



# 北京化工大学

Beijing University of Chemical Technology



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# 留学生手册

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## 北京化工大学留学生守则

1. 遵守中国政府的法令和法规。
2. 尊重中国人民的风俗习惯。
3. 维护和增进两国人民之间的友谊。
4. 遵守学校的各项规章制度。
5. 爱护公共财物，提倡勤俭作风。
6. 尊重教师和工作人员。
7. 努力学习，圆满完成学习任务。

# 高等学校接受外国留学生管理规定

(教育部、外交部、公安部 9 号令)

中华人民共和国教育部

中华人民共和国外交部

中华人民共和国公安部

第 9 号

现发布《高等学校接受外国留学生管理规定》。本规定自发布之日起施行。

教育部部长陈至立

外交部部长唐家璇

公安部部长贾春旺

二〇〇〇年一月三十一日





## 第一章 总则

第一条 为增进我国与世界各国人民之间的了解和友谊，促进高等学校的国际交流与合作，加强对接受和培养外国留学生工作的规范管理，根据《中华人民共和国教育法》、《中华人民共和国高等教育法》和《中华人民共和国外国人入境出境管理法》，制定本规定。

第二条 本规定所称高等学校，系指经教育部批准的实施全日制高等学历教育的普通高等学校；本规定所称外国留学生是指持外国护照在我国高等学校注册接受学历教育或非学历教育的外国公民。

第三条 高等学校接受和培养外国留学生的工作，应当遵循“深化改革，加强管理，保证质量，积极稳妥发展”的方针。

第四条 接受外国留学生的高等学校，应当具有必备的教学和生活条件，以及相应的教学科研水平和管理水平。

第五条 高等学校接受和培养外国留学生，应当遵循国家外交方针，维护国家主权、安全和社会公共利益。

## 第二章 管理体制

第六条 教育部统筹管理全国来华留学工作，负责制定接受外国留学生的方针、政策，归口管理“中国政府奖学金”，协调、指导各地区和学校接受外国留学生工作，并对各地区和学校的外国留学生管理工作 and 教育质量进行评估。

教育部委托国家留学基金管理委员会负责国家计划内外国留学生的招生及具体管理工作。

第七条 高等学校接受外国留学生，由省、自治区、直辖市教育行政部门会同同级外事和公安部门审批，并报教育部备案。高等学校接受享受中国政府奖学金的外国留学生，由教育部审批。

第八条 省、自治区、直辖市教育行政部门负责本地区高等学校接受外国留学生工作的协调管理。外事、公安等有关部门协助教育行政部门和高等学校做好外国留学生的管理工作。

第九条 高等学校具体负责外国留学生的招生、教育教学及日常管理工作。学校应当有校级领导分管本校的外国留学生工作；学校应当根据有关规定建立外国留学生管理制度，并设有外国留学生事务的归口管理机构或管理人员。

## 第三章 外国留学生的类别、招生和录取

第十条 高等学校可以为外国留学生提供学历教育或非学历教育。接受学历教育的类别为：专科生、本科生、硕士研究生和博士研究生；接受非学历教育的类别为：进修生和研究学者。

第十一条 高等学校应当制定外国留学生招生办法，公布招生章程，按规定招收外国留学生。

第十二条 高等学校招收外国留学生名额不受国家招生计划指标限制。

第十三条 高等学校应当按照国家有关规定确定并公布对外国留学生的收费项目及收费标准，并以人民币计价收费。

第十四条 高等学校接受外国留学生的专业应当是对外开放专业。为外国留学生单独设立新的学历教育专业，必须报教育部审批。

第十五条 申请到我国高等学校学习、进修的外国公民，应当具备相应的资格并符合入学条件，有可靠的经济保证和在华事务担保人。

第十六条 高等学校应当对申请来华学习者进行入学资格审查、考试或考核。录取标准由学校自行确定。对使用汉语接受学历教育者，应当进行汉语水平考试。

第十七条 外国留学生的录取由高等学校决定。高等学校应当优先录取国家计划内招收的外国留学生；高等学校可以自行招收校际交流外国留学生和自费外国留学生。

第十八条 高等学校可以接受由其他学校录取或转学的外国留学生，但应当事先征得原接受学校同意。

## 第四章 奖学金制度

第十九条 中国政府为外国留学生来华学习设立“中国政府奖学金”。

“中国政府奖学金”类别有：本科生奖学金、研究生奖学金和进修生奖学金等。

教育部根据需要，设立其他专项研究或培训等奖学金。

第二十条 教育部根据我国政府与外国政府签订的协议以及我国与外国交流的需要，制定享受中国政府奖学金外国留学生的招生计划。

第二十一条 享受中国政府奖学金来华学习的外国留学生应当接受享受奖学金资格的年度评审。评审工作由高等学校按照有关规定进行。对未通过评审的外国留学生，将根据规定中止或取消其享受中国政府奖学金的资格。

第二十二条 地方人民政府和高等学校可以根据需要单独或联合为外国留学生设立奖学金。中国和外国企业、事业组织、社会团体及其他社会组织和个人，经征得高等学校和省级教育主管部门同意，也可以为外国留学生设立奖学金，但不得附加不合理条件。

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## 第五章 教学管理

第二十三条 高等学校应当根据学校统一的教学计划安排外国留学生的学习，并结合外国留学生的心理和文化特点开展教育教学活动。在确保教学质量的前提下，可以适当调整外国留学生的必修和选修课程。

第二十四条 汉语和中国概况应当作为接受学历教育的外国留学生的必修课；政治理论应当作为学习哲学、政治学和经济类专业的外国留学生的必修课，其他专业的外国留学生可以申请免修。

第二十五条 汉语为高等学校培养外国留学生的基本教学语言。对汉语水平达不到专业学习要求的外国留学生，学校应当提供必要的汉语补习条件。

高等学校可以根据条件为外国留学生开设使用英语等其他外国语言进行教学的专业课程。使用外语接受学历教育的外国留学生，毕业论文摘要应当用汉语撰写。

第二十六条 高等学校组织外国留学生进行教学实习和社会实践，应当按教学计划与在校的中国学生一起进行；但在选择实习或实践地点时，应当遵守有关涉外规定。

第二十七条 高等学校应当根据教学需要，为外国留学生提供必要的学习条件。外国留学生在教学计划以外使用其他设备和获取其他资料，应当提出申请，由学校按照有关规定和程序审批。

第二十八条 高等学校根据国家有关规定对外国留学生进行学籍管理。高等学校对外国留学生作勒令退学或开除学籍处分时，应当报省级教育行政部门备案；如受到上述处分者为国家计划内招收的外国留学生，学校还应当书面通知国家留学基金管理委员会。

第二十九条 学校根据有关规定为外国留学生颁发毕业证书（结业证书、肄业证书）或写实性学业证明，为获得学位的外国留学生颁发学位证书。学校可以根据需要提供上述证书的外文翻译文本。

## 第六章 校内管理

第三十条 高等学校依照国家有关法律、法规和学校的规章制度对外国留学生进行教育和管理。学校应当教育外国留学生遵守我国的法律、法规及学校的规章制度和纪律，尊重我国的社会公德和风俗习惯。

第三十一条 高等学校一般不组织外国留学生参加政治性活动，但可以组织外国留学生自愿参加公益劳动等活动。

第三十二条 高等学校应当允许、鼓励外国留学生参加学校学生会组织举办的文体活动；外国留学生也可以自愿参加我国在重大节日举行的庆祝活动；在外国留学生比较集中的城市或地区，有关部门和学校应当为外国留学生举办有益于身心健康的文体活动。

经学校批准，外国留学生可以在校内成立联谊团体，并在我国法律、法规规定的范围内活动，服从学校的领导和管理。



外国留学生成立跨校、跨地区的组织，应当向中国政府主管部门申请。

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

第三十四条 外国留学生经高等学校批准，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。

第三十五条 高等学校应当为外国留学生提供食宿等必要的生活服务设施，并根据有关规定建立和公布服务设施的使用管理制度。

第三十六条 外国留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。

## 第七章 社会管理

第三十七条 外国留学生的社会管理，由有关行政部门负责。高等学校应当配合有关行政部门，做好外国留学生的社会管理工作。

第三十八条 外国留学生可以在校外住宿，但应当按规定到居住地公安机关办理登记手续。

第三十九条 有关部门应当为外国留学生正常的学习和社会实践活动提供方便，收费标准应当与中国学生相同。

第四十条 外国留学生在我国境内进行出版、结社、集会、游行、示威等活动，应当遵守我国有关法律、法规的规定。外国留学生在我国境内进行宗教活动必须遵守《中华人民共和国境内外国人宗教活动的管理规定》。

第四十一条 外国留学生携带、邮寄物品入出境，应当符合我国有关管理规定。

## 第八章 入出境和居留手续

第四十二条 外国留学生一般应当持普通护照和“X”或“F”字签证办理学习注册手续。来华学习六个月以上者，凭《外国留学人员来华签证申请表》(JW201表或JW202表)、学校的《录取通知书》和《外国人体格检查记录》，向中国驻外签证机关申请“X”字签证；来华学习期限不满六个月者，凭《外国留学人员来华签证申请表》(JW201表或JW202表)和学校的《录取通知书》，向中国驻外签证机关申请“F”字签证；以团组形式来华的短期留学人员，也可以凭被授权单位的邀请函电，申请“F”字团体签证。

第四十三条 持外国外交、公务、官员或特别护照和中国外交、公务或礼遇签证来华者，如需到高等学校学习或进修，应当持本国外交机构出具的、声明在华学习期间放弃特权与豁免的照会，向中国省部级外事部门提出申请，经批准后凭外事部门的同意函到公安机关出入境管理部门改办“X”或“F”字签证；持外国外交、公务、官员或特别护照根据双边协议免签证来华者，如需到高等学校学习或进修，应当换持普通护照，到公安机关出入境管理部门办理“X”或“F”字签证；持普通护照但非“X”或“F”字签证来华者，如需到高等学校学习或进修，应当到公安机关出入境管理部门申请改办“X”或“F”字签证。外事和公安机关出入境管理部门受理上述人员的申请时，应当查验申请人的《外国留学人员来华签证申请表》(JW201表或JW202表)、学校的《录取通知书》和《外国人体格检查记录》。

第四十四条 外国留学生家属可以凭接受学校的邀请函，向我驻外使(领)馆申请“L”字签证来华陪读。公安机关出入境管理部门凭接受学校的公函，为外国留学生陪读家属办理签证延期，陪读家属在华停留期限不得超过外国留学生居留证的有效期限。

第四十五条 学习时间在6个月以上的外国留学生来华后，必须在规定期限内到卫生检疫部门办理《外国人体格检查记录》确认手续。无法提供《外国人体格检查记录》者，必须在当地卫生检疫部门进行体检。经检查确认患有我国法律规定不准入境疾病者，应当立即离境回国。

第四十六条 持“X”签证入境的外国留学生必须在自入境之日起30日内，向当地公安机关出入境管理部门申请办理《外国人居留证》。在学期间，如居留证上填写的项目有变更，必须在10日内到当地公安机关出入境管理部门办理变更手续。

第四十七条 外国留学生转学至另一城市时，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。到达迁入地后，

必须于 10 日内到迁入地公安机关出入境管理部门办理迁入手续。

第四十八条 外国留学生在学期间临时出境，必须在出境前办理再入境手续。签证或居留证有效期满后仍需在华学习或停留的，必须在签证或居留证有效期满之前办理延期手续。

第四十九条 外国留学生毕业、结业、肄业、退学后，必须在规定的时间内出境。对受到勒令退学或开除学籍处分的外国留学生，学校应当及时通知公安机关出入境管理部门。公安机关出入境管理部门依法收缴其所持外国人居留证或缩短其在华停留期。

## 第九章 附则

第五十条 实施全日制高等学历教育的普通高等学校以外的教育机构接受外国留学生，由教育部负责审批，有关管理办法另行制定。





# 普通高等学校学生管理规定

## 第一章 总则

第一条 为维护普通高等学校正常的教育教学秩序和生活秩序，保障学生身心健康，促进学生德、智、体、美全面发展，依据教育法、高等教育法以及其他有关法律、法规，制定本规定。

第二条 本规定适用于普通高等学校、承担研究生教育任务的科学研究机构（以下称高等学校或学校）对接受普通高等学历教育的研究生和本科、专科（高职）学生的管理。

第三条 高等学校要以培养人才为中心，按照国家教育方针，遵循教育规律，不断提高教育质量；要依法治校，从严管理，健全和完善管理制度，规范管理行为；要将管理与加强教育相结合，不断提高管理水平，努力培养社会主义合格建设者和可靠接班人。

第四条 高等学校学生应当努力学习马克思列宁主义、毛泽东思想、邓小平理论和“三个代表”重要思想，确立在中国共产党领导下走中国特色社会主义道路、实现中华民族伟大复兴的共同理想和坚定信念；应当树立爱国主义思想，具有团结统一、爱好和平、勤劳勇敢、自强不息的精神；应当遵守宪法、法律、法规，遵守公民道德规范，遵守《高等学校学生行为准则》，遵守学校管理制度，具有良好的道德品质和行为习惯；应当刻苦学习，勇于探索，积极实践，努力掌握现代科学文化知识和专业技能；应当积极锻炼身体，具有健康体魄。

## 第二章 学生的权利与义务

第五条 学生在校期间依法享有下列权利：

- （一）参加学校教育教学计划安排的各项活动，使用学校提供的教育教学资源；
- （二）参加社会服务、勤工助学，在校内组织、参加学生团体及文娱体育等活动；
- （三）申请奖学金、助学金及助学贷款；
- （四）在思想品德、学业成绩等方面获得公正评价，完成学校规定学业后获得相应的学历证书、学位证书；
- （五）对学校给予的处分或者处理有异议，向学校或者教育行政部门提出申诉；对学校、教职员工侵犯其人身权、财产权等合法权益，提出申诉或者依法提起诉讼；
- （六）法律、法规规定的其他权利。

第六条 学生在校期间依法履行下列义务：

- （一）遵守宪法、法律、法规；
- （二）遵守学校管理制度；
- （三）努力学习，完成规定学业；
- （四）按规定缴纳学费及有关费用，履行获得贷学金及助学金的相应义务；
- （五）遵守学生行为规范，尊敬师长，养成良好的思想品德和行为习惯；
- （六）法律、法规规定的其他义务。

## 第三章 学籍管理

### 第一节 入学与注册

第七条 按国家招生规定录取的新生，持录取通知书，按学校有关要求和规定的期限到校办理入学手续。因故不能按期入学者，应当向学校请假。未请假或者请假逾期者，除因不可抗力等正当事由以外，视为放弃入学资格。

第八条 新生入学后，学校在三个月内按照国家招生规定对其进行复查。复查合格者予以注册，取得学籍。复查不合格者，由学校区别情况，予以处理，直至取消入学资格。

凡属弄虚作假、徇私舞弊取得学籍者，一经查实，学校应当取消其学籍。情节恶劣的，应当请有关部门查究。

第九条 对患有疾病的新生，经学校指定的二级甲等以上医院（下同）诊断不宜在校学习的，可以保留入学资格一年。保留入学资格者不具有学籍。在保留入学资格期内经治疗康复，可以向学校申请入学，由学校指定医院诊断，符合体检要求，经学校复查合格后，重新办理入学手续。复查不合格或者逾期不办理入学手续者，取消入学资格。

第十条 每学期开学时，学生应当按学校规定办理注册手续。不能如期注册者，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。

家庭经济困难的学生可以申请贷款或者其他形式资助，办理有关手续后注册。

### 第二节 考核与成绩记载

第十一条 学生应当参加学校教育教学计划规定的课程和各种教育教学环节（以下统称课程）的考核，考核成绩记入成绩册，并归入本人档案。

第十二条 考核分为考试和考查两种。考核和成绩评定方式，以及考核不合格的课程是否重修或者补考，由学校规定。

第十三条 学生思想品德的考核、鉴定，要以《高等学校学生行为准则》为主要依据，采取个人小结，师生民主评议等形式进行。

学生体育课的成绩应当根据考勤、课内教学和课外锻炼活动的情况综合评定。

第十四条 学生学期或者学年所修课程或者应修学分以及升级、跳级、留级、降级、重修等要求，由学校规定。

第十五条 学生可以根据学校有关规定，申请辅修其他专业或者选修其他专业课程。

学生可以根据校际间协议跨校修读课程。在他校修读的课程成绩（学分）由本校审核后予以承认。

第十六条 学生严重违反考核纪律或者作弊的，该课程考核成绩记为无效，并由学校视其违纪或者作弊情节，给予批评教育和相应的纪律处分。给予留校察看及以下处分的，经教育表现较好，在毕业前对该课程可以给予补考或者重修机会。

第十七条 学生不能按时参加教育教学计划规定的活动，应当事先请假并获得批准。未经批准而缺席者，根据学校有关规定给予批评教育，情节严重的给予纪律处分。

### 第三节 转专业与转学

第十八条 学生可以按学校的规定申请转专业。学生转专业由所在学校批准。

学校根据社会对人才需求情况的发展变化，经学生同意，必要时可以适当调整学生所学专业。

第十九条 学生一般应当在被录取学校完成学业。如患病或者确有特殊困难，无法继续在本校学习的，可以申请转学。

第二十条 学生有下列情形之一，不得转学：

- （一）入学未满一学期的；
- （二）由招生时所在地的下一批次录取学校转入上一批次学校、由低学历层次转为高学历层次的；
- （三）招生时确定为定向、委托培养的；
- （四）应予退学的；
- （五）其他无正当理由的。

第二十一条 学生转学，经两校同意，由转出学校报所在地省级教育行政部门确认转学理由正当，可以办理转学手续；



跨省转学者由转出地省级教育行政部门商转入地省级教育行政部门，按转学条件确认后办理转学手续。须转户口的由转入地省级教育行政部门将有关文件抄送转入校所在地公安部门。

#### 第四节 休学与复学

第二十二条 学生可以分阶段完成学业。学生在校最长年限（含休学）由学校规定。

第二十三条 学生申请休学或者学校认为应当休学者，由学校批准，可以休学。休学次数和期限由学校规定。

第二十四条 学生应征参加中国人民解放军（含中国人民武装警察部队），学校应当保留其学籍至退役后一年。

第二十五条 休学学生应当办理休学手续离校，学校保留其学籍。学生休学期间，不享受在校学习学生待遇。休学学生患病，其医疗费按学校规定处理。

第二十六条 学生休学期满，应当于学期开学前向学校提出复学申请，经学校复查合格，方可复学。

#### 第五节 退学

第二十七条 学生有下列情形之一，应予退学：

- （一）学业成绩未达到学校要求或者在学校规定年限内（含休学）未完成学业的；
- （二）休学期满，在学校规定期限内未提出复学申请或者申请复学经复查不合格的；
- （三）经学校指定医院诊断，患有疾病或者意外伤残无法继续在校学习的；
- （四）未请假离校连续两周未参加学校规定的教学活动的；
- （五）超过学校规定期限未注册而又无正当理由的；
- （六）本人申请退学的。

第二十八条 对学生的退学处理，由校长会议研究决定。

对退学的学生，由学校出具退学决定书并送交本人，同时报学校所在地省级教育行政部门备案。

第二十九条 退学的本专科学生，按学校规定期限办理退学手续离校，档案、户口退回其家庭户籍所在地。

退学的研究生，按已有毕业学历和就业政策可以就业的，由学校报所在地省级毕业生就业部门办理相关手续；在学校规定期限内没有聘用单位的，档案、户口退回其家庭户籍所在地。

第三十条 学生对退学处理有异议的，参照本规定第六十一条、第六十二条、第六十三条、第六十四条办理。

#### 第六节 毕业、结业与肄业

第三十一条 学生在学校规定年限内，修完教育教学计划规定内容，德、智、体达到毕业要求，准予毕业，由学校发给毕业证书。

第三十二条 学生在学校规定年限内，修完教育教学计划规定内容，未达到毕业要求，准予结业，由学校发给结业证书。结业后是否可以补考、重修或者补作毕业设计、论文、答辩，以及是否颁发毕业证书，由学校规定。对合格后颁发的毕业证书，毕业时间按发证日期填写。

第三十三条 符合学位授予条件者，学位授予单位应当颁发学位证书。

第三十四条 学满一学年以上退学的学生，学校应当颁发肄业证书。

第三十五条 学校应当严格按照招生时确定的办学类型和学习形式，填写、颁发学历证书、学位证书。

第三十六条 学校应当执行高等教育学历证书电子注册管理制度，每年将颁发的毕（结）业证书信息报所在地省级教育行政部门注册，并由省级教育行政部门报国务院教育行政部门备案。

第三十七条 对完成本专业学业同时辅修其他专业并达到该专业辅修要求者，由学校发给辅修专业证书。

第三十八条 对违反国家招生规定入学者，学校不得发给学历证书、学位证书；已发的学历证书、学位证书，学校应当予以追回并告知教育行政部门宣布证书无效。

第三十九条 毕业、结业、肄业证书和学位证书遗失或者损坏，经本人申请，学校核实后应当出具相应的证明书。证明书与原证书具有同等效力。

## 第四章 校园秩序与课外活动

第四十条 学校应当维护校园正常秩序，保障学生的正常学习和生活。

第四十一条 学校应当建立和完善学生参与民主管理的组织形式，支持和保障学生依法参与学校民主管理。

第四十二条 学生应当自觉遵守公民道德规范，自觉遵守学校管理制度，创造文明、整洁、优美、安全的学习和生活环境。学生不得有酗酒、打架斗殴、赌博、吸毒，传播、复制、贩卖非法书刊和音像制品等违反治安管理规定的行为；不得参与非法传销和进行邪教、封建迷信活动；不得从事或者参与有损大学生形象、有损社会公德的活动。

第四十三条 任何组织和个人不得在学校进行宗教活动；

第四十四条 学生可以在校内组织、参加学生团体。学生成立团体，应当按学校有关规定提出书面申请，报学校批准。学生团体应当在宪法、法律、法规和学校管理制度范围内活动，接受学校的领导和管理。

第四十五条 学校提倡并支持学生及学生团体开展有益于身心健康的学术、科技、艺术、文娱、体育等活动。

学生进行课外活动不得影响学校正常的教育教学秩序和生活秩序。

第四十六条 学校应当鼓励、支持和指导学生参加社会实践、社会月良务和开展勤工助学活动，并根据实际情况给予必要帮助。

学生参加勤工助学活动应当遵守法律、法规以及学校、用人单位的管理制度，履行勤工助学活动的有关协议。

第四十七条 学生举行大型集会、游行、示威等活动，应当按法律程序和有关规定获得批准。对未获批准的，学校应当依法劝阻或者制止。

第四十八条 学生使用计算机网络，应当遵循国家和学校关于网络使用的有关规定，不得登录非法网站、传播有害信息。

第四十九条 学校应当建立健全学生住宿管理制度。学生应当遵守学校关于学生住宿管理的规定

## 第五章 奖励与处分

第五十条 学校、省（自治区、直辖市）和国家有关部门应当对在德、智、体、美等方面全面发展或者在思想品德、学业成绩、科技创新、锻炼身体及社会服务等方面表现突出的学生，给予表彰和奖励。

第五十一条 对学生的表彰和奖励可以采取授予“三好学生”称号或者其他荣誉称号、颁发奖学金等多种形式，给予相应的精神鼓励或者物质奖励。

第五十二条 对有违法、违规、违纪行为的学生，学校应当给予批评教育或者纪律处分。

学校给予学生的纪律处分，应当与学生违法、违规、违纪行为的性质和过错的严重程度相适应。

第五十三条 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。

第五十四条 学生有下列情形之一，学校可以给予开除学籍处分：

- （一）违反宪法，反对四项基本原则、破坏安定团结、扰乱社会秩序的；
- （二）触犯国家法律，构成犯罪的；
- （三）违反治安管理规定受到处罚，性质恶劣的；
- （四）由他人代替考试、替他人参加考试、组织作弊、使用通讯设备作弊及其他作弊行为严重的；



(五) 剽窃、抄袭他人研究成果,情节严重的;

(六) 违反学校规定,严重影响学校教育教学秩序、生活秩序以及公共场所管理秩序,侵害其他个人、组织合法权益,造成严重后果的;

(七) 屡次违反学校规定受到纪律处分,经教育不改的。

第五十五条 学校对学生的处分,应当做到程序正当、证据充足、依据明确、定性准确、处分恰当。

第五十六条 学校在对学生作出处分决定之前,应当听取学生或者其代理人的陈述和申辩。

第五十七条 学校对学生作出开除学籍处分决定,应当由校长会议研究决定。

第五十八条 学校对学生作出处分,应当出具处分决定书,送交本人。对学生开除学籍的处分决定书报学校所在地省级教育行政部门备案。

第五十九条 学校对学生作出的处分决定书应当包括处分和处分事实、理由及依据,并告知学生可以提出申诉及申诉的期限。

第六十条 学校应当成立学生申诉处理委员会,受理学生对取消入学资格、退学处理或者违规、违纪处分的申诉。

学生申诉处理委员会应当由学校负责人、职能部门负责人、教师代表、学生代表组成。

第六十一条 学生对处分决定有异议的,在接到学校处分决定书之日起5个工作日内,可以向学校学生申诉处理委员会提出书面申诉。

第六十二条 学生申诉处理委员会对学生提出的申诉进行复查,并在接到书面申诉之日起15个工作日内,作出复查结论并告知申诉人。需要改变原处分决定的,由学生申诉处理委员会提交学校重新研究决定。

第六十三条 学生对复查决定有异议的,在接到学校复查决定书之日起15个工作日内,可以向学校所在地省级教育行政部门提出书面申诉。

省级教育行政部门在接到学生书面申诉之日起30个工作日内,对申诉人的问题给予处理并答复。

第六十四条 从处分决定或者复查决定送交之日起,学生在申诉期内未提出申诉的,学校或者省级教育行政部门不再受理其提出的申诉。

第六十五条 被开除学籍的学生,由学校发给学习证明。学生按学校规定期限离校,档案、户口退回其家庭户籍所在地。

第六十六条 对学生的奖励、处分材料,学校应当真实完整地归入学校文书档案和本人档案。

## 第六章 附 则

第六十七条 对接受成人高等学历教育的学生、港澳台侨学生、留学生的管理参照本规定实施。

第六十八条 高等学校应当根据本规定制定或修改学校的学生管理规定,报主管教育行政部门备案(中央部委属校同时抄报所在地省级教育行政部门),并及时向学生公布。

省级教育行政部门根据本规定,指导、检查和督促本地区高等学校实施学生管理。

第六十九条 本规定自2005年9月1日起施行。原国家教育委员会发布的《普通高等学校学生管理规定》(国家教育委员会令第7号)、《研究生学籍管理规定》(教学C199514号)同时废止。其他有关文件规定与本规定不一致的,以本规定为准。



# 高等学校要求外国留学生购买保险暂行规定

## （教外司来〔2007〕1078号）

一、为适应来华留学事业快速发展的需要，优化来华留学环境，维护高等学校稳定，完善高等学校处理突发事件应急机制、保障外国留学生（以下简称“留学生”）合法权益，制定本规定。

二、自 2008/2009 学年度起，各高等学校必须要求来华学习时间超过六个月的留学生（含按原学习计划继续学习超过六个月的学生）在我国大陆购买团体综合保险，作为其办理新学期入学注册手续的必备材料。

高等学校自行决定来华学习时间不足六个月的留学生是否必须购买团体综合保险。

三、为保证同一个学校的留学生享受的保险保障标准一致，高等学校必须选定一家中国保险监督管理委员会（<http://www.circ.gov.cn>）认可的人身险保险公司，必须选定其包括如下基本内容的一种团体综合保险：

- 1、平安险（身故或残疾定额赔付），身故保额不得低于 10 万元人民币；
- 2、人身意外伤害医疗险，保额不得低于 1 万元人民币；
- 3、住院医疗保险，保额不得低于 40 万元人民币。

四、个人人身保险的保险单不能作为办理入学注册和在华居留许可的文件。

五、高等学校必须将留学生保险列入留学生管理制度归口管理，留学生管理部门和工作人员必须准确记录选定的保险公司有关业务人员姓名、电话、传真，以备留学生出险时协助理赔。

六、中小学接受的外国学生保险事宜可参照本通知精神办理。



# 北京化工大学留学生管理规定 (试行)

为加强对接受和培养外国留学生工作的规范管理,依据《高等学校接受外国留学生管理规定》(中华人民共和国教育部令第9号),制定本规定。

## 一、学籍管理

### (一) 入学与注册

1、被学校录取的留学生,应持《录取通知书》、《外国留学人员来华签证申请表》,按学校有关要求 and 规定期限来校报到,办理入学手续。学历留学生因故不能按期报到者,应事先向学校请假。无故逾期两周不报到者,取消其入学资格。

2、学习时间在6个月以上的外国留学生来华后,在报到时,须提交《外国人体格检查记录》,并到北京卫生检疫所进行验证或健康检查。经检验合格后,方可换发中国《健康检查合格证》;若无体检证明或体格检查项目不全者,应接受体格检查;经检查不符合健康标准者,不予注册,回国旅费自理。

3、经身体检查合格者,须持《健康检查合格证》及本人护照于入境之日起,30天内在北京市公安局出入境管理处办理外国人居留许可,逾期按照相关法规处置。

4、已在籍的留学生应在每学期开学的规定时间内返校,持本人学生证到国际交流与合作处报到并办理注册手续。不符合注册条件或不缴纳学费者,不予注册。因故不能按期注册者,应当办理请假手续。未请假或者请假未准逾期两周以上未注册者,除因不可抗力等正当事由外,视为放弃学籍,按自动退学处理。

5、未注册的学生不享有在校学生的待遇。

6、学历留学生转专业按照学校相关规定执行。本科留学生的学习专业一般不允许变更,若要改变专业或中途退学者,需向学校提出申请,经批准后方可变更;如系中国政府奖学金留学生,在符合学校转专业条件的前提下,由本人向其驻华使馆提出,经使馆与中国国家留学基金管理委员会会商,并经学校同意后,方可办理。

7、享受中国政府奖学金的留学生应在规定年限内完成学业。如有特殊情况需延长期限者,应向学校提出申请,同时其驻华使馆向国家留学基金管理委员会提出申请,经批准后方可延期。未获批准而自行变更专业、转学或延长期限者,取消其奖学金资格。

8、学历留学生有下列情况之一者,取消入学资格,并报教务处(研究生院)备案。

(1) 未请假或者请假未准逾期两周以上未注册报到者,除因不可抗力等正当事由以外,视为放弃学籍,按照自动退学处理;

(2) 学历留学生逾期30个工作日不交纳规定的学费者,按照自动退学处理,并按照学校相关规定处理;

(3) 体检复查不合格者。

### (二) 各类留学生的管理

1、本科留学生:遵守《北京化工大学本科学籍管理规定》以及《北京化工大学本科生手册》的相关管理规定。

2、硕士/博士研究生留学生:遵守《北京化工大学研究生学籍管理规定》以及《北京化工大学研究生手册》中的相关管理规定。

3、专业进修生(普通进修生、高级进修生):

学生应自觉遵守学校的教学安排和课堂纪律,努力学习,完成进修任务。学生请假应遵守学校请假制度。因病或因事不能上课需向所在院系、导师和国际交流与合作处请假,未办理请假手续或请假未准而擅自离校两周及以上者,进修结束时,将不予提供学校的学习证明及学习成绩单。

(1) 来校学习专业的普通进修生和需要选修部分课程的高级进修生,可在每学期开学后,按指定时间进行选课和退课。

(2) 进入专业学习的高级进修生或研究学者,由指导教师安排研究工作,进修结业时,由学生与指导教师填写“北京化工大学外国留学生进修生工作情况表”交国际交流与合作处。

(3) 专业进修生在结业时,由国际交流与合作处出具成绩单和结业证书。

4、语言进修生:语言进修生应遵守《北京化工大学语言进修生学习管理规定》。学生必须参加学校规定的所有课程学习,达到结业标准者授予结业证书。

### (三) 关于考勤和学习纪律的补充规定

1、语言进修生须遵守《北京化工大学语言进修生学习管理规定》;

2、专业普通进修、高级进修的留学生的管理分别参照《北京化工大学本科生学籍管理规定》和《北京化工大学研究生学籍管理规定》执行;进入实验和论文阶段的进修生的培养和日常管理(例如考勤、实验室纪律)由导师主要负责,遇到情况及时与国际交流与合作处联络沟通。

3、留学生应按照学校校历规定参加学习并享受中国的节假日及学校的寒、暑假。各派遣国的节、假日,重大外事活动,宗教活动等学校不放假,若需请假,视具体情况可酌情准假。

4、学历留学生休学期满,应于开学前向学校提出书面复学申请,并按照规定办理。因病休学的学生须交验医院提供的康复证明。来华后,须在学校指定医院检查,经学院、教务处(研究生院)、国际交流与合作处审核同意,方可复学,复学的学生依其学业状况编入原专业相应年级学习。语言进修生需要国际交流与合作处审核同意,方可复学。

5、学习期间,留学生不得擅自外出打工、经商或从事其他经营性活动。对于违反规定的留学生,情节严重者给予警告,严重警告,记过,留校察看,直至开除学籍处分。

6、如因庆祝重大节日等正当理由要求举办的活动,须报学校审批,学校批准后方可举行,并要有专人负责,未经允许不能邀请校外人员参加。

7、留学生不得在学校散发、张贴和展览宣传品,不准私自放映电影和电视录像。

8、在学习阶段怀孕的留学生,建议休学,如果本人坚持学习,需要本人书面告知导师、相关学院、教务处(研究生院)、国际交流与合作处,并提交书面责任书。由身体原因造成的一切后果,由学生本人负责。

9、休学、复学、转学、请假、专业变更、退学、毕业等,除了按照学校相关规定办理外,还必须经过国际交流与合作处审核。

10、对于开除学籍的留学生,注销签证,限期离境。

### (四) 离校

1、留学生离校前必须办清各项离校手续,交回相关证件,付清各项拖欠费用。

2、毕业、结业的留学生应在毕业后15天内离校。因故不能离校者,经学校同意,可延长离校期限。毕业两周后(毕业日期以毕业典礼为准),中国政府全额奖学金生住宿费自理。

### (五) 纪律处分

各类留学生发生违法、违纪等行为,将遵照《北京化工大学学生纪律处分规定》进行相应处分。

## 二、生活管理

### (一) 医疗就诊以及保险

1、根据学校医疗规定,在校期间中国政府全额奖学金留学生的就诊与中国学生享有同等待遇,就诊时遵守学校公费医疗有关规定;北京外国留学生奖学金留学生不享受学校公费医疗;自费留学生就诊的一切费用自理。

2、中国政府全额奖学金留学生镶牙、配眼镜、人工流产、分娩、矫正生理缺陷、购买营养补品以及学校“公费医疗有关规定”中涉及到的不能报销的项目、治疗来华前已患有一般性慢性疾病的费用,一律自理。

3、中国政府全额奖学金留学生因违反校纪、法律(打架、斗殴等行为)造成的伤亡事故所支付的医疗及其他有关费用,由肇事留学生自理。

4、按照中华人民共和国教育部《高等学校要求外国留学生购买保险暂行规定》的要求,自2008/2009学年度起,要求来华学习时间超过六个月的留学生(含按原学习计划继续学习超过六个月的学生)在中国大陆购买团体综合保险,作为



其办理新学期入学注册手续的必备材料。中国政府奖学金留学生保险由中国政府承担，其他留学生保险费自理。留学生在开学报到时，需要办理保险，可以自行购买，也可以由学校统一购买。未办理保险的留学生，不能办理报到手续。

5、在学期间回国或假期回国看病的医疗费用自理。

### （二）社会管理

1、外国留学生的社会管理，由当地公安局和其他相关行政机关负责。学校应按照《关于处理涉外案件若干问题的规定》配合有关行政部门，做好外国留学生的社会管理工作。

2、外国留学生可以在校外住宿，但应当按规定到居住地公安机关办理登记手续。

3、有关部门应当为外国留学生正常的学习和社会实践活动提供方便，收费标准应当与中国学生相同。

4、外国留学生在我国境内进行出版、结社、集会、游行、示威等活动，应当遵守中国有关法律、法规的规定。外国留学生在我国境内进行宗教活动必须遵守《中华人民共和国境内外国人宗教活动的管理规定》。

5、外国留学生携带、邮寄物品出境，应当符合中国有关管理规定。

### （三）校内管理

宿舍管理与会客制度按照《北京化工大学留学生公寓管理规定》执行。

## 三、出入境以及签证管理

来华留学生应遵守相关的签证管理规定。

1、外国留学生一般应当持普通护照和“X”或“F”字签证到校办理学习注册手续。来校学习六个月以上者，凭《外国留学人员来华签证申请表》(JW201表或JW202表)、学校的《录取通知书》和《外国人体格检查记录》，向中国驻外签证机关申请“X”字签证；来校学习期限不满六个月者，凭《外国留学人员来华签证申请表》(JW201表或JW202表)和学校的《录取通知书》，向中国驻外签证机关申请“F”字签证；以团组形式来华的短期留学人员，可凭学校的邀请函电，申请“F”字团体签证。

2、持外国外交、公务、官员或特别护照和中国外交、公务或礼遇签证来华者，如需到校学习或进修，应当持本国外交机构出具的、声明在华学习期间放弃特权与豁免的照会，向中国外交部提出申请，经批准后凭外事部门的同意函到公安机关出入境管理部门改办“X”或“F”字签证；持外国外交、公务、官员或特别护照根据双边协议免签证来华者，如需到学校学习或进修，应当换持普通护照，到公安机关出入境管理部门办理“X”或“F”字签证；持普通护照但非“X”或“F”字签证来华者，如需到学校学习或进修，应当到公安机关出入境管理部门申请改办“X”或“F”字签证。

3、驻华使、领馆人员的随任配偶来我校学习，将遵照《教育部关于外国驻华使、领馆人员随任配偶入我高等学校学习有关规定的通知》(教外来〔2008〕85号)文件执行。

4、在学期间，如居留许可上填写的项目有变更，必须在10日内到当地公安机关出入境管理部门办理变更手续。

5、外国留学生由外地转学至北京化工大学时，应当持转学证明到校重新办理《外国留学人员来华签证申请表》(JW201表或JW202表)、《录取通知书》和《外国人体格检查记录》，以便申请办理居留许可。

6、签证或居留许可有效期满后仍需在华学习或停留的，必须在签证或居留许可有效期满之前重新办理申请手续。

7、外国留学生毕业、结业、肄业、退学后，必须在规定的时间内出境。对受到勒令退学或开除学籍处分的外国留学生，由学校通知公安机关出入境管理部门，并由公安机关出入境管理部门依法缩短其在华停留期。

## 四、附则

1、其他未囊括事宜，由相关学院、研究生院、教务处、国际交流与合作处以及相关部门协商解决。

2、自发文之日起，《北京化工大学外事工作管理规定》(北化大校发〔2001〕55号)文中“北京化工大学外国留学生管理规定”废止。

3、本规定自发布之日起实施，由国际交流与合作处负责解释。

# 北京化工大学留学生公寓管理规定

## (试 行)

北京化工大学留学生公寓是经北京市公安局出入境管理处批准接待外籍留学生的专门场所，其运营和日常管理由北京化工大学国际交流与合作处负责。为了给留学生营造一个安全、整洁、舒适、有序的住宿环境，现将留学生公寓住宿管理规定公布如下，如有违反将视情节严重予以批评、警告、没收、直至取消住宿资格，希望广大留学生共同遵守。

### 一、入住管理规定

- 1、凭本人有效护照和住宿登记表办理住宿手续；
- 2、服从安排，按照指定的房间住宿，不得擅自迁移或强占房间；
- 3、公寓内留学生两人合住一个房间，在尽量照顾国籍和生活习惯的前提下，公寓有权安排他人合住。不同意他人合住，则须按单人包房交纳住宿费。
- 4、入住之前需签订住宿合同。

### 二、收费规定

- 1、留学生公寓按日计费，留学生须按照留学生公寓住宿费用标准和住宿时间交纳住宿费。如遇特殊情况，须书面说明交纳期限，逾期者将收取 5% 的滞纳金；
- 2、留学生因毕业、结业、休学、退学等原因离校时，将按照实际住宿天数结算住宿费用。
- 3、寒暑假期间，留学生如需回国或外出旅游不在公寓住宿时，如要求保留房间，须按照正常房价交纳房费。

### 三、会客规定

- 1、来访客人必须在前台主动向公寓工作人员出示有效证件，并填写“公寓来访登记表”，经工作人员询问被访留学生相关情况，方可进入公寓。如果被访留学生不在房间，来访者只能在公寓大厅等待。
- 2、未带证件者须经电子摄像和填写留学生公寓来访登记表后，由被访留学生亲自领入方可，否则来访者只能在公寓大厅等候；
- 3、会客时间为 9:00—22:30，超过访问时间尚未离开者，公寓管理人员有权劝其离开。未经国际交流与合作处允许，任何留学生不能留宿其他人员。如确需住宿，须经国际交流与合作处批准后，到前台办理入住手续。

### 四、日常生活管理规定

- 1、严禁利用宿舍从事违反法律和校规的活动。不得私自调换、占用床位、留宿来客或借给他人居住。
- 2、公寓应保持安静，不得在宿舍及走廊内大声喧哗，不得影响他人的学习和休息。
- 3、自觉保持和维护公共场所及宿舍的卫生，不得在公共场所和楼道内堆放垃圾和个人物品。
- 4、爱护公物，节约能源。公寓提供的电视、空调、洗衣机、热水器、电话等电器和设施应合理使用，注意节约用水、用电，并注意使用安全。不得擅自改装、转移或损坏公寓内的各项设施及用品，违者照价赔偿，并处以相应纪律处分。
- 5、公寓厨房、洗衣机、电冰箱等设施只提供给公寓内的留学生使用，其他外来人员不得使用。
- 6、禁止在房间内违章使用电炉、热得快等电器，不要卧床吸烟，以防火灾。公寓内一旦因住宿者违规而造成的火灾，





将严肃追究违规者责任。

- 7、公寓每天早上 6:00 开门，晚间 23:00 关门。住宿者应自觉遵守作息时间，外出者应及时返回。
- 8、尊重工作人员，对各项工作予以积极配合。工作人员将定时检查房间安全。
- 9、住宿者应妥善保管自己的贵重物品。外出时要注意关闭室内电器，并锁好门窗，以防财物丢失。
- 10、公寓内严禁饲养宠物（如狗、猫）。一经发现，学校将没收宠物，并对违规者处以相应的纪律处分。

五、退宿管理规定

- 1、住宿者办理完退房手续后，应及时带走所有的个人物品，并上交房间钥匙，公寓原则上不负责保管其遗留物品。
- 2、住宿者在办理退宿手续时，需经工作人员核查房间内物品、设施完好并退还钥匙后，方可离开。

六、奖励、处罚和赔偿事宜

- 1、留学生发现并及时向公寓工作人员报告公寓存在的隐患或突发事故，从而避免公寓物品、人员的损失，学校将予以一定奖励。
- 2、留学生擅自在公寓和房间使用违章电器（热得快、电炉子等），除没收违章电器外，予以相应的纪律处分。
- 3、未经许可，擅自留宿他人，经发现由留学生承担留宿人员的住宿费用，并予以相应的纪律处分。
- 4、私自饲养宠物，经发现将没收宠物，并予以相应的纪律处分。
- 5、损坏公共物品、设施以及房间内物品者，需按照物品价格予以赔偿。具体如下：

被褥	50元人民币	床垫	400元人民币
被罩	50元人民币	毛巾被	60元人民币
床单	30元人民币	枕头	30元人民币
枕巾	10元人民币	椅子	150元人民币
衣柜	300元人民币	桌子	200元人民币
电视	1000元人民币	调制解调器	200元人民币

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# 北京化工大学学生纪律处分规定

## (试 行)

(北化大校发[2005]66号)

### 第一章 一般规定

第一条 为维护学校正常的教育教学秩序和生活秩序,保护学校和学生的合法权益,促进学生德、智、体、美全面发展,根据教育部《普通高等学校学生管理规定》(中华人民共和国教育部令第21号),结合我校实际情况,制定本规定。

