



杭州师范大学
Hangzhou Normal University

国际学生手册

汉语言进修生

INTERNATIONAL STUDENT HANDBOOK OF
HANGZHOU NORMAL UNIVERSITY
(For Non-degree Students of Chinese Language & Culture)



杭州师范大学国际学生管理办公室

Office of International Students' Administration
Hangzhou Normal University

国际学生承诺书

Statement

本人已收到杭州师范大学国际学生（汉语言进修生）手册；我将仔细阅读并遵守手册内所有的规定。

I have received the International Student Handbook of Hangzhou Normal University(For Non-degree Students); I will read and comply with all provisions stipulated in the Handbook.

学号

Student ID: _____

姓名

Name: _____

护照号码

Passport Number: _____

签字

Signature: _____

日期

Date: _____

国际学生手册

(汉语言进修生)

**INTERNATIONAL STUDENT HANDBOOK OF HANGZHOU
NORMAL UNIVERSITY
(For Non-degree Students of Chinese Language & Culture)**

杭州师范大学国际学生管理办公室

Office of International Students' Administration

Hangzhou Normal University

2018

目 录

一、报到与注册	01
新生报到注册.....	01
在校生报到注册.....	01
新生始业教育.....	01
二、体检、居留许可及签证	02
体检.....	02
居留许可及签证.....	02
自费国际学生缴费及退费规定.....	04
三、安全守则	05
杭州师范大学国际学生安全责任提醒.....	05
四、宿舍管理	08
国际学生宿舍管理制度.....	08
国际学生住校外管理制度.....	14
五、杭州师范大学外国语言文化进修生教学管理规定	16
六、法规与校纪	22
杭州师范大学国际学生违纪处分规定.....	23
七、证件问题	38
八、生活指南	41
九、离校	47
十、杭州师范大学国际学生网络文明公约	48

Table of Contents

1. Registration.....	01
– New Students Registration.....	01
– Current Students Registration.....	02
– Orientation.....	02
2. Physical Check-up, Residence Permit & Visa.....	03
– Physical Check-up.....	03
– Residence Permit & Visa.....	03
– Regulations on the Payment of Tuition and Fees for Self-funded International Students.....	06
3. Security.....	08
– A Safety Reminder for International Students	08
4. Dormitory Management Regulations.....	12
– Measures on the Management of International Student Dormitories.....	12
– Regulations on Management of Off-campus Dwelling for International Students.....	22
5. Hangzhou Normal University Regulations on Managing the Student Status of Nondegree International Students of Chinese Language and Culture.....	25
6. China’s Laws and University Disciplines.....	34
– Hangzhou Normal University Regulations on Punitive Actions against Student Disciplinary Offences	36
7. Certificate Issues.....	57
8. Life Guide	63
9. Leaving the University.....	72
10. Hangzhou Normal University Convention on International Students’ Network Ethics.....	73



一、报到与注册

1、新生报到注册

1、新生持护照、《录取通知书》、JW201 或 JW202 表在规定的时间内到杭州师范大学国际教育学院报到。报到时填写《杭州师范大学国际学生入学登记表》，领取《杭州师范大学国际学生手册》，同时按照《录取通知书》的要求交验其他必需的文件。报到时准备 2 寸正面白底免冠照片 4 张。

2、自费学生报到时需出示学费缴费收据或银行相关交款证明，在录取通知书规定的报到时间内也可以现场交费。

3、因故不能按时报到者，须事先征得国际教育学院的同意。无故逾期两周未报到者，按自动放弃入学资格处理。

4、国际学生《录取通知书》以盖有杭州师范大学国际教育学院公章的为准，其他任何单位或个人出具的文件均无效。

2、在校生报到注册

学期开学时，在校生须在规定日期持学生证到国际教育学院报到注册；学生证加盖注册章后方为有效。因故不能按时注册者，应当履行暂缓注册手续。未按学校规定缴纳学费或者其他不符合注册条件的不予注册。未注册者不准参加学校的教学活动，不能获得未注册学期的所有课程成绩和学分。学期开学后一个月尚未注册而又无正当理由的，给予退学处理。

3、新生始业教育



新生入学以后，国际教育学院及有关部门将组织国际学生进行始业教育，内容包括中国的有关法律、法规宣讲，校内规章制度的介绍，国际学生手册的学习等，每位新生必须按国际教育学院的安排准时参加。

二、体检、居留许可及签证

1、体检

国际学生来校报到注册时，必须出示由具有正规医疗资质的医院出具的体格检查报告，无法提供体格检查报告者，必须在浙江国际旅行卫生保健中心进行体检，以取得《境外人员体格检查记录验证证明》。体格检查报告或《境外人员体格检查记录验证证明》有效期为一年。学生须持有效体检报告或《境外人员体格检查记录验证证明》才能办理或延长居留许可。经检查确认患有中国法律规定不准入境的疾病者，应当立即离境回国。

浙江国际旅行卫生保健中心地址：浙江国际旅行卫生保健中心地址：浙江省杭州市文三路2号，电话：87852410

2、居留许可及签证

1、新生必须持 x 类签证入境前往学校报到，持 X1 签证新生必须在入境后 30 天内向杭州市公安局出入境管理局申办 X2 签证或是居留许可；持 X2 签证学生应在签证失效之前办理签证延长或



居留许可。

2、国际学生从中国国内其他城市转入杭州师范大学学习，应当先在原居留地公安机关出入境管理部门办理迁出手续，抵校后10天内到杭州市公安局出入境管理局办理迁入手续。

3、在学期间，如居留许可上填写的项目内容有变更，必须在10日内到市公安局出入境管理局办理变更手续。

4、在校生应在居留许可有效期结束前（至少提前一周）凭本人护照和国际教育学院出具的证明到杭州市公安局出入境管理局办理延长手续。超过有效期仍未办理延长手续者，将以非法居留受到中国有关法律的处罚。居留许可延长手续须在学校正常学期中办理，学校放假期间一般不予受理居留许可延长申请。居留许可一次最多延长一年。毕业或结业离校的学生原则上不予办理延长手续。

5、国际学生可在“外国人居留许可”的有效期内多次出入境。

6、国际学生若遗失护照，应立即向国际教育学院及杭州市公安局出入境管理局报告，领取“护照遗失证明”并向本国驻华使、领馆申请新护照，然后到杭州市公安局出入境管理局重新办理居留许可。国际学生换发新护照后，应向国际教育学院报告，并去杭州市公安局出入境管理局办理有关手续。

7、杭州市公安局出入境管理局地址：婺江路169号，电话：0571-87071973。



8、新生办理居留许可需要准备以下文件和材料：

国际教育学院出具的办理居留许可证明；

本人护照；

《外国留学人员来华签证申请表》（JW201 或 JW202 表）第三联原件；

入学通知书复印件一份；

近期 2 寸正面白底免冠照片一张；

《境外人员体格检查记录验证证明》；

校外住宿的学生还需属地派出所出具的临时户口登记单；

持有杭州以外其他城市居留许可的学生需提供原就读学校学习结束的证明。

3. 自费国际学生缴费及退费规定

1. 国际学生所缴的各种费用以人民币结算；若以外币汇入，则以银行汇率兑换成人民币后结算。

2. 自费国际学生在学期开学注册时缴纳学费、住宿费及其他应缴纳的费用，并上交缴费凭具否则不予办理注册手续。

3. 自费国际学生缴纳学费后，如确因家庭困难或患病等特殊原因无法继续学习，学校根据学费总额的 80%，并计算学生已学习的时间，按周（不满一个月的按一个月计算，自开学之日通知算起）扣除学费后，剩余部分的学费退还给学生。



因以下原因退学者, 学费不予退还:

- a. 一学期内旷课总时数超过学期总学时 30%者。
- b. 严重干扰和扰乱学校正常教学秩序、社会公共秩序行为者。
- c. 触犯中国法律或法规、违法违纪情节恶劣、后果严重者。
- d. 一学期期中考过后学费不予退还。

4、已办理了学习居留许可者申请退学, 应在递交退学申请后三天内到杭州市公安局出入境管理局办理居留许可注销手续, 并上交回执单复印件, 否则不予退还学费。

5、下学期需要继续学习的汉语进修生, 须在本学期结束前一周提出申请, 在办公室核实本学期出勤率达到 70%后, 可缴纳下学期的学费, 再延长居留许可或签证。办理延长居留许可手续之后若提出不再继续学习, 须到杭州市公安局出入境管理局办理学习居留许可注销手续。学校将根据实情在扣除部分学费后将剩余部分的学费退还给学生。未提出下学期继续学习的同学, 按自动结束学习处理。

三、安全守则

(一) 杭州师范大学国际学生安全责任提醒

为维护学校良好的学习秩序, 保护国际学生的人身安全, 保证他们生活愉快、顺利完成学业, 根据中国相关法律、法规及学



校的有关规定，特制定本责任提醒。国际学生如违反以下任何规定，将对所造成的后果承担相应的责任。

1. 遵守中国的法律、法规及学校的规章制度，尊重中国的社会公德和风俗习惯。

2. 必须按照公安部门的有关规定及时办理居留许可及变更、延期等手续。

3. 要在校外居住的留学生必须经国际学生工作办公室的同意，然后与房东签订租房合同。入住后 24 小时内到当地派出所办理登记手续，并持派出所临时户口登记单到留学生办公室登记。在校外居住要遵守居住地管理部门的有关规定，不要影响周围居民的生活，注意交通、治安、消防、人身与财产的安全，注意水、电和液化气的使用安全。

4. 住在校内宿舍的同学要遵守宿舍管理规章制度。保持宿舍安静，不得大声喧哗，不得高声放音乐电视，不得擅自调换、转让房间和床位，不得饲养宠物，以免影响周围人的学习与休息。来访者必须在晚间 11 点以前离开，宿舍内不得留宿他人。晚间超过 12:00 不允许在宿舍楼内大声喧哗。

5. 宿舍内禁止使用电炉、电热器等大功率电器及电热毯等容易引起火灾的电器；不得使用明火器具；禁止存放易燃、易爆、有毒物品和其他危险品；室内禁止吸烟。离开房间需关闭所有电源或是拔掉插头。禁止在走廊和房间撕拉电线和给电瓶车充电。



6. 饮食卫生：不在没有卫生许可证的摊点购买饮料和食品，自己烹饪时注意洗净烧熟。

7. 防范流感等传染病：出现感冒发烧等症状请立即到医院诊治并报告学院有关老师。

8. 禁止损坏、拆卸、改装宿舍楼或出租房内的设备和线路，爱护消防设施。

9. 离开房间要锁好门、关好窗，不要轻易将房间钥匙交给他人，以免被盗配。

10. 遵守宿舍作息制度，不因外出喝酒娱乐而深夜归宿。如有特殊情况确需晚归，须事先告知室友，归宿时要保持安静，不影响他人休息。

11. 避免在任何场合与人发生纠纷。在公共场所遇到意外事件，要保持冷静，要请有关管理人员处理或向 110 报警请求调停处理，也可联系学校老师寻求指导和帮助。

12. 严禁利用宿舍或出租房从事违反法律和校规的活动。

13. 妥善保管好个人财物，应将多余的现金存入银行，银行账户密码不要告诉他人，贵重物品不要随意存放在教室、图书馆等公共场所。

14. 严格遵守交通规章制度，不使用摩托车、燃油助动车和大功率电瓶车；严禁无照驾驶机动车，严禁酒后驾车，严禁在校园内快速开车，严禁骑车带人；



15. 换汇一定要去银行，不要在私人商店或个人处换汇。在非正式营业点换汇是违法行为。

16. 不得在校园、宿舍内燃放烟花爆竹和烧烤。

17. 严禁到江、河、湖泊、水库等非正规游泳场所游泳；不到自然条件险恶的地方游玩。

18. 严禁赌博、酗酒、打架斗殴以及其它干扰学校教学、科研和生活秩序的行为。

四、宿舍管理制度

（一）杭州师范大学国际学生宿舍管理办法

根据《杭州师范大学学生宿舍文明建设管理办法》，结合留学生管理实际，特制定本办法。

第一条 住宿学生须签订住宿协议，办理住宿登记卡。

第二条 住宿学生应按照指定的学生宿舍楼、寝室、床位住宿。未经宿管中心批准，任何人员不得私自入住学生宿舍或更换寝室、床位。

第三条 宿舍原则上不额外提供夫妻、子女等家属用房。学生如有家属同住，需事先向国际教育学院和宿舍管理部门提出申请，获准并交纳一定的费用后，方可入住

第四条 住宿学生应按期缴纳住宿费、水电费等。



第五条 住宿学生退宿应到宿舍管理部门办理退宿手续。因毕业、结业、退学、开除、休学、转学、离境等原因提前结束学业的学生，办理退宿手续时，已交住宿费从办理退宿手续之日的次月起退还剩余月份的住宿费（以自然月为单位）；因其他原因提前退宿时，住宿时间不满半期按半学年收取住宿费，超过半学期不满一学期按一学期收取住宿费。外出实习的学生，按正常就学对待，不办理退宿。

学生办理退宿手续后，须在退宿手续办理完成之日起3天内将所有个人物品搬离宿舍。无特殊原因未在规定期限内搬出的或办理退宿手续的，视为违约留宿，将根据学校有关规定强制将其搬出。

第六条 学校对学生宿舍用途或学习场所进行变更，相关住宿学生应积极配合，服从学校统一安排，不得以任何理由阻挠调整工作。

第七条 住宿学生应自觉维护宿舍安全，增强安全意识和法制观念，提高防范能力、自我管理能力和自救逃生能力。

第八条 住宿学生发现火警、火灾等事故时，应及时采取报警、撤离现场等措施。发现刑事、治安等案件时，应保护现场，及时报告保卫部门和宿舍管理部门，并协助处理。



第九条 住宿学生不得在宿舍内留宿非本宿舍人员。因擅自留宿非本宿舍人员造成其他同学或集体财产损失、人身伤害的，留宿者将承担连带赔偿责任或法律责任。

第十条 住宿学生应注意防盗安全，妥善保管个人物品；不得将寝室钥匙借予他人，私自调换或另加门锁；丢失钥匙后要及时报告宿舍管理部门，由宿舍管理部门更换门锁。

第十一条 住宿学生应自觉遵守宿舍会客制度和宿舍安全管理制度，自觉配合管理人员的管理。来访客人须在值班室登记，遵守相应的会客管理规定。

第十二条 学生宿舍实行查房制度。宿舍管理人员定期或不定期实施相关检查，维护宿舍公共秩序，保障宿舍公用设施、设备完好。

第十三条 学生宿舍实行传染病申报制度。凡有《中华人民共和国传染病防治法》规定的各类传染病患者，应主动报告楼内管理人员。住宿学生如发现宿舍内有传染性疾病的患者，应及时报告；传染病病人、病源携带者和疑似传染病病人，在治愈前或者在排除传染病嫌疑前，应服从学校医院的医疗指导意见，积极配合有关的住宿调整 and 安排。

第十四条 住宿学生应自觉保护公共环境卫生，共同创造文明、整洁、有序的住宿环境。尊重、珍惜工作人员劳动成果，保持走廊“24小时无垃圾”。室内垃圾要直接倒入卫生桶内，袋装



垃圾要及时带到指定的垃圾堆放点；危险废弃物放入指定的存放点。

第十五条 住宿学生应和睦相处，共同维护公共秩序，遵守作息时间，养成良好的学习生活习惯。

第十六条 学生宿舍内禁止经商或其他相关行为。未经宿舍管理部门批准，任何学生及单位、团体不得在学生宿舍内从事各种传销、经营性活动及收费性活动。住宿学生需举办非经营性宣传类活动，须经宿舍管理部门批准后，在指定区域进行。

第十七条 住宿学生离宿时应做到遵纪守法、文明离宿。在离宿期间要注意爱护宿舍内公共财产，主动配合工作人员清点公共设施和设备，按规定自觉缴纳所有欠缴或需赔偿的费用。

第十八条 住宿学生应爱护学校公共财产，妥善使用宿舍楼和寝室内的水电设施、门窗、玻璃、家具、固定电话及其他各项设施、设备。

第十九条 寝室内个人使用的家具由使用者本人保管，共同使用的家具由宿舍成员共同负责。未经宿舍管理部门同意，不得将任何由学校统一配置的家具转借他人，或将自备或其它场所的家具搬入学生宿舍使用，或私自拆卸、移动、损坏、丢弃宿舍内家具及设施设备。

