



河北地质大学

外国留学生手册

Handbook
for International Students
of Hebei GEO University

国际教育交流中心

International Education Exchange Center

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河北地质大学外国留学生学历生学籍管理规定 (暂行)

为维护河北地质大学的教学秩序，严肃学习纪律，依据《高等学校接收外国留学生管理规定》，制定本办法。

第一章 入学与注册

一、被录取的留学生须持录取通知书和 JW202 表按期到河北地质大学国际教育交流中心办理入学手续；从中国其他大学转学者，须持原就读学校留学生管理部门开具的转学证明。因故不能按时报到者，须出具相关凭证提前向国际教育交流中心提出请假申请，请假不得超过两周。未请假或请假逾两周者，除不可抗力等正当事由外，视为放弃入学资格。

二、新生需在学校规定时间内缴纳本学年的学费、注册费、居留许可费、保险费、书费等，并按规定进行体检。未及时交齐费用者不予办理居留许可。按照国家相关规定，若留学生来华一个月内仍未办理居留许可或体检不合格，将被取消入学资格。

三、留学生每学年须在开学第一周内交齐本学年的学费、书费、保险费、居留许可费等各项费用方可注册；有特殊原因无法交齐的，须在开学第一天向国际教育交流中心提交书面的延期缴费申请，批准后方可延期。未按学校规定缴纳费用或其他不符合注册条件的不予注册。

未注册者不得参加该学年的教学过程和考核，已学习过程无效，考核成绩不予承认。

第二章 考勤与考核

一、留学生应自觉遵守学习纪律，按时上课，参加教学计划规定的一切活动，以及学校组织的各项文化和社会活动，不得无故迟到、早退或缺勤。因故不能按时参加上述活动的，应当请假，未请假或请假未获批准的，均以旷课论处。

二、学生请假应提前提申请，经批准后方有效。除急病等特殊情况外不得事后补假。学生因病请假，须出具学校校医院或其他正规医院的诊断证明。非节假日期间严禁外出旅行；因旅行耽误上课或学校集体活动的，不论何种原因，均按旷课论处。

以下情况必须填写《河北地质大学外国留学生外出请假告知书》交国际教育交流中心：

1. 因事假、病假连续不能参加正常教学活动超过四节课；
2. 因故需离开石家庄市（无论时间长短）；
3. 节假日离开学校去往外地。

请假或未请假离校期间，学生所发生的人身及财产安全等事件，由本人承担一切责任和后果。

三、请假结束应及时告知国际教育交流中心工作人员，办理销假手续；如需续假者，也应及时办理续假手续。

四、学生未经请假或请假未经允许，累计缺课超过某门课程总学时 1/3 者，该门课程不合格；迟到次数超过 1/3 该门课程平时成绩记为不及格。应按时完成各科规定作业，作业完成情况将计入平时成绩，抄袭作业者平时成绩记为不及格。根据出入境管理部门的相关规定，学生未经允许缺课累计达到该学期总课时数 5% 的，给予警告处分；达到 10% 的，给予严重警告；达到 15% 的，勒令退学。

五、留学生因特殊原因不能按时参加考试，必须事前提交书面的请假和缓考申请，经所在院系及任课老师同意后方可缓考；留学生未请假或请假未获批准而不参加考试或考试迟到 30 分钟以上，均做旷考处理，成绩记零分，必须重修该课程，不得补考。

六、留学生如有成绩不合格，可在学校规定的时间补考一次。不参加补考或补考不及格的，必修课须重修，选修课可选其他课程。补考通过的课程，成绩按 60 分计。重修的学生应按规定足额缴纳重修费。

七、留学生必须严格遵守考试纪律，服从考试人员安排。考试违纪及作弊的认定及处理程序根据学校相关规定给予相应的处分。

第三章 转专业与转学

一、留学生入学后一般不得转学或转专业。因特殊原因必须转学、转专业者，必须在不晚于学期结束前三周向国际教育交流中心提交书面申请，经学校相关部门批准，办理手续。留学生在校学习期间只能申请一次转专业。转学留学生该学期学费不予退还，取消该学期奖学金评选资格，必须在该学期结束前搬离留学生公寓。

留学生申请转学后，学校将最晚在该学期最后一日注销该生的居留许可。

二、转专业的留学生，学校将根据实际情况决定是否转入下一年级或跟同年级学习，但须修满转入专业培养方案规定的全部学分方可毕业。转专业以前已修读的课程与转入专业培养方案规定的为相同课程或内容相近课程，所取得学分有效；其他课程学分可记为选修课学分。

三、被开除学籍或退学的留学生不得办理转学；无正当理由者不得办理转学。

第四章 休学、退学、延长学习年限

一、有下列情况之一，经学校批准应予休学：

1. 因伤、病经学校认可的正规医院诊断，须停课治疗、修养占一学期总课时15%及以上的；
2. 根据考勤，一学期请假累计超过本学期总课时15%的；
3. 因其他特殊原因，学生本人申请休学，或学校认为应当休学的。

休学期一般为一年，累计不得超过两年。休学留学生应在办完相关手续一周内离境回国，学校为其保留学期。休学期间不享受在校留学生待遇。

休学期满，应按时向学校提交规定材料申请复学，经学校审查通过后须按规定完成缴费注册。休学期间有违法行为者，取消复学资格。超期未办理复学手续者（不可抗力等正当事由除外）取消学籍。

休学留学生复学后，进入原专业学习，并根据已修读课程情况决定就读年级，按实际就读年级的培养方案进行学习。

二、留学生有以下情况之一，应予以退学：

1. 学业成绩未达到学校要求或者在规定年限内（含休学）未完成学业的；
2. 休学期满，在规定期限内未提出复学申请或申请经审查不合格的；
3. 经指定医院诊断，患有疾病或意外伤残无法继续学业的；
4. 一学期缺课累计达到该学期总课时的15%，或未请假离校连续一周未参加学校规定教学活动的；
5. 一学期请假达到该学期课时数15%，且没有休学申请的；
6. 超过规定期限未缴齐费用或未注册，且无正当理由的；
7. 出现严重违纪或触犯中国法律，造成严重后果和不良影响的；

8. 学生本人申请退学的。

对留学生的退学处理，有国际教育交流中心提出处理意见并通知学生本人，经本人在退学通知书上签字确认后，国际教育交流中心报学校主管领导批准并出具退学决定书；留学生本人申请退学的，须提交书面申请，经国际教育交流中心审核后，报学校主管领导批准并出具退学决定书。

