

WHUT ID No.: _____

Dear International Students,

You are warmly welcome to join Wuhan University of Technology as a new member of our international students' family. In this handbook, we summarize most rules and regulations to be carefully read and strictly obeyed for your safe stay and successful study in China. Collecting this Handbook from the Housekeeping Office, please immediately tear off the Letter of Commitment, sign your willingness to obey those summarized Rules and Regulations and return it to our agency before your Registration as a formal student.

In case you find any conflict between the rules and regulations written in this handbook and regulations by the State or University, please, follow the latter as the standard.

The International Students Office of the School of International Education serves as an administrative agency authorized to manage affairs concerning university international students and it bears responsibility on the interpretation of regulations written in this book.

International Students Office

各位同学：

你们好！

欢迎你成为武汉理工大学的一员。

为了便于你在学校的学习和生活，我们依据国家和学校的有关政策和规定，摘编了我校《外国留学生手册》，请仔细阅读，并严格遵照执行。

本手册中之规定如有与国家和学校的相关规定相悖之处，以国家和学校规定为准。

国际教育学院留学生管理办公室系学校外国留学生的综合管理机构，本手册中之规定由留学生管理办公室负责解释。

留学生管理办公室

WHUT ID No.: _____

Letter of Commitment

I received Wuhan University of Technology for International Students Handbook, and hereby promise to read it thoroughly, obey rules and regulations summarized in it, rules and regulations by the University as well as laws and regulations formulated by the Chinese Government. I agree to undertake any consequences for my violation of the laws, rules and regulations.

Signature: _____

Date: _____

承诺书

我已收到“武汉理工大学外国留学生手册”，承诺仔细阅读该手册全部内容，并遵守中国的法律、法规及学校的规章制度，如果违反以上规定，我愿意承担相应的责任。

承诺人: _____

日期: 年 月 日

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武汉理工大学留学生公寓管理

为了加强留学生公寓的管理, 为住户提供良好的居住和学习环境, 特制订本管理规定。

一、住宿管理规定

1、住户应遵守中国政府法律、法规及学校的各项规章制度。不得在公寓内从事传教及与学生身份不相符的活动。

2、留学生的住宿由国际教育学院留学生管理办公室和后保处宿管中心统一安排。新生原则上只能住学校宿舍不得住校外。学生应在入住留学生宿舍后 24 小时内, 逐项填妥“住宿登记表”一式两联、“武汉理工大学留学生宿舍物品清单”一式三联(见附件)和外国留学生手册承诺书经宿舍管理员签审后提交所在楼栋宿舍管理员。宿管员保留“住宿登记表”和“物品清单”第一联(白联), 第二联(粉联)一并提交给留办, 学生只保留黄联。

退宿时, 学生应提交物品清单的黄联给宿管员, 以用于逐一检查房间物品是否有损毁。如有任何人为损坏房间内及公用设施设备者需照价赔偿。

只有当房间没有任何损毁、遗失或欠费学生才能获得宿管员在离校手续单上签名, 离校手续单上需附上入住登记表和物品清单的白联。房间钥匙和电卡的押金将在学生归还了上述物品后, 与当日离开学校时退还, 同时失效门禁卡。

3、任何学生未经留办书面允许不得私自调换、退房间。

每位学生在校就读学制阶段原则上最多只能申请更换房间一次, 如确有非个人原因造成的房间无法居住的, 可以适当予以调整; 如遇调整, 请至物业办公室填写申请表, 提交至留办审批。学生未经学校允许, 以任何形式私自退房, 或已经学校允许却未完成退宿手续者, 将继续缴纳住宿费。

必要时, 学校管理部门有权取消或者提前中止部分欠费、缺勤、无故不签到的留学生门禁权限。

新到自费生、交流生门禁卡期限首次 30 天, 所有学生门禁卡有效期一年一展期。必要时, 学校管理部门有权取消或者提前中止部分欠费、缺勤、无故不签到的留学生门禁权限。

4、物业公司给每位住户发放一把房间钥匙(或者门禁卡)和武汉理工大学留学生宿舍物品清单。长期生的门禁卡即为学生一卡通, 短期生为临时门禁卡。自费生门禁卡有效期限同居留许可有效期, 所有学生门禁卡期限最长不超过该学年的 7 月 31 日。所有门禁该卡仅适用于住宿的该所住楼栋使用范围内; 如有遗失, 请及时前往办公室领取补卡证明, 并在卡务中心补办, 工本费 20 元。住户不得将钥匙转交或私配给任何人。离校退房时必须将房间钥匙退还给公寓管

理员。否则由此产生的一切经济和法律后果由其本人负责。

5、物业公司向每位住户提供一套床上用品。床上用品在规定学制内由个人保管和清洗。居住期限在一学年以上者离校时可选择将床上用品随身携带自用，居住期限在一学年以内者离校时须退还床上用品，如有损坏需照价赔偿。

6、住户应互相关照、互相谅解，主动协助驻楼留学生联络员实行自我管理，并配合学校对宿舍的定期检查。请勿在公寓内大声喧哗，开放大音量收录机、电视等音响设备，应避免影响他人学习和生活。如因为打扰到其他同学学习和生活且情节严重者，留学生管理办公室在接到相关投诉将约见并要求学生签署不打扰保证书，两次签署保证书后将代为保管音响设备，如次后再接到投诉将强制要求搬离留学生宿舍，已交住宿费在不导致住房闲置的前提下按照未住足月数办理退换手续。

7、租房不得污损墙壁、地面、天花板、家具等公用物品；不在房间墙壁上，门上钉钉子，也不得在房间内做饭。

8、如房间及房内设施设备需要维修请与所在楼栋宿管员登记，由宿管员联系专业人员处理，通常小型维修限当天处理，大型维修限一周处理。

9、留学生宿舍仅限学生本人住宿。任何住户不得私自留宿任何客人，对违反规定者一经查出，宿舍管理人员有权给予批评教育，情节严重者按照学校有关规定给予必要的处分。

10、留学生公寓内的公用电器及公用生活设施只能在指定公共区域使用，不得带入个人房间。公寓内的公共设备、物品不得转借、自行拆装和损毁；如有丢失和人为损坏，应照价赔偿。

11、自费生每年开学报到时，持学校预先准备的 ICBC 银行卡或自备的中国境内各大银行卡到 ISO 办公室刷卡缴清住宿费。拖欠费用者将被取消校内住宿及年度评先评优资格。

12、室内家具不允许置于楼道或阳台上，如有损坏，将自行照价赔偿。请勿将自行车、电动车等置于楼宇内部。

二、留学生宿舍出入管理规定

1、为了保证留学生正常生活和学习，本公寓的会客时间为：8:00-22:00；来访者应在 22:00 前离开。逾时未离开者有效登记身份证件由被访者于次日 8:00 后到留学生管理办公室领取并接受处理。

2、留学生应督促应邀来访者应主动向值班员出示并暂留有效身份证件，并认真填写《来访会客登记表》，在征得被访者和宿管人员同意后，方可由被访者带入留学生公寓内会客。未带任何有效证件或拒绝出示有效证件者，禁止进入公寓。未经允许进入者一经发现，将联合学校校后保处、保卫处强制清离。客人离开时，应由被访问者在会客登记表上签字确认。

被访者应对由其本人带入所在楼栋的客人在到访期间的一应行为负责。

23:00~6:00 宿舍关闭大门，晚归者需出示学生证或相关证件登记后，经宿管师傅许可方可进入；过 23:00 无正当理由禁止外出。23:00-6:00 进出本楼须在晚归登记本上登记，同一学期累计晚归次数在三次以上且累教不改者将被取消年度评先评优资格，情节严重者将给予警告，累计三次警告者将不予办理居留许可证件。

3、公寓管理人员有权利和责任对违反留学生公寓管理规定的行为予以纠正并向相关主管部门报告。

三、卫生管理规定

1、住户的个人房间由本人清扫。房间清扫出的垃圾应装入垃圾袋，每天早晨 8:00 以前放入楼下垃圾桶，由清洁人员处理。注意保持房间卫生、开窗通风，并做好个人卫生。

2、公寓公共部位由宿管中心保洁人员负责清扫。工作人员每天对公共场所清扫二次，楼道扶手每天擦洗一次。公用垃圾桶每天清倒二次。

3、请勿在公共场所内随地吐痰、乱丢烟头、纸屑、果皮等，不要在墙壁、家具上刻画，共同维护好大家的生活环境。

4、请勿把垃圾、纸屑、塑料袋等杂物投入厕所和下水道内，以免影响自己和他人的生活。

5、请勿在公共场所乱涂乱画和随意张贴，不要将废弃物放置于走廊、通道、楼梯间及公共活动场所。阳台上不得悬挂有碍观瞻和妨碍他人的物品。

6、请勿在厨房堆放个人烹饪用品，一旦丢失后果自负，严厉禁止任意丢放生活垃圾，未按时清理时，宿管保洁人员将代为保管。

7、禁止在楼栋或房间内饲养宠物。

四、公寓水电管理规定

1、学校对公寓内的用电实现配额管理，公寓用电额每人每月免费额度为：120 度，寒暑假期间登记留校学生每人额外各增加 150 度免费用电额度，超出部分由住户自理。

2、请注意节约用电用水。住户用电当月或当年额度节余部分可转入下月或下年继续使用。当月或当年用电超支部分由住户自行到后勤集团水电管理中心购电充值，电价标准为武汉市城市居民用电价格。

3、住户应妥善保管好自己 IC 电卡，避免因遗失给自己的生活和学习带来损失和不便，如有遗失需自行补办。

4、住户离校时，应按要求到后勤集团水电管理中心办理退还 IC 电卡手续，自用电的剩余部分予以退还。

五、安全管理规定

1、住户出门时应关掉除冰箱以外的所有电源；房间内禁止使用电炉、液化气炉、酒精炉、电熨斗等家用电器及任何 800W 以上的大功率电器；使用热水器时应断开电源；宿舍内装有烟雾报警器，请不要在宿舍内做饭或吸烟；也不要私拉电线，否则，由此引起的火灾等安全事故，由本人承担一切责任并负责赔偿。

2、住户离开公寓时应关好门窗，个人贵重物品由个人妥善保管；如遇物品被盗抢或丢失，应做好现场保护并及时向值班人员报告。

3、住户不得将房间钥匙交给他人保管和使用，否则由此引起的个人和公用物品遗失和被盗等一切责任均由本人负责。

4、公寓值班员受理入住留学生日常水电维修等的报告，负责公寓的安全保卫。住户有责任和义务配合公寓值班员的日常管理和检查工作。如寝室设备需维修需本人到值班员登记，并预约修理时间，按照维修工人和值班员要求做好登记。

5、住户如需举行集中聚会，活动规模在 20 人及以上，须至少提前二周报请国际教育学院批准，并报学校保卫部门备案。

6、为保证学生的安全，学生因确有需要需外出至武汉以外的城市或者离开寝室一周以上，需上报留学生管理办公室备案。宿管员如发现学生连续七天不在寝室居住，也有义务上报留学生管理办公室。

7、学校将定期或不定期组织留学生新生参加保卫部门或公安局出入境管理机关组织的消防演习或安全教育，所有学生不得无故缺席。

重要报警电话：

火警：119 医疗急救：120 盗抢、交通安全：110

物业公司为留学生公寓的责任管理单位。其管理人员有权对违反上述规定的行为予以纠正。住户如对公寓的管理和服务及其人员的行为有意见，可向物业公司及国际教育学院投诉。

投诉电话：

留学生管理办公室：

87608608（马区），87590525（南湖），86554406（余区）

13387556113（5:30pm 至次日早上 8:00am），

物业公司：15377065393（马房山校区）

87166682（南湖&鉴湖校区）

59592568（余家头校区）

武汉理工大学_____校区外国留学生住宿登记表
Check-in Form for International Student Dormitory

楼栋号 Bldg #		单元/层 Unit/Flr		房间号 Room No.		照片 Photo
英文姓 Surname			英文名 Given Name			
性别 Sex	M / F		出生日期 Date of Birth	年/y 月/m 日/d		
专业学习 起止时间 Study Period	自 From	yr	m	护照号码 及有效期 Passport No. & Expiration Date	Passport No.	年/y 月/m 日/d
	至 To:	yr	m		Expiration Date	
停(居)留证件 Visa/Residence Permit	种类 Type			有效期至 Valid Until	年/y 月/m 日/d	
	号码 No.			签证机关 Issued by		
国籍 Nationality				最近入境时间 Time of entry		
来华事由 Purpose of Stay in China				所在学院 School		
专业 Major				学习层次 Degree		
入住日期 Move-in Date	年/y 月/m 日/d			拟离开日期 Date of Departure	年/y 月/m 日/d	
本人联系电话 Telephone Number			电子邮件 EMAIL			
紧急事务 联系人 Contact Person			联系电话 Phone			
备注 Remarks	完整填写表格经宿管员核实签字后, 凭此表第二联办理相关手续。Please, fill this form nicely and return the red copy with the signature of dormitory managing staff to the International Students Office for registration and Residence Permit			本人签字 Signature		

宿舍管理员签名(必须核实房间信息后签名): _____ 填表日期: _____ 年 月 日

House Keeper Signature: _____ Date: _____ yy mm dd

Inventory Checklists of International Student Dormitory

Personal Information

房间号 Room NO.		房间类型 Room Type	单人间 <input type="checkbox"/> Single	双人间 <input type="checkbox"/> Twin-bed	小单间 <input type="checkbox"/> Small Single
申请编号 WUT App. NO.		学生姓名 Passport Name			
护照号 Passport NO.		学习期限 Study Period		至 To	
学生类别 Degree		经费来源 Sponsored by	Exchange <input type="checkbox"/> Self <input type="checkbox"/> Scholarship <input type="checkbox"/>		

Inventory

序号 SN	物品名称 Item	数量 Quantity	价格 Price
1	衣柜/ Wardrobe	1	1450 元/ RMB
2	床/ Bed	1 <input type="checkbox"/> 2 <input type="checkbox"/>	1135 元/ RMB
3	桌/Desk	1 <input type="checkbox"/> 2 <input type="checkbox"/>	750 元/ RMB
4	椅/Chair	1 <input type="checkbox"/> 2 <input type="checkbox"/>	135 元/ RMB
5	床头柜/ Night Table	1 <input type="checkbox"/> 2 <input type="checkbox"/>	300 元/ RMB
6	窗帘/ Curtain	1 Set	600 元/ RMB
7	床上用品/ Bed sheets	1	500 元/ RMB
8	缩拉门玻璃/ Door Glass	1	100 元/ RMB
9	空调/ Air-conditioner	1	2000 元/ RMB
10	冰箱（小）/ Fridge (Minor)	1	550 元/ RMB
	冰箱（大）/ Fridge (big)	1	1180 元/ RMB
11	遥控器/ Remote Control	1	40 元/ RMB
12	热水器/ Water Heater	1	1800 元/ RMB
13	洗脸盆/ Washbasin	1	500 元/ RMB
14	马桶/ Toilet	1	600 元/ RMB
15	钥匙/ Door Key	1	10 元/ RMB
16	电卡/ Electricity Card	1	30 元/ RMB

注：其他未经列举资产被蓄意损坏时，同样需要按照实际维修成本照价赔偿。

Remarks: the student still needs to compensate for the lost or damaged items unlisted in this Inventory according to the actual cost.

Signature

	学生签名 Student	宿舍管理员签名 Housekeeper	日期 Date
入住/ Check-in			
退房/ Check-out			

注：留学生入住及退房签字前，请仔细阅读本清单背面的说明，本人签字即视为对说明的认可。

Remark : Before you sign for check-in or check-out here, please read the Introduction on the back side, and your signature will be regarded as agreement with them.

武汉理工大学留学生费用收缴管理

一、缴费标准

项目 (每人每年)	类别		中文 授课	英文 授课
学费	本科生	理科类专业	20000	24000
		经济及管理类专业	18000	20000
		艺术类专业	25000	30000
	硕士研究生	理科类专业	26000	30000
		经济及管理类专业	23000	27000
		艺术类专业	33000	38000
	MBA		30000	34000
	博士研究生	理科类专业	32000	35000
		经济及管理类专业	30000	33000
		艺术类专业	41000	45000
	预科		17000	
	学制外(自费延期)		10000	
住宿费	双人间		7500-8400	
	单人间		9000-12000	

二、学费规定

留学生应在规定时间内足额交纳学费，未按时交清者，不得办理入学注册，取消各级各类奖学金、表彰参评资格。

我校学费以人民币为计价单位。除特别指出外，学历生学费按学年一次性交纳，非学历生学费按学期一次性交纳。学费在开学报到日交纳(以校历为准)。

留学生有特殊原因无法在规定时间内交清者可申请缓交。缓交最长期限为开学之日起一个月内。申请缓交履行程序如下：

学生在规定交费日之前，由本人向留学生管理办公室提出书面申请，陈述缓交理由；

逾期一个月未交清全部学费者，按自动退学处理。

因退学、转学等原因终止学习的学生，按月计收当年的专业学费。

在学期间经批准休学者，已交学费不退、不转，保留至复学时继续使用。休学学生的学费等相关费用按复学后相应年级专业学生的收费标准交纳。留级和转换专业的学生，学费标准按当期转入年级专业的学费标准交纳。

在学期期间因私自离校、受到勒令退学、开除学籍等纪律处分离校者，学费不予退还。

留学生在规定时间内因学分未修满、考试不及格、毕业论文撰写不合格或答辩未通过等原因不能按期毕业者，经本人申请，学校批准，可延长学习期限，并交纳延长学费人民币 5000 元/学期。

学生在毕业（结业、肄业）前，必须缴清学费后，方能取得毕业（结业、肄业）资格，办理离校手续。

三、住宿费规定

我校留学生宿舍住宿费以人民币为计价单位，除无需自付外，学习一个学期以上（含一学期）的留学生办理入住手续时均须按学期一次性交清住宿费用，交费期限为开学报到日（以校历为准），房费标准执行学期优惠价。

有特殊困难时，经学生本人申请，留学生办公室批准，可按月交纳，房费不再享受优惠，执行正常房费标准。

计划学习时间不满一学期，按实际学习天数交纳住宿费用，房费不享受优惠，执行正常房费标准。

留学生如调整宿舍房间，调整前应结清不同价格类型房间差价。

学期中因个人原因退房者，如已将住宿费交至学期末，则住宿费按照正常房价标准重新核算，核算后如有剩余房费，余款退还学生本人。

四、缴费方式

1、线上支付

留学生可在网上缴费平台（<http://uap.whut.edu.cn/xysf/>）按学年自行缴费。

备注：仅支持使用在中国大陆发行的银行卡、微信和支付宝。

2、境内支付

留学生可在校内中国工商银行柜面进行转账支付（请勿使用 ATM 转账），汇款时请在备注栏写明你的申请编号，例如：备注 2016ZF001；并务必及时将附有“现金凭证”的发票回单交于留学生管理办公室 407。

学校境内帐号信息：

户名：武汉理工大学

账号：3202006729200016973

开户行：中国工商银行洪山支行

备注：此账号仅限接受学费、住宿费

户名：武汉理工大学

账号：3202006709000475962

开户行：中国工商银行洪山支行

备注：此账号仅接受新生注册费

3、境外汇款

境外汇款时，请在备注栏写明你的申请编号、名字或护照号码，并务必及时提交一份汇款单复印件给留学生管理办公室 407。

学校外汇帐号信息：

Name (Payee): WU HAN LI GONG DA XUE

Foreign Account (A/C): 3202006719200487084 (仅接收美元)
3202006709000475962 (接收人民币及其他货币)

Bank(TO): THE INDUSTRIAL AND COMMERCIAL BANK OF CHINA ,
HUBEI BRANCH

Swift Code: ICBKCNBJHUB

Address: No.205 Luoshi Road, Mafangshan, Wuhan, P.R.China

Postcode:430070

武汉理工大学留学生签证管理

1、持 X2 签证入境且学习期限在 180 天以内学生，不需办理居留许可；持 X1 签证或者持 X2 签证且学习期限在 180 天以上入境学生，须于入境 30 天内，签证过期 15 日和 10 日前分别先后向留学生管理办公室、武汉市公安局出入境管理部门申请办理居留许可（不办理居留许可并造成签证过期者，根据中国相关法律，将被处以每天 500 元人民币以上的处罚，严重者将可能面临被取消学习资格、拘留审查及强制出境）。

再次申请居留许可者也须于签证到期 15 日和 10 日前分别先后向留学生管理办公室、武汉市公安局出入境管理部门申请居留许可延期申请。

2、公费留学生在报到注册后，按照其奖学金期限办理居留许可。

3、自费留学生应遵循“居留许可申办期限与缴费期限关联”的原则，严格执行一次性付清全年的学费及住宿费等相关费用，所有应缴费用必须在每学期开学第一个月底以前全部缴清，费用缴清后方可申办居留许可延期相关手续。

4、留学生家属在华停留可申请 S1/S2 签证，但须提供经公证认证的亲属关系证明或驻外使领馆的证明、在华担保及不在校住宿的承诺和家属购买的在华期间的保险凭证。陪读家属在华停留期限不得超过外国留学生居留证的有效期限。

留学生家属入境后应携带住宿登记表、护照信息页、签证和入境章页复印件在 407 办公室登记。X2 和 S2 的批准有效期不应超过 6 个月，可再次申请，但在华 X2 和 S2 的累计有效期不得超过 1 年（从第一次 X2 和 S2 的入境日算起）。家属在华期间不得入住学校留学生宿舍，学生如要求与家属同住，需在家属抵达前搬出校内留学生宿舍。

在华出生的小孩须于出生后 2 个月内携出生证明等相关证件到武汉市公安局出入境办理登记手续（取得护照前口头报告，取得护照后履行手续，整个时限二个月）。

5、自护照报失证明签发之日起原签证将被宣布作废，作废的中国签证即使此后重新找回，仍属无效。自报失证明签发之日起 30 日内，须申领到新护照并到拟居住地公安机关办理签证手续，如无法在期限内申领到新护照，应当尽快申领代替护照的其他国际旅行证件。凡超过 30 日(不含 30 日)仍未申领到新护照或者其他国际旅行证件并到公安机关办理签证手续者，即构成非法居留，将会被依法处罚。在中国境内的外国人因证件遗失、损毁、被盗抢等原因未持有有效护照或者其他国际旅行证件，无法在本国驻中国有关机构补办的，可以向停留居

留地县级以上地方人民政府公安机关出入境管理机构申请办理出境手续。

6、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。

7、如果未能按期缴纳全年的学费，仅能申请半年期居留许可证件，需签署《武汉理工大学来华留学生申办半年期居留许可证件签证责任告知书》，并按期清缴欠费，否则将取消其学习资格，不再出具居留许可延期证明并将其所持居留许可证件报请当地公安出入境管理部门予以注销。（见附件八。）

8、我校实行居留许可申办期限与考勤考绩相关联制度，凡一学期出勤率和平均成绩低于 60%，或者两种加和后平均值低于 60%的，只能申请不超过一年的居留证件；对两项加和平均值低于 50%或者出勤率低于 30%的将直接予以拒签。（见附件七。）

9、无论办理何种类型的签证，所有学生都需在出入境管理平台填写相关信息，可扫描二维码下载 APP，注册后填写。



10、出入境管理局地址等信息

(1) 武汉市公安局出入境管理局武汉市江岸区金桥大道 117 号市民之家

乘车建议：地铁 2 号线转 3 号线在市民之家站下车即到

工作时间：周一至周五：上午 9：00-12：00，下午 13：30-17：00

周六：9：00-12：00

咨询电话：027-12580-0

(2) 东湖新技术开发区高新大道 777 号（高新大道与光谷四路交叉口处）

（区政务中心）

乘车建议：301、786、913、536、333 路公交车在光谷政务中心站下车即到

工作时间：周一至周五：上午 9：00-12：00，下午 13：30-17：00

咨询电话：027-50777177

武汉理工大学 来华留学生安全与法制管理

所有外国留学生须经卫生检疫机关书面认证体检合格、按期缴纳相应费用并办理有效居留签证及各项入学手续后方可正式注册成为武汉理工大学学生，可获得学生证、校园卡等，享受武汉理工大学学生的各项待遇和权利，并应服从学校的教育和管理，承担相应的义务。

留学生假期外出应至少提前 10 天主动报留学生管理办公室以备案，并注意途中安全。学期内或假期出国（境）应由本人妥善办理回头签证及居留许可延期手续。

留学生必须严格遵守我国法律、法规，不得擅自在校内宣读、散发、张贴宣传品，不得擅自组织跨院校、跨地区的群体活动。留学生在校内举行 20 人以上较大型活动应至少提前二周提出书面申请，经留学生管理办公室报校领导或上级主管部门批准后方可举行。

学校尊重留学生的民族习俗和宗教信仰，但不得提供举行宗教仪式的场所，也禁止留学生在校内进行传教及宗教聚会活动。留学生合法进行集体宗教活动，仅限在当地法定宗教场所进行。

所有留学生在学校学习期间不得从事就业、经商等任何有违学生身份的经营性活动。经批准参加校内和校外实践基地勤工助学活动的留学生，必须严格遵守有关勤工助学管理规定，超出规定的岗位范围或者时限工作的属非法就业。

武汉理工大学保险购买和就诊/医药费报销

一、保险购买

学习时间超过一年的公费和自费留学生需自行在线上购买每一学年的保险。购买保险之后才能报道注册。

门诊、住院费用和意外事故的保险金等费用由平安养老保险股份有限公司来华人员综合医疗保险公司的相关规定负责理赔。

保障责任	保险金额 (元)	8岁—69岁	
		保险费 (元/人·半年)	保险费 (元/人·年)
身故+意外伤残	100000	400	800
意外医疗	20000		
门、急诊疾病医疗 (日费用限额 600 元,免赔额 650 元以上部分按照 85%比例赔付)	20000		
住院医疗	400000		

推荐购买费用：800 元人民币/1 年

网页购买流程：①打开网页 www.lxbx.net ②输入护照和验证码

③选择保费和点击购买 ④选择支付方式 ⑤支付完成和留存凭证

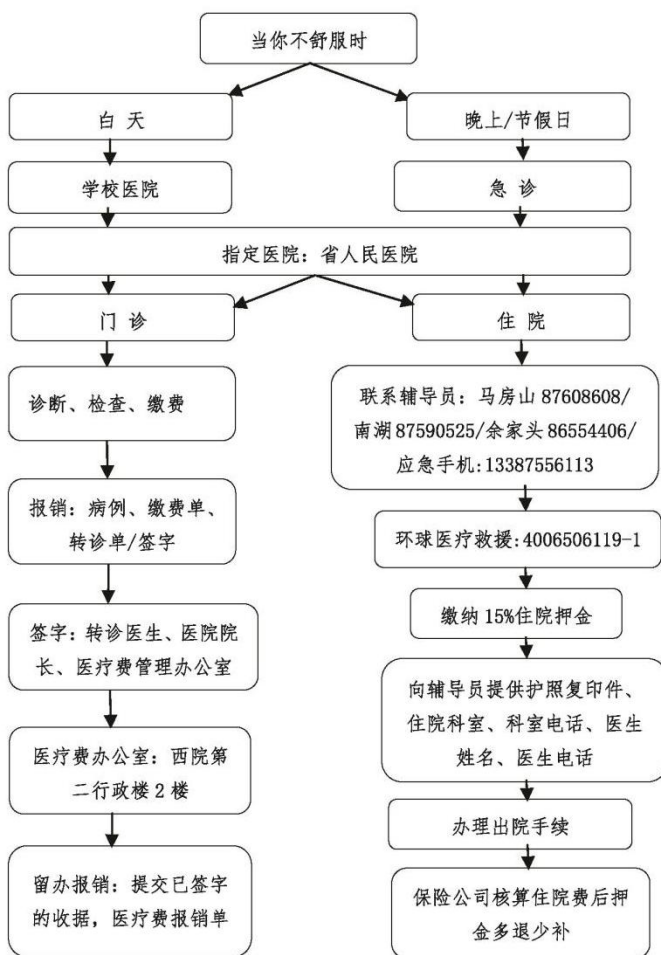
手机购买流程：①微信扫二维码



②输入护照和验证码 ③点击购买 ④选择保费 ⑤邮箱留存凭证

咨询电话：4008105119

二、就医指南



三、医药费报销的有关规定

1、留学生在校外医院就诊时应先向保险公司 4008105119 转 1 咨询，按照保险公司的提示进行就诊。如需使用垫付服务，必须在办理住院手续或住进医院后 24 小时以内电话报案，（情况紧急也要保证在 24 小时以内报案）并明确说明需要垫付，没有在要求时间以内电话申请的，将无法享受垫付服务。

2、留学生在校外医院就诊时应先向医生声明公费医疗政策，以便医生酌情用药，否则公费医疗之外的药品费用需由本人承担。

3、留学生在校外医院就医的医疗费用由本人先行垫支，医疗费报销享受与中国师生同等待遇，即医疗费费的 20%-28%由本人承担。

4、已购买了住院及人身意外伤害保险的学生如须在校外医院住院，学生本

人必须先支付 15%住院押金，确定押金支付后，其住院费用或事故赔偿金由中国平安保险公司按有关规定垫付或支付。住院期间的伙食费、交通费等费用以及保险公司按规定不予报销的部分由学生本人承担。

四、医药费报销的时间和程序

来华人员综合保险保障计划简表

保障项目	保险金额	保障范围
身故+残疾保障责任	10 万元	因意外伤害事故或疾病身故/意外残疾，我们将累计给付身故/意外残疾保险金；
意外伤害医疗保险责任	2 万元	因意外伤害事故需门诊治疗，发生的医疗费用，我们将就其事故发生之日起 180 日内实际支出的按照当地社会医疗保险部门规定可报销的、必要的、合理的医疗费用给付医疗保险金；
门诊医疗保险责任	2 万元 (日限额 600 元 起付线 650 元以上的部分 85%赔付)	被保险人因疾病咨询 4008105119 转 1 进行医疗咨询 需门诊治疗发生的医疗费用，我们按照当地社会医疗保险部门规定可报销的合理费用，每个保险期内，就医疗费用日限额为 600 元，在日限额的基础上累计超过 650 元(起付钱)以上的部门保险人按照 85%的比例赔付，累计给付以保险金额 20000 元为限 温馨提示： 被保险人在本次投保前发生重大疾病或慢性病的，保险人不承担给付保险金的责任。
住院医疗保险责任	40 万元	被保人因意外伤害事故或因疾病，轻医院诊断必须住院治疗，就其实际支出的合理住院医疗费用，按 100%给付住院医疗保险金。 温馨提示： 被保险人在本次投保前发生重大疾病或慢性病的，保险人不承担给付保险金的责任。
全程医疗管理 紧急医疗救援		1. 因疾病或意外事故需就诊 必须直接电话致 4008105119 转 1 键，进行健康咨询，就医指导及理赔注意事项说明。如确诊需住院可向救援公司申请住院垫付。未经救援公司备案且未经门诊诊治而直接入院治疗的(包括病情未达到住院程度住院治疗的)，救援公司不负责住院费用垫付，对于未经上述程序申请的，个人自行垫支医疗费用的，将无法获得赔付。 2. 理赔咨询，重大事故报案 4008105119 转 1 键，未开通 400 电话地区可拨打 010-67185217

省份	名称	位置	电话	建议
湖北	武汉大学人民医院	湖北省武汉市武昌区解放路238号	027-88076808	强烈推荐
湖北	华中科技大学同济医学院附属同济医院	湖北省武汉市汉口解放大道1095号	027-83663645	推荐
湖北	华中科技大学同济医学院附属协和医院	湖北省武汉市汉口解放大道1277号	027-85726114	
湖北	湖北省武汉市急救中心	湖北省武汉市江汉区新华路10号	027-85792248	
湖北	湖北省武汉钢铁公司第一职工医院	湖北省武汉市青山区冶金大道29号	027-86803612	
湖北	华中科技大学同济医学院附属梨园医院	湖北省武汉市武昌东湖梨园新村	027-86793043	
湖北	武汉科技大学附属医院	武汉市武昌区丁字桥涂家岭9号		

备注：武汉大学中南医院除外

理赔程序:

按要求备齐下列资料 → 邮寄到保险公司

申请项目 \ 所需材料	护照复印件及签证页复印件	医院发票原件	病例复印件 (每次就诊病例日期与发票日期相对应)	费用明细	意外事故证明	出院小结或住院病例复印件	银行存折复印件或银行卡客户信息表
意外门诊	需要	需要	需要		需要		需要
疾病门诊	需要	需要	需要				需要
住院 (因意外)	需要	需要		需要	需要	需要	需要
住院 (因疾病)	需要	需要		需要		需要	需要

保险事故发生后, 理赔的规范程序:

1、因疾病或意外事故需就诊, 需直接致电 4008105119 转 1 键, 由救援医生进行健康问诊、就医指导及理赔注意事项说明。如经过问诊且门诊治疗后医生确诊需进一步住院治疗的可向救援公司申请住院垫付, 救援公司与医院沟通确认后决定是否启动住院垫付程序。凡未经救援公司医生问诊备案且未经门诊诊治而直接入院治疗的 (包括病情未达到住院程度却要求门诊医生同意住院治疗的), 救援公司不负责住院费用垫付。对于未按照上述程序申请的, 个人自行垫支医疗费用的, 将无法获得赔付。

2、重大事故可通过以下联系方式报案

理赔咨询、报案电话: 4008105119 转 1 键

未开通 400 电话地区可拨打 010-67185217:

凡是未经 400 电话报案或者未按照要求规范程序执行的, 将无法获得赔付。

3、理赔应备文件:

(1) 身故或意外伤残

A 被保险人护照复印件及居留许可页复印件

B 被保险人伤残时需提供伤残鉴定证明 (由指定鉴定机构出具鉴定报告)

C 被保险人死亡证明

D 被保险人与所有受益人关系证明及受益人身份证明复印件。

E 如意外事故须提供意外事故证明及相关部门的定性材料 (如: 交通事故须出具交通部门的交通事故责任认定书, 高坠、溺水等须公安机关或相关部门出具事故属意外或自杀的定性材料, 饮酒导致事故须出具酒精含量定量报告)

F 有效投保凭证复印件

(2) 意外伤害医疗

- A 被保险人护照复印件及签证页复印件
- B 意外事故经过及证明（如是交通事故出具交通部门的交通事故责任认定书等）
- C 收费收据原件
- D 相对应每次就诊病历，费用明细，检查、化验报告单复印件
- E 有效投保凭证复印件

(3) 门诊或急诊医疗

- A 被保险人护照复印件及签证页复印件
- B 收费收据原件
- C 相对应每次就诊病历，费用明细，检查、化验报告单复印件
- D 个人银行信息单

注：门诊理赔条件有两个：

A 费用总额需超过 650 元，且少于 2000 元（如未达 650 元可以在有效期内将门诊金额累加）；

B 单日支出费用最高限额为 600 元（超出 600 元的部分不予计算）

最终学生可获得理赔金额=（支出总额-650）x 85%

例如：学生生病住院 4 天，每日支出费用如下：

日期	实际支出金额	理赔计算金额
第一天	500	500
第二天	660	600
第三天	450	450
第四天	400	400

由于该生第二天支出 660 元 >600 元，只按 600 元计算，

因此支出总额=500+600+450+400=1950

理赔金额=(1950-650) x 85% =1105 元

(4) 住院医疗

- A 被保险人护照复印件及签证页复印件
- B 如意外事故须提供意外事故证明（如是交通事故出具交通部门的交通事故责任认定书等）
- C 住院收据原件、费用明细原件
- D 出院小结或住院病历复印件

E 有效投保凭证复印件

以上（2）—（4）项特别说明：

A 每次赔付文件中须附上被保险人或学校指定的银行帐号，并本人签字及学校盖章。（具体内容请联系 4008105119 转 1 键）。

B 若一次保险事故分别在两家（含）以上医院就诊，须出具每次就诊的诊断证明书、病历复印件等相关文件。

C 就诊医院须在中华人民共和国大陆境内的公立医院，符合当地社会基本医疗保险规定报销范围的项目和费用。

D 护工费申请

① 住院期间医院或护工服务公司出具的护工费发票原件

② 护工单位出具的护工费申请并被保险本人签字加盖申请单位公章

理赔材料寄送至：北京市西城区金融街 23 号平安大厦 9 层

收件人：来华保险项目组

电话：4008105119/ 010-59731677

邮编：100022

邮箱：rycy@lhgj.net

五、以下情况将由学生承担费用

1、因打架斗殴及自杀、自伤、酗酒、交通肇事、吸毒等造成的诊疗费一律全部自理。

2、不按学校医院的规定自行就医、自购药品者，所有费用一律全部自理。

3、挂号费、交通费、会诊费、一次性消耗用品（如一次性注射器）等，费用均自理。

4、先天性疾病、整形美容手术、洁牙、人工牙种植、各种保健治疗或在入学前发现的疾病等，费用均自理。

5、住院学生应在入院 24 小时内拨打 4008105119 转 1 打电话给保险公司，否则发生费用将由学生支付，然后再办理保险理赔手续。

6、请保存保险理赔的医疗记录和相关发票。

不要到保险合作之外的医院，如中南医院就诊，否则保险公司将不予不能提前支付或垫付费用。

武汉理工大学奖学金发放管理

1、政府奖学金留学生的奖学金标准按国家留学基金管理委员会规定的相应标准发放。本科生 2500 元/人月、硕士生 3000 元/人月、博士生 3500 元/人月，其他类别奖学金生标准按照有关部门实际拨款执行。

2、中国政府奖学金、中国企业奖学金及学校奖学金等各类奖学金生应于每月 25 日至 30 日到就近留学生管理办公室进行指纹签到。

3、奖学金生的生活费将于每月 15 日左右由学校财务直接划入学生登记的 personal 银行账户。个人银行账户如有变更，应提前书面通知留学生管理办公室。因丢失银行卡等原因造成的生活费损失，留学生管理办公室不予补发。

4、奖学金生未在规定期间指纹签到，可在次月到就近留学生管理办公室进行纸质补签。1 日至 7 日期间补签，暂停的当月奖学金于下个月全额补发；8 日至 15 日期间补签，暂停的当月奖学金于下个月补发半额；未按期指纹签到及纸质补签，当月奖学金不再补发。奖学金补签必须由本人签名，他人不可代签。

5、奖学金生在开学当月十五日（含十五日）之前到校注册的，发放全月生活费；十五日以后注册的，发放半个月生活费；毕业生的生活费发至学校确定的毕业之日以后的半个月；获得奖学金的学生在学期间（正常假期除外）因个人原因离华时间超过 15 天的，其离华期间生活费停发。

6、奖学金生在学校规定的假期内或学校批准离境参加学术活动不超过 60 天的，生活费正常发放。离境超过 60 天的，暂停发放离境期间的生活费。

7、申请休学或退学的奖学金生，自休学或退学申请获批当月起停发生活费，已经发放的生活费不予追缴。休学期间不享受奖学金生待遇，往返派遣国及原住地的一切费用自理。

8、奖学金生须按规定参加奖学金年度评审，无正当理由不参加年度评审或评审不合格者，将被中止或取消奖学金资格。

9、奖学金生在享受奖学金期间如违反中国法律或学校规章制度，学校将根据情节轻重扣发、暂停或取消其奖学金。

10、奖学金生在享受奖学金期间未能完成规定的学业需要继续就读者，如未能继续取得奖学金，超期学习的全部费用由本人自理。

11、奖学金生住宿安排

(1) 所有年级奖学金预科生、本科生以及一年级研究生原则上限住校内；

(2) 校内住宿奖学金预科生、本科生、硕士生原则上安排双人间，博士生

安排单人间；奖学金硕士研究生如自愿按照每年 3600 元标准补足单人间差价后，在房源充足的前提下可申请入住单人间；

（3）二年级以上奖学金研究生如在上一年学年度年审通过且无考试挂科、无缺勤和无迟签漏签等不良记录者，经本人申请可准予校外住宿。获准校外自行租住者，可获得校外住宿补贴，发放标准为本科生、硕士生 700 元/人月，博士生 1000 元/人月,每半年核发一次。

武汉理工大学

年度评审及评优评先工作管理

一、年度评审

1、凡在我校学习年限超过一学年的学生（包括申请延期学生，上一学年奖学金不合格被中止奖学金的学生），必须参加年度评审。预计本年毕业学生、已休学学生和本年春季入学学生不参评。

2、学校依据有关规定，学生从遵规守纪、学习情况和参加活动情况方面进行自我定性评价后，由专业学院及培养单位对学生道德品行、学习成绩、学习/科研态度和活动表现对每个学生进行定性与定量评价，最后由留学生教育管理中心结合学生自评和专业学院及培养单位评审意见进行综合评定，给出最终处理意见。所有留学生年度评审结果将作为本年度评先评优依据。

3、中国政府奖学金学生，包括申请奖学金延期学生，按照规定时间提交《中国政府奖学金生年度评审表》，其评审结果将上报国家留学基金管理委员会和相关国家驻华使领馆等奖学金设立机构，并依据其最终评审结论决定是否继续，取消，中止或恢复奖学金资助。

4、参加年度评审学生于每年4月15日前（根据学期安排具体调整）提交年度评审材料，逾期视作无故不参加。无故不参加年度评审者一律按年审不合格处理。

5、年度评审意见分为“合格”和“不合格”两种，凡年度评审不合格者，由留学生教育管理中心结合学生表现情况决定自下一学年度起中止奖学金发放或取消奖学金资格。

6、进一步细化分学习层次、分年级年度评审制度。原则上，来华留学研究生课程学习阶段年审通过基本要求为：课程通过率达到90%以上，高于70%但低于90%记学业警示一次，低于70%按不通过处理；两年学制来华留学生第3学期以及三年或四年学制来华留学生第2学年必须通过论文开题答辩，研究生中期考核与开题答辩同步执行；三年或四年学制来华留学博士研究生申请奖学金延期时增加与学位论文相关的投稿证明。

7、具体评审办法参照武汉理工大学来华留学生奖学金年度评审方案（试行）。

二、评优评先管理

1、奖学金类别

- (1) 武汉理工大学友谊奖学金（一、二、三等）
- (2) 优秀来华留学生奖学金（国家留学基金委）
- (3) 优秀毕业生奖
- (4) 学习优秀奖
- (5) 学习进步奖
- (6) 集体荣誉奖
- (7) 突出表现奖（优秀学生干部、优秀驻楼联络员、优秀国家代表）

2、各类奖学金评选方式

- (1) 优秀毕业生奖

申请时间：每年3月

提交材料：填写《毕业生评审表》

评选方式：学校依据有关规定，组成评审小组对留学生的学习成绩（上一自然年度）、考勤情况（本学期）、学习态度、行为表现、获奖情况进行综合考核。

- (2) 武汉理工大学友谊奖学金，学习优秀奖，学习进步奖，集体荣誉奖，突出表现奖

申请时间：每年4月1日至15日，根据学期安排具体调整

提交材料：《奖学金年度评审表》或《自费生年度评审表》

评选方式：学校依据奖学金评定基本条件和选拔方式，组成评审小组对留学生的学习成绩（上一自然年度）、考勤情况（本学期）、学习态度、行为表现、获奖情况进行综合考核，选出获奖候选人。

- (3) 优秀来华留学生奖学金

评选方式：根据年度评审结果，对成绩特别优异且表现突出的自费本科生，硕士研究生和博士研究生，优先推荐至国家留学基金委申报中国政府优秀自费生奖学金。获批后校内相应住宿费从国家下拨奖励额度内扣除。

- (4) 每年5月份依据年度评审结果拟订各类奖学金的初步人选，入选候选人除要求在年度评审时按期提交完整年度评审材料，还应如实填报和按期提交优秀毕业生、优秀自费生或友谊奖学金申请材料。

- (5) 各类奖学金候选人名单由留学生管理办公室初审后，集中报国际教育学院主管留学生的院长审核，审定名单经报院党政联席会通过并公示一周后发文并盖留学生管理办公室章，存入学生档案中并修改系统相应信息。

3、各类奖学金评定的基本条件如下：

- (1) 所有在校学习一学年以上的来华留学学历生均可申请；
- (2) 在校正式注册学习的留学生，并且上一学年没有申请过休学、保留学籍或延长学制；
- (3) 按时提交年度评审材料；
- (4) 遵守中国政府的法律、法规和校规、校纪，在校期间未受警告（含警告）以上纪律处分；
- (5) 热爱所学专业，学习勤奋，严谨踏实，勇于进取，在校学习期间所有课程成绩合格；
- (6) 上一自然年度期间应无缺考、考试作弊、缺勤、欠费或夜间外出等不良记录；
- (7) 积极参加学校、学院组织开展的各类活动。

4、奖学金选拔方式

- (1) 武汉理工大学友谊奖一等（全额）奖学金和优秀毕业生奖学金按照同一层次、同一学科（学院）和同一年级原则上只考虑第一名，且平均成绩分别在：本科、硕士、博士 ≥ 75 分（汉语授课）；本科 ≥ 80 （英语授课）；硕士、博士 ≥ 85 （英语授课）分列为候选人，候选人根据综合表现进行排名。
- (2) 学费减免 50%及 30%的友谊奖学金候选人年审期间所修全部课程平均成绩须达到 75 分以上，同类分别排名第二、三且无无故旷课及其它不良记录。
- (3) 全额奖学金获得者在读期间学习成绩若低于 80 分但高于 75 分，将自动降为部分奖学金等级。
- (4) 友谊奖学金获得者必须按月签到，凡连续两次无故未签到者从下一学期开始自动丧失奖学金资格或者参评资格。
- (5) 奖学金生与非奖学金生统一进行排名，获评友谊奖资格的奖学金生按照排名自动转化为学习优秀奖和学习进步奖，该专业替换友谊奖不再替补非奖学金生。
- (6) 突出表现奖候选人由各相关单位负责推荐，原则上候选人该学年所有课程成绩合格。

武汉理工大学学生活动管理

学校将适时组织留学生开展文娱活动及文化实践活动等，其中部分活动可列为《中国文化体验》必修课课外学分认定部分，需修满 16 个学分。所有按规定应修《中国文化体验》的留学生课外学分认定包括：

序号	时间	活动内容	学时	备注
1	9月/3月	新生开学典礼及入学教育	4	一年级必选
2	10月/3月	图书馆、医疗、安全等知识讲座及消防演习	4	一年级必选
3	10月	秋季文化体验	2	可选
4	11月	秋季运动会	2	可选
5	12月	法律法规考试	4	二选一
6	3月	春季文化体验	4	可选
7	4月	法律法规考试	4	二选一
8	全年	其它文体、公益活动	2	可选

所有学生在学期内受过司法机关或学校行政记过以上处分的，自动丧失相应学年度学校组织的免费文化实践活动待遇。

留学生必须严格遵守我国法律、法规，不得擅自在校内宣读、散发、张贴宣传品，不得擅自组织跨院校、跨地区的群体活动。留学生在校内举行 20 人以上较大型活动应至少提前二周提出书面申请，经留学生管理办公室报校领导或上级主管部门批准后方可举行。

学校尊重留学生的民族习俗和宗教信仰，但不得提供举行宗教仪式的场所，也禁止留学生在校内进行传教及宗教聚会活动。留学生合法进行集体宗教活动，仅限在当地法定宗教场所进行。

武汉理工大学

外国留学生勤工助学管理

为适应留学生教育发展的形势，吸引更多的优秀自费留学生来校学习，提高外国留学生综合素质，加强留学生在读期间的勤工助学活动的规范管理，维护外国留学生的正当权益，进一步推动我校来华留学工作，根据教育部文件规定和湖北省教育厅有关精神，结合我校实际情况，特制定本规定。

第一条 勤工助学的性质

来华留学生勤工助学是指在我校正式学习的外国留学生在不影响其正常学习的条件下利用课余时间，在校内参加一定量的脑力或体力劳动服务，获得相应报酬以补贴本人学习费用的相关活动。

第二条 管理机构与职责

1、学院成立外国留学生勤工助学工作领导小组。组长由国际教育学院院长担任，副组长由学院分管留学生事务副院长担任。领导小组负责审核外国留学生勤工助学指导中心制定的规章制度、措施，监督其工作，并协调校内来华留学生勤工助学工作。

2、领导小组下设办公室，设在国际教育学院留学生管理办公室，具体负责全校外国留学生勤工助学管理工作。办公室负责起草或提出外国留学生勤工助学的规章制度和具体实施办法；开辟政策符合、岗位适宜、学生胜任的校内勤工助学渠道；受理、考核和审批外国留学生勤工助学申请；检查、监督外国留学生勤工助学工作的落实情况；按有关规定和学生表现核发勤工助学岗位薪酬。

3、留学生勤工助学办公室主任由国际教育学院留学生管理办公室主任担任，留学生教学办公室主任、学院对外招生与合作事务办主任、学工办主任、教学办主任、各相关项目部主任担任副主任。

4、留学生教学办公室主任负责协调院属各项目部落实勤工俭学岗位设岗、聘用条件及课酬核发；学院教学办会同各设岗项目部负责申请人考核以及合作教师选配；对外招生与合作事务办公室负责勤工俭学协议签定和外教聘用计划协调；留学生管理办公室主任负责勤工俭学制度修订、岗位拓展、申请资格审核和报批。

第三条 勤工助学的条件

1、在我校正式注册，获得学籍的本科生、硕士、博士研究生、普通进修生和汉语进修生；

2、来华留学生在校各门必修课和选修课考试成绩必须合格，表现良好且无任何不良记录；

3、申请岗位与申请人在读专业或者已经获得学位的专业一致者优先，申请人母语与授课语言一致者优先；

4、申请人必须已参加外国留学生综合人身保险；

5、同等条件下原则上自费来华留学生申请勤工助学岗位时优先。

第四条 勤工助学时间和范围

1、勤工助学活动须符合中国法律法规之规定且仅限于学校校园范围内；

2、留学生在上课期间勤工俭学时间每周限 8 小时以内；

3、留学生在规定假期内勤工俭学时间每天限 8 小时之内；

第五条 勤工助学的设岗、申请与选拔

1、学院每年 10 月份和 4 月份通过网络、告示形式面向来华留学生提前公布下一学期勤工助学岗位及其聘用条件；

2、来华留学生向留学生管理办公室提出申请并填写《武汉理工大学外国留学生勤工助学申请表》，申请时应提交下列本人护照、学生证、外国人居留许可的复印件；

3、勤工助学设岗单位与学院教学负责人、留学生管理办公室联合对申请人进行考核，考核方式可以采取考试、面谈、试讲、试用等多种形式进行；

4、考核通过人员与聘用单位签订的勤工助学协议，协议应载明勤工助学日期、内容、时间、报酬及报酬支付的日期；

5、参与勤工助学的留学生必须保留工作日期、时间、时数和领取报酬金额记录及相关文件，遵守我国劳动法等法律法规的规定；

6、来华留学生勤工俭学情况由留学生管理办公室依照规定报市公安局出入境管理机关和省教育厅对外合作与交流处备案、审核或批准。

第六条 勤工助学活动的事故及纠纷处理

1、留学生在勤工助学中发生工伤及其他意外事故时，应立即向留学生办公室报告，并通报涉外部门、公安局。

2、聘用单位与外国留学生发生纠纷时，依据所签协议协商解决，双方不能协商解决的，可由劳动争议机构仲裁，留学生办公室可为纠纷的解决提供必要的语言帮助和政策咨询。

第七条 本管理规定如与国家有关法律、法规相抵触，以国家法律、法规为准。

第八条 本管理规定由留学生办公室负责解释，自 2010 年 12 月起实行，2019 年 8 月修订。

武汉理工大学 来华留学本科生学籍管理

第一章 总则

根据《武汉理工大学学生管理规定》、《武汉理工大学普通全日制本科学生学籍管理规定》、《武汉理工大学来华留学生学位授予实施办法》，及其他有关本科生管理的相关规定，结合我校来华留学本科生学习的实际，坚持与国内学生趋同管理培养和兼顾差异的原则，特编制来华留学本科生学习指南。

第二章 入学与注册

1、按学校规定录取为武汉理工大学的留学生新生，必须按照报到要求，按期到校办理入学手续。因故不能按期入学者，应及时向学校请假，假期不得超过两周；未经请假或请假逾期者，除因不可抗力等正当事由以外，视为放弃入学资格。

2、新生报到时，对新生入学资格进行初步审查，审查合格的办理入学手续，予以注册学籍；审查发现新生的录取通知、考生信息等证明材料，与本人实际情况不符，或者有其他违反国家招生规定情形的，取消入学资格。

3、为了解留学生学习水平，留学生新生须参加入学考试，考试内容有数学、物理、英语（非英语母语的学生）。

4、留学生新生须经卫生检疫机关书面认证体检合格。如患有疾病，短期治疗（不超过一年）可以达到健康标准者，经本人申请，学校批准，可准许保留入学资格一年。保留入学资格者，不具有学籍。

5、留学生应回家治疗，离校期间不享受在校学生的待遇。在次年留学生新生入学前提出入学申请并出具正规医院诊断证明。经批准后方可办理入学手续，否则，取消入学资格。

6、学校实行二学期制，每学年分秋季和春季学期。留学生须按学校规定时间到校办理注册手续，每学期注册一次。每学年秋季学期开学注册时，留学生应缴纳本学年规定费用后，方予注册。未缴纳学费者，不予注册。

7、如遇亲属逝世，生产等原因不能如期注册者，或因留学生本人生病住院治疗，应当办理请假手续，假期不得超过两周。如请假超过1个月，按休学处理。未经请假或请假逾期者，除因不可抗力等正当事由以外，按自动退学处理。

8、对在学校规定的报到注册时间内未申请暂缓注册者，或本人虽然在学校但不按时办理报到注册手续者，以旷课论处（每天按旷课4学时计）。对逾期

两周未注册者，按自动退学处理。

第三章 学制与学习年限

1、学制是指国家对各级各类学校各专业设定的课程所需的必要学习时间的规定，即留学生完成专业设定的课程、学习任务一般所需要的学习年限。

2、本科留学生学制一般为四年（建筑专业学制为五年）。在校学习的最长年限(含休学、保留学籍)为学生所学专业规定的学制加四年；最短年限为专业规定的学制减一年，完成毕业要求可申请提前毕业；学习年限自留学生入校取得学籍计起。

第四章 考勤与纪律

1、上课、实习、学术讲座、实验、课程设计及毕业设计（论文）、社会实践等所有课程均实行考勤制度。教学活动的考勤由任课教师负责，班长、班主任、班导师或国际辅导员的考勤记录为补充。其他活动由组织者负责。

2、留学生须遵守课堂纪律，认真听课，未经教师同意，不得擅自离开教室。留学生上课不得迟到或早退。迟到或早退达 15 分钟以上者，按旷课 1 学时计算，迟到、早退少于 15 分钟的，累计 3 次按旷课 1 学时计算。留学生旷课一天按旷课 4 学时计算。学生一学期内缺课累计超过该门课程教学时数 1/3，则取消其该课程考核资格，成绩记为零分。

3、留学生请假须提前办理书面请假手续。除因不可抗力等正当事由以外，不得事后补假。非紧急情况，期末考试阶段禁止请假。请假程序及准假权限为：

1 天以内，须经任课老师批准（在外实习期间由带队教师批准）；

1 天以上 3 天以内，书面申请经辅导员或者班主任批准；

3 天以上 4 周以内，书面申请经辅导员或者班主任初审，所在专业学院主管学生工作的领导批准；留学生管理办公室备案；

4 周以上 8 周以内，书面申请经辅导员或者班主任初审，所在专业学院主管学生工作的领导批准，报留学生管理办公室、教务处备案。

请假未经批准而离校，以旷课论处。两周不请假，视为自动放弃学籍，学校将按自动退学处理，并通知公安机关取消合法居留资格。

4、武汉市公安局出入境管理局出台将来华留学生居留许可延期与留学生在校成绩及考勤记录相关联的规定，明确强调凡一学期出勤率和课程通过率低于 60%，或者两种加和后平均值低于 60%的，只能申请不超过一年的居留证件；对两项加和平均值低于 50%或者出勤率低于 30%的将直接予以拒签（详见附件七）。

第五章 课程修读、免听、免修

1、留学生的专业培养方案包含汉语能力水平要求和中国概况类课程的必修要求。按照培养方案的要求，留学生必须完成规定的必修课和选修课。

2、留学生应按照培养计划要求参加规定课程的修读和各项教学环节的考核（包括理论课、实验、实习、课程设计与毕业设计等）。在办理相应的选课手续后，自行在学校教务系统里选课，进行课程修读。选课的要求及程序按照学校学生选课管理办法执行。

3、学生每学期选择修读的课程学分数（不含课外学分）原则上最低不得少于15学分，最高不得超过35学分。

4、汉语授课本科生在第一学年实行部分课程集中授课制，所有留学生新生组建临时教学班级上课。其他课程仍回所在中国学生班级上课。

5、汉语授课留学生可免修思政类课程、大学英语、体育、军事训练等课程。符合规定的学生，可在开学后1周内提出课程免修申请，经任课教师同意，学生所在学院审核、批准后报教务处备案。

6、已在中国大陆完成预科教育合格且能够提供对应课程有效原始成绩证明者，成绩可予认定的本科生，可申请免听初级汉语、中国概况类课程，但是必须参加期末考试。实验课、课程设计等各类实践教学环节不得免听。

7、符合规定的学生，可在开学后2周内提出课程免听申请，经任课教师同意，学生所在学院审核、批准后报教务处备案。免听的学生必须完成教师指定学习任务，如作业、实验等，经教师同意后方可参加该课程的期末考试。成绩合格，取得该课程学分。

8、学校对毕业设计（论文）实行准入制度。留学生所修学分达到专业规定的毕业设计（论文）准入学分，方允许进行毕业设计（论文）阶段。

第六章 课程考核、成绩记载

1、留学生应参加所选课程的学习，考核合格后方能获得学分。留学生不得参加未选课程的考核。自行参加考核者，成绩无效。课程已选，但未按规定参加考核且未办理缓考者，该门课程考核成绩记为零分。

2、课程考核方式、考核成绩中平时成绩与期末考试成绩各部分占比由任课教师确定，经学院审批后实施。

3、考核成绩采用百分制或等级制。百分制和等级制转换标准由学校教务主管部门按有关规定予以认定。

4、课程考核成绩，由平时成绩（如期中考试、小测验、大作业、课堂讨

论、实验、论文、考勤等)和课程结束时的考试成绩综合评定产生。平时成绩和卷面考试成绩在综合评定时所占比例由任课教师或课程负责人开课前确定,经学院审批后报教务处备案。

5、缺交作业或实验报告超过应交总数的三分之一者,取消考核资格,成绩记为零分。

6、留学生须按学校(学院)公布的考试日程安排,准时参加考试。凡擅自缺考或未经批准不参加考试者视为旷考,成绩记为零分。

7、留学生因病或其它特殊原因不能参加考试者,必须在考前按规定办理缓考手续,提出缓考的书面申请和校医院病例等证明材料,经留学生所属学院审核、教务处批准后方可生效。否则,视为旷考。因事不准缓考。因特殊原因,提交情况说明;因考试时间冲突申请缓考的,由留学生所在学院教学办公室核实。缓考课程的考试随该门课程的补考进行,成绩的评定、记载与正常考试相同。缓考不及格,不予补考。

8、留学生须在教务系统里对所选课程任课教师进行评教后,方可查询成绩。

9、留学生如对考核成绩有异议,可在课程考核成绩公布后至下学期开学2周内书面向学院提出复查申请,报教务处批准,由开课学院复查并作出结论。汉语授课集中授课课程由留学生教学办公室批准、复查并作出结论。超过规定时限不予复查。

10、留学生历次考核(包括补考、重修)成绩及学分均载入留学生本人成绩总表,归入学校(学院)档案。缓考者在成绩表上加注“缓考”字样,旷考者加注“旷考”字样。

11、学习及考核过程应遵守学校学习和考核纪律。严重违反考核纪律或作弊的,该门课程考核成绩无效,以零分记,并按学校考试违规处理办法给予相应的纪律处分,处分材料归入学校档案及学生学籍档案。

12、对其他院校的相同课程成绩经由留学生本人提交学分认定申请,相关任课教师和留学生管理教育中的审批后,可进行学分认定,成绩记入留学生个人总成绩单。

第七章 补考、重修

1、留学生第一次修读但考核不合格的课程,可补考一次,实践性教学环节须重修。补考后取得的成绩,以60分记入成绩单,并注明“补考”字样。

2、留学生有下列情形之一者,不得参加该门课程的补考:

- (1) 被取消考核资格的课程;
- (2) 无故旷考的课程;

(3) 因违反考试纪律或考试作弊等考核成绩被记为零分的课程。

3、留学生未参加考核或者补考不合格，可以按规定办理重修选课。

重修必须办理选课手续，并在教务处规定选课时间内在教务系统里进行重修选课。留学生重修后取得的课程成绩，以实际成绩记，并注明“重修”字样。如重修课程考试不及格，不得参加补考。

4、留学生课程考核合格但成绩不够理想，也可以申请重修，同一门课程只能重修一次。

第八章 学籍异动 (转专业、转学、休学、复学、延长学习期限)

1、留学生入学后，学期中一般不能转专业或转学。学历生转非学历生不免除学费和住宿费。

2、留学生有下列情形之一，不得转学/转专业：

(1) 新生未报到注册或正在保留入学资格、休学、保留学籍的不予转专业；

(2) 受到开除学籍处分或应作退学处理者不予转专业；

(3) 录取前与学校有明确约定的不予转专业；

(4) 入学未满一学期的或在校学习已满三年的不予转学；

(5) 其他无正当理由者。

3、学籍异动受理时间：留学生新生为开学后 2 周内提交申请材料至留学生教学办公室审核。在校老生为每年 4 月提交学籍异动申请。

4、学籍异动办理流程：填写“教学事务变更申请表”，经所在学院教学办初审，提交至留学生管理办公室核查费用和居留许可（RP）信息，如无欠费或居留许可期超期，经留学生主管领导批准同意后，报教务处审批。中国政府奖学金生还需同时报留学基金委备案。

(1) 申请转学的留学生须提交接收院校的接收函。转学申请获批后，学生最迟在 10 个工作日内办理离校手续并离校。凡不按照规定离校的学生，产生的后果，由学生本人负责。

(2) 中国政府奖学金生申请学籍异动，还须提交派遣国驻华使馆（领馆）同意函。

5、休学

(1) 留学生因病经指定医院诊断，须停课治疗、病休时间在一学期内超过二个月的学生，应予休学。

(2) 留学生在校期间休学，一般以一年为限，因病重或其他原因经学校批准，可在学习年限内连续休学，在校期间休学累计不得超过两年。

(3) 留学生因病需休学或因个人原因要求中途停止学习的，由留学生本人申请，学院主管领导签署意见，报留学生教学办公室和教务处备案，可办理休学离校手续。

(4) 留学生办理休学，一般不得迟于学期考试周开始前半个月。如遇重大疾病（附医院证明）或重要事故（附相关证明），原则上在学期考试周开始前提出申请。

(5) 留学生休学申请一经批准，应立即停止校内一切活动，学生休学期内取得的课程成绩，一概无效。

(6) 留学生休学或保留学籍期间，学校保留其学籍，但不享受在校生的待遇。

6、复学

(1) 因健康原因休学期满者，应在 2 个月前将身体恢复健康的医院证明（须由二级甲等以上医院诊断）及复学申请发给学校。获准同意后，方可来华。返校后须接受学校医院（心理疾病经学校心理健康教育中心）复查，不符合健康要求者不得复学。

(2) 留学生休学或保留学籍期间，如有违法和严重违纪行为者，一经查明，取消其复学资格，作退学处理。

(3) 休学期满不按时提出复学申请超过两周者，取消复学资格并作退学处理。

(4) 休学或保留学籍学生原则上不能提前复学。

第九章 学业警示与退学

1、 学校对留学生实行学业警示制度。留学生取得的学年总学分（不含课外学分）低于 30 学分将被给予学业警示。

2、 留学生有下列情形之一者，应作退学处理：

(1) 无论何种原因，留学生本科生在籍时间超过其最长学习年限；

(2) 在读期间累计两次受到学业警示的；

(3) 休学或保留学籍期满，留学生未按规定办理复学手续者或申请复学的学生经复查不合格者；

(4) 每学期开学时，未经批准逾期 2 周不报到注册的；

(5) 未经批准连续 2 周末参加学校规定的教学活动的；

(6) 本人申请退学的。

3、 学院负责在每学年结束时对学生所修学分进行统计，对应受学业警示学生出具学业警示通知单，并报教务处备案。

4、对退学学生的处理，由所在学院提出书面报告，并附相关材料，报送教务处审查后，由学校出具退学通知。

5、退学学生应在通知送达（或公告）之日起 10 个工作日内办理退学手续并离校。

第十章 毕业、结业、肄业

1、具有正式学籍的留学生，在学校规定的学习年限内，修完培养计划规定的全部课程并完成规定的实践环节，取得规定的学分者，准予毕业，由学校发给毕业证书。

2、留学生有下列情况之一，准予结业，发给结业证书：

(1) 学习年限已满或未满，修完培养计划规定的教学环节和内容，未达到毕业要求，但已取得毕业规定学分的 90%及以上（不含课外学分）的，本人申请结业的；

(2) 结业的学生不再具有我校学籍，不得继续在校参加教学活动，学校不再颁发毕业证书。

3、规定学制结束前最后一个学期，学生可根据自身学业未完成情况申请延长学习年限，延长学习年限以学期为单位，最长不得超过 4 学年，且不能超过最长学习年限，并按学校规定缴纳学费、住宿费及其他费用。结业学生不得申请延长学习年限。