第二十条 各校区宿舍管理部门受学校委托不定期对公用设施、设备进行清点检查和修理。住宿学生如发现设施设备有损



坏、丢失等现象，应及时向宿舍管理部门登记报修。人为损坏的，要照价赔偿，相关责任人须自行承担维修、更换费用。

第二十一条 住宿学生应注意安全用电。宿舍内统一配置的电器不得擅自修理或拆卸，由于使用不当引起的后果由责任人负责。住宿学生应购买、使用正规厂家生产的、经过认证的合格电器产品。宿舍管理人员有权制止违章用电行为。

第二十五条 住宿学生应严格遵守校纪校规、宿舍管理办法和住宿协议等规定，恪守有关文明公约。违纪者将按学校有关规定处理，直至追究相应的经济、法律责任。

第二十二条 宿舍内发现有下列行为，学校有关部门有权制止，并视情节轻重给予通报批评或纪律处分，乃至追究法律责任。

1. 影响公共秩序的行为

- (1) 拒绝配合学校卫生、纪律和安全检查。
- (2) 在楼内外乱丢垃圾、乱泼污水或将水倒入垃圾桶内。
- (3) 在墙壁、楼道乱涂乱画，张贴、散发各种海报、传单等。
- (4) 擅自装修寝室，或在墙面上凿进铁钉等硬物。
- (5) 私自移动、拆装家具及设施设备。
- (6) 私自安装大功率电器。
- (7) 饲养宠物。
- (8) 将剩饭菜倒入下水道中，造成堵塞。
- (9) 造成公共用水用电严重浪费。



(10) 酗酒、赌博、嫖娼、吸毒、贩毒等违法犯罪活动，

(11) 其他影响公共环境和秩序的行为。

2. 影响安全的行为

(1) 私拉电线、网线、电话线。

(2) 在门厅、走廊、消防通道、寝室、阳台堆放自行车、丢弃杂物等。

(3) 攀爬门窗、顶楼、栏杆等危险行为。

(4) 私自配房门钥匙、调换门锁或将寝室钥匙私借他人。

(5) 私自调换寝室、床位，占用其它床位，或将床位转租、转借他人。

(6) 违反规定使用门禁系统。

(7) 存放易燃、易爆物品。

(8) 使用电炉、电热锅、电取暖器等各种大功率电器及电热毯等易燃物品。

(9) 在房间内烹饪、烧烤。

(10) 其他影响公共安全的行为。

3. 影响他人学习和休息的不文明的行为

(1) 在他人自修或休息时大声喧哗或进行下棋等室内活动时不注意保持安静。 等其它运动。

(2) 使用电话、电视机、收音机等不注意控制音量或大声喧哗、哄笑、唱歌、嬉闹影响他人学习和休息。



4. 其他违反学校宿舍管理办法的行为。

第二十三条 住宿学生如违反宿管办法或住宿协议规定，且屡教不改的，宿舍管理部门有权取消其住宿资格，待其重新承诺愿意遵守宿管办法及住宿协议规定后，经校区宿管办批准，重新办理住宿手续。

第二十四条 留学生根据学校统一安排入住各校区不同的宿舍大楼。各宿舍大楼根据具体情况制定有相应的管理规定（或入住须知）。留学生在遵守本办法的同时，还应遵守所住宿舍大楼的管理规定（或入住须知）。

第二十五条 本办法由留学生管理办公室和学校宿舍管理部门/校后勤服务集团负责解释。

（二）国际学生住校外管理制度

一、国际学生一般应在学校宿舍内住宿，确需住宿校外者应先向国际教育学院申请，并按照公安出入境管理部门的规定办理有关校外住宿手续。

二、办理校外住宿应事先做好以下准备：

1、租赁私房的留学生应出示由房东提供的《治安许可证》，并与房东签订租赁合同书。

2、住宿宾馆、饭店、租赁公寓房的留学生应提供宾馆、饭店或所租赁的公寓房物业部门出具的有关住宿期限证明。



3、借住亲属处的留学生：

(1) 须提供担保人（指借住地户主）的有关情况（姓名、住址、与被担保人的关系及有效证件）。

(2) 担保人须与被担保人签署书面担保书，并承诺：

a) 同意被担保人住宿其处；

b) 愿意承担相应的法律责任。

三、办理校外住宿登记手续程序：

1、首先应向国际教育学院有关办公室递交《杭州师范大学国际学生校外住宿申请表》，并提供租赁合同等相关材料供审核，经国际教育学院同意才能在校外住宿。

2、入住后 24 小时内，持本人护照等有效身份证件去住宿地所在派出所办理临时《境外人员申报临时户口凭证》。

3、持《境外人员申报临时户口凭证》到国际教育学院存档，并登记住所电话或手机号码等联系方式。

4、变更校外住址的留学生，须重新履行上述有关手续。

四、校外住宿学生因病因事不能来校参加教学活动时，应按照有关学籍管理规定履行请假手续。

五、国际学生在校外住宿应注意人身和财产安全，不使用违章电器，不违章驾驶摩托车，遇到可疑人员或紧急情况及时向有关保卫人员或公安部门报告。



六、国际学生在校外住宿必须严格遵守中国法律条例，不得从事危害中国国家安全以及违反中国法律和有关治安条例的活动。

七、国际教育学院将不定期配合公安部门对校外住宿的国际学生进行安全查访，国际学生应予以积极配合，不得无理阻拦或拒绝查访。

八、国际学生校外住宿发生突发情况，应立即报告有关公安部门和国际教育学院，并配合进行处理。

五、杭州师范大学外国汉语言文化进修生教学管理规定

一 申请 录取 入学 注册

1. 18 至 65 周岁且身体健康、有生活自理能力的外国人均可申请进修我校的汉语言文化专业。申请者在如实填写《杭州师范大学国际学生入学申请表》(可在杭州师范大学国际教育学院网站 <http://sie.hznu.edu.cn> 下载)后连同有效护照的复印件及申请费一起寄给杭州师范大学国际教育学院，由国际教育学院负责审核申请材料、为被录取者办理及寄送录取通知书和来华留学签证申请表(JW202 表或 JW201 表)。

2. 被录取者凭我校录取通知书和来华留学签证申请表，到中



国驻其所在国使领馆申请来华签证。被录取者应在规定的日期到校办理入学手续。因故不能按时入学，必须事先请假，请假一般不超过两周。未请假或请假逾期未办理入学手续者，其入学资格不予保留。请假须经国际教育学院批准。

3. 学习期限为一学期以上的国际学生应在规定时间到指定医院进行体格检查；在国外已体检者，需办理体检确认手续，入学时要进行健康复查，发现有不符合入学健康标准规定的，作退学处理。

4. 前一学期已在校学习的国际学生继续在本校学习，须按校历规定的日期，准时到国际教育学院办理新学期报到注册手续。注册须由国际学生本人携带学生证完成，不得委托他人。注册前必须先缴学费，未缴费者，不予注册。因故不能如期到校者，必须履行请假手续。

5. 根据中国教育部规定，来华国际学生在中国境内学习期间必须持有医疗保险。未在其本国购买相应医疗保险的学生必须于来校报到注册时通过学校购买中国保险公司提供的医疗保险。无医疗保险的外国学生将无法办理注册手续。

二 入班和换班

6. 国际生在办妥报到注册手续后，方能入班学习。

7. 新入学的国际生根据汉语水平分班考试的成绩编入相应的班级。国际生入班学习后，如发现该班所教的课程在程度上与其



水平不相符，可在一周内向学院提出试听申请，进入拟更换班级听课，拟更换班级班主任和任课老师对其进行考核同意之后，方可向学院提出换班申请，经学院和相关班级班主任同意，进行换班。从第二周起，国际生不得再要求换班。

8. 前一学期/学年已在杭州师范大学学习的国际生在新学期报到注册后将依据前一学期的学习情况重新编班。未通过前一学期期末考试的国际生若想在新学期进入更高级别学习，须参加学期初补考，考试通过后方可进入更高级别学习。已通过前一学期期末考试的学生自动进入高一级别班级学习。如有学生申请跳级学习，其前一学期综合课期末考试成绩须在 90 分以上，并通过学院组织的跳级考试后方可进入更高级别的班级学习。

原则上，同一级别平行班之间不得换班。如有特殊原因，须提供证明材料并填写换班申请书，经学院和相关班级班主任同意之后，方能进行换班。

三 考勤

9. 国际学生必须按照我校的校历规定参加学习，按我国的节假日及学校的寒暑假规定，安排休息与其他活动。

10. 国际学生应自觉遵守学校的学习纪律，按时上课，不得迟到、早退和旷课。自修时间应认真学习，保持安静，不得妨碍他人学习。

11. 国际学生因病、因事请假，应办理请假手续：



1) 因病请假，应有医院出具的病假证明，并及时报告任课教师。因病休息一天以内而无医院病假证明者，经教师批准，可按病假处理；一天以上者，应在患病当天或次日将医院病假证明送交国际教育学院，经批准后作病假处理；无正当理由逾期不交者，按旷课处理。

2) 因事不能上课者，应事先书面向任课教师请假，请假三天以上须经国际教育学院批准。未请假或请假未获批准不上课者，作旷课处理。

12. 一学期内单科旷课时数超过该课程学时三分之一者，不得参加该课程期末考试，成绩计零分；旷课总时数超过学期总学时数二分之一者，予以退学。

四 成绩考核

13. 课程考核分为考试、考查两种。考试成绩一般采用百分制，60 分以上为及格。考试课程的成绩以期终考试成绩为主，适当参考平时成绩。课程最终成绩按期终考试成绩 60%，期中考试成绩和平时考勤各占 20% 计算。考查成绩采用五级记分或百分制。五级记分为：优秀、良好、中等、及格、不及格。学生无故不参加考试，作“旷考”处理，成绩记零分，并不得参加补考。

14. 学生应认真、按时、独立完成教师布置的作业，凡无故不交作业三分之一以上者，不得参加该课程的考试或考查。

15. 学生必须携带学生证参加考试。考试时，留学生必须严格



遵守考场纪律，不得以任何形式作弊。留学生考试作弊，一经发现，其考试资格将立即被取消，相关课程成绩作零分处理，成绩后注明“作弊”字样，不给补考机会。

五 奖学金

16. 为鼓励在校国际学生刻苦学习，遵纪守法，杭州师范大学实施各类“来华国际学生优秀奖学金”计划。奖学金由学校国际学生奖学金评审委员会管理，国际教育学院具体实施，每学期评选一次。

17. 奖学金的评选条件有：

- 1) 遵守中国法律、法规和学校的校纪校规，尊重教师和工作人
员，与不同文化和风俗习惯的同学和睦相处。
- 2) 学习勤奋，成绩优良，进入班级前 15%。
- 3) 到课率超过 90%。
- 4) 积极参加学校和国际教育学院组织的各项活动。
- 5) 在本校学习一学期以上。

六 休学、复学和退学

18. 国际学生患有疾病经医院诊断认为需要较长时间治疗休养者，可申请休学。因病休学后复学者须有正规的医院的痊愈证明。复学学生应补足差额部分的学费。

19. 有下列情形之一者，予以退学：

- 1) 国际学生患有疾病，经医院诊断，认为难以坚持长期学习者。



- 2) 一学期内旷课总时数超过学期总学时二分之一者。
- 3) 严重干扰和扰乱学校正常教学秩序、社会公共秩序行为者。
- 4) 触犯中国法律或法规、违法违纪情节恶劣、后果严重者。
- 5) 因其他原因不宜继续学习者。

20. 因上述第 18 条 c、d 类情形退学的学生退学后不得再度入学。

七 学生证、成绩单、在学证明和进修证书

21. 国际学生注册后由国际教育学院办理《杭州师范大学学生证》。学生证是国际学生重要的身份证件，证明本校在校学生身份之用。前一学期/学年的在校学生应在新学期初持学生证到国际教育学院办理注册手续，学生证加盖注册章后方为有效。学生应妥善保管学生证，不得涂改或转借他人使用；如有遗失，应及时到国际教育学院申请作废并补发。

22. 国际学生在校期间，如有需要可向国际教育学院申请开具《在学证明》。

23. 国际学生每学期的成绩考核都录入成绩管理系统，学生如需要，可以在每学期考试后向国际教育学院申请该学期成绩单一份。

24. 国际学生在完成学习计划后，可以向国际教育学院申请进修证书和成绩单一份。缺课超过总学时的三分之一者，不能取得进修证书。



六、法规与校纪

一、国际学生必须遵守中国的法律、法规及学校的规章制度，尊重中国的社会公德和风俗习惯。

二、我校尊重国际学生的民族习俗和宗教信仰，但不提供举行宗教仪式的场所。校内严禁进行宗教聚会、传教等各种宗教活动。具体请参阅《中华人民共和国境内外国人宗教活动的管理规定》。每位报到注册学生都必须签署《中华人民共和国关于宗教信仰发面的法律法规和杭州师范大学关于宗教信仰方面的校规校纪告知书》并上交学院。

三、国际学生在中国境内进行出版、结社、集会、游行、示威等活动，必须遵守中国有关法律、法规的规定。

四、经学校批准，国际学生可以在校内指定的地点和范围，举行庆祝本国重要传统节日的活动，但不得有反对、攻击其他国家的内容或违反公共道德的言行。

五、驾驶机动车来校上课的国际学生，须到保卫处办理机动车通行证。禁止摩托车进入校园。

六、不准私自在校园内张贴、散发宣传品、印刷品。

七、严禁赌博、酗酒、打架斗殴、吸毒、贩毒以及其它干扰学校的教学、科研和生活秩序的行为。



八、任何人不得妨碍他人根据学校的规定所从事的正常活动。

九、严禁在宿舍楼、校园内燃放烟花爆竹。

十、国际学生在校学习期间不得就业、经商，或从事其他经营性活动，但可以按学校规定参加勤工助学活动。

◆ **国际学生触犯中国法律构成犯罪者，按法律规定处罚；违反校纪校规，视其情节轻重按《杭州师范大学学生违纪处分规定》和《杭州师范大学校园治安管理规定》等，给予处分。各项处罚处分一经决定，学校除向当事人宣布外，还将书面通知其派出国驻华外交、代表机构或其国内派遣单位。必须中止在校学习者，应立即回国。**

（一）杭州师范大学国际学生违纪处分规定（根据“杭师大【2007】115号文”修订）

第一章 总 则

第一条 为加强学校管理，维护正常的教学秩序和良好的学习、生活环境，建设文明和谐平安校园，教育广大学生严于律己，遵纪守法，根据《中华人民共和国高等教育法》、《高等学校学生行为准则》、《普通高等学校学生管理规定》的精神，结合我校实际，特制定本规定。

第二条 本规定适用于具有杭州师范大学正式学籍的全日制本科生和研究生。其他类型学生的违纪处分参照本规定执行。



第三条 学校对学生的处分，应做到程序正当，证据充分，依据明确，定性准确，处分恰当；应坚持公平、公开、公正原则，坚持教育与处分相结合原则，坚持学生申诉权受保障原则。

第二章 处分种类和适用

第四条 学生纪律处分的种类分为：

- (一) 警告；
- (二) 严重警告；
- (三) 记过；
- (四) 留校察看；
- (五) 开除学籍。

第五条 有下列情形之一的，从重或者加重处分：

- (一) 故意造成调查困难，制造障碍，妨碍取证的；
- (二) 实施两次以上违纪行为的；
- (三) 在校期间已受过处分的；
- (四) 对检举揭发人、证人或工作人员威胁恐吓，打击报复的；
- (五) 在共同违纪行为中起主要作用的；
- (六) 属于群体性违纪事件的召集者或组织者的；
- (七) 造成的后果特别严重的。

