

外国留学生学籍管理

第一章 入学与注册

第一条 新生入学须持湖北医药学院签发的《入学通知书》、《外国留学生来华签证申请表》（简称 JW202 表）、X1 签证（即学习签证）和体检表（原件），按规定日期到湖北医药学院国际合作交流处（国际教育学院）办理入学手续。

第二条 新生因故不能按期入学报到者，入校后应说明原因并办理补假手续。未办补假手续者，以旷课论。开学后一个月内不报到者，取消其入学资格。

第三条 新生所持体检表和化验单，须经有关部门认证，认证合格者，方可办理外国人居留证，不合格者需重新进行体检（费用自理），有重大疾病病史，或体检不合格者取消入学资格。

第四条 自费留学生在入学报到时，应在十天之内付清一学期（短期生）或一学年（长期生）的相关费用。交纳相关费用后，方可办理入学手续。

第五条 新生报到时，交 2 寸免冠照片八张，填写《入学登记表》，领取学生证。

第六条 新生持健康证明、护照、入学通知书（复印件）、JW202 表（复印件）及手续费自入境之日起三十日内去十堰市公安局办理《外国人居留证》。逾期不办证者，公安局将处以罚款。从国内其他院校转学来校的新生，须在抵达十堰后 30 日以内，持健康证明、护照、入学通知书、JW202 表、转学证明到十堰市公安局办理居留证迁入、延期手续。

第七条 学生每学期应按期持学生证到国际合作交流处（国际教

育学院) 报到注册。因故不能如期注册者, 必须履行请假手续。国际合作交流处(国际教育学院) 对未按时到校的学生, 要分别按病、事假或旷课记载。未注册者不能取得新学年的学籍。

第八条 凡休学、保留学籍或其他原因离校的学生, 未经批准入学者, 不准注册。

第九条 学生未经请假或请假未被批准不到校注册者, 以旷课论, 逾期两周不注册者, 按自动退学处理。

第十条 已注册的新生必须在规定时间内参加汉语水平测试(含笔试和口试, 未学汉语者不参加), 根据考试成绩, 编入相应班次。

第十一条 入班学习后, 不适应所在班学习者, 可在开课后两周内向本班辅导员提出申请, 经同意后可调入相应的班次, 逾期一律不予调班。

第十二条 需选修其他课程者, 须在开学后一周内到国际合作交流处(国际教育学院) 报名登记。报请教务处统一安排选修, 每门课报名者达到一定人数才开班上课。

第十三条 要求入文科各专业的学生, 需达到汉语水平考试(HSK) 六级标准, 入理科各专业的学生需达到汉语水平考试(HSK) 三级标准。

第十四条 对留学生的其他规定和要求, 与所在院系的中国学生相同。

第二章 课程考核与成绩记载

第十五条 留学生必须参加教学计划规定的课程考核, 考核成绩载入本人档案。课程考核分考试和考查两种方式, 考试课程的考核一般在每学期考试周内进行, 可采取闭卷、开卷、口试、笔试等多种形式。期末考核由学校统一安排在每学期最后一至两周进行, 任何人不得提前或推迟。

第十六条 考试考查课程的成绩评定, 均采用百分制计分。

第十七条 课程考核成绩以学期末考试（或课程结束考试）成绩为主，适当参考平时成绩。期末考试成绩一般占 60-70%，平时成绩一般占 30-40%，包括完成实验、实习、课外作业、习题课、课堂讨论、平时测验成绩及考勤等。

第十八条 所学课程必须经考核及格（60 分以上），才能取得该门课程的学分。

第十九条 学生因病或其他原因不能按时参加考试或考查时，必须在考前向所在学院提出缓考书面申请（请病假须有校医院或指定医院诊断证明），经国际合作交流处（国际教育学院）批准后方可生效。缓考不单独命题，应与该门课程的下一轮考试同堂、同卷进行，并按正常考试评定成绩。缓考不及格者，必须重修，直至成绩合格，获得该门课程学分。重修者随下一年级开设的课程进行，重修费用由学生支付。学生在重修后每学期累计不及格课程门数仍超过两门及其以上者，以及累计不及格课程门数超过四门及其以上者，必须留级。对必修课擅自缺考或考试舞弊者，其成绩和学分均以零分记载，必须重修并在学生成绩表和学籍表中注明该门课程“舞弊”或“旷考”字样，对考试舞弊者，学校视情节轻重，给予纪律处分。

第二十条 考试、考查成绩一经评定，不得更改。对旷课的学生，根据旷课的时数和情节，给予批评教育直至纪律处分。无故旷课累计超过本学期某门课程教学时数三分之一者，不得参加本门课程的考核。

第三章 休学与复学

第二十一条 学生有下列情况之一者，应予休学：

1、因病经指定医院或校医院诊断，需停课治疗、休养的时间占学期时间三分之一以上者；

2、因事请假，缺课超过一学期时间三分之一以上者；

3、因其他特殊原因，本人申请或学校认为必须休学者。

第二十二条 学生要求休学，应提出书面申请，并附有关证明，经国际合作交流处（国际教育学院）审查，学校批准。凡学校批准的休学学生，应及时到国际合作交流处（国际教育学院）办理休学手续。

第二十三条 学生休学一般以一学年为期（因病经学校批准，可连续休学两学年），累计不得超过两学年。

第二十四条 学生经批准休学后，无论何种原因，应立即返回所在国家。

第二十五条 学生复学按下列规定办理：

1、因病休学者，申请复学时应在每年七月前将恢复健康证明寄到国际合作交流处（国际教育学院），经审查合格后，方能办理复学手续。

2、学生休学期满，应于开学前持有关证件，来校办理复学手续。

第四章 延长学习期限与退学

第二十六条 本科生在校修业年限一般为四年或五年，最长不得超过八年（含延长学习期限、休学或停学年限）。学生有下列情形之一者均可申请延长学习期限：

1、在规定的标准学制时间内，未修满人才培养计划规定的学分，且未达到劝其退学标准者；

2、毕业设计（论文）资格审查未通过者；

3、申请辅修专业，攻读第二专业学士学位或双学士学位的学生，在标准学制内未完成相应人才培养计划者。

第二十七条 非毕业班学生申请办理延长学习期限的手续，每年八月底集中办理；毕业班学生申请办理延长学习期限的手续，每年五月初集中办理，并以学院为单位申请。申请延长学习期限应填

写《湖北医药学院延长学习期限审批表》，经所在学院同意，国际合作交流处（国际教育学院）审批后执行。

第二十八条 延长学习期限（不含由于休学、停学而延长学习期限）者，对延长学习期限的学习阶段，学校按有关规定收取教育资源补偿费用。

第二十九条 学生有下列情况之一者，应予退学：

1、休学期满不办理复学手续者，经复查不合格不准复学者，经过指定医院确诊，患有精神病、癫痫、麻风病、性病、艾滋病等严重疾病者；

2、普通进修生一学期内请假累计超过一个月者；

3、研究生和本科生一学期请假累计超过本学期总学时的三分之一以上，且没有申请停学者；

4、一学期受到 10 次及以上国际合作交流处（国际教育学院）书面警告者；

5、采取非正常手段，散布谣言，蛊惑人心，影响学校正常教育秩序者。

第三十条 学生退学由学校审批，并发给劝其退学证明，在校学习满一年以上的发给肄业证明书。未经学校批准，擅自离校的学生不发给肄业证明和退学证明。

第五章 学习纪律

第三十一条 学生上课时应遵守课堂纪律，认真听课，不得迟到、早退，未经教师同意，不得擅自离开教室。

第三十二条 因病、因事不能上课，本人须提交请假条（病假须有医生证明）。未请假而缺课者，以旷课论。

第三十三条 上课期间逢留学生本国节假日，学校不放假，照常上课。如逢留学生本国重大节日，可酌情请假 1-3 天，一年不超过两次。

1、请假流程

1) 留学生请假直接到所在院系办理, 领取并认真填写“请假单”, 高级进修生和研究学者请假, 由指导教师审核签字后, 报国际合作交流处(国际教育学院)备案;

2) 请假单须经所在院系签署意见并加盖院系公章, 请假单存根及相关材料存各院系备查;

3) 请假获准后, 留学生须到国际合作交流处(国际教育学院)备案, 需要离开中国大陆的留学生, 凭请假单到国际合作交流处(国际教育学院)办理相关签证、居留、回国手续。

2、请假种类

请病假者须持医生出具的诊断证明。请假一天以内, 由辅导员批准; 请假一周以内, 由所在院系负责留学生工作的人员批准; 请假一周以上需报所在院系主管领导批准, 未经批准缺课者, 按旷课处理。

请事假一天以内, 由辅导员批准; 请事假一周以内, 由所在院系负责留学生工作的人员批准; 请事假一周以上需报所在院系主管领导批准。未经批准缺课者, 按旷课处理。

学生在假期结束返校后须立即到本人所在学院销假, 逾期不销者作为旷课处理。

第六章 奖励与处分

第三十四条 学校对遵守校纪校规、学习成绩优良的留学生给予奖励, 发给证书和奖品。

第三十五条 对犯有错误的学生, 学校可视情节轻重给予批评教育或纪律处分。处分分下列六种: 1、警告; 2、严重警告; 3、记过; 4、留校察看; 5、劝其退学; 6、开除学籍。

第三十六条 有下列情形之一的学生, 学校将酌情给予开除学籍的处分:

- 1、触犯国家刑律构成刑事犯罪者；
- 2、破坏公共财产，偷窃国家、集体和私人财物造成严重损失和危害者；
- 3、有盗窃行为且屡教不改者，酗酒、赌博、打架斗殴，情节严重者；品行极为恶劣，道德败坏者；
- 4、违反学校纪律，情节严重者。

第三十七条 对学生作出开除学籍的处分，由学校审批，报主管部门备案。

第三十八条 勒令退学的学生只发给学历证明，开除学籍者不发给学历证明。

第七章 毕业、提前毕业与结业

第三十九条 具有学籍的留学生，学完或提前学完教学计划规定的全部课程，修满总学分，准予毕业或提前毕业，发给毕业证书。

第四十条 对于符合下列条件的非毕业班学生，可以提前毕业或报考研究生：

- 1、修满总学分，并达到教学计划规定的其他要求；
- 2、主要课程（含毕业论文）成绩优良；
- 3、具有较强的分析问题和解决问题的能力。

第四十一条 学生未修满总学分而离校者经本人申请，发给结业证书。

第四十二条 肄业、结业离校的学生，有未修合格的课程需返校补修者，只能随在校学生参加有关课程的期末考试，不能单独补考；修满教学方案规定的总学分者，学校补发毕业证书。

第八章 学位

第四十三条 学位分学士、硕士两级，符合《中华人民共和国学位条例暂行实施办法》和《湖北医药学院学士学位实施细则》或

《湖北医药学院硕士学位实施细则》规定取得学士、硕士学位的学生，由学校发给学位证书。

第四十四条 本科毕业生达到以下条件，授予学士学位：

1、比较系统地掌握本学科、本专业的基础理论、专门知识，掌握本专业必要的基本技能、方法和相关知识；

2、具有从事本专业实际工作和研究工作的初步能力；

3、修完教学计划规定的全部课程，完成各实践教学环节的学习任务，考核全部合格，获得本专业培养计划规定的毕业学分，学位课程平均成绩在 70 分以上；

4、毕业论文（或毕业设计），或其他毕业实践教学环节合格。

第四十五条 研究生通过硕士学位的课程考试和论文答辩，成绩合格，达到以下学术水平者，授予硕士学位：

1、牢固掌握本学科基础理论，具有系统的专门知识；

2、具有从事科学研究工作或独立担负专门技术工作的能力。

第四十六条 有下列情况之一者，不授予学位：

1、学生毕业时，未修满总学分者；

2、犯有严重错误、违法乱纪（包括考试舞弊）或其它原因受过以上（包括记过）处分者；

3、原发结业证明，后经补修完成规定学分换发毕业证书者。

第九章 汉语学习

第四十七条 根据中国教育部规定，凡是到中国高等院校接受学历教育的外国留学生，汉语水平考试（HSK）理科必须达到 3 级，文科必须达到 6 级。每年 5 月和 12 月各举行一次汉语考试，在校学习的外国留学生均可报名参加，按规定交纳有关费用，到指定地点参加考试。

第四十八条 汉语为学校培养外国留学生的基本教学语言。对汉语水平达不到专业学习要求的外国留学生，学校提供必要的补习条

件。

第四十九条 汉语和中国概况是接受学历教育的留学生的必修课。使用外语接受专业学习的留学生，毕业论文摘要需用汉语撰写。

第五十条 《汉语水平证书》的效力是：

- 1、作为到中国高等院校入校学习专业或报考研究生所要求的实际汉语水平的证明；
- 2、作为汉语水平达到某种等级或免修相应级别汉语课程的说明；
- 3、作为聘用机构录用人员汉语水平的依据。

第五十一条 临床医学专业留学生在进入临床阶段的专业学习之前，必须通过 HSK3 级或达到相当于 HSK3 级的汉语水平；应届学生如果未达到上述要求，应重修汉语语言课程（留级），达到相应汉语水平之后，才能进入临床阶段的专业学习。

第十章 附则

第五十二条 本细则适用于我校普通进修生、高级进修生、本科生、硕士研究生等所有外国留学生。

第五十三条 本细则于 2013 年 9 月开始执行，由学校国际合作交流处（国际教育学院）负责解释。

湖北医药学院外国留学生考试违纪处理办法

第一条 为维护学校正常教育教学秩序，培养外国留学生诚信意识，加强校风、学风和考风建设，创造优良的育人环境，根据《中华人民共和国高等教育法》、教育部《普通高等学校学生管理规定》、《湖北医药学院学生考试违纪处理办法》等相关文件，制定本办法。

第二条 学生考试违纪分为考试违规和作弊两种。对于考试违纪的学生视其违纪行为和性质的轻重及认识分别给予留校查看或开除学籍处分。

第三条 本办法中的考试包括考试、考查。

第四条 学生考试中有下列行为之一的，应当认定为考试违规。对于在校期间考试违规的学生，第一次该门课程记零分，且不能补考、只能重修，第二次给予留校察看处分；第三次给予开除学籍处分。

- 1、携带规定以外的物品进入考场，或未将书包、书本、笔记、资料、通讯工具等放在指定位置（开卷考试除外）；
- 2、未在指定的座位参加考试的；
- 3、若桌面、桌内或座位旁有他人所写或所放与本课程考试相关的内容或资料，学生在考前未检查或检查发现后未立即向监考人员报告的；
- 4、不在规定的位置填写自己的姓名、学号；
- 5、不在规定位置答题的；
- 6、不带考试证，坚持进入考场参加考试的；
- 7、考试开始信号发出前答题或考试结束信号发出后继续答题的；
- 8、迟到超过考试入场规定时间仍强行进入考场的；
- 9、在考试过程中旁窥、交头接耳、互打暗号、打手势，或在试卷上做标记的；

10、在考试或禁止的范围内，喧哗、吸烟或实施其他影响考场秩序行为；

11、对他人索要自己的答卷或草稿纸未加拒绝或未向监考人员报告的；

12、未经考试工作人员同意在考试过程中擅自离开考场的；

13、将试卷、答卷（含答题卡，答题纸等，下同）和草稿纸等考试用纸带出考场的；

14、其他违反考场规则的行为。

第五条 有下列行为之一的，应当认定为考试作弊。对于此类作弊学生，第一次该门课程记零分且不能补考、只能重修，并给予留校察看处分；第二次给予开除学籍处分。

1、携带存储有与考试内容相关资料的电子设备参加考试或以其他各种形式将与考试内容相关的材料带入考场；

2、抄袭或协助他人抄袭试题答案或与考试内容相关的资料的；

3、交卷后再返回修改的；

4、故意销毁试卷、答卷或考试材料的；

5、交换试卷、答卷、草稿纸，或擅自调换座位的；

6、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的；

7、在考试后以不正当手段更改考试成绩的；

8、在答卷上填写与本人身份不符的姓名、学号等信息的；

9、通过伪造证件证明及其他材料获得该门课程考试资格和考试成绩的；

10、在考试过程中使用通讯设备的；

11、请他人代替考试或替人参加考试的；

12、组织作弊的；

13、在考试过程中使用通讯设备作弊的；

14、其他作弊行为。

第六条 有下列行为之一者，视情节轻重及认识程度给予留校察看及以上处分，若其行为违反《中华人民共和国治安管理处罚法》由学校保卫处会同公安机关进行处理，构成犯罪的，由司法机关依法追究刑事责任。对于有此类行为的学生该门课程的考试记零分。

