

# 北京物资学院留学生考试、考勤管理实施细则

## 第一章 总则

**第一条** 为进一步提高留学生的培养质量，落实日常管理，创造良好的学习环境，依据《中华人民共和国出境入境管理法》，《北京物资学院招收和培养留学生管理办法》及相关文件要求，特制定本实施细则。

**第二条** 凡在北京物资学院学习的留学生均应遵守本实施细则。

**第三条** 考勤分为迟到、早退、旷课三项内容，考勤包括教学计划中的上课，实习和实践活动等。

## 第二章 名词解释

迟到：未能按课程时间表到达教学地点且无正当理由。

早退：未到下课时间提前离开。

旷课：未经请假或请假未获批准不来上课。

## 第三章 考勤时间、地点、方式

地点：留学生考勤地点为教学地点。

方式：任课教师考勤和辅导员、教务管理人员随机抽查方式相结合；严禁委托他人或代替他人签到，考勤信息不定期汇总公布。

## 第四章 请假手续办理

**第一条** 因病请假应有医院证明。请假 3 天以内的，报国际学院留学生办公室审批；请假 3 天以上的，由国际学院副处长审批；

请假 10 天以上的，由国际学院处长审批。

**第二条** 留学生请假条、医院证明及学院审批意见等材料由留学生本人交国际学院留学生办公室保存备查。留学生办公室应将学生请假情况及时通知学生所属学院和任课教师。

**第三条** 留学生请假期满，应当及时向国际学院留学生办公室销假，如期满仍未能回校学习，应当办理续假手续，未办理续假手续或续假未批准者以旷课处理。

## **第五章 迟到、早退、旷课处理办法**

**第一条** 每门课旷课时数超过 1/3 者，取消该课程考试资格。

**第二条** 期末考试缺考取消该门课程的补考资格，并需重修。

**第三条** 无故上课迟到，根据迟到次数，予以批评教育或纪律处分。

（一）一学期内累积迟到次数 3 次的，给予警告处分。

（二）一学期内累积迟到次数 6 次的，给予严重警告处分。

（三）一学期内累积迟到次数 9 次的，给予记过处分，同时取消当年奖学金评比资格。

（四）一学期内累积迟到次数 12 次的，给予开除学籍处分。

## **第六章 考试纪律**



**第一条** 考生在开考前 15 分钟，凭护照进入指定考场，按监考教师指定位置入座，并按要求在监考记录单上签名。没有证件者不得进入考场参加考试。开考前考生需按要求将证件放在桌面右上角，接受监考、巡视人员的核验。

**第二条** 开考 15 分钟后禁止迟到考生入场。迟到 15 分钟以上和无故不参加考试者，按旷考处理。考试过程中考生不得随意出入考场，如确有特殊原因需出入考场时须经监考教师同意后，在一名监考教师陪同下进出考场，且每次只允许一名考生出入考场。

**第三条** 考生的试题、答卷、草稿纸由监考教师统一发放，严禁考生自带纸张，不得多领、多答试卷。考试结束后由监考教师一并收回，一律不准带出考场。考试开始前考生应检查试卷页码是否齐全，字迹是否清晰，如果有问题应及时向监考教师反映。

**第四条** 考生进入考场允许携带必要的文具入场，如 HB-2B 铅笔（涂答题卡用）、黑（蓝）色钢笔、水笔或圆珠笔、橡皮等文具。禁止携带任何书籍（有特殊要求的考试科目除外）、笔记、资料、报刊、草稿纸、各种无线通信工具（如手机、无线耳机、对讲机）、录放音机、电子记事本、智能手表等违规物品入场，一经发现，将按违规处理，成绩无效。

**第五条** 在开考前，考生应当主动检查课桌、座位是否有任何书籍（有特殊要求的考试科目除外）、笔记、资料、报刊、草稿纸、各种无线通信工具（如手机、无线耳机、对讲机）、录放



音机、电子记事本、智能手表等违规物品。如果有，应及时存放到存包处或上交给监考教师。若课桌桌面上刻画有文字材料，由监考教师决定是否调换座位。如没有在考试开始前检查并报告监考老师，一旦考试中发现有上述情况，一律按考试违纪处理。

