



杭州师范大学
Hangzhou Normal University

国际学生手册

本科生

INTERNATIONAL STUDENT HANDBOOK OF
HANGZHOU NORMAL UNIVERSITY
(For Undergraduate Students)



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(本科生)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 Undergraduate
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: _____

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(本科生)

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2018

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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学生管理办公室报到。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 10 张。本科生、研究生和专业进修生在国际学生管理办公室报到后还需到所在学院报到。

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，须事先征得国际学生管理办公室的同意。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学生管理办公室报到注册；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。



二、体检、居留许可及签证

1、体检

学习时间在一学期及以上的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：浙江省杭州市文三路2号，
电话：0571-87852410

2、居留许可及签证

1、持X签证来校的新生须在入境后30天内向杭州市公安局出入境管理局申办居留许可；持F类签证者，应在签证失效之前办理签证延长或居留许可。超过规定时间未办理签证延长或居留许可者，将因非法居留受到中国有关法律处罚。

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）凭本人护照和国际学生管理办公室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，应立即向国际学生管理办公室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，应向国际学生管理办公室报告，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：杭州市上城区婺江路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：

- (1) 国际学生管理办公室出具的办理居留许可证明；
- (2) 本人护照；
- (3) 《外国留学人员来华签证申请表》（JW201 或 JW202 表）



第三联原件；

- (4) 入学通知书复印件一份；
- (5) 近期 2 寸正面白底免冠照片一张；
- (6) 《境外人员体格检查记录验证证明》；
- (7) 校外住宿的学生还需属地派出所出具的临时户口登记单；
- (8) 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。

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. 要在校外居住的国际学生必须经国际学生管理办公室的同



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。

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。

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，不要輕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》，结合国际学生管理实际，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，需事先向国际学生管理办公室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疑患者，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 本办法由国际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学生管理办公室申请，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、首先应向国际学生管理办公室有关办公室递交《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，经国际学生管理办公室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》到国际学生管理办公室存档，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，应按照国家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、国际学生管理办公室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学生管理办公室，并配合进行处理。

五、教学管理

（一）杭州师范大学国际学生（本科生）学籍管理实施细则

第一章 总 则

第一条 为积极推进国际学生教育，加强对国际学生学籍工作的规范管理，根据教育部、外交部和公安部联合颁发的《高等学校接受留学生管理规定》（外交部、公安部令 2000 年第 9 号）、教育部《普通高等学校学生管理规定》（教育部令 2017 年第 41 号）、《学校招收和培养国际学生管理办法》（中华人民共和国教育部、外交部、公安部令 2017 年第 42 号）和《杭州师范大学国际学生（本科生）学籍管理规定》等规定，结合国际学生工作的特点，特制定本实施细则。

第二条 本细则所指国际学生，特指本科学生。

第二章 入学与注册

第三条 凡具有高中毕业学历，汉语水平达到杭州师范大学入学标准的国际学生均可申请就读我校（以汉语为授课语言的）本科



专业。学校根据申请人的汉语水平、高中阶段学习成绩等，综合评价，择优录取。以英文为授课语言的专业对汉语水平不作要求，其他条件相同。

第四条 国际学生申请材料由国际学生管理办公室负责审核。经批准入学的国际学生，由国际学生管理办公室负责办理和寄送录取通知书及来华留学签证申请表，安排进入各专业学习。

第五条 在国内外院校在读的国际学生本专科生可申请转入我校本科专业学习，经审核合格后录取为插班生。插班生在原就读院校获得的课程学分，若符合我校学分认定要求，可予以确认。

第六条 国际学生新生应凭录取通知书和有关证件，在规定时间内来校办理入学手续，缴纳学费等相关费用。因故不能按期办理入学手续者，应以书面形式并附有关证明向国际学生管理办公室请假，假期一般不得超过2周。除因不可抗力引起的事由外，未请假或请假逾期，视为放弃入学资格。

第七条 凡在申请材料中弄虚作假者，一经查实，即取消其入学资格或学籍。

第八条 国际学生新生如经入学体检被发现患有我国规定不能在校学习的疾病，原则上应取消其入学资格，并限期离境。经二级甲等及以上医院诊断确认短期内可达到健康标准的，可由本人申请，学校批准，允许保留入学资格1年并回国治疗。保留入学资格的学生不具有学籍，不享受在校学生和休学生的待遇。在保



留入学资格期间内经治疗康复者，应凭二级甲等及以上医院出具的证明，经我国卫生检疫部门确认后，向学校申请入学，重新办理入学手续，取得学籍；逾期未办理入学手续者，则取消其入学资格。

第九条 已取得学籍的国际学生应按校历规定的时间按时到校办理报到注册手续。每学年注册 2 次，每学年第一学期开学时缴纳本学年应缴费用，缴费后方予注册。不能如期注册者，应当办理暂缓注册手续。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。

第十条 国际学生在校学习最长年限，为所学专业规定的学制年限再延长 2 年，逾期者不予注册。国际学生因回国服兵役而保留学籍的，服兵役时间不计入学习年限。

第三章 考勤与纪律

第十一条 国际学生应当参加学校培养方案规定的课程和其它教学环节（以下统称课程）的学习及学校规定的各项活动，自觉遵守学习纪律。

第十二条 对国际学生的上课、实习、社会调查等，可采用多种方式实行考勤。国际学生因病或其它原因无法参加学校规定



的课程学习和活动时，应事先办理请假手续。未经准假或请假逾期者，按旷课处理。学生一学期内旷课累计满10学时的，给予警告处分；满20学时的，给予严重警告处分；满30学时的，给予记过处分；满40学时的，给予留校察看处分。

第十三条 国际学生请假应事先提出书面申请，因病请假须附二级甲等及以上医院证明。请假三天以内的，由所在学院教务科审批；请假三天以上、两周以内的，由所在学院教学院长审批，报国际学生管理办公室备案；请假两周以上的，由所在学院教学院长与国际学生管理办公室，并报国际学生管理办公室审批备案。因特殊情况无法事先书面请假的，允许先口头请假，事后按上述程序补办书面请假手续。

第四章 课程考核与成绩记载

第十四条 为合理安排学习进程，保证国际学生在规定时间内完成学业，每一学期学生应修课程一般不少于12 学分，但也不能高于30学分。学校对学生学业完成情况进行分阶段审核。

第十五条 国际学生应按时参加每学期所选课程及各类实践性教学环节（如实习、实验、课程设计、毕业论文/设计等）的考核，考核成绩记入学生成绩单，并归入本人学籍档案。选课后未办理正式退课手续、无故不参加考核者，按旷考处理，课程成绩以零分计，并计入学分绩点统计。在一个学期中，有下列情况之



一者，均不得参加该课程的期末考核：

1、缺课（包括病假、事假、旷课等）累计超过该课程教学时数 $1/3$ 的；

2、一学期缺交作业（实验报告）达三分之一的；

3、抄袭他人作业和实验报告等，经批评教育仍不改正的；

4、无故不参加平时测验的。

第十六条 考核成绩的评定，可根据课程性质的不同，采用考试和考查两种，考试、考查成绩合格，取得相应学分。考试课程的成绩记录均采用百分制（60分为及格）、考查课和实验、实习、毕业设计（论文）等实践性课程的成绩，按五级制（优秀、良好、中等、及格、不及格）。

课程成绩评定应兼顾学期末考核成绩与平时成绩，平时成绩占该课程成绩的比重一般不少于30%。

第十七条 国际学生参加与中国学生同堂上课的课程考试，在规定的考试时间上可延迟半小时交卷，允许携带汉语词典。

第五章 自修、重修、缓考与免修

第十八条 学业成绩优良、自学能力强且已修全部课程的平均学分绩点达到 3.5 及以上，单科成绩没有不及格现象的，可申请免修。申请课程免修的学生必须先参加免修考试，免修考试成绩 85 分及以上者，准予免修，同时获得该课程应得学分，以免修



