



湖南中醫藥大學
HUNAN UNIVERSITY OF CHINESE MEDICINE



國際教育學院
INTERNATIONAL EDUCATION INSTITUTE

湖南中医药大学国际学生手册

Handbook for International Students of Hunan University of Chinese Medicine

2019.1

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医学生誓言

健康所系，性命相托。

当我步入神圣医学学府的时刻，谨庄严宣誓：

我志愿献身医学，恪守医德，尊师守纪，刻苦钻研，孜孜不倦，精益求精，全面发展。

我决心竭尽全力，除人类之病痛，助健康之完美，维护医术的圣洁和荣誉，救死扶伤，不辞艰辛，执着追求，为弘扬医药卫生事业的发展和人类的身心健康奋斗终生。

Medical Students' Oath

The direct bearing of the health, the life is held.

As I step into the moment of the sacred medical institution of higher learning, i hereby make solemn vow sincerely:

My wish is to dedicate myself to medical science, be loyal to the people, abide by medical ethics, respect teachers and keep the disciplines, study assiduously and diligently, keep improving, and develop in an all-round way.

To eradicate illness that debilitates human, I am determined to try my best to help the perfection of the health, safeguard the piousness and purity and honor of the medical skill, heal the wounded, rescue the dying, do not give up for hardships and pursue persistently. I will struggle all my life for the development of medical science for the motherland and the health of mankind.



湖南中医药大学校训 School Motto

文明求实 继承创新
Civilization Practice
Inheritance Innovation

国际学生的权利与义务

一、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，在校内参加学生团体及文体体育等活动；

(三) 申请奖学金（需符合申请奖学金的条件）；

(四) 在品德修行、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、教育行政部门提出申诉；对学校、教职员侵犯其人身权、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。

(注：以上权利的行使需在依法依规的前提下，在学校及有关政府部门的允许下进行。)

二、学校在校期间依法履行下列义务：

(一) 遵守中国宪法、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，履行相应义务；

(五) 遵守学生行为规范，尊敬师长，养成良好的品德和行为习惯；

(六) 法律、法规规定的其他义务。

安全防范须知和日常法律提示

整体来讲，长沙是一个治安非常好的城市。即便如此，在日常的生活中。国际学生也应当保持适度的警惕，防范人身财务安全受到侵害。同时，国际学生应当遵纪守法，行为检点，避免因违法而受到处罚，或者引起本地居民的反感。

一、安全防范须知

1. 在公共场合，特别是拥挤的场所，比如公交车、地铁等处，不要清点钱款财物，以免被不法人员盯上；不要将手机、MP4等贵重物品挂在脖子上，以防被抢夺。注意身边的可疑人员，严防扒手。

2. 将自己的地址和电话及时告知学校学生管理科，并将学校学生管理科的联系方式留给自己的家人。提醒自己的家人和朋友，如果出现无法跟本人联系的情况，可以和学校联系取得帮助。学生出现紧急情况，当地警方和医院一般会第一时间联系学校。学校有相应的处置预案，会及时派员协助并通知使领馆联系家属。因此，如果有人向家人打电话，声称自己是中国警方或者医院，说学生本人由于遭遇事故或者突发疾病需要治疗，要求家人立刻汇款，这很有可能是遭遇到了诈骗。请不要轻信，务必首先和学校或使领馆确认情况。

3. 注意防火安全。学生公寓中禁止使用蜡烛等明火物品，禁止焚烧物品，禁止使用大功率电器等危险设备，禁止存放易燃易爆物品。不在床上吸烟，也不要蚊帐内和窗帘附近使用蜡烛或者蚊香。

4. 不要酗酒。酗酒会造成严重的健康损害，而且酒后丧失理智极易引发意外伤害、冲突、暴力事件和性侵犯事件。

5. 不要向窗外扔杂物，砸到行人要赔偿。

二、日常生活和社会治安法律提示

1. 根据《中华人民共和国治安管理处罚法》的规定，严禁结伙斗殴、追逐、拦截他人及其他寻衅滋事行为，严禁破坏、盗窃、诈骗、扰乱公共秩序等犯罪行为。

2. 中国政府一贯严厉打击毒品犯罪，非法买卖、运输、携带、持有、吸食、注射毒品均为犯罪行为。情节严重的最高可处以死刑。

3. 中国法律禁止卖淫嫖娼行为，违反相关法律者将被处十日以上十五日以下拘留，可以并处5000元人民币以下罚款。

4. 根据《中华人民共和国出境入境管理法》第三十七条规定，外国人在中国境内停留居留，不得从事与停留居留事由不相符的活动。

5. 国际学生有下列行为之一的，属于非法就业：

1) 未按照规定取得工作许可和工作类居留证件在中国境内工作的；

2) 国际学生违反勤工助学管理规定，超出规定的岗位范围或者时限的；

6. 国际学生在中国境内非法就业的，一律开除学籍。

7. 遵守各地区各单位的管理规定，未经允许不要擅自闯入其他单位管理的区域，扰乱其正常的工作秩序。

8. 外国人进行宗教活动，必须在指定的宗教场所进行，校园内严禁宗教活动和传教行为。外国人不得在中国境内成立宗教组

织、设立宗教办事机构、设立宗教活动场所或者开办宗教院校，不得在中国公民中发展教徒、委任宗教教职人员和进行其他传教活动。

三、对国际学生的纪律要求

湖南中医药大学对于学生的道德标准和行为规范一直都有高标准要求。同时，为了确保校园的安全，学校还采取了严格的安保措施和标准。境外国际学生必须严格遵守法律法规，遵守学校的管理制度，应当有良好的行为举止。对于任何违法乱纪的行为，学校将依照有关规定给予严肃处理，直至取消学籍；对于行为不良的学生，学校将在教育的同时为学生建立信用记录，作为学校对学生在校表现评价的重要部分。

学校制定了《湖南中医药大学国际学生违纪处分条例》。请仔细阅读，严格遵守。

报到注册须知

1、国际学生持《JW202表》、《录取通知书》、本人有效护照；华侨学生持《录取通知书》、本人有效护照，按规定日期到湖南中医药大学国际教育学院学生管理科报到。因故不能按期报到者，应办理请假手续，开学后两周内不报到者，取消入学资格。

2、新生报到时交近期小两寸正面免冠照片十张，一寸正面免冠照片五张，以便办理各类证件。

3、根据国家教育部的规定，国际学生在中国学习期间，必须购买教育部推荐的医疗保险为中国平安人寿股份有限公司的来华人员综合保障计划，没有购买该保险的学生不能到校注册学习。

4、新生按规定填写《湖南中医药大学入学申请表》、《湖南中医药大学国际学生学籍表》等相关表，签署知情书，交验护

照。

5、领取《湖南中医药大学国际学生手册》。

6、新生报到时须缴纳年度学费、住宿费、报名费及其它费用。并将发票复印件交学生管理科存档。

7、到后勤科填写《学生住宿登记表》，签订《学生住房协议》，办理住房手续，交纳住宿押金，领取房间钥匙，核对房间物品。

8、到教务科领取课表、教材，办理学习方面的事宜。

9、新生必须参加入学教育。听取学校的情况介绍及中国法律法规和校纪校规讲座。组织学习教学计划，学分制管理有关规定，参观学校、附属医院及了解城市基本概况。

10、未按规定缴纳学费或欠学费的学生不予注册。

11、休学期间或休学期满未按规定办理复学手续的，不予注册。

12、未按规定办理以上手续的，不予注册。

13、完成以上所有注册方可至学生管理科领取学生证。

生活指南

一、邮件

校园内有邮局，学生可以在邮局寄发平信、挂号信、航空信件和国内特快专递。

通讯地址为：中国湖南省长沙市岳麓区含浦科教园区湖南中医药大学国际教育学院

二、节假日

国际学生享受与中国学生相同的节假日。其他国家的节假日，学校不放假。校历上有当年的假期安排。假期前夕，国际教

育学院将会通知国际学生。除寒暑假外，中国的节日主要有：

1月1日	元旦	农历1月1日	春节
5月1日	劳动节	农历5月5日	端午节
4月5日前后	清明节	农历8月15日	中秋节
10月1日	国庆节		

在中国旅游

国际学生可以在课余时间到外地旅游。

外出旅行时，一定要带上护照，并要保管好证件和贵重物品。

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

旅行只能在周末、节假日和寒暑假里进行。学习期间不能请假外出旅行。

有关旅行的信息，可以到长沙市各旅行社网站或中国旅游网上看看。

网址：(<http://www.cnta.com/>)。

有关旅行的信息，可以到长沙市各旅行社网站或中国旅游网上看看。

□□□□<http://www.cnta.com/>)。

Students' Rights and Obligations

1. Students enjoy the following rights by law during the period of university:

(1) Attend various activities arranged by the teaching plan of the university and use the education teaching resources provided by university

(2) Attend social service and work-study program/ part-work and part-study system, participate in student groups and recreational and sports activities.

(3) Apply for scholarships (Need to fulfill the application requirement of scholarship)

(4) After completion of the academic study with proper behavior, student will be given relevant certificate and/or degree

(5) Students have the right to appeal to university or educational administrative department if he/she has objections to university's punishment. When students' legal right and interests are infringed upon by university and faculty he/she may start legal proceedings against university and faculty. (Students have the right to appeal from the punishment or judgment given by university to university or educational administrative department)

(6) Other rights stipulated by law

2. Students should fulfill the following obligation by law during the period of university:

(1) Observe constitution laws and regulations in China

(2) Observe the institution of university management and the

university management system.

(3) Make great effort to complete the academic learning.

(4) Pay the tuition and related expenses by rule, perform the corresponding obligations

(5) Observe Student Conduct Code, respect teachers and other students, develop/acquire good behavior and habits

(6) Other obligations stipulated by law

Safety Instructions and Daily Legal Tips

Overall, Changsha is a very good city in public security. Even so, International Students should keep alert in daily life, and guard against your personal and property security. At the same time, you should abide by the law, display appropriate behavior, and avoid punishment for illegal or cause antipathy by local residents.

1. Safety Instructions

(1). In public places, especially in the crowd, on buses and subways for example, do not check or count your money or other valuable belongings, which will attract thieves. Do not hang valuable electronic such as cell phones or mp3 players on your neck, as they usually become the target of robbery.

(2). Update your address and telephone details which are kept in IEI, and leave the contact information of IEI with your family. Remind your family and your friends to ask IEI for help when if they can't contact you. Generally, if a student is in emergency, the university will be informed by the police or hospital at the first place. As soon as informed, the university will send staff to assist and inform the embassy to contact the student's family. Your family must be

vigilant to avoid becoming victims of fraud. Sometimes frauds pretend to be policeman or hospital personnel, and call the family of a foreign student, asking them to transfer money for medical treatment (if posing as hospital personnel) or bail (posing as policeman). If family can't contact you, they should call the university and the embassy first to confirm your situation.

(3). Pay close attention to fire safety, Items with flames, such as candles, gas stoves, kerosene stoves, high-power electric heating equipment, combustibles, and explosives are all strictly banned in the student dormitory. Be very careful when using fire, gas and electric heating equipment in your apartment off-campus. Do not smoke in bed. Do not use candle or mosquito repellent incense in the mosquito net or near curtains.

(4). Addition to alcohol is strongly disapproved here. Excessive alcohol is harmful to your health, and the loss of mind due to drunkenness easily causes injury, conflicts, violent incidents, or sexual assault.

(5). Littering or throwing things out of the window may cause serious consequences, if it hit any person, you will have to compensate.

2. Laws Related to Everyday life and Public Security

(1). The following behaviors will be penalized as prescribed in the Law of the People's Republic of China on administrative penalties for public security : gang fighting, chasing or other disorderly behavior; deliberately damaging, stealing, defrauding, snatching or damaging private properties; disturbing the order of government organs, social organizations; disturbing the order of station, port, airports, shopping malls, parks, exhibition halls and other public places.

(2). Drug crime is severely punished by the Chinese government.

Drug trading, trafficking, carrying, holding, taking, and injecting are all crimes. Death penalty is applicable to the serious drug-related cases.

(3). Prostitution and brothels all illegal. Violation in this respect shall be detained for not less than 10 days but not more than 15 days and shall also be fined not more than RMB 5,000 yuan.

(4). According to the Order of the President of the People's Republic of China, Foreigners who stay or reside in China shall not engage in activities not corresponding to the purpose of stay or residence.

(5). Student, who has one of the following behaviors, is illegal employee:

a. Work in China without obtaining work permits or work-type residence permits in accordance with relevant regulations ;

b. Foreign students work in violation of the regulations on the administration of foreign students working to support their study in China and work beyond the prescribed scope of jobs or prescribed time limit ;

(6). Foreign students unlawful employment in China will be expelled.

(7). Obey the local administrative regulations of other local communities, societies, companies, institutions, etc. Do not break into private area or disturb the peace.

(8). The freedom of religion of foreigners with Chinese territory is respected and protected by the law. Religions activities are allowed only in designated religious sites. Missionary activities are strictly forbidden on campus. Foreigners shall not establish religions organizations, set up religions office, sites for religious activities, or run religious institutions, nor may they develop followers, appoint religious personnel or engage in other missionary activities.

3. Principals

As a famous university in China, Hunan Normal University has a high level on moral and behavior to its students all the same. At the same time, the university takes strict measures to keep security. The overseas should obey all the laws and principals and behave well. Anyone who breaks the principles will be punished even expel from school. Behavior is a very important part of valuation in the school. International student Disciplinary Punishment Regulations has been formulated. Please read carefully and strictly abide by.

Our university has set up International Student Disciplinary Punishment Regulations (Trail) ".Please read carefully and strictly abide by.

Registration Notice

1. International students should report to the International Students Affairs Office at the stated time with Administration Notice, JW202 form, valid Passport. Students should report to the International Students Affairs Office at the stated time with Administration Notice. Who cannot register on time should ask for leave from the office. If he/she doesn't register within two weeks, the university will cancel his/her admission.

2. For registration, a new student is required to 10 two-inch size photos and 5 one-inch size photos (facing the front, without hat) for handling types of certificates.

3. According to the rules of Ministry of Education, international student should buy comprehensive insurance plan of people coming to China provided by China Pingan Life Insurance, those who haven't

buy it can't take registry.

4. Students should fill in Registration Forms of Hunan University of Chinese Medicine, sign the information letter and show the Passport.

5. Students could get International Student Handbook.

6. Students should pay their tuition, accommodation, registry and sundry fees, and hand in the recipe for archive.

7. Students should fill in Application for Temporary Residence, and sign the accommodation contracts at the Exchange Center. After they check the room lists, they should pay the deposit for the room and get the key.

8. Students could get the timetable, textbooks and go through procedures concerning study.

9. Students must attend the pre-study education, during which they will get to know introduction of the university, related laws and regulations of both China and the university, they will also learn the teaching plan, rules of credits management system, and they will visit the university, affiliated hospitals and have a tour around the city.

10. Students can't get registration without finishing all the fees' payment.

11. If the retaining period is due, a student applied to have his/her status as a student retained, but he/she doesn't transact the formalities to resume schooling, he/she can't have the registration

12. Students who do not go through the procedure according to related rules can't get registration.

13. Students can get a student identity card after finishing the above registration procedures.

Living Information

1. Mail service

There is a post office on campus available for ordinary mail, registered letters, airmail and domestic express mail service.

Postal Address: International education Institute of Hunan university of Chinese medicine, Hanpu science & education Zone, Yuelu district, Changsha, Hunan, China

Zip code: 410208

2. Holidays

International Students enjoy the same holidays as Chinese students. The university does not schedule foreign holidays.

The academic calendar lists all school holidays. IEI gives information on coming holiday on its bulletin board in advance. But for winter break and the summer break, prominent Chinese holidays are included:

January 1st	New Year's Day	Lunar January 1st	Spring Festival
May 1st	Labor Day	Lunar May 5th	Dragon Boat Festival
About April 5th	Tomb-sweeping day	Lunar August 15th	Mid-autumn Festival
October 1st	National Day		

3. Travel in China

China has a rich cultural and natural heritage, which is worth enjoying and seeing.

For International Students, a visa is always needed for traveling in China. Take good care of your identity documents and valuables. Without special permission, some areas are off-limit. Violators would be punished by the public security authorities in accordance with relevant laws.

Students may travel at weekends, holidays, and winter and summer vacation. It is not allowed to travel during the period of study.

