

# 北京物资学院留学生手册

Handbook for Overseas Students of Beijing Wuzi  
University

二〇二三年三月

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## 导言

各位留学生同学：

你们好！

欢迎你成为北京物资学院的一员。

为了便于你在学校的学习和生活，我们依据国家和学校的有关政策和规定，编印了《北京物资学院留学生手册》，希望这本手册能为你提供学习、生活各方面的帮助和指导。请仔细阅读，并遵照执行。祝你在北京物资学院学习快乐、生活愉快！

本手册中之规定以国家和学校最新规定为准。

国际学院是学校外国留学生的综合管理机构，本手册中之规定由国际学院负责解释。

国际学院

## 承诺书

我已收到“北京物资学院留学生手册”，我已经仔细阅读和学习了该手册全部内容。现在，我郑重承诺，在北京物资学院学习期间，我会认真履行本手册规定的各项规章制度，如有违反，我愿意承担相应的责任。

承诺人：

年 月 日

## 北京物资学院留学生管理规定

### （一）入学与注册

1.新录取的留学生应在录取通知书规定的时间内携报到相关材料到校报到。因故不能如期到校者，必须履行请假手续,请假时长至多两周。开学两周内仍未办理学期注册手续者，即视为自动退学。由于留学生自身的原因退学的情况，学院将扣除已经发生的一切费用，视具体情况决定是否返还学费等款项。

2.新生报到须凭学校国际学院发放的《入学录取通知书》、《外国人体格检查记录》以及学生本人的普通护照原件，六张与本人护照照片一致的照片到国际学院办理报到手续。

3.留学生开学报到，须按学校规定交纳学费、报名费等相关费用。如出现因签证（居留许可）申请未被批准等特殊原因造成无法继续学习的情况，留学生凭学费缴费发票在开学一到两周内到财务部门退费，已发生的手续费用以及学费款将不再返还。

4.留学生到国际学院办公室办理住宿登记手续，在交纳相关费用后，领取住宿缴费单据、领取课表、填写入学材料，办理入班手续、缴纳学费等。

5.所有外国留学生须经卫生检疫机关书面认证体检合格并办理有效居留签证及各项入学手续后即正式成为北京物资学院学生，可办理学生证、校园卡等，拥有北京物资学院在读学生的各项待遇和权利，服从学校的教育和管理，承担相应的义务。

### （二）办理在华居留手续

已办完入学手续的短期（6 个月以下）外国留学生则入境后，在国际学院办公室登记护照签证信息，由留学生工作专员审核信息后，不需要再办理居留许可手续；已办理入学手续的长期（6 个月以上）外国留学生，须在入境 30 日内去北京市公安局出入境管理处办理居留许可，具体情况及办理程序如下：

1.持 X1 签证（学习期限为 6 个月以上）入境的外国留学生持《外国留学人员来华签证申请表》（JW202 表）和北京物资学院《录取通知书》到国际学院报到注册；

持《录取通知书》、JW202 表、有效护照、护照照片及体检费用到北京市出入境检验检疫局进行体检；

留学生入境 30 天内持 JW202 表、《录取通知书》、体检合格记录、《外国人签证证件申请表》到北京市公安局出入境管理处申请居留许可。《外国人签证证件申请表》由国际学院提供；校外住宿人员的《临时住宿登记表》须到居住地派出所开具。

2.持 X2 签证（学习期限为 6 个月以内）入境的外国留学生按规定国际学院将不再为其办理签证变更手续。

3.不录取持非学习签证如旅游签证（L 签证）、访问签证（F 签证）、工作签证（Z 签证）入境的外国留学生（或因特殊原因，如时间原因等无法办理学习签证入境者）。

具体请咨询国际学院留学生招生办公室。

### **（三）医疗保险**

根据中华人民共和国教育部《高等学校要求外国留学生购买保险暂行规定》（教外司来（2007）1078 号）的有关精神，凡进



入我校学习的留学生，必须在中国大陆购买与学习期限一致的留学生团体综合保险，以作为其办理新学期入学注册手续的必备材料，学生个人人身保险的保险单不能作为办理入学注册和在华学习类的文件。

故居以上文件精神，留学生报到时，学习期限在 6 个月以内的留学生须提交海外医疗和意外伤害保险证明文件，如果无海外医疗和意外伤害保险证明文件，则需购买与其学习期限一致的留学生综合保险。

学生可在中国平安保险公司或其它保险公司投保来华人员医疗保险，此项保险可以在开学报到时购买，金额为 800 元/年和 400 元/半年。此保险的具体内容请登陆平安保险公司网站(<http://www.lxbx.net>)查询。

留学生保险手续由国际学院统一办理。

## **（四）住宿**

### **1.校内住宿**

留学生报到时请到国际学院办公室办理入住手续并领取、填写《临时住宿登记表》及《北京物资学院留学生入住协议》，由国际学院学生工作专员负责安排入住留学生公寓，留学生公寓配有空调、床、书桌、衣柜，卫生间，公共厨房(内置公共洗衣机)等。留学生须严格遵守《北京物资学院留学生管理规定》、《北京物资学院留学生入住协议》里的相关规定。

### **2.校外住宿**

如果留学生本人要求在校外住宿，入境前应向国际学院提出申请，并填写《北京物资学院留学生校外居住审批表》及《北京物资学院留学生校外居住承诺书》，报到时必须向国际学院出示

《临时住宿登记表》，否则国际学院不予办理报到注册手续。在校留学生住址发生变更或者在读期间因各种原因离开中国国境（包括去香港、澳门、台湾），必须在返回中国入境后 10 日内到住宿地所属派出所更新《临时住宿登记表》，并在更新后 3 日内将新的《临时住宿登记表》复印件交学院国际学院备案。具体参考《北京物资学院留学生校外居住管理规定》。

### （五）成绩考核

1.学院依据《北京物资学院本科生学生手册》中成绩考核相关规定对本科留学生进行成绩考核管理。

2.学生考试作弊，一经发现，本次考试成绩以零分记录，给予留校察看处分，必须经过课程重修获得合格成绩才能计入学期总评成绩。学院将根据相关规定对作弊行为做出纪律处分，撤销当年奖学金并取消下一年奖学金评定资格，同时将书面通报学生家长或监护人。

### （六）考勤

1.留学生必须按照学院校历规定参加学习，享受中华人民共和国节假日以及学院的寒暑假。留学生的重要传统节日或宗教节日（如宰牲节、圣诞节、复活节等）学校原则不放假。如学生请假，可准假一天。

2.非假期期间不得外出旅行，学生因个人原因必须离京外出，需到国际学院登记；学生利用节假日外出必须在规定时间返校，否则均以旷课处理。

3.因病、因事不能上课者，应办理请假手续，并到国际学院办公室填写《北京物资学院留学生请假单》：

(1) 如果学生因病请假，假期在 3 日以内，学生须提供医院诊断证明，由学院批准并存档。3 日以上，须由学院报院务会批准并备案。

(2) 如果学生因事请假，假期在 3 日以内，学生须由本人事先提出书面申请，由学院批准并备案。3 日以上，须由学院报学校批准并备案。

### **(七) 休学、复学、退学、转专业**

1. 学历留学生因事或因病较长时间不能在校学习，可以向国际学院申请休学，办理休学手续。休学期间学校不为其办理相关签证手续。

2. 休学的留学生保留学籍一年。一年后不能复学或未办理复学手续者，按退学处理。

3. 留学生因个人原因申请退学的，可以向国际学院提出申请，并办理退学手续。

4. 留学生入学后，原则上不允许转专业，如特殊情况确实需要改变专业者，须由个人提出书面申请，经教务处和国际学院签署意见批准后，方可办理转专业手续。

### **(八) 奖励和处分**

1. 对于违反中华人民共和国法律的留学生，学校将书面通知本人或监护人，开除学籍。

2. 对于学习成绩、综合表现优秀的留学生，依照《北京物资学院留学生奖励办法》、《北京物资学院国际学院留学生奖学金管理办法》予以相应奖励。

3.对于违反学院校规校纪的留学生，依照《北京物资学院留学生违纪处分办法》予以惩处,屡教不改者开除学籍。

### **（九）毕业和结业**

本科留学生的毕业和结业参照《北京物资学院国际学生学士学位授予工作细则》相关规定执行。

### **（十）学生活动**

1.留学生除参加学校、学院规定的各项教学活动外，还要积极参加学校、学院组织的各种文娱活动。

2.留学生可以根据个人爱好，加入中国学生社团，为增进各国学生的交流和友谊，做出贡献。

3.留学生参加校外组织的活动应及时向国际学院上报，如未上报发生任何后果须自负。

4.学院尊重留学生国家的风俗习惯和宗教信仰，留学生也必须尊重中国公民的风俗习惯。在学校不得以任何名义或形式开展宗教活动或向师生传教。

### **（十一）申诉**

1.留学生在校期间对教学、生活、住宿等方面存在异议的时候可向国际学院申诉反映遇到的问题，共同协商解决方案。

2.本办法由北京物资学院国际学院负责解释。

3.本办法于发布之日起正式实施。

## 北京物资学院国际学生学士学位授予工作细则

（一）根据《中华人民共和国学位条例》、《中华人民共和国学位条例暂行实施办法》及《关于普通高等学校授予来华国际学生我国学位试行办法》，结合我校实际情况，制定本工作细则。

（二）本细则所称国际学生，是指《中华人民共和国国籍法》中规定不具有中国国籍且在我校接受本科教育的外国学生。

（三）我校学士学位按以下学科门类授予：经济学、法学、文学、理学、工学、管理学。

（四）学位授予工作应坚持综合素质和专业能力全面考核的原则，对符合下列条件的本科毕业国际学生授予学士学位：

1.遵守中国法律、法规和学校相关规章制度，品行端正。

2.修满国际学生培养方案规定的学分，完成培养方案规定的内容。

3.汉语成绩：政府奖学金学生需达到教育部有关规定的要求；学生中文水平需达到汉语水平考试（HSK）四级成绩以上，或参加学校组织的学士学位汉语考试并且考试成绩合格；英文授课各专业无汉语水平要求。

（五）参加辅修专业学习的本科毕业国际学生，主修专业须首先达到主修专业学士学位授予条件，申请主修专业的学士学位；辅修专业也同时达到辅修专业学士学位授予条件，且辅修专业与主修专业属于不同的学科门类时，可以同时申请辅修专业的学士学位。

（六）本科毕业国际学生学士学位授予工作实行校学位评定委员会、学院学位评定分委员会两级管理，工作程序如下：

1.符合本实施细则第四条规定的毕业国际学生，国际学院对本科毕业国际学生学习成绩和综合表现等情况逐一进行审查，提交授予学士学位的国际学生名单，以及不授予学士学位的国际学生名单与原因，送教务处审核。

2.教务处复核国际学院学位分委员会审批通过的学士学位授予名单，报校学位评定委员会，经校学位评定委员会审查通过者由学校颁发学士学位证书。

（七）有下列情况之一者，不授予学位：

1.未能修完专业教学计划规定的全部内容。

2.汉语成绩未达到学校规定的标准。

3.受到校级以上处分。

（八）有本细则第七条第 1、2 项所列情况者，如在离校后两年内（且不得超过我校规定的最长学习年限）达到本细则规定的学士学位授予条件，可向国际学院重新申请学位，经校学位评定委员会批准后补授学士学位。

（九）本科毕业国际学生毕业重新申请学位的审核工作与学校毕业生学位审核一同进行。补发的学士学位证书，发证时间按补发证书日期填写。逾期未申请学位者，学校不再接受申请。

（十）如发现在学位申请或审核过程中有营私舞弊、弄虚作假等行为的，一经查实，即严肃处理，并撤销所授予的学士学位。

（十一）本细则适用于本校全日制普通本科毕业国际学生，自颁布之日起实施。

（十二）本细则内容由校学位评定委员会授权教务处解释。

## 北京物资学院外国留学生（学历生）学籍 管理规定

为维护学校正常的教育教学秩序，体现依法治校的思想，不断提高对外国留学生的教育教学质量，确保培养目标的实现，结合我校外国留学生的实际情况，特制定本规定。

### 第一章 申请、注册

#### 第一条 申请者条件

1. 申请者应是品德良好、愿意遵守中国的法律法规及学校纪律、尊重中国人民的风俗习惯的外籍人士。

2. 申请者应具有高中毕业学历，成绩良好。

3. 申请者应通过相应的汉语水平考试（HSK），其中申请本科学习的学生应达到 HSK 四级或以上水平；申请研究生学习的学生应达到 HSK 五级或以上水平。

4. 申请者参加由报名院系提供的入学面试，面试合格者。

5. 对于未能提供 HSK 相应等级证书的申请者，特作如下补充规定。

（1）申请者可以提供汉语学习的证明，经学校审核批准后可转入汉语预科班。

（2）预科班的课程安排和学费标准等同于外国留学生语言生高级班。

（3）预科班原则上为一年。

（4）预科期间获得与入学条件相符的 HSK 等级证书且各门考试成绩合格者，可以参加由报名院系提供的入学面试。

（5）预科期间未能获得与入学条件相符的 HSK 等级证书或考试成绩有 1/2 不及格者，作为普通进修生结业，不退任何费用。

(6)对于申请转专业或转院校以及专升本的留学生应提交相关的学习证明、成绩单和相应的 HSK 等级证书,并由接受学院对其已修课程的学分进行确认并报主管部门和主管校领导审批同意后,方可参加由报名院系提供的入学面试。

**第二条** 通过校际交流项目来我校学习的外国籍本科生按有关规定或协议办理申请手续。

**第三条** 申请秋季入学的留学生应于每年 6 月 5 日(申请春季入学的留学生应于每年 1 月 5 日)之前将申请材料送到国际合作与交流处(国际学院)。申请材料由国际合作与交流处(国际学院)和院(系)共同审核。院系提供的面试合格后由国际合作与交流处(国际学院)向被录取者发送录取通知书和有关签证材料。

**第四条** 被录取的学生应持 JW202 表、《录取通知书》和护照照片 6 张在规定的时间内到国际国际合作与交流处(国际学院)及相关院(系)报到注册,并按规定交纳学费和住宿费等费用。

**第五条** 开学后,学生应当按学校规定日期办理注册手续,不能如期注册者,应当履行请假手续。未按学校规定缴纳各项费用者不予注册。新生入学后,如有下列情况之一者,将被取消往常资格:

- 1.经复查不具备我校入学资格者;
- 2.健康体检中发现不符合招生条件者;
- 3.注册后一个月内不能缴纳各项费用者;

## **第二章 课程和教学管理**

**第六条** 外国本科留学生均应按《北京物资学院本科教学计划》、《北京物资学院研究生教学计划》的规定修读所在专业的



课程，并取得相应的学分。根据外国留学生的特点，作如下调整：

1.免修课程：

马克思主义哲学原理

马克思主义政治经济学原理

毛泽东思想概论

邓小平理论与“三个代表”

思想道德修养

军训与军事理论

大学语文

法律基础（法学专业的不免修）

形势与政策（法学专业的不免修）

2.母语或国家官方语言为英语的学生免修大学英语课程，包括大学英语四级考试。

3.母语或国家官方语言为非英语的学生，大学英语课程可作为选修课，是否修读大学英语课程，由学生自主选择，包括大学英语四级考试。

4.专业必修或限选课程不及格者，应按我校本科生及研究生标准重修。

5.免修课程的相应学分都为减免学分，不以其它选修课学分替补。个别院、系、所如确实认为留学生在该专业学习过程中可以免修或可以用其它学分代替某课程学分，应上报教务处，经教务处同意可以确定为免修或用指定课程替代学分。