第二条 本规定所指的学生包括在学校接受普通高等学历教育的研究生、本科和高职(专科)学生。

第三条 学生在校内外有违法、违规、违纪行为,适用本规定给予纪律处分。

本规定中的违纪行为,是指违反学校各项管理规章制度的行为。

第四条 对学生的处分决定,必须依据已有的规章制度、按照规定的程序作出;必须与学生违法、违规、违纪行为的性质、危害后果以及过错的严重程度相适应。

第五条 对于任何一个学生的违法、违规、违纪行为,在适用本规定上一律平等。

第六条 学校校规没有相关规定,但学生主观上为故意且已产生一定危害后果的,可以比照最相类似的条款予以处理。

第七条 对于实施了违规、违纪行为或其他有一定危害后果的行为,但按规定不予处分的学生,学生工作办公室或者学生所在学院有权根据其主观过错,给予通报批评或者采取其他教育措施,督促其转变思想、改正错误。

第八条 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。

第九条 留校察看期一般为六个月至一年。受留校察看处分的学生,由学生所在学院负责考察,在留校察看期间有悔改和进步表现者,期满后终止察看;有突出贡献者,经本人申请,学院审核,学校批准,可提前终止察看,但察看期不得少于三个月;留校察看期间表现不好的,可延长察看期,一般延长半年,但以延长一次为限;经教育不改者,应给予开除学籍处分。

受留校察看处分的毕业班学生,不能在毕业前给予解除者,不能毕业,按结业处理。察看期满后,由工作单位鉴定,学校同意后,换发毕业证书。

第十条 学生实施违法、违规、违纪行为,有下列情形之一的,可以从轻、减轻或免于处分:

- (一)事后主动消除或者减轻违法、违规、违纪行为危害后果的;
- (二)事后主动承认错误,如实交待错误事实,有悔改表现,且危害后果轻微的;
- (三)配合有关部门查处违法、违规、违纪行为有立功表现的;
- (四)受他人诱骗、胁迫从事违法、违规、违纪行为的;
- (五)未满十八周岁的学生从事违法、违规、违纪行为的;
- (六)其他依照校规可以从轻、减轻或免于处分的情形。

第十一条 学生实施违法、违规、违纪行为,有下列情形之一的,可以从重处分:

- (一)事后对有关人员打击报复、威胁、恫吓的;



- (二) 屡次实施违法、违规、违纪行为的；
- (三) 勾结校外人员，实施违法、违规、违纪行为的；
- (四) 在共同实施违法、违规、违纪行为中起组织、领导、策划作用的；
- (五) 教唆不满十八周岁的学生实施违法、违规、违纪行为的；
- (六) 其他依照校规可以从重处分的情形。

第十二条 一个行为同时触犯两条以上处分规定的，从一重处断。

第十三条 为他人从事违法、违规、违纪行为提供信息、场所、工具或进行掩盖等活动的，比照从事违法、违规、违纪行为者从轻处理。

第十四条 因违法、违规、违纪行为，曾受过两次处分，第三次违法、违规、违纪时，可以给予开除学籍处分。

曾因违法、违规、违纪行为受记过以上处分，第二次实施应受记过以上处分行为者，可以给予开除学籍处分。

第十五条 凡受处分者，应同时受到下列处理：

(一) 其实施的违法、违规、违纪行为属于某种奖励或奖学金评定中否定条件之一者，取消参加学校和学院该次该种奖励、奖学金评定的资格；

(二) 学士学位的授予按《授予学士学位工作细则》的相关规定处理；

(三) 博士、硕士学位的授予按照《北京化工大学博士硕士学位授予工作实施细则》的相关规定处理；

(四) 有其他规定的按照相关规定进行处理。

## 第二章 具体处分规定

### 第一节 不法行为的一般规定

**【本规定中不法行为，泛指违法、违规、违纪行为】**

第十六条 学生违反《中华人民共和国宪法》，反对四项基本原则、破坏安定团结、扰乱社会秩序的，视其情节轻重，给予留校察看或开除学籍处分。

下列行为，属于破坏安定团结、扰乱社会秩序的情形：

(一) 违反《中华人民共和国游行示威法》或其它有关法律法规，组织、参加未经批准的游行、示威活动；组织、策划或参与扰乱社会秩序或破坏学校管理秩序，从事破坏安定团结的活动；

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

(三) 组织、成立、加入非法社会团体或组织，从事非法活动；

(四) 法律规定的其他情形。

第十七条 学生触犯国家刑事法律，构成犯罪的，给予开除学籍处分。

第十八条 学生违反《中华人民共和国治安管理处罚条例》(或修订后的《治安管理处罚法》，下同)，被公安机关处罚者，视其情节轻重，给予记过以上处分。

违反《中华人民共和国治安管理处罚条例》，性质恶劣，受到拘留处罚者，给予留校察看或开除学籍处分。

本文件另有规定的除外。

第十九条 违反其他法律、行政法规、地方性法规、行政规章以及民族自治地方的自治条例、单行条例，受到国家有关行政主管部门行政处罚者，视其情节轻重，给予留校察看以下处分。

本文件另有规定的除外。

第二十条 违反法律、行政法规、地方性法规、行政规章以及民族自治地方的自治条例、单行条例，本应受行政处罚，但是公安机关或国家有关行政主管部门决定交由学校自行处理者，学校可以依照相关法律、法规的规定确定其应受处罚的档次，比照上述第十六条至第十九条的规定，予以处理。

本文件有直接规定的除外。

第二十一条 构成民事侵权，损害国家、集体、组织或个人的合法权益，且行为人主观上有过错的，视其情节轻重，可以给予留校察看以下的处分。

本文件有直接规定的除外。

## 第二节 某些不法行为的具体规定

### 【侵犯他人人身权利的行为】

第二十二条 参与打架斗殴的，视其情节轻重，分别处分如下：

(一) 殴打他人未致伤或致轻微伤的，给予记过处分；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；

(二) 用言辞侮辱、挑逗或以其他方式引起事端、激化矛盾，造成打架后果的，给予警告处分；

(三) 唆使他人打人的，视其情节轻重，给予警告以上处分；

(四) 以“劝架”为名，偏袒一方致使事态扩大或造成他人伤害的，给予严重警告或记过处分；

(五) 打架后，唆使、纠集他人报复或寻衅闹事的，视其情节轻重，给予记过以上处分；

(六) 报复、威胁或殴打证人的，给予留校察看或开除学籍处分；

(七) 为打架斗殴提供器械的，视其后果严重程度，给予记过直至开除学籍处分。

以上行为，触犯国家刑事法律，构成犯罪的，按照本文件第十七条的规定处理。

第二十三条 参与打架斗殴，符合下列情形之一的，比照第二十二条第一款的各项规定，从重处分：

(一) 为打架斗殴的预谋者或策划者；

(二) 勾结校外人员打架斗殴的；

(三) 持械斗殴的；

(四) 聚众斗殴的；

(五) 参与打架斗殴并作伪证的；

(六) 先动手打人的；

(七) 殴打他人致伤不按有关规定或者有关部门的裁定（数目、时间等）交纳赔偿金的。

第二十四条 隐匿、毁弃、私拆或冒领他人信件、包裹或汇款单等，或者非法占有、非法处理他人的通知、邮件、电子邮件的，视其情节轻重，给予警告以上处分。

第二十五条 谩骂、侮辱或者诽谤他人，造成不良影响的，给予警告处分；情节严重的，给予严重警告以上处分。

第二十六条 捏造事实诬告陷害他人，造成不良影响的，给予警告处分；情节严重的，给予严重警告以上处分。

第二十七条 用信函、电话或者电子邮件等手段或者直接恐吓、威胁他人，干扰他人正常生活的，给予警告或严重警告处分；情节严重的，给予记过以上处分。

### 【侵犯公私财产权利、知识产权的行为】

第二十八条 盗窃或者抢夺公私财物的，视其情节轻重，分别处分如下：

(一) 涉及金额在二百元以下的，给予警告或严重警告处分；

(二) 涉及金额超过二百元，不超过一千元，给予严重警告以上、留校察看以下处分；

(三) 涉及金额一千元以上的，给予留校察看或开除学籍处分；

(四) 盗窃公章、保密文件、档案等物品的，视其情节轻重，给予记过以上处分。

第二十九条 勒索公私财物或者聚众哄抢公私财物的，视其情节轻重，分别处分如下：

(一) 涉及金额在二百元以下的，给予警告或严重警告处分；

(二) 涉及金额超过二百元，在一千元以下的，给予严重警告或者记过处分；

(三) 涉及金额超过一千元，不超过二千元，给予记过或者留校察看处分；



(四) 涉及金额二千元以上的, 给予留校察看或开除学籍处分。

第三十条 诈骗公私财物的, 视其情节轻重, 分别处分如下:

- (一) 涉及金额在五百元以下的, 给予警告或严重警告处分;
- (二) 涉及金额超过五百元, 在一千元以下的, 给予严重警告或者记过处分;
- (三) 涉及金额超过一千元, 不超过三千元的, 给予记过或者留校察看处分;
- (四) 涉及金额三千元以上的, 给予留校察看或开除学籍处分。

第三十一条 侵占公私财物的, 视其情节轻重, 分别处分如下:

- (一) 涉及金额在一千元以下的, 给予警告或严重警告处分;
- (二) 涉及金额超过一千元, 在三千元以下的, 给予严重警告或者记过处分;
- (三) 涉及金额超过三千元, 不超过一万元的, 给予记过或者留校察看处分;
- (四) 涉及金额一万元以上的, 给予留校察看或开除学籍处分。

第三十二条 故意损毁、破坏公私财物和公共设施的, 视其情节轻重, 分别处分如下:

- (一) 涉及金额在五百元以下的, 给予警告或严重警告处分;
- (二) 涉及金额超过五百元, 在二千元以下的, 给予严重警告或者记过处分;
- (三) 涉及金额超过二千元, 不超过五千元的, 给予记过或者留校察看处分;
- (四) 涉及金额五千元以上的, 给予留校察看或开除学籍处分。

第三十三条 有下列情形之一的, 给予严重警告或者记过处分; 情节严重的, 给予留校察看或者开除学籍处分:

- (一) 未经许可, 私自转让、许可使用学校知识产权的;
- (二) 违反保密规定, 泄漏学校科技成果, 包括技术秘密的;
- (三) 有其他违反学校关于知识产权规定的行为, 使学校权益受到损失的。

### 【损害学校声誉的行为】

第三十四条 有下列损害学校声誉行为之一的, 给予警告或者严重警告处分; 情节严重的, 给予记过或者留校察看处分:

- (一) 未经许可, 在个人商业活动中, 公开在招牌、广告、海报、文件等有关宣传材料上使用学校的名称或者标识的;
- (二) 擅自代表学校、学院等机构或者学生组织等名义对外发布公告、新闻或者做出不负责任承诺的;
- (三) 擅自代表学校、学院等机构或者学生组织等名义在社会上参加活动的;
- (四) 有其他损害学校声誉的行为, 造成不良影响的。

### 【违反学习纪律的行为】

第三十五条 未经批准, 离校连续 4 天的, 给予警告处分; 连续 6 天的, 给予严重警告处分; 连续 8 天的, 给予记过处分; 连续 10 天的, 给予留校察看处分。

未经批准, 离校连续两周或累计四周未参加学校规定的教学活动的, 按照学生学籍管理的有关规定处理。

第三十六条 有剽窃、抄袭或者伪造实验数据、计算结果等学术不端行为的, 给予记过或者留校察看处分; 情节严重的, 给予开除学籍处分。

对学术不端行为的认定, 参照学生学籍管理的有关规定或者学术委员会等学术权威组织的认定。

第三十七条 违反考试纪律的, 视其情节轻重及认错程度, 给予警告或者严重警告处分; 情节严重的, 给予记过处分。

违反考试纪律构成考试作弊的, 给予留校察看处分; 情节严重的, 给予开除学籍处分。

对于违反考试纪律以及违反考试纪律构成考试作弊的认定, 参照《北京化工大学考场规则》。

第三十八条 有下列情形之一的, 可以给予开除学籍处分:

- (一) 盗窃试卷、答卷或者考试材料的;
- (二) 由他人代替考试或者代替他人参加考试的;
- (三) 有组织作弊的;



- (四) 使用通讯设备作弊的；
- (五) 再次作弊的；
- (六) 有其他严重作弊行为的。

### 【妨害学校管理秩序的行为】

第三十九条 明知是赃物而购买的，给予警告或严重警告处分；情节严重的，给予记过以上处分。

第四十条 故意作伪证或者销毁、隐匿证据，使调查造成困难的，视其情节轻重，给予严重警告或记过处分。

第四十一条 伪造、变造、出卖、购买各种证件、证书、证明文件、印章的，视其情节轻重，给予记过以上处分。

转借各种证件、证书、证明文件、印章的，视其情节轻重，给予警告以上处分。

第四十二条 违反校医院有关公费医疗的规定，弄虚作假的（如修改处方、药方、开假报销单、开假证明等），视其情节轻重，给予警告以上处分。

第四十三条 违反学生住宿管理规定的，视其情节轻重，分别处分如下：

- (一) 未经批准，私自占用学生宿舍或出租床位，没收不法收入，经批评教育不改的，给予警告以上处分。
- (二) 未经批准留宿校外人员，给予警告处分。因留宿校外人员或让其进入宿舍而造成严重后果的，给予记过以上处分。
- (三) 在学校管辖的学生公寓、宿舍内，留宿异性或在异性处留宿的，视其情节轻重，给予警告以上处分。
- (四) 违反住宿管理规定，对其他人的正常学习生活造成影响，经批评教育不改的，视其情节轻重，给予警告以上处分。
- (五) 违反宿舍消防、用电的有关规定，经批评教育不改的，视其情节轻重，给予警告以上处分。因以上行为引起火灾的，给予记过以上处分。

(六) 其他违反学生住宿管理规定的行为，视其情节轻重，给予警告以上处分。

第四十四条 违反校园管理规定，扰乱公共场所管理秩序的，视其情节轻重，分别处分如下：

- (一) 着装不整或着污秽服饰进入公共场所或在公共地区活动，不听劝阻的，给予警告处分；
- (二) 在校园内行为不检且不听劝阻的，给予警告处分；情节严重的，给予严重警告以上处分；
- (三) 在教学楼、图书馆、学生宿舍等禁烟区内吸烟，经批评教育不改的，视其情节轻重，给予警告以上处分；
- (四) 有乱涂画、乱张贴、乱挂放、乱扔杂物等故意破坏环境卫生行为的，视其情节轻重，给予警告以上处分；
- (五) 违反校园交通管理规定，造成不良影响的，视其情节轻重，给予警告以上处分；
- (六) 扰乱课堂、食堂、图书馆、会场等公共场所秩序，经劝告不听的，视其情节轻重，给予警告以上处分；
- (七) 煽动、组织聚众闹事，破坏学校管理秩序的，视其情节轻重，给予留校察看或者开除学籍处分；
- (八) 未经学校同意，在校内举行集会、讲演、讲座、报告等公共集会活动的，视其情节轻重，给予警告以上处分；
- (九) 违反学生社团管理的有关规定，组织成立未经批准的学生社团并开展活动、出版刊物的，视其情节轻重，给予严重警告以上处分。

第四十五条 违反有关计算机、网络管理规定的，分别处分如下：

- (一) 在网上公开诋毁学校形象，给予严重警告处分；
- (二) 在网上散布和传播虚假信息，视其情节轻重，给予严重警告以上处分；
- (三) 未经允许，修改、移动、破坏、复制、下载他人或者组织的计算机等设备中的文件等信息存储方式，依据所造成的损失，给予警告或严重警告处分；情节严重的，给予记过或留校察看处分；
- (四) 未经允许开设代理、BBS、FTP、VOD、BT 等服务器以及语音聊天室，或者盗用他人、组织的帐号、密码，造成不良影响的，给予警告或者严重警告处分；情节严重的，给予记过或者留校察看处分；
- (五) 盗窃虚拟财产的，给予警告或者严重警告处分；情节严重的，给予记过或者留校察看处分；
- (六) 制造、故意传播和应用计算机病毒，或者非法侵入他人、组织的计算机等设备系统，依据所造成的损失，给予记过处分；情节严重的，给予留校察看或者开除学籍处分。

### 【违反社会公德的行为】



第四十六条 制作、传播淫秽物品、非法书刊、非法音像资料的，视其情节轻重，给予严重警告以上处分。

第四十七条 赌博或变相赌博的，除没收赌具、赌资外，视其情节轻重，给予记过以上处分；组织赌博的，给予开除学籍处分。

第四十八条 吸食毒品的，给予开除学籍处分。

第四十九条 有卖淫、嫖娼行为的，给予开除学籍处分。

第五十条 有偷窥、猥亵等行为的，给予严重警告或者记过处分；情节严重的，给予留校察看或者开除学籍处分。

第五十一条 违反社会公德，严重影响他人家庭生活的，给予严重警告以上处分。

## 第三章 纪律处分程序

### 第一节 取证与查实

第五十二条 学校主管部门或者学院发现学生有违规、违纪行为时，应当首先查清事实，收集证据。学校相关部门应当予以配合。

视违规、违纪行为的具体情况，经学校主管部门或学院整理原始资料后，学生工作办公室负责汇总审查。

第五十三条 调查笔录应当写明调查人员，被调查人的姓名、性别、年龄等基本情况。调查结束后交被调查人核对。笔录中如有错误或遗漏，应当允许被调查人进行更正或补充，并由被调查人员在更正或补充处签名或盖章。

调查笔录经核对无误后，由被调查人逐页签名或盖章并注明日期。

第五十四条 被调查人拒绝签名或盖章的，调查人员应当在笔录上注明情况，并由两名以上调查人员签名或盖章，注明日期。

学校应当保留调查笔录的原件。

第五十五条 当事人陈述事实的书面材料，应当写明当事人的姓名、性别、年龄、专业、学号、职业、住址等基本情况，由当事人签名或盖章并注明日期。

学校应当保留当事人书面陈述事实的原件。

第五十六条 一违纪事件涉及不同学院的学生时，由学生工作办公室会同有关部门协调处理。

### 第二节 审查与决定

第五十七条 学校主管部门或者学院经过调查，拟建议学校对学生给予纪律处分的，应当告知学生建议处分的事实、理由和依据，并告知学生有进行陈述和申辩的权利。

建议处分在严重警告以下的，由主管部门或者学院自行听取学生或者其代理人的陈述和申辩，并对学生陈述和申辩提出的事实、理由和证据进行复核。

建议处分在记过以上的，由学生工作办公室听取学生或者其代理人的陈述和申辩，并对学生陈述和申辩提出的事实、理由和证据进行复核。

第五十八条 拟被处分学生提出的事实、理由、证据成立的，应当采纳。

不得因拟被处分学生提出申辩而加重处分。

第五十九条 经过复核，认为违法、违规、违纪事实清楚、证据充分，拟给予学生严重警告以下处分的，由有关主管部门及学院提出关于纪律处分等级的初步意见，经学生工作办公室审核，报主管校长审批；拟给予记过以上处分的，由学生工作办公室承办人提出关于纪律处分等级的意见，经学生纪律处分委员会审核，报学校审批。

学生纪律处分委员会拟给予记过或者留校察看处分的，报主管校长审批；拟给予开除学籍处分的，由校长会议研究决定。

学生工作办公室承办人建议予以开除学籍处分的，应告知学生有申请听证的权利。学生放弃听证权利的，学生纪律处分委员会直接审核学生工作办公室的意见；学生按规定申请听证的，由学生工作办公室组织召开听证会，由学生纪律处分委员会根据听证的结果，提出关于纪律处分等级的意见，报学校审批。

第六十条 学校处分学生应当针对每个被处分的学生分别制作处分决定书，处分决定书应载明下列事项：

- (一) 被处分学生的姓名、性别、年龄、学院、专业、班级、学号等基本情况；
- (二) 认定的违反相关规定的事实；
- (三) 适用处分的理由和依据；
- (四) 作出的处分决定；
- (五) 被处分学生提出申诉的权利和期限。

### 第三节 送达

第六十一条 处分决定作出后，由学生所在学院将处分决定书送达学生本人，由学生本人签字（一式三份）。直接送达有困难的，可采取以下方式送达：

(一) 留置送达。学校将处分决定书直接送达给被处分学生时，如本人不在，可交其同住成年家属签收。被处分学生或者他的同住成年亲属拒绝签收处分决定书时，送达人应当邀请有关人员到场，说明情况，在送达回证上记明拒收事由和日期，由送达人、见证人签名或者盖章；把处分决定书留在当事人的住所或者收发部门，即视为送达。

(二) 邮寄送达。直接送达处分决定书确有困难时，也可通过邮局用挂号方式邮寄给被处分学生。邮寄送达应附有送达回证。挂号信回执上注明的收件日期与送达回证上注明的收件日期不一致的，或者送达回证没有寄回的，以挂号信回执上的收件日期为送达日期。

(三) 公告送达。被处分学生下落不明，或者通过其它方式无法送达的，学校可以在校内公告栏公告送达。自公告发出之日起，经过 60 日，即视为送达。公告送达，应在材料中记明原因和经过。

### 第四节 听证程序

第六十二条 学生工作办公室建议对学生处以开除学籍处分时，应当书面告知拟被处分学生有要求听证的权利。拟被处分学生要求听证的，应当在收到《拟予开除学籍处分通知书》三日内提出书面申请，学生工作办公室应在收到学生的申请后组织召开听证会。

拟被处分学生超过期限未提出听证要求的，视为放弃听证权利。

拟被处分学生书面提出放弃听证权利的，不得再次提出听证要求。

第六十三条 学生工作办公室在举行听证前，应将听证的时间、地点、主持人等有关事项书面通知拟被处分学生，由拟被处分学生在《听证通知书》送达回证上签字。

除涉及个人隐私外，听证应公开举行。

第六十四条 拟被处分学生应按时参加听证。未按时参加听证并且事先未说明理由的，视为放弃听证权利。

第六十五条 听证应由非本事件调查人员主持，并应当有专人记录；拟被处分学生认为主持人与本事件有直接利害关系的，有权申请回避。主持人是否回避，由学校决定。

第六十六条 听证参加人包括拟被处分学生及其代理人，以及本事件调查人员。拟被处分学生可以亲自参加听证，也可以委托 1 - 2 人代理，拟被处分学生委托代理人参加听证的，须在举行听证前提交授权委托书。

第六十七条 拟被处分学生在听证中的权利和义务：

- (一) 有权对本人事件的有关情况进行陈述和申辩。
- (二) 有权对事件调查人员提出的证据进行质证并提出新的证据。
- (三) 如实陈述本人违法、违规、违纪事实和回答主持人的提问。
- (四) 遵守听证会场纪律，服从听证主持人的指挥。

第六十八条 听证应当按下列程序进行：

(一) 听证记录人宣布听证纪律、拟被处分学生的权利和义务。听证主持人介绍主持人和记录人，询问核实听证参加人的身份，宣布听证开始。



- (二) 事件调出人员提出拟被处分学生违法、违规或违纪事实、证据、处分依据以及处分建议。
  - (三) 拟被处分学生就事件事实进行陈述和辩解, 提出有关证据, 对调查人员提出的证据进行质证。
  - (四) 听取拟被处分学生的最后陈述。
  - (五) 主持人宣布听证结束。听证笔录交拟被处分学生审核无误后签字或者盖章。
- 听证主持人在听证中应当维护正常的听证秩序。

第六十九条 听证结束后, 学校应当根据听证笔录, 依据有关规定作出相应的决定。

### 第五节 申诉

第七十条 学生对学校的处分决定有异议的, 可以向学校提出书面申诉。

第七十一条 学校成立学生申诉处理委员会, 学生申诉处理委员会由主管纪检工作的党委副书记任委员会主任, 成员由学生工作办公室和教务处工作人员、教师及学生代表、监察办公室主任组成。办公室设在纪检审联合办公室。

第七十二条 学生向学校学生申诉处理委员会提出书面申诉的, 应当在接到学校处分决定书之日起 5 个工作日内提出。经复查发现处分决定确实有误, 应及时更正并妥善处理。

第七十三条 学生申诉处理委员会应当对受处分学生提出的申诉进行复查, 并在接到书面申诉之日起 15 个工作日内, 做出复查结论并告知申诉人。需要改变原处分决定的, 由学生申诉处理委员会提交学校重新研究决定。

第七十四条 受处分学生对学校的复查决定有异议的, 在接到学校复查决定书之日起 15 个工作日内, 可以向北京市教育委员会提出书面申诉。

第七十五条 从处分决定或者复查决定送达之日起, 受处分学生在申诉期内未提出申诉的, 学校不再受理其提出的申诉。

### 第六节 其他

第七十六条 对学生的处分, 要坚持公开、公平、公正, 教育与处罚相结合的原则, 做到事实清楚、程序正当、证据充分、依据明确、处分适当。

第七十七条 被开除学籍的学生, 由学校发给学习证明。学生在处分决定送达或公告送达之日起 10 个工作日内办理离校手续。档案、户口退回其家庭户籍所在地。

第七十八条 处分决定视情况及时在全校、学院、班级范围内公布, 对涉及个人隐私、国家机密等情况的处分决定由学生工作办公室决定是否公布。

第七十九条 对学生的处分材料, 学校归入学校文书档案; 对学生的处分决定, 学校归入本人档案。

## 第四章 附 则

第八十条 在学校接受成人高等学历教育的学生、港澳台侨学生、留学生有违法、违规、违纪行为的, 参照本规定执行。在学校接受培训等教育方式教育的学生有违法、违规、违纪行为的, 参照本规定执行。

第八十一条 本规定中的给予某一级别“以下、以上”处分, 包含该级别处分。

第八十二条 本规定实施之前的行为, 在本规定实施之后尚未处理的, 适用行为时的规定处理。

第八十三条 本规定自 2005 年 9 月 1 日起施行。

第八十四条 本规定由学生工作办公室负责解释。

# 北京化工大学本科生物学籍管理规定

## (试行)

(北化大校发[2005]66号)

### 第一章 总则

第一条 为维护学校正常的教育教学秩序,实现人才培养的目标,不断提高教育教学质量,保障学生合法权益,促进学生德、智、体、美全面发展,依据国家教育部《普通高等学校学生管理规定》(中华人民共和国教育部令第21号)以及学校本科教育教学的具体情况,特制定本规定。

第二条 本规定适用于北京化工大学普通全日制本科学生。

### 第二章 入学、注册与取得学籍

第三条 按照国家招生规定录取的本科新生,应当持学校录取通知书和学校规定的有关证件,按期到校办理入学手续。因故不能按期入学者,应当事先书面向校招生办公室请假,并附原单位或所在街道、乡镇证明。请假期限一般不得超过两周。未请假或请假逾期者,除因不可抗力等正当事由外,视为放弃入学资格。

第四条 自新生报到之日起的三个月为入学资格复查期。学校按照国家招生规定对新生进行全面复查。复查合格者准予注册,取得学籍;复查不合格者,由学校区别情况,予以处理,直至取消入学资格。

凡属弄虚作假、徇私舞弊取得学籍者,无论何时,一经查实,即取消其学籍;情节恶劣的,将移交有关部门查究。

第五条 新生在复查期内,需参加学校组织的体检。体检复查患有疾病者,经校医院和学校指定的二级甲等以上医院(下同)诊断不宜在校学习,但经短期治疗可达到健康标准的,由校医院报招生办公室批准,暂不注册,保留入学资格一年。保留入学资格者须在两周内办理离校手续,回家疗养,无故不按期办理离校手续者,取消其保留的入学资格。

保留入学资格者不具有学籍,不享受在校学生待遇。保留入学资格的学生经治疗康复,可在下一学年开学前向校招生办公室提交入学申请,由学校指定医院诊断,符合入学体检要求,经学校复查合格后,重新办理新生入学手续;复查不合格或逾期两周不办理入学手续者,取消其入学资格。

第六条 每学期开学时,学生应当按学校规定的报到日期办理注册手续,以保持学籍。不符合注册条件或不按规定交纳学费者不予注册。

家庭经济确有困难的学生在办理申请贷款或者其他形式的资助手续后方可注册。

因故不能按期注册者,应当办理请假手续。未请假或者请假未准逾期两周以上未注册者,除因不可抗力等正当事由外,视为放弃学籍,按自动退学处理。

第七条 发现注册有误的,应及时更正。应注册而未注册或漏注册的,应及时补注册;不应注册而注册的,视为无效注册。





### 第三章 学制、修业年限、培养方案与课程

第八条 本科各专业的学制为4年。学生从入学取得学籍到完成学业的年限称为修业年限。学校规定标准修业年限为4年，最短的修业年限为3年，最长的修业年限为6年。休学时间（服兵役时间除外）计入修业年限。

缩短或延长标准修业年限毕业生需办理申请审批手续，但按本规定第十三条留级者除外。

学生在延长标准修业年限内应按本规定第六条办理注册。

第九条 学生应当依据所学专业的培养方案，制定个人的课程攻读计划和“素质拓展与创新”计划。

第十条 学生按照专业培养方案要求攻读的课程（包括各种教育教学环节）分为必修课和选修课。选修课包含任选课、限选课和通识课。必修课是本专业必须攻读的课程；任选课是在全校本科生课程中任意选修的课程；限选课是在本专业限定的课程群中选修的课程；通识课是面向全校开设的通识教育课程，包括人文社科类、管理类、艺术类、体育类和科学技术类等课程。

“素质拓展与创新”是学生必修的课外科技活动，包括参加各类大学生学科竞赛、参与科学研究、撰写并发表学术论文等。

第十一条 学分是计算课业时间的单位，表征课程的学习时间、难度和强度。学校实行以学分衡量学生学业完成状况的教学管理制度（简称学分制）。

学生按要求注册课程并参加课程学习的全过程，课程成绩达到60分、及格或合格以上即获得该课程的学分。

各门课程相应的学分详见各专业培养方案。

第十二条 学校采用平均学分绩点（GPA）来衡量学生的学习质量。平均学分绩点（GPA）是学生已学过的各门课程成绩的加权平均值（按学分加权）。即将学生所修课程的学分乘以所取得的课程成绩对应的课程绩点，即为该课程的学分绩点。以学生所修课程所得的学分绩点之和，除以该生同期攻读的全部课程学分的总和，即得出该生平均学分绩点（GPA）。课程成绩与课程绩点的换算关系参见附表。

如无特殊声明，本规定中所称的平均学分绩点（GPA）均指自学生入学至统计时的全部课程（包括补考和重修）的平均学分绩点。GPA计算结果按四舍五入原则保留小数点后两位。

平均学分绩点（GPA）既是学校选拔优秀学生、推荐免试攻读硕士学位研究生、授予学士学位、评定奖学金、判断能否提前攻读高年级课程以及申请自修课程等的依据，也是学生是否受到学业警示和退学处理等的重要参考指标。

第十三条 学校按照专业培养方案的要求，根据学生截至每学年末的学业状态，在每学年秋季注册时将其编入一年级、二年级、三年级和四年级进行学籍和学业管理。

一年级学生只有获得一年级课程总学分（依据所学专业培养方案的规定或者经批准的延长修业期的攻读计划，下同）的三分之二后，才能升入二年级。

二年级学生只有在补修完一年级所缺课程的学分，再加上二年级课程总学分的四分之三后，才能升入三年级。

三年级学生只有在补修完二年级所缺课程的学分，再加上三年级课程总学分的四分之三后，才能升入四年级。

第十四条 学生要求提前毕业，须提前一年向所在学院提交申请书与提前攻读计划，学院对其学习成绩和能力审核同意后，报教务处批准。

第十五条 学生要求延长毕业，须提前一学期向所在学院提交申请书与延长修业期的攻读计划，经学院审核同意后，报教务处批准。

### 第四章 学习纪律

第十六条 学生应当按时参加学校教育教学计划安排的各项活动。不能参加者，应当事先请假并获得批准。学生因缺课而缺失的教学内容由学生自己负责补齐，并应补交所缺的作业。

第十七条 学生因参加各类团体活动而缺课的，须由团体活动负责人提出书面申请，经学生工作办公室审核同意后，报教务处批准。

第十八条 学生请假要由本人提出书面申请。事假一般不得超过两周。病假应当附医院证明。

请假 7 日以内由学生所在学院审批报教务处备案, 超过 7 日由学生所在学院报教务处审批。

学生请假期满应当及时办理销假手续。未请假或者请假未准缺勤逾期两周以上者, 按自动退学处理, 取消其学籍。

第十九条 学生应当诚实守信, 遵从学术规范, 恪守学术道德; 不抄袭作业(论文、报告); 不编造、篡改实验中获得的数据资料; 不剽窃他人的研究成果; 直接引述他人的观点、研究成果或者摘录他人著作, 应当注明出处; 直接或者间接参阅的书面材料, 应当标明作者、标题和页码。

第二十条 学生应当遵守《北京化工大学考场规则》, 严禁考试(考查)违纪或者作弊。

第二十一条 对违反本规定第十六条至第二十条的学生, 根据《北京化工大学学生纪律处分规定》给予相应的纪律处分。

## 第五章 选课、考核与成绩记载

第二十二条 学校实行注册选课制。学生通过办理选课注册手续获得攻读课程的资格, 具体要求如下:

(一) 选课。学生应当在选课截止日期之前, 通过学校的选课系统注册攻读的课程, 逾期不予受理。未经注册的课程成绩和学分无效。新生入学第一学期的必修课程由教务处代为注册;

学生可以攻读经学校认定的其他大学的课程, 外校课程总学分不得超过专业培养方案规定的毕业最低总学分的三分之一。学生须持外校教务部门出具的课程教学大纲, 经学生所在学院审核认定, 在选课截止日期前报教务处批准。攻读外校的课程成绩须由其教务部门出具, 课程成绩合格可替代所在专业培养方案中相应课程的学分。课程成绩加注“外校”;

旁听课程不计学分, 课程成绩记为“旁听”。旁听的学生应填写旁听申请表, 经学生所在学院主管院长审批, 并在选课截止日期前将该表交至教务处。学生每学期一般只允许旁听一门课程;

(二) 退课。学生可以在退课截止日期之前, 通过学校的选课系统注销已选的课程, 逾期不予受理。已注销的课程不载入学生成绩单。

第二十三条 为均衡学业负荷, 保证学习质量, 学生每学期攻读课程的总学分一般应为 20~26 学分, 经批准缩短修业年限的除外。有严格预修关系的课程, 应先注册预修课程。有严格并修关系的课程应同时注册。学生一般只能注册本年级课程, 选修高年级课程须提出书面申请, 经主管院长审核同意后报教务处批准。

第二十四条 平均学分绩点(GPA)达 3.00 以上的学生, 经主管院长审核同意报教务处批准后, 可以选修高年级课程和硕士研究生课程, 但一学期内攻读的课程总学分不得超过 32 学分。

攻读的硕士研究生课程经学院确认后, 可替代本科阶段的专业限选课程。若被录取为我校硕士研究生, 学校承认该课程成绩并计入硕士研究生课程学分。

第二十五条 平均学分绩点(GPA)达 2.00 以上的二年级学生, 可以按有关规定申请辅修专业, 经学院主管院长审核同意后, 报教务处批准。

第二十六条 课程考核分为考试和考查两种方式。课程成绩由平时成绩(含阶段测验、期中考试、课堂讨论、作业、论文和考勤等)和期末考核成绩综合评定。任课教师应当依据专业培养方案, 在开课伊始向学生公布课程的考核方式和课程成绩评定办法。

第二十七条 在课程考核前, 任课教师应当对学生课程考核资格审查。有下列情况之一者, 取消其课程考核资格, 成绩记为不及格或不合格:

- (一) 无故缺课累计超过该课程教学时数三分之一者;
- (二) 缺交作业累计超过该课程作业总量四分之一者;
- (三) 含实验或实习的课程, 其实验或实习考核不及格者;
- (四) 抄袭他人作业或实验(实习)报告, 情节严重或屡教不改者;
- (五) 阶段测验或期中考试作弊者。

第二十八条 学生对被取消课程考核资格有异议的, 可以按本规定第六十六条申请复议。

第二十九条 视不同情况, 按下列方式记载课程成绩:

- (一) 必修课和限选课的, 课程成绩采用百分制或五级分制记载, 计入 GPA 统计; 通选课和任选课的课程成绩采用两级



分制记载,不计入GPA统计;“素质拓展与创新”超过4学分后,每增加4学分GPA增加0.1,但最高不超过0.5;

(二) 论文、设计、实验或实习等需要超过一个学期以上才能完成的课程,课程成绩记为“未完”,不计入当前学期GPA统计。该成绩最终将被实际成绩所替代。若逾期仍未完成,课程成绩记为“不及格”或“不合格”,并计入GPA统计;

(三) 学生因考试时间冲突、患病或意外事故而不能参加考试的,可申请缓考。缓考手续必须在该课程考核前办理,本人因特殊情况不能办理,可由班长或家长持有关证明代为办理。缓考学生有责任主动与所在学院教学管理部门联系缓考课程考核的有关事项;

缓考课程成绩记为“缓考”,不计入当前学期GPA统计。缓考课程不单独安排考核,若选择参加该课程的补考仅记为“及格”或“不及格”;若选择参加下一次同一课程的期末考核,则成绩据实记载。若毕业前仍未参加课程考核,课程成绩记为“不及格”或“不合格”,并计入GPA统计;

(四) 补考课程的成绩仅记为“及格”或“不及格”,并计入GPA统计;

(五) 重修的课程成绩据实记载,并计入GPA统计;

(六) 缺考的课程成绩记为“缺考”,GPA统计时按零分计算;

(七) 考核作弊的课程成绩记为“作弊”,GPA统计时按零分计算;

(八) 在课程考核结束后3个工作日内(期末考核的最后一门课程应在3日内),任课教师应按相关规定提交课程成绩单。未评定的课程成绩暂记为“未评”。任课教师所在学院主管院长有责任督促课程成绩的按时评定。

第三十条 课程成绩一经评定不得随意改动。学生若对课程成绩有异议,可以按本规定第六十六条提出复议。

第三十一条 必修课程(非实践性教学环节)考核不及格者可以参加一次补考,补考后仍不及格的必须重修。军事训练、实验、实习、课程设计、毕业设计(论文)等必修的实践环节不设补考,必须重修。限选课和通识课不设补考,可以重修,也可改选其他课程。缺考课程和考核作弊的课程必须重修。

第三十二条 在规定的修业年限内不限定课程重修次数,学校一般不单独安排重修课程。学生如需重修应重新办理下一次同一课程的选课手续。重修的课程成绩每次都记载,并且计入GPA统计。

需要重修已经通过的课程的学生应当经学生所在学院主管院长批准报教务处备案。

第三十三条 学生申请自修部分课程,应按以下规定办理:

(一) 平均学分绩点(GPA)不低于3.00,经任课教师同意,学生所在学院主管院长批准;

(二) 上课时间有局部冲突时,在征得任课教师同意后,可以申请自修其中一门课程的冲突部分;

(三) 经批准自修某门课程的一部分者,均应当按时完成该课程应做的实验(如含实验),

并按时交作业,方可参加课程考核;

(四) 学生若通过学校组织的课程免修考试,成绩据实记载,并计入GPA;

(五) 政治理论课、德育课、体育课、实验课、通识课以及必修的实践环节(军事训练、各类实习、课程设计、毕业设计/论文)等不得申请自修。

第三十四条 公共体育课的课程成绩应当根据考勤、课内教学和课外锻炼活动的情况综合评定,课程成绩按五级分制记载,不计入GPA。

体残或体弱的学生,应持校医院的诊断证明,经主管院长审核同意报体育部主任批准,可以免修公共体育课,但应参加保健体育课的学习。

学生每学年应通过测试达到《学生体质健康标准》的合格标准。由校医院证明身患疾病或其他特殊情况,经主管院长审核同意后,报体育部主任批准,可免于《学生体质健康标准》测试。

第三十五条 新生入学时应当参加大学英语分级考试。直接进入大学英语二级学习的学生,其大学英语(I)课程成绩记为“优秀”;直接进入大学英语三级学习的学生,其大学英语(I)和大学英语(II)课程成绩均记为“优秀”。

非英语专业的学生在修完大学英语(IV)后,应报名参加国家大学英语四级考试(CET-4)。

英语专业的学生在修完基础英语(IV)后,应当报名参加国家英语专业四级考试。

国家大学英语四级考试或国家英语专业四级考试达到学校规定的合格标准者,在大学英语(I、II、III、IV)或基础英语(I、II、III、IV)中曾出现的“不及格”成绩,在毕业资格审查时,按课程绩点1.0重新计算GPA。

国家大学英语六级考试或国家英语专业八级考试达到学校规定的合格标准者，在毕业资格审查时，在原大学英语（IV）或基础英语（IV）的课程绩点的基础上，增加一个档次（0.33）后重新计算 GPA。

## 第六章 转专业与转学

第三十六条 申请转专业的学生必须同时符合下列基本条件：

- （一）未转过专业者；
- （二）无违纪处分记录者。

第三十七条 在满足本规定第三十六条的前提下，符合下列条件之一者，可以申请转专业：

- （一）原专业培养方案规定的已修课程成绩合格，且平均学分绩点 GPA 达到 3.0 以上的学生；
- （二）取得学籍后发现某种疾病或生理缺陷，经学校指定医院检查证明不能在原专业学习，但尚能在我校其他专业学习者；
- （三）经学生所在学院确认，因某种特殊困难不转专业即无法继续学习者；
- （四）国家级大学生学科竞赛奖获得者；
- （五）符合《北京化工大学关于在本科生中选拔培养优秀生实施细则》第二十四条规定可自主选择专业的新生。

第三十八条 学生转专业，须由学生本人书面申请，所在学院提出建议，经申请转入的学院考核择优录取，报教务处批准。

第三十九条 根据学校的教学资源情况，学校每年确定各专业可以接受的转入学生人数。

第四十条 学生转专业后，原已获得的课程学分的转换与认定由转入学院负责。转专业学生应在规定的修业年限内，达到转入专业的培养方案的要求，方能取得毕业资格。

第四十一条 学生可以申请转到其他院校完成学业。转学的有关事项按照教育部《普通高等学校学生管理规定》办理。转学手续应在学期开学前办理。

## 第七章 休学与复学

第四十二条 学生因各种原因需暂停学业，可以申请休学。经所在学院同意报教务处审批，发给休学证明后方可休学。

第四十三条 学生有下列情况之一者应予休学：

- （一）经学校指定医院诊断，因伤、病需停课治疗（或疗养）时间超过六周的；
- （二）一学期请病假和事假累计超过六周的；
- （三）因其他特殊原因，学校认为应予休学的。

上述应予休学者，由学生所在学院报教务处，教务处发给学生休学通知。学生逾期两周不办理休学离校手续者，按退学处理。

第四十四条 休学时间一般以一学期为单位，但累计不得超过两年。学期期中办理休学者，该学期按休学计算。已考核课程成绩有效，已修但尚未考核的课程可以办理休学退课。

第四十五条 休学学生的户口不迁出学校，学校保留休学学生的学籍。学校不承担学生休学期间的管理责任。学生休学期间，不享受在校学习学生待遇。

第四十六条 因病休学的学生必须办理休学手续并回家疗养；休学学生患病，其医疗费按北京市公费医疗管理规定处理。

第四十七条 休学学生复学，应于学期开学前向所在学院提出书面复学申请，并按下列规定办理：

- （一）因病休学的学生申请复学时，必须持县级以上医院的康复证明，并经学校医院或学校指定医院复查合格，方可复学。复查不合格者不得复学；
- （二）学生在保留入学资格、休学期间，触犯国家法律，构成刑事犯罪者，或违反治安管理规定受到处罚，性质恶劣者，取消其复学资格；
- （三）复学的学生依其学业状况编入原专业相应年级学习。





第四十八条 学生应征参加中国人民解放军（含中国人民武装警察部队），可保留学籍至退役后一年。

## 第八章 学业警示与退学

第四十九条 学校在每学期期末对学生的学业状况进行评估，学生有责任主动查询自己的学业状况。学校对不能按期升入高一个年级学习的学生予以退学警示，对平均学分绩点（GPA）低于 2.00 的学生予以无学位警示。

