

# 蚌埠医学院留学生管理规定（试行）

## Provisions on Administration of International Students of Bengbu Medical College (Trial Version)

### 第一章 总则

#### Chapter One General Principles

第一条 为加强我校留学生规范化管理，实现留学生培养目标 and 培养要求，依据我国有关法律法规和教育行政管理部门有关规定，结合我校留学生管理工作实际，制定本规定。

Article 1 In order to strengthen the standardized management of international students in our College and realize cultivation objectives and requirements of international students, These provisions are formulated according to China's relevant laws and regulations and the relevant provisions of the departments of educational administration, combined with the reality of international students management work in our College.

第二条 本规定所称留学生，是指根据《中华人民共和国国籍法》，不具有中国国籍且在我校接受教育的外国籍学生。

Article 2 The international students asserted in these provisions refer to students with foreign nationality that do not have Chinese nationality and accept education in our College according to the *Nationality Law of the People's Republic of China*.

第三条 本条例适用于拥有我校正式学籍的全日制在校留学生。

Article 3 These regulations are applicable to full-time students in our College who have been formally admitted to the university.

第四条 留学生应遵守中国法律、法规，遵守学校管理制度，认真学习，践行“笃学精业，修德厚生”的校训，努力掌握现代科学文化知识和专业技能。

Article 4 International students shall abide by Chinese laws and regulations, observe the College management system, earnestly study, fulfill the College motto of "Studying hard and enhancing College work, cultivating morality and improving health", and strive to master the modern scientific and cultural knowledge and professional skills.

## 第二章 学生的权利与义务

### Chapter Two Rights and Obligations of Students

第五条 留学生在校期间依法享有下列权利：

Article 5 The international students shall enjoy the following rights according to laws during the period of College:

(一) 参加学校教育教学计划安排的各项活动，使用学校提供的教育教学资源；

I. To participate in the activities arranged by the College education and teaching plan and to use the education and teaching resources provided by Colleges.

(二) 对学校教育教学管理提出建议；

II. To put forward suggestions for the College education and teaching management.

(三) 参与学校教育教学的改革、管理及监督；

III. To participate in the College education and teaching reform, management and supervision.

(四) 参加学校组织的社会实践、志愿者服务、文化体育等活动；

IV. To participate in social practice, volunteers services, culture, sports and other activities organized by the College.

(五) 在道德品德、学业成绩等方面获得公正评价，完成学校规定学业后获得相应的学历证书、学位证书；

V. To obtain a fair evaluation in such aspects as moral virtues and academic achievement and to gain the corresponding academic certificate and degree certificate after completing the College work stipulated by the College.

(六) 对学校给予的处分或处理有异议，向学校、教育行政部门提出申诉；对学校、教职员工侵犯其人身权、财产权等合法权益，提出申诉或者依法提起诉讼；

VI. To lodge an appeal to the College and the administration department of education in case of objecting to punishment or handling given by the College. To lodge an appeal or to file legal proceeding against the College, faculty and staff infringing upon their legitimate rights and interests, such as personal rights, property rights , or other lawful rights and interests in accordance with the law.

(七) 法律、法规规定的其他权利。

VII. Other rights stipulated by laws and regulations.

第六条 留学生在校期间依法履行下列义务：

Article 6 The international students shall perform the following obligations in accordance with the laws during the period of College:

(一) 遵守中国法律、法规；

I. To abide by Chinese laws and regulations.

(二) 遵守学校管理制度；

II. To abide by the College management system.

(三) 努力学习，完成学校规定学业；

III. To study hard and complete the College work stipulated by the College.

(四) 按规定缴纳学费及有关费用；

IV. To pay the tuition and related expenses in accordance with the provisions.

(五) 遵守学生行为规范，尊敬师长，养成良好的道德品德和行为规范；

V. To abide by the student code of conduct, respect teachers and develop good moral characters and behaviors.

(六) 履行法律、法规规定的其他义务。

VI. To perform other obligations stipulated by the laws and regulations.

### 第三章 学籍管理

### Chapter Three Management of College Roll

## 第一节 入学、缴费、注册

### Section One Enrollment, Payment and Registration

第七条 新生须持录取通知书上规定的证件及材料，按期到校办理入学手续。因故不能如期报到者，应及时说明原因，办理请假手续。请假一般不得超过2周。逾期2周未报到者，除因不可抗力等因素外，视为放弃入学资格。

Article 7 New students must hold certificates and materials specified on the admission notice and address the enrollment procedures on schedule of the College. Students who have reasons and cannot enroll as scheduled shall report in a timely manner. They should explain the reasons and ask for leave formalities, generally no more than 2 weeks. Students who do not enroll later than 2 weeks without report, in addition to the force majeure factors, they shall be considered as a waiver of admission.