4、学满 1 年以上退学的留学生，可发给肄业证书；未满 1 年的留学生，发给学习证明书。

5、肄业的留学生不再具有我校学籍，不得继续在校参加教学活动，学校不再颁发毕业证书。

6、开除学籍的留学生，无论学习时间长短，均不能发给肄业证书，只发给学习证明书。

第十一章 学位授予与学业证书

1、凡我校本科毕业留学生，在学习期间，经审核达到以下条件者授予学士学位：

(1) 遵守我国法律、法规及学校规章制度

(2) 修完培养计划规定的全部课程，并取得规定学分者；

(3) 汉语授课留学生汉语水平（HSK）达到五级；英语授课留学生汉语水平 HSK 达到四级。

2、对以作弊、剽窃、抄袭等学术不端行为或者其他不正当手段获得学历

证书、学位证书的，依法予以撤销。被撤销的学历证书、学位证书已注册的，学校予以注销并报教育部门宣布无效。

3、证书须由学生本人签字后领取。如需其他人代领，须有学生本人签名的委托函或从学生本人电子信箱发来的电子邮件，由代领人签字。

4、毕业、学位证书遗失或者损坏，经本人申请，学校核实后可以补办证明书。证明书与原件具有同等效力。

第十二章 附则

1、本规定适用于全校来华留学本科生。

2、本规定自发布之日起试行，由国际教育学院负责解释。

3、本办法未尽事宜，以《武汉理工大学学生管理规定》、《武汉理工大学普通全日制本科生学籍管理规定》，及《武汉理工大学来华留学生学位授予实施办法》为准。

武汉理工大学

来华留学研究生学籍管理

来华留学生在校学习期间的学籍管理、教学培养、学位管理等，根据教育部[42号令]《学校招收和培养国际学生管理办法》、《武汉理工大学研究生培养管理规定》、《武汉理工大学研究生学籍学历管理办法》和《武汉理工大学研究生课程学习、考核及成绩管理实施办法》及其他有关研究生管理的相关规定，坚持与国内学生趋同管理培养和兼顾差异的原则，特编制硕士、博士研究生（留学生）学习指南。

第一章 入学报到与注册

一、新生入学报到

1、按照《武汉理工大学研究生学籍学历管理办法》第二章第三条相关规定执行。

2、新生凡未能取得健康证明，或入学资格审查不合格，不予注册，同时取消其入学资格并限期一周内离境。

3、研究生新生在留学生管理办公室办理入学手续后，必须在一周内，携带录取通知书复印件和护照复印件，前往各自院（系、所）办理进入专业学习手续。

二、学期安排

1、武汉理工大学一学年分为春季和秋季两个学期。

2、秋季学期是新学年的开始，每年9月份开学，春季学期一般从2月份开始，具体的学期安排可参阅学校校历。

三、老生注册

1、所有来华留学研究生（含公费生和自费生）均应采集指纹签到。所有在校留学生均须在规定时间内，凭学生证到留学生管理办公室办理注册手续。

予以注册	不予注册
在规定时间内缴清有关费用；	未在规定时间内缴清有关费用；
在规定期限内抵校完成注册有关手续。	未在规定期限内抵校完成注册有关手续；
	不符合注册条件的其他情形。

2、留学生因故不能如期注册者，必须履行请假手续，否则以旷课论处(每天按旷课4学时计)。未经请假逾期两周不注册的，按自动退学处理。留学生未经注册，不得参加学校的各项教学活动。

第二章 考勤与纪律

一、考勤纪律

1、来华留学研究生必须按时参加培养计划规定的和学校统一安排组织的各类活动。遵守课堂纪律，不迟到，不早退，不旷课，考试不舞弊。

2、考勤以任课老师或导师记载为主，班主任及辅导员考查为补充。出勤记录将作为申请办理签证及居留许可的重要参考依据之一。

3、一学期内无故缺课累计超过该门课程教学时数三分之一，则取消其该课程考核资格，成绩记为零分，并给予一次学业警示，被取消考核资格的研究生须重修相应课程。学位论文阶段的考勤按照导师规定要求，参照课程阶段考勤管理规定执行。学业警示将记录在留学生管理系统的奖惩记录中；凡一学年学业警示累计两次以上者，该学期学习结束前自行安排离校回国，自下一学期或者学年度起按自动退学处理。

4、留学研究生因病或其他原因不能坚持学习，必须办理请假手续。请假的程序为：由本人提出申请，经导师、所在学院同意后，同时报国际教育学院、研究生院备案。

5、武汉市公安局出入境管理局出台将来华留学生居留许可延期与留学生在学校成绩及考勤记录相关联的规定，明确强调凡一学期出勤率和平均成绩低于60%，或者两种加和后平均值低于60%的，只能申请不超过一年的居留证件；对两项加和平均值低于50%或者出勤率低于30%的将直接予以拒签(详见附件七)。

6、全体在校留学生(公费生和自费生)均应在入学时采集指纹并每月于25日到30日按时签到。如留学生不按时签到，公费生的处理办法参考《武汉理工大学来华留学生奖学金发放管理》；自费生将被取消参加评优评选资格。

二、请销假规定

留学生请假须提前一周办理书面请假手续。除因不可抗力等正当事由以外，不得事后补假。非紧急情况，期末考试阶段禁止请假。

请假程序及准假权限为：

1、一天以内，须经任课老师批准；

2、一天以上三天以内，书面申请经任课老师和导师批准，送留学生管理办

公室备案；

3、三天以上一周以内，书面申请经导师同意、所在专业学院批准、留学生管理办公室备案；

4、一周以上两周以内，书面申请经导师同意、所在专业学院分管副院长会签、留学生管理办公室责任岗批准；

5、两周以上八周以内，书面申请经导师同意、所在专业学院分管副院长会签、留学生管理办公室负责人批准后，报研究生院备案；

6、请假八周以上应办理休学手续。休学申请经导师同意、所在专业学院分管副院长审核、留学生管理办公室负责人初审，国际教育学院主管院长批准后，报研究生院备案。

7、请假未经批准而离校，以旷课论处。两周不请假，视为自动放弃学籍，学校将按自动退学处理，并通知公安机关取消合法居留资格。

8、请假时限结束，须立即至留学生管理办公室完成销假手续。

三、考试纪律

1、学生应按时进入考场，迟到 30 分钟者，不得参加本次考试，该课程作旷考论处。因特殊原因不能参加考试者，必须事前请假并经批准，同时办理缓考手续，否则作旷考论处。

2、学生进入考场后，须持《学生证》按规定间隔就座，不得自由结合就座。

3、除考试必须的文具用品外，不允许携带任何物品和自备草稿纸入考场，必须将书包集中堆放在监考教师指定的地方。

4、考试中不得有偷看、夹带、传递和交换试题解答等任何形式的作弊行为。违者，除考试成绩无效，成绩按零分记载，并注明“作弊”，不得参加补考，同时还将视情节轻重给予纪律处分。

第三章 培养与管理

武汉理工大学留学研究生培养管理重要环节

新生入学报到:

研究生新生持《录取通知书》和护照首先到留学生管理办公室办理报到手续；然后1周内到培养单位（专业学院）研究生办公室办理报到手续。



注册:

每学年第一学期开学时，缴纳学费后，在留学生管理办公室办理注册手续；第二学期开学时，研究生凭研究生证在管理办公室办理注册手续。不能如期注册者，应办理暂缓注册。



导师双选（硕士新生）:

研究生按各培养单位通知要求，参与导师见面会，确定指导教师，由学院将双选结果输入研究生管理信息系统。



入学登记:

研究生登陆信息管理系统核对并填写个人信息，生成《武汉理工大学研究生入学登记表》，并上交至培养单位



制定个人培养计划:

研究生应在导师指导下，按照所在专业培养方案要求，制订个人培养计划，并登陆研究生管理信息系统选课，如有调整须于一个月内按培养单位要求进行变更



汉语或中国概况课程免修:

研究生应在每学期开学的一个月内按照留学生教育管理中心相关通知要求办理免修手续

**课程考核：**

研究生应携带身份证及照片清晰的研究生证或校园卡参与课程考试，并在考试过程中严格遵守相关规定；专业课课程考核由学院组织，课程考核不及格，由学院进行学业预警

**重修：**

研究生应在每学期开学的一个月内按照研究生院相关通知要求通过研究生管理信息系统申报重修手续

**中期考核：**

中期考核一般安排在研究生课程学习结束后进行，由培养单位组织实施，不合格者将筛选分流，按退学处理。

**开题报告：**

开题报告一般由培养单位于每学期统一组织；博士研究生自开题通过之日起到申请学位论文答辩的时间间隔一般不得少于 24 个月，硕士生自开题通过之日起到申请学位论文答辩的时间间隔一般不得少于 12 个月。

**毕业：**

注册学籍的研究生在最长学习年限内，修完教育教学计划规定内容，成绩合格，通过毕业/学位论文答辩，并经学位评定分委员会表决通过后，准予毕业并发给毕业证书

**结业：**

研究生在最长学习年限到期时，修完教育教学计划规定内容，成绩合格，完成学位论文开题，但未通过毕业/学位论文答辩的，准予结业，发给结业证书

一、学习年限

1、研究生的学习年限一般与学制相同。硕士学位研究生的学制为3年，学习年限最长不超过5年。博士学位研究生学制为4年，学习年限最长不超过7年。

2、学习年限自学生入校取得学籍计算起。学生在校期间休学、保留学籍的时间均计算在学习年限内。

二、课程修读

来华留学研究生的学分要求、课程学习和考核方式按照《武汉理工大学研究生培养方案（来华留学生）》执行。具体规定如下：

1、留学生研究生须在入学后2周内与导师/学院（系）研究生办公室根据本学科（专业）培养方案制定培养计划，且须登入研究生教育管理信息系统进行选课。对课程学习、文献阅读及综述报告、科学研究、选题报告、阶段报告、学位论文、学术活动、实践环节等要求和进度做出计划安排。

2、来华留学研究生的第一外语为《汉语》。《汉语》、《中国概况》、《中国文化体验》是外国留学研究生的必修课。

3、接受汉语授课的留学研究生，课程学习阶段应与中国研究生同堂听课，同卷考试。用外语授课的留学研究生则单独开课，单独命题考试。

4、研究生课程考核不合格，可在第二学年重修一次。申请重修的留学研究生须在开学前一个月内登录研究生教育管理信息系统申请重修。硕士累计3门次及以上课程考核不合格的或博士累计2门次及以上课程考核不合格的，应作退学处理。

5、汉语作为来华留学生的第一外语，以中文为专业教学语言的，毕业时研究生的中文能力应当达到国家级汉语水平考试（H.S.K.）五级水平；以英语为专业教学语言的，毕业时，研究生的中文能力应当至少达到国家级汉语水平考试（H.S.K.）三级水平。

三、考核与成绩记载

1、未注册不能参与任何教学活动，包括选课、上课、考试、查询成绩等。考核分为考试和考查两种，考核不合格的课程只能重修。对通过重修获得的成绩，在记载、出具研究生学业成绩时，予以明确标注。

2、课程的总评成绩由平时成绩和期末成绩组成，其中期末成绩比例原则上不低于70%，具体比例在课程教学大纲中明确。

3、研究生课程成绩采用百分制取整评定，以“60”分为及格。

4、选课和成绩查询网址：<http://218.197.101.24/>，用户名：学号，初始密码：Whut+本人护照号码后6位。

四、免修免试

1、汉语

要求：已经取得 HSK3 级或以上级别合格证书。

课程成绩折算标准：

HSK 级别	三级	四级	五级及以上
课程成绩折算分数	90	95	100

2、中国概况

要求：在中国大陆完成前一学历或者预科教育合格，且该门课程取得成绩不低于 80 分。

课程成绩折算标准：80 分。

认定程序和要求：留学生本人申请、学院审核、留学生教育管理中心核准认定后报研究生院备案。

未在开学前 1 个月内向留学生教育管理中心教学办公室提出免修免试申请者一律视为放弃申请资格，均须按时进入课程学习。

五、缓考、旷考

1、缓考：研究生必须按照个人培养计划参加课程学习和考核。因病或无法克服的特殊情况不能参加的，必须办理缓考手续。因病必须凭我校医院诊断证明和有关证明，向所在院（系、所）研究生办公室和留学生管理办公室提出缓考申请，经批准后可参加下个年度的考试；

2、旷考：对于未办理缓考手续者按无故旷考处理，本次考试记零分，检查后根据其态度、情节等可允许于下一学年重考一次。

3、重修：

(1) 根据《武汉理工大学研究生课程学习、考核及成绩管理实施办法》，研究生每学期考试或考查不及格，或按规定被取消考试资格的课程，一律重修。

(2) 对于课程考核成绩达到申请学位要求的研究生，不允许其重修已考核合格的课程。

(3) 在规定的最长学习年限内，重修的课程门数和重修次数累计不得超过 3（门）次。

(4) 研究生填写《研究生重（补）修审批表》，导师签字后交培养单位审

核。培养单位根据研究生重修申请情况，集中报研究生院备案。研究生取得课程修读资格后，完成网上选课。未获准重修而自行参加听课、考试的，成绩无效。

六、开题及中期考核

按照《武汉理工大学全日制研究生中期考核及开题实施办法》相关规定执行。研究生必须达到规定学分方可进行中期考核和开题答辩。中期考核，一般安排在研究生课程学习结束后进行，考核合格方可进入学位论文开题阶段。中期考核不合格作退学处理。

1、中期考核

中期考核是指在研究生课程学习结束后，对其课程成绩、完成学分、科研能力等方面进行的阶段性考核。

考核标准与等级划分。中期考核按三级记分原则评定等级：90-100分为优秀，60-89分为合格，60分以下为不合格。具体标准如下：

考核优秀：学位课程平均成绩达到85分及以上，最低分不得低于80分，无重修记录。

考核合格：学位课平均成绩75分及以上。

(一) 有以下情况之一，中期考核不合格：

- (1) 学位课程平均成绩低于75分；
- (2) 学位课重修次数达到3次及以上；
- (3) 同一学期累计3门及以上课程考试不及格；
- (4) 在科学研究、社会实践过程中不认真负责，草率从事，发生重大事故；
- (5) 在文献阅读和开题准备工作中，科研能力不足，不能完成阶段性任务。

考核结果处理

(二) 硕士研究生中期考核结果处理：

- (1) 中期考核合格以上者可继续学业；
- (2) 中期考核不合格者，应中止学习，作肄业处理。

(三) 博士研究生中期考核结果处理：

- (1) 中期考核合格以上者可继续学业；
- (2) 中期考核不合格者不能继续作为博士培养，应中止攻读博士学位，按博士肄业处理。

(四) 开题和中期考核时间：

4年制博士研究生一般在入学后第四学期内完成中期考核。

3 年制硕士研究生一般在入学后第四学期内完成中期考核。2 年制硕士研究生一般在入学后第二学期内完成中期考核。

2、开题

开题是对研究生论文选题、专业基础知识和技能的贮备进行总结和审核的过程。

若开题通过，进入学位论文阶段，开题的论文题目与答辩的学位论文题目应保持一致。若开题不通过，应在三个月内修改后重新申请开题，连续两次未通过者，中止培养，作肄业处理。

为保证充足的研究时间，博士研究生自开题通过之日起到申请学位论文答辩的时间间隔一般不得少于 24 个月，硕士生自开题通过之日起到申请学位论文答辩的时间间隔一般不得少于 12 个月。

七、学位论文

研究生从事科学研究和撰写学位论文的时间不得少于 1-2 两年，应在导师指导下独立完成。英语授课的研究生，毕业论文摘要必须用汉语撰写。

研究生申请学位论文答辩的基本条件：

- 1、修完所规定的课程学分。
- 2、完成论文选题报告。
- 3、博士研究生在刊物上发表规定数量的论文，详见附件《武汉理工大学来华留学生学位授予实施办法》；
- 4、完成毕业论文的撰写。
- 5、通过校内外专家的评审。

第四章 学籍异动

一、转学、转专业、转授课语言

1、留学生入学后，一般不同意转专业或转学。如有下列特殊情况之一者，方可允许转学或转专业：

- (1) 因校内专业调整，其指导教师变动者；
- (2) 因本校无法继续培养者。

2、申请受理流程：

- (1) 奖学金学生

新到留学生申请变更任一学习事项仅限开学后四周内，老生须在 6 月 30 日以前填写“教学事务变更申请表”，并出具派遣国（单位）驻华使（领）馆的

同意函，转学者还需提交目标院校出具的接收商请函件，并经所在学院、研究生院审查，留学生主管领导同意后再报中国国家留学基金委员会批准同意。

(2) 个人自费或其他非奖学金生

新生开学后四周内填写“教学事务变更申请表”提交申请，转学者还需提交接收院校的商情函，一并报学校研究生院和留学生主管领导批准同意，并缴清校内费用后方可办理，受理截止日期为每年6月30日。学历生转非学历生不免除学费和住宿费。

3、留学生有下列情形之一，不得转学或转专业：

- (1) 新生未报到注册者；
- (2) 入学未满一学期或者毕业前一年的；
- (3) 录取前与学校有明确约定的；
- (4) 正在休学、保留学籍或保留入学资格的；

二、休学、复学

1、休学

(1) 研究生可以分阶段完成学业，请假两个月以上无法参加学校规定的教学活动的应办理休学。

(2) 休学者需本人提出申请（因病休学需附校医院证明等材料），经导师、院（系、所）同意并注明起止时间后，报请留学生教学办公室、留学生管理办公室和研究生院审查批准，方可休学。

(3) 计算学生休学时间均以学期为单位，一般以1学年为限。休学时间不计入在校学习时间，在最长学习年限内可申请两次。学期结束前办理休学者，该学期按休学计算。跨学期休学，按2个学期计算。除不可抗力等突发原因外，学生申请休学的手续应当至迟在期末考试前15天办理完毕，且该学期不得复学。学生在获准休学时，此前已获学分均予以承认。学生获准休学后，无论何种原因，均不得滞留学校上课或参加考试。违反者，所获学分一律无效。

(4) 休学学生应及时离校，政府奖学金生在休学期间不享受奖学金待遇。

2、复学

(1) 因健康原因休学期满者，应在2个月前将身体恢复健康的医院证明及复学申请寄达学校。获准同意后，方可来华。入校后须接受复查，不符合健康要求者不得复学。

(2) 因病休学的留学生，申请复学时必须由二级甲等以上医院诊断，证明恢复健康，并经学校医院（心理疾病经学校心理健康教育中心）复查合格，方

可复学。

(3) 留学生休学期间，如有违法和严重违纪行为者，一经查明，取消其复学资格，作退学处理。

(4) 休学期满不按时提出复学申请超过两周者，取消复学资格并作退学处理。

三、延长学习时间

1、奖学金延期

硕士研究生应当在规定的期限内完成学业，奖学金资助期限原则上不予延长。博士研究生通过所在奖学金院校年度评审、中期考核及开题报告等培养要求，但未满足博士学位论文达标条件的，可提出奖学金延期申请。经审核同意后，方可办理延期手续。延期申请仅限一次，最长不超过一年。

受理流程：

(1) 填写《中国政府奖学金学习延期申请表》；

(2) 提交申请表、成绩单、中期考核、开题报告；

(3) 学生本人向派遣国（单位）驻华使（领）馆提出申请，并取得驻华使（领）馆将该生列入下一学年中方向本国提供的中国政府奖学金计划名额内的同意函；

受理时限：3月10日-3月31日

2、自费延期

应届硕士研究生或博士研究生如未能按期完成学业，需延长学习期限的，由学生提出申请，报请学校有关部门批准。可在学籍期限内申请延长学习时间。延长期间按规定交纳学费，并交纳住宿费等相关费用。

受理流程：

(1) 填写《学习事项变更申请表》；

(2) 缴纳延长期间规定的费用；

申请截止日期：第一学期12月31日；第二学期6月30日

3、其他事项

为鼓励学生努力向上，所有获准延期学生延长期限内不再享受评先评优资格。

所有获准延期的来华留学生在延长期限到期前6个月不得离校，且需按月指纹签到并提交导师签字确认。

博士研究生需审查是否完成各阶段性要求，即第二学期修完所有课程，第

三学期开题及文章发表和论文完成比例情况。

四、退学与开除学籍

按照《武汉理工大学研究生学籍管理办法》第二十六条、第二十八条相关规定执行。

第五章 毕业、结业与肄业

一、毕业、结业

毕业留学生学习期满毕（结）业离校前（包括转学、休学、退学等）应向留学生管理办公室申请办理离校手续，结清所有费用，交还应交回的图书、证件等，方可申领毕（结）业证书或高校证明，并自学校确定的毕业之日起半月内（限在居留许可证到期前离境，学历生一般为1月31日前和7月15日或31日前）离校回国。

二、肄业

1、学满一年以上退学的留学生，可发给肄业证书。

2、肄业的留学生不再具有我校学籍，不得继续在校参加教学活动，学校不再向其颁发毕业证书。

3、开除学籍的学生，无论学习时间长短，均不能发给肄业证书，只发给学习证明书。

三、补办证明书

毕业、肄业证书和学位证书遗失或者损坏，经本人申请，学校核实后可以补办证明书。证明书与原证书具有同等效力。

本章未尽事宜，以《武汉理工大学研究生培养管理规定》、《武汉理工大学研究生学籍学历管理办法》、《武汉理工大学研究生课程学习、考核及成绩管理实施办法》、《武汉理工大学全日制研究生中期考核及开题实施办法》、及《武汉理工大学来华留学生学位授予实施办法》为准。

武汉理工大学 来华留学预科生学籍管理

第一章 总则

根据教育部《普通高等学校接受外国留学生管理规定》、《教育部关于对中国政府奖学金本科来华留学生开展预科教育的通知》精神，结合我校来华留学预科生学习的实际，特制定本管理规定。

第二章 入学与注册

1、留学生凭《武汉理工大学录取通知书》、护照等有效材料，在规定日期内到武汉理工大学留学生教育管理中心报到，办理各项入学手续。因故不能按期报到者，须事先向留学生教育管理中心请假，经同意后可延期，但一般不超过一个月。否则，视为放弃入学资格（不可抗力等正当事由除外）。

2、留学生新生须经卫生检疫机关书面认证体检合格。如患有疾病，短期治疗（不超过一年）可以达到健康标准者，经本人申请，学校批准，可准许保留入学资格一年。保留入学资格者，不具有学籍。

3、留学生应回家治疗，离校期间不享受在校学生的待遇。在次年留学生新生入学前一周提出入学申请并出具正规医院诊断证明。经批准后方可办理入学手续。否则，取消入学资格。该类学生应立即离校回国，费用自理（包括中国政府奖学金生）。

4、为了解留学生学习水平，留学生新生须参加入学考试，考试内容有数学、物理、英语（非英语母语的学生）。

5、学校实行二学期制，每学年分秋季和春季学期。留学生须按学校规定时间到校办理注册手续，每学期注册一次。每学年秋季学期开学注册时，留学生应缴纳本学年规定费用后方予注册。未缴纳学费者，不予注册。

6、如遇亲属逝世，生产等原因不能如期注册者，或因留学生本人生病住院治疗，应当办理请假手续，请假不得超过两周。如请假超过1个月，按休学处理。未经请假或请假逾期者，除因不可抗力等正当事由以外，按自动退学处理。

第三章 学制与学习年限

1、学制是指国家对各级各类学校各专业设定的课程所需的必要学习时间的规定，即留学生完成专业设定的课程、学习任务一般所需要的学习年限。

2、学习年限自学生入校取得学籍计起。学生在校期间休学、保留学籍的时

间均计算在学习年限内。

3、我校预科留学生学制为一年。每学年分为两个学期。每学期一般为19周（含1周考试）。预科生应在学制年限内完成规定课程并取得 HSK4 级证书，预科结业，再进入专业学习。

第四章 考勤与纪律

1、留学生参与的各项活动都实行考勤。教学活动的考勤由任课教师负责，班长、班主任、国际辅导员的考勤记录为补充。其他活动由组织者负责。

2、留学生须遵守课堂纪律，认真上课，未经任课教师同意，不得擅自离开教室。留学生上课不得迟到或早退。迟到或早退十五分钟以上者，按旷课一学时计算；迟到、早退累计三次按旷课一学时计算；留学生旷课一天按旷课6学时计算；旷课累计超过该门课程总学时数三分之一者，则取消其该课程考核资格，成绩记为零分。

3、留学生请假须提前办理书面请假手续。除因不可抗力等正当事由以外，不得事后补假。非紧急情况，期末考试阶段禁止请假。请假程序及准假权限为：

(1) 一天以内，须经任课老师批准；

(2) 一天以上三天以内，书面申请经班主任批准，病假应附医院证明；

(3) 三天以上四周以内，书面申请经班主任初审，病假应附医院证明；经留学生管理办公室负责人批准；

(4) 四周以上，书面申请经班主任初审，病假应附医院证明；留学生管理办公室负责人会签；国际教育学院主管院长批准。

请假未经批准而离校，以旷课论处。连续旷课两周，视为自动放弃学籍，学校将按自动退学处理，并通知出入境管理部门取消合法居留资格。

4、武汉市公安局出入境管理局出台将来华留学生居留许可延期与留学生在校成绩及考勤记录相关联的规定，明确强调凡一学期出勤率和课程通过率低于60%，或者两种加和后平均值低于60%的，只能申请不超过一年的居留证件；对两项加和平均值低于50%或者出勤率低于30%的将直接予以拒签（详见附件七）。

第五章 课程考核、成绩记载

1、预科课程考核方式为考试，采取百分制。未按规定参加考试且未办理缓考者，该门课程成绩记为零分。

2、考试期末总评成绩：由考试成绩和平时成绩两部分构成。平时成绩包括考勤、作业、课堂表现等评分。

3、留学生须按学校（学院）公布的考试日程安排，准时参加考试。凡擅自缺考或未经批准不参加考试者视为旷考。

4、课程考核不及格者，可参加补考。补考合格者，（最高 60 分）记入成绩单，并注明“补考”字样。旷考、取消考试资格或作弊的学生均不能参加补考。

5、留学生因病或其它特殊原因不能参加考试者，必须在考前按规定办理缓考手续，提出缓考的书面申请，经留学生教学办公室审核、批准后方可生效。否则，视为旷考。学生因病申请缓考，提交病例等证明材料；因特殊原因，提交情况说明。缓考课程的考试随该门课程的补考进行。

6、留学生因预科学制仅一年，补考不合格的课程，不能重修。

7、留学生如对自己的考核成绩有异议，可在课程考核成绩公布后至下学期开学两周内向留学生教学办公室提出复查申请，复查并作出结论。超过规定时限不予复查。

第六章 课程修读与结业管理

1、预科生课程采用强化教学方式，集中安排综合汉语、汉语听说、汉语读写、数学、物理、HSK4 辅导 6 门课程的学习。所修课程全部合格并获得 HSK 4 级证书者方能结业。

2、预科结业管理

预科生在汉语学习结束之前，根据学生预科学习情况及 HSK 考试四级通过情况，由留学生教学办公室召开会议，决定预科生的分流：

(1) 凡 HSK 四级、预科期间各科成绩通过者，可进入专业学习。学生可自选授课语言，但授课语言更改后仅此一次且执行新学费标准；

(2) 凡预录英语授课且表现良好但 HSK 四级未通过者可入全英文授课专业；

(3) 凡预录汉语授课但 HSK 四级未通过者，如有相近或者同类英文授课专业，可变更授课语言，但选择后仅此一次且执行新学费标准；

(4) 凡预科数学未通过者，学生应选择文法类专业，专业更改后仅此一次且执行新学费标准；

(5) 凡预科物理未通过者，学生应选择经管类专业，专业更改后仅此一次且执行新学费标准。

3、预科结业者授予预科结业证书。结业证书遗失或损坏不予补发，经本人申请，留学生教学办公室核实后可以补办证明书。证明书与原结业证具有同等效力。

第七章 学籍异动（转学、休学、复学、自费延期）

1、学籍异动受理时间：留学生新生为入学第一个月。

2、学籍异动办理流程：在留学生教学办公室领取“教学事务变更申请表”，经班主任签字，留学生教学办公室初审并上传管理系统，报留学生主管领导批准同意后修改系统学籍信息。

3、学籍异动包括转专业、转学、休学、复学、延期。

(1) 申请转学的留学生还须提交接收院校的高情函。

(2) 中国政府奖学金生申请学籍异动，还须提交派遣国驻华使馆（领馆）同意函。

(3) 留学生因故可以申请休学，但不享受在校生的待遇。留学生在校期间休学，一般以一年为期。留学生办理休学，一般不得迟于考试周开始前半个月。如遇重大疾病（附医院证明）或重要事故（附相关证明），原则上在考试周开始前提出申请。留学生休学申请一经批准，应立即停止校内一切活动，学生休学期内取得的课程成绩，一概无效。

(4) 因健康原因休学期满者，应在期满前1个月前将身体恢复健康的医院证明及复学申请发给学校。获准同意后，方可来华。入校后须接受复查，不符合健康要求者不得复学。

(5) 休学期满不按时提出复学申请超过两周者，取消复学资格并作退学处理。

第八章 附则

1、本规定适用于来华留学预科生。

2、本规定自发布之日起试行，由国际教育学院负责解释。

武汉理工大学 来华留学普通进修生（交流生）学习管理

第一章 总则

根据武汉理工大学各层次留学生学籍管理规定，结合我校来华留学普通进修生（交流生）学习的实际，特制定本管理规定。

第二章 入学与注册

1、按两校协议规定录取为武汉理工大学的留学生新生，必须按照报到要求，按期到校办理入学手续。

2、学校实行二学期制，每学年分秋季和春季学期。留学生应按学校规定时间到校办理注册手续，学习期限为一年的留学生还须在下一学期开学时注册一次。注册时，留学生应根据两校签订的协议，缴纳相关费用。未缴纳费用者，不予注册。

3、因故不能如期注册者，须由派出院校来函商情。如超过开课时间1个月仍不能注册，建议留学生延期至下一学期来校学习。如派出院校坚持，一切后果由留学生本人承担。

第三章 学习期限

1、根据两校协议，留学生学习期限一般为一学期或一年。

2、学习期限为一学期的留学生，经派出院校同意，可申请延期一学期，总学习期限不超过一年。

第四章 考勤与纪律

1、留学生参与的各项活动都应该实行考勤。教学活动的考勤由任课教师负责，班长、班主任、班导师或国际辅导员的考勤记录为补充。其他活动由组织者负责。

2、留学生须遵守课堂纪律，认真听课，未经教师同意，不得擅自离开教室。留学生上课不得迟到或早退。迟到或早退达十五分钟以上者，按旷课一学时计算，迟到、早退累计三次按旷课一学时计算。留学生旷课一天按旷课4学时计算。无故缺课累计超过该门课程教学时数三分之一，则取消其该课程考核资格，成绩记为零分。

3、留学生请假须提前办理书面请假手续。除因不可抗力等正当事由以外，不得事后补假。非紧急情况，期末考试阶段禁止请假。请假程序及准假权限为：
一天以内，须经任课老师批准（实习期间由导师批准）；
一天以上三天以内，书面申请经留学生教学办公室相关岗批准；
三天以上，由派出院校来函商情。
请假未经批准而离校，以旷课论处。两周不请假，学校将通报派出院校。

第五章 学习任务

根据派出院校的要求，来我校短期学习的留学生学习任务分为四种：课程修读、实验室实习、文化实践和专题调研。

1、课程修读：

- (1) 留学生根据自己的专业背景，在我校相同或相近专业中选择已开课程。
- (2) 开课第一个月，留学生可试听所选课程，并与派出院校确认需要修读的课程。
- (3) 一个月后，留学生提交由派出院校确认的选课表。

2、实验室实习：

- (1) 留学生到校后，由留学生教学办公室协助与导师预约见面时间。
- (2) 根据《武汉理工大学来华交流生实习指导手册》的要求，由导师和留学生按期填写相关研究进度并签字确认。
- (3) 实习结束后，该手册交由留学生教学办公室存档。如学生需要保留原件，可提交复印件。

3、文化实践：

- (1) 根据派出院校的要求，单独制定教学安排，组织校内、武汉市内、外文化实践活动。
- (2) 原则上，按照既定方案实施教学，但因学校教师调整或场地限制等原因，教学可做适当调整。
- (3) 文化实践期间，由留学生教学办公室遴选符合条件的学生助理协调相关事宜。

4、专题调研：

- (1) 根据派出院校提供的调研项目，单独制定调研安排，组织校内专题讲座，相关单位调研或市场调研。
- (2) 原则上，安排对口单位调研。如无合适单位，可安排相近单位或做市场调研。