三、退学后相关事宜：

9. 学生收到退学决定书后 10 日内必须办完手续离境回国；学生收到退学决定书 20 内学校将注销该生居留许可；

10. 诊断为精神障碍或意外伤残的留学生，须通知其驻华使领馆，由留学生家长、派遣单位、在华亲属或在华事务担保人负责领回；

11. 退学留学生由学校发放注明学习期限的学习证明；

12. 退学留学生学费不予退还。

四、规定学习年限内未取得结业或毕业资格，又不符合退学条件的留学生，可申请延长学习年限。经国际教育交流中心审核，报学校主管领导批准后，申请人应按规定缴纳延长期内学习与住宿费用延期方可生效。本科生在校实际学习时间不超过 6 年，研究生不超过 4 年。

第五章 结业与毕业

一、留学生完成专业培养方案规定的课程、修满规定的学分，或完成科研任务，并通过毕业论文答辩，准予毕业，发给毕业证书；达到学位授予条件者授予相应的学位。

二、留学生在规定年限内修完培养方案规定的内容，未达到毕业要求且未达到退学条件者，准予结业，发给结业证书。

三、留学生毕业须办理离校手续，领取毕业证书、学位证书或结业证书，并终止留学生身份，在学期结束前搬离留学生公寓，学校不再为其办理居留许可延长手续。

外国留学生违纪处分管理

第一章 河北地质大学学生违纪处分管理制度

《河北地质大学学生违纪处分管理制度》适用于外国留学生本科生、研究生。现将部分违纪行为摘录如下，供外国留学生参考，避免违反学生纪律：

危害国家安全、公共安全的行为

1. 危害中国国家安全，故意煽动民族间仇恨、破坏不同国家人民团结。
2. 将易燃、易爆、有毒、有放射性等危险品、有传染性或者对周围环境产生破坏的生物或者物质擅自带出规定保存场所，在学校重点防火单位或场所擅自使用明火，造成严重公共安全隐患。

侵犯他人人身权利的行为

3. 参与打架斗殴，寻衅滋事、挑起事端或参与策划，提供器械或凶器，以各种方式导致事态扩大等行为。
4. 谩骂、侮辱、诽谤他人或侵犯他人隐私；用信函、电话、短消息或电子邮件等方式，或直接恐吓、威胁他人安全，干扰他人正常生活；在浴室、卫生间等场所进行偷窥、猥亵；通过语言、文字、行为等方式对他人进行性骚扰等行为。
5. 故意隐匿、毁弃、非法占有或非法处理他人的通知单据、信件或电子邮件等。

侵犯公私财产、知识产权的行为

6. 以偷窃、勒索、诈骗、冒领等方式侵犯他人或组织财产；故意占用、隐匿、毁弃、损坏他人或组织财产；故意损毁、破坏校园公共建筑、宿舍或公共设

施；未经批准，对校园公共建筑、宿舍或公共设施私自改造、装修；故意损毁、破坏校园广播电视、电话、网络等通讯线路或设备等行为。

7. 未经许可，私自转让、许可他人使用学校知识产权，或泄露学校科技成果、技术秘密，或有其他违反学校知识产权相关规定的行为，使学校权益受到损失等行为。

8. 违反实验、实习操作规程，违反学校有关消防管理规定，过失给国家、学校或他人财产造成损失等行为。

损害国家、学校声誉或利益的行为

9. 在个人的商业活动中，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标识；擅自以学校、院系等机构或学生组织等名义对外发布公告、新闻，或作出不负责任承诺；擅自以学校、院系等机构或学生组织等名义在社会上参加活动等行为，或其他损害学校声誉的行为。

违反学习、学术纪律的行为

10. 未按考场指定位置就座，且不听从监考人员指令的；未经允许携带有关书籍、笔记等资料，或草稿纸、答题纸，或计算器、电子辞典等辅助器具，或手机等通讯工具，至发卷时仍未按要求放到指定位置；有其他违反考试纪律的行为，影响考试秩序。

11. 考试过程中交头接耳；互打暗号或以借用计算器、工具书、文具等方式传接有关考试信息；偷看他人试卷或默许他人偷看自己试卷；将试卷、答卷私自带出考场外修改或交卷后擅自修改的；其他临时起意，实施作弊行为。

12. 考试开始后，被发现在课桌、座位、身上等处有书籍、笔记、纸条或文字等与考试内容相关的资料，但经过考前允许的除外；考试过程中，利用上厕所

等机会在考场外偷看与考试内容相关的资料，或返回考场后被发现携带与考试内容相关的资料；考试过程中，传接纸条等与考试内容相关的资料；考试过程中，未经许可传接试卷、答卷；考试结束后，同一考场上出现雷同答卷，并经调查认定为抄袭；其他经预谋策划，实施作弊行为。

13. 盗窃试卷、答卷或故意隐匿、毁弃他人试卷、答卷的；由他人代替考试，或代替他人参加考试；使用通讯设备作弊的；其他与他人预谋，共同策划实施作弊行为。

14. 参加非我校组织的考试，有违反考试纪律行为的。

15. 涂改、伪造成绩单、签字、印章、推荐信或其他有关学业、学术水平证明；剽窃、抄袭或伪造实验数据、计算结果等学术不端行为。

扰乱学校、社会管理秩序的行为

16. 扰乱公共场所（包括学生公寓）管理秩序的，包括有喧哗或使用音响器材音量过大等扰乱管理秩序的行为，且不听劝阻；乱涂画、乱张贴、乱挂放等故意破坏环境卫生行为；出入酒吧、酗酒、哄闹、燃放鞭炮、故意摔砸敲打各种物品、设施等扰乱管理秩序行为；煽动、组织聚众闹事，破坏学校管理秩序行为。

17. 违反学生住宿管理、有关计算机、网络管理、校园交通管理、教学秩序管理等规定；转借学生证等证件，盗用、涂改、伪造学生证等证件或其他证明性文件。

18. 在校内非法组织宗教活动，不听劝阻的；擅自散发未经登记、审批的宣传品、印刷品，造成不良影响，且不听劝阻的；捏造消息，散布谣言，造成不良影响的；参与非法社团组织活动，非法集会、结社等。