6.所有留学生本科生都必须在学校规定的时间内在指定网站或进入北京物资学院首页→学校概况→组织机构→教务处→选课，选择应读的课程。因个人原因不能及时选课者，后果自负。教务

处应根据留学生学习的实际情况，尽可能确保留学生在第一轮选课中选课成功。

**第七条** 承担培养学历留学生的院系部应负责留学生的日常教学管理，把他们纳入管理中国学生的轨道。院系部应重视对留学生的学习指导，指派专人协助留学生制定学习计划，指导留学生完成学业。学院辅导员应关心留学生的日常学习生活，推荐品学兼优的本院学生 and 留学生结对子，使得留学生能够克服困难、尽快适应专业的学习。

### **第三章 转院系、休学、复学、退学**

**第八条** 转院系的留学生应在一年级开学后两周内、或一年级和二年级春季学期结束前提出申请，需重新交纳报名费、填写《转专业申请表》，经教务处、院(系、部)、国际合作与交流处（国际学院）审批同意后转入所申请的院(系)学习。

**第九条** 休学按我校休学相关规定办理。休学期间如要转入其他高校者，按退学处理。自费生向所在院(系、部)、教务处和国际合作与交流处（国际学院）提出申请，并填写提交《休学申请表》，外国留学生休学申请获得批准后，应到所在院(系、部)办理好成绩单，递交到国际合作与交流处（国际学院）办公室，并办理好相关的校内证卡手续和签证手续。原则上休学期间我校不再为其办理相关签证手续。

休学次数与休学年限:留学生休学每次以一年为限，一年期满不能复学的，需再次申请休学。留学生在学校取得学籍后累计休学不得超过 2 次，休学年限不超过 2 年。留学生休学学期未完成课程按未修处理。在学期中办理休学的，该学期记为休学期。

**第十条** 休学的留学生如要复学，应于 2 个月前提出申请，经学生所在院(系、部)、教务处和国际合作与交流处（国际学院）批准后方可复学。休学期间，如有严重违法乱纪行为者，取消其复学资格。休学期满，留学生未按期申请并办理复学手续，视为放弃复学，给予退学处理。

**第十一条** 有下列情形之一者，应予退学：

- 1.本人申请退学者；
- 2.复学申请未被批准者；
- 3.患有精神病、癫痫等疾病者；
- 4.患有传染性疾病不适于在中国境内停留者；
- 5.每学期旷课累计达到上限者；
- 6.严重违反校规校纪者；
- 7.在校期间有反华言行，情节严重者；
- 8.触犯中国法律并被中国司法机关处以拘留以上处罚者。

**第十二条** 退学的学生，原则上不得申请复学。

**第十三条** 因违反中国法律和校规校纪被勒令退学者，学费一律不退，因其他原因退学者，按学校相关退费标准执行。

**第十四条** 退学者应在离校前办好各类退学手续，包括校内的证卡手续和签证手续。退学者我校不再为其办理相关签证手续。

## **第四章 毕业、结业与肄业**

**第十五条** 本科留学生学制为四年。提前完成学业的学生可以申请提前毕业，但在校本科课程的学习时间不得少于三年，而且需要按北京物资学院留学生收费标准交齐所选学分应付的学费。对于转院校的插班生学制最短为二年。按实际学习时间交纳学费。

## **第十六条 毕业**

本科留学生完成教学计划规定的全部课程，取得所在专业规定的学分，允许毕业，发给毕业证书。

## **第十七条 授予学士学位**

取得毕业资格的学生，凡符合北京物资学院学位授予的相关规定，授予学士学位，发给学士学位证书。

## **第十八条 结业**

在学校规定的学习年限内，未达到毕业要求，准予结业，由学校发给结业证书。

结业以后，想继续留在校内学习的需要缴纳学费；六年内仍未获得毕业所要求的应修学分者，按照结业处理。

不及格课程可按学校规定在学习年限内重考或重修。因培养方案调整，在后续年级不再开设的课程，由学生所在学院指定替代课程。

重考或重修成绩合格后，满足专业培养方案规定内容，达到毕业要求，学生提交毕业证申请，经审核后准予毕业，凭结业证书换发毕业证书。换发毕业证书标注的毕业时间按换发日期填写。符合《北京物资学院国际学院学士学位授予工作细则》中学位授予条件的学生，学生提交学位证申请，经学校学位评定委员会审议后授予学士学位并按实际授予学位时间填发学士学位证书。缴纳学费最终获得毕业的同学可以给予相应的毕业奖励。

## **第十九条 肄业**

在校学习满一年退学的，由学生本人申请，学校可为其颁发肄业证书。

## **第二十条 关于证书发放的补发**

毕业、结业、肄业证书和学位证书遗失或者损坏，不再补发或换发。经本人申请，学校核实后出具相应证明书。证明书与原证书具有同等效力。

## **第五章 附则**

**第二十一条** 以前的规定若与本办法抵触，以本办法为准。凡本办法中条款与上级有关部门的规定有冲突，则以上级有关部门的规定为准。

**第二十二条** 本规定未尽事宜由国际合作与交流处(国际学院)负责解释。

**第二十三条** 本办法于 2023 年 3 月 1 日修订。

## 北京物资学院留学生奖励办法

### 第一章 总 则

**第一条** 为全面提高留学生综合素质，培养勤奋好学，积极向上，遵纪守法，品学兼优的国际人才，根据《学校招收和培养国际学生管理办法》（教育部、外交部、公安部第 42 号令）和北京物资学院等相关规定，结合学校实际，特制定本办法。

**第二条** 留学生评奖工作遵循公开、公平、公正的原则。

**第三条** 本办法涉及到的奖励分为以下几种：

- （一）优秀学生干部
- （二）优秀毕业留学生
- （三）单项奖：学习优胜奖；学术论文奖；文体活动奖；优秀志愿者奖；优秀留学生宿舍奖。

**第四条** 国际学院（留学生工作办公室）负责留学生各类奖励评审的组织工作。

### 第二章 评选条件

**第五条** 参加评选的基本条件：

- （一）遵守中国的法律、法规和学校的各项规章制度，关心集体、团结同学、品行端正，具有良好的道德情操和个人修养，身心健康；
- （二）积极参加学校和学院组织的各项活动，乐于承担社会工作，认真完成学校、学院和老师交给的各项任务；
- （三）学习刻苦，成绩优良。

**第六条** 优秀学生干部评选条件：

在国际学院学生会及留学生班级中担任一定职务，严格要求自己，在各方面起模范带头作用，工作认真负责，具有较强的组织协调能力，热心为广大留学生服务，积极组织开展各项活动，并在工作中取得显著成绩。

国际学院学生会由留学生学生会和留学生综合事务协理组成，其中留学生学生会主要成员是留学生，留学生综合事务协理会主要成员是中国学生。

**第七条** 优秀毕业留学生的评选，除具备本办法规定的基本条件外，在校期间还应具备下列条件之一：

（一）在校期间曾获省、部级以上表彰奖励一次；或者获得校级“优秀留学生”或“优秀学生干部”两次；或者获得校级“优秀留学生”或“优秀学生干部”一次，且获得单项奖两次。

（二）在完成毕业设计（论文）时成绩突出，取得的研究成果具有较高的理论价值或实用价值，能够为社会建设带来较大的经济效益。

**第八条** 单项奖的评选，除具备本办法规定的基本条件外，还应具备如下条件：

（一）学习优胜奖：上年度学习成绩 GPA 处于年级前 10%、无旷课记录者，或在校级以上（含）知识竞赛中，取得优异成绩者，均可获评学习优胜奖。

（二）学术论文奖：在本学年内，凡在国家核心期刊以上（含）以第一作者发表与研究内容相关的具有一定学术水平的学术论文 2 篇及以上者，可获评学术论文奖。

文体活动奖：积极参加各项文体活动，在文体方面有特长，在学校文体活动中取得前三名；或在学校运动会取得名次；在校

级以上文体竞赛中获奖者，均可获评文体活动奖。

（四）优秀志愿者奖：能够积极参加公益活动，乐于助人，平时积极配合管理人员、教师工作，在志愿服务工作中认真完成学校、学院和教师交给的各项任务，事迹突出者，可获评优秀志愿者奖。

（五）优秀留学生宿舍奖：宿舍卫生情况良好、宿舍成员学风及生活作风良好，积极参加学院组织的各项活动的宿舍，可获评优秀留学生宿舍奖。

### **第三章 评选比例及办法**

**第九条** “优秀毕业留学生”不超过 10%，“优秀学生干部”及“单项奖”不具体规定评选比例，只要符合条件，即可表彰奖励。

**第十条** 所有奖励均由个人申请，填写《北京物资学院留学生奖励申请表》，提供相关佐证材料，由国际学院（留学生工作办公室）组织评定。评选结果在国际学院（留学生工作办公室）网站上公示，公示期为七天。公示期间，如对评选结果有异议，可向国际学院（留学生工作办公室）提出书面申请。

### **第四章 奖励办法**

**第十一条** 国际学院（留学生工作办公室）组织对获奖留学生进行表彰和奖励。凡获得奖励者，均由国际学院（留学生工作办公室）颁发荣誉证书、奖金或奖品，其事迹材料将被装入本人档案。

**第十二条** “优秀学生干部”奖励金额分为三个等级：一等奖学



金为 1500 元，二等奖学金为 1000 元，三等奖学金为 500 元。

“优秀毕业留学生”奖励金额为：1500 元/人；单项奖由国际学院（留学生工作办公室）根据评选条件及评奖项目的难易程度、影响大小来确定奖励标准，奖励金额为 500-1000 元人民币/人，其中“优秀留学生宿舍奖”以宿舍为单位。

## **第五章 附 则**

**第十三条** 本办法由国际学院负责解释，自 2020 年 5 月 10 日起施行。

## 北京物资学院外国留学生奖学金管理办法

### 第一章 总则

**第一条** 为进一步加快学校国际化发展、促进学校外国留学生教育再上新台阶，提高学生综合素质、鼓励学生个性发展，营造学生优良学风，促进学生健康成长，根据上级精神、结合学校实际，特设立本办法。

**第二条** 学校留学生管理工作的方针是：扩大规模、优化结构、提升层次、规范管理、保证质量，积极稳妥地推进学校留学生教育工作持续健康发展。

**第三条** 本规定所称留学生是指持外国护照在我校注册，接受学历教育和非学历教育的外国公民。学生类别包括硕士研究生、本科生、预科生等。

**第四条** 国际学院成立“北京物资学院来华留学生奖学金评审领导小组”，负责我校来华留学生奖学金的评审工作。

### 第二章 奖学金的类别及奖励标准

**第五条** “北京物资学院外国留学生奖学金”（以下简称“奖学金”）其经费来源为北京市人民政府奖学金以及北京物资学院为支持国家和北京市外国留学生奖学金而设立的配套专项资金。

**第六条** 奖学金分为“一等奖学金”和“二等奖学金”两类。

具体资助金额如下：

学生类别 奖励类别	本科生	研究生	预科生
一等奖学金	1.8 万元	2.4 万元	1.6 万元
二等奖学金	0.9 万元	1.2 万元	0.8 万元

### 第三章 申请时间及条件

**第七条** 申请时间。学校于每年 5-7 月份受理在读留学生奖学金申请；新生奖学金在申请入学时，奖学金申请表格一并提交。

**第八条** 申请人条件。申请北京物资学院来华留学生奖学金的留学生需满足以下条件：

（一）基本条件：

1. 申请人拥有外国国籍，持有外国有效护照，对华友好。
2. 申请人表现良好，成绩优秀，品德优良，身体健康，遵纪守法，无违规违纪等不良记录。
3. 对申请人的学历：

（1）本科生奖学金申请人应具有相当于中国高级中学毕业以上的学历；

（2）硕士研究生奖学金申请人应具有学士学位；

4. 申请人应具有相应的汉语水平，并提供相关证明，如 HSK 证书、其他汉语学习、考试证书或通过我校入学语言考试等，部分直接用英语授课的专业可适当放宽条件。

（二）优先条件。满足以下条件之一者，可优先考虑：

1. 在校来华留学生上学年成绩班级排名第一，考试无不及格科目；
2. 在学术科研领域取得显著成绩，以第一作者在中国或国际刊物上发表论文；
3. 在学科竞赛方面取得显著成绩，在中国或国际性学科竞赛、课外学术科技竞赛等竞赛中获一等奖（或金奖）及以上奖励；
4. 积极支持我校来华留学生相关工作，积极参加我校组织的校园文体活动，为我校来华留学生工作做出较大贡献；

**第九条** 我校来华留学生奖学金的申请和评定不限专业。

**第十条** 申请材料：

（一）申请入学的新生需按学校要求提供所需材料：

- 1.《北京物资学院“北京市外国留学生奖学金”申请表》。
- 2.个人护照复印件
- 3.官方最高学历证明、学习成绩单或者职称证书
- 4.健康证明
- 5.学校需要的其它材料

（二）在读的来华留学生奖学金申请人，

- 1.填写《北京物资学院“北京市外国留学生奖学金”申请表》
- 2.本学年参加社会实践活动的获奖证书或证明等
- 3.学校需要的其它材料

## **第四章 申请和评审**

**第十一条** 来我校留学的外籍学生满足申请条件均可申请。

**第十二条** 北京物资学院来华留学生奖学金申请评审程序：

（一）新生留学生奖学金申请评定程序：

收取新生入学相关申请材料后，由“北京物资学院来华留学生奖学金评审领导小组”，根据留学生申请情况决定是否给予新生奖学金。

（二）在读留学生奖学金申请评定程序：

1.学生完成在北京物资学院1学年的学习后，凡符合本办法规定申请条件的来华留学生，每年可在规定时间内向国际学院提出奖学金申请，并填写相应申请表、提交申请材料；

2.我校来华留学生奖学金采取综合评分制，按总分排名先后顺序评定奖学金。综合评分包括考勤、课堂表现、成绩、宿舍表

现、遵纪守法、社团实践活动获奖等，其中，学习成绩作为主要参考标准。入学的学生收到的录取通知书上标注的奖学金为新生奖学金，覆盖入学后第一年的学费。

3.北京物资学院来华留学生奖学金评审领导小组根据留学生申请情况组织初评、复评，经校领导审定后，面向全校公示，公示期不少于5天，评选结果经公示无异议后报相关部门备案。

## **第五章 发放与管理**

**第十三条** 我校来华留学生奖学金发放工作由国际学院会同财务处组织实施。

**第十四条** 对于违反国家和学校规定的奖学金获得者，应终止其奖学金资格并收回奖金。出现下列情况之一的，取消其获奖资格：

- 1.散布对华不友好言论，做出对华不友好行为；
- 2.参与非法社团组织活动，非法集会、结社、传教等；
- 3.严重违纪情况，例如违反留学生管理规定、收到多次住宿管理投诉、旷课挂科多次收到学院处分，则无法申请奖学金，情节严重者将予以退学处理。
- 4.违反我国法律法规。

一旦学生奖学金资格被撤销，不能申请下一学年的奖学金。当学生参加北京物资学院奖学金项目后，在没有得到北京物资学院允许的情况下，不能转学参加其他院校的学习项目，如若违反，必须退还北京物资学院发放的奖学金。

