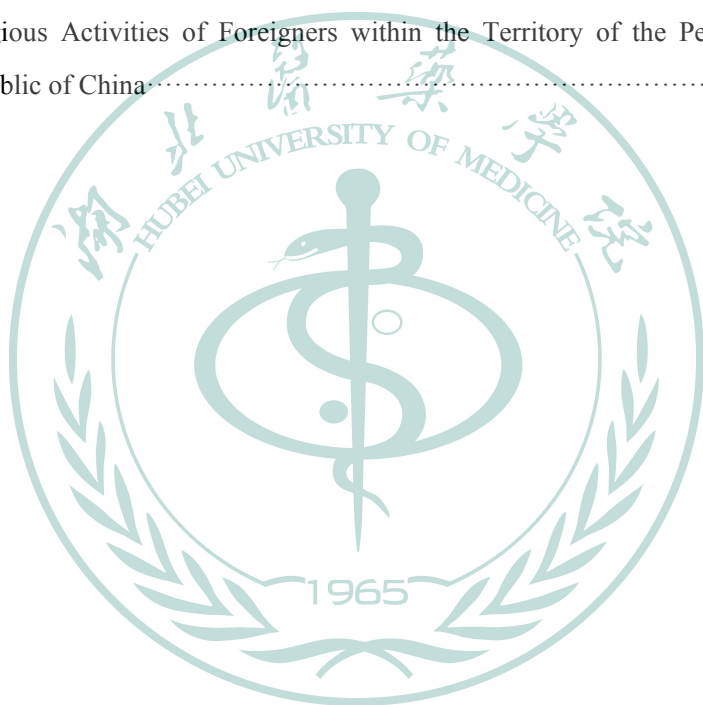


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湖北医药学院留学生学籍管理规定

第一章 入学与注册

第一条 新生入学与注册

(一) 新生持《录取通知书》、《外国留学生来华签证申请表》(JW202 表)、学习签证,到国际教育学院办理入学手续。因故不能按期入学的,应当向学校请假。未请假或者请假逾期的,除因不可抗力外,视为放弃入学资格。

(二) 学校在报到时对新生入学资格进行初步审查,审查合格的办理入学手续,予以注册学籍;审查发现新生的录取通知书、学生信息等证明材料,与本人实际情况不符,取消入学资格。

(三) 新生持健康体检报告、护照、录取通知书(复印件)、JW202 表自入境之日起 30 日内去出入境管理支队办理居留证。逾期不办证者,将予以处理。

第二条 在校生学籍注册

(一) 每学期开学报到期间,学生应在规定时间内返校,缴纳相关费用,到国际教育学院报到。因故不能按期按时返校的,必须在开学之日起 10 个工作日内以书面形式并附有关证明办理请假手续。

(二) 对未办理请假手续或请假逾期未返校的学生,辅导员督促其回校办理相关(请假或休学)手续,仍不办理相关手续的,按照学生管理相关规定进行处分。

第三条 学生有下列情形之一的,学校可以不予注册:

- (一) 无正当理由未按规定缴纳学费、住宿费或其它应缴费用的;
- (二) 应当休学而没有履行休学手续的;
- (三) 应当留级、降级而没有履行留、降级手续的;
- (四) 因病或其它原因申请暂不注册的。

未注册学生不享受在校学生的权利，学校对其学习效果不予评价。

第四条 未请假或请假逾期未注册的，期限超过 14 天，视为学生主动放弃学籍，按自动退学处理。

第二章 学制、修业年限

第五条 学生在校学习实行弹性学制，可在规定时间内延长修业年限。

第六条 学生在校学习的最长年限（含休学、因成绩等原因导致的留、降级）一般为四年制专业六年、五年制专业七年、六年制专业八年。

第七条 延长修业年限的，须按学校休学、留降级等相关规定办理手续。

第三章 考勤与请假

第八条 学校对教学计划规定的课堂讲授、考核、实验、见习、实习、等教学活动进行考勤，学生因故不能参加的，事先必须请假。未请假或请假未准而擅自不出勤的，均以旷课论处。

第九条 学生因病请假应有校医保中心、附属医院的病情证明。3 天以内由辅导员审批，10 天以内由国际教育学院审批，超过 10 天，报学生工作处审批。学生因特殊原因必须请事假时，应事先参照病假审批权限办理请假手续，事假时间不得超过两周。

请假期满，请假学生须及时向辅导员销假。需要续假时，续假天数与原请假天数合并计算，按相应审批权限办理请假手续。续假批准与否，应回复学生本人。

学生请病、事假的申请书、医院证明及审批意见应存国际教育学院留学生管理科备查。学生一学期内请病、事假累计超过 30 天时，

应由学院书面报学工处备案；累计超过本学期总学时三分之一以上的，按本规定第二十条办理。

自行离校连续超过 14 天未参加学校规定的教学活动的，按自动退学处理。

第四章 课程考核与成绩记载办法

第十条 课程考核分为考试和考查两种。一门课程跨学期讲授而每个学期都进行考核的，每学期均按一门课程计算。成绩评定要突出过程管理，可根据考勤、课内教学表现、自主学习情况和期末测试等情况综合评定。其中，平时学习情况评定占比为 40%—50%。

必修课成绩评定按百分制计分，60 分为及格，及格及以上取得该门课程学分；选修课成绩评定以百分制或等级制（合格、不合格）计，及格及以上或合格即取得该门课程学分。

第十一条 成绩登载与绩点计算

（一）考核成绩与绩点的换算

考核成绩	绩点
85-100 分（优秀）	3.5 -5.0
70-85 分（良好）	2.0 - 3.5
60-70 分（及格）	1.0 -2.0
0-60 分（不及格）	0

（二）学分绩点计算方法

一门必修课程的学分绩点=该课程绩点×学分数；

平均绩点 = 所学必修课程学分绩点之和÷所学必修课程学分之和。

平均绩点是评定奖学金、评选优秀学生、授予学士学位的重要依据。

第十二条 学生须遵守学习和考核纪律。学生旷考，或被认定为违反考核纪律或舞弊的，该门课程记为 0 分。旷考结业考试的，

取消其课程补考资格。被认定为违纪或舞弊的，根据《湖北医药学院留学生违纪处分办法》给予相应纪律处分。

第十三条 有下列情况之一的，取消该门课程的考核资格：

（一）实验、见习、实习及其它实践性教学环节，旷课学时累计超过该门课程实践课总学时的 1/3 及以上的；

（二）未交实验（见习）报告次数达到应交实验（见习）报告次数 1/3 及以上的；

（三）因病、事假缺课以及旷课学时累计超过该门课程总学时 1/3 及以上的。

第十四条 缓考

（一）有下列情况之一，不能参加该门课程考核的，可以申请缓考：

- 1、因病住院(包括急诊留察)或传染病隔离的；
- 2、因公事（学校委派参加重大赛事、会议等）外出的；
- 3、考核时间冲突的；
- 4、因其他特殊原因确实无法参加考试，经学院负责人批准的。

（二）学生因故不能参加课程考核时，须在不迟于考核前一天办理缓考手续（因病需提交校医保中心、医院病情证明），经批准后方能生效。确因急病或其他突发意外事件来不及考前提出申请的，应及时向国际教育学院报告，经学院负责人批准，凭医院病情证明或相应材料补办缓考申请。

（三）因私事申请缓考一般不予批准。除因急病或其他突发意外事件，其他在课程开考后交送的缓考申请无效。

（四）缓考一般在下一学期期初进行，随同补考学生一并参加相同课程考试。

第十五条 补考

（一）课程结业考核成绩不及格的，须参加下一学期开学的补考。

（二）补考安排在开学后 1-2 周内进行。

(三) 确实不能参加补考的, 根据第十四条的规定办理相关手续。补考旷考的, 取消其课程重修 1 报名资格。

(四) 补考成绩以实际考核分数记载。

第十六条 重修

(一) 有下列情形之一的, 可以重修该门课程:

- 1、补考成绩不及格的;
- 2、已重修但成绩仍不及格的;
- 3、为提高课程绩点且必修课程考核成绩低于 75 分的。

(二) 学生本人对以前多门课程成绩不满意, 可向学校申请降级重修。

(三) 学生通过教务管理系统进行重修课程报名, 每人每学期报名门数不超过 5 门。

(四) 课程重修应参加低年级相同专业该课程学习、考核。如重修课程与新学期课程冲突, 则重修以自学为主。

(五) 重修考试实行“缺考一次, 限考一次”政策。当次申请后无正当理由不参加重修考试而记录为“缺考”的, 紧邻的下次重修机会取消, 再下次方可恢复其重修报考资格。

(六) 课程重修强化学生平时学习情况的考核, 计分方式为: 重修理论考试成绩*60%+读书笔记评分*40%=该门课程考核最终成绩, 但最终成绩不得高于 75 分。无理论考试或实践操作类课程, 可不折算读书笔记评分, 但最终成绩不得高于 75 分。

第十七条 免修

学生留降级后, 可申请课程转换; 原课程成绩达 70 分及以上的, 可申请已修课程免修。课程成绩均按原考核分数记载。

第十八条 学校真实、完整地记载、出具学生学业成绩。所出具的学业成绩单中, 对通过补考、重修获得的成绩, 予以标注。

第五章 休学与复学

第十九条 学生可以分阶段完成学业，除另有规定外，应当在学校规定的最长学习年限内完成学业。

第二十条 学生有下列情况之一的，经学校批准，可以休学：

- （一）因请假缺课超过一学期总学时的三分之一；
- （二）由校附属医院诊断证明患有传染性疾病需隔离治疗；
- （三）因某种特殊原因，由本人申请，经学校认定的。

第二十一条 休学手续办理

（一）学生本人填写《休学申请表》，因病休学还应提交附属医院的病情证明及其他有关材料，经国际教育学院同意，报教务处批准后，方能办理休学手续。学生在准予休学之日起5个工作日内办理离校手续回国。

（二）学生休学一般以一学年为期，特殊情况确需延长休学期限的，在休学期满时，应由本人再次向学校提出申请，获准后方可续休，但累计休学年限不得超过学校规定的最长年限。休学期满在规定时间内未提出复学申请的，做退学处理。

第二十二条 学生休学期满前，应在学校规定的期限内提出书面复学申请，因伤、病休学的学生申请复学时必须持医院康复诊断书，经国际教育学院复查合格，报教务处批准后，方可复学。

第六章 留、降级与退学

第二十三条 留、降级

- （一）每年秋季开学补考后，学校对学生学业情况进行清理。

1、非实习年级学生，凡累计达到两门及两门以上核心（学位）课程或四门及四门以上必修课程不合格的，予以留、降级处理；

2、实习年级学生，凡累计达到两门及两门以上必修课程不合格的，予以留、降级处理。

（二）留、降级应符合学校规定的最长年限要求，即学生在校学习的最长年限（含休学、因成绩等原因导致的留、降级）一般为四年制专业六年、五年制专业七年、六年制专业八年。

（三）留、降级学生学籍异动在秋季开学补考结束后二周内完成。

第二十四条 学生有下列情况之一，学校可给予退学处理：

（一）学业成绩未达到学校要求或者在学校规定的学习年限内未完成学业的；

（二）休学期满，在学校规定期限内未提出复学申请或者申请复学经复查不合格的；

（三）根据学校指定医院诊断，患有疾病或者意外伤残不能继续在校学习的；

（四）未经批准连续两周未参加学校规定的教学活动的；

（五）超过学校规定期限未注册而又未履行暂缓注册手续的；

（六）学校规定的不能完成学业、应给予退学的其他情形。

学生本人申请退学的，经学校审核同意后，办理退学手续。

第七章 毕业、结业与肄业

第二十五条 学生在学校规定学习年限内，修完培养方案规定内容，成绩合格，达到学校毕业要求的，学校准予毕业，在学生离校前发给毕业证书。符合学位授予条件的，学校颁发学位证书。

学生在学校规定学习年限内，修完培养方案规定内容，达到学校毕业要求，因成绩原因未达到学位授予条件，但在当年12月1日前完成相关课程重修，且重修后成绩符合学士学位授予标准的，可向学校申请学位补授。

第二十六条 学生在学校规定学习年限内，修完培养方案规定内容，但未达到学校毕业要求的，学校准予结业，颁发结业证书。结业后一年内，学生可申请回校课程重修、参加毕业考试，达到毕业要求的，学校为其换发毕业证书。毕业证书换发工作，每年集中办理两次，时间分别为下半年 11 月和上半年 4 月。换发的毕业证书，毕业时间按发证日期填写。结业学生不补授学士学位。

第二十七条 学生在学校规定的最长学习年限内，不符合毕业或学位授予条件的，可申请降级重修。降级后，学生在校学习相关课程，经考核合格的，随下一年级毕业。

第二十八条 在校学习满一学年及以上退学的学生，学校颁发肄业证书；不满一年的，学校发给写实性学习证明。

第八章 学位

第二十九条 本科毕业生同时达到下列学术水平和要求，可授予学士学位：

（一）比较系统地掌握本专业的基础理论知识，必要的基本技能、方法和相关知识；

（二）具有从事本专业实际工作和研究工作的基本能力；

（三）修完教学计划规定的全部课程，完成各实践环节的学习，课程、毕业论文（或毕业设计）或其他毕业实践环节考核全部合格，取得本专业培养方案规定的学分，获得毕业资格；

（四）必修课程平均绩点在 2.0 及以上或者学位课程（指学校专业培养方案中规定的核心学位课程）平均绩点在 2.5 及以上。

（五）临床医学专业留学生必须通过汉语水平考试五级（HSK5），其他专业的留学生必须通过汉语水平考试四级（HSK4）。

第三十条 凡有下列情况之一者，毕业时不能授予学士学位：

- (一) 未获得毕业资格者；
 - (二) 获得毕业资格，但必修课程平均绩点低于 2.0 且学位课程平均绩点低于 2.5 者；
 - (三) 违反国家法律、法规，受到刑事处罚者；
 - (四) 在校期间因论文抄袭、篡改或伪造研究结果（数据）等违背学术诚信者；
 - (五) 非学术诚信原因受记过及以上处分，处分未解除者。
- 第三十一条** 研究生通过硕士学位课程考试、成绩合格，修满培养方案规定的学分，顺利通过学位论文答辩，达到下列要求者，授予硕士学位：
- (一) 通过汉语水平考试三级（HSK3）；
 - (二) 掌握本学科坚实的基础理论、基本知识和基本技能，具备较强的临床/护理分析和实践能力，以及一定的表达能力与医患沟通能力；
 - (三) 能独立、规范地承担本专业常见多发病诊治/护理工作，接近本学科住院医师/护师的临床工作水平。能在生源国独立地履行一名住院医师/初级护师的职责，并能适应不断发展的医疗实践需要；
 - (四) 掌握本学科的最新进展和发展趋势，能结合临床/护理实际，完成学位论文并通过答辩；
 - (五) 熟练掌握本学科的实践技能，通过实践能力考核。

第九章 汉语学习

第三十二条 汉语和中国概况应作为接受学历教育的外国留学生的必修课。

第三十三条 汉语是学校培养外国留学生的基本教学语言。对汉语水平达不到学习要求的外国留学生，学校提供必要的补习条件。

第三十四条 本科留学生必须通过汉语水平考试四级（HSK4），

方能在中国进行毕业实习。

第三十五条 临床医学专业的本科留学生必须通过汉语水平考试五级（HSK5），方能毕业；其他专业的本科留学生必须通过汉语水平考试四级（HSK4），方能毕业。留学研究生必须通过汉语水平考试三级（HSK3），方能毕业。

第十章 附 则

第三十六条 本规定自印发之日起施行。

第三十七条 本规定由国际教育学院负责解释。



Regulations on Academic Management of International Students in Hubei University of Medicine

Chapter 1 Enrollment and Registration

Article 1 New students' enrollment and registration

1. The new students shall submit the Admission Letter, Visa Application for Study in China (JW202 form) and X visa to register at the School of International Education. Those who cannot register on time should ask for leave. Those who haven't asked for leave or the leave is overdue, except for force majeure, will be regarded as giving up university entrance qualification.
2. The University shall review the new students' qualification for enrollment. Those who pass the review can register. If it is found that the Admission Letter, students' information or other supporting documents do not conform to the actual situation, their admission will be canceled.
3. Within 30 days after entry, the new students shall submit the Physical Examination Report, passport, the Admission Letter (photocopy), JW202 form to the Exit and Entry Administration Department for the residence permit. Those who haven't applied for the residence permit on time shall be punished.

Article 2 Current students' registration

1. At the beginning of each semester, student shall return to the University on time, pay all the fees and register at the School of

International Education. Those who cannot return on time shall ask for leave within 10 working days after the semester begins, submitting a written application together with relevant proof.

2. For students who haven't asked for leave or who have asked for leave but the leave is overdue, if they still refuse to return to school to go through relevant procedures (asking for leave or leave of absence) as required by the class supervisor, they will be punished according to relevant student management regulations.

Article 3 In any of the following cases, students cannot register at the University:

1. Not paying tuition, accommodation fee or other required fee without reasons;
2. Not following the leave of absence procedure as required;
3. Not follow the degrading procedure as required;
4. Applying to defer registration because of sickness or other reasons.

Students who haven't registered cannot enjoy the rights of current students. Their learning performance will not be evaluated by the University.

Article 4 Those who haven't asked for leave or who have asked for leave but the leave is overdue, if the period exceeds 14 days, they will be deemed as voluntarily giving up student status and shall be handled as withdrawal from university.

Chapter 2 Duration and the Length of Study

Article 5 The duration of programs is flexible at the University. The

length of study can be extended within the prescribed time limit.

Article 6 The longest year of study (including leave of absence, degrading to the next grade for scores, etc.) is 6 years for the 4-year programs, 7 years for the 5-year programs, and 8 years for the 6-year programs.

Article 7 Those who apply to extend the length of study shall go through procedures according to the regulations on leave of absence, degrading to the next grade, etc.

Chapter 3 Attendance and Asking for Leave

Article 8 The University will check on student's attendance at the teaching activities including lectures, tests, experiments, probations, internships stipulated in the teaching plan. Student shall ask for leave ahead of time if they cannot attend. Those who are absent without asking for leave or without getting the permission to take a leave shall be punished as truants.

Article 9 Students who ask for sick leave shall have the diagnosis certificates by the University Health Care Center or affiliated hospital. The leave within 3 days shall be approved by the class supervisor. The leave within 10 days shall be approved by the School of International Education. The leave longer than 10 days shall be approved by the Department of Student Affairs. Students who ask for personal leave for special reasons shall follow the approving procedures by reference to those for sick leave. The personal leave shall not exceed 2 weeks.

When the term of leave expires, students shall inform the class supervisor of their return to the University in time. If they need to extend the leave, the extended days and the previous days of leave shall be added up and calculated together, and follow corresponding approving procedures. The student shall be informed whether the extended leave is approved or not.

The School of International Education shall keep students' sick/personal leave application form, diagnosis certificate by the hospital and the approving opinion. If students' accumulated leave exceeds 30 days in one semester, the School of International Education shall make a written report to the Department of Student Affairs for the record. If the accumulated leave in one semester exceeds 1/3 of the total teaching hours, it will be handled by reference to Article 20 of the Regulations.