考试成绩记入课程成绩。免修考试成绩低于 85 分者，不予免修。

因转学、转专业、降级、复学、副修等原因修读课程与其它课程时间冲突的国际学生，可由本人提出申请，经任课教师同意，所在院系教学负责人审核批准，允许免听整门课程或课程的一部分。课程免听期间及考核前，学生必须根据主讲教师的要求按时提交自学该课程的有关材料，参加并完成该课程的所有实践教学环节及各项考核。

课程的免修和免听均需本人提出申请，填写《杭州师范大学本科生课程免听申请表》或《杭州师范大学本科生课程免修考试申请表》，办理相关手续。

课程的免修和免听仅适用于我校各专业培养方案所列部分通识教育必修课课程、大类基础课程、专业核心课程、专业选修课程。实验、毕业设计（论文）、课程设计、体育课、通识教育选修课程及实践性教学环节等不得申请免听或免修。

申请课程免修、免修的学生按正常选课程序办理选课。

学生每学期申请的免听、免修课程分别不得超过 6 学分。

获准免听和免修的课程仍需按学校有关文件规定缴纳学费。

第十九条 课程正常考核不及格的，给予一次补考机会。补考及格的，以实际成绩记载。补考不及格须重修，重修次数不限；正常考试成绩在及格以上，但对考试成绩不满意者，也可以申请重修。重修课程成绩可按最高考核成绩登记。重修学生须参加学



校的选课，重修费按《杭州师范大学全日制本科生学分制收费管理办法》执行。通识教育选修课程考核不及格的，可申请重修，也可改修其它课程。对于毕业当学期不开课、无法安排重修的课
程，可单独组织1次毕业前重修考试。

第二十条 因病住院或急诊留院观察的国际学生，可持二级甲等及以上医院证明提出缓考申请，经所在院系同意，报国际学生管理办公室批准后办理缓考手续，否则按旷考处理。缓考者应参加下一学期开学初的考试（具体考试时间可咨询所在学院教务科），缓考课程的成绩一般按正考的期末考试成绩计算方法计算。

第二十一条 国际学生因转专业等学籍异动引起的培养方案更改、学分认定等问题，按学校本科生有关规定执行。

第六章 转专业

第二十二条 学生有下列情况之一者，可提出转专业申请：

- 1、入学后发现患有某种疾病或生理缺陷，经学校指定医疗单位检查，证明其不能在原专业学习，但尚能在本校其它专业学习的；
- 2、经学校有关部门认可，学习确有困难，不转专业不利于个人发展的；
- 3、在某些方面有突出才能（有高水平论文、学术科研成果、获奖证书等证明），转专业更能发挥其特长的；
- 4、有其它特殊原因的。



第二十三条 国际学生有下列情况之一者，不予转专业：

- 1、本科三年级（含三年级）以上的；
- 2、应作退学处理的；
- 3、无正当理由的。
- 4、新生入学未满一学期者；
- 5、在校期间已经批准转过一次的；

第二十四条 国际学生转专业，应由学生本人提出申请，并附相关证明材料，经相关部门批准后方可办理转专业手续。转专业由学生所在院系、接收院系、国际学生管理办公室审批。中国政府奖学金生转专业还应经中国国家留学基金管理委员会和学生本国驻华大使馆同意。

国际学生在校期间原则上只允许转一次专业。国际学生转专业申请一般在各学年的第二学期第八周办理。

第七章 休学与复学

第二十五条 国际学生因伤病，经二级甲等及以上医院诊断认为需较长时间治疗休养的，应休学；患有肝炎、肺结核等传染病的须办理休学；国际学生女生因生育，可休学；有其它特殊原因的，经学校认可，可休学。

第二十六条 国际学生休学应由本人申请，经所在学院和国际学生管理办公室签署意见，报教务处审批。休学时间一般以 1



年为限。因病休学期满后仍不能复学的，经本人申请，教务处批准，可继续休学1年，但累计不得超过2年。

第二十七条 经批准休学的国际学生须办理休学手续离校，学生休学期间的一切事务由学生本人及其家属负责。

第二十八条 国际学生休学期满后，应于学期开学前向学校提出复学申请。因伤病休学的学生申请复学时，应持有二级甲等及以上医院出具的康复证明，并经校医院确认后方可复学；患有传染病的，须经我国卫生检疫部门确认康复后，方可复学。核准复学的学生，由国际学生管理办公室编入原专业相应年级学习。对在休学期间发生严重违反中国法律法规行为的国际学生，取消其复学资格。

第八章 退学

第二十九条 国际学生有下列情况之一的，应予以退学：

- 1、连续3次在学期中修读规定课程取得的学分不足12学分的（毕业班除外）；
- 2、四年制本科专业学生第三学年中连续两次未修满学分，累计达20学分以上的；
- 3、5年制临床专业学生第四学年连续两次未修满学分，累计达20学分以上的；
- 4、在学校规定学习年限内（含休学）未完成学业的；



5、休学、保留学籍期满超过2 周末提出复学申请或者申请复学经复查不合格的；

6、经二级甲等及以上医院诊断，校医院确认患有疾病或伤残，无法继续在校学习的；

7、未请假离校连续2 周末参加学校规定的教学活动的；

8、学期开学后2周尚未注册而又无正当事由的；

第三十条 对国际学生的退学处理，由校长办公会议研究决定。

对退学的国际学生，由学校出具退学决定书并送达本人。

第三十一条 国际学生退学的善后问题，按下列规定办理：

1、因患有某种不符合体检标准的疾病（包括意外致残不能坚持正常学习）退学的，由其亲属或监护人负责领回；

2、退学学生发给退学证明，学满1 年及以上的（除开除学籍学生），可根据其学习年限发给肄业证书；

3、退学学生应在接到退学通知后两周内办理相关手续并离校。

第九章 毕业、结业与学位授予

第三十二条 国际学生在学校规定年限内，修完注册专业培养方案规定的内容，达到毕业要求，准予毕业，由学校发给毕业证书。毕业资格的审核以学生入学当年的培养方案为依据。



第三十三条 凡在学制年限内无法修完培养方案规定课程（学分）的国际学生，在学校规定的学习年限内，可申请延长学习时间。申请延长学习时间应由本人提出，所在学院和国际学生管理办公室审核批准。延长学习时间者，须按规定缴纳学费和相关费用。

第三十四条 国际学生提前修完注册专业培养方案规定内容，可申请提前毕业。提前毕业由本人申请，经所在学院和国际学生管理办公室审核批准。提前毕业申请一般应在每年的4月份提出，逾期不予办理。

第三十五条 毕业审核时，国际学生所获总学分比培养方案规定学分少10 学分以内（含10学分）者，作结业处理，由学校发给结业证书。

第三十六条 在学业年限内，达到培养方案的各项要求；学位课程考核成绩达到60分（含60分）以上；在校学习期间平均学分绩点在2.0（含2.0）以上，经审查准予毕业的国际学生，可以授予学士学位。

第三十七条 受记过及以上处分的国际学生申请学位，应在毕业前2个月提出书面申请，经所在学院初审后报国际学生管理办公室，由国际学生管理办公室提交校学士学位审定委员会审议，决定是否授予学士学位。

第三十八条 毕业、结业、肄业和学位证书遗失或者损坏的，



可向学校申请出具相应证明书。学校出具的相应的证明书与原证书具有同等效力。

第十章 附 则

第三十九条 本实施细则由国际学生管理办公室负责解释。

第四十条 本实施细则有汉语和英语两种语言版本，如两个版本有不一致之处，以汉语版本为准。

（二）杭州师范大学学生实验守则

1、学生进入实验室，必须严格遵守实验室的各项规章制度，听从指导，服从管理。

2、实验前必须接受安全教育，实验时必须注意安全，防止人身和设备事故的发生。

3、实验课前，必须认真预习有关实验内容的实验指导书和教材，理解实验目的、原理和方法，未经预习或无故迟到者，指导人员有权停止其实验。

4、进入实验室要穿实验服，不得在室内随便串走、饮食、乱扔杂物。不准搬弄与本实验无关的仪器设备，实验过程中保持安静，不得喧哗。不得将与实验无关的物品带入实验室，不得将实验室物品带出实验室。