第八条 在新生入学后3个月内，学校对学生提供的资料及信息进行复查，复查合格的，即正式取得学籍。复查不符合招生条件的，依据情况区别处理，直至取消入学资格。凡弄虚作假、徇私舞弊者，一经查实，即取消入学资格。

Article 8 Within 3 months after the enrollment of new students, the College shall review materials and information provided by students. Students who have been qualified for review can formally obtain College roll to the university. Students who do not comply with the admission conditions after review shall be

addressed according to the situation, until the cancellation of admission. Anyone with fraud and favoritism in cheating shall be canceled of admission to the university after verification.

第九条 新生报到后须在入境之日起7日内到出入境检验检疫部门体检。如发现患有疾病，经指定医疗单位确诊为短期治疗可以达到健康标准的，可保留入学资格一年。保留入学资格者不具有学籍。病愈后申请复学，应于下学年开学前，持本国公立医院证明向学校提出申请，经我校指定的医疗机构复查，确已符合体检标准者，方可办理入学手续。经复查不合格或逾期不办理入学手续者，取消入学资格。

Article 9 After the enrollment, new students shall go to Entry-Exit Inspection and Quarantine Department for physical examination within 7 days from the date of entry. If they are found out to have diseases and are diagnosed that they can reach standard of health in short time treatment by designated medical unit, their qualification for admission can be retained for one year. Students whose qualifications for admission are retained shall have no College roll. When students apply for reentry after recovery, they should carry their domestic public hospital certificate by medical institutions to apply for the College before the next College year. After reexamination by the medical institutions designated by our College with confirmation in accord with standard of physical examination, they can handle with the admission

procedures. Students who fail the reexamination or who are overdue for handling admission procedures shall cancel admission qualification.

第十条 留学生每学年开始必须在规定时间内到校缴费，缴费后方可办理注册登记，以取得本学年学习资格。未请假且逾期 2 周未缴费注册的，按自动退学处理。

Article 10 The international students must pay the tuition at the beginning of each College year at the set time. They can address enrollment and registration after payment in order to obtain learning qualification in this College year. Students who do not ask for leave and do not pay within two weeks shall be handled with voluntary withdrawal.

第十一条 留学生每学年开始必须在规定时间内办理医疗保险，否则一律不予办理注册手续。

Article 11 The international students shall address health insurance within the prescribed time in each academic year. Otherwise, they shall not be handled with the registration formalities.

## 第二节 考勤

### Section Two Attendance

第十二条 留学生应自觉遵守学习纪律，按时上课，不迟到、不早退、不旷课。

Article 12 The international students should comply with study discipline consciously and attend class on time. Never be late, leave early, or be absent

from class.

第十三条 留学生请假应事先到国际教学部填写《请假条》。如请病假须有学校指定医院诊断证明，事假须陈述原因及出示证明。事假一般不得超过 10 天，请事假逾期未归者，将按旷课处理。

Article 13 International students' leave of absence request should refer to the International Teaching Department to fill out the "Written Request for Leave" in advance. For example, sick leave must have diagnosis certificate appointed by the College and private affair leave should state reasons and present certificate. Personal affair leave shall not exceed 10 days commonly. Students who ask for personal affair leave without return on time shall be handled with absenteeism .

第十四条 凡未经请假或未征得准许而缺课者，均以旷课论处，无故迟到、早退三次按旷课一次处理，无故旷课按规定给以批评教育。

Article 14 Those who are absent without leave or without the consent shall be handled with absenteeism. Being late without reason and leaving early three times shall be addressed as being absent once. Being late without reason shall be treated with criticism and education according to the rules.

第十五条 因病长期不能坚持学习者（超过本学期总学时的三分之一），应申请休学。

Article 15 Students who cannot insist on study



due to illness for a long time (more than a third of the total credit hours in this semester) shall apply for suspension of schooling.