- 1、故意扰乱考场或考试工作场所秩序；
- 2、拒绝、妨碍考试工作人员履行管理职责；
- 3、威胁、侮辱、诽谤、诬陷考试工作人员或其他学生；
- 4、其他扰乱考试管理秩序的行为。

第七条 对考试违纪者的处理程序：

1、考试工作人员在考试过程中发现学生有违纪行为时，应及时予以制止，中止其考试（属第四条规定的考试违规行为可允许其继续考试），并如实记录在《考场记录表》中，对考生用于作弊的材料、工具等，应予暂扣。《考场记录表》作为认定考生违纪事实的依据，应当由两名及以上监考人员或考场巡视员签字确认。考试结束时，由监考或巡视员将有关材料报送组织考试的学院教学办公室，并将有关材料转送学生所在学院教学办公室；

2、组织考试的学院应当由两名及以上工作人员进行事实调查、收集、保存相应的证据材料，根据调查的事实和证据，对所涉及考生的违纪行为进行认定，并将有关材料送学生所在学院教学办公室；

3、违纪学生所在学院应要求违纪学生写出书面认识，填写《湖北医药学院考试违纪处理表》，将拟给予的处分等级告知学生，听取学生或其代理人（须有学生本人委托授权书）的陈述和申辩，并认真作好笔记，结束时，拟受处分学生或其代理人应在笔录上签字。学院讨论后签署对学生违纪的认定和处理意见；

4、对考试违纪学生给予留校察看处分的，由学生所在学院发文，同时将处分文件送学生所在学籍管理职能部门备案；

5、对考试违纪学生给予开除学籍处分的，由学生所在学院将

《湖北医药学院学生考试违纪处理表》及学生违纪有关证据材料、学生检查书和学生或代理人的陈述、申辩材料送学生所在学籍管理职能部门，由学生所在学籍管理职能部门行文，并经有关学院会签，校长办公会议研究决定后，由主管校长签发。

第八条 给予学生处分的文件应及时交由受处分学生或其代理人签收（一式三份，学生或其代理人、学生或其代理人学生所在学院、学生所在学籍管理职能部门各一份），受处分学生或其代理人拒绝签收的，学院应在处分文件上注明告知受处分学生的时间，地点和拒收事由，并由两名在场的工作人员签名。处分决定文件无法直接送交的在校内公告，自公告之日起满 30 天视同送达。

第九条 学生对处分决定有异议的，应在接到学校处分决定之日起五个工作日内依据事实向学校学生申诉处理委员会提出书面申诉，并按《湖北医药学院学生申诉处理规定》办理。

第十条 留校察看期限一般以一年为限，毕业班学生受留校察看处分期限为三至十个月，同时必须通知家长或请家长来校。

第十一条 受留校察看处分的学生，由学生所在学院负责考察，留校察看期满，学生可提出解除留校察看申请，由留校察看学生所在学院对其一年的表现签署意见报学生所在学籍管理职能部门审批；非毕业班学生在留校察看期间表现优秀者，学生可提前申请解除留校察看，但提前解除留校察看期限不能超过给予留校察看期限的二分之一。

第十二条 对考试违纪学生的处分决定、学生考试违纪的证据材料、学生检查书、有关调查材料、学生或其代理人的陈述、申辩记录，处分送达记录等材料，有关学院、学生所在学籍管理职能部门应及时整理归档。

第十三条 本办法适用于具有我校学籍的外国留学生研究生、本科生。

第十四条 本办法由学生所在学籍管理职能部门负责解释。

湖北医药学院留学生违纪处分实施办法（试行稿）

第一章 总 则

第一条 为了维护学校正常的教学、工作、科研和生活秩序，保障外国留学生合法权益，营造安全、舒适、高雅、文明的学习和生活环境，促进外国留学生健康成长，根据教育部、外交部、公安部令第九号（2000年1月31日）《高等学校接受外国留学生管理规定》、《湖北医药学院学生违纪处分实施办法》以及其他有关规定，结合我校外国留学生管理工作实际，制定本办法。

第二条 本办法适用于我校全日制外国留学生、普通进修生、高级进修生、本科生、研究生。其他各类外国留学生的违纪行为，参照本办法进行处理。

第三条 外国留学生在校内有违纪行为的，依照本办法给予相应纪律处分。学生在校外参加科研、教育（教学）实习、考察、社会实践等活动中发生的违纪行为，参照本办法进行处理。外单位来校进修、培训的外籍人员违纪者，参照本办法做出相应处分，并通知其所在单位；情节严重者，终止其进修、培训，退回原单位（国家）。

第四条 对违纪外国留学生的纪律处分坚持以下原则：

- 1、坚持以事实为依据的原则；
- 2、坚持公正、公平、公开的原则；
- 3、坚持集体讨论，少数服从多数的原则；
- 4、坚持批评教育与违纪处分相结合的原则；

第五条 对违纪外国留学生的纪律处分，要做到程序规范、证据充分、依据明确、定性准确、处分恰当。给予的纪律处分应当与学生违纪行为的性质和过错的严重程度相适应。

第二章 处分的种类

第六条 外国留学生违反校规校纪，根据情节轻重、认错态度及悔改表现等，给予下列处分：

- 1、警告；
- 2、严重警告（通知家长）；
- 3、记过（通知家长）；
- 4、留校察看（并请家长来校）。留校察看期限以一年为限。毕业班学生违纪受留校察看处分其留校察看期限为 6-12 个月；
- 5、劝其退学；
- 6、开除学籍。

第三章 违纪行为的认定与处理

第七条 外国学生应当遵守中国法律法规，不得从事非法活动。有下列情形之一者，视情节轻重和悔改表现，给予记过以上直至开除学籍处分：

- 1、违反《中华人民共和国游行示威法》或其它有关法律法规，组织、参加未经批准的游行、示威活动；组织、策划或参与扰乱、破坏学校或社会秩序、破坏安定团结的活动；
- 2、张贴、投递、散发大（小）字报、反动传单，出版、传播非法刊物或通过网络以及其他途径散布谣言，混淆视听，制造混乱；
- 3、组织、成立、加入非法社会团体或组织，从事非法活动；
- 4、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，出版非法刊物，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；

第八条 违反国家和地方法律、法规者，视情节，给予以下处分：

1、违反国家法律，受到刑事处罚或遣送出境者，给予劝其退学及以上处分；

2、被判处管制、拘役或因过失犯罪而被判处有期徒刑并宣告缓刑执行者，给予劝其退学及以上处分；

3、违反治安管理规定受到处罚，性质恶劣的，给予劝其退学及以上处分；

4、因违法犯罪被免于刑事处罚或被处以治安拘留者，给予记过及以上处分；

5、被处以行政或治安警告、治安罚款的，或被人民法院训诫责令其悔过者，给予严重警告及以上处分；

6、被处行政拘留者，给予留校察看及以上处分；

7、被解除刑事拘留的，视其有无违法违纪行为及情节轻重决定是否给予处分。

第九条 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，分别给予以下处分：

1、案值在 500 元以下（含 500 元）者，给予记过或以下处分；案值在 500 元以上者，给予留校查看及以上处分；

2、偷盗作案未遂者，给予警告以上处分；

3、结伙作案的，对为首者从重或加重处分，对参与者给予相应处分；

4、为盗窃者提供信息或作案工具，或参与窝赃、分赃、销赃，或掩盖盗窃事实者，视情节参照作案者处理；

5、多次盗窃作案（指两次及以上），累计案值不足 300 元者，给予记过处分，累计案值在 300 元以上（含 300 元）者，给予留校察看及以上处分；

6、诈骗、抢夺、敲诈勒索公私财物者，比照盗窃作案加重处理；

7、盗用他人（含单位）账号或各类通讯卡账号或密码者，给予记过及以上处分；造成严重损失者，给予留校察看及以上处分；

8、盗窃公章、公文、档案、试卷等物品及资料者，给予留校察看及以上处分；

9、非法占有他人遗失物者，给予警告及以上处分。

第十条 对寻衅滋事、打架斗殴者，视其情节，给予以下处分：

1、肇事、打架斗殴者（含打架双方）；

1) 虽未动手打人，但用言词侮辱或其它方式触及他人而引起事端、激化矛盾，造成打架后果者，给予警告或严重警告处分；

2) 动手打人，未伤他人者给予记过及以上处分；

3) 动手打人，致人轻微伤或轻伤者，给予留校察看及以上处分；

4) 动手打人，致人重伤者，给予开除学籍处分。

2、策划者（含事前未策划，但在打架斗殴中起主要作用者）；

策划、怂恿、挑唆他人打架、斗殴，给予记过及以上处分；造成严重后果者，给予开除学籍处分；

3、参与者（含未动手者）；

促使矛盾激化造成不良后果者，给予警告、严重警告或记过处分；邀约他人（或受他人之邀）挑起事端，激化矛盾，造成打架后果者，给予留校察看及以上处分，致人受伤者给予退学或开除学籍处分；

4、为打架当事人提供伪证，妨碍调查处理工作正常进行者，给予记过及以上处分；

5、持械（指用刀、棍棒等）打人，或邀约他人聚众斗殴者，加重一级处分；造成他人受伤者，给予留校察看及以上处分；邀约或勾结校外人员打架斗殴者，给予劝其退学或开除学籍处分；

6、为他人打架提供器械，未造成伤害者，给予记过及以上处分；造成他人伤害者，给予留校察看及以上处分；

7、报复打人者，给予记过处分；情节严重者，给予留校察看及以上处分；

8、打架斗殴造成他人伤害和物品损坏的，除给予相应纪律处分外，均应承担医药和营养费等费用，对损坏的物品予以修复，不能修复的予以赔偿。

第十一条 对无故旷课、请假逾期不归或擅自离校者给予如下处理：

- 1、一学期累计旷课 10 学时，给予警告处分；
- 2、一学期累计旷课 11-20 学时，给予严重警告处分；
- 3、一学期累计旷课 21-30 学时，给予记过处分；
- 4、一学期累计旷课 31-40 学时，给予留校察看处分；
- 5、一学期累计旷课超 40 学时，给予退学或开除学籍处分。

学生旷课按实际授课节（次）计算，迟到或早退三次折算为旷课 1 学时。请假逾期未归且未办理续假手续者，自逾期之日起每天按 8 学时计算旷课节数。在校外参加实习、社会实践等规定活动缺勤者，每天按 6 学时计算旷课节数。在规定的自习或统一安排的集体活动中无故缺勤，按实际缺勤时间计算旷课节数。请假逾期未归且未办理续假手续达两周以上，或未经请假擅自离校达两周以上，按本条第五款处理。

第十二条 违反学术纪律者，视情节，给予以下处分：

1、抄袭、剽窃他人研究成果的，或伪造学术成果证明、证书或其他学术水平证明材料的，或篡改专家学术鉴定意见的，或虚构、篡改实验结果或统计资料的，视情节轻重，给予记过及以上处分；

2、发布相关代考、代写论文，买卖论文等信息者，或有其他扰乱学校教学秩序、损害校风学风行为者，视情节轻重给予警告及以上处分。

第十三条 学生考试违纪分为考试违规和作弊两种。对于考试违纪的学生视其违纪行为和性质的轻重及认识分别给予留校察看或开

除学籍处分。

1、本《办法》中的考试包括考试、考查。

2、学生考试中有下列行为之一的，应当认定为考试违规。对于在校期间考试违规的学生，第一次该门课程记零分，且不能补考、只能重修；第二次给予留校察看处分；第三次给予开除学籍处分。

1) 携带规定以外的物品进入考场或者未将书包、书本、笔记、资料、通讯工具等放在指定位置（开卷考试除外）；

2) 未在指定的座位参加考试的；

3) 若桌面、桌内或座位旁有他人所写或所放与本课程考试相关的内容或资料，学生在考前未检查或检查发现后未立即向监考人员报告的；

4) 不在规定的位置填写自己的姓名、学号；

5) 不在规定位置答题的；

6) 不带考试证、学生证或其它相关能证明其身份的证件，坚持进入考场参加考试的；

7) 考试开始信号发出前答题或考试结束信号发出后继续答题的；

8) 迟到超过考试入场规定时间仍强行进入考场的；

9) 在考试过程中旁窥、交头接耳、互打暗号、打手势，或在试卷上做标记的；

10) 在考场或学校禁止的范围内，喧哗、吸烟或实施其他影响考场秩序行为的；

11) 对他人索要自己的答卷或草稿纸未加拒绝或未马上向监考人员报告的；

12) 未经考试工作人员同意在考试过程中擅自离开考场的；

13) 将试卷、答卷（含答题卡、答题纸等，下同）和草稿纸等考试用纸带出考场的；

14) 其他违反考场规则的行为。

3、有下列行为之一的，应当认定为考试作弊。对于此类作弊学生，第一次该门课程记零分且不能补考，只能重修，并给予留校察看处分；第二次给予开除学籍处分。

1) 携带存储有与考试内容相关资料的电子设备参加考试或以其他各种形式将与考试内容相关的材料带入考场；

2) 抄袭或协助他人抄袭试题答案或与考试内容相关的资料的；

3) 交卷后再返回修改的；

4) 故意销毁试卷、答卷或考试材料的；

5) 交换试卷、答卷、草稿纸，或擅自调换座位的；

6) 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的；

7) 在考试后以不正当手段更改考试成绩的；

8) 在答卷上填写与本人身份不符的姓名、学号等信息的；

9) 通过伪造证件、证明及其他材料获得该门课程考试资格和考试成绩的；

10) 在考试过程中使用通讯设备的；

11) 请他人代替考试或替人参加考试的；

12) 组织作弊的；

13) 其他作弊行为。

4、若有下列行为之一者，视情节轻重及认识程度给予留校察看及以上处分；若其行为违反《中华人民共和国治安管理处罚法》，由学校保卫处会同公安机关进行处理；构成犯罪的，由司法机关依法追究刑事责任。对于有此类行为的学生该门课程的考试记零分，且不能补考，只能重修。

1) 故意扰乱考场或考试工作场所秩序；

2) 拒绝、妨碍考试工作人员履行管理职责；

3) 威胁、侮辱、诽谤、诬陷考试工作人员或其他学生；

4) 其他扰乱考试管理秩序的行为。

第十四条 故意破坏公共财物者，除赔偿损失外，视情节分别给予下列处分：

1、破坏公物价值在 500 元以下（含 500 元）者，给予警告或严重警告处分；

2、破坏公物价值在 500 元以上者，给予记过及以上处分；

3、在公共设施上乱涂、乱画者，给予严重警告及以上处分

因过失损坏公共财物者，视情节酌情减免或免于处分。

第十五条 学生应当自觉遵守公民道德规范和大学生行为准则，维护大学生良好形象。有下列情形者，视情节轻重，给予相应纪律处分：

1、在集体宿舍内留宿异性，或在异性宿舍内留宿者，给予留校察看及以上处分；

2、调戏、猥亵、侮辱或以其他方式严重骚扰他人者，给予严重警告或记过处分；造成严重后果的，给予留校察看及以上处分；

3、以威胁等手段逼迫一方与其交往，造成不良后果者，给予严重警告及以上处分；造成严重后果者，给予留校察看及以上处分；引诱或胁迫对方与其发生性行为者，给予劝其退学及以上处分。

