校〔2018〕10号）申请重新选择专业。

Article 36 International students can apply for a transfer to a new major in accordance with the “Measures of Jiangsu University for Transferring Majors for International Undergraduate Students”(Jiangsu University No.10[2018]).

第九章 休学与复学

Chapter 9 Suspension of Schooling and Resumption of Schooling

第三十七条 留学生暂停学业 7 周及以上者须办理休学手续。休学分为因病休学、创业休学（国外）和其他原因休学。

Article 37 Students who need to suspend their studies for 7 weeks or more must apply for suspension. Suspension is divided into sick leave、starting business(abroad) and other reasons.

第三十八条 休学一般以一年为限，其中因病休学和创业休学因特殊情况可以申请休学半年。休学手续应在休学前一学期的学期结束前两周内办理，其中因病休学须提供相关医院证明，由校医院签署意见，申请时间可根据实际情况确定。留学生休学须本人填写休学申请表，经家长签字同意，辅导员审核，所在学院分管院长批准并报海外教育学院审定。

Article 38 The suspension is generally limited to 1 year, and students can apply for a half year suspension from school due to illness or starting business. The suspension procedures should be handled within two weeks before the end of the previous semester before the suspension. The relevant hospital certificates must be provided for the suspension due to illness, and the university hospital shall sign the opinion. The application time can be determined according to the actual situation. Students who need to suspend shall fill out an application form personally, which shall get the parent's signed consent, the class teacher's review, and be approved by the dean of the academic college and submitted to OEC for approval.

第三十九条 休学期满后，根据实际需要，经个人申请，学校批准，可延长休学至 2 年。休学时间计入学生学习年限，学生因休学而不能在规定的学习年限内完成学业者，根据具体情况按退学、

肄业或结业处理。

Article 39 After the expiration of the suspension period, according to actual needs, upon personal application and approval by the university, the suspension can be extended to 2 years. Suspension time is included in the study period of students. Students who fail to complete their studies in stipulated time due to suspension of school shall be regarded as dropping out, terminating or completing courses according to the fact.

第四十条 留学生在休学期间保留学籍，但不享受在校生待遇，不参加选课和考试。创业休学的学生可根据休学创业期间所取得的业绩申请作为创新创业学分或替代部分相关专业实习学分。

Article 40 International students can retain their student status during the suspension period, but do not enjoy the benefits of enrolled students, and do not participate in course selection and examinations. Suspension students due to starting business can apply for innovation and entrepreneurship credits or substituting for some related professional internship credits based on their achievements obtained during the suspension.

第四十一条 留学生在休学期间的一切言行及造成的后果由本人承担，学校概不负责。学生在休学期间，违反校纪校规达到留校察看以上（含留校察看）处分者均不得复学，作退学处理。

Article 41 The students should be responsible for all the actions, statements and consequences of themselves during the period of suspension. During the suspension period, if students make mistakes at the level of Observation or above in line with the "Disciplinary Regulations of Jiangsu University for Students", the students will not be allowed to resume their studies in future.

第四十二条 留学生复学按下列规定办理：

（一）留学生须在休学期满前一个月，填写复学申请表，办

理复学手续。其中因病休学的学生，须提交相关医院诊断证明，经本校医院或指定医院复查合格。超过规定期限不办理复学手续者，按自动退学处理。

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

Article 42 When students return to school, please follow the following provisions to resume the study:

(1) Students are required to fill in an application form and complete the renewal formalities within 1 month before returning to school. Students who have suspended study due to illness, shall submit the relevant hospital diagnosis certificates, and be reviewed by the school or designated hospitals. If students cannot complete the resumption procedures before the deadline, they shall be regarded as automatic dropouts.

(2) Resumption students shall be enrolled into the original professional grade with the time they suspended when they return to school. If the major does not have original professional grade, they shall be enrolled into similar majors. Students shall not start class before the resumption procedures are completed.

第十章 学业警告、转年级与退学

Chapter 10 Academic Warning, Turn Grade and Drop Out

第四十三条 留学生在读期间一个学期取得的课程学分不足该学期注册学分 60%，给予学期学业警告。由海外教育学院会同专业所在学院审核，签发“学业警告通知书”，并通知学生本人。

Article 43 During the course of the study, students who receive less than 60% of the total credits registered in the semester shall be given an academic warning. The academic warning note will be issued by OEC in conjunction with the academic college, and the students concerned shall be notified.

第四十四条 留学生有下列情况，由海外教育学院会同专业所在学院审核发文，转入下一年级学习，并通知学生本人。

四年制学生

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

临床医学学生

- (一) 一年级获得学分小于毕业最低学分的 12%；
- (二) 二年级累计获得学分小于毕业最低学分的 28%；
- (三) 三年级累计获得学分小于毕业最低学分的 48%；
- (四) 四年级累计获得学分小于毕业最低学分的 72%；
- (五) 医学临床实习时累计所欠学分 > 16 学分。

Article 44 In the following circumstances, students shall be double rechecked by OEC together with the academic college to be sent to a lower grade, and students themselves will be notified:

1、Four-year Students

(a) Obtain less than 15% of the lowest credits for graduation after one year study.

(b) Obtain less than 35% of the lowest credits for graduation after two years study.

(c) Obtain less than 60% of the lowest credits for graduation after three years study.

(d) Students who still owe more than 16 credits at the time of verifying the qualifications of professional graduation design (thesis).

2、MBBS Students

(a) Obtain less than 12% of the lowest credits for graduation after one year study.

(b) Obtain less than 28% of the lowest credits for graduation after two years study.

(c) Obtain less than 48% of the lowest credits for graduation after three years study.

(d) Obtain less than 72% of the lowest credits for graduation after four years study.

(e) Students who still owe more than 16 credits at the time of verifying the qualifications of internship.

第四十五条 学生有下列学业情况之一，应予以退学：

四年制学生

(一) 二年级累计获得学分小于毕业最低学分的 20%；

(二) 三年级累计获得学分小于毕业最低学分的 40%；

(三) 连续两次降级处理的。

临床医学学生

(一) 二年级累计获得学分小于毕业最低学分的 18%；

(二) 三年级累计获得学分小于毕业最低学分的 34%；

(三) 四年级累计获得学分小于毕业最低学分的 54%；

(四) 五年级累计获得学分小于毕业最低学分的 78%;

(五) 连续两次降级处理的。

本规定颁布前入学留学生学业警告、转年级、退学试读等学业处理学分标准按原办法执行。

Article 45 Under the following conditions, students shall be ordered to drop out of school.

1、Four-year Students

(a) Obtain less than 20% of the lowest credits for graduation after two years study.

(b) Obtain less than 40% of the lowest credits for graduation after three years study.

(c) Lower grade for twice.

2、MBBS Students

(a) Obtain less than 18% of the lowest credits for graduation after two years study.

(b) Obtain less than 34% of the lowest credits for graduation after three years study.

(c) Obtain less than 54% of the lowest credits for graduation after four years study.

(d) Obtain less than 78% of the lowest credits for graduation after five years study.

(e) Lower grade for twice.

Before the promulgation of these regulations, the credit standards for academic warning, turning grade and dropping out, shall be implemented in accordance with the original measures.

第四十六条 因学业成绩不良按学籍管理有关规定需要退学者,可申请转入下一年级试读一年,学习期内只能试读一次。退学试读由本人提出书面申请,专业所在学院审核试读期间学习计划,报海外教育学院核准。试读期满所获得的学分数达到在校修读年

限基本要求者，可继续就读；试读不合格者，必须办理退学手续。

Article 46 Students who shall be ordered to drop out of school if their academic performance is poor, can apply for transfer to a lower grade or class for trial study. The opportunity for trial study shall be given only once during the study duration. Students are supposed to submit a written application for this trial study. The academic college will check and decide their study plans during the trial study period, and then OEC will make the final decision. If the students are able to get the required credits during the trial study period, then they can continue to study. If students fail to achieve the required credits, then the students concerned shall be ordered to drop out of the university.

第四十七条 除按第七条、第十三条、第三十九条、第四十一条、第四十二条、第四十五条、第四十六条之相应规定给予退学处理以外，学生有下列情况之一者，也应予退学：

- (一) 休学期满不办理复学手续或复学审查不合格者；
- (二) 因病应休学而不休学者；
- (三) 一学年内旷课超过该学年总学时的三分之一者；
- (四) 经指定医院诊断，患有疾病或伤残无法继续在校学习者；
- (五) 本人申请退学者；
- (六) 在校学习时间超过最高年限者(含休学、保留学籍时间)；
- (七) 因其他特殊情况，学校认为必须退学者。

Article 47 In addition to the provisions of 7,13,39,41, 2, 45 and 46, under the following conditions, students shall be also ordered to drop out of school if:

- (a) Students fail to resume when suspension period is over, or review unqualified for resumption.

- (b) Students fail to apply for suspension of school due to illness.
- (c) Students who are absent from school for more than one third of time in an academic year.
- (d) Students who have severe illness or disabilities
- (e) Students who apply to quit for personal reasons.
- (f) Students who cannot graduate within required study period. (including suspension, deferment period)
- (g) In case of special reasons, the university has the right to require some student(s) to drop out.

第四十八条 留学生本人申请退学的，须填写退学申请表，留学生本人签字，由专业所在学院主管教学学院领导签署意见，送海外教育学院审核，报分管校长审批。

Article 48 If an international student applies to drop out, he must fill in an application form for withdrawal with his signature. The withdrawal application shall be checked and signed by the vice dean in charge of teaching affairs of the academic college, sent to OEC for review. and reported to the principal in charge for approval.

第四十九条 除本人申请退学的情况外，其他需作退学处理时，留学生所在学院须向学生核实情况后提出退学处理建议。留学生本人、法定监护人或辅导员填写退学登记表，附相关书面材料，由专业所在学院分管教学学院领导签署意见，送海外教育学院审核，报教务处，提交校长办公会研究决定。

Article 49 when other cases of withdrawals are required, the academic college must verify the situation with the student and put forward suggestions for withdrawal. The withdrawal student, his/her legal guardian or the class teacher shall fill in the drop-out letter and other related written materials, which shall be checked and signed by the officer in charge of teaching affairs of the academic college, sent to OEC for review, reported to the Academic Administration Department,

and submitted to the principal's office meeting for the final decision.

第五十条 被批准退学的学生，学校发给退学证明，按学校规定期限办理退学离校手续。学生应在 1 周内办完离校手续，注销居留许可，自正式通知退学之日起，停止一切在校生待遇。

Article 50 The university shall issue a proof of withdrawal to those students who are approved to drop out of school, who should go through leave formalities accordingly. Students should complete the leaving procedures within 1 week, and the residence permit will be cancelled. From the date of drop-out notice, all campus students' rights terminate automatically.

第五十一条 学校对留学生作出转年级及退学等学籍处理时，应出具处理决定书，处理决定书直接送达留学生本人。留学生拒绝签收的，以留置方式送达；留学生已离校的，采取邮寄方式送达；难于联系的，以学校网站公告方式送达。

Article 51 The university shall issue a letter when handling the transfer of grades and dropping out, and the letter shall be directly delivered to the international student concerned. If the student concerned refuses to sign for the receipt, it shall be delivered by lien; if the student concerned has left the university, it shall be delivered by mail; if it is difficult to contact the student concerned, it shall be delivered by the school website announcement.

第十一章 毕业设计（论文）

Chapter 11 Graduation Design (Thesis)

第五十二条 参加毕业设计（论文）资格。参加毕业设计（论文）的留学生原则上应修完教学计划规定的全部课程和实践性项目（除毕业设计外），取得相应的学分。凡在第七学期末（医学专业在毕业实习前一学期末）累计不及格（应修而未修课程）达到或超过 6 门（或 16 学分）者，一律不得参加毕业设计（论文）或毕业实习。在不超过学习期限的前提下，可申请延长学习时间，在延长学习时间期间，经认定具备资格后可参加下一年度毕业设计，不办理延长学习年限手续者，按规定予以结业或肄业。医学专业实习管理规定另行制定。

Article 52 Qualifications for participation in graduation project (thesis) shall in principle be filed only when the students complete all the courses and practical items (except for graduation design) stipulated in the curriculum and obtain all relevant credits. Those who fail to complete 6 or more courses (16 credits) at the end of the 7th semester (at the end of the previous semester before the medical internship), will not be allowed to participate in the graduation design (thesis) or graduation practice. In the premise of not exceeding the maximum duration of study, students can apply for an extension of the learning time. During extended learning time, students can take part in the next year's graduation practice after being identified as qualified. Those who do not go through the extension procedures shall be issued a proof for terminating or completing courses in accordance with the relevant provisions. Medical professional practice management regulations will be formulated separately.

第五十三条 凡毕业设计不合格者，需在本届留学生毕业以后向所在学院申请重做或补做毕业设计（论文），经答辩通过后方

能毕业。

Article 53 Those who fail to pass the graduation design are required to apply to the academic college for rework on the design at next graduation session, and can graduate after completing the graduation design and passing the defense.

第十二章 毕业、结业、肄业与学位授予

Chapter 12 Graduation, Completion of Studies, Study Experience and Degree Grant

第五十四条 留学生在学校规定年限内，修完注册专业培养方案规定的内容，达到毕业要求，准予毕业，由学校发给毕业证书。毕业资格的审核以学生入学当年的培养方案为依据。

Article 54 Students are allowed to graduate after successfully completing the requirements stipulated in the curriculum, and the university shall issue a certificate of graduation. The examination of the graduation qualification shall be based on the student's curriculum after enrolment.