For traveling information, please refer to the website of China Tourism Administration: <http://www.cnta.com/>



第二篇 出入境须知

Part Two

The Rules Of Entry And Exit

For Outside Mainland Students

国际学生出入境业务介绍

护照

护照是国际学生在华停留的唯一合法身份证件。国际学生需持普通护照来华留学。

国际学生需随身携带护照并妥善保管，随时接受警方查验。护照不得私自涂改、污损、加盖印章。将本人护照转借或出卖给他人使用是严重的违法行为。

签证

国际学生来华学习须持普通护照及学习签证（X1或X2签证）入境。X1签证有效期为入境后30日；X2签证有效期以签证注明为准。

居留许可

持有X1签证的学生需在入境后30日内申请学习类居留许可，逾期未办理则构成非法居留。持有X2签证的学生无需申请居留许可。

临时住宿登记表

国际学生自入境到校后24小时内必须向国际教育学院学生管理科报告并提交护照，学生管理科老师按规定向境外人员临时住宿登记系统上报，办理临时住宿登记手续，取得《临时住宿登记表》。

国际学生变动住宿地址、更换护照、更换签证或者居留许可证、出境后再入境、住宿登记到期时，应当及时进行重新登记。

国际学生未及时登记或未及时进行重新登记，即构成非法居留。

体检

长沙出入境检验检疫局（长沙经开区泉塘街道人民东路二段199号，0731-86964568），检查结果6个月内有效，每次办理居留许可延期前须重新进行体检。

国际学生申请居留许可、居留许可延期

国际学生须注意自己的签证或居留许可有效期。国际学生因签证或居留许可过期导致非法居留是违法行为，应当受到处罚。

持X1签证的国际学生应于入境起30天内申请居留许可手续，逾期不办者，责任自负，罚款自理。

居留许可即将到期的国际学生，需要延长居留期限的，须至少在有效期满30天前到学生管理科申请延期，未提前申请者责任自负，罚款自理。

如签证或居留许可有效期满时为学校寒假或暑假期间时，国际学生需在学校放假前两周到学生管理科申请办理。

办理居留许可所需材料为：

- 有效护照原件
- 有效护照首页、入境章页、签证页（居留许可页）复印件
- 居留许可申请表
- Jw202表原件
- 录取通知书
- 长沙出入境检验检疫局开具的体检证明
- 临时住宿登记表
-

护照丢失补办

国际学生护照丢失后，应当按照如下步骤办理相关手续：

- 1.立即向丢失地派出所报案，取得报案证明。
- 2.尽快与学生管理科联系，提供护照、居留许可复印件，开具护照丢失说明。
- 3.凭上述文件在长沙市公安局人口与出入境管理支队办理护

照报失手续，申领护照报失证明，并办理居留许可登报声明报失手续。

4. 国际学生凭护照丢失证明到所在国驻华大使馆申请新护照。

5. 取得新护照10日内，携带新护照及护照丢失证明重新办理《临时住宿登记表》，并办理新的居留许可。

6. 在未取得新护照之前，须妥善保管好有关证明文件以证明合法身份。国际学生在中国境内取得补办新护照而未在10日内办理新的居留许可的，构成非法居留。

其他需要说明的事项

1. 国际学生在华办理居留许可有效期不得超过学习期限。居留许可一年一办，每次延长一年。

2. 学生办理居留许可延期前，须先缴纳学费、住宿费、保险费。

3. 学生办理居留许可延期前，请先赴长沙出入境检验检疫局进行体检。

4. 学生每次变动住宿地址、更换护照、更换签证或者居留许可证、出境后再入境、住宿登记到期时，应当及时进行重新登记。

5. 国际学生结束学习后，应当于居留许可到期前离境，否则即构成非法居留。

6. 出入境政策依照国家法律法规可能会发生变化，学校以长沙市公安局人口与出入境管理支队的通知为准执行各项政策。

违法处罚

依据《中华人民共和国出境入境管理法》、《中华人民共和国外国人入境出境管理条例》，外国人有如下情形的，给予处罚：

外国人非法居留的，给予警告；情节严重的，处每非法居留一日五百元，总额不超过一万元的罚款或者五日以上十五日以下拘留。

外国人拒不接受公安机关检查其出境入境证件的，或拒不交验居留证件的，或居留证件登记事项发生变更，未按照规定办理变更的，或冒用他人出境入境证件的，或未按照规定办理住宿登记的，给予警告，可以并处二千元以下罚款。

外国人非法就业的，处五千元以上二万元以下罚款；情节严重的，处五日以上十五日以下拘留，并处五千元以上二万元以下罚款。

外国人在中国境内有违法行为的，依照法律法规，可以处限期离境、遣送出境或者驱逐出境。遣送出境的外国人，五年内不准入境；驱逐出境的外国人，十年内不准入境。

学生违反《中华人民共和国出境入境管理法》规定的其他条款，按规定执行。

Entry and Exit Regulations for International Students

Entry and Exit Regulations for International Students

1. Certificates for an International Student's Stay Permit/Residence Permit

(1) Passport

Passport is the sole legal identification for an international student during his/ her stay in China. For study in China, an international student is expected to hold an ordinary passport. Passport should be kept properly and carried around for police inspection at any time. It is prohibited to alter, damage or affix seals without permission. Subtenancy and selling of passport are deemed to be serious violations of law.

(2) Visa

International students studying in China must possess ordinary passports with either visa for study (X1 or X2 type). The validity of X1 visa is 30 days from the date of entrance. The validity period of X2 visa is indicated on the visa page.

(3) Residence Permit

International students with X1 visa shall apply for Residence Permit within 30 days after arrival in China. Late applicants will have to shoulder the responsibilities for illegal residence. Students with X2 visa have no need for applying for residence permit.

(4) Registration Form of Temporary Residence

International student should report his/her arrival to the Student Affairs Office of the International Education Institute and submit passport within 24 hours after arriving at the university from the

entrance. Staffs from Student Affairs Office take the charge of registering information on the Temporary Residence Registration System for Overseas Personnel according to regulations, transacting temporary residence registration and acquiring Registration Form of Temporary Residence.

The residence registration needs to be updated in the following cases:1) there is any change to the address, passport, visa or residence permit; or 2) re-enter china; 3) the residence registration comes to expiration. International students who fail to commit the procedures in time will be treated as illegal residents.

(5) Physical Examination

Changsha entry-exit inspection and quarantine bureau (No.199,second section, Renmin east road, quantang street, jingkai district, Changsha, 0731—86964568). The results are valid for six months. Students should have a new physical examination before applying for an extension of residence permit.

2. Application Procedures for Visa and Residence Permit for International Students

(1) Application for Residence Permit and extension of Residence Permit

International students should pay attention to the validity of their residence permits and entry visas. Staying in China with an expired visa or residence permit is a violation of law, and will be penalized.

International students with X1 visa shall apply for Residence Permit within 30 days after arrival in China. Late applicants bear all consequences and pay fines by themselves.

The International students with a residence permit should apply for extension at least 30 days before the expiration date. Late applicants bear all consequences and pay fines by themselves.

If an international student holds a visa or residence permit whose expiration date meets winter or summer vacation, he/she needs to

apply for extension at least 2 weeks before the vacation.

The documents required for the application or extension of the residence permit are as follows:

- The valid passport (original copy);
- The first page of the valid passport, page with the newest entry stamp and visa page (residence permit page) (photocopy);
- Visa/ residence permit application form;
- JW202 Form (original copy);
- Admission letter from the International Education of Chinese Medicine
- Health Certificate issued by Changsha Entry–Exit Inspection and Quarantine Bureau;
- Registration Form of Temporary Residence with stamp of the International Education Institute

(2) Loss of Passport and Reapplying Process

In case of passport lost, one should go through the following procedures:

- Immediately report to the local police station and obtain a receipt of case report
- Contact the Student Affairs Office as soon as possible; provide the photocopy of the passport and the residence permit to get a passport loss statement;
- With the above documents, go to the Division of Exit & Entry Administration of Changsha Public Security Bureau to get the certificate of passport loss. Announce a passport loss in provincial or municipal the newspaper;
- Apply for a new passport in the embassy of his/her country in China with the certificate of passport loss issued by Changsha Public Security Bureau;
- In 10 days after the new passport is issued, renew the

Registration Form of Temporary Residence and apply for new resident permit with the certificate of passport loss and new passport;

- Identity certificate documents should be kept properly before acquiring new passport.

If an international student loses his/her passport in China and fails to apply for a new residence permit within 10 days, his/her stay shall be illegal.

(3) Other Items

- The validity of visa or residence permit for an international student will not exceed the period of his/her study. Residence permits will be carried once a year, with each extended for utmost one year.
- Tuition, hostel, insurance and registration fees should be paid up before extension of the residence permit.
- A physical examination or notarization of physical examination in Changsha Entry–Exit Inspection and Quarantine Bureau is obligatory before extension of the residence permit.
- The residence registration needs to be updated in the following cases:1) there is any change to the address, passport, visa or residence permit; or 2) re–enter china; 3) the residence registration comes to expiration. International students who fail to commit the procedures in time will be treated as illegal residents.
- It is deemed as illegal residence for failing to exit before the expired date of residence permit after the end of study.
- Visa policies may change according to the law. The university process all residence affairs following the notice from Division of Exit & Entry Administration of Changsha Public Security Bureau.

(4) Penalty for violation of law

According to the Order of the President of the People's Republic of China and the Regulations of the People's Republic of China on the administration of entry and exit of aliens, foreigners shall

be punished under the following circumstances:

Foreigners who reside in China illegally shall be given a warning; where circumstances is serious, they shall be imposed with a fine of RMB 500 yuan per day, with a cap of RMB 10,000 yuan in total, or be detained for not less than five days but not more than 15 days.

Under any of the following circumstances, a warning shall be given, and a fine of not more than RMB 2,000 yuan may also be imposed:

- Foreigners refuse to accept examination of their exit/entry documents by public security organs;
- Foreigners refuse to submit their residence permits for examination;
- Foreigners fail to go through the formalities for altering registration in accordance with the relevant regulations when there is any change in the registered items in their residence permits;
- Foreigners illegally use others' exit/entry documents;
- Persons concerned fail to go through registration of temporary residence in accordance with regulations.

Foreigners who work in China illegally shall be fined not less than RMB 5,000 but not more than RMB 20,000 yuan; where circumstances are serious, they shall be detained for not less than five days but not more than fifteen days and shall also be fined not less than RMB 5,000 yuan but not more than RMB 20,000 yuan.

Foreigner who commits illegal acts in China shall be penalized to exit China within limit time, repatriate, deport or expel in accordance with laws and regulations. A repatriated foreigner will be refused to enter within 5 years. A deported or expelled foreigner will be refused to enter within 10 years.

Students who violate other provisions of the Order of the President of the People's Republic of China shall be subject to the provisions.



第三篇 教学管理

Part Three

Academic Administration Files

湖南中医药大学 国际学生学籍管理规定

第一章 总则

第一条 为促进我校的国际交流与合作，加强对培养国际学生教学工作的规范管理，提高教育质量，依据中华人民共和国教育部、外交部、公安部令第42号《学校招收和培养国际学生管理办法》，特制定本规定。

第二条 教务处为全校本科生学籍管理的主管部门，国际教育学院教务科为我校国际学生学籍管理的具体负责职能机构。

第二章 成绩考核与记载

第三条 国际学生必须参加所修专业教学计划规定的课程考核（包括实验课、临床实习、课程设计等）。考核及格，才能获得该门课程的成绩或学分。考核成绩和获得的学分载入学籍档案。

第四条 考核成绩的评定，采用百分制。学课程考试成绩60分以下为不及格。

第五条 学分制是以课程学分作为计量单位，以取得规定学分作为毕业标准的教学管理制度。在学分制管理中，决定学生能否毕业不以学年为限，而以修满规定的学分为准，同年级同专业

在校学生的学习进度原则上应相同。

学分是衡量学习量的单位，学生必须修满规定的各类学分和总学分才能毕业。原则上课堂教学按16学时折算1个学分，毕业实习、毕业论文与设计、社会实践等教学环节按1周折算1个学分。每门课程考核合格，方能取得该课程相应的学分。

（一）必修课是教学计划规定的学生必须修读的课程，包括公共基础课、专业基础课和专业课；

（二）选修课是按照培养目标与要求，学生根据自己的兴趣、能力和学科专业发展需要，从学校开出的各类课程中选择性地修读一定数量的课程。

第六条 课程考核成绩一般以学期末考试成绩为主，参考期中考试成绩或阶段小测验成绩、平时成绩（实验操作、实验报告、见习、实习、实习报告、课外作业、习题课、课堂讨论等）综合评定。在课程考核成绩中，期末考试成绩不得少于70%。

第七条 每门课程的考核方式和采取的考核形式（开卷、闭卷、口试或写论文等）由学校教学管理部门、国际教育学院商量决定。期中考试采取随堂考试，时间由主讲教师确定。期末考试由学校统一安排。

第八条 国际学生因特殊原因不能按时参加课程考核的，应事先由本人提出申请，持有关证明，经国际教育学院教务科、学生科审查，国际教育学院负责人签署意见获准后，方可允许缓考。

缓考课程的成绩以卷面成绩记载；考试未通过者按补考、重修有关规定处理。

第九条 学习期间必修课考核不及格者实行补考、重修制。

课程考试成绩在60分以下者，必须补考。补考以一次为限，补考考试可随重修班级或下一年级上课班级进行。补考未通过者，则必须重修该课程。

重修课程在规定的学习年限内应尽早申请安排，以免影响后续课程的学习。学生随下一年级上课班级重修，也可与下一年级

重修学生共同组成重修班重修。任选课不及格者可以重修，也可改选其他课程，取得规定的学分数。

重修课程的成绩均以卷面成绩记载，覆盖原不及格成绩；补考成绩以60分记载。

第十条 凡重修或补考的国际学生须按学校有关规定办理相关手续。

第十一条 凡擅自缺考或考试作弊者，该课程成绩以零分记载，且必须重修，并在成绩单中注明“旷考”或“作弊”。凡考试作弊者，视情节轻重，按《湖南中医药大学考场规则和学生考试违纪处理细则》，给予纪律处分。

第三章 考勤与纪律

第十二条 国际学生必须在每学期开学前到校，持学生证在规定时间内到国际教育学院学生科报到注册。因故不能如期注册者，必须办理请假手续，否则以旷课论。未办理请假手续逾期两周不注册者，按自动退学处理。

第十三条 国际学生因故需请假者，须本人提出书面申请，到国际教育学院学生科办理请假批准手续。请假在一周以内的由国际教育学院学生科批准，请假在一周以上（包括一周）的由国际教育学院学生科签署意见，国际教育学院负责人审查批准后方可。请病假的必须附校医院或有关医院证明，请事假的要附有关证明。

第十四条 境外本科学生请假期满，应到国际教育学院学生科办理销假手续。如请假期满仍不能回校学习，应办理续假手续，否则以旷课论处。

第十五条 境外本科学生请假，因病假累计缺课超过一学期的三分之一者或因事假累计缺课超过两周，由国际教育学院学生科

及教务科按有关管理规定规定执行，不得擅自让学生参加任何学习及考试。

第十六条 境外本科学生累计请假、旷课超过某门课程教学时数三分之一者，不得参加该门课程的考核。旷课者根据情节轻重，给予纪律处分。

第十七条 国际教育学院学生科全面负责境外本科学生的考勤工作。从开学注册之日起，按月汇总予以公布，并留档收存。

第四章 转学与转专业

第十八条 国际学生应在被录取的学院和专业完成学业，原则上不予以更换专业。

第十九条 有下列情况之一者，可按有关程序允许转学或转专业：

- (一) 确有某些专长，转专业更能发挥其专长者；
- (二) 因某种疾病或生理缺陷，经校医院或学校指定的医疗单位检查证明，的确不宜在原专业学习者；
- (三) 经学校认可，确有某种特殊困难，不转学或转专业则无法继续学习者。

第二十条 国际学生转学或转专业均由本人向国际教育学院教务科提出书面申请，经国际教育学院负责人同意后，由拟转入校、院、系（专业）审查及考核，考核合格后报教务处审批。

第二十一条 国际学生确有特殊困难无法在我校学习者，可允许转至外校学习。

第二十二条 有下列情况之一者，不得转学：

- (一) 新生入学未满一学期者；
- (二) 由其他学校转入我校者；
- (三) 本科四年级（含四年级）以上者；

- (四) 作退学处理者；
- (五) 无正当理由者。

第五章 休学、停学与复学

第二十三条 国际学生因疾病经医疗单位诊断并经本校医院复诊证明，需隔离治疗或停课治疗、休养时间超过一学期上课时间的三分之一以上者，应予休学；因某种特殊原因，本人申请或学校认为必须休学者，应予休学。

第二十四条 国际学生要求休学，应向国际教育学院教务科、学生科提出书面申请，附有关证明，由国际教育学院负责人签署意见获准后，方可办理休学手续。

第二十五条 国际学生休学一般以一年为限，特殊情况经学校批准可续休，但累计不得超过两年。休学期满不办理复学手续者，取消学籍。

第二十六条 国际学生因特殊困难等原因中途停学，但又不符合休学条件，经本人申请，学校批准，可保留学籍一至二年。保留学籍期满不办理复学手续者，取消学籍。

第二十七条 国际学生休学期满，应于开学前一个月将复学申请书及有关证明等递交国际教育学院教务科、学生科申请复学。因病休学的须经校医院或学校指定的医疗单位复查，合格后方可办理复学手续。复学的国际学生原则上随原专业的下一年级学习。

第六章 留级与退学

第二十八条 国际学生有下列情况之一的，应予留级：

- (一) 每学年所得学分未达到该学年应修读课程总学分的40%者；
- (二) 学生在各阶段教学结束后，凡经重修或补考后仍有三门（含三门）以上课程不及格者。

第二十九条 国际学生有下列情况之一的，应予退学：

- (一) 每学年所得学分未达到该学年应修读课程总学分的30%；
- (二) 休学或保留学籍期满后不办理复学手续者，或经复查不合格不准复学者；
- (三) 经指定医院确诊，患有精神病、癫痫、麻风病等严重疾病者；
- (四) 意外伤残不能坚持学习；
- (五) 本人申请退学，经劝说无效者；
- (六) 不论何种原因，国际学生在校学习时间超过学制规定年限两年者；
- (七) 考试再次作弊或请人代考、替人考试者；
- (八) 一学期累计旷课超过50学时（根据《湖南中医药大学国际学生违纪处分条例》处理）者。