4、制作、复制、出售、购买、传播、观看（收听）淫秽、反动及其他非法、有害的书刊、图片、网页、音像等制品，情节轻微者给予严重警告或记过处分；情节严重、造成不良影响者，给予留校察看及以上处分。

第十六条 损害校园文明建设，扰乱正常校园秩序、社会公共秩序者，视情节给予以下处分：

1、涂改、撕毁国家机关、社会组织、学校等单位张贴的正在发生效力的布告、通知、告示等文告，给予记过或以下处分。情节严重、造成恶劣影响的，给予留校察看及以上处分

2、扰乱课堂、食堂、图书馆、会场等公共场所秩序者，给予警告及以上处分。

3、无理取闹，妨碍教师或工作人员正常工作，给予严重警告及以上处分；妨碍国家工作人员依法执行公务者，给予记过及以上处分。

4、在公共场所起哄闹事、打砸物品，不听劝阻者，给予严重警告及以上处分，并赔偿所造成的损失；情节严重，造成恶劣影响者，给予留校察看及以上处分。

5、因酗酒滋事，情节轻微者，给予警告或严重警告；造成不良后果者，给予记过或留校察看处分；情节严重、造成恶劣影响者，给予劝其退学及以上处分。

6、恶意拨打特种紧急电话及学校急用值班电话者，给予严重警告及以上处分。

7、制造、散布谣言或故意捏造事实，作虚假陈述，混淆事实等，给予警告及以上处分。

8、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，给予警告及以上处分。

第十七条 以任何形式组织、参与赌博或变相赌博者，视情节，给予以下处分：

1、一次赌博，给予警告或严重警告处分；参与赌博数额巨大、情节特别严重者，给予劝其退学及以上处分；

2、多次赌博者（指两次及两次以上），给予记过及以上处分；

3、提供赌博场所、赌资或赌局者，给予严重警告及以上处分；

4、组织赌博者，给予记过及以上处分。

第十八条 吸食毒品者，或教唆、诱骗他人吸食毒品者，给予退学或开除学籍处分。

第十九条 擅自动用、损坏消防器材、设备者，给予严重警告或记过处分，情节严重、造成严重后果者，给予留校察看及以上处分。

第二十条 侵犯、损害他人正当权益及人身安全，损害中国国

家、集体利益者，视其情节给予下列处分：

1、故意损坏馆藏图书，偷用他人证件借书者，给予警告及以上处分。

2、转借各种证件而导致产生不良后果者，除承担相应经济责任外，给予警告或严重警告处分，造成严重后果者，给予记过或留校察看处分。

3、涂改证件或使用假证，涂改伪造成绩单，伪造他人签名，伪造身份证、学生证、图书借阅证、有价证券及各类获奖证书、证明、毕业证等有关证件、证明文件，未造成不良后果者，给予严重警告或记过处分；情节严重，造成恶劣影响者，给予留校察看及以上处分。私刻、伪造公章，未造成不良影响者，给予留校察看处分，造成不良影响者，给予劝其退学及以上处分。

4、恶意骚扰、恐吓、威胁他人或组织，经教育不改者，给予警告处分，造成不良后果者，给予严重警告及以上处分。

5、侮辱、诽谤、陷害、诬告他人或组织者，侵害他人隐私，给予严重警告及以上处分。

6、隐匿、毁坏或私自拆开他人邮件、电报，情节轻微者，给予严重警告或记过处分；造成不良影响或损失者，除赔偿经济损失外，给予留校察看及以上处分。

7、因学习成绩评定、评奖评优、处分等原因，无理取闹、对有关人员进行围攻、谩骂者，给予警告及以上处分。

8、拒绝、阻碍国家工作人员或学校管理人员依法、依规执行公务者，给予记过及以上处分。

第二十一条 违反国际网络公约、我国、我校相关网络管理规定，扰乱网络管理秩序，除追究其经济责任外，视情节给予下列处分：

1、未经批准私自提供网络服务，发展网络用户，为他人提供网络接口者，给予警告或严重警告处分。

2、通过网络发布、复制、传播淫秽色情、暴力凶杀及其他非法音像、影视、文字作品或其他有害信息，扰乱网络管理秩序者，视情节给予警告、严重警告或记过处分。造成恶劣影响者，给予留校察看及以上处分。

3、利用网络泄漏中国和学校机密者，给予留校察看及以上处分。

4、制作、传播计算机病毒程序，或实施破坏计算机或网络设施、资源等妨碍计算机及网络安全行为者，除赔偿损失外，给予记过或留校察看处分。造成严重后果者，给予退学或开除学籍处分。

5、盗用集体或他人 IP 地址、电子信箱、网络账号或密码，或冒用他人或组织名义盗取网络资源，或私自转借、转让用户账号或密码，给集体或他人造成损失者，除赔偿经济损失外，给予记过及以上处分；情节严重的，给予留校察看及以上处分。

第二十二条 违反校园管理规定，组织、参与各类营利性活动或违章设摊者，视情节，给予如下处分：

1、未经批准，在校内外参与组织旅游、客（货）运业务等以营利为目的的商业或服务业活动，引发事端或造成不良后果者，给予严重警告及以上处分。

2、参与非法传销者，给予记过及以上处分。组织或胁迫欺骗、诱使他人参与传销者，给予留校察看及以上处分。

第二十三条 违反学校关于学生宿舍管理的有关规定，扰乱宿舍管理秩序者，视其情节给予下列处分：

1、未经批准私自调换宿舍门锁造成救险困难或将寝室钥匙借给非本宿舍人员使用造成财产损失的，除承担财产损失外，给予警告及以上处分。

2、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，给予警告及以上处分。

3、晚上不按时归寝达 3 次以上者，给予严重警告处分，超过

10次，给予记过及以上处分。因不按时归寝所引起的一切不良后果由外国留学生本人承担。

4、夜不归宿达5次及以上者，给予记过或以上处分。因夜不归宿所引起的一切不良后果由外国留学生本人承担。

5、未经批准，私自在留学生公寓外租房居住，经教育批评仍不搬回学校住宿或屡教不改者，给予留校察看及以上处分。因在学校公寓外租房居住所引起的一切不良后果由外国留学生本人承担。

6、在寝室违章用电、生火做饭、使用危险品者，给予警告或严重警告处分；由此而引发火灾或其他严重后果者，除赔偿经济损失外，给予留校察看及以上处分。

7、其他违反学生宿舍管理规定的行为，视其情节轻重，给予警告及以上处分。

第二十四条 违反校纪校规者，有下列情形之一，可以从轻、减轻或免于处分：

1、情节特别轻微的；

2、主观上无过错的；

3、主动承认错误、认错态度较好、积极配合有关部门调查、处理者，有悔改表现者；

4、在违纪过程中，主动中止错误行为，有效制止事件（事态）发生、发展，防止不良后果发生者；

5、检举、揭发他人违纪者，有立功表现者；

6、确系他人胁迫或诱骗，事后能主动提供情况，揭发他人违法违纪行为并经查证属实者；

7、其他可以从轻、减轻或者免于处分的情形。

第二十五条 违反校纪者，有下列情形之一，应当从重或加重处分：

1、违纪后认错态度不好或故意隐瞒事实真相或包庇他人违纪行为者；

2、贿赂知情者或工作人员，在组织调查中串供或对检举人、证人及其他人员进行打击报复、威胁恫吓者；

3、多次违反校纪校规者；

4、有两种以上（含两种）违纪行为，或同时触犯本条例中两条以上（含两条）规定者

5、结伙斗殴、盗窃或勾结校外人员参与违纪者；

6、违纪群体的为首者、策划者、组织者、指挥者；

7、违纪行为情节恶劣、造成严重后果者；

8、在校外违纪，并在社会上造成恶劣影响者；

9、其他应予从重或加重处分的情形。

第二十六条 本办法中没有列举的其他违纪行为，可参照本办法中类似条款给予处分。

第二十七条 以上所列违纪行为中，凡违反中国法律法规者，除按相应条款给予纪律处分外，学校依法送交中国司法机关处理。

第四章 处分权限、程序与管理

第二十八条 对违纪学生的处理必须以事实为依据，并提供相应有效证据。下列各项均为有效证据：

1、与违纪事实有关联的物证（包括文字、图片、音像等资料）；

2、证人签名的证言；

3、学生所在学院（系）及有关单位出具的综合调查报告等材料；

4、公安机关的拘留证、逮捕证，司法机关的判决书、鉴定书、判决书和有关部门的仲裁、决定、复议等。

第二十九条 学生违纪原则上由学生所在学院进行调查；跨学院（或跨类别）的学生违纪，由各相关类别学生归口管理部门会同保卫处和相关学院联合调查；学生在公寓内违纪，由学生所在学院会

同学生公寓管理中心进行调查。各单位在调查学生违纪事件中遇到困难，必要时可请学校有关部门协助调查。各类学生的违纪处理，由各相关类别学生归口管理部门负责。

治安、刑事案件，由保卫处协助司法部门进行调查。保卫处在对学生违纪行为调查终结后，应当形成书面调查报告，并将调查报告及有关材料抄送学生所在学院及学生归口管理部门，由学生所在学院与学生归口管理部门按规定进行处理。

第三十条 学生违纪事实材料、处分建议以及有关资料的整理由学生所在学院负责。涉及学校相关职能部门的，由各部门协助办理，学生归口管理部门负责审查。

第三十一条 给予学生留校察看及以下处分，由学生所在学院处理，处理决定报送学生归口管理部门备案。

第三十二条 给予学生劝其退学及以上处分，由学生所在学院提出初步处理意见，经学生归口管理部门审核，报送分管校领导批准。

第三十三条 在对学生做出处分决定之前，提出处分建议的单位应当告知违纪学生拟处分的种类、事实、理由和依据，并允许违纪学生本人或其代理人的陈述和申辩，学校应当认真对待学生本人或其代理人的陈述和申辩意见，且不得因学生的陈述和申辩而加重处分。学生对于学校给予的纪律处分有权进行申诉。学生违纪处分申诉按《湖北医药学院学生申诉处理规定》执行。

第三十四条 对事实清楚的违纪案件，有关学院应当在收到学生违纪调查报告等材料或接到通知后 15 个工作日内，提出处理意见或建议。

第三十五条 受留校察看处分的学生，由学生所在学院负责考察。受留校察看处分的学生，在留校察看期内有显著进步表现者，由本人申请、班级评议、学院审查、报学生归口管理部门审核批准，可以按期解除留校察看；有立功表现的，可以提前解除；经教

育不改或在留校察看期间又有新的违纪行为应当受到纪律处分者，报送校长会议决定给予劝其退学及以上处分。

解除留校察看不是取消或撤销该处分，而是终止对受该处分学生的察看期。

第三十六条 收到劝其退学及以上处分的学生学校按规定程序代为办理，其善后事宜，按学籍管理的有关规定处理。收到劝其退学及以上处分的学生，向学校申请复议的，办理离校手续的期限延长至学校复议决定下达后 10 个工作日。

第三十七条 学校对违纪、违规学生的处分，一般应当在发现其违纪、违规行为的学期内处理结束。

第三十八条 对违纪学生的处分由学生所在学院出具处分决定书。处分决定书由学院送达学生本人（或委托代理人），并告知学生可以提出申诉及申诉的期限。无法直接送达的处分决定书在校内公告，自公告之日起满 30 天视同送达。

第三十九条 学生违纪处分决定书视情况及时在全校、学院或班级范围内公布，并书面通知学生家长。凡涉及我国秘密、个人隐私等情况的处分决定不予公开。

第四十条 收到纪律处分的学生，由所在学院及时将其处分决定书和有关材料送交档案馆归入学校文书档案及学生本人档案。

第四十一条 被劝其退学及以上处分的学生的处分决定书报湖北省教育厅、十堰市公安局出入境管理处备案。

第五章 附 则

第四十二条 本办法中所述给予违纪学生某一级别或“以上处分”或“以下处分”，是指包含该级别在内的处分，以及比该级别重的或轻的处分。

第四十三条 本办法自 2013 年 9 月 1 日起实施。本办法由国际合作交流处负责解释。

外国留学生生活管理和服务

一、外国留学生宿舍管理规定

第一条 现安排居住的房间只允许已注册的留学生本人居住，留学生不得私自留宿任何客人。

第二条 新生进校时需交纳一定的宿舍设备押金，离校时退还。

第三条 自费生入学报到时，应在十天内付清一学期（短期生）或一学年（长期生）的住宿费，无故延期不缴者按每月房租费的5%收取滞纳金。

第四条 留学生一律统一安排住房，个人不得私自调换住房。

第五条 房间的全部设备（见各宿舍内登记清单）不得转借、污损、拆装。如有遗失、损坏，照价赔偿（见各宿舍内设备价目表）。

第六条 不许污损墙壁、地面及天花板，不许乱写乱画乱贴，不许豢养宠物。宿舍管理人员将定期进行检查，如发现有违反者，将按污损的面积测算予以罚款。宿舍内公共部分的污损由违反者承担，未查出具体人，由本套房居住人员共同承担。

第七条 保持宿舍的安静，不得高声喧哗，不得高声播放音响，以免影响他人的正常学习和休息。

第八条 保持室内外及楼道的清洁卫生，不许在公共场所乱堆乱放杂物。各房间的垃圾一定要放到垃圾桶内，不得随地乱扔。更不得从门窗扔垃圾，一经发现，将通报批评。

第九条 注意节约用水、用电。电炊具只限在厨房使用，严禁在卧室使用电炊具。每月水电额度超出部分将按价收费。

第十条 出门时应关掉电源；如因使用电器烧坏电源设施，以致引起火灾，将按规定给予处罚，严重者将追究刑事责任。

第十一条 讲文明，讲礼貌。同学们要注意团结，相互体谅、处理好同学之间的关系。

第十二条 遵守学校作息時間。凡外出者必須在 23:00 前返回宿舍,任何留學生不得在外留宿。

第十三条 宿舍內的水、電如出現故障,要及時到總服務台登記,以便及時修理。

二、外國留學生宿舍會客制度

為保持留學生宿舍良好的學習生活環境,確保留學生宿舍的安全,根據十堰市公安局治安管理条例精神,特制定如下規定:

1、來訪客人,一律出示可證明自己身份的有效證件(身份證、學生證、工作證或護照),經登記後並將證件放置服務台,方可進入被訪者宿舍。

2、任何來訪人員不得在留學生宿舍留宿。

3、未帶任何證件或不出示證件者,謝絕會客。

4、所有來訪客人,21:00 時前必須離開宿舍區。

5、值班人員在 21:30 時對滯留宿舍區的來訪人員進行清理。

6、本校留學生外出,必須在 23:00 前返回宿舍。

7、凡違反以上規定者,交由學校保衛部門處理。

三、外國留學生圖書借閱制度

學生可借閱圖書、上網查信息資料、自習。圖書館開放時間:8:00am 至 10:00pm。學生須憑校園卡到圖書館借閱圖書,校園卡只限本人使用,不得轉讓他人。

1、所借圖書到期不能歸還,須辦理續借手續。否則按過期天數罰款。

2、愛護圖書,不得塗畫、損壞或遺失。如有遺失或損壞則按章賠償或罰款。

3、進入圖書館者要求衣冠整潔,嚴禁穿拖鞋,嚴禁高聲喧嘩。

四、外国留学生医疗制度

- 1、患者可在本校医院或其他医院就诊。
- 2、学生因违反校纪、法律（打架斗殴等行为），造成的伤亡事故，所产生的一切费用由肇事留学生自理。
- 3、自费生医疗费用全部自理。凡购买意外伤害和住院医疗保险者，医疗费用可根据保险制度报销。
- 4、凡进入湖北医药学院学习的自费留学生，必须购买意外伤害和住院医疗保险。