第五十条 学生有下列情况之一者，应予退学：

- （一）对连续 2 次或累计 3 次不能升入高一个年级学习者；
- （二）不论何种原因（含休学、保留学籍，但服兵役时间除外）在最长的修业年限内，仍未修满规定学分者；
- （三）休学期满，在学校规定期限内未提出复学申请者；
- （四）累计休学两个学年，申请复学但经复查不合格者；
- （五）必须休学而不休学者；
- （六）经学校指定医院诊断，患有《普通高等学校招生体检工作指导意见》中列出的疾病或意外伤残不宜在校学习者；
- （七）未请假或请假未准，擅自离校连续两周或一学期累计四周未参加学校规定的教学活动者；
- （八）超过学校规定期限两周未注册而又无正当事由者；
- （九）本人申请退学者。

第五十一条 因上述事由退学，不属于处分。凡因上述事由退学的学生，由学生所在学院提出报告并签署意见，教务处审核，由主管校长召集相关部门负责人参加的校长会议批准。

第五十二条 对应予退学的学生，由学校出具退学决定书并送达本人；直接送达有困难的，可以留置送达，邮寄送达；学生下落不明或者通过其他方式无法送达的，可以在校内公告送达。自公告发出之日起 7 日之内视为送达。批准退学的名单报北京市教育委员会备案。

第五十三条 学生退学后的相关事宜，按下列规定办理：

- （一）退学的学生，必须在退学决定书送达或公告生效后 10 个工作日内办理离校手续，档案、户口退回其户籍所在地；
- （二）退学的学生，不得申请复学。

第五十四条 学生对退学处理有异议的，可以按本规定第六十七条申请复议。

## 第九章 毕业、结业与肄业

第五十五条 学生最长修业年限内，完成所学专业培养方案规定的全部内容，修满要求的各类课程学分和总学分，德、智、体达到毕业要求，准予毕业，由学校发给毕业证书。

第五十六条 学生在标准修业年限内，未修完所学专业培养方案规定的全部内容，但所获得的学分数达到或超过规定总学分的 90% 者，可以结业离校，由学校发给结业证书。

结业学生未取得学分的课程和教学环节，可在结业后至最长的修业年限内申请返校重修。修满学分者，由学生本人申请，经学院审核教务处批准换发毕业证书。逾期不申请重修或在最长的修业年限内未修满学分者不再换发毕业证书。

第五十七条 学生在最长修业年限内，仍未修完所学专业培养方案规定的全部内容，但所获得的学分数达到或超过规定总学分的 90% 者，由学校发给结业证书；学生在校学满一年，所获得的学分数大于规定总学分的 15% 者，由学校发给肄业证书；所获得的学分数低于规定总学分的 15% 者，由学校发给学习证明。上述情况均不再换发毕业证书。

第五十八条 辅修其他专业并达到该专业辅修要求者，由学校发给辅修专业证书。

第五十九条 学校每年颁发一次毕业证书（含辅修专业证书）、学位证书、肄业证书及结业证书。证书的落款日期以学校批准同意颁发时的日期填写。

第六十条 毕业、结业、肄业证书和学位证书遗失或损坏不再补发，经学生本人申请，学校核实后可以出具相应的证明书，证明书与原证书具有同等效力。



第六十一条 学生对毕业资格有异议的，可以按本规定第六十七条申请复议。

## 第十章 学士学位

第六十二条 对同时符合下列条件者，授予学士学位：

- (一) 修满所学专业培养方案要求的各类课程学分和总学分，并经毕业资格审核准予毕业；
- (二) 自学生入学至毕业时的全部课程（包括补考和重修）的平均学分绩点（GPA）达到 2.00 以上。

第六十三条 结业生在最长的修业年限内经重修获得本科毕业证书的，符合本规定第六十二条规定者授予学士学位。

第六十四条 对违反国家招生规定入学者，一经发现，不发给学历证书、学位证书。对已发的学历证书、学位证书由学校追回并报北京市教育委员会宣布证书无效。

第六十五条 学生对学位授予资格有异议的，可以按本规定第六十七条申请复议。

## 第十一章 复议与申诉

第六十六条 学生若对被取消课程考核资格或课程成绩评定有异议，可以按下列程序提出复议：

(一) 在接到取消课程考核资格通知或课程成绩公布之日起 5 个工作日内，学生可以向所在学院教学管理人员提出书面申请。教学管理人员负责与任课教师沟通，并

向学生反馈；

(二) 若仍有异议，学生可以向开课学院提出书面申请。开课学院应对学生提出的申请进行处理，并在接到书面申请之日起 5 个工作日内，作出结论并告知学生；

(三) 若再有异议，学生可以向教务处提出书面申请。教务处在接到学生书面申请之日起 10 个工作日内，应当对申请人的问题给予处理并书面答复。

第六十七条 学生对退学、毕业资格和学位授予资格等有异议的，可以按下列程序提出申诉：

(一) 在接到学校退学决定书或有关毕业资格（或学位授予资格）通知之日起 5 个工作日内，学生可以向学校学生申诉处理委员会提出书面申诉；

(二) 学校学生申诉处理委员会对学生提出的申诉进行审核，并在接到书面申诉之日起 15 个工作日内，作出审核意见并告知申诉人；

(三) 如需要改变原决定的，应由学校学生申诉处理委员会提交学校复查并作决定；

(四) 学生如对学校的复查决定仍有异议，在接到学校复查决定书之日起 15 个工作日内，可以向北京市教育委员会提出书面申诉。

在申诉期内未提出申诉要求的，学校不再受理。

## 第十二章 附 则

第六十八条 本规定所述以上、以下、以内、少于、大于、低于、高于，均包括本数在内。

第六十九条 本规定自 2005 级学生开始执行。其他各年级本科生参照本规定执行。对港澳台侨学生、来自少数民族自治区（县）的少数民族学生、留学生、按国家规定录取的高水平运动员、艺术特长生和国防生等的学籍管理，不适用本规定的相关条款另行规定。

第七十条 本规定由教务处负责解释。



# 北京化工大学

## 关于留学生攻读学士学位本科生培养和管理的规定

根据教育部有关文件精神，为了规范我校接收外国留学生来华学习的相关工作，特制定以下规定：

### 1. 招生工作

本科留学生来校学习，需进行入学考试，入学考试科目由国际交流与合作处和教务处协商确定。招生工作由国际交流与合作处承担。录取后国际交流与合作处将名单送教务处，由教务处对留学生进行编班、分配学号并通知有关院系。

大学本科生：申请人一般应在 35 岁以下，身体健康。具有相当于中国高级中学毕业的学历与水平，除审查学历证书外，一般应参加北京化工大学组织的入学考试，考试合格，方可正式录取为本科学生。对考试不合格的学生，也可视情况，录取为试读生。

普通进修生：具有大学学历，来校进修原所学或相关专业。具有学历证书、身体健康证明、简历和推荐信。经国际交流与合作处审查其材料合格，可作普通进修生安排。

### 2. 入学与注册

凡被我校录取的留学生新生，需持录取通知书、有效签证、JW202 表和体检表到校国际交流与合作处办理入学手续，交纳有关费用。国际交流与合作处将新生名单送教务处。在籍留学生持学生证按规定日期到国际交流与合作处交费，于所在学院办理注册手续。每学期开学时，学生必须在规定的时间内持学生证和国际交流与合作处开具的交费收据到所在学院办公室办理注册手续，取得本学期学习资格。

### 3. 教学与学籍管理

凡被我校录取的新生，其教学与学籍管理和在校中国学生管理办法基本相同，参照教育部的《高等学校接受外国留学生管理规定》中的教学管理执行，由教务处与各学院负责。其具体管理细则由教务处制定。

### 4. 留学生生活管理

本科留学生的生活管理由国际交流与合作处牵头，相关部门及学院配合管理。课外活动等由国际交流与合作处和学生工作办公室负责安排，由相关班级辅导员负责落实日常管理。但由于本科生一、二年级学习与生活在北区，因此，该阶段管理由北校区管理委员会办公室，学生工作办公室协同国际交流与合作处进行管理。

### 5. 其他事宜

在实施中涉及其它未尽事宜由国际交流与合作处与相关部门协商解决。

## 《北京化工大学学历留学生及港澳台本科学生管理若干规定》的补充条款

北京化工大学自 2002 年开始招收“中国政府奖学金”留学生和港澳台侨学生，我校的学历留学生和港澳台侨学生教育事业尚处起步探索阶段。为了进一步做好学历留学生和港澳台侨学生的学习管理工作，并考虑到学历留学生和港澳台侨学生的语言障碍、国外和港澳台地区基础教育的实际情况，为使他们在我校受到良好教育，顺利完成学业，特作出以下规定：

- 1、在新生入学前，国际交流与合作处将本科学历留学生和港澳台侨学生新生名单发至教务处和学院教学秘书处。教务处将每学期的留学生和港澳台侨学生的名单和课程表一起发至每个学院教学秘书处。教学秘书根据学生选课情况通知任课教师。
- 2、任课老师有责任加强留学生和港澳台侨学生进行个别辅导、答疑及批改作业，并及时解决他们学习中的困难。
- 3、学校对留学生和港澳台学生的要求是：掌握基本理论、了解最新科研成就、加强实践能力，提高全面素质。
- 4、考试成绩统计方式参照边远地区少数民族民考汉学生的方式单独统计。其毕业资格、学位资格的审核由学校（国际交流与合作处和教务处）专门进行。
- 5、其他学籍管理事宜可按照本校学生执行。未尽事宜，由国际交流与合作处、教务处和相关学院协商解决。



# 北京化工大学研究生学籍管理规定

## 总 则

第一条 为维护学校正常的教育教学秩序，不断提高教育教学质量，加强和完善研究生的学籍管理，保障研究生合法权益，促进研究生德、智、体、美全面发展，依据国家教育部《普通高等学校学生管理规定》（中华人民共和国教育部令第21号）以及其他有关法律法规，结合我校具体情况，制定本规定。

第二条 本规定适用于本校按照国家招生政策和规定录取的接受学历教育的研究生。

## 第一章 入学与注册

第三条 按照国家招生规定，被本校正式录取的研究生新生，应持我校录取通知书和学校规定的有关证件，按期来校报到，办理入学手续。因故不能按期入学者，应事先书面向研究生院（筹）请假，并附有原单位或所在街道、乡镇证明。请假须经研究生院（筹）批准。请假期限一般不能超过两周。未请假或请假逾期者，除因不可抗力等正当事由以外，视为自动放弃入学资格。

第四条 自新生报到之日起的三个月为入学资格复查期。学校按照国家招生规定对新生进行全面复查。复查合格者准予注册，正式取得学籍；复查不合格者，由学校区别情况，予以处理，直至取消入学资格。

第五条 新生在复查期内，须参加学校组织的体检。

体检复查中，发现患有疾病（包括新患疾病），不宜在校学习，但经校医院和学校指定的二级甲等以上医院诊断证明，通过治疗在一年内可达到招生体检标准者，经研究生院（筹）批准，暂不予注册，准许保留入学资格一年；如患有严重疾病在短期内不能治愈的，取消入学资格。

保留入学资格者须在两周内办理离校手续，回家或回原单位治疗，户口迁回原籍。无故不办理离校手续者，取消其保留的入学资格。

保留入学资格者不具有北京化工大学学籍，不享受在校研究生待遇。

第六条 在保留入学资格期内经治疗康复者，可在下一学年开学一周内向研究生院（筹）提交入学申请（附县级以上医院诊断证明），由学校指定医院诊断，符合入学体检要求的，重新办理入学手续。保留入学资格获准入学的研究生，随下一年级相同专业学习。复查不合格或逾期两周不申请办理入学手续者，取消其入学资格。

第七条 凡属弄虚作假、徇私舞弊取得学籍者，无论何时，一经查实，即取消其学籍；情节恶劣的，移交有关部门查究。

第八条 每学期开学时，研究生应按学校规定的报到时间持本人学生证到校办理注册手续。需交纳培养经费的各类研究生应在每学年秋季学期按时交纳该学年培养经费。不符合注册条件或未按学校规定交纳培养经费者不予注册。家庭经济确有困难的研究生可以申请贷款或者其他形式资助，办理有关手续并经批准后可暂缓注册。暂缓注册的学生可以选修当学期相关课程，并在缴纳学费后正式注册。其所修课程及成绩在正式注册后有效。因不按规定申请贷款或获得贷款后不缴纳

学费而造成未及时注册者，按自动退学处理。

因故不能按期返校注册者，应办理请假手续。未请假或请假未准逾期两周以上（含两周）未注册者，视为放弃学籍，按自动退学处理。

第九条 发现注册有误的，应及时更正。应该注册而未注册或漏注册的，应及时补注册；不应注册而注册的，视为无效注册。

## 第二章 课程注册、考核与成绩管理

第十条 学校实行注册选课制。研究生通过办理选课注册手续获得攻读课程的资格，并按要求参加课程学习的全过程，课程成绩合格即可获得该课程的学分。未经注册课程的成绩和学分无效。具体要求如下：

（一）选课。研究生应在选课截止日期之前，通过学校的选课系统注册修读的课程，逾期不予受理。

（二）退课。研究生可在退课截止日期之前，通过学校的选课系统注销已选的课程，逾期不予受理。已注销的课程不记入研究生成绩单。

第十一条 研究生修业的数量用学分考核，修业的质量用平均学分绩点来评价。平均学分绩点指已修的各门课程成绩的加权平均值（按学分加权，简称 GPA）。入学以来已修所有课程的平均学分绩点称总平均学分绩点，其中学位课的平均学分绩点称学位课平均学分绩点。

GPA 计算结果按四舍五入原则保留小数点后两位。

第十二条 课程考核分为考试和考查两种。课程成绩的评定实行相对分制。课程成绩可以是一次考核的相对分，也可以是多次考核相对分的加权平均值。

第十三条 课程成绩记载方式及其相应的课程绩点参见《北京化工大学研究生课程成绩评定方法》，并作以下规定：

（一）学位课和非学位课的课程成绩采用字母制，计入 GPA 统计。体育、艺术以及美学等课程成绩应根据考勤、课内教学和课外作业完成的情况综合评定，采用两级分制记载，课程成绩记为 P（通过）或 U（未通过）。不计入 GPA 统计。

（二）需要超过一个学期以上才能完成的课程，课程成绩记为 IP（未完），不计入当前学期 GPA 统计，该成绩最后将被实际成绩所替代。若逾期仍未完成，课程成绩记为 F，并计入 GPA 统计。

（三）研究生因患病或意外事故而不能参加考试的，可申请缓考。课程成绩记为 I（缓考），不计入当前学期 GPA 统计。该成绩最后将被实际成绩所替代。若逾期仍未参加课程考核，课程成绩记为 F，并计入 GPA 统计。

（四）缺考的课程成绩记为 F，并计入 GPA 统计。

（五）重修的课程成绩据实记载，并计入 GPA 统计。

（六）考核作弊的课程成绩记为 CH（作弊），GPA 统计时按零分计算。

（七）在课程考核结束后 10 个工作日内，任课教师应按相关规定提交课程成绩单。

第十四条 课程成绩一经评定不得随意改动。研究生若对课程成绩有异议，可在课程成绩公布之日起 5 个工作日内，向所在学院提出书面申请。学院负责与任课教师沟通，并向研究生反馈；若仍有异议的，研究生可以向开课学院提出书面申请。开课学院应对研究生提出的申请进行处理，并在接到书面申请之日起 5 个工作日内，作出结论并告知研究生；若再有异议的，可以向研究生院（筹）提出书面申请。研究生院（筹）在接到研究生书面申请之日起 10 个工作日内，应对申请人的问题给予处理并书面答复。研究生院（筹）的处理为终局处理。

第十五条 课程重修或重考（以下统称重修）：

（一）研究生必须按学校规定办理相应重修手续，否则成绩无效；

（二）学位课程可申请重修，但不允许放弃；同门课程最多可重修两次，重修成绩按最高一次成绩记载，并根据重修次数在研究生成绩单中标注“重 1”或“重 2”；同门课程的每次课程成绩均计入 GPA。

（三）非学位课可以放弃改学其他课程，该门课程不出现在成绩单中，但计入 GPA，也可选择重修。

第十六条 缓考手续必须在课程考核前办理，由研究生本人向所在学院提出书面申请，学院批准后报研究生院（筹）备案。缓考课程不单独安排考核，将随下一轮该门课程考核进行，成绩按正常考试记分。





### 第三章 学习纪律

第十七条 研究生应按时参加学校教育教学计划安排的各项活动，因故不能参加者，应事先请假并获得批准。

第十八条 研究生因参加各类团体活动而缺课的，须由团体活动负责人提出书面申请，报研究生院（筹）审核批准。

第十九条 研究生请假应由本人提出书面申请。请假七日以内由学院审批，超过七日由研究生院（筹）审批。事假一般不得超过两周。病假应附校医院证明或指定医院证明。

研究生请假期满应及时办理销假手续，否则视同请假逾期。未请假或者请假未准缺勤两周以上者，按自动退学处理。

第二十条 研究生应诚实守信，遵从学术规范，恪守学术道德。不抄袭论文、报告及作业；不编造、篡改实验中获得的数据资料；不剽窃他人的研究成果。直接引述他人观点、研究成果或者摘录他人著作，应注明出处；直接或者间接参阅的书面材料，应标明作者、标题和页码。

第二十一条 研究生应遵守《北京化工大学考场规则》，严禁考试（考查）违纪或者作弊。

第二十二条 对违反本规定第十七条至第二十一条的研究生，根据《北京化工大学学生纪律处分规定》给予相应的纪律处分。

### 第四章 转导师、转专业、转学

第二十三条 研究生一般不得转导师、转专业、转学。学校根据社会对人才需求情况的发展变化，经研究生同意，必要时可以适当调整研究生所学专业。研究生一般应在被录取学校完成学业。如患病或者确有特殊困难，无法继续在本校学习的，可以申请转学。

研究生因特殊情况需转导师的，应在同一专业内进行。由研究生本人提出申请，填写《北京化工大学研究生转导师申请表》一式四份，经转出和转入专业的导师、学院领导签署意见后，报研究生院（筹）审批备案。转导师一般应在入学后第三学期结束之前进行，批准日期以报研究生院（筹）审批备案为准。

如因专业调整、导师变动或其它特殊情况必须转专业者，须由研究生本人提出申请，填写《北京化工大学研究生转专业申请表》一式四份，经转出和转入专业的导师、学院领导签署意见，报研究生院（筹）审批备案，学院留一份备查。转专业一般在一级学科范围内进行。

第二十四条 研究生转学，须经两校同意。由转出学校报所在地省级教育行政部门确认转学理由正当，可以办理转学手续；跨省转学者由转出地省级教育行政部门商转入地省级教育行政部门，按转学条件确认后办理转学手续。须转户口的由转入地省级教育行政部门将有关文件抄送转入校所在地公安部门。转学手续一般在每学期末申请办理，以保证研究生在新学期到转入校学习。

第二十五条 凡校外转入者，或校内转专业者，在原培养单位和原专业所修课程与转入专业的学位课程一致，其考试成绩将予以承认。

第二十六条 有下列情况之一者，不予转学：

- (一) 入学未满一学期的；
- (二) 招生时确定为委培、定向生的；
- (三) 受开除学籍处分或已办理退学手续者；
- (四) 无正当理由的。

### 第五章 休学与复学

第二十七条 研究生可分阶段完成学业。因各种原因需暂停学业或不能正常学习者，可申请休学。

第二十八条 申请休学的研究生按下列规定办理手续：

- (一) 研究生因病不能坚持学习，需要休养治疗的，可申请休学。由本人提出申请，填写《北京化工大学研究生休学

申请表》，并提交校医院或学校指定医院诊断证明，经导师和学院审核同意，报研究生院（筹）审批备案。有特殊情况或因重病和传染病住院治疗者，可由他人代办手续。

（二）研究生因特殊原因，需要中断一个时期的学习（两周以上），可以申请休学。休学由本人提出申请，填写《北京化工大学研究生休学申请表》，经导师、学院领导审核同意，报研究生院（筹）审批备案。

第二十九条 研究生批准休学后的有关事项，按下列规定办理：

（一）休学的研究生应在批准休学后2周内办理休学手续并离校。往返路费自理。研究生休学期间，不享受在校学习研究生的待遇，不享受助学金、奖学金。

（二）因病批准休学的研究生休学期间医疗费用按北京市公费医疗管理规定处理。

（三）休学时间一般以一学期为单位，以一学年为限。

学期中办理休学者，该学期按休学计算。

学期开始两周后休学者，不退还该学期已缴费用，已考核课程成绩有效，已修但尚未考核的课程可办理休学退课。

第三十条 研究生休学期满，应于学期开学第一周内向所在学院提出书面复学申请，并按下列规定办理：

（一）因病休学的研究生申请复学时，须持县级以上医院诊断恢复健康的证明，经校医院或学校指定的医院复查合格后，经导师、学院院长审核同意，报研究生院（筹）审批，方可办理复学手续。

（二）因特殊原因休学的研究生在休学期满申请复学时，必须持休学期间所在地街道（乡）政府或有关单位开具的本人行为表现证明，经导师、学院院长审核同意后，报研究生院（筹）审批，方可办理复学手续。

（三）休学期满未办理复学手续，或未恢复健康不宜在校继续学习者，作退学处理。

（四）研究生在保留入学资格、休学期间，触犯国家法律，构成刑事犯罪者，或违反治安管理规定受到处罚，性质恶劣者，学校将取消其复学资格。

## 第六章 退 学

第三十一条 研究生有下列情形之一者，应予退学：

（一）无论何种原因，在规定的学习年限内未完成学业的；

（二）休学期满，在学校规定期限内未提出复学申请或者申请复学经复查不合格的；

（三）经学校指定医院诊断，患有《普通高等学校招生体检工作指导意见》中列出的疾病或者意外伤残不宜在校学习的；

（四）未请假或请假未准，擅自从事与培养计划无关的活动连续两周或累计四周以上者；

（五）超过学校规定期限两周未注册而又无正当事由的；

（六）任一培养环节考核不合格、不宜继续攻读硕士学位或博士学位者（包括提前攻博者）；

（七）公派出国或出境进修、联合培养、合作科研、参加国际会议的研究生，未经学校批准

逾期未归两周以上者；

（八）本人申请退学的。

第三十二条 因以上事由退学，不属于纪律处分。自愿申请退学者需向所在学院提出书面申请。退学的研究生，由研究生所在学院提出报告并签署意见，研究生院（筹）审核，由主管校长召集相关部门负责人参加的校长会议批准。

第三十三条 对应予退学的研究生，由学校出具退学决定书并送达本人，因特殊情况无法送达本人的，则在校内发布公告。自公告发布之日起7个工作日后，即视为送达。批准退学的研究生名单报北京市教育委员会备案。

第三十四条 研究生如对退学处理有异议，在接到学校退学决定书之日起5个工作日内，可向学校学生申诉处理委员会提出书面申诉，学生申诉处理委员会对研究生提出的申诉进行审核，并在接到书面申诉之日起15个工作日内，作出审核意见并告知申诉人。研究生如对学校的复查决定有异议，在接到学校复查决定书之日起15个工作日内，可以向北京市教育委员会提出书面申诉。

逾期申诉的，学校不再受理。

第三十五条 研究生批准退学后的有关事项，按下列规定办理：



(一) 退学的研究生, 必须在退学决定书送达或公告生效之日起 10 个工作日内办理离校手续。按入学前已具有的毕业学历和就业政策可以就业的, 可按国家相关规定办理有关手续; 在学校规定期限内没有落实聘用单位的, 档案、户口退回其家庭户籍所在地。

(二) 退学的研究生办理完退学手续后, 学校发给退学证明, 学满一学年以上(含一年)者, 且课程学分达到本专业培养方案课程要求的 1/2 者, 发给肄业证书; 未达一学年者, 学校出具在校学习证明和成绩单。无故超过 10 个工作日不办理退学手续者, 不再出具任何证明。

(三) 秋季学期退学者, 学校退还其已缴纳的下一学期的培养经费及有关费用; 春季学期退学者, 不退还其已缴纳费用。

(四) 取消学籍、已退学的研究生不得复学。

## 第七章 学制、学习年限

第三十六条 硕士研究生的学制为 2.5 年, 学习年限为 2~4 年(包括休学时间); 博士研究生的学制为 3 年, 学习年限为 3~6 年(包括休学时间); 提前攻读博士研究生的学制为 5 年, 自硕士生入学之日起计算。硕士研究生的标准修业年限为 2.5 年(以 5 个学期计算), 博士生标准修业年限为 3 年(以 6 个学期计算); 提前或延长标准修业年限毕业生需办理申请审批手续。

第三十七条 延长学习年限的申请应由研究生本人提出, 经导师、学院主管院长同意, 在每年 3 月 15 日之前报送研究生院(筹)审批、备案。研究生在延长学习年限内应办理注册, 并应按规定缴纳培养经费与住宿费用。延长期内学校不发给研究生普通奖学金, 不办理自费留学出国手续。

第三十八条 获优秀博士学位论文基金资助特别优秀的博士生, 已在学校学习满三年, 可自愿申请延长学习年限, 经批准后, 延长期间的待遇见有关规定。

第三十九条 研究生提前完成培养计划要求的课程学习和学位论文撰写工作, 并符合提前毕业的条件, 经本人提出申请, 导师、学院主管院长同意, 报研究生院(筹)审批、备案, 可准予提前毕业。申请提前答辩的硕士研究生实际学习时间一般不少于 2 年; 申请提前答辩的提前攻博研究生的实际学习时间(从进入硕士研究生学习阶段开始计)一般不少于 4.5 年。申请提前答辩的研究生必须在答辩前 6 个月提交申请报告, 答辩前 1 个月提交规定份数的学位论文, 经盲审通过后, 方可进行答辩。

第四十条 经批准休学的研究生, 复学后应相应延长学习时间, 延长期如超过休学时间, 须交延期培养经费。

第四十一条 经批准公派出国、出境进修、联合培养、执行合作科研任务或参加国际学术会议的研究生, 在出国前应办理出国审批手续。由本人向所在学院提出书面申请, 经导师和所在学院审核同意, 报研究生院(筹)批准备案。在国外期间连续计入学习年限。

## 第八章 毕业、结业与肄业

第四十二条 研究生在学校规定学习年限内, 按专业培养方案规定的要求完成学业, 取得课程学习学分和完成必修环节, 课程总 GPA 和学位课程 GPA 均达到 2.50 以上(含 2.50), 完成毕业论文并通过答辩, 德、智、体达到毕业要求, 准予毕业, 由学校发给毕业证书。

第四十三条 研究生在学校规定学习年限内, 按专业培养方案规定的要求完成学业, 但因课程成绩或毕业论文未达到毕业要求, 准予结业, 由学校发给结业证书。结业的研究生, 允许在规定的学习年限内, 申请重修不合格课程或修改论文。课程重修、论文重新答辩合格, 达到毕业要求的, 准予以结业证书换发毕业证书。毕业证书中毕业时间, 按学校批准同意颁发毕业证时的日期填写。在规定学习年限内不申请课程重修、论文重新答辩或重修、重新答辩仍未达到毕业要求者无资格换发毕业证书。

课程重修一般应申请以旁听方式进行, 特殊情况下可申请以自修方式进行, 重修之前须办理相应手续。

第四十四条 未完成所学专业培养方案规定的全部内容, 但学满一学年以上(含一年), 且课程学分达到本专业培养方案课程要求的 1/2 者, 学校颁发肄业证书。获肄业证书者, 不再具有换发结业证书或毕业证书的资格。

第四十五条 准予毕业的研究生，经学位审查符合学校学位授予条件的，授予其学位，并颁发学位证书。准予毕业但未达到学位授予条件的研究生，在学校规定的学习年限内，准予重新申请一次学位，经学位审查合格者，授予其学位，并颁发学位证书。具体参见《北京化工大学博士、硕士学位授予工作实施细则》。

第四十六条 结业生在学校规定的学习年限内达到毕业要求，准予换发毕业证书的，可按本规定第四十五条申请学位。

第四十七条 毕业、结业、肄业证书和学位证书遗失或者损坏不再补发。经研究生本人申请，学校核实后可出具相应的证明书。

## 第九章 附 则

第四十八条 本规定自 2005 级研究生开始执行。其他各年级研究生参照本规定执行。

第四十九条 其他类型的研究生参照本规定执行。

第五十条 本规定由研究生院（筹）负责解释。



# 留学生攻读博士、硕士学位研究生培养的规定

为加强我校攻读博士、硕士学位留学生的培养工作,提高研究生的培养质量,根据《中华人民共和国学位条例》、《中华人民共和国学位条例暂行实施办法》和《北京化工大学博士、硕士学位授予工作实施细则》的有关规定,以及教育部关于外国来华留学研究生培养工作的有关文件精神,结合我校具体情况制定本规定。

## 第一篇 留学博士研究生

### 第一条 培养目标

- (一) 遵纪守法,品德良好,学风严谨;
- (二) 掌握本学科坚实宽广的基础理论和系统深入的专门知识;具有独立从事科学研究工作的能力,能够在科学和专门技术上做出创新性的成果;
- (三) 身体健康。

### 第二条 学习年限

留学博士研究生的学习年限一般为3-4年。

留学生由于在校期间所做课题的需要,可自愿申请延长学习年限,最多可延长2年(延长期内应按规定缴纳学习与住宿费用)。申请延长学习年限的留学生,需经导师同意,学院审查,并由研究生院批准,国际交流与合作处备案。

### 第三条 培养方式

留学博士研究生的培养工作实行导师负责制。根据培养工作的需要,可由若干名具有高级职称的教师成立指导小组协助指导工作。

### 第四条 培养方案与培养计划

招收留学博士研究生的学科、专业,应制定留学博士研究生培养方案。培养方案应包括如下内容:(1)研究方向;(2)学分要求;(3)课程设置;(4)必修环节。

培养方案由所在学院学位评定分委员会制定,由研究生院批准执行。

留学生的个人培养计划由博士研究生根据本专业培养方案在导师的指导下制定,包括如下内容:(1)研究方向;(2)拟修课程科目及时间安排;(3)学术活动及实践环节安排;(4)暂定论文选题。该计划经学院审批,入学3个月内交研究生院备案。

### 第五条 课程学习

拟修课程需提前注册。第1学期课程在当学期第3周内注册,第4周可改注1次。其它学期课程在前一学期第10周注册,第12周改注1次。每学期注册学分数不得低于7学分。



留学博士生公共课及各类专业课设置如下：

课 程 名 称	课程性质	学 分
中国概论 (Introduction to China)	学位课	3
科技汉语 (Chinese of Science and Technology)	学位课	3
第二外语 (The Second Foreign Language)	选修课	2
专业课程 (Specialized Subject Courses)	学位课/选修课	6-8
跨学科课程 (Step Discipline Courses)	选修课	4

### 第六条 必修环节

(一) 开题报告：详见《北京化工大学研究生学位论文开题报告的要求及考核办法》。

(二) 学术活动：详见《北京化工大学研究生参加学术及德育活动管理规定》。

(三) 实践环节：可参加本科生、硕士研究生的课堂教学、辅导、指导实验等工作，完成后留学博士研究生本人写出工作总结，经导师考核合格后报国际交流与合作处备案。

### 第七条 学位论文

留学博士研究生必须从事一定水平的科学研究并取得创新性成果。博士学位论文可以是系统完整的学术论文，也可以是若干相对独立、且又相互关联的学术论文的结合体。

(一) 申请博士学位者，需达到如下条件：基于学位论文的内容，在核心刊物上发表 3 篇学术论文；或至少有 1 篇用外文发表，并被 SCI-E 或 EI 收录；

(二) 博士学位论文的撰写格式见《北京化工大学研究生学位论文撰写规范》；

(三) 学位论文可以用汉语和英语撰写和答辩。如用英文撰写论文，则须用中文撰写论文摘要。

修满课程学分，完成学位论文及各项必修环节后申请论文答辩。

### 第八条 留学博士研究生培养时间表

(一) 入学 3 个月内导师与研究生制定培养计划；

(二) 第 2 学期期末以前完成论文选题、第 3 学期末以前完成开题报告，并通过汉语考试；

(三) 预答辩：答辩前 3 个月。

### 第九条 其它规定

我校为获得我国学位的来华留学生颁发由国务院学位委员会办公室统一印制的学位证书，包括用汉语填写的证书、正文印刷书写的译文副本。与本国学生的学位证书、毕业证书具有同等效力。

## 第二篇 留学硕士研究生

### 第十条 培养目标

(一) 遵纪守法，品德良好，学风严谨；

(二) 掌握本学科坚实宽广的基础理论和系统深入的专门知识；具有独立从事科学研究工作的能力，能够在科学和专门技术上做出创新性的成果；

(三) 身体健康。

### 第十一条 学习年限

留学硕士研究生的学习年限一般为 2.5-3.5 年。

留学生由于在校期间所做课题的需要，可自愿申请延长学习年限，最多可延长 1 年。申请延长学习年限的留学生，经



导师同意，学院审查，由研究生院批准，国际交流与合作处备案。

#### 第十二条 培养方式

留学硕士研究生的培养工作实行导师负责制。根据培养工作的需要，也可由教师指导小组协助指导工作。

#### 第十三条 培养方案与培养计划

招收留学硕士研究生的学科、专业，应制定留学硕士研究生培养方案。培养方案应包括如下内容：(1) 研究方向；(2) 学分要求；(3) 课程设置；(4) 必修环节。

培养方案由院学位评定分委员会制定，由研究生院批准执行。

留学生的个人培养计划由硕士研究生根据本专业培养方案在导师的指导下制定，包括如下内容：(1) 研究方向；(2) 拟修课程科目及时间安排；(3) 学术活动及实践环节安排；(4) 暂定论文选题。该计划经所在学院审批，入学3个月内交研究生院备案。

#### 第十四条 留学硕士学位的学分要求

留学硕士研究生课程学习实行学分制，课程总学分不低于28学分，学位课学分不低于18学分，其余为非学位课学分。各学院也可在此基础上，对留学硕士研究生课程学习学分提出更高要求。

#### 第十五条 课程学习

拟修课程需提前注册。每学期注册学分数不得低于7学分。

留学硕士研究生公共课及各类专业课设置如下：

课程名称	课程性质	学分
必修课 (Required Courses)	学位课	14-16
其中：中国概论 (Introduction to China)	学位课	3
科技汉语 (Chinese of Science and Technology)	学位课	3
选修课 (Selective Courses)	学位课	2-4
其他选修课 (The Other Selective Courses)	非学位课	8-10

#### 第十六条 必修环节

- (一) 开题报告：详见《北京化工大学研究生学位论文开题报告的要求及考核办法》；
- (二) 中期检查：详见《北京化工大学硕士研究生论文工作中期检查工作实施细则》；
- (三) 学术活动：详见《北京化工大学研究生参加学术及德育活动管理规定》；
- (四) 实践环节：完成一定的本科教学工作或生产调研工作，经导师考核合格后报国际交流与合作处备案。

#### 第十七条 学位论文

学位论文工作是全面培训硕士研究生树立严谨的科学作风、掌握科学研究的基本方法和培养独立工作能力的重要环节。

硕士学位论文可以是系统完整的学术论文，也可以是若干相对独立、且又相互关联的学术论文的结合体。但无论是完整的论文还是论文中的独立内容都必须达到核心刊物可以接受发表的水平。

(一) 基于学位论文的内容，对具有一级学科博士学位授予权的学科的硕士研究生要求有1篇学术论文在核心刊物上发表或被接受；属于其它学科的硕士研究生要求在公开刊物上发表或被接受，或在国际或全国学术会议上宣读学术论文1篇；

(二) 硕士研究生在第5学期初应参加学院组织的中期检查。不能通过中期检查的学位论文不能申请答辩；

(三) 硕士学位论文的撰写格式见《北京化工大学研究生学位论文撰写规范》；

(四) 学位论文可以用汉语和英语撰写和答辩。如用英文撰写论文，则须用中文撰写论文摘要。

修满课程学分，完成学位论文及各项必修环节后申请论文答辩。

#### 第十八条 留学硕士研究生培养时间表

- (一) 入学3个月内导师与研究生制定培养计划；
- (二) 第3学期初（9月底以前）完成论文选题、开题报告，并通过汉语考试；
- (三) 第5学期初（10月15日前）进行中期检查。

#### 第十九条 其它规定

我校为获得我国学位的来华留学生颁发由国务院学位委员会办公室统一印制的学位证书，包括用汉语填写的证书、正文印刷书写的译文副本。与本国学生的学位证书、毕业证书具有同等效力。



# 北京化工大学关于研究生课程学习的有关规定

## 第一条 总则

(一) 研究生的课程学习实行学分制；

(二) 研究生课程学习的数量用学分考核；

(三) 研究生课程学习的质量用平均分(称为GPA)考核。平均分指已学过的各门课程成绩的加权平均值(按学分加权)。

入学起各门课程的平均分称总平均分，学位课的平均分称学位课平均分。

研究生课程平均分计算方法：

$$\text{平均分(GPA)} = \Sigma (\text{八级分制分数} \times \text{学分}) / \Sigma \text{学分}$$

## 第二条 课程设置

(一) 研究生课程分为学位课和非学位课两类；

(二) 学位课包括公共基础课、学科基础课和学科方向课。学位课在本专业培养方案规定的范围内选择。按交叉学科培养的研究生，经学院认可、研究生院备案，可在其攻读学位的学科和一个交叉学科的专业培养方案中规定的学位课程中选择；

(三) 非学位课均为选修课。可以在本专业培养方案推荐的课程中选择，也可以在全校统一的“北京化工大学研究生课程目录”中选择；

(四) 课程设置的原则是基础性和宽覆盖性。注册学习人数不满10人的课程一般不开课。导师认为重要而本校未开设的课程，可安排到校外上课，凭外校盖章成绩单承认其成绩和学分，学校不承担费用。

## 第三条 课程编号

(一) 研究生课程按开课学院和深度编号。课程编号由2-4个字母加3位数字组成。字母代表学科或学院：

化学工程学院：ChE：化学工程(兼化学工艺)，Env：环境工程，Cat：工业催化

生命科学与技术学院：Bio：生物工程，Med：制药工程

材料科学与工程学院：PSE：聚合物科学与工程，MSE：材料科学与工程，ACh：应用化学

机电工程学院：Mech：机械工程

信息科学与技术学院：EE：电子工程，Comp：计算机

经济管理学院：ME：管理科学与工程

理学院：Math：数学，Phys：物理，Chem：化学，ACh：应用化学

文法学院：Phi：哲学，Law：法学，MaT：马克思主义理论，HSS：人文与社会科学，Eng：英语，Jap：日语，Rus：俄语，

Ger：德语，PE：体育，Art：艺术

(二) 数字的第一位代表课程深度：

5XX 代表硕士研究生的基础课程以及在本科基础上拓宽知识性质的专业课。本科生可以选修。

6XX 代表硕士研究生的深度课程，博士研究生的基础课程及广度课程。

7XX 代表博士研究生的深度课程，接触学科前沿。

4XX 及以下数字留待与本科生接轨，暂不设8字头及以上编号。

(三) 数字的第二、三位为课程序号，无特殊意义；

(四) 保留一些全校统一的课程号：

500：硕士研究生入学安全教育

600：硕士研究生开题报告

699 : 硕士论文

700 : 博士研究生开题报告

799 : 博士论文

(五) 硕士研究生课程应选择 5XX 编号以上的课程。硕士专业与本科专业不同者, 必须补修不少于两门本科课程(4XX), 不计学分;

(六) 博士研究生学位课应选择 6XX 编号以上的课程, 部分选修课可以为 5XX 课程。博士专业与硕士专业不同者, 则必须选修不少于两门现专业的硕士课程 (5XX 以上), 不计学分。

#### 第四条 课程的选修和退修

(一) 研究生应根据各专业培养方案要求和个人学习计划, 在导师指导下修学课程, 并按规定办理选修手续, 否则其成绩和学分不予认定;

(二) 为方便研究生选课和管理工作的需要, 可按选(退)修课程的流程图操作选课(见研究生网上课程注册、注销流程图);

(三) 研究生如未办理选课手续, 该课程不予登记成绩; 所选课程未办理退选手续, 又不参加考试者, 成绩记为 F, 以零分记;

(四) 跨学科报考入学的研究生, 根据专业培养计划, 确实需要补修部分本专业基础课, 可以补修, 不记学分。

#### 第五条 课程注册

(一) 研究生修课必须提前注册。每学期注册学分不得低于 7 学分, 修满所需学分的学期不受此限制;

(二) 研究生课程注册、改注均须在导师指导下在网上进行, 注册后必须打印两份注册申请单经导师(或学院院长、研究生秘书)签字后, 交给学院。学院和研究生院各留一份;

(三) 研究生课程可以试听一次, 在课程开课后两周内将课程的改注(增加或注销)申请单交给学院;

(四) 注册研究生课程的学生人数原则上需达到 10 人或以上, 方可开课。已经注册, 未开设的课程必须注销;

(五) 学院受理申请单时间: 见学院通知;

(六) 注册的课程必须参加考核。不参加考核或中途放弃, 成绩为 F, 以零分记, 不能获得学分;

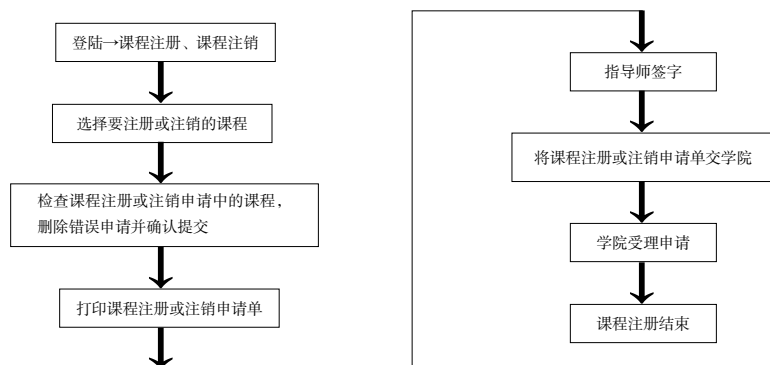
(七) 学位课成绩不理想, 不允许放弃, 可以选择重修。非学位课如果成绩不理想, 可以选择放弃改学其它课程, 该门课程不出现在成绩单中, 但该成绩计入平均分, 也可以选择重修;

(八) 未经注册的课程无论是否参加考核, 均不计学分, 也不计入平均分;

(九) 为维护学校正常的教学秩序、保证教学质量, 本校研究生须经任课教师同意方可旁听未注册课程。校外人员未经注册不得旁听。

研究生课程网上注册的具体步骤如下:

### 研究生网上课程注册、注销流程图



注: 北京化工大学研究生网上课程注册、注销使用说明见研究生院网上的最新通知





## 北京化工大学研究生参加学术活动管理规定

根据北京化工大学研究生在读期间管理规定，硕士生必须参加六次以上学术活动，博士生必须参加八次以上学术活动，且为必修环节，为加强此项工作的考核评价，活跃校园学术气氛，特制定本规定。

1、研究生参加学术活动归口由研究生培养系统负责，但其过程管理由研究生工作办公室会同各学院负责具体执行。研究生参加学术活动的考核主要通过研究生院网站学术活动管理平台（以下简称管理平台）实施。研究生参加学校公开组织的学术活动或者举办学术论坛必须从管理平台报名，一般组织的学术活动会提前进行预告，原则上报名截止期限为活动举行的前一天晚上 23 点。

2、研究生报名参加学术活动原则上必须参加，如有特殊情况不能参加，务必在管理平台上取消报名。如无特殊原因又未取消报名的同学则以“失信”计入诚信档案。

3、研究生参加学术活动在现场进行考勤，各学院管理员将依据考勤纪录确定参加学术活动人员。

4、研究生参加学术活动结束后在活动结束 7 日内提交学术心得，过期没有提交者，所参加的学术活动将无法纪录。

5、研究生提交的学术心得原则上不少于 400 字，管理员通过管理平台管理学术心得，并择优显示在公共页面上。研究生务必慎重提交学术心得，一旦管理员通过后，本人无法再修改。管理员通过所提交的学术心得后，研究生打印学术心得并由导师签字确认考查合格，由研究生保存，每学期末由班长统一收齐后交由辅导员留存，研究生毕业前由辅导员将学术心得交给研究生秘书存入研究生业务档案。管理员可以不通过过于简单或者存在问题的学术心得，同时所参加的学术活动将不予记录。