Those who leave the University without permission and haven't participated in the teaching activities for more than 14 days will be handled as voluntarily withdrawal from university.

Chapter 4 Course Evaluations and Scores

Article 10 The course evaluations include classroom examinations and teacher's evaluations. If a course is taught across semesters and evaluated in each semester, it shall be considered as one course in each semester. The grade evaluations emphasize the process management, and are made according to the attendance, class performance, self-access learning, final examination, etc. Among them, the daily study performances take 40-50%.

The grade evaluations of compulsory courses adopt the hundred-mark system, with 60 as the passing grade. Those who pass the examination can obtain the credit of the course. The grade evaluations of selective

courses adopt the hundred-mark system or rating system (e.g. qualified or unqualified). Those who pass the examination or get qualified can obtain the credit of the course.

Article 11 Score posting and GPA calculation

1. The conversion between mark and GPA

Mark	GPA
85-100 (excellent)	3.5 - 5.0
70-85 (good)	2.0 - 3.5
60-70 (pass)	1.0 - 2.0
0-60 (fail)	0

2. GPA calculation method:

Grade point of a compulsory course = grade point * credit

GPA = sum of the grade points of all the compulsory courses ÷ sum of the credits of all the compulsory course

The GPA is an important basis for awarding scholarships, selecting excellent students and granting Bachelor's degree.

Article 12 Students shall abide by the disciplines of study and examination. If students are absent for an exam, or violate examination disciplines or cheat in the exam, the course will be scored 0 point. Those who are absent for the final examination shall be disqualified from the make-up exam. Those who are deemed as violating disciplines or cheating shall be given punishment according to *The Implementation Measures of Punishment for Disciplinary Violations of International Students in Hubei University of Medicine*.

Article 13 In any of the following cases, students shall be cancelled the

qualification to take the exam of the course:

1. For the experiment, probation, internship and other practical classes, the total number of absenteeism exceeds 1/3 of the total teaching hours of the practice course;
2. The times that students haven't handed in experiment/probation reports reaches 1/3 of the required times to hand in the experiment/probation reports;
3. The accumulated hours of absenteeism because of illness or personal affairs exceed 1/3 of the total teaching hours of the course.

Article 14 Postponement of examination

1. In any of the following cases, students can apply for postponement of examination:
 - 1) Hospitalized (including emergency observation) or quarantined for infectious diseases;
 - 2) Going out on business (assigned by the University to participate in important competition or conferences, etc.)
 - 3) Examination time conflicts;
 - 4) Unable to take the exam for other special reasons and approved by the Head of the School.
2. If students cannot take the exam for some reasons, they shall go through the procedures of postponing the exam at least one day before the exam (Those are ill shall submit the diagnosis certificate by the University Medical Center or affiliated hospital), which can take effect only after being approved. Those who cannot submit application before the exam because of acute diseases or other unexpected events shall report to the School of International Education in time. After getting the approval of the Head of the School, they make up the application

- with the diagnosis certificate by the hospital or corresponding materials.
3. Generally application for postponement of examination because of private affairs is not approved. Except for acute diseases or other unexpected events, any other applications for postponement are invalid if submitted after the beginning of an exam.
 4. Generally the postponed exam shall be given at the beginning of next semester. Students take the same exam together with those who take the make-up exam.

Article 15 Make-up exam

1. Those who fail in the final examination shall take the make-up exam at the beginning of next semester.
2. The make-up exams are given 1-2 weeks after the semester begins.
3. Those who cannot take the make-up exam shall go through relevant procedures by reference to Article 14. Those who are absent for the make-up exam shall be disqualified from re-take exam 1.
4. The marks for the make-up exam shall be recorded as the actual scores.

Article 16 Re-take course

1. In any one of the following cases, students can re-take course:
 - 1) Failing in the make-up exam;
 - 2) Having re-taken the course but still fail in the exam;
 - 3) To improve the grade point of a course, and the mark is below 75.
2. Students can apply to degrade to the next grade to re-take course if they are unsatisfied with the marks of many courses.
3. Students sign up for the re-take course through the academic affairs management system. Students can apply to re-take 5 courses at most.
4. Students shall re-take course and exam together with the students of the

same major in the next grade. If there is a time conflict between the re-take course and course of the current semester, the re-take course can be self-access learning.

5. The policy of “one test missed, one test prohibited” is implemented in the re-take exam. For those who fail to participate in the re-take exam without proper reason and are recorded as “absent for exam”, the next opportunity for the re-take exam will be deprived, and then the qualification for re-study exam can be restored next time.
6. Re-take course emphasizes the evaluation of students' daily learning. The scoring method is: test mark * 60% + notes mark * 40% = the final mark. The final mark shall not be higher than 75. If there is no theoretical exam or practice course, the notes will not be converted, but the final mark shall not be higher than 75.

Article 17 Exemption of exam

After students degrade to the next grade, they can apply for course conversion. If the former mark is 70 or above, they can apply for exemption of re-take course. The marks will be recorded according to the former mark.

Article 18 The University shall record and issue students' academic achievements truthfully and completely. In the transcript, scores obtained through make-up and re-take exam shall be marked.

Chapter 5 Leave of Absence and Return

Article 19 Students can complete their studies stage by stage. Unless otherwise specified, they shall complete their study within the maximum period prescribed by the school.

Article 20 After getting the permission, students can apply for leave of absence in the following cases:

1. Asking for leave and absent for 1/3 of the total teaching hours in one semester;
2. Diagnosed by the University's affiliate hospital with infectious diseases and need isolation treatment;
3. Applying for special reasons which are approved by the University.

Article 21 Procedures for Leave of Absence

1. Students fill in *The Application for Leave of Absence* (Those who apply for leave of absence because of illness shall also submit the diagnosis certificate by the affiliated hospital and other relevant materials), and the School of International Education reports to the Department of Academic Affairs for approval. Students shall complete the leave of absence procedures within 5 working days, and then return to their own country.
2. Generally the term for leave of absence is one year. When the term expires, those who need to extend the leave of absence for special cases shall apply to the University again for approval. The accumulated years of leave of absence shall not exceed the longest time limit stipulated by the University. When their term for leave expires, those who haven't applied to return to university shall be handled as withdrawal from university.

Article 22 When students' term of leave of absence expires, they shall submit a written application to return to school within prescribed time limit. Those who applied for leave of absence because of injuries or disease shall provide the certificate of recovery by the hospital. After

passing the recheck by the School of International Education, getting the approval of the Department of Academic Affairs for approval, students can return to school.

Chapter 6 Degrading and Withdrawal

Article 23 Degrading to the next grade

1. The University will check students' academic performance after make-up exams at the beginning of fall semester each year.
 - 1) Non-internship students who fail in two or more core (degree) courses, or fail in four or more compulsory courses shall be degraded to the next grade.
 - 2) Internship students who fail in two or more core compulsory courses shall be degraded to the next grade.
2. Degrading shall meet the requirements for the longest duration stipulated by the University, that is, students' maximum year of study (including degrading because of leave of absence or marks) is 6 years for four-year programs, 7 years for five-year programs, and 8 years for 6-year programs..
3. The change of student status shall be completed 2 weeks after the make-up exam at the beginning of fall semester.

Article 24 In any of the following cases, the University can permit students to leave school:

1. Not meeting the requirement of the University to the marks, or haven't completed the courses within required years;
2. When the term of leave of absence expires, students haven't applied within the prescribed time limit to return to school or not qualified to return to school;

3. Those who are diagnosed by the hospital not to be able to continue their study because of diseases or physical disabled;
4. Those who haven't participated in the teaching activities required by the University without permission for continuously 2 weeks;
5. Those who haven't registered within the prescribed time limit and haven't applied to suspend registration;
6. Other circumstances where students cannot completed the courses and should be given withdrawal.

If students apply to leave school by themselves, the University will check and permit their withdrawal.

Chapter 7 Graduation, Completed and Uncompleted Study

Article 25 Within the prescribed time limit, for students who have completed all the courses stipulated in the curriculum, passed the examinations, and met the requirements for graduation, the University shall grant the Graduation Certificate before they leave the University. For those who conform with the conditions to get the degree, the University shall grant the Degree.

For students who have completed all the courses stipulated in the training program, and met the requirements of graduation, but haven't met the requirements for getting the degree because of marks, if they complete the re-take course before December 1 of the current year, and meet the requirements for getting the degree, they can apply to the University for the degree.

Article 26 Within the prescribed time limit, students who have completed all the courses, but haven't met the requirements for graduation, the

University shall grant a Certificate of Completion. Within one year after the completion, students can apply to return to the University for re-take course and take the graduation examination. If they meet the requirement for graduation, the University will change their certificate to be Graduation Certificate. The change of certificates will be handled twice every year, in November and next April. The graduation time put in the Graduation Certificate shall be the issuing date. Students who get the Certificate of Completion shall not be granted the Bachelor's degree.

Article 27 Within the maximum year of study, those who are not eligible for graduation or degree can apply to degrade to the next grade. If passing the exam after degrading, they will graduate with the next grade students.

Article 28 For students who have completed one academic year of study and apply to leave school, the University will grant a certificate of uncompleted study. For those who have studied for less than one year, the University shall provide a descriptive proof of study.

Chapter 8 Degree

Article 29 Undergraduate students who have reached all the following academic standards and requirements shall be granted the Bachelor's Degree:

1. Systematically mastering the basic theory, necessary skills, methods and related knowledge of the major;
2. Obtaining the basic ability to undertake the practical work and research of the major;
3. Having completed all the courses stipulated in the teaching plan,

completed the study in all practice phases, passed all the evaluations on the courses, graduation thesis (or graduation project) or other graduation practices, obtained the required credits stipulated in the curriculum, obtained the qualification for graduation;

4. The GPA of the compulsory courses is over 2.0, or the GPA of the degree courses (the core degree courses stipulated in the training program of the major) is over 2.5;
5. Students of Clinical Medicine shall pass HSK5 test. Students of other programs shall pass HSK4 test.

Article 30 In any of the following cases, students cannot get the Bachelor's degree:

1. Not obtaining the qualification for graduation;
2. Obtaining the qualification for graduation, but the GPA of the compulsory courses is lower than 2.0, and the GPA of the degree courses is lower than 2.5;
3. Violating Chinese laws and regulations, and sentenced to criminal punishment;
4. Violating academic integrity during the study in the University because of plagiarism, falsification or falsification of research results (data);
5. Served the punishment of "Demerit Record" or above not because of academic dishonesty, and the punishment has not been revoked.

Article 31 Master's Degree shall be granted to the postgraduate students who have passed the Master's Degree course examinations, obtained the required credits stipulated in the curriculum, passed the thesis defense, and met the following requirements, shall be granted the Master's Degree:

1. Passing HSK3 test;

2. Mastering the solid basic theory, knowledge and skills of the discipline, having strong clinical/nursing analytical, practical ability, as well as language expression and doctor-patient communication ability;
3. Capable to independently and normatively undertake the diagnosis and treatment/nursing work of the frequently-occurring diseases in the discipline, and approaching the clinical standard of residents/nurses in the discipline, capable to independently perform the duties of a resident/primary nurse in their own countries, and adaptable to needs of continuous development of medical practice.
4. Mastering the latest progress and development trend of the discipline, In combination with the clinical/nursing practice, completing the dissertation and passing the thesis defense;
5. Mastering the practical skills of the discipline, passing the practical ability evaluation.

Chapter 9 Study of Chinese Language

Article 32 Chinese Language and Overview of China are required courses to international students who receive degree education.

Article 33 Chinese Language is the common teaching language for international students. Students who cannot meet the language requirements will be provided with necessary Chinese Language training courses.

Article 34 Undergraduate students shall pass HSK4 for the permission to do internship in China.

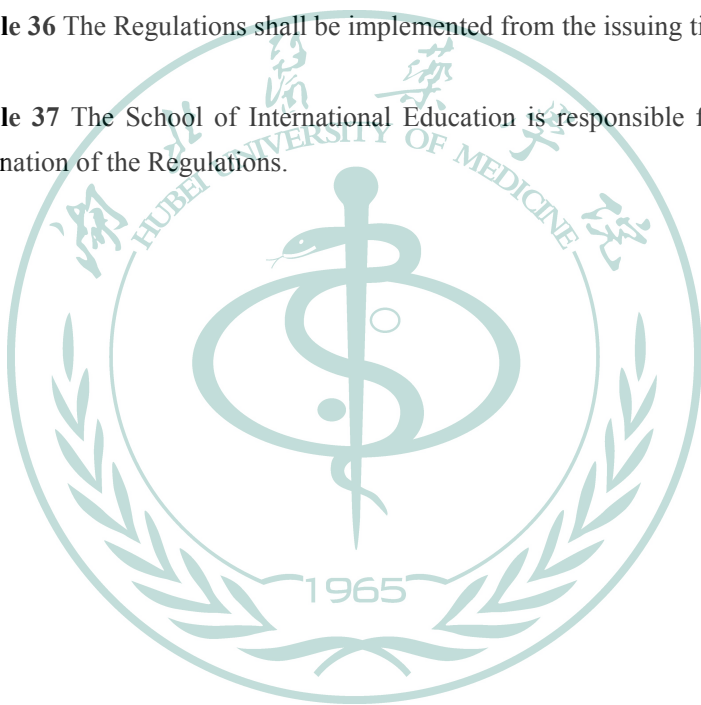
Article 35 Undergraduate students who major in Clinical Medicine shall

pass HSK5 before graduation. Undergraduate students of other majors shall pass HSK4 before graduation. Graduate students shall pass HSK3 before graduation.

Chapter 10 Supplementary

Article 36 The Regulations shall be implemented from the issuing time.

Article 37 The School of International Education is responsible for the explanation of the Regulations.



湖北医药学院本科留学生奖学金评定办法

为激励在校留学生勤奋学习、努力进取，根据《湖北医药学院学生奖学金评定办法》，结合我校留学生实际，特制定本方案。

一、参评对象

我校在册的且评定学年未获得中国政府或者其它组织奖励资助的本科层次留学生。

二、评奖条件

(一) 评奖原则

根据奖学金比例，以学习成绩平均绩点需达到2.0以上的要求选定获奖候选人，按学生学习成绩平均绩点排序依次确定获奖人选，标准如下：

奖 项	荣誉称号	比 例	确定条件	金额 (元)
特等奖 学金	优秀留学生 标兵	0.5%	学习成绩平均绩点在全班前5%，按成绩平均绩点由高到低依次确定。	2000
一等奖 学金	优秀留学生	4%	学习成绩平均绩点在全班前10%，按成绩平均绩点由高到低依次确定。	1500
二等奖 学金		6%	学习成绩平均绩点在全班前20%，按成绩平均绩点由高到低依次确定。	1000
三等奖 学金		12%	学习成绩平均绩点在全班前40%，按成绩平均绩点由高到低依次确定。	800

学习进步奖	学习进步奖	1.5%	学习态度端正，学习进步明显，按成绩平均绩点进步名次由多到少依次确定。	300
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（二）否决条件

凡在评定学年出现以下情况之一者，取消当年评奖学金资格：

- 1、本学年必修课程有不及格者；
- 2、受到警告及以上处分者；
- 3、参加打架斗殴或赌博者；
- 4、在奖学金评定中无理取闹者；
- 5、所在寝室被通报批评两次及以上者；
- 6、本学年旷课累计 5 次以上者；
- 7、考试舞弊者；
- 8、在实验、实习中发生责任事故，造成不良后果者；
- 9、集体活动无故 3 次以上不参加者，拒绝承担校、院、班级安排的工作者；
- 10、学年中曾发生有损于集体荣誉的言行者。

（三）小班级特等奖学金的评定：

对于不足 100 人的班级，四舍五入后不足一个名额的，可两年（大二、大四评定时）给予一个特等奖学金的名额。

三、测评安排

（一）时间安排

留学生奖学金评定工作于每年 9 月 1 日-10 月 1 日进行。

（二）组织与职责

学校成立由分管校领导任组长，学工处、教务处、国际教育学院参加的奖学金评审机构。主要职责是：制定和修改留学生奖学金评定工作细则；组织领导留学生奖学金评定工作；审核获奖奖项等。

国际教育学院成立奖学金测评领导小组，由学院分管领导为组

长，学工办主任、学生代表等人组成。主要职责是：组织领导各类奖项的评定、审批和复查等。

班级成立测评小组，由辅导员、班委会及部分学生代表（学生代表占全班人数 10%，需经全班同学选举产生）组成。主要职责是：对所在班级同学各类测评数据进行评议、计算、统计、复查、评定和审核，上报评定结果。

（三）评定办法

- 1、奖学金每年评定一次，十月中旬结束。
- 2、各类奖学金的具体名额严格以各班级的学生总人数进行核算，四舍五入，不得突破。
- 3、首次参加奖学金评定的班级，学习进步奖的评定依据上下学期学习成绩进步名次确定。
- 4、此方案中的各项奖励，每名学生每次只能获得其中一项，就高评定等次；
- 5、评奖时，每名学生根据评奖条件，进行个人申请；班级测评小组进行评议，确定获奖人选名单，公示无异议后，将评定结果上报国际教育学院，国际教育学院审核公示无异议后，将详细材料上报学工处。
- 6、学工处审核无异议后，上报学校批准发文表彰。

（四）表彰和奖励

各项奖学金获得者均由学校发文表彰，颁发证书及奖学金。

本办法自 2015 年 10 起实行，由国际教育学院负责解释。

Hubei University of Medicine

Regulations for the Reviewing and Granting

Scholarship for Undergraduate

This Regulation for Reviewing and Granting of Scholarship for Undergraduate (hereinafter refers to the Scholarship) has been established by Hubei University of Medicine (HUM) for the purpose of encouraging the international students to study hard in China and facilitating all-round development of them in moral, intelligence and physique.

I. Applicants

HUM Scholarship is open and applicable for all the international undergraduates enrolled in Hubei University of Medicine who have not got the scholarship issued by the governments in different levels or financial aid from other organizations.

II. Scholarship Standard

1. Principle

HUM Scholarship is provided proportionally. Students whose GPA is above 2.0 are entitled to be the candidate for the Scholarship. The Scholarship will be divided into 4 categories namely Special Prize, First Prize, Second Prize, Third Prize and Academic Progress Prize. The details are as the following:

Award	Honorary Title	Percentage	Qualification	Amount
Special Prize	Model International Students	0.5%	The GPA of the previous academic year ranks top 5% of the whole class and will be decided based on Top to Bottom Order.	2,000
First Prize	Excellent International Students	4%	The GPA of the previous academic year ranks top 10% of the whole class and will be decided based on Top to Bottom Order.	1,500
Second Prize		6%	The GPA of the previous academic year ranks top 20% of the whole class and will be decided based on Top to Bottom Order.	1,000
Third Prize		12%	The GPA of the previous academic year ranks top 40% of the whole class and will be decided based on Top to Bottom Order.	800
Academic Progress Prize	Academic Progress Prize	1.5%	The candidate should study hard with proper academic attitude. It will be decided according to the increment of the GPA in Top to Bottom Order.	300

2. Veto and Disqualifications

In any of the following cases, students are disqualified from applying for the Scholarship in the academic year:

- 1) Those who failed in the exam of any required courses;
- 2) Those who have been given the punishment “Warning” or above;
- 3) Those who were involved in fights or gambles;
- 4) Those who made trouble out of nothing or practicing fraud during the reviewing of the Scholarship;
- 5) Those who were given the circularized criticism more than twice due to the undesirable sanitary conditions or safety issues in the dormitory;
- 6) Those who have been absent for classes for more than 5 times;
- 7) Those who cheated in exams;
- 8) Those who caused serious accidents and resulted in adverse consequences during the experimental courses or internship programs because of their own mistakes;
- 9) Those who didn't participate in the activities organized by class or schools or the University for more than 3 times, and refused to assume any assignment arranged by the University, School or class;
- 10) One whose words and deeds adversely affected the images of the class, the School or the University.