第十六条 每学期旷课或请假累计超过本学期总学时的三分之一以上，且没有申请休学，作退学处理。单门课出勤率低于 75%（包括病假和事假），则取消该门课程期末考试资格。

Article 16 Students who are absent or leave accumulated more than a third of the total credit hours in each semester and do not apply for suspension of schooling shall be handled with dropping out of College. If the attendance rate of a single class is lower than 75% (including sick leave and personal affair leave), the final exam qualification of the course shall be canceled.

第十七条 留学生享受我国法定的节假日及学校的寒暑假，各派遣国节假日均不放假。

Article 17 The international students shall enjoy Chinese legal holidays and summer and winter vacations of the college. They shall not enjoy the holidays of their sending states.

第十八条 留学生学习期间不得请假旅游。

Article 18 The international Students shall not take time off to travel during the learning period.

第十九条 对无视校纪，经常旷课或有不良行为者，视其情节，根据学校相关管理办法分别给予警告、记过、留校察看、勒令退学、开除学籍的处分。以上处分一经决定，学

校除向当事人宣布外，视情况需要，并将书面通知其本国驻华外交代表机构或派遣单位。

Article 19 The international students who ignore the College rules, often stay away from College or have bad behaviors shall be respectively handled with warning, recording of demerit, academic probation, de-registration and expulsion from academic status depending on the circumstances, according to the related measures for the management of the College. When the above punishment is decided once, the College shall announce to the party concerned. Besides, as the case may be the College shall send written notice to its own diplomatic representative agencies or dispatch unit in China.

### 第三节 成绩考核

#### Section Three Performance Evaluation

第二十条 留学生须按教学计划要求，完成课程学习并参加考核，考核成绩录入留学生学籍档案。

Article 20 The international students must complete the course learning and participate in the evaluation in accordance with the requirements of teaching plan and examination results shall be typed in the enrollment files of international students.

第二十一条 留学生须参加学校规定的课程考核。首次考核成绩不及格者，可参加补考。补考不及格者必须申请重修。考试合格后，方可获得学分。记录成绩时，须注明补考

或重修。无故缺考者，不予补考。

Article 21 The international students must attend the curriculum test stipulated by the College. Students who fail the course for the first time can take the make-up exams. Students who fail the make-up exams must apply for retaking the course. Students can obtain the credits when they pass the exams. When performance is recorded, it must indicate the make-up exam or retaking exam. Students who are absent from exams without reasons shall be given with no make-up examination.

第二十二条 因特殊情况不能按时参加考试，须于考试前 5 天提出缓考申请，并附有关证明，经批准后方可缓考。缓考者应参加下一学年相同专业的该门课程考试。

Article 22 Students who cannot take the exam on time due to special circumstances shall put forward application for delayed tests 5 days prior to the test and attach relevant evidence. After the approval, they can accept delayed tests. Students who apply for delayed exam should attend the same professional examination of the course in the next academic year.

第二十三条 凡旷考、考试违纪及考试作弊者，该门课程以零分计，必须申请重新学习。对旷考者，视其情节，予以批评教育或纪律处分；对考试违纪或考试作弊者，根据学校相关规定给予相应处理。

Article 23 Students who are absent from taking exams, have discipline violation on exams and cheating in the exams must have to apply for relearning and the course shall be recorded as zero. Students who are absent from taking exams shall be given with critical education or disciplinary sanctions depending on the circumstances. Students who have discipline violation on exams or cheating in the exam shall be handled with corresponding treatment according to the College regulations.

#### 第四节 转学与转专业

### Section Four Transferring College and Transferring Specialty

第二十四条 凡要求转学的留学生，须提交转学申请书，并提供必要的文件和接受学校同意接受的证明方可办理。学期中间一般不办理转学手续。

Article 24 The international students whoever want to transfer to another College must submit their transferring application form, and provide the necessary documents and the certificate which shows that the acceptance College agrees to accept. The transferring formalities are generally not addressed in the mid-term.