第六条 有下列情形之一的，可以从轻处分：

- (一) 违纪未遂的；



(二) 在违纪行为的调查过程中，如实陈述错误事实，检查认真深刻，有悔改表现的。

第七条 有下列情形之一的，可以减轻处分：

(一) 主动向学校有关部门报告自己的违纪行为，或在违纪行为调查过程中主动交代学校没有掌握的违纪行为的；

(二) 主动揭发他人尚未被学校掌握的违法违纪行为并经查证属实的；

(三) 主动中止违纪行为或采取措施减轻违纪后果的；

(四) 被他人胁迫或者诱骗实施违纪行为的。

第八条 经法定程序鉴定确认，在不能辨认或者不能控制自己行为的时候实施违纪行为的，不予处理，但是应当按照学籍管理的有关规定办理休学或退学手续；尚未完全丧失辨认或者控制自己行为能力的时候实施违纪行为的，可以从轻或者减轻处分。

第三章 违纪行为和处分

第九条 有违反宪法规定的基本原则的行为，组织、策划、实施煽动闹事或扰乱社会秩序，危害中国国家安全，组织非法集会、游行，加入非法组织，参加非法组织活动，非法传教或利用宗教进行破坏社会秩序、损害公民身体健康、妨碍中国国家教育制度的活动，破坏安定团结者：

(一) 情节轻微，经教育能改正的，给予记过或者留校察看



处分；

（二）情节严重，造成恶劣影响或经教育不改的，给予开除学籍处分。

第十条 违反国家法律，被追究刑事责任或者受到治安处罚者：

（一）被处以治安警告或治安罚款的，根据情节，给予严重警告以上处分；

（二）被处以治安拘留的或因违法犯罪被免于刑事处罚的，给予记过以上处分；

（三）被司法机关判处管制、拘役或独立适用附加刑的，或被判处有期徒刑被宣告缓刑的，给予留校察看或者开除学籍处分；被判处有期徒刑以上刑罚的，给予开除学籍处分。

被追究刑事责任或受到治安处罚前因同一行为已被学校纪律处分，但处分明显偏轻或偏重，需要重新作出处分决定的，撤销原处分，按本规定条款处理。

第十一条 损害校园文明建设，扰乱正常的校园秩序、社会公共秩序者，视情节轻重，分别给予以下处分：

（一）破坏公用设施、绿化、环境卫生及其他违反学校有关公共场所管理规定的，给予警告以上、留校察看以下处分；

（二）违章用电、用火、用危险品及其他危害公共安全行为的，给予警告以上、留校察看以下处分；若被发现在走廊或室内



撕拉电线或给电瓶车充电，后勤集团有权切断电源，并通知保卫处扣押相关车辆；

（三）无理取闹，妨碍工作人员执行职务的，给予严重警告以上、留校察看以下处分；

（四）晚上十二点后在宿舍范围内高声喧哗，一经发现取消本学期评奖评优资格；在校园内起哄闹事、掷砸物品或者其行为严重影响他人学习和生活的，给予严重警告以上、留校察看以下处分；

（五）酒后肇事的，视情节轻重，给予警告以上、留校察看以下处分；

（六）恶意拨打特种紧急电话及学校急用值班电话的，给予警告以上、留校察看以下处分；

（七）制造、散布谣言或故意捏造事实，作虚假陈述，混淆事实等的，给予警告以上、留校察看以下处分；

（八）携带中国国家法律法规禁止的物品进入校园的、在校园内违规存放或使用剧毒、易燃、易爆、易腐蚀、具有放射性、传染性、细菌或病毒标本以及其他中国国家法律法规禁止的物品的，给予警告以上、留校察看以下处分；

（九）违反学生宿舍管理规定，容留校外人员在学生宿舍住宿的，给予警告或者严重警告处分；



(十) 有损害校园文明的其他行为的，给予警告以上、留校察看以下处分。

第十二条 违反校园管理规定，组织各类营利活动或违章设摊者：

(一) 未经批准，在校园内组织、代理旅游业务的，给予警告或者严重警告处分，引发事端者，给予记过处分，造成严重后果的，给予留校察看处分；

(二) 未经批准，设摊设点或组织各类营利性活动的，给予警告或者严重警告处分，屡教不改或造成严重后果的，给予记过或者留校察看处分；

(三) 乱贴或散发商业性宣传品，经教育不改的，给予警告以上、记过以下处分。

第十三条 以各种手段非法占用中国国家、集体和个人合法财物者：

(一) 偷窃价值不足 600 元的，给予警告或者严重警告处分；偷窃价值在 600 元以上，不足 2000 元的，给予记过处分；偷窃价值在 2000 元以上的，给予留校察看以上处分；

(二) 诈骗公私财物 4000 元以下、侵占公私财物 15000 元以下、抢夺公私财物 600 元以下、敲诈勒索公私财物 4000 元以下的，给予警告以上、留校察看以下处分；



(三) 偷窃公章、保密文件、档案等物品的，视其情节，给予留校察看或者开除学籍处分；

(四) 以其他方式非法占用中国国家、集体或个人合法财产或物品的，视情节轻重，给予警告以上、留校察看以下处分。为作案者放哨，提供信息、作案工具或进行掩盖、窝赃的，给予警告以上、留校察看以下处分。

第十四条 损坏公私财物者：

(一) 过失损坏公私财物，情节较重，造成一定危害的，除赔偿损失外，给予警告或者严重警告处分；

(二) 故意损坏公私财物，除赔偿损失外，视情节轻重及造成的危害程度，给予警告以上、记过以下处分；

(三) 情节恶劣，后果特别严重的，给予留校察看或者开除学籍处分。

第十五条 寻衅滋事、打架斗殴者：

(一) 虽未动手打人，但用言词侮辱或其他方式触犯他人，引起事端或激化矛盾，造成打架后果的，给予警告处分；

(二) 动手打人未伤他人的，或致他人轻微伤的，给予严重警告或者记过处分；致他人轻伤的，给予留校察看处分；致他人重伤的，给予开除学籍处分；

(三) 策划、怂恿他人打架斗殴，未造成打架后果的，给予严重警告或者记过处分；造成打架后果的，视其情节，给予记过



或者留校察看处分；

（四）故意为他人打架提供凶器，未造成伤害的，给予严重警告或者记过处分；造成伤害的，给予留校察看处分；

（五）其他参与者，视其情节轻重，给予警告以上、记过以下处分。结伙斗殴的，从重处分。

第十六条 参与赌博或变相赌博者，或为他人提供赌博场所、赌资或赌具者，初犯给予警告以上、记过以下处分；屡犯给予留校察看或者开除学籍处分。

第十七条 制作、复制、传播或者聚众观看淫秽及其他有害的物品者，视情节轻重，给予严重警告以上、留校察看以下处分。

第十八条 吸食毒品者，视情节轻重，给予留校察看或者开除学籍处分。

第十九条 违反国家消防法律法规和学校消防安全有关规定，擅自动用、损坏消防器材、设备者，除赔偿损失外，给予警告或者严重警告处分；引起火警者，除赔偿损失外，给予记过或者留校察看处分；造成火灾者，除赔偿损失外，视情节轻重，给予留校察看或者开除学籍处分。

第二十条 侵犯、损害他人正当权益及人身安全，损害国家、集体利益者：

（一）盗用组织或他人名义为己谋私利者：



1. 盗用单位、组织或他人名义为己谋私利的，除赔偿经济损失外，给予严重警告以上、留校察看以下处分；

2. 盗用他人名义冒领他人钱物的，除返还冒领的钱物外，给予记过或者留校察看处分；

（二）伪造、贩卖各类证件、印章和证明文件、材料，或以其他不正当手段、方法来达到个人目的者，给予严重警告或者记过处分，情节严重者，给予留校察看或者开除学籍处分；

（三）恶意骚扰、恐吓、威胁他人者，给予严重警告以上、留校察看以下处分；

（四）侮辱、诽谤、陷害、诬告他人者，给予严重警告以上、留校察看以下处分；

（五）隐匿、毁弃或私自开拆他人邮件、信件者，给予严重警告以上、留校察看以下处分；

第二十一条 网络违纪者：

（一）盗用他人网络账号与密码的，根据造成影响的程度，给予警告以上、记过以下处分；

（二）利用校网非法营利的，给予严重警告或者记过处分；

（三）蓄意制作和传播病毒、垃圾邮件的，给予严重警告或者记过处分；

（四）在网络上蓄意侮辱、诽谤他人，公开他人隐私的，给予严重警告以上、留校察看以下处分；



（五）利用网络等工具煽动非法游行、集会的，给予警告或者严重警告处分；造成严重后果的，给予记过或者留校察看处分；

（六）破坏校园安全防卫系统，攻击、破坏公共网络服务设施的，非法进入网络系统，窃取、篡改信息数据的，破坏公共信息系统的，给予留校察看处分；造成网络及管理系统毁坏的，给予开除学籍处分。

第二十二条 作伪证者：

（一）违纪事件目击者故意作伪证，并造成调查困难的，给予警告以上、记过以下处分；

（二）违纪事件参与者故意作伪证的，从重处分。

第二十三条 违反教学管理规定，旷课或擅自离校、教育实践环节擅自离岗者：

（一）一学期累计 10 学时的，给予警告处分；

（二）一学期累计 20 学时的，给予严重警告处分；

（三）一学期累计 30 学时的，给予记过处分；

（四）一学期累计 40 学时的，给予留校察看处分。

（五）出勤率不到 70%的一学期学生，不允许续读；一学年学生，劝退。

第二十四条 违反考场纪律和考试作弊者：



(一) 考生有下列行为之一的，应当认定为考试违纪，视情节轻重，给予警告或者严重警告处分：

1. 携带考试规定以外的物品进入考场并且未放在指定位置的；
2. 未在规定的座位参加考试的；
3. 考试开始信号发出前答题或者考试结束信号发出后继续答题的；
4. 在考试过程中旁窥、交头接耳、互打暗号或者手势的；
5. 在考场禁止的范围内喧哗、影响考场秩序的；
6. 未经考试工作人员同意在考试过程中擅自离开考场的；
7. 将试卷、答题纸、草稿纸等考试用纸带出考场的；
8. 用规定以外的笔或纸答题或者在试卷规定以外的地方书写姓名、考号或者以其他方式在答卷上标记信息的；
9. 监考人员要求其出示考试有关证件而拒绝出示的；
10. 其他违反考场规则但尚未构成作弊的行为。

(二) 考生有下列行为之一的，应当认定为考试作弊，给予记过处分：

1. 携带与考试课程内容相关的文字材料或者存储有与考试内容相关资料的电子设备等参加考试的；
2. 在考试用桌上或者身体上涂写任何与考试课程内容有关的文字和符号的；



3. 违规使用电子工具或通讯工具的；
4. 抄袭或协助他人抄袭试卷答案或者与考试内容相关的材料的；
5. 故意销毁试卷、答卷或考试材料的；
6. 在答卷上填写与本人身份不符的姓名、学号等信息的；
7. 抢夺、窃取他人试卷、答卷或者强迫他人為自己抄袭提供方便的；
8. 传、接与考试内容有关的物品或交换试卷、答卷、草稿纸的；
9. 同一科目同一考场有两份以上答卷答案雷同的；
10. 交卷后有意在试场逗留，向他人泄露试题答案的；
11. 通过伪造证件获得考试资格和考试成绩的；
12. 考试结束后，在试场内发现有作弊痕迹的；
13. 参与团伙作弊行为的；
14. 用其他手段作弊的。

（三）考生有下列行为之一的，应当认定为考试严重作弊，给予开除学籍处分：

1. 使用通讯设备及其他工具发送、接收考试相关内容的；
2. 替他人参加考试或由他人代替考试的；
3. 预先约定，组织团伙作弊的；
4. 组织利用网络、通讯工具等作弊的；



5. 其他严重作弊行为；

第二十五条 在进行科学研究中，有剽窃、抄袭他人研究成果的，视情节轻重，给予严重警告至开除学籍处分。

第二十六条 屡次违反学校规定受到纪律处分，经教育不改者，给予开除学籍处分。

第二十七条 留校察看期为半年或者一年。受留校察看处分的学生，在察看期间有明显进步表现的，察看期满后，可按期解除留校察看；有立功表现的，可提前解除；继续违纪或重新违纪的给予开除学籍处分。毕业班学生在校离毕业时间不足半年的，原则上不作留校察看处分，给予记过处分，并作结业处理。

第四章 处分管理权限和处分程序

第二十八条 学生发生违纪事件，一般情况下由所在单位对其进行批评、教育并提出处分意见。本科生处分意见报学生处审定，研究生处分意见报研究生部审定。

违反《中华人民共和国治安管理处罚法》或触犯刑法的，由保卫部门负责与公安、司法机关的联系，协助和配合公安、司法机关查清事实，同时 将公安、司法机关的调查和处理结果等有关材料转交学生处或研究生部；

违反教学管理规定与考场纪律的本科生由学生处会同学生所在单位查清事实，由学生处提出处理意见；违反教学管理规定与



考场纪律的研究生，由研究生部会同相关学科和部门查清事实，由研究生部提出处理意见；

违反宿舍管理规定的学生由宿舍管理部门根据违纪情况，提出处理意见，报学生处或研究生部审定；

特殊情况由学生处或研究生部直接提出处分意见。

第二十九条 跨单位的学生违纪事件，由学生处或研究生部及相关部门牵头，召集学生所在单位有关负责人讨论研究，按照本规定提出处理意见。有关单位按照处理意见提出处分意见，按规定处分程序呈报处理。

第三十条 学生违纪事实查清后，学生所在单位应在一周内提出处分意见，报学生处或研究生部。

第三十一条 学校在对学生作出处分决定前，应当听取学生或其代理人的陈述和申辩，学生享有充分的申辩权。对留校察看和开除学籍两种处分，在学校作出处分决定前，处分部门应告知学生有权申请听证。学生申请听证的，向学校听证委员会提出申请，按照《杭州师范大学学生校内申诉管理规定》（杭师大【2007】116号执行。

第三十二条 学生处或研究生部对有关材料进行审定后，起草处分文件，报主管校领导签发。对于开除学籍处分的，应经校长会议讨论决定。



第三十三条 处分决定作出后，学校采取适当方式在校内予以公布。处分文件一式 3 份，一份送交学生本人，一份送交学生所在单位，另一份留学校备案。学生在接到处分决定时，必须在处分决定接收单上签字。学生拒绝签字的，由处分决定送达人员记录在案。单位在收到学生的处分决定后要做好相应的教育工作。处分决定无法送达时，学校采用公告方式送达。

第三十四条 处分决定应真实完整地归入学校文书档案。处分决定送达违纪学生后，违纪学生对处分决定有异议的，可在 5 个工作日内向学校学生申诉处理委员会提出申诉，由于特殊原因处分决定文件无法送达违纪学生的，申诉期限自公告期期满之日起计算。学校学生申诉处理委员会接到学生申诉书后的 15 个工作日内向学生作出书面答复。对学生的申诉，由学校学生申诉处理委员会核实情况，确认是否受理。对于受理的情况，由学校学生申诉处理委员会进行复查，给予答复。具体办法按《《杭州师范大学学生校内申诉管理规定》（杭师大【2007】116 号执行。

第五章 附 则

第三十五条 本规定由学生处、研究生部和国际学生管理办公室负责解释。



七、证件问题

一、学生证和校园卡办理

学校国际教育学院在开学后一个月内统一为国际学生办理学生证，一周内为他们办理校园卡。学生证是国际学生的杭州师范大学学生身份证明，校园卡有多种功能，包括在图书馆借阅书刊、在各校园餐厅就餐、小商店购物等。有关办理学生证和校园卡的所需材料、费用等信息将由国际教育学院另行告知。

二、体检

国际学生可以在来华前在其国籍所在国的公立医院进行体检，但须到当地中国使（领）馆领取《境外人员体格检查记录》，按单中所列项目及要求进行体检。在中国境外体检的体检单及体检结果原件需经浙江省出入境检验检疫局的下属机构浙江国际旅行卫生保健中心认证，换取入学所需要的体检报告验证证明。