5、学生必须以实事求是的科学态度进行实验，自己动手测定数据，认真做好实验原始记录并由带课老师签字，不得草率从事，实验后要独立完成实验报告，按时交任课老师，不得抄袭或臆造。

6、使用仪器设备时，应严格遵守操作规程，若发现异常现象应停止使用，并及时向实验指导人员报告。如违犯操作规程或不听从指导而造成仪器设备损坏等事故者，按学校有关规定进行处理。

7、增强学生的安全环保意识，按有关规定领用、存放和处理生化试剂，放射、剧毒物品，病菌，动物等实验用品。

8、实验完毕，应清理实验场地，并将仪器、工具等放还原位，经指导老师同意后，方可离开实验室。

（三）杭州师范大学考场规则

第一条 学生应于开考前 5 分钟进入考场。除不可抗拒的原因外，开考后迟到 30 分钟以上者，不得参加本次考试，并作旷考论处；考核进行 30 分钟后，方可交卷离开考场。考试中途一般不得离开考场。因病住院、急诊留院观察不能参加考试者应凭学校医院证明到学生所在学院教务科办理缓考手续。

第二条 学生应凭本人学生证或身份证参加考试，服从监考人员的安排就座，并将证件放在桌面以便监考人员查验，无证件者不准参加考试。学生未经监考人员允许擅自离开考场后，不得



重新进入考场继续答卷。学生交卷后应离开考场，不得在考场内逗留或在考场附近高声交谈。

第三条 学生的试题、答卷、草稿纸由监考人员统一发放和回收（禁止学生自带纸张），一律不准由学生带出考场。学生在规定时间内答完试卷后，应举手示意，请监考人员收卷后方可离开考场；考试结束，监考人员宣布收卷时，学生应立即停止答卷，在座位上等待监考人员收卷、清点完毕后，方可离开考场。

第四条 学生应带齐必要的文具用品，考试中一般不得互相借用，个别学生确需借用时，需经监考人员同意并代为借还。

第五条 除必要的文具和开卷考试科目所允许的工具书和参考书以外，所有书籍、讲义、笔记、手机、电子辞典、计算器等物品必须放在监考人员指定的位置。

第六条 学生要严格遵守考场规则，在规定的时间内独立完成答卷。凡不服从监考人员安排，违反考场纪律或考试作弊者，该课程成绩记为无效，并视情节轻重给予相应的纪律处分。

第七条 学生在撰写课程论文、报告等过程中不得弄虚作假，或剽窃他人成果。

第八条 本办法自发文之日起实施，由教务处和国际学生管理办公室负责解释。



(四) 杭州师范大学本科课程补考实施办法

根据教育部第 21 号令和《杭州师范大学学生学籍管理办法》（杭师大 [2010]111 号）有关精神，为有序安排课程补考，特制定本办法。

- 一、课程的正常考核结束后，各任课教师应及时完成试卷评阅和成绩登录工作；学生应及时在现代教务管理系统中查询本人成绩和相关的补考信息。
- 二、期末考核不及格，学生可以参加下学期开学初的补考或选择放弃补考直接参加重修。补考结束后，任课教师应及时（考后三天内）将补考成绩输入现代教务管理系统，以便学生及时了解是否需要参加课程重修。
- 三、选择放弃补考直接参加课程重修，须按学分缴纳学费。
- 四、凡经补考及格的课程皆按卷面成绩记入学生成绩单，并注明“补考”字样。
- 五、课程考试中旷考、考试违纪等，成绩以零分计；个人申请放弃考试办理缓考手续者，可参加补考，补考机会只一次。
- 六、学校对在其他学期中有不及格课程的毕业班学生，给予一次毕业前重考机会。毕业前重考一般安排在毕业当学期第 8 周进行。计划暑期毕业的学生选修（含重修）当年春季学期的课程考试不及格，学校不再单独安排毕业前补考。



七、学生参加毕业前补考，需向学生所在学院教务科申请，经审核同意后，参加统一安排的补考。

八、各课程补考难度与原课程考试相一致。补考不收费。

六、国际学生奖学金

杭州师范大学国际学生奖学金计划实施细则(试行)

为鼓励世界各国优秀留学生报考我校，同时促进在校留学生努力学习、全面发展，特根据《杭州师范大学国际学生奖学金管理办法》制定本实施细则。

一、奖学金奖励对象和内容

杭州师范大学国际学生奖学金（以下简称“奖学金”）分 A 类、B 类、C 类和 D 类 4 种。

1、A 类奖学金的资助对象为当年申请入读我校的本科生和博士、硕士研究生。A 类奖学金生免交注册费、奖学金享受期间（按学年计，本科生最长不超过 4 年；博士、硕士研究生最长不超过 3 年）的学费和住宿费；提供重大疾病与意外事故保险；每月发给奖学金生活补贴（本科生每月人民币 1200 元；硕士研究生每月 1500 元；博士研究生每月 2000 元）。

2、B 类奖学金的资助对象为当年申请入读我校的本科生、硕士研究生。B 类奖学金生免交注册费、奖学金享受期间（按学年计，



本科生最长不超过 4 年；博士、硕士研究生最长不超过 3 年）的学费；提供重大疾病与意外事故保险。

3、C 类奖学金的资助对象为当年申请入读我校本科或研究生专业的非学历国际学生（称为“普通进修生”和“高级进修生”），资助额分别为每月生活补贴 800 与 1000 元，年限最长不超过 2 学年）；

4、D 类奖学金用于对在校期间表现优秀的各类国际学生给予一次性奖励，额度最高不超过人民币 2000 元。

二、奖学金名额

请参见公布在国际教育学院网站
(<http://sie.hznu.edu.cn>) 上的当年具体奖学金比例分配方案。

三、奖学金申请资格

1、A 类、B 类和 C 类奖学金申请资格：

- (1) 申请人须为外国籍公民，身体健康；
- (2) 申请就读硕士研究生者须已获学士学位，年龄一般不超过 40 周岁；申请就读本科生者须高中毕业，年龄一般不超过 25 周岁；
- (3) 硕士研究生申请人须从国内外中国政府认可的大学毕业，学业成绩优秀；本科申请人须为国外或国内相关高中毕业，学业成绩优秀；
- (4) 申请人须已被杭州师范大学录取为当年新生；



(5) 申请人未同时获得其它各类奖学金。

2. D类奖学金申请资格

- (1) 在杭州师范大学正式注册，并学习时间已达一学年以上的自费外国学位国际学生或学习时间已达一学期以上、学习年限为一学年及以上的自费国际进修生；
- (2) 遵守中国政府的法律、法规和学校的校纪、校规；
- (3) 学习态度端正，勤奋刻苦，学习成绩良好；
- (4) 积极参加学校和学院组织开展的各类公益活动及社会实践活动；
- (5) 未同时享受其他各类奖学金。

四、申请材料

1. A类、B类、C类奖学金申请者须提交以下材料

- (1) 《杭州师范大学国际学生A、B、C类奖学金申请表》一式两份。表格可从杭州师范大学国际教育学院网站 (<http://sie.hznu.edu.c> 下载；
- (2) 杭州师范大学录取通知书复印件；
- (3) 个人申请陈述，内容包括个人学习和工作经历、学习目的和计划、研究方向以及毕业后个人发展等方面；
- (4) 如有已发表的论文、获奖证书等其他能够证明自己学业成就和研究能力的资料，需提供论文题目、摘要、发表刊物以及证明文件；



- (5) 拟攻读硕士和博士学位或拟在硕士或博士专业进修者须提交两封教授或副教授的奖学金推荐信；申请就读或进修本科专业者须提交所在学校校长的奖学金推荐信。推荐信用中文或英文书写。

2. D 类奖学金申请者须提交以下材料：

- (1) 《杭州师范大学国际学生 C 类奖学金申请表》一式两份。
表格可从杭州师范大学国际教育学院网站
(<http://sie.hznu.edu.cn>) 下载；
- (2) 前一学年（进修生为前一学期）的成绩单；
- (3) 参加各类活动的获奖证书或证明文件。