(3) 调研期间，由留学生教学办公室遴选符合条件的学生助理协调相关事宜。

第六章 课程或实习考核、成绩记载

1、留学生参加所选课程的学习，考核合格后方能获得学分。留学生不得参加未选课程的考核。自行参加考核者，成绩无效。课程已选，但未按规定参加考核且未办理缓考者，该门课程考核成绩记为零分。成绩及学分证明将于下一学期第一个月月末寄给派出院校。

2、课程考核方式、考核成绩中平时成绩与期末考试成绩各部分占比由任课教师确定。

3、考核成绩采用百分制或等级制。百分制和等级制转换标准由学校教务主管部门按有关规定予以认定。

4、留学生须按学校（学院）公布的考试日程安排，准时参加考试。凡擅自缺考或未经批准不参加考试者视为旷考。

5、留学生因病不能参加考试者，必须在考前按规定办理缓考手续，提出缓考的书面申请，并提交病例等证明材料，经留学生派出院校同意，留学生教学办公室审核、批准后方可生效。否则，视为旷考。因考试时间冲突申请缓考由留学生教学办公室核实。缓考课程的考试由留学生教学办公室单独组织。

6、留学生因特殊原因，须在考试前返回所在院校的，经派出院校来函商情，留学生教学办公室审核、批准，该课程的考试可改在所在院校进行。留学生教学办公室将试卷发至派出院校，派出院校负责组织考试，并回传试卷，留学生考试试卷由任课教师批改并作出成绩认定。

7、留学生如对自己的考核成绩有异议，可在课程考核成绩公布后至下学期开学两周内书面向派出院校提出复查申请，经派出院校来函商情后，由留学生教学办公室复查并作出结论。

8、留学生参加实验室实习，实习考核按照《武汉理工大学来华交流生实习指导手册》的要求，由导师填写并签字确认。如派出院校有其他考核要求，也由导师填写并签字确认。

9、留学生参加文化实践，可根据派出院校要求，安排相关内容的考核，并发结业证书。

10、留学生参加专题调研，由派出院校安排考核。

第七章 学籍异动

1、学籍异动受理时间：留学生新生为入学第一个月。

2、学籍异动办理流程：留学生向派出院校提出申请，经派出院校来函商情后，留学生教学办公室审核、批准。

3、学籍异动包括转专业、自动退学、延期。

第八章 附则

1、本规定适用于全校来华留学普通进修生（交流生）。

2、本规定自发布之日起试行，由国际教育学院负责解释。

附件一：

武汉理工大学学生住宿管理规定

学生宿舍是学生生活的重要场所，是培养学生文明行为养成的重要阵地。为加强学生住宿管理，营造文明、安全、和谐的学习居住环境，特制定本规定。

第一章 入住与退宿

第一条 按专业就近原则，由学校统一安排住宿（双人间标准，博士除外），并按规定缴纳住宿费。学生因特殊原因中途停止住宿，其住宿费按实际住宿月份收取（不满一月按一月收取，每学年度按十个月计算）。对违反学校规定自行搬出学生宿舍外住宿的学生，学校不退住宿费。

第二条 新生第一年必须住校内宿舍，学生应按入住时指定的房间住宿，并服从学校的调配。寒、暑假期间，学校将视学生留校情况统一安排住宿和管理。

第三条 学生入住后不得擅自变更房间，不得以任何理由出借、出租房间或床位。如因特殊原因需要变更房间，须由本人提出申请，经所在学院审核，报学生工作部（处）批准后方可变更，并在计划财务处、后勤集团宿管中心或物业管理部门办理相关手续。

第四条 因下列特殊原因，不住学生宿舍的学生，可申请校外住宿，并按规定办理相关手续。

- 1、患传染性疾病的；
- 2、患皮肤病需单独住宿治疗的；
- 3、身患残疾生活不能自理需家长陪读的；
- 4、其他特殊情况，需单独住宿的。

符合上述特殊情况需在学生宿舍外住宿的学生，其申报程序为：

1、个人申请，说明在外住宿的特殊原因，房屋详细地址，联系方式，住宿期限等，住宿距离不得超出离校3公里以上范围；

2、患病学生要有县市一级医院证明和学校医院确认证明；

3、学习成绩情况说明，以学院教学办出具的学生成绩登记表为准；

4、其他特殊情况，须经学校有关部门书面确认；

5、申报时，由学生本人和学生家长共同签字，然后报学院审核；

6、学院要逐一登记，经学院审核研究后，明确签署意见，报学生工作部（处）审批。

7、经审批同意后的学生，持审批申请到留学生管理办公室登记备案。搬离

学生宿舍时，由后勤集团宿管中心或物业管理部门安排楼栋管理员检查验收家具、物品、设备等并结清超额水电费，方可退宿；若有损坏，照价赔偿。

第五条 因休学、专业和年级等发生异动需调整住宿，或者在学生宿舍外住宿期满等原因要求回到学生宿舍住宿的学生，须持教务处相关文件、所属学院相关证明（在学生宿舍外住宿期满的同学只需要学院证明）到留学生管理办公室办理相关入住手续，方可入住。

第六条 学生入住时，每人配备房门钥匙一把，办理入住手续时领取。钥匙必须妥善保管使用，不得自行调换门锁。值班室备用钥匙仅供应急开门使用，学生须凭学生证等有效证件才可借用。

第七条 学生毕业办理退宿手续时，由后勤集团宿舍管理中心或物业管理部门组织验收家具等公共设施，验收合格后方可办理退宿手续，如有损坏，应照价赔偿。办理完退宿手续的学生应该搬离学生宿舍，搬离时应将房间钥匙交还到本楼栋门卫处。

第二章 日常管理

第八条 学生宿舍日常全天供电。法定节日和遇重大活动等情况时的供电，由学校统一安排。学生在宿舍的用水用电标准按国家及学校有关管理规定执行（根据鄂价费〔2006〕183号文件精神，免费额度为用水3吨/月·生，用电8度/月·生），超出部分由学生自己承担。

第九条 学生宿舍楼每天23:00至次日6:00关闭大门，晚归者需出示学生证或相关证件登记后，经门卫许可方可进入。

第十条 学生应爱护公物，按规定使用宿舍楼和宿舍内各种公共设施，并应妥善保管。发生自然损坏，应及时到本楼栋门卫值班室登记报修；如属人为损坏，须照价赔偿。

第十一条 学生宿舍内务、卫生、美化属于学生自理范围。学生应根据本宿舍实际情况，制定寝室公约，张贴在寝室醒目处，并监督落实；建立轮流值班制度，保持宿舍整洁卫生，做到墙面无球印、脚印，无乱写字迹和乱贴字句。宿舍清扫垃圾必须在每天8:00前，或晚上8:00后扫到门口走廊旁边，由清洁工统一清除，其它时间，须主动清理到垃圾桶内，不得清扫到走道上。

第十二条 学生宿舍楼出入口、走廊、楼梯等公共场所或消防通道，应保持通畅。不得在以上地方停放自行车和堆放其它物品。自行车、摩托车等交通工具应按指定位置摆放整齐。

第十三条 携带大件行李及贵重物品进出学生楼时，必须到本楼栋门卫值班室登记，征得门卫同意后方可进出。

第十四条 未经学校同意,任何单位或个人不允许在学生宿舍区内进行各种商业宣传、经商、服务等活动,一经发现,报送保卫处处理。

第十五条 学生宿舍里是学生集体生活的场所,应禁止以下行为:

- 1、损坏宿舍楼和宿舍内各种公共设施;
- 2、聚众起哄、打、扔、摔、砸、烧等不安全行为;
- 3、在学生宿舍内从事打球、溜冰、大声喧哗等影响和妨碍他人生活和学习的活动;
- 4、将剩饭、剩菜以及容易堵塞水管之物倒入池内;从窗户向外泼水、抛果皮、纸屑及其他垃圾杂物;
- 5、燃烧废弃物、使用煤油炉、酒精炉、液化气炉、电炉、热得快、电饭煲等用具;私拉电线、私自换保险;使用蜡烛等其他可能危害公共设施及人身安全的用火、用电;使用劣质充电器、路由器等“三无”(没有质量合格证明、没有产品名称、没有厂家厂址标识)电器;
- 6、将易燃、易爆、有毒物品等危险品带入学生宿舍;
- 7、饲养宠物;
- 8、打麻将或赌博行为;酗酒滋事;观看、传播反动、淫秽出版物;盗窃或抢劫公私财物,敲诈勒索钱财;打架斗殴、寻衅滋事,攻击侮辱他人,危害他人人身安全,侮辱他人人格;传播封建迷信思想及非法组织活动;
- 9、私自留宿亲友、异性及其他外来人员。
- 10、其它违反学校规定的行为。

第三章 会客制度

第十六条 学生宿舍采取会客登记制度,非本楼人员进楼必须先到该楼栋值班室登记,经值班人员同意后方可入内。

第十七条 女生宿舍楼实行封闭管理,男性不得进入。男生宿舍楼晚上 21:00 之后,女性不得进入;晚 21:30 之前,女性必须离开男生寝室。

第四章 附则

第十八条 凡违反本规定的,将视情节轻重根据《学生违纪处分办法》给予相应纪律处分。

第十九条 本规定由学生工作部(处)负责解释。

第二十条 本规定自公布之日起执行

附件二：

武汉理工大学 普通全日制本科学生违纪处分办法

(经 2017 年第 11 次校长办公会议审议通过)

第一章 总则

第一条 为维护学校教育教学秩序和生活秩序，建设良好的校风和学风，教育学生养成遵纪守法的优良品质，根据教育部《普通高等学校学生管理规定》（教育部令第 41 号），结合我校实际情况，制定本办法。

第二条 本办法适用于武汉理工大学普通全日制本科学生违法、违规、违纪行为的处理。

第三条 对有违法、违规、违纪行为的学生，必须依照规定给予批评教育直至纪律处分。

第四条 处理违反纪律的学生，坚持教育与处分相结合的原则；实施纪律处分应当按规定的程序进行，以事实为依据，与违纪行为的性质、情节和过错的严重程度相适应。

第二章 纪律处分的种类

第五条 纪律处分的种类分为：

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

第六条 除开除学籍处分以外，给予学生处分设置 6-12 个月期限。纪律处分期限：

- (一) 警告，6 个月；
- (二) 严重警告，8 个月；
- (三) 记过，10 个月；
- (四) 留校察看，12 个月。

对在纪律处分期限内没有违纪行为并有悔改表现者，可以按期解除处分，解除处分由学生本人申请，经评议后由学校按规定程序予以解除。解除处分后，

学生获得表彰、奖励及其他权益，不再受原处分的影响。

对有突出表现或先进事迹者，可以提前解除处分。

对处分期间无悔改表现者，由学校作出延长处分的决定，延长期限一般为6个月。

对留校察看期间有构成警告以上违纪处分行为者，给予开除学籍处分。

第三章 违纪与纪律处分

第七条 有危害国家安全的言论、行为者，视情形分别处理如下：

（一）未造成严重后果，经教育尚能改正者，给予记过或留校察看处分。经教育坚持不改者，给予开除学籍处分；

（二）造成严重后果者，给予开除学籍处分；

（三）违反国家法律、法规，破坏安定团结、扰乱社会秩序、危害国家安全者，给予开除学籍处分。

第八条 策划、组织、煽动闹事，破坏安定团结、扰乱社会秩序者，视不同情况分别给予下列纪律处分：

（一）唆使、煽动他人闹事，扰乱社会秩序者，给予记过直至开除学籍处分；

（二）组织、带头闹事，破坏安定团结者，给予记过直至开除学籍处分；

（三）散布违法言论或信息，煽动闹事或制造混乱者，给予记过直至开除学籍处分。

第九条 违反国家法律、法规，受到公安司法部门处罚者，视其处罚情况分别处理如下：

（一）违反《治安管理处罚法》被处以警告或罚款者，给予严重警告或记过处分；被处以行政拘留者，给予留校察看或开除学籍处分；

（二）构成刑事犯罪者，给予开除学籍处分。

第十条 有伤害他人、寻衅滋事、参与打架斗殴等行为者，视情节分别处理如下：

（一）虽未动手打人，但用语言或行为挑逗、侮辱、威胁他人，妨碍他人正常学习和生活，引起事端者，给予警告或严重警告处分；

（二）动手打人者，给予警告或严重警告处分；

（三）致他人轻微伤者，给予记过以上处分；

（四）致他人轻伤者，给予留校察看以上处分；

（五）致他人重伤者，给予开除学籍处分；

（六）结伙斗殴的一般参与者，给予严重警告或记过处分；为首者或动手殴打的主要责任者，给予留校察看以上处分，造成他人伤害者，给予开除学籍处

分；

（七）怂恿、策划他人打架斗殴者，给予记过以下处分，后果严重者，给予留校察看以上处分；

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

（九）为他人打架提供凶器者，视造成的后果，给予严重警告以上处分；

（十）先动手打人者，从重处分；持械打人者，从重处分；邀约校内、外人员寻衅滋事、打人、斗殴者，加重处分；对被打人、证人进行威胁、要挟、敲诈勒索、报复者，加重处分；

（十一）知情人故意为他人作伪证或给调查造成困难者，给予严重警告或记过处分；

（十二）凡打架斗殴，除按上述规定处理外，肇事者要赔偿受害者的经济损失并承担医疗及其它必要费用；拒绝或者不按时交纳上述费用者加重处分；肇事责任人为两人以上，由学校保卫部门根据具体情况裁定各人的赔偿份额；

（十三）本条所称“轻微伤”、“轻伤”、“重伤”均由法医鉴定部门作出结论，法医鉴定费用由肇事方承担。

第十一条 违反考试纪律者，按武汉理工大学普通全日制学生考试违规处理相关规定处理。

第十二条 未经批准擅自缺课或离校（擅自离校，连续天数中扣除规定的节假日，每天按4学时计算，实际学时超过此数时，按实际学时计算），一学期内旷课累计达20学时者，给予警告或严重警告处分；一学期内旷课累计达30学时者，给予记过处分；一学期内旷课累计达40学时者，给予留校察看以上处分。

第十三条 以偷窃、勒索、诈骗、冒领等不正当手段和途径侵占公私财物者，除追回赃款、赃物或令其赔偿损失外，视情节轻重分别处理如下：

（一）涉案价值400元以下者，给予严重警告以下处分；

（二）涉案价值400元至1000元者，给予记过处分；

（三）涉案价值1000元以上者，给予留校察看以上处分；

（四）有胁迫、威逼、诱骗、抢夺等情节者加重处分，直至开除学籍；

（五）在校期间多次作案者，按累计涉案价值适用以上条款，并根据情节加重处分，直至开除学籍；

（六）明知赃物而购买或提供销赃窝赃条件者，给予留校察看以下处分，情节严重者，给予开除学籍处分；

(七) 偷窃印章、重要公文、档案等物品者，视其情节给予记过以上处分。

第十四条 故意损坏公私财物者，除按规定赔偿外，给予下列纪律处分：

(一) 损坏公私财物价值在 400 元以下者，给予警告处分；

(二) 损坏公私财物价值在 400 元以上、1000 元以下者，给予严重警告处分；

(三) 损坏公私财物价值在 1000 元以上者，视情节轻重，给予记过直至开除学籍处分。

第十五条 在校园、学生生活园区内打麻将者，除收缴麻将外，给予警告处分；再犯者，视情节给予严重警告或记过处分。

第十六条 参与赌博或为赌博提供赌场、赌具、赌资者，视情节轻重分别处理如下：

(一) 参与赌博者，视情节给予记过以上处分；

(二) 为赌博提供赌具、赌场、赌资等条件者，视情节给予严重警告以上处分；

(三) 屡次参与赌博者或赌博活动的主要组织者，视情节给予留校察看以上处分。

第十七条 有下列行为者，分别处理如下：

(一) 传播、散布不健康或有害于团结的言论，或造谣、诬陷、侮辱、谩骂或威胁他人者，给予警告或严重警告处分；经批评教育不改者，给予记过处分；造成不良后果者，给予留校察看以上处分；

(二) 涂写污秽语言，勾画污秽图像者，给予严重警告或记过处分；在校园、学生生活园区等公共场所观看淫秽书刊和音像制品者，给予记过或留校察看处分；传播、复制、贩卖淫秽书刊和音像制品者，给予留校察看以上处分；

(三) 在校园或学生生活园区内行为不文明，经劝阻无效者，视情节给予警告或严重警告处分；

(四) 以低级下流语言、动作调戏、侮辱、挑逗异性者，或强行追逐异性谈恋爱者，视情节给予严重警告直至开除学籍处分；

(五) 偷窥、偷拍或传播他人隐私者，视其情节给予留校察看以下处分，造成严重后果者，给予留校察看以上处分；

(六) 有陪酒、陪舞等不良行为者给予记过以上处分；

(七) 在学生宿舍男女同床者，或留宿异性或在异性宿舍留宿者，给予留校察看以上处分；

(八) 发生非婚性行为者，给予留校察看以上处分；

(九) 参与卖淫、嫖娼、吸毒、贩毒者，给予开除学籍处分；

(十) 发送淫秽、侮辱、恐吓或其它信息，干扰他人正常生活的，视其情节给予留校察看以下处分，造成严重后果者，给予留校察看以上处分。

第十八条 有下列侵犯学校 and 他人正当权益行为，造成一定后果者，除赔偿损失外，视情节分别处理如下：

(一) 在校园、学生生活园区内酗酒滋事，或有其他扰乱公共秩序行为者，视其情节给予留校察看以下处分；酗酒滋事造成严重后果者，给予开除学籍处分；

(二) 违反学校用电管理规定，经批评教育不改者，视其情节给予留校察看以下处分；因违章用电造成严重后果者，加重处罚；

(三) 在学生宿舍使用电炉、热得快、电饭煲、煤炉、酒精炉、液化气炉等燃器具者，视其情节给予留校察看以下处分；造成火警、火灾等事故者，加重处罚；

(四) 在学生宿舍违章使用蜡烛等具有重大隐患的物品者，视其情节给予留校察看以下处分；造成严重后果者，加重处罚；

(五) 在学生宿舍饲养宠物者，视其情节给予留校察看以下处分；屡教不改者加重处分；

(六) 阻碍、干扰学校管理人员依校规执行公务者，视其情节给予留校察看以下处分；

(七) 隐匿、毁弃或私拆他人邮件情节较轻者，视其情节给予留校察看以下处分；情节严重者，给予开除学籍处分；

(八) 在学校内保存携带管制及危险物品，或向楼下乱扔东西，或乱烧杂物等妨碍公共安全者，视其情节给予留校察看以下处分；

(九) 故意损毁学校党政部门发布的公告、通知标牌者，视其情节给予留校察看以下处分；

(十) 学生在接受学校调查时知情不报或故意作伪证或有串供行为，妨碍学校调查者，视其情节给予留校察看以下处分；

(十一) 学生在宿舍楼道治安值班不到位而造成治安责任事故者，视其情节给予留校察看以下处分；

(十二) 学生未经学校同意擅自在外租房住宿或未经批准夜不归宿者，视其情节给予留校察看以下处分；

(十三) 学生擅自出租、出借学生宿舍或床位，或未经批准在学生宿舍私自留宿外来人员者，视其情节给予留校察看以下处分；

(十四) 寒、暑假期间不听从学校住宿安排和管理者，视其情节给予留校察看以下处分；

(十五) 故意制作和传播计算机病毒，或进行网络攻击、非法入侵他人计算机或移动通讯网络系统、实施破坏性操作等危害网络安全者，视其情节给予留校察看以下处分；情节严重者，给予开除学籍处分；在网络上非法使用他人信息者，给予记过处分，情节严重者，给予留校察看以上处分；

(十六) 登录非法网站和传播非法文字、音频、视频资料等，给予警告及以上处分；编造或传播虚假、有害信息给记过及以上处分。

第十九条 伪造、买卖或者使用伪造、变造的国家机关、人民团体、企业、事业单位或者其他组织的公文、证件、证明文件者，或有其他弄虚作假行为者，给予记过以上处分；造成不良影响或后果者，给予留校察看以上处分。

第二十条 剽窃、抄袭他人研究成果造成不良影响者，给予警告以上处分，情节严重、影响恶劣者，给予开除学籍处分；违反保密规定，给予记过以上处分，情节严重的，给予留校察看以上处分。

第二十一条 在校园内从事未经批准的经商活动，扰乱正常教学、生活秩序，经批评教育不改者，给予警告直至记过处分。

第二十二条 在校内或跨校建立、参加非法组织者，视情节给予留校察看以上处分。

第二十三条 在校内或跨校进行封建迷信活动不听从劝阻者，给予严重警告以上处分，情节严重或造成严重后果者，给予留校察看以上处分。

第二十四条 在校内或跨校进行宗教活动者，给予严重警告以上处分，情节严重或造成严重后果者，给予留校察看以上处分。

第二十五条 累计受到3次通报批评者，给予警告处分；如再有违纪现象者，给予严重警告以上处分。

第二十六条 已受纪律处分或在待处分期间再次违纪者，加重处分，直至给予开除学籍处分。同时有数种违纪行为者，按其数种违纪行为中应当受到的最高处分基础上加重处分。

第二十七条 其他有本办法中未具体列举的违反校园管理制度、扰乱校园正常秩序行为者，参照本办法有关条款或学校有关规定给予纪律处分，报校长办公会议审定执行。

第四章 纪律处分运用规则和程序

第二十八条 实施纪律处分必须有证据证明，以事实为根据，以本办法为准则，定性准确，处分适当，行文规范。以下各项均为有效证据：

- (一) 书证;
- (二) 物证;
- (三) 证人证言;
- (四) 当事人的陈述;
- (五) 视听资料;
- (六) 鉴定结论;
- (七) 勘验笔录、现场笔录;
- (八) 其他有权部门依法作出的鉴定性结论、裁定书、判决书等。

第二十九条 违纪行为危害后果轻微,有下列情形之一者,可以从轻处分:

- (一) 主动承认错误,如实交待错误事实,检查认识深刻,有悔改表现的;
- (二) 积极主动协助调查,有重大立功表现的;
- (三) 由于他人胁迫或诱骗的。

第三十条 有下列情形之一者,从重处分:

- (一) 违纪后故意隐瞒重要情节,妨碍学校调查的;
- (二) 邀约校外人员来校参与违纪行为的;
- (三) 对检举人、证人、经办人威胁或打击报复的;
- (四) 情节严重,影响恶劣的。

第三十一条 受到纪律处分者,附加给予下列处理:

- (一) 从处分之日起,取消当学年一切评先、奖励及福利性补助和申请资格;
- (二) 担任学生干部者,从处分之日起取消其当学年学生干部任职资格;
- (三) 受处分者是党、团员的建议党、团组织给予相应纪律处分。

第三十二条 相关部门进行纪律处分的职权划分如下:

(一) 除考试违规按《武汉理工大学普通全日制学生考试违规处理办法》处理外,全校在籍全日制普通本科学生违纪处分的主管部门为学生工作部(处);全校在籍全日制研究生违纪处分的主管部门为研究生院研究生管理处;其他各类学生违纪处分的主管部门为其学籍的管理部门。

(二) 严重警告以下处分,学校授权违纪学生所在学院处理并作出处分决定,报相应的主管部门备案。

(三) 记过处分,由违纪学生所在学院研究处理意见后报相应的主管部门审批并作出处分决定。

(四) 留校察看处分由违纪学生所在学院提出处理意见,相应的主管部门审核。

（五）留校察看处分察看期满，由学生本人提出书面申请，违纪学生所在班级民主评议，学院研究处理意见后报相应的主管部门审查，并报主管校领导审批。

（六）开除学籍处分，由违纪学生所在学院提出处理意见，相应的主管部门审核，主管校领导审查，校长办公会议研究决定。

第三十三条 实施纪律处分的程序：

（一）开展调查取证。学生违纪事件发生后，学院应及时报告并进行调查或主动协助有关部门开展调查，及时收集学生违纪证据，并整理有关材料。

（二）形成拟处分意见。对事实清楚或已调查清楚的学生违纪事件，违纪学生所在学院应当在 5 个工作日内，根据本办法的规定作出拟给予纪律处分的意见。

（三）听取当事人的陈述和申辩。处分决定作出之前，应当告知当事人拟给予处分的有关事实、理由和依据，并听取学生的陈述和申辩。学生陈述和申辩之后，根据笔录整理成书面报告，该书面报告和笔录原件（拟受处分学生应在笔录上签字，如果拒绝签字，由主笔人写出文字说明）归入学生处分材料，作为学生处分报告的附件。

（四）作出处分决定书。对学生的处分，应当做到程序正当、证据充分、依据明确、定性准确、处分适当。给予学生的处分应按相应的公文管理办法正式行文，出具处分决定书。处分决定书应载明违纪行为的简单经过、处分的依据和学生享有的申诉权利。

（五）处分决定书的送达。处分决定作出之后，由学生所在学院将处分决定书送达给学生本人，由学生本人签收。拒绝签收或因特殊情况不能签收的，采取留置送达、邮寄送达或公告送达，决定书生效日期以不同送达方式的法律规定为准。

（六）处分决定书的公布。处分决定视情况及时公布。

（七）处分材料的归档和管理。处分决定书及相关原始材料一律交学校主管部门，学校主管部门负责将有关材料归入学校文书档案和学生本人档案。开除学籍的处分决定书同时报湖北省教育厅备案。

第三十四条 学生对处分决定有异议的，在接到处分决定书之日起 10 日内，可以向学校学生申诉处理委员会提出书面申诉。申诉期间，不停止处分决定的执行。学生申诉处理委员会认为必要的，可以建议学校暂缓执行有关决定。

第三十五条 被开除学籍的学生，在处分生效后 10 个工作日内必须办完离

校手续并离校，档案、户口退回其家庭户籍所在地，逾期不办者，其后果由学生本人承担。

第五章 附则

第三十六条 本办法所称“以上”、“以下”均包括本数。

第三十七条 本办法由学生工作部(处)负责解释。

第三十八条 本办法自 2017 年 9 月 1 日起施行，原《武汉理工大学普通全日制本科学学生违纪处分办法》（校学字〔2015〕18 号）同时废止。

附件三：

武汉理工大学 研究生违纪处分办法

(经 2017 年第 11 次校长办公会议审议通过)

第一章 总 则

第一条 根据《普通高等学校学生管理规定》(教育部令第 41 号),为维护学校教育教学秩序和生活秩序,建设良好的校风和学风,教育学生养成遵纪守法的优良品质,结合我校实际,制定本办法。

第二条 对有违法、违规、违纪行为的学生,必须依照规定给予批评教育直至纪律处分。

第三条 处理违反纪律的学生,坚持教育与处分相结合的原则;实施纪律处分应当按规定的程序进行,以事实为依据,与违纪行为的性质、情节和过错的严重程度相适应。

第四条 本办法适用于对我校在籍的研究生违法、违规、违纪行为的处理。

第二章 纪律处分的种类

第五条 纪律处分的种类分为:

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

第六条 除开除学籍处分以外,给予学生的警告、严重警告、记过、留校察看处分分设 6 个月、8 个月、10 个月及 12 个月的处分期限,解除处分由学生本人申请,经评议后由学校按规定程序予以解除。解除处分后,学生获得表彰、奖励及其他权益,不再受原处分的影响。

第三章 违纪与纪律处分

第七条 政治言论、行为反动者,视情形分别处理如下:

(一) 未造成严重后果,经教育尚能改正者,给予记过或留校察看处分。经教育坚持不改者,给予开除学籍处分。

(二) 造成严重后果者，给予开除学籍处分。

(三) 违反宪法，反对四项基本原则、破坏安定团结、扰乱社会秩序者，给予开除学籍处分。

第八条 策划、组织、煽动闹事，破坏安定团结、扰乱社会秩序者，视不同情况分别给予下列纪律处分：

(一) 唆使、煽动他人闹事，扰乱社会秩序者，给予记过直至开除学籍处分。

(二) 组织、带头闹事，破坏安定团结者，给予记过直至开除学籍处分。

(三) 侵害其他个人、组织合法权益，造成严重后果的，给予开除学籍处分。

第九条 违反国家法律、法规，受到公安司法部门处罚者，视其处罚情况分别处理如下：

(一) 被处以治安警告者，给予严重警告或记过处分。

(二) 被处以治安拘留者，给予留校察看或开除学籍处分。

(三) 触犯国家法律，构成刑事犯罪者，给予开除学籍处分。

(四) 受到治安管理处罚，情节严重、性质恶劣的，给予开除学籍处分。

第十条 寻衅滋事或参与打架斗殴者，视情节分别处理如下：

(一) 虽未动手打人，但用语言或行为挑逗、侮辱、威胁他人，妨碍他人正常学习和生活，引起事端者，给予警告或严重警告处分。

(二) 动手打人者，给予警告或严重警告处分。

(三) 致他人轻微伤者，给予记过以上处分。

(四) 致他人轻伤者，给予留校察看以上处分。

(五) 致他人重伤者，给予开除学籍处分。

(六) 结伙斗殴的一般参与者，给予严重警告或记过处分；为首者或动手殴打的主要责任者，给予留校察看以上处分，造成他人伤害者，给予开除学籍处分。

(七) 怂恿、策划他人打架斗殴者，给予记过以下处分，后果严重者，给予留校察看以上处分。

(八) 以“劝架”为名，偏袒一方，促使事态扩大或造成他人伤害者，给予严重警告或记过处分。

(九) 为他人打架提供凶器者，视造成的后果，给予严重警告以上处分。

(十) 先动手打人者，从重处分；持械打人者，从重处分；邀约校内、外人员寻衅滋事、打人、斗殴者，加重处分；对被打人、证人进行威胁、要挟、

敲诈勒索、报复者，加重处分。

（十一）知情人故意为他人作伪证或给调查造成困难的，给予知情人严重警告或记过处分。

（十二）凡打架斗殴，除按上述规定处理外，肇事者要赔偿受害者的经济损失并承担医疗及其他必要费用。拒绝或者不按时交纳上述费用者加重处分。肇事责任人为两人以上，由学校保卫部门根据具体情况裁定各人的赔偿份额。

（十三）本条所称“轻微伤”、“轻伤”、“重伤”均由法医鉴定作出结论，法医鉴定费用由肇事方承担。

第十一条 违反考试纪律者，按《武汉理工大学普通全日制学生考试违规处理办法》处理。

第十二条 未经批准擅自缺课或离校（擅自离校，连续天数中扣除规定的节假日，每天按4学时计算，实际学时超过此数时，按实际学时计算），一学期内旷课累计达20学时者，给予警告或严重警告处分；一学期内旷课累计达30学时者，给予记过处分；一学期内旷课累计达40学时者，给予留校察看以上处分。

第十三条 以偷窃、勒索、诈骗、冒领等不正当手段和途径侵占公私财物者，除追回赃款、赃物或令其赔偿损失外，视情节轻重分别处理如下：

（一）涉案价值400元以下者，给予严重警告以下处分。

（二）涉案价值400元至1000元者，给予记过处分。

（三）涉案价值1000元以上者，给予留校察看以上处分。

（四）有胁迫、威逼、诱骗、抢夺等情节者加重处分，直至开除学籍。

（五）在校期间多次作案者，按累计涉案价值适用以上条款，并根据情节加重处分，直至开除学籍。

（六）明知赃物而购买或提供销赃窝赃条件者，给予留校察看以下处分；情节严重者，给予开除学籍处分。

（七）偷窃印章、重要公文、档案等物品者，视情节给予记过以上处分。

第十四条 故意损坏公私财物者，除按规定赔偿外，给予下列纪律处分：

（一）损坏公私财物价值在400元以下者，给予警告处分。

（二）损坏公私财物价值在400元以上、1000元以下者，给予严重警告处分。

（三）损坏公私财物价值在1000元以上者，视情节轻重，给予记过直至开除学籍处分。

第十五条 在校园、学生生活园区内打麻将者，除收缴麻将外，给予警告

处分；再犯者，视情节给予严重警告或记过处分。

第十六条 参与赌博或为赌博提供赌场、赌具、赌资者，视情节轻重分别处理如下：

（一）参与赌博者，视情节给予记过以上处分。

（二）为赌博提供赌具、赌场、赌资等条件者，视情节给予严重警告以上处分。

（三）屡次参与赌博者或赌博活动的主要组织者，视情节给予留校察看以上处分。

第十七条 对违反国家和学校关于网络使用的有关规定者，视情节轻重，给予以下处分：

（一）故意制作、传播计算机病毒等破坏性程序，攻击、侵入他人计算机系统及移动通信网络，致使计算机系统及通信网络遭受损害者，给予警告及以上处分。

（二）利用互联网造谣、诽谤或者发表、传播虚假、有害信息，煽动颠覆国家政权、推翻社会主义制度，或者煽动分裂国家、破坏国家统一，或者影响学校正常秩序者，给予严重警告及以上处分。