第五十五条 凡在学制年限内无法修完培养方案规定课程（学分）的留学生，在学校规定的学习年限内，可申请延长学习时间。申请延长学习时间应由本人提出，所在学院审核，海外教育学院批准。延期毕业者，须按规定交纳专业学费、学分学费等费用。

Article 55 Students who are unable to complete all credits within the program's duration will be allowed to apply for study extension. The extension period cannot exceed the stipulated study duration. Students shall apply for extension of study period by themselves. The application shall be approved by the academic college and accepted by OEC. During the extension period, the postponed undergraduates are required to pay tuition and other fees accordingly.

第五十六条 留学生提前修完注册专业培养方案规定内容，可提前毕业。

Article 56 Students who have completed the credits stipulated by the curriculum requirements in advance can graduate ahead of schedule.

第五十七条 达到培养方案的各项要求，经审查准予毕业的留学生，汉语水平达到国际汉语能力标准《四级水平》（新 HSK 四

级 180 分及以上)，且平均学分绩点在 1.80 以上，可以授予学士学位。海外教育学院负责对留学生学历证书进行电子注册。

Article 57 Students who are qualified to graduate and meet the following conditions shall be granted a Bachelor's Degree: if GPA is higher than 1.80 and the score for Chinese Language Proficiency Test IV (HSK 4) is no less than 180. OEC is responsible for the online registration of international students' academic certificates.

第五十八条 受记过及以上处分的留学生，受处分后有明显改观的，可以在毕业前 2 个月提出撤销处分申请，经海外教育学院会同专业所在学院审核。撤销处分的，由海外教育学院报教务处，由教务处提交校学位委员会审议，决定是否授予学士学位。

Article 58 Students who have received the punishment of “a demerit recorded” or a more severe one but have behaved well after that, can apply for cancellation of the punishment 2 months before the graduation. OEC shall discuss and decide with the academic college. If both agree to revoke the punishment, OEC shall pass the information to the Teaching Administration Department, and to the University Degree Committee to decide on whether to award the degree certificate or not.

第五十九条 因汉语水平不合格而未获学位者，可在最长学习期限内通过相应等级汉语水平考试或评估后，向学校申请学位。

Article 59 Students who fail to pass the Chinese Language Proficiency Test may apply for the degree certificate after passing the corresponding level test or assessment, which should be completed within the period of study duration.

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

Article 60 Graduates must go through the formalities of leaving

school. They will receive the graduation certificate and the degree certificate on the basis of the school-leaving notice; the students' status will be terminated and they should leave school in the earliest time. The university will not renew their resident permit.

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

(一) 未达到培养计划规定的学分要求，但取得学分数超过规定的三分之二以上者；

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

Article 61 An international undergraduate with a student status shall complete, within the prescribed period of study, all the courses and practical requirements prescribed in the professional training plan, and under any of the following circumstances shall the students not be graduated but will be regarded as just completing their courses:

(1) Failure to meet the requirements for credits under the training plan, but obtaining more than two-thirds of the credits;

(2) A student who meets the requirements of the training scheme but whose punishment at or above the level of demerit recorded is not cancelled before his/her graduation time is due.

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

(一) 考核不合格的课程和环节累计 16 学分及以下，可在结业后一年内回校重修（总学习年限不得超过八年）。全部合格后，可换发毕业证书。

(二) 因记过及以上处分而结业者，处分解除后，可在结业后一年内由本人申请，经海外教育学院审核，换发毕业证书。

Article 62 A student who obtains a certificate of completion may apply for the renewal of the graduation certificate in accordance with the following criteria, and the graduation time shall be the date of renewal of the graduation certificate.

(1) A student whose unqualified courses and practical requirements add up to less than 16 credits shall retake his/her courses back to the university within one year after the completion of studies (the total length of study shall not exceed eight years). After the student concerned is qualified in all aspects, he/ she may change the certificate from completing courses to the graduation certificate.

(2) A student whose disciplinary punishment at or above the level of demerit recorded has been cancelled, shall apply for the renewal of the graduation certificate within one year after the completion of courses. He/ She shall be awarded the graduation certificate by OEC.

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

Article 63 An undergraduate who has an official student status, and has studied at the university for no less than 1 year and completed one-fourth of the academic credits required for graduation, shall be issued a certificate for completing courses for his/her actual length of study; other students shall be given a proof for dropping out of school and their academic transcripts.

第十三章 附则

Chapter 13 Supplementary Articles

第六十四条 本规定未尽事宜参照上级主管部门或学校有关规定执行。

Article 64 Matters not covered by these regulations shall be referred to the relevant regulations of higher authorities or the school.

第六十五条 本规定由海外教育学院负责解释，本办法自 2020 年 8 月 1 日起施行，原《江苏大学来华留学本科生学籍管理规定》（江大校【2017】457 号）同时废止。

Article 65 These regulations shall be applicable from August 1st, 2020. OEC is authorized by the university to reserve right of further explanation to these provisions. The "Administrative Regulations of Jiangsu University on the School Record of International Undergraduate Students"(Jiangsu University President's Office No.457[2017]) shall be repealed at the same time.

七、江苏大学外国留学研究生学籍管理规定

VII. Regulations of Overseas Students Graduate Students' Status Management

一、入学与注册

Chapter I Entry and Registration

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

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

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

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

3、保留入学资格的外国留学研究生，应于下一学期开学前一

个月凭医院健康证明向海外教育学院申请入学，经指定机构体检合格后，方可重新办理入学手续。

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

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

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

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

Article 5 The postgraduate students on the school roll should return to school on time. They should go through the registration procedures by bringing their student certificate and residence permit to the Overseas Education College (OEC). They should pay their annual tuition fee, accommodation fee and insurance fee at the designated time of payment. Students must have their tuition fees paid prior to registration (stamp registration seal on the student card). You are not eligible to register if the records show that your tuition fees have not been paid in full. If a student cannot register on his/her designated time of registration, he/she is required to apply for a leave of absence or self-registration in advance and be approved by OEC.

For those who failed to register on time and did not apply for a leave of absence, their absence will be recorded as an act of truancy or an unexcused absence in their attendance record. Students who have not registered two weeks after commencement of the semester and have not paid their tuition fee in full within two months will be required to withdraw from the university.

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

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

二、学习年限

Chapter II Designated Duration of Study

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

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

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

Article 8 Overseas Graduate Students extending their studies are required to submit proofs of the diagnosis by approved hospitals and

apply formally. The application will be examined by relevant colleges, and approved by the Graduate School; instructing advisor will be informed and put on file by OEC. Extending study period fees are at applicant's own expense.

三、培养

Chapter III Graduate Students Development

9、按照相关学院会同研究生院颁行的外国留学研究生培养方案执行。

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

10、外国留学研究生的指导方式为导师负责制。

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

四、转专业与更换导师

Chapter IV Transfer Specialty and Change Tutors

11、外国留学研究生入学后原则上不允许转专业和更换导师。

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

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

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

by OEC, then students can transfer in this case.

五、休学、复学与退学

Chapter V Deferment, Resumption and Quitting School

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

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

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

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

15、外国留学研究生因病因事缺课，或因其他原因不能继续学习者，本人要求退学或导师确认不宜作为研究生继续培养者，

由本人或导师提出，经相关学院签署意见，研究生院、海外教育学院审核批准，并根据中国出入境管理部门要求，由本人自费转换签证后作退学处理。退学留学生应按时离校。

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

六、毕业、结业与证明材料

Chapter VI Graduation, Completion and Attestation

16、使用外语接受学历教育的外国留学研究生，毕业论文摘要应当用汉语撰写。

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

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

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

18、外国留学研究生毕业后必须办理离校手续，凭离校单领

取“毕业证书”和“学位证书”，并终止外国留学研究生身份，学校不再办理居留许可延长手续。毕业外国留学研究生应在毕业典礼后一个月内离校。海外教育学院负责对外国留学生学历证书进行电子注册。

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

七、其他

Chapter VII Others

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

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

八、江苏大学外国留学生考试工作实施细则

VIII. Jiangsu University Examinations

Implementation Details for Overseas Students

为培养外国留学生良好的道德纪律观念，结合我校实际情况，制定本细则。

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

第一章 考试命题

Chapter I Test Proposition

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

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

第二条 考试方式可采用闭卷或开卷；可用笔试、口试或笔试与口试相结合的方式。

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

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

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

The same course, in principle, should use unified examination (including make-up test).

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

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

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

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

第二章 考试组织

Chapter II Test Organization

第六条 期末考试、补考和重修考试均由海外教育学院统一安排，未经海外教育学院同意，任何个人不得自行安排考试。学期中间结束的课程，考试时间由任课教师确定，由教务办或研究生院统一安排。

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

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

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

第八条 外国留学生进入考场对号、隔位就座。

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

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

Article 9 During the final examination, leaders of functional departments of each college and OEC will be responsible for the

routine check-up. They will write down inspection registration or punishments to offenders of examination rules.

第十条 后勤部门在考试期间要做好各项后勤保障工作，确保考试顺利进行。

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

第三章 考试纪律与违纪处理

Chapter III Examination Discipline and Disposal of Violation

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

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

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

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

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

考试准考证。

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

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

Article 14 Students must arrive in the examination room 5 minutes earlier. Students who are 15 minutes or later will not be allowed to take part in the exam, and will be deemed as absence from the exam.

第十五条 答卷必须独立完成。开卷考试经教师同意可以看参考书，但不得抄袭或请他人代答试卷，不得交换教材和各种参考书。

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

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

Article 16 Students who hand in test paper in advance should leave examination room immediately, please do not linger around or make noise in the examination room. Students should stop answering the paper when time is up, as the examiner declares. Put your paper

upside-down on the desk, leave your seat when the papers are all collected and checked (with answer cards, answer sheet). Examinees should not take the paper or answer sheets (including answer cards and answer paper) out in any case.

第十七条 监考人员有权根据考场情况提出组织好考试的其他要求，考生必须服从。

Article 17 Invigilators are entitled to put forward other reasonable rules according to the exact condition during the examination process. Examinees are required to obey these rules.

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

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

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

1. Carrying things disallowed in the examination room.
2. Participating in the examination, but not sitting at the appropriate seats.

3. Answering before the start signal or after the end signal.
4. Peeping, whispering, and exchanging signals or gestures with each other in the course of the examination.
5. Not leaving the examination room after handing in the test paper or making noise in the corridors of the examination hall.
6. Leaving the examination room without the invigilator's approval during the course of examination.
7. Taking the test papers, or answer papers (including the answer card, answer sheet) out of the examination room.
8. Other violations in the examination room identified by the university that constitutes acts of cheating.

第十九条 在考试过程中，有下列行为之一者，属于作弊：

- 1、抄袭草稿纸上的考试内容，包括故意移动答卷让邻座偷看和抄袭；
- 2、传递与考试内容有关的纸条；
- 3、闭卷考试中翻看书籍、笔记、资料或夹带与考试内容有关的材料；
- 4、开卷考试中交换书、笔记本或有关考试的资料；
- 5、参与三人及其以上集体作弊；
- 6、事先在桌面等处书写与考试有关的内容；
- 7、阅卷教师发现雷同试卷并经确认；
- 8、其他在考试过程中对考试成绩的真实性产生影响的行为。

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

1. Copy or peep the test content from other students, and show the test paper to other students.
2. Hand over scripts relevant to the test content.
3. Look at books, notes, and data or carry examination

related materials secretly in a close-book examination.

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

5. Participate in cheating

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

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

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

9. **第二十条** 有下列行为之一者，属考试严重作弊： 1、请他人代考或代他人考试； 2、涂改他人试卷姓名占为己有，或在自己试卷上署他人姓名；

3、组织三人及其以上集体作弊；

4、交换试卷；

5、利用手机等通讯设备作弊。

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

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

2. Alter the name of other's test paper and possess as them.

3. Organize a partnership cheat.

4. Exchange test papers.

5. Cheat with communication devices e.g. cell phone.

第二十一条对 考试作弊的外国留学生作如下处理：

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

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

3、协同作弊者与作弊者同等处理。

4、处分结果通告全校并通知家长。

Article 21 Treated as follows:

1. The students who cheat for the first time will receive the punishment of probation. It is impossible for them to be granted bachelor's degree. The students who cheat seriously for the first time or cheat for second time will be expelled from the university.

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

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

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

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

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

第二十三条 考试后外国留学生不得为考试成绩等与教师

无理纠缠，更不得进行威胁。否则将按校纪处理，情节严重、触犯法律者，将开除学籍，并移交司法机关处理。

Article 23 After the examination, the students cannot demand from the teacher test scores, and especially threaten teachers. Such students will be punished according to the university's disciplines. Whoever violates the rules and regulations, will be expelled from the school and handed over to the judicial committee.

第四章 监考人员守则

Chapter IV Invigilator Guidelines

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

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

第二十五条 正、副监考人员均应提前 10 分钟进入考场，在考试之前应做到：

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

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

1. Announce the examination disciplines, outline examination do's and don'ts to students.
2. Request students to put away books, materials, electronic dictionaries, and other items which they have taken into the designated

exam centers.

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

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

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

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

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

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

第二十七条 监考时，监考人员应做到：

1、对试卷内容除印刷问题外不作任何解释或提示，不做与监考工作无关的事；

2、不接听手机、不聊天谈笑；

3、认真做好考试违纪和考试作弊的处理工作；

4、考试终场时间一到，应宣布停止答卷，清点完试卷和答卷后，方可让外国留学生离开；

5、考试结束后，监考人员应认真填写《考场情况登记表》。

Article 27 During the examination, the invigilator should do the

following:

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

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

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

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

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

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

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

第五章 试卷评分

Chapter V Test Score

第二十九条 考试成绩评定应公正、客观，严格按评分标准执行。

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

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

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

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

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

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

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

第三十三条 期末考试（开学补考）及自学重修考试的阅

卷工作应抓紧进行，于考后 3 日内将成绩单和考试情况小结送交海外教育学院（面广量大的公共课可适当延长一至两天）。任课教师如因故不能按时完成评卷工作时，必须报请系

（教研室）安排他人评卷，不得拖延。成绩单一经任课教师和教研室主任签名交学院后，任何人都无权更改。如有特殊情况确需改动成绩者应由原任课教师提出书面报告，经相关学院教学院长审查同意后方可改动，该书面报告附于成绩单后备查。

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

第三十四条 本实施细则由学校授权海外教育学院负责解释。

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

九、江苏大学优秀来华留学生奖学金评定办法

IX. Provisions to Assess Outstanding Scholarship of Overseas Students in Jiangsu University

第一章 总则

Chapter I General Provisions

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

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

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

Article 2 The outstanding scholarship of overseas students includes the learning excellence scholarship and individual scholarship. All scholarships are assessed mainly according to three aspects: basic quality, academic records and quality expansion evaluation.