无由境外正规医院出具的体检报告的国际学生须到浙江省出入境检验检疫局的下属机构浙江国际旅行卫生保健中心进行体检，以获取入学所需要的体检报告。

1. 体检或中国境外体检报告验证所需材料：

- 1) 护照；
- 2) 国际学生工作办公室证明；
- 3) 小二寸彩色照片 4 张；



4) 体检费人民币约 400 元。

2. 体检地点：文三路 2 号（浙江国际旅行卫生保健中心）

联系电话：0571-87852407；0571-87852408/87852410

三、临时户口办理

1. 国际学生需在入境后 24 小时内到当地派出所办理临时户口登记手续。校内住宿的国际学生由学校统一办理，校外住宿的国际学生由学生本人及时到辖区派出所办理。

2. 国际学生因病因事回国或假期去中国境外地区旅行须提前 10 天向学校国际教育学院提出申请，经同意后方可离境。国际学生重新入境后须在 24 小时内向学校国际教育学院报到，重新办理临时户口登记手续。

四、居留证办理

国际学生必须在入境后 30 天内办理居留证。

1. 办理居留证所需材料：

1) 体检证明书；

2) 外国人签证申请表；

3) 国际学生工作办公室介绍信；

4) 外国人临时住宿登记表（到住宿所在地派出所办理）；

5) 《外国留学人员来华签证申请表》

6) 护照原件及复印件；

7) 1 张小二寸白底照片；



2. 办证地点: 杭州市公安局出入境管理处: 杭州市婺江路 169 号, 电话: 0571-87071973。

五、居留证延期、户口变更等事宜

国际学生在校学习期间, 如需办理居留证的延期或变更、户口迁入或迁出等事项, 须提前两周向国际教育学院提出申请, 经同意后方可去杭州市公安局出入境管理处办理有关手续。办理上述事项须向公安机关交费, 费用由申办者本人自理。

六、证件遗失

由学校和中国政府有关部门颁发给国际学生的签证和各类证件不得涂改、转让或损坏。国际学生如因不慎丢失护照, 须立即向丢失地派出所报案并向国际教育学院报告, 然后凭派出所出具的《接受案件回执单》, 到公安局出入境管理科申请办理《护照报失证明》, 再去原护照颁发国驻华使领馆办理新的护照。在领取新的护照之后, 有关学生还需持国际教育学院开具的证明尽快到杭州市公安局出入境管理科补办相关的签证或居留许可手续。外国人居留证遗失后除应及时向杭州市公安局出入境管理科报告外, 在补办前还须在指定报刊上登载原居留证作废声明, 有关费用自理。

温馨提示

国际学生必须注意自己的签证有效期。根据《中华人民共和国



《外国人入境出境管理法实施细则》(摘录)第四十二条,对非法居留的外国人,可以处警告或者每非法居留一日,处 500 元罚款,或者处 3 日以上 10 日以下的拘留;情节严重的,并处限期出境。

八、生活指南

一、交通

1、机场

1) 上海浦东国际机场

上海浦东国际机场位于上海市浦东新区,距市中心约 30 公里,其航线连接 90 余个国际(地区)城市、62 个国内城市。浦东国际机场有巴士分别往返于杭州黄龙体育中心和武林门之间,每天共 13 个车次,最早和最晚发车时间分别为早上 8:40 和下午 7 点,车票价格黄龙体育中心为人民币 100 元,武林门为 85 元,行程为 3 小时左右。从杭州武林门或黄龙体育中心去杭州师范大学各校区可乘出租车或巴士。

2) 杭州萧山国际机场

萧山国际机场地处杭州市萧山区,在市区以西约 27 公里。从萧山机场进出港的航班,联通中国境内及海外 30 多个重要目的地,包括有北京,广州,西安,香港,澳门,首尔,东京,大阪,曼谷以及新加坡等。



机场巴士每隔 15 至 30 分钟一班，往返于机场与杭州市中心的武林门民航售票处，单程约需 50 分钟，票价为人民币 15 元。从武林门民航售票处（体育场路 390 号）可乘坐出租车至杭州师范大学各校区。

2、火车

杭州是浙江省的铁路枢纽，有 3 个火车站，有普通速度、动车和高速等各类列车驶往全国各地，所以乘坐火车进出杭州都十分方便。抵达杭州各火车站后，可以乘坐出租车或公共巴士至杭州师范大学各校区。

3、公交车

公共巴士是杭州另一种方便的交通工具，每天通过 4 个总站将大批乘客从杭州送往浙江省及邻近省份的各地。杭州市区的公共巴士采用一票制，票价通常为空调车人民币 2 元或 3 元；非空调车 1 元。

杭州的绝大部分公交车是无人售票的，所以不找兑零钱，因此在上车前自己要准备好零钱，或者提前购买公交 IC 卡。

4、出租车

杭州出租车的起步价为前 3 公里 11 元，之后每公里 2.5 元人民币，根据计价器所显示的金额支付车费。付费时请记得向司机索要发票。发票上有车牌号码，万一你在车上遗失了物品，可以凭借发票进行查找。



● 交通安全提醒

- 1、校园内禁止行驶摩托车、助动车。请将摩托车、助动车和自行车停放在各校区专用停车棚(场)内或指定场地内。
- 2、在校区道路上骑自行车要慢行，不相互追逐。
- 3、穿越马路要看清来往车辆，走人行横道线，不闯红灯，不骑车逆向行驶。

二、保险与医疗

1、保险

在杭州师范大学连续学习一个学期以上（包括一个学期）的学生需参加综合保险，包括意外伤害医疗保险，住院医疗保险，残疾保险和身故保险等。

2、医疗：

杭州有各类医院提供优质医疗服务，以下为其中几所可供外国留学生选择就诊的医院：

1) 邵逸夫医院

浙江大学医学院附属医院，是一所聘有来自世界各国外籍医师的国际化医院。

地址： 庆春东路 3 号 电话： 86090073

网址： www.srrsh.com

2) 浙江大学医学院附属第一医院（杭州市治疗内科疾病水平最高的医院之一）



地址： 庆春路 79 号 电话： 87236666

网址： www.zy91.com

- 3) 浙江大学医学院附属第二医院（ 杭州市治疗外伤水平最高的医院之一）

地址： 解放路 88 号 电话： 877837777

网址： <http://www.z2hospital.com>

- 4) 杭州师范大学附属医院（杭州市第二人民医院）

地址： 温州路 126 号 电话： 88015050/88303559

网址： www.hz2y.com

- 5) 省立同德医院（综合性全科医院）

地址： 古翠路 234 号 电话： 89972114/899722000

- 6) 浙江省中医院(下沙院区)

地址： 下沙经济技术开发区 9 号大街 9 号

电话： 0571-86911001

三、中国节假日和学校假期

1. 元旦假期： 1 月 1 日 至 3 日
2. 清明假期： 4 月 4 日
3. 五一假期： 5 月 1 日至 3 日
4. 中秋假期： 中国农历 8 月 15 日
5. 国庆长假： 10 月 1 日至 7 日



6. 学校寒假：通常为一月下旬至二月中旬

7. 学校暑假：通常为七月初至九月初

四、常用电话号码：

1. 紧急报警求助电话：110（提供12种语言服务）

2. 火警：119

3. 医疗急救：120

4. 交通事故处理：122

5. 电话号码查询：114

6. 天气预报：96121

7. 出租车预约：96520，28811111

8. 特快专递：85080993（UPS），11185（中国邮政）

9. 签证电话：87280561（杭州市公安局出入境管理处）

10. 浙江省出入境检验检疫局：88381111

五、紧急情况处置

1、火灾

1) 发现火灾后要大声呼救，让邻居知道，同时保持镇定，准确判断火源，采取自救或呼叫其他人员帮助扑救，不使火情扩大；

2) 无论火势大小，都要立即拨打火警电话119报告火情，报告时要说清火源方位，火情大小；

3) 同时迅速向学校保卫处报告，报警电话:28869110 ；



4) 如火势无法控制, 应立即撤离现场。撤离时用湿毛巾捂住嘴鼻以免吸入烟雾, 同时让身体尽量贴近地面。

2、失窃

1) 当发现物品被盗后, 要注意保护现场, 及时向老师报告并寻求帮助, 必要时向公安部门报告。

2) 发现可疑人员, 应及时联系学校保卫部门处理。

3、突发伤病处理

如你突发急症或意外受伤, 在可能情况下请联系老师或拨打 120 电话求助。如你的同学突发急症或意外受伤, 请帮助联系有关老师或拨打 120 电话联系急救车或紧急治疗。

4、漏电

如在宿舍或校外出租房发现漏电情况, 应及时拉下电闸断电, 及时通知校宿管部门或房主进行维修。

5、漏水

如在宿舍或校外出租房发现漏水情况, 应及时关闭水阀断水, 及时通知校宿管部门或房主进行维修。

六、煤气泄漏

1) 如在校外出租房发现煤气泄漏, 须先将门窗打开, 查找泄漏原因, 做应急处理。

2) 在煤气泄漏时, 不能动明火, 不能打电源开关, 要防止物体碰撞产生火花而引起煤气爆炸。



3) 煤气泄漏严重时，在迅速采取上述措施后，要马上离开住所，防止煤气中毒。

4) 通知房主及时进行维修。

十 离 校

1. 国际学生休学、退学或完成学业离校时，学生需要向学生事务办公室提交退学申请书。完成居留手续缩短手续后，事务办公室开始办理退费手续。

2. 休学或完成学业的国际学生应在两周内离校。

转学的学生需要向学生事务办公室提交接收学校的预录取证明，并且在接收学校更换学习签证。学生事务办公室在收到更换签证回执单之后再开始办理退费手续。

4. 退学、勒令退学、开除学籍的国际学生必须在一周内离校。

5. 因各种原因学期中途离校的国际学生，必须到杭州市公安局出入境管理局办理学生居留许可有效期缩短手续，并上交回执单。

6. 应离校但仍以各种理由滞留在学校者，其滞留期间所发生的各种情况(包括所产生的费用)由学生自行承担责任。学校将按规定及时通知公安机关出入境管理部门注销其学生身份及在华停留资格。



十一、杭州师范大学国际学生网络文明公约

为进一步加强国际学生网络守法意识与安全意识，规范国际学生网络文明行为，根据国家发布的相关法规和学校相关规定，特制定杭州师范大学国际学生网络文明公约如下：

1. 遵守中国有关法律、法规和政策，不发布，不传播危害国家安全、危害公共利益、社会稳定，违反社会公德的有害信息。不利用网络从事任何违法犯罪活动。
2. 对虚拟世界一些不良文化现象，要有警惕和自我保护意识，树立良好的网络道德。自觉做到不造谣、不传谣、不信谣。
3. 不访问不文明网站，不浏览低级庸俗不健康的信息，不在群聊中发起无聊话题、消极话题和不文明话题。
4. 注重提高自身素质，在处理网上的人际关系和思想交流中，注意诚恳待人，注意网络文明。不欺诈蒙骗，不嘲弄、侮辱或诽谤他人。
5. 不访问有传播邪教、煽动民族仇恨、危害社会稳定的网站。
6. 不浏览、传递有关邪教、色情、暴力、凶杀、恐怖和赌博等危害性内容。
7. 不轻信网上购物的优惠、转账信息，不随意打开网络上传播的未知链接，不给陌生人网络汇款，谨防网络诈骗。



8. 不利用网络剽窃他人的具有知识产权的产品，不剽窃他人的研究成果和受法律保护的资源。

9. 不制造破坏网络的计算机病毒等破坏性程序，禁止破坏数据，破坏网络资源及其他恶意破坏性行为。

10. 不下载不健康的软件，也不向他人提供带有病毒的软件。

**INTERNATIONAL STUDENT HANDBOOK OF
HANGZHOU NORMAL UNIVERSITY
(For Non-degree Students of Chinese Language & Culture)**

**Office of International Students' Administration
Hangzhou Normal University
2018**



Registration

I. New Students Registration

1. New students must register within the specified time at the School of International Education of Hangzhou Normal University, bringing with them their passports, Letter of Admission and Form JW201 or JW202. During registration, they shall be asked to fill in the International Students Admission Form, take a copy of the Handbook for International Students, and submit other necessary documents for verification as required by the Letter of Admission. They need also to submit 10 passport photos (2-inch bareheaded with a white background). Degree-students and non-degree students pursuing studies other than Chinese language and culture must also register in the schools and colleges where their academic programs are conducted.
2. Self-funded students must produce their receipts of tuition and fee payment or bank statement showing the payment at the time of registration. They may also make the payment at the time and on the spot of registration.
3. Those who for some reason are not able to register within the specified time period must obtain prior consent from the School of International Education for later registration. Failure to register within the two weeks after the specified deadline without valid reasons will be automatically regarded as giving up the admission eligibility.
4. The Letter of Admission for international students shall bear the official seal of the School of International



Education of Hangzhou Normal University. No documents issued by any other organizations or individuals will be deemed valid.

II. Current student registration

Current students must register at the School of International Education within the specified time period at the beginning of each semester. They must bring with them their student cards, which shall be made valid by stamping on it the registration seal. Those who are not able to register within the specified time period for some reason must apply in advance for later registration. Those who fail to pay tuition and fees as required or to meet other requirements will not be allowed for registration and consequently will not be able to participate in any educational activities organized by the university or gain credits or scores for any courses offered for the semester. Failure to register within one month after the specified deadline without valid reasons will automatically lead to the cancellation of their student status.

III. New Student Orientation

After registration, new students will be asked to attend an orientation organized by the School of International Education and relevant divisions, which include the explanation of relevant Chinese Laws and codes of conduct, introduction to the on-campus rules and regulations, explanation of the handbook for international students, etc. It is an event that all new comers are expected to attend on time.



Physical Check-up, Residence Permit & Visa

I. Physical Check-up

International students who are to study at the university for one semester or more must present a “Medical Examination Report” issued by hospitals with high medical qualifications during registration. Those who cannot provide such a report must take a medical examination at Zhejiang Health Care Center for International Travel and obtain within the specified time period a “Physical Examination Record for Foreigners” from the Center. The validity period of “Medical Examination Reports” or “Physical Examination Records for Foreigners” is one year. International students must present valid “Medical Examination Reports” or “Physical Examination Records for Foreigners” when applying for or renewing their residence permits. Students who are ascertained upon examination as patients of any disease due to which entry to China is not allowed, as specified in the laws of the country, shall leave immediately for their home country.

Zhejiang Health Care Center for International Travel

Add: No. 2 Wensan Rd, Hangzhou Tel: 87852410

II. Residence Permit and Visa

1. New students with an X visa must apply for a residence permit to the Bureau of Entry & Exit Administration, Hangzhou Public Security Bureau, within 30 days from the entry in China. New students with an F visa must secure a visa extension or resident permit before their period of visa



validity expires. Those who fail to have their visa or resident permits extended shall face legal actions for illegal residence in accordance with relevant Chinese laws.

2. International students who are transferring from another city in China to Hangzhou Normal University must go through the move-out formalities with the Bureau of Entry & Exit Administration in the public security organ of that city and then go through the move-in formalities with the same institution of Hangzhou Municipal Government, within 10 days after their arrival at the university.
3. If any change occurs regarding a student's status during his/her stay at the university, he/she must have the corresponding information on his/her residence permit changed with the Bureau of Entry & Exit Administration of Hangzhou Public Security Bureau within 10 days after the change takes place.
4. Current students must secure a visa extension from the Bureau of Entry & Exit Administration of Hangzhou Public Security Bureau at least one week before their residence permit expires. Documents for visa extension application include the applicant's passport and a certification issued by the School of International Education of Hangzhou Normal University. Failure to secure extension before the expiration of residence permits will be deemed as illegal residence and thus lead to legal actions in accordance with relevant Chinese laws. Students are advised to solve their visa problems during regular semester time as they are not handled during vacations. A residence permit may be extended up to one year at a time.



No extension will be possible for students who are to leave the university for graduation or completion of their course studies.