19. 妨碍学校有关人员执行公务；在违纪事件处理过程中故意作伪证或故意给调查造成困难。

违反社会公德的行为

20. 传看、传阅、制作、张贴、传播淫秽文章、书刊、图片、音像、网站等淫秽资料；参与赌博或明知赌博而提供赌具或场所；卖淫、嫖娼等行为。

第二章 外国留学生违纪处分管理办法

一、参照《河北地质大学学生违纪处分管理制度》，如有违反违纪处分管理制度的外国留学生，违纪处分的种类分为：

（一）警告；

（二）严重警告；

（三）勒令退学。

（四）行为如有违反中华人民共和国相关法律法规，学生本人须自行承担相应法律责任。

二、有以下情形之一的留学生，学校可以给予勒令退学处分：

（一）触犯中国法律，构成刑事犯罪者，或违反治安管理规定受到处罚，情节严重者；

（二）组织和煽动闹事者；扰乱教学、管理或社会秩序、破坏安定团结者；违法违规传教者；

（三）有他人替考、替他人考试、组织作弊、使用通讯设备作弊及其他作弊行为情节严重者；

（四）剽窃抄袭他人研究成果，情节严重者；

(五) 缺课累计达到该学期总课时数15%，或未请假离校，连续一周未参加规定的教学活动者；

(六) 在校外打工，或从事以营利为目的的商业活动的；

(七) 违反学校其他规章制度且情节严重，屡教不改者。

三、外国留学生违纪处分应当做到程序正当、证据充分、依据明确、定性准确、处分适当。

(一) 调查取证过程中，学生有如下权利：

- 1、学生有委托代理人的权利；
- 2、学生及其代理人有陈述的权利；
- 3、学生有在法律允许的范围内自行收集证据的权利；
- 4、学生及其代理人有申辩的权利。

(二) 调查取证完成后，主管部门依据违纪事实，做出处分决定。处分决定书要送交学生本人。

(三) 学生对处分决定有异议的，可以向学校提出申诉。

四、被勒令退学的学生，学校发给学习证明；学生在收到处分决定书后10日内必须办完手续离境回国；学校将在学生收到处分决定书后，不晚于20日注销其居留许可。

本办法由河北地质大学国际教育交流中心负责解释。

河北地质大学留学生公寓管理规定（暂行）

第一章 总 则

第一条 为维护学校正常的教育教学秩序和生活秩序，为外国留学生提供良好的学习生活环境，保护学校和学生的合法权益，依据有关法律、政府行政规章和《河北地质大学学生公寓管理办法》，结合我校实际情况，制定本管理规定。

第二条 留学生应当自觉遵守中国的法律、法规，遵守留学生公寓的各项规章制度，服从和配合各部门例行的各项检查，如房间卫生检查、设备运行检查、安全检查等。公寓管理人员因工作需要进入房间应给予配合，不得拒绝。

第二章 入住和退宿

第三条 我校留学生必须入住留学生公寓。留学生公寓的房间由公寓统一安排，学生入住的指定房间和床位，不得自行调换。宿舍房间出现空缺时应配合管理人员合并房间。

第四条 学生入学需到宿舍管理员办公室办理入住手续，签订住宿合约，凭护照或居留许可填写住宿登记表，领取宿舍门卡。

第五条 留学生缴纳住宿费后，因故申请转学、休学、退学而在学期中间提前退房的学生，可凭有关教学主管职能部门证明以及缴纳住宿费的证明文件办理退宿手续。

学校视具体情况而定，按月计退剩余住宿费，住宿时间不足一月的按一月计算。开除学籍留学生住宿费不予退还。

第六条 学生入住时应核实室内物品，并在物品清单上签字，妥善使用。留学生结业、毕业或者其他原因离校时，应带走个人用品，将房间清扫干净，恢复

原样，由宿舍管理员核对清单物品，检查房间状况，如有损坏，照价赔偿。检查合格后，学生凭门卡到公寓管理员办公室办理退宿手续。

第七条 住宿费仅包括学期中的费用。因毕业或结业住宿到期的学生，应在学期结束前搬离宿舍，按规定办好退宿手续；因其他原因要搬离宿舍的学生应按与管理员协商的时间按时搬离；一学期结束且住宿未到期的学生，可在假期免费在宿舍住宿。

第八条 门卡首次免费发放使用。丢失补办需交人民币现金 20 元人民币到学校招待所进行办理。

第九条 严禁私自装修、破坏及改变房屋结构和功能；房间内家具严禁私自移动、改变位置；严禁私接乱拉各种电线、网线；严禁在室内粘贴字画、粘钩等。

第三章 作息时间

第十条 公寓每日 23 时（节假日 24 时，寒暑假除外）至次日 6 时关闭大门，留学生应遵守作息制度，于 23 时（节假日 24 时）前返回宿舍，未经允许不准晚归或夜不归宿。如无特殊情况，大门关闭期间不得外出公寓。

第十一条 公寓允许的来访时间为 8 时至 22 时。进入公寓的来访人员必须出示有效证件并登记，访客须于当日 22 时前离开。

第十二条 为更好的休息和学习环境的提高，公寓内保持安静，不得大声喧哗，制造混乱，影响他人学习与休息。

第四章 公寓安全

第十三条 为预防和杜绝火灾事故的发生，保护楼内人员生命及财产的安全，公寓依照《中华人民共和国消防法》及相关法律法规进行消防安全管理。学生应

自觉提高消防意识，掌握基本的消防知识，会使用灭火器，熟知公寓的紧急疏散通道，疏散出口位置，爱护公寓内的各种消防设施、设备。

违反消防安全的行为包括：

1. 故意损坏、擅自挪动消防器材；
2. 储藏或使用易燃、易爆、强腐蚀性等危险品及违章电器，在宿舍房间内做饭，使用明火，吸烟，私拉电线、盗用公共用电。
3. 用自行车，摩托车，垃圾等其他个人物品堵塞消防通道。

以下电器非校方提供的在公寓内均属违章电器：

1. 热得快、电热毯等电热设备以及无自动断电保护装置的电器；
2. 1000W 以上的电器；
3. 无国家 3C 认证（中国强制性产品认证 China Compulsory Certification）的电器；
4. 其他一切不合格或存在隐患的电器设备。