3. Review Special Prize in Small Classes

For the classes less than 100 students whose quota of the candidate is less than one by round-off, a Special Prize could be given both in the sophomore year and the senior year.

III. Application Date and Review Process

1. Application Date

Scholarship Applications will be accepted by Hubei University of Medicine within September each year.

2. Organizations and Duties

A Scholarship Review Panel will be organized, which consists of the personnel from the Department of Students Affairs, the Department of Academic Affairs and International School. The university leader in charge of the International School will be appointed as the Panel leader. The Scholarship Review Panel will be responsible for working out and modifying the rules and regulations regarding the Scholarship, and the organization of the scholarship review as well as the audit of the awards.

A Scholarship Assessment Team under the direction of the dean of the International School will be established, which consists of the Head of the Office of Students Affairs and student representatives. The Scholarship Assessment Team will be responsible for organization of the evaluation on each category of the award, the approval and recheck of the award.

A Class Assessment Group involving the members of the Class Management Committee and students representatives (10% of the total number of the class, which is elected by the whole class) of the class, will be organized under the direction of the class supervisor in order to conduct the initial review of the authenticity of the application materials and qualification of applicants, including calculating, statistics, recheck and assessment. The results will be reported to the International School.

3. Review Process

- 1) The Scholarship Review will be conducted annually from September to October.
- 2) The quota of the candidate will be determined strictly on the basis of the numbers of each class and according to the principle of round-off.

- 3) For the classes which participate in the Scholarship for the first time, the Academic Progress Prize will be reviewed on the basis of the GPA increment between the first semester and second semester.
- 4) Each student can only win a category of the award. Any student qualified for several categories will be granted the highest one.
- 5) Each student can apply for the Scholarship based on rules and regulations and the relevant requirements. The Class Assessment Group will review the application materials and make the List of Recommendation. The List will be submitted to the International School after the Publicity without any objection. With the review and approval of the International School, all the application materials will be submitted to the Department of Student Affairs of Hubei University of Medicine.
- 6) The Department of Student Affairs will report to the University and grant the award.

4. Commend and Reward

The University will grant both the certificate and the scholarship to the winners.

These Regulations are implemented since 1st October, 2015. The International School is responsible for the explanation of these Regulations.

湖北医药学院留学研究生助研津贴发放办法

为激发来华留学研究生勤奋学习，更好地完成学业，学校设立来华留学研究生助研津贴。为加强来华留学生的行为管理，充分发挥助研津贴的激励导向作用，特制定本办法。

一、发放范围

全日制在籍且在基本学制年限内的来华留学研究生。已办理休学、出国、保留学籍未返校者不具备享受当年助研津贴资格。

二、发放标准

学校原则上按照 2000 元/年/人发放助研津贴，每半年发放一次。

三、发放条件

1、遵守中国的法律法规，遵守学校规章制度，当年未受任何处分；

2、诚实守信，道德品质优良；

3、服从学校管理，按时缴纳学费、住宿费、保险费；

4、学习勤奋，积极向上，成绩良好。

有以下情况之一者，扣发一年的助研津贴 2000 元：

1、违反校纪校规或中国法律，受到警告及以上纪律处分的；

2、不按时缴清学费、住宿费、保险费的。费用缴纳时间为：每年 3 月 30 日前（春季入学），9 月 30 日前（秋季入学）；

3、根据规定，研究生在一学年内累计请假不能超过两个月。对无故缺勤、请假逾期不归和擅自离校者，三天以上（15 学时），扣发一年的助研津贴。

4、违反社会公德造成不良影响的。

有以下情况之一者，扣发助研津贴：

1、无故旷课累计 2 次/月以上，扣发当月助研津贴；

2、临床轮转过程中，无故缺勤、迟到、早退累计 2 次/月以上，扣发当月助研津贴；

3、过程考核不合格（开题考核、年度考核、中期考核）的，扣发半年的助研津贴 1000 元。

本办法自 2019 年 12 月 1 日起实行，由国际教育学院负责解释。



Hubei University of Medicine Regulations for Granting Stipend for International Postgraduate Students

In order to motivate students to study hard and have good conduct, stipend has been provided by Hubei University of Medicine to every international postgraduate students. To strengthen the behavior management of the international postgraduate students and give full play to the incentive guiding role of stipend, the regulations are established as follows.

I. Distribution Scope

Only the international postgraduate students who are registered and within the basic duration of program are qualified for the stipend. Those who handle the suspension procedures, go abroad, or retain their student status but haven't returned to the University are not qualified for the stipend of the current year.

II. Distribution Standard

In principle, the stipend will be RMB2,000 per student per year, and granted once every six months.

III. Distribution Condition

1. Abide by the laws of China, obey the rules and regulations of the University, without any punishment in the current year;
2. Be honest and have good moral character;
3. Obedient to the University management, pay the tuition,

accommodation and insurance fees on time;

4. Be diligent and positive, and have good academic performance.

In any of the following circumstances, one year stipend RMB2,000 will be deducted:

1. Violating the laws of China and regulations of University, and are subject to the disciplinary action of “warning” or above;
2. Not paying the tuition, accommodation fee or insurance fee on time.
The above fee shall be paid before March 30 (March Session), and September 30 (September Session).
3. According to the regulations, students’ accumulated leave within one academic year cannot exceed two months. For those who are absent for class without reason, or those who ask for leave but don’t return on time, or those who leave without permission, if it is over 3 days (15 teaching hours), one year stipend RMB2,000 will be deducted.
4. Violating social morality, and causing adverse effects.

In any of the following circumstances, the stipend will be deducted:

1. In case of absence from class for more than twice per month without reason, the stipend of the current month will be deducted;
2. In the process of clinical rotation, if being absent, late or leaving early without reason for more than twice per month, the stipend of the current month will be deducted;
3. If students cannot pass the process assessment (including the thesis proposal assessment, annual assessment and mid-term assessment), half year stipend RMB1,000 will be deducted.

These Regulations are implemented since 1st December, 2019. The School of International Education is responsible for the explanation of these Regulations.

湖北医药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秩序和生活秩序，保障学生的合法权益，根据《湖北医药学院学生违纪处分办法》，结合我校国际学生管理工作实际，特制定本办法。

第二条 本办法适用于我校留学研究生、本科生、进修生等（以下称学生）。

第三条 本办法所称违纪行为，包括违反法律、法规、规章的行为，违反校纪校规的行为，违反学生应当遵守的社会公德或者学术道德的行为。

第四条 学生在校外开展教学、实习、考察、社会实践等社会活动期间出现违纪行为的，参照本办法处理。

第五条 学校给予学生处分，坚持教育与惩戒相结合，与学生违法、违纪行为的性质和过错的严重程度相适应。

学校对学生的处分，应当做到证据充分、依据明确、定性准确、程序正当、处分适当。

第六条 学校对学生作出处分，应当出具处分决定书。

第二章 违纪处分的种类与适用

第七条 学生违反校纪校规，视情节轻重、认错态度、悔改表现，给予下列之一的处分：

- （一）警告
- （二）严重警告
- （三）记过

(四) 留校察看

(五) 开除学籍

第八条 受留校察看处分者，留校察看期限一般设置 12 个月。留校察看期内经教育不改或又违纪者，给予开除学籍处分。

第九条 被开除学籍的学生，在处分决定送达后 10 日内办理离校手续。学校发给学习经历证明，已交学杂费按学校学生收费管理相关规定予以退费，学生返程路费自理。

第十条 开除学籍处分决定，报省教育行政主管部门备案。

第十一条 受处分者，在解除该处分前，取消其处分期内的各种获奖资格和奖助学金的申请资格。

第十二条 学生违反校纪校规，情节轻微不足以给予校纪处分的，由学院给予口头或书面通报批评，督促其改正错误。

第十三条 有下列情形之一者，从重处分。

- (一) 群体违纪行为的组织者或为首者；
- (二) 违纪后故意隐瞒，拒不承认，无理狡辩者；
- (三) 对检举人、证人进行威胁或打击报复者；
- (四) 处分未解除或解除后再犯者；
- (五) 因违纪行为造成严重后果者；
- (六) 在校外违纪，并在社会上造成恶劣影响者；
- (七) 处分决定下达前，有两项以上违纪行为者；
- (八) 违纪情节、后果严重者。

第十四条 有下列情形之一者，从轻、减轻或免于处分。

- (一) 情节特别轻微的；
- (二) 过失违纪的；
- (三) 主动承认错误并及时改正的；
- (四) 主动提供情况揭发他人违法违纪行为并经查证属实者；
- (五) 无法抗拒的原因或紧急避险造成违规违纪者。

第三章 违纪行为

第十五条 学生应当遵守国家法律法规，不得从事非法活动。有下列情形之一者，视情节轻重和悔改态度，可以给予记过以上直至开除学籍处分。

（一）违反《中华人民共和国游行示威法》或其他有关法律法规，组织、参加未经批准的游行示威活动；组织、策划、参与扰乱社会秩序或破坏学校正常的教学、科研、生活秩序，从事破坏安定团结的活动；

（二）张贴、投递、散发大小字报、反动传单；通过网络以及其他途径散布反动言论，混淆视听，制造混乱；

（三）组织、成立、加入非法社会团体或组织、从事非法活动；

（四）组织开展未经批准的社会政治、学术活动或举办未经批准的沙龙、俱乐部等造成恶劣影响者；

（五）违反学生社团管理的有关规定，组织成立未经批准的学生社团并开展活动、出版刊物或以合法学生社团的名义开展非法活动，或有其他违反学校学生社团管理规定并造成严重后果的行为；

（六）在学校传播宗教或组织、参与邪教、封建迷信等活动。

第十六条 违反国家法律、法令、法规，受到司法及有关部门处罚者，视其情节轻重，可以给予记过以上直至开除学籍处分。

（一）违反宪法，破坏安定团结、扰乱社会秩序的，可以给予开除学籍处分；

（二）触犯国家法律，构成刑事犯罪的，可以给予开除学籍处分；

（三）受到治安管理处罚，给予记过以上处分，情节严重、性质恶劣的可以给予开除学籍处分；

第十七条 对寻衅滋事、打架斗殴致人人身伤害者，肇事者除

应赔偿经济损失并承担受害者医疗及其他必要费用外，视其情节给予以下处分：

（一）殴打他人或互殴，尚未致伤者，可以给予严重警告处分；致他人轻微伤者，可以给予记过以上处分；致他人轻伤者，可以给予留校察看以上处分；致他人重伤者，可以给予开除学籍处分；

（二）结伙斗殴者，加重处分；为首者，可以给予留校察看以上处分；

（三）故意为他人打架提供凶器，未造成伤害者，可以给予记过以上处分；造成伤害者，可以给予留校察看以上处分；

（四）策划、怂恿、挑唆、用言词侮辱或其他方式触犯他人，引起事端或激化矛盾，未造成打架后果者，可以给予严重警告以上处分；造成打架后果者，可以给予记过以上处分；

（五）以“劝架”为名，偏袒一方，促使事态扩大或造成伤害者，可以给予严重警告以上处分；

（六）在调查处理打架事件过程中，故意提供伪证，妨碍调查处理工作正常进行者，可以给予警告以上处分。

第十八条 在考试（含考查）中违反考场纪律或作弊的，根据其情节，分别给予下列处分：

（一）有下列行为之一者，应当认定为考试违纪，可以给予警告或严重警告处分：

- 1、不按指定座位就坐，经监考教师指出仍执意不改者；
- 2、考试时吸烟、喧哗或有其他影响考场秩序行为，经劝阻不改正者；
- 3、考试开始信号前答题或考试终止信号发出后继续答题者；
- 4、考试过程中，未经同意擅自离开考场者；
- 5、考试结束后拒不交卷者；
- 6、提前交卷后在考场周围大声喧哗、扰乱考场秩序者；
- 7、其他违犯考场规则但尚未构成舞弊行为的。

(二) 有下列行为之一者, 应当认定为考试违纪或作弊, 可以给予记过处分:

- 1、携带夹带、存贮设备等含有考试内容的物品, 以及手机进入考场;
- 2、在考试过程中旁窥、左顾右盼、交头接耳、互打暗号或手势者;
- 3、未经允许将试卷、答卷(含答题卡、答题纸等)和草稿纸等带出考场者;
- 4、交卷后再返回修改答题内容者;
- 5、扰乱考试秩序, 故意销毁试卷、答卷或其他考试材料者;
- 6、其他舞弊行为者。

(三) 有下列行为之一者, 应当认定为考试作弊, 可以给予留校察看处分:

- 1、在考试过程中获取他人答题信息或为他人提供答题信息者;
- 2、闭卷考试中翻看书籍或偷看夹带(含写在桌面、衣服或身体各部位与考试内容有关的文字或图标)者;
- 3、在考试过程中索要、抢夺或窃取他人试卷、答卷、草稿纸, 或强迫他人为自己抄袭提供方便者;
- 4、在试卷或答卷上填写与本人身份不符的姓名、学号等虚假信息者;
- 5、通过伪造证件、证明及其他材料获得某门课程考试资格和考试成绩者;
- 6、在考试过程中使用通讯设备者, 或利用通讯设备以及其他技术手段作弊者;
- 7、考试后以不正当手段更改考试成绩者;
- 8、评卷时被认定为雷同试卷并确认有作弊条件者;
- 9、其他作弊行为较为严重者。

(四) 有下列情况之一者, 应当认定为考试作弊, 可以给予开除学籍处分:

- 1、代替他人或者让他人代替自己参加考试者;
- 2、行贿或胁迫教师更改评定分数或向教师提出无理送分要求者;
- 3、威胁、引诱他人作弊或组织作弊者;
- 4、利用信息技术手段团伙作弊, 上传题目或提供答案者;
- 5、违反考试纪律受到处分后, 又重犯者;
- 6、明知是考试作弊却不加制止, 又为其提供帮助及其他舞弊行为严重、影响恶劣者;
- 7、向他人出售考试试题或答案牟取利益者;
- 8、其他严重作弊或扰乱考试秩序行为。

(五) 考试时作弊未发现, 事后经举报查实者, 按本条相应款项予以处分。

第十九条 学位论文、公开发表的研究成果存在抄袭、篡改、伪造等学术不端行为的可以给予记过以上处分, 情节严重的或者代写论文、买卖论文的可以给予开除学籍处分。

第二十条 发布相关代考、代写论文, 买卖论文、作业等信息者, 或违反本规定和学校规定, 影响学校教育教学秩序、生活秩序以及公共场所管理秩序的, 视情节轻重、可以给予警告以上处分, 并追究相应法律责任。

第二十一条 对无故旷课、请假逾期不归和擅自离校者给予如下处理:

(一) 三天以上, 五天(含五天)以内(15-25学时), 可以给予警告或严重警告处分;

(二) 五天以上, 十天(含十天)以内(26-50学时), 可以给予记过处分;

(三) 十天以上, 十五天(含十五天)以内(51-75学时), 可以给予留校察看处分;

(四) 未经批准连续两周末参加学校规定的教学活动的, 可以按学校学籍管理制度给予退学处理;

(五) 多次旷课, 旷课总学时按实际课时累计计算。请假逾期未归者, 自逾期之日起计算旷课时间。擅自离校者, 自离校当日计算时间。

第二十二条 盗窃、勒索、诈骗、冒领、侵占国家、集体和他人财物者, 除追回赃款、赃物或赔偿损失外, 视情节轻重, 分别给予以下处分:

(一) 有盗窃、勒索、诈骗、冒领、侵占行为, 视其情节轻重, 分别给予以下处分:

1、尚未造成经济损失者, 可以给予警告处分;

2、案值 200 元 (含 200 元) 以下者, 可以给予警告或严重警告处分;

3、案值 200 元以上、500 元 (含 500 元) 以下者, 可以给予严重警告或记过处分;

4、案值 500 元以上、1000 元 (含 1000 元) 以下者, 可以给予记过或留校察看处分;

5、案值 1000 元以上者, 可以给予开除学籍处分;

(二) 偷窃公章、保密文件、档案等物品者, 视其情节, 可以给予留校察看以上处分并追究其法律责任;

(三) 盗用他人 (含单位) 账号或各类通讯卡账号和密码者, 除赔偿损失外可以给予记过以上处分;

(四) 拾物不还、非法占有遗失物或他人财物, 视其情节, 可以给予警告以上处分;

(五) 为作案者望风, 提供信息、作案工具或进行掩盖、窝赃等, 可以比照作案者处理;

(六) 共同作案的, 区分责任, 一并处理。

第二十三条 损坏公私财物者，除赔偿损失外，视其情节给予下列处分；

- （一）故意损坏公私财物，可以给予严重警告以上处分；
- （二）情节恶劣，造成严重后果的，可以给予留校察看以上处分。

第二十四条 违反学生社区管理有关规定，扰乱学生社区管理、生活秩序者，视情节给予以下处分：

（一）未经批准私自调换宿舍门锁造成救险困难；将钥匙借给非本宿舍人员使用造成财产损失的，可以给予警告以上处分；

（二）扰乱宿舍管理秩序，对其他人的正常学习、生活造成影响，经批评教育不改者，可以给予警告以上处分；

（三）未经批准，私自租房居住，经劝阻不改者，可以给予警告及以上处理并承担因租房引起不良后果的全部责任；

（四）未经批准擅自调整、占用、骗取或出租校内公共用房、学生宿舍及床位者，除返还不当收入和赔偿损失外，可以给予严重警告以上处分；

（五）未经批准，留宿校外人员，可以给予严重警告处分；

（六）因留宿非本宿舍成员造成不良后果者，可以给予记过以上处分；

（七）在集体宿舍留宿异性或在异性宿舍留宿者，可以给予开除学籍处分；

（八）违章用电或违规使用电器引起火警、火灾者，除赔偿损失外，视其危害程度，可以给予记过及以上处分；

（九）其他违反学生宿舍管理规定的行为，可以视其情节轻重，给予校纪处分。

第二十五条 损害校园文明建设，扰乱正常的校园秩序、社会公共秩序，并造成恶劣影响者，视情节轻重，给予以下处分：

（一）破坏校园绿化、环境卫生、公用设施，违反学校有关公共场所管理规定者，经劝阻无效者，可以给予警告以上处分；

(二) 违章使用易燃、易爆、有毒等危险品, 但未造成不良后果者, 可以给予警告以上处分;

(三) 无理取闹, 妨碍工作人员执行公务者, 可以给予严重警告以上处分;

(四) 在公共场所起哄闹事、打砸物品, 不听劝阻者, 可以给予严重警告以上处分;