第二十五条 留学生入学后，一般不得转专业。如因专业调整或导师调动工作或其他特殊原因必须转专业或更换

导师者，由学生本人或导师提出申请，经所在培养单位审核，报学校审批。

Article 25 After enrollment of students, specialty is generally not allowed. Students who must transfer specialty or change mentor as a result of professional adjustment or mentor transferring or other special reasons shall put forward the application or the application could be proposed by mentors. The application should be reviewed and verified by the training unit and be examined and approved by the College.

## 第五节 休学和复学

### Section Five Suspension of Schooling and Reentry

第二十六条 留学生有下列情况之一者，可申请休学：

Article 26 International students who have the following circumstances may apply for suspension of schooling:

(一) 因伤、病经指定医院诊断，须停课治疗，时间达一学期总时间三分之一以上者；

I. Due to injury and illness by the diagnosis of the designated hospital, students must suspend classes for treatment and time reaches a third of the total time of a semester.

(二) 因事请假，缺课时间累计超过六周以上者；

II. Due to personal affair leave, students are absent from classes with time accumulated more than six

weeks.

(三) 其他特殊原因，学校认为必须休学者。

III. Due to other reasons, college recognizes that students must be suspended.

留学生申请休学，须本人提出书面申请，并附证明材料，经审核同意后办理休学手续。

International students who want to apply for suspension of schooling must submit a written application by themselves with the attached documents and they can handle with the formalities of suspension of schooling after the approval of the review and verification.

第二十七条 休学期间应回国治疗，如恢复健康，凭医院诊断证明，可以复学。休学期满，尚未康复，仍不能坚持正常学习者，作退学处理。

Article 27 During the period of suspension of schooling, students should return home for treatment. If students recuperate health, they can go back to College relying on the diagnosis by the hospital. If the period of suspension of schooling comes to an end, students who have not yet recovered and still cannot insist on normal study shall be handled with dropping out of College.

第二十八条 复学时须持复学申请书和相关材料办理手续。因病休学者应在复学前 2 个月将健康证明寄到学校，经审核同意后方可到校办理复学手续。到期不提出复学申请者按自动退学处理。

Article 28 During reentry, students must carry reentry application form and relevant materials for formalities. Students who suspend of College due to illness shall send the health certificate to College two months before reentry schooling should health certificate will be mailed to the College and they can go back to College for handling reentry formalities after the examination and approval of College. Students who do not apply for reentry application shall be handled as dropping out of College.

## 第六节 退学

### Section Six Dropping out of College

第二十九条 凡要求退学的留学生，必须提前向学校提出退学申请，经学校同意出具正式文件后，方可办理离校手续，并在文件下达后 2 周内离校。学期中不退学费。

Article 29 The international students who want to drop out of College must apply for the application of dropping out of College in advance. After the College agreeing to issue a formal document, they can address the leaving formalities and they should leave College within 2 weeks after College issuing the file. Tuition fees will not be refunded during the semester.

第三十条 留学生毕业后离校，或因休学、退学等原因离校，应在两周内离境，并终止留学生身份，学校不予办理居留证延长手续。

Article 30 The international students who leave College after graduation or by reasons of suspension of schooling and dropping out of College should exit within two weeks and terminate the international student status. The College shall not address the extension formalities of residence permit.

## 第七节 处分

### Section Seven Punishment

第三十一条 对犯有错误的留学生，视其情节轻重给予批评教育，或根据学校相关违纪处理管理办法给予纪律处分，处分分下列五种：（一）警告；（二）严重警告；（三）记过；（四）留校察看；（五）开除学籍。

Article 31 The international students who make mistakes shall be given with critical education depending on the seriousness of the case or be treated with disciplinary actions according to the related administration for discipline treatment measures. The disciplinary actions are divided into the following five types: (1) warning; (2) serious warning; (3) recording demerits; (4) probation; (5) expulsion from academic status.

第三十二条 留校察看处分一般以半年或一年为限。在察看期内有显著进步，表现好，可提前解除察看；经教育不改者可视其情节轻重给予延长察看期或开除学籍。察看期满未作出延后解除决定的，视为自动解除。毕业班留学生在毕



业时仍处于察看期内的，作结业处理。在察看期满后，经本人申请，相关部门证明确已改正错误，可予换发毕业文凭。开除学籍的留学生，发给学习证明，不发给学历证明。

Article 32 The punishment of probation is generally limited to six months or one year. During the probation period, students can be removed of probation if they have made significant progress. Students who do not change after education shall be given with the punishment of extension of probation period or expulsion from academic status depending on the seriousness of the case. The determination that the probation period is expired and does not delay should be regarded as terminated automatically. The international students of graduating class who are still in the probation period upon graduation should be handled as winding up study. After the expiration of the probation period and after application of oneself and clearly correcting mistakes proved by relevant department, students can be provided with recertification. The international students who are expelled from College study are only issued with studying certificate instead of academic certificate.