5. International students may enter and exit China for multiple times as long as their Residence Permits are valid.
6. International students who have lost their passports must inform the School of International Education and the Bureau of Entry & Exit Administration, Hangzhou Public Security Bureau immediately about the matter, obtain a certification for the loss, and apply for a new passport to the embassy/consulate of their home country in China and a new residence permit to the Bureau of Entry & Exit Administration of Hangzhou Public Security Bureau. International students who have secured a new passport must inform the School of International Education of the university and the Bureau of Entry & Exit Administration, Hangzhou Public Security Bureau about the matter and go through certain formalities.
7. Address of the Bureau of Entry & Exit Administration, Hangzhou Public Security Bureau: No.169 Wujiang Rd, Hangzhou Tel:0571-87071973
8. To apply for a residence permit, new students need to prepare the following documents and materials:
 - (1) A certification issued by the School of International Education of Hangzhou Normal University;
 - (2) Passport;
 - (3) Original third slip of Visa Application for Study in China (Form JW201 or JW202);
 - (4) One duplicate copy of the Letter of Admission;



- (5) One recent 2-inch photo of the applicant (front, bareheaded, with a white background);
- (6) The Certificate of Verification of Physical Examination Record for Foreigners & Overseas Chinese;
- (7) Temporary residence registration certification issued by the police station, which is required additionally for students dwelling off campus;
- (8) A certification of completion of studies issued by the applicant's former school in China, which is required for those with residence permits issued by the city where the applicant's former school is located.

III. Regulations on the Payment of Tuition and Fees for Self-funded International Students

1. Tuition and fees paid by international students shall be settled in RMB and, if remitted in a foreign currency, shall be settled in RMB based on the bank exchange rate.
2. Self-funded international students shall pay their tuition, accommodation fees and other payable fees at the time of registration at the beginning of a semester or academic year, or else they will not be able to go through the registration formalities.
3. In case that a self-funded international student are unable to continue his/her studies for special reasons such as illness or poor financial situation of his/her family



after paying tuition fees, the university will refund the fees after deducting the used part by month (counting from the beginning date of a semester and including the current month).

No tuition fees will be refunded to those who drop out for the following causes:

a. Those whose total hours of truancy within a semester exceed 30% of total class hours of the semester.

b. Those who act in such a way that normal teaching order of the university or social public order is seriously interfered with and disturbed.

c. Those who violate the law or codes of China to a flagrant extent and result in grave consequences.

d. Those whose studies have exceeded the mid-term examination

4. Students who have obtained residence permits planning to quit schooling must have their residence permits cancelled at the Bureau of Entry & Exit Administration of Hangzhou Public Security Bureau within 3 days after submitting their drop-out requests, or else no tuition fees will be refunded.



5. Non-degree students of Chinese language and culture who plan to continue studying for another semester must make an application one week before the end of the current semester and pay the tuition fees for the next semester only if his/her attendance rate has reached 70% of all the class hours in the current semester which has to be confirmed by the Office of International Students' Affairs and thus his/ her residence permit can be extended. Those who decided not to continue studying in the coming semester after obtaining the residence extension permits for continuing studies must go to the Bureau of Entry and Exit Administration of Hangzhou Public Security Bureau to have their extension permits cancelled. The tuition fees they have paid to the university for the coming semester will be refunded to them with a certain percentage based upon various situations. Students who do not ask for extending their stay for another semester will be automatically treated as those who have completed their studies.

Security

I. A Safety Reminder for International Students

To maintain good order at the university, protect the well-being and security of international students and ensure their smooth studies and pleasant stay, this safety reminder is



hereby provided in accordance with relevant China's laws, codes of conduct and relevant regulations of the university. International students who violate any of the following provisions or ignore the relevant safety tips will have to take consequences.

1. Comply with China's laws, codes of conduct and the rules and regulations of the university. Respect China's social morality, folkways and customs.
2. Follow the relevant provisions of the public security department to apply for the residence permit, have it extended and the information on it changed in a timely fashion.
3. Ask for permission from the School of International Education for off-campus accommodation. Sign a housing lease with the owner before moving. Go through registration formalities with a local police station within 24 hours after moving in and have the new residence recorded in the Office of International Students' Affairs together with the Temporary Residence Registration Certificate issued by the local police station. Comply with relevant regulations of the dwelling place and its neighborhood and cause no disturbance. Pay attention to public security, traffic security, personal and property safety when dwelling off campus. Strictly follow safety tips when using fire, water, electricity and liquefied gas.
4. Comply with dormitory management rules and



regulations when living in dormitories on campus. Help make the dormitory a quiet and comfortable place. Do not speak loudly or play music or turn on TV in high volume. Do not exchange/transfer rooms/beds without the consent of the dormitory management. Do not raise pets. Do not have visitors stay in the dormitories after 11:00 pm.

5. In the dormitories, use of high-power electrical appliances or open-flame utensils, including electric cookers, electric heaters or those that are liable to cause fire such as electric blankets, is prohibited. Storage of flammable, exposable or toxic articles and other dangerous articles is prohibited. Indoor smoking is also prohibited.
6. Pay attention to dietetic hygiene. Do not buy beverage and food from a stand that does not have a hygienic license. Have food washed clean and adequately cooked when doing self cooking.
7. Take precautions against possible infectious diseases like flu: go to a hospital for treatment and inform the teacher responsible for your class as soon as symptoms like cold and fever appear.
8. Breakage, dismantling or refitting of equipment and electric lines in the dormitory building or rented houses/apartments is prohibited. Take good care of fire safety facilities.



9. Secure doors and windows when leaving your room; do not give room keys casually to others to avoid unauthorized duplication.
10. Do not go out late at night for excessive drinking or entertainment. If you do need to go out or return very late at night for something special, tell your friends in advance and keep quiet when getting back so as not to disturb the rest of others.
11. Avoid conflicts with others on any and all occasions. Retain self-control when facing sudden and unexpected disputes in public places. Ask relevant managerial personnel or call the police number 110 for settlement or call your teacher for advice and assistance.
12. Utilization of your dormitory or rented house for activities against China's laws or university regulations is strictly prohibited.
13. Properly keep your personal belongings safe. Deposit surplus cash in a bank; do not tell others the password of your bank account. Do not leave your valuables carelessly at public places like classrooms and libraries.
14. Strictly comply with traffic rules and regulations. Do not ride motorcycles, fuel-powered mopeds and high-power battery bikes. Driving a motor vehicle without license, driving a car in a drunken state, speeding with motor vehicles or battery-powered bikes on campus, carrying someone else while biking are all strictly prohibited.



15. Do not go to a bank for currency exchange; do not exchange currency with a private store or an individual. Currency exchange with an unauthorized store is an illegal act in China.
16. Do not set off fireworks and firecrackers or have barbecues on campus or in a dormitory.
17. Do not swim at non-accredited swimming places such as rivers, lakes or reservoirs. Do not tour around places in threatening natural conditions.
18. Gambling, excessive drinking, physical fights and other acts that disturb the normal working, education, and research order of the university or the normal life of the faculty and students are strictly prohibited.

Dormitory Management Regulations

I. Measures on the Management of International Student Dormitories

The measures are hereby developed with relevant university regulations as their basis and the management practice of international student affairs as important references.

Article 1 International students must sign a contract and secure a registration card for dwelling in International Student Dormitories.

Article 2 Students must dwell in the designated dormitory buildings and rooms. No one is allowed to move



into a student dormitory or change his/her dwelling room/bed without the approval of the dormitory management.

Article 3 In principle, the dormitory buildings do not provide additional rooms for students' dependents such as spouses or children. Those who have dependents to live with them must make a prior request to the School of International Education and the dormitory management. Such dependents shall not be allowed to move in until the approval is granted and relevant expenses paid.

Article 4 Dwelling students must pay accommodation fees, water, electricity and other utility fees, etc. in a timely fashion.

Article 5 Students who are to withdraw from dormitory dwelling must go through the withdrawal formalities with the dormitory management. For those who wish to withdraw ahead of time for reasons like graduation, completion of course studies, quitting, dismissal, suspension, transfer to another school or leaving China, refund of accommodation fees shall be granted for the remaining months (not including the month when the request for the withdrawal is submitted); for those who withdraw for other reasons, accommodation fee for half a semester shall be charged for dwelling time less than half a semester and that for one semester charged for dwelling time more than half a semester but less than one



semester. Temporary dwelling outside the designated dormitory buildings because of internship shall be counted as normal dwelling at school and therefore no withdrawal treatment shall be granted.

Students who have had withdrawal request granted and the related problems settled must remove all their personal articles out of their dormitory within a period of 3 days starting from the date on which the withdrawal formalities are complete. Those who fail to move out by the specified time limit without valid reasons shall be deemed as stay in default and their belongings shall be moved out in accordance with relevant regulations of the university.

Article 6 Dwelling students must cooperate with the university for matters such as remodeling the dormitories/rooms or changing their functions. Students must follow the university's decision when there is a need to re-arrange their dwelling places.

Article 7 Dwelling students must consciously maintain dormitory security, enhance their security and law awareness and their sense of precaution, and improve their ability of self aid and escaping from disastrous situations.

Article 8 Dwelling students who have detected an accident in the dormitory, such as fire or fire alarm, must take immediate actions, calling the dormitory



management or fire station (number 119) and evacuating from the site. Those who run into a criminal or public security case or the like in the dormitory must contact the campus police and the dormitory management immediately, make efforts to keep the scene intact, and provide necessary assistance for investigation.

Article 9 Dwelling students must not take anyone that is not a dwelling student into their dormitory for the night. If they do so and their acts cause any loss of private or public property in the dormitory or physical injury of other dwellers, the doers shall bear legal and compensation liability.

Article 10 Dwelling students must pay attention to anti-theft security and take good care of their personal articles; they must neither lend their dormitory keys to others nor change their door locks or fit an additional lock without permission. They must inform the dormitory management immediately if their key is lost so as to have their door lock changed by the dormitory management.

Article 11 Dwelling students must consciously comply with regulations on visitor reception in dormitories, and consciously cooperate with the managerial staff in hosting visits. Visitors must register with the duty room and comply with relevant regulations on visitor reception.

Article 12 To maintain good operational order of the dormitory facilities and equipment, management



personnel shall execute relevant inspections or check-ups on regular or irregular basis, and dwelling students must cooperate with those inspections and check-ups

Article 13 For the well-being of the dwelling students, an infectious disease declaration system is adopted in the student dormitories. Anyone who has contracted any of the infectious diseases specified in the Law of the People's Republic of China on the Prevention and Treatment of Infectious Diseases must report on his/her own initiative to the managerial personnel of his/her dormitory building. Students who find someone in the dormitory suspected of infectious disease must contact the management timely. Infectious disease patients, pathogen carriers and suspected infectious disease patients must follow the medical instructions and advice from the university hospital and cooperate for necessary medical and accommodation arrangements before they are cured or the suspicion removed.

Article 14 Dwelling students are expected to consciously protect public sanitation and help create a clean, tidy and orderly dwelling environment. They must dump indoor garbage directly into designated barrels, take bagged garbage timely to designated garbage stack, and put dangerous wastes into designated storage site.

Article 15 Dwelling students are expected to be on good



terms with each other. They are expected to make joint efforts to maintain an optimal order and develop a good working and living habit well in keeping with the dwelling regulations.

Article 16 Business and other associated activities are prohibited in student dormitories. No individuals or organizations will be allowed to hold profit-oriented or fee-collecting activities such as pyramid selling in student dormitories without the approval of the dormitory management. Students who wish to conduct non-business operations of publicity type must hang posters or make decorations in designated areas, after obtaining the approval from the dormitory management.

Article 17 Students withdrawing from dwelling in their dormitories must do so in compliance with relevant rules and regulations. When moving out, they must take good care of the dormitory property and facilities, cooperate with the managerial personnel in checking the facilities and equipment, and make all deferred payments before leaving.

Article 18 Students must make proper use of water/electricity facilities, doors, windows, furniture, telephone sets and a variety of other facilities and equipment in their dormitory building and their rooms.

Article 19 Students must take good care of the furniture



used individually by them in the room or used jointly with others in the dormitory building. Without the consent of the management, no furniture provided in the rooms by the university shall be lent to others, and no self-provided furniture or furniture from other places moved in and used in a student dormitory. And without the management's consent, no furniture, facilities or equipment in the dormitories shall be dismantled, displaced, or discarded.

Article 20 The dormitory management on each campus is entrusted by the university with the task of sorting, counting, checking and repairing dormitory facilities and equipment at irregular intervals. Students who find any facilities or equipment damaged or lost must contact the management for repair or replacement. Full compensation shall be made for human-induced damage, and the responsible persons must bear the cost for repair or replacement.

Article 21 Students must pay attention to the safe use of electricity. Electrical appliances equipped in dormitories are not to be repaired or dismantled without permission. Damage of facilities or equipment caused by improper use shall be borne by the user. Students must purchase and use certified electrical products made by accredited manufacturers. Dormitory management personnel are authorized to stop electricity consuming



activities that violate management regulations.

Article 22 Relevant departments and offices of the university are mandated to stop any of the following acts found in the dormitories and to issue public reprimands or impose disciplinary sanctions or legal responsibilities for such acts, depending on the seriousness of the case.

1. Acts that affect public order:
 - (1) Refusing to cooperate with the university in sanitary, disciplinary and safety inspections;
 - (2) Carelessly dumping garbage inside and outside buildings, splashing unclean water or pouring water into a garbage bin;
 - (3) Scrawling over walls and corridors or carelessly posting and circulating various posters, fly sheets and the like;
 - (4) Furnishing a dwelling room without permission or driving iron nails or other hard objects into wall surface;
 - (5) Displacing or dismantling furniture, facilities or equipment without permission;
 - (6) Installing a high-power electrical appliance without permission;
 - (7) Raising pets;
 - (8) Dumping leftovers into sewage and causing jam;
 - (9) Causing serious waste of public water/electricity consumption;



- (10) Illicit and criminal acts such as excessive drinking, gambling, whoring, drug abuse and drug trafficking;
 - (12) Other acts that disturb public order.
2. Acts that affect security
- (1) Fixing electric lines, Internet wires or telephone wires without permission;
 - (2) Piling up bikes or discarding sundries and the like in a hallway, corridor, fire passage, dwelling room or balcony;
 - (3) Dangerous behaviors like climbing over a door/window, attic or railing;
 - (4) Duplicating a room door key or changing a door lock without permission or lending a dwelling room key to others without permission;
 - (5) Exchanging rooms and beds with others, taking over another bed, or lending or re-letting a bed to others without permission;
 - (6) Misusing the entrance guard system of the dormitory building;
 - (7) Storing flammable/explosive articles;
 - (8) Using various high-power electric appliances such as electric cookers, electric pots and electric radiators or flammable articles like electric blankets;
 - (9) Cooking or barbecuing food in a room;
 - (10) Other acts that affect public security.



3. Acts that disturb others' studies or rest
 - (1) Speaking loudly, playing chess or doing other indoor sports when others are doing self-studies or having a rest;
 - (2) Failure to control the sound volume of electronic audio or video devices; talking, laughing, singing and frolicking loudly late at night.
4. Other acts in violation of the Dormitory Dwelling Rules of the university

Article 23 The dormitory management reserves the right to cancel the dwelling eligibility of students who violate the provisions of the Dormitory Dwelling Rules or fail to abide by the dwelling contract and refuse to change their ways of behavior despite of repeated admonition. To regain their eligibility, such students must make a pledge to comply with the dwelling rules and the provisions of the dwelling agreement so as to attain forgiveness and approval from the dormitory management and then re-start the dwelling application procedures.

Article 24 International students shall be asked to dwell in different dormitory buildings on different campuses according to the unified arrangement of the university. Relevant management regulations (or important information for dwellers) have been developed for each dormitory building, as the case may be. At the same time of complying with this methodology, international students must



also comply with the management regulations (or important information for dwellers) of the dwelling building they reside in.

Article 25 Interpretation of this document shall be the responsibility of the School of International Education and the dormitory management of the university.