五、外国留学生出入境及居留须知

- 1、外国留学生来华时必须持有普通护照，并持学习（X）签证入境。
- 2、持学习（X）签证者须在入境后三十日内凭本人有效证件办理外国人居住证。来华学习者应先去卫生检疫部门作体格检查或复查认证，体检合格后方可办理外国人居住证；学习时间在六个月以下者办理外国人临时居住证。已持有居住证从外地、外校转入我校学习的留学生，应在原居住地办理居住证迁出手续，来校后三十日内到十堰市公安局出入境管理处办理居住证地址变更手续。留学生在校期间，如居住证上填写的项目有任何变更，必须在十日内到十堰市公安局出入境管理处办理相应的变更手续。
- 3、持外国外交、公务、官员或特别的护照和中国外交、公务或礼遇签证来华者，如需到高等学校学习或进修，应当持本国外交机构出具的、声明在华学习期间放弃特权与豁免的照会，向中国省部级外事部门提出申请，经批准后凭外事部门的同意函到公安机关出入境管理部门改办“X”或“F”字签证，持外国外交、公务、官员或特别护照根据双边协议免签证来华者，如需到高等学校学习或进修，应当换持普通护照，到公安机关出入境管理部门

办理“X”或“F”字签证，持普通护照但非“X”或“F”字签证来华者，如需到高等学校学习或进修，应当到公安机关出入境管理部门申请改办“X”或“F”字签证。

4、留学生在校学习期间原则上一律在学校留学生宿舍居住，未经允许不得搬至校外住宿。留学生如不经批准，在校外居留的一切后果和法律责任均由留学生本人承担。

5、外国留学生去境外（含香港、澳门和台湾地区）探亲或旅游，须提前一周凭本人有效证件及国际教育学院出具的证明到十堰市公安局出入境管理处办理再入境签证手续，限一次入境有效。留学生应在再入境签证有效期内入境返校。

6、留学生因故需前往不对外国人开放地区探亲或旅行，应事先凭本人有效证件及被探望人出具的邀请信或接待部门出具的公函到十堰市公安局出入境管理处签证科申请《外国人旅行证》。《外国人旅行证》须和本人护照同时使用。

7、留学生应在居留证或签证有效期内(至少提前一周)凭本人有效证件及国际教育学院出具的证明到十堰市公安局出入境管理处办理居留证或签证延长手续。期末结业离校学生原则上不予办理证件延长手续。

8、留学生的居留证如遗失或损坏，应立即向国际教育学院及十堰市公安局出入境管理处报告。留学生若遗失护照，应立即向国际教育学院及十堰市公安局出入境管理处报告,领取“护照遗失证明”并向本国驻华使、领馆申请新护照，然后到十堰市公安局出入境管理处重新办理签证。

9、留学生换发新护照后应立即到十堰市公安局出入境管理处办理居留证变更手续。

10、办理留学生居留证、签证及延长证件的费用一律自理。

11、留学生须注意自己的居留证或签证的有效期，因超过有效期未办理证件延长手续的责任或逾期入境所受的处罚由本人承担。

12、留学生外出须随时携带本人护照和居留证以备查验。

六、其他

1、外国留学生的一切活动，均以学习和友好为目的。每个留学生都负有维护学校良好环境的责任。留学生的任何活动不得妨碍中国的社会秩序，侵犯他人权益或危害中国的国家安全和利益。

2、留学生未经中华人民共和国劳动部或其授权部门的批准，不得私自谋职或打工，违反此规定者，公安部门将予以处罚。

3、如以庆祝本国重大节日等正当理由，要求举行庆祝活动和舞会者，应在七天以前向国际教育学院办公室提出申请，经同意后方可举行。为保证学校安全和校园安静，举行舞会时应遵守以下规定：

- (1) 在指定场所进行；
- (2) 只限外国留学生和本校有关人员参加；
- (3) 借用场地及设备要缴纳租金。损坏设备要照价赔偿；
- (4) 不准私自改装场地设备及电源，违者罚款；
- (5) 时间最晚不超过晚上十一时。

4、不得在校内散发、张贴和展览宣传品，不得私自放映电影及录像等。

外国留学生费用管理

一、校际交流的学生，按两校协议办理。

二、自费留学生来华，必须有经济担保人和可靠的财力保证，以支付在华学习期间的各项费用。

三、自费生须在开学十天内付清一学期或一学年的相关费用。学习期限在一学期以上、一学年以下者，按一学年标准缴纳学费。因特殊原因不能如期交清者，经同意可以缓交。最迟不能晚于开学后一个月。缓交学费者，须另交 5% 的滞纳金。

四、退费规定

1、留学生学习期间经批准休学，休学期间的学费不退，复学后可以延续使用。

2、被批准退学或注销学籍的学生，根据其离校手续完成的时间可申请按下列标准退学费：

| 离校时间 | 退学费比例 |
|------------|--------|
| 学期注册日以前 | 100% |
| 学期开始 30 天内 | 50% |
| 学期开始 30 天后 | 学费不予退还 |

【注】学期开始日指校历上每学期第一周的星期一，离校日期以离校手续完成的日期为准。

3、新生注册后，若要求退学，当前学期的学费不予退还。

4、对于勒令退学和开除学籍的学生，学费不予退还。

5、退费时，按应退费的 10% 收取手续费。退还的币种只限人民币。

五、中途辍学或被开除学籍者，本学期学费不退。中途入学或复学者，须缴纳本学期的全部费用，住宿费按天计算。

六、根据中国政府有关规定，外国留学生应自入校之日开始缴纳个人保险金，购买住院医疗和意外伤害保险。未按规定缴纳者应承担相应后果。

外国留学生离校须知

留学生学习结束，请于离校前一星期凭学生证到国际教育学院领取《离校手续单》，办理如下手续：

1、办理学生证的注销手续。

2、交还所借图书。

3、办理有关财务结算手续

4、按规定办理退房手续。

5、进修生须提前一周向国际教育学院交两寸照片一张，以办理进修证书。

6、领取成绩单及学业证书：

本科生请到所在院系领取成绩单和相关证书；

研究生请到研究生处领取成绩单和相关证书；

其他学生请到国际教育学院领取成绩单和相关证书。

7、留学生须于毕业、结业之日起 15 日内离校，逾期不离校者，不再享受留学生待遇。

8、不办理离校手续而离校的留学生，学校将不提供在校学习证明、学习成绩单及证书等。

生活指南

保险

湖北医药学院要求，留学生在校期间必须有医疗保险。留学生所购买的保险至少要包括意外伤害和住院医疗两个险种。

留学生可以在来华前购买医疗保险，也可以抵华后购买。购买保险时，应向保险公司详细询问如何在中国使用医疗保险，以及指定医疗机构的联系方式。

留学生应向学校提交有关保险公司或公证单位出具的证明，证明其在校学习期间享受至少包括意外伤害和住院治疗的保险服务，证明应为中文或英文。

对于没有医疗保险的留学生，学校将不予办理注册手续。

医疗服务

学校健康中心

地址：学校天物超市旁

太和医院

地址：湖北省十堰市人民南路 32 号

东风总医院

张湾区大岭路 16 号(近广东路)

人民医院

湖北省十堰市张湾区朝阳中路 39 号

安全服务

十堰的社会治安较好，在湖北医药学院学习，在十堰生活，是比较安全的。但仍然不能掉以轻心。

首先，要保管好自己的护照和钱物，平时不要把护照和大量的钱物带在身上，只要带着学生证，在湖北医药学院内和十堰市内都

是可以证明身份的。贵重物品放在房间内，一定要锁好，出门前也一定要关闭水电开关，关好门窗。

出行时要遵守交通规则，注意交通安全。

万一出现问题，一定要及时报警，同时要向国际教育学院报告，老师们会尽可能的提供帮助的。

报警电话：

■匪警：110

■火警：119

■交通事故：122

■医疗急救：120

■湖北医药学院报警电话：8891110

以上电话可以在任何一部电话上免费拨打，包括 IC 卡电话。

货币及银行

在中国只能使用人民币。人民币的单位是元，辅币是角和分，缩写符号是 RMB。币值有 100 元、50 元、20 元、10 元、5 元、1 元、5 角、1 角共 8 种。硬币有 1 元、5 角、1 角。

换钱

英镑、港币、美元、欧元、日元、加拿大元、澳大利亚元都可以兑换成人民币。

以下几种外币信用卡可在指定的兑换处兑换，他们是：

■ VISA 卡

■ 万事达卡 (Master Card)

■ 美国运通卡 (American Express)

■ 大来卡 (Dinner's Club Card)

■ JCB 卡

人民南路有中国银行，可以办理人民币和外币的兑换及存款等业务。请一定不要在街头随便换钱，以免遭受经济损失。换钱需要

出示护照或者居住证。具体问题，可以向银行咨询。

关于银行的位置，可以从十堰市地图上找到。

节假日

留学生享受与中国学生相同的节假日。其他国家的节假日，学校不放假。

校历上有当年的假期安排。假期前夕，湖北医药学院和国际教育学院的网站上都会发布关于假期的具体安排，大家要注意浏览。

除寒暑假外，中国的节日主要有：

| | | |
|---------|-----|------|
| 1月1日 | 元旦 | 放假一天 |
| 4月5日 | 清明节 | 放假一天 |
| 5月1日 | 劳动节 | 放假三天 |
| 农历5月5日 | 端午节 | 放假一天 |
| 农历8月15日 | 中秋节 | 放假一天 |
| 10月1日 | 国庆节 | 放假三天 |

课余活动

留学生可以参加学校学生会组织的文体活动，也可以自愿参加我国在重大节日举行的庆祝活动。

学校的各个体育场、体育馆，留学生都可以使用，有时要缴纳一定费用。进行文体活动时不能影响别人的学习和休息，也要注意爱护文体器材及设施。

在中国旅游

留学生可以在节假日到外地旅游。

外出旅行时，一定要带上护照和居住证，并要保管好证件和贵重物品。

旅游的地点，一定要选择中国境内对外国人开放的地区。未经允许，不得进入未对外国人开放的地区和场所。如因科研或学术需要，须经专门批准，才能进入未开放区。违反上述规定，公安机关将依据《中华人民共和国外国人管理法》的有关规定予以处罚。学习期间不得请假外出旅行。

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

《中华人民共和国外国人入境出境管理条例》已经 2013 年 7 月 3 日国务院第 15 次常务会议通过，现予公布，自 2013 年 9 月 1 日起施行。

总理 李克强

2013 年 7 月 12 日

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。

Rules Governing Academic Management Implementation for International students of Hubei University of Medicine (Trial)

Chapter One Enrollment and Registration

Item 1: The new student should submit his/her passport, X visa, Admission Approval Letter signed by Hubei University of Medicine, Visa Application for Study in China (JW202) and Physical Examination Document (original copy); thereafter the student should register at the International School on time.

Item 2: If the new student cannot register on time because of unexpected circumstances then the student should explain the reason and follow the leave absence procedure. Otherwise the student will be punished as a truant. If the student does not register within one month, his/her admission will be cancelled.

Item 3: The new student should submit the physical examination document (original copy) and the lab test results to the relevant bureau. The qualified student can proceed to acquire the foreign residence permit. The unqualified student should repeat the physical examination at the student's own expense. The admission of those who ever had severe illness on record or are unable to pass the physical examination will be terminated.

Item 4: When the self-supporting student registers, the student should pay the tuition and the accommodation fee for a semester (short-term student) or for an academic year (long-term student) in 10 days. After paying the related fees, the student should follow the admission procedure.

Item 5: When the new student registers, the student should submit 8 photos that measure 2x2 inches each, complete the Entrance Registration Form, and obtain the student card.

Item 6: The new student should go to the Shiyan Police Station for his/her health authentication, passport, admission approval letter, JW202 and handling charge to process the Foreign Residence Permit with 30 days of arriving in China. The student will be fined if he/she does not process their Residence Permit within 30 days. The student from other universities or colleges within China should present their passport, Foreign Residence Permit, school records from other universities or colleges, transfer authentication, and admission approval letter of Hubei University of Medicine within 30 days of arriving at Shiyan.

Item 7: The student should present the student card to register at the International School at the beginning of each semester. If the student is unable to register then the student should follow the leave of absence procedure. International School should classify such a student as either an absentee due to illness, absentee due to personal affairs, or a truant. The student who does not register will lose the student status.

Item 8: The student who is suspended, holds the student status, or leaves for any reason should not register without permission.

Item 9: The student who does not take a leave of absence or take a leave without permission will be penalized as a truant. If its duration exceeds 2 weeks, the student will be automatically assumed as a voluntary withdrawal.

Item 10: The registered student should join in the Level Test of Chinese Language (including written and oral; the student who has not learned Chinese is exempted). Based on his/her test score, the student will be placed in an appropriate class.

Item 11: If the student is not satisfied with the designated class then they can apply for a transfer within 2 weeks. If the transfer application is not completed within 2 weeks then it will not be processed.

Item 12: If the student wants to choose other subjects, he/she should register in the first week at the International School. If there are not enough students to choose the course, the class will not open.

Item 13: The student should pass the Chinese Language Test (HSK) Band 6 for the study of liberal arts or Band 3 for MBBS.

Item 14: The other requirements and regulations for Chinese students in their own school are equally applied to the international students.

Chapter Two Course Test and Score

Item 15: The student should take the required tests and their scores will be recorded in the student's documents.

The course tests include classroom examinations and teacher's evaluation. The tests may be in the form of close-book or open-book. They may be in the written, oral, or other form. The school arranges the final examination in the last 2 weeks each semester. Nobody should take the exam before or after the scheduled exam time.

Item 16: The test and the teacher's evaluation adopt the percentage scale.

Item 17: The overall course mark mainly depends on the final examination but the daily course performance is also counted. The final examination takes 60-70%. The daily performance takes 30-40%. The daily performance includes labs, field work, extracurricular activities, class discussion, class quizzes, and class attendance.

Item 18: The student who passes the examination then earns the course credit on the subject.

Item 19: A student who cannot attend the final examination should present the application for the postponement of the exam to the faculty (leave due to illness should be proved by university hospital or the appointed hospital), and the application can only take effect after the agreement by the Internal School. These students will be required to take the exam in the following year together with the students in the lower grade, and students will be graded as regular exam. If a student fails then he/she must retake the class until he/she passes and can get the course credit. The student who retakes a course will be placed with the next grade students. The student will be charged for re-study and the make-up exam. The student who cannot get the credits of more than two courses in a school year or whose failed courses add up to more than four will fail for the year and not proceed to the next grade. If the student does not take the exam of required courses without permission or cheat on the exam then student will get a score of 0 and there will be “absence” or “cheat” in the record. If the student cheats then students will be punished according to the degree of seriousness.

Item 20: The examination and the teacher's evaluation cannot be changed. For the absence then student will be penalized according to the number of his/her absences. If the number exceeds one third of the total class number the student will be disqualified from the examination.

Chapter Three Leave of Absence and Return

Item 21: The student may be allowed a leave of absence for one of the following reasons:

- 1) Necessity of medical treatment (one third of the term) requested by an authorized hospital.

2) Personal affairs which require the absence of classes (one third of the term).

3) Some other reason which is permitted by the university.

Item 22: If a student requests a leave of absence then an authentic written letter is needed which will be reviewed by the International School and permitted by the university. The student should go to International School to complete the leave of absence procedure.

Item 23: The period for a leave of absence is one year (if permitted by the university, the student may have two continuous years of sick absence), but the total period cannot be over two years.

Item 24: Once a student obtains the approval of a leave of absence, the student should return to his/her own country as soon as possible.