第三十条 境外本科学生退学，经国际教育学院教务科、学生科及国际教育学院负责人签署意见后，报主管校长审批。

第三十一条 取消学籍或退学的学生，均不得申请复学。

第七章 毕业与授予学士学位

第三十二条 具有学籍的国际学生学完或提前学完教学计划所规定的全部课程，修满规定的学分，并取得国家汉语水平考试等级合格证书，准予毕业，发给毕业证书。取得毕业证书的同时，按照《中华人民共和国学位条例》规定授予学士学位。

第三十三条 有下列情况之一者，不授予学位：

- (一) 未取得毕业资格的结业生；
- (二) 结业后换发毕业证书者；
- (三) 毕业时未取得国家汉语水平考试相应等级的合格证书者；
- (四) 在校期间受到留校察看以上处分者（含留校察看）。

第三十四条 在规定学制时间内，未完成教学计划规定的课程者（包括临床实习或毕业考核未通过），可申请延长学习时间（延长以一年为限，最长不得超过两年）。

延长学习时间的学生须由本人向国际教育学院教务科提出书面申请，待国际教育学院负责人批准后，再办理有关手续。

延长学习时间学生的学习管理由国际教育学院教务科负责。延长学习时间的学生学籍编入下一年级，每学期开学到国际教育学院学生科办理注册报到手续；未经请假逾期两周不注册者，按自动退学处理。在延长学习期限内，重修课程全部通过，符合毕业条件，并符合学士学位授予标准者，授予学士学位。

在校学习时间已满七年，但仍有一门以上课程（含一门）成绩不及格者，发给结业证书，执行结业生有关规定。

第三十五条 凡做结业处理的学生，发给结业证书，半年后两年内可向学校申请补考一次。经批准后，参加在校学生相应课程考试，考试及格并取满学分者，可随下一届毕业生换发毕业证

书，毕业时间按换发毕业证书的日期算起。逾期未申请考试或考试不及格者，不得再申请考试。

第三十六条 毕业时未解除留校察看处分者，不发给毕业证书，按结业处理，待留校察看期满后，由本人提出申请，国际教育学院学生科对其表现写出考察意见，报学校审查批准后，方可补发毕业证书。

第三十七条 学士学位的授予，由国际教育学院提出名单，校学位评定委员会审批。

第八章 附则

第三十八条 本规定由国际教育学院负责解释。

第三十九条 本规定从颁布之日起开始执行。

湖南中医药大学 国际学生教学管理办法

为促进我校的国际交流与合作，加强对培养境外本科学生教学工作的规范管理，提高教育质量，依据中华人民共和国教育部、外交部、公安部令第42号《学校招收和培养国际学生管理办法》，特制定本办法。

第一章 课程管理

第一条 国际学生报到注册后，应按照学校教学计划安排的课程学习。

第二条 国际学生必须修满教学计划规定的学时，经考核合格后，才能获得该门课程的学分。

第二章 考试管理

第三条 每学期和学年结束时，国际学生应按学校教学计划的规定，参加所学课程的考试。

第四条 国际学生因病或其他特殊原因不能参加考试或补考时，必须向国际教育学院教务科申请缓考，国际教育学院教务科签署意见，国际教育学院负责人同意获准，否则以旷考论处。

第五条 考试时应遵守考场纪律，不得作弊。凡考试作弊者，该门课程的成绩为零分，必须重修，并视情节轻重，按《湖南中医药大学考场规则和学生考试违纪处理细则》给予纪律处分。

第六条 境外本科学生每学年考试不合格的课程占学年应修读课程总学分的60%以上者，应予留级；考试不合格的课程占学年应修读课程总学分的70%以上者，应予退学。

第七条 凡重修国际学生须按学校有关规定交纳课程重修费用，收费标准为重修费20元/门。

第三章 实习管理

第八条 第八学期末，学生计划回本人所属国或其他国家（除中国外）联系实习医院者，必须由本人书面申请并到国际教育学

院教务科领取实习授权书，签署《湖南中医药大学来华留学生回国（出国）临床实习承诺书》；学生计划留在中国实习者，须签署《湖南中医药大学来华留学生在华临床实习承诺书》，再由国际教育学院教务科统一安排实习医院。

第九条 学生回本人所属国或其它国家联系好实习医院（必须为该国最高等级医院或医学高等院校附属医院、教学医院）后，由医院开具接收函。

第十条 学生将医院接收函原件及一份复印件送交国际教育学院教务科，教务科审查后，留复印件备案，发给学生《湖南中医药大学来华留学生毕业实习大纲》和《湖南中医药大学来华留学生毕业实习鉴定表》。

第十一条 学生按照实习要求完成临床阶段的实习，实习结束后，将《湖南中医药大学来华留学生毕业实习鉴定表》交回国际教育学院教务科审查。

第四章 证书管理

第十二条 学生完成教学计划的全部课程和临床实习，修满所规定的学分，发给毕业证书，提供成绩总表，经学校学位评定委员会审核，并按照《中华人民共和国学位条例》颁发相应学位证书。

第十三条 境外本科学生在规定的年限内达不到所规定的总学分，或临床实习不合格，只发给结业证书，或视情况再延长一定时间（一般为一年），补修满所规定的总学分，或随下一级完成临床实践环节的全过程，合格者可准予毕业，并授予学位。

本办法自发文之日起实行，由国际教育学院负责解释。

湖南中医药大学 国际学生成绩考核办法

为了健全学生成绩考核制度，全面、公正地反映教师的治学精神和学生的学业水平，保证人才培养质量，特制定本办法。

第一条 教学计划中的每一门课程（包括独立的实验课、教学实习等），在课程开设时，都应按照教学规定进行考核。考核的内容与要求以实际执行的教学基本要求为主要依据。一般不另出复习提纲或指定考试范围，更不允许暗示或提示试题内容。

第二条 课程考核由教研室组织命题、评分，也可由教研室委托任课教师命题、评分，必要时需经有关部门审查。

第三条 教师阅卷与评分必须严肃认真，分数的取舍都必须有根据，同一门课程的同一试卷应采取统一评分标准。统一命题的考试，应尽量采取流水阅卷的方式进行评卷。课程的评分应以学期末考试成绩为主，实验、习题、作业、课堂讨论情况及平时测验成绩，原则不得高于课程成绩的30%，考试成绩评定采用百分制记分。

第四条 考核的成绩应由教研室或任课教师在考核结束后三至五日内交国际教育学院教务科，由教务科向学生公布。学生不得直接找任课教师查卷。学生若认为考试成绩与自己实际答卷差距较大，有充分理由要查询时，可向国际教育学院教务科提出，由国际教育学院教务科与相关学院教研室联系，通过任课教师查询。

考核成绩的更改，应由任课教师提出书面报告，经教研室主任审核，学院教学院长批准，报国际教育学院教务科备案登记存档。

第五条 学生因病、事请假缺课，累计超过该课程教学时数1/3以上者，或无故旷课达6学时以上者，或缺交作业达1/3以上者，不得参加该课程的考试，成绩档案以“缺考”记载。

第六条 教学实习未通过者，或因故未参加者，必须补做。

第七条 凡因病无法参加考试的学生，须经国际教育学院教务科批准，并在成绩档案中记录“病缺”；凡请假未获批准而未参加考试，或参加考试未交卷者，均以旷考论，在成绩档案中记录“旷考”，并视其情节轻重和本人对错误的认识，决定给以批评教育或给予纪律处分；考试舞弊的学生，按《湖南中医药大学考场规则和学生考试违纪处理细则》和《湖南中医药大学国际学生违纪处分条例》处理。

第八条 考试答卷应由教务科负责保管，学生毕业后才能销毁。

第九条 本办法由国际教育学院负责解释。

湖南中医药大学课堂规则

为了创造一个良好的学习环境，保证教学工作有秩序的进行，特制定本规则。

（一）按时上课、下课，不迟到、不早退；上课时不得随意离开教室，其他人也不得将师生叫出教室。

（二）上课时要专心听讲，保持良好课堂秩序。不许将随身所带的电子通讯工具置于待机状态。

（三）学生未经批准不得到其他班级听课。未下课时，其他班级学生和其他人员不许闯入该教室，也不得在该教室门口谈笑喧哗，影响上课。严禁衣衫不整者（包括穿拖鞋、背心等）进入教室。

(四) 学生应讲究礼貌, 尊敬教师。上课前由班长叫起立、坐下; 在教师提问或回答问题时应起立; 课间休息时尽量不要找教师答疑。

(五) 要保持教室整洁、肃静的良好环境。在教室内不准大声喧哗, 不准吃瓜子和乱扔果皮纸屑, 不准吸烟。未经许可不准在教室内搞非教学活动。

(六) 课前、课间休息应由班长组织同学将黑板擦净。要爱护国家财产, 不准在门窗、桌椅及墙壁上涂写、刻划或随意张贴。不准随意将教室内的桌椅和其他设备搬走。损坏公物、破坏桌椅、门窗、私自拆取照明器材和电教器材等, 按章罚款或给予处分。

(七) 不论本校或外单位人员旁听课程均应到国际教育学院教务科办理手续, 不得影响学生正常听课。

(八) 对违反本规则者要进行批评教育。任课教师及班干部有权批评、制止, 情节严重者由学校给予必要的纪律处分。

湖南中医药大学国际学生考勤办法

(一) 学生必须在每学期开学时按时到校, 持学生证在规定时间内向国际教育学院学生科办理报到注册手续。因故不能如期注册者, 必须办理请假手续, 否则以旷课论处, 并予以通报批评。未经批准逾期两周不注册者, 按自动退学处理。

(二) 自开学第一天起, 开始考勤。学生上课、实验、实习、设计、考试、政治学习等教学活动, 都要实行考勤。因故不能参加者, 必须请假。凡未请假或请假未准, 以及假期已满未续

假或续假未准而缺席者, 均以旷课论处。

(三) 学生在节假日须按学校规定的时间离校和返校。因故需提前离校或推迟返校者, 须经国际教育学院学生科批准, 擅自提前离校或推迟返校者, 均以旷课论处。

(四) 学生因故需请假者, 按规定办理。

请假一周以内者, 须到国际教育学院学生科领取请假单, 交班主任或辅导员审核签字后, 持有关证明到国际教育学院学生科办理请假批准手续, 批准后将请假单交给辅导员, 并登记。

请假超过一周者必须递交请假报告, 经辅导员签署意见, 并经国际教育学院负责人批准后并于国际教育学院学生科备案。因病请假的必须附校医院或有关医院证明。

请假期满, 应到国际教育学院学生科办理销假手续。

(五) 学生请假应事先办理手续, 除急病或紧急事故者外, 不得事后补假。因病假累计缺课超过一学期的三分之一者或因事假累计缺课超过两周, 由国际教育学院学生科报国际教育学院教务科, 建议其休学, 不得参加考核。

(六) 考核期间不准请事假, 对重、急病者需有校医院证明, 病假应严格控制。

(七) 凡旷课或假满未归, 或经常迟到、早退者, 班级组织应给予帮助, 督促其及时改正。若教育无效, 由国际教育学院学生科令其检讨, 并视情节轻重, 根据《湖南中医药大学境外本科生违纪处分条例》给予处分。

(八) 学生课堂考勤由各任课老师负责, 每月填报表送国际教育学院学生科, 每月公开公布, 国际教育学院学生科要加强指导与督促检查; 日常查寝考勤由学生科负责, 每月公开公布。

湖南中医药大学考场规则 和学生考试违纪处理细则

(一) 学生应凭学生证按时进入考场，无任一证件者，须有国际教育学院学生科签字盖章并附照片的证明。按规定座次就座。在规定时间内，独立完成答卷。无任何有照证件者或迟到15分钟者，不准参加该课程考试，作旷考论处。考试进行30分钟之后，才能交卷离开考场。

(二) 学生参加闭卷考试，除带考试允许的考试物品外，严禁携带任何书籍、笔记、草稿纸、答题纸、手机、具有记忆功能的电子文具、电子字典等，书包应集中存放在指定位置，不得带入座位或放入抽屉内。

(三) 考试中不得相互交谈，左顾右盼，互借文具（包括工具）。试题字迹不清楚，可举手询问监考教师，但不能要求解释题意，答完的试卷应将卷面覆盖。

在考场内不得吸烟和随意走动，考试期间不许离开考场。交卷后应立即离开考场，不准在考场内或走廊上喧哗。

(四) 考试时间一般不得超过2.5小时，考试结束前半小时由监考教师提醒学生掌握时间。考试结束时，学生应立即将试卷整理好，等候监考教师收取试卷。未经监考教师同意，不得擅自将试卷、答题纸带出考场。

(五) 答卷一律用钢笔或圆珠笔（蓝、黑色），不得用铅笔（制图及外语规定使用除外）。答卷前必须在试卷上写好本人的班级、学号、姓名。

(六) 各门课程的考试，应由任课教师和有关人员监考。学生应服从监考教师的指令。

(七) 禁止任何形式的作弊行为。考试时如违反考场规则，作弊或提供条件给别人作弊者，由监考教师立即没收其考卷，令其退出考场，该课程作零分计，在考场记录表上注明“作弊”及情节，交其所在院处理。

(八) 有下列情况之一者，按违反考试纪律处理，视情节轻重可扣除该门课程5~20分：

1. 不按规定就座；
2. 考试开始时桌面、座位上或抽屉内有文具盒、眼镜盒；
3. 不经监考教师同意互借文具（包括计算器）；
4. 考试结束监考老师收卷时不肯交卷；
5. 交卷后未立即离开考场，并在考场讲话或在走廊上喧哗；
6. 考试后纠缠教师要求加分。

(九) 有下列情形之一者，以考试作弊论：

1. 考试开始后，经查获夹带有关资料（无论是否已经翻阅、抄袭）；
2. 考试开始后桌面、座位上或抽屉内有禁带物品；
3. 考试中互传纸条，交换试卷（双方同样处理）；
4. 考试中或交卷时交头接耳（双方同样处理）；
5. 考试中偷看他人试卷或有意让他人看试卷；
6. 已起立交卷再改动试卷；
7. 请他人代考或替他人考试；
8. 涂改考试成绩或制作假成绩。

对考试作弊者，按《湖南中医药大学国际学生违纪处分条例》处理。

The Regulations of the Administration of Status of International Students

Chapter One General Principles

1. The regulations are constituted according to the Ministry of Education, the Ministry of Foreign Affairs, the Ministry of Public Security Order No. 42" Administrative Measures for the Recruitment and Cultivation of International Students in Schools", in order to promote international communication and cooperation, to enforce the teaching administration of International Students, and to improve the quality of teaching of International Students.

2. International Education Institute (IEI) is the department which administrates the status of all International Students.

Chapter Two

Result Assessment and Recordation

3. All International Students are required to take part in the assessment prescribed in the teaching plan of the courses, which includes experimental classes, clinical practice, course design and so on. Those who pass the examination can obtain the result or credit, which will be archived into their student status. The copy will

be reserved by the International Education Institute.

4. The hundred-mark system is adopted to grade the results of students. One will fail the examination if below 60 points.

5. The credit system is of teaching management which regards set credits as the standard of graduation, taking course credit for unit and calculating it. In the credit system, what is to approve graduation is that a student accomplishes his set credit but not all of the academic years. In principle, students in the same grade and major should keep learning pace with others.

Credit is the unit to measure academic load. Students must complete the set credits of various and total credits to graduate. In principle, 16 class hours convert to 1 credit; one week's internship, thesis and design,

Each course is qualified to obtain the corresponding credits when passing the examination.

a. According to the teaching plan, the compulsory course is a course that students must take, including public basic courses, professional basic courses and professional courses.

b. Elective courses are based on the training objectives and requirements. Students choose to take a certain number of courses from the various courses offered by the school depending on their own interests, abilities and professional development needs.

6. The assessment of courses mainly depends on the marks in the final examination, with reference to the marks in the mid-term examination or quizzes, and general performance (including performance in experiment operation, experiment report, probation, internship, internship report, schoolwork, exercises class, in-class discussion, and so on). The mark in the final examination should not be lower than 70% of the total result.

7. The method and form of assessment of each course (open-

book examination, close-book examination, interview or term paper, and so on) are determined by the teaching administration department of the college and the IEI. Mid-term examination is conducted in class, determined by the responsible teacher. The final examination is arranged by the HNUTCM.

8. If international students are unable to participate in the course assessment on time for special reasons, they should make application in advance. After the related certification is checked by the Students' Affairs Office and the Academic Affairs Office, and then signed by the responsible officer of the IEI, they can be permitted to postpone the examination. The result of the postponed examination is recorded in accordance with the mark on the test paper. Failure in the postponed examination will be dealt with according to the related regulations on makeup and course restudy.

9. Those who fail a compulsory course during the study will have to take part in the makeup examination or restudy the course.

Those whose result is below 60 must take part in the makeup examination with only one chance. Makeup examination can be conducted with the restudy class or the normal class of the next grade. Those who fail the makeup examination will have to restudy the course.

They should apply to restudy the course as soon as possible within the stipulated period, lest it should affect the study of follow-up courses. Students will be re-trained in the next grade, or rebuild with the next year's re-education students. The result of restudied course will be recorded according to the mark on the test paper to replace the original result. The result of the makeup examination will be recorded as 60.

10. Those who will take part in a makeup examination or restudy a course are required to go through related formalities of the

university.

11. For those who don't take part in the examination without permission or those who cheat on examination, the result of the course will be zero, and the course must be restudied. In their result sheet "absence in examination" or "cheat in examination" will be recorded. Those who cheat in examinations will be punished according to the Regulations of Examinations and Detailed Rules on Violation of the Disciplines of Examinations of Hunan University of Traditional Chinese Medicine.

