

# 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，特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。

5.1 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。

5.2 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。

5.3 预科班原则上为一年。

5.4 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。

5.5 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期，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** 有下列情形之一的，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、患有传染病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。



## **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**

#### **Article 1 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.

5.1 Applicants can provide proof of their Chinese language learning and can transfer to the Chinese language preparatory course after being approved by the school.

5.2 The curriculum and tuition standards of the preparatory course are equivalent to

those of the advanced course for foreign language students.

5.3 In principle, the preparatory course is one year.

5.4 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.

5.5 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

**Article 2** 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.

**Article 3** 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.

**Article 4** 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.

**Article 5** 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**

**Article 6** 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.

**Article 7** 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**

**Article 8** 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).

**Article 9** 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.

**Article 10** 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.

**Article 11** 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.

**Article 13** 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.

**Article 14** 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**

**Article 15** 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.

## **Article 16 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.

## **Article 17 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.

## **Article 18 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.

#### **Article 19 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.

#### **Article 20 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**

**Article 21** 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.

**Article 22** The International Cooperation and Exchange Division (International School) shall be responsible for the interpretation of matters not covered in these regulations.

**Article 23** These Measures shall be revised on March 1, 2023.