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

Article 3 The procedures of The Learning Excellence

Scholarship shall apply to our school's officially registered full-time undergraduates in China. The procedures of individual scholarship shall apply to our school's officially registered full-time undergraduates and postgraduates in China.

第四条 奖学金设置：

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

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

Article 4 The Learning Excellence Scholarship is divided into first-class, second-class and third-class. The bonus amount and award winning ratio is divided into 1st class scholarship of 3000 CNY/ person per year, which occupies no more than three percent of the student participating selection; 2nd class scholarship of 1500 CNY/ person per year which occupies no more than eight percent of the student participating selection; 3rd class scholarship of 500 CNY/ person per year, which occupies no more than seventeen percent of the student participating selection;

The individual scholarships include academic star, sports star, star of art, social activity star and growth star. The bonus amount is 500 CNY/ person per year. Number of scholarship winners will be decided by OEC accordingly.

第二章基本素质测评

Chapter II Basic Quality Evaluation

第五条 基本素质测评（G1）分为：学习态度、身心健康、文

明行为等三个方面。上述三个方面的基本内容：

Article 5 Basic qualities for evaluation (G1) includes learning attitude, physical and mental health and civilized behavior .

一、学习态度

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

二、身心健康 树立身心健康意识，建立良好的人际关系，积极参加课

外体育活动、体育竞赛和各种文化、艺术和娱乐活动。热爱劳动，讲究卫生。

三、文明行为 遵守中国法律和公共秩序，严格履行校纪校规，无违法违纪行为。

基本素质测评主要由辅导员和班长、同学考核，总分为 100 分，辅导员考核占 40%，班长考核占 20%，同学考核占 40%。测评分数低于 60 分者，其基本素质测评结果为不合格。基本素质测评不合格者不得参与奖学金评定。

1. Learning Attitude

The student should have a clear learning objective, be humble and fond of learning, study hard, respect their lectures, do not have unexcused absence or lateness, help classmates and take an initiative in study and research.

2. Physical and Mental Health

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

3. Civilized Behavior

The student should abide by the relevant policies and decrees

formulated by the Chinese government and the rules and regulations of Jiangsu University. No violations of law and discipline. Basic quality evaluation is mainly assessed by the class teacher, monitor, and classmates. The total score is 100, among which class teacher assessment occupies 40%, monitor assessment occupies 20%, and classmate assessment occupies

40%. The assessment of students' basic qualities will be unqualified if the score is below 60. People who fail to pass the basic qualities evaluation do not have the chance to participate in scholarship evaluation

第六条 若有下列情况之一，基本素质总评为不合格：

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

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

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

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

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

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

第三章 学习成绩测评

Chapter III Academic Records Evaluation

第七条 学习成绩（G₂）以留学生平均成绩计分。其计算公

式为： $G = \frac{\sum (X_i \times Y_i)}{\sum Y_i}$ 总和/ Y_i 总和。其中：

X_i —参加测评的每门功课的成绩（均采用百分制形式）。 Y_i —相应功课的学分数。本学年若有测评课程成绩不及格者，则视为该生的学习成绩测评不合格，则没有资格参加学习奖学金的评定。

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

X_i refers to marks of each subject included in evaluation; Y_i refers to credits of related subject

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

第四章 素质拓展测评

Chapter IV Quality Expansion Evaluation

第八条 素质拓展测评（G3）是指留学生在本年度内通过各自特长，发挥创造精神而获得的在学术、体育、文艺或者社会活动等方面的成果。学校鼓励留学生在课余时间积极参加各级各类学术、体育、文艺或者社会活动，以了解中国文化，促进相互沟通。

Article 8 Quality expansion evaluation (G3) refers to the ability that students acquired in the year through their special skills, creative spirit in academic, sports, literature and art achievements or social activities, etc. Schools encourage students learning at all levels to actively take part in all kinds of academic, sports, literature and art, or social activities, in order to understand the Chinese culture, and promote mutual communication.

第九条 留学生参加各级各类学术、体育、文艺或者社会活动或担任各级各类团体、学生组织的负责人，均可获得相应加分。所获加分累计不得超过 20 分，计入学生总成绩。

Article 9 Overseas students can win the score if they take part in some academic, sports, literature and art, or social activities or they are play key role in student's organization or group. The total scores they win cannot exceed 20 and it will be added to the student's total score.

第十条 参加同一类比赛（活动）取最好成绩加分，不得累计加分。参加多项比赛或担任多项职务，按前 10 次最高获奖名次或最高职务加分，第二项加 20% 得分，其后按 2% 递减加分。

Article 10 The best score will be taken if the student joins the same activity and the score of the activity cannot be added. After attending the event there will be multiple positions, the first prize is ten

times and the second is plus 20% and the last reduced by 2%.

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

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

第十二条 学术类素质拓展加分标准如下：

1、参加各项学术比赛（活动）按照国际级（含国家级）、省级、市级、校级加 5 分、4 分、3.5 分、3 分。

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

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

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

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

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

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

3. Students who publish academic papers in international, national core journals and provincial academic journals can get 6 point,

4 points and 3 points respectively. Students who work as editor in chief, co-chief of academic journals can get 5 points and

3.5 points respectively; author, co-author can get 6 and 4 points respectively.

4. Getting international, national, provincial, municipal and school-level research program and scientific and technological inventions (after relevant identification) can obtain 8 points, 5 point, 4 points, 3 points, and 2.5 points respectively.

第十三条 体育类素质拓展加分标准如下:

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

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

Article 13 The standards of evaluating quality expansion of sports are as follows:

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

2. The game in school sports meeting (including collective project) winners (including the coach) according to the order (first to eighth) can be added 2 points, 1.6 points, 1.2 points, 0.8 points, 0.6 points, 0.4 points, 0.3 and 0.2 respectively.

第十四条 艺术类素质拓展加分标准如下:

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

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

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

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

Article 14 The standards of evaluating quality expansion of art are as follows:

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

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

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

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

第十五条 社会活动类素质拓展加分标准如下：

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

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

3、各一级协会、学生组织的主要负责人加 2 分，其他负责团

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

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

Article 15 The standards of evaluating quality expansion of social activity are as follows:

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

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

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

3. If students have the activities reported in media, then they can get their points multiplied by the coefficient of 1.6, 1.4, and

1.2 respectively according to the level of media as international/national, provincial and municipal.

第五章 评审机构及评审程序

Chapter V Evaluation Institution and Procedure

第十六条 海外教育学院设立学生素质综合测评领导小组（以下简称测评领导小组），各班设立班级测评小组。测评领导小组由 3~5 人组成，由海外教育学院院长任组长，主管教学副院长及教学副院长任副组长，学工办主任、辅导员、学生代表为基本成员。测评小组听取辅导员或班长的报告，监督测评过程并裁定测评过程中出现的异议。

Article 16 All colleges should set up student's quality comprehensive assessment leading group (assessment leader group), and all classes should set up class assessment group. Assessment leader group consists of 3-5 people, with the Dean of OEC, the Vice Dean in charge of Students' Affairs and the Vice Dean in charge of Teaching Affairs acting as the leaders of the group, and the Director of Student's Affairs Office, class teacher and student representatives as the basic members. The assessment leader group listens to the report from class teacher or class monitor, supervises the process of assessment and judges any objections in the assessment.

第十七条 各班级在进行基本素质（ G_1 ）测评时，由辅导员主持召开民主评议大会进行评议，具体分值核算由班级测评小组完成。

Article 17 All classes should convene a democratic appraisal meeting for review by class teacher when conducting the evaluation of basic quality (G_1), and the calculation of specific scores should be completed by class assessment group.

第十八条 课程学习成绩（ G_2 ）测评由班级测评小组进行计算，计算过程及结果受测评领导小组监督审核。

Article 18 The evaluation of course scores (G_2) should be calculated by class assessment group and the counting process and result should be under the supervision and verification of leader group.

第十九条 素质拓展测评 (G_3) 的加分, 由学生本人提供证明材料, 报经班级测评领导小组鉴定, 并最终酌情裁定加分。

Article 19 The scores of quality expansion (G_3) can be obtained with students providing materials of evidence and class assessment leader group verifying all these materials.

第二十条 上述测评结果由班级测评小组核算汇总后, 经学生本人签名确认后, 报学院测评领导小组作最后审定并公布。

Article 20 Results of the assessment mentioned above should be reported to college assessment group for final verification and announcement after the calculation of class assessment group and the signature verification of students themselves.

第六章 测评结果

Chapter VI Evaluation Result

第二十一条 综合测评结果 (G) 是优秀学习奖学金的评审依据, 其计算方式为: $G=G_1 \times 10\% + G_2 \times 70\% + G_3 \times 20\%$ 。

Article 21 The final score (G) of comprehensive assessment is regarded as the basis of the competition of scholarships, that is,

$$G=G_1 \times 10\% + G_2 \times 70\% + G_3 \times 20\%.$$

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

Article 22 The result of the quality expansion assessment is

regarded as the basis of the competition of individual scholarship like academic star, sports star, star of art and social activity star. Students who don't have outstanding achievements but take an active part in various activities can be encouraged to be awarded an individual scholarship of growth star.

第二十三条 学生若对评审有异议，应在测评结果公布一周内向学院测评领导小组提出，学院测评领导小组应在 3 日 内做出处理。

Article 23 Different opinions concerning the result of assessment should be submitted to college assessment leader within a week, and should be settled within three days.

第二十四条 综合素质测评的结果还可作为评选优秀毕业生，向用人单位推荐等方面的依据。

Article 24 The result of the comprehensive quality assessment can be taken as the basis to select excellent graduate and recommend student(s) to employer(s).

第七章 附则

Chapter VII Supplementary Articles

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

Article 25 The provisions are authorized by the school, and OEC is responsible for the interpretation. The provisions take effect from August 1, 2017.

十、中华人民共和国境内外国人宗教活动管理规定实施细则（摘选）

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

第一条 根据《中华人民共和国境内外国人宗教活动管理规定》，制定本实施细则。

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

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

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

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

Article 4 The People's Republic of China respects the freedom of religious belief of aliens within Chinese territory, and protects and

administrates the religious activities of aliens within Chinese territory in accordance with law.

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

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

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

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

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

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

第十二条 下列宗教印刷品、宗教音像制品和其他宗教用品不得进境：

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

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

- (1) If the amount exceeds that for personal rational use;
- (2) If the contents of these articles are detrimental to Chinese national security and public interests of Chinese society.

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

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

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

第十七条 外国人不得在中国境内进行下列传教活动：

- (一) 在中国公民中委任宗教教职人员；
- (二) 在中国公民中发展宗教教徒；
- (三) 擅自在宗教活动场所讲经、讲道；
- (四) 未经批准在依法登记的宗教活动场所以外的处所讲经、

讲道，进行宗教聚会活动；

(五) 在宗教活动临时地点举行有中国公民参加的宗教活动，被邀请主持宗教活动的中国宗教教职人员除外；

(六) 制作或销售宗教书刊、宗教音像制品、宗教电子出版物等宗教用品；

(七) 散发宗教宣传品；

(八) 其他形式的传教活动。

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

(1) Appointing religious personnel among Chinese citizens;

(2) Developing religious followers among Chinese citizens;

(3) Preaching and expounding the scripture at the sites for religious activities without permission;

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

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

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

(7) Distributing religious propaganda materials;

(8) Other missionary activities.

第十九条 国内外国人违反本细则进行宗教活动的，由县级以上人民政府宗教事务部门和其他有关部门依法予以制止。境内外国人违反本细则进行宗教活动，构成违反《中华人民共和国外

国人入境出境管理法》、《中华人民共和国治安管理处罚条例》等法律法规的，由公安机关依法予以处理；构成犯罪的，由司法机关依法追究刑事责任。

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

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

十一、外国留学生安全须知

Security Regulations and Advices

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。

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

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

3. Protection against theft: Secure doors and windows when getting out. Properly keep credentials, money and valuables safe when shopping outside or taking a public transport. Avoid deserted and lonely places. No take-in of others for the night is allowed without permission.

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

4. 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、严禁酗酒：不在宿舍内饮酒，不外出饮酒。

5. No alcoholism: Do not have excessive drinking.

6、严格控烟：不在教室、餐厅、电梯等公共场所抽烟。

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

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

7. Prevention of 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、防自然灾害：遇雷击、暴雨等灾害性天气注意自我防护，确保人身安全。

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

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

9. Avoidance of fraud: Make good judgment on false information and be cautious about money transfer. If someone claims himself as your teacher, classmate or friend asks you to lend money, remember to contact them verbally for verification by phone

in case of being phone been hijacked or stolen.