以下行为属私拉电线：

1. 从房间内固定插座以外（含公共场所）引出线路的；
2. 从房间内固定插座引出线路至本房间外的。

第十四条 房间内配有洗衣机、空调，公用食品料理间设有电磁炉、微波炉等电器设备，为保证安全，离开房间须切断所有电源开关。如学生需要自行购置电器设备，必须提前告知管理人员，批准后方可购买；未经允许私自购置电器的，后果由学生自行承担。

第十五条 妥善保管财物、现金和贵重物品，宿舍不存放大额现金和有价证券，长时间离校时贵重物品不要存放在宿舍，应妥善保管。因个人保管不当造成丢失或损坏，学校不承担赔偿责任。

第十六条 严禁私自转让和转租宿舍，严禁留宿他人。

第十七条 不得私配宿舍门卡，门卡丢失应及时到值班室办理更换补办手续。睡觉休息时应关好门窗，离开宿舍时要关窗锁门，人走水停，拔掉所有电源插头。因人为因素造成公共财物损失，责任人须照价赔偿。

第十八条 严禁在窗户外侧摆放物品，严禁向窗外抛扔杂物。

第十九条 严禁在宿舍内从事违反中国法律法规和校规校纪的活动。

第二十条 严禁在公共区域进行宗教活动，严禁传教。严禁携带、观看和播放反动、色情、淫秽书刊和声像制品。禁止张贴标语、广告等及从事商业活动。

第二十一条 宿舍内禁止赌博、酗酒、聚会、打架斗殴。禁止出现大声喧哗或大声播放音乐、电影等影响他人休息的行为；一经举报或发现，管理员有权没收相关设备。

第二十二条 公寓管理实行安全检查制度，公寓管理员有权进入宿舍内检查安全隐患。对发现存在安全隐患及违法住宿管理规定的行为，管理员将采取必要措施予以制止和消除。

因学生违反上述安全管理规定而造成严重后果的，由涉事学生负担相应的责任和后果。

第五章 公寓卫生

第二十三条 公寓楼内的公共场所的卫生由专职保洁人员负责，宿舍内卫生由学生负责。留学生应自觉打扫卫生，保持房间的干净整洁，主动接受和配合公寓管理员的监督和检查。

厨房桌面卫生每周由一间宿舍负责。

厨房桌面及宿舍内卫生检查由公寓管理员或学生会成员每周检查一次，要求厨房桌面及宿舍地面无明显污渍和垃圾，垃圾桶及时倾倒，具体标准由检查人员根据实际情况掌握。发现不合格应及时整改，连续三次不合格的，将给予宿舍全体成员警告处分一次，拒不整改的给予严重警告直至勒令退学。

第二十四条 自觉维护公共环境卫生。公共区域、消防通道禁止乱扔垃圾和堆放个人物品。

厨房台面禁止长时间堆放个人物品，个人物品应及时清理并存放于壁橱内；走廊禁止违规放置个人物品。凡在厨房或走廊违规放置的个人物品，影响保洁人员工作或阻塞消防通道的，一经发现则按无主物品处理。

第二十五条 为预防各种疾病的侵入，禁止在公寓内饲养或携带各种宠物。

第六章 公寓水电

第二十六条 公寓内注意节约用水用电，人走关灯水停。如有人为浪费，警告两次后根据学校相关规定进行相应处罚。

第二十七条 对故意浪费水、电等行为屡教不改者，勒令退宿，并不退还住宿费。

第七章 报修与维修

第二十八条 爱护公共物品，正确使用公寓楼内的公共服务设施，发现宿舍或公共场所设施设备需要维修，应及时上报值班室，由值班室负责报修，并督促维修完毕。维修中，宿舍内成员应积极配合，尽可能为维修人员提供维修操作便利。

第二十九条 因使用不当或蓄意破坏等人为因素造成宿舍物品或公共设施丢失、损坏的，须照价赔偿后，方可维修。

第八章 处罚制度

第三十条 凡有以下行为之一，依情节严重，给予严重警告直至勒令退学：

- (一) 利用学生公寓从事违法活动的；
- (二) 违反消防安全法或有其他违规行为，对公寓造成安全隐患的；
- (三) 人为故意损坏公共设施或浪费水电的；
- (四) 私自转让或者出租床位和房间的；
- (五) 在公寓内私自留宿他人，或将门卡交给其他人员的；
- (六) 未请假或请假未准夜不归宿一学期累计达三次者；
- (七) 损坏宿舍内公物拒不赔偿者；
- (八) 其它经公寓管理方和相关部门共同确认为严重违规的行为。

第三十一条 留学生的行为违反中华人民共和国法律法规或造成严重后果的，学校有权保公安机关进行查处，由学生本人承担相应的民事或刑事责任。

第九章 附 则

第三十四条 留学生入住公寓须签订入住承诺书，见附表一。

第三十五条 留学生公寓公共物品价目表，见附录二。

第三十六条 本规定由河北地质大学国际交流合作处负责解释。

第三十七条 本规定以中英文两种语言书就，以中文描述为准。

第三十八条 本规定自发布之日起实行。

外国留学生驾驶机动车、非机动车的管理规定

为维护校园交通秩序，切实保障广大师生安全，教育和引导外国留学生遵守学校规章制度，对外国留学生在驾驶自行车、摩托车、汽车等非机动车或机动车的行为，规定如下：

1. 中国政府严禁无证驾驶机动车、燃油摩托车。
2. 严禁购买、在校园内存放或驾驶机动车、燃油摩托车和电动自行车，严禁违规带人驾驶自行车。
3. 遵守校园内的交通规定、指示和标识等，服从学校管理人员的命令和指挥。
4. 乘车或骑自行车外出、旅游要注意安全。
5. 当出现有学生个人原因造成的交通事故或他人人身财产损失的，肇事学生应负担所有的民事或刑事责任。

Hebei GEO University Regulations of Enrollment Status Management for International Degree Students

The regulations are made according to *the Regulations of Enrolling Foreign Students in Universities and Colleges* (Order of Ministry of Education, Ministry of Foreign Affairs and Ministry of Public Security), to preserve teaching order and rigorous study discipline in Hebei GEO University for international students.

Chapter 1 Enrollment and Registration

1. Matriculated international students are required to bring their admission letter and JW202 Form and register at the International Education Exchange Center on schedule. Transfer students from other universities in China must bring transfer certificate issued by the Admission Office of their former university. If unable to register on schedule, the student shall present relevant document and have their absence approved of by International Education Exchange Center. The leave of absence shall not exceed two weeks. Those who do not ask for leave of absence or fail to register beyond the absence except for such justified reasons as force majeure shall be deemed as relinquishing enrollment voluntarily.