**第十五条** 奖学金获得者未能按照学校规定时间办理报到及注册手续的，将视为自动放弃奖学金处理。

## **第六章 附则**

**第十六条** 来我校学习的港澳台学生奖学金管理办法参照本办法执行。

**第十七条** 本办法自 2018 年 5 月 1 日正式实施,2023 年 3 月 1 日修订。

**第十八条** 本办法由国际学院负责解释。

## 附件 1

### 综合评分细则

#### 一、优秀奖励积分

第一作者在相关学术期刊上发表论文每篇奖 5 分。在非学术期刊杂志发表作品每篇奖 3 分，在校报、院报发表作品每篇奖 2 分。

#### 二、考勤积分

全勤者 20 分，缺勤一次扣 1 分。

#### 三、宿舍卫生管理及安全积分

宿舍安全学期最高限 5 分；未接到噪音投诉记 1 分，无酗酒吸烟记 1 分、无违规使用电器记 1 分，不违规留宿非国际学院访客记 1 分，干净整洁记 1 分，无损坏宿舍设施记 1 分，无夜不归宿记 1 分等。

#### 四、学生违纪违规减分

通报批评减 1 分，警告减 2 分；严重警告减 3 分；记过减 4 分；留校察看减 5 分。

#### 五、考核办法

（一）优秀奖励积分以申请人提交的证明材料为准。

（二）考勤积分参照任课教师提供的考勤记录进行计算。

（三）宿舍卫生安全积分参照查寝记录及投诉记录进行计算，如果出现违反宿舍管理规定的情况，则根据具体情况扣除相应分数。

## 附件 2

### 社会活动积分细则

#### 一、积分标准

- (一) 学生会主席奖 3 分，部长奖 2 分，干事奖 1 分。
- (二) 因做好事、遵纪守法受学院通报表扬者每人次奖 1 分。
- (三) 参与由学校、学院组织各类集体活动，每人每次奖 1 分；参加由学校、学院组织的比赛，每人每次奖 1 分，获校级/院级一、二、三等奖者分别奖 3、2、1 分，或北京市奖项累加 2 分。
- (四) 社会积分累积不超过 15 分。

#### 二、考核办法

- (一) 学生干部及时完成国际学院的学生工作安排，并积极策划学期集体活动。
- (二) 学生干部出现旷会、失职在平时积分中每次扣 0.5 分。
- (三) 通报表扬，比赛等奖励积分以申请人提交的证明材料为准。



## 北京物资学院留学生违纪处分办法

### 第一章 总则

**第一条** 为了维护学校正常的教育、教学和生活秩序，加强校风校纪建设，维护留学生的合法权益，依据中华人民共和国教育部、外交部、公安部联合颁布的《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）、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）和《来华留学生高等教育质量规范（试行）》，参照北京物资学院学生管理的相关规定，制定本条例。

**第二条** 全日制在校留学生适用本条例，其他留学生参照执行。

**第三条** 学校处分违纪留学生时应坚持公平、公正、公开，遵循处罚与教育相结合，教育为主的原则，做到事实清楚、证据充分、程序正当、依据准确、处分恰当。

**第四条** 本条例没有列举的违纪行为，确应给予处分的，也可比照本条例相关规定给予纪律处分。

**第五条** 学校给予留学生的纪律处分，要与留学生违纪、违规、违法行为的性质和过错程度相适应。处分决定应告知本人，允许本人申辩、申诉和保留意见。留学生本人对调查结论提出异议，学校应及时复查核实。

**第六条** 对留学生的处分材料应完整归入文书档案，毕业前或处分到期后，经本人申请，学校可根据留学生的现实表现，按审批处分的程序，给予评议，决定处分是否撤销，毕业前处分未撤销的，处分材料将归入留学生本人档案。

## 第二章 处分的种类和运用

**第七条** 对犯有错误的留学生，学校可视情节轻重给予批评教育或纪律处分。处分分为下列五种：（1）警告；（2）严重警告；（3）记过；（4）留校察看；（5）开除学籍。

处分期限分别为：（1）警告，两个月；（2）严重警告，三个月；（3）记过，六个月；（4）留校察看，一年。

**第八条** 对于违纪情节轻微尚不足以给予处分的，应予以口头批评教育、通报批评或者责令赔偿损失。在校期间 2 次受到通报批评的，给予纪律处分。本条例所称以上处分和以下处分，均包括本级处分。

**第九条** 纪律处分时间从处分宣布之日起计算。受记过、留校察看处分的留学生，在受处分期间，对错误有深刻认识，并有进步表现的，可按期撤销留校察看处分；有突出表现，进步显著的，经批准可提前撤销，但处分期不得少于三个月；在留校察看期间再有违反校规校纪行为者，应立即予以开除学籍处分。

受到留校察看处分的，毕业时处分未撤销的作结业处理；一年后，经本人申请，学校可换发毕业证书。

**第十条** 具有下列情况之一的，应当从重处理。

（一）违纪以后对检举人、证人进行威胁、打击报复或订立攻守同盟的。

（二）违纪以后隐瞒错误事实，拒不接受教育、不承认错误的。

（三）受过纪律处分，再次违纪构成处分的。

（四）伙同校外人员，违反本条例。

（五）群体违纪的组织、策划、带头人。

(六) 在涉外活动或学校重大活动中违纪的。

(七) 其他应给予从重处理的情况。

**第十一条** 具有下列情况之一的，可以从轻处理。

(一) 违纪后能主动承认错误，如实交待违纪事实经过，并愿意承担责任的。

(二) 违纪留学生有揭发他人违纪行为，经查证属实的，或者提供重要线索，从而得以查实其他违纪事件等立功表现的。

(三) 确系他人胁迫或诱骗违纪的。

(四) 其他应给予从轻处理的情况。

**第十二条** 具有两种以上违纪行为的，应当按照本条例对违纪行为分别处理，酌情决定执行的处分等级。

**第十三条** 受纪律处分的留学生，在处分未解除之前不得申请奖学金，不得被授予各类先进称号。

### **第三章 违反校纪的行为及处分**

**第十四条** 留学生有下列情形之一，给予开除学籍处分。

(一) 违反宪法，涉及危害国家安全的行为的。触犯国家法律，构成刑事犯罪的。

(二) 吸毒、涉毒行为的。

(三) 参与实施恐怖、危害安全事件的。

(四) 非法组织参与集会、游行、示威等活动，破坏安定团结、扰乱社会秩序的。

(五) 在学校内传播宗教。

(六) 违反治安管理规定受到处罚，性质恶劣的。

(七) 由他人代替考试、替他人参加考试、组织作弊的。

(八) 剽窃、抄袭他人研究成果，情节严重的。

（九）违反学校规定，严重影响学校教育教学秩序、生活秩序以及公共场所管理秩序，侵害其他个人、组织合法权益，造成严重后果的。

（十）屡次违反学校规定受到纪律处分，经教育不改的。

**第十五条** 扰乱正常的教学秩序和公共秩序的，分别给予下列处分。

（一）组织煽动罢课的，给予留校察看以上处分；参与罢课的，给予记过以上处分。

（二）成立非法组织，书写张贴危害国家安全的传单及组织煽动闹事，扰乱社会秩序的，给予开除学籍处分。

（三）组织和参加封建迷信活动的给予记过以上处分。

**第十六条** 违反国家法律、法令、法规，受到公安司法部门处罚的，分别给予下列处分。

（一）被判处管制、拘役和有期徒刑或劳动教养的，给予开除学籍处分。

（二）因违法犯罪被处以治安拘留、刑事拘留或司法拘留的，给予开除学籍处分。

（三）被处以治安警告、治安罚款的，或被人民法院训诫、责令悔过的，根据情节给予记过以上处分。

**第十七条** 无故旷课的，根据旷课节数，予以批评教育或纪律处分。

（一）一学期内累计旷课 10-19 学时或连续旷课 2 天的，给予警告处分。

（二）一学期内累计旷课 20-29 学时或连续旷课 3 天的，给予严重警告处分。

(三) 一学期内累计旷课 30-39 学时或连续旷课 5 天的, 给予记过处分。

(四) 一学期内累计旷课 40-49 学时或连续旷课 7 天的, 给予留校察看处分。

(五) 一学期内累计旷课 50 学时或连续旷课 9 天的, 给予开除学籍处分。

(六) 旷课一天, 按 6 学时算。迟到或者早退 15 分钟以上的, 按旷课 1 学时计算。

(七) 未请假离校连续超过两周(含周末和假期)的, 给予开除学籍处分。

**第十八条** 考试(含考查、测验)作弊或考试违纪的, 根据具体情况给予纪律处分。

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

1. 携带考试规定以外的物品进入考场并且未放在指定位置的;
2. 未在规定的座位参加考试的;
3. 考试开始信号发出前答题或者考试结束信号发出后继续答题的;
4. 在考试过程中旁窥、交头接耳、互打暗号或者手势的;
5. 在考场禁止的范围内喧哗、影响考场秩序的;
6. 未经考试工作人员同意在考试过程中擅自离开考场的;
7. 将试卷、答题纸、草稿纸等考试用纸带出考场的;
8. 用规定以外的笔或纸答题或者在试卷规定以外的地方书写姓名、考号或者以其他方式在答卷上标记信息的;
9. 考生在开卷考试中, 携带禁止的资料或者工具的;

10.其他违反考场规则但尚未构成作弊的行为。

(二) 考生有下列行为之一的, 应当认定为考试作弊, 给予严重警告处分:

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

2.在考试中在桌上或者身体上涂写任何与考试课程内容有关的文字和符号的;

3.违规使用电子工具或通讯工具的;

4.抄袭他人试卷或者与考试内容相关的材料的;

5.故意将自己试卷或者与考试内容相关的资料让他人抄袭的;

6.报对答案及传递纸条、试卷、答卷、草稿纸的;

7.抢夺、窃取他人试卷、答卷或者强迫他人为自己抄袭提供方便的;

8.借故暂离考场以得到答案的;

9.同一科目同一考场有两份以上答卷答案雷同的;

10.用其他手段作弊的。

**第十九条** 抄袭他人研究成果或他人论文 1000 字以上, 不注明引文的, 给予严重警告以上处分; 情节严重的给予留校察看处分。

**第二十条** 违反课堂纪律, 扰乱正常教学秩序, 情节严重的, 给予严重警告以上处分。

**第二十一条** 伪造、涂改各种证明和文件的, 给予记过以上处分。

**第二十二条** 侵犯他人人身权利和民主权利的, 除承担相应的法律责任和赔偿经济损失外, 分别给予下列处分。

（一）捏造事实诽谤他人或侮辱他人人格情节轻微的，给予记过以下处分，情节严重的或者造成后果的，给予留校察看以上处分。

（二）妨碍他人行使合法权利，限制他人人身自由，侵犯他人居住、学习、实验、实训场所，影响他人正常学习生活的，给予严重警告以上处分。

（三）扣留、隐匿、拆阅、毁弃、冒领他人信件、包裹、汇款单或者其他邮件的，给予严重警告以上处分，情节特别严重的给予开除学籍处分。

（四）违反学校有关选举、推荐规定和程序，不听劝阻或者情节严重的，给予警告以上处分。

**第二十三条** 敲诈勒索他人财物情节轻微的，给予留校察看以下处分，情节严重的给予开除学籍处分。

**第二十四条** 偷窃、诈骗公、私财物者，除追回赃款、赃物和赔偿损失外，分别按以下情况给予处分。

（一）作案价值在 100 元以下者，给予警告或严重警告处分。

（二）作案价值在 100~300 元者，给予记过或留校察看处分。

（三）作案价值在 300 元以上者，给予开除学籍处分。

（四）团伙作案为首者，一律给予开除学籍处分。

为作案者放哨、提供信息、作案工具或进行掩盖、窝赃的，以作案者同论。

**第二十五条** 破坏公私财物的，除赔偿损失外，分别给予以下处分。

（一）破坏公私财物价值不足 100 元的，给予警告或严重警

告处分。

（二）破坏公私财物价值在 100 元以上不足 300 元的，给予记过以上处分。

（三）破坏公私财物价值在 300 元以上的，给予留校察看处分；多次破坏公私财物或者情节恶劣的，给予开除学籍处分。

（四）破坏公私财物价值在 1000 元以上的，给予开除学籍处分。

（五）故意损坏学校图书、杂志、电子阅览光盘的，除赔偿经济损失外，给予警告或严重警告处分，性质恶劣，情节严重的，给予记过以上处分。

**第二十六条** 破坏校园绿化，或者在墙壁、课桌椅以及其他公共设施、建筑物上乱刻、乱涂、乱画的，除赔偿损失外，视情节轻重，给予警告、严重警告或记过处分。

**第二十七条** 打架斗殴的，视情节轻重，分别给予下列处分。

（一）打架斗殴的肇事者，虽未动手打人，但造成打架后果的，给予严重警告处分，动手打人的，给予记过以上处分。

（二）唆使、煽动他人打架或者策划、挑起群殴，未造成严重后果的，给予严重警告以上记过以下处分；造成严重后果的，给予留校察看以上处分。

（三）先动手打人，未伤到他人的，给予记过处分，致他人轻伤的，给予留校察看处分；致他人重伤的，给予开除学籍处分。

（四）后动手打人，未伤他人的，给予警告或严重警告处分；致他人轻伤的，给予记过处分；致他人重伤的，给予留校察看以上处分。

（五）持械打人或勾结校内外人员打架斗殴者，给予留校察



看以上处分。

（六）以“劝架”为名，偏袒一方，促使事态变化，造成不良后果者，给予严重警告或记过处分。

（七）以“劝说”、“讲和”为名，促使矛盾双方关系恶化，事态变化，造成不良后果的给予严重警告或记过处分；情节严重，影响较坏的给予开除学籍处分。

**第二十八条** 在校内进行带有赌博性质活动的，不论赌资多少均给予严重警告以上处分；组织赌博的，给予留校察看以上处分；为赌博提供便利条件的，给予严重警告以上处分；围观赌博或者知情不报的，进行通报批评，或者给予警告处分。

**第二十九条** 酗酒闹事，寻衅滋事，破坏社会秩序或校园秩序的，情节轻微的，给予记过处分，情节严重，造成不良影响的，给予留校察看以上处分。

**第三十条** 言行举止不当的，分别给予以下处分。

（一）在异性宿舍内过夜或者留宿异性的，给予留校察看以上处分，男女混居的，给予开除学籍处分。

（二）卖淫嫖娼的，给予开除学籍处分。

（三）阅读、观看淫秽书刊、音像制品，给予严重警告以上处分；制作、复制、传播、贩卖淫秽物品的，给予留校察看以上处分。

**第三十一条** 违反校园网安全管理有关规定，利用计算机和网络违纪，尚不足以追究法律责任的，分别予以下列处分。

（一）在校园网上发表、传播颠覆国家政权、影响社会稳定、有损国家利益信息的，给予开除学籍处分；发表、传播有损学校利益、他人正当利益的言论、文章，或者散布各种谣言的，给予