Chapter Three Attendance and Disciplines

12. International Students should arrive in the university before the term begins, and register in the Students' Affairs Office of the International Education College with the student card within the required date. Those who can't register on schedule for any reason must ask for leave; otherwise, they are regarded as playing truant. Those who fail to register two weeks after the required date without having asked for leave will be regarded as dropping out of school voluntarily.

13. Those who have to ask for leave for any reason must apply to the Students' Affairs Office in a written form. If the duration of the leave is shorter than one week, the leave should be approved by the Students Affairs Office. If the duration of the leave is longer than a week (including one week), the leave should first be signed by the Students' Affairs Office, then checked and approved by the responsible officer. A sick leave must be attached with the certification of the school hospital or related hospitals. A private affair

leave must be attached with relevant certification.

14. When the leave expires, the student should apply to the Students' Affairs Office of the International Education College for cancellation of the leave. But if the leave expires, he cannot return to school to resume study, he should apply to extend the leave; otherwise he is regarded as playing truant.

15. If the sick leave is longer than one third of a term or the private affair leave is longer than two weeks, the student's schooling should be suspended by the Students' Affairs Office and the Academic Affairs Office of the International Education College in accordance with the related formalities. The student should not be allowed to take part in study or in any examination that term.

16. Those whose total accumulative leave exceeds one third of the class hours of a course should not be allowed to take part in the examination of that course. And those who play truant will take disciplinary punishment according to the severity of their behavior.

17. The Students' Affairs Office of the IEI is in full charge of the attendance check of international students. From the date of register, the attendance will be publicized monthly and kept in documents.

Chapter Four Transference and Change of Major

18. International Students should finish their schooling in the college and major in which they are matriculated. In principle, they cannot change majors.

19. Those whose condition accords with one of the following can be allowed to transfer or change major:

- a. Those who indeed have some specialty, and the transference can really enable them to make full use of their specialty;
- b. Those who indeed have a certain disease or defect, which has been confirmed by the school hospital or hospital designated by the university, and are not suitable to study the original major;
- c. Those who indeed have particular difficulty, which has been validated by the university, and cannot continue study if they do not transfer or change the major.

20. Those who intend to transfer or change major should apply to the Academic Affairs Office in written form by themselves. After being approved by the responsible officer in the Academic Affairs Office, then checked and assessed by the college and department (major) to which they intend to transfer, their application should be checked and approved by the Dean's Office.

21. Those who indeed have particular difficulty and cannot continue the study in the university can be allowed to transfer to another university.

22. Those whose condition accords with one of the following are not allowed to transfer:

- a. Those who are freshmen and have not finished the first term;
- b. Those who have transferred to other universities;
- c. Those who are in the fourth grade (including the fourth grade) or above
- d. Those who are treated as school dropout;
- e. Those who have no valid reasons to justify themselves to transfer or change major.

Chapter Five Suspension, Stop and Resume the Schooling

23. If, because of a disease diagnosed by a hospital and further confirmed by the school hospital, an overseas student has to be quarantined, or has to suspend class, in order to receive treatment and or to recover. For over one third of the class hours of a term, his schooling has to be suspended. If, for some particular reasons, an overseas student himself applies for suspension, or the university considers it necessary, he should suspend.

24. Those who apply to suspend schooling should first apply to Students' Affairs Office and Academic Affairs Office in written form with related certification attached. After being signed and approved by the responsible officer, the student then can transact the required formalities.

25. The suspension is normally not more than one year. If there are some special reasons approved by the university, the suspension period can be prolonged. However, the total accumulative suspension period should not exceed two years. If the suspension period is due but the student doesn't transact the formalities to resume schooling, his student status as will be canceled.

26. If for some particular reasons, an overseas student stops schooling, while his condition doesn't accord with the requirements for suspending schooling, the student himself can apply to have his student status retained. If teaching department approves his application, his status can be retained for one to two years. If the retaining period is due but he doesn't transact the formalities to

resume schooling, his status as a student will be canceled.

27. When the suspension period is due, the student should apply to the Students' Affairs Office and Academic affairs office one month in advance before term begins with resuming schooling application and related certification, and so on. If having suspended schooling because of a disease, he has to be reexamined and approved by the school hospital before he is able to transact the formalities for resuming schooling. In principle, those who apply for resuming schooling should attend classes with students from the next grade in the same major.

Chapter Six Failing to Go Up to Next Grade and Leaving School

28. Those who meet one of the following conditions will fail to go up to the next grade:

- a. Those whose credit obtained in the school year does not amount to 40% of the total credit required for the school year;
- b. When all the teaching periods are over, the students still have three or more (including three) failed courses after having restudied or taken part in the makeup examinations.

29. Those who meet one of the following conditions will have to leave school:

- a. Those whose credit obtained in the school year does not amount to 30% of the total credit required of the school year;
- b. Those who have suspended schooling or have their student status retained but do not transact the formalities for resuming schooling when the period is due; or those who haven't passed the

reexamination of the school hospital and have been refused to resume schooling;

c. Those who suffer from mental diseases, epilepsy, leprosy or any other serious disease and have been confirmed by the assigned hospital;

d. Those who cannot continue study because of accidental disability;

e. Those who themselves apply to leave school and cannot be stopped;

f. Those whose studying period in this university exceeds the required studying period by two years for any reason;

g. Those who cheat in examinations again, or ask others to take the examination for themselves, or take examination for others;

h. Those who play truant for over 50 class hours in one term and are punished according to Regulations on International Students' s Violation of Disciplines of Hunan University of Traditional Chinese Medicine.

30. An overseas student' s application to leave school must be signed by the Students' Affairs Office, the Academic Affair Office and the responsible officer of the IEI and checked by the Dean' s Office.

31. Those whose student status has been canceled or those who have left school cannot apply to resume schooling.

Chapter Seven

Graduation and Grant of Bachelor' s Degree

32. Those International Students with student status who have finished or finished in advance all the courses required in the teaching

plan, and have obtained the required credit and the corresponding certificate of the HSK, can be permitted to graduate and be granted the graduation certificate. At the time to have the graduation certificate, they will be granted the Bachelor' s Degree of Medicine according to the Regulations on Academic Degrees of the People' s Republic of China.

33. Those who meet one of the following conditions cannot be granted the bachelor' s degree:

a. Those who have completed the courses but are not qualified to graduate;

b. Those who have completed the courses and have their graduation certificate exchanged;

c. Those who haven' t obtained the corresponding certificate of the HSK;

d. Those who have received penalty which is more severe than academic probation (including academic probation);

34. Those who haven' t finished the set courses within the required period of time or have failed the clinical practice or the graduation examination can apply to prolong the schooling period. The prolonged period is normally one year and cannot exceed two years.

Those who intend to have their schooling period prolonged should apply to the Academic Affair Office in written form by themselves and transact the related formalities after being approved by the responsible officer of the IEI.

The Academic Affair Office is responsible for the teaching administration of those who have had their schooling period prolonged. Those students' statuses will be administered with that of the next grade. They should register in the Students' Affairs Office at the beginning of each term. If they don' t register in two weeks after

the required date without asking for leave, they will be treated as leaving school voluntarily. If the students pass all the restudied courses within the prolonged period, meet all the requirements for graduation and the standards for granting the bachelor's degree, they will be granted it.

For those who have studied in the university for seven years but still fail to pass one or more courses will be granted the certificate of completion of the schooling and will go through the relevant formalities.

35. After half a year those who have been granted the course-completion certificate can apply to the university for one makeup examination but no later than two years. After being approved, they can take part in the corresponding examination with the other undergraduates. When they have acquired the required credit, they can exchange the course-completion certificate with the graduation certificate. The graduation date begins from the day on which they have the diploma exchanged. Those who have not applied to take part in the makeup examination within stipulated time or fail in the makeup examination cannot apply to take part in the makeup examination again.

36. Those who are still under academic probation while being kept in school when they graduate cannot be granted the graduation certificate, and can only be treated as having completed the schooling. When the surveillance period expires, they themselves should apply to Students' Affairs Office, which will comment on the students' performance and then report the application to the university. After the application being approved by the university, the students can be granted the graduation certificate.

37. The grant of bachelor's degree will be supervised by IEI, who will then report the name list of the students to be granted

bachelor's degree to the Evaluation Committee of Academic Degrees of the university to be checked and approved.

Chapter Eight Supplementary Articles

38. The regulations above can only be explained by IEI.

39. The regulations come into effect from the day when they are issued and they can be applied to all international students of medicine.

Measures of Teaching Administration of International Students

The measures are constituted according to the Ministry of Education, the Ministry of Foreign Affairs, the Ministry of Public Security Order No. 42 "Administrative Measures for the Recruitment and Cultivation of International Students in Schools", to promote international communication and cooperation, to enforce the teaching administration of International Students, and to improve the quality of teaching of International Students.

Chapter One Course Administration

1. After the International Students have registered, they should study the courses according to the teaching plan stipulated by the institution.

2. To obtain the credit of the course, International Students

should finish the required class hours, and then passing the examination or assessment.

Chapter two examination administration

3. At the end of each semester and school year, international students shall take the examination of all courses as prescribed in the school's teaching plan.

4. International students who are unable to take the examination or do not take the examination due to illness or other special reasons must apply to the academic affairs department of the IEI for postponing the examination to the academic affairs department of education college agrees to approve, otherwise they will be punished as truant.

5. During the examination, students shall observe the examination room discipline and shall not cheat. When the score of the course is zero, the cheater must retake the course and, depending on the seriousness of the case, be punished according to Examination room Rules and Detailed Rules for Handling Students' Disciplinary Violations of Hunan University of Chinese Medicine.

6. Those students who fail to pass the examination in each year, accounting for more than 60% of the total course credits in the academic year, should be graded back; Those who fail to pass the examination, accounting for more than 70% of the total credits of the

courses in the academic year, should be dismissed.

7. International students shall pay the retake course fee of 20 yuan per course according to the relevant regulations of the school.

Chapter three Practice Management

8. At the end of the eighth semester, students who plan to return to their home country or other countries (except China) to contact the training hospital must firstly submit written application, get the internship authorization from the Academic Affairs Office of the International Education Institution and sign Letter of Promise of Clinical Practice in China for Overseas Students of Hunan University of Traditional Chinese Medicine; Students who plan to stay in China must apply in writing and sign Letter of Promise of Clinical Practice in China for Overseas students of Hunan University of Traditional Chinese Medicine, and then the Academic Affairs Office will arrange the internship hospital.

9. After the student who returns to his home country or other countries contacts the internship hospital (In this country, it must be affiliated hospital of medical university or college, teaching hospital or ranked supreme grade), the letter of acceptance will be issued by the hospital contacted.

10. The student shall submit the original letter of acceptance from the hospital and a copy to the Academic Affairs Office. After the examination of the Academic Affairs Office, the copy shall be kept for record and sent to the Student Graduation Practice Program for Foreign Students in China of Hunan University of Traditional Chinese Medicine and Graduation Fieldwork Appraisal Form for

Foreign Students in China of Hunan University of Traditional Chinese Medicine.

11. Students should complete the clinical practice according to the requirements of the internship. After the internship, the form should be submitted Graduation fieldwork appraisal form for foreign students in China of Hunan University of Traditional Chinese Medicine to the Academic Affair Office to check.

Chapter four Certificate Management

12. After students have finished all the courses and fieldwork required in the teaching plan and obtained the required credit, they are granted the graduation certificate, and offered the overall results sheet. After being checked and assessed by the Evaluation Committee of Academic Degrees of the university, they can be granted the corresponding diploma according to the Regulations on Academic Degrees of the People's Republic of China.

13. Those who haven't obtained the required credit within the stipulated period, or failed to meet the requirements of clinical fieldwork, will only be granted a certificate of completion of schooling, or will be allowed another period of time (usually one year) to obtain the required credit or finish the clinical fieldwork with students of the next grade. If then they meet the requirements, they can be allowed to graduate and granted the bachelor's degree.

The measures will come into effect from the day they are issued. IEI is entitled to explain the items.

Measures of Assessment of Course Results of International Students

These measures are formulated in order to improve the student performance appraisal system, comprehensively and fairly reflect teachers' academic spirit and students' academic level, and guarantee the quality of talent cultivation.

1. Every course in the teaching plan (including independent experimental course, teaching practice, etc.) should be evaluated according to the teaching regulations when the course is offered. The content and requirements of the examination are mainly based on the actual teaching requirements. Generally, do not provide a review outline or designated test scope more, do not allow to hint or hint test content.

2. The course examination shall be organized by the teaching and research office, and may also be conducted by the teacher.

3. Teachers must be serious in marking and grading, and the choice of grades must be based on the criteria. Unified grading standards should be adopted for unified examination papers of the same course. The examination of unified proposition should adopt the way of running water as far as possible to appraise the examination paper. The final exam scores of the English semester are the main part. The scores of experiment, exercise, homework, class discussion and usual test scores should not be higher than 30% of the course scores.

4. The assessment result shall be submitted to the Academic Affairs Office from three to five days after the assessment. Students are not allowed to directly refer to teachers for examination. If the student thinks the exam result and oneself actual answer paper's difference is

big, have sufficient reason to inquire, can propose to Academic Affairs Office, and the Academic Affairs Office will contact the teaching and research office.

The change of the assessment result shall be submitted in writing by the course teacher, reviewed by the dean of the teaching and research office, approved by the dean of the college, and submitted to the Academic Affairs Office for record.

5. If a student is absent from class due to illness or personal affairs more than one third of the teaching hours of the course in total, or is absent for more than six hours without reason, or fails to hand in more than one third of his homework, he will not be allowed take the examination of the course, and the record of “absence” shall be recorded in the score file.

6. Those who haven't participated teaching practice or those who have failed to the teaching practice will have to participate the teaching practice again.

7. Those who are unable to take part in the examination because of illness have to be approved by Academic Affairs Office and “absence from the examination because of illness” will be marked in their result records. Those who haven't taken part in the examination but their leave haven't been approved, or those who have taken part in the examination but haven't handed in their test papers, will be regarded as absent from the examination.

“Absence” will be marked in their result records. Besides, they will test undergo oral criticism or disciplinary penalty according to the severity of their misdoings and their repentance for doing so. Those who cheat in examinations will be punished according to the Regulations of Examination and Detailed Rules on Violation the Disciplines of Examinations of Hunan University of Traditional Chinese Medicine.

8. The used test papers should be managed by Academic Affairs Office and can be destroyed until graduation.

9. IEI is responsible to explain these measures.

Regulations in Class

The regulations are constituted to create good environment for study, and to ensure orderly teaching affairs.

1. Students should come to class and leave class on time, they are not allowed to be leave early. When having class they're prohibited to leave the classroom casually; Others are not allowed to call the teacher or students out of the classroom.

2. Students should listen carefully in class and keep order in class. It's prohibited to keep the electronic communication device on operation.

3. Students are not allowed to sit in other classes without permissions. Before the class is over, students from other classes are not allowed to enter the classroom or make noise outside the door. Those who are sloppily dressed (including wearing slippers or vest) are not allowed to enter the classroom.

4. Students should be polite and respect the teachers. When the class begins, the monitor should ask the classmate to stand up to greet the teacher and then sit down. When the teacher asks a student to answer a question, the student should stand up to answer it. Students should better not ask the teachers to explain questions during the break.

5. Students should keep the classroom tidy and quiet. It's not allowed to make loud noise, eat melon seeds, litter waste paper, or

smoke in the classroom. Without permission, they should not conduct non-teaching activities in classroom.

6. Before class and during the break, the monitor should appoint students to wipe the blackboard. Students should protect public property. They should not doodle, scratch, or paste on the doors, windows, desks, chairs, or walls. Without permission, they are not allowed to take the desks, chairs, or other equipment away from the classroom. Those who damage the public property, desks, chairs, doors, windows, or tear down and take away the lamps or teaching equipment in the classroom will be punished according to related regulations.

7. Any student or person from other units who wants to audit should first go through the formalities in the Academic Affairs Office and should not affect the normal class activities.

8. Those who violate the regulations will be criticized. Teachers or the class leaders have the right to criticize or stop those who violate the regulations. In serious cases, school will give necessary disciplinary sanction.

Measures of Check on Attendance of International Students

1. International students should be on the campus on time at the beginning of each term and register with their student's identity card in the Students' Affairs Office within the stipulated date. Those who cannot register on time must transact the formalities of leave; otherwise, they will be treated as playing truant and criticized

publicly. Those who fail to register two weeks after the stipulated date without asking for leave will be treated as dropping out voluntarily.

2. Attendance will be checked from the first day of the term. Attendance in the class, experiment, practice, course design, examination, political study and other teaching activities will be checked. Those who cannot attend these activities must ask for leave in advance. Those who are absent without asking for leave, have asked for leave but the leave has not being permitted, haven't asked to extend the leave when the leave is due, or have asked to extend the leave but the extended leave has not been permitted, will be treated as playing truant.

3. International students who leave and return to the campus in festivals or holidays should obey the stipulated date of the university. Those who have to leave earlier or return later for some particular reasons should first get permission from Students' Affairs Office. Those who leave earlier or return later without permission will be treated as playing truant.

4. Those who have to ask for leave for particular reasons should transact related formalities.

If the leave is less than a week, the International students should first get a request for absence in Students' Affairs Office. After filling it, they should ask the teacher in charge of the class or the counselor of the class to check and sign it, and then transact the leave formalities with related certification in Students' Affairs Office. After the leave being permitted, hand in the request for absence to teacher in charge of the class or the counselor of the class, who will record the leave in the weekly diary of the class.