Item 25: Returning to School

1) The student should submit the health authentication to the International School before July. When they are checked “recovered” and permitted by the university only then can a student follow the return procedure.

2) When the student’s term has expired the student should present a referral authentication to apply for a return.

Chapter Four Prolonging the Length of Study and Withdrawal

Item 26: The length of study for undergraduates cannot exceed 8 years (including study period, leave of absences, and suspensions). The student who is subject to one of the following cases, can apply for an extended length of study:

1) the student who has not fully obtained the required credits and not

qualified for a leave of absence.

- 2) If the student's thesis has not passed the review.
- 3) the student who has applied for a second major but cannot finish the requirement.

Item 27: The no-last year student should apply an extended length of study by the end of August. The last-year student should apply for an extension by the beginning of May. The student should fill out a form that agreed upon by his/her school and permitted by International School.

Item 28: If the student has applied for an extended length of study (excluding leave of absences and suspensions), the student should pay the fee of education compensation.

Item 29: The student subjected to one of the following issues should leave school:

- 1) the student who has not processed a return to school when his/her leave of absence expires; his/her health check is not passed; student of critical diseases such as: mental illness, epilepsy, leprosy, venereal disease, AIDS, etc;
- 2) ordinary student asking for a leave of absence longer than one month;
- 3) Undergraduate or postgraduate student asking for a long term leave of absence (one third of the term) and not applying for temporal leave;
- 4) The student who has received 10 warning letters in a semester;
- 5) Students who spread rumors by abnormal means which results in other people's confusion or disorder within the university teaching and studying system.

Item 30: The student should be permitted by the university before withdrawing. The student withdrawing will be provided a study certificate (those who have studied at least one year). If the student leaves without permission, he/she will not get the certificate.

Chapter Five Study Discipline

Item 31: The student should abide by the class discipline, study hard, be punctual, and not leave early or leave class without permission.

Item 32: If the student is sick or has personal issues then the student should submit a leave paper (for a sick leave, the student should submit the certificate by the doctor). Otherwise the student will be penalized as a truant.

Item 33: The student should attend his/her class even if the student meets his/her own countries festival day(s) during the term period. The student may have 1-3 free days for important holidays of his/her own country. There will be no more than two chances in a year.

1) The procedure of leave

- (1) The international students can apply a leave directly at his/her school by filling out a leave paper. Advanced further-studied students and scholars can ask for a leave after being signed by a faculty adviser and then submits the leave paper to the International School.
- (2) The student's own school should seal and keep the leave paper.
- (3) When the leave is permitted the international students must go to the International School to take notes. If the student has to go back to his/her own country, the student should present his/her leave paper to the International School for visa, residence and return to home country.

2) Types of leave

Asking for sick leave: the student who cannot attend class because of sickness should ask for a sick leave with the doctor's diagnosis certificate.

The leave of one day should be approved by the teacher in charge of the class. The leave of one week should be approved by the staff in charge of international students' affairs in his/her school or department. A leave longer than one week must be approved by the head of international students affairs at his /her school or department.

The student should inform the school which he/she belongs to of his/her return when coming back. If the student comes back within the limited time but does not inform the school the student will be treated as a truant.

Chapter Six Awards and Punishment

Item 34: The student, who abides by the university's rule and regulations and maintains a good standing will receive a certificate and trophy as rewards.

Item 35: To the student who disregards a rule the university will decide on a punishment against him/her according to the seriousness of the action. The punishments are defined as the following 6 types: (1) Disciplinary Warning; (2) Serious Warning; (3) Demerit Record; (4) Retention under Observation; (5) Order to Leave University; (6) Deprivation of Student's status.

Item 36: To the students who disregard a rule one of the following actions will be taken; the student will be ordered to leave or the student will be deprived his/her student's status according to the degree of its seriousness.

- 1) Violation of the state's criminal law leading to a legal offense;
- 2) Destruction or stealing of public property leading to serious loss or harm;
- 3) Stealing and refusing to mend, heavy drinking, gambling, serious

fighting, bad moral conduct;

- 4) Breaking of the University rules and regulations leading to a serious situation.

Item 37: The University will approve the punishment as “Order to Leave the University” or “Deprivation of the Student’s Status”. The upper administration department will be notified about the punishment taken on the student.

Item 38: The University will issue only an Educational Certificate to the student who is ordered to leave the university. No certificate is issued to the student whose student’s status has been revoked.

Chapter Seven Graduation and Earlier Graduation

Item 39: The student with the status stating they have completed all the courses on time or ahead of time according to the teaching plan and received all the required credits is approved to graduate or graduate ahead of time if intended. The graduate certificate will be issued to him/her.

Item 40: The non-graduating student who can meet the following requirements can graduate ahead of time or take the Entrance Examination of Master Program:

- 1) Acquired all the required credits and reached all other requirements stipulated in the teaching plan.
- 2) Maintained a good standing in main courses including the graduation thesis.
- 3) Show great skill in problem solving and analysis.

Item 41: To the student applying to leave the University without completing all the required credits the Certificate of Courses Completion can be issued.

Item 42: The student who leaves the University without graduating and returns to complete the failed courses can only take the final examinations with other students. He/she cannot take separate make-up examinations. Once the student acquires all the required credits in teaching plan then he/she can receive the Graduation Certificate.

Chapter Eight Degree

Item 43: There are Bachelor's Degree and Master's Degree. To the student who gets the Bachelor's Degree or Master's Degree according to the Temporary Implement Measures on Degree Regulation of People's Republic of China and the Bachelor's or Master's Rules and Regulations for Implementation of Hubei University of Medicine, the University will issue the Degree Certificate.

Item 44: To the undergraduate student who has reached the following requirements the Bachelor's degree can be issued:

- 1) Has a systematic grasp of the basic theory, special knowledge in the specific field, grasp of necessary basic skills, methods and relevant knowledge in the specific field;
- 2) First-step ability to use practical works and researches in a certain filed;
- 3) Completion of all the courses stipulated in the teaching plan, completion of the study in all steps of internship, passing all required examinations, acquiring all the credits stipulated in the Student Cultivation and Education Plan of a certain Major, and the average mark of degree courses is over 70;
- 4) Passing the graduation thesis (graduation project) or other graduation internship.

Item 45: The postgraduate student who has passed the course examination and thesis defense and met the following academic requirements will be issued the Master's Degree:

- 1) Solid grasp of basic theory and systematic specialty knowledge in the specific field;
- 2) Acquired the ability of engaging in scientific researches or handling special technical works independently.

Item 46: To any student who has done at least one of the following will not be given degree:

- 1) Having not acquired all the credits needed.
- 2) Committed misconduct(s), violated the law and discipline (including cheating during an examination), or have been punished more seriously than a demerit.
- 3) Changing Courses Completion Certificate into Graduation Certificate.

Chapter Nine Study of Chinese Language

Item 47: According to the stipulation of Chinese Education Ministry the international students coming to a Chinese university to receive a degree should reach Level 3 in HSK for a science major or Level 6 for a liberal arts major. The HSK is taken in May and December each year. All of the international students attending a Chinese university can apply. A registration fee must be paid and HSK is held in authorized institutes.

Item 48: The Chinese language is the basic teaching language for educating international students. To the student who cannot reach the requirements of the Chinese language necessary remedial classes will be provided by the University.

Item 49: The Chinese language and the Overview of China are required courses for international degree students. The student who takes major courses in foreign language should write the abstracts of his/her thesis in Chinese.

Item 50: The efficacy of the HSK Certificate:

- 1) can certify the student's Chinese language ability when he/she starts to learn a specific major in Chinese universities (or school) or when he/she applies to take the entrance examination for Master's Program.
- 2) can certify the student's Chinese language ability deeming it unnecessary to take the Chinese language program of the same level.
- 3) can certify the student's Chinese language ability when some employer concerned in regards to the employee's Chinese language proficiency.

Item 51: The international students who majors in Clinical Medicine should pass HSK 3 or the equivalent before going into clinical study. This year's student who fails to pass the requirements must retake the Chinese language course until the student can be allowed to go into clinic study until he/she reaches the relevant Chinese level.

Chapter Ten Supplementary

Item 52: This rule is applied to the general student, advanced students, undergraduate students, postgraduate students and all the international students.

Item 53: This rule takes effect starting September 2013 and the International School has the authority of explanation.

Rules Pertaining to the Discipline of International Students Who Violate the Exam Regulations of Hubei University of Medicine

Article 1 A set of rules have been established by the Ministry of Education, according to the law of the People's Republic of China on institutes for higher education. These are rules pertaining to the discipline of international students who violate the exam regulations of Hubei University of Medicine and have been established in order to maintain the teaching and study system of the University, cultivating honesty, strengthening of the spirit of the University and creating a good environment of education.

Article 2 Students violating regulations in examinations shall be divided into two types: violation of regulations and cheating. The student violating disciplines will be punished by Retention under Observation or Deprivation of Student's Status depending on the student's specific behavior and the seriousness of the act.

Article 3 The examinations in this document refer to examinations and evaluations.

Article 4 Students violating the following regulations will be accounted as violation of regulations. Students violating regulations for the first time will be considered as having failed the exam and will be required to re-study the specific course without a chance for re-exam; students violating regulations for the second time will be punished by Retention under Observation; students violating regulations for the third time will face Deprivation of Student's Status.

1. Taking any article that is not allowed into the examination room, or not putting the bags, books, notebooks, materials, communication tools, etc. in the appointed position (open examination excluded).
2. Not sitting on the appointed seat while taking the examination.
3. Presence of materials relevant to the specific course on the surface of or inside the desk or beside the student's seat written or put by others and the student didn't check this before the examination or checked but did not report to the invigilating staff.
4. Not writing the name and roll number in the appointed position.
5. Not writing the answer in the appointed position.
6. Insisting on entering the examination room to take examination without the Examination Certificate, Student Card or other relevant certificates which can certify the student's identity.
7. Answering the questions of the examination before the allotted time or continuing the examination beyond the allotted time.
8. Entering the examination room by force despite being late.
9. Peeping, whispering, using signs, motioning to each other, or marking on the examination paper.
10. Making noise, smoking, or other behaviors which will disrupt the order of the examination area within the examination room or area appointed by the University.
11. Not refusing to give the answer sheet or draft paper or not reporting to the invigilating staff.
12. Leaving the examination room during the period of examination without obtaining the permission of the invigilating staff.
13. Taking the exam paper, answer sheet and draft paper out of the examination room.
14. Other behaviors violating the regulations of examination area.

Article 5 Students violating the following regulations will be accounted as cheating. Students violating regulations for the first time will be considered as having failed the exam and will be required to re-study the specific course without a chance for re-exam; students violating regulations for the second time will be punished by Retention under Observation; students violating regulations for the third time will face Deprivation of Student's Status.

1. Taking electronic devices containing the materials relevant to the examination content or taking relevant materials in all other forms into the examination room.
2. Plagiarizing or assisting another to plagiarize the answers of the examination or materials relevant to the exam content.
3. Returning to correct the answers after handing in the test paper.
4. Destroying the test paper, answer sheet, or exam material on purpose.
5. Exchanging the test paper, answer sheet, or draft paper, or exchanging seats.
6. Demanding, robbing, or stealing other's test paper, answer sheet, or draft paper, or forcing others to facilitate his/her plagiarizing.
7. Changing the exam result after the examination.
8. Filling in the answer sheet with name, roll number, and other information not according to the student's true identity.
9. Obtaining the qualification to take the examination or the result of the examination of a specific course through counterfeiting ID cards, certificates, and other documents.
10. Using telecommunications equipment
11. Asking others to replace him/her in examination or substituting for others in examination.

12. Organizing cheating.
13. Using telecommunications equipment to cheat.
14. Other cheating behaviors.

Article 6 The student who violates any of the following regulations shall be punished by Retention under Observation or Deprivation of Student's Status depending on the seriousness of the act; if the student violates the law of People's Republic of China on Public Security, Administration and Penalties, the student will be handled by the Department of Public Security of the University and the local police station; those students whose offences are serious enough to constitute a crime shall be prosecuted for criminal responsibility according to laws. The student violating these regulations will be considered as having failed the exam and will be required to re-study the specific course without a chance for re-exam.

1. Disturbing the order of the exam area or exam working area on purpose.
2. Refusing or obstructing the exam working staff from implementing regulations.
3. Threatening, insulting, slandering, or framing against the exam working staff or other students;
4. Other behavior disturbing the administration order of the exam area.

Article 7 The disposal processing on those who violating disciplines in examinations:

1. When one violating disciplines in an exam, the working staff shall stop the violation and pause his/her taking the exam (the student who is conducting behaviors as listed in Article 4 can continue taking the exam), and record the Record Form of Examination Room, and

- distain the relevant materials, tools, etc.. These shall be two or more invigilating staff or inspectors to sign on the Record Form of Examination Room. After the exam, the invigilating staff or inspectors shall submit the relevant materials to the school the one belongs to.
2. The School organizing the examination shall arrange two or more staff to investigate on the student's violating behavior, and collect and keep relevant evidence and material, according to which to define the specific violation, and at least submit all material to the teaching affairs office of the school the students belongs to.
 3. The school, to which the student violating discipline belongs, shall require the student to write a letter about the truth and his/her recognition, and shall fill in the Disposal Form on Student's Violating Discipline in Examinations of Hubei University of Medicine, inform the student about the planned level of punishment, and listen to the statement or alibi from the student or his/her Deputy (with whom there shall be authorization letter from the student), and take note seriously. At the end, the student violating the discipline or his/her deputy shall sign on the note. The relevant school shall subscribe the definition of the violation and disposal opinion after discussion.
 4. To conducting the punishment Retention under Observation to the one violating the discipline, the relevant school shall issue a formal document, and at the same time submit the documents to the department in charge of the students' academic administration.
 5. To conducting punishment Deprival of Student's Status, the school shall submit the Disposal Form on Student's Violating Discipline in Examinations of HUM, relevant evidence of the student's violation, the student's written letter, and the statement or alibi material of the

student or his/her deputy to the department in charge of the students' academic administration, who will issue a proposal in written form from the relevant school to submit to the university authority, after discussion and reaching consent, the superintending president will sign to issue the formal document of HUM.

Article 8 The document to conduct student punishment shall give to the student or his/her deputy to sign for receipt (there shall be three identical copies of the document, the student or his/her deputy, the relevant school, and the department in charge of the students' academic administration will get one respectively). If the student or his/her deputy refuses to accept the document, the relevant school shall clearly note down on the document when and where the students are informed and required to receive the document and why he/she refuses, on which two staff on the site shall sign. The punishment document, which cannot be delivered directly, will be published on the campus bulletin. Bulletin for 30 days since the publication will be regarded as equivalent to having been delivered.

Article 9 If the student being punished by the university, he/she may, within 5 weeks of receiving the document, appeal to the Committee of Disposal on Students' Appeal of HUM, who will deal with the issue according to the Regulations on Disposal on Students' Appeal of HUM.

Article 10 The period of conducting the punishment Retention under Observation is set as one year, but 3-10 months for graduating students. At the same time of conducting the punishment Retention under Observation, the parents of the student shall be informed or required to come to the University.

Article 11 The student conducted the punishment Retention under Observation will be under the observation of the school he/she belongs to. When the period of observation expired, the student may apply to be released from he Retention under Observation; the relevant school shall sign the attitude as per the student's performance during the past one year and submit to the department in charge of the students' academic administration for Authorization; if the non-graduating student conducted the punishment Retention under Observation performs excellent, the student may apply to be released from the Retention under Observation in advance, of which the longest limit is half of the whole period of conducting the punishment Retention under Observation.

Article 12 The relevant school or the department in charge of the students' academic administration shall keep in file all the documents such as the punishment document, relevant evidence and material of the student's violation, the student's written letter, and the statement or alibi material of the student or his/her deputy, the delivery record of the punishment document, etc. in time.