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

10. Prevention of 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.

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

11. Avoidance of disputes: 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.

12、遇到突发情况，请保持冷静，及时报告公安部门或有关老师。

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

十二、江苏大学留学生安全责任书

Responsibility Pledge for the Security of Overseas Students

为了维护学校良好的学习秩序，保护留学生的人身安全，保证留学生能够顺利完成学业，根据中国相关法律、法规及学校的有关规定，特对如下安全事项予以提醒。留学生如违反以下任何

规定或忽略有关提醒，则须对所造成的后果承担相应的责任。

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、遵守中国的法律、法规及学校的规章制度，尊重中国的社会公德和风俗习惯。

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

2、必须按照公安部门的有关规定及时办理居留许可及变更、延期等手续。

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

3、要在校外居住的留学生必须征得海外教育学院的同意，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，并持派出所出具的住宿信息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、电和液化气的使用安全。

3. Students shall ask for permission from the Overseas Education 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、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。

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

5. 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, explosion or toxic articles and other dangerous articles is prohibited. Smoking is prohibited indoors.

6、禁止损坏、拆卸、改装宿舍楼或出租房内的设备和线路，爱护消防设施。

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

fire facilities.

7、离开房间要锁好门、关好窗，不要轻易将房间钥匙交给他人，以免被盗配。

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

8、遵守宿舍作息制度，晚间不外出喝酒娱乐晚归。

8. Do not go out late at night for drinking or entertainment.

9、严禁利用宿舍或出租房从事违反法律和校规的活动。

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

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

10. 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、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。

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

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

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

14、严禁燃放烟花爆竹和烧烤。

14. Do not set off fireworks and firecrackers or barbecue food.

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

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

16、严禁赌博、酗酒、打架斗殴以及其它干扰学校教学、科研和生活秩序的行为。

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

十三、江苏大学留学生签证和居留许可管理办法

XIII. Rules and Regulations of Visas and Residence Permits for Overseas Students in Jiangsu University

为加强我校留学生签证和居留许可的管理，有效防止签证、居留许可过期等问题的发生，根据《学校招收和培养国际学生管理办法》（教育部、外交部、公安部，42号令）和《中华人民共和国

出入境管理法》等相关文件精神，结合我校留 学生的实际情况，特制定本管理办法。

These rules were formulated in accordance with the Law of the People's Republic of China on Control of the Entry and Exit of Aliens and the actual circumstances of the university, for the purpose of strengthening the management of visa and residence permit issuing, as well as to prevent the expiry of visas and residence permits.

第一章 居留许可的申请

Chapter I Residence Permit Application

第一条 持 X1 签证入境的留学生必须在入境之日起 20 天内到海外教育学院完成报到注册手续，并申请办理居留许可。

Article 1 Overseas students holding an X1 visa shall register at Overseas Education College and apply for a residence permit within 20 days from the date of entry in China.

第二条 持 X2 签证入境的留学生，如果学习期限延长，须在签证注明的停留期限届满 7 日前，申请办理居留许可。

Article 2 Overseas students holding an X2 visa shall secure a visa extension 7 days prior to the expiry date specified in the visa, or apply for a residence permit if their term of study is extended.

第三条 持非 X1 和 X2 签证入境的留学生须向学校提交情况说明和书面申请，在征得学校和镇江市公安局出入境管理部门同意后，方可申请办理居留许可。

Article 3 Overseas students holding any other visa (except X1 or X2) shall submit a presentation letter and written application to the school and apply for a residence permit after getting approval from the school and Zhenjiang Exit and Entry Administration

Department.

第四条 留学生从中国国内其他学校转入江苏大学学习的，其签证或居留许可的有效期限须在 7 日以上。

Article 4 Overseas students who are transferring from another university within China should have a visa or residence permit with a validity of more than 7 days.

第五条 在校生应在居留许可过期前 30 日申请办理新的居留许可。

Article 5 Students enrolled in the school shall apply for a new residence permit 30 days before the expiring date.

第二章 签证和居留许可的延期

Chapter II The Extension of Visa and Residence Permit

第六条 留学生居留许可的延期与保险费、住宿费、学费的缴纳情况相关联，每次延期期限不得超过一年。相关延期规定如下：

- 1、申请居留许可前缴清本学年保险费、住宿费及学费的留学生，居留许可延期一年；
- 2、申请居留许可前仅缴清保险费、住宿费及一半学费的留学生，居留许可延期 6 个月；
- 3、申请居留许可前未按照上述规定缴清相关费用者，须填写休学或退学申请表，完成相关手续，并在规定时间内离校。对于拒绝办理休学或退学手续者，学校将按自动退学处理，并取消其居留许可；

4、在签证或居留许可申请中弄虚作假的留学生，学校根据校纪校规严肃处理。违反中国法律法规的，将追求其法律责任。

Article 6 The extension of residence permit is related to the payment of insurance, accommodation and tuition fees. The extension period of residence permits shall not exceed one year. The regulations are as follows:

1. OEC will extend one-year residence permit for students who have completed payment of the insurance, accommodation and tuition fee.

2. OEC will extend six-month residence permit for students who have completed payment of the insurance, and tuition fee for one semester.

3. The overseas students who cannot clear the required school fees as listed above must apply for academic suspension or dismissal and leave the school within the stipulated time. For those who refuse to complete the compulsory school leaving formalities would be deemed as automatic dropping-out.

4. According to the regulations, overseas students who cheat in the application of visa or residence permit will be punished severely by the university and students who violate the Chinese laws and regulations will be punished or prosecuted accordingly.

第七条 留学生因实习、休学、请假等离境 6 个月及以上的，返校后须到镇江市检验检疫局进行体格检查，体格检查合格后方可申请办理居留许可。

Article 7 Overseas students who leave China and stay abroad for over 6 months for internship, suspension or leave of absence must undergo a medical examination at Zhenjiang Entry-exit Inspection and Quarantine Bureau. They can apply for a residence permit after their medical examination is approved.

第八条 留学生因护照过期、丢失等无法及时更新签证或居留许可所造成的一切后果由留学生本人承担。

Article 8 If the visa or residence permit cannot be renewed promptly because of the expiration or loss of their passport, students will bear all the responsibilities and consequences.

第九条 应属毕业（结业）留学生居留许可延期至学习期限结束月的月底（参照 JW202 表学习期限）。毕业（结业）的留学生不再为其延期签证或居留许可；因未通过 HSK 考试而无法授予学位的留学生不再为其延期签证或居留许可。

Article 9 Overseas students who have graduated or are about to complete their studies can extend their residence permit to the end of their last month of study (take JW202 study duration as reference). The school will not extend the visa or residence permit for students who have already graduated or completed their studies. For the graduates who cannot be conferred the degree because of the failed required HSK certificate, the school will not extend their visa or residence permit.

第十条 延期毕业生需要填写延期毕业申请表，在审核通过并缴清注册费、保险费等相关费用后方可申请居留许可延期。延期毕业按照学期申请，每次延期期限不得超过一学期。延长学期结束后如仍未能毕业，且本学期未缴纳重修费用或旷课率超过 10% 的，不再为其延期居留许可。

Article 10 Students who have to extend their study period shall fill out the study period extension form. After paying registration, insurance and other related fees, student can apply for a residence permit. Study program can only be extended by semester, and each time the extension cannot be more than one semester. During this

extension period, students who fail to pay relearn fees and those whose absenteeism rate is more than 10%, will be unable to have their study program and residence permit extended by OEC.

第十一条 延期毕业生居留许可最长的延长期限不得超过原 JW201/202 表的学习结束时间的 2 年。

Article 11The maximum extension period of residence permit for students who extend their study period shall not exceed 2 years from the end time of original study period on the JW201/202 form.

第十二条 被我校录取的留学生，在正式报到注册前不予以签发签证或居留许可。

Article 12For the foreigners who have been admitted to Jiangsu University, the school will not accept the visa or residence permit application until the school official registration.

第十三条 留学生签证和居留许可的办理申请只在指定的工作日受理，周末及法定假日一律不受理。

Article 13The application of visa and residence permit will be processed on appointed work days. No application will be processed on weekends and legal holiday.

第三章 签证和居留许可申请所需材料

Chapter III Documents about the Application of Visa and Residence Permit

第十四条 签证和居留许可申请所需材料均为 A4 纸大小，所需材料如下：

- 1、《签证/居留许可申请信息登记表》；
- 2、《外国人签证证件申请表》；
- 3、镇江市出入境检验检疫局出具的体检合格证明复印件 1 份（只适用于新生及离境 6 个月以上的老生）；
- 4、本人有效护照（须持普通护照），护照有效期需在 180 天以上；
- 5、护照首页、当前有效签证页或居留许可页及最后一次入境盖章页复印件各 1 份；
- 6、JW201/JW202 表复印件 1 份；
- 7、校外住宿的留学生需提供临时住宿登记证明和有效租房合同；
- 8、江苏大学组织机构代码 1 份（海外教育学院提供）；
- 9、由海外教育学院出具的签证或居留许可申办公函；
- 10、照片 1 张（2 寸白底，在镇江市公安局出入境管理支队办证大厅拍摄）。

Article 14 You should prepare the following documents for the application of visa and residence permit (all documents are to be A4 size paper):

- 1 . "Document Checklist".

2. "Visa/Stay Permit/Residence Permit Application Form".
3. A copy of the Physical Exam Report (for new students and continuing students who have left China for over 6 months).
4. Passport.
5. Copies of passport: Data page, visa/valid residence permit page, last airport immigration stamp page.
6. A copy of your JW201/JW202.
7. International students who live off-campus shall submit "temporary accommodation registration form" and valid rental contract.
8. A copy of Jiangsu University's Office Code (Provided by OEC).
9. OEC will issue you a stamped official letter for the application.
10. A 2-inch photo (white background and to be taken at Zhenjiang Exit and Entry Administration Department).

第四章 护照遗失补办流程

Chapter IV The Procedures of Reissuing Misplaced/Lost Passport

第十五条 留学生护照如果丢失，请按以下流程处理：

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

Article 15 In the case of lost passports, international students are

advised to go through the following procedures:

1. Report to the Police Station closest to where the loss/theft of passport occurred.

2. Get a confirmation note of the loss of passport in Zhenjiang Exit and Entry Administration Department with the reporting record from the local police station and copy of the lost passport.

3. Apply for a new passport in the embassy or consulate of his or her home country in China with the confirmation of the lost passport.

4. Apply for a new visa or residence permit with the new passport in Zhenjiang Exit and Entry Administration Department.

第五章 签证和居留许可的变更及取消

Chapter V Alteration and Cancellation of Visa and Residence Permit

第十六条 公安机关出入境管理部门有权依法拒绝签发外国人签证、居留许可；有权依法吊销或宣布作废已经签发的签证、居留许可。

Article 15 The Exit and Entry Administration Division of the Public Security Bureau has the right to reject foreigners' visas and residence permits, revoke and invalidate a visa and residence permit already issued according to the law.

第十七条 对于长期旷课、不按照规定参加教学活动、失联等的留学生，学校有权向公安机关出入境管理部门申请撤销其签证、居留许可。

Article 17 OEC has the right to apply for revoking the visa and residence permit of overseas students who have been absent for a long time, take no part in teaching activities according to the law and

lose contact.

第十八条 提前毕业（结业）的留学生，除须按照规定时间离校外，需要将其签证、居留许可变更为停留证件。

Article 18 Overseas students who need to leave the university in advance due to graduation or completion of studies must leave within the scheduled time or change their visa and residence permit to a stay permit.

第十九条 休学、退学、勒令退学、开除学籍的留学生须在规定时间内离校，学校将及时通知公安机关出入境管理部门撤销其签证、居留许可。

Article 19 Overseas students who need to leave the university due to suspension, drop-out, dismissal and expulsion must leave within the stipulated time. OEC will promptly inform the Exit and Entry Administration Division of the Public Security Bureau to revoke their visa and residence permit.

第六章 其他事项

Chapter VI Other Reference

第二十条 学校不为留学生亲属申请来华签证或申请在华居留提供任何函件。

Article 20 OEC will not provide any letter for relatives of overseas students to apply for visa or residence in China.

第二十一条 按照中国法律，留学生外出时必须随身携带本人护照以备公安部门随时查验。

Article 21 According to Chinese law, overseas students must carry passports and other credentials to prove their legal status in China for public security departments to check, whenever moving around off

campus.

第二十二条 持学习类居留许可的外国人不得从事与学习不相符的活动。对非法就业者，公安机关根据有关法律法规 进行处罚。

Article 22 Foreigners holding a residence permit for study shall not engage in activities that have nothing to do with study. The public security bureau shall punish foreigners who work illegally, according to the law.

第二十三条 对签证、居留许可过期的留学生，公安机关根据有关法律处以 500 元/天的罚款，情节严重者公安机关处 以拘留并限期出境的处罚。此外，学校依据校纪校规对签证、居留许可过期的留学生进行处分。

Article 23 Fines imposed on students whose visas expire shall be calculated as 500 CNY per day by the public security bureau according to relevant laws. In severe cases, the students involved will be detained and asked to leave China within a specified period of time. In addition, OEC will punish overseas students whose visas or residence permits expire, according to the school regulations.

第二十四条 本办法由海外教育学院负责解释。

Article 24 OEC is authorized by the university, to reserve the right of further explanation of these provisions.

第二十五条 本办法自公布之日起施行。

Article 25 These provisions take effect from the day of issue.

十四、江苏大学留学生外出及请假管理规定

XIV. Regulations of Overseas Students' Outgoing and Excused Absence

为进一步加强我校留学生的外出及请假管理，维护学校正常教学生活秩序，切实保障留学生人身和财产安全，根据

《普通高等学校学生安全教育及管理暂行规定》及教育部《学生伤害事故处理办法》的有关规定，结合我校实际情况，特制定本规定。

To protect the order of teaching in school and students' personal and property safety, JSU will strengthen the management of students' leaving and excused absence according to Interim Provisions on Education and Management of National University and Regulation of Dealing with Student Accident set by the Ministry of Education. The following rules are issued taken cognizance of the context in JSU.