6、举办研究生学术论坛的报告人或者参加全国博士论坛的研究生可以按照参加学术活动记录。

7、研究生参加国际或全国性学术会议并宣读论文或者自行在外校参加学术活动，撰写学术心得后交由导师签字确认后，在辅导员处登记，可以按照参加学术活动记录。

研究生参加学术活动网上报名及管理程序参见研究生院网站。

# 北京化工大学

## 来华语言进修生学习管理规定

为维护学校正常的教学秩序，保障来华语言进修生拥有良好的学习条件和环境，促进来华留学生勤奋学习并顺利完成学习任务，特制定本规定。

本规定适用于所有在北京化工大学学习汉语的来华语言进修生。

### 分 班

第一条 每学期开学前，所有新生（零起点新生除外）均需参加由对外汉语办公室组织的汉语入学水平考试，考试结果将作为分班的主要依据，未参加分班考试的新生不得擅自进入教室上课。

第二条 在正式上课第一天，学生按照所分班级进教室上课，同时持注册卡领取教材。

第三条 学生可在所分班级试听一周，如认为自己的实际水平与所在班级的水平差别较大，可首先向班主任提出申请，经对外汉语办公室批准后，可进入相应的班级学习；因其它原因需要调班的学生须向对外汉语办公室提出申请，经同意后方可调班。

### 选 课

对外汉语办公室按照教学计划为学生开设的必修课，要求所有学生必须参加。达到出勤标准且考试成绩合格者颁发结业证书。

必修课以外的选修课，包括中国书法、绘画、剪纸、电影欣赏、中国武术等，学生可自愿参加。

### 考 勤

第四条 语言进修生必须按照学校规定参加学习，并享受我国的节假日和学校的寒、暑假。各派遣国的节假日、重大外事活动、宗教活动等学校不放假，若要请假，对外汉语办公室将视情况决定是否准假。

第五条 学生应严格遵守考勤纪律，不可无故缺课。两天以下的病假应提前向班主任请假。三天以上的事假须提前向对外汉语办公室提出申请，获得批准后方可离开。因病不能上课超过三天（含三天）以上者，需有医生证明，否则一律按旷课处理。

第六条 上课迟到、早退超过 15 分钟，按旷课一节处理。

第七条 一个月内无故旷课 20 节课以上者将被警告；警告累计两次者将被取消考试资格，不予颁发结业证书；警告累计三次者，将被除名，不予开具学习证明。



## 考试与成绩

在课程考核前，国际交流与合作处将对学生进行课程考核资格审查。无考试资格者将提前通知本人。

第八条 学生应当参加教学计划中所有规定课程的学习和考核，如有特殊情况，需向对外汉语办公室提出申请，得到同意后方可；

第九条 缺课时数（病、事、旷）累计超过该课程学期总学时三分之一以上的学生，无该课程的期末考试资格，同时不能获得结业证书。

第十条 原则上任何提前考试或延迟考试的要求都不许可，如有特殊情况需经对外汉语办公室同意方可，每门课只有一次考试机会；

第十一条 每学期总评成绩根据平时、中期末成绩综合评定。平时成绩包括出勤、课堂表现、作业完成情况等；学期总评成绩有一门或一门以上考试不及格者不授予结业证书，只开具学习证明；

第十二条 考试成绩不及格者，可以有一次补考机会，补考成绩合格者将授予结业证书。

第十三条 考试作弊者，不记考试成绩，同时没有补考机会，不予颁发结业证书，同时将受到相应的纪律处分。

第十四条 每学期学生应及时领取成绩单和结业证书，未及时领取者，对外汉语办公室只负责保留半年，超半年后索取者需缴纳工本费。

## 结业证书

学生在规定时间内，修完教学计划中所规定的全部课程，达到出勤标准，未出现过违纪现象，并按规定参加考试且成绩合格者（60分以上），将获得结业证书。

因各种原因未达到结业要求的学生，将视具体情况决定是否给予开具学习证明。

## 奖励

### 一、优秀学生奖

遵守中国法律和学校的各项规章制度，努力学习并取得良好成绩的学生将被授予“优秀学生”称号，颁发奖励证书和奖品（获奖人数不超过总人数的1/3）。

### 二、全勤奖

在整个学期学习过程中，从未因任何原因缺课的学生将被授予“全勤生”称号，颁发奖励证书及奖品。

### 三、北京市政府奖

同时获得优秀生奖和全勤生奖的学生将有资格参与该奖的评选。

### 四、HSK 优胜奖

对以下学生：初级一班学生考取 HSK 三级或以上者、初级二班学生考取 HSK 四级或以上者、中级一班学生考取 HSK 六级或以上者、中级二班学生考取 HSK 七级或以上者、高级班学生考取 HSK 八级或以上者，将颁发“HSK 优胜者”证书、精美奖品一份并减免考试费。

### 五、活动积极分子奖

积极参加学校组织的各项活动且表现突出的学生将授予“活动积极分子”称号，同时颁发奖励证书及奖品。

本规定自发布之日起实施，由国际交流与合作处负责解释。

# 教育部国际合作与交流司关于中国政府奖学金的管理规定

为资助世界各国学生、学者到中国高等学校进行学习和研究,增进中国人民与世界各国人民的相互理解和友谊,发展中国与世界各国在教育、科技、文化、经贸等领域的交流与合作,中国政府设立中国政府奖学金。教育部负责根据中国政府与外国政府或国际组织达成的协议或计划对外提供中国政府奖学金,并委托国家留学基金管理委员会(简称CSC)具体负责享受中国政府奖学金来华留学的外国籍学生(以下简称奖学金生)的招生及日常事务的管理工作。为加强中国政府奖学金及奖学金生的管理,特制定本规定。

## 一、中国政府奖学金类别、提供对象、期限和申请条件

中国政府奖学金按学生类别分为本科生奖学金、硕士研究生奖学金、博士研究生奖学金、汉语进修生奖学金、普通进修生奖学金和高级进修生奖学金,另外按项目分为长城奖学金、优秀生奖学金、HSK 优胜者奖学金、外国汉语教师短期研修项目和中华文化研究项目等。

**本科生奖学金:**向申请到中国大学攻读学士学位者提供,期限一般为4学年(医学专业等为5学年)。申请者应具有相当于中国高级中学毕业的学力,学习成绩优秀,并通过中国大学入学考试或经推荐被中国大学免试录取,年龄在25周岁以下。

**硕士研究生奖学金:**向申请到中国大学攻读硕士学位者提供,期限2-3学年。申请人应具有学士学位,学习成绩优秀,从中国境外申请者需有两名教授或副教授的推荐,在华申请者应已获得中国高校的录取,年龄在35周岁以下。

**博士研究生奖学金:**向申请到中国大学攻读博士学位者提供,期限3学年。申请者应具有硕士学位,学习成绩优秀,从中国境外申请者需有两名教授或副教授的推荐,在华申请者应已获得中国高校的录取,年龄在40周岁以下。

**汉语进修生奖学金:**向非汉语专业毕业或无汉语基础、申请来华专门学习汉语者提供,期限1-2学年。申请者应具有相当于中国高级中学毕业以上的学力,年龄在35周岁以下。

**普通进修生奖学金:**向申请来华进修原本人所学专业者提供,期限1-2学年。申请者应为大学二年级以上在校学生或具有相当于大学本科毕业的学力,年龄在45周岁以下。

**高级进修生奖学金:**向申请来华就某一专题在中国导师指导下进修提高者提供,期限1-2学年。申请者应具有相当于中国硕士研究生毕业以上的学力,并有两名教授或副教授的推荐,年龄在50周岁以下。

☆申请上述中国政府奖学金者原则上应具有相应的汉语水平(汉语进修生和申请以外语作为授课语言者除外);汉语水平达不到学习要求者,可安排最长不超过2学年的汉语补习,其中需要汉语补习的本科生和硕士、博士研究生的奖学金期限相应延长,进修生的汉语补习时间计入规定的奖学金期限。

**长城奖学金:**向联合国教科文组织提供,招生类别为普通进修生和高级进修生,提供对象、期限及申请条件与普通进修生奖学金和高级进修生奖学金要求相同。

**优秀生奖学金:**向已完成原定在华学习计划,并于当年考取硕士或博士研究生且品学兼优者提供。期限和申请条件与硕士研究生奖学金和博士研究生奖学金要求相同。

**HSK 优胜者奖学金:**向在中国境外参加汉语水平考试的成绩优胜者提供,来华学习专业为汉语,期限不超过一学年,年龄在40周岁以下。

**外国汉语教师短期研修项目:**资助从事汉语教学的外国专职汉语教师来华短期研修,课堂教学时间为4周;另安排2周免费教学旅行,可自愿参加;申请者应具有大学本科毕业以上学历,连续从事汉语教学3年以上,年龄在50周岁以下。

**中华文化研究项目:**资助从事中国文化研究的外国学者短期来华,在中国导师的指导下或者与中国学者合作开展研究,期限不超过5个月。申请者应具有博士学位或者相当于副教授以上的职位,出版或发表过有关中国语言、文化、历史等方面的专著或论文,年龄在55周岁以下。



## 二、中国政府奖学金内容

1. 中国政府奖学金分为全额奖学金和部分奖学金。

2. 中国政府全额奖学金内容如下：

免交注册费、学费、实验费、实习费、基本教材费和住宿费；

提供与中国学生同等的公费医疗服务；

提供奖学金生活费和一次性安置补助费；

提供入学时由入境口岸城市至学校所在城市、汉语补习院校所在城市至专业院校所在城市，以及毕业时学校所在城市至出境口岸城市的一次性火车硬座车票（乘坐通宵火车时为硬卧车票）；

奖学金生的国际旅费原则上由派遣方负担。另有协议者按协议

规定办理。

部分奖学金为上述内容中的一项或几项待遇。

长城奖学金：与全额普通进修生奖学金和高级进修生奖学金待遇相同

优秀生奖学金：与全额硕士研究生奖学金和博士研究生奖学金待遇相同

HSK 优胜者奖学金：与全额汉语进修生奖学金待遇相同

中华文化研究项目：免交注册费、研究费、住宿费和紧急医疗费，另按月发给研究补助费，提供一定数额的一次性图书资料费和学术旅行补助费。

外国汉语教师短期研修项目：免交注册费、学费、住宿费和紧急医疗费，提供一次性生活补助费；参加集体教学旅行者免交住宿费和交通费，并另提供一定数额的餐费补助。

中国政府将不定期调整奖学金标准，具体情况请参见由 CSC 印制的《中国政府奖学金来华留学生招生指南》。

3. 奖学金生活费自奖学金生入学之日起逐月定期发给。新生当月十五日（含十五日）之前注册的，发给全月奖学金生活费；十五日以后注册的，发给半个月奖学金生活费。毕业生的奖学金生活费发至学校确定的毕业之日以后的半个月。对休学、退学或结业回国者，奖学金生活费自下个月起停发。学校规定的假期内奖学金生活费照发；奖学金生假期内因离校休假而未能按时领取奖学金生活费，返校后可以补发。奖学金生未请假而不按时到校注册、非健康原因离校或者旷课，时间超过一个月者，停发当月的奖学金生活费。

奖学金生要求进行超出学校教学计划的实验或实习，所需费用由本人自理。

奖学金生来华后如被发现患有中国法律规定不准入境疾病者，应立即离境回国，回国旅费自理。

4. 奖学金生在学习期间患病，应在学校医院就诊。必要时，由学校医院介绍转入指定医院治疗。奖学金生镶牙、补牙、拔牙、配眼镜、分娩、人工流产、矫正生理缺陷、购买营养滋补品和其他超出公费医疗支付范围和标准的费用，以及治疗来华前已患有的慢性疾病的费用由本人自理。

奖学金生因打架、斗殴等违反法律、校纪行为导致伤亡事故所支付的医疗及其他有关费用，由当事人自理。

5. 奖学金生因患严重疾病需休学者，应回国休养，回国旅费自理；经学校批准休学者，享受奖学金资格最长可保留一年，但休学期间停发奖学金生活费。奖学金生因其他原因休学者，其享受奖学金的资格不予保留。

## 三、申请途径、时间和申请办法

本科生奖学金、硕士研究生奖学金、博士研究生奖学金、汉语进修生奖学金、普通进修生奖学金、高级进修生奖学金可向所在国负责留学生派遣的政府部门、相关机构或中国大使馆提出申请，申请时间一般在每年的 2-4 月。其他专项奖学金申请途径和办法如下：

长城奖学金：可通过本国联合国教科文组织向联合国教科文组织总部提出申请，申请时间在每年的 2-4 月；

优秀生奖学金：可通过所在学校向 CSC 提出申请，申请时间在每年的 4-6 月；

HSK 优胜者奖学金：可通过 HSK 考试主办单位或中国大使馆、领事馆向 CSC 提出申请，申请时间在每年的 2-4 月；

中华文化研究项目：可通过中国大使馆、领事馆或中国的合作大学、学者随时向 CSC 提出申请；



外国汉语教师短期研修项目：可通过中国大使馆、领事馆向 CSC 提出申请，申请时间一般在每年的 2 - 4 月。

教育部国际合作与交流司负责上述奖学金申请的审批。

申请中国政府奖学金时需提交以下材料：

1. 《中国政府奖学金申请表》（由 CSC 统一印制）
2. 经过公证的最高学力证明和学习成绩单；如申请人为在校学生或已就业，需另外提交本人所在学校或单位出具的在学证明或在职证明
3. 来华学习时间在 6 个月以上者（含 6 个月）需出具《外国人体格检查记录》（由中国卫生检疫部门统一印制）
4. 来华学习或研究计划（不少于 200 字）
5. 从中国境外申请攻读硕士、博士学位者或申请作为高级进修生者，需出具两名教授或副教授的推荐信；在中国境内申请攻读硕士、博士学位者，需出具报考学校的录取通知书
6. 申请学习音乐专业者需提交本人的有关作品
7. 从中国境外申请攻读理工农医专业本科者，需另外提交由中国使馆举办的数理化水平测试成绩单或所在国高中毕业会考成绩单，申请学习经济和管理类专业本科者需提交数学水平测试成绩单；在中国境内申请者需出具有关学校的入学考试成绩单和录取通知书。
8. 申请“中华文化研究项目”者需提交本人已发表的主要著作或论文目录。

## 四、奖学金生的录取及来华

奖学金生由 CSC 安排到教育部指定的高等学校学习。CSC 在对申请人的申请材料进行审核后，根据申请人的条件并参照本人志愿将申请材料转送有关高等学校，由高等学校决定是否录取。

从境外申请免试来华读本科和硕士、博士研究生者，由高等学校先作为试读生录取，试读期限为一年。学生在试读期间必须通过学校的入学考试或相关的课程考试后方可转为正式学生继续学习，其试读期间的成绩计入总学分。如专业学习前需要补习汉语者，应在汉语补习期间通过学校的入学考试或相关的课程考试后方可正式进入专业学习。规定期限内未通过考试者应作为进修生结业回国。

CSC 一般于每年的 7 月 30 日前将奖学金生录取名单、《外国留学人员来华签证申请表》（JW201 表）和学校的《录取通知书》等文件通过外交途径送交派遣国留学生派遣部门，由后者负责通知学生本人。

被录取的奖学金生应持有效普通护照、《外国留学人员来华签证申请表》、《录取通知书》和《外国人体格检查记录》（仅限于学习期限在 6 个月以上者）到中国大使馆、总领馆申请来华学习签证，并持上述文件来华，到校办理注册手续。

## 五、奖学金生的专业变更、转学和学习期限的延长

奖学金生来华后原则上不得变更专业、转学和延长学习期限。有特殊情况需要变更专业、转学和延长学习期限者，须经本国留学生派遣部门向 CSC 提出申请，由 CSC 统一安排。未经批准而自行变更专业、转学或延长学习期限者，将被取消享受奖学金的资格。

## 六、奖学金年度评审

为充分发挥中国政府奖学金的激励作用，依照教育部制定的《中国政府奖学金年度评审办法》的有关规定，高等学校对学习期限在一学年以上的奖学金生每年进行一次综合评价，决定其是否有资格继续享受中国政府奖学金。

中华人民共和国教育部国际合作与交流司

二〇〇一年七月



# 中国政府奖学金年度评审办法

## 中华人民共和国教育部

二〇〇〇年四月二十六日

第一条 为加强对中国政府奖学金的管理，发挥中国政府奖学金的效益和作用，根据中国政府奖学金有关管理规定，实施中国政府奖学金年度评审制度（以下简称年度评审），特制定本办法。

第二条 年度评审是指通过对享受中国政府奖学金来华学习的外国留学生（以下简称奖学金生）每年进行一次综合评价，决定其是否具有继续享受或者恢复享受中国政府奖学金的资格。

第三条 教育部委托国家留学基金管理委员会（以下简称基金委）负责年度评审的组织实施工作。

省、自治区、直辖市教育行政部门负责本地区高等学校年度评审的有关协调工作。

高等学校负责对本校奖学金生进行年度评审。

第四条 年度评审的对象为，在华学习一学年以上或者原定学习期限结束后申请延长奖学金期限的奖学金生。

第五条 年度评审的内容为：

1. 学习成绩，包括本学年第一学期的各科考试、考核成绩和第二学期的学习基本情况；
2. 学习态度和考勤情况；
3. 行为表现和奖惩情况。

第六条 高等学校根据本校的教学和学籍管理等规定，制定年度评审的具体办法和评价标准，据此对奖学金生是否具有继续享受或者恢复享受中国政府奖学金的资格进行评审，提出“合格”或者“不合格”的评审意见，以及是否继续提供或者中止、取消奖学金的建议。

基金委根据高等学校的评审意见和建议，决定是否继续向奖学金生提供中国政府奖学金，或者中止、取消其继续享受中国政府奖学金资格。

第七条 有下列情况之一者，中止其享受中国政府奖学金资格一年：

1. 因考核成绩不合格留级或者降级的；
2. 所修课程连续两年未达到规定学分的；
3. 受到留校察看处分的。

被中止享受中国政府奖学金资格者，自下一学年开学起停发其奖学金，但本人可按照学校有关规定申请自费或者减免部分费用留校继续学习。中止期满后，经本人申请，可以参加当年的年度评审，如评审合格，经基金委批准后，可以自下一学年起恢复发给奖学金。

第八条 有下列情况之一者，取消其享受中国政府奖学金的资格：

1. 受到勒令退学或者开除学籍处分的；
2. 在校学习期间累计两次未通过年度评审的；
3. 无正当理由不参加年度评审的。

被取消享受中国政府奖学金资格者，从公布之日起停发其奖学金，其享受中国政府奖学金的资格不得再恢复。

第九条 年度评审按以下程序进行：

1. 奖学金生必须按照所在高等学校规定的时间和要求，领取和如实填写由基金委统一印制的《中国政府奖学金年度评审表》(以下简称《评审表》)，并按规定期限提交给学校。

2. 高等学校按照年度评审要求和标准，将评审意见和建议填入《评审表》，于每年5月31日前将评审情况报告、评审合格者名单和评审不合格者的《评审表》报送基金委。评审情况报告同时抄报当地省级教育行政部门。

3. 需要转学的奖学金生(包括汉语补习学生)，由转出学校负责对其进行年度评审，并负责将评审材料和评审决定转到转入学校。

4. 基金委于每年6月15日前将评审决定通知有关高等学校和有关省、自治区、直辖市教育行政部门；学校将评审决定通知奖学金生本人，并将经评审被中止或取消奖学金资格者的情况通报奖学金生派遣国驻华使馆或者派遣单位。

本办法自公布之日起施行。



# 北京化工大学关于外国留学生 享受中国政府奖学金年度评审工作的实施细则

根据教育部《中国政府奖学金年度评审办法》精神,为规范我校留学生奖学金年度评审工作,激励外国留学生勤奋学习、遵纪守法、团结友好,特制定本细则。

一、年度评审的对象为所有享受中国政府全额奖学金或部分奖学金,在华学习一年以上的在学人员(以下简称奖学金生,含本科生、硕士研究生、博士研究生、普通进修生、高级进修生等)。

1. 获准在我校学习期限超过一学年的奖学金生,每年均应参加奖学金评审。
2. 即将完成学业,继续申请奖学金在华学习的奖学金生,在结束学业的当年,仍应参加奖学金评审。
3. 因病休学,后又获准复学的奖学金生,根据其休学前和复学后的情况进行评审,其休学期限不计入已确定的学习年限内。

## 二、年度评审的内容

1. 学习成绩。重点考虑本学年度第一学期各科考试、考核成绩;第二学期学习的基本情况(含期中考试、考核成绩)。
2. 学习态度和考勤情况。按时上课,勤奋学习,遵守纪律,任课老师或指导老师评价良好。
3. 行为表现和奖惩情况。遵守中国法律和学校的校纪校规,尊敬师长,团结同学,积极参加学校组织的活动。

## 三、评审程序

1. 国际交流与合作处与院系负责评审工作,申请下一年度政府奖学金的留学生到所在院系领取奖学金评审表格及有关材料;
2. 留学生按要求认真填写《中国政府奖学金年度评审表》中的相关内容,按时交回所在院系的办公室。
3. 各学院根据留学生的学习成绩和综合情况填写《北京化工大学外国留学生奖学金年度评审表》,由学院主管领导签字、加盖公章后送留学生办公室。
4. 国际交流与合作处根据留学生本人申请及院系意见提出初审名单,报主管校长审定,并将评审结果正式行文上报国家留学基金管理委员会。

四、奖学金生均应接受年度评审,否则取消其继续享受奖学金的资格。

五、奖学金年度评审分为“合格”和“不合格”两种。凡评审不合格者,自下一学年开学起中止其享受中国政府奖学金资格。

有下列情况之一者,中止其享受中国政府奖学金资格一年:

1. 因考核成绩不合格留级或降级者;
2. 所修课程连续两年未达到规定学分者;

3. 本科生一门课程重修（补考）超过三次者；或一学期内（第一学年除外），考试不及格课程占所学必修课、限制性选修课总学分 60% 以上者；

4. 因各种原因被学校给予留校察看处分者；

凡被取消或未通过奖学金评审资格者，其奖学金自下一学年始即告中止。但此类学生可向学校提出下一学年减免学费、医疗费、住宿费、学习资料费（简称“自费四免”）继续学习的申请。获准后可转为“自费四免”生在校学习。在“自费四免”学习期间若学习努力，成绩合格，表现良好，可申请再下一年度奖学金。若在此期间再有上述任何一条情况出现，则根据具体情况责其在接下一年里转为完全自费学习或退学回国。

被中止奖学金的学生中止期满前可提出书面申请，参加当年的年度评审，如评审合格，经国家留学基金管理委员会批准后，可以自下一学年起恢复享受奖学金。

**六、有下列情况之一者，取消其享受中国政府奖学金的资格：**

1. 因各种原因被学校给予勒令退学或开除学籍处分者；

2. 在校学习期间累计两次未通过年度评审者；

3. 无正当理由不参加年度评审者。

被取消享受中国政府奖学金资格者，从公布之日起停发其奖学金，其享受中国政府奖学金的资格不得再恢复。

**七、本规定自发文之日起实行，本实施细则解释权在国际交流与合作处。**





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## Contents of Handbook for International Students

## **Rules for the International Students of Beijing University of Chemical Technology**

1. Abide by the laws and regulations of the Chinese government.
2. Respect the conventions and customs of the Chinese people.
3. Maintain and promote the friendship between the people of the two countries.
4. Obey the rules and regulations of the University.
5. Take good care of public properties and advocate an industrious and frugal life style.
6. Respect teachers and working staff.
7. Study hard to complete the study task successfully.



**Rules on International student's Enrollment in Higher  
Education Institutions of Learning(Decree No. 9 of the  
Ministry of Education, the Ministry of Foreign Affairs and the  
Ministry of Public Security)**

The Ministry of Education of the People's Republic of China  
The Ministry of Foreign Affairs of the People's Republic of China  
The Ministry of Public Security of the People's Republic of China  
Decree No. 9

Issued now and effective as of its promulgation  
Chen Zhili, Minister of the Ministry of Education  
Tang Jiakuan, Minister of the Ministry of Foreign Affairs  
Jia Chunwang, Minister of the Ministry of Public Security  
Jan. 31, 2000

## Chapter I General Provisions

**Article 1** These rules are formulated in accordance with the Education Law of the People's Republic of China, the Higher Education Law of the People's Republic of China and the Law of the People's Republic of China on Control of the Entry and Exit of Aliens, for the purpose of enhancing mutual understanding and friendship between the Chinese people and people of all other countries, promoting international cooperation and communication among universities and colleges, and strengthening standardized management on enrolling and training international students to study in China.

**Article 2** The higher education institutions as referred to in these rules are those higher-learning bodies authorized by the Ministry of Education to offer full-time schooling for higher academic qualification education. The international students as referred to in these rules are those foreign citizens with foreign passport who are registered in China's higher education institutions to receive academic qualification or non-academic qualification educations.

**Article 3** The work on enrolling and training international students should follow the principle of "deepening reform, strengthening supervision, guaranteeing quality, and developing in a positive and reliable step."

**Article 4** The higher education institutions accepting international students should possess prerequisite teaching and living facilities, and reach corresponding teaching and research level as well as management level.

**Article 5** The higher education institutions, when enrolling and training international students, should follow the country's foreign policies, safeguard national sovereignty, security, social and public benefits.

## Chapter II Management System

**Article 6** The Ministry of Education manages the country's work on enrolling international students at higher education institutions of learning in an all-around way, formulates the principles and policies on the admission of international students, manages "Chinese Government Scholarship" in accordance with its administrative scope, coordinates and guides the work on enrolling international students in all regions and all schools in China, and evaluates the international students management work in all regions and schools and their teaching quality.

The Ministry of Education entrusts the CSC to take charge of the work on state-planned enrollment of international students and the detailed management work.

**Article 7** Higher education institutions, when enrolling international students, should be subject to examination and approval by the administrative department for education as well as same-level foreign affairs department and public security department under the people's government in each province, autonomous region and municipality, and submit it to the Ministry of Education for report. The enrollment of international students to enjoy Chinese Government Scholarship should be examined and approved directly by the Ministry of Education.

**Article 8** The administrative department for education under the people's government in each province, autonomous region and municipality shall be in charge of the coordination work on enrolling international students at higher education institutions in its administrative region. The competent local authorities, including foreign affairs department and public security department, shall assist the administrative department for education and higher education institutions to handle well the management work on international students.

**Article 9** Higher education institutions shall take the detailed responsibility for the recruitment, education, teaching and daily management work on international students. The universities and colleges should entrust a president-level official to take charge of the work on international students in his institution. The institution should formulate management system on international students in accordance with relevant rules, and establish competent administrative agencies or entrust management personnel within the institution to handle international student affairs.

## Chapter III Classification, Recruitment and Enrollment of International Students

**Article 10** Higher education institutions can provide international students with education for academic qualifications and education



for non-academic qualifications. Higher education for academic qualifications includes special course education, regular course education and graduate program. Higher education for non-academic qualifications includes advanced education and research program.

**Article 11** Higher education institutions should formulate recruitment measures for international students, publicize recruitment regulations and enroll international students in accordance with the regulations.

**Article 12** The number of international students to be enrolled in higher education institutions is not limited by the state-planned quota.

**Article 13** The tuition items and fee standards collected by higher education institutions shall be formulated and publicized in accordance with the relevant regulations of the state, and shall be calculated and collected in Renminbi.

**Article 14** The majors for international students enrolled at higher education institutions shall be those public-opened majors. New majors of academic qualification education specially established for international students should report to the Ministry of Education for examination and approval.

**Article 15** The foreign citizens applying to study at higher education institutions in China shall acquire competent qualifications and meet the enrollment requirement, possess economic assurance and a warrantor in China.

**Article 16** Higher education institutions shall provide qualification assessment, entrance test or checkup for international students. Higher education institutions can decide their own enrollment standard. International students receiving academic qualification education in Chinese should take part in the HSK.

**Article 17** The enrollment of international students is determined by higher education institutions. The state-planned enrollment of international students should take the first priority. Higher education institutions have the right to enroll international students under inter-school exchange programs and self-financed international students.

**Article 18** Higher education institutions can accept international students enrolled or transferred from other institutions upon permission from the latter.

## Chapter IV Scholarship System

**Article 19** The Chinese government establishes "Chinese Government Scholarship" for international students to study in China. The Chinese Government Scholarship includes undergraduate scholarship, graduate scholarship and advanced students' scholarship. The Ministry of Education, in accordance with real needs, has established other scholarships for special research or training.

**Article 20** The Ministry of Education formulates the plan on enrolling international students who receive the Chinese Government Scholarship, in accordance with relevant treaties signed between the Chinese Government and foreign countries and the need of exchanges between China and other countries.

**Article 21** International students receiving Chinese Government Scholarship to study in China should accept annual review on the scholarship qualification. The review work will be conducted by higher education institutions in accordance with relevant rules. For those international students who fail to pass the assessment, their qualification to enjoy Chinese Government Scholarship will be suspended or canceled in accordance with the rules.

**Article 22** Local governments and higher education institutions have the right to solely or jointly establish scholarships for international students in accordance with real needs. Upon obtaining permission from the higher education institutions and provincial administrative department for education, Chinese and foreign enterprises, institutions, social organizations or other social bodies and individuals can also set up scholarships for international students, with no irrational conditions added.

## Chapter V Teaching Management

**Article 23** Higher education institutions shall arrange courses for international students in accordance with the unified teaching curriculum formulated by the institutions, and conduct teaching activities by consulting international students' psychological and



cultural characteristics. Under the prerequisite of ensuring teaching qualities, compulsory or optional courses for international students can be adjusted appropriately.

**Article 24** Chinese and general introduction of China are compulsory courses for international students. Political theory is the compulsory course for those majoring in philosophy, politics and economics and is optional for other majors.

**Article 25** Chinese is the basic teaching language for higher education institutions to train international students. Higher education institutions should provide language remedy for international students whose Chinese proficiency fails to meet the professional standard.

Higher education institutions can offer major courses in English or other foreign languages for international students in accordance with real conditions. For international students receiving academic qualification education in foreign languages, they should write abstract for graduation thesis in Chinese.

**Article 26** When organizing teaching internship and social practice for international students, the higher education institutions should follow the teaching plan and let international students join the on-campus Chinese students for the activities. The selection of places for the internship or practices should observe relevant foreign affairs regulations.

**Article 27** Higher education institutions should provide necessary study surroundings for international students in accordance with teaching requirement. When using extra equipment or obtaining extra materials outside the teaching plan, the international students should offer application and receive approval from the higher education institutions in accordance with relevant rules and procedures.

**Article 28** A system of student status management on school roll shall be instituted by the higher education institutions, in accordance with relevant laws, on international students studying in China. Higher education institutions, when ordering a foreign student to suspend his/her study or canceling the foreign student's name from the school roll, shall report to provincial education administrative department for records. The higher education institutions shall send a written notification to CSC if the punished foreign student is on the state-planned enrollment list.

**Article 29** Higher education institutions shall issue graduation diploma (course-complete diploma, study certificate) or other describing-style certificates to international students in accordance with relevant rules, and confer degree diplomas to international students meeting the qualifications for academic degrees. The higher education institutions can provide non-Chinese version of the above diplomas in accordance with necessary needs.

## Chapter VI On-Campus Management

**Article 30** Higher education institutions shall launch education and management on international students in accordance with relevant State laws, rules and institutional regulations. The institutions should teach international students to abide by Chinese laws and regulations, school rules and discipline, and respect social morality, customs and habits in China.

**Article 31** Higher education institutions generally are not encouraged to organize international students to take part in political activities. However, they can organize international students to join public welfare activities on a voluntary basis.

**Article 32** Higher education institutions should permit and encourage international students to attend entertainment and sports activities organized by students union on the campus. International students can also participate in the celebration galas held during major Chinese holidays on a voluntary basis. In cities and regions where international students live in concentrated community, the local competent departments and the higher education institutions shall organize physical and mental friendly activities for the international students.

Upon permission from the higher education institutions, international students may form their own union organizations on the campus, which shall conduct activities within the scopes defined by Chinese laws and regulations, and are subject to the leadership and management of the higher education institution. When establishing inter-school or inter-region organizations, international students should apply to competent authorities of the Chinese Government for approval.

**Article 33** Higher education institutions shall respect the national customs and religious faith of international students, but are forbidden to provide places for religious rituals. Any missionary activities and religious gathering are forbidden on the campus.

**Article 34** Upon permission from the higher education institution, international students can hold activities to celebrate their own



major traditional festivals at designated places and within approved scopes. However, no content aimed at opposing and attacking other countries, or words and deeds violating public ethics are allowed.

**Article 35** Higher education institutions should provide necessary daily life service facilities, including boarding and lodging, for international students, formulate and publicize the operation and management system on the service facilities.

**Article 36** International students are not allowed to take up jobs, operate business, or engage in other business-related activities during their study in China. However, work-study activities in accordance with college rules are permitted.

## Chapter VII Social Administration

**Article 37** Relevant administrative departments are responsible for the social management on international students studying China. Higher education institutions should cooperate relevant administrative departments to handle well the social management work on international students.

**Article 38** International students can live outside of the campus, after registration at the local public security agencies in accordance with relevant rules.

**Article 39** Relevant departments shall provide convenience to international students for their normal study and social practices, offering the same charge standard as with Chinese students.

**Article 40** International students shall obey China's laws and regulations when conducting activities of publishing, association, assembly, procession and demonstration in the Chinese territory. When attending religious activities in China, the international students should abide by the Provisions on the Administration of Religious Activities of Aliens Within the Territory of the People's Republic of China.

**Article 41** International students shall obey relevant Chinese rules when bringing or mailing articles to enter or exit China.

## Chapter VIII Entry and Exit, and Residing Procedures

**Article 42** International students generally should take regular passports, "X" or "F" visas with them to register for study at higher education institutions. For those who plan to study in China for more than 6 months, they can apply for "X" visas from Chinese embassies or consulates abroad and other resident agencies, by bringing the Visa Application for Study in China (form JW201 or JW202), the Admission Notice from the institutions and the Foreigner Physical Examination Form. For those who intend to study in China for less than 6 months, they can apply for "F" visas by bringing the Visa Application for Study in China (form JW201 or JW202) and Admission Notice from the institutions. Those coming to China in groups for short-term study can apply for "F" group visas with the Invitation Letters or Telegrams from the authorized institutions.

**Article 43** To study or have refresher courses at Chinese higher education institutions, aliens who hold foreign diplomatic passports, business passports, official passports or special passports, or come to China on Chinese diplomatic visa, business visa or courteous reception visas, shall deliver a note from diplomatic agencies of his/her own country declaring giving-up of privilege and immunity while study in China to China's provincial-level foreign affair department for approval, and then go to the entry-exit department of the public security bureaus to exchange for "X" or "F" visas with the approval of the foreign affairs department. Aliens, who hold foreign diplomatic passport, business passport, official passport or special passport and come to China with exemption of visas in accordance with bilateral agreements, shall switch to regular passport and apply for "X" or "F" visas from the entry-exit department of the public security bureaus. Aliens who come to China with non-"X" or "F" visas on their regular passport shall exchange for "X" or "F" visas at entry-exit department of the public security bureaus if they intend to study or have refresher courses at Chinese higher education institutions.

Foreign affair department and entry-exit department of the public security bureaus shall check the Visa Application for Study in China (form JW201 or JW202), Admission Notice from the institutions and the Foreigner Physical Examination Form when dealing with the applications of the above-said personnel.

**Article 44** Family members of the international students studying in China can apply for companion-study "L" visas from Chinese embassies and consulates abroad with the Invitation Letter of the schools. Upon arrival of the official letter from the school receiving

the foreign student, the entry-exit department of the public security bureaus shall conduct the visa postponement for the companion-study family member of the international students. The term of the companion-study family member's stay in China can not surpass the validity period of the foreign student's residence certificate.

**Article 45** International students who arrive China for study of more than 6 months shall go to the local hygiene and quarantine office for the confirmation of the Foreigner Physical Examination Form within the required period. Those failing to provide the Foreigner Physical Examination Form shall have physical checkup at the local hygiene and quarantine offices. Those who were confirmed to carry entry-forbidden diseases by Chinese laws shall leave China for home immediately.

**Article 46** International students holding "X" visas to come to China must apply for Residence Permit for Foreigners at the entry-exit department of the local public security bureaus within 30 days upon entering the Chinese territory. During the study period, any changes to the items at Residence Permit for Foreigners must undergo modification procedure at the entry-exit department of the local public security bureaus within ten days.

**Article 47** International students, when transferring to another city for study, must first go to the entry-exit department of the local public security bureau to apply for a move-out formality. Upon arrival at the target city, they must go to the entry-exit department of the local public security bureau to go through a move-in formality within ten days.

**Article 48** International students, when undergoing a temporary exit during school time, must apply for a re-entry formality before exit. For those who intend for further study or stay in China after their visas or residence certificates expire, they must apply for postponement formality before their visas or residence certificates expire.

**Article 49** International students must exit within the scheduled time after they graduate from school, wind up their studies, graduate without a diploma, or quit school. When international students were ordered to quit school or dismissed of student status from the school roll, the higher education institutions should inform the entry-exit department of the local public security bureau in time. The entry-exit department of the local public security bureau will take over their Residence Permit for Foreigners or curtail their stay period in China in accordance with the law.

## Chapter IX Supplementary Provisions

**Article 50** Enrollment of the international students by the educational bodies which offer full-time schooling for higher academic qualification education outside regular higher education institutions should be approved by the Ministry of Education and the relevant administrative rules shall be made separately.



# Provisions on the Administration of Students in Regular Institutions of Higher Education

## Chapter I General Provisions

**Article 1** These Provisions are formulated in accordance with the Education Law, the Higher Education Law, and other relevant laws and regulations for the purpose of maintaining the normal educational, teaching, and living order in regular institutions of higher education, safeguarding the physical and mental health of students, and promoting the comprehensive development of students in terms of morality, intellect, fitness and virtue.

**Article 2** These Provisions are applicable to the management of candidates for junior college (vocational higher education institution) degrees, bachelor degrees and graduate degrees that receive the regular higher degree education by the regular institutions of higher education and scientific research institutes undertaking the graduate program (hereinafter referred to as higher educational institutions or schools).

**Article 3** A higher education institution shall concentrate on cultivating talented persons, comply with national educational policies, follow educational rules, and unceasingly improve the educational quality; shall govern the school pursuant to law, exert strict administration, establish and improve its management systems, regulate its management behaviors; and shall combine the management with the strengthening of education, continuously upgrade its management level and energetically cultivate eligible builders and reliable successors for the socialist cause.

**Article 4** Students in higher educational institutions shall vigorously study the Marxism-Leninism, Mao Zedong Thought and Deng Xiaoping Theory and important thoughts of "Three Represents", establish a common ideal and firm faith to take the socialist road with Chinese characteristics under the leadership of the Communist Party of China and to bring about the great rejuvenation of the Chinese Nation; shall build up the patriotism and bear spirits of solidification and unification, love peace, be industrious and brave, and constantly strive to become stronger; shall abide by the Constitution, laws, regulations, code of ethics for citizens, the Code of Conduct for Students in Higher Educational Institutions, management provisions as set down by the school, have good moral traits, behaviors and habits; shall work hard, have the courage to explore, vigorously carry out practices, make great efforts to master modern scientific, cultural knowledge and professional skills; and shall energetically do exercises so as to achieve a sound physique.

## Chapter II Rights and Obligations of Students

**Article 5** A student at school shall enjoy the following rights:

- (I) Taking part in all activities arranged within the educational and teaching planning of the school, and utilizing the educational and teaching sources as provided by the school;
- (II) Taking part in community services and work-study programs, and forming and attending student organizations; recreational activities and sports on campus;
- (III) Applying for scholarships, stipends and student loans;
- (IV) Acquiring a just appraisal in the aspect of ideology, morality and academic results, and obtaining an academic certificate and diploma after having finished studies as provided by the school;
- (V) Filing an appeal to the school or the educational administrative department if he holds objections to a punishment or sanction imposed by the school; and filing an appeal or lawsuit if the school or the teaching and management staff members encroach on his legitimate rights and interests like the personal right or property right; and so on.
- (VI) Other rights as prescribed by laws and regulations.

**Article 6** A student at school shall fulfill the following obligations:

- (I) Abiding by the Constitution, laws and regulations;
- (II) Abiding by regulations and rules as set down by the school;
- (III) Working hard to complete the prescribed course work;
- (IV) Paying tuitions and other relevant charges according to provisions, and fulfilling obligations in regard to a student loan or stipend;

(V) Observing the code of conduct for students, having respect for teachers and cultivating good ideology, morality and conducts and habits;

(VI) Other obligations as prescribed by laws and regulations.

## Chapter III Management of the School Roll

### Section I Admission and Registration

**Article 7** A freshman that is matriculated pursuant to the provisions on the admission as set down by the State shall, upon the strength of an admission notice, go through the admission formalities in the school according to the relevant requirements and within the prescribed time limit. If one can not do so because of a justifiable cause, he shall ask for leave to the school. If he fails to do so or does it exceeding the time limit, it will be regarded as a waiver of his qualification for the admission unless it is due to such a justifiable cause as force majeure.

**Article 8** After the admission of a freshman, the school shall conduct a reexamination to him within three months according to the provisions on the recruitment as prescribed by the State. If one is found to be qualified upon reexamination, he can make the registration and be granted with the status as a student. If one is found to be unqualified upon reexamination, the school will deal with him according to different situations even up to canceling his qualification for the admission.

In case one obtains a status as a student through practicing fraud or favoritism, the school will cancel his status as a student after the fact is found to be true. Where the circumstances are serious, the relevant department may be asked to investigate it.

**Article 9** The admission qualification may be preserved for one year for a freshman who is suffering from an illness and is diagnosed by a second class and A level hospital or above designated by the school that he is not suitable to study at school. One will not have a status as a student while his admission qualification is preserved. Anyone that gets well upon treatment during the said preservation course of his admission qualification may apply to the school for the admission, and the school will designate a hospital to conduct a diagnose to him, if he is in line with the requirements for the medical checkup and is qualified after a reexamination as conducted by the school, he can go through formalities on the admission again. If one still is unqualified upon the reexamination or fails to go through the admission formalities within the time limit, his admission qualification will be cancelled.

**Article 10** At the beginning of each semester, a student shall go through the registration formality pursuant to the provisions as set down by the school. If one can not make the registration within the time limit, he shall handle formalities on the suspension of the registration. Anyone that fails to pay the tuition pursuant to the provisions as set down by the school or is not in line with the registration conditions will be disapproved of the registration.

A student from a family with financial difficulties may apply for loans or financial aids in other forms and make the registration after the relevant formalities are completed.

### Section II Assessment and Record of Performance

**Article 11** A student shall take part in the assessment of courses as included in the educational and teaching planning of the school and of all educational and teaching links (hereinafter referred to as courses), and the assessment results shall be recorded down in his book of scores and be incorporated into his files.

**Article 12** The assessment shall be classified into such two categories as examination and check. The methods for the assessment and the evaluation of the results, and whether one needs to retake a course or take a make-up examination for a course in which he has failed shall be set down by the school.

**Article 13** The assessment and appraisal of a student's ideology and morality shall be based on the Code of Conduct for Students in Higher Educational Institutions and be conducted in the form of personal brief summary and teacher- student democratic appraisal. The results of the physical course of a student shall be appraised on a comprehensive basis of his attendance, activities in class and extracurricular exercises.

**Article 14** The courses and minimum credits that a student shall take and have in a semester or academic year, and the requirements for upgrading, skipping a grade, repeating the year's work, degrading and retaking a course shall be set down by the school.



**Article 15** A student may, pursuant to the relevant provisions as set down by the school, apply for minor in any other specialty or taking any other professional course as an elective one.