Article 13 These rules are applicable to all the international students with the students' status of Hubei University of Medicine.

Article 14 These rules shall be explained by the department in charge of the students' academic administration.

Implementation Measures for Punishment of International Student Who have Violated the Policies of Hubei University of Medicine (Trial Version)

Chapter One General Principles

Article One

In order to safeguard the normal order of teaching, working, research and living in the University, protect the legitimate rights and interests of international students, create a safe, comfortable, elegant and civilized living and learning environment, and promote the development of international students, based on the “Ministry of Education, The Ministry of Foreign Affairs, The Ministry of Public Security Order No.9 (January 31, 2000) Management Regulations on College Accepting International Students,” and “Implementation Measures of Students’ Violation of Policies of Hubei University of Medicine,” and other relevant regulations, in connection with the practical situation of international students’ administration of our university, these Measures are enacted.

Article Two

These measures apply to full-time general advancing international students, senior general advancing international students, international undergraduates and postgraduates. Any violation of policies of other types of international student’s are also executed in light of these Measures.

Article Three

International students who violate the school regulations while attending

HUM will be punished in accordance with these Measures. International students who violate the school regulations while participating in scientific research, education (teaching) internship, study, social practice and other activities outside the University will also be punished according to these Measures. International advancing students and trainees of other units studying in our University who violated the school regulations will be punished in accordance with these measures, and HUM will inform their unit. In serious cases, their education and training will be terminated, and they will be repatriated to their original unit (country).

Article Four

The punishments on international students who violate policies will adhere to the following principles:

1. Principle of factual basis;
2. Principle of justice, fairness, and publicity;
3. Principle of collective discussion, and the minority is subordinate to majority;
4. Principle of combining critical education as well as punishment.

Article Five

The punishment on international students who violated school regulations will be made according to standard procedures, with sufficient and clear evidence. The punishment should be accurate in characterization and appropriate in execution. The punishment should befit the nature and severity of the violation.

Chapter Two Types of Punishment

Article Six

International students who violate school regulations will be punished as follows according to the seriousness of the offense, the attitude of admission, and act of contrition:

1. Warning;
2. Serious Warning (notifying parents);
3. Demerit Record (notifying parents);
4. Retention under Observation (parent shall come to school). The period of international students remaining in school under observation is one year. The period for the senior international students is 6 to 12 months;
5. Ordered to Leave University;
6. Deprivation of Student's Status.

Chapter Three Affirmation and Disposal of Disciplinary Action

Article Seven

International students should abide by Chinese laws and regulations and not engage in illegal activities. Any of the following cases, depending on the severity of the offense and contriteness of the offender, will be given punishment ranging from Demerit Record to Deprivation of Student's Status:

1. In violation of The Law of the People's Republic of China on assembles processions and demonstrations or other related rules and regulations; organizing or participating in an authorized processions or demonstrations; organizing, plotting or participating in activities disturbing, damaging school or social order, or undermining the stability and unity

2. Posting, delivering, disseminating reactionary leaflets; publishing, spreading illegal publications, or spreading rumors 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. In violation of the regulations of the students communities, establishing students communities without approval, carrying out activities and publishing illegal publications; all carrying out illegal activities in the name of the legitimate students' communities, or any other behaviors violating to the regulations of the students' communities and causing serious consequences.

Article Eight

Violations of Chinese national and local laws and regulations shall be given the following punishments depending on the severity of the offense:

1. Those who violated Chinese nationals laws, were served criminal punishments or deportation back to the home country shall be served the punishment Ordered to Leave University or Deprivation of Student's Status;
2. Those who were sentenced to control, criminal detention or prison with a reprieve for criminal negligence shall be served the punishment Ordered to Leave University or Deprivation of Student's Status;
3. Those who were punished for violating the public order regulations and the violation is severe in nature shall be served the punishment Ordered to Leave University or Deprivation of Student's Status;
4. Those who were exempted from criminal punishment or were imposed security detention for their crime shall be served punishment

of at least Demerit Record;

5. Those who were punished with administrative or security warning, security fine, or those who were ordered to repent by People's Court, shall be served punishment of at least a Serious Warning;
6. Those who were sentenced to administrative detention shall be served punishment of at least Retention under Observation;
7. Those who are released from criminal detention remain to decide whether to be served a punishment, depending on whether there was violation of law and the severity of offense.

Article Nine

Those who stole, blackmailed, swindled, falsely claimed, and misappropriated China's national, collective or other people's properties, in addition to recovering the stolen money, properties or compensation of the losses, shall be punished as follows:

1. If the monetary value of the case is 500 RMB or less, the student shall be given the punishment of at most Demerit Record; if the monetary value of the case is over 500 RMB, the student shall be given the punishment of at least Retention under Observation;
2. Those who attempted theft but failed shall be given at least a Warning;
3. Those who are associated to commit a crime, the chief criminal shall be given heavier punishment, and the accessories shall be given a corresponding punishment;
4. Those who provided information or tools for the thief or participated in concealment, sharing in the ill-gotten gains, disposal of stolen goods, or hiding the facts of theft, shall be punished according to the seriousness of the theft;

5. Those who have committed multiple thefts (referring to twice or more), and the total monetary value is under 300 RMB, shall be given the punishment of Demerit Record; if the total monetary value 300 RMB or more, they shall be given the punishment of at least Retention under Observation;
6. Those who swindled, looted, blackmailed the public or private properties shall be given heavier punishment in accordance with the crime;
7. Those who use others' (including units') account number, account number or password of various types of communication card, shall be given the punishment of at least Demerit Record; and those who caused serious losses, shall be given the punishment of at least Retention under Observation;
8. Those who stole official seals, documents, files, exam papers and other materials shall be given the punishment of at least Retention under Observation;
9. Those who illegally took other people's lost properties shall be given the punishment of at least a Warning.

Article Ten

International students who were engaged in trouble-making or fistfights shall be punished as follows:

1. Those that made trouble or had a fistfight (including the two sides):
 - 1) Those who didn't hit people, but used insulting words or other means to offend others and thus caused a fight shall be served a Warning or a Serious Warning;
 - 2) Those who hit people but didn't hurt others, shall be served the punishment at least the Demerit Record;

- 3) Those who hit people, and caused slight injuries or minor injuries shall be served the punishment at least Retention under Observation;
- 4) Those who hit people and caused serious injured shall be served the punishment Deprival of Student's Status;
2. Those that plotted a fistfight (including those which had no part in the prior plotting, but played a major role in the fistfight):
Those who plotted, abetted, or instigated others to fight shall be served the punishment at least Demerit Record; and if causing serious consequences, the students shall be served the punishment Deprival of Student's Status;
3. Those who were involved in a fistfight (including those who don't hit people):
Those who provoked an increase of hostilities and caused adverse consequences shall be served the punishment of a Warning, a Serious Warning or Demerit Record; those who solicited others (or were solicited by others) to provoke incidents, confrontations, and caused the fight, shall be served the punishment of at least Retention under Observation, and if injury was caused, the punishment shall be Ordered to Leave University or Deprival of Student's Status;
4. Those obstructed the normal handling of the investigation, including but not limited to lying to authorities concerning the fight shall be served at least Demerit Record;
5. Those who beat others with weapons (such as a knife, baton, etc.), or solicited others to fight together, shall be served one grade heavier punishment; if injury was caused the student shall be served the punishment of at least Retention under Observation; those who solicited people from outside of this university to have a fistfight

shall be served the punishment Ordered to Leave University or Deprivation of Student's Status;

6. Those who provided others with weapons to have a fight, if no injury was caused, shall be served the punishment of at least Demerit Record; if injury was caused, shall be served the punishment of at least Retention under Observation;
7. Those that beat others for revenge, shall be served the punishment of Demerit Record; and in serious cases, the students are given the punishment of at least Retention under Observation;
8. Those who caused people's injury or articles damage while having a fistfight, besides being served appropriate disciplinary punishment, shall also bear medical expenses, repair or replacement costs for the damaged articles.

Article Eleven

Those who missed class without proper reasons, those who asked for leave but didn't return to school on time, or those who left school without asking permission shall be given the punishment as follows:

1. Those who missed 10 teaching-hours of classes in one semester shall be given a Warning;
2. Those who missed 11 to 20 teaching-hours of classes in one semester shall be given s Serious Warning;
3. Those who missed 21 to 30 teaching-hours of classes in one semester shall be given a Demerit Record;
4. Those who missed 31 to 40 teaching-hours of classes in one semester shall be given a Retention under Observation;
5. Those who missed more than 40 teaching-hours of classes in one semester shall be given a punishment of Ordered to Leave

University or Deprivation of Student's Status;

The absenteeism is counted according to the real teaching hour:

- 1) three times of late arriving or early leaving for class is regarded as 1 teaching hour of absenteeism;
- 2) those who asked for leave but didn't return to school on time, are counted from the day when they are supposed to be back as 8 teaching hours of absenteeism each day;
- 3) those who didn't participate in activities outside of University such as internship practice and social practice is counted as 6 teaching hours each day;
- 4) those who didn't participate in university regulated self-study or other collective activities is counted according to the actual absent hours;
- 5) those who asked for leave but didn't return to school on time and didn't ask for a further leave amounts to two weeks, or the absence of those who leave school without permission amounts to two weeks, they shall be punished accordance with (5) of this article.

Article Twelve

Those who violate academic disciplines shall be served the following punishment depending on the seriousness of the cases:

1. Those who plagiarized other people's research achievements, forged academic achievement certificates or other documents to prove academic standards, tampered with experts' academic appraisal, or fabricated, or tampered with the results of experiments or statistical data, shall be served the punishment of at least Demerit Record depending on the seriousness of the cases;

2. Those who put out information of taking exams for others, writing papers for others, selling and buying papers, or any other behavior that disturbed the school teaching order, and damaged the school ethos and study style, shall be served the punishment of at least a Warning depending on the seriousness of the cases.

Article Thirteen

Students' violating policies in examinations shall be divided into two types: violating regulations and cheating. The student violating policies shall be given the punishment Retention under Observation or Deprivation of Student's Status will depend on the student's specific behavior and the seriousness.

1. The examination in this document refers to examinations and evaluations;
2. The student who conducted one of the following behaviors shall be considered as violating regulations. The student will get zero and be required to retake the specific course without a chance for a re-exam for the first time violating regulations, the student will be given the punishment Retention under Observation for the second time violating regulations; the student will be conducted the punishment Deprivation of Student's Status for the third time:
 - 1) Taking any article not allowed into the examination room, or not putting the bags, books notebooks, materials, communication tools, etc. in the appointed position (open examination excluded);
 - 2) Taking the examination while not in the appointed seat;
 - 3) If there is some content or material relevant to the specific course on the surface of or inside the desk or beside the

student's seat written or put by others, the student didn't check before examination or did check but not report to the staff proctoring the exam;

- 4) Not writing the name and roll number in the appointed position;
 - 5) Not writing the answer in the appointed position;
 - 6) Insisting on entering the examination room to take examination without the Examination Certificate, Student Card or other relevant certificates which can certify the student's identity;
 - 7) Answering the questions of the examination before the signals to commence emitted or keeping on answering questions of the examination after the signal of completion emitted;
 - 8) Entering the examination room by force despite being late according to the stipulated time limit;
 - 9) Peeping, whispering, sending secret signals, or motioning to each other, or marking on the examination paper;
 - 10) Making noise, smoking, or conducting other behavior which will affect the order of the examination area within the examination room or area appointed by the University;
 - 11) Refusing to give the answer sheet or draft paper or not reporting to the staff immediately when others ask for;
 - 12) Presuming to leave the examination room during the period of examination without obtaining the permission of the staff;
 - 13) Taking the exam paper, answer paper (including answer card, answer sheet, etc.) and draft paper out of the examination room;
 - 14) Other behaviors violating the regulations of examination area.
3. The student who has conducted one of the following behaviors shall be considered cheating. The student will get zero and have to retake the specific course without a chance for re-exam and will be

conducted the punishment Retention under Observation for the first time cheating; the student will be conducted the punishment Deprivation of Student's Status for the second time cheating:

- 1) Taking electronic equipment with material relevant to the exam stored on it into the examination room or taking relevant material in all other forms into the examination room;
 - 2) Plagiarizing or assisting others to plagiarize the answers of the test questions or materials relevant to the exam content;
 - 3) Returning to correct the answers after handing in the test paper;
 - 4) Destroying the test paper, answer sheet, or draft paper or exchange seats;
 - 5) Exchanging the test paper answer sheet, or draft paper;
 - 6) Demanding, robbing, or stealing other's test paper, answer sheet, or draft paper, or forcing others to facilitate his/her plagiarizing;
 - 7) Changing the exam result after the examination;
 - 8) Filling in the answer sheet with name, roll number, and other information not according to the student's true identity;
 - 9) Obtaining the qualification to take the examination or the result of the examination of a specific course through counterfeiting ID cards, certificates, and other documents;
 - 10) Asking others to replace him/her in examination or substituting for others in examination;
 - 11) Organizing cheating;
 - 12) Using telecommunications equipment to cheat;
 - 13) Other cheating behavior.
4. The student who has conducted one of the following behaviors shall be conducted the punishment Retention under Observation or Deprivation of Student's Status depending on the seriousness; if the

student's behavior violates the Law of People's Republic of China on Public Security Administration and Penalties, the student will be handled by the Department of Public Security of the university and the local police station; those students whose offences are serious enough to constitute a crime shall be prosecuted for criminal responsibility according to the law. The student conducting this type of behavior during the exam of a specific course will get zero and have to retake the specific course without a chance for a re-exam:

- 1) Disturbing the order of the exam area or exam working area on purpose;
- 2) Refusing or obstructing the exam working staff from implementing the administrative responsibility;
- 3) Threatening, insulting, slandering, framing the exam working staff or other students;
- 4) Other behavior disturbing the administration order of the exam area.

Article Fourteen

Those who have damaged public property on purpose shall pay compensation for the damage and be given the following punishment:

1. if the monetary value of the public property is 500 RMB or less, the students shall be given a Warning or a Serious Warning;
2. If the monetary value of the public property is over 500 RMB, the student shall be given the punishment of at least Demerit Record;
3. Those who write on public facilities shall be given the punishment of at least a Serious Warning.

The punishment for those who damage the public property unintentionally are reduced or waived depending on the seriousness of the cases.

Article Fifteen

Students should maintain a good moral image of a college student. Those who have had one of the following situations shall be given the corresponding disciplinary punishment depending on the seriousness of the cases:

1. Those who accommodate a person of another sex for the night in school dormitory, or stayed the night in the dormitory of another sex, shall be given the punishment of at least Retention under Observation.
2. Those who molested, indecently assaulted, insulted or seriously harassed others by other means shall be given the punishment of a Serious Warnings or Demerit Record; if serious consequences were caused, the students shall be given the punishment of at least Retention under Observation.
3. Those who forced or threatened others to have relationship with them, and resulted in adverse consequences, shall be given at least a Serious Warning; if serious consequences were caused, the student shall be given the punishment of at least Retention under Observation; those who lured or intimidated others to have sexual intercourse with them, shall be given the punishment of at least Ordered to Leave University.
4. Those who produced, reproduced, sold, bought, spread, or watched (listen to) pornographic books, magazines, pictures, websites, and audio-visual products, etc., shall be given the punishment of a

Serious Warning or Demerit Record in minor cases; and the punishment of at least Retention under Observation in serious cases.