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

Article 1 Students who want to leave school and cannot come back on the same day must apply for excused absence and complete leave procedures in advance. Students are responsible for their own security when outside the school.

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

Article 2 Students who are unable to take part in the teaching activities due to illness or other special reasons should approach

OEC in advance, to apply for leave of absence and submit the form to the subject teacher before the class. For those who cannot apply absence ahead of time due to some special situations, they should complete all the absence procedures within 3 days after the absence is finished.

第三条 请假需由学生本人提出书面申请。研究生请假的需先得到导师的批准。请假期限在 1 天以内的，由海外教育学院学生工作办公室批准；请假期限在 2-7 天的，由海外教育学院学工副院长批准；请假期限在 7 天以上的，由海外教育学院院长签署意见。学生在请假时必须提交所缺课程的补习计划。

Article 3 Leave of absence shall be applied in written form. Postgraduate students must get their supervisors' approval for leave. Leave of one day can be approved by the director of OEC Students' Affairs Office; 2 – 7 days' leave shall be approved by the Vice Dean; 7 days or above shall be approved by the Dean. Students must provide a study plan for the classes they will be absent from.

第四条 学生在校外参加学习、实习、竞赛、调查等学校安排的集体活动期间如需请假，海外教育学院可授权带队教师或所在学习单位批准，准假权限一般不超过 3 天。

Article 4 Students who ask for leave during group activities arranged by school including study, intern, competition and survey should get approval from the class teacher, intern enterprise or institution. Normally leave shall not exceed 3 days.

第五条 学生请病假须附医院证明，请事假须附有书面证明或者由家长向海外教育学院学生工作办公室直接提出申请。

Article 5 Students who ask for leave during group activities arranged by school including study, intern, competition and survey should get approval from class teacher, intern enterprise or institution. Normally leave shall not exceed 3 days.

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

Article 6 The reasons for the leave of absence cannot include family affairs, accompanying family members or relatives, family or country celebrations, and failing to return to school on time. In case of special circumstances, it is necessary to have a written letter from the embassy.

第七条 学生请假期满须辅导员及任课老师处销假或办理续假手续。

Article 7 Student should finish leave canceling procedure with the class teacher and subject teacher on return, otherwise it would count as unexcused absence.

第八条 学生自行组织集体外出活动，必须向海外教育学院书面说明活动目的、人数、时间、地点、活动计划、可预见范围的安全措施和负责人姓名，明确带队教师，经学院同意，上报公安机关获批备案后，方可举行。

Article 8 Group activity should be applied with written document introducing the activity's objective, team member, time, place, plan, security measures to prevent accident, and class teacher. It could be held only after approval by the vice dean of Overseas Education College and recorded by public security organ.

第九条 学校组织的学生集体外出活动与上课时间冲突的，由组织单位提出书面申请和相关证明，经教务办审批，并向学生任课老师通报。

Article 9 If the outing activity arranged by college conflicts with class timetable, OEC will submit written document to OEC Teaching Affairs Office and inform teachers.

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

Article 10 Students who need to go to the field, go abroad, collect data research, joint training, and co-operative research or participate in international meetings due to teaching arrangements, need to apply for leave.

第十一条 学生外出期间，须提高自我防范意识，不乘坐非法运营车辆、船只等，不将家庭电话和个人联系方式告诉陌生人，确保个人人身及财产安全。

Article 11 During the leave, students should protect themselves and property. Do not use illegal vehicles and do not share your personal information with strangers.

第十二条 严禁学生个人擅自组织同学外出旅游或回国；严禁学生个人招聘同学外出从事推销、礼仪等商业活动。如有私自组织者，一经查实，学校将根据情节轻重追究组织者的责任。发生意外事故，一切后果由组织者负责并承担相应法律责任。

Article 12 The following things are strictly forbidden: private group travelling launched by any individual; individually inviting or recruiting other students to work on marketing, ritual service or any business activity. Once verified, the organizer will be held accountable by JSU in accordance with seriousness of the case. If any accident occurs, the organizer shall bear all the responsibility and legal liability.

第十三条 本规定由海外教育学院负责解释。

Article 13 OEC shall be responsible for the interpretation of the regulations.

十五、江苏大学海外公寓管理规定

XV.Regulations on Management of Overseas Apartments at Jiangu University

第一章 总则

Chapter I General Principles

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

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

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

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

第二章 住宿管理

Chapter II Accommodation Management

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

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

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

Article 4 Students who live in the Overseas Apartments need to sign an accommodation agreement, pay accommodation fee and check in with the registration card.

第五条 学生必须在指定房间住宿，严禁私自调换宿舍或者占用宿舍。由于特殊原因确需调换宿舍的，应向海外教育学院提出申请，经批准后方可调整。

Article 5 Students shall live in appointed dorms. Any unauthorized exchange or occupation of student dorm is forbidden. Students who need to change dorm for some reasons, shall submit application to OEC and move after acquiring approval.

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

Article 6 When students are informed to change their room due to the layout adjustments or change of students' status, they need to cooperate in time, or face consequences i.e. cutting of power, etc.

第七条 住宿海外公寓的留学生须在每学年开始后 10 个工作日内缴纳住宿费。未及时缴纳住宿费、未按学校规定时间返校或长期旷课、失联、不按照规定参加教学和科研活动，违反公寓管理规定等的，海外公寓有权强制将其搬出，室内遗留物品一律不予保留。

Article 7 Students who live in the Overseas Apartments need to pay accommodation fee within 10 working days after the start of each school year. The Overseas Apartments have the right to request students to leave the dormitory for any of the following: not paying accommodation fee in time, failing to return to school as required by

school, being absent from school and having lost contact for a long time, as well as failing to participate in teaching and scientific research activities as required. Overseas apartment will dispose these students' belongings.

第八条 因毕业、退学、休学、开除学籍跨校区调整及其它原因退出宿舍的，应在一周内办理退宿手续，并将个人所有物品搬离宿舍，退还宿舍钥匙。学生退宿时应保证宿舍设施完好，如有缺少或损坏，应照价赔偿。应办理退宿手续而未办的，或应搬出宿舍而未搬出的，海外公寓有权采取措施进行相应处置，强制其搬出，所引起的损失由当事人自行承担。

Article 8 When moving off campus, moving to another dorm, or leaving due to the reasons including graduation, dropping out, suspension, deferment, expulsion or trans-campus shift, students should complete all checkout procedures within one week, move all personal belongings out of the dormitory and return the key to the receptionist. All facilities and appliances shall be kept in good condition, and will be inspected when students check out. Any missing or damaged properties must be compensated by students depending on the cost. OEC reserves the right to take action on students who refuse to checkout or move out when they should, and students will incur the cost.

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

Article 9 OEC, the Overseas Apartments and the management staff will carry out the relevant inspection regularly or irregularly to maintain the public order of the dormitory and ensure the public facilities and facilities in the dormitory are in good condition.

Students should not refuse to engage in these inspections and must cooperate with the respective staff and management teams.

第三章 内务卫生

Chapter III Daily Routine of Sanitation Task

第十条 宿舍内门窗、地面、阳台、卫生间必须保持清洁。宿舍内的所有物品应摆放整齐。允许在不破坏墙体、不改变家居布局的前提下，根据个人需要和喜好进行宿舍美化布置。

Article 10 The doors, windows, floors, balcony and lavatory in the student's dorms should be kept clean and fresh. All items shall be neatly placed. Customized decoration without modification of the dormitory's overall arrangement and layout or damage to the wall is permitted.

第十一条 学生有责任保持宿舍及楼栋公共区域的清洁卫生，共同创造文明、整洁、有序的住宿环境。

Article 11 Students have the responsibility of keeping the public areas in and out of the dorm clean and neat to create a civilized, sanitary and orderly accommodation environment.

第四章 行为管理

Chapter IV Behavior Management

第十二条 严禁在公寓区域内摆摊设点、推销商品。

Article 12 Setting up stalls or promoting sales is forbidden in dormitory area.

第十三条 养成随手关门的习惯，妥善保管贵重物品，大宗现金应及时存入银行。

Article 13 Students must keep their doors closed and take good care of valuable belongings. Large amount of cash shall be deposited at the bank timely.

第十四条 严格遵守作息制度，按时起床、归宿、就寝。

严禁在宿舍楼内大声喧哗、嬉闹、打球等其他影响他人休息的行为。

Article 14 Work and rest schedules regime shall be strictly obeyed. Students shall wake up, return to dorm and sleep on schedule. Making noise, frolicking, gaming and other activities that disturb others are not allowed in dormitory or on the corridor.

第十五条 不准随地吐痰、乱扔杂物、吸烟饮酒、抛砸物品、不准将宿舍内垃圾扫至走廊。严禁向窗户外泼水、倒垃圾或抛扔其他物品。

Article 15 Spitting on the ground, littering, smoking and drinking alcohol are not allowed. Garbage shall not be swept from room to corridor. It is forbidden to pour water out the window, or throw garbage and other things.

第十六条 严禁在宿舍内饲养宠物。

Article 16 It is forbidden to keep pets in the students' dorm.

第十七条 海外公寓夜间 11 点至次日早上 6 点关门，晚归学生凭本人证件在楼栋值班室登记并说明原因后方可进入公寓。

Article 17 The Overseas Apartments closes at 11 pm and reopens at 6 am the next day. Late returning students shall register with student ID cards and report reasons to the officer on duty at the dormitory building before entering.

第十八条 严禁翻越公寓围墙、栏杆或阳台。

Article 18 Students are forbidden to climb over walls, barricades, fences or balconies.

第十九条 严格执行访客登记制度。来访者必须出示证件，并在楼栋值班室登记备案，经值班人员同意后，方可由被访者带入楼栋，在规定时间内必须离开。访问异性宿舍时间为 10:00-20:00，每人

每天访问时间不超过两小时。未经批准，严禁进入异性宿舍。严禁留宿非本宿舍人员。

Article 19 Visitors registration policy shall be executed in strict rotation. Visitors should offer relevant credentials and register at the dormitory reception. Visitors can enter the room after gaining the officer on duty's approval and leave the dorm within the specified period. The time for visiting the opposite sex dormitory is 10:00-20:00, and the visiting time per person per day is no more than two hours. Members of the opposite sex shall not come in without approval. It is forbidden to allow other people to stay in the dorm overnight.

第二十条 严禁夜不归宿。因故不住宿舍的，须事先履行请假手续，返校及时销假。

Article 20 Spending the night outside the dorm is forbidden. Students should ask for the leave first and then report back after leave of absence.

第二十一条 学生宿舍开通网络，必须遵守《江苏大学校园网学生宿舍局域网管理暂行办法》。学生公寓校园网由信息化中心实行限时管制。不得私拉乱接网线，严禁跨宿舍组建局域网。

Article 21 The student dormitory provides internet service, which shall be regulated on time limit by JSU information center under the guidance of the relevant regulations of JSU. Unauthorized internet wire connection and cross-room LAN are forbidden.

第二十二条 不准在学校规定的上课和自修时间内打扑克、看影碟、玩游戏或从事其他与学习无关的活动。

Article 22 Students shall not engage in entertainment such as playing poker, watching videos and any activities unrelated to study during class time.

第二十三条 服从管理，严禁未经允许强行闯入公寓值班室。

Article 23 Students shall obey the OEC's administration,

respect dormitory administrative staff and their works. Students are forbidden to enter duty office without permission.

第二十四条 严禁将宿舍门反锁。

Article 24 It is forbidden to lock the dormitory door from the inside.

第二十五条 工作人员如因工作需要进入学生宿舍，学生应予以配合。

Article 25 Student shall cooperate when administrative staff needs to enter student's room for work.

第二十六条 注意提高自我防范意识，及时反映盗窃、火灾、酗酒、斗殴等安全隐患，确保学生公寓的安全。对检举、揭发、制止或及时上报各类治安事件，为维护学生公寓的正常秩序做出贡献的学生，海外教育学院视情况予以表彰、奖励。

Article 26 Students should enhance their self-protection awareness, and report potential safety hazards, including theft, fire, excessive drinking, and fist fighting to dormitory administrative staff and OEC. OEC will commend and reward students who make contribution to the normal order of student dormitory through reporting, exposing and preventing public safety affairs.

第二十七条 严禁在公寓内进行传教、宗教集会或散发宗教宣传品等行为。禁止在宿舍门口张贴宗教印刷品。

Article 27 Religious activities such as religion preaching, religious gathering and distributing religious propaganda materials are prohibited in the apartment. It is forbidden to paste religious propaganda materials on the door.

第五章 设施和设备管理

Chapter V Facility and Device Management

第二十八条 宿舍和楼栋内统一配置的各种设施、设备均为公共财产，学生应爱护学校公共财产，按相应规定使用和维护，不得私自拆装、移动、改动。

Article 28 All the facilities and devices in the dormitory areas are public property and shall be used and kept according to related regulations and rules. Unauthorized disassembly, dislocation and modification are forbidden.

第二十九条 注意用电安全，购买、使用正规厂家生产的、经过认证的合格电器产品、接线板等，不得私拉乱接电线。工作人员有权制止违章用电行为。

Article 29 Pay attention to electrical safety. Students should purchase, use certified qualified electrical products and wiring boards produced by regular manufacturers, etc. and shall not pull the wires privately. The staff shall have the right to stop the use of electricity for those in violation of regulations.

第三十条 不得私自调换、加装宿舍门锁，不得私配或外借宿舍钥匙。

Article 29 Students shall not change or install door locks without permission. Unauthorized duplication and lending of room keys is not allowed.