(五) 酗酒无理取闹者, 可以给予警告以上处分;

(六) 恶意拨打特种紧急电话及学校急用值班电话者, 可以给予严重警告以上处分;

(七) 制造、散布谣言或故意捏造事实, 作虚假陈述, 混淆事实等, 可以给予警告以上处分;

(八) 携带国家法律法规禁止的物品进入校园或违反规定将校内物品携带出校者, 可以给予警告以上处分并追究其法律责任;

(九) 在校园内违章驾驶、无证驾驶机动车辆者, 可以给予警告以上处分。

第二十六条 以任何形式(包括网络)参与赌博或变相赌博者, 视情节轻重, 给予以下处分:

(一) 提供赌博场所、赌资或赌具者, 可以给予严重警告以上处分;

(二) 一般参与者或初犯者可以给予严重警告以上处分; 为首者可以给予记过以上处分; 情节严重者, 可以给予留校察看以上处分;

(三) 屡犯者, 可以给予留校察看以上处分;

(四) 由赌博引起打架、斗殴或造成其他后果者, 参照其他相应条款加重处分。

第二十七条 观看、制作、复制、传播淫秽、封建迷信及其他非法、有害的音像或文字作品者, 视情节轻重, 可以给予严重警告以上处分。

第二十八条 使用、私藏有毒、有害物品及违禁药品者，除移交司法机关追究责任外，视其情节，给予以下处分：

- （一）走私、贩卖、运输、制造毒品者，可以给予开除学籍处分；
- （二）教唆、胁迫、诱骗他人吸食毒品或为他人提供吸毒场所者，可以给予开除学籍处分；
- （三）吸食毒品者，视情节给予记过以上处分，在一定期限内无法做到戒毒，可以给予开除学籍处分；
- （四）使用、私藏违禁药品及有毒有害物品，可以给予记过以上处分；
- （五）知情不报、故意隐瞒者，可以给予警告以上处分。

第二十九条 违反消防安全管理法规、办法，擅自动用、损坏消防器材、设备者，除赔偿损失外，视后果轻重，可以给予警告以上处分。

第三十条 侵犯、损害他人正当权益及人身安全，损害国家、集体利益者，视其情节，给予下列处分：

- （一）盗用、冒用组织或他人名义为己谋私利者，除赔偿损失外，可以给予严重警告以上处分，因此引发事端或造成后果者，加重处分；
- （二）恶意骚扰、恐吓、威胁他人或组织者，可以给予严重警告以上处分；
- （三）侮辱、诽谤、陷害、诬告他人或组织者，可以给予严重警告以上处分；
- （四）隐匿、毁弃或私自开拆他人邮件、电报者，可以给予严重警告以上处分；
- （五）伪造、贩卖各类证件、印章和证明文件、材料，或以其他不正当手段、方法来达到个人目的者，可以给予记过以上处分；
- （六）弄虚作假，骗取学校奖学金、助学金、困难补助、国家助学贷款者，取消所骗奖、助学金，可以给予记过以上处分；

第三十一条 违反国家、学校网络管理规定，扰乱网络管理秩序，视其情节，给予下列处分：

（一）私自提供网络服务，发展网络用户，为他人提供网络接口者，可以给予警告或严重警告处分。

（二）擅自将自己的 IP 或邮件地址借给他人使用造成不良后果的，可以给予严重警告以上处分。

（三）通过网络或手机登录非法网站和传播非法文字、音频、视频资料的，编造或者传播虚假、有害信息的，可以给予严重警告以上处分。

（四）私自安装、配置网络系统，盗用或滥用网络资源；盗用 IP 地址或邮件地址，冒用他人或组织名义行事；影响网络正常使用和运行者，可以给予记过以上处分。

（五）利用网络进行诈骗或泄露国家、学校机密者，视情节和后果，可以给予记过以上处分。

（六）攻击、侵入他人计算机和移动通讯网络系统，可以给予记过以上处分。造成网络及管理系统等毁坏者，除赔偿损失外，可以给予开除学籍处分。

第三十二条 违反法律和校园管理规定，组织或参与各类非法营利性活动，视其情节，给予如下处分：

（一）乱贴、散发商业性宣传品，经教育不改者，可以给予警告以上处分；

（二）未经批准，在校园内开展旅游组织业务者（包括作为旅游经营单位的代理者），可以给予警告处分，因此引发事端或造成后果者，加重处分；

（三）未经批准，设摊设点或组织各类营利性活动者，可以给予警告以上处分；屡教不改的或造成严重后果者，可以给予记过以上处分；

（四）参与非法传销者，可以给予记过以上处分。组织或胁迫、

欺骗、诱使他人参与传销者，可以给予开除学籍处分；

（五）参与或组织网贷等非法集资行为，可以给予记过以上处分；屡教不改的或造成严重后果者，可以给予开除学籍处分；

（六）在学生寝室内饲养宠物者不听劝阻，可以给予警告处分。

第三十三条 违反公民道德准则和大学生行为准则者，视情节轻重，给予下列处分：

（一）无视校园公共场所，谈情说爱时公然接吻、搂抱及其他违背大学生行为准则的行为，如上课穿吊带、背心者，经劝阻无效者，可以给予警告处分；

（二）调戏、侮辱或以其他方式骚扰他人者，可以给予严重警告以上处分；

（三）卖淫、嫖娼行为当事人及参与者，可以给予留校察看以上处分；

（四）学校坚持教育与宗教相分离的原则，在学校进行或组织宗教活动的，可以给予留校察看以上处分。

第三十四条 本办法中没有列举的违纪行为，可参照本细则有关条款予以相应处分。

第四章 纪处分的程序与权限

第三十五条 学院成立学生违纪处分委员会负责审理学生违纪事件并作出处分或解除处分的决定。

第三十六条 违纪处分委员会委员由相关管理人员、师生代表组成。

第三十七条 学生违纪处分审理程序如下：

（一）学生处分由留学生管理科提出书面建议，连同原始材料，提交学生违纪处分委员会审理决定。

（二）在对学生作出处分决定之前，学院应当书面告知学生作

出决定的事实、理由及依据，并告知学生享有陈述和申辩的权利。如果违纪学生或其代理人对学院的处理意见持有异议，可以在 3 天内以书面形式向学校学生违纪处分委员会提出申辩。

第三十八条 处分决定以及处分告知书可依次采取直接送达、留置送达、邮寄送达、公告送达等方式。

第三十九条 违纪处分的解除

（一）违纪处分的期限

警告、严重警告处分设置 6 个月期限，记过处分、留校察看处分设置 12 个月的期限(毕业年级学生除外)，到期按学校规定程序予以解除。

毕业年级学生处分期限自处分之日起至毕业之日止，毕业时按学校规定程序予以解除，违纪情节严重、影响恶劣的除外。

处分期限内，取消其个人各种获奖资格和各类奖助学金申请资格。解除处分后，学生获得表彰、奖励及其他权益，不再受原处分的影响。

在处分期限内，再次发生违纪违规行为的，按照本办法相关规定进行处理。

（二）解除处分的程序

在处分期限内，悔过表现良好，且没有再次发生违规违纪行为的，经违纪学生个人申请、班级评议及辅导员审核、留学生管理科审议通过，报违纪处分委员会进行审理。

第五章 附 则

第四十条 本办法自公布之日起生效，学校原有规定和其他有关文件规定与本办法不一致的，以本办法为准，国家、省另有规定的，则按新规定执行。

第四十一条 本办法由国际教育学院负责解释。

Implementation Measures for Punishment of Disciplinary Violations of International Students in Hubei University of Medicine

Chapter 1 General Principles

Article 1 In order to maintain the normal teaching and living order, safeguard students' legitimate rights and interests, based on Implementation Measures for Punishment of Disciplinary Violations of Students in Hubei University of Medicine, in connection with the practical situation of the administration of international students in our university, these Measures are hereby enacted.

Article 2 These Measures are applicable to all the international students including postgraduates, undergraduates, visiting students, etc. (hereinafter referred to collectively as “students”).

Article 3 The “acts violating disciplines” mentioned in these Measures include behaviors violating Chinese laws, regulations and rules, University disciplines and rules, social and academic morality that students should abide by.

Article 4 Students who violate disciplines while carrying out social activities such as teaching, internship, investigation and social practice outside the University shall be executed in light of these Measures.

Article 5 The punishment on students shall adhere to the principle of combining critical education with penalty. The punishment shall befit the nature and severity of the violation.

The punishment shall be sufficient in evidence, definite in basis, accurate in characterization, proper in procedures and appropriate in execution.

Article 6 The University shall present a written letter of decision of the punishment on students.

Chapter 2 Types and Applications of Punishment of Disciplinary Violations

Article 7 Students who violate school regulations shall be punished as follows according to the severity of the case, attitude of confession and act of repentance:

1. Warning
2. Serious Warning
3. Demerit Record
4. Retention under Observation
5. Deprivation of Student Status

Article 8 For those who get the punishment of “Retention under Observation”, the period of “Retention under Observation” is generally 12 months. Those who refuse to make amends or violate regulations again during the period shall be given the punishment of “Deprivation of Student Status”.

Article 9 Students who have been expelled shall go through the formalities to leave the University within 10 working days after delivery

of the letter of decision. The University shall issue students a proof of learning experience in the University. Tuition and other fees paid by the students shall be refunded according to the relevant regulations on charge management. Students' return journey expenditures shall be borne by themselves.

Article 10 The decision of “Deprivation of Student Status” shall be reported to the provincial administrative department of education for the record.

Article 11 Before the punishment is terminated, those who have received punishment shall be disqualified from various awards, scholarships and stipends during the punishment period.

Article 12 For students who violate University regulations but the case is not serious enough for punishment by the University, the School shall circulate a verbal or written notice of criticism urging the student to correct their mistakes.

Article 13 Under any of the following circumstances, the punishment shall be heavier:

1. Organizer or head of a group violating disciplines;
2. Deliberately concealing facts, refusing to confess, or unreasonably arguing;
3. Threatening or retaliating against the prosecutor or witness;
4. Violating regulations again before or after punishment rescission;
5. Serious consequences are caused due to violation of disciplines;
6. Violating disciplines outside the University and causing adverse effects in society;

7. Having two or more disciplinary violations before the letter decision of punishment is delivered;
8. Where the cases and consequences are serious.

Article 14 Under any of the following cases, punishment may be mitigated, reduced or exempted:

1. If the cases are minor;
2. Violating disciplines by negligence;
3. Admitting mistakes voluntarily and correct them in time;
4. Providing information to expose others people's violations of law and regulations which is verified to be true;
5. Violating disciplines for irresistible reasons or emergency avoidance.

Chapter 3 Acts Violating Disciplines

Article 15 Students shall abide by Chinese laws and regulations, and not engage in illegal activities. Those who have any of the following circumstances, depending on the severity of the cases and repentance performance, shall be given punishment ranging from “Demerit Record” to “Deprivation of Student Status”.

1. Violating The Law of the People's Republic of China on Assemblies, Processions and Demonstrations or other related laws and regulations, organizing or participating in unauthorized processions or demonstrations; organizing, plotting or participating in activities disturbing social order, damaging the University's normal order of teaching, scientific research, and living, or undermining the stability and unity;
2. Posting, delivering, disseminating reactionary leaflets; spreading

- reactionary speech through the Internet and other means to mislead the public and create confusion;
3. Organizing, establishing or joining in illegal social groups or organizations, and engaging in illegal activities;
 4. Organizing and conducting unapproved social, political or academic activities; or holding unapproved salons or clubs which caused adverse effects;
 5. Violating the regulations on the management of students' associations, establishing students' associations without approval, carrying out activities and publishing publications; or carrying out illegal activities in the name of legitimate student's associations; or any other behaviors violating the regulations on the management of students' associations and causing serious consequences;
 6. Spreading religion, organizing or engaging in heresy or feudal superstition in the University.

Article 16 Those who violate Chinese laws, decrees, and regulations, and are punished by the judicial and related departments, depending on the severity of the cases, shall be given the punishment ranging from “Demerit Record” to “Deprivation of Student Status”.

1. Those who violate The Constitution, undermine stability and unity, and disrupt social order shall be given the punishment “Deprivation of Student Status”;
2. Those who violate Chinese laws and constitute a criminal offence shall be given “Deprivation of Student Status”;
3. Those who are subject to a penalty for administration of public security shall be given at least “Demerit Record”. If the case is serious or of a bad nature, the punishment shall be “Deprivation of Student Status”;

Article 17 Those who are engage provocative acts or brawl and cause personal injury, in addition to compensating for economic loss and bearing victim's medical and other necessary expenses, shall be punished as follows:

1. Those who strike others or fight each other, but cause no injury, shall be given "Serious Warning"; Those who fight and cause slight injuries to others shall be given at least "Demerit Record"; Those who fight and cause minor injuries to others shall be given at least "Retention under Observation"; Those who fight and cause serious injuries to others shall be given "Deprivation of Student Status".
2. Those who engage in a group fight shall be punished heavier. Those who are the head shall be given at least "Retention under Observation".
3. Those who intentionally provide others with weapons for a fight, if no injury is caused, shall be given at least "Demerit Record"; If causing injuries, they shall be given at least "Retention under Observation".
4. Those who plot, abet, instigate, use insulting words or other means to provoke incidents or aggravate contradiction, but not causing a fight, shall be given at least "Serious Warning"; If causing a fight, the punishment shall be at least "Demerit Record".
5. Those who pretend to mediate but actually favor one side which make the fight even bigger or cause injuries, shall be given at least "Serious Warning".
6. Those who deliberately provide fake evidences and obstruct the normal handling of the investigation shall be given at least "Warning".

Article 18 Students who violate disciplines in examinations or cheat in the examination shall be given the following punishment:

1. Those who conduct any of the following acts shall be considered as

violating disciplines, and shall be given “Warning” or “Serious Warning”.

- (1) Not sitting at the designated seat, and refusing to correct after the teacher points out;
- (2) Smoking, making noise, or conducting other behaviors which affect the order of the examination area, refusing to correct after dissuasion;
- (3) Answering the questions of the examination before the signal to commence emits or keeping on answering questions of the examination after the signal of completion emits;
- (4) Leaving the examination room during the period of examination without obtaining the permission;
- (5) Refusing to hand in the test paper after the examination ends;
- (6) Making loud noise outside the examination room after handing in test paper ahead of time, and disrupting the order of the examination area;
- (7) Other behaviors violating the regulations of examination area but not serious enough to be considered as cheating in the examination.

2. Those who conduct any of the following acts shall be considered as violating disciplines or cheating in the examination, and shall be given “Demerit Record”:

- (1) Taking materials or storage equipment which contain examination contents into the examination room; taking mobile phone into the examination room;
- (2) Peeping, looking around, whispering, sending secret signals, motioning to each other in the course of the examination;
- (3) Taking the examination paper, answer paper (including answer card, answer sheet, etc.) and draft paper out of the examination room without permission;
- (4) Returning to correct the answers after handing in the test papers;

(5) Disrupting examination order, deliberately destroying test paper, answer paper or other examination materials;

(6) Other cheating behaviors.

3. Those who conduct any of the following acts shall be considered as cheating in the examination, and shall be given “Retention under Observation”:

(1) Obtaining other people’s answers, or providing answers to other people in the course of the examination;

(2) Flipping through a book or peeking at materials (including words or icons which are written on the desktop, clothes, or body part and related to the examination contents) in closed-book examinations;

(3) Demanding, robbing or stealing others’ test paper, answer paper, draft paper; or forcing others to facilitate plagiarizing in the course of examination;

(4) Filling in the test paper or answer paper with false information of one’s identity, such as name, roll number, etc.;

(5) Obtaining the qualification to take the examination or the result of the examination through counterfeiting ID cards, certificates and other documents;

(6) Using telecommunication equipment in the course of the examination; or cheating by using telecommunication equipment and other technical means;

(7) Changing examination result after the examination by improper means;

(8) Identified as identical in the answers on the test papers and confirmed that there were conditions for cheating;

(9) Other serious cheating behaviors.

4. Those who conduct one of the following acts shall be considered as

cheating in the examination, and shall be given “Deprivation of Student Status”.

- (1) Substituting for others in examination; or asking others to replace them in examination;
 - (2) Bribing or coercing teachers to change the score; or unreasonably asking teachers to raise the score;
 - (3) Threatening or seducing others to cheat; or organizing cheating;
 - (4) Group cheating by using information technology, uploading questions or providing answers;
 - (5) Violating examination disciplines again after being punished for violation of examination regulations;
 - (6) Knowing that others are cheating in the examination, but don't stop them while providing assistance; other cheating behaviors which are serious and have adverse effect;
 - (7) Selling examination questions or answers to others for profit;
 - (8) Other serious cheating or behaviors disrupting examination order.
5. This Article also applies to the situation where cheating was not found on the spot in the examination but is verified after the examination.

Article 19 Those who have academic misconducts such as plagiarism, tampering and forgery in academic dissertations and publicly published research results shall be given at least “Demerit Record”. Those who have serious cases, or those who write papers for others, or sell and buy papers, shall be given “Deprivation of Student Status”.

Article 20 Those who put out information of taking exams for others, writing papers for others, selling and buying papers or assignments, which disturb the normal order of teaching, living and public places

management, shall be given at least “Warning” and investigated for legal responsibility.

Article 21 Those who miss class without proper reasons, or those who ask for leave but don’t return to school on time, or those who leave school without asking for permission shall be given the punishment as follows:

1. Over 3 days but within 5 days (including 5 days) (15-25 teaching hours), the punishment shall be “Warning” or “Serious Warning”;
2. Over 5 days but within 10 days (including 10 days) (26-50 teaching hours), the punishment shall be “Demerit Record”;
3. Over 10 days but within 15 days (including 15 days) (51-75 teaching hours), the punishment shall be “Retention under Observation”;
4. Students who haven’t participated in the teaching activities stipulated by the university for 2 consecutive weeks shall be ordered to leave university according to the University’s academic management regulations;
5. For those who miss classes for many times, the total hours of absenteeism are counted according to the actual teaching hours. For those who ask for leave but don’t return to school on time, the hours of absenteeism are counted from the day they are supposed to be back. For those who leave school without permission, the hours of absenteeism are counted from the day they leave the University.

Article 22 Those who steal, blackmail, swindle, falsely claim, and misappropriate China’s national, collective or other people’s properties, in addition to recovering the stolen money, properties or compensation for the loss, shall be punished as follows depending on the severity of the cases:

1. Those who steal, blackmail, swindle, falsely claim, and misappropriate, depending on the severity of the cases, shall be punished as follows:
 - (1) Those who have not caused economic loss shall be given “Warning”;
 - (2) If the monetary value of the case is 200 yuan or less, the punishment shall be “Warning” or “Serious Warning”;
 - (3) If the monetary value of the case is over 200 yuan but less than 500 yuan (including 500 yuan), the punishment shall be “Serious Warning” or “Demerit Record”;
 - (4) If the monetary value of the case is over 500 yuan but less than 1,000 yuan (including 1,000 yuan), the punishment shall be “Demerit Record” or “Retention under Observation”;
 - (5) If the monetary value of the case is over 1,000 yuan, the punishment shall be “Deprivation of Student Status”.
2. Those who steal official seals, confidential documents and archives, shall be given at least “Retention under Observation”, and investigated for legal responsibility.
3. Those who use others’ (including working units’) account number, or account number and password of various types of communication cards, in addition to compensating for the loss, shall be given at least “Demerit Record”.
4. Those who do not return the stuff they picked, or illegally take other people’s lost properties, shall be given at least “Warning”.
5. Those who keep watch, provide information or tools for the perpetrator, or hide the facts of stolen goods for perpetrator, shall be punished in accordance with the punishment for the perpetrator.
6. For acts committed jointly, responsibilities will be distinguished and punished respectively.