Article Sixteen

Those who damaged campus civilization construction, disturbed campus or social order, shall be punished depending on the seriousness of the cases:

1. Those who obliterated, or tore up the proclamations such as the announcements, notices and notifications posted by the Chinese government, social organizations, universities and other units, shall be given the punishment of at most Demerit Record; and in serious cases, the students shall be given the punishment of at least Retention under Observation.
2. Those who disturbed the order in public places such as classrooms, canteens, libraries, meeting rooms, etc., shall be given at least a Warning.
3. Those who made trouble with or hindered teachers' or other staff's work shall be given the punishment of at least a Serious Warning; those who hindered Chinese public officials from performing official business shall be given the punishment of at least Demerit Record.
4. Those who stirred up trouble, damaged goods in public places, and turned a deaf ear to discouragement, shall be given the punishment of at least Serious Warnings and pay compensation for the loss, in serious cases, the student shall be given the punishment of at least Retention under Observation.
5. Those who created a disturbance after drinking alcohol shall be given a Warning or Serious Warning in minor cases; if adverse consequences were caused, the student shall be given the

punishment of Demerit Record or Retention under Observation; in serious cases, the student shall be Ordered to Leave the University or Deprivation of Student's Status.

6. Those who fraudulently dialed emergency numbers or University emergency numbers shall be given the punishment of at least a Serious Warning.
7. Those who engineer or spread rumors, fabricated facts, give false statements to confuse facts shall be given the punishment of at least a Warning.
8. Those who brought prohibited things into the campus or take school things out of the campus in violation of the Chinese laws or university regulations shall be given the punishment of at least a Warning.

Article Seventeen

Those who organized, or participate in gambling or gambling in disguised forms by any means shall be given the following punishment depending on the seriousness of the cases:

1. Those who have gambled once shall be given a Warning or Serious Warning; if the gambling amount was huge, and the case was serious, the student shall be served the punishment at least Ordered to Leave University;
2. Those who have gambled for many times (referring to twice or more than twice) shall be given the punishment of at least Demerit Record;
3. Those who provided locations, money or tools for gambling shall be given the punishment of at least a Serious Warning;
4. Those who organized gambling shall be given the punishment of at least Demerit Record.

Article Eighteen

Those who took drugs, or induced others to take drugs, shall be given the punishment of Ordered to Leave University or Deprivation of Student's Status.

Article Nineteen

Those who used or damaged fire protection equipment without permission shall be given the punishment of a Serious Warning or Demerit Record; in serious cases, the student shall be given the punishment of at least Retention under Observation.

Article Twenty

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

1. Those who intentionally damage the library books, use other people's library cards to borrow books without their permission shall be given the punishment of at least a Warning.
2. Those who borrowed or lent any kind of certificates from or to others and caused adverse consequences, besides bearing the corresponding financial duty, shall be given a Warning or a Serious Warning; If serious consequences were caused, the student shall be given the punishment of Demerit Record or Retention under Observation.
3. Those who altered certificates, used counterfeit certificates, altered or counterfeited mark list, counterfeited other people's signature, ID card, student card, library card, securities, prize certificates, graduate diploma or any other certificates, if no serious consequences were caused, shall be given the punishment of a Serious Warning or

Demerit Record if serious consequences were caused, the student shall be given the punishment of at least Retention under Observation. Those who counterfeited official seals shall be given the punishment of Retention under Observation if no adverse effects were caused; if adverse effects were caused, the students shall be served the punishment at least Ordered to Leave University.

4. Those who maliciously harassed, intimidated threatened other people or organizations and don't correct themselves after persuasion shall be given a Warning, if adverse consequences were caused, the students shall be given the punishment of at least a Serious Warning.
5. Those who insulted, defamed, framed, falsely accused other people or organizations, or violated other people's privacy, shall be given the punishment of at least a Serious Warning.
6. Those who concealed, destructed or opened a mail or telegram addressed to another person without authorization shall be given the punishment of a Serious Warning or Demerit Record in minor cases; if adverse effects or losses were caused, in addition to compensating for the economic losses, the student shall be given the punishment for at least Retention under Observation.
7. Those who, because of academic evaluation, prize assessment, and punishment, willfully made trouble, or seized, or inveigled the people concerned, shall be given the punishment of at least Warning.
8. Those who rejected or hindered the Chinese government officials or the University administration to carry out their duty according to the laws and regulations shall be given the punishment of at least a Demerit Record.

Article Twenty-one

Those who, in violation of international, Chinese national, or university network management regulations, disturbed the network management order, besides compensating for the financial losses, shall be given the following punishment:

1. Those who provided network service without authorization, developed network users, or offered network interface to others, shall be given a Warning or a Serious Warning.
2. Those who released, copied or spread pornographic, violent, or illegal audio-visual products, written work, or other harmful information, and disturbed the management order shall be given the punishment of Warning, a Serious Warning or Demerit Record. If harmful effects were caused the student shall be given the punishment of at least Retention under Observation.
3. Those who let out Chinese or University confidential information through the internet shall be given the punishment of at least Retention under Observation.
4. Those who produced or spread computer virus, or destroyed computer or network facilities or resources, in addition to compensating for the financial losses, shall be given the punishment of Demerit Record or Retention under Observation. If serious consequences were caused, the student shall be served the punishment Ordered to Leave University or Deprivation of Student's Status.
5. Those who stole the units' or other people's IP address, e-mail information, network account or password, or stole network resources in the name of the other people or organizations, or borrowed, lent, or gave other people network account or password

without permission, and caused the losses to the units or other people, in addition to compensating for the financial losses, shall be given the punishment of at least Demerit Record; in serious cases, the student shall be given the punishment of at least Retention under Observation.

Article Twenty-two

Those who, in violation of the campus management regulations, organized, or participated in any kind of profit-making activities or opened a vendor's stand, shall be given the following punishment:

1. Those who participated in commercial or service activities aiming at profit-making, such as organizing tourism or passenger (freight) transportation, and caused accidents or adverse consequences shall be given the punishment of at least a Serious Warning.
2. Those who participated in pyramid selling shall be given the punishment of at least a Demerit Record. Those who organized, intimidated, deceived, or induced other people to participate in pyramid selling shall be given the punishment of at least Retention under Observation.

Article Twenty-three

Those who violated the regulations on students' dormitory management and disturbed the dormitory management order shall be given the following punishment depending on the seriousness of the cases:

1. Those who changed the door lock of the dormitory without permission and caused difficulty in dealing with emergencies, or lent the dormitory key to people to those who didn't live in the dormitory and caused financial losses, shall be given the punishment of at least a Warning.

2. Those who disturbed dormitory management order caused bad effects to other people's normal study and life, and refused to correct their actions, shall be given the punishment of at least a Warning.
3. Those who didn't return to their dormitory on time at night for three times shall be given a Serious Warning; more than ten times shall be given the punishment of at least a Demerit Record. The student himself/herself shall bear all the responsibilities for all the negative consequences caused by not returning back to dormitory on time.
4. Those who didn't sleep in their dormitory at night for a period of five nights shall be given the punishment of at least a Demerit Record. The student himself/herself shall bear all the responsibilities for all the negative consequences caused by not sleeping in dormitory.
5. Those who live outside the dormitory without permission and refused to move back to the appointed dormitory after instruction or refused to correct their behavior despite repeated admonitions shall be given the punishment of at least Retention under Observation. The student him/herself shall bear all the responsibilities for all the negative consequences caused by renting room to live outside of the dormitory.
6. Those who used electricity in violation of the school regulations, cooked, or used dangerous goods in the dormitory, shall be given a Warning or a Serious Warning; those who caused fire or other serious consequences shall be given the punishment of at least Retention under Observation.
7. Those who violated the regulations on the students' dormitory management shall be given the punishment of at least a Warning depending on the seriousness of the cases.

Article Twenty-four

Those who violated the university regulations shall have punishment mitigated, reduced or be exempted in the following cases:

1. in slight cases;
2. Subjectively innocent persons;
3. Those who admitted mistakes voluntarily, had a good repentant attitude; actively cooperated with the investigation and the execution of the related department, and showed contrition;
4. Those who suspended a wrong act, effectively prevented bad events (situations) from happening or developing, and prevented adverse consequences;
5. Those who reported or exposed other people's wrong acts and had rendered meritorious service;
6. Those who were really threatened or induced by other people and could provide information to expose other people's unlawful behavior after incidents, and the information is proved to be factual afterwards;
7. Other situations that can be mitigated, reduced or exempted from punishment.

Article Twenty-five

Those who violated the University regulations shall be punished heavier in the following cases:

1. Those who didn't show a repentant attitude after making mistakes, or deliberately concealed facts of other people's violations of laws and regulations;
2. Those who bribed the working staff, or organized collusion during the investigation, or took revenge on or threatened accusers,

- witnesses, or other related staff;
3. Those who violated University rules and regulations several times;
 4. Those who had more than two (including two) violations or violated more than two (including two) regulations in this document at the same time;
 5. Those who grouped together to have a fistfight, to steal, or colluded with people outside the university to do things violating disciplines;
 6. Those who were the head, the leader, the organizer, or the commander of a group that violated the disciplines;
 7. Those who had serious violations of disciplines and caused serious consequences;
 8. Those who violated the discipline outside the campus and caused adverse effects in society;
 9. Those whose violation of disciplines shall be punished heavier.

Article Twenty-six

If there are other violations of policies that are not included in these measures, they can be dealt with in reference with the similar articles in these measures.

Article Twenty-seven

The students who have violated the regulations listed above, and which are also in violation of Chinese laws, shall not only be punished by these measures, but also be sent to judicial departments according to Chinese laws.

Chapter Four Jurisdiction, Procedure and Management of Punishment

Article Twenty-eight

The punishment of international students who violated the regulations should be based on facts, and effective evidence should be provided.

1. The relevant material evidence (such as written material, picture, audio-visual material, etc.).
2. Testimony signed by witnesses;
3. Investigation materials issued by school or department the student studying in or other related units.
4. Detention warrant, or arrest warrant issued by the police, judicial order, written appraisals, or court decisions issued by the judiciary, and arbitration, decision, or reconsideration issued by other relevant departments, etc.

Article Twenty-nine

Generally, international students' violation of the discipline shall be investigated by the school they are studying in; cross-colleges (cross-categories) students who violated discipline shall be co-investigated by the relevant administrative department, Security Department and relevant schools. Students who violated discipline in the dormitory shall be co-investigated by the school they are in and the dormitory management center. If any unit meets with difficulty in investigation, it can ask the relevant department of the University for help. The treatment of all types of students who violated disciplines shall be in the charge of relevant departments.

Security and criminal cases shall be investigated by the Chinese national judicial department under the assistance of the Security Department. After the investigation, the Security Department should write an investigation report, and submit a copy of it and other related materials to the school the student is in and the relevant departments, which are responsible for the disposal of the students.

Article Thirty

The students' violation records, and punishment proposals, and other related materials shall be sorted out by the school they are in. If relevant functional departments are involved, they shall assist, and the relevant administrative department, which is responsible for the international students, shall examine all the material.

Article Thirty-one

For the student who is given the punishment of Retention under Observation or lighter, the school the student studying in should handle it, and submit the punishment decision to the relevant administrative department for keeping a record.

Article Thirty-two

For the student who is given the punishment of Ordered to Leave University or Deprivation of Student's Status, the school the student is studying in should propose the tentative punishment, and submit it to the relevant administrative department for verification and then to the president in charge for approval.

Article Thirty-three

Before the students are given the punishment, the unit which is responsible for the punishment proposal should inform the students' of

the category, facts, reasons, and basis for the proposed punishment. Also we should allow the students or their agents to state or defend, and the University will seriously consider the statement or the defense of the students or their agent. The University can't give the student a heavier punishment because of their statements or defense. The students have the right to defend themselves against the punishment given by the University. The student's appeal shall be treated according to the Treatment Measures on Student's Appeal of HUM.

Article Thirty-four

For those violation cases which have clear facts, the relevant school should propose advice or suggestions of punishment within 15 days after they get the investigation report or other materials.

Article Thirty-five

The student who receives the punishment of Retention under Observation shall be observed by the school the student is in. If the students make great progress while on probation, the students can submit an application and then the application should be discussed by the class, verified by the school, and approved by the relevant administrative department, and then the students can be released from the observation punishment on time. If the student made great contributions, then they can be released from observation punishment ahead of the stipulated time. If the student refused to correct his/her actions after instruction or commit other violations of regulations while on probation, they shall be given the punishment of at least Ordered to Leave University, after approved by the Presidents conference.

Releasing the punishment of Retention under Observation is not to cancel or withdraw the punishment. Instead it is to terminate the observation

period of the students who receive the punishment.

Article Thirty-six

The student who received the punishment of at least Ordered to Leave University should begin to the leaving school procedures within 10 days after receiving the written punishment decision, and should return their relevant documents to the place where their family's household registry is. If the student refuses to do accordingly and exceeds the time limit, the school the student studied in shall do the leaving school procedures for him/her according to the regulated procedures. The after-care affairs will be transacted following the relevant regulations on students' management. The student, who received the punishment of at least Ordered to Leave University, who applied for reconsideration to the University, can have the time limit extended to 10 days after the reconsideration decision is issued by the university.

Article Thirty-seven

The punishment for the students who violated disciplines or regulations should usually be finished within the semester when the disciplinary violations happened.

Article Thirty-eight

The punishment for the student who violated disciplines will be presented in the form of written punishment decision by the school the students studying in. The school to which the students belong will give the written punishment decision to the students, and will inform the students that they can appeal as well as inform them of the duration of the complaint. For those students whose written punishment decision can't be delivered directly, their written punishment decision will be announced in bulletin

in the university, and after it has been announced for 30 days, it will be considered as having been delivered to the students.

Article Thirty-nine

The written punishment decision, depending on the situation, will be announced in the University, college, or class. The parents of the students will be notified by written form. If the punishment decision involves National Chinese confidential information or conflicts with individual privacy, it will not be announced publicly.

Article Forty

The school of the students who received disciplinary punishment should submit the written punishment decision and other relevant materials to the University Archives, to be placed in the university's written archives and the students' own archives.

Article Forty-one

For the students who received the punishment of at least Ordered to Leave University, their written punishment decision should be submitted for record to the Hubei Department of Education as well as Shiyan Section of Entry and Exit Administration.

Chapter Five Supplementary Provisions

Article Forty-two

In these implementation measures, if the students are given the punishment of “at least” or “at most”, it refers to the punishment which includes that grade of punishment and the punishment which are heavier or lighter.

Article Forty-three

This Implementation Measures are implemented since September 1st, 2013. The Department of International Affairs is responsible for the explanation of these Implementation Measures.

Living Administration and Services for International Students

I. Dorm Administration Regulations

Item 1: The room is arranged for the enrolled international students only, international students are not permitted to share the rooms with guests.

Item 2: Every freshman should hand in deposits for the equipment, which will be refunded upon the student's departure.

Item 3: Independently-funded students should pay the related fees for a semester (short-term student) or an academic year (long-term student) within 10 days after arriving at the university. Late payments will be subject to a fine of 5% of the total accommodation fee.

Item 4: All the rooms will be arranged by the dorm administrator, nobody can change rooms without the dorm administrator's approval.

Item 5: All the equipment in the room can not be lent, blemished or spoiled. If equipment is lost, the student will take monetary responsibility.

Item 6: Wall, floor and ceiling should not be returned in their prior condition. Pets are not permitted in the rooms. Dorm administrators will examine the room regularly. If there is act against, fines will be imposed by the area. The responsibility for public destruction in the dorms will be shared by all of the lodgers living in the room if the violator can not be found.

Item 7: Make no noises in the dorm so as not to influence the others.

Item 8: Keep the room and the hallway clean. Do not keep your personal items in the public area. Rubbish should be thrown into the rubbish bucket. Do not throw rubbish out of the window.

Item 9: Save water and electricity; electric cooking appliances can be used in the kitchen only and are prohibited in the bedroom. Excess use of water and electricity will be charged to the student.

Item 10: Power should be shut off when the student leaves the room. If the student does not turn off their power upon leaving the room, they will be charged at a higher rate than their actual consumption. If there is a fire as a result of the use of electric appliances, punishments will be performed by the regulation and there will be penalty for worse consequence.