If the leave is more than a week, the students should first hand in a leave report, which, after being signed by the teacher in charge of the class or the counselor of the class, and approved by the responsible

officer of Academic Affairs Office, should be handed to Students' Affairs Office to put in records. Sick leave must be attached with certification from the school hospital or relevant hospitals.

When the leave expires, the students should report back in the Students' Affairs Office of the college.

5. Students who ask for a leave should transact related formalities in advance. Except for acute disease or accident, students cannot ask for leave after the event. Students' Affairs Office will report those who are absent from class for over one third of the term because of disease or over two weeks because of private affairs to Academic Affairs Office to have their schooling suspended. They will not be allowed to take part in the examinations of the term.

6. During examination period, leave for private affairs will not be permitted. Leave for an acute or a serious disease needs certification from the school hospital. Sick leave should be strictly limited.

7. The class should help those who play truant, haven't returned when the holiday is over, often come late to class or leave earlier in order to urge them to correct their misdoings timely. If they refuse to correct, Students' Affairs Office should ask them to make self-criticism and give them disciplinary penalty concerning their misdoings according to the Regulations on International Students' Violation of Disciplines of Hunan University of Traditional Chinese Medicine.

8. The teachers are responsible to check the attendance. The monthly form is sent to the Students' Affairs Office and publicize monthly. The Students' Affairs Office should strengthen guidance and supervision. The daily check of attendance is responsible by Students' Affairs Office and publicize monthly.

Regulations of Examinations and Detailed Rules on Violation of the Disciplines of Examinations

1. International students should enter the examination hall on time with their student card, identity card, or other documentation issued by Students' Affairs Office with their own photo and the signature of the teacher. Students should be seated according to the stipulated seats and finish the test paper independently within the required time. Those who have no credentials with photographs or are 15 minutes late for the examination will not be allowed to take part in the examination and be treated as absent from the examination. Students can hand in the test paper and leave the examination hall 30 minutes after the examination begins.

2. When taking part in a close-book examination, students can only be allowed to take items needed for the examination. Any book, notebook, statistic, draft paper, answer sheet, mobile phone, electronic device and electronic dictionary with recollection function is not allowed to be taken into the examination hall. Schoolbags should be placed on the assigned position and cannot be put beside the seat or into drawers.

3. Students are prohibited to talk with each other, look around, or borrow stationery (including other tools) from each other. If the print is not clear on the test paper, student can raise hand to ask the invigilating teacher for help, but cannot ask the teacher to explain the meaning of the examination question. Finished test paper should be covered.

Students should not walk casually or smoke in the examination hall. Before the examination is over, they should not leave the

examination hall. When they hand in their examination paper, they should leave the examination hall immediately and should not make noise in the corridor outside the examination hall.

4. The examination time is usually less than two and a half hours. Half an hour before the examination is over, the invigilating teacher will remind the students of the remaining time. When the examination is over, students should arrange their test paper in order and wait for the invigilating teacher to collect it. Without the invigilating teacher's permission, students should not take test paper or answer sheet out of the examination hall.

5. Students are required to write with pen or ballpoint pen (in blue or black), they should not write with pencil (except to draw or be stipulated to write with). Before doing the test questions, they should first fill in their class number, student number, and names on the test paper.

6. The examination should be invigilated by the teacher who has taught the course the semester and relevant staff. Students should obey the instruction of the invigilating teachers.

7. Any form of cheat in examinations is prohibited. If one violates the rules of the examination, cheats, or makes cheat convenient for others, the invigilating teacher will immediately seizure his test paper, order him to leave the examination hall. His result of the course will be zero and "cheat in examination" will be registered in the examination discipline form and his case will be handed to the college.

8. Those who act on one of the following will be punished as violating the rules of examination, and the result of the courses will be subtracted by 5-20 points:

- a. Do not sit according to the stipulation;
- b. Put pencil-box or glass-box on the desk or in the drawer

when the examination begins;

c. Borrow stationery (including calculator) from others without permission from the invigilating teacher;

d. Refuse to hand in the test paper to the invigilating teacher when the examination is over;

e. Do not leave the examination hall immediately after handing in the test paper and speak loudly in the examination hall or in the corridor outside;

f. Pester with the teacher for more marks.

9. Those who act on one of the following will be punished as cheating in examinations:

a. Carry secretly with them relevant reference materials and are found after the examination begins, whether they have read, copied from the reference materials or not;

b. Items forbidden in the examination are found on their seats or in the drawer after the examination begins;

c. Pass on slips or exchange test papers during the examination (the two parties will be treated alike);

d. Talk secretly during the examination or when handing in the test paper (the two parties will be treated alike);

e. Peer at others' test papers or allow others to peer at their own test papers deliberately;

f. Correct the answers in the test paper after standing up to hand it in;

g. Ask others to take part in the examination on behalf of them or take the examination for others;

h. Alter the results of examination or make false results.

Those who cheat in examinations will be punished according to the Regulations of International Students' Violation of Disciplines of Hunan University of Traditional Chinese Medicine.

国际学生公寓缴费须知

- 1.房费标准：
三个月以上为长期生：2600元/人/床/年；
一个月以上，三个月以下为短期生：100元/间/天；
- 2.入住时一次性交纳500元押金和本学期或者本学年房费。
- 3.学校按50°电额/房免费充卡，超出部分自购。电费标准为0.61元/度。水费标准为1.88元/吨，学校水电费如有调整再另行通知。
- 4.洗衣机使用费5元/次/人。
- 5.网络费：按照网络中心标准收取。

国际学生住宿须知

- 1.入住前请先填写住宿登记表，境外人员临时住宿登记表，核对房内物品清单表，核对房间电表数并签字。
- 2.房间提供24小时冷热水，房间可以上网。
- 3.房间卫生自理。
- 4.洗衣房：三楼设有洗衣房，洗衣机使用费5元/次。
- 5.晚上11:00以前必须归楼。不能按时归楼，须与服务台保安联系告知。如特殊原因不能在公寓住宿，港、澳、台、侨及国

第四篇 后勤管理规定

Part Four

Logistic Affairs Administration

际学生需书面告知学生科。

6. 如有身体不适或意外需要帮助, 请联系服务台88458193或学生科88458266, 学生科老师可以陪同去正规医院看病, 费用自理。

7. 空调的使用: 请按需合理使用空调。夏日炎热时, 请将室温保持在27摄氏度。入睡时请采用睡眠模式, 做到节约能源, 保护环境。

8. 包裹信件如送至服务台, 可前往服务台领取, 请注意查看包裹领取通知。

9. 房间内需要维修时, 请到服务台填写维修单。

10. 退房须提前两天通知服务台, 并在离开前一天办理退房手续。

国际教育学院宿舍管理规定

(一) 在宿舍内居住的所有同学, 都必须遵守学校学生宿舍的作息制度。

(二) 按管理老师安排的房间住宿, 不能私自迁移或强占。入住时必须清点室内的所有物品。

(三) 学生两人或三人合住一间宿舍, 凡属自然空缺者, 自空缺之日起一周内与他人并房。如逾期不并, 则由管理老师安排。如须单独住, 应事先提交书面申请, 在住房条件允许的情况下, 经主管院长同意, 并交纳相应的房费后, 方可住宿。

(四) 不允许无正式婚姻关系的男女同学同住一宿。

(五) 不得私自留宿他人(包括在校外宿的国际学生), 如家属和亲戚来访, 需经主管部门同意, 办理入住登记手续, 付清房费后方可住宿。如私自留宿他人, 属于非法居留, 有关部门将

予以处罚。

(六) 提高警惕防盗、防火; 携带大件物品外出时要到总台登记。

(七) 凡已失去我校国际学生资格及毕业生在离校前, 学校提供的家俱及物品, 必须经主管老师清点, 如有遗失或损坏者需照价赔偿。应在规定的时间内离开学校, 逾期者学校不再提供住房。室内遗留物品, 学校有权处理。

(八) 新生入学后, 必须在校内宿舍住宿。

(九) 住宿人负责清扫和保持所住房间的卫生, 并自觉维护环境卫生。禁止从窗口、阳台向外泼水、倒垃圾; 不得将剩饭、杂物倒入水池或便池内, 以防下水道堵塞; 自觉维护楼道畅通, 不得在楼道堆放物品。

(十) 宿舍楼内严禁饲养家禽、家畜等宠物。

(十一) 保持宿舍安静, 不得在宿舍内从事影响他人学习与休息的活动, 如跳舞、大声喧哗和高声放音乐等。

(十二) 宿舍内各种设备、物品只供住宿人使用, 不得污染、损坏、迁移、拆装, 遗失或损坏宿舍内的物品应照价赔偿。如果需修理, 须填写维修通知单, 及时通知维修管理人员。

(十三) 不得利用宿舍楼大厅过道及宿舍从事违反法律和校规活动及宗教活动, 所住房间不得私自转让、转租。

(十四) 有自行车者, 应按指定地点存放。

(十五) 不得在墙上乱贴、乱画, 禁止在学校散发、张贴和展览宣传品, 禁止在学校和宿舍的公共场所私自放映电影和录像。

(十六) 不得随意拆换门锁、自配钥匙。随时锁好房门、扣好窗户, 妥善保管好自己的财物和证件, 现金应存放在附近的银行。如遇盗窃发生, 保护好现场, 及时报告老师。

(十七) 节约用水用电。临时停水、停电时, 应及时关闭水闸和开关, 以免发生意外。

(十八) 为确保安全用电,除指定的公共场所外,其他任何地方禁止使用电炉、电暖气电炊具等功率电器。

(十九) 办公室老师因工作需要进入房间,应给予配合,不得拒绝。

(二十) 每天23:00闭锁楼门,学生必须在23:00以前返校。

(二十一) 不得在楼内大声喧哗,不得打架斗殴、酗酒闹事、聚众赌博或进行商品交易,禁止吸毒贩毒及任何形式的流氓活动。

(二十二) 宿舍管理制度要人人遵守,互相监督。对于违反宿舍管理制度者,管理人员或学生有权对其进行批评,并向主管老师反映。

对于不服从管理,无理取闹,情节严重者,将给予通报批评或警告处分。

(二十三) 国际学生需借用本人房间的钥匙,须到总服务台登记并交纳押金,用后及时归还。丢失房间钥匙应按价赔偿。若因个人原因换锁,须支付费用。

(二十四) 国际学生张贴海报、通知须经学生管理科同意,在指定地点张贴。

(二十五) 宿舍大门关闭时间为:

星期一~星期四	23:00
星期五~星期日	24:00
会客时间:	
星期一~星期四	12:00~22:30
星期五~星期日及节假日	08:30~23:00

国际学生会客制度

1. 来访外事楼国际学生的客人都必须出示有效证件在服务台登记(无有效证件者拒绝来访)。服务台征求国际学生同意后方可安排来访者到一楼大厅会客区域等候。

2. 为了不影响国际学生的正常休息,21:30-07:30期间拒绝会客。

3. 来访者不能在学生公寓内洗澡,不得留宿,否则予以通报。

4. 会客完毕,国际学生在会客厅使用登记本上签字。

外事楼公用厨房使用规定

开放时间: 17:30-21:30

原则: 安全、卫生、共享

安全: 安全第一,防微杜渐

卫生: 自觉维护,防病防害

共享: 平等使用,共同维护

学生使用者本人负责小厨房的安全和卫生。

使用者必须保持小厨房的卫生,每天晚上21:30关门,由学生助理负责检查。学生助理检查时,需做检查记录,如发现以下六条任意一条不符合标准,将予以口头警告;如第二次仍有不符合标准之处,则直接禁入或禁止使用者使用。

安全卫生检查标准:

1. 用电器关闭, 插头拔下后妥善放置;
2. 地面无垃圾、污渍、水渍;
3. 台面整洁, 物品摆放整齐, 没有杂物和油污;
4. 垃圾桶清理干净, 卫生工具摆放整齐;
5. 水池干净, 无污渍、杂物;
6. 厨房内无异味。

学生平等共享厨房使用权, 不允许霸占, 不允许引起纠纷, 一旦发现由于小厨房而引发冲突的, 将直接关闭小厨房, 以后不再开放。超过开放时间, 阻止、妨碍学生助理检查的, 将按照规定予以处分。

开放小厨房以后, 严禁在宿舍里做饭, 一经发现宿舍使用电磁炉或其他厨房电器, 将直接没收工具, 并严格按照规定处理。

在小厨房违规使用电器或其他危险品, 造成火灾或其他安全事故的, 将严查到底, 依照中国法律追究责任, 或依照学校处罚规定予以开除学籍或其他处罚。

国际学生楼安全管理规定

欢迎来到湖南中医药大学, 为了给您提供一个良好的学习生活环境, 保障您人身和财产安全, 本楼特作如下规定:

1. 遵守中国法律及学校的规章制度。国际学生在中国学习, 其合法权益受中国的法律的保护。
2. 妥善保管好护照等重要证件、个人贵重物品及现金。不要将贵重物品随身携带。注意随手关门, 离开房间时锁好门窗。出

门前一定要关闭水电开关。万一出现问题, 一定要及时报警, 同时要向国际教育学院学生科报告。

3. 注意用火安全。房间内禁止使用任何炉具做饭和使用大功率电器(楼内配有公用厨房, 请自觉保持厨房卫生)长时间不在房间时应提前关闭空调、电灯等电器; 本栋大楼为禁烟区, 请不要在此楼内吸烟。如发现火情, 请及时通知工作人员, 并及时疏散至楼外安全地带。报警电话: 火警119。

4. 遵守学校的作息时间表。为保证正常的学习, 国际学生楼晚上23:30分关门, 如有特殊情况, 要事先与前台管理员联系。

5. 国际学生不得酗酒闹事, 并服从门卫的管理和询问。

6. 来访客人必须凭身份证件在前台登记。来访客人必须在晚上11:00前离开。不得留宿访客。

7. 国际学生在课余时间可以参加各种社团活动。为保障国际学生人身安全, 禁止到江河、湖泊等非正规游泳场所游泳和到自然条件险恶的地方游泳。

8. 请勿在本楼内或大楼附近进行各种球类活动。如有需求, 请去学校体育馆或者篮球场。因未遵守本规定而造成的楼内外物品损坏必须赔偿。

国际学生涉外安全管理

1. 凡入中国境内的国际学生需要及时填写公安局出入境管理处监制的《临时住宿登记表》, 24小时内报有关部门。

2. 根据我国法规, 持X和Z签证的外国人如果想在在中国学习或者工作, 需要在入境后30天内办理居留许可证。

3. 国际学生如遗失护照, 凭报案证明、身份证明、单位公函等向遗失地或常住地公安出入境管理部门(湖南省人口与出入境管

理局和含浦派出所)申请办理《护照遗失证明》，凭此遗失证明在30日内向本国驻华大使馆申请办理新护照。

4. 中途退学的国际学生应该主动到出入境管理部门注销居留许可，申办新签证

5. 国际学生在课余时间外出旅游时，应注意人身、财产、交通安全和饮食卫生，以防发生意外事故。前往未对外国人开放的市县旅行时需先向所在地的市公安局申请旅行证，获准后方可前往。

6. 按照中国法律规定，欲在中国驾驶车辆的外国人必须先考取我国驾照，并遵守我国道路交通安全法的规定。

7. 国际学生可以在中国境内进行宗教活动，但应当遵守中国的法律法规。国际学生不得在中国境内宣传或成立宗教组织，设立宗教活动场所或者开办宗教院校，不得在中国公民中发展教徒、委任宗教教职人员和进行其他传教活动。

如果在生活中遇到任何难以解决的困难，我们将尽心尽力为您解决。

常用联系电话

1. 校内常用电话

学生科办公室：	88458266
国际学生楼总服务台：	88458193
校医院：	88458035
研究生处：	88458277
教务处：	88458039
图书馆：	88458147 85381170
校网中心：	88458074
学校保卫处：	88458110

网络中心：88872088

餐饮中心：88458051

水电中心：88458055

2. 校外常用电话

报警电话：110

火警电话：119

交通事故电话：122

急救电话：120

查询电话：114

Accommodation Payment Notice for International Students Apartment

1. Accommodation Fee Criteria For long-term students (3 months or above): RMB2600yuan/bed/year

For short-term students (1 to 3 months): RMB100yuan/room/day

2. Students are expected to pay RMB 500yuan for cash pledge and the lump-sum accommodation fee of that semester or academic year before checking in.

3. 50 kilowatt-hours' electricity will be provided by the university for free. The excess part should be afforded by the residents themselves. The electricity fee criteria is RMB 0.61yuan/kilowatt-hour and water fee criteria is RMB1.88yuan/ton. Residents will be informed of the latest electricity and water fee adjustment.

4. Fees for washing machine usage: RMB 5 yuan/time/person

5. Network Fee will be charged according to the criteria made by the Network Center.

Foreign Student Apartment Rules

1. Please fill out the check-in form, registration form of temporary residence, the list of inside-room property and the

electricity meter reading before you move in.

2. We supply 24 hours hot water, telephone service and the internet to students. (If international telephone service is needed, please apply for it at the reception.)

3. Foreign students are responsible for cleaning in the apartments. The bedclothes are changed by the apartment once a month. (Students should fill in form at the reception.)

4. Laundry room: there is a laundry room in the first floor (laundry fee is ¥5/person/time).

5. Make sure to be back the apartment before 23:00. If there are special reasons. You should inform the attendants at the reception in advance with a formal report.

6. If you are sick and need help, please dial the number of the reception 88458193 or the foreign students office 88458266. The attendant will accompany you to the hospital, but will not be in charge of your medical costs.