（三）通过互联网窃取、泄露国家秘密、情报或者军事秘密者，给予严重警告及以上处分。

（四）利用互联网煽动民族仇恨、民族歧视，破坏民族团结者，给予严重警告及以上处分。

（五）利用互联网组织邪教组织、联络邪教组织成员，破坏国家法律、行政法规实施者，给予严重警告及以上处分。

（六）利用互联网侵犯他人知识产权者，给予警告及以上处分。

（七）在互联网上建立淫秽网站、网页，提供淫秽站点链接服务，或者传播淫秽书刊、影片、音像、图片者，给予警告及以上处分。

（八）登录非法网站、传播有害信息者，给予警告及以上处分。

（九）利用互联网侮辱他人或者捏造事实诽谤他人者，给予警告及以上处分。

（十）非法截获、篡改、删除他人电子邮件或者其他数据资料，侵犯他人通信自由和通信秘密者，给予警告及以上处分。

（十一）利用互联网进行盗窃、诈骗、敲诈勒索者，给予严重警告及以上处分。

第十八条 严重违反道德规范和学校有关规定者，分别处理如下：

(一) 传播、散布不健康或有害于团结的言论，或造谣、诬陷、侮辱、谩骂、威胁他人者，给予警告或严重警告处分；经批评教育不改者，给予记过处分；造成不良后果者，给予留校察看以上处分。

(二) 涂写污秽语言、勾画污秽图像者，给予严重警告或记过处分；在校园、学生生活园区等公共场所观看淫秽书刊和音像制品者，给予记过或留校察看处分；传播、复制、贩卖非法书刊和音像制品者，给予留校察看以上处分。

(三) 在校园或学生生活园区内行为不文明，经劝阻无效者，视情节给予警告或严重警告处分。

(四) 以低级下流语言、动作调戏、侮辱、挑逗异性，或强行追逐异性谈恋爱者，视情节给予严重警告直至开除学籍处分。

(五) 偷窥、偷拍或传播他人隐私者，视情节给予留校察看以下处分；造成严重后果者，给予留校察看以上处分。

(六) 有陪酒、陪舞等不良行为者给予记过以上处分。

(七) 在学生宿舍男女同床者，或留宿异性或在异性宿舍留宿者，给予留校察看以上处分。

(八) 参与卖淫、嫖娼、吸毒、贩毒者，给予开除学籍处分。

(九) 从事或参与有损大学生形象、有损社会公德活动者，视情节给予留校察看以下处分；造成恶劣影响者，加重处分。

(十) 发送淫秽、侮辱、恐吓或其信息，干扰他人正常生活的，视情节给予留校察看以下处分，造成严重后果者，给予留校察看以上处分。

第十九条 有下列侵犯学校和其他人正当权益行为，造成一定后果者，除赔偿损失外，视情节分别处理如下：

(一) 在校园、学生生活园区内酗酒滋事，或有其他扰乱公共秩序行为者，视情节给予严重警告及以上处分。

(二) 违反学校用电管理规定，经批评教育不改者，视情节给予警告及以上处分；因违章用电造成严重后果者，加重处罚。

(三) 在学生宿舍使用电炉、热得快、电饭煲、煤炉、酒精炉、液化气炉等燃器具者，收缴燃器具，视情节给予警告及以上处分；造成火警、火灾等事故者，加重处罚。

(四) 在学生宿舍违章使用蜡烛等具有重大隐患物品者，视情节给予警告及以上处分；造成严重后果者，加重处罚。

(五) 在学生宿舍饲养宠物者，视情节给予警告及以上处分；屡教不改者加重处分。

(六) 阻碍、干扰学校管理人员依照学校规定执行公务者，视情节给予严重警告及以上处分。

(七) 隐匿、毁弃或私拆他人邮件情节较轻者，视情节给予警告及以上处分；情节严重者，给予开除学籍处分。

(八) 在学校内保存、携带管制及危险物品，或向楼下乱扔东西，或乱烧杂物等妨碍公共安全者，收缴管制及危险物品，视情节给予严重警告及以上处分。

(九) 故意损毁学校党政部门发布的公告、通知标牌者，视情节给予严重警告及以上处分。

(十) 学生在接受学校调查时知情不报，或故意作伪证，或有串供行为，视情节给予严重警告及以上处分。

(十一) 学生擅自出租、出借或调换学生宿舍，或未经批准在学生宿舍私自留宿外来人员者，视情节给予警告及以上处分。

(十二) 寒、暑假期间不听从学校住宿安排和管理者，视情节给予警告及以上处分。

第二十条 伪造、买卖或者使用伪造、变造的国家机关、人民团体、企业、事业单位或者其他组织的公文、证件、证明文件者，或有其他弄虚作假行为者，给予记过以上处分；造成影响或后果者，给予留校察看以上处分。

第二十一条 对违反以下学术道德规范者，视情节轻重，给予以下处分：

(一) 虚开发票文章接收函，给予警告或严重警告处分；

(二) 剽窃、抄袭、侵占他人学术成果，给予记过及以上处分；

(三) 篡改他人研究成果，给予记过及以上处分；

(四) 伪造科研数据、资料、文献、注释，或者捏造事实、编造虚假研究成果，给予记过及以上处分；

(五) 未参加研究或创作而在研究成果、学术论文上署名，未经他人许可而不当使用他人署名，虚构合作者共同署名，或者多人共同完成研究而在成果中未注明他人工作、贡献，给予严重警告及以上处分；

(六) 在申报课题、成果、奖励和奖学金评审评定、申请学位等过程中提供虚假学术信息，给予严重警告及以上处分；

(七) 买卖论文、由他人代写或为他人代写论文，给予开除学籍处分；

(八) 其他学术不端行为，给予警告及以上处分。

第二十二条 在校园内从事未经批准的经商活动，扰乱正常教学、生活秩序，经批评教育不改者，给予警告直至记过处分。

第二十三条 在校内或跨校建立、参加非法传销组织者，视情节给予留校察看以上处分。

第二十四条 在校内或跨校进行邪教、封建迷信活动不听从劝阻者，给予严重警告以上处分；情节严重或造成严重后果者，给予留校察看以上处分。

第二十五条 在校内或跨校进行非法宗教活动者，给予严重警告以上处分；情节严重或造成严重后果者，给予留校察看以上处分。

第二十六条 累计受到三次通报批评者，给予警告处分；如再有违纪现象者，给予严重警告以上处分。

第二十七条 已受纪律处分或在待处分期间再次违纪者，加重处分，直至给予开除学籍处分。同时有数种违纪行为者，按其数种违纪行为中应当受到的最高处分基础上加重处分。

第二十八条 违反《普通高等学校学生管理规定》和学校规定，严重影响学校教育教学秩序、生活秩序以及公共场所管理秩序的，给予开除学籍处分。

第二十九条 其他在本办法中未具体列举的违反校园管理制度、扰乱校园正常秩序行为者，参照本办法有关条款或学校有关文件规定给予纪律处分，报校长办公会议审批执行。

第四章 纪律处分运用规则和程序

第三十条 实施纪律处分必须有证据证明，以事实为根据，以本办法为准则，定性准确，处分适当，行文规范。以下各项均为有效证据：

- (一) 书证。
- (二) 物证。
- (三) 证人证言。
- (四) 当事人的陈述。
- (五) 视听资料。
- (六) 鉴定结论。
- (七) 勘验笔录、现场笔录。
- (八) 公安、司法等部门依法作出的鉴定性结论、裁定书、判决书等。

第三十一条 违纪行为危害后果轻微，有下列情形之一者，可以从轻处分：

- (一) 主动承认错误，如实交待错误事实，检查认识深刻，有悔改表现的。
- (二) 积极主动协助调查，有重大立功表现的。
- (三) 由于他人胁迫或诱骗的。

第三十二条 有下列情形之一者，从重处分：

- (一) 违纪后故意隐瞒重要情节，妨碍学校调查的。

- (二) 邀约校外人员来校参与违纪行为的。
- (三) 对检举人、证人、经办人威胁或打击报复的。
- (四) 情节严重，影响恶劣的。

第三十三条 受到纪律处分者，附加下列处理：

- (一) 从处分之日起，取消其该学年一切评先、奖励及福利性补助资格。
- (二) 担任学生干部者，从处分之日起取消其该学年学生干部任职资格。
- (三) 受处分者是党、团员的，建议党、团组织给予相应纪律处分。

第三十四条 给予纪律处分的职权划分：

(一) 除考试违纪按《武汉理工大学普通全日制学生考试违规处理办法》处理外，全校在籍研究生违纪处分的主管部门为研究生院。

(二) 严重警告以下处分由学校授权违纪学生所在学院处理并作出决定，报研究生院研究生管理处备案。

(三) 记过处分由违纪学生所在学院研究处理意见后报研究生院研究生管理处审批并作出决定。

(四) 留校察看处分由违纪学生所在学院提出处理意见，研究生院研究生管理处审核，报主管校领导批准。

(五) 留校察看处分察看期满，由学生本人提出书面申请，违纪学生所在班级民主评议，学院研究处理意见后报研究生院研究生管理处审查，并报主管校领导审批。

(六) 开除学籍处分由违纪学生所在学院提出处理意见，研究生院研究生管理处审核，主管校领导审查，校长办公会议研究决定。

第三十五条 实施纪律处分的程序：

(一) 开展调查取证。学生违纪事件发生后，学院（含中心、部、所，下同）应及时报告并进行调查或主动协助有关部门开展调查，及时收集学生违纪证据，并整理有关材料。

(二) 形成拟处分意见。对事实清楚或已调查清楚的学生违纪事件，有关学院应当在5个工作日内，根据本办法的规定作出拟给予纪律处分的处理意见。

(三) 听取当事人的陈述和申辩。处分决定作出之前，应当告知当事人拟给予处分的有关事实、理由和依据，有关学院听取学生的陈述和申辩。学生陈述和申辩之后，根据笔录整理成书面报告，该书面报告和笔录原件（拟受处分学生应在笔录上签字，如果拒绝签字，由主笔人写出文字说明）归入学生处分材料，作为学生处分报告的附件。

(四) 作出处分决定书。处分决定书包括：学生基本信息、处分和处分事

实、理由及依据，处分的种类、依据、期限，并告之学生可以提出申诉，申诉的途径及申诉的期限。

（五）处分决定书的送达。处分决定作出之后，由学院将处分决定书送达给学生本人，由学生本人签收。拒绝签收或因特殊情况不能签收的，可以以留置方式送达；已离校的，可以采取邮寄方式送达；难于联系的，可以利用学校网站、新闻媒体等以公告方式送达。

（六）处分决定书的公布。处分决定视情况及时公布。

（七）处分材料的归档和管理。处分决定书及相关原始材料一律交学校主管部门，学校主管部门负责将有关材料归入学校文书档案和学生本人档案。开除学籍的处分决定书同时报湖北省教育厅备案。

第三十六条 学生对处分决定有异议的，在接到处分决定书之日起 10 个工作日内，可向学校学生申诉处理委员会提出书面申诉。申诉期间，不停止处分决定的执行。

第三十七条 被开除学籍的学生，在处分生效后 10 个工作日内必须办完离校手续并离校，档案、户口退回其家庭户籍所在地；逾期不办者，其后果由学生本人承担。

第五章 附 则

第三十八条 本办法所称“以上”、“以下”均包括本数。

第三十九条 本办法由研究生院负责解释

第四十条 本办法自 2017 年 9 月 1 日起施行。原《武汉理工大学研究生违纪处分办法（试行）》（校研字（2011）25 号）同时废止。

附件四：

武汉理工大学考场规则

一、学生参加所有课程考试，一律带学生证和身份证（或校园卡）进入考场，将学生证和身份证（或校园卡）放在桌面上，以便监考老师核对，凡不携带证件或证件不全者不得参加考试。

二、学生应在开考前 10 分钟进场，迟到 30 分钟以上者不得进入考场，并作缺考处理。开考 30 分钟内不准退场。考试完毕后自行退场，不得再进入考场。

三、学生必须按照监考教师编排的座位入座，不得擅自更换位置，不听劝告者即取消考试资格。

四、考场不得使用手机和具有储存、查询功能的载体以及自备的草稿纸。闭卷考试时，学生只能携带必要的文具。若将手机、书籍、笔记、纸张、书包等带入考场，一律按指定地点存放（手机必须关闭并放入书包里）；开卷考试时，不准借别人的书本、笔记等，否则取消考试资格或以作弊论处。

五、考试时不准交头接耳、传条、示意、对答案，不准偷看别人的试卷或抄袭。违者视情节作违反考场纪律或作弊处理；严禁代考，违者双方将要受到开除学籍处分。

六、开考后考场保持安静，不准喧哗，不准自由走动，必须提问时应举手示意；考试期间不得离开考场，如确有特殊情况，必须经主考同意，而且只限一次。

七、学生必须在规定时间内交卷，逾期交卷者按旷考处理。

八、除主考、监考、应考人员和学校派出的巡视人员外，其他人一律不准进入考场。考场内人员不得以任何形式启发、诱导学生答卷。

九、监考教师有权监督学生遵守考场纪律，对违反考场规则者，应视情节做出相应处理。

十、监考失职、或袒护、包庇学生作弊者，学校将根据情节轻重，严肃处理。

附件五：

违法违纪案例汇总

一、打架斗殴处罚

2013年10月，某校三名2013级本科生和一名2010级本科生因情感纠葛与其他高校的一名学生发生肢体冲突，冲到对方宿舍将对方打伤。所有涉案留学生受到所在学校严厉的批评并自动丧失所在年度评先评优资格，并按照公安部门规定赔偿受害方财务损失和医疗费用合计人民币?元，其中一名学生被劝退。

同年12月，某校一名2013级本科女生因怀疑另一所高校女同胞与其男友产生感情纠葛，擅自闯入她人女生寝室，用刀片将该女生身上多处划伤。经公安机关严肃批评和教育，责令该生承担受害人在医院的所有医疗支出，并被取消当年评先评优资格。

二、醉酒驾驶肇事

2014年6月，某校一名2012级本科生从酒吧大量饮酒后开车返回住所途中，遭遇车祸，造成自己面部受伤，并造成同车两名女生受伤。

该生被紧急送往医院进行了手术治疗并自行承担本人及其它同乘人员全部医疗费用。因涉嫌醉驾，该生受到公安交管部门依法作出的行政拘留6个月处罚。处罚生效后，该生在校学习资格将被取消，并驱逐出境。

三、签证恶意超期离境

2013年底，某校2011级一名硕士研究生因恶意拖欠上一学年学费被责令限期续办签证后立即离境。但该生抱有侥幸心理，编造各种理由拒不办理相关手续，造成签证恶意超期。公安出入境管理管理部门依法对其作出行政拘留处罚、责令其限期出境，五年不许入境中国。

四、偷盗处罚

2013年3月至4月期间，某校一名2013级预科留学生多次潜入某留学生宿舍楼实施盗窃行为，窃走多名留学生的笔记本电脑、数码照相机、手机等贵重物品。经司法机关缜密侦办并依法审理后，该生被判处3个月有期徒刑。服刑期间该生学习资格被取消，服刑期满后被司法机关驱逐出境，五年不许入境中国。

五、醉酒致死事件

2014年3月，某校2012级一名成年博士研究生四小内在校内宿舍和校外酒吧连续饮酒，凌晨独自一人从酒吧返回校内宿舍的途中不幸坠落地意外身亡，给其有孕在身的妻子以及多名未成年的子女造成巨大伤痛。

六、骚扰他人的处罚

2013年12月，某校一名2013级硕士研究生因酒后在校外对一名女士言语侮辱和强行搂抱等不当行为，被公安机关依法处以伍佰元罚款，被所在学校给予该生严重警告处分。

附件六：

武汉理工大学来华留学生安全常识

一. 紧急求助电话

民警（POLICE）：110

火警（FIRE）：119

交通事故（TRAFFIC）：122

医疗急救（FIRST AID）：120

武汉理工大学校内报警电话：87651110

武汉理工大学留学生管理办公室电话：

87608608（马房山校区）

87590525（南湖校区）

86554406（余家头校区）

留学生管理办公室非工作时段紧急求助电话：13387556113

留学生管理办公室电子邮箱：fstudent@whut.edu.cn

二、交通安全

- 1、在校园内道路上要文明骑车，不互相追逐。
- 2、穿越公路时要看清来往车辆，走人行横道线，不闯红灯，不骑车逆向行驶。
- 3、在校内外驾驶非机动车时要注意快慢车道，靠右行驶；绝对禁止酒后驾驶，不飙车，禁止驾驶无牌照、超标、燃油车。
- 4、请遵守交通规则。不允许骑摩托车，电动自行车使用须遵守武汉市交通规定，办理牌照后方可骑行，且不得骑车带人和高速行驶，以免发生交通事故。

三、加强自我保护

- 1、如果身体不适，务必及时就医。如果不知道如何看病，务必向自己在校或者在华的亲朋好友或老师咨询，不要因为怕麻烦耽误了治疗。
- 2、务必随身携带一张紧急联络人电话的卡片。紧急联络人可以使自己在华的监护人，也可以是学校的老师、朋友或者在武汉的亲威。
- 3、坐车、吃饭、住宿、买东西要到正规营业机构并索要发票。
- 4、离开武汉主城区旅游应最好告知留学生管理办公室，做到两人以上结伴

而行，互相照应；旅游期间务必于亲人或同学、留学生管理办公室保持联系；应避免夜间外出。

5、在车站、旅游景点等人多的地方要注意防盗，要防止裤后袋、背包里的钱物被人偷走，将背包放在身前，提高警惕。

6、在教室、图书馆、学生食堂以及体育活动场所，书包、衣物，尤其是收集、皮夹等不要随意乱放，人离开时要随身携带或托熟人保管。

7、在自助取款机上取款时。遇到身边有人，不轻易输入密码；遇到自助取款机发生机器故障时，不要离开取款机，应立即拨打银行电话。

中国工商银行：95588

中国农业银行：95599

中国建设银行：95533

中国交通银行：95559

中国银行：95566

四、防骗小常识

1、不要将护照、学生证、校园一卡通等个人证件借给他人，以防被冒用。

2、不要轻易将护照号码，手机号码，银行卡号等个人信息资料随意提供给他人，以防被人利用。

3、不要轻易将钱等重要财物借给自己不了解的人。

4、不要轻易相信网络、手机上的如中奖、赈灾捐款或信用卡高额消费等短信，以防被骗。

5、勤工助学时必须通过正当途径并上报留学生管理办公室，以防上当受骗。

6、未经留学生管理办公室允许，不得私自参加任何机构举办的任何商业活动。

五、校外住宿提示

1、找校外住房时，一定要保证住房信息来源的可靠，租赁手续完整合法。

2、与房东签署合同后，请让房东持合同原件及复印件和你的护照原件及复印件到当地派出所办理校外住宿登记表，并尽快到留学生管理办公室登记备案。

3、搬入新居是要仔细核对、检查房屋设备和家具的完好情况，并及时通知当地的物业管理部门，这样可以更好地保障大家的校外住宿安全。

4、要经常检查租住房屋的设备，尤其是家用电器、燃气设备，发现问题要及时报修。要注意安全使用燃气和电气设备。

5、与房东、邻居和睦相处。当与房东、邻居发生纠纷时，可以找当地警察

协助解决。

6、如果要变更住宿地点，请一定要及时到当地派出所和留学生管理办公室登记，以便学校和你及时联系。

六、预防火灾小常识

1、安全使用公共厨房内电器，离开房间时或临睡前公共厨房时要确认关闭电源及燃气。

2、不乱扔烟头，不躺在床上吸烟，不在住所内乱点蜡烛。

3、不挪动和损坏消防器材，不堵塞消防通道。

4、不在易燃易爆物品附近擅自使用明火，不在校园住所内燃放烟花爆竹，不将氧气、氢气等易燃易爆气体混放在一起。

5、一旦发生火灾，立即拨打“119”或校内报警电话，一边用水或灭火器将初始火源及时扑灭。

6、不在寝室内使用大功率违规电器。

7、天气寒冷的时候，在离开公寓之前，应该关闭房间内的所有水电供应。在冬天，只允许使用空调取暖，禁止使用任何其他类型的取暖器。禁止在房间内做饭，不得在房间使用任何厨房用具。禁止使用大功率电器。例如，请不要在公寓内使用煤炉、电炉、液化石油气炉、酒精炉、电饭锅、电磁炉或其他类型的炉灶、炊具或取暖器。宿舍内严禁存放易燃、易爆以及有毒物质，应注意防火。如果因用电不当引起火灾，后果自负。 不能为所有的损失负责。

8、严禁私自连接电线。

附件七:

关于强化来华留学生考勤考绩与居留许可申办期限 关联的通知

自 2017 年 7 月起,武汉市公安局出入境管理局出台将来华留学生居留许可延期与留学生在校成绩及考勤记录相关联的规定,明确强调凡一学期出勤率和课程通过率低于 60%,或者两种加和后平均值低于 60%的,只能申请不超过一年的居留证件;对两项加和平均值低于 50%或者出勤率低于 30%的将直接予以拒签。为帮助全体在校留学生广泛知晓、严格遵守和规范执行相关规定,现就我校有关来华留学生考勤考绩管理措施重申如下:

1、学校将继续严格执行居留许可证申办期限与缴费期限关联制度,凡无故拖欠费用者自下一学期按照自动退学处理,该学期学习结束前自行安排离校回国,由学校报当地出入境管理局备案;

凡因费用原因办理半年期居留许可证件的留学生在申办时签发相应责任知晓书,承诺在居留许可证件到期前 60 天缴清欠费,否则在居留许可证件到期前 30 天自行安排离校回国,由学校报当地出入境管理局备案。

2、学校除继续严格执行奖学金生按月生活补贴发放与指纹签到关联制度以外,自本学期开始全面执行全体在校生每月 25 日至月末最后一天按月指纹签到制度。凡每学期无故未执行指纹签到三次以上者,居留许可证件申办期限最长不超过六个月;

3、所有学历生专业学习结束日期前半年不得离开学校,获准延长期最后半年执行按月指纹签到和指导教师书面签字双确认制度;奖学金生获准延长期最后半年按月生活补贴发放严格执行“双确认”制度;

4、每学期每隔四周分别组织文化实践活动、任课教师平时成绩抽查、成班建制学生评教以及期末考试抽查等活动,凡无故不参加三次以上者按下学期自动退学处理,不再出具居留许可申办证明;

5、严格执行考勤制度,凡迟到或早退达十五分钟以上或者迟到、早退累计三次者按旷课一学时计算;凡单门课程无故缺课累计学时超过三分之一取消考试资格;凡一学期缺勤率高于 30%或者课程通过率低于三分之一的学生,给予学业警示一次,并记录在留学生管理系统的奖惩记录中;凡一学年学业警示累计两次以上者,该学期学习结束前自行安排离校回国,自下一学期或者学年度按自动退学处理;

6、进一步细化分学习层次、分年级年度评审制度。原则上，来华留学研究生课程学习阶段年审通过基本要求为课程通过率达到 90%以上，高于 70 但低于 90%记学业警示一次，低于 70%按不通过处理；两年学制来华留学生第 3 学期以及三年学制来华留学生第 2 学年必须通过论文开题答辩，研究生中期考核与开题答辩同步执行；三年学制来华留学博士研究生申请延期时增加与学位论文相关的投稿证明；

7、所有来华留学研究生在课程学习阶段与导师联系每月不得少于一次，论文撰写毕业阶段不少于两次。凡每学期累计三个月不达标者，居留许可证件申办期限最长不超过六个月。

8、凡入住校内留学生宿舍留学生所持门禁卡期限与居留许可证期限一致，原则上一年一办。入住期间，经查实晚归记录达五次以上者记学业警示一次；经批准入住校外留学生一学期出勤率或者课程通过率低于 50%者记学业警示一次。

附件八：

武汉理工大学来华留学生 申办半年期居留许可证件签证责任告知书

本人（护照姓名）_____国籍：_____，护照号码：_____申请编号：_____因个人原因导致仅能申请半年期居留许可证件至____年__月__日。谨此，我承诺知晓以下约束事项并承诺严格遵守，如有违犯所造成的任何责任将由我本人承担：

1、居留许可证件获批后次日将最新居留许可证件扫描件上传至电子邮箱 chenying510@whut.edu.cn;

2、在本学期结束前两个月（11月30日或者5月31日以前）或者新办居留许可证件到期前60天清缴个人欠费并缴纳下一期全部费用方可办理相应的居留许可证件延期；

3、在校期间严格遵守法律法规校纪校规，确保按月指纹签到及出勤率在80%以上；

4、如果每一学期出勤率低于30%或者当期历史欠费未缴清，自所在学期结束前一个月（12月31日或者6月30日）或者新办居留许可证件到期前30天开始启动离校离境手续，自动放弃在华学习资格；

5、学校在每年1月31日或者7月31日将取消违犯以上规定或者不符合继续在华学习的留学生的学习资格，不再出具居留许可延期证明并将其所持居留许可证件报请当地公安出入境管理部门予以注销；

6、凡被处以居留许可证件注销的学生的重新入学申请可能被拒绝。

签字：

受理人：

日期：

附件九：

中华人民共和国外国人入境出境管理条例摘要

住宿

住宿登记

- 如果你居住或停留在酒店以外的住所，你或为你提供住宿者应在你到达后 24 小时内向当地公安机关报告以及填写临时住宿登记表格。

非法逗留/居留

- 不得在中国非法居留，否则将给予警告；情节严重者，将处以每天五百元人民币的罚款，一万元封顶，或者拘留五至十五天。

窝藏或藏匿非法居留在中国的外国人

- 不得窝藏、藏匿非法居留在中国的外国人，否则将处以二千元以上一万元以下的罚款；情节严重者，将被拘留五至十五天，并处五千元以上二万元以下罚款。

非法就业

- 在中国工作应始终持有工作许可证和工作居留证。否则处五千元以上二万元以下罚款；情节严重者，将被拘留五至十五天，并处五千元以上二万元以下罚款。

交通规则

- 外国人应遵守交通规则。如果你想要在中国驾驶汽车或机动车，你需要把国际驾照换成中国驾照。

- 未经许可，不得驾驶他人的机动车。饮酒后，切勿驾驶车辆。

噪音

- 不得制造噪音干扰他人的日常生活，否则给予警告；警告后不改正者，处以二百元以上、五百元以下的罚款。

毒品

- 中国法律严禁吸食、贩卖毒品。
- 中国禁止吸食毒品，包括鸦片、可卡因、大麻等。

附件十:

武汉理工大学 来华留学自费生申请须知

申请流程

1、打开申请网站，网址为 admission.whut.edu.cn，用 email 注册账号，如图：

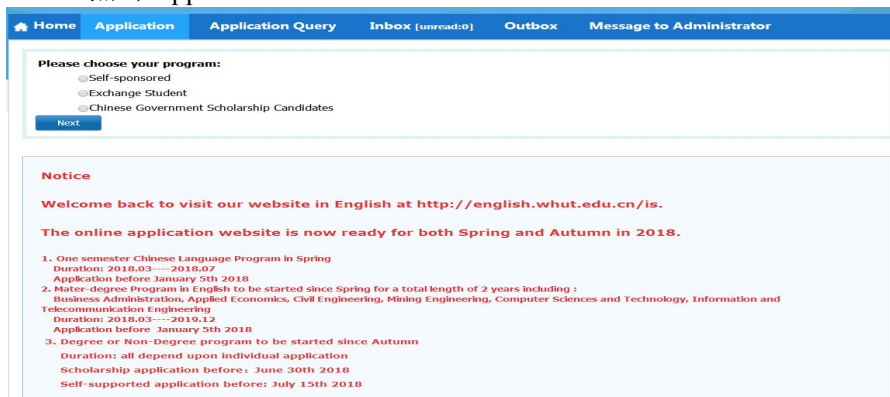


具体步骤如下：

(1) 进入申请页面



(2) 点击 Application



(3) 选择自费 Self-sponsored

Please choose your program:

- Self-sponsored
Applicant who would be self-sponsored, or sponsored by other government, organisation, company, individuals, etc.
- Exchange Student
- Chinese Government Scholarship Candidates

[Next](#)

(4) 选择本科/硕士/博士项目


please choose your type :

- Doctoral Student
- Postgraduate Student
- Undergraduate Student
- Senior Visiting Scholar
- General Scholar/ Preparatory Student
- Chinese Language Student

[Prior-Back](#) [Next](#)

(5) 填写个人完整信息，同时上传申请材料原件扫描件；

1. Basic Info

***Personal Photo**  Please upload your recent full-faced passport size photo (*.jpg, *.jpeg, *.png).
[Add your photo](#)

Family Name (as on passport)	<input type="text"/>	Given Name (as on passport)	<input type="text"/>
Chinese Name (if available)	<input type="text"/>	*Gender	<input type="radio"/> male <input type="radio"/> female
*Marital Status	<input type="radio"/> unmarried <input type="radio"/> married	*Nationality	<input type="text" value="Please choose"/>
*Birth Date	<input type="text"/>	*Country of Birth	<input type="text" value="Please choose"/>
*Place of Birth (City, Province)	<input type="text"/>	Native language	<input type="text" value="Please choose"/>
*Highest Level of Education	<input type="text" value="-choose-"/>	*Religion	<input type="text" value="-choose-"/>
*Employer or Institution Affiliated	<input type="text"/>	*Occupation	<input type="text" value="-choose-"/>
Health Status	<input type="text"/>	Emigrant from mainland China, Hong Kong, Macau, and Taiwan?	<input type="radio"/> yes <input type="radio"/> no
Hobby	<input type="text"/>		

Passport And Visa

*Passport No.	<input type="text"/>	*Passport Expiration Date	<input type="text"/>
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[Save and Next](#)

其中关于附件相关材料如下：

- ① 最高学位（学历）证书；
- ② 最高学位毕业成绩单；
- ③ 有效护照（外国有效护照或者国籍证明四年以上，且最近四年在所在国连续居住两年及以上）；
- ④ 两封教授、副教授或相关单位的推荐信（申请人申请研究生或者高级进修生必备）；
- ⑤ 个人学习和研究计划（研究生申请人需要）；

⑥ 授课语言为汉语的申请人如免修汉语类课程或者预科教育者, 缴验有效 HSK 通过证书;

⑦ 原就读院校同意转出函 (如果申请人在中国);

⑧ 托福成绩 70 分或以上, 或雅思成绩 5.5 分或以上, 或相关的英语学习证书 (申请人申请全英文授课专业);

⑨ 如有其他证明, 请提供;

(6) 申请提交成功后可查看系统自动生成的申请编号。

2、银行缴纳报名费 500 元, 上传至系统个人账户内。(人民币账户信息如下, 账户名: 武汉理工大学, 账号: 3202 0067 0900 0475 962, 开户行: 中国工商银行湖北支行, SWIFT CODE: ICBKCNBJHUB)

3、请申请人注意在提交完整申请材料时, 申请人签证或者居留许可有效期距离来校注册截止日期应 90 天或以上、护照有效期 180 天或以上。

4、申请人如有涉及申请就读问题, 请联系留学生招生办公室, 电话: +86-(0) 27-87166636 Email: fstudent@whut.edu.cn

附件十一：

武汉理工大学生活指南

■余家头校区与马房山校区班车时刻表：

	余家头校区→马房山校区 (大礼堂前)	马房山校区→余家头校区 (西院飞马广场前)
周一至周五	上午 7:30; 10:00	9:10; 11:50
	下午 13:30; 16:00	15:20; 17:30

■南湖校区与马房山校区班车时刻表：

	南湖校区→马房山校区 (新二教学楼前)	马房山校区→南湖校区 (第四教学楼前)
周一至周五	上午 7:30; 9:40	7:30; 9:40
	下午 13:30; 15:40	13:30; 15:40

■马房山校区：中国武汉市珞狮路 205 号

- 工商银行地址：东院教育超市 30 米处
西院第一行政楼背后 30 米处
- 照相地址：东院工商银行右侧台阶下 10 米处
- 留学生管理办公室地址：东院第四教学楼 407 办公室 电话 87608608
- 留学生招生办公室地址：400 办公室 电话 87166636
- 留学生教学办公室地址：405B 办公室 教学事务电话 87658253 (研究生教学事务) 87884569 (本科生及非学历生教学事务)

■南湖校区：中国武汉市雄楚大道 9 号楼留学生公寓

- 留学生接待室地址：南湖九号楼 N9S204 电话 87590525

■余家头校区：中国武汉市和平大道 1040 号

- 工商银行地址：理工 2 桥东头 30 米处
- 照相地址：中国银行右侧 20 米处
- 留学生办公室地址：接待中心一楼留学生办公室 电话 86554406

■体检验证地址：

湖北国际旅行卫生保健中心，武汉市洪山区珞狮南路 417 号
(中建三局武汉中心医院对面)

■ 出入境管理局:

- 1、武汉市公安局出入境管理局武汉市江岸区金桥大道 117 号市民之家
可乘坐地铁 2 号线转 3 号线在市民之家站下车即到
电话: 027-85395433
- 2、武汉市高新大道 777 号(高新大道与光谷四路交汇处)可乘坐 301、786、913、536、333 路公交车在光谷政务中心站下车即到
Tel: 027-12580