警告或严重警告处分；情节严重的，给予记过或留校察看处分，造成严重后果的，给予开除学籍处分。

（二）利用计算机网络引发泄密事件，造成不良后果的，视情节轻重，给予记过以上处分。

（三）利用计算机网络传播淫秽、暴力等内容的文章、字句、图像的给予严重警告以上处分。

（四）在计算机网络上用侮辱性的语言、文字对他人进行谩骂或人身攻击的，给予记过以下处分，造成严重后果的，给予留校察看以上处分。

（五）未经批准利用校园网从事赢利性活动的，给予严重警告处分。

（六）使用黑客软件和 Email 攻击程序的，给予记过以下处分；造成严重后果的，给予留校察看以上处分。

（七）对公用计算机信息系统软件和应用软件进行非法删除、修改、增加的，给予严重警告以上处分。

（八）制作、传播或利用计算机病毒等破坏性程序，影响或破坏计算机信息系统的正常运行，危害系统安全的，或故意利用计算机网络影响他人正常使用的，给予记过以下处分；造成后果的，给予留校察看以上处分。

**第三十二条** 违反外事纪律的，给予记过以下处分；情节严重，造成不良后果的，给予留校察看以上的处分。

**第三十三条** 违章使用电器的，按学校有关规定处理。违反消防、安全规定，尚不足以追究法律责任的，除赔偿损失外，分别给予下列处分。

（一）因违章用电或其他违章行为造成火警、火灾事故的，

视情节轻重分别给予留校察看或开除学籍处分。

（二）在留学生宿舍内使用违章大功率电器造成严重后果的，在教室和宿舍内存放易燃物品、使用明火或焚烧物品的，给予留校察看或开除学籍处分。

（三）因排除火险隐患不力或过失引起火灾的，视情节轻重分别给予记过或留校察看处分。

（四）擅自挪用、损坏消防器材和设施的，除照价赔偿外，还应给予严重警告以上处分；破坏事故现场的，导致灾害性事故的，给予留校察看以上处分。

（五）实验实训中，违反安全操作程序，未造成事故的，给予警告处分；造成事故或较大损失的，给予严重警告以上处分。

（六）在宿舍内私拉、私接电线或存在安全隐患的，给予严重警告以上处分；在公共场所存放易燃易爆物品的，给予开除学籍处分。

（七）擅自组织群体活动，或在组织活动中因安全措施不力，造成事故的，给予留校察看或开除学籍处分。

（八）校园内违章驾驶机动车辆，或违章骑车造成交通事故的，给予严重警告以上处分。

**第三十四条** 有下列违反学校规章制度，影响学校正常秩序行为的，情节严重的，分别给予相应处分。

（一）在宿舍楼、教学楼、办公楼、车行道、人行道、绿化地等场所，擅自进行文体活动，不听劝阻的，给予警告处分；造成事故的，给予严重警告以上处分。

（二）经常随地吐痰，乱扔垃圾，在公共场所吸烟，或经常讲粗话脏话，屡教不改的，除按有关规定处罚外，给予严重警告

处分。

（三）衣冠不整进入公共场所，或在公共场所行为不检点，不听劝阻的，给予警告处分。

（四）校园内私自从事以赢利为目的的活动，不听劝阻的，给予警告以上处分。

（五）不服从教育管理，屡次违反有关规定的，给予当事人警告以上处分；污辱、谩骂教师和管理者的，视情节给予记过以上处分，殴打教师和管理者的，给予留校察看以上处分。

（六）未经留学生管理部门批准，私自调换房间或床号住宿者给予警告处分，并勒令当事人调回到原来的住宿状态。

（七）严禁留宿外来人员。严格执行会客登记制度。来访者必须持有效身份证件，经批准后办理会客登记，没有证件者不得进入学生公寓楼。值班人员认真填写会客登记表，保存来访者的有效证件，来访者离楼时登记取回有效证件。私自留宿外人者，给予当事人留校察看以上处分；在公寓存放管制刀具的给予留校察看以上处分。

（八）有浪费水电行为的，给予通报批评，情节严重的给予严重警告以上处分。

（九）在公共场所起哄闹事，造成不良影响的，给予记过以上处分。

（十）乱扔可能致人伤害的物品，危及他人人身安全，未造成事故的，给予严重警告处分；造成事故的，给予记过以上处分。

（十一）无视作息制度，在教室、阅览室、宿舍、教学区内高声喧哗，妨碍他人正常工作、学习、生活，情节恶劣，不听劝告的，给予严重警告以上处分。

**第三十五条** 阻碍学校调查违纪事件，故意提供伪证，给调查造成困难的，或打击报复检举者，情节严重的，给予严重警告以上处分。

#### **第四章 违反签证、保险管理规定**

**第三十六条** 签证过期者，取消其当年各类奖学金评审资格；根据情节严重程度，分别给予警告、严重警告、记过等处分；造成恶劣影响者，给予开除学籍处分，并建议北京市出入境管理处对其作出限期离境的处罚。

**第三十七条** 更换护照、更新签证或变更住宿地址后 10 日内未到相关部门办理手续，或被公安机关处罚者，取消其当年各类奖学金评审资格；根据情节严重程度，分别给予警告、严重警告、记过等处分。

**第三十八条** 擅自改动或伪造签证申请表等申请签证相关文件者，根据情节严重程度，给予严重警告、记过等处分；造成恶劣影响者，给予开除学籍等处分。

**第三十九条** 出借本人护照供他人使用者，给予严重警告、记过处分；造成严重后果、被公安机关予以行政或刑事处罚者，给予开除学籍处分。

**第四十条** 具有其他违反出入境管理制度行为者，根据其情节严重程度，分别给予警告、严重警告、记过等处分。

**第四十一条** 留学生在华保险应覆盖整个学习期间。境外的留学生应在入境前购买在华保险，境内的留学生应在保险有效期内续费。保险过期不续保者，分别给予警告、严重警告、记过等处分。

## 第五章 留学生日常事务管理处罚规定

**第四十二条** 留学生在教务管理、签证管理、学生日常事务管理等相关事件中，迟交或不交学校要求的相关材料，根据情节严重程度分别给予通报批评、警告、严重警告、记过等处分。

## 第六章 处分程序和管理

**第四十三条** 违反《中华人民共和国治安管理处罚法》或触犯刑法的，由安稳处负责与公安、司法机关的联系，协助和配合公安、司法机关查清事实，同时填写材料移交单，将公安、司法机关的调查和处理结果等通报国际学院；违反教学管理规定与考场纪律的学生由国际学院查清事实，提出处理意见；违反宿舍管理规定的学生由国际学院根据违纪情况，提出处理意见。

**第四十四条** 学校在对学生做出处分决定前，应当听取学生或其代理人的陈述和申辩，学生享有充分的申辩权。对留校察看和开除学籍两种处分，在学校做出处分决定前，处分部门应告知学生有权申请听证。

**第四十五条** 处分决定做出后，学校采取适当方式在校内予以公布。处分文件一式两份，一份送交学生本人，另一份由国际学院备案，存入学生档案。学生在接到处分决定时，必须在处分决定接收单上签字。

被处分留学生拒绝签字不影响该处分的效力，由处分决定送达人员记录在案，并注明本人未签字原因。学校在收到学生的处分决定后要做好相应的教育工作。处分决定无法送达时，学校采用公告方式送达。

**第四十六条** 处分决定送达违纪学生后，违纪学生对处分决定有异议的，可在 5 个工作日内向学校提出申诉，由于特殊原因处

分决定文件无法送达违纪学生的，申诉期限自公告期期满之日起计算。学校接到学生申诉书后的 15 个工作日内向学生做出书面答复，确认是否受理。对于受理的情况，由学校进行复查，给予答复。

**第四十七条** 处分决定应真实完整地归入学校文书档案和学生本人档案，不得撤除。

## **第七章 附则**

**第四十八条** 本规定自发布之日起执行，未尽事宜，由国际学院负责解释。

**第四十九条** 本办法于 2023 年 3 月 1 日修订。

## 北京物资学院留学生校外居住管理规定

为维护学校正常的教育教学秩序，加强返校后校外居住留学生管理，保障留学生合法权益和人身财产安全，结合我校实际情况，制定本办法。

**第一条** 国际学院留学生因个人原因需要校外居住的，学生本人填写《国际学院留学生校外居住审批表》，经审批同意后方可在外居住，并签订《国际学院留学生校外居住承诺书》。

**第二条** 校外居住的留学生应合法租住私房或者租赁宾馆、酒店、公寓等，签署标准合同，保护个人合法权益，并将校外居住的详细地点、所在社区联系方式等信息提交给国际学院负责老师。

**第三条** 校外居住留学生必须严格遵守中国法律法规，尊重中国风俗习惯，遵守属地住宿的规章制度，要注意人身和财产安全，禁止在住宿地进行吸毒、嫖娼、赌博等违法犯罪行为。

**第四条** 遵守北京市公安局出入境管理部门的规定，24 小时之内持相关材料到所属片区派出所办理住宿登记，并及时向国际学院负责老师提供住宿登记回执。

**第五条** 如护照、签证、居住地址发生变更应重新到所属片区派出所办理住宿登记，并及时向国际学院负责老师提供新的住宿登记回执。

**第六条** 国际学院配合公安部门对校外居住留学生进行安全查访，留学生应予以积极配合，不得无理阻拦或拒绝查访。

**第七条** 校外居住留学生必须严格遵守学校的作息時間，积极参加学校组织的各项教育教学活动，因病、因事不能来校上课或者参加教学活动时，应按照学校有关规定履行请假手续。

**第八条** 校外居住的留学生必须承诺能够做到以上规定，履行承诺，所提供的居住信息完全真实。



北京物资学院留学生手册  
**Handbook for BWU Undergraduate International  
Students**

**March 2023**

## **Introduction**

Dear international students

How are you!

Welcome to become a member of Beijing Wuzi University.

In order to facilitate your study and life in the school, we have compiled and printed the "Foreign Student Handbook of Beijing Wuzi University" in accordance with the relevant policies and regulations of the country and the school. We hope that this handbook can provide you with assistance and guidance in various aspects of study and life. Please read it carefully and follow it. I wish you a happy study and a happy life at Beijing Wuzi University!

The provisions in this manual are subject to the latest national and school regulations.

The International School is the comprehensive management organization for foreign students in the school, and the provisions in this manual are interpreted by the International School.

International School

### **Letter of Commitment**

I have received the "Foreign Student Handbook of Beijing Wuzi University", and I have carefully read and studied the entire contents of the handbook. Now, I solemnly promise that during my study at Beijing Wuzi University, I will conscientiously implement the rules and regulations stipulated in this manual, and I am willing to assume corresponding responsibilities in case of any violation.

Committed by:

Date:

## **Regulations on the Management of International Students of Beijing Wuzi University**

### **1. Admission and registration**

(1) Newly admitted international students should bring relevant registration materials to the university within the time specified in the admission notice. Those who are unable to arrive at school on schedule for some reason must go through the procedures for asking for leave, which can last up to two weeks. Those who fail to complete semester registration procedures within two weeks of the beginning of the semester will be deemed to have automatically dropped out of school. If a foreign student withdraws from school due to their own reasons, the school will deduct all expenses incurred and determine whether to refund tuition fees and other payments based on the specific situation.

(2) New students must register at the International School with the "Admission Notice", "Foreigner Physical Examination Record" issued by the school's International School, the original ordinary passport of the student, and six photos that match the passport photos.

(3) International students must pay tuition fees, registration fees, and other related fees in accordance with the school's regulations when registering for school. In the event that a student is unable to continue studying due to special reasons such as non approval of a visa (residence permit) application, the student will return the fee to the financial department within one to two weeks of the start of the semester with the tuition payment invoice. The fees incurred and tuition fees will not be refunded.

(4) International students go to the International School office

to register for accommodation. After paying the relevant fees, they will receive accommodation payment receipts, receive class schedules, fill in admission materials, handle class enrollment procedures, and pay tuition fees.

(5) All foreign students must be certified by the health and quarantine authorities in writing to have passed the physical examination and completed valid residence visas and various admission procedures before officially becoming students of Beijing Wuzi University. They can apply for student ID cards, campus cards, etc., have all the benefits and rights of students studying at Beijing Wuzi University, comply with the education and management of the school, and assume corresponding obligations.

## **2.Procedures for residency in China**

Short term (less than 6 months) foreign students who have completed the admission procedures will register their passport and visa information at the International School Office after entering the country. After the information is reviewed by the International Student Affairs Officer, there is no need to apply for a residence permit; Long-term (over 6 months) foreign students who have completed admission procedures must apply for a residence permit at the Exit and Entry Administration Office of the Beijing Municipal Public Security Bureau within 30 days of entry. The specific circumstances and procedures are as follows:

1. Foreign students entering the country with an X1 visa (study period of more than 6 months)

Register at the International School with the "Visa Application Form for Foreigners Studying in China" (JW202 Form) and the "Admission Notice" of Beijing Wuzi University;

Take the "Admission Notice", JW202 form, valid passport, passport photo and medical examination fee to Beijing Entry-Exit Inspection and Quarantine Bureau for physical examination;

International students should apply for a residence permit at the Exit-Entry Administration Division of the Beijing Municipal Public Security Bureau within 30 days of entering the country with the JW202 form, the "Admission Notice", the medical examination pass record, and the "Foreigner Visa Application Form". The "Foreigner Visa Application Form" is provided by the International School; the "Temporary Residence Registration Form" for off-campus residents must be issued at the local police station.

2. For foreign students who enter the country with X2 visas (with a study period of less than 6 months), the International School will no longer handle visa change procedures for them according to regulations.

3. Foreign students with non-study visas such as tourist visas (L visas), visit visas (F visas), and work visas (Z visas) are not admitted (or those who cannot apply for study visas for special reasons, such as time reasons) .

For details, please consult the International School International Student Admissions Office.

### **3. Medical insurance**

In accordance with the relevant spirit of the Interim Provisions of the Ministry of Education of the People's Republic of China on the Requirements of Institutions of Higher Learning for Foreign Students to Purchase Insurance (Jiao Wai Si Lai (2007) No. 1078), all international students who enter our school must purchase a comprehensive group insurance for international students that is

consistent with the duration of their studies in Chinese Mainland as a necessary material for them to go through the enrollment procedures for the new semester, The insurance policy for student personal insurance cannot be used as a document for enrollment and study in China.

According to the spirit of the above documents, international students who have a study period of less than 6 months must submit proof documents of overseas medical and accidental injury insurance when registering. If there is no proof documents of overseas medical and accidental injury insurance, they must purchase comprehensive insurance for international students consistent with their study period.

Students can apply for medical insurance for those who come to China with **PingAn Insurance Company** of China or other insurance companies. This insurance can be purchased at the beginning of school registration, and the amount is 800 yuan/year and 400 yuan/half year. For specific content of this insurance, please visit the website of Ping An Insurance Company ( <http://www.lxbx.net> ) Query.

The insurance procedures for international students are handled uniformly by the International School.

#### **4.Accommodation**

##### **(1) Accommodation on campus**

When registering for international students, please visit International School Office to complete the check-in procedures, collect and fill in the Temporary Accommodation Registration Form and the Beijing Wuzi University International School Student Accommodation Agreement. The International School Student Affairs Specialist is responsible for arranging for the admission to the

international student apartment, which is equipped with air conditioning, beds, desks, wardrobes, toilets, and a public kitchen (with a built-in public washing machine). International students must strictly abide by the relevant regulations in the "Regulations on the Management of International Students of Beijing Wuzi University" and the "Agreement on the Admission of International Students of Beijing Wuzi University".