第三十三条 对留学生的处分，应做到程序正确、证据充分、依据明确、定性准确、处分恰当；对留学生作出处分决定之前，应当听取留学生或其代理人的陈述和申辩，允许有异议的留学生提出申诉和申请复查。

Article 33 Disposing of international students should have correct procedures, sufficient evidence, clear basis and accurate determination and proper disposal. Before making the decision to international students, statement and defense of the international students or their agents shall be listened. The international students who have dissented are allowed to lodge an appeal and apply for reexamination.

### 第八节 毕业、结业与学位授予

#### Section Eight Graduation, Completion and Degree Granting

第三十四条 留学生应在培养计划规定年限内完成学习任务。如客观原因需延长学习年限者，由本人提出申请，学校审核批准后可适当延长学习年限。

Article 34 The international students should complete the study task within the period stipulated in training plan. Students who need to extend the period of schooling owing to objective reasons should put forward the application by oneself and the learning period can be appropriately extended after College examination and approval.

第三十五条 留学生毕业时应根据培养目标作全面鉴定。完成教学计划规定的全部课程，取得规定的学分，达到毕业要求者，准予毕业，学校颁发毕业证书。

Article 35 The international students shall have a comprehensive appraisal upon graduation on the basis of the training target. Students who complete all courses regulated by the teaching plan, obtain the prescribed credits and reach the requirement of graduation are allowed to graduate and College shall issue graduation certificate.

第三十六条 留学生在毕业实习时不论何科，因故缺实习达总时间的三分之一以上者不得参加毕业出科考试，必须补足实习时间，待出科考试成绩合格后，发给毕业证书。

Article 36 During internship, the international students are lack of practice for more than a third of the total time due to certain reasons regardless of courses should not join any graduation tests on completion of a course and they must make up the internship time. After qualification of tests on completion of courses, they could be issued with the certificate of graduation.

第三十七条 凡毕业论文、毕业实习主要课程以及毕业技能考核不及格的留学生，可申请延长学习年限，也可发给结业证书。但申请延长后的在校总时间不得超过我校规定的最长年限。对于结业留学生，其不及格课程在结业后一年内，向学校申请重新学习，经考试合格后换发毕业证书，毕业时间从换证时算起。如逾期不申请者，以后不予补办。

Article 37 The international students who fail to pass graduation thesis, main courses of graduation practice and graduation skill assessment could apply

for extension of the period of schooling and can also be issued with the certificate of completion. But the total schooling time after application of extension of schooling shall not exceed the maximum time regulated by our College rules. For international students for completion of schooling, their failed courses could be applied to College for restudying within one year after completion of schooling. After having passed the examination, they could be issued with the recertification of graduation certificate and the graduation time is calculated from the recertification. If applicants do not apply until expiration, graduation certification shall not be reapplied in the future.

第三十八条 留学生在学校学习时间已达到基本学制、并已修读完所有课程，但仍有部分必修课学分或规定的选修课学分未获得，则可以根据留学生个人意愿，按下列办法办理：

Article 38 The international students during the study time of College who have reached the basic length of schooling and have take all the courses but still do not obtain credits of a part of the compulsory courses or credits of selective courses shall be dealt with the following ways in accordance with the individual willing of students:

(一) 在规定的最长学习年限内申请延长学习期限，在校继续学习，但必须缴纳学费。取得规定的学分后，予以毕业。对条件符合《中华人民共和国学位条例》及我校具体有关规定的毕业生，授予相应学位。

I. Within the longest prescribed period of schooling, they can apply for extension of the learning period to continue to study in College, but have to pay tuition fees. After obtaining the credit, they are allowed to graduate. Graduates with conditions conforming to the *Regulations on Academic Degrees of the People's Republic of China* and relevant provisions of our College could be conferred with appropriate degrees.