2. Freshmen shall pay all the expense of the academic year including tuition fee, registration fee, residence permit fee, premium, book fee and other fees, and finish the physical examination on schedule. Only after that can they register and apply for residence permit. According to Chinese laws, international students who fail to apply for the residence permit within one month after their arrival or who have not met

physical requirements would be denied admission.

3. International students shall pay all the expenses of the academic year including tuition fee, book fee, premium, residence permit fee and other fees within the first week in each academic year; for special reasons, students must submit written application and have their application approved of by International Education Exchange Center. Those who fail to pay these fees or cannot meet the registration requirements will not be registered.

The unregistered are not allowed to attend class or take exam of the academic year. Their study process is invalid and their performance assessed already is not recognized.

Chapter 2 Attendance and Assessment

1. International students must attend class on time and participate in all the teaching, cultural and social activities held by university. Students are not allowed to be late for, leave early and be absent from class without permission. If unable to participate in the above-mentioned activities, students shall ask for leave. Those who did not ask for leave of absence or not get an approval will all be regarded as one absence of course period.

2. Request for leave of absence shall be submitted in advance and be approved of. Except for emergencies such as acute illness, submitting the request afterwards is not allowed. For sick leave, a proof issued by the university hospital or a regular hospital is required. Students are not allowed to travel during non-holiday period; Missing the class or any activity held by the university because of travel, for whatever reason, will

be regarded as absence.

Under one of the following situations, students must fill in *the Application Form for Foreign Students' Leaving Campus of HGU* and submitted to International Education Exchange Center:

- (1) Failing to attend teaching activities because of sick or other personal affairs consecutively for over 4 classes.
- (2) Leaving the city of Shijiazhuang (regardless of the length of absence).
- (3) Leaving campus for other places on weekends or during holidays.

For any incident involving personal security and property safety occurred during the leave, students shall be responsible for all consequences.

3. Students must report their return timely when they are back; if they need to extend leave of absence, they shall follow the procedures of asking for leave.

4. For those who fail to attend class of a certain course for more than one third of the course periods without asking for leave or without permission, their course would be recorded as fail; for those who are late for class for more than one third of the classes, their class performance would be recorded as fail. The assignment is a part of the class performance and students shall complete their assignments on time. For students who copy assignments from others, their class performance would be regarded as fail. According to the regulations of local public security and entry administration, within one semester, those who are absent without permission for 5% of the course period will receive a warning; those who are absent for 10%, will receive a critical warning; those who are absent for 15% will be expelled.

5. International students who are unable to take the exam on schedule for special reason must submit a written request for leave and an application for exam delay in advance. They can delay taking the exam only after their applications are approved of by the course teacher and the department. For those who fail to attend the exam without asking for leave or exam delay or without approval after asking or those who are late for the exam for more than 30 minutes will be be regarded as absence from the exam. The course result will be marked zero and those students must retake the course.

6. Students who failed the course are allowed to take one make-up exam within stipulated time. For required courses, if the students fail to attend the exam for any reason or fail in the exam, they have to retake the course. For selective courses, they can take another course. For students who pass the make-up exam, their result shall be scored as 60. Students who have to retake the course shall pay the tuition fee according to the relevant regulations.

7. Students must follow the arrangement and requirements of the exam personnel and observe the exam disciplines strictly. The confirmation and handling procedures of discipline violation and cheating in exam shall comply with the relevant regulations.

Chapter 3 Changing Major and Transfer

1. In principle, international students are not allowed to change their major or transfer to another university after enrollment. If they have to change major or transfer for particular reasons, they must submit a written application to International Education Exchange Center three weeks before the end of the semester. Procedures will be carried out only after the application is approved of by the university. Students

can only apply for major changing once during the schooling years. Tuition fee of the transfer semester will not be refund and their are not allowed to participate in the scholarship selection. The students must move away from the Students' Apartment before the end of the semester.

The residence permit of the transfer students will be canceled before the end of the semester.

2. For students who have applied for major changing, the university will decide whether they should continue study with their juniors or with students of the same grade basing on what they have learned. But they must earn all the credits set by the professional training program of the new major before graduation. The credit of the required course they took prior to major changing is valid if the course is the same as or similar to the course of the former major. Credits for non-required courses earned prior to major changing can be recorded as credits of the optional courses.

3. Students who should be flunked or expelled from the university or do not have justified reasons for transfer are not allowed to apply for transfer.

Chapter 4 Suspension, Withdrawal and Extension of Schooling Years

1. Under one of the following circumstances, international students shall be suspended by the university's approval.

(1) When the student has to suspend class and receive medical treatment after he or her is diagnosed by hospitals accepted by the university due to injury or disease, and when his or her recuperation has taken up over 15% of the total course periods of the semester;

(2) When their leave of absence in one semester accounts for more than 15% of the total course periods of the course according to attendance sheet;

(3) When students apply for suspension by themselves or the university deems that students should be suspended from the university for particular reasons.

The suspension period is usually 1 year. The accumulative period for students to suspend their study shall not exceed two years. Students suspended from school shall leave for their home countries within one week after they go through the procedures. Their student status will be kept during the suspension period. They do not enjoy the same rights as those international students staying in the university.

Students shall apply for resuming study in time and submit an application in written form after they have returned from the suspension. They can register and handle the payment only after their application gains approval. Students who have ever committed illegal activities during the suspension shall be denied the right to resume their study. Students who do not apply for readmission within the required time limit (except for legitimate reasons such as force majeure) shall be deprived of their student status.

After readmission, students shall continue to study in the same major as before. The grade they will be in shall be determined by their academic achievement before the suspension. Students shall study according to the training program of the grade they will be in.

2. Students shall be withdrawn from the university if any of the following occurs.

(1) They fail to meet the requirements for academic achievement of the university or fail to complete the courses within the required time (including suspension period).

(2) They have not applied for readmission within the required time after suspension or their readmission has been denied.

(3) They are unable to continue with study in the university because of illness or accidental disability with a diagnosis from a designated hospital.

(4) They are absent from class for 15% of the whole teaching hours of one semester; or they are absent from the university consecutively for one week without asking for permission and fail to participate in the teaching activities.