Article 23 Those who damage public or private properties, in addition to compensating for the loss, shall be given following punishment:

1. Those who deliberately damage public or private properties shall be given at least “Serious Warning”;
2. If the case is very serious and cause bad consequence, the punishment shall be at least “Retention under Observation”;

Article 24 Those who violate the regulations on student community management, disturb the management of student community and living order, shall be given following punishment depending on the severity of the cases:

1. Those who change the door lock of the dormitory without permission and cause difficulty in dealing with emergencies, or lend the dormitory key to people who do not live in the dormitory and cause economic loss, shall be given at least “Warning”;
2. Those who disturb dormitory management order and cause bad effects to other people’s normal study and life, and refuse to correct, shall be given at least “Warning”;
3. Those who rent a house without permission and refuse to move back after dissuasion shall be giving at least “Warning”, and shall bear all the responsibilities for negative consequences caused by renting room;
4. Those who change, occupy, defraud or lease public-owned rooms, student dormitories or beds without permission, in addition to returning improper earnings and compensating for the loss, shall be given at least “Serious Warning” ;
5. Those who accommodate off-campus people without permission shall be given “Serious Warning”;
6. Those who accommodate people who don’t live in the dormitory and

- cause adverse consequences shall be given at least “Demerit Record”;
7. Those who accommodate a person of another sex for the night in the school dormitory, or stay the night in the dormitory of another sex, shall be given “Deprivation of Student Status”;
 8. Those who use electricity or electrical appliances in violation of regulations, and cause fire alarm or fire, in addition to compensating for the loss, shall be given at least “Demerit Record”;
 9. Other acts in violation of regulations on students’ dormitory management shall be punished depending on the severity of the cases.

Article 25 Those who damage campus civilization construction, disturb campus and social order, and cause adverse consequences, shall be punished as follows depending on the severity of the cases:

1. Those who damage campus landscaping, environment and public facilities, violate the regulations on public places management of the University, and turn a deaf ear to the dissuasion, shall be given at least “Warning”;
2. Those who use flammable, explosive, toxic and other dangerous goods in violation of regulations, without causing adverse consequences, shall be given at least “Warning”;
3. Those who make trouble out of nothing or hinder staff’s work shall be giving at least “Serious Warning”;
4. Those who stir up trouble, damage goods in public places, and turn a deaf ear to dissuasion, shall be given at least “Serious Warning”;
5. Those who make a disturbance after drinking alcohol shall be given at least “Warning”;
6. Those who viciously dial emergency numbers or University emergency numbers shall be given at least “Serious Warning”;

7. Those who put out or spread rumors, fabricate stories, make false statements to confuse facts, shall be given at least “Warning”;
8. Those who bring prohibited stuff into the campus or take school stuff out of the campus in violation of Chinese laws or University regulations, shall be given at least “Warning”, and investigated for legal responsibility;
9. Those who drive vehicles against regulations on campus or drive without a driving license shall be given at least “Warning”.

Article 26 Those who participate in gambling or gamble in disguised forms by any means (including the Internet) shall be given the following punishments depending on the severity of the cases:

1. Those who provide places, money or tools for gambling shall be given at least “Serious Warning”;
2. Ordinary participants or first offender shall be given at least “Serious Warning”. Those who are the head shall be given at least “Demerit Record”; Those who have serious cases shall be given at least “Retention under Observation”;
3. Those who have gambled for many times shall be given at least “Retention under Observation”;
4. If gambling causes brawling or other serious consequences, students shall be punished heavier by reference to the relevant articles.

Article 27 Those who watch, produce, reproduce or spread pornographic, superstitious and other illegal and harmful audio-visual products or written works shall be given at least “Serious Warning” depending on the severity of the cases.

Article 28 Those who use or unlawfully possess toxic, harmful articles or illicit drugs, in addition to being transferred to judicial authorities for legal liabilities, shall be punished as follows:

1. Those who smuggle, sell, deliver or make narcotics shall be given “Deprivation of Student Status”;
2. Those who instigate, coerce or induce other people to take drugs or provide places for taking drugs shall be given “Deprivation of Student Status”;
3. Those who take drugs shall be given at least “Demerit Record” depending on the severity of the cases. Those who can not quit drugs within a certain period of time shall be given “Deprivation of Student Status”;
4. Those who use or unlawfully possess illicit drugs, toxic or harmful substances shall be given at least “Demerit Record” ;
5. Those who fail to report or intentionally conceal the facts shall be give at least “Warning”.

Article 29 Those who violate the rules and regulations on fire safety management, use or damage fire-fighting appliances and equipment without permission, in addition to compensating for the loss, shall be given at least “Warning” depending on the severity of the cases.

Article 30 Those who infringe or damage other people’s legitimate rights and personal safety, or damage China’s national or collective interests, shall be given the following punishment depending on the cases:

1. Those who seek personal gains by falsely using or embezzling the name of organization or others, in addition to compensating for the loss, shall be given at least “Serious Warning”. The punishment shall be

- heavier if causing incidents or serious consequences;
2. Those who maliciously harass, intimidate or threaten other people or organizations shall be given at least “Serious Warning”;
 3. Those who insult, defame, frame, falsely accuse other people or organizations shall be given at least “Serious Warning”;
 4. Those who conceal, destruct or open a mail or telegram addressed to other people without authorization shall be given at least “Serious Warning”;
 5. Those who counterfeit or sell ID cards, official seals, testimonial documents, materials, or used other improper means to achieve personal goals, shall be given at least “Demerit Record”;
 6. Those who get scholarships, student subsidies, poverty subsidies or national student loan by deception shall be deprived of scholarships or subsidies obtained and be given at least “Demerit Record”.

Article 31 Those who violate Chinese national or university regulations on network management, disturb the network management order shall be given the following punishment:

1. Those who provide network service without authorization, develop network users, or offer network interface to others, shall be given “Warning” or “Serious Warning”;
2. Those who lend their own IP or email address to others, and cause adverse consequences, shall be given at least “Serious Warning”;
3. Those who log in to the illegal website or disseminate illegal messages, audio or video materials through the Internet or mobile phone, or fabricate or disseminate false or harmful information, shall be given at least “Serious Warning”;
4. Those who install or configure network system without permission,

- steal or misuse network resources, steal IP or email address or act in the name of other people or organizations, which disturb the normal use and operation of network, shall be given at least “Demerit Record”;
5. Those who commit fraud or let out Chinese or University confidential information through the Internet shall be given at least “Demerit Record” depending on the cases and consequences;
 6. Those who attack and invade others’ computers and mobile communication network systems shall be given at least “Demerit Record”; If causing damage to network and management system, in addition to compensating for the loss, they shall be given “Deprivation of Student Status”.

Article 32 Those who, in violation of the laws and campus management regulations, organize or participate in any kind of illegal profit-making activities, shall be given the following punishment:

1. Those who put up or spread commercial advertisements and refuse to correct their behavior shall be given at least “Warning”;
2. Those who organize tourism on campus (including acting as the travel agent) without permission shall be given “Warning”. They shall be punished heavier if causing incidents or adverse consequences;
3. Those who open vendors’ stand or organize profit-making activities without permission shall be given at least “Warning”. Those who refuse to correct their behavior or cause serious consequences shall be given at least “Demerit Record”;
4. Those who participate in illegal pyramid selling shall be given at least “Demerit Record”. Those who organize, intimidate, deceive or induce other people to participate in pyramid selling shall be given “Deprivation of Student Status”;

5. Those who participate in or organize illegal fund-raising activities, such as online lending, shall be given at least “Demerit Record”. Those who refuse to correct their behaviors or cause serious consequences shall be given the punishment of “Deprivation of Student Status”;
6. Those who keep pets in students’ dormitories and turn a deaf ear to the dissuasion shall be given “Warning”.

Article 33 Those who violate The Citizens’ Moral Code or College Students’ Code of Conduct shall be given the following punishment depending on the severity of the cases:

1. Those who flagrantly kiss or cuddle on campus, or conduct other behaviors against College Students’ Code of Conduct, such as wearing sling clothes or vest in class and turn a deaf ear to the dissuasion shall be given “Warning”;
2. Those who molest, insult or seriously harass others by other means shall be given at least “Serious Warning”;
3. Those who participate in the prostitution or whoring shall be given at least “Retention under Observation”;
4. The University adheres to the principle of separation of education and religion. Those who conduct or organize religious activities in the University shall be given at least “Retention under Observation”.

Article 34 Acts violating disciplines which are not listed in these Measures shall be punished by reference to relevant articles.

Chapter 4 Procedure and Jurisdiction of Punishment

Article 35 The School sets up a Disciplinary Punishment Committee

responsible for the review of students' disciplinary violations and the punishment decision.

Article 36 The members of the Committee are composed of relevant administrators, teachers and students representatives.

Article 37 The review procedures of the punishment for disciplinary violations are as follows:

1. The International Students' Affairs Office submits a written suggestion on the punishment for students' disciplinary violations, together with the original materials, to the Disciplinary Punishment Committee for review.
2. Before making the decision on the punishment, the School shall inform students in a written form the facts, reasons and basis for the proposed punishment, and that they have the right to state and defend. If the students or their agents have objection to the punishment decision, they can file a written complaint to the Disciplinary Punishment Committee within 3 days.

Article 38 The Letter of decision and notice for the punishment shall be delivered in the following sequence: directly delivering to the students, leaving the notice to the students, posting to the students, making an announcement publicly.

Article 39 Release of punishment of disciplinary violations

1. The term of punishment of disciplinary violation The term for the punishment of "Warning" and "Serious Warning" is 6 months. The term for "Demerit Record" and "Retention under Observation" is 12 months (except for the students who are in the last year of study). The

due punishment shall be released according to the regulations and procedures.

The term of punishment for students in the last year of study is from the date getting punishment to the graduation date. Except for those of serious case and adverse effect, the punishment will be released when they graduate according the regulations and procedures.

During the term of punishment, the qualification for various awards, scholarships, stipends shall be canceled. After punishment is released, students can have the right for awards and prizes.

Within the term of punishment, those who violate disciplines again shall be punished according the relevant regulations in these Measures.

2. Procedures to release the punishment

Within the term of punishment, those who have repentance performances, and haven't violated disciplines again can apply for the release of punishment. After discussed by the class examined by the class supervisor, and approved by the International Students' Affairs Office, their applications shall be submitted to the Disciplinary Punishment Committee of the University for review.

Chapter 5 Supplementary

Article 40 The Regulations come into force as of the day of promulgation. In case of inconsistency with the former regulations and other relevant documents, these new regulations shall prevail.

Article 41 The School of International Education is responsible for the explanation of the Measures.

湖北医药学院来华留学生宗教活动管理细则

第一条 根据《中华人民共和国境内外国人宗教活动管理规定实施细则》、《高等学校接受外国留学生管理规定》和《来华留学生高等教育质量规范（试行）》等法律法规和文件精神，我校留学生应认真学习并严格遵守以下条款：

（一）《高等学校接受外国留学生管理规定》第三十三条：高等学校应当尊重外国留学生的民族习俗和宗教信仰，但不提供举行宗教仪式的场所。校内严禁进行传教及宗教聚会等活动。

（二）《中华人民共和国境内外国人宗教活动管理规定实施细则》：外国人在中国境内可以根据自己的宗教信仰在依法登记的寺院、宫观、清真寺、教堂参加宗教活动。

（三）《中华人民共和国境内外国人宗教活动管理规定实施细则》第七条：境内外国人集体进行宗教活动要在由县级以上人民政府宗教事务部门认可的经依法登记的寺院、宫观、清真寺、教堂，或在由省、自治区、直辖市人民政府宗教事务部门指定的临时地点举行。境内外国人在临时地点集体进行宗教活动时，应由县级以上人民政府宗教事务部门负责管理。

（四）《中华人民共和国境内外国人宗教活动管理规定实施细则》第十七条：外国人不得在中国境内进行下列传教活动：

- 1、在中国公民中委任宗教教职人员；
- 2、在中国公民中发展宗教教徒；
- 3、擅自在宗教活动场所讲经、讲道；
- 4、未经批准在依法登记的宗教活动场所以外的处所讲经、讲道，进行宗教聚会活动；
- 5、在宗教活动临时地点举行有中国公民参加的宗教活动，被邀请主持宗教活动的中国宗教教职人员除外；

6、制作或销售宗教书刊、宗教音像制品、宗教电子出版物等宗教用品；

7、散发宗教宣传品；

8、其他形式的传教活动。

第二条 留学生不得在校园内开展与宗教相关的活动：

（一）严禁留学生在校园内进行任何形式的宗教聚会；

（二）严禁留学生在教室、学生公寓内、宿舍走廊以及校内其它地方张贴、悬挂与宗教相关的图片和文字；

（三）严禁留学生在教室、学生公寓内、宿舍走廊以及校内其它地方进行集体祷告；

（四）严禁留学生以宗教活动名义扰乱正常教学计划；

（五）严禁留学生要求学校任何部门或个人支持其参加宗教活动；

（六）严禁留学生穿戴反映宗教信仰的服饰、标志。

第三条 对于任何违反中国法律法规的宗教活动及参与者，依据校纪校规，进行严肃处理；对于情节严重者，交由公安、司法部门处理。

湖北医药学院国际教育学院

Rules for the Management of Religious Activities of International Students at Hubei University of Medicine

Article 1 In accordance with the “Provisions on the Administration of Religious Activities of Foreigners within the Territory of the People’s Republic of China”, the “Administrative Regulations on the Acceptance of International Students in Higher Education Institutions” and the “Quality Standards for Higher Education for International Students in China (Trial)” and other laws, regulations and documents, the international students of our university should study and strictly abide by the following provisions:

1. “Administrative Regulations on the Acceptance of International Students in Higher Education Institutions” Article 33: Higher education institutions shall respect the ethnic customs and religious beliefs of international students, but shall not provide venues for religious ceremonies. Missions and religious gatherings are strictly prohibited in the school.
2. “Provisions on the Administration of Religious Activities of Foreigners within the Territory of the People’s Republic of China”: Foreigners in China can participate in religious activities in temples, palaces, mosques, and churches registered in accordance with the law based on their religious beliefs.
3. “Provisions on the Administration of Religious Activities of Foreigners within the Territory of the People’s Republic of China” Article 7: The collective religious activities of foreigners within Chinese territory

shall be conducted at the Buddhist monasteries, Taoist temples, churches recognized by the departments of religious affairs of the people's government at or above the county level, or at the temporary sites appointed by the departments of religious affairs of the people's governments of province, autonomous region or municipality directly under the Central Government. Where foreigners within Chinese territory collectively conduct religious activities at temporary sites, they shall be administrated by the departments of religious affairs of the people's governments at or above the county level.

4. “Provisions on the Administration of Religious Activities of Foreigners within the Territory of the People’s Republic of China” Article 17: Foreigners may not engage in the following missionary activities within Chinese territory:
- 1) appointing religious personnel among Chinese citizens;
 - 2) developing religious followers among Chinese citizens;
 - 3) preaching and expounding the scripture at the sites for religious activities without permission;
 - 4) preaching and expounding the scripture or conducting religious gathering activities at the places outside the lawfully registered sites for religious activities;
 - 5) conducting religious activities with Chinese citizens at temporary sites for religious activities, except that the Chinese religious personnel are invited to preside the religious activities;
 - 6) producing or selling religious books and journals, religious audio-visual products, religious electronic goods or other religious articles;
 - 7) distributing religious propaganda materials;
 - 8) other missionary activities.

Article 2 The international students of our university are not allowed to carry out religious-related activities on campus:

1. It is strictly forbidden for international students to hold any religious gatherings on campus;
2. It is strictly forbidden for international students to post or hang religious-related pictures and texts in classrooms, student dormitory, dormitory corridors or any other places on campus;
3. It is strictly forbidden for international students to pray collectively in classrooms, student dormitory, dormitory corridors or any other places on campus;
4. It is strictly forbidden for international students to disrupt normal teaching plans in the name of religious activities;
5. It is strictly forbidden for international students to request any department or individual of the university to support their religious activities;
6. It is strictly forbidden for international students to wear clothing and signs that reflect religious beliefs.

Article 3 Any religious activities and participants who violate China's laws and regulations shall be dealt with seriously according to the university's rules and regulations. If the case is serious, they shall be handled by the national public security and judicial departments.

School of International Education

湖北医药学院留学生收费管理办法

一、学费、住宿费在每学年开学时（秋季入学者为九月、春季入学者为三月）收取，按每学年标准缴清。实习学生应于进入实习前缴清在校就读期间学费、住宿费。凡降级试读者，均应补缴一年的学费、住宿费。学生交费采取网上银行交费，学生交费后学校计财处出具收费票据，学生对收费票据要妥善保管。

二、学生应按期缴纳，无故逾期不缴，学校将依法采取措施，作出处理。学院根据学生缴费情况决定学生是否注册。

三、学生因家庭经济困难确需缓交学费、住宿费的，由学生本人提出申请，报学院审核批准后执行。

四、毕业生所欠学费、住宿费须在毕业离校前一次缴清，否则学校将有权作出相应处理。

五、凡要求退学者，在学年第一学期开学两周内（以批准时间为准）退学的，退还当年全部学费、住宿费；两周后退学的，第一学期的学费、住宿费不退，退还第二学期学费、住宿费；第一学期结束后退学的，所缴学年学费、住宿费均不予退还。

Charging Management Measures for International Students in Hubei University of Medicine

1. Tuition and accommodation fees shall be collected at the beginning of each academic year (September for the fall session, and March for the spring session), and paid according to the standard of each academic year. Students shall pay the tuition and accommodation fee before entering the internship. All those who are degraded to the next grade shall pay tuition and accommodation fees for one more academic year. Students pay fees through online banking. After students pay fees, the Finance Department shall issue a charge note. Students shall keep the charge note properly.
2. Students shall pay fees on time. If they don't pay fees on time without any reason, the University shall take measures in accordance with the law. The School can decide whether to register students according to their payment.
3. If students really need to postpone the payment of tuition and accommodation fee due to family financial difficulties, they shall submit an application to the School for approval.
4. The tuition and accommodation fees owed by students in the last year of study shall be paid in one time before graduation, otherwise the University shall have the right to handle accordingly.
5. For those who ask to leave the University, if they apply within 2 weeks (subject to the approved time) of the first semester of the academic year, all tuition and accommodation fees of that year shall be refunded; for those who drop out after 2 weeks, tuition and accommodation fees

of the first semester shall not be refunded, and tuition and accommodation fees of the second semester shall be refunded; for those who drop out after the first semester ends, tuition and accommodation fees of the academic year shall not be refunded.