Regulations on Management of Off-campus Dwelling for International Students

- I. International students are expected to dwell in a dormitory of the university in normal cases. Those who do need to dwell off campus must apply first to the School of International Education of the university, and go through relevant off-campus dwelling formalities in accordance with the regulations issued by the Public Security Bureau of Hangzhou Municipal Government.
- II. The following preparations need to be made in advance for the approval of off-campus dwelling:
 1. International students who lease a private living place shall ask the owner to produce a Public Security License and enter into a lease contract with the owner.
 2. International students who dwell in a guest house, hotel or leased apartment shall provide a relevant certificate specifying the dwelling period from the property branch.
 3. For international students who lodge at their kinfolk's



places:

- (1) Relevant information about their warrantor (i.e. householder of the lodging place) must be provided, including his/her name, address, relationship with the warrantee and valid credentials.
- (2) The warrantor must sign a written letter of guarantee with the warrantee and agree:
 - a) to have the warrantee dwell at his/her place;
 - b) to willingly bear relevant legal liabilities.

III. Procedures of off-campus dwelling registration:

1. The students must, first of all, submit a Request Form for Off-campus Dwelling of International Students at Hangzhou Normal University to the School of International Education and provide relevant documents, such as the lease contract, for verification. They must not start dwelling off campus before obtaining the approval from the Office of International Students' Affairs.
2. Within 24 hours after moving in, they must go to the local police station in the dwelling area for a provisional Voucher of Temporary Residence Applied for by Overseas Visitors, taking with them valid identity credentials such as their own passports.
3. They must also go to the School of International Education to file away the Voucher of Temporary Residence Applied for by Overseas Visitors and have their contact information, such as domicile telephone or cell phone number recorded.



4. International students who change their off-campus dwelling places must go through the aforesaid procedures once again.
- IV. When unable to come to the university for teaching activities due to illness or private business, off-campus dwelling students must go through the leave application procedures in accordance with relevant student status management regulations.
- V. When dwelling off campus, international students must pay attention to personal and property security; they must not use rule-breaking electric appliances or motorcycling in violation of traffic regulations. When running into suspicious persons or in case of emergency, they must contact immediately relevant security personnel or public security sectors.
- VI. When dwelling off campus, international students must strictly comply with China's laws and regulations and must not engage in activities endangering national security of China or in violation of China's laws and relevant public security regulations.
- VII. The School of International Education shall work with the public security institutions at irregular intervals in security visits to international students' off-campus dwelling places. International students must cooperate and provide assistance in those visits.
- VIII. International students who come into an emergency situation when dwelling off campus must contact relevant public security departments or the School of International Education immediately, provide possible



assistance in investigation and for solution.

Hangzhou Normal University Regulations on Managing the Student Status of Non-degree International Students of Chinese Language and Culture

I. Application, Admission and Registration

1. Foreign nationals aged between 18 and 65, in good health and capable of self-care can apply for studies of Chinese Language and Culture at Hangzhou Normal University. Applicants must truthfully fill in the “Hangzhou Normal University Application Form of Admission for International Students”, which can be downloaded at the website of the School of International College, Hangzhou Normal University: <http://sie.hznu.edu.cn>, and then send it together with a copy of valid passport and application fee to the school, which will be responsible for verifying the applications and sending to the admitted applicants the Admission Notification and Visa Application Form for Study in China (form JW202 or JW201).
2. With the Admission Notification and the Visa Application Form for Study in China issued by Hangzhou Normal University, the applicant can then apply for visa to China at a Chinese embassy or consulate of his/her home country. The admitted



international students must arrival at the university for registration within the specified time frame. Students who are not able to do so within the time frame for certain reasons must apply in advance for later registration, with the leave of absence no longer than 2 weeks. For those who do not apply for later registration or have had their leave of absence exceeding 2 weeks but still have not arrived for registration, the university shall not retain their admission eligibility. Application for leave of absence must be verified and then granted by the School of International Education of the university.

3. International students who plan to study for more than one year must have physical check-ups at a hospital designated by the university within the specified time frame. Those who already have had physical check-ups prior to coming to China must have their examination reports verified and their physical conditions rechecked after registration. Students who are found to be physically unfitting for registration shall have their admission eligibility cancelled.
4. Students who have done studies at the university in the past semester and plan to continue in the new semester must register at the School of International Education within the time frame specified in the university calendar. Registration must be completed by students themselves and therefore they need to take with them their student ID cards. Tuition fees must be paid before registration, and those who for certain reasons are



unable to arrive at the university within the specified time frame must apply for later registration and leave of absence.

5. It is required by China's Ministry of Education that all international students be medically insured throughout their period of study in China. International students with no valid medical insurance purchased at their home countries must buy via the university the insurance from Chinese insurance companies. Students who do not have valid medical insurance and refuse to purchase it via the university shall not be able to get registered for program studies.

II. Class Entry and Switch

6. International students shall begin their studies in class only after their registration procedures are completed.
7. New international students shall be placed in classes according to their results from the Placement Test of Chinese Language Proficiency. If a student finds after entering a class that the courses taught there do not match well his/her current level of Chinese language proficiency, he/she may apply to the course instructors for an auditing in a new class within the first week after the class begins. After he/she pass the tests of the course instructors of the new class, he/she may apply for a class switch. Class switch shall not take place until the application is approved by the School of International Education and the course instructors. No application for a class switch shall be accepted after the second week



- begins.
8. Students with experience of studying Chinese language and culture at Hangzhou Normal University in the previous semester/year shall be placed in new classes for the new semester after registration according to their learning performance in the previous semester. Students who fail the final examination of the previous semester but wish to switch to a higher-level class must attend and pass the make-up examination. Those who have successfully pass the final examinations will automatically continue their studies in a higher-level class. If a student intends to skip the grade, he/she should score above 90 in the final examination of the Comprehensive Course of the previous semester and pass the test of the school.
 9. Application for a class switch is not permitted if it is a class of the same grade. Only if the student has a specific reason, and hand in evidentiary materials and application letter, finally get approval from the head teacher and the School, his/her application for a class switch may be granted.

III. Attendance

10. International students must follow the university calendar to do course studies, and they must arrange relaxation and recreational activities for China's public holidays and the university's summer/winter vacations according to relevant regulations of the university.
11. International students must observe the leaning



disciplines of the university. They are expected to attend classes on time, not to be late or absent for classes, or leave when classes are still going on. When doing self studies, they must keep quiet and do not disturb other students.

12. If an international student has to be absent due to sickness or other personal reasons, he/she must apply for leave of absence:

To request a sick leave, the student must have a sick-leave suggestion from a hospital, and the course instructor must be informed promptly. Absence from class for one day because of illness can be counted as sick leave if the absentee has the approval from the course instructor/s even if with no hospital suggestion submitted. Sick absence exceeding one day shall not be counted as sick leave unless the hospital suggestion is submitted to the School of International Education on the day when the absentee's illness begins or a day after and the sick-leave request is approved. Sick absence exceeding one day with no hospital suggestions submitted within the required time limit shall be treated as absenteeism.

To request leave for personal matters other than sickness, the student must submit a written application to the course instructor/s in advance. Leave of more than 3 days must be approved by the School of International Education. Absence with no application for leave or with application that has not been approved shall be counted as absenteeism.



13. A student whose unapproved absence for a single course amounts to one third of the total classes of the course within one semester shall be disqualified to take the final exam of the course and his/her final score for the course shall be recorded as Zero. A student whose total unapproved absence of a semester exceeds half of total class hours of the semester shall be dismissed from the school.

IV. Assessment of Studies

14. The assessment shall be in the forms of exams and performance tests. Scores of exams will be given by applying the 100-points system, with 60 as the passing score. Students' achievement of a courses with exams shall be based mainly on their scores of the final exam, with due reference to their regular coursework. The final score for a course with exam shall be composed of the scores for the final (60%) and mid-term exams (20%) and attendance to classes (20%). Students' achievements for courses with no exams but performance tests shall be recorded with the application of the five-grade system or the 100-point system. The five grades are: Excellent, Good, Satisfactory, Pass and Fail. A student's absence from the exams of a course without valid reasons shall be treated as "Absenteeism from the Exams" and his/her score for the course shall be recorded as Zero, with no makeup exams to be organized for him/her.
15. Students must do their course assignments carefully, independently and in a timely fashion. Those who have



failed to hand in assignments up to more than one third of the total for a course without valid reasons shall be disqualified to take the exams or performance tests of the course.

16. Students must have their student ID cards with them when taking exams. During the exams, they must closely follow exam regulations and must not cheat in any way. Those who are found to cheat in an exam shall immediately be disqualified to take the exam and their result of the course shall be recorded as “Zero” with a mark of “Cheating” attached. No makeup exams shall be arranged for those students.

V. Scholarships

17. To encourage international students to work hard and achieve all-round excellence, Hangzhou Normal University has been running various scholarship schemes for international students. The scholarships are managed by the “International Student Scholarship Committee” of the university and awarded by the School of International Education once every semester.
18. Qualifications for Scholarships:
 - a) Observing Chinese laws and regulations, complying with university disciplines and rules; showing respect to the faculty and staff; keeping good relationship with fellow students of different cultures and customs.
 - b) Working diligently and earnestly in studies, with



results of all courses entering the top 15% of the class.

- c) Course attendance rate exceeding 90%;
- d) Participating with enthusiasm in activities organized by the university and the School of International Education.
- e) Having studied at Hangzhou Normal University for more than one semester.

VI. Suspension, Resumption and Dismissal

19. International students who have been diagnosed with an illness that requires a long period of time for recuperation may apply for suspension from school. On-suspension students who wish to resume their studies must present a certificate of full recovery issued by a government-authorized hospital. Students who resume studies after suspension must pay tuition and fees for additional part of their program resulting from their suspension.
20. Students that fall in any of the following categories shall be requested to withdraw from schooling or be dismissed from the university:
 - a) those who have been diagnosed by a hospital with illness that would prevent them from doing long-term studies;
 - b) those who have been missed over 50% of the total classes in a semester because of absenteeism;
 - c) those with actions severely disrupting public order or



- the educational order of the university;
 - d) those with actions seriously violating China's laws or regulations and causing severe consequences;
 - e) those with other reasons that prevent them from continuing studies at the university;
21. No re-admission opportunities shall be given to dismissed students that fall into Categories "c" or "d" in Article 18 above.

VII. Student ID Cards, Score Reports, Certificates of Enrollment and Program Studies

22. After registration, international students shall be issued the "Student ID Card" of Hangzhou Normal University through the School of International Education. The card is an important document showing one's student status of the university. Individuals who were enrolled in the Chinese language and culture program of the university as full-time students in the previous semester/year must get registered at the School of International Education at the beginning of the new semester, taking with them their Student ID Cards, which shall be made valid by having the Registration Seal stamped on them. Students are expected to take good care of their ID cards. Lending the card to others or unauthorized alteration of the information on it is in violation of university regulations. Students who have lost their ID cards must immediately inform the School of International Education for its nullification and then apply for a replacement.



23. If needed, international students can apply for an official “Certificate of Enrollment” issued by the School of International Education during their studies at the university.
24. International student’s course achievements of each semester shall be uploaded to the “Students’ Course Achievements Management System”. Students can request a transcript of the current semester from the School of International Education after the final exams of the semester.
25. Students who have completed their program studies can request a Certificate of Program Studies and a Score Report from the School of International Education. No certificates will be granted to those whose absence from classes has exceeded one third of the total of the program.

China’s Laws and University Disciplines

1. International students must obey China’s laws and comply with the rules and regulations of Hangzhou Normal University. They must respect China’s social morals and customs.
2. Hangzhou Normal University respects the ethnic customs and religious beliefs of international students, but does not provide places for religious gatherings. Religious activities, including meetings, preaching, etc, are strictly prohibited on campuses. Details in this regard can be found in “Provisions on the Administration of Religious Activities of Aliens within the Territory of the People’s



Republic of China”.

3. International students must obey China’s laws and regulations when organizing activities such as publishing, assembly, association, procession and of demonstration.
4. With the approval from the university, international students can organize activities to celebrate important traditional festivals of their nations in designated locations on campus. The activities must not contain any verbal or physical acts against other nations or China’s public morality.
5. International students who drive automobiles to the university must apply for a pass from the university security office. No motorcycling is permitted on campus.
6. Unauthorized posting or spreading of printed matter or other propaganda materials on campus is strictly prohibited.
7. Gambling, excessive drinking, physical assaulting, drug taking and trafficking, and any other behavior that disrupts the university’s educational, research and life order are strictly prohibited.
8. No one is allowed to interfere with others’ normal activities regulated by the university.
9. Discharging fireworks near dormitory buildings on the university premises is strictly prohibited.
10. No registered international students are allowed to seek employment, do business, or engage in any other commercial activities. They can, however, participate in work-study programs in accordance with the university’s



regulations.

A Warm Tip

- ◆ International students whose violation of Chinese laws constitutes a crime shall face legal sanctions; those who break the university's rules and regulations shall face disciplinary penalties, based on the severity of the cases, in accordance with “Hangzhou Normal University Regulations on Disciplinary Penalties for Students’ Misconducts” and “Hangzhou Normal University Regulations on Campus Security”.

Once a decision on the disciplinary penalty is made, the university shall notify the students concerned; in addition, a written notice shall be sent to the diplomatic or representative organization of the students’ home country in China or the institution from which the student has been sent. Students whose education at the university is to be terminated as a result must leave China for their home countries immediately.

Hangzhou Normal University Regulations on Punitive Actions against Student Disciplinary Offences (Excerpts, Revised in 2007)

Chapter One General Principles

Article 1 In order to maintain good education order and an optimal living and learning environment, to create a harmonious campus and to inculcate in students self-discipline and conformity to laws and



regulations, this document is formulated herein by Hangzhou Normal University in accordance with the “Higher Education Law of the People’s Republic of China”, the “Code of Conduct for University Students” and “Management Regulations on University Students’ Affairs”, as well as the practicalities of Hangzhou Normal University.

Article 2 The Regulations are applicable to registered full-time undergraduate and graduate students of Hangzhou Normal University. Disciplinary actions concerning students of other types shall be imposed with reference to this document.

Article 3 To impose disciplinary actions, the university shall strictly follow legitimate procedures, collect adequate evidence, and seek accuracy in determining the nature and seriousness of an offence and appropriateness in making decisions. Principles to be followed in dealing with students’ disciplinary offences also include maintaining justice, openness and fairness, combining punishment with education, and ensuring students’ right to appeal.

Chapter Two Types of Disciplinary Actions and their Applicability

Article 4 Types of Disciplinary Actions:

1. Warning;
2. Serious Warning;
3. Demerit;



4. Probation;

5. Expulsion

Article 5 More severe actions shall be imposed on individuals or in cases that fall into any of the following categories:

1. Deliberate hampering of investigation or obstructing the collection of evidence;

2. Having already committed two or more disciplinary offences;

3. Having previous experience of receiving punitive actions at the university;

4. Threatening or taking revenge on someone who gives the information about the individual's offence or serves as witnesses, investigators, etc. in cases concerning the individual;

5. Playing a leading role in a committing group offences;

6. Organizing group disciplinary offences;

7. Offences with extraordinarily severe consequences.

Article 6 Mild actions shall be taken against the following cases:

1. Offences that are attempted but not actually committed;

2. During investigation, the offender tells the facts about the offence truthfully and shows deep repentance.

Article 7 More lenient actions shall be taken for cases that fall into any of the following categories:

1. Voluntarily informing the relevant university department about one's own offence, or voluntarily providing



facts about one's own offence that are not yet known to the university department during investigation;

2. Voluntarily providing truthful facts about others' offences unknown to the university;

3. Voluntarily stopping misconducts or taking measures to mitigate the consequences of the offence;

4. Committing offences as a result of others' threat or inveiglement;

Article 8 Offences that are verified through legal procedures to have been committed when the offender was not able to identify or control his/her own behavior will not be punished by disciplinary actions, but such offenders shall be told to suspend or withdraw from normal studies in accordance with relevant regulations on students' status management. Offences that were committed by individuals who did not lose their power totally to identify or control their behavior shall be dealt with through mild or less severe punitive actions.