7. Air conditioning: Make sure you use the air conditioning correctly. In summer, please keep the room temperature of 27°C in order to conserve energy and to protect the environment.

8. Letters and parcels can be picked up at the reception from 8:00-18:00 everyday.

9. If you need to repair anything in the room, please complete the Maintenance Sheet in the reception.

10. Please inform the attendants at the reception two days in advance of checking out, and finish the check-out procedure one day before you leave.

Regulations on Administration of Dormitory

1.Students should comply with daily schedule worked out by the university.

2.Students should live in the designated room.Moving at will or forcible occupation of other rooms is not allowed.Before move in,students should check the items in the room.

3.Two or three students are required to share one room.If there is vacancy,the students who occupy the room should share the room with another student within one week.Those who want single rooms should apply in a written request ahead.If there are empty rooms,they can move in after being permitted and paying the fees.

4.Male and female students without formal marriage relation are not allowed together in one room.

5.Students should not accommodate other people including those who living off the campus.If family members or relatives come to visit and want to stay here,the students should first get permission from the administrative office,pay for room and then check in.Otherwise,the residence will be asillegal and the students will be punished.

6.Students should guard against burglaries and fires.Those who go out with large articles should register at the duty office.

7.Those who are no longer the students of the university or who will graduate from university should leave the university at the requirde time.Otherwise,the university will take back their rooms and deal with the articles left in the rooms.The teacher will check furniture and other items supplied by university,if it' s lost or

broken,the student should compensate it.

8.New students should live in the university dormitories.

9.Students should clean their rooms and keep the surroundings clean.They should not pour water and throw rubbish from windows.They should not put leftovers into basins or toilets.And they should not stack articles in corridors.

10.Students can change their bedding at the required time.They should not keep birds and domestic animals.

11.Students should keep quiet in dormitories.They should not disturb others.for example,dance,make loud noise or play music loudly.

12.All the facilities and items in the dormitories are for the residents' use only and should not be contaminated,damaged,dismantled,broken or removed from the dormitories;otherwise,students have to pay for them,If there is something for reparation,students should fill in the reparation form and inform the staff.

13.Students should not conduct activities that are against the law or regulations of the university.The dormitories are not allowed to be sublet or transferred.

14.Students who have bicycles should park them at the required space.

15.Students should not scribble or put posters on walls.Posters, publicity materials are not allowed to be distributed,posted or exhibited on campus.Movie or videos are not allowed to be played in public site without permission.

16.Students should ont change locks of the doors and duplicate keys by themselves.They should lock the doors and close the windows when going out.They should keep the certificates,valuables carefully and save cash in banks.If burglaries occur,they should preserve the site

and immediately inform the staff on duty.

17. Students should save water and electricity. When the electrical and water system fails, they should turn off all taps and switches so as to avoid accidents.

18. To guarantee safety, electrical heaters, stoves and cookers should not be used except at required place.

19. If the teacher wants to enter student's dormitory because of work, the student should cooperate.

20. The gates of the dormitory buildings are locked at 23:00. Students should be back before that time. They should not climb over the walls or through the windows into the room.

21. Disorderly conducts in the dormitory building, such as shouting, fighting, creating disturbance after drinking, gambling, drug taking and trafficking, and so on, are strictly prohibited.

22. Students should observe the regulation on dormitory administration. The administrators and students have the right to criticize and report those who break the regulation. Those who refuse the administration and make trouble willfully will get penalties such as notice of criticism or warning in the light of the seriousness of the case.

23. Students who want to borrow the keys of their own rooms should register at the duty office and pay the deposit. After use, they should return the keys timely. If losing the keys, they should compensate according to the cost. Those who need to change locks have to pay.

24. Students who want to put up posters or notices should get permission from the Students Affairs Office and put them up at the designated place.

25. The gates of dormitory building are locked at:

Monday~Thursday 23:00

Friday~Sunday 24:00

Time for receiving visitors:

Monday~Thursday 12:00~22:30

Friday~Sunday(including holidays) 08:30~23:00

Meeting Regulations

1. All guests are required to show valid ID and sign in at the reception. Visitors will wait in the drawing room while the attendant verifies permission from the foreign student.

2. To avoid affecting the normal rest of the foreign students. Visitors are not allowed from 21:30 p.m-07:30 a.m.

3. Visitors are not allowed to bath or live in the apartments. Failure to comply will be punished.

4. The foreign students should sign the registration book after the meeting.

Public Kitchen Rules and Regulations

Open time: 17:30pm to 21:30pm

Principle: Safe, Clean, Public

1. Students who used the public kitchen should clean the kitchen after use, and the student on duty will supervise the students to maintain a clean and safe environment.

Every day at 21:30, the Administration Assistant will lock the kitchen door and check the cleaning and safety of the public kitchen.

If the Administration Assistant found any of the following aspects is below standard, you fail to pass the cleaning and safety check. The administration Assistant will write warning and notify the monitor. If the next day, you still cannot pass the cleaning and safety check, the IEI Administration will close the public kitchen briefly and forbid the students who used the public kitchen come into the kitchen again.

2. Safety and cleaning checking standard:

- (1).Electric appliance turned off and detached from the power source. The plug is placed properly.
- (2).No trash, stain or water on the floor.
- (3).The counter is tidy and clean. No trash or stain on the counter.
- (4).Trash bin is emptied; the cleaning tools are stored properly.
- (5).The sink is clean, without any trash or food remains.
- (6).No ugly smell in the kitchen.

3. The students should share the kitchen equally. No one can take the kitchen for himself and disputes are forbidden. As long as there is a physical collision, the iei administration will close the kitchen permanently.

4. When exceeded the opening time, if any student try to stop or disturb the Administration Assistant to lock the kitchen, the IEI will punish the student according to the regulations and protocols.

5. Starting from the day we open the public kitchen, cooking in the dormitory is strictly forbidden. Anyone who found cooking in the dormitory will be punished according to the rules and regulations. And the cooking appliance will be confiscated.

6. If students violated the safely regulation and protocols, causing fire or other safety disaster, the administration will report to the police and the students will bear the criminal responsibility and punished by Chinese laws.

Security Regulations for the Students' Apartment

Welcome to Hunan University of Chinese Medicine.For the safety of yourself and your property, you are suggested to read the following precautions.

Foreigners in China shall obey Chinese laws and university regulations.The legal rights of international students studying in China are protected by Chinese laws.

Secure your property and important documents.Don't carry valuables and a large sum of cash on your person.Please lock the door carefully and turn off all the lights and turn off the water tap before you go out.I n case of emergency or other troubles call the police at once.At the same time, Please report to the Foreign Student Office, where the staff can be of assistance

Fire safety requirements: Cooking equipment such as hot plates, rice cookers, fry pans are not permitted in rooms(Cooking is only permitted in public kitchens in the Apartment, students must clean the kitchen appliances after each use): make sure to turn off the power when you go out for a long time: smoking is not permitted in this building.In case of a fire.Please inform to the security guard as soon as possible and evacuate to safe Place.Fire Emergency Number: 119

Students must observe the rules of study and rest.They should return to the dorm before 23: 30 after which the main gate shall be locked.For special later admissions Please contact the reception in advance

Please don't drink too much in pubs, it may cause unnecessary

Problems. Students are not permitted to drink in the apartment and should cooperate with the security guard for regular investigation.

Guest must be registered at the Reception with valid ID. Guest should leave the building before 11: 00 P.m.

The University offers a wide range of extracurricular activities. For the safe of personal security, Swimming in non-regular swimming Places. such as a river, a lake or some areas with poor natural condition are strictly forbidden

Do not play any kind of sports or physical games in the building or around the building. If you want to play sports or gamest please go to the stadium, or the basketball court. Students will pay for damaged property.

Security Rugulation Conerning Foreign Affairs for International Students

Upon arrival to a destination within China. foreign nations shall complete the registration form of temporary residence in 24 hours.

According to the law. foreigners whose visa type is X or Z, and want to study or work in China, should apply for the residence permits within 30 days

In the event that the passport is lost, the holder shall immediately report to the Police Station(Population and Exit—Entry administration Bureau of Hunan provincial Public Security Department and HanPu Police Station)and apply for the Confirmation of the loss of Passport at the exit & entry administration department with the Case—Reporting receipt(which issued by the local police office), student ID and University Notice. With the confirmation

foreign student can apply for a new passport from his / her country' s embassy in China within 30 days.

Student who wants to quit the study should report to the Exit & Entry Administration Department to cancel the residence permit and apply for a new visa.

Foreign students shall take care of their personal safety, property, traffic and diet hygiene when travelling outside. If a foreign student want to travel to cities or counties which are not open to foreigners, he / she shall apply in advance for a travel permit at the police bureau of the city or county. He / she can not travel to these places without permission.

Foreign students who want to drive in China, shall first obtain a Chinese driver' s license, and obey the Law of Road Traffic Safety Administration.

Foreign students shall obey Chinese laws and regulations when attending religious activities. However. Foreign students are not allowed to broadcast or even establish any religious organizations. set up any religious activity sites or religious schools. They are not allowed to make any Chinese citizen as follower of their religion, appoint any local religious worker and do any missionary work

If you meet any problem which you cannot solve by yourself. you may ask US for he I P and we will do our best to help.

1. 维修人员维修时间：08:00—16:30

The usual time necessary repairing: 08:00—16:30.

2. 请选择维修形式A或B

Please choose Type A or B.

3. 请填写好后放置服务台.我们会在您要求的时间进行房间维修.

Please give the form to the attendants at the reception after it is filled. The service man will do the necessary repairs according to your

request.

Campus Phone Numbers

学生科办公室Foreign Student Office :

88458266

留学生楼总服务台Reception of Foreign Students Apart men

88458193

校医院School Medical Center

88458035

研究生处Department of Postgraduate

88458277

教务处Academic Affairs Office

88458039

图书馆Library

8845814785381170

校网中心:

88458074

学校保卫处Security

88458110

网络中心Net Center

88872088

餐饮中心Food and Beverage Department

88458051

水电中心Water and Electricity Center

88458055

2.校外常用电话Numbers Outside the Campus

报警电话Police Emergency Number

110

火警电话Fire Emergency Number

119

交通事故电话Traffic Emergency Number

122

急救电话Ambulance Number

120

查询电话Information Number

114

湖南中医药大学国际学生违纪处分条例

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，确保国际学生良好的学习、生活环境，根据教育部有关文件精神 and 《湖南中医药大学大学生违纪处分办法》的有关规定，制定本办法。

第二条 本办法所指学生，是指在学校正式注册，取得学籍的国际学生中的博士生、硕士生和本科生。短期学习和进修学生违纪，参照本办法处理。

第三条 实施违纪处分必须遵循下列原则：

- (一) 合法性和正当性原则；
- (二) 以事实为依据，处分决定与违纪行为的性质和过错的严重程度相适应的原则；
- (三) 教育与处分相结合的原则。

第四条 国际学生违纪处分分为下列四个种类：

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



第五篇 违纪处理办法

Part Five Measures of Disciplinary Punishment

第二章 分则

第五条 对违反中国法律、法令、法规，受到司法、行政部门处罚者，视其情节给予下列处分：

（一）被判处管制、拘役者，给予开除学籍处分。

（二）违反治安管理条例者：

1. 被处以治安警告或罚款者给予留校察看处分；其中无证驾驶机动车者，视情节，给予留校察看或开除学籍处分。

2. 被处以治安拘留者，给予开除学籍处分。

3. 被司法机关收容审查释放者，视情节，给予留校察看、开除学籍处分。

（三）违反中华人民共和国相关法律法规者，如非法就业等，一经发现或举报核实，给以开除学籍处分，并上报相关执法部门。

第六条 对干扰和破坏社会公共秩序和学校正常教学秩序者，视其情节给予下列处分：

（一）在校园内张贴大、小字报，出版非法刊物、成立非法社团、散发未经审批的宣传品、印刷品者，给予警告处分；造成严重后果者，给予记过处分。

（二）在公共场所哄闹，且在哄闹过程中乱烧、乱扔、乱敲、乱砸东西者，给予警告处分；情节严重者，给予留校察看、开除学籍处分。

（三）煽动、组织聚众闹事，破坏学校正常教学和生活秩序者，给予留校察看、开除学籍处分；其中未跟学生科老师预约汇报，聚众或私自擅闯校领导或院领导办公室，视情节给予记过、留校察看或开除学籍处分。

（四）乱涂、乱写、乱画、乱张贴、乱挂放或故意破坏校园环境卫生，经教育不改者，给予警告处分；故意撕毁学校重要通

知、通告、文件者，给予警告处分。

（五）拒绝、妨碍、影响有关人员执行公务者，严重违反学校门卫制度者，给予警告处分。

（六）对违反校内治安条例，扰乱治安秩序的学生，如宿舍内养宠物、大声放音乐、校园内违规使用交通工具，如校内驾驶机动车（电动）摩托车、无证驾驶、随意停放车辆等，视情节给予记过、留校察看处分。

第七条 对于旷课者，视其情节轻重给予下列处分：

（一）在一学期中，旷课累计10~30学时者，给予警告；旷课累计达31~40学时者，给予记过处分；旷课累计41~50学时者，给予留校察看处分；旷课累计50学时以上（含50学时）者，给予开除学籍处理处分（迟到、早退各三次按旷课1学时计算，缺勤会议一次按旷课2学时计算，缺勤实习一天按旷课6学时计算）。

（二）无故连续旷课一周者，给予记过处分。

（三）旷课累计超过30天者，给予开除学籍处分。

第八条 对在考试、考核或撰写论文中作弊者，给予下列处分：

（一）考试作弊者，视其情节轻重给予留校察看、开除学籍处分；两次考试作弊者，给予开除学籍处分；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，给予开除学籍处分。

（二）在教学过程中，撰写、发表学术论文中或在课程设计、毕业设计中剽窃他人成果者，给予留校察看处分；情节严重的，给予开除学籍处分。

第九条 对损坏公私财物者，除按照学校有关规定（赔偿经济损失，交纳罚款等）处理外，视其情节轻重给予下列处分：

（一）私拉电线，私用电炉、电暖气、电冰箱、微波炉等大功率电器设备者，私自更换房间锁具，除没收违纪物品外，给予

记过处分。

(二) 违反实验、实习操作规定,给国家、学校和个人造成损失或不良影响者,给予警告以上处分。

(三) 有意损坏他人财物者,给予记过处分。

(四) 有意破坏校园建筑物、破坏教室、宿舍及通讯线路、监控设备等设施者,给予留校察看处分。

第十条 对违反网络管理规定者,视其情节轻重给予下列处分:

(一) 对因下述行为,妨害网络正常运行者,视情节轻重给予记留校察看、开除学籍处分。

1. 盗用IP地址,使用非法手段查看他人电子邮件者。
2. 入侵系统,攻击政府、社会团体、企事业单位等网站者。
3. 恶意传播系统漏洞知识,教唆他人攻击、入侵网站系统者。

(二) 对有下述行为,利用网络制作、复制、发布、传播有害信息,造成严重后果者,给予留校察看、开除学籍处分,并报有关部门追究法律责任。

1. 散布淫秽、色情、赌博、暴力、凶杀、恐怖内容或教唆犯罪者。
2. 进行人身攻击,中伤他人,损害他人声誉者。
3. 制作、复制、发布、传播法律禁止的其他内容者。

(三) 对盗用他人名义在网上发布信息,造成严重后果者,给予留校察看、开除学籍处分。

第十一条 侵害他人合法权益,除承担受害者必要的费用(医疗费、营养费、损失费等)外,视其情节轻重给予下列处分:

(一) 对造谣、诽谤、侮辱、栽赃、陷害、拐骗他人者,给予严重警告以上处分,造成严重后果者给予留校察看、开除学籍处分。

(二) 对参与打架者并造成伤害等后果者,给予留校察看、

开除学籍处分。

(三) 对寻衅滋事,挑起事端者,给予留校察看处分。

(四) 对策划、组织他人打架者,给予开除学籍处分。

(五) 对纠集校外人员打架并造成严重后果者,给予开除学籍处分。

(六) 对知情不报或作伪证者,给予记过处分。

(七) 持器械打人者或为他人打架提供凶器者,给予留校察看处分、开除学籍处分。

(八) 侮辱或殴打教师者,给予留校察看、开除学籍处分。

第十二条 对于以盗窃、勒索、敲诈、诈骗、贪污、冒领、侵占等手段摄取国家、集体或个人财物者,除追回赃物、赃款或要求赔偿损失外,视其情节轻重给予下列处分:

(一) 对作案价值在600元以下者,给予记过处分;对作案价值在600元以上者,给予留校察看以上处分。

(二) 对于勒索、敲诈他人财物者,给予留校察看、开除学籍处分。

(三) 对以上情况知情不报者,给予记过处分;对帮助窝藏者,给予留校察看处分。

(四) 对上述行为触犯中国法律者,按照有关法律、法规处理并给予开除学籍处分。

第十三条 对组织或参与赌博、吸毒者视情节轻重给予下列处分:

(一) 对提供赌具、赌场但未参加赌博者,给警告、记过处分。

(二) 对参与赌博者给予留校察看、开除学籍处分。

(三) 对屡次参与赌博,聚众在校内赌博、勾结校外人员赌博者,给予开除学籍处分。

(四) 对提供吸毒场所、毒品来源者、吸毒或教唆他人吸毒者给予开除学籍处分。

第十四条 对因酗酒而造成严重后果者，除赔偿有关损失外，给予以下处分：

- (一) 酗酒并寻衅滋事，败坏校风者，情节轻微给予警告处分；情节严重，给予记过、留校察看处分。
- (二) 对多次酗酒、屡教不改，给予开除学籍处分。

第十五条 对侵犯学校正当权益者，除没收非法所得并赔偿有关损失外，视情节轻重给予下列处分：

- (一) 弄虚作假、骗取学校奖学金者，给予留校察看处分。
- (二) 私自涂改成绩，伪造证件、证明、伪造他人签字或印章者，给予留校察看处分。
- (三) 超过通知规定时间不缴纳学费、住宿费、保险费及其它费用者，给予开除学籍处分。

第十六条 对违反学校防火消防管理规定，造成失火者，视责任大小和损失程度给予下列处分：

- (一) 对尚未造成严重损失者，给予留校察看以上处分。
- (二) 对造成严重损失者，给予开除学籍处分。
- (三) 对认定故意纵火并造成严重损失者，给予开除学籍处分并上报公安机关。

第十七条 对违反道德行为规范者，视其情节轻重给予下列处分：

- (一) 对举止行为违反公共道德和精神文明者，给予批评教育，经教育不改者，给予警告处分。
- (二) 对私拆他人信件、邮件者，给予警告处分。
- (三) 对采取各种手段对新生进行威逼、利诱、恐吓，要求或强迫对方做出违背本人意愿的事情，给予留校察看、开除学籍处分。

(四) 对以威胁手段逼迫一方与其谈恋爱，并造成严重后果者，给予记过处分。

- (五) 对采取各种手段尾随跟踪、骚扰、挑逗、窥视他人，

对他人正常学习和生活造成干扰和影响者，视情节给予记过、留校察看、开除学籍处分。

- (六) 对非法留宿异性或在异性宿舍过夜者，视情节轻重给予留校察看、开除学籍处分。非法同居者，给予开除学籍处分。
- (七) 对在公共场合散布淫秽言论，乱写乱画淫秽书画，经教育不改者，给予留校察看处分。

(八) 对侮辱他人或强行与其发生性行为者，给予开除学籍处分并上报公安机关。

第十八条 对于违反学校公寓管理规定者，视其情节给予下列处分：

- (一) 对未经批准在学生宿舍留宿他人者，视其情节轻重给予警告、记过处分。
- (二) 对于经常在宿舍内从事影响他人学习和休息的活动，如高声放音乐、跳舞、敲击物品、大声喧闹等，经阻止不改者，给予警告、记过处分。

(三) 寝室卫生检查被通报批评一次的全体寝室成员给与警告处分，被通报批评累计两次的全体寝室成员给与记过处分。

第十九条 有下列情形之一者，从重处分。

- (一) 违纪行为的为首者或组织者；
- (二) 违纪后故意隐瞒，拒不承认，无理狡辩者；
- (三) 串供或伪造、销毁、隐匿违纪证据，干扰、妨碍学校查处违纪行为的；
- (四) 对检举人、证人进行威胁或打击报复者；
- (五) 违纪再犯者；
- (六) 同时违反多项纪律者；
- (七) 伙同校外人员参与违纪者；
- (八) 因违纪行为造成严重后果者。

第二十条 有下列情况之一的，从轻或免于处分。

- (一) 过失违纪的；

- (二) 主动承认错误并及时改正的；
- (三) 主动提供情况揭发他人违纪行为并经查证属实者；
- (四) 无法抗拒的原因或紧急避险造成违规违纪者；
- (五) 其他可以从轻或免于处分的情形。

第三章 附则

第二十一条 学生违纪处分程序：

(一) 给予警告、记过、留校察看处分的，由学生管理科提出处理意见，并附调查材料，经学院领导签发生效。

(二) 给予开除学籍处分的，由学生管理科提出处理意见，并附调查材料，经学院领导审核，主管校长签发后生效。

(三) 对学生的处分决定，由学生管理科负责上报教育部、湖南省教育厅、长沙市公安局人口与出入境管理支队备案并抄送有关使（领）馆并通知学生家长。

第二十二条 对于下列学生不授予学位证书：

- (一) 未取得毕业资格的结业生；
- (二) 结业后换发毕业证书者；
- (三) 有严重错误受到留校察看以上处分者（含留校察看）。

第二十三条 留校察看以一年为期。留校察看期间另有违纪行为者，给予开除学籍处分。

关于解除学生违纪处分的规定

受警告、记过的学生，受处分后，经教育能端正态度，改正错误，有明显进步表现并达到以下条件者，期满后，可申请解除所受处分：

受警告、记过处分：自处分决定之日起满一年，无违纪行为发生，自动解除处分；

受留校察看处分：自处分决定之日起至处分期满，无违纪行为发生，且符合以下条件之一，可申请解除处分：

1. 处分期内，综合素质测评成绩较处分年度上升20%以上；
2. 个人在专业技能、科技创新、体育竞赛、文体活动等竞赛中获校级二等奖或前第五名，市级、省级优胜奖或由学校、学院选拔参加国家级比赛者；
3. 参加学院指定志愿服务活动累计时长80小时者；
4. 处分期内，积极参加校级、院级活动决赛或指定会议，累计达5次以上。

处分解除应当按照以下程序进行。

1. 个人申请。符合处分解除留校察看申请条件的学生在处分期满后，向学院提交申请；
2. 学院审核。由学生所在班级辅导员以及学院分管学生工作的领导签署意见；
3. 学院决定。经由研究，作出解除处分决定或者不予解除处分决定，由学生管理科出具解除处分决定书。

第二十四条 凡被开除学籍的学生，自处分决定生效之日起，即被取消学籍，解除与学校的权利义务关系。由长沙市公安局人口与出入境管理支队注销该学生的居留许可。应在接到处分决定的半月内办理完离校手续。凡无理取闹，拒不离校者，学校和公安机关将采取强制措施，限期离校。

第二十五条 受处分者自处分决定之日起一年内不具备评定奖学金以及获得各类荣誉称号的资格。

第二十六条 在学年内，连续获两个警告等于一个记过，一个警告和一个记过等于留校察看。

第二十七条 本条例由国际教育学院负责解释。

Punishment Measures on Disciplinary Violation of International Students

Chapter one Principles

1. These measures are to maintain the orderly teaching and living activities, and guarantee a good environment to study and live. These measures are formulated according to the documents of the Ministry of Education, the related regulations of Disciplinary Punishment Act of Students of Hunan University of TCM, and the actual situation of the International Students.

2. International Students referred to in these measures are the doctoral students, postgraduates and undergraduates who are formally registered and have obtained the status of student. Short-term students and training students should also be administered according to the measures.

3. The following principles should be followed when conducting the disciplinary punishment:

- (1). Legal and rightful;
- (2). Based on the facts, the punishment should accord with the nature and severity of disciplinary behaviors;
- (3). Education and punishment combined together.
4. There are four types of punishments;

- (1). Warning;
- (2). Recording of demerit;

- (3). Academic probation;
- (4). Expulsion.

Chapter Two Detailed Rules

5. Students who break Chinese laws, decrees or regulations and be punished by the judicial department or administrative department will be given the following penalties:

(1) Those who are put under surveillance or taken into custody will be expelled from the university;

(2) For those who violate the rules of public order:

a. who are warned or fined will be given the punishment of academic probation. who drive without a license, depending on the severity, will be given the punishment of academic probation or expulsion;

b. Those who are detained will be expelled;

c. Those who are released after detention and questioning by judicial offices, depending on the severity, will be given the punishment of academic probation or expulsion;

(3) Those who break laws of the People's Republic of China, such as illegal work, once found or reported to verify, he/she will be expelled from school, and reported to relevant law enforcement departments.

6. Students who disturb the regular teaching or social public orders will be given the following penalties;

(1) Those who put up posters, publish illegal leaflets, establish illegal organization, or distribute publicity materials and printed materials without approval, will be given a warning or other

punishment. Those who have cause serious consequences will be given record of demerit or more serious punishment;

(2) Those who disturb the public order and burn throw or strike anything in the bustle will be given a warning. If the violations are serious, they will be kept in school but placed under surveillances or be given more serious punishment;

(3) Those who instigate and assemble to cause trouble, disturb the regular teaching and life order will be given the punishment of academic probation or expulsion; Those who trespass into the office of the school leader without making an appointment with teachers from Student Affairs Office will be given recording of demerit or more.

(4) Those that scribble and post arbitrarily or damage the university environmental sanitation intentionally will be given a warning or other punishment. And those who intentionally tear up the important notices, announcements or documents of the university will be given a warning or more serious punishment;

(5) Those who refuse or impede relevant personnel in carrying out their duties or violate the university gate regulations seriously will be given warning.

(6) Those who violate the rules on campus security or disrupt public order, such as keeping pets in the dormitory and playing music loudly, and who make illegal use of vehicles on campus, such as driving motorized (electric) motorcycles on campus, driving without license, parking vehicles at random, etc. will be given recording of demerit or academic probation.

7. Students who are absent from classes without asking for leave will be given the following punishments;

(1) Those who are absent for 10–30 hours of class will be given a

warning; those who are absent for 31–40 hours of class will be given record of demerit and those who are absent 41–50 hours of class will be kept in school but placed under surveillance; those who are absent for over 50 hours of class will be expelled from school. (Be late for class or leave early for three times equal to being absent for one class hour, being absent from meeting once equal to being absent for one class hour, being absent from fieldwork one day will be counted as that for six class hours)

(2) Those who are absent for a week on end purposefully will be given recording of demerit;

(3) Those who are absent for a month on end purposefully will be regarded as leaving school voluntarily. They will be reported to the relevant department.

8. Students who cheat in examinations, assessment or thesis-writing will be given the following punishment:

(1) Those who cheat in examinations will be kept in school but placed under surveillance or be given more serious punishment according to the seriousness of their cases; those who cheat in examinations for twice will be expelled from school; those who take examinations for others, those who organize cheating, cheat with communication tools, or those with other serious cheating behaviors will be expelled from school;

(2) Those who plagiarize in writing and publishing their essays, course design or graduation design will be kept in school but placed under surveillance; if the case is serious, they will be expelled from school.

9. Student who damage public property will be imposed on the following punishments besides compensation and fines according to the damaged things:

(1) Those who change room locks without permission or connect

electric wires or use electric appliances such as electric stoves and heaters without permission will be given recording of demerit as well as confiscation of these appliances. If their violations cause serious losses or have bad effect, they will be given more serious punishment;

(2) Those who violate the operating procedures of experiments and fieldwork and cause serious losses or more serious punishment, they will be given a warning or more serious punishment;

(3) Those who intentionally damage other's property will be given a warning or more serious punishment;

(4) Those who intentionally destroy the facilities of the campus, classrooms or dormitories or communication apparatus will be given academic probation.

10. Students who violate the Internet administration regulations will be given the following penalties according to the seriousness of their cases:

(1) A serious warning will be imposed on those who disturb the normal order of the network.

a. Those who misappropriate IP and read others' email with illegal means;

b. Those who attack the internet system and hack the websites of the government, enterprises or institutions;

c. Those who maliciously spread the knowledge of loophole in internet system and instigate other to attack and hack the website.

(2) Those who make copy, distribute or spread harmful information through Internet and cause serious consequences will be kept in school but placed under surveillance to given more serious punishment ,and will be reported to the judicial department .

a. Those who spread obscene, pornography, gambling, violence, murder, or horror, or instigate others to commit crime;

b. Those who spread personal attack, slanderous rumors and

reflect upon other's honor;

c. Those who make, copy, distribute or spread illegal information against laws.

(3) Those who misappropriate other's name to release information and cause serious consequences will be given a record of demerit or more serious punishment.

11. Students who infringe upon other's rights will bear all the costs and be given the following punishments as well according to the seriousness of their cases;

(1) Those who start a rumor, slander, insult, frame, make false charge or swindle and abduct others will be given a serious warning or more serious punishment .If their behaviors cause serious consequences, they will be kept in school but placed under surveillance or given more serious punishment;

(2) Those who take part in fighting and cause serious consequences , they will be given academic probation or expulsion;

(3) Those who provoke incident for fighting will be given academic probation or expulsion;

(4) Those who plot or organize fighting will be compelled to leave university;

(5) Those who assemble people out of the campus into fighting – and cause serious consequences will be compelled to leave the university;

(6) Those who know the real story but intentionally refuse to report or provide false witness will be given academic probation;

(7) Those who beat others with weapons , intentionally provide weapons for the fighters will be given academic probation or expulsion;

(8) Those who insult or attack teachers ,will be given academic probation or expulsion.

12. Students who steal, extort, swindle, embezzle or falsely claim or take possession of public, collective or private property will be given the following punishments as well as returning property and compensating for losses:

(1) If the amount of offence is not more than 600 Yuan, the offenders will be given a warning; If the amount of offence is above RMB 600 Yuan, the offenders will be compelled to leave university;

(2) Those who extort or swindle other's property will be give a punishment more serious than being kept in school but placed under surveillance;

(3) Those who help to harbor a criminal will be given a punishment more serious that being kept in school but placed under surveillance;

(4) Those who violate the laws or regulations of China will be punished according to the laws and regulations of the country, and be expel from university.

13. Students who organize or take part in gambling, committed alcohol abuse or take drugs will be given the following penalties;

(1) Those who provide the tools and place for gambling but do not take part in the gambling will be given a punishment more serious than warning;

(2) Those who take part in gambling will be given a punishment of academic probation or more serious punishment;

(3) Those who take in gambling several times, assemble people to gamble, or collude with people outside the university to gamble will be expelled;

(4) Those who take drug or instigate others to take drug will be expelled;

(5) Those who provide other people with drugs or places to use drugs will be expelled from the university.

14. Students who cause serious consequences because of heavy drinking will be given the following punishments besides compensation:

(1) Those who pick a quarrel and make trouble because of heavy drinking will be given a warning or more serious punishment;

(2) Those who gamble and cause serious consequences or refuse correct their mistakes will be expelled from the university.

15. Students who infringe upon the university's right will be given the following punish mints besides confiscation of the illegal income and compensation:

(1) Those who employ trickery to gain the scholarship from the university will be given academic probation;

(2) Those who alter the marks, forge credentials or certificates, falsify others' signature or personal seal, will be kept in school but placed under surveillance or given a more serious punishment;

(3) Those who do not pay the tuition fee, accommodation fee or other fees before the specified date, will be expelled from school.

16. Students who violate the fire regulations and cause fire will be given the following penalties according to the seriousness of the cases:

(1) Those who haven't caused heavy losses will be kept in school but placed under surveillances;

(2) Those whose gave caused heavy losses heavy losses will be expelled;

(3) Those who have been confirms as fire—risers and have caused heavy losses will be expelled from the university, and it will be reported to public security organs.

17. Students who transgress morals will be subjected to the following penalties according to the seriousness of the cases;

(1) Those who transgress morals will be criticized. If offenders do

not correct their mistakes after being criticized, they will be given a warning;

(2) Those who open others' mail or postage without permission, or damage others' property will be given punishment of warning;

(3) Those who, with any means, intimidate, induce, threaten, demand or force new students to do something against their will and cause serious consequences, will be given a punishment more serious than academic probation;

(4) Those who force another person to date and cause serious consequences will be given recording of demerit;

(5) Those who tail, follow, harass, peep on or tease—others and disturb others' daily life and study will be given a punishment more serious than recording of demerit according to the seriousness of the cases;

(6) Those who accommodate opposite sex or stay overnight in the dormitory of the opposite sex will be given a punishment more serious than being kept in school but placed under surveillance. Male and female students who cohabit will be compelled to leave school.

(7) Those who spread obscenities or scribble obscene pictures and refuse to correct will be given academic probation or more serious punishment;

(8) Those who humiliate other or have sex illegally will be expelled from school and reported to the public security organs.

18. Students who violate the regulations on dormitory management will be given the following punishments according to the seriousness of their cases:

(1) Those who accommodate other people without permission will be given warning or more serious punishment;

(2) Those who often come back late , do not return, disturb

others' rest in the dormitory , play music loudly , dance , strike things , or make loud noise and refuse to correct will be given a recording of demerit;

(3) All dormitory members were given a warning if the dormitory was criticized once in room inspection, a recording of demerit for twice criticism.

19. Students who meet following conditions will be given more serious punishment.

(1) Those are the leaders or organizers who violate the discipline.

(2) Those cover intentionally, refuse to admit and argue unreasonably.

(3) Those collude, forge and hide the disciplinary evidence; interfere investigation of disciplinary behaviors.

(4) Those threaten and retaliate to prosecutors and witnesses

(5) Those violate discipline again.

(6) Those violate several disciplines at the same time.

(7) Those collude outside person to violate discipline.

(8) Those cause serious consequence due to disciplinary behaviors.

20. Students who meet following conditions will be given less serious punishment even no punishment.

(1) Those violate discipline due to negligence.

(2) Those take the initiative to admit their mistakes and promptly correct

(3) Those take the initiative to provide information for others' disciplinary behaviors then be verified true.

(4) Those violate discipline due to irresistible reasons and emergency hedge.

Chapter Three Supplementary Articles

21. The procedures of conducting disciplinary punishments;

(1) Punishments such as warning, recording of demerit, and academic probation are decided by the Students Affairs Office and will take effect after being signed by the responsible dean;

(2) Punishment of expelled from the university is proposed by the Students Affairs Office and submitted to the school with related extraneous evidence as well as investigation report. The punishment will take effect after being checked and signed;

(3) The punishment of International Students is reported by the Students Affairs Office to the International Department of the Ministry of Education, the Bureau of Education of Hunan Province, the Foreign Affairs Office of Changsha Public Security Bureau. Meanwhile, the embassy and consulate concerned and the parents of the students will be informed.