#### (2) Accommodation outside campus

If the international students themselves want to live off-campus, they should apply to the International School before entering the country, and fill in the "Approval Form for Overseas Students Living Off-Campus of Beijing Wuzi University" and the "Commitment Letter for International Students Living Off-Campus of Beijing Wuzi University". Residence Registration Form”, otherwise the International School will not handle the registration procedures. If the address of the foreign students at school changes or they leave China for various reasons (including going to Hong Kong, Macau, and Taiwan), they must go to the local police station to update the "Temporary Residence Registration Form" within 10 days after returning to China, and update Submit the copy of the new "Registration Form for Temporary Residence" to the International School of Beijing Wuzi University for record within 3 days after that. For details, please refer to the "Regulations on the Administration of Off-Campus Residence of International Students of Beijing Wuzi University"..

### **5. Performance assessment**

(1) The school conducts performance assessment management for undergraduate international students in accordance with the relevant



regulations on performance assessment in the "Undergraduate Student Handbook of Beijing Wuzi University".

(2) If a student cheats in an exam and is found to have scored zero on the exam, he or she will be given a detention check. Only if he or she has passed the course refresher can he or she be included in the semester's overall evaluation. The School will take disciplinary action against cheating in accordance with relevant regulations, revoke the scholarship for the current year and disqualify the scholarship evaluation for the next year. At the same time, the School will notify the student's parents or guardians in writing.

## **6.Attendance**

(1) International students must participate in their studies in accordance with the school calendar and enjoy the holidays of the People's Republic of China and the School winter and summer holidays. In principle, schools do not have holidays on important traditional or religious holidays for international students (such as Eid al Adha, Christmas, Easter, etc.). If students ask for leave, they can be granted one day off.

(2) No travel is allowed during non holiday periods. Students who must leave Beijing for personal reasons need to register with the International School; Students who use holidays to go out must return to school within the specified time, otherwise they will be treated as absenteeism.

(3) Those who are unable to attend class due to illness or other reasons should go through the leave formalities and fill in the "Leave Application Form for International Students from Beijing Wuzi University" at the International School Office:

①If a student asks for leave due to illness and the leave is within

3 days, the student must provide a hospital diagnosis certificate, which will be approved and archived by the school. For more than 3 days, the school must report to the Academic Board for approval and filing.

②If a student requests a leave for any reason, and the leave is within 3 days, the student must submit a written application in advance, which shall be approved and filed by the school. For more than 3 days, the school must report to the school for approval and filing.

### **7.Suspension, Resumption, Dropout, Transfer Major**

(1) International students with academic qualifications who are unable to study at school for a long time due to business or illness can apply to the International School for suspension and go through the suspension procedures. During the suspension period, the school will not handle relevant visa procedures for them.

(2) International students who drop out of school are guaranteed one year of international citizenship. Those who are unable to return to school after one year or have not gone through the procedures for returning to school will be considered as quitting school.

(3) International students who apply for dropout due to personal reasons can apply to the International School and go through the dropout procedures.

(4) After admission, international students are not allowed to transfer their majors in principle. If there is a real need to change their majors due to special circumstances, a written application must be submitted by an individual and approved by the Academic Affairs Office and the International School before they can handle the procedures for transferring their majors.

## **8.Rewards and punishments**

(1) For international students who violate the laws of the People's Republic of China, the school will notify them or their guardians in writing and expel them.

(2) For international students with excellent academic performance and comprehensive performance, corresponding awards will be given in accordance with the "Beijing Wuzi University Award Measures for International Students" and "Beijing Wuzi University International School Scholarship Management Measures for International Students".

(3) International students who violate the school rules and disciplines of the school will be punished in accordance with the "Beijing Wuzi University for Foreign Students' Disciplinary Violations Measures", and those who persist in teaching will be expelled from the school.

## **9.Graduation and Completion**

Graduation and completion of undergraduate international students shall be conducted in accordance with the relevant provisions of the Detailed Rules for the Granting of Bachelor's Degrees to International Students of Beijing Wuzi University.

## **10.Student activities**

(1) In addition to participating in various teaching activities stipulated by the school and college, international students also actively participate in various cultural and recreational activities organized by the school and college.

(2) International students can join Chinese student associations based on their personal interests, contributing to promoting exchanges

and friendship among students from various countries.

(3) International students who participate in activities organized outside the university should promptly report to the International School. If they fail to report, they must bear any consequences.

(4) The school respects the customs and religious beliefs of foreign students' countries, and foreign students must also respect the customs and habits of Chinese citizens. In schools, religious activities or preaching to teachers and students in any name or form are not allowed.

### **11.Appeal**

(1) International students who have objections to teaching, living, accommodation, and other aspects during their stay in school can appeal to the International School to reflect their problems and jointly negotiate solutions.

(2) The responsibility for the interpretation of these measures lies with the International School of Beijing Wuzi University.

(3) The Measures shall be formally implemented as of the date of promulgation.

## **Detailed Rules for the Award of Bachelor's Degree to International Students of Beijing Wuzi University**

1. These working rules are formulated in accordance with the "Regulations of the People's Republic of China on Academic Degrees", the "Interim Measures for the Implementation of the Regulations of the People's Republic of China on Academic Degrees", and the "Trial Measures for the Granting of Chinese Academic Degrees to International Students Coming to China by Ordinary Institutions of Higher Education", in combination with the actual situation of our university.

2. The term "international students" as used in these Rules refers to foreign students who do not possess Chinese nationality and receive undergraduate education in our university as stipulated in the Nationality Law of the People's Republic of China.

3. Our bachelor's degree is awarded in the following disciplines: economics, law, literature, science, engineering, and management.

4. The degree awarding work should adhere to the principle of comprehensive assessment of comprehensive quality and professional ability, and grant a bachelor's degree to international undergraduate students who meet the following conditions:

Abide by Chinese laws, regulations, and relevant school rules and regulations, and have a good character.

Complete the credits specified in the international student training program and complete the content specified in the training program.

Chinese language achievement: Government scholarship students

must meet the requirements of relevant regulations of the Ministry of Education; Students must achieve a Chinese proficiency test (HSK) level 4 or above, or take the Chinese language test for their bachelor's degree organized by the university and pass the test; There are no Chinese language proficiency requirements for English majors.

International undergraduate students who participate in minor studies must first meet the conditions for granting a bachelor's degree in their major and apply for a bachelor's degree in their major; If the minor majors also meet the conditions for granting a bachelor's degree in the minor majors, and the minor majors and the major majors belong to different disciplines, you can apply for a bachelor's degree in the minor majors at the same time.

The awarding of bachelor's degrees to international undergraduate students is managed at two levels: the University Degree Evaluation Committee and the School Degree Evaluation Sub Committee. The working procedures are as follows:

5. For graduating international students who meet the provisions of Article 4 of these Implementation Rules, the International School will review the academic performance and comprehensive performance of the international undergraduate students one by one, and submit a list of international students who have been awarded a bachelor's degree, as well as a list of international students who have not been awarded a bachelor's degree, and the reasons therefor, to the Academic Affairs Office for review.

6. The Academic Affairs Office reviews the list of bachelor's

degree awards approved by the Academic Degrees Subcommittee of the International School and submits it to the University's Degree Evaluation Committee. Those approved by the University's Degree Evaluation Committee will be issued a bachelor's degree certificate by the University.

7.The degree shall not be conferred under any of the following circumstances:

Failed to complete all the contents specified in the professional teaching plan.

The Chinese language score does not meet the standards set by the school.

Be punished at or above the school level.

8.Those who meet the conditions for awarding a bachelor's degree specified in these Rules within two years after leaving the university (and may not exceed the maximum length of study specified by our university) under the circumstances listed in Items 1 and 2 of Article 7 of these Rules may reapply to the International School for a new degree, and may be awarded a supplementary bachelor's degree upon approval by the University's Degree Evaluation Committee.

9.The review of international undergraduate students' reapplication for a degree upon graduation is conducted together with the review of the university's graduate degree. For a renewed bachelor's degree certificate, the date of issuance shall be filled in according to the date of the renewal. Those who have not applied for a degree within the

time limit will no longer be accepted by the university.

10."If any person is found to have engaged in malpractice, fraud, or other acts during the application or review process for a degree, upon verification, they will be dealt with seriously and the bachelor's degree awarded will be revoked."

11.These Rules are applicable to full-time regular undergraduate international students of our university and shall be implemented as of the date of promulgation.

12.The content of these Rules is interpreted by the Academic Affairs Office authorized by the University's Degree Evaluation Committee.



## **Regulations on the Management of Student Status of Foreign Students (Academic Students) of Beijing Wuzi University**

In order to maintain the normal educational and teaching order of the school, reflect the idea of managing the school according to law, continuously improve the quality of education and teaching for foreign students, and ensure the realization of training objectives, these regulations are formulated based on the actual situation of foreign students in our school.

### **Chapter I Application and Registration**

#### **Article1 Applicant Requirements**

1.Applicants should be foreigners with good moral character, willing to abide by Chinese laws and regulations, school discipline, and respect the customs and habits of the Chinese people.

2.Applicants should have a high school diploma with good grades.

3.Applicants should pass the corresponding Chinese Language Proficiency Test (HSK), and students applying for undergraduate study should achieve HSK level 4 or above; Students applying for graduate study should achieve HSK level 5 or above.

4.Applicants participate in the admission interview provided by the enrollment department and pass the interview.

5.For applicants who fail to provide HSK corresponding level certificates, the following supplementary provisions are made.

(1) Applicants can provide proof of their Chinese language learning and can transfer to the Chinese language preparatory course

after being approved by the school.

(2) The curriculum and tuition standards of the preparatory course are equivalent to those of the advanced course for foreign language students.

(3) In principle, the preparatory course is one year.

(4) During the preparatory period, those who have obtained HSK level certificates that match the admission requirements and have passed various exams can participate in the admission interview provided by the enrollment department.

(5) During the preparatory period, those who fail to obtain an HSK grade certificate that meets the admission requirements or who fail 1/2 of the exam scores will complete their studies as regular refresher students without any refund of fees.

6. International students who apply for transferring to a major or university, as well as upgrading from a school to a university, should submit relevant learning certificates, transcripts, and corresponding HSK grade certificates, and the receiving school should confirm the credits of their completed courses and submit them to the competent department and the leader of the school for approval before participating in the admission interview provided by the enrolling school

**Article2** Foreign undergraduate students who come to our university to study through intercollegiate exchange programs shall go through the application procedures according to relevant regulations or agreements.

**Article3** International students applying for autumn admission should submit their application materials to the International Cooperation and Exchange Office (International School) before June

5th of each year (international students applying for spring admission should submit their application materials to the International Cooperation and Exchange Office (International School) before January 5th of each year). The application materials are jointly reviewed by the International Cooperation and Exchange Division (International School) and the school (department). After passing the interview provided by the department, the International Cooperation and Exchange Office (International School) will send the admission notice and relevant visa materials to the candidates.

**Article4** Admitted students should register at the International Cooperation and Exchange Office (International School) and relevant school(departments) within the prescribed time with the JW202 form, the "Admission Notice", and six passport photos, and pay tuition and accommodation fees as required.

**Article5** After the school starts, students should complete the registration procedures on the date specified by the school. If they cannot register as scheduled, they should go through the procedures for asking for leave. Those who fail to pay various fees according to the school regulations will not be registered. After admission, new students will be disqualified from their usual qualifications if they have any of the following circumstances:

- 1.Those who fail to meet the admission qualification of our school after reexamination;
- 2.Those who fail to meet the recruitment requirements during physical examination;
- 3.Those who are unable to pay various fees within one month after registration;

## **Chapter II Curriculum and Teaching Management**

**Article6** Foreign undergraduate students should study the courses of their respective majors in accordance with the provisions of the "Undergraduate Teaching Plan of Beijing Wuzi University" and the "Graduate Teaching Plan of Beijing Wuzi University", and obtain corresponding credits. According to the characteristics of foreign students, the following adjustments are made:

1.Exemption courses:

Principles of Marxist Philosophy

Principles of Marxist Political Economics

Introduction to Mao Zedong Thought

Deng Xiaoping Theory and the "Three Represents"

Ideological and moral cultivation

Military Training and Military Theory

University Chinese

Fundamentals of Law (non exempt for law majors)

Situation and Policy (non exempt for law majors)

2.Students whose native language or official national language is English are exempt from college English courses, including CET-4.

3.For students whose native language or official national language is not English, college English courses can be taken as optional courses. Whether to take college English courses or not is at the students' discretion, including CET-4.

4.Those who fail the required or restricted courses in their major should retake the course according to our undergraduate and graduate standards.

5.The corresponding credits for exempted courses are reduced credits and are not replaced by credits for other elective courses. "If

an individual school, department, or institute truly believes that international students can be exempted from courses or can substitute other credits for credits for a certain course during the course of their major learning, they should report it to the Academic Affairs Office, and with the consent of the Academic Affairs Office, it can be determined that they can be exempted from courses or substitute credits for designated courses."

6.All international students and undergraduate students must, within the time limit specified by the university, enter the designated website or go to the homepage of Beijing Wuzi University → School Overview → Organization → Academic Affairs Office → Course Selection, and choose the courses they should attend. Those who cannot choose courses in time due to personal reasons shall bear the consequences. The Academic Affairs Office should make every effort to ensure that foreign students succeed in selecting courses in the first round of course selection based on their actual learning situation.

**Article7** The departments and departments responsible for cultivating international students with academic qualifications shall be responsible for the daily teaching management of international students, and incorporate them into the track of managing Chinese students. Departments should attach importance to the learning guidance for international students, assign special personnel to assist them in formulating learning plans, and guide them in completing their studies. School counselors should be concerned about the daily learning and life of foreign students, and recommend that students of our college who have both academic and moral excellence pair up with foreign students, so that foreign students can overcome difficulties and adapt to their professional studies as soon as possible.

## **Chapter III Transfer to Department, Suspension, Resumption, and Dropout**

**Article8** International students who transfer to a university or department should apply within two weeks after the beginning of the first year of school, or before the end of the spring semester for the first and second years. They need to pay a new registration fee, fill in the Application Form for Transfer to a Major, and transfer to the university or department they apply for after obtaining approval from the Academic Affairs Office, the university (department, department), and the International Cooperation and Exchange Office (International School).

**Article9** Suspension shall be handled in accordance with the relevant regulations of our school. During the suspension period, those who want to transfer to other universities will be treated as dropping out. Self funded students should apply to their school (department, department), the Academic Affairs Office, and the International Cooperation and Exchange Office (International School), and fill in and submit the "Suspension Application Form". After the suspension application for foreign students is approved, they should complete the transcript at their school (department, department), submit it to the Office of the International Cooperation and Exchange Office (International School), and complete the relevant campus card procedures and visa procedures. In principle, during the suspension period, our school will not handle relevant visa procedures for them.

Suspension Times and Duration of Suspension: International students are suspended for one year at a time. If they cannot resume their studies after the expiration of one year, they need to apply for suspension again. After obtaining student status at the university,

foreign students may not suspend their studies more than 2 times in total, and the period of suspension shall not exceed 2 years. International students who fail to complete courses during the suspended semester will be treated as not completing courses. If a student is suspended from school during a semester, the semester will be recorded as a suspended semester.

**Article10** If international students who have suspended their studies want to resume their studies, they should submit an application two months ago and can resume their studies only with the approval of the student's school (department or department), the Academic Affairs Office, and the International Cooperation and Exchange Office (International School). During the suspension period, if there are serious violations of the law and discipline, their eligibility for resumption of school will be revoked. Upon expiration of the suspension period, if the international student fails to apply for and complete the resumption procedures as scheduled, he/she will be deemed to have abandoned the resumption process and will be subject to withdrawal.