(5) They asked for leave of absence for times adding up to 15% of the semester's teaching hours and have not applied for suspension.

(6) They fail to complete the payment or fail to register within the required time and without justified reasons.

(7) They seriously violate the discipline or the laws, which leads to grave consequences and adverse effects.

(8) The students apply for withdrawal from the university.

To withdraw a student from the university, International Education Exchange Center shall present a withdrawal proposal and notify the student. After the student signs on the withdrawal notice, International Education Exchange Center shall submit for approval from the person in charge of the international students of the university. A written decision of withdrawal shall be issued.

The student applying for withdrawal shall submit a written application which shall be verified by International Education Exchange Center and the written decision will be issued after the application is approved of by the person in charge of the international students of the university.

3. Relevant affairs after withdrawal

(1) Students shall go through all the procedures of withdrawal and leave for their home countries within ten days after they receive the written decision. Their residence permit will be canceled within 20 days after students receive the written decision.

(2) Students diagnosed with mental disorder or having an accidental handicap will be reported to the embassy and consulate of their country in China and shall be brought back to their home countries by their parents, the organizations which sent them to China, their relatives or guarantors in China.

(3) Drop-out students shall be issued a certificate of study by the university with specified period of study written on it.

(4) The tuition fee will not be refunded.

4. After the standard academic year, students who have not completed all courses, are not qualified for graduation, or cannot be withdrawn, can apply for an extension of schooling years. After receiving the verification of International Education Exchange Center and the approval of the person in charge of international students in the university, the applicant shall pay the fees resulting from the extension of study and living as required. For undergraduate students, the total period of study shall not

exceed 6 year; for postgraduate students, the period shall not exceed 4 years.

Chapter 5 Course Completion and Graduation

1. After completing the courses listed in the teaching program of the major, acquiring requested credits or fulfilling the research tasks and passing the academic dissertation defense, the student shall be conferred the diploma and a related degree shall be conferred on those qualified.

2. International students who have completed the courses in the teaching scheme of the major, yet failed to meet the requirements of graduation and cannot be dismissed either within the period specified by the university shall be allowed to complete their study and conferred *Course-completion Certificate*.

3. International students must complete school-leaving procedures upon graduation. Students must get the diploma, the degree certificate or course-completion certificate and terminate their status as international students. The student shall move away from the students' apartment before the end of the semester. The university does not handle the procedure to extend the residence permit.

Student Discipline Administration of HGU

Chapter 1 Summary of Misconducts stipulated in the Regulations

The student conduct administration system of HGU is applicable to international graduate and undergraduate students. The following is a summary of most conducts, for international students reference, to help avoid violations of the university discipline.

Jeopardizing national and public security

1. Jeopardizing the national security of China; intentionally stirring up hatred among ethnic groups, or impairing the harmonious relationship among peoples from different countries.

2. Causing serious hidden danger to public security: bringing into the university or taking out from laboratories, warehouses, and other prescribed storing places without permission such dangerous articles like firearms, ammunition, and materials that are flammable, explosive or poisonous; unauthorized fire using within the fire protection areas of the university.

Infringing upon human rights

3. Stirring up quarrels and causing troubles; engaging in fights; scolding, abusing, or slandering other persons or infringing upon the privacy of others, and causing harmful impact.

4. Threatening the personal safety of others; disturbing the normal life of other persons; or being related to hooligan activities, such as sexual disturbance, sneaking

and peeking, and obscene activities toward women in the forms of spoken language, written characters or behavior.

5. Intentionally hiding, damaging and abandoning, of illegal possession or unauthorized disposal of other persons' notifications, mails or electronic mails.

Damaging public, private properties and intellectual property rights

6. Stealing, blackmailing, defrauding or false claiming of the properties of other persons or an organization; or hiding, damaging and abandoning, or destroying public and private properties with evil intention.

7. Violating the Intellectual Property Rights Protection Rules of HGU and causing losses to the rights and interests of the university: transferring and/ or permitting others to make use of the intellectual property without permission; leaking scientific results and technological privacy of the university.

8. Disobedience of the operating procedures of experiments or field working; violation of fire protection and extinction regulations; or causing damage to others' properties, to the university or to the nation due to negligence or carelessness.

Damaging the reputation and interests of the nation or the university

9. Using the name or logo of the university on public promotional materials such as sign board, advertisement, poster and documents for commercial purpose; making irresponsible promises in public notice or news in the name of the university, school, department or student associations unauthorizedly; participating in social activities or other events in the name of the university, school, department or student associations unauthorizedly, which results in damage to the reputation of the university.

Violating academic regulations

10. Failing to sit in the assigned seats designated by the proctors in the examination room or refusing to follow the instructions of the proctors. Bringing into the examination room any unauthorized books, notes, or other references, scrap paper or question paper, auxiliary instruments like electronic calculators and electronic dictionaries, or communication tools like mobile phones, and failing to put these items to the designated place when the examination starts; committing other conducts that violates the examination discipline rules or disturbs the order of the examination.

11. Cheating activities in the process of the examination: communicating with one another; delivering and obtaining answer sheets, scraps of paper or references related to the examination; delivering and obtaining examination-concerned information through signals or covered by the borrowing of others' electronic calculators, reference books, or stationery; peeping at the examination paper of other candidates or allowing other candidates to peep at one's own with tacit consent; taking exam paper or answer sheets out of the exam room without proper permission for sake of correction; making correction on the answer sheets after turning in the examination paper, etc.

12. Staying with examination-related materials, including textbooks, notes, scraps of paper and written characters in the desks, on seats and on one's body, after the closed-book examination commences (except for situation that all those behaviors are allowed in advance); peeping at references by taking the chance of using washroom facilities, or bringing references back into the examination room after short

leave, or passing and receiving test papers and answer sheets without permission during the process of the examination; cheating detected by investigation on similar papers found in the same examination; other premeditated cheating conducts which is plotted beforehand and finally carried out in the examination.

13. Stealing, intentionally hiding, abandoning or destroying examination paper or answer sheets; the impersonation of an examination candidate or allowing oneself to be impersonated; cheating through the use of communication equipment; premeditated cheating which is plotted beforehand with other persons and finally carried out in the examination.