■ 湖北省武汉市洪兴公证处(每周一至周六, 节假日除外):

- 地址: 湖北省武汉市洪山区珞珈山路 19 号中科开物大厦 13 楼
- 电话: 027-87165050、87165051
- 公交车可以乘坐 586 路公共汽车在珞珈山劝业场站下车或者步行 1.8 公里
- 地图网址: <https://j.map.baidu.com/dVHPP>
- 所需证件: 护照
- 办理公证需提供材料:

— 未受刑事处分公证: 未受刑事处分证明

(注: 凡申办未受刑事处分公证书的, 由留学生管理办公室提供证明, 须加盖单位保卫部门印章证明, 同时携带护照和留学生教学办公室出具的在校证明。)

— 学历/学位公证:

1. 学历公证: 学历证书; 2. 学位公证: 学历证书、学位证书

— 成绩单/在读证明公证:

1. 成绩单公证: 学历证书和成绩单; 2. 在读证明公证: 在读证明

上述公证办理时限: 一周取证

■ 中国高等教育学历证书查询及认证申请办法:

中文页面: <http://www.chsi.com.cn/xlcx/>

英文页面: <http://www.chsi.com.cn/en/>

■ 货币及银行服务

在中国只能使用人民币。人民币的单位是元, 辅币是角和分, 缩写符号是 RMB。常用的币值有 100 元、50 元、20 元、10 元、5 元、2 元、1 元、5 角共 8 种。常用的硬币有 1 元、5 角、1 角。

货币兑换

英镑、港币、美元、欧元、日元、加拿大元、澳大利亚元等外币都可以兑换成人民币。

有七种外币信用卡可以在指定的兑换处兑换, 它们是:

美国运通卡 (America Express)

万事达卡 (Master Card)

VISA 卡

大来卡 (Dinner's Club Card)

JCB 卡

百万卡 (Million Card)

万事发达卡 (Federal Card)

在中国各大银行，可以办理人民币和外币（包括旅行支票等）的兑换及存款业务。请一定不要在街头随便换钱，以免遭受经济损失。换钱需要出示护照或居留许可。具体问题可以向银行咨询。

校园内有中国银行、中国工商银行的营业点，校园周边有中国银行、中国建设银行、中国工商银行、中国农业银行、中国商业银行的营业点，都可以办理人民币和各种外币的存款、取款业务。开账户时需要携带有效护照。

在这些银行，可以直接存入的外币有英镑、港元、美元、欧元、日元、加拿大元、澳大利亚元和欧元共计七个币种。

中国银行客户服务电话：95566

中国工商银行客户服务电话：95588

中国建设银行客户服务电话：95533

中国农业银行客户服务电话：95599

■预定火车票及飞机票

学校东院靠近西南门和西院西八栋附近有火车票和飞机票预订点，同学们也可以通过微信、去哪儿网和支付宝等网络方式进行预订。

■武汉市内抵校交通指南

起点	终点	建议交通方式	预估费用
天河机场	马房山校区	地铁 2 号线	人民币 6
		出租车	人民币 150
	南湖校区	地铁 2 号线	人民币 6
		出租车	人民币 170
	余家头校区	出租车	人民币 110
	武汉火车站	马房山校区	地铁 4 号线转 2 号线
Taxi			人民币 60
南湖校区		地铁 4 号线转 2 号线	人民币 6
		出租车	人民币 80
余家头校区		出租车	人民币 30
汉口火车站		马房山校区	出租车
	地铁 2 号线		人民币 4

	南湖校区	地铁 2 号线	RMB 4
		出租车	人民币 80
	余家头校区	出租车	人民币 40
武昌火车站	马房山校区	出租车	人民币 20
		地铁 3 号线	人民币 4
	南湖校区	地铁 2 号线	人民币 2
		出租车	人民币 20
	余家头校区	出租车	人民币 40

路线引导:

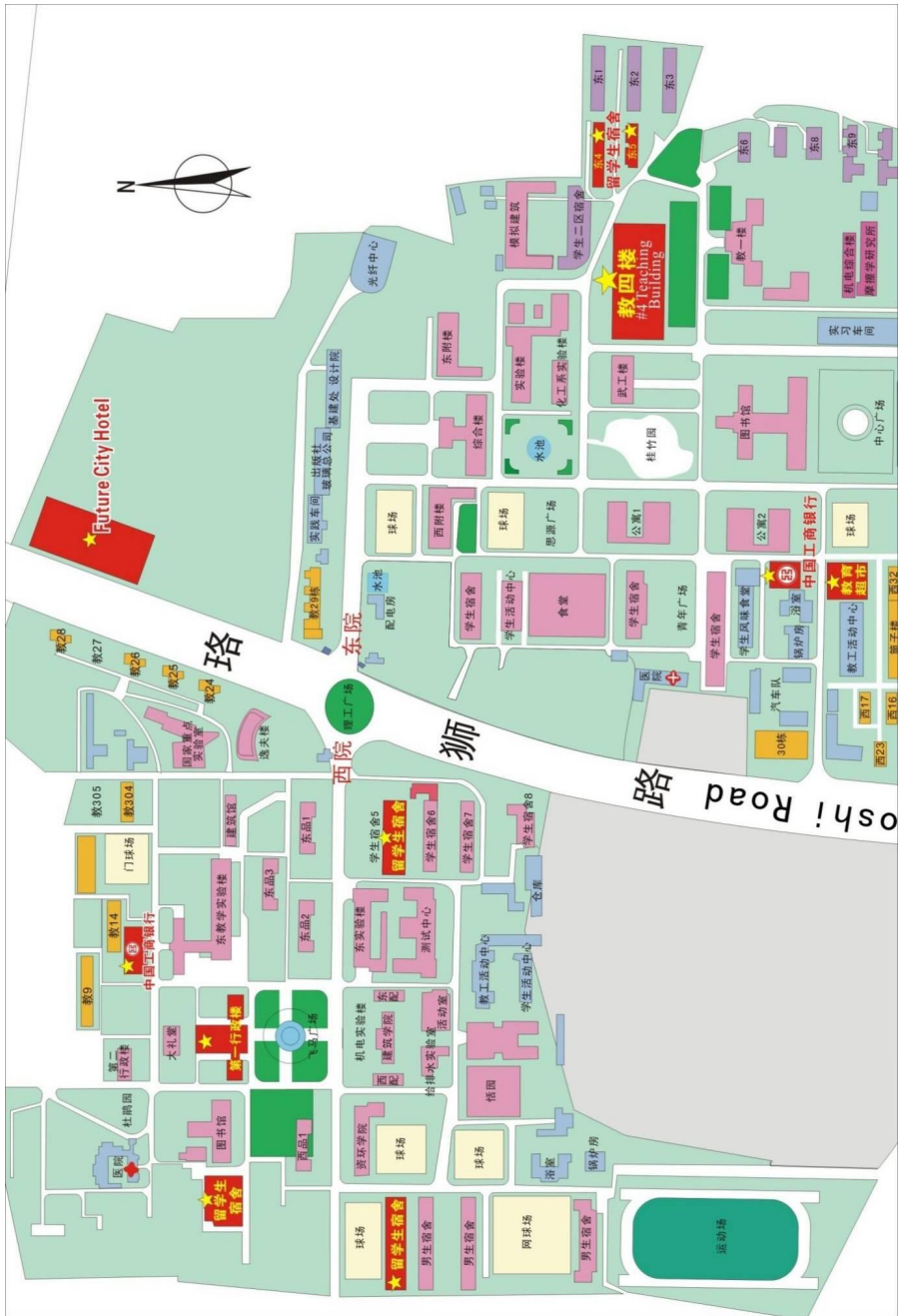
*1: 武汉火车站地铁站→地铁 4 号线, 黄金口方向→洪山广场站, 转乘地铁 2 号线, 光谷广场站方向→街道口地铁站下车, A 出口(马房山西院) B 出口(马房山东院)。

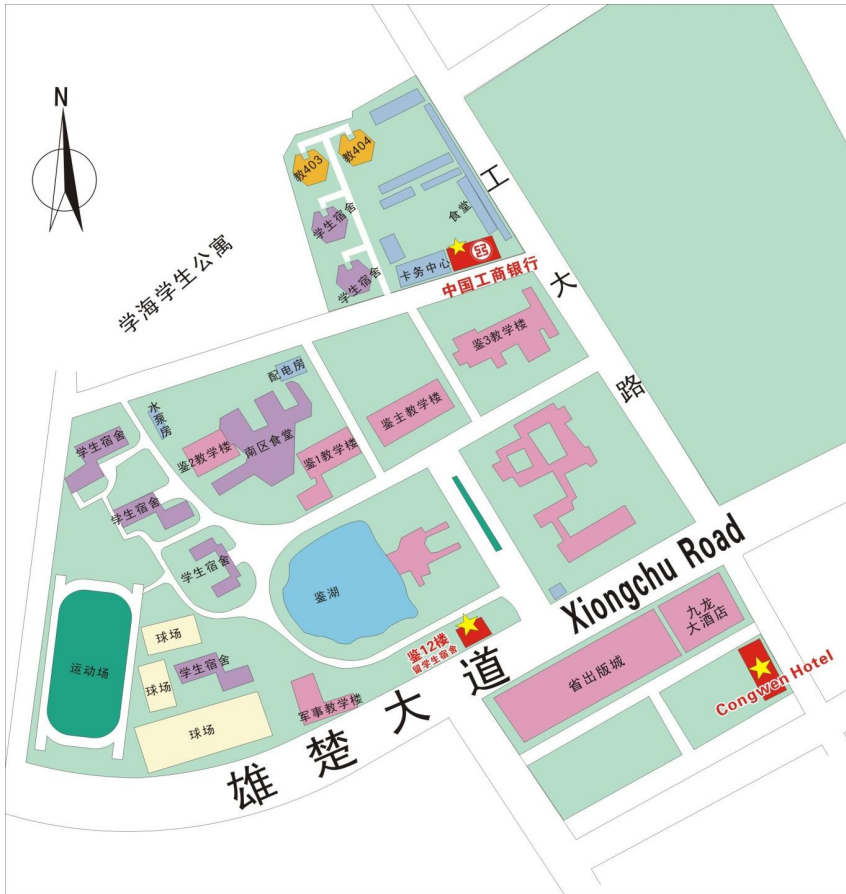
*2: 汉口火车站地铁站→地铁 2 号线, 光谷广场站方向→街道口站下车, B 出口。

*3: 武昌火车站地铁站→地铁四号线, 武汉火车站方向→中南路地铁站, 转乘地铁 2 号线, 光谷广场站方向→街道口地铁站下车, A 出口(马房山西院) B 出口(马房山东院)。

马房山校区在地铁站 A/B 出口南向 500 米处, 宿舍被分配至鉴湖校区的同学可在马房山校区内乘坐校车前往鉴湖。







International Dormitory Regulations of Wuhan University of Technology

In order to provide a good environment for living and study, some below-given regulations have to be well followed:

I. Regulations of Accommodation

1. All the students living in the International Students' dormitory should obey the laws, regulations and rules of Chinese government and the university. No conducts that are not suitable for a student's status are allowed.

2. The Property Management Department and the International Students Office are both in charge of the room arrangement. In principle, freshmen can only live in school dormitories instead of living off campus. While checking in at the International Dormitory upon 24 hours, students are required to submit properly filled 'Check-in Form for International Students Dormitory' in duplicate; 'Inventory of International Student Dormitory' in triplicate (refers to attachment) and Letter of Commitment of International Students Handbook to the doorkeeper to be signed and submitted to the building administrator. The white pages of the two forms mentioned above should be kept by the doorkeeper, the pink pages have to be signed by doorkeeper and submit to the International Students Office the time of checking in, and the yellow pages are kept by students.

While checking out, students should present the yellow page of the 'Inventory of International Student Dormitory' to the doorkeeper to check whether there is a damage or loss of the listed facilities one by one. Any damage or loss of any listed item shall be restored with the expenses paid by students as per the price listed in the Inventory Checklists.

Only when there is no damage, loss or unpaid bills, students are able to obtain with the signature by the doorkeeper in the form of 'International Students Graduation Procedures', attached with the two white pages of 'Check-in Form for International Students Dormitory' and 'Inventory of International Student Dormitory', and the deposit of their entrance guard card, room key and electricity card could be refunded on the day they returned and leave the university, at that time the entrance guard card will be expired.

3. Students cannot change room or check out without permission in written from the International Students Office.

Every student has only one chance to change the room during his/her study at the university. If the room is identified unable to live for non-personal reasons, it can

be changed properly. In case of changing room, please fill in the application form at the property office and submit it to the International Students Office for approval. Students who check out without permission from the school, or approved by the school but without completing the procedures, will continue to pay the accommodation fee.

If necessary, the school management department shall have the right to cancel or suspend the gate card of students whose tuition fees in arrears and students who are absent or not sign in the attendance.

The new gate cards for self-funded and exchange students are available for the first 30 days, and the validity period of all students' gate cards is extended once a year. University administration has right to cancel or terminate the authority of using dormitory gate card in advance if the student doesn't pay, show bad class attendance or doesn't sign for the scholarship without a proper reason.

4. Every student is given a room key (or gate card) and the Inventory of International Student Dormitory. Leaving neither the original nor the copy of the key to any other person is not allowed. The key has to be returned to doorkeeper before leaving the university. In otherwise situation, the person concerned becomes fully responsible for the economic and legal consequence. The campus card of long-term students can be used as dormitory gate card while short-term students can only apply for temporary cards. The usage period of self-support students' access card can be used until the expiry date of residence permit or visa, yet all the cards can only last until 31st July of the academic year. Cards are only for the gates of the dormitory. If a student loses it, he/she has to get a certificate of applying a new card from the International Students Office and apply for a new one at the card service center at a cost of 20 RMB. The tenant shall not transfer or privately distribute the key to any person. The key to the room must be returned to the dormitory keeper when leaving school. Otherwise, all economic and legal consequences arising therefrom shall be her/his own responsibility.

5. Each student is provided one set of bedclothes. The bedclothes should be kept and cleaned by the student during the registered length of the school. Those whose residence period is over one academic year can take the bedclothes with them at the time of leaving the university. Those whose resident period is less than one academic year must return the bedclothes to doorkeeper before leaving the university. Compensation will occur in full price if there is any damage to the bedclothes.

6. Students should be friendly with each other. Students have to be able to understand each other, be supportive to dormitory representatives and show good self-management, accepting regular inspections of dormitories. Make loud noise in the dormitory is not allowed. Students who use tape recorder or other sound sets

should control the sound low so that it will not affect others' study and rest. Students who severely bother others with receiving complaints will be asked by the International Students Office to sign a promising letter of not bothering others to behave appropriately. Those who receiving two complaints even after two promising letters have to move out from the dormitory. Rest of the payment for the non-lived period will be returned if the room is not empty and everything is in place with the room and its properties.

7. Scribbling or nailing on the walls, floors, doors or furniture and so on is prohibited. Cooking inside the room is also not allowed.

8. If there is something wrong with the equipment and appliance located in the apartment, the building manager should be contacted. In such cases, the manager sends a professional technician to do repair; any maintenance or processing by the student is not allowed. Generally, a small repair is handled within two days after report, and complicated repairs can take up to one week's time.

9. In principle, the dormitory is confined to students themselves. Whoever accommodates a guest for the night in person will be criticized and educated by the managing staff of the dormitory. As for the serious violators, it will be handled in terms of the related regulations.

10. Public facilities of the apartment can be used only in the specified public area; it is not allowed to take them into rooms. Students are required not to lend, destroy, take apart and install the equipment and appliances located in the apartment. If such cases occur, the student concerned will be fined to the value of destroyed object.

11. Self-support students should take the ICBC prepared by the university in advance or other bank cards issued by other banks in China to pay the accommodation fee in the International Students Office. For those who have a debt concerning to the due payments, the qualification to study and to apply for scholarship or rewards at WHUT will be canceled.

12. For safety, the students are required to report to the International Students Office if they travel outside of Wuhan city or leave the dormitory for more than 7 days. If the building manager notices empty room for more than 7 days, s/he usually reports to the office.

II.Regulations on Entry/Exit of International Students Dormitory

1. Visitors can only be received at a proper time between 8:00 and 22:00. No guest is allowed to stay inside the building after 22:00. Visitors stayed overnight without permission are required to come to take their documents (IDs, passports, student cards) from the reception of the International Students Office on the

following day at 8 am. Regulations of the university will be well explained to the visitor by the assistant at the reception while returning his/her documents.

2. All visitors should show their valid Identity Card to the person on duty in the presence of the room owner. Identity card is kept by the person on duty until the visitor leaves the dormitory. Visitors have to fill in 'Guest Receiving Record Book' honestly before they are allowed to enter the building and they can be taken inside by the host student. Those who don't carry any valid certificate or refuse to show their Identity Card or fill in the form are required to leave the dormitory immediately. Unauthorized visitors will be forced to leave by the dormitory staff and the security office. At the time of leave, the visitor has to sign on the Book to confirm his/her check-out time. The host students accepting the visitors have to take full responsibility for anything occur involving the visitors.

The dormitory will be closed from 23:00 in the evening till 6:00 in the morning. Unless student ID or relevant documents are shown and registered, doorkeeper will not allow the student to enter. Students are not allowed to go out after 23:00 in the evening. The students who enter or leave the building between 23:00 and 6:00 are required to register in the Late-entry Registration Form. If the number of late entries exceeds 3 times in a semester, the student will lose qualification for applying for the scholarship for the current year. A warning will be given to students in severe cases, for who receiving the cumulative three times of warnings will not be allowed to apply for residence permit documents.

3. The managing staff has the right and responsibility to correct the violations according to the regulations on the Accommodation Management of International Apartment and report to the related competent authorities.

III.Regulations of Sanitary Issues

1. Every student should clean his own apartment. The rubbish must be gathered into the garbage bag and put into the trash can for cleaners to pick it up.

2. The cleaners are responsible for cleaning public places of international students' dormitory building. The cleaners should clean public places twice a day, handrails once and the public dustbins twice a day.

3. It is prohibited to spit in public places. It is also prohibited to litter public places with cigarette ends, waste papers and etc. Scribbling or nailing on the walls, floors or furniture is not allowed. All students are expected to protect university environment.

4. It is prohibited to throw garbage, wastepaper, plastic bags and other wastes into toilets and sewers. By doing so, students may cause a problem not only to themselves but also to others.

5. It is prohibited to scribble and paste any posters in public places. It is also prohibited to pile any wastes in the corridors or in any other public places. It is not allowed to hang anything at the balcony that is visually intrusive and disturbing.

6. Please do not pile up personal kitchen ware in the kitchen. Once lost, it will be at their own risk. Throwing household garbage at will is strictly prohibited, otherwise that will be cleaned up by the cleaning staff.

7. It is forbidden to keep pets in buildings or rooms.

IV.Regulations of Electricity and Water

1. The University provides the international students with an electricity subsidy. The limit of subsidy is 120kwh a month per person. Each student who is registered in the International Students Office gets extra 150kwh for the winter and summer holidays. The tenant needs to pay for the exceeded quota.

2. It is advised not to waste electricity and water. If there will be any surplus of the current quota of electricity, it can be transferred and added up to that of next month or next year. Any extra consumption of electricity over the quota will be paid by the student and it can be bought in the Center of Water and Electricity Administration. The price for the extra consumption of electricity will be charged following the tariff standards applied for local residents.

3. The IC card holders should take good care of their IC cards to avoid loss and inconvenience occurring in the process of restoring it. The students need to apply for a new IC card, if they lose it.

4. It is compulsory to return the electricity IC card to the Center of Water and Electricity Administration at the time of check-out from the dormitory. The Center refunds the surplus of the electricity bought.

V.Regulations of Security Issues

1. Before leaving the apartment, the host must turn off all the electricity devices except the refrigerator. Electric, LPG or LNG, spirit stoves, electric irons and any other kinds of electric appliances with the power of over 800W are not allowed to use. The student is highly advised to make sure to cut off the power of the electronic water heater at the time of a shower. All the rooms are equipped with smoke detector alarm, so, students are not advised to cook or smoke in the room. If a fire arises by improper use of the above-mentioned appliances, the host student becomes responsible for all the losses.

2. Locking the doors and windows before leaving is highly recommended. The host student has to take good care of his/her private belongings and valuables. If the student notices that any of his/her stuff is lost, s/he has to keep the scene unchanged

and inform doorkeeper immediately.

3. It is not good to leave keys to any other people. The student concerned is fully responsible for the case of theft if s/he doesn't take good care of his/her keys.

4. Doorkeeper is responsible for the security of the apartment and its daily water and electricity supply. Doorkeeper should examine the implementation of the regulations regularly. All the students are obliged to cooperate with doorkeeper on the implementation of the regulations. In case of any need to fix facilities, the students should cooperate with doorkeeper and arrange appointment with the repairman through doorkeeper.

5. If a student plans a get-together party in the international students building with visitors over 20, s/he must get permission from the International Students Office and the date must be reported to the Security Office of the University two weeks in advance.

6. The university organizes training for the new international students on fire drills and security training involving the local security officers or the entry and exit administration. Students cannot be absent without permissible reason.

Important Emergency Contact Numbers:

Fire Alarm: 119

Emergency Medical Aid: 120

Local police: 110

The Department of Property Management is responsible for the management of international students' apartment. The staff of the department is authorized to correct the behaviors violating the above regulations. Any opinions on the apartment management, services available and the staff can be talked to the Department of Property Management or the School of International Education.

Hot-line for advices and reports:

International Students Office:

87608608(Mafangshan), 87590525(Nanhu), 86554406(Yujiatou)

13387556113(24 hour emergency telephone number)

武汉理工大学_____校区外国留学生住宿登记表
Check-in Form for International Student Dormitory

楼栋号 Bldg #		单元/层 Unit/Flr		房间号 Room No.		照片 Photo
英文姓 Surname			英文名 Given Name			
性别 Sex	M / F		出生日期 Date of Birth	年/y 月/m 日/d		
专业学习 起止时间 Study Period	自 From	yr	m	护照号码 及有效期	Passport No.	年/y 月/m 日/d
	至 To:	yr	m	Passport No. & Expiration Date	Expiration Date	
停(居)留证件 Visa/Residence Permit	种类 Type			有效期至 Valid Until	年/y 月/m 日/d	
	号码 No.			签证机关 Issued by		
国籍 Nationality				最近入境时间 Time of entry		
来华事由 Purpose of Stay in China				所在学院 School		
专业 Major				学习层次 Degree		
入住日期 Move-in Date	年/y	月/m	日/d	拟离开日期 Date of Departure	年/y	月/m 日/d
本人联系电话 Telephone Number			电子邮件 EMAIL			
紧急事务 联系人 Contact Person			联系电话 Phone			
备注 Remarks	完整填写表格经宿管员核实签字后, 凭此表第二联办理相关手续。Please, fill this form nicely and return the red copy with the signature of dormitory managing staff to the International Students Office for registration and Residence Permit			本人签字 Signature		

宿舍管理员签名(必须核实房间信息后签名):

填表日期: 年 月 日

House Keeper Signature:

Date: yy mm dd

Inventory Checklists of International Student Dormitory Personal Information

房间号 Room NO.		房间类型 Room Type	单人间 <input type="checkbox"/> Single	双人间 <input type="checkbox"/> Twin-bed	小单间 <input type="checkbox"/> Small Single
申请编号 WUT App. NO.		学生姓名 Passport Name			
护照号 Passport NO.		学习期限 Study Period		至 To	
学生类别 Degree		经费来源 Sponsored by	Exchange <input type="checkbox"/> Self <input type="checkbox"/> Scholarship <input type="checkbox"/>		

Inventory

序号 SN	物品名称 Item	数量 Quantity		价格 Price
1	衣柜/ Wardrobe	1		1450 元/ RMB
2	床/ Bed	1 <input type="checkbox"/>	2 <input type="checkbox"/>	1135 元/ RMB
3	桌/Desk	1 <input type="checkbox"/>	2 <input type="checkbox"/>	750 元/ RMB
4	椅/Chair	1 <input type="checkbox"/>	2 <input type="checkbox"/>	135 元/ RMB
5	床头柜/ Night Table	1 <input type="checkbox"/>	2 <input type="checkbox"/>	300 元/ RMB
6	窗帘/ Curtain	1 Set		600 元/ RMB
7	床上用品/ Bed sheets	1		500 元/ RMB
8	缩拉门玻璃/ Door Glass	1		100 元/ RMB
9	空调/ Air-conditioner	1		2000 元/ RMB
10	冰箱 (小) / Fridge (Minor)	1		550 元/ RMB
	冰箱 (大) / Fridge (big)	1		1180 元/ RMB
11	遥控器/ Remote Control	1		40 元/ RMB
12	热水器/ Water Heater	1		1800 元/ RMB
13	洗脸盆/ Washbasin	1		500 元/ RMB
14	马桶/ Toilet	1		600 元/ RMB
15	钥匙/ Door Key	1		10 元/ RMB
16	电卡/ Electricity Card	1		30 元/ RMB

注：其他未经列举资产被蓄意损坏时，同样需要按照实际维修成本照价赔偿。

Remarks: the student still needs to compensate for the lost or damaged items unlisted in this Inventory according to the actual cost.

Signature

	学生签名 Student	宿舍管理员签名 Housekeeper	日期 Date
入住/ Check-in			
退房/ Check-out			

注：留学生入住及退房签字前，请仔细阅读本清单背面的说明，本人签字即视为对说明的认可。

Remark : Before you sign for check-in or check-out here, please read the Introduction on the back side, and your signature will be regarded as agreement with them.

Payment Measures for International Students

1. Payment Standard

Item (per person per year)	Program Types		Taught in Chinese (RMB)	Taught in English (RMB)
Tuition Fee	Bachelor	Engineering	20000	24000
		Economics & Management	18000	20000
		Art	25000	30000
	Master	Engineering	26000	30000
		Economics & Management	23000	27000
		Art	33000	38000
	MBA		30000	34000
	Ph. D	Engineering	32000	35000
		Economics & Management	30000	33000
		Art	41000	45000
	Chinese Language		17000	
	Beyond the school period (self-supported extension)		10000	
Accommodation Fee	Twin room		7500-8400	
	Single Room		9000-12000	

2. Tuition Fees

International students shall pay the tuition fees in full within the prescribed time. Those who fail to make payment on time shall not be enrolled and their qualification of scholarships and rewards will be canceled.

The tuition fees shall be paid in RMB. Except for special reasons, tuition fees for degree students shall be paid once a school year, and tuition fees for non-degree students shall be paid once a semester. Tuition fees are paid on the registration day (according to the school calendar).

International students who are unable to pay within the prescribed time for special reasons may apply for a deferral of payment. The maximum deadline for deferral is within one month from the commencement day of the school. The procedure of applying for deferring the payment is as follows:

Before the date of payment, students shall submit a written application to illustrate reasons to the International Office.

Those whose tuition fees are overdue more than one month within the time limit shall be considered as automatically dropping out.

Students who terminate their studies due to dropping out, transferring to another school or other reasons will be charged the tuition fees of that year on a monthly basis.

Tuition fees will not be refunded or transferred for students who are approved suspension of schooling, and will be used when they resume their studies. The tuition fees and other related expenses of suspended students shall be paid according to the charge standard of the corresponding grade after returning to the school.

Students who repeat or change major shall pay tuition fees in accordance with the standard of the new grade or major.

Tuition fees shall not be refundable to students who leave school privately or due to receiving a punishment of dropping out or expulsion during the semester .

International students who fail to graduate on time for reasons such as failing to get enough credits, failing the examination, failing in thesis or defense, may extend the term of study and pay an extension of the tuition fee of RMB5000 per term upon application and approval of the school.

Students must pay the tuition fees before graduation (completion, in-completion), then go through the procedures of leaving the university.

3. Accommodation fees

The accommodation fee of our university student dormitory is paid in RMB, except that there is no need to pay for it, students who study for more than one semester (including one semester) must pay the accommodation fee once a semester, the time limit of payment is the date of commencement (according to the school calendar), and the room fee standard implements the preferential price of the semester.

In the event of special difficulties, upon the application of the student and approved by the international office, he or she can pay monthly without any preferential price.

International students who study less than one semester shall pay the accommodation fees according to the actual number of study days according to the normal room rate standards without any preferential price.

International students who change the dormitory room shall settle the price difference before changing.

If the accommodation fee has been paid to the end of the semester, students who check out due to personal reasons shall be recalculated according to the normal price standard, the balance shall be returned to the student after calculating.

4. Payment Method

(1) Online payment

International students can pay tuition/dormitory fee by online payment platform (<http://uap.whut.edu.cn/xysf/>).

Note: only bank cards issued in mainland China , Wechat and Alipay are accepted.

(2) Domestic payment

International students can make payment at the counter of Industrial and Commercial Bank of China (please do not use ATM transfer) on campus. Please specify your application number in the notes column, such as reference 2016ZF001; and be sure to return the invoice with "cash certificate" to the international Office without delay.

School account information:

Name (Payee): WU HAN LI GONG DA XUE

A/C: 3202006729200016973

Bank (TO): THE INDUSTRIAL AND COMMERCIAL BANK OF CHINA ,
HONGSHAN BRANCH

Note: Only for tuition and accommodation fees.

Name (Payee): WU HAN LI GONG DA XUE

A/C: 3202006709000475962

Bank (TO): THE INDUSTRIAL AND COMMERCIAL BANK OF CHINA ,
HONGSHAN BRANCH

Note: Only for new students registration fees.

(3) International Transfer

When remitting money abroad, please specify the application number, name or passport number in the notes column, and be sure to submit a copy of the remittance order to the international office (Room 407, Teaching building 4).

Account information:

Name (Payee): WU HAN LI GONG DA XUE

Foreign Account (A/C): 3202006719200487084 (only for US dollars)
3202006709000475962 (for RMB and other currency)

Bank(TO): THE INDUSTRIAL AND COMMERCIAL BANK OF CHINA ,
HUBEI BRANCH

Swift Code: ICBKCNBJHUB

Address: No.205 Luoshi Road, Mafangshan, Wuhan, P.R.China

Postcode:430070

Visa application for international students

1. Those holders of X2 visa whose duration of stay and study last for maximum 180 days is not required to apply for a Residence Permit. However, those holders of X1 visa or X2 visa whose stay and study last for more than 6 months should apply for a Residence Permit within 30 days after entering China or 10-15 days before the expiration of their entry visa through the International Students Office and Exit-entry Department of Wuhan Public Security Bureau. In otherwise case, they get fined for at least CNY 500 Yuan per day after entry visa expiration. Severe cases may cause student to lose his/her study qualification. Worse scenario may become student's detention for further review or his/her enforcement to leave China. Those who re-apply for a Residence Permit are required to start the process 15 days before the visa expires.

2. Scholarship holders will get their resident permit according to their study period after registration.

3. Self-sponsored students should strictly follow the principle of "Same Length of Residence Permit as the Length of the Payment". The tuition or accommodation fees should be paid off once an academic year, and all dues should be paid off no later than the end of the first month of a new semester. After clearing all the payments can one student apply for the resident permit.

4. Family members of students who would like to visit China can apply for S1/S2 visa. To apply for this visa, a family member has to submit notarized copy of Certificate of Relationship or Certificate from the relevant embassies and consulates to confirm the relationship, Letter of Guarantee from a residence living in China, Letter of Commitment to live out of the campus as well as Insurance Certificate. The family members cannot stay longer than the visa expiration date of the student.

Family members of a student are required to submit documents to office 407 to get registered together with Check-in Form, a copy of their passport information, visa and entry stamp pages right after their arrival. X2/S2 visa is valid for no more than 6 months. In case, if you want to apply again, please, note that the whole valid period for X2/S2 visa can only be a year or less (starting from the first entry date the visa). Family members are not allowed to live in the dormitory; students who desire to live together with their family members should move out the dormitory before the arrival of the family members. International students who get married or have a baby while at school should report to the International Students Office on time. The students are required to take birth certificate and related documents to register in the Exit-entry Department of Wuhan Public Security Bureau within 2 months starting from the date of the birth (the whole length of time from oral report before getting

the passport for the child and apply for the visa is limited to 2 months) .

5. The original visa would be canceled since the date of issuance for the certificate of the loss passport, and that the canceled Chinese visa would still be invalid even if it is recovered later. Within 30 days since the date of issuance for the certificate of the lost passport, the applicant should apply for a new passport and go through the visa formalities in the public security organ . If the applicant cannot obtain a new passport within the time limit, the applicant should apply for other international travel documents in place of the passport as soon as possible. Those who fail to get a new passport or other international travel documents after 30 days (excluding 30 days) and don't go through the visa formalities with the public security organs would be regarded as illegal residence and would be punished according to law. A foreigner who does not hold a valid passport or other international travel documents due to loss, damage, destruction, theft, robbery or other reasons and cannot get the said passport or documents reissued by the relevant institution of his own country stationed in China may apply for exit formalities to the exit and entry administration authority of the public security organ of the local people' s government at or above the county level in the place of his or her stay or residence.