A student may take courses in any other school that has concluded a trans-school agreement with his school. The scores (credits) obtained through taking courses in other schools may be recognized by his school upon examination.

**Article 16** If a student seriously violates the assessment disciplines or cheats in the assessment, the results of this course will be void, and the school will criticize and educate him and impose upon him a corresponding disciplinary sanction according to his circumstances relating to his irregularity or cheat. In the case of an academic probation or a minor sanction imposed, he may be granted with an opportunity to take a make-up examination or to retake the said course if he has a good performance upon education.

**Article 17** A student that can not take part in activities as prescribed in the educational and teaching plans shall ask for leave in advance and acquire an approval. Anyone that fails to take part in such activities without permission shall be criticized and educated pursuant to the relevant provisions as set down by the school, and may be given a disciplinary sanction if the circumstance is serious.

### Section III Change of Major and Transfer of School

**Article 18** A student may apply for transferring to any other specialty pursuant to the provisions as set down by the school, and which shall be subject to the approval of his school. When necessary, a school may properly adjust the specialty that a student has taken pursuant to the change regarding the demand of the society for talented persons and upon the consent of the student.

**Article 19** As a general rule, a student shall complete his course work in the school that matriculated him. If he suffers from an illness or has special difficulties and thus cannot continue his studies in the said school, he may apply for transferring to another school.

**Article 20** A student cannot transfer to another school if he is under any of the following circumstances:

- (I) Having not studied in a school for one semester from the admission;
- (II) Being transferred from a school of lower level to a school of higher level at the place where the recruitment is taken place, and being transferred from a lower academic degree to a higher one;
- (III) Being determined to be trained on a directional or commissioned basis at the time of the recruitment;
- (IV) One shall be expelled from the school;
- (V) Under any other unjustifiable circumstance.

**Article 21** In case a student intends to transfer to another school, the formalities regarding the said transfer may not be handled until the school from which the student will be transferred reports it to the local provincial educational administrative department for the confirmation that the said transfer is justifiable after the two schools both consent to the transfer. In the case of a transfer to a school in any other province, the formalities regarding the said transfer may not be handled until the provincial educational administrative department at the place from which the student will be transferred consults with the provincial educational administrative department at the place to which the student will be transferred and the transfer is confirmed pursuant to the conditions thereon. If the permanent residence of the student is required to be transferred, the provincial educational administrative department at the place to which the student will be transferred shall sent copies of the relevant documents to the public security bureau at the locality of the school to which the student will be transferred.

### Section IV Withdraw from School and Resuming Interrupted Studies

**Article 22** A student may accomplish his or her school work by phase. The maximum years (including the period of withdraw from school) in school for a student shall be prescribed by the school.

**Article 23** A student, who applies for withdraw from school, or where withdraw from school has been deemed necessary by the school, withdraw from school shall be granted after approval by the school. The number of times and time limit of withdraw from school shall be prescribed by the school.

**Article 24** In case that a student is recruited to join the Chinese People's Liberation Army (including the Chinese People's Armed



Police Force), the school shall retain his status as a student until one year after retirement from the service.

**Article 25** A student, who withdraws from school, shall leave the school after going through formalities thereof, and the school shall retain his status as a student. During the withdrawal period, a student shall not enjoy treatments that are enjoyed by students in school. Should the student, who has withdrawn from school, become ill, the health expenses shall be dealt with pursuant to the provisions as set down by the school.

**Article 26** After the expiration of the withdrawal from school, a student shall apply to the school for resumption of school before a semester has begun, and the student may resume his or her interrupted studies after qualifying the review conducted by the school.

## Section V Expulsion from School

**Article 27** Students shall be expelled from school if any of the following circumstances occurred:

(I) Failure of academic performances to meet the school requirements or failure of completing courses within the time limit (including the period of withdrawal from school) as prescribed by the school;

(II) After the expiration of the withdrawal from school, failure of submitting application for resuming interrupted studies within the time limit as prescribed by the school or failing to qualify the review for resuming interrupted studies;

(III) After being diagnosed by a hospital as designated by the school, presence of illness or suffering accidental injury making the student unable to continue studies in school;

(IV) Leaving the school and failing to take part in the teaching activities as prescribed by the school for two consecutive weeks without asking for leave of absence;

(V) Failing to make the registration within the time limit as prescribed by the school and without any justifiable cause;

(VI) Applying for expulsion of school by oneself.

**Article 28** A chancellor meeting shall be held and the decision shall be made when a decision of expelling student from school has been made.

The school shall issue a letter of decision of expulsion from school and deliver the letter to the student, and a copy shall be submitted to the local provincial education administrative department for filing.

**Article 29** The file and registration of permanent residence shall be returned to the local family permanent residence of the student for expelled undergraduate student, who has completed the expulsion procedure and left school within the time limit as prescribed by the school.

School shall submit the relevant materials to the local provincial employment department of the graduate student to process the relevant procedures for expelled graduate student, who can be employed according to the current educational background and the employment policies. In the event that no employer is found within the time limit as prescribed by the school, the file and registration of permanent residence shall be returned to the local family permanent residence of the student.

**Article 30** In the event that students have objections regarding expulsion from school, Article 61, Article 62, Article 63, and Article 64 of these Provisions shall be referenced.

## Section VI Graduation, Completion of Courses, and Study in School

**Article 31** Graduation is granted, and the school shall issue graduation certificates to students completing the content prescribed by the education plan within the time limit as prescribed by the school and meeting the graduation requirements of morality, intellect, and fitness.

**Article 32** Students completing the content prescribed by the education plan without meeting the graduation requirements shall be granted the status of completion of courses with school issuing the certificate of completion of courses. School shall determine whether make-up exam, revision or re-presentation of graduation design, thesis, and oral exam and graduation certificate can be granted after completion of courses. Graduation certificate shall be issued after qualification, and the date of graduation shall be the



date of issuance of the certificate.

**Article 33** Degree accreditation institution shall issue diploma to individuals qualifying the degree requirements.

**Article 34** School shall issue a certificate of study in school to expelled students with over one year of education.

**Article 35** School shall fill and issue the academic certificate and diploma in accordance with the education type and learning method determined during recruitment.

**Article 36** School shall execute electronic registration management system for academic certificates of higher education. Information of the graduation certificate and certificate of completions of courses shall be submitted for registration at the local provincial education administrative department, with the local provincial education administrative department submitting the information to the education administrative department of the State Council for filing.

**Article 37** School shall issue minor certificate to individuals completing and meeting the requirements of major and minor.

**Article 38** School shall not issue academic certificate and diploma to individuals violating the recruitment provisions of the State, and school shall retrieve the issued academic certificates and diplomas and inform the education administrative department to render the certificates invalid.

**Article 39** In the event that loss or damage of graduation certificate, certificate of completion of courses, certificate of study, and diploma has occurred, with application by the concerning party, the school shall issue the corresponding certificate after verification. The certificate shall have the same effect as the original certificate.

## Chapter VII Campus Order and Extracurricular Activities

**Article 40** School shall maintain normal order of campus to guarantee the normal learning and living of students.

**Article 41** School shall establish and consummate organization form for students to participate in democratic administration and shall support and guarantee students participating in the democratic administration of the school in accordance with the law.

**Article 42** Students shall voluntarily comply with the civil code of ethics and the school administration system, creating a civilized, clean, beautiful, and safe learning and living environment

Students shall not undergo actions violating public security administrative provisions, such as excessive drinking of alcoholic beverages, assault, gambling, use of illicit drugs, and spread, duplication, and sale of illegal books and magazines and audiovisual products, shall not participate in illegal multi-level marketing activities and undergo cult and superstitious activities, and shall not engage or participate in activities that are detrimental to image of college students and damaging to social morality.

**Article 43** No organization and individual can undergo religious activities in school.

**Article 44** Students may organize and participate in student associations in school. When students are founding association, in pursuance to the relevant provisions of the school, a written application shall be submitted to the school for approval.

Student associations shall undergo activities within the boundary of the Constitution, laws, regulations, and school administration system and shall be subject to the management and leadership of the school.

**Article 45** School shall advocate and support students and student associations to initiate academic, scientific, artistic, cultural, entertainment, and sport activities that are beneficial physically and mentally.

Students undergoing extracurricular activities shall not affect the normal education order and living order of school.

**Article 46** School shall encourage, support, and guide students to participate in social practices, social services, and working activities and shall grant the necessary assistance as needed according to the actual situations.

Students working while studying shall comply with the laws, regulations, and the administration systems of the school and their

employers and shall execute the related agreements of the working activities.

**Article 47** When students are holding an activity, such as large gathering, assembly, and demonstration, an approval shall be received in accordance with the legal procedures and the relevant provisions. School shall discourage or prevent the activity according to law for unapproved activity.

**Article 48** When students are using computer network, the relevant provisions of the State and the school regarding the use of network shall be observed. Visit to illegal websites and spread of harmful information are prohibited.

**Article 49** School shall establish a sound student accommodation administration system. Students shall abide by the provisions regarding administration of student accommodation by the school.

## Chapter VIII Reward and Punishment

**Article 50** Commendation and reward shall be granted by the school and the relevant department at the provincial (autonomous regions and municipality directly under the Central Government) level and state level to students with outstanding performance for the comprehensive development in the aspect of morality, intellect, fitness, and virtue or in the aspect of ideology and morality, academic performance, scientific and technological innovation, physical exercise, and social services

**Article 51** Commendation and reward given to students can be in many forms corresponding to spirit encouragements or materialistic rewards, including the title of “Student with Three Excellences” or other honorary titles and scholarships.

**Article 52** School shall give criticism or disciplinary action to students with action of violation, breach and infringement of laws, regulations, rules and disciplines.

The disciplinary action taken by the school against student shall be appropriate to the nature and seriousness of the action of violation, breach and infringement of the student.

**Article 53** Types of disciplinary action include:

- (I) Warning;
- (II) Serious warning;
- (III) Demerit;
- (IV) Probation
- (V) Expulsion from school.

**Article 54** School may take the action of expelling student when students have one of the following actions:

- (I) Violation of the Constitution, opposition of the four basic principles, disruption of stability and unity and disturbance of social order;
- (II) Breach of national laws constituting to a criminal offense;
- (III) Being punished for violation of public security administrative provisions that is execrable in nature;
- (IV) Having others taking exam for them, taking exam for others, organizing cheating, using communication equipment for cheating, and other serious cheating actions;
- (V) Plagiarism or stealing other research achievements that is serious;
- (VI) Violation of school regulations that seriously affect the school education and teaching order, living order, and public facility administrative order or infringement of legal rights of other individuals or organizations with serious consequences;
- (VII) Repeated violations of school provisions with receipt of disciplinary actions from school and refusal to change after edification.

**Article 55** Punishments taken by school shall have undergone proper procedure with sufficient evidence, clear evidence, accurate characterization, and appropriate disciplinary action.

**Article 56** Prior to the decision of disciplinary action is made against a student by the school, a defense from the student or his or her proxy shall be heard.

**Article 57** A chancellor meeting shall be held, and the decision shall be made when a decision of disciplinary action with expulsion



from school has been made.

**Article 58** A letter of decision of disciplinary action shall be issued by the school when a disciplinary action is made against a student and shall be delivered to the concerning party. The letter of decision of disciplinary action with expulsion from school shall be filed at the local provincial education administrative department.

**Article 59** The letter of decision of disciplinary action made by the school shall include the action and the fact, reasons, and basis of the action and shall inform the student that an appeal can be filed and the time limit of appeal.

**Article 60** School shall establish a Student Appeal Processing Committee, handling appeals regarding cancellation of admission, expulsion from school, or disciplinary actions on violation and breach of rules and disciplines.

Student Appeal Processing Committee shall be composed of responsible person of school, responsible person of functional department, representative of instructor, and representative of student.

**Article 61** In the event that the student has objection regarding the decision of disciplinary action, a written appeal can be submitted to the Student Appeal Processing Committee within 5 working days of receipt of the decision of disciplinary action from the school.

**Article 62** Student Appeal Processing Committee shall undergo review regarding the appeal filed by the student and shall make a decision on the review and inform the appellant within 15 working days of receiving the written appeal. In the event that the decision of the original action has to be reversed, the Student Appeal Processing Committee shall submit the appeal to the school for reconsideration of the decision.

**Article 63** In the event that the student has objection regarding the decision of review, a written appeal can be submitted to the local provincial education administrative department of the school within 15 working days of receipt of review decision from the school. Provincial education administrative department shall process the appeal from the student and issue a reply within 30 working days of receipt of the written appeal from the student.

**Article 64** From the day of delivery of the decision of disciplinary action or the decision of review, if the student fails to file an appeal within the appealing period, the school or provincial education administrative department shall not accept the appeal filed by the student.

**Article 65** School shall issue certificate of study for expelled students. File and registration of permanent residence shall be returned to his or her local family permanent residence when the student leaves the school within the time limit as prescribed by the school.

**Article 66** Schools shall truthfully and completely file the rewards and punishment materials of students into school records and personal records.

## Chapter IX Supplementary Provisions

**Article 67** Implementation of these Provisions shall be referenced for the management of students under adult higher education, students from Hong Kong, Macao, and Taiwan, and foreign students.

**Article 68** The institutions of higher education shall formulate or modify their respective regulations on management of students in accordance with these Provisions, shall submit the regulations to the competent education administrative departments for filing (schools affiliated under the Central Ministries and Commissions shall submit the regulations to the local provincial education administrative departments concurrently), and shall promptly announce the regulations to their students accordingly. The provincial education administrative department shall guide, inspect, and supervise the local institutions of higher education to implement management of students in accordance with these Provisions.

**Article 69** These Provisions shall come into force on September 1, 2005. The "Provisions on the Administration of Students in Regular Institutions of Higher Education" which were promulgated by Order No. 7 of the former State Education Commission and the "Administrative Provisions on the Status of Graduate Students" (Education No. 4 [1995]) shall be abolished simultaneously. In the event that other relevant documents are inconsistent with these Provisions, the Provisions shall prevail.

# Temporary Provisions for the Institutions of Higher Learning to Request International Students to Purchase Medical Insurance

( JWSL [2007] No. 1078 )

I. In order to satisfy the needs for the rapid development of the overseas students studying in China, to better the environment for the international students, to safeguard the stability of the higher education institutions, to improve the mechanisms for the accidental events of the higher education institutions and to protect international student's (hereinafter referred to as "international student") lawful interest, the Ministry of Education established the "Temporary Provisions for the Higher Education Institutions to Request International Students to Purchase Medical Insurance".

II. Beginning from the academic year 2008 – 2009, universities or colleges must request the international students, who study in China for six months or more than six months (including those who continue to study in China according to their original plans for more than six months), to purchase the group comprehensive insurance as one of the absolutely necessary prerequisites for the enrollment of next academic term.

For those students whose study plan in China is less than six months, the higher education institutions are free to decide whether they should purchase the group comprehensive insurance.

III. To ensure that international students from the same university or college are entitled with the same insurance guarantee standard, the school must select one insurance company acknowledged by China Insurance Regulatory Commission and they should choose a group comprehensive insurance including the following basic contents:

1. Ping An Insurance (Loss of Life Insurance & Disability Insurance): Up to RMB 100,000.
2. Accidental Injury Medical Treatment Insurance: Up to RMB 10,000.
3. Hospitalization Medical Insurance: Up to RMB 400,000

IV. The personal policy of life insurance cannot be regarded as one of the papers for the registration and applying for the residence permits.

V. Higher education institutions must list international student's insurance into the centralized management system of the international students. Authorities and staffs concerned should accurately record the name, telephone, fax of the person concerned of the selected insurance company so that they can offer claim assistance to the international students.

VI. Insurance affairs of international students accepted by the primary and secondary schools can refer to this notice.



# Administrative Regulations of International Students of Beijing University of Chemical Technology (Provisional)

In order to strengthen the standardized admission and education of international students, this regulation is formulated in accordance with the Rules on International student's Enrollment in Higher Education Institutions of Learning (Order No. 9 of the Ministry of Education of the People's Republic of China).

## I. Student Status Management

### 1.1 Enrollment and Registration

1. New students admitted by the university should come to handle enrollment procedures with Admission Notice and the completed Visa Application for Study in China before deadlines as specified in admission notices in accordance with relevant requirements. Degree students who are incapable of enrolment on time for certain reasons should ask for the leave before hand. Those who have not asked for the leave or have failed to ask for the leave two weeks after deadlines as specified in admission notices without proper reasons will be considered to abandon the qualification of admission.
2. Students whose duration of major study is over 6 months should submit the Foreigner Physical Examination Form in enrolment and go to Beijing Health and Quarantine Institute for verification and physical examination. After they pass the examination, they will be issued a Verification Form. Those who can not submit the Verification Form or can not complete it should take the physical examination. Those who do not pass the verification will not be registered and should shoulder the international expense of return themselves.
3. Students who pass the verification should apply to the Exit-Entry Administration of Beijing Municipal Public Security Bureau for Residence Permit for Foreigners with the Verification Form and their passport within 30 days after entry. Those who have failed to do so before deadlines will be treated in accordance with relevant regulations.
4. Students who have been registered should report and register in the Department of International Cooperation and Exchanges with Student Identification Card of their own before specified deadlines. Those who cannot meet other requirements of registration or have not paid their tuition and fees will not be registered. Those who can't register on time should ask for the leave. Those who haven't asked for the leave or whose applications are not approved and haven't registered two weeks beyond deadlines will be considered to abandon the enrolment and to withdraw from the university voluntarily.
5. Students who have failed to register may not have the status of an enrolled student.
6. The change of majors of the degree students should be treated in accordance with the relevant regulations of the university. In principle, undergraduates are not allowed to change majors. If necessary or they have to withdraw from the university, they should apply to the university. Only after the applications have been approved, can they change their majors. As for Chinese Government Scholarship students, subject to their university's conditions of changing majors, they should apply to Chinese embassies in their resident country. After the discussion between the embassy and CSC and with the university's permission, they can handle the procedure of changing majors.
7. Students who enjoy Chinese Government Scholarship should complete the courses as required within the assigned time. For those who are unable to complete the courses as required within the assigned time, they can apply to the university for the extension of their study. Meanwhile, the embassy of their resident country should apply to CSC. After it has been approved by CSC, they may be allowed to extend their period of study. For those who change their majors, transfer to other universities or extend their studies without the approval their scholarship will be cancelled.



8. Under the following circumstances, degree students should not be allowed to register and should be reported to the Department of Teaching Affairs(or the Graduate School):

- (1) Those who have not asked for the leave or have failed to ask for the leave two weeks after deadlines without proper reasons such as force majeure will be considered to abandon their registration and to withdraw from the university voluntarily;
- (2) Degree students who cannot pay their tuition and fees within 30 working days since deadlines as required will be considered to withdraw from the university voluntarily and will be treated in accordance with the relevant regulations of the university;
- (3) Students who have failed to pass the physical examination.

### 1.2. Administrative Regulations of Various Types of International Students

1. Undergraduates :to abide by the Administrative Regulations of Student Status Management for the Undergraduates of Beijing University of Chemical Technology and A Handbook for the Undergraduates of Beijing University of Chemical Technology.

2. Master Degree Students and Doctoral Degree Students:to abide by the Administrative Regulations of Student Status Management for the Graduate Students of Beijing University of Chemical Technology and A Handbook for Graduate Students of Beijing University of Chemical Technology.

3. Visiting Students(General Visiting Students and Senior Visiting Students):

Students should abide by the teaching arrangement and class disciplines and work hard to complete the study task. They should abide by the rules on asking for the leave. Those who can not attend class because of sickness or emergent business should ask for the leave from their schools, tutors and the Department of International Cooperation and Exchanges. Those who have failed to handle the procedure of asking for the leave or whose application haven't been approved and have left school without permission for more than two weeks will not be issued a Certificate of Schooling and Academic Records after they complete study.

(1) General visiting students and senior visiting students who come to study their majors or select part of the courses may select a course or drop a course within deadlines as required after the beginning of each term.

(2) Tutors will arrange research works for senior visiting students or researching scholars who start major study. After they complete the study, they should fill in Work Form for International Students of Beijing University of Chemical Technology with their tutors and submit it to the Department of International Cooperation and Exchanges

(3) Visiting major students will be issued the Academic Records and Certificate of Schooling after they complete their study by the Department of International Cooperation and Exchanges.

4. Language Students:They should abide by the Administrative Regulations for Language Students of Beijing University of Chemical Technology. They should attend all courses as required and those who meet the requirements for completing study will be issued the Certificate of Schooling.

### 1.3. Supplementary Regulations on Attendance and Discipline on Study

1. Language students should abide by the Administrative Regulations for Language Students of Beijing University of Chemical Technology;

2. General visiting major students and senior visiting major students should abide by the Administrative Regulations of Student Status Management for the Undergraduates of Beijing University of Chemical Technology and the Administrative Regulations of Student Status Management for the Graduate Students of Beijing University of Chemical Technology separately. The tutors are responsible for the education and daily administration of the visiting major students who have entered the stage of making experiments and writing thesis (such as attendance and laboratory disciplines). In case of emergency, they should actively communicate with the Department of International Cooperation and Exchanges.

3. International students should attend courses as required in the university calendar and they have the right to enjoy Chinese holidays or vocations as well as the Winter and Summer Vocation of the university. It will not be approved if international students ask for the



leave with the excuses of holidays , vocations, significant events or religious activities of their resident countries. If necessary, the university will approve it depending on specific circumstances.

4. After the expiration of the suspension period, degree students should send written application to the University for resuming schooling before the beginning of the following term and their application will be treated in accordance with relevant regulations. Students who suspended schooling because of sickness should submit the Recovery Certificate issued by hospitals. After their entry in China, they should take a physical examination in the appointed hospitals. After the approval of their school, the Department of Teaching Affairs(the Graduate School) and the Department of International Cooperation and Exchanges, they can resume schooling. Based on their study status, they should be enrolled to the corresponding grade of the former major. As for language students, they should resume schooling before the Department of International Cooperation and Exchanges has approved their application.

5. During study the international students are not allowed to take jobs, run businesses or take part in other commercial operations without being approved. Those who breach the regulations seriously will be punished by giving warning, serious warning, recorded demerit, disciplinary probation and even dismissal from the university.

6. Activities which are to be held because of the celebration of significant holidays should be approved by the university. With the approval of the university, the activities can be held, but persons specially appointed should be responsible for it. Without approval, no person outside the university is allowed to be invited.

7. International students are not allowed to scatter, put up and demonstrate propaganda materials. Meanwhile, they are not allowed to show a movie or video.

8. Students who are pregnant in study are suggested to suspend schooling. Those who insist on study should report to their tutors, relevant schools, the Department of Teaching Affairs(the Graduate School) and the Department of International Cooperation and Exchanges in written form and with a liability letter. They should shoulder any consequences resulted from their health problems.

9. Affairs, such as suspension of schooling, resuming of schooling, transference, asking for the leave, shift of major, withdrawal from the university and graduation should be managed in accordance with relevant regulations of the university. Meanwhile, they should be approved by the Department of International Cooperation and Exchanges.

10. Students who haven't been enrolled should cancel their visa and should be asked to leave China within the appointed time.

#### **1.4. Leaving the University**

1. International students must complete the whole procedure of leaving the university before their leaving. They should hand back relevant certificates and pay off each item of expense they have failed to pay to the university.

2. International students who have graduated or have finished their study of required courses, but failed to meet the standard of graduation should leave the university within 15 days since their graduation. Those who cannot leave the university for certain reasons can extend their deadline of leaving with the approval of the university. After two weeks of their graduation (counted since the date of graduation ceremony), full Chinese Government Scholarship students should shoulder the expenses of accommodation and so on themselves.

#### **1.5. Discipline Punishments**

The violation or breaching of laws or regulations by all categories of international students should be managed in accordance with Regulations on Discipline Punishments for the Students of Beijing University of Chemical Technology.

## **II. Life Administration**

### **2.1 Medical Care and Insurance**

1. In accordance with the university's regulations on medical care, full Chinese Government Scholarship students enjoy the same status of a Chinese student. While they see a doctor, they should abide by the university's regulations on public free medical care. Students of Beijing International Students Scholarship cannot enjoy the public free medical care. Self-financing international students

should shoulder all the expenses of medical treatment themselves.

2. Full Chinese Government Scholarship students should shoulder themselves for the expenses on false tooth, new glasses, artificial abortion, childbirth, physical defects correction, purchase of nutrients and other items beyond the Regulations on Public Free Medical Care as well as the cost of curing chronic diseases that they have suffered before their arrival in China.

3. Full Chinese Government Scholarship students should afford the medical expenses and other relevant items paid for the death and injuries caused by behaviors against laws and school rules, such as fights with others.

4. In accordance with the Ministry of Education's Temporary Provisions for the Institutions of Higher Learning to Request International Students to Purchase Medical Insurance, beginning from the academic year 2008 – 2009, higher education institutions must request the international students, who study in China for six months or more than six months (including those who continue to study in China according to their original plans for more than six months), to purchase the group comprehensive insurance by the life insurance companies as one of the absolutely necessary prerequisites for the enrollment of the following term. Insurance expenses of Chinese Government Scholarship students will be shouldered by Chinese government. Other international students should shoulder insurance expenses themselves. During their registration of the following term, they can handle the procedure of purchasing insurance in person or purchase it by the university collectively. Those who haven't purchased insurance may not be registered.

5. Students should shoulder the expenses of medical treatment which occurred when they return home in study or in vacation.

## 2.2 Social Administration

1. International student's social administration is subject to the local bureaus of public security or other competent administrative authorities. In accordance with the Regulations on Questions of Managing Cases concerning Foreign Interests, the university should support the competent authorities to handle the social administration of international students.

2. International students can live off campus, but they should handle the procedure of registration in the local agency of public security in accordance with relevant regulations.

3. Authorities concerned should facilitate international student's normal study and social practice. Charges should be the same as those of Chinese students.

4. International students have the rights of freedom of press, of association, of assembly, of procession and of demonstration and so on in China. However, they should abide by the relevant laws and regulations of China. In carrying out religious activities in China, international students should abide by the Provisions on the Administration of Religious Activities of Aliens Within the Territory of the People's Republic of China.

5. International students shall obey relevant Chinese rules when bringing or mailing articles to enter or exit China.

## 2.3 On-campus Administration

The system of dormitory administration and interview should be implemented in accordance with the Administrative Regulations for the International Student Apartment Building of Beijing University of Chemical Technology.

# III. Administration of Exit, Entry and Visa

International students should abide by relevant regulations on Visa administration.

1. International students generally should take regular passports, "X" or "F" visas with them to register for study at higher education institutions. For those who plan to study in China for more than 6 months, they can apply for "X" visas from Chinese embassies or consulates abroad and other resident agencies, by bringing the Visa Application for Study in China (form JW201 or JW202), the Admission Notice from the institutions and the Foreigner Physical Examination Form. For those who intend to study in China for less than 6 months, they can apply for "F" visas by bringing the Visa Application for Study in China (form JW201 or JW202) and Admission Notice from the institutions. Those coming to China in groups for short-term study can apply for "F" group visas with the Invitation Letters or Telegrams from the authorized institutions.



2. To study or have refresher courses at Chinese higher education institutions, aliens who hold foreign diplomatic passports, business passports, official passports or special passports, or come to China on Chinese diplomatic visa, business visa or courteous reception visas, shall deliver a note from diplomatic agencies of his/her own country declaring giving-up of privilege and immunity while study in China to China's provincial-level foreign affair department for approval, and then go to the entry-exit department of the public security bureaus to exchange for "X" or "F" visas with the approval of the foreign affairs department. Aliens, who hold foreign diplomatic passport, business passport, official passport or special passport and come to China with exemption of visas in accordance with bilateral agreements, shall switch to regular passport and apply for "X" or "F" visas from the entry-exit department of the public security bureaus. Aliens who come to China with non-"X" or "F" visas on their regular passport shall exchange for "X" or "F" visas at entry-exit department of the public security bureaus if they intend to study or have refresher courses at Chinese higher education institutions.
3. If the spouses of foreign staff working in the embassies or consulates to China come to study in our university, the administration should be carried out in accordance with the Ministry of Education's Notice on Regulations of the Study in China Concerning the Spouses of Foreign Staff Working in the Embassies or Consulates to China(JWL [2008] No. 85 ).
4. When there are changes concerning the items of their residence permit in the course of study, they should handle the procedure of correction at the exit & entry administrative agency of the local authorities of public security within 10 days.
5. When international students are transferred from other places to Beijing University of Chemical Technology, they should apply again for Visa Application for Study in China (form JW201 or JW202), Admission Notice and the Foreigner Physical Examination Form with the Certificate of Transference so that they can apply for the Residence Permit for Foreigners.
6. For those who intend for further study or stay in China after their visas or residence certificates expire, they must apply for postponement formality before their visas or residence certificates expire.
7. International students must exit within the scheduled time after they have graduated from the university, completed their courses, graduated without a diploma, or withdrawal from the university. When international students were ordered to withdraw from the university or to be dismissed of student status from the school roll, the higher education institutions should inform the entry-exit department of the local public security bureau in time. The entry-exit department of the local public security bureau will take over their Residence Permit for Foreigners or curtail their stay period in China in accordance with the law.

#### IV. Supplementary Provisions

1. Other things that are not described here should be solved through the communications among relevant schools, the Graduate School, the Department of International Cooperation and Exchanges, and other authorities concerned.
2. Since the date of issue, the Administrative Regulations of International Students of Beijing University of Chemical Technology described in the Administrative Regulations of Foreign-related Affairs of Beijing University of Chemical Technology (BHDXF [2001] No. 55) will be abolished.
3. The Regulations will exert effect from the date of proclamation. For any question concerning it, please refer to the Department of International Cooperation and Exchanges.

# Administrative Regulations for the International Student Apartment Building of Beijing University of Chemical Technology

## (Provisional)

The international student apartment building of Beijing University of Chemical Technology, which has been approved by the Exit-Entry Administration of Beijing Municipal Public Security Bureau, is the special place to offer accommodation to the international students. The Department of International Cooperation and Exchanges of Beijing University of Chemical Technology is in charge of its operation and daily administration. In order to create a safe, tidy and comfortable environment for living, this regulation is issued. Student who violates it will be given disciplinary punishment, such as reproach, warning, confiscation and even cancellation of their qualification of accommodation. We hope that the international students can abide by it.

### I. Administrative Regulations on Acceptance of the International Students

1. To handle the procedure of accommodation with the valid passport and Form of Accommodation Registration;
2. To abide by the arrangement and live in the assigned room. Not to be allowed to change the room or occupy the room by force without permission;
3. Two international students share one room. The university will try to take nationality and living convention into account. However, the university has the right to arrange others to share one room with the international student. If he/she doesn't agree with the university, he/she should pay the charge of the whole room shared by one student.
4. The student should sign a contract of accommodation before taking the room.

### II. Accommodation Charge

1. The accommodation charge of the international student apartment building is counted by day. The international student should pay the accommodation charge in accordance with the standard of the accommodation charge and deadlines as required. For special circumstances, he/she should submit a written explanation of the time of payment. Otherwise, he/she has to pay a fine of 5% of the surcharge.
2. The international student who has to leave the university because of graduation, completion of the curriculum, suspension of schooling, withdrawal from the university and so on should pay the accommodation charge in accordance with the actual days he/she stayed in the international student apartment building.
3. During the Winter and Summer Vacation, if the international student wants to keep the room while he/she has to return to his/her resident country or to travel, he/she has to pay the accommodation charge in accordance with the regular standard.



### III. Regulations for Receiving Visitors

1. All the visitors should be required to present their valid identifications to the staff at the reception desk and fill in the Registration Form of Visitors of the Apartment Building. After the work staff's inquiry about the relevant information of the international student who is going to receive the visitors, the visitor may be allowed to enter the building. If the international student is absent, visitors should wait for him/her at the lobby of the building.
2. Visitor who has no proper identification with him/her should take an electronic photo and fill in the Registration Form of Visitors of the Apartment Building. Meanwhile he/she should enter the building with the accompany of the international student who is going to receive him/her. Otherwise, he/she may just wait for the international student at the lobby of the building.
3. Visiting hours are from 9:00 to 22:30. The staff of the building have the right to order the visitor to leave the building if he/she hasn't left after the visiting hour. Without the approval of the Department of International Cooperation and Exchanges, no international student is allowed to put up a visitor for the night. If necessary, it should be approved by the Department of International Cooperation and Exchanges and handle the checking-in procedure at the reception desk.

### IV. Administrative Regulation for Daily Life

1. The international student is strictly prohibited from using the dormitory to do activities against laws and the university's regulations. Nobody is allowed to change rooms, to occupy beds, to put up visitor for the night or re-rent the rooms to others without permission.
2. The international student should keep quiet in the building and should not make noises in the room and the corridor. Meanwhile, he/she should not disturb the study and rest of other people.
3. The international student should keep the public area and the dormitory clean and he/she is not allowed to put any garbage and personal belongings in the public area and in the corridor.
4. The international student should take good care of public properties and save energy. He/she should make proper use of the electric apparatus and facilities, such as TV set, air-conditioner, washing machine, water heater and telephone. He/she should save water and electricity and be cautious in using them. He/she is not allowed to refit, to transfer or to damage the facilities and articles in the building. He/she who is against the regulation should compensate according to the cost and will receive corresponding disciplinary punishment.
5. Facilities in the building, such as the kitchen, washing machine and refrigerator are exclusive for the international students in the building and other people are not allowed to use them.
6. Using of electric devices, such as electric stove and electric heater is prohibited in the rooms. The student is not allowed to smoke in bed in order to prevent fire. In case there is a fire resulted from the person who lives in the building, he/she will be responsible for it.
7. The building is open at 6:00 in the morning and closed at 23:00 at night. The dweller should abide by the timetable and those who are out should come back in time.
8. The international student should respect the working staff and actively support their works. The working staff will check the rooms regularly for the sake of safety.
9. The dweller should safeguard his/her valuables. When he/she is absent from the room, make sure that he/she has turn off all the electric devices and has locked windows and doors in order to keep his/her properties from being stolen.
10. Pets, such as dogs and cats are forbidden in the building. Once found, the university will confiscate them and corresponding disciplinary punishment will be given to the person who is against the regulation.

### V. Regulation of Checking Out

1. After the completion of the checking-out procedures, the dweller should take all the personal belongings with him/her and hand in the keys. In principle, the building will not keep the left properties for him/her.



2. While handling the checking-out procedure, the dweller is not allowed to leave before the working staff have finished checking the facilities and devices in the room and have received the dweller's keys.

## VI. Regulations on Award, Punishment and Compensation

1. The university will award the international student who has found hidden dangers or sudden accidents so that damages to the articles of the building and injuries to the people are avoided.

2. If the international student is found to use electric devices, such as electric heater, electric stove, which are forbidden in the room and the building without permission, the electric devices will be confiscated. Furthermore, he/she will be given relevant disciplinary punishment.

3. If the international student is found to put up others for the night without permission, he/she should shoulder the accommodation charges and will be given relevant disciplinary punishment.

4. If the international student is found to raise pets in the building, it will be confiscated and he/she will be given relevant disciplinary punishment.

5. The student who damages public properties, facilities and articles in the rooms should compensate according to the cost. The details are shown below:

<b>quilts</b>	<b>50RMB</b>	<b>mattress</b>	<b>400RMB</b>
<b>quilt cover</b>	<b>50RMB</b>	<b>toweling coverlet</b>	<b>60RMB</b>
<b>bed sheet</b>	<b>30RMB</b>	<b>pillow</b>	<b>30RMB</b>
<b>pillow towel</b>	<b>10RMB</b>	<b>chair</b>	<b>150RMB</b>
<b>wardrobe</b>	<b>300RMB</b>	<b>table</b>	<b>200RMB</b>
<b>TV</b>	<b>1000RMB</b>	<b>modem</b>	<b>200RMB</b>

VII. The right to the interpretation of this regulation is reserved to the Department of International Cooperation and Exchanges of Beijing University of Chemical Technology.



# Provisions on Disciplinary Actions of Students of Beijing University of Chemical Technology

## ( Interim )

( Bei Hua Da Xiao Fa No. 66 [2005] )

### Chapter I General Provisions

**Article 1** These Provisions, in conjunction with the actual situation of our school, are formulated in accordance with the “Provisions on the Administration of Students in Regular Institutions of Higher Education” of the Ministry of Education (Order No. 21 of Ministry of Education of the People’s Republic of China) for the purpose of maintaining the normal educational, teaching, and living order in schools, safeguarding the legal rights and interests of schools and students, and promoting the comprehensive development of students in terms of morality, intellect, fitness, and virtue.

**Article 2** The students referred in these Provisions shall include graduate students, undergraduate students, and vocational higher education institution students (junior college), who are receiving normal higher education.

**Article 3** These Provisions shall be applicable for handing down disciplinary actions to students with actions of violation, breach, and infringement of laws, regulations, and disciplines on or off campus.

The action of violation of disciplines shall refer to the action violating any administrative rules and regulations.

**Article 4** The decision of disciplinary action against student shall be made in accordance with the existing rules and regulations and procedure and shall be appropriate to the nature, harmful consequence, and the seriousness of the mistake resulting from the action of violation, breach, and infringement of laws, regulations, and disciplines.

**Article 5** These Provisions shall be applied equally to all students with respect to the action of violation, breach, and infringement of laws, regulations, and disciplines.

**Article 6** In the event that the School has no relevant provisions regarding the behavior of the student that was intentional subjectively and caused a certain harmful consequence, the most similar provision shall be referenced to deal with the situation.

**Article 7** For actions of violation and infringement of regulations and disciplines or other actions with certain harmful consequences that do not result in disciplinary actions according to these Provisions, the Office of Student Affairs or the college, where the student studied, shall have the right to issue a notice of criticism or other educational measures, urging the student to change his or her thinking and correct the mistake.

**Article 8** Types of disciplinary action include:

(I) Warning; (II) Serious warning; (III) Demerit; (IV) Probation; and (V) Expulsion from school.

**Article 9** Probation period shall generally range from six months to one year. The respective college where the students studied shall be responsible for observing the students under probation. Probation period shall be terminated upon expiration for students showing

repentance and improved performance during the probation period. Probation period shall be terminated prematurely for student with outstanding contribution after application by the student with examination by the college and approval from the School. However, the probation period shall not be less than three months. Probation period shall be extended, which is generally an extension of half year, for students with poor performance, and the extension shall be limited to one time. A disciplinary action of expulsion from school shall be handed down to students unwilling to change after edification.

In the event that the probation period cannot be terminated for graduating students before graduation, the students shall not be permitted to graduate, and the status of completion of courses shall be given. Upon expiration of the probation period, graduation certificate may be issued after authentication by the employer and approval from the School.

**Article 10** In the event that one of the following situations has occurred for students with action of violation, breach, and infringement of laws, regulations, and disciplines, the punishment shall be reduced or exempted:

- (I) Voluntarily eliminating or reducing the harmful consequence of the action of violation, breach, and infringement of laws, regulations, and disciplines afterwards;
- (II) Voluntarily admitting fault, truthfully giving an account of facts of the fault, and expressing deep remorse with minimal harmful consequence;
- (III) Cooperating with the relevant authorities for investigation and handling of the action of violation, breach, and infringement of laws, regulations, and disciplines and showing meritorious service during the process;
- (IV) Lured by others and coerced to engage in action of violation, breach, and infringement of laws, regulations, and disciplines;
- (V) Students under age of 18 engaging in action of violation, breach, and infringement of laws, regulations, and disciplines;
- (VI) Other situations where punishments can be reduced or exempted according to the regulations and rules of the School.

**Article 11** In the event that one of the following situations has occurred for students with action of violation, breach, and infringement of laws, regulations, and disciplines, the action can be severely punished:

- (I) Undergoing retaliation, threat, and intimidation against the relevant personnel afterwards;
- (II) Repeated actions of violation, breach, and infringement of laws, regulations, and disciplines;
- (III) Colluding with off-campus personnel to undergo action of violation, breach, and infringement of laws, regulations, and disciplines;
- (IV) Playing the role of organizing, leading and planning the action of violation, breach, and infringement of laws, regulations, and disciplines that was carried out jointly;
- (V) Abetting students under age of 18 to undergo action of violation, breach, and infringement of laws, regulations, and disciplines;
- (VI) Other situations where the action can be severely punished according to the regulations and rules of the School.

**Article 12** In the event that an action violating two or more provisions concurrently, the provision with more severe punishment shall be used.

**Article 13** Reduced punishment of engaging action of violation, breach, and infringement of laws, regulations, and disciplines shall be referenced as the disciplinary action for students engaging in action of violation, breach, and infringement of laws, regulations, and disciplines for others or providing information, place, tools, or undergoing cover-up of the action.

**Article 14** Student receiving two disciplinary actions resulting from action of violation, breach, and infringement of laws, regulations, and disciplines may be expelled from school during the third offense.

Students receiving disciplinary action of a minimum punishment of demerit in the action of violation, breach, and infringement of laws, regulations, and disciplines previously may be expelled from school, if the second offense may result in the possible disciplinary action of a minimum punishment of demerit.

**Article 15** Individuals being punished shall be subject to the followings concurrently:

- (I) The eligibility of participating the evaluation for reward and scholarship shall be revoked if the action of violation, breach, and infringement of laws, regulations, and disciplines belongs to one of the negative conditions of the evaluation of a specific reward or scholarship;
- (II) The relevant provisions of the “Detailed Rules for the Awarding of Baccalaureate” shall be used for awarding of baccalaureate;
- (III) The relevant provisions of the “Detailed Rules for the Awarding of Doctorate and Master Degrees by Beijing University of Chemical Technology” shall be used for awarding doctorate and master degrees;
- (IV) Other provisions shall be used accordingly if present.



## Chapter II Specific Disciplinary Actions

### Section I General Provisions Regarding Illegal Behaviors

[The illegal behaviors in these Provisions refer to the action of violation, breach, and infringement of laws, regulations, and disciplines]

**Article 16** A disciplinary action of probation or expulsion from school shall be given to students violating the “Constitution of the People’s Republic of China”, objecting the Four Basic Principles, disrupting stability and unity, and disturbing social order, depending on the seriousness of the circumstances.

The following actions shall be deemed as situation of disrupting stability and unity and disturbing social order:

- (I) Violating the “Law of the People’s Republic of China on Assemblies, Processions, and Demonstrations” or other relevant laws and regulations and organizing and participating unapproved procession and demonstration activities; organizing, planning, or participating activities disturbing social order, disrupting school administrative order, or undergoing disruption of stability and unity;
- (II) Posting, delivering, and distributing wall newspaper and fliers and spreading reactionary remarks through other means to mislead the public and create chaos;
- (III) Organizing, founding, and participating illegal social associations or organizations to undergo illegal activities;
- (IV) Other circumstances as prescribed by the laws.

**Article 17** Student breaching the national criminal laws constituting to an offense shall be given a disciplinary action of expulsion from school.

**Article 18** Student violating the “Regulations of the people’s Republic of China on Administrative Penalties for Public Security” (or the revised “Law on Public Security Administrative Punishments”, same below) and being penalized by the public security authority, a disciplinary action of minimum punishment of demerit shall be given, depending on the seriousness of the situation.

Student violating the “Regulations of the people’s Republic of China on Administrative Penalties for Public Security” with execrable nature and receiving penalty of detention, a disciplinary action of probation or expulsion from school shall be given. Unless this Document has provision specified otherwise.

**Article 19** For violation of laws, administrative regulations, local regulations, administrative rules, and autonomous regulations and special regulations of autonomous government, resulting in punishment from the relevant state administrative competent authorities, the School shall give the disciplinary action of a maximum punishment of probation, depending on the seriousness of the circumstances.

Unless this Document has provision specified otherwise.

**Article 20** For violation of laws, administrative regulations, local regulations, administrative rules, and autonomous regulations and special regulations of autonomous government that suppose to receive administrative punishment but the public security authorities or the relevant state administrative competent authorities decide to let the School to deal with the circumstance, the School shall determine the class of punishment in accordance with the relevant provisions of the laws and regulations and shall give the punishment according to the provisions listed from Article 16 to Article 19.