14. Any disciplinary behaviors found in examination organized by other universities, colleges or institutions.

15. Inappropriate academic conducts: unauthorized alteration and forging of university transcripts, signature of the tutors, letters of recommendation or other supporting materials of academic records and performance; plagiarizing, copying or forging experimental data or calculation results, etc.

Disturbance of university and social order

16. Disturbing normal classroom or living order of the university and failing to correct the misconduct upon dissuasion: behaving noisily, playing acoustic equipment too loudly, etc.; going to the bar, indulging in excessive drinking, making great noise, playing fireworks at inappropriate places and time, intentionally damaging or beating different kinds of utensils or facilities, etc.; inciting or organizing the public to make disturbance towards school administration order.

17. Violating the rules in accommodation management, computers and network administration, school transportation management, and teaching order management and so on; lending or transferring certificate such as student's identity card; embezzling, altering and forging student's identity card or other proof documents.

18. Illegally organizing religious activities in the university and failing to correct the misconduct upon dissuasion; sending out propaganda items, printing materials without permission; fabricating information and spreading demagoguery which brings harmful effect; Participating in illegal associations and assembly.

19. Obstructing and hindering university staff from performing official duties; intentionally fabricating false testimony or evidence in disposal procedures of violation or creating obstructions in investigation.

Violation of social morals

20. Circulating, making, posting or spreading obscene articles, books, magazines, videotapes, websites; engaging in gambling or offering gambling devices or place; prostitution.

Chapter 2 Administrative Measures of International Students Discipline of HGU

1. With reference to The Administrative Regulations of Student Discipline Penalty of HGU, disciplinary penalty for international students are as follows:

A. warning;

B. critical warning;

C. expulsion;

D. for students who violate the law, they shall undertake the corresponding

liability.

2. Students will be expelled from the university if any one of the following conditions occur.

(1) They violate Chinese laws and commit criminal offenses, or they break the regulations on public security to a severe extent;

(2) They organize and incite troublemakers to disturb social and teaching order and undermine the stability and unity of the society; they preach the religion;

(3) They ask others to take exams for them or take exams for others, organize cheating in exams, or cheat with communication equipment and other serious cheating behaviors;

(4) They plagiarize or copy the research results from others to a severe extent;

(5) They are absent from class for 15% of the whole teaching hours of one semester; or they are absent from the university consecutively for one week without asking for permission and fail to participate in the teaching activities;

(6) They illegally work off campus, or participate in commercial activities;

(7) They violate other university rules and regulations to a severe extent and incorrigible.

2. Implementation of disciplinary action for international students shall be based on the principles of justified procedure, sufficient evidence, accurate evaluation and appropriate penalty.

A. Throughout the investigation and evidence collecting process, the student suspicious for the violation are entitled to the following rights:

a. The student has the right to entrust an agent.

b. The student and his/her agent have the right to present statements.

c. The student has the right to collect evidence on their own within the legal confines.

d. The student and his/her agent have the right to defend themselves.

B. The authority shall make a penalty resolution based on the facts at the completion of investigation and evidence collection. A written penalty notice shall be delivered to the students concerned.

C. The student penalized may appeal to the university if he/she has a contradiction to the penalty.

The power of interpret the measures remains with the International Education Exchange Center of HGU.

Administrative Measures of Accommodation in International Students Apartment of HGU (Provisional)

Chapter 1 General Principles

1. The measures are stipulated, in accordance with the law, administrative regulations of the government, and *the Administrative Measures of Accommodation in Students Apartment of HGU*, in order to maintain the regular order of teaching, study and living, to provide good environment of study and living for international students, to protect the legal benefit of both the university and the students.

2. Students shall observe the laws and regulations of China and the administrative measures of the International Students Apartment. The university carries out routine inspections of hygiene, equipment, safety, etc. Students must cooperate if the staff have to enter the rooms.

Chapter 2 Check-in and Check-out

3. International students must live in the International Students Apartment. International Students Apartment is entitled to the room allocation. An international student shall only occupy the specified room and bed allocated to him/her upon check-in. It is forbidden to exchange room or bed without permission. The students must cooperate if there is a need to change rooms.

4. Students shall check in at the office of the Students Apartment Officer, signing the agreement, filling in the registration form with the passport or residence permit

and receiving the room card.

5. For students who transfer, suspend or quit after paying the dormitory fees, they can process the check-out formalities with the statement of their departments and a proof of payment.

The dormitory fees shall be reimbursed in terms of month, less than a month is regarded as one month. Fees are not refundable for students who are expelled by the university.

6. After entering the dormitory, a student shall check the things in the room according to the checklist and sign on it. When a student graduates, completes the study or leaves for other reasons, he/she shall take away all the personal belongings and clean the room. After the room conditions and equipment have been checked by the officer, the students can process the check-out formalities at the office of the Students Apartment Officer with the door card. If any loss or damage of the room is found, the student shall compensate for the loss.

7. The dormitory fees only cover the academic periods. Students whose living lease expires because of graduation or completing the study, must finish the check-out formalities and leave the dormitory before the end of the semester; students for other reasons shall leave according to the time given by the apartment officer; for students whose lease has not expired and the semester is finished, they can live in the dormitory during the holiday for free.

8. The first door card is free, but if the door card is lost, one shall re-apply one from the university hostel and the fee is 20 yuan.

9. Any unauthorized decoration, damage or change to the structure and function of the apartment is forbidden; it is forbidden move the furniture; it is forbidden to connect electric wires or network cables without permission; it is forbidden to paste any picture or hook on the wall.

Chapter 3 School Hours

10. The apartment is closed from 23:00 or 24:00 on holidays (except for winter and summer vacations) to 6:00. Students must come back before 23:00 or 24:00 on holidays. One shall not stay out late or night out without permission. Generally, one is not allowed to go out while the apartment is closed. Students who leave the city of Shijiazhuang must report to the apartment officer in advance.

11. Visitors are allowed from 8:00 to 22:00. All the visitors shall provide his/her valid identity papers and register at the reception. Visitors must leave before 22:00.

12. In order to create a sound living and studying environment for all, students shall not make noises or chaos in the apartment.

Chapter 4 Safety

13. In order to prevent and stop fire accident, protect the safety of life and property in the apartment, the managing party implements fire-safety measurements in accordance with the P.R.C Fire Service Law. All shall strengthen the awareness of fire safety, mastering the basic knowledge, learning to use the fire extinguisher, knowing the location of the emergency exits and taking care of the fire fighting devices in the apartment.