五、申请程序和评审办法

1. A 类、B 类和 C 类奖学金：有关当年奖学金的申请时间等信息将在国际教育学院网站 (<http://sie.hznu.edu.cn>) 上发布。

(1) 申请人须将奖学金申请材料直接递交或邮寄至杭州师范大学留学生管理生办公室，由国际学生管理办公室对申请者的资格和申请材料进行认定；

(2) 杭州师范大学国际学生管理办公室对申请者材料进行评审。评审结果于 6 月下旬在“杭州师范大学国际教育学院网站”上公示。一周后向获得奖学金的学生发出《奖学金获得告知书》。

2. D 类奖学金申请时间为每年 9 月 15 日至 9 月 25 日。



(1) 申请者向所在学院提交申请材料。学院审核后提出评定意见，于规定日期前将所推荐学生名单和材料报送国际学生管理办公室汇总；

(2) 国际学生管理办公室对申请者材料进行评审。评审结果于 10 月下旬在杭州师范大学国际教育学院网站 (<http://sie.hznu.edu.cn>) 上公示，一周后向获得奖学金的学生发出《奖学金获得告知书》。

3. 必要时，国际学生管理办公室可通知申请者前来答辩。

六、奖学金资格的保留与取消

1、获得奖学金的学生须按照学校规定的时间办理报到、注册手续。未经学校批准而逾期不报到者，按自动放弃学籍处理，所获得的奖学金资格亦自动取消。

2、获得 A、B 和 C 类奖学金达 1 年以上（不包括 1 年）的留学生，须按规定参加奖学金年度评审。无正当理由不参加年度评审或评审不合格者，将被中止或取消其享受奖学金的资格。

3、因患严重疾病经学校批准休学的奖学金生，休学期间停发奖学金，但其享受奖学金的资格最长可保留一年。因其它原因休学的奖学金生，其享受奖学金的资格不予保留。

七、奖学金的发放

1、获 A、B 类奖学金的学生，其学费与住宿费由学校直接免除；奖学金生的生活补贴从批准发放之日起逐月定期发放。新生



报到注册日期定在 15 日之前的，发给全月生活补贴；定在 15 日以后的，发给半月生活补贴。

2、毕业生的生活补贴发至毕业之日以后的半个月。

3、休学、退学或结业回国者，生活补贴自次月起停发。

4、学校放假期间，生活补贴照发。

5、奖学金生在享受奖学金期间如发生违反中国法律或学校规章制度的情况，学校将根据情节轻重暂停或取消其奖学金资格。

八、其他

1、本实施细则由杭州师范大学国际学生管理办公室负责解释。

2、本实施细则自发布之日起，杭师大〔2009〕121 号文件“杭州师范大学国际学生奖学金实施细则”同时废止。

七、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》。

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，留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留学生，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的，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；

（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）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，或者其他不正当手段、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) 破坏校网安全防卫系统，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。



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、答卷或者强迫他人为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。



八、证件问题

一、学生证和校园卡办理

学校国际学生管理办公室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学生工作办公室另行告知。

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：浙江省杭州市文三路 2 号（浙江国际旅行卫生保健



中心地址), 电话: 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。校内住宿的留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 天向学校国际学生工作办公室提出申请, 经同意后方可离境。国际学生重新入境后须在 24 小时内向学校国际学生工作办公室报到, 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局 地址: 婺江路 169 号
电话: 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，须提前两周向国际学生工作办公室提出申请，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学生工作办公室报告，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学生工作办公室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。



九、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，均可以用现金或支付宝购票。

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用现金或支付宝支付车费。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国际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、毕业或结业离校时，须到学校国际学生管理办公室领取《离校手续单》，结清费用，交还所借图书、一卡通、学生证等应交回的物品，丢失图书须按照其双倍价格赔付给学校图书馆；校内住宿学生离校时必须退还宿舍房间钥匙，办理退房手续，结清水费、电费和住宿费。
2. 休学、毕业或结业的国际学生应在一个月内离校。
3. 退学、勒令退学、开除学籍的国际学生必须在一周内离校。
4. 因各种原因在居留许可有效期限内休学、退学、毕业、结业的国际学生，必须到杭州市公安局出入境管理局办理相应的签证或居留证件办更手续。
5. 应当离校但仍以各种理由滞留在学校者，滞留期间所发生的各种事情由学生自行承担责任。学校将及时通知公安机关出入境管理部门注销其学生身份和在华停留资格。
6. 学生凭学校国际学生管理办公室领取的《离校手续单》到各部门盖章确认后，交回《离校手续单》给学校国际学生管理办公室。只有凭全部盖好章的《离校手续单》，学生才能申请领取成绩单、转学证明、离校证明、在学证明、毕业证书、学位证书及结业证书等。否则，我校国际学生管理办公室有权拒绝提供上述材料。



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 Undergraduate Students)**

**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 Office of International Students' Affairs 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 Office of International Students' Affairs 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 Office of International Students' Affairs, 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 Office of International Students' Affairs, 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.

Address of Zhejiang International Travel Health Care Center:
No. 2 Wensan Rd, West Lake District, Hangzhou, Zhejiang
(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 Department 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 Office of International Students' Affairs 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 Office of International Students' Affairs 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 Office of International Students' Affairs 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. 16935 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 Department of International Students' Affairs 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.

Security

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 Office of International Students' Affairs 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, explosive 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 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 Office of International Students' Affairs, 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 Office of International Students' Administration 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 Office of International Students Affairs 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 Office of International Students' Affairs, 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 Office of International Students' Affairs 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 Office of International Students' Affairs 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 Office of International Students' Affairs immediately, provide possible assistance in investigation and for solution.

Rules and Regulations of Hangzhou Normal University on Academic Studies

I. Implementation Rules on Managing International Students' Academic Affairs (for undergraduate education)

Chapter One General Provisions

1. In order to promote the international student education of Hangzhou Normal University and improve the



management of the academic affairs of international students, the Implementation Rules are hereby drawn up on the basis of “Management Regulations on the Enrollment of International Students by Institutions of Higher Education” (Ministries of Foreign Affairs and Public Security, Decree No.9, 2000), “Management Regulations on Student Affairs of Institutions of Higher Education” (Ministry of Education, Decree No.41, 2017) and “Management Measures on the Enrollment and Education of International Students” (Ministries of Education, Foreign Affairs and Public Security, Decree No.42, 2017) and Management Measures of Hangzhou Normal University on the Undergraduate International Students’ Academic Affairs” (HNU No. 111, 2010).

2. The term “international students” in this document refers to international students that are enrolled in undergraduate programs.

Chapter Two Admission and Registration

3. Non-Chinese citizens who have completed their senior high school studies and whose Chinese proficiency meets the admission requirements (for programs with Chinese as the



media of instruction) can apply for admission to undergraduate programs offered by Hangzhou Normal University. Admission decisions will be made on the basis of the applicants' overall competitiveness, including academic performances in senior high schools and Chinese proficiency. Programs with English as the media of instruction do not require Chinese proficiency.

4. The Office of International Students' Affairs is responsible for checking the application materials submitted and forwarding the materials to the university's Department of Undergraduate Programs for verification and approval. The Office of International Students' Affairs is also in charge of sending Admission Notices and Forms of Visa Application for Study in China to those who are admitted and making arrangement for them to start studies in their programs.

5. International students who are studying as undergraduate or associate-degree students in other universities in China or in their home countries can apply for transferring to Hangzhou Normal University as undergraduate students. The credits the transferred students have obtained in their previous studies can be recognized if



they meet the credit recognition requirements of Hangzhou Normal University.

6. Newly enrolled international students are expected to register at the university and make payment of tuition and fees within the designated period of time, taking with them the Admission Notice and other required documents. Those who for certain reason cannot do so within the time period as required must send a written application, together with relevant certificates or papers, for later registration to the Office of International Students' Affairs of the university. The time allowed for later registration is normally no more than 2 weeks. Except for the reasons of force majeure, failure to register within the designated or approved time period shall lead to cancellation of a student's admission eligibility.

7. Dishonesty such as cheating, fabrication or plagiarism in application, when verified and proved, shall lead to cancellation of a student's admission eligibility or student status.