Unless this Document has direct provisions specified otherwise.

**Article 21** Depending on the seriousness of the circumstances, a disciplinary action of a maximum punishment of probation shall be given to behaviors constituting to infringement of civil rights and damage of legal rights of state, collective group, organization or individual with the actions being subjectively

Unless this Document has direct provision specified otherwise.

### Section II Specific Provisions Regarding some Illegal Behaviors

[Actions of Infringement of Personal Rights of Other Individuals]

**Article 22** The following disciplinary actions can be given respectively when an individual is involved in a fighting, depending on the seriousness of the circumstances:

- (I) A disciplinary action of demerit shall be given for assaulting others resulting in no injury or minimal injury. A disciplinary action of probation shall be given for assaulting others resulting in minor injury. A disciplinary action of expulsion from school shall be given for assaulting others resulting in serious injury;
- (II) Verbal insult, provocation, or other methods of causing trouble and intensifying conflicts, which leads to the consequence of fighting, shall be given a disciplinary action of warning;
- (III) Depending on the seriousness of the circumstances, a disciplinary action of minimum punishment of warning shall be given for abetting others to assault people;
- (IV) A disciplinary action of serious warning or demerit shall be given for acts of using the name of “mediation” to aid one party leading to worsening of the situation or causing harm to others;
- (V) Depending on the seriousness of the circumstances, a disciplinary action of minimum punishment of demerit shall be given for acts of instigation and provocation of others to retaliate or make troubles after fighting;
- (VI) A disciplinary action of probation or expulsion from school shall be given for acts of retaliating, threatening, or assaulting witness;
- (VII) Depending on the seriousness of the consequences, a disciplinary action from demerit to expulsion from school shall be given to acts of providing weapons for fighting.

The aforementioned acts of breaching the national criminal laws and constituting to criminal offenses shall be dealt in accordance with the provision stipulated under Article 17 of this document.

**Article 23** In the event that one of the following situations has occurred for students involving in assault, the action can be severely punished by referencing to the various provisions of Paragraph One of Article 22:

- (I) Premeditator or planner of an assault;
- (II) Colluding with off-campus individuals for an assault;
- (III) Armed assault;
- (IV) Gathering a crowd to have brawls;
- (V) Involvement in an assault and undergoing perjury;
- (VI) Throwing the first punch in a fight;
- (VII) Assaulting others leading to injury and refusing to pay compensation according to the relevant provisions or the decision from the relevant department (amount and time).

**Article 24** Depending on the seriousness of the circumstances, a disciplinary action of minimum punishment of warning shall be given to concealing, destroying, removing, or claiming private mails, packages, or money orders of others or illegally possessing or disposing notifications, mails, and electronic mails of others.

**Article 25** A disciplinary action of warning shall be given for using abusive languages, insults, or slanders against others, resulting in adverse effects. In case that the circumstance is serious, a disciplinary action of minimum punishment of serious warning shall be given.

**Article 26** A disciplinary action of warning shall be given for false accusation and framing of others, resulting in adverse effects. In case that the circumstance is serious, a disciplinary action of minimum punishment of serious warning shall be given.

**Article 27** A disciplinary action of warning or serious warning shall be given for using means, such as mails, phone calls, or electronic mails, or directly intimidating and threatening others and interfering with the normal life of others. In case that the circumstance is serious, a disciplinary action of minimum punishment of demerit shall be given.

[Action infringing public and private property rights and intellectual property rights]

**Article 28** Depending on the seriousness of the circumstances, a disciplinary action shall be given accordingly as follows to steal or rob public and private properties:

- (I) A disciplinary action of warning or serious warning shall be given for involvement of amount under two hundred Yuan;
- (II) A disciplinary action of a minimum punishment of serious warning or probation shall be given for involvement of amount over



two hundred Yuan but under one thousand Yuan;

(III) A disciplinary action of probation or expulsion from school shall be given for involvement of amount over one thousand Yuan.

(IV) Depending on the seriousness of the circumstances, a disciplinary action of minimum punishment of demerit shall be given for the stealing of official seals, confidential documents, and files.

**Article 29** Depending on the seriousness of the circumstances, a disciplinary action shall be given accordingly as follows for extortion of public and private properties or gathering of crowd to plunder public and private properties:

(I) A disciplinary action of warning or serious warning shall be given for involvement of amount under two hundred Yuan;

(II) A disciplinary action of serious warning or demerit shall be given for involvement of amount over two hundred Yuan but under one thousand Yuan;

(III) A disciplinary action of demerit or probation shall be given for involvement of amount over one thousand Yuan but under two thousand Yuan;

(IV) A disciplinary action of probation or expulsion from school shall be given for involvement of amount over two thousand Yuan.

**Article 30** Depending on the seriousness of the circumstances, a disciplinary action shall be given accordingly as follows for defraudation of public and private properties:

(I) A disciplinary action of warning or serious warning shall be given for involvement of amount under five hundred Yuan;

(II) A disciplinary action of serious warning or demerit shall be given for involvement of amount over five hundred Yuan but under one thousand Yuan;

(III) A disciplinary action of demerit or probation shall be given for involvement of amount over one thousand Yuan but under three thousand Yuan;

(IV) A disciplinary action of probation or expulsion from school shall be given for involvement of amount over three thousand Yuan.

**Article 31** Depending on the seriousness of the circumstances, a disciplinary action shall be given accordingly as follows for conversion of public and private properties:

(I) A disciplinary action of warning or serious warning shall be given for involvement of amount under one thousand Yuan;

(II) A disciplinary action of serious warning or demerit shall be given for involvement of amount over one thousand Yuan but under three thousand Yuan;

(III) A disciplinary action of demerit or probation shall be given for involvement of amount over three thousand Yuan but under ten thousand Yuan;

(IV) A disciplinary action of probation or expulsion from school shall be given for involvement of amount over ten thousand Yuan. .

**Article 32** Depending on the seriousness of the circumstances, a disciplinary action shall be given accordingly as follows for intentional destruction and damage of public and private properties and public facilities:

(I) A disciplinary action of warning or serious warning shall be given for involvement of amount under five hundred Yuan;

(II) A disciplinary action of serious warning or demerit shall be given for involvement of amount over five hundred Yuan but under two thousand Yuan;

(III) A disciplinary action of demerit or probation shall be given for involvement of amount over two thousand Yuan but under five thousand Yuan;

(IV) A disciplinary action of probation or expulsion from school shall be given for involvement of amount over five thousand Yuan.

**Article 33** A disciplinary action of serious warning or demerit shall be given in the event that one of the following acts has occurred; in case that the circumstance is serious, a disciplinary action of probation or expulsion from school shall be given:

(I) Unauthorized transfer and use of intellectual property of the School;

(II) Violation of confidentiality provisions and disclosure of scientific and technological achievements of the School, including technical secrets;

(III) Other acts of violating the provisions of the School regarding intellectual property, causing the interests of the School to suffer losses.

[Action damaging school reputation]



**Article 34** A disciplinary action of warning or serious warning shall be given in the event that one of the following acts of damaging school reputation has occurred; in case that the circumstance is serious, a disciplinary action of demerit or probation shall be given:

- (I) Using the name or logo of the School on the related promotional materials, such as signs, advertisements, posters, and documents, publicly without permission in personal business activities;
- (II) Unauthorized acts of representing school, college, or student association to make public announcement, news or irresponsible promises;
- (III) Unauthorized acts of representing school, college, or student association to participate social activities;
- (IV) Other actions damaging school reputation, resulting in adverse effects.

[Action violating learning disciplines]

**Article 35** A disciplinary action of warning shall be given for unauthorized act of leaving school for 4 consecutive days. A disciplinary action of serious warning shall be given for leaving school for 6 consecutive days. A disciplinary action of demerit shall be given for leaving school for 8 consecutive days. A disciplinary action of probation shall be given for leaving school for 10 consecutive days.

Leaving school for two consecutive weeks or failure of participating in the educational activities as prescribed by the School for four weeks cumulatively shall be dealt in accordance with the relevant provisions of the student status administration.

**Article 36** A disciplinary action of demerit or probation shall be given for acts of academic misconducts, such as plagiarism or falsification of experimental data and calculation results. In the event that the circumstance is serious, a disciplinary action of expulsion from school shall be given.

The relevant provisions on the administration of student status or the determination by the authoritative academic organizations, such as academic council, shall be referenced for determination of academic misconduct.

**Article 37** Depending on the seriousness of the circumstances and the degree of admitting to wrongdoing, a disciplinary action of warning or serious warning shall be given. In the event that the circumstance is serious, a disciplinary action of demerit shall be given.

A disciplinary action of probation shall be given to violation of examination disciplines constituting to cheating of examination. In the event that the circumstance is serious, a disciplinary action of expulsion from school shall be given.

“Examination Instructions of Beijing University of Chemical Technology” shall be referenced regarding violation of examination disciplines and the determination of violation of examination disciplines constituting to cheating of examination.

**Article 38** A disciplinary action of expulsion from school may be given in the event that one of the following situations has occurred:

- (I) Stealing exams, answer keys, or testing materials;
- (II) Having others to take the exam or taking exam for others;
- (III) Organizing cheating;
- (IV) Using communication equipment for cheating;
- (V) Repeated cheatings;
- (VI) Other serious cheating actions.

[Action obstructing management order of school]

**Article 39** A disciplinary action of warning or serious warning shall be given for knowingly purchasing stolen goods. In case of serious circumstance, a disciplinary action of minimum punishment of demerit shall be given.

**Article 40** Depending on the seriousness of the circumstances, a disciplinary action of serious warning or demerit shall be given for perjury or intentional destruction and concealment of evidence to make investigation difficult.

**Article 41** Depending on the seriousness of the circumstances, a disciplinary action of minimum punishment of demerit shall be given for counterfeiting, altering, selling, and purchasing various types of identification cards, certificates, documents, and seals.



Depending on the seriousness of the circumstances, a disciplinary action of minimum punishment of warning shall be given for transferring and borrowing of various types of identification cards, certificates, documents, and seals.

**Article 42** Depending on the seriousness of the circumstances, a disciplinary action of minimum punishment of warning shall be given for violating the provisions of the campus hospital regarding free medical care, including frauds such as change of prescription, false claims, and false certificates;

**Article 43** Depending on the seriousness of the circumstances, disciplinary action shall be given as follows for violation of administrative provisions on accommodation of students:

(I) A disciplinary action of minimum punishment of warning shall be given to unauthorized action of occupying student dormitory or subletting bed-space, even after criticism and advice against such action, and the illegal income shall be seized.

(II) A disciplinary action of warning shall be given to unauthorized action of permitting off-campus person to live in the dormitory. In the event that a serious consequence has occurred as result of permitting off-campus person to live or enter the dormitory, a disciplinary action of minimum punishment of demerit shall be given.

(III) Depending on the seriousness of the circumstances, a disciplinary action of minimum punishment of warning shall be given for the action of allowing opposite sex to live with oneself or living at the place of opposite sex in the student apartments or dormitories within the jurisdiction of the School.

(IV) Depending on the seriousness of the circumstances, a disciplinary action of minimum punishment of warning shall be given for violating administrative provisions of accommodation, affecting the normal learning and living of others, even after criticism and advice against such action.

(V) Depending on the seriousness of the circumstances, a disciplinary action of minimum punishment of warning shall be given for violating the relevant provisions on fire prevention and electricity use in dormitory even after criticism and advice against such action. A disciplinary action of minimum punishment of demerit shall be given if the aforementioned action results in fire.

(VI) Depending on the seriousness of the circumstances, a disciplinary action of minimum punishment of warning shall be given for other violations of administrative provisions of accommodation of students.

**Article 44** Depending on the seriousness of the circumstances, disciplinary action shall be given as follows for violation of campus administrative provisions and disruption of management order of public places:

(I) A disciplinary action of minimum punishment of warning shall be given for dressing indecently to enter public places or undergo activities in public areas even after advice against such action;

(II) A disciplinary action of minimum punishment of warning shall be given for disorderly conduct on campus even after advice against such action. In the event that the situation is serious, a disciplinary action of minimum of serious warning shall be given;

(III) Depending on the seriousness of the circumstances, a disciplinary action of minimum punishment of warning shall be given for smoking in the no smoking areas, such as teaching buildings, library, and dormitories, even after criticism;

(IV) Depending on the seriousness of the circumstances, a disciplinary action of minimum punishment of warning shall be given for intentional vandalism, such as making graffiti and unauthorized posting, placement, and littering;

(V) Depending on the seriousness of the circumstances, a disciplinary action of minimum punishment of warning shall be given for violating campus traffic provisions resulting in adverse effects;

(VI) Depending on the seriousness of the circumstances, a disciplinary action of minimum punishment of warning shall be given for disrupting order of public facilities, such as classroom, cafeteria, library, and halls, even after advice against such behavior;

(VII) Depending on the seriousness of the circumstances, a disciplinary action of probation or expulsion from school shall be given for inciting and gathering a crowd to make troubles with disruption of school management order;

(VIII) Depending on the seriousness of the circumstances, a disciplinary action of minimum punishment of warning shall be given for holding public gathering activities, such as gatherings, public speeches, lectures, and reports;

(IX) Depending on the seriousness of the circumstances, a disciplinary action of minimum punishment of serious warning shall be given for violating the relevant provisions of management of student associations and organizing unapproved student associations with initiation of activities and publications.

**Article 45** Disciplinary action shall be given accordingly as follows for violation of administrative provisions related to computer and network:

(I) A disciplinary action of serious warning shall be given for public defamation of school image online;

(II) Depending on the seriousness of the circumstances, a disciplinary action of minimum punishment of serious warning shall be given for spreading fake information over the network;

(III) A disciplinary action of warning or serious warning shall be given for unauthorized modification, transfer, destruction, duplication, and downloading files from computer system of other individual or organization, resulting in losses. In the event that the circumstance is serious, a disciplinary action of demerit or probation is given;

(IV) A disciplinary action of warning or serious warning shall be given for unauthorized setup of servers, such as proxy, BBS, FTP, VOD, and BT and voice chat room or identity theft, such as stealing account and password of other individual or organization, resulting in adverse effects. In the event that the circumstance is serious, a disciplinary action of demerit or probation is given;

(V) A disciplinary action of warning or serious warning shall be given for stealing virtual properties. In the event that the circumstance is serious, a disciplinary action of demerit or probation is given;

(VI) A disciplinary action of demerit shall be given for creating, intentionally spreading, and applying computer virus or illegally intruding computer system of other individual or organization in accordance with the resulting losses. In the event that the circumstance is serious, a disciplinary action of probation or expulsion from school is given.

#### [Action violating social morality]

**Article 46** Depending on the seriousness of the circumstances, a disciplinary action of minimum punishment of serious warning shall be given for production and spread of pornographic materials, illegal publications, and illegal audiovisual materials.

**Article 47** A disciplinary action of minimum punishment of demerit shall be given for action of gambling or a disguised form of gambling, depending on the seriousness of the circumstances, and the means of gambling and the gambling money shall be confiscated. A disciplinary action of expulsion from school shall be given for organizing gambling.

**Article 48** A disciplinary action of expulsion from school shall be given for use of narcotics.

**Article 49** A disciplinary action of expulsion from school shall be given for the action of engaging or offering prostitution.

**Article 50** A disciplinary action of serious warning or demerit shall be given to student with peeping and indecent actions, and a disciplinary action of probation or expulsion from school shall be given for serious circumstance.

**Article 51** A disciplinary action of a minimum punishment of serious warning shall be given for violation of social morality that seriously affecting the family life of others.

## Chapter III Procedure of Disciplinary Action

### Section I Hearing and Investigation

**Article 52** In the event that the competent department or college of the School discovered that a student has action of violation and breach of regulations and disciplines, facts shall be ascertained and evidence shall be collected first. The relevant departments of the School shall cooperate accordingly.

Depending on the actual circumstance of the action of violation and breach of regulations and disciplines, the Office of Student Affairs shall be responsible for the organization and examination of the original materials after the materials have been prepared by the competent department or college of the School.

**Article 53** The basic information of the investigator and the person under investigation, such as the name, gender and age, shall be stated on the investigation transcript, which shall be given to the person under investigation for verification after completion of investigation. In the event that error or omission has occurred in the transcript, the person under investigation is permitted to undergo correction or addition. The person under investigation shall sign or affix seal at the places of correction or addition.

Each page of the investigation transcript shall be signed and dated by the person under investigation after verification of the transcript.

**Article 54** In the event that the person under investigation refuses to sign or affix seal his or her name, the investigator shall state the situation on the transcript, and the transcript shall be signed and dated by a minimum of two investigators. The School shall maintain the original transcript of the investigation.

**Article 55** Basic information of the party concerned, such as the name, gender, major, student ID number, occupation, and address, shall be stated on the written materials of the facts provided by the party concerned, which shall be signed and dated by the party concerned.



The School shall maintain the original copy of the written statement of the facts by the party concerned.

**Article 56** In the event that one incidence of breach of discipline involves students from different colleges, the Office of Student Affairs shall work in conjunction with the relevant departments to handle the matter.

### Section II Examination and Decision

**Article 57** In the event that the competent department or the college of the School intends to recommend the school to hand out disciplinary action against student, the facts, reasons, and basis of the recommended disciplinary action shall be disclosed to the student, and the student shall be notified for having the right to make statement and defense.

In the event that the disciplinary action of maximum punishment of serious warning is recommended, the competent department or the college shall hear the statement and defense from the student or his or her proxy by itself and shall undergo review of the facts, reasons, and evidence introduced from the statement and defense of the student.

In the event that the disciplinary action of minimum punishment of demerit is recommended, the Office of Student Affairs shall hear the statement and defense from the student or his or her proxy and shall undergo review of the facts, reasons, and evidence introduced from the statement and defense of the student.

**Article 58** In the event that the facts, reasons, and evidence presented by the student to be disciplined are established, they shall be adopted.

Disciplinary action cannot become more severe as result of application for hearing by the student to be disciplined.

**Article 59** After review, should the facts of violation, breach, and infringement of laws, regulations, and disciplines be clear, the evidence be sufficient, and the intended disciplinary action be the maximum punishment of serious warning, the relevant competent authority shall advance a preliminary opinion regarding the class of disciplinary action, and the opinion shall be submitted to the responsible chancellor for approval. In the event that the intended disciplinary action is minimum punishment of demerit, the person in charge of the matter from the Office of Student Affairs shall advance an opinion regarding the class of disciplinary action. The opinion shall be examined by the Student Disciplinary Action Committee and then shall be submitted to the School for approval. In the event that the Student Disciplinary Action Committee has intended to pass the disciplinary action of demerit or probation, the decision shall be submitted to the chancellor for approval. In the event that expulsion from school is the intended disciplinary action, a chancellor meeting shall be held to make the decision.

In the event that the person in charge of the matter from the Office of the Student Affairs recommends expulsion from school, the student shall be informed for having the right to apply for hearing. In the event that the student waives his or her right of hearing, the Student Disciplinary Action Committee shall directly examine the opinion from the Office of Student Affairs. In the event that the student applies for hearing according to the provisions, the Office of Student Affairs shall organize the hearing. The Student Disciplinary Action Committee shall issue an opinion regarding the class of disciplinary action according to the result of the hearing and shall submit the opinion to the School for approval.

**Article 60** The School shall make separate letters of decision of disciplinary action that are specific to every student being disciplined. The letter of decision of disciplinary action shall state the following items:

- (I) Basic information, such as the name, gender, age, college, major, class, and student ID number of the student being disciplined;
- (II) Facts of violation of the relevant provisions;
- (III) Reasons and basis applicable to the disciplinary action;
- (IV) Decision of disciplinary action;
- (V) Right and time limit of filing appeal by the student being disciplined.

### Section II Delivery Service

**Article 61** After the decision of the disciplinary action has been made, the college where the student studied shall deliver the letter of decision of disciplinary action to the student, with signature of the student personally (the letter shall be made in three copies). In the event that direct delivery is impossible, the following methods of delivery shall be used:

(I) Delivery service by leaving the letter at the place of abode. In the event that the school directly delivers the letter of decision of disciplinary action to the student being disciplined and that the person is not home, the letter can be received and signed by the adult family members residing with the student. In the event that the student being disciplined or his or her adult relative living with the student refuses to receive and sign the letter of decision of disciplinary action. The person delivering the letter shall invite the relevant persons to arrive on site, shall state the situation, and record the cause of refusal and the date on the return receipt of the delivery service with signature or affixing seal by the delivering person and the witness. The letter shall be deemed delivered by leaving the letter of decision at the residence or the receival department of the party concerned.

(II) Delivery service by mail. In the event that direct delivery service of the letter of decision of disciplinary action is difficult, the method of delivery service by registered mail shall be used to deliver the letter to the student being disciplined. The delivery service by mail shall include a return receipt. In the event that the date of receival stated on the return receipt of the registered mail is inconsistent with the date stated on the return receipt of the delivery service or that the return receipt of the delivery service has not been returned, the date of receival stated on the return receipt of the registered mail shall be the date of delivery.

(III) Delivery service by public announcement. In the event that the student being disciplined is missing or the letter cannot be delivered through other means, the School shall make the delivery service by public announcement through its bulletin board. The letter shall be deemed delivered after 60 days from the day of delivery service by public announcement. The cause and process shall be recorded in the materials when delivery service by public announcement has been made.

#### Section IV Hearing Procedure

**Article 62** In the event that the Office of Student Affairs has recommended the disciplinary action to be expulsion from school, a written notice shall be sent to the student to be disciplined, notifying the right of requesting hearing. In the event that the student to be disciplined requests hearing, a written application shall be submitted within three days of receiving the “Letter of Notification of Intended Disciplinary Action of Expulsion from School”. The Office of Student Affairs shall organize the hearing upon receipt of the application from the student.

The student to be disciplined shall be deemed to waive the right of hearing in the event that the request for hearing has not been submitted exceeding the time limit.

The student to be disciplined shall not file a request for hearing if he or she has submitted a request to waive the right of hearing in writing.

**Article 63** Prior to the holding of the hearing by the Office of Student Affairs, the relevant details of the hearing, such as the time, location, and name of the person presiding the hearing, shall be notified in writing. The student to be disciplined shall sign his or her name on the return receipt of the delivery of the “Letter of Notification of Hearing”.

The hearing shall be held publicly unless personal privacy is involved.

**Article 64** The student to be disciplined shall timely attend the hearing. In the event that the student fails to timely attend the hearing and fails to provide reasons in advance, the action shall be deemed as forfeiting the right of hearing.

**Article 65** The person presiding over the hearing shall not be the investigator of this incidence and shall designate a person to record the process. In the event that the student to be disciplined feels that the person presiding the hearing has direct interest with this incidence, the student shall have the right to apply for challenge. The School shall make a decision on the challenge of the person presiding the hearing.

**Article 66** Persons participating the hearing shall include the student to be disciplined and his or her proxy and the investigator of this incidence. The student to be disciplined may participate the hearing personally or may have 1 to 2 proxies representing him or her. In the event that the student to be disciplined has commissioned proxies participating the hearing, power of attorney shall be submitted prior to the commencement of the hearing.

**Article 67** Rights and obligations of the student to be disciplined during hearing:

(I) Having the right to provide statement and defense regarding the relevant circumstance of this incidence.

(II) Having the right to undergo cross-examination on the evidence presented by the investigator of the incidence and to present new evidence.

(III) Truthfully stating the facts of the violation, breach, and infringement of laws, regulations, and disciplines and answering the



questions raised by the person presiding the hearing.

(IV) Complying with the disciplines of the hearing and subjecting to the command from the person presiding over the hearing.

**Article 68** Hearing shall be carried out in accordance with the following procedure:

(I) the recorder of the hearing shall announce the disciplines of the hearing and the rights and obligations of the student to be disciplined. The person presiding the hearing shall introduce himself or herself and the recorder, shall inquire and verify the identity of persons participating the hearing, and shall declare that the hearing has commenced.

(II) Investigators of the incidence shall introduce the facts and evidence of violation, breach, and infringement of laws, regulations, and disciplines of the student to be disciplined and the basis of punishment and recommendation of punishment.

(III) The student to be disciplined shall provide statement and defense regarding the facts of the incidence, shall introduce the relevant evidence, and shall undergo cross-examination regarding the evidence presented by the investigators.

(IV) Final statement from the student to be disciplined.

(V) The person presiding the hearing declares the completion of the hearing. The transcript of the hearing shall be given to the student to be disciplined for examination and shall be signed or affixed with a seal by the student after no mistake is found.

The person presiding the hearing shall maintain the normal hearing order during the hearing.

**Article 69** After completion of the hearing, in pursuance to the transcript of the hearing, the School shall make the corresponding decision in accordance with the relevant provisions.

### Section V Appeal

**Article 70** In the event that the student has objection regarding the decision of disciplinary action from the School, the student may submit a written appeal to the School.

**Article 71** The School shall establish the Student Appeal Processing Committee, with the Deputy Party Secretary in charge of disciplinary inspection acting as the Director of the Committee. Its members shall include staff from the Office of Student Affairs and the Department of Education Affairs, representatives of instructors and students, and Director of the Office of Supervision. The office of the Committee shall be established at the joint office of disciplinary inspection and examination.

**Article 72** The written appeal to the Student Appeal Processing Committee of the School filed by the student shall be submitted within 5 working days of receiving the letter of decision of disciplinary action from the School.

In the event that the decision is found to be wrong after review, the decision shall be promptly corrected and properly handled.

**Article 73** The Student Appeal Processing Committee shall undergo review regarding the appeal filed by the student receiving disciplinary action, shall make a decision regarding the review within 15 working days of receipt of the written appeal, and shall notify the appellant. The Student Appeal Processing Committee shall submit the appeal to the School for re-examination of the decision if the original decision of disciplinary action has to be changed.

**Article 74** In the event that the student receiving disciplinary actions has objection regarding the decision of review, a written appeal can be submitted to Beijing Education Commission within 15 working days of receiving the letter of decision of review from the School.

**Article 75** Starting from the day of delivery of the decision of the disciplinary action or the decision of review, the School shall not accept the appeal filed by the student after the time limit of appeal.

### Section VI Others

**Article 76** The disciplinary actions shall be open, fair, and just and shall use the principle of concurrent education and punishment, so the situation has clear facts, proper procedure, sufficient evidence, clear evidence, and appropriate disciplinary action.

**Article 77** The School shall issue a learning certificate to expelled student. The student shall complete the procedure of leaving school within 10 working days of receiving the decision of the disciplinary action or receiving the public notice. The file and registration of permanent residence shall be returned to the local family permanent residence.



**Article 78** The decision of disciplinary action shall be timely announced in the scope of entire school, within the respective college, or within the respective class, depending on the situation. For decisions involving individual privacy and national security, the Office of Student Affairs shall determine whether the decisions will be announced.

**Article 79** The school shall file the materials related to the disciplinary actions against students into archive of school documents. The school shall file the decision of the disciplinary actions against students into their respective student files.

## Chapter IV Supplementary Provisions

**Article 80** These Provisions shall be referenced for students receiving adult higher education, students from Hong Kong, Macao, and Taiwan, and foreign students with action of violation, breach, and infringement of laws, regulations, and disciplines. These Provisions shall be referenced for students receiving education method, such as training, with action of violation, breach, and infringement of laws, regulations, and disciplines.

**Article 81** The terms “above and below” given to a specific class of disciplinary actions in these Provisions shall include that class of disciplinary actions

**Article 82** For actions, conducted prior to the implementation of these Provisions and have not yet been dealt with after the implementation of these Provisions, the provisions during the occurrence of actions shall be applicable.

**Article 83** These Provisions shall come into force on September 1, 2005.

**Article 84** These Provisions shall be interpreted by the Office of Student Affairs.



# Beijing University of Chemical Technology (BUCT)

## Regulations for Undergraduate Students

### ( Trial )

(Bei Hua Da Xiao Fa [2005] No. 66)

#### Chapter One General Provisions

**Article 1** These Regulations are made in accordance with the Administrative Regulations for Common Institutions of Higher Education issued by the Ministry of Education (the Order No. 21 of the Ministry of Education, PRC) and based on the specific conditions of the BUCT with a view to create a good learning environment, achieve educational goals, continually improve the teaching quality, safeguard the statutory rights of the students and promote the all-round development of students through moral, intellectual, physical and aesthetical education.

**Article 2** All full-time undergraduate students registered at the BUCT are subject to these Regulations.

#### Chapter Two Admission, Registration and Student Status

**Article 3** The freshman students offered admission to the BUCT in accordance with the relevant regulations on student admission shall bring with them the BUCT Letter of Admission and other documents as required to finish enrollment with the BUCT before the prescribed deadline. Any students if unable to enroll at the specified time shall apply for deferral of registration in writing to the BUCT Enrollment Office prior to the deadline; the application should however be accompanied with the necessary proof issued by the local authorities. Normally the deferral granted shall last no more than two weeks. Those who fail to ask for a deferral of registration or fail to register before the deferral expires shall be considered as having declined the offer of admission, if not for some reasonable causes including the force majeure.

**Article 4** The three months immediately following the enrollment is known as the Qualification Review Period during which the University shall, in accordance with the government regulations, review the entry qualification of its newly admitted students. Those who passed the review will be allowed to have their student status registered; while those who failed will be dealt with by the University on case-by-case basis and may result in being disqualified from admission.

Any student who managed to obtain the student status through fraudulent and dishonest practice shall be immediately deprived of qualification if such practices are found and proved to be true. Where such offences committed by the student are of a serious nature the case will be transferred to the relevant authorities for investigation.

**Article 5** The freshman students are required to have their health condition re-checked by the BUCT. If during the health check any student is found to be suffering from certain illness and diagnosed by the level-2 class-A hospitals or above to be improper to study at the University but may recover to the normal health condition after being given treatment for a short period, then the student shall suspend registration and may have the registration preserved for one year. Students with preserved registration shall complete all procedures and leave the University in two weeks. Those who refuse to leave will be disqualified of the registration that is preserved for him/her.

Students with preserved registration will not be granted student status, nor will they be treated as the registered students. Students with preserved registration may apply to the BUCT Enrollment Office for re-admission before the next academic year commences after they have recovered through medical treatment. If after check by the hospital designated by the BUCT their health condition

meets the admission requirements and is re-examined by the University as acceptable, the students may be readmitted as a freshman student. Those who failed to pass the health re-examination or did not complete the admission procedures with the University for more than two weeks will be disqualified from being admitted.

**Article 6** At the beginning of each academic term the students shall register with the University at the date as specified by the BUCT for maintaining their student status. Students who fail to meet the conditions for registration or pay the tuitions fees will not be allowed to register.

Students with financial difficulties may only be allowed to register after they have completed the procedures for securing student loan or other forms of financial aid.

Students who are unable to register due to special reasons shall apply to have the registration differed. Those who fail to apply for an deferral or fail to register for more than two weeks without having their application approved may be considered as having given up their student status and be treated as voluntary withdrawal from school, if not for some reasonable causes including the force majeure.

**Article 7** Any registration if found to contain errors shall be immediately corrected. Those who should register but fail to do so shall complete registration immediately; the registrations completed by students who should not do so will be treated as invalid.

## Chapter Three Period of Schooling, Duration of Study, Education Scheme and Programs

**Article 8** The period of schooling for undergraduate students in all majors is four years. The number of years from the date when a student obtains his/her student status to the date he/she completes the studies at the University is called the Duration of Study. Standard duration of study in the BUCT is four years, which can be shortened to no less than three years and be extended to no more than six years. The time of suspension from school (excluding that for military service) will be calculated into the duration of study. Shortening or extending one's duration of study shall be subject to the approval of the BUCT, except for however the circumstances where the students stay down as described in Article 13.

Students who have his/her standard duration of study extended shall process registration in a manner as specified in Article 6.

**Article 9** Students shall work out their own program study plans and the "Quality Development and Innovation" plan according to the education scheme developed for their respective majors.

**Article 10** The programs which the students study as required by the education scheme of their respective majors consist of compulsory courses and elective courses. Elective courses include free elective courses, limited elective courses and courses for the general studies. Compulsory courses are those that must be studied for meeting the requirements of one's major. Free elective courses are those provided for all the undergraduate students of the BUCT which they can freely choose from. Limited elective courses are the limited group of courses of a major that a student in such major may choose to study. Courses for the general studies are made available for the whole university wide and taught in a wide variety of areas including human and social sciences, management, arts, physical education and technology.

"Quality Development and Innovation" is a plan that requires the participation of all undergraduate students in the extracurricular science and technology activities, including participation in various academic competitions, scientific researches and publication of academic papers.

**Article 11** The credit is the unit to measure one's time spent on the course study and show the time, difficulty and intensity of a course. The BUCT adopts a teaching management system which uses credit to assess a student's performance in the study of a course (which is shortly referred to as "the credit system")

The credit of a course will be awarded to the students who have registered the course as required, participated fully in the study of the course and have got at least a score of 60, a pass or above in the course examination.

Details of the credits associated with their respective courses are provided in the education schemes of all majors.

**Article 12** The BUCT uses the Graduate Point Average (GPA) to assess a student's academic merits. GPA is the weighted average of the grades a student receives from all the courses he/she has finished (weighted by credit). It is got from multiplying the credit a student receives from a course with its corresponding grade point to form a credit point for the course; then it uses the sum of all



credit points to divide the total sum of the student's grades he/she earns in the semester, and the result is the student's GPA. The conversion between the course grade and its corresponding grade points is set out in the attached table.

The GPA described herein will only refer to the grade point average that is calculated for all courses a student has completed from enrollment to the time of calculation (including the resit exams and the repeated courses), unless otherwise stated. The result of a GPA calculation is rounded off to two decimals.

GPA serves as an important basis for the University to make decisions such as rewarding outstanding students, recommending students for admission to postgraduate programs exempted from examinations, conferring BA degrees, awarding scholarship, assessing if one's ability is acceptable for moving up to higher level programs in advance and approving the application for self-taught courses. It is also one of the references for the BUCT as to whether a penalty such as academic warning or expel shall be exercised on a student.

**Article 13** Based on the requirements of the education scheme of the majors and depending on the academic performance of each student as at the end of each semester, the BUCT will manage the student status and their academic performance by categorizing them in the first year, the second year, the third year and the fourth year when they register in the fall of each year.

The first year students may move up to the second year only when he/she has earned at least  $2/3$  of the total credits from the first year courses (depending on the education scheme specific to the majors or the study plan for the approved duration of study extended, same below).

The second year students may move up to the third year only when he/she has made up for the credits he/she missed from the relevant first year courses plus the  $3/4$  of the total credits from the second year courses.

The third year students may move up to the fourth year only when he/she has made up for the credits he/she missed from the relevant second year courses plus the  $3/4$  of the total credits from the third year courses.

**Article 14** The students asking for earlier graduation shall submit an application together with the study plan to his/her school at least one year in advance. The school may decide whether to approve the application by assessing the student's academic performance and ability and forward the application to the Academic Office for final approval.

**Article 15** The students asking for extending graduation shall submit an application together with the study plan to his/her school at least one semester in advance. The school may decide whether to approve the application by assessing the student's academic performance and ability and forward the application to the Academic Office for final approval.

## Chapter Four Academic Disciplines

**Article 16** All students are required to participate in various activities the BUCT organizes for them in accordance with the education and the teaching plans of the University. The students who are unable to attend these activities shall ask for leave of absence and shall be approved before they take a leave. The teachings that a student misses out due to his/her absence from attending classes shall be made up for by the student him/herself, with the missed homework being completed and submitted.

**Article 17** If a student asks for absence from classes to participate in certain organizational activities, then it is the responsibility of the person who is in charge of such activities to submit a written application to the Student Management Office, which, if approved, will be forwarded to the Academic Office for final approval.

**Article 18** Students who ask for leave must apply in writing themselves. Generally the personal leave shall not exceed two weeks. And the application for sick leaves shall be accompanied with the relevant proof provided by the designated hospital. Leaves of no more than 7 days may be approved by a student's school and shall be reported to the Academic Office for record; applications for leaves of more than 7 days shall be forwarded to the Academic Office for approval.

When a student returns from a leave he/she must have the leave canceled. A student who is absent for more than two weeks without asking for leave or without having their applications approved will be treated as voluntary withdrawal by the student and will lead to the his/her student status being terminated.

**Article 19** All students shall follow the honest and integral practices, observe the academic code of conduct and be bound by the academic ethical standards. They shall refrain from copying others while working on the assignments (papers, reports), falsifying and altering data they obtained from experiments or plagiarizing ideas or findings from others. When quoting the views, research results or works of other people, the student must provide the source. The materials a student directly or indirectly referenced to shall have the authors, titles and page numbers clearly marked.

**Article 20** The students shall observe the BUCT Rules on Examinations, which strictly prohibits any disciplinary offences or cheating during the examinations (tests).

**Article 21** Students who fail to comply with the provisions contained in from Article 16 to 20 shall be penalized in accordance with the Guidelines of the BUCT on Student Disciplinary Penalties

## Chapter Five Course Selection, Examinations and Record

**Article 22** The BUCT is using the Course Selection and Registration System (CSRS) to help its students selecting courses they want to study. The main requirements are set out below:

1. Selecting a course. A student shall register their courses they have selected through the CSRS before the deadline and the delayed registration will not be accepted. Grades and credits received from courses that haven't undergone registration will be treated as invalid. The compulsory courses for the new students in their first semester will be registered by the Academic Office.

Students are allowed to study courses of other universities only when they have been recognized by the BUCT, provided that the total credits received from other universities shall not exceed 1/3 of the minimum credits required for graduation by the education scheme of their respective majors. Students shall submit the syllabus provided by the academic offices of other universities to their respective school for review, and then it shall be sent to the Academic Office of the BUCT for approval before the deadline for course registration. Grades received from studying courses at other universities must be provided by the relevant academic offices and their relevant credits may be transferred to the corresponding courses as set out in the education plan of one's major if they are satisfactory. A mark of "other school" shall be added next to the grades.

The audit courses will not be calculated into the credits, but will be marked "audit" next to the grades. The students who wish to audit a course shall submit a completed application form to their schools for approval by the dean and shall send it to the Academic Office by the course selection deadline. A student is usually allowed to audit one course per semester.

2. Withdrawing courses. Students may withdraw a course before the deadline and cancel the selected course through the CSRS; the delayed withdrawals will not be accepted. The canceled courses will not be calculated into the grades.

**Article 23** In order to balance the workload of the students and ensure the learning quality, each semester the total credits one student receives from the courses shall be between 20 and 26, except for those who have been approved to shorten their duration of study. The students studying courses which require the preparatory courses shall have such preparatory courses registered first. The students studying courses which require the associated courses shall have such associated courses registered at the same time. A student is generally allowed to register courses for his/her own academic year only; those who wish to study the courses at senior levels shall submit the written application to the school, which, after being reviewed by the Dean shall be resubmitted to the Academic Office for approval.

**Article 24** Students with a GPA of 3.00 or above may study the senior level courses or the postgraduate courses, provided that their applications are approved by both the dean of their school and the Academic Office. However the total credits one student receives from the courses he/she has completed in one year shall not exceed 32.

The postgraduate courses a student studies in the case as described above may substitute for the limited elective courses at the undergraduate level upon confirmation by their respective schools. If such students are admitted by the BUCT as a postgraduate student in later time, the BUCT will recognize the grades they have received from such courses and the associated credits are transferable for their postgraduate studies.

**Article 25** Students with a GPA of 2.00 or above may apply for studying the minor subjects, which shall be first reviewed by their respective schools and approved by the Academic Office.



**Article 26** The students' performance in their respective courses is assessed in both form of examinations and evaluations. The final course grades will be determined based on one's regular performance (including phase quizzes, mid-term exams, in-class discussions, term papers and attendance) and the final examination results. The teachers should announce the methods of evaluation and determination of the course grades before the courses commence.

**Article 27** Before assessing the students' course performance, the teachers shall first review the students' qualification for the assessment. Any student found with the following circumstances shall be disqualified for assessment with their course grade registered as fail:

1. Number of absences from class has exceeded 1/3 of the total number of teaching hours required by the course;
2. Assignments a student fails to complete have cumulatively exceeded 1/4 of the total number as required by the course;
3. Students failed in the assessment on their experiments or internship which is a part of the course;
4. Students copy assignments or experiment (internship) reports from others with the circumstance of a serious nature and commit repeated offence despite the repeated admonitions.
5. Students who have cheated in the phase quizzes or mid-term exams.

**Article 28** Students who have objection to the decision of disqualifying them from the assessment may apply for reconsideration pursuant to Article 66.

**Article 29** The following methods are used to record a student's course grades depending on their respective circumstances:

1. The grades of the compulsory and limited elective courses are recorded in percentage or on five- point scale and will be included for the GPA calculation. The courses for the general studies and the free elective courses will be recorded on two-point scale without being calculated for GPA. The participation in the "Quality Development and Innovation" plan will add 0.1 to GPA for each 4 credits received after the first 4 credits, without exceeding 0.5;
2. Courses which require papers, designs, experiments or internship to be finished in a time span more than one semester will be recorded as "unfinished" and will not be calculated into the GPA of the current semester. Such record shall eventually be replaced by one's actual grade received from the above mentioned projects. If the students fail to complete the projects before the deadline then their relevant grades will be recorded as "fail" or "disqualified" and calculated into their GPA;
3. A Student who is unable to sit for any examination due to conflicting time, illness or accidents may apply to have the examination suspended. The application must be submitted before the examination takes place. If due to some particular reasons the student is unable to make the application, it can be done by his/her class monitor or parents holding the necessary proof. The student who has had his examination suspended shall contact the relevant academic departments in his/her own school to discuss over matters on the suspended examination.  
The grade of a course with a suspended examination will be recorded as "suspended" and will not be calculated into the GPA of the current semester. No examination will be separately arranged for the student who has suspended the examination. If the student chooses to take the examination in the form of resit, then the grades will only be recorded as "pass" or "fail"; if the student chooses to attend the next final examination for the same course, then the actual grades will be recorded. If the student fails to attend the examination before graduation, then the grade will be recorded as "fail" or "unqualified" and will be calculated into the GPA;
4. The grade of the makeup examinations will only be recorded as "pass" or "fail" and included in the GPA calculation;
5. The actual grades will be recorded for those repeated courses and included in the GPA calculation;
6. The missed examinations will be recorded as "missed" and will be treated as zero in the GPA calculation;
7. Any student who is found cheating on an examination will have the graded recorded as "cheat" and will be treated as zero in the GPA calculation;
8. The course tutor shall submit the examination result within three working days after the examination (within 3 days after the last examination in case of final exams). The grade yet to be assessed shall be temporarily recorded as "not assessed". The Dean of the school shall have the responsibility to cause the grade to be timely assessed.

**Article 30** No unauthorized alteration to the grades is allowed if they have been assessed. If any student holds objection to the result they may apply for reconsideration in accordance with Article 66.

**Article 31** A student who fails in the examination of a compulsory course (non practical teaching) will be allowed to resit the examination once. If he/she fails again in the resit examination then the student must repeat the course. No resit examinations are established for the practical parts such as the military training, experiments, internship, course design, graduation design (thesis) and failure to pass these assessment will result in repetition. No resit examinations are established for the limited elective courses or course for the general studies, so the students can choose to repeat the course or may select other courses. Those who have missed or



cheated on the examination must repeat the course.

**Article 32** The BUCT does not set limit as to the times of course repetition within the duration of study, and will not arrange course repetition separately for the students. Any students who need to repeat a course shall complete the course selection procedures for taking the course next time. The grades of the repeated courses will be recorded each time and will be included in the GPA calculation.

A student who wishes to repeat the course he/she has already passed must have their application approved by the dean of their school and submitted to the Academic Office for record.

**Article 33** The students who wish to apply for self-taught course must meet the following conditions:

1. Their GPA shall be no less than 3.00 and their application shall have been approved by both the course tutor and the Dean of their school;
2. In the circumstances where their time is partially conflicting with the class time, the students may apply for self-teaching of the part of a course that conflict with the class;
3. All students who have been approved to self-teach a certain part of a course must complete the experiments (if any) required by the course and hand in their assignments on time, otherwise they will not be qualified for the course assessment;
4. The students who have passed the examination that exempt them from studying a certain course will have their actual grades being recorded and included in the GPA calculation;
5. No application for repeating the courses of practical nature including political theories, ethical education, physical education, experiments, courses for the general studies as well as those compulsory parts (military training, internships, course design, and graduation design/thesis) will be accepted.