中华人民共和国外国人入境出境管理条例

(中华人民共和国国务院令 第 637 号)

第一章 总则

第一条 为了规范签证的签发和外国人在中国境内停留居留的服务和管理,根据《中华人民共和国出境入境管理法》(以下简称出境入境管理法)制定本条例。

第二条 国家建立外国人入境出境服务和管理工作协调机制,加强外国人入境出境服务和管理工作的统筹、协调与配合。

省、自治区、直辖市人民政府可以根据需要建立外国人入境出境服务和管理工作协调机制,加强信息交流与协调配合,做好本行政区域的外国人入境出境服务和管理工作的。

第三条 公安部应当会同国务院有关部门建立外国人入境出境服务和管理信息平台,实现有关信息的共享。

第四条 在签证签发管理和外国人在中国境内停留居留管理工作中,外交部、公安部等国务院部门应当在部门门户网站、受理出境入境证件申请的地点等场所,提供外国人入境出境管理法律法规和其他需要外国人知悉的信息。

第二章 签证的类别和签发

第五条 外交签证、礼遇签证、公务签证的签发范围和签发办法由外交部规定。

第六条 普通签证分为以下类别,并在签证上标明相应的汉语拼音字母:

(一) C 字签证,发给执行乘务、航空、航运任务的国际列车

乘务员、国际航空器机组人员、国际航行船舶的船员及船员随行家属和从事国际道路运输的汽车驾驶员。

(二) D 字签证, 发给入境永久居留的人员。

(三) F 字签证, 发给入境从事交流、访问、考察等活动的人员。

(四) G 字签证, 发给经中国过境的人员。

(五) J1 字签证, 发给外国常驻中国新闻机构的外国常驻记者; J2 字签证, 发给入境进行短期采访报道的外国记者。

(六) L 字签证, 发给入境旅游的人员; 以团体形式入境旅游的, 可以签发团体 L 字签证。

(七) M 字签证, 发给入境进行商业贸易活动的人员。

(八) Q1 字签证, 发给因家庭团聚申请入境居留的中国公民的家庭成员和具有中国永久居留资格的外国人的家庭成员, 以及因寄养等原因申请入境居留的人员; Q2 字签证, 发给申请入境短期探亲的居住在中国境内的中国公民的亲属和具有中国永久居留资格的外国人的亲属。

(九) R 字签证, 发给国家需要的外国高层次人才和急需紧缺专门人才。

(十) S1 字签证, 发给申请入境长期探亲的因工作、学习等事由在中国境内居留的外国人的配偶、父母、未满 18 周岁的子女、配偶的父母, 以及因其他私人事务需要在中国境内居留的人员; S2 字签证, 发给申请入境短期探亲的因工作、学习等事由在中国境内停留居留的外国人的家庭成员, 以及因其他私人事务需要在中国境内停留的人员。

(十一) X1 字签证, 发给申请在中国境内长期学习的人员; X2 字签证, 发给申请在中国境内短期学习的人员。

(十二) Z 字签证, 发给申请在中国境内工作的人员。

第七条 外国人申请办理签证, 应当填写申请表, 提交本人的

护照或者其他国际旅行证件以及符合规定的照片和申请事由的相关材料。

(一) 申请 C 字签证, 应当提交外国运输公司出具的担保函件或者中国境内有关单位出具的邀请函件。

(二) 申请 D 字签证, 应当提交公安部签发的外国人永久居留身份确认表。

(三) 申请 F 字签证, 应当提交中国境内的邀请方出具的邀请函件。

(四) 申请 G 字签证, 应当提交前往国家(地区)的已确定日期、座位的联程机(车、船)票。

(五) 申请 J1 字及 J2 字签证, 应当按照中国有关外国常驻新闻机构和外国记者采访的规定履行审批手续并提交相应的申请材料。

(六) 申请 L 字签证, 应当按照要求提交旅行计划行程安排等材料; 以团体形式入境旅游的, 还应当提交旅行社出具的邀请函件。

(七) 申请 M 字签证, 应当按照要求提交中国境内商业贸易合作方出具的邀请函件。

(八) 申请 Q1 字签证, 因家庭团聚申请入境居留的, 应当提交居住在中国境内的中国公民、具有永久居留资格的外国人出具的邀请函件和家庭成员关系证明, 因寄养等原因申请入境的, 应当提交委托书等证明材料; 申请 Q2 字签证, 应当提交居住在中国境内的中国公民、具有永久居留资格的外国人出具的邀请函件等证明材料。

(九) 申请 R 字签证, 应当符合中国政府有关主管部门确定的外国高层次人才和急需紧缺专门人才的引进条件和要求, 并按照规定提交相应的证明材料。

(十) 申请 S1 字及 S2 字签证, 应当按照要求提交因工作、学习等事由在中国境内停留居留的外国人出具的邀请函件、家庭成员关系证明, 或者入境处理私人事务所需的证明材料。

(十一) 申请 X1 字签证应当按照规定提交招收单位出具的录取

通知书和主管部门出具的证明材料；申请 X2 字签证，应当按照规定提交招收单位出具的录取通知书等证明材料。

（十二）申请 Z 字签证，应当按照规定提交工作许可等证明材料。

签证机关可以根据具体情况要求外国人提交其他申请材料。

第八条 外国人有下列情形之一的，应当按照驻外签证机关要求接受面谈：

- （一）申请入境居留的；
- （二）个人身份信息、入境事由需要进一步核实的；
- （三）曾有不准入境、被限期出境记录的；
- （四）有必要进行面谈的其他情形。

驻外签证机关签发签证需要向中国境内有关部门、单位核实有关信息的，中国境内有关部门、单位应当予以配合。

第九条 签证机关经审查认为符合签发条件的，签发相应类别签证。对入境后需要办理居留证件的，签证机关应当在签证上注明入境后办理居留证件的时限。

第三章 停留居留管理

第十条 外国人持签证入境后，按照国家规定可以变更停留事由、给予入境便利的，或者因使用新护照、持团体签证入境后由于客观原因需要分团停留的，可以向停留地县级以上地方人民政府公安机关出入境管理机构申请换发签证。

第十一条 在中国境内的外国人所持签证遗失、损毁、被盗抢的，应当及时向停留地县级以上地方人民政府公安机关出入境管理机构申请补发签证。

第十二条 外国人申请签证的延期、换发、补发和申请办理停留证件，应当填写申请表，提交本人的护照或者其他国际旅行证件以及符合规定的照片和申请事由的相关材料。

第十三条 外国人申请签证延期、换发、补发和申请办理停留证件符合受理规定的，公安机关出入境管理机构应当出具有效期不超过 7 日的受理回执，并在受理回执有效期内作出是否签发的决定。

外国人申请签证延期、换发、补发和申请办理停留证件的手续或者材料不符合规定的，公安机关出入境管理机构应当一次性告知申请人需要履行的手续和补正的申请材料。

申请人所持护照或者其他国际旅行证件因办理证件被收存期间，可以凭受理回执在中国境内合法停留。

第十四条 公安机关出入境管理机构作出的延长签证停留期限决定，仅对本次入境有效，不影响签证的入境次数和入境有效期，并且累计延长的停留期限不得超过原签证注明的停留期限。

签证停留期限延长后，外国人应当按照原签证规定的事由和延长的期限停留。

第十五条 居留证件分为以下种类：

- （一）工作类居留证件，发给在中国境内工作的人员；
- （二）学习类居留证件，发给在中国境内长期学习的人员；
- （三）记者类居留证件，发给外国常驻中国新闻机构的外国常驻记者；

（四）团聚类居留证件，发给因家庭团聚需要在中国境内居留的中国公民的家庭成员和具有中国永久居留资格的外国人的家庭成员，以及因寄养等原因需要在中国境内居留的人员；

（五）私人事务类居留证件，发给入境长期探亲的因工作、学习等事由在中国境内居留的外国人的配偶、父母、未满 18 周岁的子女、配偶的父母，以及因其他私人事务需要在中国境内居留的人员。

第十六条 外国人申请办理外国人居留证件，应当提交本人护照或者其他国际旅行证件以及符合规定的照片和申请事由的相关材料，本人到居留地县级以上地方人民政府公安机关出入境管理机构办理相关手续，并留存指纹等人体生物识别信息。

(一) 工作类居留证件, 应当提交工作许可等证明材料; 属于国家需要的外国高层次人才和急需紧缺专门人才的, 应当按照规定提交有关证明材料。

(二) 学习类居留证件, 应当按照规定提交招收单位出具的注明学习期限的函件等证明材料。

(三) 记者类居留证件, 应当提交有关主管部门出具的函件和核发的记者证。

(四) 团聚类居留证件, 因家庭团聚需要在中国境内居留的, 应当提交家庭成员关系证明和与申请事由相关的证明材料; 因寄养等原因需要在中国境内居留的, 应当提交委托书等证明材料。

(五) 私人事务类居留证件, 长期探亲的, 应当按照要求提交亲属关系证明、被探望人的居留证件等证明材料; 入境处理私人事务的, 应当提交因处理私人事务需要在中国境内居留的相关证明材料。

外国人申请有效期 1 年以上的居留证件的, 应当按照规定提交健康证明。健康证明自开具之日起 6 个月内有效。

第十七条 外国人申请办理居留证件的延期、换发、补发, 应当填写申请表, 提交本人的护照或者其他国际旅行证件以及符合规定的照片和申请事由的相关材料。

第十八条 外国人申请居留证件或者申请居留证件的延期、换发、补发符合受理规定的, 公安机关出入境管理机构应当出具有效期不超过 15 日的受理回执, 并在受理回执有效期内作出是否签发的决定。

外国人申请居留证件或者申请居留证件的延期、换发、补发的手续或者材料不符合规定的, 公安机关出入境管理机构应当一次性告知申请人需要履行的手续和补正的申请材料。

申请人所持护照或者其他国际旅行证件因办理证件被收存期间, 可以凭受理回执在中国境内合法居留。

第十九条 外国人申请签证和居留证件的延期、换发、补发，申请办理停留证件，有下列情形之一的，可以由邀请单位或者个人、申请人的亲属、有关专门服务机构代为申请：

（一）未满 16 周岁或者已满 60 周岁以及因疾病等原因行动不便的；

（二）非首次入境且在中国境内停留居留记录良好的；

（三）邀请单位或者个人对外国人在中国境内期间所需费用提供保证措施的。

外国人申请居留证件，属于国家需要的外国高层次人才和急需紧缺专门人才以及前款第一项规定情形的，可以由邀请单位或者个人、申请人的亲属、有关专门服务机构代为申请。

第二十条 公安机关出入境管理机构可以通过面谈、电话询问、实地调查等方式核实申请事由的真实性，申请人以及出具邀请函件、证明材料的单位或者个人应当予以配合。

第二十一条 公安机关出入境管理机构对有下列情形之一的外国人，不予批准签证和居留证件的延期、换发、补发，不予签发停留证件：

（一）不能按照规定提供申请材料的；

（二）在申请过程中弄虚作假的；

（三）违反中国有关法律、行政法规规定，不适合在中国境内停留居留的；

（四）不宜批准签证和居留证件的延期、换发、补发或者签发停留证件的其他情形。

第二十二条 持学习类居留证件的外国人需要在校外勤工助学或者实习的，应当经所在学校同意后，向公安机关出入境管理机构申请居留证件加注勤工助学或者实习地点、期限等信息。

持学习类居留证件的外国人所持居留证件未加注前款规定信息的，不得在校外勤工助学或者实习。

第二十三条 在中国境内的外国人因证件遗失、损毁、被盗抢等原因未持有效护照或者国际旅行证件，无法在本国驻中国有关机构补办的，可以向停留居留地县级以上地方人民政府公安机关出入境管理机构申请办理出境手续。

第二十四条 所持出境入境证件注明停留区域的外国人、出入境边防检查机关批准临时入境且限定停留区域的外国人，应当在限定的区域内停留。

第二十五条 外国人在中国境内有下列情形之一的，属于非法居留：

- （一）超过签证、停留居留证件规定的停留居留期限停留居留的；
- （二）免办签证入境的外国人超过免签期限停留且未办理停留居留证件的；
- （三）外国人超出限定的停留居留区域活动的；
- （四）其他非法居留的情形。

第二十六条 聘用外国人工作或者招收外国留学生的单位，发现有下列情形之一的，应当及时向所在地县级以上地方人民政府公安机关出入境管理机构报告：

- （一）聘用的外国人离职或者变更工作地域的；
- （二）招收的外国留学生毕业、结业、肄业、退学，离开原招收单位的；
- （三）聘用的外国人、招收的外国留学生违反出境入境管理规定的；
- （四）聘用的外国人、招收的外国留学生出现死亡、失踪等情形的。

第二十七条 金融、教育、医疗、电信等单位在办理业务时需要核实外国人身份信息的，可以向公安机关出入境管理机构申请核实。

第二十八条 外国人因外交、公务事由在中国境内停留居留证件的签发管理，按照外交部的规定执行。

第四章 调查和遣返

第二十九条 公安机关根据实际需要可以设置遣返场所。

依照出境入境管理法第六十条的规定对外国人实施拘留审查的，应当在 24 小时内将被拘留审查的外国人送到拘留所或者遣返场所。

由于天气、当事人健康状况等原因无法立即执行遣送出境、驱逐出境的，应当凭相关法律文书将外国人羁押在拘留所或者遣返场所。

第三十条 依照出境入境管理法第六十一条的规定，对外国人限制活动范围的，应当出具限制活动范围决定书。被限制活动范围的外国人，应当在指定的时间到公安机关报到；未经决定机关批准，不得变更生活居所或者离开限定的区域。

第三十一条 依照出境入境管理法第六十二条的规定，对外国人实施遣送出境的，作出遣送出境决定的机关应当依法确定被遣送出境的外国人不准入境的具体期限。

第三十二条 外国人被遣送出境所需的费用由本人承担。本人无力承担的，属于非法就业的，由非法聘用的单位、个人承担；属于其他情形的，由对外国人在中国境内停留居留提供保证措施的单位或者个人承担。

遣送外国人出境，由县级以上地方人民政府公安机关或者出入境边防检查机关实施。

第三十三条 外国人被决定限期出境的，作出决定的机关应当在注销或者收缴其原出境入境证件后，为其补办停留手续并限定出境的期限。限定出境期限最长不得超过 15 日。

第三十四条 外国人有下列情形之一的，其所持签证、停留居留证件由签发机关宣布作废：

（一）签证、停留居留证件损毁、遗失、被盗抢的；

(二) 被决定限期出境、遣送出境、驱逐出境, 其所持签证、停留居留证件未被收缴或者注销的;

(三) 原居留事由变更, 未在规定期限内向公安机关出入境管理机构申报, 经公安机关公告后仍未申报的;

(四) 有出境入境管理法第二十一条、第三十一条规定的不予签发签证、居留证件情形的。

签发机关对签证、停留居留证件依法宣布作废的, 可以当场宣布作废或者公告宣布作废。

第三十五条 外国人所持签证、停留居留证件有下列情形之一的, 由公安机关注销或者收缴:

(一) 被签发机关宣布作废或者被他人冒用的;

(二) 通过伪造、变造、骗取或者其他方式非法获取的;

(三) 持有人被决定限期出境、遣送出境、驱逐出境的。

作出注销或者收缴决定的机关应当及时通知签发机关。

第五章 附 则

第三十六条 本条例下列用语的含义:

(一) 签证的入境次数, 是指持证人在签证入境有效期内可以入境的次数。

(二) 签证的入境有效期, 是指持证人所持签证入境的有效时间范围。非经签发机关注明, 签证自签发之日起生效, 于有效期满当日北京时间 24 时失效。

(三) 签证的停留期限, 是指持证人每次入境后被准许停留的时限, 自入境次日开始计算。

(四) 短期, 是指在中国境内停留不超过 180 日 (含 180 日)。

(五) 长期、常驻, 是指在中国境内居留超过 180 日。

本条例规定的公安机关出入境管理机构审批期限和受理回执有

效期以工作日计算，不含法定节假日。

第三十七条 经外交部批准，驻外签证机关可以委托当地有关机构承办外国人签证申请的接件、录入、咨询等服务性事务。

第三十八条 签证的式样由外交部会同公安部规定。停留居留证件的式样由公安部规定。

第三十九条 本条例自 2013 年 9 月 1 日起施行。1986 年 12 月 3 日国务院批准，1986 年 12 月 27 日公安部、外交部公布，1994 年 7 月 13 日、2010 年 4 月 24 日国务院修订的《中华人民共和国外国人入境出境管理法实施细则》同时废止。



Regulations of the People's Republic of China on Administration of the Entry and Exit of Foreigners

(Decree of the State Council of the People's Republic of China No. 637)

Chapter I General Provisions

Article 1 These Regulations are formulated in accordance with the Exit and Entry Administration Law of the People's Republic of China (hereinafter referred to as the Exit and Entry Administration Law), for the purpose of regulating the issuance of visas and provision of services to, and administration of affairs of, foreigners who stay or reside within the territory of China.

Article 2 The State establishes a mechanism for coordinating the services and administration in respect of the entry and exit of foreigners, in order to improve the overall arrangement, coordination and cooperation in this field.

The people's governments of provinces, autonomous regions, and municipalities directly under the Central Government may, where necessary, establish mechanisms for coordinating the services and administration in respect of the entry and exit of foreigners, in order to increase exchange of information and facilitate coordination and cooperation, and provide services and administration within their respective administrative regions.

Article 3 The Ministry of Public Security shall, in conjunction with the

relevant departments of the State Council, establish a platform of information concerning the services and administration in respect of the entry and exit of foreigners in order to share information in this field.

Article 4 In issuing visas and in administering the stay and residence of foreigners within the territory of China, the Ministry of Foreign Affairs, the Ministry of Public Security and other departments of the State Council shall, on their portals and websites and at the places where exit or entry applications are accepted, make available the laws and regulations on the administration of the entry and exit of foreigners and other information that foreigners need to know.

Chapter II Categories and Issuance of Visas

Article 5 The scope and measures for issuance of diplomatic, courtesy and official visas shall be specified by the Ministry of Foreign Affairs.

Article 6 Ordinary visas are divided into the following categories and shall be marked with corresponding letters in the Chinese phonetic alphabet:

- (1) The C visa is issued to crewmembers performing duties on board an international train, aircraft or vessel, and the accompanying family members of vessel crewmembers, and vehicle drivers engaged in international transportation services;
- (2) The D visa is issued to persons who come to China for permanent residence;
- (3) The F visa is issued to persons who come to China for exchanges, visits, study tours or other relevant activities;

- (4) The G visa is issued to persons who transit through China;
- (5) The J1 visa is issued to resident foreign journalists of permanent offices of foreign news agencies in China; the J2 visa is for foreign journalists who come to China for short-term news coverage;
- (6) The L visa is issued to persons who come to China for travel; persons who come to China for group travel can be issued Group L visas;
- (7) The M visa is issued to persons who come to China for commercial trade activities;
- (8) The Q1 visa is issued to family members of Chinese citizens and family members of foreigners with permanent residence status in China who apply for residence in China for family reunion, as well as for persons who apply for residence in China for fosterage or other purposes; the Q2 visa is for relatives of Chinese citizens living in China, or relatives of foreigners with permanent residence status in China, who apply for a short-term visit;
- (9) The R visa is issued to foreigners of high talent who are needed, or specialists who are urgently needed, by the State;
- (10) The S1 visa is issued to the spouses, parents, children under the age of 18 or parents-in-law of foreigners residing in China for work, study or other purposes who apply for a long-term visit to China, as well as for persons who need to reside in China for other personal matters; the S2 visa is for family members of foreigners staying or residing in China for work, study or other purposes who apply for a short-term visit to China, as well as for persons who need to stay in China for other personal matters;
- (11) The X1 visa is issued to persons who apply for long-term study in China; the X2 visa is for persons who apply for short-term study in China;
- (12) The Z visa is issued to persons who apply for work in China.