(二) 申请结业，由学校发给结业证书。留学生在结业后一年内可向学校提出申请重新学习，取得规定的学分后，由学校换发毕业证书，但不得授予学位。

II. For students who apply for graduation, the College issued a certificate of completion. The international students can apply to the College for relearning after graduation in a year. After obtaining the regulated credits, the College should change the certificate but not award degrees.

第三十九条 留学生未能毕业或结业，但学习满一年以上，可发给肄业证书。

Article 39 The international Students who fail to graduate or complete the course but study with more than one year can be issued with certificate of attendance.

第四十条 根据《中华人民共和国学位条例》有关学位授予规定，经校学位评定委员会审定，凡符合学校学位授予规定的留学生，可授予学士或硕士学位。

Article 40 According to the provisions of degree granting of *Regulations on Academic Degrees of the People's Republic of China* and through the examination and approval of the Academic Degree Evaluation Committee in the College, all international students who conform to the provisions of College degree awarding can be awarded with a bachelor's or master's degree.

第四十一条 学校执行高等教育学籍学历电子注册管理制度，按相关规定及时完成留学生学籍学历电子注册。

Article 41 Our College has carried out the electronic registration management system of the higher education student and certificate record and has completed electronic registration of the international students and certificate records on time as stipulated in the relevant regulations.

#### 第四章 日常管理

#### Chapter Four Daily Management

第四十二条 留学生应遵守中国法律法规，遵守蚌埠医学院规章制度。不得从事与留学生身份不相符的活动。不得损害社会公共利益，破坏扰乱公共秩序。

Article 42 The international students should abide by Chinese laws and regulations, comply with the rules and regulations of Bengbu Medical College. They shall not engage in activities that are not consistent with the status of the international students. They

shall not harm public social interests and damage and disrupt public order.

第四十三条 留学生因本人违反中国法律而发生刑事和治安案件，由中国公安司法部门依法处理，违反校纪校规的由学校按有关规定进行处理。

Article 43 The international students who commit a criminal case and public security case shall be handled by the Chinese public security and judicial department in accordance with the law due to their violation of Chinese laws. Students with violation of the regulations and rules of the College shall be dealt by the College in accordance with the relevant provisions.

第四十四条 留学生从境外到校或返校后，须在 24 小时内到当地公安机关办理住宿登记手续，并在入境 30 日内办理居留许可手续。

Article 44 The international students from abroad to College or after returning to College must address check-in procedure to the local public security organization for registration formalities within 24 hours and handle with residence permit after entry within 30 days.

第四十五条 学校尊重留学生国家的风俗习惯和宗教信仰，留学生要尊重中国人民的风俗习惯。不得在中国境内（包括学校内）成立宗教组织，设立宗教办事机构或活动场所，不得在中国公民中发展教徒，委任宗教教职人员进行传教或在公共场所进行宗教活动，或以反华为目的的活动。

Article 45 Our College respects national customs and religious beliefs of international students and international students should respect the customs and habits of the Chinese people. They shall not establish religious organizations and set up religious operating offices or activities within the territory of China (including College). They shall not develop followers among Chinese citizens, and appoint religious clergy to preach or carry out religious activities in public places, or activities for the purpose of anti-China.

第四十六条 留学生在中国境内进行集会、游行、大型节日庆祝聚集等活动，应当按照中国有关法律规定经当地公安部门批准。对未经批准的任何集会，应立即停止，对于不听从劝阻，并造成严重后果的，将给予勒令退学或开除学籍处分，触犯中国法律的，将依法追究刑事责任。

Article 46 The international students who carry out activities such as assembly, parade, or large scale festival to celebrate and gather shall be approved by the local public security department in accordance with the laws and regulations of China. Any rally without approval shall be immediately stopped. Students who do not listen to discouragement and thereby result in serious consequences shall be given with the punishment of de-registration or expulsion from College. Students who break the law of china shall be investigated for criminal responsibility according to laws.

第四十七条 留学生在校学习期间不得就业、经商或从



事任何经营性活动，一经发现，视情节轻重，给予留校察看、勒令退学或开除学籍处分。

Article 47 During studying in College, the international students shall not be engaged in any employment, business activities or any operational business. Once found, they shall be given with the punishment of probation, de-registration or expulsion from College depending on the seriousness of the case.