第三十一条 学生可登录后勤服务集团网站或者向楼栋值班室报修有关设施、设备。属自然损坏的，维修时不收取费用；属人为损坏的，照价赔偿；责任不清的，由宿舍成员共同赔偿，并承担相关责任。

Article 31 Students can apply for repair services by making an appointment on the website of the JSU logistics service center or by

reporting damage to the duty office. Repair of facilities not damaged by students is free, but repair of damages caused by the students shall be compensated by the students at fault. Dorm members share the cost and responsibility when the matter is unclear.

第六章 奖惩办法

Chapter VI Reward and Punishment

第三十二条 学生在公寓区的日常表现与评奖评优挂钩。

Article 32 Students' performance in the dormitory area is connected with award and scholarship appraisal.

第三十三条 海外教育学院根据《江苏大学海外教育学院“优秀宿舍”评选办法》，开展宿舍评比活动。

Article 33 Overseas student dorms shall be appraised and awarded according to the Selection Method of Outstanding Dorms of OEC.

第七章 附则

Chapter VII Supplementary Articles

第三十四条 本规定由海外教育学院负责解释，自发布之日起施行。

Article 34 OEC is authorized by the university to reserve the right of further explanation of these provisions. These provisions take effect from the day of issue.

十六、留学生宿舍调换管理制度

XVI. Regulations of Dormitory Exchange for International Students

第一条 为规范管理，统筹安排，合理使用宿舍资源。自2017年9月起，海外公寓所有房间均设为双人间。

Article 1 In order to standardize the management and put resources to rational use, all rooms in Overseas Apartment are double rooms since September 2017;

第二条 单人住宿的学生，须合并宿舍。未主动合并宿舍的学生，由海外教育学院为其安排新舍友，学生不得以任何理由拒绝新舍友入住，且必须做好新舍友入住的准备。

Article 2 Students in single accommodation must be united with each other. Students who do not actively participate in the dormitory exchange will be assigned new roommates by OEC. Students are not allowed to refuse new roommates for any reason and must prepare for the receiving of the roommate;

第三条 其他申请换宿舍的学生必须具有正当、客观的理由，包括：

Article 3 Students who apply for dormitory exchange must have a legitimate and objective reason, including:

1、因宿舍设施自然损坏或出现非人为故障，长期无法维修，致使学生无法正常生活；

1. Dormitory facilities are naturally damaged or in non-human failure, and these cannot be repaired in a long-term, so that students cannot live a normal life;

2、因舍友之间不同宗教信仰导致生活习惯差异较大，无法在同宿

舍生活（学生信仰以系统为准）。

2. Roommates have a big difference in living habits due to different religious beliefs, such that students cannot live in the same dormitory(take the religious belief in student management system as a standard).

第四条 换宿舍流程

Article 4 Process of dormitory exchange

1、填写《换宿舍申请表》，交至海外教育学院。因宿舍损坏无法居住的，需出示海外公寓签字确认的房间情况说明。

1. Fill the *Application Form for Dormitory Exchange* and submit it to the student affairs office of OEC. If unable to live due to dormitory damage, student must show the room condition signed by the Overseas Apartment.

2、海外教育学院对申请表进行审核并做出决定。

2. Student affairs office will check the application form and make the decision.

3、获批准的学生继续完成申请流程，在手续完成后 3 天以内搬清宿舍，否则该申请表无效。

3. Approved students will complete the application process and move out of the dormitory within 3 days, otherwise the application form is invalid.

第五条 其他事项

Article 5 Other affairs

1、学生不得私自调换宿舍，一经发现，将按相关规定给予处罚。

1. Student will be punished according to the relevant provisions if found to change the dormitory privately;

2、因房间调换而产生的不同住宿费差额，由海外公寓核算并退补相应金额。北面房间 4500 元/年，南面房间 4900 元/年，套房 7000 元/年。享受校长奖学金的博士研究生住宿在套房的，需要补差价。

2. The difference of accommodation expenses arising from the dormitory exchange shall be checked and returned by the Overseas Apartment. Room facing north is 4500RMB/year, room facing south is 4900RMB/year and suite is 7000RMB/year.If PhD students who enjoy presidential scholarship choose to live in the suite, they should make up for the difference of the prices.

十七、江苏大学留学生校外住宿管理规定

XVII. Regulations of Off - Campus Accommodation for Overseas Students at Jiangsu University

为加强我校留学生校外住宿管理，根据《中华人民共和国外国人入境出境管理法》（主席令第 57 号，2013 年）、《中华人民共和国外国人入境出境管理条例》（国务院令第 637 号，

2013 年）和《学校招收和培养国际学生管理办法》（教育部、外交部、公安部令第 42 号 2017 年）等相关管理规定，结合我校实际情况，特制定本规定。

Due to increasing requests from students for living off-campus, OEC now allows students to apply for off-campus residence. In accordance with the Law of the People's Republic of China on the Administration of Entry and Exit of Aliens, and other relevant management regulations, combined with the actual situation of our university, OEC starts to receive the application to live off-campus.

第一条 申请校外住宿的留学生必须同时满足以下基本条件：

Article 1 International students applying for living off-campus must meet all following conditions:

1、诚实守信，自觉遵守中国法律法规和校纪校规，尊重本地习俗；

1.Honest and trustworthy, consciously abide by Chinese laws, regulations and school discipline rules, respect for local customs;

2、无饮酒、吸毒、频繁去酒吧等行为。

Have no behaviors such as drinking, drug abuse, and going to the bars frequently.

3、在规定时间内缴清学费、保险费等费用；

3. Has fully paid all the tuition, insurance and other expenses;

4、无任何处分记录、不欠学分。

4. Do not have any record of punishment and have get all the credits as he should.

第二条 符合以下条件之一者可申请校外住宿：

Article 2 Those who meet one of the following conditions may apply for living off-campus:

1、本科生（在读三年以上）、硕士及博士研究生（在读一年以上）；

1. Undergraduates (studied in the school for over two years), master and doctoral students (studied in the school for one year).

2、父母、配偶在镇江市有合法职业的；

2. Where the Parents, spouses live in Zhenjiang City with a legal working permit;

3、在镇江市区购买商品房的；

3. Where a residential housing is owned in Zhenjiang city;

4、其他特殊情况必须在校外住宿的。

4. Where other special circumstances require living off-campus.

第三条 单次申请校外住宿时间不得少于 1 年，中途遇特殊情况必须搬回校内住宿的除外。申请校外住宿期满后，如继续住宿校外，需重新完成校外住宿申请流程；如搬至校内住宿，需在校外住宿期满前提出申请。

Article 3A single application for off-campus accommodation shall not be less than 1 year, except for special circumstances that require you to move back to the school accommodation. After the expiration of off-campus accommodation, if you continue to stay off-campus, you will need to complete the living off-campus application procedures again. If you wish to move back to the on-campus accommodation,

you will need to apply in advance before the expiration of off-campus accommodation.

第四条 已缴纳本学年住宿费的留学生，海外公寓按标准退还住宿费。

Article 4 Students who have paid the accommodation for the current academic year, the overseas apartment shall charge the accommodation fee according to the standard and refund the remaining part.

第五条 校外租房要求：

Article 5 Off-campus rental requirements:

1、原则上在学校附近 3 公里以内租房（实习生除外）；

1. In principle, the rented house must be within 3 km of the University premises (except internship students);

2、留学生必须和房东本人签订租房合同，不得与中介进行私下交易；

2. The rental contract must be signed by the international students with the landlord rather than the agency. If it is a shared accommodation, all the tenants should sign the rental contract.

3、租房合同必须明确双方义务和责任，有效维护双方合法权益。

3. The rental contract must clarify the obligations and responsibilities of both parties, and also effectively protect the legitimate rights and interests of both parties.

第六条 申请校外住宿的流程：

Article 6 Procedures for applying for off-campus accommodation:

1、填写《校外住宿申请表》（本科生需提交家长或担保人知情函），提交海外教育学院学生工作办公室，获批后可签订租房合同。

1. Fill out the "Application Form for Off-Campus Accommodation" (undergraduates are required to submit a consent letter from the parent or the guarantor). Submit the form to the Student affairs Office of the Overseas Education College. After approval, the rental contract can be signed with the landlord.

2、将租房合同或亲属书面证明提交海外教育学院学生工作办公室，审核通过后签署《校外住宿登记表》。

2. Submit the proof of the rental contract and parental consent to the Student affairs Office of the Overseas Education College, sign the "Off-Campus Accommodation Registration Form" after the approval.

3、持本人护照、签署后的《校外住宿登记表》、租房合同或亲属书面证明、房东或亲属身份证件复印件，到住宿地所在派出所办理《临时住宿登记表》。

3. Take your passport, the signed "Off-Campus Accommodation Registration Form", the rental contract and written parental consent, a copy of the landlord or your relative's identity documents, to the police station for "Temporary Accommodation Registration Form."

4、持《临时住宿登记表》到海外教育学院学生工作办公室备案，领取退宿单。

4. Take the "Temporary Accommodation Registration Form" to the Overseas Education College Student Affairs Office for the record and take the check-out form.

5、凭退宿单于2内清理宿舍、退费。

5. Clean up your original dorm and process your refund with check-out form within 2 days.

第七条 留学生在校外住宿申请获批准前签订租房合同的，将一律取消校外住宿资格。

Article 7 If an international student signs a rental contract

before the application for living off-campus is approved, the qualification for off-campus living will be cancelled.

第八条 申请回校住宿，按以下流程办理：

Article 8 Application for return to school accommodation, according to the following procedures:

1、学期结束前 1 个月提交《校内住宿申请表》；

1. Submit the "School Accommodation Application Form" 1 month before the end of the semester;

2、海外教育学院学生工作办公室审核；

2. Overseas Education College Student Affairs Office verifies the application;

3、批准后凭住宿单办理入住手续；

3. Check in with accommodation form after the approval; 4、收到住宿单后 2 日内未办理入住手续的，申请失效。 4.If you do not check-in within 2 days after receiving the accommodation form, the application will be invalid.

第九条 校外住宿的留学生应自觉遵守以下规定：

Article 9 General provisions for Students living off-campus the University:

1、运用合理、合法、正当手段维护自身人身安全和财产安全，在与他人产生纠纷时，冷静处理，及时联系辅导员，必要时寻求海外教育学院学生工作办公室或公安机关的帮助；

1. Use reasonable, legitimate means to safeguard your own personal safety and property safety. If dispute occurs, deal with it calmly and contact class teacher timely, if necessary, seek Overseas Education College Student Affairs Office or the public security for help;

2、在手机号码及其他联系方式发生变更时，及时通知辅导员；

2. Notify the class teacher or Student Affairs staff when your

mobile phone number or other contact details change;

3、在校外住宿地点发生变更时，需重新完成校外住宿申请流程；

3. When the address of off-campus accommodation is changed, the students need to go through the off-campus accommodation application process again;

4、自觉维护留学生群体和学校的声誉。

4. Consciously maintain the reputation of foreign students and the University.

第十条 校外住宿留学生在出现以下情况时，按以下规定予以处分，具体处分标准如下。

Article 10 In the following circumstances, students should receive the following punishments:

1、留宿异性、不符合校外住宿条件的其他留学生及其他社会人员，给予记过处分。

Students who accommodate the opposite sex, students who don't meet the requirements for living off campus, and other social personnel shall receive the punishment of "record a demerit".

2、受到房东、邻居等投诉的，给予记过处分；

2. Complaint by the landlord, neighbors or other people, record of demerit;

3、校外住宿期满或校外住宿地点发生变更后，未重新申请校外住宿的，给予记过处分；

3. Failure to re-apply for living off-campus after the expiration of off-campus accommodation or the address of off-campus accommodation changes, record of demerit;

4、有酗酒、打架等不良行为的，给予留校察看处分；

4. Excessive alcohol consuming, fighting and other bad

behavior, observation at school;

5、违反中国法律法规受处罚者，给予留校察看以上处分；

5. Those who have been punished because of the violation of Chinese law shall receive the punishment of expulsion;

6、其它情况参照《江苏大学留学生违纪处分规定》进行处分。

6. Other special circumstances will be punished according to *Regulations and Disciplinary Measures for Foreign Students in Jiangsu University*.

第十一条 校外住宿留学生出现违反中国法律法规、校纪校规、不尊重中国风俗习惯的情况或因不当行为引起不良后果时，海外教育学院有权取消其校外住宿资格，相关留学生必须立即搬回海外公寓居住并按照相关规定接受处罚。

Article 11 When an off-campus living international student violates Chinese laws and regulations, violates school rules and regulations, shows no respect to Chinese customs, or causes adverse consequences due to improper behavior, the Overseas Education College has the right to cancel the qualification for off-campus accommodation. The relevant international students must immediately move back to school. And he will receive punishment in accordance with relevant regulations.

第十二条 各辅导员密切关注校外住宿的留学生，定期沟通，发现问题及时处理并上报海外教育学院。

Article 12 The class teacher should pay close attention to the students who live off-campus, communicate regularly and report to the Overseas Education College if problem occurs.

第十三条 本管理规定由海外教育学院负责解释。

Article 13 All Administrative Regulations shall be interpreted by the Overseas Education College.

十八、江苏大学留学生违纪处分规定

XVIII. Regulations and Disciplinary Measures for Foreign Students in Jiangsu University

第一章 总则

Chapter I General Provisions

第一条 为加强校风校纪建设，维护学校正常的教学、生活秩序，营造良好的学习和生活环境，根据国家教育部颁布的《普通高等学校学生管理规定》（教育部令第41号）、《学校招收和培养国际学生管理办法》（教育部、外交部、公安部令第42号）和《江苏大学学生违纪处分规定》（江大校〔2017〕

352号），结合我校具体情况，特制定本规定。

Article 1 These regulations are made in accordance with the *Provisions of Students Management of Higher Education issued by the Ministry of Education* (Ministry of Education Order No. 41), *Recruit and Train Foreign Student Management Methods* (Ministry of Education, Ministry of Foreign Affairs, Ministry of

Public Security Order No.42), *Student Disciplinary Provisions in Jiangsu University* (Jiangsu University (2017) No.352) as well as

the context of the University. These policies are primarily to strengthen the development of academic, ethical and moral discipline, sustain good teaching and learning system, create conducive learning environment to inculcate excellent behavior standards and values.