Article 7 A foreigner applying for a visa shall fill out the application form, and submit his or her passport or other international travel documents, qualified photos, and material relating to the purpose of application.

- (1) To apply for the C visa, the applicant shall submit the letter of guarantee provided by a foreign transportation company or the letter of invitation provided by the entity concerned in China;
- (2) To apply for the D visa, the applicant shall submit the form issued by the Ministry of Public Security confirming his or her permanent residence status;
- (3) To apply for the F visa, the applicant shall submit the invitation letter provided by the inviting party in China;
- (4) To apply for the G visa, the applicant shall submit a through ticket (air, road, rail or sea) to another country or region with the date and seat number on it;
- (5) To apply for the J1 or J2 visa, the applicant shall go through the formalities of examination and approval in accordance with the Chinese provisions on news coverage by permanent offices of foreign news agencies in China and by foreign journalists, and submit the relevant application material;
- (6) To apply for the L visa, the applicant shall, as required, submit travel plans and itinerary and other material; in the case of a group tour, the applicant shall also submit the letter of invitation provided by the travel agency;
- (7) To apply for the M visa, the applicant shall, as required, submit the letter of invitation provided by the commercial or trade partner in China;
- (8) To apply for the Q1 visa, in the case of applying for residence in

- China for family reunion, the applicant shall submit the invitation letter provided by the Chinese citizen living in China or by the foreigner with permanent residence status in China and proof of family relationship; and in the case of applying for entry for fosterage or other purposes, the applicant shall submit such certification documents as a power of attorney; to apply for the Q2 visa, the applicant shall submit such certification documents as the letter of invitation provided by the Chinese citizen living in China or by the foreigner with permanent residence status in China;
- (9) To apply for the R visa, the applicant shall meet the qualifications and requirements set by the competent authorities of the Chinese government for inviting persons of high talent or urgently needed specialists, and the applicant shall, in accordance with relevant provisions, submit the relevant certification documents;
- (10) To apply for the S1 or S2 visa, the applicant shall, as required, submit the invitation letter provided by the foreigner staying or residing in China for work, study or other purposes and proof of family relationship, or the certification documents required for dealing with personal matters in China;
- (11) To apply for the X1 visa, the applicant shall, in accordance with relevant provisions, submit the admission notice issued by the admission institution and the certification documents provided by the competent authority; to apply for the X2 visa, the applicant shall, in accordance with relevant provisions, submit such certification documents as the admission notice issued by the admission institution;
- (12) To apply for the Z visa, the applicant shall, in accordance with relevant provisions, submit the work permit and other certification documents.

The visa authority may, in light of specific cases, require a foreigner to submit additional application material.

Article 8 In one of the following circumstances, a foreigner shall be interviewed as required by the visa authority abroad:

- (1) The applicant applies for entry into China for residence;
- (2) Information about the applicant's personal identity or his or her purpose of entry requires further verification;
- (3) The applicant has a record of being denied entry into China or ordered to exit China within the prescribed time limit; or
- (4) Other circumstances where an interview is necessary.

Where the visa authority abroad requires relevant departments or entities in China to help with the verification of relevant information, the latter shall cooperate.

Article 9 Where the visa authority, upon examination, deems the applicant to be eligible for being issued a visa, it shall issue to the applicant the appropriate category of visa. Where the applicant needs to obtain a residence permit after entry, the visa authority shall specify on the visa the time limit for applying for such permit after entry.

Chapter III Administration of Stay and Residence

Article 10 Where, after entry with a visa, a foreigner changes his or her purpose of stay or is granted entry conveniences in accordance with relevant provisions of the State, or where a foreigner starts using a new passport or needs to stay separately from his or her tour group after entering China with a group visa due to objective reasons, the applicant

may apply to the exit and entry administration authority of the public security organ of the local people's government at or above the county level in the place of his or her stay for a change of visa.

Article 11 Where the visa of a foreigner in China is lost, damaged, destroyed, stolen or robbed, the applicant shall, in a timely manner, apply to the exit and entry administration authority of the public security organ of the local people's government at or above the county level in the place of his or her stay for reissuance of the visa.

Article 12 To apply for extension, change or reissuance of a visa, or for a stay permit, a foreigner shall fill out an application form and submit his or her passport or other international travel documents, qualified photos, and material relating to the purpose of application.

Article 13 Where a foreigner's application for extension, change or reissuance of a visa, or for a stay permit, meets the acceptance provisions, the exit and entry administration authority of the public security organ shall issue a receipt of acceptance valid for a period of time not exceeding 7 days, and make a decision on whether to issue the visa within the validity period of the receipt of acceptance.

Where the procedures followed or material submitted by a foreigner for extension, change, or reissuance of a visa or for issuance of a stay permit does not conform to relevant provisions, the exit and entry administration authority of the public security organ shall, in a one-off manner, notify the applicant of the procedure(s) to be followed and the material to be supplemented and corrected.

During the period of time when the applicant's passport or other

international travel documents are retained for processing his or her application for a visa or permit, the applicant may stay in China legally on the strength of the receipt of acceptance.

Article 14 The decision made by the exit and entry administration authority of the public security organ to extend the duration of stay specified in a visa is only valid for the current entry and does not affect the number of entries or the validity period of the entry specified in the visa. However, the total period of extension shall not exceed the original duration of stay specified in the visa.

When the duration of stay specified in the visa is extended, a foreigner shall adhere to the purpose specified in the original visa and stay within the extended duration of stay.

Article 15 Residence permits are divided into the following types:

- (1) The residence permit for work is issued to persons who work in China;
- (2) The residence permit for study is issued to persons who pursue long-term studies in China;
- (3) The residence permit for journalists is issued to resident foreign journalists of permanent offices of foreign news agencies in China;
- (4) The residence permit for reunion is issued to family members of Chinese citizens and family members of foreigners with permanent residence status in China who need to reside in China for family reunion, and to persons who need to reside in China for fosterage or other purposes; and
- (5) The residence permit for personal matters is issued to spouses, parents, children under the age of 18 or parents-in-law of foreigners residing in China for work, study or other purposes, who apply for long-term

visit to China, as well as for persons who need to reside in China for other personal matters.

Article 16 A foreigner applying for a residence permit shall submit his or her passport or other international travel documents, qualified photos, and material relating to the purpose of application, go through the relevant formalities in person with the exit and entry administration authority of the public security organ of the local people's government at or above the county level in the proposed places of his or her residence, and provide biometric identification information such as fingerprints thereto.

- (1) To apply for a residence permit for work, the applicant shall submit such certification documents as a work permit; in the case of a person of high talent who is needed or, a specialist who is urgently needed, by the State, the applicant shall submit relevant certification documents in accordance with relevant provisions;
- (2) To apply for a residence permit for study, the applicant shall, in accordance with relevant provisions, submit such certification documents as a letter indicating the duration of study provided by the admission institution;
- (3) To apply for a residence permit for journalists, the applicant shall submit the letter provided and the Press Card issued by the competent department;
- (4) To apply for a residence permit for reunion, the applicant shall submit proof of family relationship and certification documents relating to the purpose of application; if the applicant needs to reside in China for fosterage or other purposes, he or she shall submit such certification documents as a power of attorney; and
- (5) To apply for a residence permit for personal matters, in the case of a

long-term visit, the applicant shall, as required, submit such certification documents as proof of kinship and the residence permit of the foreigner to be visited; to apply for entry to deal with personal matters, the applicant shall submit the documents certifying the need to reside in China.

When applying for a residence permit valid for more than 1 year, a foreigner shall, in accordance with relevant provisions, submit his or her health certificate. A health certificate is valid for six months beginning from the date of issue.

Article 17 To apply for extension, change or reissuance of a residence permit, a foreigner shall fill out an application form and submit his or her passport or other international travel documents, qualified photos, and material relating to the purpose of application.

Article 18 Where a foreigner's application for a residence permit or for extension, change or reissuance of a residence permit meets the acceptance provisions, the exit and entry administration authority of the public security organ shall issue a receipt of acceptance valid for a period not exceeding 15 days, and make a decision on whether to issue the visa within the validity period of the receipt of acceptance.

Where the procedures followed or material submitted by a foreigner for a residence permit or for extension, change or reissuance of a residence permit does not conform to relevant provisions, the exit/entry administration authority of the public security organ shall, in a one-off manner, notify the applicant of the procedure(s) to be followed and the material to be supplemented and corrected.

During the period of time when the applicant's passport or other

international travel documents are retained for processing his or her application for a residence permit, the applicant may reside in China legally on the strength of the receipt of acceptance.

Article 19 In one of the following circumstances, the inviting entity or individual, the relative of the applicant or the specialized service agency concerned may apply for extension, change or reissuance of a visa or residence permit, or apply for a stay permit on behalf of the applicant:

- (1) The applicant is under the age of 16 or over the age of 60 or it would unduly inconvenience the applicant due to illness or other reasons;
- (2) The applicant's current entry is not his or her first entry into China and the applicant has a good record of stay or residence in China; or
- (3) The inviting entity or individual has guaranteed to cover the necessary expenses of the applicant incurred in China.

If the applicant is a person of high talent who is needed, or a specialist who is urgently needed, by the State, or is in the circumstance prescribed by subparagraph (1) of the preceding paragraph, the inviting entity or individual, the relative of the applicant or the specialized service agency concerned may apply for a residence permit on his or her behalf.

Article 20 The exit and entry administration authority of the public security organ may verify the purpose of application through such means as interview, telephone inquiry and on-the-spot investigation, and the applicant as well as the entity or individual that has provided the letter of invitation or certification documents shall cooperate.

Article 21 In one of the following circumstances, the exit and entry administration authority of the public security organ shall not approve the

application for extension, change or reissuance of a visa or residence permit, or the application for a stay permit, submitted by a foreigner:

- (1) The applicant fails to provide material supporting his or her application in accordance with relevant provisions;
- (2) The applicant has knowingly falsified information in the application process;
- (3) The applicant is not eligible for staying or residing in China due to violation of relevant Chinese laws or administrative regulations; or
- (4) Other circumstances where it is not appropriate to approve the applicant's application for extension, change or reissuance of a visa or residence permit, or for issuance of a stay permit.

Article 22 Where a foreigner holding a residence permit for study intends to engage in off-campus work-study or internship, he or she shall, upon the approval of the school, apply to the exit and entry administration authority of the public security organ to have such information as the location and duration of the work-study program or internship placement specified in his or her residence permit.

A foreigner holding a residence permit for study shall not engage in any off-campus work-study or internship unless the information prescribed in the preceding paragraph is specified in his or her residence permit.

Article 23 A foreigner who does not hold a valid passport or other international travel documents due to loss, damage, destruction, theft, robbery or other reasons and cannot get the said passport or documents reissued by the relevant institution of his own country stationed in China may apply for exit formalities to the exit and entry administration

authority of the public security organ of the local people's government at or above the county level in the place of his or her stay or residence.

Article 24 A foreigner whose area of stay is specified in his exit and entry documents or a foreigner who is approved temporary entry into China with restrictions on area of stay by the exit and entry border inspection authority shall stay in the specified or restricted area.

Article 25 In one of the following circumstances, a foreigner shall be deemed to be residing in China illegally:

- (1) The applicant's stay or residence exceeds the duration specified in his or her visa, stay permit or residence permit;
- (2) The applicant overstays the visa-free period and fails to obtain a stay permit or residence permit;
- (3) The activities of the applicant go beyond the restricted area of stay or residence;
- (4) Other circumstances where foreigners reside illegally.

Article 26 Upon discovery of one of the following circumstances, the entity that employs a foreigner or admits a foreign student shall, in a timely manner, report to the exit and entry administration authority of the public security organ of the local people's government at or above the county level:

- (1) A foreigner employed resigns or changes employment location;
- (2) A foreign student admitted has graduated, completed his or her course(s) or study, has quit school, or has left the school ungraduated;
- (3) A foreigner employed or a foreign student admitted violates the provisions on administration of exit and entry; or

- (4) A foreigner employed or a foreign student admitted dies, disappears or other serious circumstances arise.

Article 27 Where necessary, finance, education, medical, telecommunications or other entities may, for business purposes, apply to the exit and entry administration authority of the public security organ for verifying the information of a foreigner's identity.

Article 28 The stay or residence permits for foreigners who need to stay or reside in China for diplomatic or official purposes shall be issued and administered in accordance with the provisions of the Ministry of Foreign Affairs.

Chapter IV Investigation and Repatriation

Article 29 Public security organs may establish places for repatriation in light of actual needs.

A foreigner who is to be detained for investigation in accordance with the provisions of Article 60 of the Exit and Entry Administration Law shall be sent to a detention house or a place of repatriation within 24 hours of his or her detention.

Where, a foreigner cannot be repatriated or deported immediately due to weather, his or her health or other reasons, he or she shall be detained in a detention house or a place of repatriation with relevant legal instruments.

Article 30 Where a foreigner's scope of activities is to be restricted in accordance with the provisions of Article 61 of the Exit and Entry Administration Law, a written decision on such restriction(s) shall be

issued. The foreigner subject to the restriction(s) shall report to the public security organ at the designated time and, without approval of the decision-making organ, he or she shall not change his living residence or leave the restricted area.

Article 31 Where a foreigner is to be repatriated in accordance with the provisions of Article 62 of the Exit and Entry Administration Law, the organ that makes the decision on his or her repatriation shall, in accordance with law, decide on the specific duration of time in which the said foreigner shall not be allowed to enter China.

Article 32 A foreigner who is subject to repatriation shall bear the related expenses. If he or she is not able to do so, the entity or individual that employed him or her shall bear the expenses in the case of illegal employment; in other circumstances, the entity or individual that has guaranteed to cover the expenses of the foreigner during his or her stay or residence in China shall bear the expenses.

Repatriation of foreigners shall be carried out by the public security organs of the local people's governments at or above the county level or the exit and entry border inspection authorities.

Article 33 Where it is decided that a foreigner will exit China within a certain time limit, the decision-making authority shall, after cancelling or confiscating his or her original exit and entry documents, go through the formalities for his or her stay in China and set the time limit for his or her exit. The time limit shall not exceed 15 days.

Article 34 In one of the following circumstances, the visa, stay permit or

residence permit held by a foreigner shall be declared null and void by the issuing authority:

- (1) His or her visa, stay permit or residence permit is lost, damaged, destroyed, stolen or robbed;
- (2) The time limit for his or her exit, repatriation or deportation from China has been decided, and his or her visa, stay permit or residence permit has not been confiscated or cancelled;
- (3) The original purpose of residence has been changed, but he or she fails to report to the exit and entry administration authority of the public security organ within the prescribed time limit and fails to do so even after the said organ has given a public notice thereon; or
- (4) Circumstances in which a visa or residence permit shall not be issued as prescribed by the provisions of Article 21 or Article 31 of the Exit and Entry Administration Law.

Where the issuing authority is to declare a visa, stay permit or residence permit null and void in accordance with law, it may do so on the spot or through a public notice.

Article 35 In one of the following circumstances, the visa, stay permit or residence permit held by a foreigner shall be cancelled or confiscated by a public security organ:

- (1) The issuing authority declares it null and void, or it is being used fraudulently by someone else;
- (2) It is forged, altered, or obtained by fraud or other illegal means; or
- (3) The holder has been decided on a time for exit, repatriation or deportation from China.

The authority that makes a decision on cancellation or confiscation of a

visa, stay permit or residence permit shall, in a timely manner, notify the issuing authority.

Chapter V Supplementary Provisions

Article 36 Meaning of terms in these Regulations:

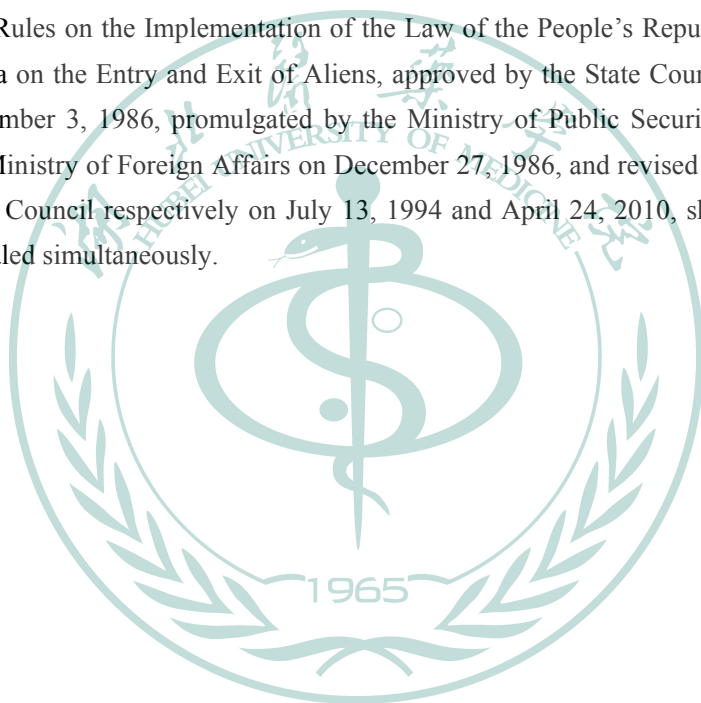
- (1) The number of entries specified in the visa means the number of times that the visa holder may enter China within the validity period of the entry specified in the visa;
- (2) The validity period of the entry specified in the visa means the valid period of time during which the visa holder may enter China. Unless otherwise specified by the issuing authority, a visa is valid from the date of issuance until Beijing time 24:00 on the expiring day;
- (3) The duration of stay specified in the visa means the period of time during which the visa holder is allowed to stay in China after each entry. It begins from the next day of entry;
- (4) Short-term means staying in China for a period not exceeding 180 days (including 180 days); and
- (5) Long-term or resident means residing in China for a period exceeding 180 days.

The period of time for examination and approval or the validity period of the receipt of acceptance of the exit and entry administration authority of the public security organ in these Regulations is calculated in terms of working days, excluding legal holidays.

Article 37 With the approval of the Ministry of Foreign Affairs, the visa authorities abroad may entrust local institutions with services, such as receiving of visa application material, data input and consultancy.

Article 38 The format of visas shall be prescribed by the Ministry of Foreign Affairs in conjunction with the Ministry of Public Security. The formats of stay permits and residence permits shall be prescribed by the Ministry of Public Security.

Article 39 These Regulations shall be effective as of September 1, 2013. The Rules on the Implementation of the Law of the People's Republic of China on the Entry and Exit of Aliens, approved by the State Council on December 3, 1986, promulgated by the Ministry of Public Security and the Ministry of Foreign Affairs on December 27, 1986, and revised by the State Council respectively on July 13, 1994 and April 24, 2010, shall be repealed simultaneously.