第四十八条 为安全起见，留学生在学校学习期间应尽量减少出行的频率（包括回国或到第三国），出行前必须将出行及返校时间、地点等信息汇报给留管部门，经批准后方可外出，否则一律认定为旷课，情节严重者予以退学处理。

Article 48 For safety's sake, the international students during studying in College should try to reduce the frequency of travelling (including returning home or going to a third country). Before a trip they shall have to report their information such as travelling time, returning time and places to the managing department. They can go out after approval. Otherwise they will be regarded as absenteeism and they shall be dropped out of College in case of serious case.

第四十九条 如遇特殊原因不能按时返校者，必须提前与主管老师取得联系，解释不能返校的原因并提供相关证明，未经批准者，视情节轻重予以处理。

Article 49 In case of special reasons students who cannot come back to College on time must get in touch with the competent teacher in advance and explain the reason why they cannot come back to College and provide

relevant certificates. Students without approval shall be addressed depending on the seriousness of the case.

第五十条 外出的留学生在离校期间，不论身在中国境内或境外，都应自觉注意人身安全，提高自我保护意识，不组织、不参与一切违法及不利于留学生自身安全和形象的活动。

Article 50 The international students should consciously pay attention to personal safety, improve self-protection consciousness, not organize and participate in any activities that are illegal and detrimental to international students own safety and image during period of leaving College, whether in China or overseas.

第五十一条 留学生必须每2周按规定时间在留管部门签到一次。如无法按时签到，必须提前向相关老师说明原因，经批准方可补签。

Article 51 The international students must sign in the managing department according to the prescribed time(every two weeks). If they are unable to sign on time, they must explain reasons to the relevant teachers in advance and they can sign after approval.

第五十二条 留学生在校期间，任何个人信息的变更，如护照号码、手机号码等，都应及时向留管部门汇报，以免由于信息变化给学校和学生个人带来不便。

Article 52 During the period of staying in College, any change in the personal information, such as passport number, phone number etc. of international

students should be timely reported to the managing department, so as to avoid inconvenience to the College and students brought by personal information changes.

## 第五章 教室及实验室行为规范

### Chapter Five Code of Conduct of Classroom and Laboratory

第五十三条 上课期间不准随便出入教室，不准接打手机，禁止吸烟、吃东西、大声喧哗等。不得穿睡衣和拖鞋进入教室。

Article 53 During class time students are not allowed to go in and out of classroom. It is forbidden to accept the phone or make calls. It is forbidden to smoke, eat and speak loudly in public places. It is forbidden to wear pajamas and slippers to go to class.

第五十四条 进入实验室或实习医院必须穿长袖白大衣，并做好个人的安全防护，如：穿长裤、便鞋、携带手套、口罩、帽子等。不得佩戴任何饰物（包括项链、耳环、戒指等）。指甲要短而不染，长发束于脑后，不可头巾遮面。

Article 54 It is required to wear long sleeve white coats to go into laboratory or training hospital and do well in personal safety protection, such as: wearing pants, casual shoes, wearing gloves, mask and cap, etc. Any accessories are not allowed to wear (including necklaces, earrings, rings etc.). Fingernails should be short without painting and

long hair should be bundled in the back of the head. Face should not be veiled with headscarf.

第五十五条 应在教师指导下，严格按照操作流程，规范使用各种仪器及药品，禁止将危险品、放射性物质、有毒有害药品带出实验室。实验或实习期间，如遇突发事件，应及时向老师汇报。

Article 55 The use of a variety of instruments and drugs should be under the guidance of teachers in strict accordance with the operation process and specification. It is forbidden to carry hazardous goods, radioactive substances, poisonous and harmful drugs out of the laboratory. During experiment or during the internship, emergency shall be promptly reported to the teacher.

第五十六条 学生在实验或实习期间损坏物品或仪器，应及时向老师汇报，根据损坏程度予以赔偿。

Article 56 During experiment and internship, goods or equipment damaged by students shall be promptly reported to the teacher and students shall compensate according to the extent of damage.

## 第六章 住宿规定

### Chapter Six Accommodation Regulations

第五十七条 留学生必须按指定的铺位入住，未经批准不得随意调整。

Article 57 The international students must check

in according to designated bunk and they cannot adjust at random without approval.