8. Newly admitted international students who are diagnosed in physical checkups as having illnesses which are



regarded as not suitable for schooling by Chinese regulations shall, in principle, be disqualified from enrollment and leave China within the prescribed time period. Those who are diagnosed by a hospital in China with “Grade A, Class 2” status or above as having such an illness but with the possibility of full recovery that meets the health requirements within a short period of time can apply for retaining their admission eligibility for one year and return to their home countries for medical treatment and rehabilitation after obtaining the approval from the university. Those who have fully recovered within the eligibility-retaining period can apply for re-admission and registration, taking with them certification issued by a hospital in China with “Grade A, Class 2” status or above, which is to be verified by China’s health quarantine department. Failure to apply for re-admission and registration within the eligibility retaining time period will lead to cancellation of the admission eligibility.

9. International students who have obtained the status of a full-time undergraduate of Hangzhou Normal University must report to the university and get registered within the



time periods as shown in the school calendar. Students need to register twice in each academic year, and they must make full payment of the tuition for the whole academic year at the beginning of the first semester before getting registered. Those who for certain reason are not able to register at the designated time period must make application for delayed registration. Failure to pay tuition or meet other relevant requirements shall lead to refusal for registration, without which no students will be allowed to participate in the university's teaching activities or obtain credits for courses. Failure to get registered within one month after a semester begins without valid reasons shall lead to cancellation of one's student status.

10. International students are expected to complete their studies within the period of time as prescribed by their programs. They are allowed, however, to prolong their studies for two years at most if they wish to do so. For students who suspend their studies for military service as required by their home countries, the period of suspension shall not be counted as part of the total length of their studies.



Chapter Three Attendance and Disciplines

11. International students must take all the courses and participate in all related activities (courses as the general term hereafter) as required by their programs. They must conscientiously follow the disciplines in their studies.

12. International students' attendance of course studies, internships, social surveys, etc. shall be recorded on file via various methods. Students who are not able to attend course studies and other activities required by the university because of illness or other reasons must apply for leave of absence in advance. Failure to apply for leave or exceeding the permitted leave shall be dealt with as absenteeism, against which disciplinary actions shall be taken as follows: within one semester, "Warning" for absence of 10 class hours, "Serious Warning" for absence of 20 class hours, "Demerit" for absence of 30 class hours, and "Probation" for absence of 40 class hours.

13. International students must submit in advance a written application for leave of absence. Certification from a



hospital with “Grade A, Class 2” status or above is necessary for applying for sick leave. Applications for leave within 3 days are to be submitted for approval to the Office of Teaching Affairs of the applicant’s school, those for leave of more than 3 days and less than 2 weeks to the dean of the applicants’ school in charge of teaching affairs, and those for leave of over 2 weeks to both the dean of the applicants’ school in charge of teaching affairs and the university’s Office of International Students’ Affairs. All applications for leave of over 3 days shall be kept on file in the Office of International Students’ Affairs. Students who cannot submit a written application for special reasons are allowed to apply orally before taking the leave, but they must go through the application formalities as described above afterwards.

Chapter Four Academic Performance

Assessment and Recording of Achievements

14. Students need to take a reasonable pace in their studies so as to complete their program work within the prescribed time limit. They are expected to take courses of



no less than 12 credits and no more than 30 credits in each semester. Assessment of students' academic progress shall be made phase by the university.

15. International students must attend the tests and examinations of all the courses they take and the assessment of other related practice components (including internships, experiments, course projects, graduation theses/projects, etc). The results of the tests, examinations and assessments will be filed in the students' academic records. Failure to attend the required tests, examinations or assessments without valid reasons shall be counted as "Absenteeism" and thus leads to the filing of the "Non-pass" grade in a student's academic record. Any of the following cases with regard to a student's work for a particular course in a semester will result in the disqualification of the student from taking the final test or examination of the course:

1) Absence from class (for reasons including illness, personal affairs, absenteeism) amounting to over 1/3 of the total class hours for a course;

2) Failure to submit over 1/3 of the coursework or experiment reports required by a course;



3) Copying others' coursework, experiment reports, etc. and keeping doing it after such misconduct has been found and a warning has been given to the doer;

4) Failure to do quizzes and assignments of the course with no valid reasons.

16. The assessment of a student's coursework shall take one of the two forms: tests or examinations, depending on the different nature of a course. Credits shall be granted to those who have passed the test or examination. A centesimal system shall be used to score results of examinations (with 60 points and above as "Pass", and a five-grade system for assessment of other sorts of program work including test, experiments, internships, graduation theses or designs, etc., with the 5 grades being "Excellent", "Good", "Average", "Pass" and "Non-pass").

The final score a student may gain from a course shall be based on both his/her result of the course-end examination/test and his/her performance in other coursework, which shall normally constitute no less than 30% of the final score.

17. When taking examinations/tests in Chinese for



courses that are attended by both Chinese and international students, international students are allowed to use Chinese dictionaries and delay submitting their examination/test papers for half an hour after the prescribed time for those examinations/tests is over.

Chapter Five Self-taught Learning, Retaking Courses, Delay of taking Examinations/Tests and Course Exemption

18. International students with good study records (GPA 3.5 and above), strong self-taught ability and with no single course graded “Non-pass” are eligible for course exemption. Applicants for exemption from a certain course must take an examination, and those who have gained 85 points and above in the examination shall be granted exemption from the course and the result of the examination shall be recorded as their achievement for the course. Applicants whose results of the examination are below 85 points shall not be granted the exemption treatment.

Students who are not able to attend all or part of the classes of a course for reasons such as transfer to other



school or programs, taking different courses with schedules in conflict with each other, etc. can apply for full or partial exemption from attending the classes of the course. During the exemption period and before the examination/test of the course, the students who have been granted the exemption must submit the assignment that they do through self-taught learning as required by their instructors in a timely fashion. They must also attend and complete all the practice components of the coursework and take the test and/or examination of the course.

Students who wish to apply for exemption from a course or attending the classes of a course must submit relevant application forms and go through certain formalities.

Exemption from courses or attending classes of a course applies to some GE required courses, basic courses of Primary Categories, core and optional courses of various programs as listed in the training schemes of different programs of the university. It does not apply to courses or course components such as experiments, graduation designs or theses, course designs, PE, GE optional courses, and practices.



Applicants for exemption as described above must follow the regular processes to select courses.

A student's credits gained from courses from which exemption has been granted must not exceed 6 in each semester.

Students must pay tuition for courses from which exemption has been granted.

19. Students who fail in the examination/test of a course shall be given an opportunity of retaking it. Those who have passed shall have their actual results of the examination/test kept in their study records, and those who fail in retaking the examination/test must retake the course. There is no limit for students' retaking courses. Students who have passed the examination/test of a course but are not satisfied with the results can also apply for retaking the course, and they can have the best results of the examination/test that they have taken/retaken recorded as their course achievements. Students who choose to retake a course must follow the course selecting procedures, and they must pay tuition for the course in accordance with "Management Measures of Hangzhou Normal University on Credit-system Tuition



Collection for Full-time Undergraduate Students”. Students who fail in the examination/test of a GE course can apply for retaking it or taking a different course. For students who are in the graduating semester of their programs but wish to retake a course that is not offered then, a special examination/test of the course shall be arranged for them before their graduation.

20. International students who are hospitalized or have to stay in a hospital for further observation in emergency cases can apply for taking the examinations/tests at a later time with certificates issued by hospitals with “Grade A, Class 2” status or above. Applications must be submitted for approval to the applicants’ school and the Office of International Students’ Affairs, Department of International Cooperation and Exchange, and applicants must also go through the formalities for taking examinations/tests later. Failure to do so shall be treated as absenteeism. Examinations/tests for later examinees are usually arranged at the beginning of the following semester (specific information regarding the time of the examinations/tests can be obtained from the Office of Teaching Affairs of a



student's school), and the scores that the students obtained from those examinations are normally treated in the same way as those they would do from regular examinations.

21. Issues including the change of training scheme, the transfer of credits and so on caused by the change of the student status for reasons such as program transfer shall be dealt with according to relevant university Regulations on Undergraduate Student Course Exemption.