22. The following students will not be granted the graduation certificate:

(1) Those who fail to obtain the graduation qualification;

(2) Those who wind up studies;

(3) Those who have received punishment of academic probation and expulsion.

23. The period of academic probation is one year. However, if the students refuse to correct or commit other offence, they will be expelled from the school.

Regulations on the discharge of disciplinary punishment against students

Students who are given warning or recording of demerit may apply for revocation of punishment upon expiration of the period, if they can correct their mistakes, make obvious progress and meet the following conditions:

Warning or Recording of demerit: the punishment shall be canceled automatically upon completion of one year from the date on which the punishment is decided, if no disciplinary violation occurs again;

Academic probation: from the date of the punishment decision to the expiration of the punishment period, no violation of discipline occurs again and one of the following conditions can be applied for the suspension of punishment:

(1) During the punishment period, the comprehensive quality evaluation result increased by more than 20% compared with the punishment year;

(2) Won the second prize or the fifth place of the university level in professional skills, scientific and technological creation, sports competition, cultural activities and other competitions, won the municipal and provincial excellence award or was selected by the university or IEI to participate in the national competition;

(3) Those who have participated in the volunteer service activities designated by the IEI for a total of 80 hours;

(4) During the punishment period, those who actively participate in finals of university and IEI activities or designated large-scale meetings, with a total of more than 5 times.

The revocation of punishment shall be carried out in accordance with the following procedures.

(1) Individual application.

Students who meet the conditions for the application for revocation of academic probation shall submit their applications to IEI after the expiration of the punishment period;

(2) IEI review.

The opinions shall be signed by the class teacher of the student and the leader in charge of student affairs of IEI;

(3) Decision of the college.

After the study, the student affairs office shall issue a written decision on the revocation of punishment if it makes a decision on the cancellation of punishment or not.

24. Those who are expelled from the school will forfeit the status of the student of the university and their right and responsibility with the school is terminated. The residence permission is cancelled accordingly by the Foreign Affairs Office of Hunan Public Security Bureau. The students should go through the procedures of leaving the university within half of a month after they receive the penalty decision. Those who make trouble willfully and refuse to leave the university will be forced to leave within a specified time.

25. Those who are punished will not be awarded scholarship and any certification of honor in one year.

26. During the academic years here, those who gets two warnings equal to one recording of demerit and one warning is equal to academic probation.

27. The International Education Institute is responsible to explain these measures.



第六篇 奖励办法
Part Six
Regulations on Awards for
Excellent Students Chapter Six
Regulations on Awards for
excellent

湖南中医药大学国际学生奖励条例

第一章 总则

为了在国际学生中树立良好的精神风貌，鼓励国际学生努力学习，设立国际学生政府奖学金。为规范国际学生政府奖学金的评审工作，遵循公开、公正、公平的原则，明确奖励规则和內容，特制定本条例。

评审办法

(一) 国际学生奖评审工作，由国际教育学院学生管理科工作人员负责。

(二) 凡正常在校注册学习的国际学生均有资格参评。参评者必须遵守中国的法律及学校的规章制度，品行良好，无违法违纪行为。

(三) 要求各年级辅导员根据学生的学习成绩及综合素质测评结果将候选人名单及评审材料报国际学生管理科（候选人名单必须排序）。

(四) 由各年级辅导员和国际教育学院学生管理科负责核对奖学金候选人的行为表现。

奖励类别

国际学生奖学金分为：一等奖、二等奖、三等奖、单项奖。学校向获奖者颁发荣誉证书及奖金。

国际学生奖学金评审标准

(一) 符合下列条件者，可具备评选资格：

1. 品德好。本学年内无处分或违纪现象，积极参加学校及学院、班级组织的各项学习、社会实践和集体活动，自觉维护、遵守校纪校规和社会公德，言行举止文明。

2. 学习好。热爱专业，学习刻苦，勤于思考，专业基础较扎实，知识面较宽。本学年内所有课程考核成绩均及格，无缺考情况。

3. 身体好。坚持体育锻炼，心理健康。本学年内体育成绩合格。

4. 硕士生、博士生应有较强的科研能力和创新思想，学习成绩优良，并有论文发表在本专业正式出版物上（论文发表日期应是在湖南中医药大学学习期间）。

(二) 出现下列情况之一者不能参评奖学金：

1. 违反中国法律或受到学校纪律处分者；
2. 学习成绩出现不及格或缺考者；
3. 不在规定时间内交纳学费、保险费等费用者；

上报和审批

国际学生奖学金的初评结果必须公示5个工作日，经广泛征求意见后，方可上报学校主管部门审批。

奖学金评审程序

- 1 · 申请人向学校提出申请
- 2 · 国际教育学院综合测评
- 3 · 学校对申请人提交的申请进行评审签字
- 4 · 通过评审者报经中国（国家）教育部批准后即正式获得奖学金

申 诉

学生对初评结果如有异议，可在初评结果公布之日起5个工作日内，向国际教育学院学生管理科提出申诉。国际教育学院学生管理科接到申诉后，应认真对申诉内容进行调查核实，广泛征求意见，并在3个工作日内做出处理意见，报上级领导批准，并将批准后的处理意见（此为最终处理意见）通知学生本人。

注：奖学金具体设置根据政府政策及学校政策做出相应变动。本条例由国际教育学院学生管理科负责解释。

Regulations on Awards for Excellent International Students

1. General principles

In order to encourage international students to foster morals and study hard, excellent international students and class leaders will be awarded.

The award for excellent students and class leaders are based on the principles of openness, justness and fairness.

The regulations are formulated to regulate and specify the principles and procedures of the award.

2. The policy of the selection

1) The International Students Affairs Office is responsible for the selection of award of excellent international students.

2) Registered students from foreign countries including undergraduate students, postgraduate students and doctoral students have the right to participate in the selection. Those who participate in the selection should abide by the laws of China, the rules and regulations of the university and have no criminal records.

3) The instructors are required to submit the marks and the comprehensive quality assessment results, the name lists of the applicants and the related materials to the Students Affairs Office.

4) The instructors and International Students Affairs Office are responsible for the examination performance of the applicants.

3. Category of the awards

The awards of Excellent International Students are the first prize,

the second prize and the third prize. The school presents the winners with certificates of honor and prize money.

4. The standards for the selection

A student who meets all the following conditions can be awarded as Excellent Student.

1) Good moral performance. Actively participate in the study, social practice and group activities organized by class, institute and university,

Maintain and obey the regulation of the university and social morality, behave in a good manner.

2) Good in intelligence. Study hard and diligently, be enthusiastic about the major, have solid foundation of basic knowledge of the major, pass all the courses (except optional courses) of this semester, no absence in examination.

3) Healthy status. Keep sports practice, maintain mental health. Pass the P.E. examination.

4).The postgraduates and doctoral students from foreign countries should have excellent abilities in scientific research and innovation. Get good remarks and publish thesis in journals of their fields during the study in Hunan University of Chinese Medicine.

2. The following students will not be awarded any award.

1) Those who fail to abide by the laws of China or the regulations of the university.

2) Those who fail to attend the class on time and fail exams.

3) Those who fail to pay tuition and accommodation fees on the stated time.

5. The submission and approval

The primary results of selection for excellent International Students and class leaders will be made public for five days, and will be submitted to the university for approval after soliciting opinions.

6. Procedure of evaluation

(1) Applicant submit the application to the school

(2) Comprehensive evaluation by the International Education Institute

(3) Affirming and signature by the university

(4) Submit those who pass the primary evaluation to the authorities or organizations in charge of scholarship. Once approved, she or he will be awarded the scholarship.

7. Appealing

Students who have objections to primary results can appeal to the International Students Affairs Office within 5 work days after the publication of the primary results. After receiving the appeal, the International Students Affairs Office will investigate, solicit opinions and make the decision within 3 work days, and then submits the decision to the higher authorities. After the decision is approved, the students who appeal will be informed.

Note: The International Students Affairs Office is responsible to explain the regulation.

湖南中医药大学 校徽、学生证的管理办法

(一) 学生证系证明持证人身份之用。新生入学时向国际教育学院学生管理办公室注册报到后,由国际教育学院学生管理办公室发给校徽、学生证,毕业离校时,由国际教育学院管理办公室在学生证上盖“此生已毕业,证件无效”的印章后,校徽和学生证可给学生留作纪念。

(二) 学生在每学期开学前,应持学生证按照规定日期在国际教育学院学生管理办公室报到注册,未经注册的学生证无效。学生证应随身携带,以便出入校门、参加考试、办理有关手续时检查、核实身份。

(三) 学生证应妥善保管,如发生学生证遗失,应到国际教育学院学生管理办公室登记挂失,并做出书面检查,说明丢失原因,填写申请补发学生证登记表,到国际教育学院学生管理办公室申请补办。

(四) 学生证一般只准补发一次,补发时收取成本费和手续费。补发学生证一般于每学期开学后第10~11周集中办理一次。

(五) 如发现重领学生证或在学生证上涂改姓名、家庭地址以及借给他人等,除没收其学生证外,本人须做出检讨,并视其态度和情节予以批评教育和纪律处分。

(六) 提高警惕,谨防坏人利用我校学生证为非作歹,凡发现此类情况,应立即向保卫处报告。如证件被坏人利用已造成不良后果的,由持证人承担责任。

第七篇 其它

Part Seven

Related Regulations on Administration

湖南中医药大学国际学生 办理离校手续有关规定

一、国际学生离校（包括转学、退学、毕业），应持“离校通知单”到教务处、国际教育学院学生管理办公室、后勤办公室、图书馆、财务室等部门办理离校手续：

1. 结清各项费用；
2. 清点宿舍的实物及钥匙；
3. 还清借书，交还借书证和阅览证；
4. 交还学生证等各种证件。

二、毕业生凭毕业生离校通知单领取毕业证和学位证。

三、毕业（或修业期满）的国际学生，应于毕业典礼之日起，十日内办理离校手续并离校，逾期未能离校者须书面报告，房费按天结算。不按期离校者，不再享受国际学生待遇。

四、毕业或结业国际学生，在离校前两天要通知公寓管理人员，并办理退房手续。

五、毕业生离校期间严禁酗酒、赌博、起哄闹事、打架斗殴、损坏公物、乱扔酒瓶杂物等，违反者，除赔偿全部损失外，根据《湖南中医药大学学生奖惩条例》给予相应处分，并通知该毕业生家人。

六、实施毕业生离校前宿舍管理责任制。凡毕业生宿舍发生损坏公物，砸毁门窗、乱扔酒瓶杂物等，学生管理科配合保卫处查明责任人；如无法查明责任人，则由所在宿舍毕业生承担责任，并按第五条处理。

学生借阅图书管理规定

一、图书借阅证由国际教育学院学生管理科统一办理。

二、入馆必须凭本人图书馆借阅证或阅览证入室借书、阅览。无证读者不得进入任何借阅区。

三、入馆必须着装整齐，任何时候不得穿拖鞋、背心、沙滩裤进馆。

四、入馆必须严格遵守图书馆各项规章制度，讲究文明礼貌，爱惜图书资料等公共财物，爱护公共卫生，维持公共秩序。

五、保持馆内肃静、整洁。严禁在馆内喧哗谈笑、乱扔杂物、随地吐痰；室内禁止吸烟。不得在馆内吃早餐和零食。

六、馆内设备不得任意挪动和携出馆外，严禁撕毁、涂画、圈点书刊。未办理借阅手续不得私自将书刊拿出馆外，外借书刊阅完应按规定按时归还。

七、协助本馆搞好书刊管理工作，尊重管理人员的服务工作。对违反本馆规章制度现象，应主动进行劝阻，制止或报告本馆管理人员。

八、凡违反图书馆有关规章制度，应主动承认错误；损坏、丢失、借阅超期应主动按有关规定，承担相应责任。

图书馆电子阅览室管理规定

一、读者须尊重和服从本馆工作人员的指导与管理。

二、凭本人借阅证进入该馆，办好阅览手续后，按工作人员指定进入机位，做到一机一人。

三、读者上机前确认机器完好后方可使用，下机须经管理人员检查后，方能离开。

四、本馆阅览内容主要为互联网浏览、电子阅览（如光盘检索、阅览电子图书等）。如要自行编程或撰写论文，下机前请及时保存到软盘。

五、读者应当遵循中国（国家）和学校关于网络使用的有关规定，不得登陆非法网站，传播有害信息，不准上网玩电子游戏，违者将取消上机资格，情节严重者将给予相应处理与罚款。

六、爱护公物，不准乱刻乱划，不准擅自移动或乱拆计算机及其配件（耳机、键盘、鼠标等）。严禁改动机器设置、破坏网络程序。

七、因不遵守操作规程而损坏设备，须按价赔偿。

八、保持室内肃静、整洁，严禁在室内喧哗谈笑，乱投杂物，随地吐痰；室内禁止吸烟，禁止进食，吃零食。

九、违反本馆规定，将对违反者按有关规定进行相应处理。

Administration Regulation on School Badge and Students Card

1. Student card is to prove the holder's identity. After new students register, they will get student card and school badges from the International Students' Affairs Office. Before students graduate and leave, the Dean's Office will seal on the student card, reading "The holder has graduated and the card is invalid". Then the student card and school badge can be kept as mementos of the university.

2. Before a new term begins, students should take their student card to register at the International Students Affairs Office. The student card is invalid without registration. Students should carry the student card with them to be checked when they go in and out the gates of university, take part in examinations, go through formalities, or prove the identity.

3. Students should take good care of their student cards. In case the student card is lost, the students should report to the International Students' Affairs Office, write a report to explain the reason of loss, fill in the application forms for a new one.

4. Students cards are reissued once and students should pay for the costs and the commission. The formality will be conducted in the 10'h~11lh week every term.

5. Students who hold 2 student cards or alter their names and home address on the card or lend it to others will be criticized and punished.

6. Students should be aware that some people may use the student

cards of our university for bad purposes. In such cases students should report to police immediately. If the card has been used for bad purposes and caused serious consequence, the holder of the card will be responsible.

Regulations on Leaving the University

1. Students who leave school (including graduating, transferring or withdrawing) should take the Clearance Forms to the Academic Affairs Department, International Students' Affairs Office, Logistic Affairs Office, Library, and the Financial Department to go through the procedures for leaving school.

- a. To settle all the accountants;
- b. To check the item in the dormitory and the keys;
- c. To return the borrowed books, the library card and reading card.
- d. To return the student card and all kinds of credentials.

2. Students who graduate should use "Graduates' Notice of Leaving University" to get Graduation Certificate and Academic Degree Certificate.

3. Students who graduate or finish their courses should leave the university within two weeks after the graduation or completion. Those who can't leave at the fixed date should write a report to International Students' Affairs Office, and then pay accommodation fees. Those who fail to leave on time will not enjoy the status of international students.

4. Students who graduate or finish their courses should report to Administration Office and finish all the procedures to return

dormitory before leaving university.

5. Heaving drinking, gambling, assembling to cause trouble, fighting, damaging public properties, throwing or striking anything in the tumult is strictly prohibited during the period of students leaving school. The student who violate this will be punished according to "Principles of Students' Rewards and Punishment of Hunan University of TCM", and make compensations.

6. The university will implement Dormitory Duty Regulation during the period of students leaving school. If the graduates damage public property, break door or windows, throw or strike anything in the tumult, International Students' Affairs Office will cooperate Security Department to investigate. If the university can't find the student who is responsible for this, all the graduates in that dormitory should take responsibility according to the regulation above.

Regulations on Borrowing Books from Library

1. The International Students' Affairs Office will apply for the library card for students.

2. The student enter library to borrow or read books with his (her) own card. It's refused to enter without card.

3. Those who are sloppily dressed (including wearing slippers or vest) are not allowed to enter the classroom,

4. Students should comply with regulations and rules of library, should be polite and cherish public property, keep the library tidy and quiet.

5. it's strictly prohibited to make big noise, throw rubbish, spit, smoke, take breakfast or eat snacks in the library.

6. Students should not move or take out equipments in the library. It's prohibited to tear, scrawl, mark signs on books and take out books without making procedure. Students should return books to library on time.

7. Students should respect working staffs of library and assist them to make management of books and periodicals. When students found someone violate regulations of library, they should dissuade this or report to staffs in library.

8. The student should admit mistake when he or she violate regulations of library, and take responsibility when he or she damage, lose the book or return the book over the time.

Admission Regulations on E-Reading System

1. Readers should respect the working staffs and following their guidance and instructions.

2. Readers enter reading room with reading card. After making procedure, readers should sit at the designated position, one reader, and one computer.

3. Readers should confirm the computer is intact before use, and ask management staff to check it before leave.

4. Readers can mainly view Internet pages, electronic access (such as CD-ROM retrieval, viewing e-books, etc.) in the reading

room. If readers make own programming or write papers, please store information in own storage device.

5. Readers should comply with related university and national regulations on the use of network. It's prohibited to view illegal site, spread harmful information, playing electronic games. The reader who violates this will be abolished to use the machine. The person involved in serious cases will be punished and fined.

6. Readers should cherish public property. It's prohibited to carve or scrawl on the machine, move or dismantle computer and its fittings (earphone, keyboard, mouse etc.), change computer settings and break the process of network.

7. Readers who don't comply with instruction and cause the damage of equipments should make compensation.

8. Keep reading room tidy and quiet. It's prohibited to make noise, throw rubbish, spit, smoke and eat snacks here.

9. Readers who break such regulations will be penalized accordingly.