第五十八条 留学生住进房间前需对房间配备的物品进行清点，并和管理人员提供的《留学生领用物品清单》进行对照，二者相符后在《清单》上签字。不得私自搬迁、拆卸、改装楼内设备、物品。在使用过程中如有损坏或遗失需照价赔偿。

Article 58 The equipped items in the room should be counted before the international students living in the room and items should be compared with *Items List for International Students* provided by managers. When both are matching, they should sign on the "List". Equipment and items in the building should not be removed, torn down and refitted. In the process of use if goods have any damage or loss, student should compensate accordingly.

第五十九条 保持宿舍内外清洁，不得在公共场所张贴标语、图画及其它宣传品。不得将杂物堆放走廊、厕所、盥洗室等处。自行车或电动车等应按规定地点停放。

Article 59 The dormitory should be kept clean both inside and outside. Slogans, paintings and other publicity materials shall not be posted in public places. Sundries shall not be placed in the places such as corridors, toilets, washrooms etc. Bicycle or electric vehicles shall be parked in specified location in accordance with the provisions.

第六十条 照明电器或电路发生故障时，须报告学校维修部门，由维修部门安排电工进行检修，严禁自行拆卸或修理。

Article 60 When lighting electrical appliances or circuit go wrong, students shall immediately report to the College maintenance department. The maintenance department will arrange an electrician for maintenance. It is strictly prohibited to disassemble or repair voluntarily.

第六十一条 注意用电安全。严禁在宿舍内私拉、乱接电源线；严禁将易燃、易爆、管制刀具等危险物品带入公寓；严禁使用大功率电器；严禁在公寓内点蜡烛、烧煤油炉、酒精炉及废纸垃圾等物；严禁跨越阳台。

Article 61 Students should pay attention to electrical safety. It is strictly prohibited in the dormitory to install and connect the power cord. It is strictly prohibited to bring flammable and explosive goods, knives and other dangerous goods into the apartment. It is forbidden to use high-power electrical appliances. It is strictly prohibited in the apartment to light candles, burn kerosene stove, alcohol stove, and waste garbage. It is forbidden to cross the balcony.

第六十二条 严禁在宿舍内大声喧哗，高声播放收录机；严禁在公寓内演奏高音乐器；严禁在宿舍内抽烟、赌博、酗酒、吵闹等影响他人学习和休息的活动。

Article 62 It is forbidden to talk loudly in the dormitory and play radio loudly. It is strictly

prohibited in the apartment to play high-pitched instruments. It is prohibited to take part in activities that affect others' study and rest, such as smoking, gambling, drinking alcohol, making noise and so on.

第六十三条 严格遵守留学生宿舍各项作息制度。晚上宿舍大门关闭后，学生须凭有效证件详细说明情况并登记，经门卫允许后方可进入。

Article 63 Students should strictly observe all work and rest systems in accordance with articles of the international student dormitory. After the dormitory door is closed at night, students shall state detailed conditions with valid documents and register and they are accessible to enter the dorm with permission of the doorman.

第六十四条 留学生宿舍不得留宿他人。如有来访，须经门卫同意并凭有效证件登记后在指定场所会客。假期外出旅游或回国，不得将房间借给他人使用。

Article 64 The international student dormitory shall not accommodate others. If they have visitors, they should receive visitors with valid documents at the designated places after the consent of the guard and registration. If students are having holiday or returning home, their rooms must not be lent to others.

第六十五条 学校管理人员因公务，有权进入宿舍内对

住宿安全、卫生等情况进行监督、检查,留学生要积极配合,无特殊原因不得拒绝。

Article 65 On official business the College administrators have the right to enter the dormitory for supervision and inspection of house security and sanitation. The international students should actively cooperate and they shall not refuse with special reasons.

第六十六条 离开宿舍时应及时锁门。贵重物品妥善保管,防止被窃。

Article 66 When leaving their rooms, the international students should lock the door in a timely manner. The valuables should be kept properly for prevention of steal.

第六十七条 不得利用宿舍从事违反中国法律和校规的活动。

Article 67 The dormitory should not be used to engage in activities that violate Chinese laws and College rules.

第六十八条 外事处对此管理规定具有解释权。

Article 68 Foreign Affairs Office has the authority for the interpretation to relevant provisions on administration.