中华人民共和国境内外国人宗教活动管理规定

(1994年1月31日国务院令第144号发布)

第一条 第一条为了保障中华人民共和国境内外国人的宗教信仰自由，维护社会公共利益，根据宪法，制定本规定。

第二条 第二条中华人民共和国尊重在中国境内的外国人的宗教信仰自由，保护外国人在宗教方面同中国宗教界进行的友好往来和文化学术交流活动。

第三条 外国人可以在中国境内的寺院、宫观、清真寺、教堂等宗教活动场所参加宗教活动。经省、自治区、直辖市以上宗教团体的邀请，外国人可以在中国宗教活动场所讲经、讲道。

第四条 第四条外国人可以在县级以上人民政府宗教事务部门认可的场所举行外国人参加的宗教活动。

第五条 第五条外国人在中国境内，可以邀请中国宗教教职人员为其举行洗礼、婚礼、葬礼和道场法会等宗教仪式。

第六条 外国人进入中国国境，可以携带本人自用的宗教印刷品、宗教音像制品和其他宗教用品；携带超出本人自用的宗教印刷品、宗教音像制品和其他宗教用品入境，按照中国海关的有关规定办理。

禁止携带有危害中国社会公共利益内容的宗教印刷品和宗教音像制品入境。

第七条 第七条外国人在中国境内招收为培养宗教教职人员的留学人员或者到中国宗教院校留学和讲学，按照中国的有关规定办理。

第八条 外国人在中国境内进行宗教活动，应当遵守中国的法律、法规，不得在中国境内成立宗教组织、设立宗教办事机构、设

立宗教活动场所或者开办宗教院校，不得在中国公民中发展教徒、委任宗教教职人员和进行其他传教活动。

第九条 外国人违反本规定进行宗教活动的，县级以上人民政府宗教事务部门和其他有关部门应当予以劝阻、制止；构成违反外国人入境出境管理行为或者治安管理行为的，由公安机关依法进行处罚；构成犯罪的，由司法机关依法追究刑事责任。

第十条 外国组织在中华人民共和国境内的宗教活动适用本规定。

第十一条 侨居国外的中国公民在中国境内，台湾居民在大陆，香港、澳门居民在内地进行宗教活动，参照本规定执行。

第十二条 本规定由国务院宗教事务部门负责解释。

第十三条 本规定自发布之日起施行。



Provisions on the Administration of Religious Activities of Foreigners within the Territory of the People's Republic of China

(Decree of the State Council of the People's Republic of China No. 144)

Article 1 These Provisions are formulated in accordance with the Constitution in order to ensure the freedom of religious belief of foreigners within the territory of the People's Republic of China and to maintain the public interests of the society.

Article 2 The People's Republic of China respects the freedom of religious belief of foreigners within Chinese territory and protects friendly contacts and cultural and academic exchanges of foreigners with Chinese religious circles in respect of religion.

Article 3 Foreigners may participate in religious activities at Buddhist monasteries, Taoist temples, mosques, churches and other sites for religious activities within Chinese territory. Foreigners may preach and expound the scripture at Chinese sites for religious activities at the invitation of Chinese religious bodies at or above the level of provinces, autonomous regions and municipalities directly under the Central Government.

Article 4 Foreigners may hold religious activities attended by foreigners at the sites for religious activities approved by the department of religious affairs of the people's government at or above the county level.

Article 5 Foreigners within Chinese territory may invite Chinese religious personnel to conduct such religious ceremonies as baptism, weddings, funerals, Taoist and Buddhist rites.

Article 6 Foreigners entering Chinese territory may carry religious printed matter, religious audio-visual products and other religious articles for personal use; if the amount of such religious printed matters, religious audio-visual products and other religious articles is greater than for personal use, it shall be dealt with in accordance with the provisions of the Chinese Customs. Religious printed matter of religious audio-visual products whose contents are detrimental to the public interests of Chinese society are forbidden to bring into Chinese territory.

Article 7 Foreigners within Chinese territory shall recruit the persons to study abroad to be trained as religious personnel, or come to study or teach at Chinese religious institutions in accordance with the relevant provisions of China.

Article 8 Foreigners who conduct religious activities within Chinese territory shall abide by Chinese laws and regulations, shall not establish religious organizations, set up religious offices, sites for religious activities or run religious institutions within Chinese territory, nor may they develop followers, appoint religious personnel or engage in other missionary activities.

Article 9 Where foreigners conduct religious activities that violate these Provisions, the departments of religious affairs and other related

departments of the people's government at or above the county level shall dissuade or stop them; where those activities violate the control of the entry and exit of foreigners or administration of public security, the public security organs shall punish them in accordance with the law; where a crime is constituted, they shall be investigated for their criminal responsibility by the judicial organs.

Article 10 These Provisions are applicable to religious activities of foreign bodies within Chinese territory.

Article 11 Chinese citizens residing abroad within Chinese territory, Taiwan residents on the Mainland, the residents of Hong Kong and Macao in the inland shall conduct religious activities with reference to these Provisions.

Article 12 The department of religious affairs of the State Council shall be responsible for the interpretation of these Provisions.

Article 13 These Provisions shall enter into force as of the day of promulgation.

中华人民共和国境内外国人宗教活动管理规定 实施细则

(2000年9月26日国家宗教事务局发布施行)

第一条 根据《中华人民共和国境内外国人宗教活动管理规定》，制定本实施细则。

第二条 中华人民共和国境内外国人（以下简称“境内外国人”）是指依照《中华人民共和国国籍法》的规定，在中国境内不具有中国国籍的人，包括在华常住人员和短期来华人员。

第三条 境内外国人宗教活动是指外国人在中国境内按照各自的宗教信仰习惯举行和参与的各种宗教仪式，与中国宗教社会团体、宗教活动场所和宗教教职人员所发生的宗教事务方面的联系，及其有关的各种活动。

第四条 中华人民共和国尊重在中国境内的外国人的宗教信仰自由，依法保护和管理境内外国人的宗教活动。

中华人民共和国依法保护境内外国人在宗教方面同中国宗教界进行的友好往来和文化学术交流活动。

第五条 外国人在中国境内可以根据自己的宗教信仰在依法登记的寺院、宫观、清真寺、教堂参加宗教活动。

第六条 以宗教教职人员身份来访的外国人，经省、自治区、直辖市以上宗教社会团体邀请，可以在依法登记的宗教活动场所讲经、讲道。以其他身份入境的外国宗教教职人员，经省、自治区、直辖市以上宗教社会团体邀请，并经省级以上人民政府宗教事务部门同意，可以在依法登记的宗教活动场所讲经、讲道。

应邀在依法登记的宗教活动场所讲经、讲道的外国宗教教职人员，应该遵守该场所的管理规章，尊重该场所人员的信仰习惯。

第七条 境内外国人集体进行宗教活动要在由县级以上人民政

府宗教事务部门认可的经依法登记的寺院、宫观、清真寺、教堂，或在由省、自治区、直辖市人民政府宗教事务部门指定的临时地点举行。

境内外国人在临时地点集体进行宗教活动时，应由县级以上人民政府宗教事务部门负责管理。

第八条 外国人同中国宗教界的友好往来和文化学术交流活动，应通过省、自治区、直辖市以上宗教社会团体进行。

第九条 凡在中国境内没有相应的合法的中国宗教组织的外国宗教组织及其成员，以宗教组织或宗教教职人员身份与中国政府有关部门或宗教界进行交往活动的，须经省级政府宗教事务部门同意后，报国家宗教事务局批准。

第十条 经中国的宗教社会团体同意，境内外国人可以邀请中国宗教教职人员按各教习惯为其举行洗礼、婚礼、葬礼和道场、法会等宗教仪式。其中，举行婚礼的外国人必须是已经依法缔结婚姻关系的男女双方。中国宗教教职人员是指由依法登记的宗教社会团体认定、

备案的各种宗教教职人员。

第十一条 经有关全国性宗教社会团体或省、自治区、直辖市有关宗教社会团体同意，并经当地省级以上人民政府宗教事务部门批准认可，外国人可以根据有关宗教文化学术交流的项目或协议，携带用于宗教文化学术交流的宗教用品入境。

符合上款规定和海关有关规定的宗教用品入境，海关凭省、自治区、直辖市人民政府宗教事务部门或国家宗教事务局的证明予以放行。

第十二条 下列宗教印刷品、宗教音像制品和其他宗教用品不得进境：

- (一) 超出个人自用合理数量，且不属于第十一条规定范围的；
- (二) 有危害中国国家安全和公共利益内容的。

发现有违反前款规定的宗教印刷品、宗教音像制品和其他宗教用品，由海关依法进行处理。

违反第一款规定已经携带入境或通过其他手段运入境内的宗教印刷品、宗教音像制品和其他宗教用品，一经发现，由县级以上人民政府宗教事务部门或其他有关部门依法进行处理。

第十三条 外国组织或个人向中国提供的以培养宗教教职人员为目的的出国留学人员名额或资金，由中国全国性宗教社会团体根据需要接受并统筹选派出国留学人员。

外国组织或个人不得在中国境内擅自招收以培养宗教教职人员为目的的出国留学人员。

第十四条 外国人到中国宗教院校留学，须符合《高等学校接受外国留学生管理规定》的有关规定，并经全国性宗教社会团体批准、向国家宗教事务局备案。

第十五条 外国人到中国宗教院校讲学，须根据《宗教院校聘用外籍专业人员办法》的规定办理。

第十六条 外国人在中国境内进行宗教活动，应当遵守中国的法律、法规。

外国人不得干涉中国宗教社会团体、宗教活动场所的设立和变更，不得干涉中国宗教社会团体对宗教教职人员的选任和变更，不得干涉和支配中国宗教社会团体的其他内部事务。

外国人在中国境内不得以任何名义或形式成立宗教组织、设立宗教办事机构、设立宗教活动场所或者开办宗教院校、举办宗教培训班。

第十七条 外国人不得在中国境内进行下列传教活动：

- (一) 在中国公民中委任宗教教职人员；
- (二) 在中国公民中发展宗教教徒；
- (三) 擅自在宗教活动场所讲经、讲道；

(四) 未经批准在依法登记的宗教活动场所以外的处所讲经、讲道, 进行宗教聚会活动;

(五) 在宗教活动临时地点举行有中国公民参加的宗教活动, 被邀请主持宗教活动的中国宗教教职人员除外;

(六) 制作或销售宗教书刊、宗教音像制品、宗教电子出版物等宗教用品;

(七) 散发宗教宣传品;

(八) 其他形式的传教活动。

第十八条 国际性宗教组织、机构及其成员与中国宗教社会团体、宗教活动场所和宗教教职人员发生宗教事务方面的联系, 及其有关活动, 须事先向省级以上人民政府宗教事务部门提出申请, 经同意后方可进行。

第十九条 境内外国人违反本细则进行宗教活动的, 由县级以上人民政府宗教事务部门和其他有关部门依法予以制止。

境内外国人违反本细则进行宗教活动, 构成违反《中华人民共和国外国人入境出境管理法》、《中华人民共和国治安管理处罚条例》等法律法规的, 由公安机关依法予以处理; 构成犯罪的, 由司法机关依法追究刑事责任。

第二十条 外国组织在中华人民共和国境内的宗教活动适用本细则。

第二十一条 本细则由国家宗教事务局负责解释。

第二十二条 本细则自发布之日起施行。

Rules for the Implementation of the Provisions on the Administration of Religious Activities of Foreigners within the Territory of the People's Republic of China

(Decree of the State Administration for Religious Affairs No. 1)

Article 1 These Rules are formulated in accordance with the Provisions on the Administration of Religious Activities of Foreigners within the Territory of the People's Republic of China.

Article 2 Foreigners within the territory of the People's Republic of China are referred to as those who are within Chinese territory without Chinese nationalities pursuant to the Nationality Law of the People's Republic of China, including the long-term residing China personnel and the short-term visiting China personnel.

Article 3 Religious activities of foreigners within Chinese territory are referred to as the religious ceremonies that foreigners conduct or participate according to their own religious belief customs, the contacts with Chinese religious bodies, sites for religious activities and religious personnel in respect of religion, and other relevant activities.

Article 4 The People's Republic of China respects the freedom of religious belief of foreigners within Chinese territory, and protects and administrates the religious activities of foreigners within Chinese territory in accordance with law.

The People's Republic of China protects friendly contacts and cultural

and academic exchanges of foreigners within Chinese territory with Chinese religious circles in respect of religion in accordance with law.

Article 5 Foreigners may participate in religious activities at lawfully registered Buddhist monasteries, Taoist temples, mosques, churches within Chinese territory according to their own religious belief.

Article 6 At the invitation of Chinese religious bodies at or above the level of province, autonomous region or municipality directly under the Central Government, foreigners visiting China as religious personnel may preach and expound the scripture at lawfully registered sites for religious activities. At the invitation of Chinese religious bodies at or above the level of province, autonomous region or municipality directly under the Central Government, and after the approval by the departments of religious affairs of the people's governments at or above the provincial level, foreigners entering China as other status may preach and expound the scripture at lawfully registered sites for religious activities.

Foreign religious personnel who are invited to preach and expound the scripture at the lawfully registered sites for religious activities shall abide by the administrative rules of these sites and respect the belief customs of the personnel of these sites.

Article 7 The collective religious activities of foreigners within Chinese territory shall be conducted at the Buddhist monasteries, Taoist temples, churches recognized by the departments of religious affairs of the people's government at or above the county level, or at the temporary sites appointed by the departments of religious affairs of the people's

governments of province, autonomous region or municipality directly under the Central Government.

Where foreigners within Chinese territory collectively conduct religious activities at temporary sites, they shall be administrated by the departments of religious affairs of the people's governments at or above the county level.

Article 8 The friendly contacts and cultural and academic exchanges of foreigners with Chinese religious circles shall be conducted via Chinese religious bodies at or above the level of province, autonomous region or municipality directly under the Central Government.

Article 9 Foreign religious organizations that have no corresponding legitimate religious organizations within Chinese territory and their members must get the consent from the departments of religious affairs of the people's governments at provincial level and the approval from the State Administration for Religious Affairs before conducting contacts in the name of these organizations or as religious personnel with relevant departments of Chinese government or Chinese religious circles.

Article 10 Consented by Chinese religious bodies, foreigners within Chinese territory may invite Chinese religious personnel to conduct such religious ceremonies as baptism, wedding, funeral, Taoist or Buddhist rites according to each religious customs. Among these ceremonies, the foreigners conducting wedding must be the male and female who have already set up marriage relationship in accordance with law. The Chinese religious personnel are referred to those who have been recognized and recorded by lawfully registered religious bodies.

Article 11 Consented by national religious bodies or relevant religious bodies at the level of province, autonomous region or municipality directly under the Central Government, and approved by the departments of religious affairs of the local people's governments at or above the provincial level, foreigners entering Chinese territory may carry religious articles used in religious cultural and academic exchanges in accordance with relevant programs and agreements of religious cultural and academic exchanges.

Where the religious articles conform to the stipulations of the previous paragraph and the relevant provisions of the Chinese customs, they shall be passed by the customs based on the certificates issued by the departments of religious affairs of the people's governments of province, autonomous region and municipality directly under the Central Government or the State Administration for Religious Affairs.

Article 12 It is prohibited to bring the following religious printed matters, religious audio-visual products and other articles into Chinese territory:

- (1) if the amount exceeds that for personal rational use, and they do not belong to the category stipulated in Article 11;
- (2) if the contents of these articles are detrimental to Chinese national security and public interests of Chinese society.

Where the religious printed matters, religious audio-visual products and other religious articles are found to be those mentioned in previous paragraph, the case shall be dealt with by the customs in accordance with law.

Where the religious printed matters, religious audio-visual products and other religious articles which violate the stipulations of the first paragraph have been brought into Chinese territory or transported into Chinese

territory by other means, once being found, they shall be dealt with by the departments of religious affairs or other related departments of the people's governments at or above the county level in accordance with law.

Article 13 The enrollment to study abroad or capital provided to China by foreign organizations or individuals for the purpose of training religious personnel shall be accepted by Chinese national religious bodies on the basis of need, and the study abroad personnel shall be selected and dispatched by Chinese national religious bodies as a whole plan.

Foreign organizations or individuals may not recruit students within Chinese territory for their study and training abroad as religious personnel without permission.

Article 14 Foreigners who intend to come to China for studying at Chinese religious institutions must conform to the stipulations set by the Provisions on the Administration of Accepting Foreign Students by Chinese Institutions of Higher Learning, get approval from Chinese national religious bodies, and keep records at the State Administration for Religious Affairs.

Article 15 Foreigners who intend to come to China for teaching at Chinese religious institutions must be subject to the Methods of Engaging Foreign Professionals by Religious Institutions.

Article 16 Foreigners who conduct religious activities within Chinese territory shall abide by Chinese laws and regulations.

Foreigners may not intervene in the establishment and change of Chinese religious bodies or sites for religious activities, the selecting, appointing

and changing of religious personnel by Chinese religious bodies, nor may they intervene in or manipulate other internal affairs of Chinese religious bodies.

Within Chinese territory, foreigners may not establish religious organizations, institute religious offices, set up sites for religious activities, run religious institutions or hold religious classes in any names or forms.

Article 17 Foreigners may not engage in the following missionary activities within Chinese territory:

- (1) appointing religious personnel among Chinese citizens;
- (2) developing religious followers among Chinese citizens;
- (3) preaching and expounding the scripture at the sites for religious activities without permission;
- (4) preaching and expounding the scripture or conducting religious gathering activities at the places outside the lawfully registered sites for religious activities;
- (5) conducting religious activities with Chinese citizens at temporary sites for religious activities, except that the Chinese religious personnel are invited to preside the religious activities;
- (6) producing or selling religious books and journals, religious audio-visual products, religious electronic goods or other religious articles;
- (7) distributing religious propaganda materials;
- (8) other missionary activities.

Article 18 Where the international religious organizations, offices and their members intend to contact or conduct other related activities with Chinese religious bodies, sites for religious affairs and religious personnel,

they shall make applications to the departments of religious affairs of the people's governments at or above the provincial level in advance. The contact or other related activities may be conducted only after approval by the departments of religious affairs of the people's governments at or above the provincial level.

Article 19 Where foreigners within Chinese territory conduct religious activities that violate these Rules, the departments of religious affairs and other related departments of the people's governments at or above the county level shall stop them in accordance with law.

Where religious activities conducted by foreigners within Chinese territory violate these Rules as well as the Law of the Control on the Entry and Exit of foreigners of the People's Republic of China and the Regulations on Administrative Penalties for Public Security, the foreigners shall be dealt with by the public organs in accordance with law; where a crime is constituted, the foreigners shall be investigated for their criminal liability by the judicial organs in accordance with law.

Article 20 These Rules are applicable to the religious activities conducted by foreign organizations within Chinese territory.

Article 21 The State Administration for Religious Affairs shall be responsible for the interpretation of these Rules.

Article 22 These Rules shall enter into force as of the date of promulgation.

Address: 30 South Renmin Road Shiyan Hubei, P. R. China

Phone: 0086 719 8895160

Website: www.hbmu.edu.cn

Postcode: 442000