**第六条** 监考教师宣布开考后方可开始答题。考生在试卷、答题纸规定位置准确填写姓名、学号。答卷只能用黑（蓝）色钢笔、水笔或圆珠笔。用红笔、铅笔或在草稿纸上作答一律无效。对于标有装订线（密封线）的试卷，不能在装订线（密封线）外作任何标记，否则该试卷作废，并按考试违纪处理。

**第七条** 考生应认真诚实地在规定时间内独立完成答卷，考场内必须保持安静。考试中不能交头接耳，左顾右盼，打手势、做暗号；不准夹带，偷看，抄袭或有意让他人抄袭；不准传抄答案或交换试卷。

**第八条** 考试结束，考生应立即停笔，待监考教师收齐试卷、答题纸、草稿纸后方可离开考场。提前交卷，须将试卷反扣桌上，举手得到允许后退出考场。不得在考场逗留或在附近高声喧哗。

**第九条** 如不遵守考试纪律，不服从考试工作人员管理，有违纪、作弊等行为，将按照《北京物资学院国际学院学生违纪处分办法》有关规定进行处理。

## **第七章 附则**

**第十条** 本管理办法自颁布之日起实施，最终解释权为国际学院所有。

**第十一条** 本办法于 2023 年 3 月 1 日修订。



注：翻译件不作为管理依据

**Note: Translations are not used as management basis**

## **Beijing Wuzi University International School Implementation Details for Examination and Attendance Management of International Students**

### **Chapter 1: General Provisions**

**Article 1** In order to further improve the quality of international student education, implement daily management, create a favorable learning environment, and in accordance with the "Exit and Entry Administration Law of the People's Republic of China," "Management Measures for the Admission and Education of International Students in Beijing Wuzi University," and related regulations, these implementation details are formulated.

**Article 2** All international students studying at Beijing Wuzi University are required to comply with these implementation details.

**Article 3** Attendance includes late arrival, early departure, and absenteeism, covering classes, internships, and practical activities as specified in the teaching plan.

### **Chapter 2: Definition of Terms**

**Late Arrival:** Failure to arrive at the teaching location according to the course timetable without a valid reason.

**Early Departure:** Leaving before the end of the class.

**Absenteeism:** Not attending class without prior approval or with unapproved leave.

### **Chapter 3 Attendance Time, Location, and Methods**

**Location** The attendance location for international students is the teaching venue.

**Methods** Attendance is conducted through a combination of random checks by the course instructor, counselors, and academic administrative staff. Entrusting others or signing in on behalf of others is strictly prohibited, and attendance information is periodically compiled and published.

### **Chapter 4: Leave Procedures**

**Article 1** Medical leave requires a hospital certificate. Leave for up to 3 days should be approved by the International Student Office of the International School; leave for more than 3 days should be approved by the Deputy Dean of the International School; leave for more than 10 days should be approved by the Dean of the International School.

**Article 2** Leave applications, hospital certificates, and approval opinions from the college are to be submitted by the international student to the International Student Office of the International College for record-keeping. The International Student Office should promptly inform the student's college and the respective course instructors of the leave situation.

**Article 3** Upon the expiration of the leave period, international students should promptly report back to the International Student Office of the International College. If unable to return to campus for study as scheduled, they should handle extension procedures. Failure to handle extension procedures or disapproval of the extension will result in absenteeism.



## **Chapter 5: Handling of Late Arrival, Early Departure, and Absenteeism**

**Article 1** For each course, if the accumulated absenteeism exceeds one-third of the total class hours, the qualification for the final exam in that course will be canceled.

**Article 2** For final exams, missing the exam cancels the qualification for a makeup exam. Furthermore, re-enrollment and retaking the course are required.

**Article 3** Those who are late for class without reason shall be given criticism, education or disciplinary action according to the number of times they are late.