Chapter Six Program/Major Transfer

22. International students can apply for Program/Major transfer if they belong in one of the following categories:

1) Students who are found through the physical check-up from a university designated medical institution to have certain illness or physiological defects that disqualify them from staying in their current program/major but are able to do studies in other programs/majors of the university;

2) Students who, verified by their schools and relevant administrative departments of the university, are unable to overcome the difficulties of their current programs/majors



and therefore shall not achieve personal development without transferring to other programs/majors;

3) Students who have shown special talents through their high-standard papers, research achievement, awards, etc., and therefore are likely to make better use of their talents if transferring to other programs/majors;

4) Students with other special reasons for programs/major transfer.

23. International students in one of the following cases shall NOT be allowed to transfer to other programs/majors:

1) Students who are in their third year of program/major studies;

2) Students who are to be expelled from school for disciplinary offences;

3) Students who apply with no valid reasons;

4) Students who have been registered in their current programs/majors for no more than one semester;

5) Students who have already done transfer once.

24. The application for program/major transfer must be submitted for approval by the applicant him/herself, together with relevant certificates and materials. It shall be processed



by relevant offices of the applicants' current school, the school that offers the program/major that the applicant wishes to transfer to, and the Office of International Students' Affairs of the university. Applications from Chinese Government Scholarship Students must also be approved by China Scholarship Council and the embassies of the applicants' home countries in China.

In principle, students are allowed to do transfer one time only during their stay in the university. Applications for program/major transfer are generally processed in the 8th week of the 2nd semester of each academic year.

Chapter Seven Suspending and Resuming Studies

25. International students who are diagnosed by hospitals with "Grade A, Class 2" status or above as in need of long-time rest for recovery from illness must suspend their studies. The policy applies to students who suffer from hepatitis, TB or other infectious diseases and female international students who are not able to continue regular



studies because of childbirth. Students with other valid reasons can also suspend their studies by submitting their applications and having them approved by the university.

26. Application for suspension of studies must be made by the applicant him/herself to the relevant office of the applicant's school and the Office of International Students' Affairs for verification and to the Office of Undergraduate Programs of the university for approval. The period of suspension shall be no more than one year. Students who are not able to resume studies after one year's suspension due to illness can apply to the Office of Undergraduate Programs of the university for extending suspension up to an additional year, but the accumulative period of suspension must not exceed two years.

27. Students whose application for suspension has been approved by the university authority must go through the relevant procedures and leave the university. The students themselves and their relatives are held responsible for all their affairs during their suspension period.

28. After their suspension period is over, the students must make application for resuming schooling at a time prior



to the beginning of a new semester. Students who have been on suspension for illnesses or injuries applying for resuming studies must provide recovery certificates issued by a hospital in China with “Class 2, Grade A” status or above, which must be verified by the university hospital. Students who have been on suspension due to infectious diseases can resume studies only after their full recovery is confirmed by China’s health quarantine institutions. The university’s Office of International Students’ Affairs is responsible for placing students who are to resume studies in the appropriate classes of their original programs. Students who have seriously violated China’s laws during their suspension period shall be disqualified from resuming studies.

Chapter Eight Quitting School

29. International students who fall in one of the following categories shall be disqualified from continuing schooling or be permitted to quit school:

1) Students who have failed in 3 successive semesters to



gain a minimum of 12 credits in each semester;

2) Students in a 4-year undergraduate program who fail to gain credits as required for 2 successive semesters during their 3rd academic year and consequently with an accumulative deficiency of 20 or more credits;

3) Students in the 5-year undergraduate program of Clinical Medicine who fail to gain credits as required for 2 successive semesters during their 4th academic year and consequently with an accumulative deficiency of 20 or more credits;

4) Students who fail to complete studies within the prescribed length of studies (periods of approved suspension included);

5) Students who fail to apply for resuming schooling 2 weeks after the periods of approved suspension or the student status retention ends or those whose application for resuming studies is not approved;

6) Students who are diagnosed by a hospital in China with “Class 2, Grade A” status or above as being unable to continue their studies due to illnesses or injuries;

7) Students who are absent from classes and other



university activities for 2 weeks without asking for a leave;

8) Students who fail to get registered 2 weeks after the stated registration date without good reason;

30. Cases of quitting school involving international students as the execution of the university's regulations shall be discussed and decided upon by the university presidents meeting. An official decision of quitting school shall be issued by the university and delivered to the student concerned.

31. Affairs concerning students' quitting school shall be dealt with according to the following principles:

1) Students who quit school because of illness or physical disabilities caused by unexpected accidents shall be taken back home by their relatives or guardians;

2) Students who quit school shall be issued with a quitting-school document, and those who have completed studies of one full year or more shall be issued with a certificate showing their study experiences and results at the university;

3) Students who quit school are expected to complete the quitting procedures and leave the university within 2 weeks



after receiving the quitting-school notice.

Chapter Nine Graduation, Completion of Course Studies and Degree Awarding

32. International students who have completed all the studies within the prescribed length of schooling and met all the requirements for graduation shall be issued Certificates of Graduation. Qualifications for graduation shall be verified in accordance with the training scheme formulated in the year of the students' admission.

33. International students who are not able to complete their studies within the prescribed period of time can apply for extending their studies within the time limit set up by the university. The application must be made by the student him/herself and be submitted for approval to the school that the applicant is affiliated to and the Office of International Students' Affairs, Department of International Cooperation and Exchange. Tuition and fees incurred as a result of the extension must be paid in accordance with the relevant regulations of the university.

34. International students who complete their studies as



required by the training scheme of their registered program ahead of the prescribed schedule can apply for earlier graduation. Application for earlier graduation must be made by the student him/herself and be submitted for approval to the school that the applicant is affiliated to and the Office of International Students' Affairs. Applications for earlier graduation must be submitted no later than April each year. Normally no later application will be accepted.

35. International students shall be issued by the university certificates that indicate their completion of course studies instead of diplomas if they have a deficiency of 10 or less credits in their overall study records at the time when they are expected to graduate.

36. International students who have met all requirements of the training scheme of their undergraduate programs, whose assessment score for each degree course is 70% and above, with a GPA of 2.0 and above, and therefore are qualified for graduation, shall be awarded the Bachelor's Degree.

37. International students who have been given a "Demerit" or more serious disciplinary action but wish to be



awarded the degree upon graduation must submit a written application 2 months prior to the time of graduation to the relevant office of the school that they are affiliated to and the university's Office of International Students' Affairs, which will, after a preliminary verification, forward the application to the University Committee for Bachelor's Degree Awarding Matters for the final decision whether or not to award the degree.

38. Students who have had their university-issued certificates (including those of graduation, completion of course studies, degrees, etc.) lost or damaged can apply to the university for corresponding certifications, which shall have the same validity as the original certificates.

Chapter Ten Supplementary Articles

39. The Department of Undergraduate Programs and the Office International Students' Affairs, Department of International Cooperation and Exchange are responsible for the interpretation of this document.

40. This document is available in Chinese and English.



In case of inconsistency between the two versions, the Chinese version shall prevail.

II. Rules of Conduct of Hangzhou Normal University on Students' Doing Experiments in Laboratories

1. Upon entering a lab, students must strictly observe various rules and regulations of the lab, follow instructions and cooperate with the management.
2. Prior to an experiment, students must be given a safety orientation, and during the experiment, they must always be on alert against all possible accidents that may cause personal injury and/or equipment damage.
3. Prior to an experiment lesson, students must preview seriously the instructions and textbooks related to the experiment so as to understand fully the targets, principles and methods of doing the experiment. Experiment instructors are mandated to cancel the eligibility for doing the experiment of students who fail to do pre-studies or arrive late without valid reasons.
4. Students must wear experiment gowns when doing experiments in a lab. They must not walk around aimlessly, eat food or throw sundries carelessly in labs. They are not allowed to fiddle with lab equipment that is irrelevant to the experiment. They must keep quiet and refrain from talking loudly during experiments. They must neither bring articles irrelevant to the experiment into the lab nor take lab articles out.