Chapter Three Disciplinary Offences and Punitive Actions

Article 9 Offences to be dealt with by punitive actions include: violating China's basic constitutional principles; organizing, planning and stirring up trouble or disturbing social order; threatening China's national security; organizing unlawful assemblies or demonstrations; joining in illegal



organizations and engaging in their illegal activities; holding illegal religious mission or misusing religious right to disrupt social order; doing harm to others' health; interfering with China's national education system; subverting stability and unity, etc.

1. Students who have committed minor offences listed above shall be face the punitive actions of Demerit or Probation;
2. Students who have committed serious offences listed above with grave consequences or have committed such offences repeatedly with no intention to change shall be expelled from the university.

Article 10 Punitive Actions for those who have violated laws and therefore been prosecuted for criminal liability or those who have been punished for disturbing public security:

1. For students who have been given a Warning or those who have been told to pay a fine by the Public Security, a "Serious Warning" or above shall be imposed according to the severity of the offence;
2. For students that are held in custody for violating public security rules or those who have committed criminal offences but have been exempted from criminal penalties, a Demerit record or above shall be filed;
3. For students sentenced by the judicial authority to public surveillance, criminal detention or independently applicable supplementary punishment, or sentenced to the fix-term imprisonment with a reprieve, punitive actions of Probation or Expulsion shall be imposed; for



students sentenced to the fix-term imprisonment and above, the action of Expulsion shall be imposed.

For students who have already been punished by the university prior to his or her prosecution for criminal liability or penalties for violating public security rules for the same offence, if the punitive actions taken by the university need to be adjusted for being obviously too lenient or severe, the original punitive actions shall be withdrawn and new ones shall be imposed according to the relevant provisions of this document.

Article 11 Students who do harm to the development of harmonious campuses or disrupt social order shall be subject to following punitive actions based on the severity of their offences:

1. For damaging public utilities or lawns, harming public sanitation or any other violations of the university 's regulations on public location management, punitive actions to be imposed shall range from Warning to Probation;
2. For unauthorized use of electricity, fire, hazardous equipment or any other behavior that is likely to threaten public safety, punitive actions to be imposed shall range from Warning to Probation;
3. For deliberately hindering university staff from performing their duties, punitive actions to be imposed shall range from Serious Warning to Probation;
4. For causing disturbances, throwing and smashing objects in university premises or doing other things that severely disrupt others' life or work, punitive



actions to be imposed shall range from Serious Warning to Probation;

5. For causing disturbances after excessive drinking, punitive actions to be imposed shall range from Warning to Probation based on the severity of the offence;
6. For making public or university emergency calls for malicious purposes, punitive actions to be imposed shall range from Warning to Probation
7. For making up or spreading rumors or fabricating information, making false statements, distorting facts and the like, punitive actions to be imposed shall range from Warning to Probation;
8. For taking objects prohibited by China's laws into the university, storing or using on campus without authorization highly toxic, inflammable, explosive, corrosive, radioactive, contagious, bacteria/virus materials or any other objects prohibited by China's laws, punitive actions to be imposed shall range from Warning to Probation;
9. For violating dormitory regulations to let outsiders stay overnight in the dormitory, punitive actions to be imposed shall range from Warning to Serious Warning;
10. For any other acts that disrupt the university's moral construction, punitive actions to be imposed shall range from Warning to Probation.

Article 12 For organizing profit-making activities or setting up unauthorized stalls on university premises:



1. For doing tourism business or serving as travel agencies without permission from the university, the punitive action to be imposed shall be Warning or Serious Warning; for activities like this that have caused disturbance or with severe consequences, the punitive actions shall be Demerit and Probation respectively;
2. For setting up stalls or organizing profit-making activities without the university's permission, punitive actions shall be Warning or Serious Warning; for repeated offences of this kind with severe consequences, Demerit or Probation;
3. For posting or distributing business promotional materials without permission, punitive actions shall range from Warning to Demerit if the offender does not follow the dissuasion of the university staff and stop the activities;

Article 13 Punitive actions to be imposed for illegally taking for possession public or personal property by any means:

1. For stealing property worth less than RMB 600 *yuan*, the punitive actions shall be Warning or Serious Warning; for stealing property worth more than RMB 600 *yuan* but less than RMB 2000 *yuan*, the actions shall be Demerit; for such offences involving more than RMB 2000 *yuan*, the actions shall be Probation or more severe ;
2. For swindles involving public or personal property worth less than RMB 4000 *yuan*, illegally taking for



possession public or personal property worth less than RMB 15000 *yuan*, snatching public or personal property worth less than RMB 600 *yuan*, extortion involving public or personal property worth less than RMB 4000 *yuan*, punitive actions shall range from Warning to Probation;

3. For stealing official seals, confidential documents, files and the like, the punitive action shall be Probation or Expulsion, depending on the severity of the offence;
4. For illegally taking for possession rightful public or personal property by any means, punitive actions shall range from Warning to Probation, depending on the severity of the offence. For providing information, assistance or tools covering up facts of the offences, or hiding stolen goods for others, punitive actions shall range from Warning to Probation.

Article 14 For damage done to public or private properties:

1. For doing rather severe damage unintentionally to public or personal property, the punitive action shall be Warning or Serious Warning in addition to compensation for the losses;
2. For deliberately damaging public or personal property, the punitive actions shall range from Warning to Demerit in addition to compensation for the losses depending on the severity of the offence and the damage caused;
3. For severe offences with grave consequences, the punitive action shall be Probation or Expulsion.



Article 15 For causing disturbances, assaulting and physical fighting:

1. For provoking others through verbal insults or other methods into physical fighting, the punitive action shall be Warning;
2. For assaulting others with no or slight injuries, the punitive action shall be Serious Warning or Demerit; for assaults that cause minor injuries, Probation; for those that cause serious injuries, Expulsion;
3. For plotting, instigating physical fights with no consequences, the punitive action shall be Serious Warning or Demerit; if with consequences, the punitive action shall be Demerit or Probation depending on the severity of the offence;
4. For providing others with fighting tools, if no injury is caused, the punitive action shall be Serious Warning or Demerit; if any injury is caused, Probation;
5. For other types of involvement in offences of physical fighting, the punitive actions shall range from Warning to Demerit depending on the severity of the offences. Severe punitive actions shall be imposed for group physical fights.

Article 16 For gambling or disguised gambling, or providing places, fund, or devices for gambling, the punitive actions for the first offence shall range from Warning to Demerit; for repeated offences, Probation or Expulsion.

Article 17 For creating, copying, spreading pornographic and



other harmful materials or organizing group showing of such materials, punitive actions shall range from Serious Warning to Probation depending on the severity of the offence.

Article 18 For drug abuse, punitive actions shall be Probation or Expulsion depending on the severity of the offence.

Article 19 For violation of state or school fire control laws and regulations, or unauthorized use or damaging of fire fighting equipment, punitive actions of Warning or Serious Warning shall be imposed in addition to compensation for the losses; for such offences that cause a fire alarm, Demerit or Probation shall be imposed in addition to compensation for the losses; for such offences that cause a fire, Probation or Expulsion shall be imposed in addition of compensation for the losses.

Article 20 For infringing others' legitimate interest or affecting others' personal safety; doing damage to China's national or collective interest:

1. For unauthorized use of the names of organizations or individuals for one's own personal interest;
 - (1) For unauthorized use of the names of organizations or individuals for one's own personal interest, punitive actions shall range between Serious Warning and Probation in addition to compensation for the losses;
 - (2) For unauthorized use of others' names to claim their money or properties, the punitive actions of Demerit



- or Probation shall be imposed in addition to the return of the money or property that has been claimed;
2. For forging and selling certificates, seals and other official documents or materials, or using other illegitimate methods for one's personal interest, punitive actions shall be Serious Warning or Demerit; for severe offences, Probation or Expulsion;
 3. For maliciously harassing, intimidating, threatening others, punitive actions shall range from Serious Warning to Probation;
 4. For malicious insults, calumnies, framing or false accusations aimed to damage others' reputations, punitive actions shall range from Serious Warning to Probation;
 5. For concealing, intercepting, destroying or opening other's letters or mailing materials with no authorization, punitive actions shall range from Serious Warning to Probation;

Article 21 Network Offences:

1. For unauthorized use of others' network account and/or passwords, punitive actions shall range from Warning to Demerit depending on the severity of the offences;
2. For using university network to seek illegal gains, punitive actions shall be Serious Warning or Demerit;
3. For deliberately creating and spreading computer viruses, spamming emails, the punitive action shall



- be Serious Warning or Demerit;
4. For deliberately insulting or calumniating others or releasing others' private matters over the net, punitive actions shall range from Serious Warning to Probation;
 5. For instigating unlawful demonstrations, assemblies or other activities via network, the punitive action shall be Warning or Serious Warning; for such offences with severe consequences, Demerit or Probation;
 6. For damaging the safety system of the university network, attacking or damaging the service facilities of the public network, accessing the network system without authorization, stealing or falsifying data, or doing damage to the public information system, the punitive action shall be Probation; for such offences with destructive effects on the network or the management system, Expulsion.

Article 22 Perjurer:

1. For providing false or misleading testimony as a witness of an offence to cause complications for the investigation, punitive actions shall range from Warning to Demerit;
2. For deliberately providing false or misleading testimony as a participant in an offence, more severe punitive actions shall be imposed.

Article 23 For offences including violations of the education regulations, absenteeism, or leaving the



school without permission or evading the educational internship arrangements without approvals, the following rules on punitive actions shall be followed:

1. For the time of offence totaling 10 class hours within one semester, the punitive action to be imposed shall be Warning;
2. For that totaling 20 class hours within one semester, Serious Warning;
3. For that totaling 30 class hours within one semester, Demerit;
4. For that totaling 40 class hours within one semester, Probation.

Article 24 For violations of examination regulations:

1. Acts that falls into any of the following categories shall be deemed as violations of examination regulations, for which the punitive action to be imposed shall be Warning or Serious Warning depending on the severity of the violations:
 - (1) Carrying into examination locations objects irrelevant to the exams and failing to place them in the designated places;
 - (2) Failure to follow the seating arrangement when taking an exam;
 - (3) Starting to do the test before the starting signal is given or continuing to do it after the ending signal is given;
 - (4) Side-glance, whispering, signaling and gesticulating during exams;



- (5) Making noises at the prohibited area of the examination location and disrupting the exam order;
 - (6) Leaving the examination location during the exam without the supervisors' permission;
 - (7) Taking exam papers, answer sheets, scratch paper, etc. out of the examination location;
 - (8) Answering with pen or paper that are not allowed by regulations; writing the names, exam numbers in areas on the exam paper that are not allowed by regulations, or making other message-carrying marks on the answer sheet;
 - (9) Refusing to present to the exam supervisors certificates for taking the exam when asked;
 - (10) Other acts in violation of examination regulations that are not deemed as cheating.
2. Acts that fall into any of the following categories shall be deemed as cheating, for which the punitive action of Demerit shall be imposed:
- (1) Taking exam-related text materials or electronic devices stored with exam-related information into the location;
 - (2) Writing any exam-related words or making any exam-related symbols on the exam desk or one's body;
 - (3) Unpermitted use of electronic or communications devices;
 - (4) Copying or helping copying keys to the exams or other exam-related materials;



- (5) Deliberately destroying exam paper, answer sheets or exam-related materials;
- (6) Filling in on the test paper incorrect personal information such as names and student ID numbers;
- (7) Snatching or stealing others' exam papers or answer sheets, or forcing others to provide convenience for copying;
- (8) Taking in or passing exam-related information to exam rooms or exchanging exam paper, answer sheets or scratch paper;
- (9) Giving all answers exactly the same as those on the answer sheet of another examinee during the same course examination in the same location;
- (10) Keeping staying in the exam room after handing in one's own exam paper with the attempt to give others keys to the exam questions;
- (11) Obtaining exam eligibility and exam results via forging relevant documents;
- (12) Cheating acts detected after exams end;
- (13) Participating group cheating;
- (14) Cheating by other means.

3. Offences that fall into any of the following categories shall be deemed as serious cheating, for which the punitive action of Expulsion shall be imposed:

- (1) Using internet, communications equipment or other devices to send and receive exam-related data;



- (2) Taking an exam in another person's name or having one's own exam taken by someone else;
- (3) Organizing group cheating with pre-preparations;
- (4) Organizing group cheating by using internet or other communications tools;;
- (5) Other acts of serious cheating.
- (6) Having violated exam regulations or committed cheating for over two times.

Article 25 For misconducts in scientific research such as plagiarizing, punitive actions shall range from Serious Warning to Expulsion, depending on the seriousness of the case.

Article 26 For repeated violation of university regulations, the punitive action to be imposed shall be Expulsion if previous disciplinary actions imposed on the offender have proved no effect.

Article 27 The duration of Probation shall be 6 months or 1 year. Students on probation can have the punitive action removed when the probation period is over if they show significant improvement during the probation; they may also have their Probation status cancelled ahead of the schedule if they perform extremely well during probation. Students on probation continue to violate the same university regulations or commit other offences shall face the punitive action of Expulsion. Graduating students with less than 6 months left for completing studies shall have the punitive action of Demerit imposed on



them instead of Probation, even though the latter is more appropriate for the offence. Such graduating students shall not be granted diplomas, but a Certificate for Completion Course Studies shall be issued to them.

Chapter Four Administrative Authority for Imposing Disciplinary Actions and Relevant Procedures

Article 28 Generally, if a student commits a disciplinary offence, the school/college he/she is affiliated to shall be responsible for the individual's corrective education and propose relevant punitive actions. Such Proposals involving undergraduate students shall be submitted to the university Department of Undergraduate Student Affairs for verification, and those involving graduate students shall be submitted to the Department of Graduate Student Affairs for verification.

For violations of the “Law of the People's Republic of China on Public Security Administration Punishments” or China's criminal laws, the university's Security Department shall be responsible for contacting the public security and judicial organs, assisting and cooperating with them to ascertain facts, as well as forwarding the information about the investigation from public security and judicial organs on to the Departments of Undergraduate Student Affairs or Department of Graduate Student Affairs of the university;



Violations of education or examination regulations involving undergraduate students shall be handled by the Department of Undergraduate Student Affairs, which will work together with the school/department that the students are affiliated to in verifying the facts and then make proposals for disciplinary actions; such violations involving graduate students shall be handled by the Department of Graduate Student Affairs, which will work together with the school/department that the students are affiliated to in verifying the facts and then make proposals for disciplinary actions;

Violations of dormitory rules shall be handled by the university Dormitory Management Office, which shall verify the facts and make proposals for disciplinary actions. Such proposals shall be reviewed and approved by the Department of Undergraduate Student Affairs or Department of Graduate Student Affairs;

For special cases, the Department of Undergraduate Student Affairs or Department of Graduate Student Affairs may propose disciplinary actions directly.

Article 29 For disciplinary offences that involve students from different schools/departments, the Department of Undergraduate Student Affairs or Department of Graduate Student Affairs shall assemble discussions with responsible representatives from the schools/departments concerned for proposals to deal with the offences in accordance with the regulations formulated in this document. Based on



the proposals, the schools/departments shall submit suggestions of punitive actions following the regulated procedures.

Article 30 Once the student's disciplinary offence has been ascertained, the school/department that the student is affiliated to shall submit, within one week, the proposal for punitive actions to the Department of Undergraduate Student Affairs or Department of Graduate Student Affairs for review.

Article 31 The university shall listen to the student or his/her agent's description of facts and defense before imposing punitive actions. Students have the full right to defend themselves. For Probation and Expulsion, the university shall notify the students concerned of the right to apply for a hearing before the punitive actions are imposed. Students who wish to have a hearing must submit application to the University Hearing Committee for the hearing, which shall be organized following the regulations of "Hangzhou Normal University Regulations on Managing Students' Appeals" (HNU No. 116, 2007).

Article 32 After reviewing the relevant materials, the Department of Undergraduate Student Affairs or Department of Graduate Student Affairs shall draft out documents for disciplinary actions, which are to be signed by the president of the university in charge. Decisions on Expulsion shall be made by the Presidents Meeting.