**Article 3** The assessment on the public PE course will be determined based on the students' attendance, performance in PE classes and their physical exercise outside the PE classes. The grades will be recorded on the five-point scale and will not be included in the GPA calculation.

The disabled students or the students with poor health who hold the relevant proof provided by the designated hospitals may be excluded from the PE course if approved by both the dean of their school and the Director of the PE Department. They should, however, attend the health care courses.

Students shall meet the requirements set out in the Student Health Standard through physical tests. Those students suffering from certain diseases or for other particular reasons with the relevant proof provided by the University Hospital may be exempted from the physical test as approved by both the dean of their school and the Director of the PE Department.

**Article 35** All new students shall attend the English placement test upon entrance to the university. Those directly entering into the study of the School English II will have their grade of School English I recorded as "good"; those who directly enter into the study of the School English III will have their grade of School English I and II recorded as "good".

When the non-English major students have finished the study of School English IV, they shall register themselves for the CET-4 test, while the English major students shall enter the Band IV Test for English majors after they have successfully completed the study of level-4 English course.

Those students who have a record of "fail" in any of the School English (I, II, III, IV) or Basic English (I, II, III, IV) tests may have their GPA recalculated with grade point 1.0 when being reviewed for their graduation qualification, if they have passed the CET-4 or TEM-4 tests and have met the BUCT's relevant standards.

Those students who have passed the CET-4 or TEM-4 tests and have met the BUCT's relevant standards may have their GPA recalculated at a upgraded level (0.33) based on the original grade point for the School IV and Basic IV English courses when being reviewed for their graduation qualification.

## Chapter Six Change of Major and School Transfer

**Article 36** Students who apply for changing their majors must satisfy the following requirements at the same time:



1. They have not changed their major before;
2. They keep a clean record from disciplinary actions.

**Article 37** Where the conditions set out in Article 36 are satisfied, the student may apply for changing their major if they also satisfy any one of the following conditions:

1. They should have completed their courses with satisfactory results as required by their original major and their GPA shall be at least 3.0 or above;
2. They are found to have certain disease or disability and diagnosed by the designated hospital as improper to continue study in their original major, but their conditions are acceptable for studying other majors of the BUCT;
3. They will not be able to resume study unless they change their major for some particular reasons as confirmed by their respective schools;
4. They are the winners of the national level disciplinary competitions;
5. They are the new students who meet the requirements as set out in Article 24 of the Rules of the BUCT on Selecting and Cultivating Outstanding Undergraduate Students and can freely choose a major.

**Article 38** Students who wish to change their major shall submit a written application themselves and shall be recommended by their original school, and then they can be given admission by their target school after being assessed of their academic merits and approved by the Academic Office.

**Article 39** The BUCT may determine how many students who change majors can be accepted by the different majors each year depending on the resource availability.

**Article 40** After the students have changed their major, their target school shall be responsible for transferring and recognizing the credits they previously received in their original major. The students who have changed their major can be qualified for graduation only when they have met the requirements of the education scheme of their target major within the specified duration of study.

**Article 41** Students may apply to be transferred to another university to complete their college education in accordance with the Administrative Regulations for Common Institutions of Higher Education. Application for school transfer must be submitted before the commencement of the new academic semester.

## Chapter Seven Temporary Absence from School and Continuation of Study

**Article 42** If for various reasons a student asks for temporary absence from school, they may submit the application and be granted a Notice of Temporary Absence if their application is approved by both their school and the Academic Office.

**Article 43** Students under any of the following circumstances shall be granted the temporary absence from school:

1. Any injury or illness which after being diagnosed by the University's designated hospitals will require more than 6 weeks to be healed or for convalescence;
2. Any student who asks sick leave with the cumulative time more than 6 week within a semester;
3. The BUCT deems it necessary to grant a student temporary absence from school for other special reasons.

The students who are absent from school temporarily for the above reasons will be reported by their respective schools to the Academic Office and will be given a Notice of Temporary Absence. The student who fails to complete the relevant procedures and leave the University within two weeks will be treated as withdrawal.

**Article 44** The time length of temporary absence from school is calculated in semesters, but the total time shall not exceed two years. Those who are absent from school in the middle of an academic term will have the whole term treaded as absence. The already assessed grades of their courses will remain valid while the completed courses pending assessment may be cancelled as a result of absence.

**Article 45** Students who are granted temporary absence from school will have their household registration and their student status maintained by the school. The University assumes no management responsibility during the student's temporary absence from school and the student will not enjoy the same treatment as those students studying at the university.

**Article 46** Students who are unable to continue with their study due to illness must follow the temporary absence from school procedures and go back home to get medical treatments. Any cost relating to such medical treatment will be processed in accordance with the relevant policies governing free medical care of Beijing.

**Article 47** Students who wish to come back to the University and resume study shall apply to their respective school before the start date of the semester and follow the procedures as set out below:

1. Students who have been absent from school due to illness may only be allowed to resume study at the BUCT by presenting the relevant proof of their health conditions issued by the county-above hospitals and having been checked by the university's designated hospital as acceptable;
2. Students will be disqualified from resuming study at the BUCT if they violated the law and their acts have constituted a crime, or they were penalized due to violation of the public security regulations of a serious nature during their absence from school;
3. Students coming back to the University to resume study will be arranged in the appropriate grade to study their original courses.

**Article 48** Students enlisted in the People's Liberation Army (including the Chinese People's Armed Police Forces) may have their student status maintain up to one year after they withdraw from the army.

## Chapter Eight Academic Admonition and Dismissal

**Article 49** The University will assess the students' academic performance at the end of each semester and the students shall have the responsibility to enquire about their performance. The university will give admonition of dismissal to students who fail to move up to a higher level of study, and admonitions to the students with GPA lower than 2.0 for no degree.

**Article 50** The students under the following circumstances will be dismissed from the University:

1. Those who fail to move up to the higher level of learning twice or cumulatively three times;
2. For whatever reasons the student fails to complete the credits as required in the maximum duration of study (including temporary absence from school, maintaining student status, however the time in military service is not counted);
3. The students fail to apply for continuation of their study before the specified time when their permitted absence from school has expired;
4. Being absent from school for cumulatively two academic years and fails to meet the relevant requirements after being reviewed;
5. Those who must temporarily leave school but refuse to do so;
6. Those who are unsuitable to study at the University due to the health problems and disabilities that are set out in the Guidelines on Health Check for the Regular Institutions of Higher Learning;
7. Those who fail to ask for a leave or their leave is not approved but did not attend the learning activities as required by the University for continued two weeks or for cumulative four weeks within a single semester;
8. Those who fail to register for two week beyond the deadline specified by the University without providing any reasonable cause;
9. The student applies to withdrawal from the University.

**Article 51** The dismissal resulted from the above reasons is not considered as penalty. All decisions made to dismiss students from the University for the above reasons shall be first presented in the form of a report bearing the comments of the Dean of the school, which shall be reviewed by the Academic Office and then be approved on the meeting attended by heads of the relevant departments convened by the University President.

**Article 52** Students who should be dismissed will be provided a Dismissal Notice by the BUCT. In case the direct delivery of the Notice to the person is not possible, then the delivery may be postponed or be serviced via mail. For those students whose whereabouts is unknown or to whom the Notice is impossible to deliver, the University will deliver such Notice through public announcement. The Notice shall be deemed as being delivered. The list of the students whose withdrawal has been approved should be sent to the Beijing Education Commission for filing.

**Article 53** Students who have withdrawn from the University shall complete the following procedures:

1. They must leave the University within 10 days after the Notice of Withdrawal is delivered or the effective date of the public announcement, and their personal files as well as the household registration will be returned to the original place where their



household is registered.

2. Student having withdrawn from the University will have no right to apply for resuming studies at the BUCT.

**Article 54** Students who hold objection to the decision of withdrawal may appeal for review of such decision in accordance with **Article 67** contained herein.

## Chapter Nine Graduation, Completion and Incompletion of Studies

**Article 55** Students, who have completed all required studies in their major, earned the full credits as required by the relevant programs, with their intellectual, moral and physical attainment satisfying the relevant requirements for graduation will be permitted to graduation and be awarded a Graduation Certificate by the University.

**Article 56** The students who have not completed all the required studies in their major but have earned credits that are more than 90% of the total required credits shall be considered as having partly completed their studies and will be awarded a Completion Certificate.

The students holding a Completion Certificate may apply to repeat the programs from which they have failed to receive the necessary credits within the period from the date of completion to the end of the maximum duration of study. When they have earned the full credits they may have their Completion Certificate replaced by the Graduation Certificate through application by themselves upon the approval of the school and the Academic Office. Those who fail to apply before the prescribed deadline for repeating the programs or fail to earn the full credits after the maximum duration of study will not be replaced with a Graduation Certificate.

**Article 57** If the students have failed to complete all the studies as required by their major within the maximum duration of study, but have earned credits that are more than 90% of the total required will be awarded a Completion Certificate. Those who have studied in the University for up to one year and have received credits more than 15% of the required total will be awarded an Incompletion Certificate. While in the case the students' total earned credits are less than 15% of the required will receive a Proof of Study from the BUCT. No replacement by Graduation Certificate will be considered for the above circumstances.

**Article 58** Students who have undertaken the minor programs will be awarded the relevant certificate should they have satisfied the requirements of such minor subjects.

**Article 59** The University will award the Graduation Certificate (including the certificates for minors), Degree Certificate, Completion Certificate and Incompletion Certificate once a year. These certificates will be dated with the date when awarding of these certificates has been approved by the BUCT.

**Article 60** Graduation, Completion, Incompletion and Degree certificates will not be replaced by new ones if they are damaged or lost. However, upon the application of the student and approved by the BUCT, the University may provide the relevant proving documents, which shall have same force as those certificates.

**Article 61** Students who hold objection to their eligibility for graduation shall make appeals for review according to Article 67 as contained herein.

## Chapter Ten Conferment of the Bachelor's Degree

**Article 62** The bachelor's degree will be awarded to students who have satisfied both the following conditions:

1. They have fully completed the credits as required by the programs respectively and the total credits, and are permitted to graduate after reviewed for their graduation eligibility.
2. Their GPA for all programs (including resit exams and repeated courses) from their enrollment to graduation has been kept above 2.00.

**Article 63** Students who hold the Completion Certificate may be awarded a Bachelor's Degree pursuant to Article 62 if they are successful to earn the Graduation Certificate through repeating their relevant courses within the maximum duration of study.

**Article 64** Any students who were admitted by the BUCT in a manner that violate the relevant government regulations for student admission will lead to their graduation and degree certificates being withheld. Any graduation and degree certificates that are already

issued will be recovered by the BUCT and reported to the Beijing Education Commission to be announced invalid.

**Article 65** Students who hold objection to their eligibility for conferment of degrees shall make appeals for review according to

**Article 67** as contained herein.

## Chapter Eleven Review and Complaint Procedures

**Article 66** Students who hold objections to the decision of disqualifying them for program assessment or the assessment results may make appeal for review through the following procedures:

1. The students may appeal to the BUCT officer who is in charge of academic administration in writing for reviewing the decision within 5 working days from the date they received the notice of disqualification or the date on which the program assessment results are published. The officer shall contact the relevant course tutors and provide feedback to the student.
2. If the student is still not satisfied with the outcome, he/she may appeal to the school he/she studies with in writing. The school shall deal with the student's appeal within five working days from the date it receives the appeal and notify the student of its decisions;
3. If the students still disagrees with the outcome, he/she may make a written request to the BUCT Academic Office for reconsideration. The Academic Office shall deal with the applicant's request within 10 days after it has received the request and provide a written reply.

**Article 67** A student who disagrees with the decision relating to suspension, graduation eligibility or degree conferment shall make appeal through the following procedures:

1. The student may appeal in writing to the BUCT Appeal Committee within five working days from receiving the Suspension Notice or the decisions for graduation (conferment of degree);
2. The BUCT Appeal Committee shall review the appeal made by the student and shall make decisions within 15 days after receiving the appeal, and notify the student of the outcome;
3. If there is a need to modify the original decision, it shall be reported to the relevant departments of the UNCT for further reveal and approval;
4. If the student disagrees with review outcome, he/she of may appeal in writing to the BUCT Appeal Committee within five working days to the Beijing Education Commission from the date he/she received the review decision.

The BUCT accepts no delayed appeal which is not made within the designated appeal period.

## Chapter Twelve Annex

**Article 68** The expressions such as above, below, within, less than, more than, lower than and higher than as contained herein are all inclusive of the given figure.

**Article 69** The Regulations became effective and applicable for the undergraduate students from 2005. Separate regulations are made for the HMT students, minority nationality students, foreign students as well as the students with athlete and art talents, the national defense students recruited according to the relevant sate regulations.

**Article 70** The responsibility of interpreting the Regulations is vest with the BUCT Academic Office.



# Educational and Administrative Regulations of the International Undergraduate's Study for Bachelor Degree of Beijing University of Chemical Technology

In accordance with the spirit of relevant documents of the Ministry of Education and to standardize relevant works of the admission of the international student of our university, this regulation is specially made:

## 1. Enrollment

The international students who come to study as an undergraduate should take the entrance examination. The subjects of the examination should be fixed through discussion between the Department of International Cooperation and Exchanges with the Department of Teaching Affairs. The enrollment work should be carried out by the Department of International Cooperation and Exchanges and finally the name list will be sent to the Department of Teaching Affairs by the Department of International Cooperation and Exchanges. The Department of Teaching Affairs is responsible for the arrangement of classes and admission number and the Department of Teaching Affairs should also inform relevant schools of this.

**Undergraduates:** The applicant should be under 35 and healthy. The student should have the schooling experience equivalent to the graduation of the Senior Middle of China. Besides the verification of the certificate of schooling experience, he/she usually should take the entrance examination held by Beijing University of Chemical Technology. After he/she passes the examination, he/she may be enrolled as an undergraduate. He/she who fails in the examination may be enrolled as a probationer depending on special circumstances.

**Visiting student:** The applicant should have university qualifications and come to study his/her former major or relevant major in this university. He/she should present diploma, certificate of health, resume and letter of recommendation. He/she who passes the verification by the Department of International Cooperation and Exchanges may be enrolled as a general visiting student.

## 2. Enrollment and Registration

New international students who have been enrolled by our university should handle the procedure of enrollment and pay relevant expenses at the Department of International Cooperation and Exchanges with admission notice, valid visa, Form JW202 and Form of Physical Examination. The Department of International Cooperation and Exchanges will send the name list of new international students to the Department of Teaching Affairs. The international student who has been enrolled should pay relevant expenses at the Department of International Cooperation and Exchanges and handle the procedure at his/her school within the time as required. Each term, in order to have the qualification of study, the student should handle the procedure of registration within the time as required with student identification card and the receipt issued by the Department of International Cooperation and Exchanges.

## 3. Teaching and Student Status Management

The teaching and student status management of the new student who has been enrolled by our university is handled with the same method as that of the Chinese students. It should be implemented with reference to Rules on International student's Enrollment in Higher Education Institutions of Learning and the Department of Teaching Affairs and each school is responsible for it. Its specific administrative details should be made by the Department of Teaching Affairs.

## 4. Administration of the International student's Life

The administration of the undergraduates should be led by the Department of International Cooperation and Exchanges with the cooperation of relevant agencies and schools. After class activities will be arranged by the Department of International Cooperation and Exchanges and the Office of Student Affairs. Daily administration will be implemented by relevant counselors. However, since undergraduates of grade one and two have been living at the Northern Campus, administration of the international students at this stage should be implemented by the Office of Administrative Commission of the Northern Campus, the Office of Student Affairs and the Department of International Cooperation and Exchanges.

## 5. Other Matters

In the implementation of this regulation, the matters that might not be described here should be handled through the discussion between the Department of International Cooperation and Exchanges and other relevant authorities.



## **Supplementary Terms of Administrative Regulations for Degree International Students and Bachelor Degree Students from Hong Kong, Marco and Taiwan of Beijing University of Chemical Technology**

Beijing University of Chemical Technology started to enroll Chinese Government Scholarship students and students from Hong Kong, Marco, Taiwan or of oversea Chinese since 2002 and this work of our university is still at the starting and exploration stage. To improve the study and administration of these students, in view of their language obstacles and the actual circumstances of the basic education abroad and in Hong Kong, Marco and Taiwan, the following regulations are made in order to offer them a good education environment and help them complete their study smoothly:

1. After enrollment, the Department of International Cooperation and Exchanges will send the name list of new bachelor degree students from aboard, Hong Kong, Marco, Taiwan or of oversea Chinese to the Department of Teaching Affairs and the teaching secretary of their schools. The Department of Teaching Affairs will send the name list of the students of each term and their timetable to the teaching secretary of each school. The teaching secretary will inform corresponding classroom teachers according to the student's selection of courses.
2. The classroom teacher is responsible for the students' individual instruction, Q & A, correction of the assignments. The teacher should also help them overcome difficulties in their study.
3. The requirements of the university on the students are: To grasp basic theories, to be well informed of the newest improvement of scientific research, to strengthen the practical ability and to improve the full-scale quality.
4. The statistical method of assessment is carried out singly with reference to that of enrollment of the minorities in remote and rural areas of China. The review of the qualification of their graduation and degree should be handled by the university (the Department of International Cooperation and Exchanges and the Department of Teaching Affairs).
5. Other affairs concerning student status management may be handled with reference to that of the students of this university. For other affairs that are not mentioned here, they can be worked out through the discussion among the Department of International Cooperation and Exchanges, the Department of Teaching Affairs and relevant schools.



# Administrative Regulations of Student Status Management for the Graduate Students of Beijing University of Chemical Technology

## General Provisions

**Article 1** Based on the specific conditions, in order to keep the university in good for study, continue to increase the teaching quality, strengthen and improve student status management, guarantee graduate's lawful interests and promote all around moral, intellectual, physical and aesthetical education, this regulation is hereby formulated in accordance with Provisions on the Administration of Students in Regular Institutions of Higher Education (Order NO. 21 of the Ministry of Education of the People's Republic of China) and other relevant laws and regulations.

**Article 2** This regulation applies to the degree graduates enrolled in accordance with the national enrollment policy and regulations.

## I. Enrollment and Registration

**Article 3** New graduate students enrolled in accordance with the national enrollment policy should handle the procedure of enrollment within deadlines as required with admission notice and relevant certificate as required by the university. Those who are incapable of enrolment on time for certain reasons should ask for the leave from the Graduate School (planning) in letter and with the Certificate of their former unit or resident street and town. The application should be approved by the Graduate School. The duration of the leave in principle should be no more than two weeks. Those who have not asked for the leave or have failed to ask for the leave two weeks after deadlines without proper reasons such as force majeure will be considered to abandon their registration voluntarily.

**Article 4** New students will be re-examined thoroughly by the university within three months since the date of enrollment in accordance with national enrolment regulations. Only those who have passed the re-examination will be allowed to register and obtain student status. Those who have failed to pass the re-examination will be dealt with according to different conditions and may even lose their qualification.

**Article 5** New students should take the physical examination organized by the university in the period of re-examination.

A new student who is ill(including new disease) and not suitable to continue his study as diagnosed by a hospital of grade A, level 2 or above appointed by the university will have a suspension of schooling for a period of one year without a student status. However, the student who might meet the requirements of the physical examination after medical treatment within one year will not be allowed to register temporarily with the approval of the Graduate School. Those who are seriously ill and not likely to recover in the short term will not be registered.

Those who have a suspension of schooling should handle the procedure of leaving the university within two weeks and return home or to the former unit with their resident registration. Those who don't handle the procedure without proper reason will be disqualified to enroll.

Students who have a suspension of schooling don't have student registration and cannot enjoy a student status of Beijing University of Chemical Technology.

**Article 6** Students who have recovered in the period of schooling suspension can apply to the Graduate School for registration(attached with Certificate of Recovery issued by hospitals at county level or above ) within one week since the beginning of next semester and verified by the hospitals appointed by the university. Those who meet the requirements of enrollment can handle

the procedure of enrollment. Students who have a schooling suspension and are approved to be enrolled will attend class with the same major students who are one grade lower. Those who have failed to pass the re-examination or haven't handled the procedure of enrollment two weeks after deadlines as required will be disqualified.

**Article 7** A student who is found to get registered by presenting fraudulent documents or using illegal ways will be dismissed immediately. Those with especially bad acts will be investigated and prosecuted by departments concerned.

**Article 8** At the beginning of each term, graduate students should handle the procedure of registration within deadlines as required with Student Identity Card of their own. Students who should pay their tuition and fees will pay them in the autumn term of each academic year. Those who cannot meet the requirements of registration or have failed to pay the tuition and fees as required will not be registered. Needy students can apply for student loans or other types of subsidies and suspend to register after relevant procedures have been handled. Students who suspend to register can select relevant courses of the present term and can register formally after they have paid their tuition and fees. The course he attended and the academic records he got will be effective after formal registration. Those who haven't registered within deadlines because they haven't applied for student loans in accordance with relevant regulations or haven't paid tuition and fees after they had got student loans will be considered to withdraw from school voluntarily.

Students who cannot return to the university for registration for certain reasons should handle the procedure of asking for the leave. Those who haven't asked for the leave or whose application haven't been approved and haven't registered two weeks beyond deadlines as required will be considered to withdraw from the university.

**Article 9** If any mistake in the registration is found, it should be corrected in time. Students who should be registered, but haven't been registered or have been neglected to register should be registered again. Those who should not be registered should be considered as invalid registration.

## II. Course Registration, Assessment and Academic Management

**Article 10** The university implements the system of course selection and registration. Graduate students are allowed to take courses after they have handled the procedure of course selection and registration. They are required to complete the whole process of each course and if their performance can meet the standard as required, they can get the credit of each course. The academic records and credit of the courses that haven't been registered are invalid. Specific requirements are:

- (1) Course Selection and Registration. Graduate students should select and register courses they plan to study before deadlines as required through the university's system of course selection and registration. Those who have failed to complete the selection and registration will not be allowed to do it again.
- (2) Dropping courses. Graduate students should drop courses that they have selected and registered before deadlines as required through the university's system of course selection and registration. Those who have failed to drop courses will not be allowed to do it again. Courses that have been dropped will not be listed into graduate student's academic records.

**Article 11** The quantity of graduate student's study is measured through credits while the quality of their study is measured through Grade Point Average which means the Grade Point Average(GPA) of the academic score of each course that graduate student has attended. The Grade Point Average of all the courses that graduate student has completed since the beginning of each term are called the Total Grade Point Average among which those of degree courses are called Grade Point Average of degree courses.

The calculation results of GPA have been rounded off to two decimals.

**Article 12** There are two types of assessment, i.e. examination and pass/fail assessment. The evaluation of the academic scores is carried out through relative scores. The academic scores can be the relative scores of one assessment or the weighted mean of the relative scores of several assessments.

**Article 13** For recording methods and the corresponding points of courses, students can refer to Evaluation Methods of the Academic Scores of Graduate Student's Course of Beijing University of Chemical Technology and some regulations are made:

- (1) The academic scores of degree course and non-degree courses are described with letters and they are counted into GPA. The academic scores of Physical Education, Arts and Aesthetics should be assessed comprehensively based on at student's attendance, in-class teaching and after-class assignment. These courses record student's performance with two-level scores, i.e. P for pass or U for fail, and they are not counted into GPA.



- (2) If a course has to be completed beyond one term, its score should be recorded as IP(unfinished) and it won't be counted into the present term's GPA. This academic score will be substituted by the actual score. If the course hasn't been completed before deadlines as required, its academic score will be recorded as F and will be counted into GPA.
- (3) Graduate students who cannot take the examination for some reason, such as illness or accidents can apply for the postponement of the examination. The score will be recorded as I(postponement) and it will not be counted into the present term's GPA. This score will be substituted by an actual score. If graduate students haven't taken the examination before deadlines as required, their scores will be recorded as F and will be counted into GPA.
- (4) If students are absent from the examination, their scores will be recorded as F and will be counted into GPA.
- (5) If graduate students retake the course, the actual scores should be recorded and will be counted into GPA.
- (6) If graduate students are found cheating in the examination, their scores will be recorded as CH (Cheating) and will be counted as Zero into GPA.
- (7) The classroom teacher should submit score list within 10 working days after the examination in accordance with relevant regulations.

**Article 14** Once the score is given, it is not allowed to correct at random. If graduate students have an objection to the score, they can submit a written application to the Graduate School within 5 days after its issue. The Graduate School is responsible for the communication with the classroom teacher and giving feedback to graduate students. If they still have an objection to the score, they can submit a written application to the school which is responsible for the teaching of the course. The school should deal with graduate student's application by drawing a conclusion and inform students of the conclusion within 5 days after the acceptance of the application. If there is still any objection to the score, students can submit a written application to the Graduate School. The School will deal with it and give a written reply to the students within 10 days after the acceptance of the application. The conclusion given by the Graduate School is the final decision.

**Article 15** Retake of the Course or Examination(hereafter called retake):

- (1) Graduate students must handle relevant procedure of retake, otherwise, the score is invalid;
- (2) As for degree course, the student can apply for retake. However, he/she is not allowed to abandon it. The same course can be retaken at most twice and the score will be recorded according to the higher one. Meanwhile, the times of retake should be recorded as "retake 1" or "retake 2". Each time's score of the same course will be counted into GPA separately.
- (3) Non-degree courses can be abandoned and can be changed to other courses. The abandoned courses will not be listed into the Academic Records, but will be counted into GPA. Meanwhile, the students can retake the courses.

**Article 16** Procedure for postponing the examination should be handled before the assessment of the course. The students should submit a written application to the their school. After the approval of their school, the application will be reported to the Graduate School. No separate examination will be arranged for the postponed courses and the students have to take next available examination of the same course. The score will be recorded normally.

### III. Study Discipline

**Article 17** The students should participate in all activities as arranged in the curriculum on time. Those who fail to attend them for certain reasons should ask for the leave in advance and should be approved.

**Article 18** Students who are absent from courses because they have to participate in various group activities should submit a written application by the leader of the group activities to the Graduate School.

**Article 19** If the students need to ask for the leave, they should submit a written application themselves. If the absence is shorter than 7 days, they should get the permission from their schools; if it is longer than 7 days, they should get the permission from the Graduate School. In principle, private affairs leave should not exceed two weeks. Sick leave should attach a proof from the university hospital or hospitals appointed by the university.

The students should notify the relevant teacher on time when the leave is over. Otherwise, it will be considered to fail to return within the appointed time. Those who have not asked for the leave or those who have been absent from the university more than two weeks without permission will lose their qualification as an admitted student.

**Article 20** Graduate students should be honest and faithful. They should abide by academic standards and morality. They should not plagiarize other people's papers, reports and assignments. They should not make up or change the data of the experiments. They should not plagiarize other people's research results. While quoting other people's points of views, research results, or works directly,

they should indicate the sources. If they make a reference to written materials directly or indirectly, they should indicate the names of the authors, titles and pages.

**Article 21** Graduate students should abide by Examination Rules of Beijing University of Chemical Technology. Violations or cheatings in examination are forbidden.

**Article 22** The offender who break articles from 17 to 21 will be subject to corresponding disciplinary punishment in accordance with Regulations on Discipline Punishments for the Students of Beijing University of Chemical Technology.

## IV. Transfer of Tutor, Major and Transfer to Other Higher Institution

**Article 23** In principle, graduate students are not allowed to change their tutors, majors and change to other higher institutions. If necessary, the university may, agreed by the students, appropriately adjust their majors in accordance with development of manpower demand. Generally, student should complete his/her study in the university that has enrolled him or her. Student may apply for a transfer in the event of illness or special difficulties, which have prevented him/her from continuing study in his/her institution.

Graduate students who need to change tutors under special circumstances should change their tutors within the same major. The students should make an application themselves and fill in the Form of Change of the Tutor for the Graduate Student of Beijing University of Chemical Technology in quadruplicate. The form should have the tutor and the students' school's comments and then it will be sent to the Graduate School for approval. Transfer of tutors usually should be carried out before the end of the third term after the enrollment. The approval date refers to the date on which the application was made and reported to the Graduate School (planning). Students who have to change majors because of the adjustment of majors, change of tutors or other special circumstances should submit an application themselves and fill in the Application Form of Change of the Major for the Graduate Student of Beijing University of Chemical Technology in quadruplicate. The form should be recorded with the comments of the student's tutor and school. Then it will be sent to the Graduate School and one copy should be kept in the student's school for check. Transfer of specialty area is limited to be within the original first-level disciplinary area.

**Article 24** The student who has applied for transfer can handle the procedure upon approval from both universities and approval from local provincial education administration. For trans-provincial transfer, the source provincial education administration should discuss with the destination provincial education administration and the procedure of transfer will be handled after the conditions of transfer are confirmed. As for students who need to transfer their household registration, the destination provincial education administration will send a copy of relevant documents to the administration agency of public security of the destination university. The procedure of transfer to other higher institute is usually handled at the end of each term in order to guarantee the student can be transferred to the destination university in the next term.

**Article 25** For students who are transferred to the university from other higher institutions or who change majors in the university, if their degree courses taken in the former training units and in the former majors are the same with those offered in the destination university, their relevant academic records will be acknowledged.

**Article 26** The following conditions exclude the transfer of institutions:

- (1) The student has enrolled in the University for less than one semester;
- (2) The student had been enrolled as targeted-area students or job-directed students;
- (3) The student is ordered to drop out of school or has handled the procedure of withdrawal from the university;
- (4) The applicant has no proper reason.

## V Suspension and Resuming of Schooling

**Article 27** The graduate students may complete their study in separate stages. Those who have to suspend their schooling or cannot study regularly may apply for the suspension of schooling.

**Article 28** Students who apply for the suspension of schooling should handle the relevant procedure in accordance with the following regulations:

- (1) Students who cannot continue to study because of sickness and need a medical treatment may apply for the suspension of schooling. They should make an application themselves by filling in the Application Form of the Graduate Student's Suspension



of Schooling of Beijing University of Chemical Technology and submit the Proof issued by the university hospital or hospitals appointed by the university. The application should be approved by the tutor and the student's school and will be sent to the Graduate School for approval. Those who have to stay at hospital under special circumstances or because of serious or infectious diseases may handle the procedure by others.

(2) Students who have to suspend schooling for a period (two weeks above) for special circumstances may apply for the suspension of schooling. They should apply for the suspension of schooling themselves by filling in the Application Form of the Graduate Student's Suspension of Schooling of Beijing University of Chemical Technology. The application should be approved by the tutor and the student's school and will be reported to the Graduate School for approval.

**Article 29** Relevant items after the approval of the graduate student's suspension of schooling should be handled in accordance with the following regulations:

(1) Students who have been approved to suspension schooling should handle the procedure of the suspension of schooling within two weeks after the approval and leave the university. Expenses for travel to and from the university should be shouldered by students themselves. During the suspension period, the students will no longer enjoy the status of an enrolled student as well as subsidies and scholarships.

(2) The medical expenses of the students who have to suspend their schooling for sickness should be handled in accordance with the regulations of the public free medical care of Beijing.

(3) Generally, the suspension unit is counted by one term and its limit is one semester.

If students handle the procedure of suspension of schooling in the middle of each term, this term should be considered as the suspension term.

If the students suspend their schooling after the start of each term for two weeks, the tuition and fees that have been paid will not be returned. The scores of courses that have been assessed are valid. The students can handle the procedure of the suspension of schooling or withdrawal of courses that they have attended but haven't been assessed.

**Article 30** After expiration of suspension of schooling, the students should make a written application to their school for resuming schooling within one week after the beginning of the next term and this should be handled in accordance with the following regulations:

(1) The applicants who are suspended because of sickness should present medical certificate issued by hospitals above county-level. Meanwhile, they should pass the reexamination by the university hospital or hospitals appointed by the university. Only after they have been approved by their tutors and their School Leader and the application is sent for approval by the Graduate School, can they handle the procedure of resuming schooling.

(2) After the expiration of suspension of schooling, students who are suspended because of special reasons should present the proof of their behaviors issued by their sub-district (town) offices. Their application should be reviewed and approved by their tutors and school leaders. Only after the application have been approved by the Graduate School, can they handle the procedure of resuming schooling.

(3) Students who haven't handled the procedure of resuming schooling after the expiration of the suspension period or who haven't recovered and are therefore unsuitable to study at the university will be considered to withdraw from the university.

(4) If the students who enjoy the suspension of admission and schooling seriously violate state laws and constitute a crime, their resuming of schooling will be disqualified by the university.

## VI. Withdrawal from Schooling

**Article 31** The graduate student will withdraw from schooling in one of the following circumstances:

(1) Not being able to complete their study within the schooling time as required;

(2) Not sending in application to resume schooling within the time as required after the suspension period has ended, or not being able to pass the re-examination after the application of resuming of schooling;

(3) Diagnosed by the hospitals appointed by the University to have sickness or unexpected injuries as listed in the Guidance Opinions on the Physical Examination of the Higher Institution's Enrollment that prevent the students from continuing their study;

(4) Being absent from the school without asking for leave, or, though asked, but not approved, and participate in activities that are irrelevant to the curricular for 2 continuous weeks or for aggregate 4 weeks;



- (5) Not being able to register two weeks after the deadline as required without any proper excuse;
- (6) Not being able to pass any assessment of the curricular and unsuitable to study for master degree or doctoral degree(including study for a degree in advance);
- (7) Those who are dispatched to go abroad, to study abroad officially, to be educated cooperatively with other higher institutions, to make a cooperative research, or attend international academic conference and unable to return to the university two weeks after the deadline as required;
- (8) Ask to withdraw from the university in person.

**Article 32** Withdrawal from the university because of the above circumstances is not subject to disciplinary punishment. Students who withdraw from the university voluntarily should make a written application to their schools. As for the applicants, the applications should be sent to the Graduate School for review with their school's comments. It should be approved in the working meeting of the council of presidents which is called up by the president responsible for it and attended by the leaders of relevant agencies.

**Article 33** The university should issue a written withdrawal decision and send it to the student who should be dropped out of the university. If the decision can not be sent to the student for special circumstances, an announcement about it should be issued on campus. 7 working days after the date of issue, it is considered that the decision has been sent to the student. The approved student list of withdrawal will be reported to Beijing Commission of Education.

**Article 34** In the event of any disputes to the treatment of withdrawal from the university, the graduate students may, within five working days after receiving the written withdrawal decision from the university, submit written appeals to the Student Appeal Board which will review the appeal. The Board will give opinions and inform the students of the opinions within fifteen working days after receiving the written appeal. If the students still have objection to the review, they may, within fifteen working days after receiving the written decisions of review, submit written appeals to Beijing Municipal Commission of Education.

The university will not accept the appeals of the students who have failed to submit within specified term of appeal.

**Article 35** After the approval of their application of withdrawal, the graduate students should go through the following regulations:

- (1) The withdrawal students must handle the procedure of leaving the university within ten working days after receiving the written decision of withdrawal or the issuing date of the announcement. Those who are allowed to take jobs in accordance with the degree they had already gained and the employment policy may handle relevant procedure abiding by relevant state regulations. For those who cannot find a work unit within the specified term, their personal records and domicile will be returned back to the place where their family's permanent residence is registered.
- (2) After the completion of the withdrawal procedure, the graduate students will be given a certificate of withdrawal by the university. Those who withdraw from schooling after completion of over one year's study(including one year) and whose credits reach half of those as required by the curricular of their major will be issued a certificate of study. Those who withdraw from schooling after completion of less than one year's study will be issued a proof of study and academic records. The university will not issue any proof or certificate to the students who haven't handled the procedure of withdrawal ten working days after the deadline as required.
- (3) For the students who withdraw schooling in the autumn term, the university will return relevant tuition and fees that they have paid for the following term. For those who withdraw schooling in the spring term, the university will not return any tuition and fees that they have paid.
- (4) The graduate students who are disqualified to register and who have withdrawn from the university will not allowed to resume schooling.

## VII. School System and Schooling Time

**Article 36** The school system is 2.5 years for master degree and the corresponding schooling time is 2-4 years(including suspension of schooling);the school system is 3 years for doctoral and the corresponding schooling time is 3-6 years(including suspension of schooling); the schooling system is 5 years for the students who are to study for doctoral degree in advance and the time starts from the enrollment date as a master's student. The standard schooling time is 2.5 years (counted as 5 terms) for the master degree students and 3 years (counted as 6 terms) for doctoral degree student; the students who shorten or extend the standard schooling time should handle the procedure of application and approval.

**Article 37** Application of extending schooling time should be submitted by the graduate student in person with the approval of the tutor and his/her school leader. It should be presented to the Graduate School for approval and record before March 15 of each year. The student should register and pay his/her tuition and accommodation fee in the period of extended schooling. During the suspension



of schooling, the university will not grant him/her scholarship and will not handle the procedure of studying abroad for him/her.

**Article 38** The doctoral student who has gained support of University Fund of Excellent Dissertation of Doctoral Degree and who has completed his/her three years study at university may apply for an extension of schooling time. After the approval, his/her treatment in the extension period should refer to the relevant regulations.

**Article 39** The graduate student who has completed the courses as required by the curricular, has finished writing his/her thesis/dissertation of degree, is in compliance with the conditions of graduation in advance may apply in person for graduation in advance. The application should be approved by the tutor and his/her school leader and it should be reported to the Graduate School (planning) for record and then he/she can be allowed to graduate in advance. The actual schooling time of the master's degree student who apply for a defense for his/her graduation thesis in advance usually should be no less than two years; the actual schooling time of the graduate student who study for a doctoral degree in advance and who apply for a defense for his/her graduation dissertation in advance usually should be no less than 4.5 years(starting from the enrollment date as a master's degree student).The student who apply for a defense in advance should submit the application 6 months in advance and present copies of the degree thesis/dissertation as required one month in advance. After the thesis/dissertation passes the anonymous assessment, the student may attend a defense for the graduation thesis/dissertation.

**Article 40** The student who has been approved to suspend schooling should extend schooling correspondingly. If the extension period is longer than the suspension period, he/she should pay the tuition and fees for the extension period.

**Article 41** The student who has been approved to go abroad, to study abroad, to be educated cooperatively, to carry out the cooperative research task should handle the procedure of review and approval. He/she should submit a written application in person to his/her school with the approval of his/her tutor and school. And the application will be report to the Graduate School(planning) for approval and record. The period of his/her stay abroad is counted into the schooling time.

## VIII. Graduation, Completion of the Curriculum and Incompletion of the Curriculum

**Article 42** Student who has completed the study as required by the curriculum within the specified term, gained credits of courses, finished compulsory items as required, got the score which is over 2.5 (including 2.5) for the total GPA of all courses and GPA of degree courses, accomplished the thesis or dissertation, successfully defended the dissertation, and reached the moral, intellectual and physical standard established for graduation, can graduate and be conferred the diploma by the university..

**Article 43** Student who has completed the study as required by the curriculum, but failed to pass the assessment or to make his/her thesis or dissertation, meets the requirements of graduation will be allowed to finish the study and be issued a Certificate of Completion of the Curriculum. After the completion of study, he/she is allowed to apply for retaking the courses that he/she failed to pass or polishing his/her thesis/dissertation within the schooling time as required. If the retaking of courses and thesis/dissertation meet requirements of graduation, he/she is allowed to change the Certificate of Completion of the Curriculum with the diploma. The graduation date of the diploma should be the date on which the university approves to issue it. The student who hasn't applied for retaking of the failed courses and another chance of defense of the thesis/dissertation within the specified time or failed to pass the retaken courses and to win another chance of defense of his/her thesis/dissertation as required for graduation has no right to exchange his/her Certificate of Completion of the Curriculum with the diploma.

Usually, the retaking of courses should be carried out by sitting in and for special circumstances, it can be done by self-study. The student should handle relevant procedure before the retaking.

**Article 44** The student who hasn't completed the study as required by the curriculum of his/her major, but has completed one academic year's study(including one academic year) and the credits of the courses he took reach half of the credits as required by the curriculum of his/her major may be conferred the Certificate of Incompletion of the Curriculum. He/she who gets the Certificate of Incompletion of the Curriculum will not be allowed to change it with the Certificate of Completion of the Curriculum or the diploma.

**Article 45** The student who has been approved to graduate may be conferred degree and issued the certificate of degree after he has passed the degree review and met the requirements of graduation. He/she who has been approved to graduate but failed to meet the requirements of conferring the degree may apply for the degree again within the specified terms. After he/she passes the degree review, the student can be conferred the degree and issued the certificate of degree. For details, refer to Implementation Details on the Work of Conferring Doctoral and Master Degree of Beijing University of Chemical Technology.

**Article 46** For the student who completes the curriculum, meets the requirements of graduation and is allowed to change the Certificate of Completion of Study with the Certificate of Graduation, he/she may be allowed to apply for the degree in accordance with article 45 of this regulation.

**Article 47** Diploma, Certificate of Completion of the Curriculum, Certificate of Incompletion of the Curriculum, or Degree Certificate, if lost or damaged, will not be re-issued, but the owner can send application to the University in person, and if the case is verified to be true, the University will issue a document certifying the corresponding status.

## IX Supplementary Provisions

**Article 48** This regulation will exert effect since graduate students 2005 and for graduate students of other grade, the regulation should refer to this one.

**Article 49** For graduate students of other categories, the regulation should refer to this regulation.

**Article 50** The right to the interpretation of this regulation is reserved to the Graduate School.



# Regulations on the Cultivation and Management of Foreign Students Pursuing PhD and Master Degree at Beijing University of Chemical Technology

Foreign students pursuing graduate degrees are part of the graduate students at Beijing University of Chemical Technology (BUCT). The following regulations are made on the basis of Regulations of the People's Republic of China on Academic Degrees, Implementation Measures for the Regulations of the People's Republic of China on Academic Degrees, Administrative Provisions on Graduate Student Status, and the documents issued by the State Ministry of Education on the cultivation of foreign students coming to China to pursue graduate degrees, as well as on the actual situation of BUCT, so as to further regulate and strengthen the cultivation and management of foreign students pursuing PhD and Master Degree, to guarantee the quality of foreign graduate students studying at BUCT.

## Foreign Students Pursuing PhD Degree

### I. Objectives of Cultivation

1. To observe disciplines and law, to be moral and strict with study;
2. To master the basic theories of the subject learned and the systematic special knowledge in the field pursued; to have the competence of engaging in the scientific and research work independently; to be capable of achieving innovative results in science and special technology;
3. To be physically healthy

### II. Term of Study

Generally, it takes three to four years for a foreign PhD candidate to get the degree.

The foreign students shall apply to extend the term of study based on the actual needs of the subject they choose and the maximum extension period is two (2) years (a corresponding tuition and accommodation fees during the extension period is required). The foreign students applying for an extension of their study term shall be approved by their tutors before sending the application to the college or department for examination and to the Postgraduate Research Institute (under construction) for final approval. The International Exchanges and Cooperation Department shall keep the application materials for future reference.

### III. Cultivation Methods

The tutor of a foreign PhD candidate shall take the sole responsibility to cultivate the student. On the basis of actual needs, the tutor shall be helped by an assisting tutor served by a professor or be helped by an instructing team composed of several teachers with senior professional titles.

### IV. Cultivation Program and Plan

The subject and major admitting foreign PhD candidates shall set up corresponding cultivation program and plan, including the following content: (1) research fields, (2) credit requirements, (3) course arrangement, (4) Procedures.

The cultivation plan shall be set up by the Academic Degree Evaluation Sub-Committee of the college or department involved, shall be approved and implemented by the Postgraduate Research Institute (under construction).

The individual cultivation plan of foreign PhD candidate shall be set up by the student under the guidance of the tutor on the basis

of the cultivation plan designed for the major, including the following content: (1) research fields, (2) required courses and time arrangement; (3) arrangement for academic activities and practices; (4) tentative topic chosen for dissertation. The individual plan shall be examined and approved by the dean and be sent to the Postgraduate Research Institute (under construction) for reference within three (3) months after school starts.