Item 11: Be civilized, polite and considerate to each other.

Item 12: All students should be in the dorm before 22:00 (23:00 on Friday and Saturday). Nobody is allowed to stay over outside.

Item 13: If there is something wrong with the water and/or electricity in the dorm, please tell front desk so that repairs may be done as soon as possible.

II. Guest Receiving Regulations in the Dormitory

In order to maintain a good study and living environment and ensure the security of the international students, these regulations were made in cooperation with the public security management of the Shiyan Police Station:

Item 1: Visitors should show the dorms their effective certificates (ID card, students card, employee card or passport). After checking in, visitors can meet students in the reception room. If a visitor needs to meet a student in the student's room, he can be allowed if the on-duty worker confirm their visit (by calling the student who will be visited) and seeing the effective certificate.

Item 2: Visitors should not stay overnight in the dorm.

Item 3: No visitor will be welcome without certification.

Item 4: Visitors should leave the dorm before 21:00.

Item 5: An on-duty worker will check the dorm to make sure there are no visitors at 21:30.

Item 6: Students should be back before 23:00.

Item 7: Any violators will be handed over to the Department of Security.

III. Book Borrowing and Reading Regulations

The student may borrow or read books and magazines, get access to internet for searching information, documents and study by themselves. Open time: 8:00-22:00. Students can go to the library to borrow and read books with the campus card but the card can be used only by the owner and cannot be lent to others.

Item 1: The books borrowed should be renewed if the student wants to keep it for a longer time, or they will be fined accordingly.

Item 2: Do not blemish, damage or lose the books, or there will be fines.

Item 3: Students should be neatly dressed, slippers are prohibited. Please keep quiet.

IV. Medical Care Regulations

Item 1: Students may consult doctors in the Health Center or downtown hospitals.

Item 2: If there are injuries or death because of breaching the University regulations or law breaking (fights, etc) the expenses will be paid by the lawbreaker.

Item 3: Self-supporting students should pay for the medical care themselves. Those who have bought insurances for accidental injuries and hospitalization can be reimbursed according to the insurance system.

Item 4: All the self-supporting international students should buy insurance for accidental injuries and hospitalization.

V. Notice for International Students when Leaving and Entering China

Item 1: International students should bear an ordinary passport with a X visa or F visa when they come to China.

Item 2: Those who bear X visa should apply for residence card within 30 days after entering China. The students who will study in China for over 6 months or more should have physical check-up. The eligible students will have the chance to apply for residence card. Those who will study in China for less than 6 months will have temporary residence card. Those who have residence card at hand and transfer from other universities should have their transfer procedures done in their former university and go to the Shiyan Police Station have alteration procedures within 10 days of arriving at HUM. While studying at HUM, students should go to Shiyan Police Station for any residency card alterations within 10 days.

Item 3: Foreigners who have a diplomatic agent passport, civilian, officials or special passport should apply to the provincial foreign affairs office with a certificate from the diplomatic agent to declare that the student will give up his diplomatic right. After getting permission, they should go to the police station with a letter of permission from the foreign affairs office to change for X or F visa. Foreigners with these passports should change to an ordinary passport if they want to come to China to

study. Those who bear ordinary passport but not X or F visa should apply for X or F visa if they want to study in China.

Item 4: The student should inhabit in the international students' dorm. Without permission students cannot move outside the campus. If anyone lives outside the campus without permission, they shall be responsible for the consequence and law responsibility.

Item 5: If international students go abroad (including Hong Kong, Macao and Taiwan) to visit relatives or travel, he should go to Shiyan Police Station to get procedures done for their visa, with effective certificates or certificate from the Department of International Affairs a week ahead. This visa can be used only once. And overseas students should return to the university within their visa's validity.

Item 6: If international students have to go to an area not open to foreigners for visiting relatives or travel, he should go to Shiyan Police Station to apply for Foreigner's Travel Card with their valid certificates or invitation letter from the person they are visiting or place they are staying. Foreigner's Travel Cards will be effective when used with the passport.

Item 7: Students should go to the police station to extend their residence card or visa with all appropriate documentation at least one week in advance. The graduate will not be permitted to have a certificate extension in principle.

Item 8: If a student's residence card is lost or damaged, they should report to the Department of International Affairs and the Shiyan Police Station. If their passport is lost, the student should report to the Department of International Affairs and Shiyan Police Station and get Certificate of Passport Loss to apply for a new passport from the Embassy of their

motherland in China, then they must go to the Shiyan Police Station to ask for visa.

Item 9: When a student has changed the passport, he/she should go to the Shiyan Police Station for a residence card alteration.

Item 10: Residence card and visa will be at the student's expense.

Item 11: Attention should be paid to the valid date of residence card and visa. Students shall be punished if the card or visa exceeds their valid dates.

Item 12: Students should take their passport and resident card with them when they go out in case it is checked.

VI. Additional Information

Item 1: Students' all activities are for the purpose of study and friendship. Every student is responsible for a positive environment in the University. Students should not disturb the social order, infringe the rights and interests of others or compromise China's safety.

Item 2: Without permission from the Ministry of Labors of China or the authorized department, international students are not allowed to seek employment.

Item 3: Students should apply for permission from the related department 7 days before he/she intends to have celebrations or parties for important days of his/her country.

- 1) Celebrations or parties can only be held in the appointed place.
- 2) Only international students and related people can attend celebrations or parties.
- 3) The place and equipment shall be charged and damaged equipment should be compensated for.

4) No one should refit the equipment and power on the spot.

Violators will be fined.

5) Celebrations or parties will end before 23:00.

Item 4: No distribution or posting of Publicity materials. No films or videos without permission.

Expenses Managing of International students

Item 1: For exchange students, expenses are dealt with according to the agreement of both schools.

Item 2: For self-supporting students, there must be a financial guarantor and reliable financial resources guarantee, in order to pay all the expenses during studying in China.

Item 3: Self-supporting students must pay all of one semester's fees (short-term students) or one academic year's fees (long-term students) within 10 days of the new semester beginning. To those who study for more than one semester but shorter than one academic year, the tuition fee should be paid according to the standard of one academic year. To those who cannot pay the tuition fee as scheduled due to special reasons, the tuition fee can be postponed paying through agreeing. But it should be paid no later than one month after the new semester begins with an additional late fee of 5% of the tuition fee.

Item 4: Stipulation of refunding the fee:

1. When international students suspend schooling as approved during study, the tuition fee while suspending schooling will not be refunded, but the fee can be used for continuing schooling.
2. For those who are sanctioned to leave school or cancel their enrollment, they can apply for a refunding of the tuition fee according to the following standards:

| Time of leaving school | Percentage of tuition fee refunded |
|---|------------------------------------|
| Before the registration day of the semester | 100% |
| Within 30 days after the semester starts | 50% |
| 30 days after the semester starts | 0% |

REMARKS: The starting day of semester refers to the first Monday on the school calendar. The time of leaving school refers to the time when the formality of leaving school is finished.

3. After registration, if a freshmen demands to leave school, the tuition fee of the present semester is refused to return.
4. To students of who have been ordered to leave the University will not have the tuition fee returned.
5. A 10% service fee will be charged when refunded. The currency refunded is only in RMB.

Item 5: The tuition fees of the semester shall not be refunded if the student discontinues his study during a semester or is deprived their student status. Full tuition fees shall be paid if the student begins his study or returns to school during a semester and the accommodation shall be charged by the days of study.

Item 6: According to relevant regulations of the Chinese government, all the international students shall pay for personal insurance fee to buy the hospitalized medical insurance and accidental insurance since the first day of arrival at Chinese university. Those who don't pay the insurance accordingly shall take relevant consequence.

Notices for International Students When Leaving School

When students have finished their study, they should obtain Notice of Procedures of Leaving School and follow these procedures:

1. Logout the student card.
2. Return books and magazines to the library.
3. Clearance at the Department of Finance.
4. Returning the room (key, water machine etc).
5. Non-degree students should present a two inch photo to the Department of International Affairs a week ahead so they can get their Study Certificate.
6. For transcript and certification:
 - Undergraduate students should go to their school.
 - Postgraduates should go the Graduate Department.
 - Other students should go to the Department of International Affairs.
7. Students should leave the school in 15 days after their graduation or completion of courses. If they exceed 15 days, they will not get the special treatment as international students.
8. If students refuse to follow the procedures of leaving school, transcripts or certificates will not be issued home.

Living Guidance

Insurance

All international students are required to buy medical insurance from HUM. At minimum they should buy insurance for accidental injuries and hospitalization.

Medical insurance may be bought before or after students come to China. When buying insurance, students should inquire for information about how to use medical insurance and how to contact the appointed hospitals. Certificates declaring insurance for accidental injuries and hospitalization are included from the insurance company and should be handed over to the University. Certificates should be in Chinese or English. Students will not be registered if they have no medical insurance.

Medical Service

- The University Health Center
Address: on the campus
- Taihe Hospital
Address: beside the campus
- Dongfeng Hospital
10 Daling Road, Shiyan
- People's Hospital
39 Middle Chaoyang Road, Shiyan

Security Service

Shiyan's security is very good. Studying at HUM and living in Shiyan is safe, but we still suggest you pay attention to some matters.

First of all, please take care of your passport and property. Don't take your passport and a big amount of money with you in everyday life. Take only your Student Card to certify your identity on campus and in Shiyan. If you put valuables in your room, please lock the door properly. Before leaving the room, please turn off the electricity and water, and lock the door and window.

When you go out please observe the traffic rules and regulations and take care of yourself.

If there is danger, make sure to call the police in time, and report to the Department of International Affairs at the same time. Teachers will try their best to help you.

Some important telephone numbers:

- Robbery alarm: 110
- Fire alarm: 119
- Traffic accident: 122
- Ambulance: 120
- HUM phone: 8891110

The above telephone numbers can be called for free on any phone, including IC card.

Post and Telecom

There is a Post Office near the campus, where you can send your mail.

If it's a registered letter: Please go to the Mail Office with your Student Card or passport to take the letter directly.

If it's a parcel: please get the Postal Parcel Form from person in charge and then go to the appointed Post Office with your Student Card or passport to take the parcel.

If it's remittance: please get the Postal Remittance Form from the person in charge and then go to the appointed Post Office with your Student Card or passport to take the money.

Currency and Banking

In China, we can only use RMB. The basic unit of RMB is Yuan and below which is Jiao and Fen. There are 13 kinds of currency values: 100 Yuan, 50 Yuan, 20 Yuan, 10 Yuan, 5 Yuan, 2 Yuan, 1 Yuan, 5 Jiao, 2 Jiao, 1 Jiao, 5 Fen, 2 Fen and 1 Fen.

Exchange Money

Pound, US dollar, Australian dollar, Yen, Euro can change to RMB.

The Bank of China, where you can do the exchange, is in 32 South Renmin Road. Please do not exchange it anywhere near the road In case of losing it. The Bank needs your passport to exchange currency.

Festival

International students can share the festivals with the Chinese students.

You can know the holiday arrangement from the class schedule. You can also get information from the notice on the HUM website and the Department of International Affairs (International School).

Besides the summer and winter vacation, the other holidays are as follows:

| | | |
|-------------------------------|----------------------|--------|
| Jan 1 st | New Year's Day | 1 day |
| April 5 th | Qingmin Festival | 1 day |
| May 1 st | Labor Day | 3 days |
| Lunar May 5 th | Dragon-boat Festival | 1 day |
| Lunar August 15 th | Mid-autumn Festival | 1 day |
| Oct. 1 st | National Day | 3 days |

After School Activities

International students may join the recreational and sports activities organized by the Student Union; international students may join activities for important festivals in China voluntarily. In spare time, the Department of International Affairs always organizes many kinds of activities. You can join these as well.

The playground and stadium can be used by international students, but sometimes they are not free. Please do not interrupt other students' study and rest, and be careful around the equipment and construction.

Traveling in China

International students can travel in their spare time.

Please take your passport and residence card. Keep the cards and valuable things carefully.

Please choose places open to the foreigners in China. Do not try to enter a place that is closed to foreigners without permission. For scientific research or academic research, have travel allowed by special departments. Otherwise, students will be punished by police station according to "The Law of Foreigners Management in China".

Students cannot ask for leave for traveling during classes. They can only ask for leave for travel on the weekends and holidays.

You can get travel information at www.cnta.com

Department of International Affairs
International School

Address: 30 South Renmin Road, Shiyan, Hubei 442000, China

Tel: +86 13367199957

Email: intl-exchange@163.net

外国留学生手册

HANDBOOK FOR INTERNATIONAL STUDENTS

国际合作交流处

Department of International Affairs

国际教育学院

International School

目 录

| | |
|---|-----------|
| 外国留学生学籍管理····· | 1 |
| 湖北医药学院外国留学生考试违纪处理办法····· | 10 |
| 湖北医药学院留学生违纪处分实施办法（试行稿）····· | 14 |
| 外国留学生生活管理和服 务····· | 29 |
| 外国留学生费用管理····· | 34 |
| 外国留学生离校须知····· | 35 |
| 生活指南····· | 36 |
| 中华人民共和国外国人入境出境管理条例····· | 40 |
| Rules Governing Academic Management Implementation for International students of Hubei University of Medicine (Trial)····· | 51 |
| Chapter One Enrollment and Registration····· | 51 |
| Chapter Two Course Test and Score····· | 53 |
| Chapter Three Leave of Absence and Return····· | 54 |
| Chapter Four Prolonging the Length of Study and Withdrawal····· | 55 |
| Chapter Five Study Discipline····· | 57 |
| Chapter Six Awards and Punishment····· | 58 |
| Chapter Seven Graduation and Earlier Graduation····· | 59 |
| Chapter Eight Degree····· | 60 |
| Chapter Nine Study of Chinese Language····· | 61 |
| Chapter Ten Supplementary····· | 62 |

| | |
|---|-----|
| Rules Pertaining to the Discipline of International Students Who Violate the Exam Regulations of Hubei University of Medicine | 63 |
| Implementation Measures for Punishment of International Student Who have Violated the Policies of Hubei University of Medicine (Trial Version) | 70 |
| Chapter One General Principles | 70 |
| Chapter Two Types of Punishment | 71 |
| Chapter 3 Affirmation and Disposal of Disciplinary Action | 72 |
| Chapter Four Jurisdiction, Procedure and Management of Punishment | 92 |
| Chapter Five Supplementary Provisions | 97 |
| Living Administration and Services for International Students | 99 |
| I. Dorm Administration Regulations | 99 |
| II. Guest Receiving Regulations in the Dorm | 100 |
| III. Book Borrowing and Reading Regulations | 101 |
| IV. Medical Care Regulations | 101 |
| V. Notice for International Students when Leaving and Entering China | 102 |
| VI. Additional Information | 104 |
| Expenses Managing of International students | 106 |
| Notices for International Students When Leaving School | 108 |
| Living Guidance | 109 |
| Insurance | 109 |
| Medical Service | 109 |

| | |
|--|------------|
| Security Service..... | 110 |
| Post and Telecom..... | 110 |
| Currency and Banking..... | 111 |
| Festival..... | 111 |
| After School Activities..... | 112 |
| Traveling in China..... | 112 |
| Department of International Affairs (International School)..... | 114 |

42,35,36,41,40,37,38,39,50,43,44,49,48,45,46,47,

58,51,52,57,56,53,54,55,

66,59,60,65,64,61,62,63,74,67,68,73,72,69,70,71,

82,75,76,81,80,77,78,79,90,83,84,89,88,85,86,67,

98,91,92,97,96,93,94,95,106,99,100,105,104,101,102,103,

114,107,108,113,112,109,110,111,122,115,116,121,120,117,11

8,119,

130,123,124,129,128,125,126,127,