6. Foreigners who reside in China illegally shall be given a warning; where circumstances are 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.

7. If one student is unable to pay the full year tuition fee, he can only apply 6 months resident permit and is required to sign Letter of Commitment to the Responsibility with Half-Year Validity of My Residence Permit and clear his balance as required. (Appendix VIII)



8. Students should follow the principle of Strengthening the Connection between the Attendance & Performance and Residence Permit extension period, those international students whose Pass rate (passed courses among the required courses) or attendance rate is respectively lower than 60% or the average value of two rates is lower than 60% can only get the residence permit less than one year; whose total rate of these 2 added up is lower than 50% or attendance rate is lower than 30% their residence permit extension application will be rejected by the immigration office.(Appendix VII)

9. Students apply for any type of visa should complete the relevant information on the immigration management platform by scanning the QR code to download App and fill in the information after registration.

10. Address and other information for Exit-Entry Administration Bureau:

(1) Wuhan Municipal Entry and Exit Administration Bureau: Citizen House, No.117 Jin Qiao Avenue, Jiang An District, Wuhan.

Public Transport: MTR Line 2 transfer to Line 3 and get off at the Citizen House Station.

Working Hours: Monday to Friday 9am to 12 am, 1:30pm to 5pm.
Saturday:9am-12am.

Contact Number: 027-12580-0

(2) District Administration Center: No. 777 Gao Xin Avenue, Donghu New Technology Development Zone.(The intersection of Gao Xin Avenue and the 4th Guang Gu Road).

Public Transport: Bus No. 301, 786, 913, 536, 333 to get off at the bus station of Guang Gu Administration Center.

Working Hours: Monday to Friday 9am to 12 am, 1:30pm to 5pm.

Contact Number: 027-50777177

Management of Safety & Law for International Students of Wuhan University of Technology

After obtaining the Certificate of Physical Examination Verification issued by Hubei Provincial Bureau of Exit-entry and Quarantine, clearing all dues as well as the residence permit authorized by Wuhan Public Security Bureau, the international students can start the registration procedure and obtain the formal status of student at Wuhan University of Technology. The registered international students shall be entitled with student card, campus card and medical book from the International Students Office. From this time on, international students can enjoy the same rights as Chinese students do, yet at the same time, they must bear the same obligations too.

International students who plan to travel outside Wuhan during a holiday are required to report the schedule to the International Students Office at least 10 days in advance. They must be well aware of the safety rules of the trip. International students who travel outside China during the holidays or within the semester should deal with the return visa and the extension of residence permit by themselves.

International students should strictly obey the rules and regulations. They shouldn't post propaganda materials without prior written permission by the university administration. Students are also not allowed to organize any group activities across districts or universities without permission. If they want to organize any activity with 20 or more people involved, they should submit a written application at least two weeks in advance and get the permission from the International Students Office prior to the due activity.

The university respects students' traditional customs and religions, yet, cannot provide any places to hold any religious rituals. No students are allowed to get involved in any missionary work or any religious gathering. Students are required to practice their religious rituals in lawful religious institutions (mosques, churches etc.) .

No international students are allowed to start business activities and to employ others for the business during the period of their study. Students permitted to participate in on-campus internship must strictly obey related regulations. Time spent and scope embraced over the regulation can be regarded as illegal.

Insurance purchase and Reimbursement of Medical Service

1. Insurance purchase

International students at scholarship and self-support whose study period is more than 1 year are required to purchase insurance online by themselves for each academic year. Students cannot register without insurance purchase.

Service of outpatient, hospitalization and accident insurance shall be covered by the relevant regulations of Comprehensive Medical Insurance & Protection Scheme for Foreigners Staying in China of Ping An Annuity Insurance Co., Ltd.

Insurance Liabilities	Insurance Amount (Yuan) RMB	Age 8—69	
		Insurance Premium (Yuan per half a year per person)	Insurance Premium (Yuan per year per person)
Liability for Death + Accidental Disability	100000		
Accidental Medical Treatment	20000		
Medical Treatment for Outpatient and Emergency (With a daily limit of 600 yuan; the medical expenses exceeding 650 yuan can apply for a claim, that excess portion will be reimbursed at a proportion of 85%)	20000	400	800
Hospitalization Medical Treatment	400000		

Fee: 800 yuan/ 1 year

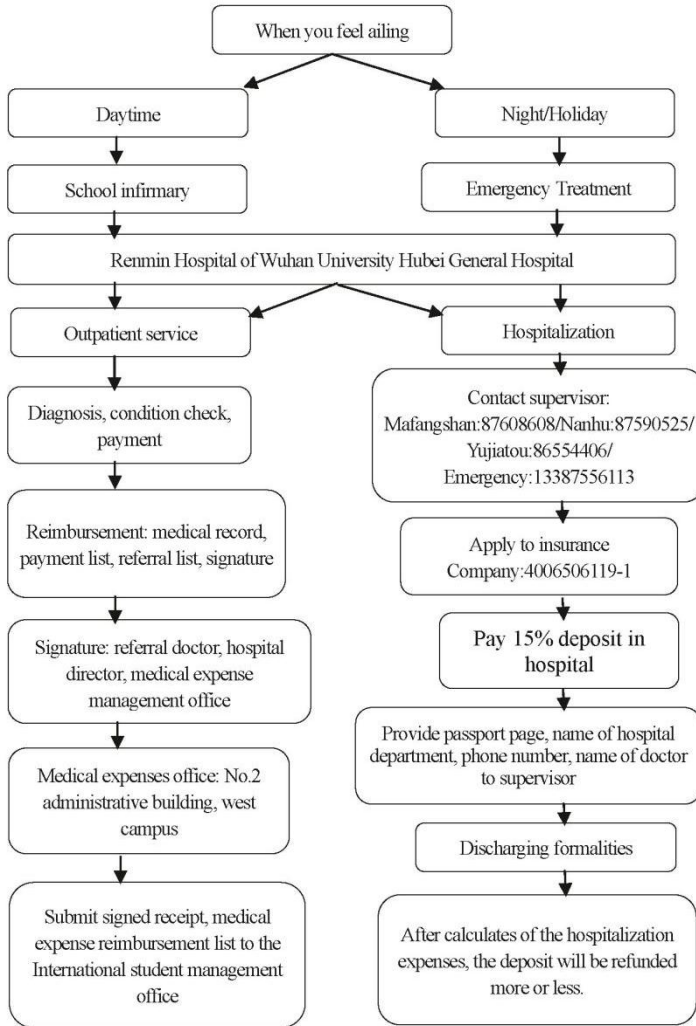
Website purchase process: ①Open link: www.lxbx.net ②Type your passport number and verification code ③Choose insurance package and click to purchase ④Payment method ⑤Payment completed and save your purchase receipt



Mobile phone purchase process: ①Scan QR code by Wechat ②Type your passport number and verification code ③Click to purchase ④Choose insurance package

⑤Payment completed and save your purchase receipt in your email box
 Consulting Tel:4008105119

2. Guide to Medical Treatment:



3. The Regulation on Applying for the Treatment fee Reimbursement Profile on Comprehensive Insurance Guarantee Schemes for Foreigners in China

(1) Students who have to take clinical treatment outside the campus hospital are required to call 4008105119 via 1 to consult with insurance company and follow the guidance of the company. If students who need to use the advance service, must report before going through the hospital procedures or within 24 hours after admitted to the hospital,(always ensure the report within 24 hours even at

emergency)and made a clear application for advance payment, otherwise, the student will not be able to enjoy the advance services.

(2) Before receiving a diagnosis and a treatment, the student should inform the doctor who is in charge of taking care of issues concerning socialized medicine so that the doctor can prescribe appropriate medicine following insurance regulations. In otherwise case, the student has to pay for the medicine not included on the list of socialized medicine.

(3) If the student gets treatment in the hospital located outside the campus, s/he should pay the fee-for-service personally in advance. 20-28 percent of the fee must be borne by the student, the same rate as that of Chinese teachers and students.

(4) If the student who have taken out insurance for hospitalization and personal accident insurance seeks for a treatment from a hospital outside the campus, s/he is required to pay 15% in advance as the deposit to the hospital and China Ping An Insurance Company pays for hospitalization according to stipulations. During the hospitalization, expenses of the food, transportation and some others which cannot be covered by the insurance company should be paid by the student himself/herself.

4. The Time and Procedure for Applying for the Reimbursement Procedure of claim settlement:

Guarantee items	Insurance amount	Insurance coverage
Die+physical disability insurance liability	100,000 yuan	Die for accidental injury or illness/accidental dismemberment will get die/accidental dismemberment insurance benefit.
Accidental injury medical insurance liability	20,000 yuan	As for the medical expenses occurred because of accident, we will compensate for the allowable, necessary and reasonable medical expenses of the actual expenses within 180 days since the occurrence of the accident.
Outpatient service insurance liability	20,000 yuan (Day sum limited 600 yuan;deductible:compensate 85% for above 650 yuan part)	The expenses occur when the insured dials 4008105119 and transfers to 1 to consult and is diagnosed to have the necessity to get outpatient service will take the allowable reasonable expenses required by local social medical insurance sector into consideration. During each period of insurance, the day sum limited is 600 yuan. On the basis of day sum limit, the part exceeds 650 yuan (deductible) will be compensated for 85%. 20,000 will the top amount in total. Reminder: If the insured suffered serious illness or chronic diseased before participating in the insurance, the insurer will don't have the responsibility to compensate the insurance expenses.

Hospitalization insurance liability	400,000 yuan	<p>The insured is diagnosed to have a must to be in hospital because of accident or illness will be compensated for 100% of the medical insurance expense considering the actual expense.</p> <p>Reminder: If the insured suffered serious illness or chronic disease before participating in the insurance, the insurer will not have the responsibility to compensate the insurance expenses.</p>
Medical management in the whole course Emergency medical relief		<p>1. Whoever suffers from illness or accident and requires for seeing a doctor must dial 4008105119 directly and transfer to 1 to consult. Notice on guidance on seeing a doctor and settlement of claim. If the insured is diagnosed to live in hospital, he can apply the rescue company for advance payment. Whoever doesn't have to be put on record by rescue company and lives in hospital directly (including the condition of illness doesn't arrive at the requirements of living in hospital), rescue company will not be responsible for advance payment. Whoever doesn't apply for the above procedures will not be compensated for the medical expenses paid by oneself.</p> <p>2. Consult on compensation, report a serious accident: dial 4008105119 and transfer to 1. Or else, 010-67185217 is also feasible for other areas.</p>

Province	Name	Location	Phone number	Suggestion
Hubei	Remin hospital of Wuhan University	No. 238 of Jiefang Road, Wuchang District, Wuhan, Hubei Province	027-88076808	Highly recommended
Hubei	Tongji Hospital Affiliated to Tongji Medical College of HUST	No.1095 of Liberation Avenue, Hankou, Wuhan, Hubei Province	027-83663645	Recommend
Hubei	Union Hospital Affiliated to Tongji Medical College of HUST	No.1277 of Liberation Avenue, Hankou, Wuhan, Hubei Province	027-85726114	
Hubei	Wuhan Emergency Center, Hubei Province	No.10 of Xinhua Road, Jiangnan District, Wuhan, Hubei Province	027-85792248	
Hubei	No.1 Staff Hospital of Wuhan Iron & Steel	No.29 of Yejin Avenue, Qingshan District, Wuhan, Hubei Province	027-86803612	

Hubei	Liyuan Hospital Affiliated to Tongji Medical College of HUST	Liyuan New Residential Quarters, East Lake, Wuchang District, Wuhan, Hubei Province	027-8679043	
Hubei	Affiliate Hospital of HUST	No.9 of Tujia Ridge, T-bridge, Wuchang District, Wuhan		

Note: Zhong Nan hospital is not included.

Prepare the following data as required--send to insurance company by post

Applica tion items	Requir ed data	Duplicate of passport or visa	Original copies of receipts in hospital	Duplicate of case of illness (dates of seeing the doctor and correspondin g date of receipts)	Details of charges	Accident confirmatio n	Discharge summary or duplicate of admission note	Duplicate of bankbook or customer information sheet of bank card
Accident section for outpatients		Needed	Needed	Needed		Needed		Needed
Illness section for outpatients		Needed	Needed	Needed				Needed
Be in hospital (for accident)		Needed	Needed		Needed	Needed	Needed	Needed
Be in hospital (for illness)		Needed	Needed		Needed		Needed	Needed

Standard procedures of insurance claims after occurrence of insurance accident:

1、 Please call directly 4008105119 EXT 1 for medical consultation due to disease or accident. The rescue doctor will consult, diagnose, and provide medical guidance and precautions for insurance claim. After consulting diagnosis and outpatient treatment, if the doctor confirms that further hospitalization is required, the insured can apply for advanced payment of medical expense for hospitalization to the rescue company. After communication and confirmation of the Rescue Company and hospital, it will be decided whether the advanced payment procedures shall be started. If the insured is directly hospitalized without consulting, diagnosis and recording of doctor of the rescue company and outpatient treatment (including those whose conditions do not meet the requirements of hospitalization but require the outpatient doctor to agree with hospitalization) , the rescue company will not be responsible for advanced payment of medical expense for hospitalization. If advanced payment for medical expenses is made without the above procedures, the insured will not be able to get compensation.

2、 Major accident can be reported with the following contact information.

Telephone number for claim consultation and reporting: 4008105119 EXT 1. You can call 010-67185217 in the areas without telephone number beginning with 400.

You cannot get compensated without reporting through the 400 call or following the standard procedures.

3、 Document to be presented for settlement of claims:

(1) One-year term life insurance

- ① Copy of passport and resident permit page of the Insured.
- ② Disability certificate when the Insured is disabled (an evaluation report shall be issued by the assigned evaluation body) .
- ③ Death certificate of the Insured.
- ④ Certificate of relationship between the Insured and all the beneficiaries, and copy of identification proof of the beneficiaries.
- ⑤ Certificate of accident, in case of an accident (in case of traffic accident, the traffic unit should issue a liability confirmation of traffic accident) .

⑥ Copy of valid insurance certificate

(2) Medical treatment for accidental injuries

- ① Copy of passport and visa page of the Insured
- ② Course and certificate of accident (in case of traffic accident, the traffic unit should issue a liability confirmation of traffic accident)

③ Original of receipt

④ Medical record, detailed expenditure sheet and copy of examination report and laboratory test report of each respective treatment

⑤ Copy of valid insurance certificate

(3) Medical treatment for outpatient and emergency

- ① Copy of passport and visa page of the Insured.
- ② Original of receipt.
- ③ Medical record, detailed expenditure sheet and copy of examination report and laboratory test report of each respective treatment.

④ Copy of valid insurance certificate.

Refund can be done under the following 2 conditions:

① Monies spend over a period should exceed 650yuan and less than 2000yuan in total. (if 650yuan start-line is not achieved, the amount of outpatient service can be accumulated within the validity period).

② A day's cost should not exceed 600yuan, if it exceeds, only 600yuan of that day's cost would be considered.

If these two conditions are followed the calculation for refund would be:

(Total Cost of Money Spend - 650yuan) * 85% = Money That Would Be Refunded

For example: Assuming a student goes to the hospital for four days and monies spent daily reads:

Day	Money Spent	Amount calculated
1	500	500
2	660	600
3	450	450
4	400	400

Due to the student spent 660yuan which exceeded the 600yuan allowance on the second day, the instance only 600yuan of the 660yuan spent would be used for the calculation. Therefore the calculation would be:

【 (Day1+Day2+Day3+Day4) - 650】 * 85% = Amount that would be refunded

That is: 【 (500+600+450+400) - 650】 * 85% = 1105yuan

(4) Hospitalization

- ① Copy of passport and visa page of the Insured.
- ② Certificate of accident, in case of an accident (in case of traffic accident, the traffic unit should issue a liability confirmation of traffic accident) .
- ③ Original of receipt and detailed expenditure sheet for hospitalization.
- ④ Copy of hospital discharge summary or medical record of hospitalization.
- ⑤ Personal Bank information list.

Special instructions to item (2) to item (4) above:

- ① Besides, the Insured's bank account with signature or school-assigned bank account with school stamp must be attached to the claim settling documents. (Specific content please dial 4008105119 transfers 1)
- ② Where in one insured incident, the Insured has to be treated in two or more hospitals; relevant documents such as diagnosis certificate and medical record from relevant hospitals shall be presented.
- ③ Hospitals for treatment are limited to the public hospitals within the territory of the Chinese mainland, and items and expenses that can be reimbursed should in accordance with the scope of local regulations of social basic medical insurance.

Application for nursing fee

- ① Original Invoices of nursing fee issued by hospital or by nursing service company
- ② The application for nursing fee issued by the nursing unit shall be signed by the Insured him/herself and stamped with the official seal of the unit.

Address for posting the related materials: 北京市西城区金融街 23 号平安大厦 9 层

Addressee: 来华保险项目

Telephone: 4008105119 010-59731677

Post code: 100022

Email: rycy@lhgj.net

Web: www.lxbx.net

5. The students must bear all the fee-for-service under the following conditions

(1) The disease caused by fighting, suicide, self-injury, alcoholism, traffic accidents and drug addiction etc.

(2) Not abiding by the rules and regulations of the school hospital when seeing a doctor and buying medicine.

(3) Registration and consultation fees, traveling expenses, disposable consumables (such as disposable syringes).

(4) Congenital diseases, plastic and cosmetic surgeries, teeth cleansing, artificial tooth planting, various health treatments or diseases caught before the enrollment etc.

(5) Students who are hospitalized should call the insurance company by 4008105119-1 within 24 hours after admission to the hospital, otherwise, fees occur should be paid by students and then go through procedures of insurance claims.

(6) Please keep the medical records and related invoices for insurance claims.

Do not go to hospitals without cooperation with insurance companies such as Zhongnan Hospital of Wuhan University, otherwise the insurance company will not reimburse or pay in advance.

Provisions on Granting Scholarships

1. The allowance for Chinese Government Scholarship holder is provided on the basis of regulated standard by CSC as follows: undergraduate students: 2,500 CNY per person per month, postgraduate students: 3,000 CNY per person per month, doctoral students: 3,500 CNY per person per month and the standard of other types of scholarships refer to the actual appropriation of related departments.

2. Every month from 25th to 30th, the scholarship holders sponsored by Chinese government, Chinese enterprises, Wuhan University of Technology and other parties should go in person to the nearby International Students Office to do fingerprint.

3. The allowance is deposited directly into the registered bank account of the student by the Financial Department around 15th of each month. If there is a change in the bank account, the student should report in written form to the International Students Office in advance. Due to losing of bank cards and other reasons caused by the loss of allowance, the international office will not reissue.

4. The monthly allowance shall be suspended for the current month if scholarship students don't sign the attendance within the specified time unless going through absence report procedure. If a student can sign a attendance form in the nearby International Students Office between 1st and 7th of that month, then, the suspended scholarship allowance can be paid in the following month. If a student signs between 8th and 15th of that month, the suspended scholarship allowance can only be paid in half amount in the following month. The suspended allowance of those students who don't sign for two times per semester will not be paid. The scholarship must be signed in person and it can't be signed by others.

5. Scholarship students who register at school before the 15th day of the first month (including 15 days) shall be paid a full month's allowance, those register after 15 days shall be paid half of it; The allowance of students going to graduate shall be paid half a month after the graduation date determined by the school; The allowance of those who leave China for more than 15 days for personal reasons during the semester (except for normal holidays) shall be suspended during their departure from China.

6. The allowance of scholarship students who leave China for holidays or overseas academic activities approved by the school for no more than 60 days shall be paid normally. Beyond 60 days, it shall be suspended during departure.

7. The allowance for those who suspend their study or drop out shall be suspended from the month of approval. Students cannot enjoy the scholarship and

shall pay for traveling expenses and all fees in their own country during the suspension period.

8. Scholarship students shall participate in annual assessment of the scholarship. The scholarship shall be suspended or canceled without a valid reason for failing to participate in the annual assessment.

9. If scholarship students violate Chinese laws or school rules and regulations during the scholarship period, the scholarship will be held or canceled in accordance with the seriousness of the case.

10. Scholarship students who fail to complete the required studies during the scholarship period need to continue the study but fail to obtain the scholarship, the full cost of the extended study shall be borne by themselves.

11. The accommodation arrangement for scholarship students.

(1) In principle, all the foundation year students, undergraduates and first year postgraduates with scholarship can only live on campus.

(2) Foundation year students, undergraduates and master degree students with scholarships are arranged to live in the double-bed room, doctoral students in the single-bed room. Master students with scholarships can apply for single-bed room if they pay the price difference of CNY 3600/year. Single-bed rooms can be provided afterwards if there is enough amounts of rooms available.

(3) Second year postgraduates who pass the annual assessment in the previous year and all the courses successfully, have no record of absence or lateness can apply for living off campus. Once approved, monthly subsidy will be granted as the following standard: CNY 700/month for undergraduates and master degree students and CNY 1000/month for doctoral students.

Management of Annual Review

1. Annual Review

1. Students who have been approved to study at WUT for more than one year (including students who apply for extension and who has been stopped his scholarship support last year) must participate in the annual assessment. Students who are graduating, suspending their study and start from this spring semester needn't attend this year annual review.

1. After students make self-assessment, the host schools make a judgement for each students from aspects like study performance, study attitude, attendance as well as daily conduct of scholarship student, then the assessment group from the university undertakes comprehensive review of the students and give final decisions. The result will be considered for distinguished student assessment.

2. For scholarship students, the annual assessment result will be forward to CSC, relevant embassies and scholarship organizations that make a final decision to whether allow or withdraw the scholarship for the following year. For self-support students, the annual assessment result will be considered by the assessment group to decide whether provide scholarship for those students.

3. Both self-support and scholarship student should submit the annual assessment documents before 15th, April (it changes according to the arrangement of each semester). Being late for submission will be regarded as abandonment of qualification automatically. Those who don't participate in the annual assessment without any reason will be regarded as disqualified. The review result of all the students is taken into consideration of the selection process of candidates for Distinguished Scholarship.

4. The assessment result will be PASS or FAIL. If the student gets FAIL, the assessment group will give a decision about stopping his scholarship support for next year or cancelling his qualification for scholarship.

5. The annual assessment system should be further refined according to the learning level and the grade. In principle, the basic requirement of annual assessment for international postgraduate students should be up to 90% of all courses. Students whose pass rate is between 70% to 90% will receive an academic warning and those below 70% will be considered as disqualified in the annual assessment. Two-year international students should pass the thesis proposal in the third semester while Three-year or four-year international students in the second academic year. International postgraduate students should conduct mid-term assessment and the thesis proposal at the same time. Three-year international

doctorate students apply for extension of scholarship should provide proof of paper submission related to degree thesis.

6. More details and assessment methods can be found in *WUT Scholarship Annual Review Methods for International Students (2020)*.

II. Wuhan University of Technology and Other Scholarships and Reward Management

1. Scholarship categories

- (1) WHUT Friendship Scholarship (First-class, Second-class and Third-class)
- (2) China Scholarship Council for Chinese Government Scholarship
- (3) Outstanding Graduate Award
- (4) Learning Excellence Award
- (5) Learning Progress Award
- (6) Collective Honor Award
- (7) Outstanding Performance Award (Outstanding student cadres, Excellent contact person in dormitory, Outstanding representatives of the country)

2. Qualification and Procedure for Application of Scholarships

- (1) Outstanding Graduate Award

Applying time: each March

Applying Method: submit application form

Assessment Method: In accordance with the relevant provisions of the university, a review panel will conduct a comprehensive assessment to assess the learning achievement (in the last calendar year), attendance (in the semester), learning attitude and behavior of international students. Assessment results will serve as the basis of scholarship and rewarding of the distinguished graduates.

- (2) WHUT Friendship Scholarship/ Learning Excellence Award/ Learning Progress Award/ Collective Honor Award/ Outstanding Performance Award

Applying time: 1st to 15th, April (it changes according to the arrangement of each semester).

Applying Method: submit related application form

Assessment Method: In accordance with the relevant provisions of the university, a review panel will conduct a comprehensive assessment to assess the learning achievement (in the last calendar year), attendance (in the semester), learning attitude and behavior of international students.

- (3) China Scholarship Council for Chinese Government Scholarship

Self-support undergraduate students with excellent annual assessment results can principally be recommended by the university to China Scholarship Council for Chinese Government Scholarship. Such distinguished international students recommended by the university will be given a priority in the selection process.

After approval by CSC, those students will enjoy government determined deduction from the payment to the dormitory on campus.

(4) The preliminary list of candidates rewarding scholarship will be drafted every year in May according to the annual assessment results. The selected candidates are required to submit the materials of annual assessment and also should truthfully fill in and submit the application materials of outstanding self-support students or WHUT Friendship Scholarship in the determined period.

(5) The selected candidates materials are previewed by the international students office, reported to the responsible dean for approval. The approved list of students with Scholarships is publicly announced one week after the consent of the school meeting and then be stamped and uploaded and archived in the student management system.

3. The Basic Requirements for the Evaluation of Scholarships

(1) All kinds of international students studying at Wuhan University of Technology over 1 year can apply for scholarships.

(2) Students officially registered in the university, and no application record of suspension, retain the school or extension the study during the previous academic year.

(3) Submit the application in time.

(4) Students comply with Chinese government laws and regulations and WHUT disciplines, receive no disciplinary action more serious than warning (including warning).

(5) Students love the major, study hard, rigorous, honest and pass all the courses in the university.

(6) No bad record such as absent or cheating in the exam, owing payment, visa expired, coming back to dorm late, etc.

(7) Students actively participate in various activities organized by the university and schools.

4. Scholarship Assessment Requirements

(1)

WHUT Full Friendship Scholarship (first-class) and Outstanding Graduate Award will be assessed according to the principle of only selecting students rank first among students of the same grade, degree and discipline (school), and those undergraduate and postgraduate students taught in Chinese whose average score is over 75, and those undergraduate students taught in English whose average score is over 80, master and doctorate students taught in English whose average score is over 85. The selecting students will be rank together based on their overall performance.

(2) Those candidates whose average score is over 75, rank second among their peers (among students of the same year, degree and discipline) can be awarded Second-class Friendship Scholarship of 50% of tuition discount. Finally, those

candidates whose average score is over 75, rank third among their peers (among students of the same year, degree and discipline) can be awarded Third-class Friendship Scholarship of 30% of tuition discount. For both Second and Third class Friendship Scholarships, candidates are required to have no poor records of performance, unreasonable absence and bad marks in any semester.

(3) Those Full Friendship Scholarship holders who get scores between 75 and 80 in their studies will be degraded to partial scholarship.

(4) All the Friendship Scholarship holders must sign in person at the International Students Office each month. Any two late signatures in a semester may result in denial, suspension or cancellation of scholarship student.

(5) International students applying for Outstanding performance Award shall be recommended by the relevant school. In principle, they shall pass all courses in the school year.

Management of Extracurricular Activity

Wuhan University of Technology organizes free excursions or cultural tours for the international students. Some excursions and cultural tours are organized as a part of the course ‘Experiencing Chinese Culture’, thus, students gain appropriate marks and eventually their credits by the course by being present at such extracurricular activities. 16 points are needed.

In accordance with the regulations, required credits of ‘Experiencing Chinese Culture’ can be gained only after performing following extracurricular activities.

No.	Time	Activities	Hours	Notes
1	September/March	Opening Ceremony and Orientation	4	Required for 1st year
2	October/March	Lectures on Library, Medical Service and Safety, Fire-drill	4	Required for 1st year
3	October	Autumn Excursion---Cultural Experience	4	Elective
4	November	Autumn Sports Meeting	4	Required for 1st year
5	December	Examinations on Laws and Regulations	4	Alternative
6	March	Spring Excursion—Cultural Experience	4	Elective
7	April	Examinations on Laws and Regulations	4	Alternative
8	All year	Other Sports、Public Benefit Activities	2	Elective

Students who show poor performance from the courses and have bad records of marks are not allowed to participate in such free excursions or cultural tours organized by WHUT.

International students should strictly obey the rules and regulations. They shouldn't post propaganda materials without prior written permission by the university administration. Students are also not allowed to organize any group activities across districts or universities without permission. If they want to organize any activity with 20 or more people involved, they should submit a written application at least two weeks in advance and get the permission from the International Students Office prior to the due activity.

The university respects students' traditional customs and religions, yet, cannot provide any places to hold any religious rituals. No students are allowed to get involved in any missionary work or any religious gathering. Students are required to practice their religious rituals in lawful religious institutions (mosques, churches etc.) .

Wuhan University of Technology

Administrative Provisions on International Students Work-study Program

In terms of the provisions of Ministry of Education and related spirits of the Education Department of Hubei Province and the actual situation of our university, the provisions are made to suit the educational development of international students, attract more excellent self-funded international students, improve the overall qualities of international students, strengthen the specification of work-study program, maintain the legitimate rights and interests of international students and further promote the development of international students in our university.

Article One Characteristics of Work-study Program

International students work-study program refers to the program that international students can make use of spare time to take part in certain amount of mental or labor work and get related payment to support tuition fee without influencing normal study during the period of study at Wuhan University of Technology.

Article Two Administrative Organization and Responsibility

1. The School of International Education sets up a work leading group of international students work-study program. The Dean of the School of International Education acts as the group leader. The Vice Dean who is in charge of international students affairs acts as the deputy group leader. Work leading group is responsible for examining the regulations and measures proposed by international students work-study program instruction center, supervising and coordinating works related to international students work-study.

2. Leading group sets up an administration office which is located at the International Students Office in the School of International Education office. It is mainly responsible for the management work of the work-study program for all the international students at Wuhan University of Technology. The office is responsible for drafting or putting forward the regulations and detailed implementation measures of work-study work for international students, setting up on-campus work-group channels that meet policies, suitable positions and can be competent for students; accepting, examining and approving the application of work-study for international students; checking and supervising the implementation of international students work-study work and paying for students in terms of related regulations and their performance.

3. The director of the International Students Office of the School of

International Education acts as the director of the office. The director of the International Teaching Affairs Office, the director of Admission and Cooperation Affairs Office, the director of Students Affairs Office, the director of Teaching Affairs Office, and the directors of the related Programs act as the deputy directors.

4. The teaching secretary of the School of International Education is responsible for coordinating all the program offices to implement the position-setting, employment and payment of international students work-study program; Teaching Affairs Office of the School of International Education will examine applicants and match the cooperative teachers with all program offices; The Admission and the Cooperation Affairs Office is responsible for signing the agreement of work-study program and coordinating the plan of employing foreign teachers; The director of the International Students Office is responsible for revising the regulations of work-study program, developing positions, examining and verifying the application qualification.

Article Three Requirements of Work-study

1. Undergraduates, master students, doctoral students, non-degree students and Chinese language students who are formally enrolled in our university and get student's status;

2. International students must be qualified in all required courses and elective courses, perform well and have no bad records;

3. Anyone whose major is the same as applied position is preferred, anyone whose mother tongue is the same as lectured language is preferred;

4. Applicant must have the comprehensive personal insurance for international students.

5. Under the same conditions, self-funded international students is preferred in applying for work-study position in principle.

Article Four Time and Range of Work-study

1. Work-study activity must comply with the provisions of Chinese laws and regulations and is restricted to be on campus;

2. During the study period, the period of work-study shall be no more than 8 hours per week;

3. During the period of official holiday, the period of work-study shall be no more than 8 hours every day;

Article Five Position-setting, Application and Selection

1. The School of International Education publishes the positions and

employment requirements for the next semester in advance via Internet and notice every October and April;

2. International students shall apply to the International Students Office by filling in Wuhan University of Technology International Students Work-study Program Application Form, meanwhile, the duplicates of passport, student's ID and residence permit shall be enclosed;

3. Position-setting unit and the Vice Dean who is in charge of teaching, the director of International Students Office will associate to examine and verify the applicants by means of test, interview, trial lecture and on probation;

4. Qualified students will sign work-study agreement with employing units and the date, content, time, payment and the date of payment shall be illustrated in the agreement;

5. Whoever joins work-study activity must keep a record of the date of employment, time, working hours and records of getting payments and related documents and abide by the regulations of Chinese labor law;

6. As for international students work-study information, in terms of related regulations, International Students Office should report to Entry & Exit Administration Department of Wuhan Municipal Public Security Bureau and Foreign Cooperation and Exchange Department of Hubei Provincial Department of Education for the record, review or an approval.

Article Six Accident and Dispute Settlement of work-study Activity

1. When international students suffer from occupational injury and other accidents during the period of work-study activity, they should report to the International Students Office immediately and notify the foreign-related departments and Public Security Bureau.

2. When employment unit has disputes with international students, they can negotiate in terms of the agreement. Otherwise, they may apply for the arbitration and the International Students Office can provide necessary translation help and policy consultation.