5. Students must take a scientific attitude to experiments, be honest with data collecting and processing, keep well the original experiment record and have the supervising teacher sign it. They must complete the experiment report independently, with no plagiarizing or fabricating, and submit them on time to the course teacher after the experiments.
6. When using instruments and equipment, students must strictly follow the application instructions. If something unusual is detected about the experimental facilities, they must stop using them and inform the lab staff immediately. Failure to follow the application instructions and therefore cause accidents or damage to the facilities shall lead to disciplinary actions in accordance with relevant university regulations.
7. Students must have a strong sense of environment protection when doing experiments. They must strictly observe relevant regulations when taking in, using, storing, and disposing of biochemical reagents, radioactive or virulent articles, germs, animals and other experiment materials.
8. Upon completion of experiments, students must clear the experiment site and take instruments, tools, etc. back to their original places. They must not leave the lab until they are told to do so by the experiment supervisor.

III. Exam/Test Rules of Hangzhou Normal University

1. Students must be present at the exam location 5 minutes before the exam/test begins. Those who are late for over 30 minutes, except for irresistible factors, shall not be



allowed to take the ongoing exam/test and their act of being late shall be deemed as Absenteeism. Examinees must not hand in their exam/test papers and leave the examination location until 30 minutes after the exam/test commences. Examinees are generally not allowed to leave the exam location when doing the exam/test. Those who cannot take an exam due to hospitalization or retention in a hospital for emergency treatment or observation must apply to the Office of Teaching Affairs of the school that they are affiliated to, as soon as they can, for taking the exam/test at a later time with a certification issued by the university hospital.

2. Students must show their ID cards when taking exams/tests. They must follow the instructions of the exam supervisor for seating arrangements. They must place their ID cards on the top of the desk for ease of verification by exam supervisors. Students with no ID cards will not be allowed to take the exam/test. Students who have left the exam/test location without the supervisor's permission will not be allowed not re-enter the room to continue the exam/test. After handing in the exam/test paper, students must leave the exam/test location immediately rather than keep staying there or talk loudly at a nearby place.
3. Exam/test papers, answer sheets and scratch papers shall be distributed and collected by exam supervisors in a unified manner (examinees are not allowed to bring their own sheets with them), and in no case are to be taken out of the exam/test location by examinees. Examinees



should raise their hands to indicate that they have completed their exam paper before the allocated time is over. They must not leave the exam/test location before their papers are collected by the supervisor. When the exam/test is over and the supervisors announce the time for paper collecting, students must stop writing on the exam papers, remaining seated until all papers are collected and counted by the supervisors.

4. Students must take with them a complete set of necessary stationery to the exam/test location. Normally they are not to borrow stationery from each other during exams/tests. If such a need does come up with certain students, they must ask for permission and assistance from exam supervisors, who shall borrow and return the stationery on their behalf.
5. All books, teaching materials, notebooks, cell phones, E-dictionaries, calculators and other articles, except for necessary stationery and reference books allowable during open-book exams/tests, must be put aside in a place designated by the supervisors.
6. Students must strictly comply with the exam/test rules and regulations and complete the exam/test independently within the allocated time. Students that fail to follow the arrangements made by the supervisors, violate the exam/test rules, or commit cheating in the exam/test shall face disciplinary actions in accordance with the seriousness of the case, and no achievement shall be filed for them for the corresponding course.
7. Students must not commit cheating or plagiarize others'



research findings when writing course papers or reports.

8. The measures specified here shall be enforced as of the date of issuance. Its interpretation is the responsibility of the Office of Undergraduate Programs and the Department of International Cooperation and Exchange of the university.

IV. Hangzhou Normal University Implementation Measures on Makeup Exams/Tests for Undergraduate Courses

In order to execute makeup exams/tests of undergraduate courses in an orderly manner, the Implementation Measures are hereby developed in accordance with the relevant provisions specified in the Ministry of Education Ordinance No. 21 and based on the Implementation Rules of Hangzhou Normal University on Managing International Students' Academic Affairs (HNU No.111 [2010]).

1. Upon the completion of the regular exams/tests of a course, the course instructor shall complete the assessment and grading work and have the students' course achievements filed in a timely manner, and students must check their course achievements and the information on makeup exams as soon as they are available on line with the Modern Management System for Teaching and Learning Affairs.
2. Students who have failed in the assessment of a course can either sit for a makeup exam/test of the course arranged at the beginning of the following semester or choose to give up the makeup exam/test and retake the course directly.



Upon the completion of a makeup exam/test, the course instructor shall have the results entered in the Modern Management System for Teaching and Learning Affairs within 3 days after the exam/test so as to enable the exam/test takers to know if they need to retake the courses once again.

3. Students who choose to give up the makeup exam/test of a course and retake it must pay tuition based on the number of credits the course is worth.
4. The score that a student has obtained via a makeup exam/test of a course shall be entered in the student's academic record, with the words "MAKEUP EXAM" against it as an annotation.
5. The score to be recorded on file shall be "Zero" for students who deliberately stay away from a regular exam/test with no valid reasons or those who violate the rules during the regular exams/tests; students who have applied with approval for giving up or postponing taking an exam/test shall be given ONE opportunity for a makeup exam/test.
6. Pre-graduation makeup examinations/tests shall be arranged for students who have failed in regular exams/tests of courses that they have previously taken in different semesters. Makeup exams/tests shall normally take place in the 8th week of the semester during which the students are to graduate. No pre-graduation makeup examinations/tests will be arranged for students who plan to graduate in summer but have failed in the regular exams/tests of courses that they take or retake in the spring



semester immediately before summer.

7. Students who are to sit for pre-graduation makeup exams/tests must apply with approval to the Office of Teaching Affairs of the colleges that they are affiliated to. They must follow the unified arrangement of the university to take the makeup exams/tests.
8. The degree of difficulty of makeup exams/tests shall be equal to that of the regular exams/tests. No fees shall be charged for makeup exams/tests.

International Student Scholarships

Measures on the Implementation of the International Student Scholarships Scheme of Hangzhou Normal University

In order to encourage excellent international students from different parts of the world to come to study at Hangzhou Normal University and current international students of the university to work hard and achieve all-round excellence, the university has set up various scholarships specially for international students, and the implementation measures are hereby formulated for the optimal awarding and management of the scholarships.

I. Types of Scholarships and their Eligibility

Hangzhou Normal University offers 4types of scholar-



ships (namely Type A, Type B 、 Type C and Type D respectively) to international students.

- 1.Type A: Eligible students are those who apply to be enrolled in the university's regular undergraduate, Master's or PhD degree programs of the current year. Beneficiaries of the scholarship do not need to pay the registration fee, tuition and accommodation fees during the time period (on the basis of academic years, with no more than 4 years for undergraduate students and no more than 3 years for Master's or PhD degree students) for which the scholarship is awarded, and they shall be provided with insurance for major health problems and accidents and a monthly living allowance of RMB 1200 *yuan* for undergraduate students, 1500 *yuan* for Master's degree students and 2000 for Doctoral candidates for 12 months in an academic year.
- 2.Type B: Eligible students are those who apply to be enrolled in the university's undergraduate , Master's or PhD degree programs of the current year. Beneficiaries of the scholarship do not need to pay the registration fee, tuition and accommodation fees during the time period



(on the basis of academic years, with no more than 4 years for undergraduate students and no more than 3 years for Master's or PhD degree students) for which the scholarship is awarded, and they shall be provided with insurance for major health problems and accidents.

3. Type C: Eligible students are those who apply to be enrolled in the university's undergraduate, Master's or PhD degree programs in the current year without pursuing degrees. Beneficiaries of the scholarship shall be provided with a monthly living allowance of RMB 800 *yuan* (for those enrolled in undergraduate programs) and RMB 1000 *yuan* (for those enrolled in graduate programs) for no more than 2 academic years;
4. Type D: The scholarship is to be awarded in the form of a lump sum of no more than RMB 2000 *yuan* to current students who have shown remarkable excellence in academic studies or social activities that contribute to the university's advancement.

II. Availability of scholarships

The number of scholarships of different types to be awarded in the year shall be publicized on the website of the



School of International Education, Hangzhou Normal University (<http://sie.hznu.edu.cn>) .