Article 33 Decisions on disciplinary shall be publicized in proper ways within the university. The documents for imposing the actions shall be in triplicate, one for the student, one for the school/department that the student is affiliated to, and still another one for the university's file keeping. The student must sign the delivery notice upon receiving the document. Refusal to sign it shall be recorded on file by the document delivery personnel. The school/department that the student is affiliated to shall give an appropriate admonitory education to the student after receiving the document. If the document cannot reach the student concerned, the university shall publicize it as a substitute for delivery.

Article 34 Documents for disciplinary actions shall be recorded truthfully in the university administrative files in its entirety. Upon receiving the document, if the student concerned has any objection to it, he/she can lodge an appeal to the University Student Appeals Management Committee within 5 work days; if the document cannot reach the student, the 5-day limit shall start at the end of the document publicizing period. The University Student Appeals Management Committee shall give a written reply to the student within 15 work days after receiving the appeal. The Committee shall verify the student's appeal and then decide if the appeal is to be accepted. For accepted appeals, the Committee shall re-investigate the case and



give a reply. Specific procedures for processing appeals are to be found in “Hangzhou Normal University Regulations on Managing Students’ Appeals” (HNU No. 116, 2007).

Chapter Five Supplementary Provisions

Article 35 The Department of Undergraduate Student Affairs, Department of Graduate Student Affairs and Department of International Cooperation and Exchange of the university are responsible for the interpretation of this document.

Certificate Issues

I . Obtaining a Student ID Card and a Campus Card

The School of International Education shall help International students to obtain Student ID Cards within one month and Campus Cards within one week respectively after a semester begins. The former is a certification showing the holder’s student status of Hangzhou Normal University, and the latter, as a multi-functional card, serves various purposes for the holder, including renting books from the university libraries, dining at the cafeterias of all campuses of the university, shopping at different campus convenience stores,



etc. Details concerning obtaining the two cards shall be provided by the School of International Education through some other means.

II. Physical Examination

International students may have a physical examination at a public hospital in their home countries prior to their trips to China, but before doing it, they must obtain a relevant physical examination sheet from the Chinese embassy or consulate general in their home countries and then take the physical examination according to the instructions and the listed items given on the sheet. The original reports of physical examinations conducted outside China must be verified by Zhejiang Health Center for International Travel under Zhejiang Provincial Bureau of Entry-Exit Inspection and Quarantine in exchange for the verification certificate that is required for studying at the university.

International students with no physical examination reports issued by qualified hospitals outside China must have the physical examination at Zhejiang Health Care Center for International Travel to obtain the physical examination report



required for studying at the university.

1. Materials required for the physical examination or verification of the physical examination reports issued by hospitals outside China:

- a. Passport;
- b. an official letter issued by The School of International Education;
- c. 4 “50 cm × 50 cm” color photos;
- d. RMB 400 *yuan* for physical examination.

2. Place for the physical examination: Zhejiang Health Care Center for International Travel

Add: No.2 Wensan Rd, Hangzhou

Tel: 0571-8785

2407/87852408/87852410

III. Registration for Temporary Residence

1. International students are required to get registered for temporary residence at the local police station within 24 hours after their entry into China. Registration for temporary residence of those who lodge on campus shall be done by the university, and that of those who lodge off campus need to be done by themselves at the police station in their neighborhood.



2. International students who need to go back to their home countries for health or other reasons or travel outside China during vacations must submit applications to the School of International Education 10 days before they actually make the trips. They must not leave China before the approval is granted. They must report to the School of International Education within 24 hours after their re-entry into China and get registered for temporary residence again.

VI. Obtaining a Residence Permit

International students must obtain a Residence Permit within 30 days after their entry into China.

1. Materials required for obtaining a Residence Permit:
 - a. the physical examination report;
 - b. the “Application Form of Foreigner’s Visa” ;
 - c. an official letter issued by the School of International Education ;
 - d. the “Registration Form of Foreigner’s Temporary Residence” (to be obtained at the local police station in the neighborhood of the student’s residence);
 - e. the “Visa Application Form for Studying in China” ;



f. the applicant's passport and a copy of it;

g. 2 "50 cm × 50 cm" photos;

2. Venue: Bureau of Entry-Exit Administration, Hangzhou Municipal Public Security Bureau, No.169 Wujiang Road, Hangzhou, Tel: 0571-87071973

V. Extension of Residence Permit and Change of Residence Registration

During their studies at the university, international students who need to have their Residence Permits extended or changed or have their Residence Registrations modified because of moving in or out of a certain residential area must apply 2 weeks in advance to the School of International Education, with whose approval they can then proceed with the relevant procedures at the Bureau of Entry-Exit Administration of Hangzhou Public Security Bureau. The charges for the services provided by China's public security organs shall be paid by the applicants themselves.

VI. Loss of Certificates

International students are not to transfer or damage their visas and various other certificates issued by the university or China's governmental organizations; neither should they



alter the information on those official documents. Those who have found their passports lost for lack of precautions must report the case to the police station of the area where the passport has been found missing and meanwhile to the School of International Education. With the “Case Acceptance Notification” issued by the police station, the passport loser then needs to apply to the Bureau of Entry-Exit Administration of Hangzhou Public Security Bureau for a certification of “Passport Loss Report”, with which he/she can apply for a new passport to his home country’s embassy or consulate in China. After obtaining the new passport, the holder must go as soon as possible to the Bureau of Entry-Exit Administration of Hangzhou Public Security Bureau, taking with him/her an official letter from the School of International Education, for a make-up visa and Residence Permit. Foreigners who have lost their Residence Permit must have a statement carried in an officially designated newspaper, with the cost paid by themselves, declaring the invalidity of their lost Residence Permit in addition to reporting the case to the Bureau of Entry-Exit Administration of Hangzhou Public Security



Bureau before applying for a make-up document.

A Warm Tip

- ◆ International students are advised to pay special attention to the validity of their visas. According to Article 42 of “Rules for Implementation of the Law of the People's Republic of China on Control of the Entry and Exit of Aliens” , foreigners who have committed the offence of illegal residence are likely to face a warning, a fine of RMB 500 yuan for each day of the offence, or detention of 3 to 10 days. For serious cases, the offender shall be forced to leave China within a limited time.

Life Guide

I . Transportation

1. Airport

a. Shanghai Pudong International Airport

Shanghai Pudong International Airport is located in the New District of Pudong, Shanghai, some 30 km away from the city center. Its flights connect over 90 international destinations and 62 domestic ones. The airport has shuttle buses running to and from two terminals in Hangzhou, namely Huanglong Sports Center and Wulinmen Civil



Aviation Ticket Office, both in the city center. There are 13 departures each day, with the earliest and latest being 8:40 am and 7:00 pm respectively. The fare is RMB 100 *yuan* for Huanglong Sports Center and RMB 85 *yuan* for Wulinmen Civil Aviation Ticket Office as the terminals. It takes about 3 hours for a one-way bus ride between the airport and the two terminals in Hangzhou, where one can take a taxi to different campuses of Hangzhou Normal University.

b. Hangzhou Xiaoshan International Airport

Hangzhou Xiaoshan International Airport is located at Xiaoshan District, Hangzhou City and is about 27 km in the south of the urban area of the city. The flights in and out of Xiaoshan Airport connect over 30 important destinations within the border of China and overseas, including Beijing, Guangzhou, Xi' an, Hong Kong, Macao, Soul, Tokyo, Osaka, Bangkok, Singapore, etc.

The airport shuttle bus (fare: one way RMB 20 *yuan*) runs between the airport and Wulinmen Civil Aviation Ticket Office in the downtown of Hangzhou every 15 minutes to 30 minutes, with one way taking about 50 minutes. At Wulinmen Civil Aviation Ticket Office (No. 390 Tiyuchang



Road), one can take a taxi to the different Campuses of Hangzhou Normal University.

2. Railways

Hangzhou is the railway hinge of Zhejiang Province with 3 stations, where normal-speed trains, Bullet trains and high-speed express trains run to different parts of the country, so it is very convenient to travel to and from Hangzhou by train. At any of the 3 stations, one can take a taxi or bus to different campuses of Hangzhou Normal University.

3. Buses

As another convenient means of transportation, buses from 4 general terminals take passengers from Hangzhou to different parts of Zhejiang Province and the neighboring provinces. For buses running in the urban area of Hangzhou, a one-ticket system is applied, with fares of RMB 2 or 3 *yuan* for air-conditioned buses and 1 *yuan* for buses with no air conditioning.

Most buses in Hangzhou are self-ticketing and no change will be made on bus, so it's easy to buy the fares by using cash or Alipay.

4. Taxi



Taxi fares in Hangzhou are as follows: RMB 11 *yuan* for the first 3 km and 2.5 *yuan*/km for the rest of the ride, to be paid by using cash or Alipay according to what is indicated by the fare meter. When paying taxi fares, ask for a receipt from the driver, which will help you to find the taxi easily to find your lost property.

● **Reminder of Traffic Security**

1. It is prohibited to ride a motorcycle or motorbike on campus. Motorcycles, motorbikes and bicycles must be parked in parking sheds (lots) or designated places on different campuses.
2. Keep a low speed when riding a bike on campus roads. Do not chase each other.
3. Be sure to look carefully before crossing a street. Use zebra crossings. Never run red lights or ride in the reverse direction.

II. Insurance & Medical Treatment

1. Insurance

Students who are to study at Hangzhou Normal University for one semester or more continuously are required to purchase the comprehensive health insurance, which covers



accidents, hospitalized treatments, disability and death insurance.

2. Medical Treatment :

There are all sorts of hospitals in Hangzhou. The following are a few of them that international students can choose to visit for treatment:

a. Sir Run Run Shaw Hospital

The hospital is affiliated with the Medical College of Zhejiang University, highly internationalized with medical professionals employed from different countries.

Address: No.3 Qingchun Eastern Road Tel.: 86090073 Website: www.srrsh.com

b. No.1 Affiliated Hospital of the Medical College, Zhejiang University (one of the hospitals in Hangzhou reputed for top-quality treatment in internal medicine)

Address: No.79 Qingchun Road Tel.: 87236666
Website: www.zy91.com

c. No.2 Affiliated Hospital of the Medical College, Zhejiang University (one of the hospitals in Hangzhou reputed for top- quality injury treatment)

Address: No.88 Jiefang Road Tel.: 87783777



Website: <http://www.z2hospital.com/>

d. Affiliated Hospital of Hangzhou Normal University (Hangzhou No. 2 People's Hospital)

Address: No.126 Wenzhou Road Tel.: 88358002

Website: www.hz2y.com

e. Zhejiang Provincial Tongde Hospital (a general hospital)

Address: No.234 Gucui Road Tel:89972114/88683184

f. Zhejiang Provincial Hospital of Chinese Traditional Medicine (Xiasha Branch)

Address: 9 the 9th Street, Xiasha Economic & Technological Development Zone

Tel: 0571-86911001

III. China's public holidays, festivals and university vacations

1. New Year Holiday: January 1 to 3
2. Tomb-Sweeping Day: April 4
3. May Day Holiday: May 1 to 3
4. Mid-Autumn Festival: August 15 (China's lunar calendar)



5. China's National Day Holiday: October 1 to 7
6. The university's winter vacation: generally from the end of January to the middle of February
7. The university's summer vacation: generally from early July to early September

IV. Useful telephone numbers:

1. Emergency (local police) : Tel: 110 (Service available in 12 languages)
2. Fire station: Tel: 119
3. Medical emergency: Tel: 120
4. Traffic accident: Tel: 122
5. Telephone number inquiry: Tel: 114
6. Weather forecast: Tel: 96121
7. Taxi booking: Tel: 96520, 28811111
8. Express courier: Tel: 85080993 (UPS), 11185 (China Post)
9. The Bureau of Entry-Exit Administration of Hangzhou Public Security Bureau(for visa service)
Tel: 87280561/87071973
10. Zhejiang Health Care Center for International Travel(for physical examination):



Tel: 0571-8785 2407/87852408/87852410

V. What to do in case of emergency

1. Fire

- a. When you detect a fire, call out in a loud voice and let the neighbors know that there is a fire. Remain calm and at the same time try to locate correctly the source of the fire, and then take measures yourself or jointly with others to put out the fire or keep it from spreading.
- b. Immediately make an emergency call to 119, regardless of the size of the fire, reporting the location and the condition of the fire.
- c. At the same time report to the campus police by calling 28869110.
- d. Leave the fire spot immediately if the fire is out of control. Try to protect your nose and mouth from inhaling smoke with a moist towel and proceed by keeping yourself as low as possible.

2. Theft

- a. If you become a victim of theft, try to keep the site intact and report immediately to your teacher for advice or to the police when necessary.



b. If you find someone suspicious, contact the campus police by calling 28869110.

3. Sudden illness or injury

If sudden illness or injury occurs to you, contact your teacher for help or call 120 if you are able to. If the illness or injury occurs to your fellow students, give help by contacting relevant teachers and calling 120 for an ambulance and emergency treatment.

4. Electric Leaks

If you detect any electricity leak in your dormitory or in your rented housing off campus, please pull down the electric brake to stop power supply and inform the management or the landlord immediately for repair.

5. Water Leaks

If you detect any water leak in your dormitory or in your rented housing off campus, please shut the water valve off to stop water supply and inform the management or the landlord immediately for repair.

6. Gas Leaks

a. When you detect any gas leak in your rented off-campus housing, open the door and windows immediately and try



to locate the leakage for solution.

b. Never use any open flame or turn on the power switch when there is a gas leak. Avoid any collision of objects to produce sparks that may cause gas explosion.

c. In case of serious gas leakage, leave your living place immediately after taking quick measures as mentioned above to avoid gas poisoning.

d. Inform your housing landlord to correct the leak in time.

Leaving the University

1. International students who need to leave the university due to suspension, dismissal or completion of studies must obtain the “Deregistration Procedure Form” from the Office of International Students’ Affairs and complete it, settle all payments(accomodation, runningwater, electricity,etc.)and return books and other university-owned articles or equipment.

2. International students who have obtained approval for suspension or have completed their program studies must move out of the university within one month.

3. International students who have withdrawn from studies or have been dismissed or expelled must leave the university within one week after the notification of withdrawal,



dismissal or expulsion is received.

4. Students who for any reasons are to quit their ongoing studies and leave the university must go to the Bureau of Exit-Entry Administration of Hangzhou Municipal Public Security Bureau to have the validity of their Student Residence Permits shortened.

5. Students who are supposed to leave the university but still linger on shall be responsible for anything that happens to them (including costs incurred) during their stay. The university shall follow the relevant regulations and notify the Department of Exit-Entry Administration to cancel their student status and eligibility for stay in China.

Hangzhou Normal University Convention on International Students' Network Ethics

In order to further improve international students' awareness on law-abiding and network safety, standardize the online etiquette and behavior of the international students, the following convention for network ethics for international students of Hangzhou Normal University is specially formulated according to the relevant laws and regulations of China and the relevant provisions of the university.



1. Observe relevant Chinese laws, regulations, and policies. Do not publish or spread harmful information that endangers national security, jeopardizes public interests, social stability, and violates public morality. It is forbidden to use the network to engage in any criminal activities.

2. Be alert of some bad cultural phenomena in the virtual world, strengthen the awareness of self-protection, and establish a good network ethics. Please refrain from creating rumors, spreading rumors or believing rumors.

3. Do not visit immoral websites, browse vulgar and unhealthy information, or initiate boring topics, negative topics, and vulgar topics in group chats.

4. Improve your quality and behave yourself, treat others sincerely and pay attention to network ethics in dealing with interpersonal relationships and exchanging ideas on the Internet. Do not defraud, mock, insult or slander others.

5. Do not visit websites that spread cults, incite ethnic hatred, and endanger social stability.

6. Do not browse or spread harmful information related to cults, terror, pornography, violence, murder and gambling.

7. Do not easily trust online shopping discounts or account



transfer information, do not open the unknown links disseminated online without further confirmation, do not transfer money to strangers' accounts online, beware of online fraud.

8. Do not utilize Internet to plagiarize others' intellectual property products or plagiarize others' research results and legally protected resources.

9. Do not create destructive programs such as computer viruses that destroy the network. Damage of data, damage of network resources and other malicious destructive behaviors are strictly prohibited.

10. Do not download unhealthy software or provide software with viruses to others.