第二条 本规定适用于具有我校正式学籍的各级各类留学生。

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

第三条 学校对留学生的处分，应当做到证据充分、依据明确、定性准确、程序正当、处分适当。

Article 3 The punishment delivered to students shall be with sufficient evidence, specific provisions, proper determination, legal procedure as well as diligent review of the situation.

第四条 学校对违反法律法规和校纪校规的留学生，给予批评教育，并视其性质、情节轻重及认识程度给予相应的纪律处分。纪律处分分为五种：警告、严重警告、记过、留校察看、开除学籍。

Article 4 Foreign students who violate the discipline and rules of the University will get punished according to the nature of the offence and self-examination. Punitive measures are divided into five categories: warning, serious warning, demerit, observation at school and expulsion.

第五条 学校对留学生作出处分，出具处分决定书。处分决定书包括下列内容：

Article 5 The University will issue out punitive measures and decisions to the erring foreign students. The disciplinary decision includes the following:

- 1、学生的基本信息；
Basic student information ;
- 2、作出处分的事实和证据；
Facts and evidence of the disciplinary action;
- 3、处分的种类、依据和期限
The type, basis and duration of the punitive measure;
- 4、申诉的途径和期限；
Ways and deadlines for the appeal;
- 5、其他必要的内容

Other related contents.

第六条 在对留学生作出处分或者其他不利决定之前，学校将告知学生作出决定的事实、理由及依据，并告知学生享有陈述和申辩的权利，听取学生的陈述和申辩。留学生在收到通知后，须于 7 日内提出陈述和申辩，超过期限未作出陈述和申辩的视为自动放弃，学校在处分前不再受理其陈述和申辩。

Article 6 Before disciplinary or other unfavorable decisions are made on the student, the school should inform the student of the facts, reasons and grounds for making the decision and inform the student of the right to appeal their statements. Within 7 days after the students being informed, students must submit the appeal and statements. Otherwise, the decisions made by school are final.

第二章 违纪行为和处分

Chapter II Disciplinary action and Punishment

第七条 留学生应当遵守中国法律法规，尊重中国风俗习惯，遵守学校规章制度，如有下列情形之一者，视其情节轻重，给予记过以上处分。

Article 7 Foreign students must strictly comply with Chinese laws and regulations and school disciplines and show respect to the culture and customs of the Chinese citizens. Foreign students must not engage in activities endangering national security of China or in violation of Chinese laws and relevant public security regulations. Those who have one of the following conditions will at least be issued punishment of demerit or above.

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

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

2、发布或传播违反中国国家法律法规、校纪校规的信息，混淆视听，制造混乱。

2. Those who publish or spread information against Chinese laws or school rules and regulations to manipulate the public and create disorders.

3、成立、加入非法社会团体或组织，出版非法刊物。

3. Those who establish, or join illegal social groups or organization or issue illegal publications.

4、组织开展未经批准的社会政治活动。

4. Those who organize and carry out unauthorized political activities.

5、在合法的宗教活动场所之外组织开展宗教活动。

5. Those who organize and conduct religious activities in public places or at venues that are not places of religious worship (Churches, Mosques, Temples) permitted by Chinese Government.

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

6. Those who go against regulations of students' associations, establish unauthorized students' associations or carry out activities, print publications or organize illegal activities in the name of legal associations, or other behaviors, which are seriously against the above-mentioned regulations and may bring negative results.

第八条 违反中国法律、法令、法规受到公安、司法部门处罚者，分别给予下列处分：

Article 8 Those who are punished by the public security and judicial departments due to their violation of law, decree or regulation will receive the following punishment:

1、被处以治安警告、罚款的给予记过以下处分。

1. Demerit or below for those who received warning of public security or penalty.

2、被处以行政拘留的给予留校察看以上处分。

2. Observation at school or expulsion for those who received administrative custody.

3、构成刑事犯罪的给予开除学籍处分。

3. Expulsion for those who commit crimes.

第九条 因个人原因违反《中华人民共和国出境入境管理法》和《中华人民共和国外国人入境出境管理条例》的，分别给予以下处分：

Article 9 Foreign students whose residence permit or visas expires due to their violation of the *Exit and Entry Administrative Law of the People's Republic of China* and *Regulations on the Entry and Exit of Foreigners of the People's Republic of China* shall be punished as follows:

1、入境或变更住宿地址 24 小时之内未向居住地的公安机关办理住宿信息登记的给予严重警告以上处分。

1. Those who fail to register accommodation information or changes in their residential address with the public security office within 24 hours shall be given a serious warning or above.

2、经公安机关认定非法就业的给予留校察看以上处分。

2. Those who have been identified by the public security

officials for illegal employment shall be given the punishment of observation at school.

3、签证、居留许可超期时间 3 天以内的，给予警告处分。

3. Foreign students whose residence permit or visa expires for 1 to 3 days results in a punishment of warning.

4、签证、居留许可超期时间 4-6 天的，给予严重警告处分。

4. Foreign students whose residence permit or visa expires for 4 to 6 days results in a serious warning.

5、签证、居留许可超期时间 7-9 天的，给予记过处分。

5. Foreign students whose residence permit or visa expires for 7 to 9 days results in a punishment of demerit.

6、签证、居留许可超期时间 10-29 天的，给予留校察看处分。

6. Foreign students whose residence permit or visa expires for 10 to 29 days results in a punishment of observation at school.

7、签证、居留许可超期时间 30 天及以上的给予开除学籍处分。

7. Foreign students whose residence permit or visa expires for 30 days or above results in a punishment of expulsion.

8、签证、居留许可超期两次的给予开除学籍处分。

8. Foreign students whose residence permit or visa expires for 2 times results in expulsion.

第十条 偷窃、诈骗财物者，分别给予下列处分：

Article 10 Those who steal or defraud others shall receive punishments as follows:

1、作案价值在 500 元及以下者，给予记过以下处分。

1. A demerit or below for valuables 500 CNY or less.

2、作案价值在 500 元以上者，给予记过以上处分。

2. A demerit or above for valuables more than 500 CNY.

3、团伙作案的，作案总价值由参与作案者均分，按以上条款从重处分。

3. Those who commit crimes as a group will be intensified for one level and the total values shall be shared by all participants.

4、虽未窃得财物，但已实施偷窃行为者，给予记过以下处分。

4. Those who attempt a crime but do not succeed shall receive the punishment of demerit or below.

5、作案手段恶劣或屡教不改者，无论作案价值多少，给予留校察看以上处分。

5. Those who steal with organized criminal means or refuse to amend their ways despite repeated admonition, no matter the value of the property, shall receive punishment of observation at school or above.

6、参与分赃、销赃者，按照本条 1、2、3 款处理。

6. Those who are involved in sharing or selling stolen goods will be punished according to articles 1, 2 and 3 of this section.

第十一条 组织、策划或参与打架、斗殴，尚未构成犯罪的，除承担相应的经济赔偿（含受害者的医药费、护理费、必需的营养费等费用）以外，分别给予以下处分：

Article 11 Those who organize, plot or participate in fighting and brawling, shall receive punishments as follows: In addition to bearing victims' economic compensation (medical, nursing, nutrition expenses etc.):

1、打架斗殴参与者，给予严重警告以上处分，情节严重者直至给予开除学籍处分。

1. Those engaged in fighting or brawling shall receive punishment of serious warning or above according to the seriousness of the case. Where the circumstances are serious, the

punishment of expulsion should be imposed.

2、打架斗殴肇事者，给予记过以上处分，情节严重者直至给予开除学籍处分。

2. Plotters and troublemakers of fighting and brawling shall receive a punishment of demerit or above, those with severe violation will be expelled.

3、群体打架斗殴组织、策划者，给予留校察看处分，情节严重者给予开除学籍处分。

3. Organizers and planners of group fighting shall receive punishment of observation at school or above according to the seriousness of the case.

4、持械打架斗殴者，给予留校察看以上处分；为他人打架提供器械者，给予记过以上处分。

4. Those who fight with equipment shall receive punishment of observation at school. Those who provide equipment for others intentionally shall receive punishment of demerit or above.

第十二条 违反互联网有关管理规定者，根据不同情况，给予下列处分：

Article 12 Those who violate the rules and regulations using the internet shall receive punishments accordingly as follows:

1、盗用他人 IP 址、用户账号者给予严重警告以上处分。

1. Those who misappropriate intentionally others' IP address or accounts and endanger network security shall receive punishment of serious warning or above.

2、危害网络安全，利用网络恶意攻击他人，散布虚假信息造成一定危害者，给予记过以上处分。

2. Those who harm the network security, viciously attack others with internet, spread untrue information shall receive a

punishment of demerit or above, and will be prosecuted for the criminal liability.

第十三条 违反社会道德和留学生行为准则者，给予下列处分：

Article 13 Those who violate social morality and foreign student behavior guidelines shall receive punishments accordingly as follows:

1、对于聚众赌博（包括变相赌博）者，给予记过以上处分，多次赌博或组织者从重处分。

1. Those who gamble (including disguised gambling), a punishment of demerit or above is given in addition to confiscation of the gambling equipment and gambling money. Group gamblers or organizers are severely punished.

2、传播淫秽色情内容的文章、图片及不健康的影视内容者，给予记过以上处分。

2. Articles and pictures that have been distributed with pornography content and unhealthy content shall be given the punishment of demerit or above.

3、制作、贩卖、传播违反中国法律法规的书刊、电子出版物、音像制品者，给予留校察看以上处分。

3. Producers, sellers, and distributors of content against Chinese Law and regulations shall be given the punishment of observation at school.

4、接受或提供色情服务者，给予留校察看以上处分。

4. Those who accept or provide sexual services are given the punishment of observation at school or above.

5、调戏、侮辱异性或进行其他性骚扰活动者，给予留校察看以上处分。

5. Those who harass, molest, insult the opposite sex, or perform other hooligan activities are given the punishment of observation at school or above.

6、对吸毒者、买卖毒品者给予开除学籍处分。

6. For drug addicts and drug dealers, the punishment of expulsion shall be imposed.

第十四条 违反学校校园交通安全管理规定，视情节给予下列处分：

Article 14 Foreign students who violate campus traffic rules shall receive punishment as follows:

1、驾驶合格电瓶车在校园内超速行使者，视情节给予警告以上处分。

1. Students that engage in over-speed riding and riding illegal e-bikes shall receive the punishment of warning or above.

2、购买小型汽车，未按照规定到学校保卫处、海外教育学院登记者，视情节给予记过以上处分。

2. Students who purchase cars or automotive vehicles without registration in the Jiangsu University security department and Overseas Education College in accordance with the regulations shall receive the punishment of demerit or above accordingly.

3、使用摩托车、燃油助动车或大功率电瓶车者，学校除代管车辆外，视情节给予记过以上处分。

3. Prohibited vehicles include motorcycles, petrol bikes or high-power electric motorcycle shall be confiscated on campus and the owners shall receive a punishment of demerit or above accordingly.

第十五条 违反学校宿舍管理规定者，根据不同情况，给予下列处分：

Article 15 Foreign students who violate the rules and regulations of the university apartment shall receive punishment as follows:

1、未经请假而夜不归宿给予警告以上处分；擅自留宿他人者，给予留校察看以上处分。

1. Overnight absence from the student apartments without permission shall be given a punishment of warning; if students accommodate another person without permission, he/she will be given the punishment of observation at school.

2、因过失造成火灾，尚未酿成严重后果者，给予严重警告以上处分；造成严重后果者，给予留校察看以上处分。

2. Those who have caused a fire as a result of negligence and have not yet caused serious consequences shall be given the punishment of warning. If serious consequences are caused, they shall be given the punishment of observation at school.

3、违反用电管理规定，使用违章电器、私拉乱接电源者，给予警告以上处分；私自改变海外公寓内电路的，给予严重警告以上处分；构成窃电的，给予记过以上处分。

3. Violation of the electricity management regulations, the use of illegal electrical appliances, private connections access power, shall be given the punishment of warning or above; privately changing the circuit in the university apartment, shall be given serious warning or above; or constitute illegal power diversion or stealing, shall be given the punishment of demerit.

4、违反海外公寓管理其它规定者，给予警告以上处分。

4. Violators of other regulations in the university apartment management shall be given warnings or above and punitive measures.

第十六条 留学生因病因事不能参加教学活动者，须事先办理请假手续，凡未获批准假或超假者，一律以旷课论处。一学期

内旷课达到下列课时者，分别给予如下处分：

Article 16 Students shall study conscientiously and be punctual for class. Truancy, lateness, and leaving class early is forbidden. Students shall request for sick leave or personal leave; he/she must apply for the excused absence in advance. Unexcused absences are considered as acts of truancy. Students who fail to provide a legitimate reason for missing a certain number of classes within a semester will receive the following punishments:

1、累计达 20 学时者，给予警告处分。

1. Those with number of classes up to 20, Warning. 2、累计达 40 学时者，给予严重警告处分。

2. Those with number of classes up to 40, Serious warning. 3、累计达 80 学时者，给予记过处分。

3. Those with number of classes up to 80, Demerit. 4、累计 120 学时者，给予留校察看处分。

4. Those with number of classes up to 120, Observation at school.

5、累计 180 学时者，给予开除学籍处分。

5. Those with number of classes up to 180, Expulsion.

6、擅自离校出走，责任自负，学校以旷课论处，按每天 6 学时计算，参照以上条款给予校纪处分。

6. Those who leave school without any permission will be responsible for their actions. They will be considered truants by the school and will be punished according to the above-mentioned provisions. Punishments will be calculated as 6 classes in one day, including the weekend.