The following conducts are violations of regulation:

a) Deliberate damage or unwarranted movement of the fire extinguishing facilities.

b) Storage or usage of combustible, explosive or corrosive matters, or forbidden electrical appliances; cooking in the dorm room; usage of naked fire; smoking; forbidden power line connections; embezzlement of public electricity supply.

c) Stuck the exist by bicycle, motor cycle, garbage and any other personal belongings.

The following electrical appliances, if not provided by the university, are forbidden:

a) Electric heating appliances, such as water heater, heating blanket, etc., and electric appliances without automatic power break protection device.

b) High-power electrical appliance over one kilowatt (1kw).

c) Electric appliances without China Compulsory Certification (CCC).

d) Any electric appliance that is substandard or potentially hazardous.

The following power line connections are forbidden:

a) Connection except for fixed sockets in rooms (including public areas);

b) Connection from fixed sockets in a room to another room.

14. Each room is equipped with a washing machine and an air-conditioner, while the public area has induction cookers and microwave ovens. All the appliances shall be turned off while leaving. If the students need to purchase any electric appliance, they must get permission from International Education Exchange Center

beforehand; for any appliance purchased without permission, he/ she shall bear the consequence by themselves.

15. Take good care of your personal property. It is not advisable to store too much cash or valuables in the dormitory, especially when one needs to leave the apartment for long time. The university will not bear responsibilities for any loss or damage caused by improper storage.

16. It is strictly forbidden for students to transfer the dormitory to other people or accommodate others.

17. The room card shall not be duplicated. Doors and windows shall be locked while sleeping and leaving, water and electrical appliances shall be turned off while leaving. Any loss or damage caused by personal reasons shall be born by the student liable him/herself.

18. It is strictly forbidden to place objects on the windowsill outside or throw things out of the window.

19. It is strictly forbidden to conduct any activities that are illegal or against Chinese laws and the university's rules and regulations.

20. It is forbidden to organize religious activities in public areas; it is forbidden to preach the religion, to carry, read, play, or to spread reactionary or obscene articles, books, magazines, videotapes, websites, to post slogan or advertisement or to engage in business activities.

21. It is forbidden to engage in gambling, excessive drinking, hold parties or fighting. Any activity that disturb others, including shouting, playing music or films

loudly, is not allowed; once being reported or found, the officers are entitled to confiscate relevant equipment.

22. The apartment implements a safety inspection institution. The officer has the right to enter the dormitory of all the students to conduct safety inspection. Measures will be taken to control or eliminate the spotted conducts which are dangerous or against the rules.

Any dire consequences caused by the violation of the above regulations shall be born by the students involved.

Chapter 5 Hygiene

23. All the public areas are cleaned by cleaning workers, while the cleaning of the dorm rooms shall be conducted by the students themselves. The student shall be cooperative when there is an inspection of the cleaning.

Each week, one dorm room shall take responsibility of the cleaning of kitchen tables.

The apartment manager or the members of student union will inspect the room and kitchen conditions once a week. There shall not be apparent stains and rubbish on the floor and the kitchen tables; the dustbin shall be emptied timely (particular standards will be conducted by the inspector). Rooms that cannot fulfill the requirements shall be cleaned soon. For rooms which are found substandard consecutively for three times, every room member will receive a warning; for students incorrigible, they will receive a critical warning or even an expulsion.

24. Every student has the responsibility to keep the public areas clean and tidy.

Do not pile rubbish or personal belongings at the public areas or emergency exits.

Clean the kitchen table after using it and personal belongings shall be taken away timely; the corridors are not allowed to put personal belongings. Things left in corridors or kitchens which hinder the cleaning work or block the emergency exit, will be taken away.

25. In order to prevent relevant diseases, pets are strictly forbidden in the apartment.

Chapter 6 Water and Electricity

26. Save water and electricity, turn off water and electrical appliances while leaving. For students who waste water or electricity and have received two warnings, certain measures will be taken by the administrative party.

27. For individuals who have been found wasting water or electricity and refuse to correct, they will be expelled from the apartment without reimbursement of the dormitory fees.

Chapter 7 Repair and Maintenance

28. Take good care of and properly use the public facilities. If any facilities in the dorm room or public areas need to be fixed, one shall report to the duty room as early as possible. The staff there will take charge of these. During the repair, relevant students shall cooperate with the workers, positively.

29. For any loss or damage of the facilities caused by personal misuse, the students concerned shall compensate according to the cost before the worker comes to repair.

Chapter 8 Penalty

30. A resident student who commits a violation of the followings, according to the seriousness of the case, shall be given a warning or even be expelled.

a) Use the International Students Apartment for illegal activities;

b) Conducts against the Fire Service Law or other regulations, and cause security worries to the apartment;

c) Damage the public facilities or waste water and electricity, intentionally;

d) Transfer or rent the bed or room to other people;

e) Accommodate others in the dormitory without permission; pass the room card to other people.

f) Staying out whole night without permission for three times within one semester.

g) Damage the public facilities in the apartment and refuse to make compensation.

h) Other violation determined by the administrative party of the apartment and other relevant departments.

31. Students who act against the law or cause serious consequences must be handed over to the judicial department for punishment. All the civil or criminal liability shall be borne by the students themselves.

Chapter 9 Supplementary Provisions

32. Students shall sign the letter of commitment, see attachment 1.

33. List of Prices of Public Facilities, see attachment 2.

34. These regulations shall be interpreted by International Education Exchange Center.

35. These regulations are written in both English and Chinese. If any discrepancy exists between the two versions, the Chinese one shall prevail.

36. These regulations are effective on the date of publish.

Regulations of Driving Motor and Non-motorized Vehicles for International Students

In order to maintain the traffic order of the campus, to protect the safety of students and faculties, and to lead international students to abide by the university regulations, the International Education Exchange Center hereby announce the following articles:

1. Driving cars, motorcycles without license is not permitted in China.
2. Driving or keeping cars, motorcycles or electric bicycles on campus is not permitted; taking others by bicycle are strictly forbidden.
3. Observe the traffic regulations, instructions and signs on campus and obey the orders and guides of the managing staffs of the university.
4. Safety shall be paid attention to while taking cars or riding bicycles outside the campus or during a trip.
5. In case of any traffic accidents and any life and property losses of others caused by the student's personal reasons, the violator must bear all the civil or criminal liability.