**Article11** Anyone who falls under any of the following circumstances shall be expelled from school:

1. Apply for withdrawal from school;
2. Those whose application for resumption of schooling has not been approved;
3. Persons with mental illness, epilepsy, and other diseases;
4. Persons with infectious diseases who are not suitable for staying in China;
5. The cumulative absenteeism per semester reaches the upper limit;

6.Serious violations of school rules and disciplines;

7.Those who have anti China words and deeds during school, and the circumstances are serious;

8.Those who violate Chinese laws and are detained or punished by Chinese judicial authorities.

**Article12** If a student is ordered to withdraw from school due to violation of Chinese laws and regulations, the tuition fee will not be refunded. If a student withdraws for other reasons, the relevant refund standards of the school will apply.

**Article13** Before leaving the university, a dropout should complete all types of dropout procedures, including in-school card procedures and visa procedures. Our school will no longer handle relevant visa procedures for dropouts.

## **Chapter IV Graduation, Completion, and Completion**

**Article15** The duration of study for international undergraduate students is four years. Students who have completed their studies in advance can apply for early graduation, but the duration of their undergraduate courses at school should not be less than three years, and they need to pay the tuition fees payable for the selected credits according to the charging standards for international students at Beijing Wuzi University. The minimum length of schooling for transfer students is two years. Pay tuition fees based on actual learning time.

### **Article16 Graduation**

Undergraduate international students complete all the courses specified in the teaching plan, obtain the credits required by their major, are allowed to graduate, and are issued a graduation certificate.



### **Article17 Award of Bachelor's Degree**

Students who have obtained graduation qualifications and meet the relevant regulations on degree awarding of Beijing Wuzi University will be awarded a bachelor's degree and issued a bachelor's degree certificate.

### **Article18 Completion**

"If the student fails to meet the graduation requirements within the school's prescribed length of study, he/she is allowed to complete the course and the school shall issue a certificate of completion."

After graduation, those who want to continue studying on campus need to pay tuition fees; Those who have not obtained the required credits for graduation within six years shall be treated as having completed their studies.

Failure courses can be retaken or retaken within the school's study period according to school regulations. Due to the adjustment of the training program, courses that are no longer offered in subsequent grades will be designated as alternative courses by the student's school.

After passing the reexamination or retake, the student meets the requirements of the professional training program and meets the graduation requirements. The student submits an application for a graduation certificate, which is approved for graduation after review. The certificate will be renewed with the completion certificate. The graduation time indicated on the renewal certificate shall be filled in according to the renewal date. For students who meet the requirements for granting secondary school degrees in the Detailed Rules for the Granting of Bachelor's Degrees to the International School of Beijing Wuzi University, they shall submit an application

for a degree certificate, which shall be approved by the university's degree evaluation committee, and then be awarded a bachelor's degree. The bachelor's degree certificate shall be filled in and issued according to the actual time of granting the degree. Students who pay tuition fees and eventually graduate can receive corresponding graduation awards.

#### **Article19 Completion of Education**

If a student withdraws from school after one year of study, the school may issue a certificate of completion for the student who applies in person.

#### **Article20 Re issuance of certificates**

Graduation, completion, completion, and degree certificates that are lost or damaged will not be reissued or renewed. Upon my application and verification by the school, a corresponding certificate will be issued. The certificate has the same effect as the original certificate.

### **Chapter V Supplementary Provisions**

**Article21** If the previous provisions conflict with these Measures, these Measures shall prevail. In case of any conflict between the provisions of these Measures and the provisions of the relevant superior departments, the provisions of the relevant superior departments shall prevail.

**Article22** The International Cooperation and Exchange Division (International School) shall be responsible for the interpretation of matters not covered in these regulations.

**Article23** These Measures shall be revised on March 1, 2023.

## **Reward Measures for International Students of**

### **Beijing Wuzi University Chapter**

#### **I General Provisions**

**Article1** In order to comprehensively improve the comprehensive quality of international students, cultivate international talents who are diligent, eager to learn, positive, law-abiding, and have excellent moral and academic qualities, these Measures are formulated in accordance with the Administrative Measures for the Recruitment and Training of International Students in Schools (Order No. 42 of the Ministry of Education, the Ministry of Foreign Affairs, and the Ministry of Public Security) and relevant regulations of the Beijing Wuzi University, in combination with the actual situation of the school.

**Article2** The awarding work for international students shall follow the principles of openness, fairness, and impartiality.

**Article3** The rewards involved in these measures are divided into the following categories:

- (1) Outstanding Student Cadre
- (2) Outstanding Graduated International Students
- (3) Single award: Learning Excellence Award; Academic Paper Award; Sports Activity Award; Outstanding Volunteer Award; Excellent International Student Dormitory Award.

**Article4** The International School (International Student Affairs Office) is responsible for the organization of various awards and reviews for international students.

## Chapter II Selection Conditions

**Article5** Basic conditions for participating in the selection:

(1) Abide by Chinese laws, regulations, and various rules and regulations of the school, care for the collective, unite with classmates, have a good moral character and personal cultivation, and have good physical and mental health;

(2) Actively participate in various activities organized by the school and college, be willing to undertake social work, and conscientiously complete various tasks assigned by the school, college, and teachers;

(3) Study hard, achieve excellent results.

**Article6** Selection conditions for outstanding student cadres:

Holding certain positions in the student union and foreign student classes of the International School, being strict with oneself, playing a exemplary and leading role in various aspects, being conscientious and responsible in work, possessing strong organizational and coordination skills, enthusiastic in serving the majority of foreign students, actively organizing and carrying out various activities, and achieving remarkable results in their work.

The International School Student Union is composed of the International Student Union and the International Student Comprehensive Affairs Associate. The main members of the International Student Union are international students, while the main members of the International Student Comprehensive Affairs Associate are Chinese students.

**Article7** In addition to meeting the basic requirements specified in these Measures, the selection of outstanding graduate international

students should also meet one of the following conditions during their school years:

(1) During the school period, I have been awarded a commendation award at or above the provincial or ministerial level once; Or obtain "outstanding international students" or "outstanding student cadres" at the school level twice; Or, he/she can be awarded "Excellent International Student" or "Excellent Student Cadre" at the university level once and receive two individual awards.

(2) Outstanding achievements in completing the graduation project (thesis), and the research results obtained have high theoretical or practical value, which can bring greater economic benefits to social construction.

**Article8** In addition to the basic conditions stipulated in these Measures, the selection of individual awards shall also meet the following conditions:

(1) Learning Excellence Award: Those with a GPA in the top 10% of their grades in the previous year and no record of absenteeism, or those who have achieved outstanding results in knowledge competitions at or above the school level, can be awarded the Learning Excellence Award.

(2) Academic Paper Award: In this academic year, those who are above the national core journals (Including) Those who publish 2 or more academic papers with a certain academic level related to the research content as the first author can be awarded the Academic Paper Award.

(3) Sports Activity Award: Actively participate in various sports activities, have special skills in sports, and have won the top three places in school sports activities; Or at a school sports meeting.

Ranking; Winners of sports competitions at or above the school level can be awarded the Sports Activity Award.

(4) Outstanding Volunteer Award: Those who can actively participate in public welfare activities, are willing to help others, actively cooperate with management personnel and teachers in their work, and conscientiously complete various tasks assigned by schools, colleges, and teachers in voluntary service work. Those who have outstanding deeds can be awarded the Outstanding Volunteer Award.

(5)"Excellent International Student Dormitory Award: Dormitories with good hygiene, good academic and living styles among dormitory members, and active participation in various activities organized by the school can be awarded the Excellent International Student Dormitory Award."

### **Chapter III Selection Proportion and Method**

**Article9** "Outstanding Graduated Overseas Students" shall not exceed 10%, and "Outstanding Student Cadre" and "Single Award" shall not specify the selection ratio. As long as they meet the conditions, they can be recognized and awarded.

**Article10** All awards shall be applied for by individuals, who shall fill in the "Application Form for Award for International Students of Beijing Wuzi University", provide relevant supporting materials, and be evaluated by the International School(International Student Affairs Office). The results of the selection will be posted on the website of the International School (International Student Affairs Office) for a period of seven days. During the publicity period, if you have any objections to the evaluation results, you can submit a written application to the International School (International Student

Affairs Office).

## **Chapter IV Reward Measures**

**Article11** The International School (International Student Affairs Office) shall organize the recognition and award of award-winning international students. All recipients of awards will be awarded honorary certificates, bonuses, or prizes by the International School(International Student Affairs Office), and their deeds will be included in their files.

**Article12** The award amount for "outstanding student cadres" is divided into three levels: 1500 yuan for first class scholarships, 1000 yuan for second class scholarships, and 500 yuan for third class scholarships.

The reward amount for "Excellent Graduated International Students" is 1500 yuan per person; The award criteria for individual awards are determined by the International School(International Student Affairs Office) based on the selection conditions and the difficulty and impact of the award items. The award amount is 500-1000 yuan per person, and the "Outstanding International Student Dormitory Award" is based on the dormitory.

## **Chapter V Supplementary Provisions**

**Article13** The responsibility for the interpretation of these measures rests with the International Academy and shall come into force as of May 10, 2020.

## **Measures for the Administration of Scholarships for Foreign Students of Beijing Wuzi University**

### **Chapter I General Provisions**

**Article1** In order to further accelerate the international development of the school, promote the education of foreign students in the school to a new level, improve the comprehensive quality of students, encourage the development of students' personalities, create a good academic atmosphere for students, and promote the healthy growth of students, in accordance with the spirit of higher authorities and in combination with the actual situation of the school, these measures are hereby established.

**Article2** The policy for the management of foreign students in the school is to expand the scale, optimize the structure, improve the level, standardize management, ensure quality, and actively and steadily promote the sustained and healthy development of the education of foreign students in the school.

**Article3** The term "international students" as used in these regulations refers to foreign citizens who hold foreign passports and register in our university to receive academic and non academic education. The categories of students include graduate students, undergraduate students, preparatory students, etc.

**Article4** The International School has established the "Beijing Wuzi University Scholarship Review Leading Group" to be responsible for the review of our university's scholarships for international students in China.



## Chapter II Types and Award Criteria of Scholarships

**Article5** The "Scholarship for Foreign Students of Beijing Wuzi University" (hereinafter referred to as the "Scholarship") is funded by scholarships from the Beijing Municipal People's Government and matching special funds established by the Beijing Wuzi University to support the national and Beijing foreign student scholarships.

**Article6** Scholarships are divided into two categories: "First Class Scholarships" and "Second Class Scholarships". The specific funding amount is as follows:

Award Category Student Category	Bachelor' Degree	Master's Degree	Preparatory student
First-class scholarship	18,000 YUAN	24000 YUAN	16000 YUAN
Second-class scholarship	9,000 YUAN	12000 YUAN	8000 YUAN

## Chapter III Application Time and Conditions

**Article7** Application Time. The university accepts scholarship applications for international students from May to July each year; When applying for admission to a new student scholarship, the scholarship application form should be submitted together.

**Article8** Applicant Requirements. International students applying for a scholarship from Beijing Wuzi University to study in China need to meet the following conditions:

1.Basic conditions:

(1) The applicant has a foreign nationality, holds a valid foreign passport, and is friendly to Chinese friends.

(2) The applicant has good performance, excellent performance, excellent moral character, good health, compliance with laws and regulations, and no adverse records such as violations of laws and regulations.

(3) For the applicant's educational background:

①Applicants for undergraduate scholarships should have a degree equivalent to or above the graduation of a senior high school in China;

②Applicants for master's degree scholarships should have a bachelor's degree;

(4) Applicants should have a corresponding level of Chinese language and provide relevant certificates, such as HSK certificates, other Chinese language learning and examination certificates, or pass the entrance language examination of our school. Some majors that directly teach in English can appropriately relax the conditions.

2.Priority conditions. Priority may be given to those who meet one of the following conditions:

(1) The scores of international students coming to China in the last academic year ranked first in the class, with no failed subjects in the exam;

(2) Achieved significant achievements in academic research and published papers in Chinese or international journals as the first author;

(3) Achieve significant achievements in discipline competitions, and win first prize (or gold prize) or above in Chinese or international discipline competitions, extracurricular academic science and technology competitions, and other competitions;

(4) Actively support the work of foreign students from our

university in China, actively participate in campus cultural and sports activities organized by our university, and make significant contributions to the work of foreign students from our university in China;

**Article9** The application and evaluation of scholarships for international students from our university in China are not limited to majors.

**Article10** Application materials:

1.New students applying for admission must provide the required materials as required by the school:

(1) Application Form for "Beijing Foreign Student Scholarship" from Beijing Wuzi University.

(2) Copy of personal passport

(3) Official highest academic certificate, academic transcript, or professional title certificate

(4) Health Examination Report

(5) Other materials required by the school

2.Scholarship applicants studying in China

(1) Fill in the Application Form for "Beijing Foreign Student Scholarship" from Beijing Wuzi University.

(2) Certificate or certificate of award for participating in social practice activities this academic year.

(3) Other materials required by the school.

## Chapter IV Application and Evaluation

**Article11** Foreign students who come to our university to study abroad can apply if they meet the application requirements.

**Article12** The procedures for the application and evaluation of scholarships for international students from Beijing Wuzi University:

1.Assessment procedures for new international student scholarship applications:

After receiving the application materials related to the admission of new students, the "Beijing Wuzi University Scholarship Evaluation Leading Group for International Students in China" will decide whether to grant a scholarship to new students based on the application status of international students.

2.Assessment procedures for scholarship applications for international students studying:

(1)After completing one academic year of study at Beijing Wuzi University, international students who meet the application requirements specified in these Measures can apply for scholarships to the International School within the specified time each year, fill in the corresponding application form, and submit application materials;

(2)Our university adopts a comprehensive scoring system for scholarships for international students in China, which is based on the ranking of total scores. Comprehensive scores include attendance, classroom performance, grades, dormitory performance, compliance with the law, awards for community practice activities, etc. Among them, academic performance is the main reference standard. The scholarship indicated on the admission notice received by the enrolled student is a new student scholarship, covering the tuition fee for the first year after enrollment.

(3)The leading group for the evaluation of scholarships for international students from Beijing Wuzi University will organize a preliminary evaluation and a reevaluation based on the application status of international students. After being approved by the school leadership, the evaluation will be publicly announced to the entire university for a period of not less than 5 days. After the evaluation results are publicly announced without objection, they will be reported to the relevant departments for filing.

## **Chapter V Distribution and Management**

**Article13** The awarding of scholarships for international students from our university to China shall be organized and implemented by the International School in conjunction with the Finance Department.

**Article14** Scholarship recipients who violate the regulations of the state and the school shall be terminated and their scholarship qualifications shall be recovered. Under any of the following circumstances, their eligibility for award shall be cancelled:

1.Disseminate unfriendly remarks and conduct unfriendly acts towards China;

2.Participate in activities organized by illegal associations, illegal assemblies, associations, missionaries, etc;

3.If there are serious violations of discipline, such as violations of international student management regulations, receiving multiple lodging management complaints, and receiving multiple disciplinary actions from the college for absenteeism, you cannot apply for a scholarship. If the circumstances are serious, you will be expelled from school.