III. Eligibility Criteria for the Scholarships

1. For Types A, B and C:

- a. Applicants for the scholarships must be non-Chinese citizens with good health;
- b. Applicants for Master's degree programs must be Bachelor degree holders normally at the age of 40 and below, and those for undergraduate programs must have high-school diplomas normally at the age of 25 and below;
- c. Applicants for Master's degree programs must be those who have graduated, with excellent academic achievements, from the undergraduate programs of a university in or out of China that is recognized by the Chinese government, and applicants for undergraduate programs must be those who have graduated, with good study records, from a high school in or out of China;
- d. Applicants must have already been admitted as new students of the university in the current year;



e. Applicants must not be beneficiaries of other scholarships.

2. For Type D:

- a. Applicants must be registered self-supported international students who have studied at the university as degree-seeking students at least for 1 full academic year, or at least for 1 full semester as non-degree-seeking students whose total length of study is 1 academic year or more ;
- b. Applicants must be those who have well abided by China's laws and the university's rules and regulations;
- c. Applicants must show a good attitude towards studies and work hard with excellent academic records;
- d. Applicants must have been actively participating in various activities organized by the university or its subsidiary schools for public interest or social practice;
- e. Applicants must not be beneficiaries of other scholarships.

IV. Application Materials



1. For Types A, B and C:

- a. 2 copies of “Application Form of Hangzhou Normal University for International Student Scholarships (Type A, B and C) ”, which can be downloaded from the website of the School of International Education, Hangzhou Normal University (<http://sie.hznu.edu.cn>);
- b. 1 copy of the admission notice of Hangzhou Normal University;
- c. Personal statement, which includes the applicant’s history of education and work, the goal and plan of studying at Hangzhou Normal University, research areas and interest, career development, etc.
- d. Publications, certifications and other documents that may demonstrate the applicants’ academic achievements and/or research potential;
- e. Recommendation letters respectively from 2 academics with the rank of full professor or associate professor if the applicant wishes to apply for scholarships for graduate studies; one recommendation letter from the applicant’s high



school principle if the applicant wishes to apply for scholarships for undergraduate students. The letters must be written in Chinese or English.

2. Application materials for Type D scholarship:

- a. 2 copies of “Application Form of Hangzhou Normal University for International Student Scholarships (Type D) ”, which can be downloaded from the website of the School of International Education, Hangzhou Normal University (<http://sie.hznu.edu.cn>);
- b. Score reports of the courses that the applicant has taken in the previous academic year (or the previous semester for non-degree-seeking students);
- c. Certifications of prizes and/or awards the applicant has won for participating in various activities.

V. Application Procedures and Review Mechanism

1. For Types A, B and C: Information regarding the 3 types of scholarships to be offered for the current year, including the application time, shall be publicized on the website of the School of International Education, Hangzhou Normal University (<http://sie.hznu.edu.cn>);



- a. Applicants must submit application materials, either directly or by mail, to the Office of International Students' Affairs of the university, which is responsible for verifying the eligibility and qualifications of the applicant;
 - b. The Office of International Students' Administration shall review the applications and make decisions, which shall be publicized on the website of the School of International Education, Hangzhou Normal University (<http://sie.hznu.edu.cn>) within the last 10 days of June and be made known to the winners by sending them the "Scholarship Awarding Notification" one week afterwards.
2. For Type D Scholarship: The application time shall be between Sept. 15 and 25 every year.
- a. Applicants must submit application materials to the schools to which they are affiliated, which is responsible for verifying their eligibility and qualifications and forwarding the list of scholarship candidates and the related materials to the Office of International Students' Affairs;



- b. The Office of International Students' Administration shall review the applications and make decisions, which shall be publicized on the website of the School of International Education, Hangzhou Normal University (<http://sie.hznu.edu.cn>) within the last 10 days of October and be made known to the winners by sending them the "Scholarship Awarding Notification" one week afterwards.
3. The Office of International Students' Administration may require for an applicant's on-site oral defense when necessary.

VI. Retaining and Cancelling of Scholarship Eligibility

1. Students who are to be awarded scholarships must get registered within the time limit as prescribed by the university. Failure to do so without the pre-approval of the university shall be automatically deemed as giving up the student status and the eligibility for scholarships.
2. Holders of Type A, B and C Scholarships for over 1 year must participate in an annual evaluation of scholarships. Those who fail to participate in the evaluation without valid reasons or fail to pass the



evaluation shall be disqualified for the scholarship and their scholarships shall be stopped.

3. Scholarship holders who have been approved by the university for suspension of studies due to serious illnesses shall have their scholarships stopped during the suspension, but their eligibility for the scholarships shall be retained for 1 year at most. Those who suspend studies for other reasons shall not have their scholarship eligibility retained.

VII. Provision Rules of the Scholarships

1. Holders of Types A and B Scholarships shall be exempted directly by the university from paying tuition and accommodation fees. Living allowance for relevant scholarship students shall be provided on monthly basis starting from the month as described in the “Scholarship Awarding Notification”. A full-month allowance shall be provided for new students if the registration dates fall in the 1st half of the month (on the 15th or earlier); otherwise a half-month allowance shall be provided;
2. The allowance for graduating students shall be extended for half a month after the date of graduation;



3. The allowance shall be stopped for students who suspend studies or quit schooling starting from the month following the actual suspending or quitting date;
4. The allowance shall be provided as usual during China's public holidays or vacation periods of the university;
5. The eligibility for scholarships can be suspended or even cancelled for students who have violated China's laws or the university's rules or regulations during their scholarship-awarding period, depending on the seriousness of the offences.

VIII. Miscellaneous

1. The interpretation of this document is the responsibility of the Office of International Students' Affairs , as authorized by the university's Evaluation Working Group for International Student Scholarships.
2. This document shall take effect from the date of its promulgation in the university. Its previous version issued as Document "HNU No. 121 (2009)" shall be abolished on the same day.



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 Students' 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 Students' Affairs or Department of Graduate Students' Affairs of the university;

Violations of education or examination regulations involving undergraduate students shall be handled by the Department of Undergraduate Students' 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 Students' 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 Students' Affairs or Department of Graduate Student Affairs;

For special cases, the Department of Undergraduate Students' 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 Students' 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 Students' 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 Students' Affairs or Department of Graduate Students' 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 Office of International Students Affairs of Department of International Cooperation and Exchange (OISA) 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 OISA 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 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 Office of International Students' Affairs;

c. 4 “50 cm × 50 cm” color photos;

d. RMB 400 *yuan* for physical examination.

2. Place for the physical examination: No.2 Wensan Rd, Zhejiang Health Center for International Travel)

Tel: 0571-8785 2407; 0571-87852408

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 OISA 10 days before they actually make the trips. They must not leave China before the approval is granted. They must report to OISA 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 OISA ;
- 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: Entry-Exit Administration Bureau, Hangzhou Municipal Public Security Bureau, No.169 Wujang 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 OISA, with whose approval they can then proceed with the relevant procedures at Hangzhou Municipal Entry-Exit Administration of 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 OISA. With the “Case Acceptance Notification” issued by the police station, the passport loser then needs to apply to the Entry-Exit Administration Division 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 Entry-Exit Administration Bureau of Hangzhou Public Security Bureau, taking with him/her an official letter from OISA, 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 Entry-Exit Administration Division



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 15 *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 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 (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:89972114/89972000

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

Address:No. 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 Police Number: 110 (Service available in 12 languages)
2. Fire station: 119
3. Medical emergency: 120
4. Traffic accident: 122
5. Telephone number inquiry: 114
6. Weather forecast: 96121
7. Taxi booking: 96520, 28811111
8. Express courier: 85080993 (UPS), 11185 (China Post)
9. Visa service telephones: 87280561 (Bureau of Entry-Exit Administration, Hangzhou Municipal Public Security Bureau)
10. Zhejiang Entry-Exit Inspection and Quarantine Bureau:



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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 School of International Education and complete it, settle all payments, 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 two weeks.

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

5. International 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 Bureau 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.