

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、带头者。

（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。

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（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，违反安全操作规程，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

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

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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。

Measures of Beijing Wuzi University on Disciplinary Action against Foreign Students

Chapter I General Provisions

Article 1 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

Article 2 These Regulations shall apply to full-time international students in school, and other international students shall refer to them for implementation.

Article 3 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.

Article 4 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..

Article 5 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.

Article 6 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

Article 7 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.

Article 8 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.

Article 9 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.

Article 10 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.

Article 11 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.

Article 12 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.

Article 13 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

Article 14 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.

Article 15 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.

Article 16 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."

Article 17 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.

Article 19 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.

Article 20 Those who violate classroom discipline and disrupt the normal teaching order, if the circumstances are serious, shall be given a serious warning or above.

Article 21 Anyone who forges or alters various certificates and documents shall be punished with a demerit recording or above.

Article 22 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.

Article 23 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."

Article 24 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."

Article 26 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.

Article 27 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.

Article 28 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.

Article 29 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.

Article 30 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.

Article 31 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."

Article 33 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.

Article 35 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

Article 36 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.

Article 37 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.

Article 38 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.

Article 39 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.

Article 40 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

Article 42 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

Article 43 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.

Article 44 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.

Article 45 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.

Article 46 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.

Article 47 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

Article 48 These regulations shall be implemented as of the date of promulgation. Any matters not covered herein shall be interpreted by the International Academy.

Article 49 These Measures shall be revised on March 1, 2023.