4.Violation of Chinese laws and regulations.

Once a student's scholarship eligibility is revoked, they cannot

apply for a scholarship for the next academic year. After participating in the scholarship program of Beijing Wuzi University, students cannot transfer to other universities without the permission of Beijing Wuzi University. In case of violation, the scholarship granted by Beijing Wuzi University must be returned.

**Article15** If a scholarship winner fails to complete the registration and registration procedures within the time specified by the university, it will be deemed as automatic waiver of the scholarship.

## **Chapter VI Supplementary Provisions**

**Article16** The management measures for scholarships for students from Hong Kong, Macao, and Taiwan who come to our school for study shall be implemented with reference to these measures.

**Article17** These measures will be officially implemented on May 1, 2018 and revised on March 1, 2023.

**Article18** The responsibility for the interpretation of these measures rests with the International Academy.

## **Attachment 1**

### **Comprehensive Scoring Rules**

#### **1.Excellent Reward Points**

The first author will receive 5 points for each paper published in relevant academic journals. Each article published in non academic journals and magazines will receive 3 points, and each article published in school newspapers and academic journals will receive 2 points.

#### **2.Attendance Points**

20 points for full attendance, 1 point deducted for each absence.3、Dormitory health management and safety points

The maximum semester limit for dormitory safety is 5 points; One score for not receiving a noise complaint, one score for not drinking or smoking, one score for not using electrical appliances in violation of regulations, one score for not staying at non international School visitors in violation of regulations, one score for being clean and tidy, one score for not damaging dormitory facilities, one score for not staying at night, etc.

#### **3.Students who violate disciplines and regulations will receive reduced scores**

Deduct 1 point for circulating criticism and 2 points for warning; Deduct 3 points for serious warnings; Deduct 4 points for demerits; Deduct 5 points for probation.

#### **4.Assessment method**

(1) The excellent reward points shall be subject to the certification materials submitted by the applicant.

(2) Attendance points are calculated by referring to the

attendance records provided by the teacher.

(3) The dormitory health and safety score is calculated by referring to the dormitory inspection records and complaint records. If there is a violation of dormitory management regulations, the corresponding score will be deducted based on the specific situation.



## **Attachment 2**

### **Detailed Rules for Social Activity Points**

#### **1.Points standard**

(1) Student Union President Award 3 points, Minister Award 2 points, Officer Award 1 point.

(2) Those who have received commendations from the college for doing good deeds and obeying the law will be awarded 1 point each time.

(3) Participate in various collective activities organized by schools and colleges, and each person will be awarded 1 point each time; To participate in competitions organized by schools and colleges, each person will be awarded 1 point each time. Those who win the first, second, and third prizes at the school/college level will be awarded 3, 2, and 1 points respectively, or the Beijing Municipal Awards will add up to 2 points.

(4) The cumulative social score shall not exceed 15 points.

#### **2.Assessment method**

(1) Student leaders promptly complete the student work arrangements of the International School and actively plan collective activities for the semester.

(2) Student cadres who are absent from meetings or dereliction of duty will receive 0.5 points deducted from their usual points each time.

(3) Reward points such as notification of commendation and competition are subject to the certification materials submitted by the applicant.

## **Measures of Beijing Wuzi University on Disciplinary**

### **Action against Foreign Students**

#### **Chapter I General Provisions**

**Article1** In order to maintain the normal order of education, teaching, and life in schools, strengthen the construction of school ethos and discipline, and safeguard the legitimate rights and interests of international students, in accordance with the Administrative Measures for the Recruitment and Training of International Students in Schools jointly promulgated by the Ministry of Education, the Ministry of Foreign Affairs, and the Ministry of Public Security of the People's Republic of China (Order No. 42 of the Ministry of Education, the Ministry of Foreign Affairs, and the Ministry of Public Security) The Regulations on the Management of Students in Ordinary Colleges and Universities (Order No. 41 of the Ministry of Education) and the Quality Standards for Higher Education for International Students in China (Trial Implementation) promulgated by the Ministry of Education are formulated with reference to the relevant regulations on student management of Beijing Wuzi University

**Article2** These Regulations shall apply to full-time international students in school, and other international students shall refer to them for implementation.

**Article3** When punishing foreign students who violate disciplines, schools should adhere to the principles of fairness, impartiality, and openness, and follow the principle of combining punishment with education, with education as the main focus. They should ensure that the facts are clear, the evidence is sufficient, the procedures are legitimate, the basis is accurate, and the punishment is

appropriate.

**Article4** Disciplinary actions not listed in these Regulations that should indeed be punished may also be subject to disciplinary sanctions in accordance with the relevant provisions of these Regulations..

**Article5** The disciplinary sanctions imposed by the school on international students should be commensurate with the nature and degree of fault of the students' violations of discipline, rules, and illegal acts. The punishment decision shall be informed to the person concerned, and the person concerned shall be allowed to defend, appeal, and reserve opinions. International students themselves raise objections to the survey conclusions, and the school should promptly review and verify them.

**Article6** The punishment materials for international students should be completely filed in the file. Before graduation or after the expiration of the punishment, upon application by the student, the school can evaluate and decide whether to revoke the punishment according to the actual performance of the international student and the procedures for approving the punishment. If the punishment is not revoked before graduation, the punishment materials will be filed in the student's own file.

## **Chapter II Types and Application of Punishment**

**Article7** The school may, depending on the seriousness of the situation, give critical education or disciplinary sanctions to international students who have made mistakes. There are five types of sanctions: (1)Warnings; (2)Serious warnings; (3)Demerit recording; (4) Stay on probation; (5) Dismissal from school.

The punishment periods are: (1) Warning, two months; (2) Serious warning, three months; (3) Recording demerits for six months; (4) Stay on probation for one year.

**Article8** If the violation of discipline is not serious enough to be punished, oral criticism and education shall be given, criticism circulated, or compensation for losses shall be ordered. Disciplinary action will be taken against those who have been criticized twice during school. The terms "above" and "below" as used in these Regulations include the same level of punishment.

**Article9** The time for disciplinary action shall be calculated from the date of the announcement of the disciplinary action. "International students who have received demerit recording or probation may be revoked on schedule if they have a deep understanding of their mistakes and have made progress during the period of the punishment;" Those with outstanding performance and significant progress can be withdrawn in advance upon approval, but the installment period shall not be less than three months; Any person who violates the school rules and disciplines during the probation period shall be immediately expelled from the school.

"If a student is subject to a detention and probation sanction, the student who has not been revoked upon graduation shall be treated as graduating from school;" After one year, upon my application, the school can renew my graduation certificate.

**Article10** Under any of the following circumstances, a heavier punishment shall be imposed.

(1) Threatening, retaliating, or forming an offensive and defensive alliance against an accuser or witness after violating discipline.

(2) Concealing erroneous facts, refusing to receive education, or

admitting mistakes after violating discipline.

(3) Having been subjected to disciplinary action and having violated discipline again constitutes a disciplinary action.

(4) Collaborating with personnel outside the school violates these regulations.

(5) The organization, planning, and leader of group violations.

(6) Violation of discipline in foreign related activities or major school activities.

(7) Other situations that should be given serious treatment.

**Article11** Under any of the following circumstances, a lighter punishment may be given.

(1) Those who actively admit their mistakes after violating discipline, truthfully disclose the facts of the violation, and are willing to assume responsibility.

(2) An overseas student who violates discipline has disclosed another person's disciplinary behavior, which has been verified through investigation, or provided important clues to verify other disciplinary violations and other meritorious performance.

(3) Those who are indeed coerced or deceived by others to violate discipline.

(4) Other situations that should be given lighter treatment.

**Article12** Those who have committed two or more types of disciplinary violations shall be dealt with separately in accordance with these Regulations, and the level of punishment to be enforced shall be determined as appropriate.

**Article13** International students subject to disciplinary sanctions shall not apply for scholarships or be awarded various advanced titles before the sanctions are lifted

### **Chapter III Violations of School Discipline and Punishment**

**Article14** An international student who falls under any of the following circumstances shall be expelled from the school.

(1) Violating the Constitution and involving acts endangering national security. Violating national laws and constituting a criminal offence.

(2) Drug taking or drug related behavior.

(3) Participating in the implementation of terrorist or security endangering events.

(4) Illegal organizations that participate in activities such as assemblies, processions, demonstrations, etc., undermine stability and unity, and disrupt social order.

(5) Disseminate religion within schools.

(6) Those who violate the regulations on public security management and are punished with a harsh nature.

(7) Substituting others for the exam, taking the exam for others, or organizing cheating.

(8) Plagiarism or plagiarism of research results of others, with serious circumstances.

(9) Violating school regulations, seriously affecting school education and teaching order, living order, and public place management order, infringing upon the legitimate rights and interests of other individuals and organizations, and causing serious consequences.

(10) Repeatedly violating school regulations and receiving disciplinary sanctions, but refusing to correct after education.

**Article15** Whoever disturbs normal teaching and public order

shall be given the following sanctions respectively.

(1) Those who organize and incite a strike shall be given a punishment of staying on campus for observation or above; Those who participate in the strike shall be punished with a demerit recording or above.

(2) Anyone who establishes an illegal organization, writes and posts leaflets endangering national security, organizes incitement to rioting, and disrupts social order shall be expelled from school.

(3) Those who organize and participate in feudal superstition activities shall be punished with a demerit recording or above.

**Article16** Anyone who violates national laws, decrees, and regulations and is punished by the public security and judicial department shall be given the following sanctions respectively.

(1) "Those sentenced to public surveillance, criminal detention, fixed-term imprisonment, or reeducation through labor shall be punished by expulsion from school."

(2) Those who are subject to public security detention, criminal detention, or judicial detention due to illegal or criminal offenses will be subject to expulsion from school.

(3) "Those who are subject to a public security warning or fine, or who are admonished or ordered to repent by a people's court, shall be punished with a demerit recording or above according to the circumstances."

**Article17** Anyone who is absent from school without reason shall be criticized, educated, or disciplined based on the number of absenteeism sessions.

(1) Those who are absent from class for 10-19 class hours or 2 consecutive days within a semester will be given a warning.

(2) Those who are absent from class for a cumulative period of

20-29 class hours or 3 consecutive days within a semester will be given a serious warning.

(3) Those who are absent from class for a cumulative period of 30-39 class hours or 5 consecutive days within a semester will be given a demerit recording punishment.

(4) Those who have been absent from school for a cumulative period of 40-49 class hours or 7 consecutive days within a semester will be given the punishment of staying on probation. (5) Those who are absent from class for a cumulative period of 50 class hours or 9 consecutive days within a semester will be subject to expulsion.

(5) One day of absenteeism is counted as 6 class hours. Late arrival or early leave for more than 15 minutes will be calculated as absenteeism for 1 class hour.

(6) Those who leave school without asking for leave for more than two consecutive weeks (including weekends and holidays) will be expelled from school.

**Article 18** Anyone who cheats in examinations (including examinations and tests) or violates discipline in examinations shall be given disciplinary sanctions based on the specific circumstances.

1. Candidates who commit any of the following acts shall be deemed to have violated discipline in the examination, and shall be given a warning depending on the seriousness of the case:

(1) Carrying items other than those specified in the examination into the examination room and not placing them in the designated location;

(2) Failing to take the exam at the prescribed seat;

(3) Answering questions before the exam start signal is sent or continuing to answer questions after the exam end signal is sent;



(4) Peering, whispering, signaling or gesturing to each other during the exam;

(5) Making noise within the prohibited area of the examination hall and affecting the order of the examination hall;

(6) Leaving the examination hall without the consent of the examination staff during the examination process;

(7) Taking test papers, answer sheets, draft paper, and other test paper out of the examination room;

(8) Answering questions with a pen or paper that is not specified, or writing a name, test number, or otherwise marking information on the answer paper in a place that is not specified in the test paper;

(9) Candidates carrying prohibited materials or tools during open-book examinations;

(10) Other behaviors that violate exam rules but have not yet constituted cheating.

2. Candidates who commit one of the following acts shall be deemed to have cheated in the exam and given a serious warning:

(1) In a closed book exam, carrying written materials related to the exam course content or electronic devices that store information related to the exam content to participate in the exam;

(2) Scribbling any words or symbols related to the content of the exam course on the desk or body during the exam;

(3) Using electronic tools or communication tools in violation of regulations;

(4) Copying other people's test papers or materials related to the test content;

(5) Intentionally allowing others to plagiarize their own test papers or materials related to the test content;

(6) Submit correct answers and pass notes, test papers, answer papers, and draft papers;

(7) Seizing or stealing another person's test papers or answers, or forcing another person to provide convenience for their own copying;8. Leaving the examination room temporarily for an excuse to obtain an answer;

(8) There are more than two identical answers to the same subject in the same examination room;

(9) Cheating by other means.

**Article19** Anyone who plagiarizes another person's research results or papers by more than 1000 words without specifying the citation shall be given a serious warning or above; If the circumstances are serious, they will be given the punishment of detention and probation.

**Article20** Those who violate classroom discipline and disrupt the normal teaching order, if the circumstances are serious, shall be given a serious warning or above.

**Article21** Anyone who forges or alters various certificates and documents shall be punished with a demerit recording or above.

**Article22** Anyone who infringes on the personal and democratic rights of another person shall, in addition to assuming the following responsibilities:

**In addition to legal liability and compensation for economic losses, the following sanctions shall be imposed respectively**

(1) "Whoever fabricates facts to slander or insult another person's personality, if the circumstances are minor, shall be given the following sanctions: demerit recording; if the circumstances are serious or cause consequences, he shall be given the above sanctions: detention for probation."

(2) "Whoever obstructs others in exercising their legitimate rights, restricts their personal freedom, infringes on their residential, learning, experimental, and training venues, and affects their normal learning and life, shall be given a severe warning or above."

(3) "Whoever detains, conceals, opens, destroys, discards, or falsely claims another person's letters, parcels, money orders, or other postal materials shall be given a serious warning or above, and if the circumstances are especially serious, he shall be expelled from school."

(4) Those who violate the relevant election and recommendation regulations and procedures of the school, do not listen to dissuasion, or if the circumstances are serious, will be given a warning or above.

**Article23** If the circumstances of extorting money or property from others are minor, they shall be given the following sanctions for detention and probation, and if the circumstances are serious, they shall be expelled from school."

**Article24** Anyone who steals or swindles public or private property shall be punished in accordance with the following circumstances, in addition to recovering the stolen money, stolen goods, and compensating for losses

(1) If the value of the crime is less than 100 yuan, a warning or serious warning will be given.

(2) If the value of the crime is between 100 and 300 yuan, the offender will be given a demerit recording or detention for probation.

(3) If the value of the crime is more than 300 yuan, the student will be expelled.

(4) Those who lead the gang will be expelled from school.

"Whoever serves as a sentry, provides information, implements a crime, or conceals or harbors stolen goods for the perpetrator shall be considered the same as the perpetrator."

**Article 25** Whoever damages public or private property shall, in addition to compensating for the losses, be given the following sanctions respectively."

(1) Anyone who damages public or private property with a value of less than 100 yuan will be given a warning or serious warning.

(2) Anyone who damages public or private property with a value of more than 100 yuan but less than 300 yuan shall be punished with a demerit recording or above.

(3) Anyone who damages public or private property with a value of more than 300 yuan shall be given the punishment of staying on campus for probation; Those who repeatedly destroy public or private property or whose circumstances are flagrant shall be punished by expulsion from school.