### V. Required Courses

A registration in advance is required for courses selection. As for the first semester, the students shall register for courses within the third current school week and are allowed make revision once during the fourth week. As for other semesters, the students shall register during the tenth week of the previous semester for the courses of the next semester and are allowed to make revision once during the twelfth week. The minimum credits registered each semester shall be 7 credits.

Please refer to the following table for the arrangement of public and specialized courses available for foreign PhD candidates:

Course Name	Course Property	Credit
Introduction to China	Course required for obtaining the degree	3
Chinese of Science and Technology	Course required for obtaining the degree	3
The Second Foreign Language	Selective Courses	2
Specialized Subject Courses	Course required for obtaining the degree/Selective Courses	6-8
Cross-Disciplinary Courses	Selective Courses	4

### VI. Procedures

1. Report on selecting topic for dissertation
2. Academic activities
3. Social practice

The PhD candidate shall participated in the classroom teaching, serving as teaching or laboratory assistants for undergraduate or graduate courses. A summary written by the PhD candidate is required after the work.

### VII. Dissertation

1. All or part of the dissertation shall contain at least three articles meeting the publishing standards of international or national key publication, or at least one article published in a foreign language or included by either SCI or EI.
2. Please refer to BUCT Graduate Dissertation Standards for specific format of PhD dissertation.
3. The composition of and the defense over the dissertation can be in both Chinese and English; a Chinese abstract is required for English dissertation.

### VIII. Timetable for Foreign PhD Candidates

1. The student shall discuss with the tutor in view of setting up the cultivation plan within 3 months after the school starts.
2. The student shall accomplish the selection of dissertation topic, the report on selecting topic for dissertation and shall pass Chinese test before the end of the second semester. The student shall pass the comprehensive examination before the end of the third semester.
3. The student shall pass the tentative examination of the dissertation three (3) months before applying for the defense.

### IX. Other Regulations

BUCT issues to foreign students studying and pursuing degrees in China the degree certificate exclusively printed by the office of State Council Academic Degrees Committee, including a certificate in Chinese, a copy of translation version written in printed letters. The certificate enjoys the same effect as the academic degree certificate and graduation certificate of Chinese students. Foreign Students Pursuing Master Degree



## X. Objectives of Cultivation

1. To observe disciplines and law, to be moral and strict with study;
2. To master the basic theories of the subject learned and the systematic special knowledge in the field pursued; to have the competence of engaging in the scientific and research work independently; to be capable of achieving innovative results in science and special technology;
3. To be physically healthy.

## XI. Term of Study

Generally, it takes 2.5 to 3.5 years for a foreign student to get the Master Degree.

The foreign students shall apply to extend the term of study based on the actual needs of the subject they choose and the maximum extension period is one (1) year. The foreign students applying for an extension of their study term shall be approved by their tutors before sending the application to the college or department for examination and to the Postgraduate Research Institute (under construction) for final approval. The International Exchanges and Cooperation Department shall keep the application materials for future reference.

## XII. Cultivation Methods

The tutor of a foreign student pursuing Master Degree shall take the sole responsibility to cultivate the student. On the basis of actual needs, the tutor shall be helped by an instructing team composed of other teachers.

## XIII. Cultivation Program and Plan

The subject and major admitting foreign students pursuing master degree shall set up corresponding cultivation program and plan, including the following content: (1) research fields, (2) credit requirements, (3) course arrangement, (4) Procedures.

The cultivation plan shall be set up by the Academic Degree Evaluation Sub-Committee of the college or department involved, shall be approved and implemented by the Postgraduate Research Institute (under construction).

The individual cultivation plan of foreign students pursuing Master Degree shall be set up by the student under the guidance of the tutor on the basis of the cultivation plan designed for the major, including the following content: (1) research fields, (2) required courses and time arrangement; (3) arrangement for academic activities and practices; (4) tentative topic chosen for dissertation. The individual plan shall be examined and approved by the dean and be sent to the Postgraduate Research Institute (under construction) for reference within three (3) months after school starts.

## XIV. Credit Requirements for Master Degree

A minimum of 28 credits for taking required courses: 18 credits for compulsory courses and the remaining credits for selective courses.

## XV. Required Courses

The minimum credit registered each semester shall be 7 credits.

Course Name	Course Property	Credit
<b>Compulsory Courses</b>	<b>Course required for obtaining the degree</b>	<b>14-16</b>
Among which: Introduction to China	Course required for obtaining the degree	3
Chinese of Science and Technology	Course required for obtaining the degree	3
<b>Selective Courses</b>	<b>Course required for obtaining the degree</b>	<b>2-4</b>
Other Selective Courses		8-10



### **XVI Procedures**

1. Report on selecting topic for dissertation
2. Mid-term examination
3. Academic activities
4. Social practice

### **XVII. Dissertation**

1. All or part of the dissertation shall meet the publishing standards of international or national key publication. As for the graduate students of three majors of chemical engineering and technology, materials science and engineering, and chemistry, it is required that they shall have at least one academic paper be published on or be accepted by national key publication; graduate students of other majors shall have at least one academic paper be published on or be accepted by a public publication, or to be read out on international or national academic conference.
2. The graduate students shall participate in the mid-term examination organized by their respective colleges or departments during the fifth semester; those failing the mid-term examination shall not have the chance to apply for dissertation defense.
3. Please refer to BUCT Graduate Dissertation Standards for specific format of graduate dissertation.
4. The composition of and the defense over the dissertation can be in both Chinese and English; a Chinese abstract is required for English dissertation.

### **XVIII. Timetable for Foreign Students Pursuing Master Degree**

1. The student shall discuss with the tutor in view of setting up the cultivation plan within three (3) months after the school starts.
2. The student shall accomplish the selection of dissertation topic, the report on selecting topic for dissertation and shall pass Chinese test before the beginning of the third semester.
3. The student shall pass the mid-term examination held at the beginning of the fifth semester.

### **Other Regulations**

BUCT issues to foreign students studying and pursuing degrees in China the degree certificate exclusively printed by the office of State Council Academic Degrees Committee, including a certificate in Chinese, a copy of translation version written in printed letters. The certificate enjoys the same effect as the academic degree certificate and graduation certificate of Chinese students.



# Regulations on the Graduate's Course Study of Beijing University of Chemical University

## Chapter I General Provisions

**Article 1** The graduate's course study is carried out in accordance with the credit system.

**Article 2** The amount of the courses attended by the graduate is evaluated by credits.

**Article 3** The quality of the courses attended by the graduate is evaluated by GPA. GPA refers to the weighted average value of each course the graduate has finished (weighted in accordance with credits). Since the admission the GPA of each course is called the total GPA among which those of the degree courses are called the GPA of the degree courses.

The calculation of the average grade of the graduate's courses is as follows:

$$\text{GPA} = \frac{\sum (\text{Score of Eight-level credit system} \times \text{credit})}{\sum \text{credit}}$$

## Chapter II Course Design

**Article 1** The graduate's courses consist of degree courses and non-degree courses.

**Article 2** The degree courses consist of public basic courses, basic courses of disciplines and direction courses of disciplines. The degree courses are selected within the scope specified in the training scheme of his/her discipline. With the approval of his/her school and after being filed for record by the Graduate School, the cross-discipline graduate may select degree courses specified in the training plan of his/her degree discipline and that of a cross discipline.

**Article 3** Non-degree courses are all elective courses. They may be selected either in the courses recommended by the training plan of his/her discipline or in "The Graduate's Course Catalogue of Beijing University of Chemical Technology" which is unified at the university level.

**Article 4** The course design is based on the principle that the courses should be basic and wide in coverage. Usually the university won't offer the course if the number of students registered is less than 10. If the tutor thinks a course very important, but the university hasn't offered, the graduate may be allowed to attend it outside the university. With the seal of other universities on the academic transcript, the grade and credit may be recognized by the university. However, the university won't afford the tuition for the graduate.

## Chapter III Course Code

**Article 1** The graduate's courses are coded according to the course-offering school and their depth. The course code consists of 2-4 letters plus a three-digit number. Letters stand for disciplines or schools:

School of Chemical Engineering: ChE: Chemical Engineering (and Chemical Technology), Env: Environmental Engineering, Cat: Industrial Catalyst

School of Life Science and Technology: Bio: Biological Engineering, Med: Medicine Engineering

School of Materials Science and Engineering:PSE:Polymer Science and Engineering,MSE:Materials Science and Engineering , ACh: Applied Chemistry  
 School of Mechanical and Electrical Engineering:Mech:Mechanical Engineering  
 School of Information Science and Technology:EE:Electronic Engineering:Comp:Computer  
 School of Economic Management:ME:Management Science and Engineering  
 School of Sciences:Math:Mathematics,Phys:Physics,Chem:Chemistry,ACh:Applied Chemistry  
 School of Humanities and Laws:Phi:Philosophy,Law:Law,MaT:Marxism Theory,HSS:Humanities and Social Science , Eng:English, Jap:Japanese,Rus:Russian,Ger:German,PE:Physical Education,Art:Art

**Article 2** The first digit of the number stands for the depth of the course:

5XX stands for the graduate's basic courses and his/her specialized courses expanded on the basis of the undergraduate's courses. The undergraduate may select them.

6XX stands for the master degree student's deep courses, the doctoral student's basic courses and the depth of these courses.

7XX stands for the doctoral student's deep courses which reach the frontier of his/her discipline.

4XX ( or below ) is kept to connect with the undergraduate's courses and courses with 8 XX (or above) in the first digit are not set temporarily.

**Article 3** The second and the third digit of the number stand for the serial number of the courses and they have no special meaning;

**Article 4** Reserve some codes which are unified at the university level:

500:Safety Education for the Newly Admitted Master Degree Students

600:Master Degree Student's Dissertation Opening Report

699:Dissertation for Master Degree Student

700:Doctoral Student's Dissertation Opening Report

799:Dissertation for Doctoral Student

**Article 5** The master degree student should select courses with the code above 5XX. If the graduate's major is different from his/her undergraduate major, he/she must attend at least two undergraduate courses(4XX) which will not be given any credit;

**Article 6** The doctoral student should select courses with the code above 6XX and part of the elective courses may be those with the code 5XX. If the doctoral major is different from the master's major, he/she must select at least two master's courses (above 5XX) of the current major which will not be given any credit.

## Chapter IV Course Selection and Withdrawal

**Article 1** Under the guidance of his/her tutor, the graduate should select courses in accordance with the education scheme of each major and his/her individual study plan. He/she should handle the procedure of selecting courses as required. Otherwise, the grade and credit will not be recognized by the university ;

**Article 2** To facilitate the graduate's course selection and the management, the selection may be implemented in accordance with the flow chart of course selection/withdrawal(see the Flow Chart of the Graduate's Online Course Registration and Cancel ) ;

**Article 3** If the graduate fails to handle the procedure of course selection, the score of the course may not be registered. If the graduate fails to handle the procedure of course withdrawal and doesn't attend the examination, his/her score is recorded as F and his/her score is Zero ;

**Article 4** The cross-discipline student may be allowed to make up his/her courses and no credit will be given if he/she indeed has to make up some basic courses of the current major in accordance with the education scheme of the current major.

## Chapter V Course Registration



**Article 1** The graduate’s courses must be registered in advance. The registered credits of each term should not be less than 7 credits. If the graduate has won all the necessary credits as required, he/she is not subject to this restriction ;

**Article 2** The graduate’s course registration or modification must be carried out online under the guidance of the tutor. After the registration, he/she must print two copies of Registration Application Form and it should be submitted to the school with the tutor’s signature (or dean of the school, or secretary of the graduate affairs ). One copy is kept separately at the school and the Graduate School;

**Article 3** The graduate may attend the course audition once and he/she should submit the Modification Application Form (addition or cancel of a course) to the school within two weeks after the beginning of the course;

**Article 4** In principle, the graduate course will not be allowed to start until the number of the registered students is no less than 10. Registered courses which cannot start must be cancelled;

**Article 5** For the time that the school accepts the Modification Application Form, please see the school notice ;

**Article 6** Registered courses must be evaluated. The graduate who fails to attend the evaluation or quits the evaluation, his/her score will be recorded as F and the score will be zero. No credit will be given;

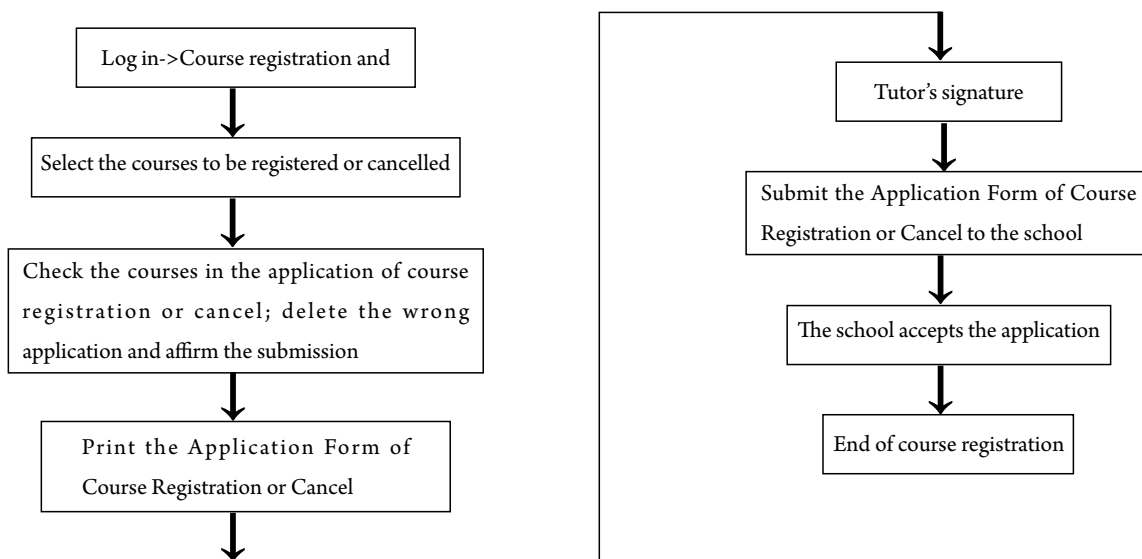
**Article 7** The graduate may not quit the degree courses and he/she may be allowed to repeat them if his/her performance in the degree courses is not good. He/she may be allowed to quit a non-degree course and change to another one if his/her performance of the non-degree course is not good. The score of this course will not be listed in the academic transcript. However, it is counted into the GPA and he/she may be allowed to repeat the course.

**Article 8** No matter whether the graduate has attended the evaluation, the unregistered courses he/she took will not be given any credit and will not be counted into the GPA.

**Article 9** In order to maintain the normal teaching order and guarantee the teaching quality, the graduate of the university may not be allowed to sit in the unregistered courses without the permission of the classroom teacher. The personnel outside the campus may not be allowed to sit in any course without registration.

Steps of the graduate’s online course registration are as follows.

Flow Chart of the Graduate’s Online Course Registration and Cancel



Note:For the use method of the Graduate’s Online Course Registration/Cancel of Beijing University of Chemical Technology, please see the latest notice on the Graduate School’s website

# Administrative Regulations of the Attendance of Academic Activities for the Graduate Student of Beijing University of Chemical Technology

In accordance with the administrative regulations for the graduate student Beijing University of Chemical Technology who are studying, the master degree student should attend more than 6 times of academic activities and the doctoral student should attend more than 8 times of academic activities. The attendance of academic activities is the compulsory link of the curriculum. In order to strengthen the evaluation of this work and to activate the academic atmosphere on campus, this regulation is specially made:

1. The system of graduate student education is responsible for the graduate student's attendance of academic activities. However, the process administration is implemented in detail by the Office of Graduate Student Affairs in coordination with each school. The evaluation of graduate student's attendance of academic activities is mainly implemented through the administrative platform (hereinafter referred to as "administrative platform") of academic activities of the Graduate School's website. Those who attend the academic activities openly organized by the university or hold academic forum should enroll through this administrative platform. General academic activities is usually announced before hand and in principle, the deadline for enrollment is 23:00 before the date of the activities.

2. In principle, the graduate student who has enrolled has to attend the academic activity. Under special circumstances, if he/she fails to attend them, the graduate student should make sure that his/her enrollment has been cancelled. Those who have no special reason and haven't cancelled their enrollment will be recorded as "Breach of Faith" into the credibility files.

3. The graduate student's attendance of academic activities will be checked on the spot and the counselor of each school will confirm the students who have attended the activities according to the attendance records.

4. The graduate student should submit his/her learning within 7 days after the end of the activity. If he/she fails to present it before the deadline as required, the academic activities he/she attended will not be able to be recorded.

5. In principle, the length of the academic learning submitted by the graduate student should not be less than 400 words. The academic learning is managed by the manager through the administrative platform and it is displayed on the public page. The graduate student should be careful enough to submit the learning. Once it is approved by the manager, the student may not correct it any more. After the manager's approval of the learning, the student should print it and it should be confirmed by the tutor with his signature. It is kept by the student and collected together by the monitor at the end of each term. Then the monitor will send the learning to the counselor who will keep it and submit it to the secretary of the graduate students to store it into the archives of the graduate affairs before his/her graduation. The manager has the right to refuse the learning which is too simple or has some problems and the academic activities that the student attended may not be recorded.

6. The reporter who held the academic forum for the graduate student or the graduate student who attended the national doctoral forum may be recorded as records of academic activities.

7. The graduate student who attended international or national academic meetings and introduced his/her papers or attended academic activities off campus may be recorded as attending academic activities after he/she had submitted the academic learning to the counselor with the approval and signature of his/her tutor.

The online enrollment and the administration for the graduate student's attendance of academic activities may refer to the Graduate School's website.



# Administrative Regulations for International Language Students of Beijing University of Chemical Technology

These regulations are specially formulated for the purpose of maintaining the normal teaching order, guaranteeing the good learning conditions and environment for the international language students: promoting the international language students to study hard and accomplishing their study task.

These regulations are available for all the international language students of Beijing University of Chemical Technology.

## Class Placement

**Article 1** All freshmen should take the Entrance Examination of Chinese Proficiency Test (except for the student of zero level) before the starting of the following term. Class placement will be carried out mainly based on the test results. The student who fails to take the placement test will not be allowed to attend any course without the approval.

**Article 2** On the first day of formally attending a course, the student should enter the classroom according to the class placement and meanwhile he/she should take textbooks with the registration card.

**Article 3** The student may trial a course according to the class placement for a week. If he/she thinks that his/her actual level is quite different from his/her class level, he/she may first apply to the head teacher for the change of class and then with the approval of the Office of Teaching Chinese as a Foreign Language, he/she may be allowed to enter corresponding class for study. The student who has to change class for other reasons should apply to the Office of Teaching Chinese as a Foreign Language for the change. He/she may not change class without the approval.

## Course Selection

All the students should attend the compulsory courses offered by the Office of Teaching Chinese as a Foreign Language in accordance with the teaching plan. The student who meets with the attendance standard as required and passes the examination will be issued a certificate of completion of the curriculum.

Elective courses outside compulsory courses include Chinese Calligraphy, Painting, Paper-cutting, Movie Appreciation and Chinese Martial Arts. The student may select them of their will.

## Attendance Checking

**Article 4** The language student should attend courses in accordance with relevant regulations as required by the university and he/she may enjoy Chinese festivals, holidays, winter and summer vocations. The university will not give leave for the festivals, holidays, significant foreign affairs and religious activities of each dispatch state. If necessary, the Office of Teaching Chinese as a Foreign Language will decide whether the leave is given depending on specific circumstances.

**Article 5** The student should strictly abide by the attendance checking discipline and may not be allowed to be absent from class without specific reasons. For the sick leave which is less than two days he/she should ask for the head teacher. For the private affair



leave which is more than three days, he/she should apply to the Office of Teaching Chinese as a Foreign Language in advance and he/she may not be allowed to leave without the approval. The student who fails to attend a course for more than three days (including three days) because of sickness, he/she should present a proof issued by a doctor. Otherwise, it will be considered as the absence from the class.

**Article 6** The student who is late for class or leave class more than fifteen minutes earlier will be recorded as the absence from one period of class.

**Article 7** The student who fails to attend a course more than 20 periods in a month will be given a warning. He/she who receives two warnings will be disqualified for the examination and will not be issued the certificate of completion of the curriculum. He/she receives three warnings will be expelled from the university and no proof of study will be issued.

## Examination and Score

The Department of International Cooperation and Exchanges will review the student's qualification before course evaluation. The student who is not qualified for the evaluation will be notified in advance.

**Article 8** The student should attend the study and evaluation of all the specified courses in the teaching plan. Under special circumstances, he/she should apply to the Office of Teaching Chinese as a Foreign Language and with the approval, he/she may be allowed to quit the study and the evaluation.

**Article 9** The student whose absence hours from class (including the reasons of sickness and private affair or just absence without an excuse) reaches more than one third of the total hours of the course in this term will be disqualified for the final examination of the course and no certificate of completion of the curriculum will be issued.

**Article 10** In principle, no application of taking examinations in advance or delaying it will be approved. Under specific circumstances, the application should be approved by the Office of Teaching Chinese as a Foreign Language and there is only one opportunity for each course.

**Article 11** The total mark of each term is calculated in accordance with the regular grade, midterm grade and the final grade. The regular grade consists of class attendance, class performance and the completion of assignments and so on. The student who has failed in more than one (including one) course will not be issued the certificate of completion of the curriculum and will only be issued the proof of study;

**Article 12** The student who fails in the examination may have one opportunity for a making-up examination. He/she who succeeds in the making-up examination will be issued the certificate of completion of the curriculum.

**Article 13** The student who is found cheating in the examination will not be given any grade and may not be given an opportunity for the making-up examination. He/she may not be issued the certificate of completion of the curriculum and will receive corresponding punishment.

**Article 14** The student should claim for the academic transcript and the certification of completion of the curriculum in time. The Office of Teaching Chinese as a Foreign Language will keep them for half a year for the student who fails to claim for them. He/she who claims for them half a year beyond the deadline should pay the cost.

## Certification of Completion of the Curriculum

The student who has completed all the courses as specified in the teaching plan within the deadline, has met with the standard of attendance checking, has never violated the rules, has attended examination as required and has passed them (above 60 points) will be issued the certificate of completion of the curriculum.

According to the specific circumstances, the university will decide whether the student who fails to meet the requirements of completion of the curriculum will be issued the proof of study.



## Prizes

### I. Prize for the Excellent Student

The student who abides by the laws and regulations of China, observes the relevant rules and regulations of the university, studies hard and makes excellent performance will be awarded the title of Excellent Student. And he/she will be issued the certificate and the prize (the number of the Excellent Students should be less than one third of the total students).

### II. Prize for Full Class Attendance

During the whole term, the student who has attended all the courses as required will be awarded the title of Full Class Attendance and he/she will be issued the certificate and the prize.

### III. Beijing Government Prize

The student who is awarded with the Prize for the Excellent Student and the Prize for Full Class Attendance will be the qualified candidate of this prize.

### IV. Prize for the Excellent Participant of HSK

The following students will be issued the certificate of the Excellent Participant of HSK and will be awarded a delicate prize. Meanwhile they may enjoy the examination fee reduction: students of class 1 of elementary grade who have passed HSK-level 3 or above, students of class 2 of elementary grade who have passed HSK-level 4 or above, students of class 1 of intermediate grade who have passed HSK-level 6 or above, students of class 2 of intermediate grade who have passed HSK-level 7 or above and students of advanced class who have passed HSK-level 8 or above.

### V. Prize for Activist

The student who actively participates the activities organized by the university and performances excellently will be awarded the title of "Activist" and will be issued the certificate and the prize.

This regulation will exert effect from the date of proclamation. The right to the interpretation of this regulation is reserved to the Department of International Cooperation and Exchanges.

# Administrative Regulations of Department of International Cooperation and Exchanges Ministry of Education on Chinese Government Scholarship

In order to strengthen mutual understanding and friendship between the Chinese people and people from the rest of the world, and to enhance cooperation and exchanges in the fields of education, science & technology, culture, economics and trade between China and other countries, the Chinese government has set up the Chinese Government Scholarship to sponsor international students and scholars to undertake studies and research in Chinese institutions of higher education.

The Ministry of Education of P. R. China (MOE) is responsible for the provision of Chinese government scholarship, and entrusts China Scholarship Council (CSC) to administer the recruitment of international students and the routine management of Chinese Government Scholarship Programs. To strengthen the management of the Chinese Government Scholarship and the scholarship students, the following rules are especially made.

## I. Categories, Applicants, Durations and Conditions of the Chinese Government Scholarship

According to the categories of students, the Chinese Government Scholarship includes: Undergraduate, Master Degree Students, Doctoral Degree Students, Chinese Language Students, General Visiting Students, Senior Visiting Students. In addition, according to the schemes, it contains China/UNESCO the Great Wall Fellowship Scheme, Distinguished International Students Scholarship Scheme, HSK Winner Scholarship Scheme, the Short-term Scholarship Scheme for the Teachers of Chinese Language from Abroad and Chinese Cultural Research Fellowship Scheme and so on.

**Scholarship for Undergraduate:**It sponsors the students who successfully apply to study for a bachelor degree in China's institutions of higher learning with duration of major studies for 4 years (medical specialties last 5 years ). The applicant, whose age is under 25, should have the excellent education experience equal to China's senior middle school and he/she must pass the college entrance examination of China or is recommended to the university of China.

**Scholarship for Master Degree Student:**It sponsors the students who successfully to study for a master degree in China's institutions of higher learning with duration of major studies for 2-3 years. The applicant should have gained a bachelor degree with excellent academic merits. For the students who apply from abroad, they should be recommended by two professors or associate professors. For those who apply in China, they should have been enrolled by the institutions of higher learning and their age should be under 35.

**Scholarship for Doctoral Degree Student:**It sponsors the students who have successfully applied to study for a doctoral degree in China's institution of higher learning with duration of 3 years. They must have gained a master degree with excellent academic merits. For the students who apply from abroad, they should be recommended by two professors or associate professors. For those who apply in china, they should have been enrolled by the institutions of higher learning and their age should be under 40.

**Scholarship for Chinese Language Student:**It sponsors the students whose major is not Chinese language or have no Chinese foundation. They apply to study Chinese language as their major in China with duration of 1 year to 2 years. They should have the schooling experience equal to a Chinese senior middle school students and their age should be under 35.

**Scholarship for General Visiting Student:**It sponsors the students who apply to a further study of his former major with duration of 1 year to 2 years. They should be university students who have finished their first two years study in universities or have the schooling experience equal to undergraduate and their age should be under 45.

**Scholarship for Senior Visiting Student:**It sponsors the students who apply to study on a special subject under the guidance of a Chinese tutor with duration of 1 year to 2 years. The applicants should have the academic experience which is equivalent to or above



a Chinese graduate with a master degree. They should be recommended by two professors or associate professor and their age should be under 50.

In principle, the applicants for the above scholarships should have relevant Chinese language level(excluding the students who apply for Chinese language scheme and apply to use foreign languages as the teaching language.). For those who can not meet with the demand of study, they can be arranged a less than 2 years preparatory Chinese language study. For the students including undergraduate, postgraduate, doctoral students, who need to do so, their duration of scholarship can be extended correspondingly, but this period for visiting student, will be calculated in duration of scholarship.

China/UNESCO the Great Wall Fellowship Scheme:It is provided to the UNESCO and its enrollment categories are general visiting students and senior visiting students. The descriptions of the object, duration and application conditions are the same with those of general visiting students and senior visiting students.

Distinguished International Students Scholarship Scheme:It sponsors the students who have accomplished their study plan in China and are successfully admitted by a university for a master degree or doctoral degree study. The duration and application conditions are the same with those prescribed for a master degree student and a doctoral degree student.

HSK Winner Scholarship Scheme:It sponsors the excellent students who take HSK outside China. Their future major in China is Chinese language with duration of 1 year and their age should be under 40.

The Short-term Scholarship Scheme for the Teachers of Chinese Language from Abroad:It sponsors the full-time foreign teachers who teach Chinese language for their short-term study in China with 4 weeks classroom teaching and an extra 2 weeks voluntary teaching tour free of charge. The applicants should have bachelor degree or above with over three years successive experience in teaching Chinese and their age should be under 50.

Chinese Cultural Research Fellowship Scheme:It sponsors overseas scholars and specialists in Chinese culture to conduct short-term research in China under the guidance of Chinese tutors or in cooperation with Chinese scholars with duration of no more than 5 months. The applicants should have a doctoral degree or a rank equivalent to or above associate professor. They should have published works or papers on Chinese language, culture and history. Meanwhile their age should be under 55.

## II. Details of Chinese Government Scholarship

1. It consists of full scholarship and partial scholarship.

2. Full scholarship:

Exempt from registration fee, tuition fee, fee for laboratory experiment, fee for internship, fee for basic learning materials and accommodation;

Fee for public medical care equivalent to that of the Chinese students;

Living allowance and a one-off settlement subsidy;

A hard-seat train ticket between the port of entry on registration or the port of departure on graduation and the city where the host university or the university of Chinese language studies is located (a hard-berth train ticket for over-night trip).

In principle, the international travel expenses should be for the account of the party who dispatches the student unless otherwise agreed according to the provisions in the agreement.

Partial Scholarship: one or some items of the full scholarship

China/UNESCO the Great Wall Fellowship Scheme:the same with the scholarship prescribed for the general visiting students and senior visiting students.

Distinguished International Students Scholarship Scheme:the same with the full scholarship prescribed for the master degree students and doctoral degree students

HSK Winner Scholarship Scheme:the same with the full scholarship prescribed for the Chinese language students

Chinese Cultural Research Fellowship Scheme:Exempt from registration fee, research fee, fee for accommodation and emergency medical care. In addition, monthly subsidy for research and a certain sum of one-off researching material fee and allowance for one academic tour.

The Short-term Scholarship Scheme for the Teachers of Chinese Language from Abroad:Exempt from registration fee, tuition fee, fee for accommodation and emergency medical care, one-off living subsidy, expenses and fees for collective teaching tour and transportation as well as a certain sum of meal subsidy

The Chinese government will adjust the standard of scholarships irregularly and for details please refer to “Enrollment Guidance of the International Students for the Chinese Government Scholarship” printed by CSC.

3. Scholarship students shall get their monthly living allowance from the date of registration. Those who register before 15th (15th included) of the registration month will get the living allowance of a full month, and those who register after 15th will get that of a half month. Scholarship of the graduates will be paid half month after their graduation date. Scholarship of those who suspend or quit their studies will be stopped from the following month. Monthly living allowance will be paid during Chinese national holidays. Scholarship students who do not get the monthly living allowance during holidays can get reimbursed on return. Monthly living allowance of the scholarship students who do not register on time or stay away from university up to one month because of non-health reasons will be stopped.

Costs of the laboratory experiment or internship that beyond the university’s arrangements should be afforded by the student himself. Scholarship students who have to suspend their education for reason of illness prescribed by the Chinese government should return to their home country and the international travel expenses of return should be shouldered by the students themselves.

4. If they are ill during their study, the scholarship students should go to the university hospital. If necessary, they can be sent to an appointed hospital. They should shoulder themselves for the expenses on false tooth, dental filling, extraction of tooth, new glasses, childbirth, artificial abortion, physical defects correction, purchase of nutrients and other items beyond the payment scale and standard of public medical care as well as the cost of curing chronic diseases that they have suffered before their arrival in China. Parties concerned should afford the medical expenses and other relevant items paid for the death and injuries caused by behaviors against laws and school rules, such as fights with others.

5. Scholarship students who have to suspend their education for reason of serious illness should return to their home country for further treatment and rest. The international travel expenses of return should be shouldered by the students themselves. With the approval of the school authorities, the scholarship status will be reserved for at most one year. However, the monthly living allowance will be stopped during the suspension of education. The scholarship of the students who suspend their education for reasons other than illness will be terminated.

### III. Application Approach, Recruitment Time and Method

The students can apply to their government agencies and institutions in charge of international students or to the Chinese embassy for Scholarships for undergraduates, master degree students, doctoral degree students, Chinese language students, general visiting scholars and senior visiting scholars. The application time is normally between February to April of each year. The application approach and method of other specific scholarships are shown below:

China/UNESCO the Great Wall Fellowship Scheme:It can be applied to the headquarter of UNESCO through their countries’ branches of UNESCO for it and the application time is between February to April of each year;

Distinguished International Students Scheme:It can be applied to CSC through their schools for it and the application time is between April to June of each year;

HSK Winner Scholarship Scheme:It can be applied to CSC through the host unit of HSK or Chinese embassies for it and the application time is between February to April of each year;

Chinese Cultural Research Fellowship Scheme:The scholars can apply to CSC through Chinese embassies, Chinese consulates or cooperative Universities with China for it anytime.



The Short-term Scholarship Scheme for the Teachers of Chinese Language from Abroad: It can be applied to CSC through Chinese embassies or consulates and the application time is between February to April of each year.

Department of International Cooperation and Exchanges Ministry of Education is responsible for the approval of the above scholarships.

The applicants must fill in and provide the following documents genuinely and correctly in the process of their application.

1. Application Form for Chinese Government Scholarship (printed by CSC).
2. If applicants are university students or already employed, they should also provide documents proving they are university students or on-post employees.
3. If applicants' duration of study in China is over 6 months (including 6 months), they should provide Photocopy of Foreigner Physical Examination Form (printed by Chinese quarantine authority)
4. A study or research plan in China (no less than 200 words).
5. Applicants for Master or Doctoral degree studies and Senior Visiting students must submit two letters of recommendation by professors or associate professors. Applicants who apply in China for Master or Doctoral degree studies must submit the Admission Notice of the Chinese higher education institutions.
6. Applicants for music major are requested to submit one the relevant work of their own.
7. Students who apply abroad for science, engineering, agriculture, medicine majors are requested to submit records of the math, physics and chemistry test sponsored by Chinese Embassies or notarized transcript of senior middle school of their countries. Applicants for undergraduate of economics and management majors are requested to submit records of math test. Applicants in China are requested to submit notarized transcript of college entrance examination and the enrollment notice.
8. Applicants for Chinese Cultural Research Fellowship Scheme are requested to submit the list of their major published works and papers.

#### IV. The Recruitment and the Arrival of Scholarship Students

CSC will review all the application documents and forward the qualified ones to the applied institutions according to the applicants' preference. The applied institutions will decide whether to admit the applicants.

Overseas applicants for degree programs who are academically ineligible to the program could register as students-on-probation for at most one year. They could be switched to regular ones if they pass the entrance examination or relevant courses required after one-year probation. Credits scored on probation will be included in the total credits. Students who attend Chinese language training courses before major studies must pass the entrance examination or relevant courses required during their Chinese study so that to continue their major studies. Those who fail the required examinations within the prescribed time shall end their study and leave for their home country.

CSC will send the List of Enrolled Students, Admission Notice and Visa Application for Study in China (JW201) to the relevant dispatching authorities by July 30, so as to have these documents forwarded to the students.

Enrolled students should apply to Chinese embassies and consulates for Visa of study in China with valid passport, Visa Application for Study in China, Admission Notice and Foreigner Physical Examination Form (only for the study period more than 6 months). And they should register with the above materials in the school.

#### V. Change of Specialties, Institutions or the Duration of Study

Students are not permitted, in principle, to change their specialties, institutions, or the duration of study specified in the Admission Notice after registration. If there are some special cases, the change application should be submitted to CSC by the agencies



concerned of their home countries for the unified arrangement. Any change without approval might result in the disqualification of their scholarship.

#### VI. The Annual Review of Chinese Government Scholarship

To make full use of Chinese Government Scholarship as an encourage to the international students' study, in accordance with the Measures of the Annual Review of Chinese Government Scholarship Status promulgated by the Ministry of Education, the institutions of higher learning will undertake the comprehensive review for the Scholarship students whose duration of study is over 1 year and decide who will be qualified to have the scholarship for the following academic year.

Department of International Cooperation and Exchanges Ministry of Education

July, 2001



# Measures of Annual Review of Chinese Government Scholarship Status

Ministry of Education of the People's Republic of China

April 26th, 2000

**Article 1** In accordance with the relevant regulations on the management of Chinese Government Scholarship, to reinforce the management of Chinese Government Scholarship and to bring its benefits and effects into full play, the following measures are formulated specifically to carry out Annual Review of the Chinese Government Scholarship Status (hereinafter referred to as Annual Review)

**Article 2** Annual Review refers to the comprehensive assessment system which the international students studying in China under Chinese Government Scholarship Programs (hereinafter referred to as the scholarship students) shall go through annually. It will decide whether they are qualified to continue enjoying or to renew the scholarship.

**Article 3** The Ministry of Education of China entrusts China Scholarship Council (hereinafter referred to as CSC) to take charge of the organization and implementation of Annual Review.

The Administrative department for education in provinces, autonomous regions and municipalities shall be in responsible for the relative coordination work of Annual Review in the institutions.

The institutions are entitled to give Annual Review to their own scholarship students.

**Article 4** The scholarship students who have studied in China for more than one year or who have finished their planned study programs and wish to extend their scholarship should go through Annual Review.

**Article 5** The Details of Annual Review:

- 1) Performances (including the examination or checkup results of all courses in the first term and the general performances in the second term),
- 2) Study attitude and attendance of courses,
- 3) Conducts, awards and punishments received.

**Article 6** According to the teaching and the student status management, the institutions shall set up the specific methods and different standards for Annual Review. On basis of the above, the institution will assess whether the students are qualified to continue enjoying or to renew the scholarship. And then put forward their results either qualified or unqualified, and proposals on whether to provide, suspend or terminate the scholarship.

According to the assessments and suggestions of the institutions, CSC will make the final decision whether to continuously provide, suspend or terminate the scholarship.

**Article 7** The scholarship will be suspended for one year if the students:

- 1) fail to go up to the next grade or degrade due to the incompetent examination results,
- 2) or have not reached the required credits on the elective courses in two consecutive years,
- 3) or have been kept in school but placed under surveillance.

The students whose scholarships are suspended, from the beginning of next academic year, will not enjoy the scholarships any more. However, they can apply to continue their studies as self-financed students or ask for exemption of certain fees according to the regulations of the institutions. Before the period of suspension is over, those involved can apply to go through Annual Review of that year. If they pass the review and get the approval from CSC, they can renew their scholarship from the next academic year.

**Article 8** The scholarship will be terminated if the students:

- 1) are compelled to flunk out or dismissed from the institution,
- 2) or fail twice in Annual Review during the studies in China ,
- 3) or refuse to take Annual Review without persuasive reasons.

Those who have their scholarship terminated will not enjoy the scholarships from the day of proclamation and cannot renew their scholarships any more.

**Article 9** Procedures of Annual Review:

- 1) Scholarship students should apply for and fill out correctly the Form for Annual Review of Chinese Government Scholarship Status (hereinafter referred to as the Form), which are printed by CSC, in conformity to the time and requirements set by the institutions and submit the Form completed to the institutions before the deadline.
- 2) In accordance with the requirements and standards of Annual Review, the institutions, after filling the suggestions of Annual Review into the Form, shall send the report on Annual Review, the name-list of the scholarship students who have passed and the forms of those who have failed in the Annual Review to CSC before May 31st yearly. The report should also be sent to the Administrative department for education in provinces, autonomous regions and municipalities.
- 3) Annual Review of those who require to be transferred to another institution (including remedial Chinese language students) should be processed by the previous institution, which is responsible to pass the materials and results of Annual Review to the target institution.
- 4) CSC will notify the institutions and the Administrative department for education in provinces, autonomous regions and municipalities the final results of Annual Review before June 15th yearly. The institutions shall inform the scholarship students the decisions made and shall remind the embassy of the dispatching country or dispatching organization about the students whose scholarship have been suspended or terminated after the Annual Review.

The Measures will exert effect from the day of proclamation.



# Detailed Rules of Annual Review of Chinese Government Scholarship Status for the International Student of Beijing University of Chemical Technology

In accordance with the Measures of Annual Review of Chinese Government Scholarship Status of the Ministry of Education, to standardize the annual review of the scholarship for the international student of our university, to inspire the international student to study hard, to abide laws and regulations, to be united and friendly, these rules are specially made here.

I. The candidates of the annual review include all the students who enjoy the full or partial Chinese Government Scholarship and who are studying more than one year in China(hereafter is called the scholarship students including undergraduates, master degree students, doctoral degree students, general visiting students and senior visiting students ).

1. The scholarship students who approved to study in our University more than one year should attend the Annual Review of the scholarships.
2. The scholarship students who are going to complete his study and continue to apply for the scholarship to study in China should attend the Annual Review of the scholarship in the same year of their graduation.
3. The scholarship students who suspended their schooling because of sickness and are approved to resume schooling may be reviewed based on their conditions before and after the suspension of schooling. Their suspension period will not be counted into the fixed schooling time.

## II. The Details of the Annual Review:

1. Performances. Mainly consider the examination or checkup results of all courses in the first term and the general performances in the second term (including the mid-examination and checkup results).
2. Study attitude and attendance of courses. To attend courses on time, to study hard, to abide by disciplines and to have a good evaluation from the classroom teachers and the tutor.
3. Conducts, awards and punishments received. To abide by the laws of China and rules and regulations of the University, to respect teachers, to unite students and to actively participate in the activities organized by the university.

## III. The Process of Review

1. The Department of International Cooperation and Exchanges and each school are responsible for the review. The international students who apply for the Chinese Government Scholarship for the next semester go to take application forms of Chinese Government Scholarship and relevant materials from his/her department and school.
2. In accordance with the requirements, the international student should fill in Form for Annual Review of Chinese Government Scholarship Status carefully and submit it on time.
3. Basing on the academic records and comprehensive performance of the international student, each school should fill in the Form for Annual Review of Scholarship for the International Student of Beijing University of Chemical Technology with the indication of the signature of the school leader and the school seal and then it should be submitted to the Office of the International Student Affair.
4. Based on the application of the international student and the opinions of his/her school and department, the Department of International Cooperation and Exchanges will work out the first name list. The name list will be submitted to the duty principal for

his review and then the result of the review will be reported to CSC officially.

IV. All the scholarship students should be reviewed annually. Otherwise, their right of enjoying scholarships will be cancelled.

V. The results of the Annual Review of Chinese Government Scholarship fall into two categories: "Pass" and "Fail". The student who gets a "Fail" will be suspended for a year to enjoy the scholarship from the starting of the next semester.

Under any of the following circumstances, his/her scholarship for the following academic year will be suspended for a year:

1. To repeat the same grade or to degrade because of failures in examinations;
2. To fail to get enough credits of the course that he/she attended for two successive years;
3. Undergraduate who repeats to study one course(made-up test) more than three times or within one term(not including the first academic year) the failed courses occupy more than 60% of the compulsory courses and restricted optional courses that he/she studied;
4. Probation on campus because of various reasons;

Student who has been disqualified from being reviewed or has failed in the annual review will be suspended to enjoy their scholarship from the starting of the following academic year. However, he/she may apply for the waiver or reduction of tuition, medical expenses, accommodation charges, studying material charges (simplified as "Four Waivers of the Self-financing") for further study. With the approval, he/she may be converted to the student of "Four Waivers of the Self-financing" to study on campus. In the study as the student of "Four Waivers of the Self-financing", if he/she studies hard, meets the academic requirement and performs well, he/she may apply for the scholarship of the following academic year. If any of the above circumstances take place again, depending upon specific circumstances, he/she will be converted into a complete self-financing student or be expelled from the university to his/her home country.

The student whose scholarship has been terminated may present a written application for the annual review before the expiration of the termination period. If he/she passes the annual review, he/she may resume the scholarship from the following academic year after the approval of CSC.

VI. Under any of the following circumstances, the student's qualification of enjoying the Chinese Government Scholarship will be terminated:

1. To be withdrawn from the university or be expelled from the university because of various reasons;
2. Fail in the annual review twice;
3. Fail to attend the annual review without proper reasons.

For student who has been cancelled the right to enjoy Chinese Government Scholarship, his/her scholarship will be stopped from the date of issue and will not be resumed.

VII. This regulation will exert effect from the date of proclamation. The right to the interpretation of this regulation is reserved to the Department of International Cooperation and Exchanges.