1. Warning shall be given to those who are late for school three times in one semester.
2. Those who are late for school six times in one semester shall be given serious warning.
3. Those who are late for school for 9 times in one semester shall be given demerit demerit and be disqualified from the scholarship evaluation in that year.
4. Students who are late for school 12 times in one semester shall be given the sanction of expulsion.

## **Chapter 6 Exam Discipline**

**Article 1** Fifteen minutes before the start of the exam, candidates should enter the designated exam room with their passports, sit in the positions assigned by the invigilator, and sign on the invigilator's attendance record. Candidates without identification will not be allowed to enter the exam room. Before the exam begins, candidates should place their identification documents on the upper right corner of the desk for verification by invigilators and inspectors.

**Article 2** No latecomers are allowed to enter the exam room 15 minutes after the start of the exam. Candidates who arrive more than 15 minutes late or absent without a valid reason will be treated as absent. Candidates are not allowed to enter or leave the exam room at will during the exam. If there are special reasons for leaving or entering the exam room, candidates must obtain the consent of the invigilator and leave or enter the exam room with an invigilator, with only one candidate allowed at a time.

**Article 3** Exam papers, answer sheets, and scratch paper will be uniformly distributed by invigilators. Candidates are strictly prohibited from bringing their own paper. After the exam, all materials will be collected by invigilators, and no candidate is allowed to take any materials out of the exam room. Candidates should check whether the question paper is complete and the handwriting is clear before the exam begins. If any problems are found, candidates should report them to the invigilator promptly.

**Article 4** Candidates are allowed to bring necessary stationery into the exam room, such as HB-2B pencils (for filling out answer sheets), black (blue) pens, water-based pens or ballpoint pens, erasers, etc. It is forbidden to bring any books (except for subjects with special requirements), notes, materials, newspapers, scratch paper, various wireless communication tools (such as phones, wireless earphones, walkie-talkies), recording and playback devices, electronic notebooks, smartwatches, and other prohibited items into the exam room. Once discovered, candidates will be treated as violating exam rules, and their scores will be invalidated.

**Article 5** Candidates should proactively check the desk and seat for any books (except for subjects with special requirements), notes, materials, newspapers, scratch paper, various wireless communication tools (such as phones, wireless earphones, walkie-talkies), recording and playback devices, electronic notebooks, smartwatches, and other prohibited items. If found, candidates should store them in the designated area or submit them to the invigilator. If the desk surface is



engraved with text materials, the invigilator will decide whether to change seats. If candidates fail to check and report to the invigilator before the exam starts, and if any of the above situations are discovered during the exam, candidates will be treated as violating exam rules.

**Article 6** Candidates are only allowed to bring essential stationery into the exam room. Any items brought by candidates must be placed on the designated place. Candidates are not allowed to bring bags or other personal belongings into the exam room. Bags and other personal belongings should be placed in the designated area outside the exam room.

**Article 7** Candidates must complete their answer sheets independently and honestly within the specified time. The examination room must be kept quiet. During the exam, candidates are prohibited from whispering, looking around, making gestures or signals; it is not allowed to carry, steal, cheat, or intentionally allow others to cheat; passing or exchanging answer sheets is strictly prohibited.

**Article 8** At the end of the exam, candidates should stop writing immediately. After the invigilator collects the exam papers, answer sheets, and scratch paper, candidates can leave the exam room. If a candidate wishes to submit the paper early, they should place the exam paper face down on the desk, raise their hand to seek permission, and exit the exam room upon approval. Candidates are not allowed to linger in the exam room or create loud noise in the vicinity.

**Article 9** Failure to comply with exam discipline, disobedience to exam staff, or engaging in violations, cheating, and other misconduct will be handled in accordance with the relevant provisions of the "Disciplinary Measures for International Students of Beijing Wuzi University International School."

These management regulations will be effective from the date of promulgation, and the ultimate interpretation rests with the International School.

Beijing Wuzi University International School

November 8, 2023

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