第十七条 考试违纪、作弊者参照《江苏大学课程考试工作实施细则》（江大校〔2017〕351 号）有关规定处理。

Article 17 Those who cheat in the exams, will be punished according to *Provisions of Examination in Jiangsu University*.

第十八条 学位论文、公开发表的研究成果存在抄袭、篡改、伪造等学术不端行为，给予记过以上处分，情节严重的，或者代写论文、买卖论文的，给予开除学籍处分。

Article 18 Academic offences such as plagiarism, falsification and forgery in academic dissertations and publicly published research results and those who have written papers for others or bought or sold papers are given the punishment of expulsion.

第十九条 故意损坏公共财物者，除照价赔偿外，视具体情况给予相应处分：

Article 19 Those who damage public property intentionally have to pay for the damage, and also get punished depending on the seriousness of the case:

1、在学校的墙壁或桌椅等公共设施上乱涂乱画、违规张贴者，给予警告以上处分。

1. Those who scribble or post illegally on the wall, desk or chairs of the school property shall receive the punishment of warning or above accordingly.

2、故意损坏公物者，给予警告以上处分；情节特别严重者可给予开除学籍处分。

2. Those who intentionally damage public property shall receive punishment of warning or above. Those with severe violation will receive punishment of expulsion accordingly.

第二十条 侮辱、诽谤、诬告、陷害他人或威胁他人安全者，视情节和后果给予严重警告以上处分。

Article 20 Those who commit defamation, malicious accusation, frame-up against others or pose threats against others' security, will be

imposed the punishment of serious warning or above accordingly.

第二十一条 隐匿、毁弃或私拆他人邮件者给予严重警告以上处分。

Article 21 Those who hide, destroy or unfold others' letters without permission shall receive the punishment of serious warning or above.

第二十二条 伪造、涂改、冒领、盗用、转让、转借各种证件或证明文件者，分别给予如下处分：

Article 22 Those involved in counterfeiting, altering, making fraudulent claims, embezzlement, transferring ownership of certificates or documentation of all kinds shall receive punishment as follows:

1、伪造学生证等证件者，给予记过以上处分；伪造各类有价证券者，给予留校察看以上处分。

1. Those who counterfeit students' card shall receive a punishment of demerit; and those who counterfeit securities of any kind shall receive punishment of observation at school or above.

2、涂改、冒领、盗用各种证件并产生不良后果者，给予记过以上处分。

2.Those who alter or make fraudulent claims of certificates of any kind and bring ill or bad effects shall receive the punishment of demerit or above.

3、转让、转借各种证件并产生不良后果者，给予严重警告以上处分。

3.Those who transfer the ownership of certificates and bring bad results shall receive punishment of serious warning or above.

4、偷窃、私刻、私盖公章者，偷窃、伪造、涂改文件或档案者，给予留校察看以上处分。

4.Those who steal, carve or illegally make official seals, counterfeit, alter document or others shall receive punishment of observation or above at school.

第二十三条 有下列行为，并造成一定影响的，分别给予以下处分：

Article 23 Those who have one of the following behaviors and bring bad effects will be punished accordingly as follows:

1、扰乱学校正常的教学、生活秩序，在餐厅、食堂、宿舍或其他公共场所酗酒、哄闹、滋事者，给予严重警告或记过处分。

1. Students who drink excessively and as a result disturb normal teaching and living order in classrooms, dining rooms, canteens, dorms or other public places shall receive punishment of serious warning or demerit accordingly. Those with severe violation will receive punishment of expulsion accordingly.

2、对案件进行掩盖、知情不报或为他人作伪证、为作案提供信息或工具、窝赃者，给予严重警告以上处分。

2. Those who try to cover up, falsify facts or commit perjury for others, buy or use stolen things shall receive punishment of serious warning or above; and those who provide news, equipment for crime or hide stolen things shall receive punishment of serious warning or above.

3、对教师或其他管理人员进行寻衅滋事、无理取闹者，给予严重警告以上处分。

3. Those who initiate and promote quarrels or by actions and deed cause trouble with teachers or other staff in the university shall receive punishment of serious warning or above.

4、抗拒、阻碍国家工作人员或学校管理人员依法或依校规执行公务者，给予严重警告或记过处分。暴力干预教师、管理人员工作者，给予留校察看或开除学籍处分。

4. Those who resist, hinder staff of school or members of administration from exercising their public functions shall receive punishment of serious warning or demerit; and those who interfere with teachers and other staff's work with violence shall receive a punishment of observation at school or expulsion.

5、未经学校批准在校内组织商业活动者，给予严重警告以上处分。

5. Those who engage in commercial activities without permission from school shall receive punishment of serious warning.

6、与异性交往言行过度，视情节轻重，给予记过以上处分，情节严重的，将追究刑事责任。

6. For those involved in multiple relations and those who have an intent of sexual abuse, disciplinary actions depending on the severity of the circumstances will be enforced.

第二十四条 违反本规定，有下列情形之一者，从重处分：

Article 24 Those who violate these provisions with the following behaviors will receive serious punishments according to the severity of the circumstances:

1、违纪后拒不认错，或受处分后借口申诉无理纠缠、态度恶劣。

1. Those who refuse to admit mistakes or get entangled with excuses of appealing or those with bad attitude when in violation of disciplines.

2、对检举人、证人进行威胁或打击报复。

2. Those who threaten to harm informants or witnesses.

3、唆使、诱骗或胁迫他人违反校纪校规。

3. Instigating, swindling or coercing other people to violate Chinese laws and school disciplines.

第二十五条 第二次违反校纪校规受到留校察看处分者，给予开除学籍处分；第三次违反校纪校规受到处分者，给予开除学籍处分。

Article 25 Those who violated the rules of the school and received punishment of observation at school for the second time shall receive the punishment of expulsion. Those who violate rules and regulations of school for the third time and received punishments for 3 times shall receive the punishment of expulsion.

第二十六条 违反本条例，主动承认错误，认错态度较好，有下列情形之一者，可从轻处分：

Article 26 In the following behaviors, those who violate the regulations may plead for pardon:

1、退赃、退赔迅速彻底，或积极揭发他人，有立功表现。

1. Those who admit mistakes on the initiative with good attitude; those who return the stolen property or make compensation in time and expose others by performing deeds of merit.

2、平时表现较好且情节轻微，违纪行为系受他人唆使、诱骗或胁迫。

2. Those well-behaved before and with slight errors or where disciplinary acts are incited, decoyed, or coerced by others.

第二十七条 附加处罚：

Article 27 Additional Punishment:

1、对违纪受处分者，取消其本学年评奖评优资格。

1. Students who violate these provisions will lose the opportunity of gaining prizes or participating in excellence selections for the same academic year.

2、留学生干部受处分者，其学生干部职务自行终止。

2. Students leaders who violate the rules will forfeit their titles.

第二十八条 本规定没有列举到的违纪行为，确应给予处分的，可比照相近条款处理。

Article 28 Any conducts not listed above will follow similar

provisions for punishment.

第三章 处分的权限、程序与管理

Chapter III Limitation, Procedure and Control of Punishment

第二十九条 留学生违纪处分的权限与程序

Article 29 Limits to rights and procedures of punishing the foreign students in violation of disciplines

1、记过及以下的处分由海外教育学院会同留学生所在学院讨论决定发文。

1. Punishment of demerit and below will be recognized by Overseas Education College together with the college the student belongs to and official letters will be issued by them.

2、留校察看处分由海外教育学院会同留学生所在学院讨论决定，提出处分建议并报学校发文。

2. Observation at school will be proposed by Overseas Education College together with the college the student belongs to. It can only be enforced after gaining permission from the University President office.

3、开除学籍处分，由海外教育学院会同留学生所在学院提出处分建议，报校长办公会议批准后执行。

3. Expulsion will be proposed by Overseas Education College together with the college the student belongs to and the proposal should be reported to the University President office. It can only be enforced after gaining permission from the meeting in the University President office.

4、涉及多学院学生的违纪行为，由海外教育学院牵头并与有关部门和学院协调处理。

4. If the violation is caused by the students from more than one

colleges, Overseas Education College shall coordinate with relevant departments.

5、在公共场所发现留学生违纪行为的，由该场所所辖单位配合保卫处调查并提出初步处理意见，连同有关材料一并送海外教育学院及学生所在学院，按规定处理。

5. If foreign students violate public rules and regulations, they will be investigated by public security department and relevant departments. Preliminary comments, together with relative materials will be reported to Overseas Education College and the college the student belongs to, who will deal with the violations accordingly.

6、对违纪留学生进行处理时，学校将及时合法取证，查清事实，违纪留学生须提交书面检查，材料齐全后依权限按程序进行。

6.Before any punishment is delivered, thorough investigations and sufficient evidence are required, the students who commit violations must write an acknowledgement. The punishment procedures can only be conducted after all the relevant materials are collected.

第三十条 对受处分留学生的相关管理措施

Article 30 Control Measures for Students' Punishments

1、处分决定应送达受处分留学生。处理、处分决定以及处分告知书等，应当直接送达留学生本人，留学生拒绝签收的，可以留置方式送达；难于联系的，可以利用学校网站、新闻媒体等以公告方式送达。留学生对处分决定有异议的，可根据《江苏大学学生申诉处理办法》（江大校〔2017〕353号）提出申诉。

1. The disciplinary decision shall be delivered to the affected student. The handling, punitive measure determination, notice of punitive measure etc. shall be directly delivered to the foreign

student himself. If the foreign student refuses to sign, the decision is accepted by default; if it is difficult to contact, the Overseas Education College website and news media, might be used to serve the notice .etc. If a foreign student disagrees with the decision on the punitive measure, he may file a complaint according to the *"Procedures for Solving Students' Appeals of Jiangsu University"*.

2、处罚决定应送交学生，学生如有异议，可对决定提出上诉。

2. Decision of punishment shall be delivered to students, who, if they have any objection, can appeal the decision.

3、对留学生的处理、处分及解除处分材料，须真实完整地归入学校文书档案和留学生本人档案。

3. The handling, punitive measure and dismissal of foreign students shall be truly and completely included in the school documents and foreign students' files.

4、在惩罚期结束后，被处罚的学生可以向学校主管部门申请开除。

4. Students being punished can apply to the school authority for dismissal when the punishment period ends.

5、被开除学籍的留学生，在处分决定送达后必须按照离校规定办理手续，在接到通知后的 3 个工作日内办理完毕并 离校。离校时由学校发给学习证明。

5. Students who have been expelled from the school must complete the formalities for leaving school within 3 working days after receiving the notification. When leaving school, the school shall issue them a transcript.

第三十一条 除开除学籍处分以外，给予留学生的处分期限为 12 个月（毕业班学生 6 个月以上）。在处分期内表现良好，能自觉遵守校纪校规，处分期满后解除处分，具体程序：

Article 31 Except for the expulsion, the period for punishments

shall be 12 months (for students in graduating class, the punishment period shall be more than 6 months). Students who have good performance during the period of the punishment, able to consciously abide by the rules and regulations of the school can apply for dismissing the punishment after the punishment ends, the specific procedures:

1、受记过及以下处分者，在处分期满后 1 个月内由本人提出书面申请，经海外教育学院会同留学生所在学院讨论决定，可解除处分的由海外教育学院会同留学生所在学院发文。

1. Students being punished with demerit and below warning or serious warning have to present their applications within one month after the punishment period ends, Overseas Education College together with the college the student belongs to will review the application and make the dismissal decision, which will be reported to the Student Affairs Department or Graduate School accordingly.

2、受留校察看处分者，在处分期满后 1 个月内由本人提出书面申请，海外教育学院会同留学生所在学院讨论决定，可解除处分的经主管学生工作的校领导批准后，可解除处分。

2. Students who are subject to punishment of observation at school shall submit a written application within one month after the punishment period ends. Overseas Education College together with the college the student belongs to will discuss the decision and the dismissal should be submitted to the Student Affairs Department or Graduate School for review. After obtaining approval from the University leader, the dismissal can be issued.

3、连续违纪或处分期内再次违纪者，加重一个等级处分。处分期按两次处分的后到期的处分期限为准。

3. If students continue to violate the rules and regulations within the punishment period, the punitive measure will be increased..

The punishment period is based on the second punishment.

4、毕业班学生毕业时受处分期未过半但处分期已过半的，如果表现良好，可根据以上程序，提出解除处分申请。毕业班学生毕业时受处分期未过半的，毕业时不得解除处分，至处分期满一个月內，本人可提出解除处分书面申请。

4. Graduates in punishment period, who have been spending over half of the punishment period with significantly good performance can propose to dismiss the punishment according to above mentioned procedures. Graduates in punishment period, if over half of the punishment period remains, are only allowed to propose in written form to dismiss punishment within one month after punishment period.

第三十二条 解除处分后，留学生获得表彰、奖励及其他权益，不再受原处分的影响。

Article 32 After dismissal, the foreign students can receive awards and other benefits and are no longer affected by the original punishments.

第四章 附则

Chapter IV Supplementary articles

第三十三条 本规定中处分的“以下”、“以上”均包括本级处分。

Article 33 Provisions “following” or “above” in these regulations include this category of punishment.

第三十四条 本规定由海外教育学院负责解释。

Article 34 Overseas Education College is authorized by the university to reserve the right of further explanation to these provisions.

第三十五条 本规定自 2018 年 7 月 1 日起施行。其他有关文

件规定与本规定不一致的，以本规定为准。

Article 35 The regulations are effective from July 1, 2018. If any other relevant documents are inconsistent with these provisions, these regulations shall prevail.