(4) Anyone who damages public or private property with a value of more than 1000 yuan will be expelled from school.

(5) "Whoever intentionally damages school books, magazines, or electronic reading CDs shall, in addition to compensating for economic losses, be given a warning or serious warning. If the nature

of the violation is flagrant and the circumstances are serious, a demerit recording or above shall be imposed."

**Article26** Anyone who damages the campus greening, or randomly carves, scribbles, or scribbles on walls, desks, chairs, and other public facilities or buildings shall, in addition to compensating for losses, be given a warning, severe warning, or demerit recording punishment depending on the seriousness of the situation.

**Article27** Anyone who fights or fights shall be given the following sanctions depending on the seriousness of the situation.

(1) "The perpetrator of a fight who, although not physically striking, has caused the consequences of the fight, shall be given a serious warning, and the perpetrator of a fight shall be given a demerit recording or above."

(2) "Whoever instigates or incites others to fight, or plans or instigates group fights, without causing serious consequences, shall be given a serious warning but not more than a demerit recording punishment;" "If serious consequences are caused, the offender shall be given a punishment of staying on campus for observation or above."

(3) "If you start beating someone first, you will be given a demerit recording punishment if you have not injured another person, and if you have caused minor injury to another person, you will be given a detention check punishment;" "If serious injury is caused to another person, the student shall be expelled from school."

(4) "If you hit someone later and do not harm others, you will be given a warning or serious warning;" "If a minor injury is caused to another person, a demerit recording punishment shall be given;" "If serious injury is caused to another person, the person shall be given a

punishment of detention for observation or above."

(5) Those who beat people with weapons or collude with personnel inside and outside the school to fight will be punished by staying on campus for observation or above.

(6) In the name of "persuasion", those who favor one party, promote changes in the situation, and cause adverse consequences will be given a serious warning or demerit recording punishment.

(7) In the name of "persuasion" and "peace making", those who promote the deterioration of the relationship between the two parties to the conflict, change the situation, and cause adverse consequences will be given a serious warning or demerit recording punishment; If the circumstances are serious and the impact is relatively bad, the student will be expelled.

**Article28** Anyone who conducts gambling activities on campus will be given a severe warning or above regardless of the amount of gambling invested; Those who organize gambling will be punished by staying on campus for observation or above; Those who provide convenience for gambling will be given a severe warning or above; Those who watch gambling or fail to report the situation will be criticized in a notice or given a warning.

**Article29** Those who drink excessively and cause trouble, provoke provocations, or disrupt social order or campus order, if the circumstances are minor, will be given a demerit recording punishment; if the circumstances are serious and cause adverse effects, they will be given a detention and probation punishment or above.

**Article30** Those who behave inappropriately shall be given the following sanctions respectively.

(1) "Whoever sleeps in a dormitory of the opposite sex or stays with the opposite sex shall be punished by staying on campus for observation or above, and whoever cohabits between men and women shall be punished by being expelled from school."

(2) Whoever engages in prostitution shall be punished by expulsion from school.

(3) Reading or watching pornographic books, periodicals, audio and video products shall be given a serious warning or above; Whoever produces, copies, disseminates, or sells pornographic materials shall be punished by staying on campus for observation or above.

**Article31** Anyone who violates the relevant regulations on campus network security management and violates disciplines by using computers and networks, which are not sufficient to investigate legal responsibility, shall be given the following sanctions respectively.

(1) Those who publish or disseminate information on campus networks that subverts state power, affects social stability, or is detrimental to national interests will be subject to expulsion from school; Anyone who publishes or disseminates statements or articles that are detrimental to the interests of the school or others, or spreads various rumors, shall be given a warning or serious warning; "If the circumstances are serious, a demerit recording or probation punishment will be given, and if serious consequences are caused, a student will be expelled."

(2) "If a computer network is used to trigger a disclosure event, resulting in adverse consequences, a punishment of demerit recording or above shall be imposed depending on the seriousness of the case."

(3) Those who use computer networks to disseminate obscene, violent, or other content articles, sentences, or images will be given a severe warning or above.

(4) "Whoever uses insulting language or words on a computer network to hurl insults or personal attacks against others shall be given the following sanctions: demerit recording; if serious consequences are caused, they shall be given the sanctions of staying on campus for observation or above."

(5) Anyone who uses the campus network to engage in profitable activities without approval will be given a serious warning.

(6) Those who use hacker software and email attack programs will be given the following penalties for demerit recording; "If serious consequences are caused, the offender shall be given a punishment of staying on campus for observation or above."

(7) Illegal deletion, modification, or addition of public computer information system software or application software shall be punished with a serious warning or above.

(8) "Anyone who creates, spreads, or utilizes destructive programs such as computer viruses to affect or disrupt the normal operation of a computer information system, endangers system security, or intentionally uses computer networks to affect the normal use of others, shall be given the following sanctions for demerit recording:"; "If the consequences are caused, the offender shall be given a punishment of detention and probation or above."

**Article 32** Anyone who violates foreign affairs discipline shall be given the following sanctions: demerit recording; "If the circumstances are serious and cause adverse consequences, the offender shall be given a punishment of staying on campus for



observation or above."

**Article33** Anyone who uses electrical appliances in violation of regulations shall be dealt with in accordance with the relevant regulations of the school. Those who violate fire and safety regulations and are not sufficient to pursue legal liability shall be given the following sanctions in addition to compensating for losses.

(1) "If a fire alarm or fire accident occurs due to illegal use of electricity or other illegal behaviors, depending on the seriousness of the situation, the student will be detained for probation or expelled from school."

(2) "If using illegal high-power electrical appliances in the dormitory of international students causes serious consequences, or if flammable materials, open flames, or burning materials are stored in the classroom or dormitory, they will be subject to detention or expulsion from school."

(3) If a fire is caused due to ineffective or negligent elimination of fire hazards, demerits shall be recorded or detention for observation shall be given depending on the seriousness of the situation.

(4) Those who misappropriate or damage fire-fighting equipment and facilities without authorization shall be given a serious warning or above in addition to paying compensation according to the price; Those who destroy the scene of the accident and cause a catastrophic accident shall be given a punishment of staying on campus for observation or above.

(5) During experimental training, those who violate safety operating procedures and do not cause accidents will be given a warning; Those who cause accidents or significant losses will be given a severe

warning or above.

(6) Those who privately pull or connect electric wires or have potential safety hazards in the dormitory will be given a severe warning or above; Those who store flammable and explosive materials in public places shall be expelled from school.

(7) Anyone who organizes group activities without authorization, or causes accidents due to inadequate safety measures during the organization of activities, will be punished by staying on campus for probation or being expelled from school.

(8) Anyone who drives a motor vehicle or rides a bicycle in violation of regulations and causes a traffic accident on campus will be given a serious warning or above.

**Article 34** Whoever commits the following acts in violation of school rules and regulations, which affect the normal order of the school, if the circumstances are serious, shall be given corresponding sanctions.

(1) Those who engage in recreational and sports activities without authorization in places such as dormitory buildings, teaching buildings, office buildings, roadways, sidewalks, and green areas, and do not listen to dissuasion, will be given a warning; If an accident is caused, a severe warning or above shall be given.

(2) Those who often spit everywhere, litter, smoke in public places, or often use rude and dirty words, and refuse to correct after repeated teaching, will be given a serious warning in addition to being punished in accordance with relevant regulations.

(3) Anyone who enters a public place without proper clothing or clothing, or who misbehaves or refuses to listen to persuasion in a public place, will be given a warning.

(4) Those who engage in profit-making activities on campus without permission and do not listen to persuasion will be given a warning or above.

(5) Those who do not obey educational management and repeatedly violate relevant regulations shall be given a warning or above; "Those who insult or abuse teachers and administrators shall be punished with a demerit recording or above, depending on the circumstances. Those who beat teachers and administrators shall be punished with a detention and probation or above."

(6) Those who change their room or bed number without the approval of the international student management department will be given a warning and ordered to return to their original accommodation status.

(7) It is strictly prohibited to lodge outsiders. Strictly implement the visitor registration system. Visitors must hold valid identity documents and register for the reception after approval. Those without documents are not allowed to enter the student apartment building. The on-duty personnel shall carefully fill in the reception registration form, keep the valid documents of the visitors, and register to retrieve the valid documents when the visitors leave the building. Those who stay with outsiders without permission shall be punished by staying at school for inspection or above; Those who store controlled knives in an apartment will be given the above punishment of detention and observation.

(8) Those who waste water and electricity will be criticized in a notice, and those with serious circumstances will be given a serious warning or above.

(9) Whoever causes disturbances in public places and causes

adverse effects shall be punished with a demerit recording or above.

(10) If any person throws articles that may cause personal injury and endanger the personal safety of others without causing an accident, a serious warning shall be given; If an accident is caused, a demerit recording or above shall be imposed.

(11) Ignoring the work and rest system, making loud noises in classrooms, reading rooms, dormitories, and teaching areas, impeding others' normal work, study, and life, and if the circumstances are flagrant and they do not listen to advice, they will be given a serious warning or above.

**Article35** Whoever obstructs the investigation of disciplinary violations by a school, intentionally provides false evidence, causing difficulties in the investigation, or retaliates against the informant, if the circumstances are serious, shall be given a serious warning or above.

## Chapter IV Violation of Visa and Insurance

### Administration

**Article36** Those who have expired their visas shall be disqualified from evaluating various types of scholarships in the current year; According to the seriousness of the situation, punishment such as warning, serious warning, demerit recording, etc. shall be given respectively; Those who have caused adverse effects will be expelled from the school and recommended that the Beijing Municipal Exit and Entry Administration Department impose a penalty of leaving the country within a specified time limit.

**Article37** Those who fail to go through the formalities with the relevant departments within 10 days after changing their passports, visas, or residential addresses, or who are punished by the public security organ, will be disqualified from evaluating various types of scholarships for the current year; According to the seriousness of the situation, sanctions such as warning, serious warning, demerit recording, etc. shall be given.

**Article38** Anyone who arbitrarily alters or forges visa application forms or other visa related documents shall be given a serious warning or demerit recording according to the seriousness of the case; Those who have caused adverse effects will be subject to disciplinary actions such as expulsion from school.

**Article39** Anyone who lends his passport to others for use shall be given a serious warning or demerit recording punishment; Those who cause serious consequences and are subject to administrative or criminal penalties by the public security organ will be subject to expulsion from school.

**Article40** Any other person who violates the exit and entry

management system shall be given a warning, a serious warning, or a demerit recording according to the seriousness of the circumstances.

**Article 41** Insurance for international students in China shall cover the entire study period. Overseas students should purchase insurance in China before entering the country, and domestic students should renew the insurance within the validity period. Those who fail to renew their insurance after the expiration of the insurance period will be given disciplinary actions such as warning, serious warning, demerit recording, etc.

## **Chapter V Regulations on Administrative Penalties for Student Birthday Affairs**

**Article42** International students who delay or fail to submit relevant materials required by the school in educational administration, visa management, student daily affairs management, and other related events will be punished by circulating a notice of criticism, warning, serious warning, demerit recording, and other penalties based on the seriousness of the situation.

## **Chapter VI Punishment Procedures and Management**

**Article43** For those who violate the "Law of the People's Republic of China on Public Security Administration and Punishment" or the criminal law, the Security and Stability Department shall be responsible for contacting the public security and judicial authorities, assisting and cooperating with the public security and judicial authorities in finding out the facts, filling in the material transfer form, and notifying the International Academy of the investigation and handling results of the public security and judicial authorities; Students who violate teaching management regulations and exam room discipline will be investigated by the International School and provided with handling suggestions; Students who violate dormitory management regulations will be advised by the International School based on their disciplinary violations.

**Article44** Before making a decision on the punishment of a student, a school shall listen to the statement and defense of the student or his agent, and the student shall have full right to defend. Before the school makes a decision on the punishment for both probation and expulsion, the punishment department should inform students of their right to apply for a hearing.

**Article45** After the decision on punishment is made, the school shall adopt appropriate methods to announce it within the school. The punishment document is made in duplicate, one copy being sent to the student himself, and the other copy being filed by the International School and stored in the student's file. Upon receiving a disciplinary decision, students must sign the disciplinary decision acceptance form.

The refusal of the punished international student to sign does not affect the effectiveness of the punishment. The punishment decision shall be recorded by the person serving it, and the reason for not signing shall be noted. Schools should do a good job in education after receiving the punishment decision from students. If the decision on punishment cannot be served, the school shall serve it by announcement.

**Article46** After the disciplinary decision has been served on the student in violation of discipline, if the student in violation of discipline disagrees with the disciplinary decision, he/she may file a complaint with the school within 5 working days. If the disciplinary decision document cannot be served on the student in violation of discipline due to special reasons, the appeal period shall be calculated from the date of expiration of the announcement period. The school shall provide a written reply to the student within 15 working days after receiving the student's petition to confirm whether to accept it. The school will review the acceptance and provide a response.

**Article47** The punishment decision shall be truthfully and completely included in the school documents and students' personal files, and shall not be removed.



## **Chapter VII Supplementary Provisions**

**Article48** These regulations shall be implemented as of the date of promulgation. Any matters not covered herein shall be interpreted by the International Academy.

**Article49** These Measures shall be revised on March 1, 2023.

## **Regulations on the Administration of Off campus Residence of International Students of Beijing Wuzi University**

In order to maintain the normal educational and teaching order of the school, strengthen the management of foreign students residing outside the school after returning to school, and ensure the legitimate rights and interests of foreign students and the safety of personal property, this measure is formulated in combination with the actual situation of our school.

**Article1** If international students of International School need to live outside campus due to personal reasons, they should fill out the "Approval Form for International School International Student Living Outside Campus", obtain approval before living outside campus, and sign the "Commitment Letter for International School International Student Living Outside Campus".

**Article2** International students living off campus should legally rent private houses or hotels, hotels, apartments, etc., sign standard contracts, protect their legitimate rights and interests, and submit the detailed location of their residence off campus, contact information of their community, and other information to the responsible teachers of the International School.

**Article3** Overseas students residing outside of school must strictly abide by Chinese laws and regulations, respect Chinese customs, abide by the rules and regulations of territorial accommodation, pay attention to personal and property safety, and prohibit illegal and criminal activities such as drug abuse, prostitution, gambling, etc. in the accommodation area.

**Article4** Comply with the regulations of the Exit and Entry Management Department of the Beijing Municipal Public Security

Bureau, bring relevant materials to the local police station within 24 hours to apply for accommodation registration, and promptly provide the responsible teacher of the International School with a receipt of accommodation registration.

**Article5** If there is a change in passport, visa, or residential address, you should go through accommodation registration at the local police station and provide a new accommodation registration receipt to the responsible teacher of the International School in a timely manner.

**Article6** The International School shall cooperate with the public security department to conduct safety inspections on foreign students residing outside the school. Foreign students shall actively cooperate and shall not unreasonably obstruct or refuse the inspections.

**Article7** Foreign students residing outside the school must strictly abide by the school's work and rest schedule, actively participate in various educational and teaching activities organized by the school. If they are unable to attend school due to illness or other reasons or participate in teaching activities, they should go through the procedures for asking for leave in accordance with the relevant regulations of the school.

**Article8** International students residing outside the school must promise to be able to fulfill the above provisions, fulfill their commitments, and provide complete and authentic residence information.