Article Seven In case that the provisions are conflicting with the relevant national laws and regulations, that the latter shall be as the criterion.

Article Eight The provisions shall be explained by the International Students Office. It has been implemented since December 2010 and revised in August, 2019.

Wuhan University of Technology

Administrative Measures for International Undergraduate Students Management

Chapter 1 General Principles

According to Wuhan University of Technology Students Management Regulations, Wuhan University of Technology Full-time Undergraduate Students Status Management, Wuhan University of Technology Measures on International Students Degree Awarding, and other relevant provisions on undergraduate students management, combined with the actual situation of undergraduate students in our university, we adhere to the principle of homogenization and consideration of differences to domestic students, this study guide is made for the international undergraduate students.

Chapter 2 Enrollment and Registration

1. International students admitted to Wuhan University of Technology according to the school regulations must go through the procedures of registration on time in accordance with the requirements. Those who are unable to register on time shall ask for leave which shall not exceed two weeks. Otherwise, except for legitimate reasons such as force majeure, it is regarded as waiving the qualification for admission.

2. The admission qualification of new students will be checked before enrollment. Only students with valid admission qualification can go through procedures of enrollment. If the offer letter, personal information and other certificate documents are not conformity with the actual situation of the international students, or there are other cases of violation of the regulations of China, the admission qualification shall be canceled.

3. In order to know the learning level of international students, new students have to take the entrance examination, including mathematics, physics, English (non-native English students).

4. International students must obtain the Certificate of Physical Examination Verification issued by the Bureau of Exit-entry and Quarantine. Whoever has a disease which can meet the health standards in short-term treatment (no more than one year) can be allowed to retain the admission qualification for one year after their application and school approval. Students who retain the admission qualification has no student status.

5. International students should return to the home country for treatment and

do not enjoy the treatment of students on campus during the period of leaving school. They should apply for admission to the university in the following year and provide a formal hospital diagnosis certificate. After approval they can go through procedures of enrollment, otherwise, they will be disqualified for admission.

6. The academic year of Wuhan University of Technology is divided into spring and autumn semester. International students must go through procedures of registration once a semester. In the autumn semester, international students must pay the specified costs and then go through the procedures of registration, otherwise, registration is not allowed.

7. If it happens to relative's funeral or maternity leave, or be hospitalized due to illness, international students should go through procedures of asking for leave. The period of asking for leave shall be less than two weeks, if it is longer than 1 month, a suspension of school will be taken into effect. Those who don't go through procedures of asking for leave or overdue the period of leave, except for force majeure and other legitimate reasons, shall be subject to automatic withdrawal.

8. Students who have not applied for deferring of registration or fail to register on time shall be considered as absent. (4 hours of absent will be calculated per day.) Students who fail to register over two weeks will be considered as automatic withdrawal.

Chapter 3 Educational System and Period of Schooling

1. Educational system is the provision of the essential time to study curriculum of all majors for all kinds of schools, namely the period of schooling for international students to finish curriculum and learning tasks.

2. The educational system for international undergraduate students is generally four years (The academic system of architecture is five years). The maximum length of study in school (including suspension and retention of student status) is the school system specified by the students' major plus four years; The minimum length of service is one year less than the academic system specified by the major, and you can apply for early graduation after completing the graduation requirements; The period of schooling is counted from the enrollment of students.

Chapter 4 Attendance and Discipline

1. The attendance of all kinds of courses including taking class, internship, academic lecture, experiment, course design(thesis) and social practice which are participated by international students shall be checked. The attendance of teaching activities is mainly recorded by course teacher, supplementary checked by the class monitor, tutor or international tutor. The attendance of other activities will be

checked by the organizer.

2. International students should abide by class discipline, and be fully involved in the class. Students cannot leave classroom without permission by the teacher. International students should not be late for classes nor leave their classes earlier than due time. Being late for more than 15 minutes or leaving classes 15 or more minutes earlier than its due time are all equaled to lateness for an hour. If you are late or leave early for less than 15 minutes, the total 3 times will be counted as 1 class hour absenteeism. Being absent one day will be recorded as absent for 4 hours. Absent from school for one day of foreign students will be counted as 4 hours of absenteeism. If a student becomes absent for more than 1/3 of the course without reason in a semester, she/he gets disqualified for final examination from the course and automatically get zero for the course.

3. International students ask for a leave should go through formalities in advance. Except for force majeure situation or other justified reasons, asking for a leave afterwards is not allowed. In case of non-emergency, asking for leave is not allowed during the final examination period. The procedures of taking a leave and the steps to have the leave approved are as follows:

Any leave within a day shall be approved by the course teacher (or the leading teacher during the internship period).

Any leave for over one day but less than 3 days shall be approved by the course teacher or tutor with a written application.

Any leave for over 3 days but less than 4 weeks shall be agreed by the tutor with a written application, approved by the leader in charge of the international students affairs, and further to the International Students Office for the record.

Any leave for over 4 weeks to 2 months shall be agreed by the tutor with a application, approved by the leaders in charge of students affairs, and further to the international students affairs office and teaching affairs department for the record.

Leaving school without prior approval is regarded as absentee. If a student leaves the school for more than 2 weeks without any approval, WHUT authority will inform the Public Security Bureau to cancel the residence permit of that student.

4. Exit and Entry Administration Department of Wuhan Public Security Bureau issued a regulation that the extension of residence permit for international students was correlated to the performance and attendance records in the school. According to the regulation, students whose attendance and average score or the plus mean is less than 60% can only apply for a extension of residence permit no longer than one year. Those whose attendance and average score or the plus mean is less than 50% or attendance less than 30% will get a visa refusal directly.(see Appendix 7).

Chapter 5 Study Requirement, Free Listening and Exemption of Course

1. The training program of international student includes the requirements of Chinese ability level and the compulsory requirements of general situation courses in China. According to the requirements of the training program, international students must complete the required courses and elective courses.

2. According to the requirements of the training program, international students must complete the required courses. The forms of course study includes taking class, internship, academic lecture, experiment, course design(thesis) and social practice which shall all be checked the attendance. According to the requirements of the training program, students shall go through the corresponding course selection procedures, choose courses in the school educational administration system, and then study the courses. The requirements and procedures of course selection shall be carried out in accordance with the management measures of course selection.

3. In principle, students shall study a minimum of 15 credits and a maximum of 35 credits in each semester (excluding extracurricular credits).

4. Centralized teaching system will be carried out for part of the curriculum for international undergraduate students taught in Chinese and all new students set up temporary classes in the first year. Other courses are still conducted in their Chinese students' classes.

5. International students taught in Chinese can be exempted from courses as ideological and political courses, College English, physical education, military training and other courses. Students who meet the requirements may submit an application for course exemption within one week after the commencement. The application shall be agreed by the course teacher, checked and approved by the school where students study and then submitted to the Teaching Affairs Department for the record.

6. Those students who have completed their foundation year in mainland China with valid original academic transcript can apply for advanced standing for Basic Mandarin, Introduction to China and Applied Chinese but must take part in the final examination. There is no free listening of the practical teaching courses such as experimental course or course design.

7. Students who meet the requirements may submit an application for course exemption within 2 weeks after the commencement, agreed by the teacher, examined and approved by the school and submitted to the Teaching Affairs Department for the record. Students applying for free listening shall complete learning tasks assigned by the teacher, such as homework, experiments, etc. and then taking the final exam after getting the approval of the teacher. Credits will be

received on passing the course.

8. Entry system is implemented for graduation design (thesis). Only when the credits of international students meet the requirements can they be allowed to enter the graduation design (thesis) stage.

Chapter 6 Assessment and Achievement Record

1. International students shall take part in the selected course of study and pass the assessment before they can get credit. International students are not allowed to take part in the assessment of unelected courses. Otherwise the result will be invalid. Those who choose the course but fail to participate in the assessment according to the regulations and don't go through procedures of apply for postponing examination, the course assessment score is recorded as zero.

2. The specific assessment method and the proportion of regular performance and final examination is determined by the teacher and approved by the school before execution.

3. Results of the examination are often evaluated by grading system of 100 points (marks). The transformation standar are usually affirmed by university's Teaching Affairs Office following relevant regulations.

4. The course assessment result is decided on the basis comprehensive evaluation by the summary of regular performance (midterm examinations, quizzes, assignments, class discussions, experiments, papers and attendance) and the final exam results. The proportion of regular performance and final exam results is determined by lecturers or who is responsible for the course and approved by the school before course begins, and then approved by the school and submit to the teaching affairs department for the record.

5. Whoever doesn't do homework or test reports for more than 1/3 of times may be disqualified for the final exam. In such cases, student gets zero mark as the final result from the course.

6. Students are required to take the examination on time according to the examination schedule published by the university (school). Those who miss examinations or do not take examinations without permission are regarded as absent, and the score will be recorded as zero..

7. International students who cannot take the exam due to illness or other special reasons must go through the postponement procedures in accordance with the regulations before the exam, submit a written application for postponement and the school hospital case and other supporting materials, which can only take effect after being reviewed by the college to which the international student belongs and approved by the Academic Affairs Office. Otherwise, it is considered absenteeism.

The exam is not allowed to postpone due to things. In otherwise case, it is regarded as abandoning examination. As for special conditions, students have to submit a personal statement. As for the conflict of time to take examination, it has to be verified by the Students Teaching Affairs of the school which international students study. The curriculum of the suspension examination goes on with make-up examination, the assessment and performance record is the same as the normal examination. allowing for only one chance to take the examination.

8. International students shall evaluate the course teachers in the educational administration system before querying the results.

9. Those who have any objection to the exam results can submit a written application for reviewing the results until two weeks before following semester starts, and submit it to the teaching affairs department for approval, and the results will be reviewed and a final conclusion will be drawn by the school offering course. The application of reviewing the Centralized teaching courses are approved, reviewed and drawn an conclusion by the International Students Teaching Affairs Center. Reviewing the results is not allowed after the specified time.

10. Results and credits of all assessments (including make-up examinations, re-taken courses) will be recorded in student's academic transcript and further kept by the university's (school's) archives. 'Postponed examination' as well as 'Abandoned examination' are all stated in the academic transcript.

11. The learning and assessment process should abide by the school's learning and assessment discipline. If there is a serious violation of the assessment discipline or cheating, the assessment results of the course will be invalid and a zero score will be recorded, and corresponding disciplinary sanctions will be given in accordance with the school examination violation handling method.¹² Students can submit a credit recognition application of the same course result from other universities or schools which should be checked and approved by the relevant teachers and international students management education center, can be recognized credit, the results are recorded in the international student's academic transcript.

Chapter 7 Make-up Examination and Course Retake

1. Courses that international students have taken for the first time and have failed the assessment (excluding practical teaching links) can be re-examed once. Practical teaching sections of the failed course should be retaken. The highest score of make-up examination will be 60. 'Make-up examination' will be stated in student's academic transcript.

2. Under one of the following circumstances, make-up examinations are not allowed:

- (1) Disqualification for the examination;
 - (2) Abandonment of the examination;
 - (3) The result was recorded as Zero due to breach of exam discipline or cheating.
3. If international students fail to take part in the assessment or fail the make-up exam, they can go through procedure of retaking the course and then start selecting course in the educational administration system within the time specified by the academic Affairs Department. An actual score will be recorded for the re-taken course it is noted as 're-taken'. Whoever fails the retaking course, there will be no chance of make-up examination.
4. International students who are not satisfied with the score can apply for retaking the course and the same course can only be retaken once.

Chapter 8 Student Status Change

(Change major, School transfer, Suspension, Reinstatement, extension of the period of schooling)

1. International students cannot change their major or transfer to another university in the middle way after enrollment. Tuition and accommodation fees are not exempted for students who change degree program to non-degree.

2. In any of the following cases, transferring school or changing major are allowed:

(1) Unregistered new students and whoever is suspending from school, retaining their student status or retaining their qualifications for admission can not be transferred to majors.

(2) Whoever receives the punishment as expulsion from academic status or dropping out of school can not be allowed to change their majors

(3) If there is a clear agreement with the school before admission, the major will not be transferred;

(4) Undergraduates whoever has been admitted for less than one semester or has been studied for more than three years can not be transferred to other university;

(5) In case that there are no justified reasons.

3. Processing time for changing student status: new students submit application materials to the International Students Office within 2 weeks after commencement. Old students submit their application for student status change in April of each year.

4. Procedures of changing student status: fill in the 'Application Form of the Change of Teaching Affairs', and submit it to the teaching affairs office of the school where student is studying for review, then international students office for verification. If there is no arrearage or invalid residence permit (RP), it shall be submitted to the competent leader in charge of international students affairs and then

to the teaching affairs department for approval. The Chinese government scholarship also needs to be reported to the National Fund Committee for the record.

(1) Students who want to transfer school have to additionally submit an offer letter from the university transferring to. After getting the approval, students can go through the procedures of leaving school within 10 working days at the latest. Students who leave school in violation of regulations shall be responsible for the consequences.

(2) CSC scholarship students applying for changing student status shall submit a letter of consent from the embassy (consulate of their home country in China).

5. Suspension

(1) Suspension is permitted after illness diagnosis has been proved at a specialized hospital. International students who are supposed to get a medical treatment for more than two months during one semester are permitted to suspend.

(2) International students may be suspended from school for a period of one year in general, but for serious illness or other reasons, with the approval of the school, they may be suspended from school for a period of two consecutive years, and the total period of suspension from school may not exceed two years. .

(3) International students applying for suspension in the middle of the school year must personally go through a process of documentation which shall be reviewed and signed by the leader in charge and filed by the International Students Teaching Affairs office and the Teaching Affair department to apply for suspension.

(4) Application for suspension should not generally be later than half a month before the semester exam period. In case of serious illness (with a certificate presented by a hospital) or serious accident (with relevant proof), suspension application shall be made in principle before the beginning of the semester examination week.

(5) Once approved, international student must stop all on campus activities immediately. All scores gained during suspension periods are considered invalid.

(6) During the period of suspension or retention of student status for international students, the school retains their student status, but does not enjoy the treatment of current students.

6. Reinstatement

(1) Those who have completed their leave of absence from school for health reasons should send a hospital certificate (must be diagnosed by a hospital of grade 2 or above) and an application for reinstatement to the school 2 months in advance. You may come to China only after approval is granted. After returning to school, the student must undergo a review by the school hospital (mental illnesses are reviewed by the school's Mental Health Education Center), and those who do not meet the

health requirements are not allowed to return to school.

(2) International students involved in serious breach or violation of law during the suspension period will not be qualified for reinstatement and will be required to dropout.

(3) International students failed to apply for reinstatement within two weeks after the expiration of suspension period will also not be qualified for reinstatement and be required to dropout.

(4) In principle, students who suspend school or retain their status cannot return to school in advance.

Chapter 9 Academic Warning and dropout

1. An academic warning system is carried out for international students. Students whose total credit in an academic year (excluding extra-curricular credits) is less than 30 credits and will be given an academic warning.

2. International students who have one of the following circumstances should be treated as dropouts:

(1) Regardless of the reason, the time of enrollment for undergraduate international students exceeds the maximum length of study;

(2) Received academic warnings twice during the study period;

(3) When the period of suspension or retention of student status expires, the international student fails to go through the formalities for the resumption of school or applies for resumption of school of the students who failed the re-examination;

(4) At the beginning of each semester, those who fail to register for registration within 2 weeks without approval;

(5) Failing to participate in the teaching activities specified by the school for 2 consecutive weeks without approval;

(6) I apply for withdrawal from school.

3. The school is responsible for calculating the credits taken by students at the end of each school year, issuing academic warning notices to students subject to academic warnings, and submitting them to the academic Affairs Department for the record.

4. For the handling of students who withdraw from school, the college submits a written report with relevant materials, and submits it to the Academic Affairs Office for review, and then the school issues a notice of withdrawal.

5. Students who withdraw from school should complete the withdrawal procedures and leave school within 10 working days from the date of delivery of the notice (or announcement).

Chapter 10 Graduation, Completion, Undergraduate

1. International students with formal academic status who have completed all the courses specified in the training plan and completed the specified practice links within the school's specified study period, and obtained the specified credits, will be allowed to graduate, and the school will issue a graduation certificate.

2. International students who have one of the following conditions are allowed to complete the course and will be issued a certificate of completion:

(1) If the length of study is over or under, the teaching links and content specified in the training plan have been completed, and the graduation requirements have not been met, but 90% or more of the required graduation credits have been obtained (excluding extracurricular credits), I shall apply for completion of;

(2) Students who have completed their studies no longer have the school status of our school, and are not allowed to continue to participate in teaching activities at the school, and the school will no longer issue graduation certificates.

3. In the last semester before the end of the school system, students can apply for an extension of the study period based on their uncompleted studies. The extension of the study period is based on semesters. The maximum length of study shall not exceed four academic years and the maximum study period shall not exceed the maximum study period, and shall be in accordance with school regulations Pay tuition, accommodation and other fees. Students who have completed the course are not allowed to apply for extension of the length of study.

4. International students who drop out of school for more than one year can be issued a certificate of undergraduate studies; students who have less than one year will be issued a certificate of study.

5. International students who are undergraduate no longer have the school status of our school, and are not allowed to continue to participate in teaching activities at the school, and the school will no longer issue graduation certificates.

6. International students who are expelled from school, regardless of the length of study time, cannot be issued with a certificate of undergraduate studies, only a certificate of study.

Chapter 11 Degree awards and certificates

1. International students graduating from our university shall be awarded bachelor's degree if they meet the following conditions during their study :

(1) Whoever abides by the Chinese national laws, regulations and the school rules and regulations.

(2) Whoever completes all required courses according to the training program

and gains the required credits.

(3) International students who are taught in Chinese achieves HSK Level 5 and in English achieves HSK Level 4.

2. Academic certificates and diplomas obtained by cheating, plagiarism, plagiarism or other improper means shall be revoked in accordance with the law. If the revoked academic certificates or degree certificates have been registered, the university shall cancel them and report to the education department to declare them invalid.

3. The certificate must be signed by the student before receiving it. It is can only be collected by the others who has a signed letter of entrustment or an email from the student's e-mail address.

4. Once the graduation certificate or degree certificate is lost or damaged, a confirmation certificate can be provided. The certificate has the same effect as the original.

Chapter 12 Supplementary Provisions

1. These general regulations apply to all full-time undergraduate international students.

2. These general regulations take effect from the date of issue. ISE reserves the right to make final interpretation of these regulations.

3. Issues not mentioned herein, please refer to Wuhan University of Technology Administrative Measures for International Undergraduate Students Management, Wuhan University of Technology Full-time undergraduate Students Status Management, Wuhan University of Technology International Measures for the implementation of students degree awarding as the criterion.

Wuhan University of Technology International Postgraduates Student Status Management

In accordance with the decree No. 42 of the Ministry of Education, Wuhan University of Technology Administrative Measures for Admission and Training of International Students, Wuhan University of Technology Administrative Measures for Postgraduate Students Training and Management, Wuhan University of Technology Administrative Measures for Postgraduate Students Status and Degree Management, Wuhan University of Technology Implementing Measures for Postgraduate Students Course Learning, Assessment and Performance Management and other relevant regulations on postgraduate management, we adhere to the principle of homogenization and consideration of differences to domestic students, this study guide is made for the international postgraduate and doctoral students status management, teaching and learning and degree management.

Chapter one Enrollment and Registration

1. New Student Enrollment

(1) It is in accordance with relevant provisions of Article 3 in Chapter 2 in Wuhan University of Technology Administrative Measures for Postgraduate Students Status and Degree Management.

(2) New students who fail to obtain a health certificate or fail to qualify for admission are not allowed to enrol, meanwhile the admission qualification shall be canceled and students shall leave China within one week.

(3) New international postgraduate students must bring a copy of admission notice and passport to the school where they study to go through procedures of studying within one week after completing the admission formalities in the International Students Office.

2. Semester Arrangement

(1) The academic year of Wuhan University of Technology is divided into spring and autumn semester.

(2) The autumn semester is the beginning of the new school year, commencing in September each year. The spring semester generally starts from February. The specific semester arrangements can refer to the school calendar.

3. Old Student Enrollment

(1) The fingerprints of all international postgraduate students (including scholarship students and self-funded students) should be checked. All the

international students should take the student card to register in the International Students Office in the specified time.

Register	Not allowed to register
Pay the relevant fees within the specified time; Return to school on time and go through the procedures related to register in the specified time.	Failed to pay the relevant fees within the specified time;
	Return to school on time and go through the procedures related to register in the specified time.
	Other cases that not met the register requirement.

(2) Students who are unable to register on time must go through procedures of asking for leave, otherwise they should be punished as absenteeism (4 hours per day). Those who fail to register without asking for leave for two weeks shall be subject to automatic withdrawal. International students are not allowed to participate in any teaching activities without registration.

Chapter Two Attendance and Discipline

1. Attendance

(1) Postgraduate students shall participate in all kinds of activities which are stipulated in the training program and organized by the school on time. They shall abide by the classroom discipline. No late, leave early, no absenteeism and no plagiarism in examination is allowed.

(2) Attendance is mainly recorded by course teacher or tutor, supplementary checked by the tutor or counsellor. Attendance records will serve as one of important references for applying for visas and residence permits.

(3) If the total number of absence is more than 1/3 of the teaching hours of the course in one semester, the qualification of assessment of the course shall be canceled and the score will be recorded as 0, furthermore an academic warning will be given and the course shall be retaken. The attendance in the thesis stage shall be checked in accordance with the requirements of the supervisor and the regulations of attendance management in the course stage. Academic warning will be recorded in the reward and punishment records section in the international students management system. Those who have been warned twice or more in a school year shall leave school and return to their home country before the end of the semester, and will drop out automatically from the following semester or school year.

(4) International graduate students who cannot continue studying because of illness or other reasons shall go through procedures of asking for leave. The procedure of asking for leave is as follows: applying by students, approval from the supervisor and the major school, and submit to the School of International Education and the School of Postgraduate for the record.

(5) Exit and Entry Administration Department of Wuhan Public Security Bureau issued a regulation that the extension of residence permit for international students was correlated to the performance and attendance records in the school. According to the regulation, students whose attendance and average score or the plus mean is less than 60% can only apply for a extension of residence permit no longer than one year. Those whose attendance and average score or the plus mean is less than 50% or attendance less than 30% will get a visa refusal directly.(see Appendix 7).

(6) All the international students (Scholarship or self-supported) are supposed to be collected the fingerprint during the registration as a new student and to do the fingerprint from 25 to 30 of each month. If the international students don't do in due time, the Scholarship students should consult the article "Management of International Students with Scholarship of Wuhan University of Technology"; and the self-supported student will not allow to participate the all the rewards evaluation.

2. Asking for Leave and Report Back from Leave

International students ask for a leave should go through formalities at least a week in advance. Except for force majeure situation or other justified reasons, asking for a leave afterwards is not allowed. In case of non-emergency, asking for leave is not allowed during the final examination period.

The procedures of taking a leave and the steps to have the leave approved are as follows:

(1) Any absence from single class shall be approved by the course teacher.

(2) Any leave for over one day but less than 3 days shall be approved by the course teacher or supervisor with a written application which should be submitted to the International Student Office for the record.

(3) Any leave for over 3 days but less than 1 week shall be agreed by the supervisor and approved by the school with a written application, which should be submitted to the International Student Office for the record.

(4) Any leave for over 1 week but less than 2 weeks shall be agreed by the supervisor with a written application, signed by the supervisor and further approved by the staff in charge at the International Students Office.

(5) Any leave for over 2 weeks but less than 8 weeks shall be agreed by the supervisor with a written application, signed by the vice dean of the school where students study, approved by the head of the International Students Office and

submitted to the School of Graduate for the record.

(6) Any leave over 8 weeks shall result in suspension of school. The application of suspension of school shall be agreed by the supervisor, reviewed the vice dean of the school where students study, further checked by the head of the International Students Office, approved by the Dean in charge of the international students affairs at the School of International Education and submitted to the School of Graduate for the record.

(7) Leaving school without prior approval is regarded as absentee. If a student leaves the school for more than 2 weeks without any approval, WHUT authority will inform the Public Security Bureau to cancel the residence permit of that student.

(8) The procedures of reporting back from leave should be went through in the International Students Office after the time limit of the leave.

3. Examination Discipline

(1) Students should enter the examination room on time. Those who are 30 minutes late are not allowed to take the examination and the course will be regarded as abandoning the examination. Those who cannot take part in the examination due to special reasons must ask for leave in advance and get an approval, meanwhile go through the procedures of postponing examination, otherwise will be regarded as abandoning the examination.

(2) After entering the examination room, students must take the student ID card and be seated at specified intervals, otherwise it is not allowed.

(3) In addition to the necessary stationery for the examination, no items and draft paper is allowed to be taken to the examination room. Schoolbags must be stored in a place designated by the exam supervisor.

(4) No cheating in any form, such as peeking, entrapment, transmission and exchange of examination answers. In addition to the invalid examination results, the score is recorded as 0 and also is marked as 'cheating'. There shall be no chance to participate in the re-examination, and also shall be subject to disciplinary punishment depending on the seriousness of the circumstances.

Chapter Three Training and Management Important Prcedure pf Training and Management for International Postgraduates

New Student Enrollment

Firstly, take Admission Notice and Passport to International Student Education Management Center.

Secondly, take Admission Notice and Passport to major school after completing the admission formalities in the International Students Office.



Registration

At the first week of each semester, all international students should register in International Student Education Management Center in the specified time (after paying the relevant fees at the first semester of each academic year).



Supervisor/Student Dual Selection (Master Students)

Attend Supervisor/Student Dual Selection Meeting according to Major School arrangement notice. Identify the right supervisor.



Enrollment Information Confirmation

Login the Postgraduate Education System and confirm personal information. Generate the enrollment form and submit it to major school.



Make Personal Training Plan

Login the Postgraduate Education System to select courses and make personal training plan under the guidance of supervisor according to major training program.



Course Exemption Application (*Chinese and Introduction to China*)

International Postgraduates should submit course exemption application form to International Students Education and Management Center with required documents at the first month of each semester.



Course Examination

All international postgraduates must attend the course final examination. Academic warning will be released by major school if international postgraduate fails courses.



Course Retaking

Postgraduate students who fail the examination or evaluation, or cancel the qualification of taking the examination shall retake the course. Those students should apply in the Postgraduate Education System within the first month of each semester.



Mid-term Assessment

It is arranged by major school after the completion of the course. International postgraduates who fail this assessment will terminate the study and be regarded as drop-out.



Thesis Proposal

It is arranged by major school at each semester. The period between the date of passing the thesis proposal and application for thesis defense is generally not less than 24 months for doctoral students and not less than 12 months for master students.



Graduation

International postgraduates need complete required course credits, pass the degree thesis defense and get the approval from the Academic Committee during the period of schooling. After achieving all requirements, international postgraduates can get graduation certificate.



Course-completion

At the end of the study period, international postgraduates who complete required course credits, pass the thesis proposal, but don't pass the degree thesis defense can only get the course-completion certificate.

1. Period of Schooling

(1) The period of schooling is generally the same as the educational system. The educational system for master's degree students is 3 years and the period of schooling is not exceed 5 years. The educational system for doctoral degree students is 4 years and the period of schooling is not exceed 7 years.

(2) The period of schooling is counted from the enrollment of students. It generally includes the time of the suspension of schooling and remaining the status as a student at school.

2. Study Requirement

The credit requirements, course study and assessment methods for international postgraduate students are carried out according to Wuhan University of Technology Postgraduate Students Training Program are as follows:

(1) Postgraduate students should formulate the training plan with the supervisor and the postgraduate office according to the training program of the discipline(major) within two weeks after enrollment. Meanwhile, postgraduates should login the Postgraduate Education System and select courses. Schedule according to the requirements and schedule of course study, literature reading, summary report, scientific research, thesis proposal, interim report, degree thesis, academic activity, internship and practical training.

(2) The first foreign language for international postgraduate students is Chinese Language, *Chinese Language*, *Introduction to China* and *Chinese Culture Experiencing* are the required course for international postgraduate students.

(3) International postgraduate students taught in Chinese should attend the same class and take the same exam as Chinese graduate students. Those taught in foreign languages will be in separate classes and take the separate exam.

(4) Postgraduate students can retake the failed course at the next academic year. Those who need retake course should apply in the Postgraduate Education System within the first month of each semester. If master's degree students fail accumulating 3 or more courses shall be regarded as dropout. If doctoral students fail accumulating 2 or more courses shall be regarded as dropout.

(5) International postgraduate students whose first foreign language and language of teaching is Chinese language shall achieve H.S.K level 5 before graduation. International postgraduate students whose language of teaching is Chinese language shall achieve H.S.K level 3 before graduation.

3. Assessment and Achievement Record

(1) Unregistered students are not allowed to participate in any teaching activities, including course selection, taking class, examination and score inquiry, etc. Assessment can be divided into two types: examination and evaluation. Course with

unsatisfactory assessment results can only be retaken but will be clearly marked in the academic transcript recording and certificating.

(2) The final score of the course is composed by the result of the exam paper and the usual performance , in which the proportion of final exam shall not be less than 70% in principal. The specific proportion shall be explicated in the course outline.

(3) Graduate curriculum are assessed by hundred-mark system and “60” is regarded as a pass.

(4) The website for course selection and score inquiry: [http:// 218.197.101.24/](http://218.197.101.24/), username : student ID number , Initial password : Whut + the last 6 digits of the passport number.

(5) Score inquiry refer to the attachment:How to Check Your Academic Transcript.

4. Exemption of Course

(1) *Chinese*

Application Requirement: HSK certificate Level 3 or above

Course Score Standard for the Exemption

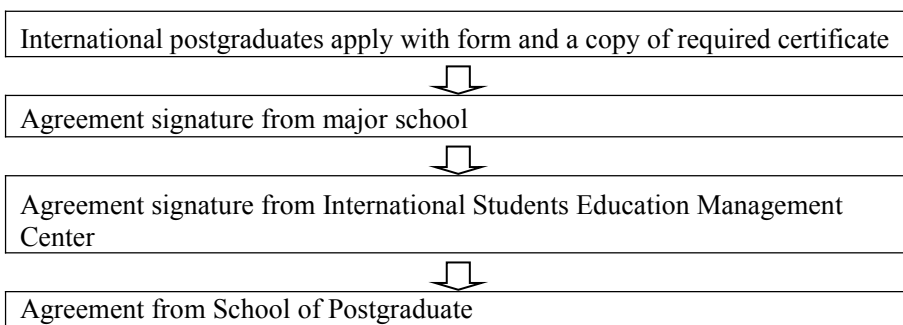
HSK level	L3	L4	L5 or above
Course Score	90	95	100

(2) *Introduction to China*

Application Requirement:

International Postgraduates who have completed one previous degree or qualified foundation year in the mainland of China and got this course score at least 80 can apply for exemption.

Course Score Standard for the exemption : 80



Students who get permission of free listening or exemption of a course does not need to participate in class study and examination. The result is recorded according to the corresponding standard. Any postgraduate who don't apply with the first

month of each semester will be regarded as giving up the exemption qualification and should attend class and examination on time..

5. Postponing Examination, abandonment Examination

(1) Postponing examination: international students should attend class study and assessment according to personal training plan. Those who cannot take an exam for sickness or other special reasons should go through the procedures of postponing the examination. In case of illness, student must submit an application of postponing examination with school hospital diagnosis certificate and relevant certificate to be approved by the competent departments of the university (school) where international student studies and the International Students Office. After approval, student can take the examination of the following academic year.

(2) Abandonment of examination: Those who do not go through the procedures of applying for postponing examination will be regarded as abandonment of examination. The score of the examination will be recorded as 0, one chance of retake the examination may be given according to the attitude and circumstances.

(3) Course retaking :

① According to Wuhan University of Technology Implementing Measures for Postgraduate Students Course Learning, Assessment and Performance Management, postgraduate students who fail the examination or evaluation, or canceled the qualification of taking the examination according to the relevant regulations, shall retake the course.

② For postgraduate students whose assessment result of the courses meet the requirements of applying for a degree, they are not allowed to retake the course that has been assessed as satisfactory.

③ Within the specified maximum period of schooling, the cumulative number of courses and the number of retaking shall not exceed 3 (courses) times.

④ Postgraduate students shall fill in the Approval Form of Retaking Courses for Postgraduate Students which shall be signed by the supervisor and further checked by the training unit. Training units report to the School of Graduate for the record. Once approved, postgraduate students can complete course selection on the internet. Those who failed to get an approval but taking part in course study and examination , the results will be invalid.

5. Thesis Proposal and Mid-term Assessment

It is carried out in accordance with *Wuhan University of Technology Implementing Measures for Postgraduate Students Thesis Proposal and Mid-term Assessment*. Postgraduate students must achieve the required credits in order to carry out mid-term assessment and thesis proposal. The mid-term assessment is generally arranged on completion of the course learning. Thesis proposal can only start after

passing the mid-term assessment. Whoever has unsatisfactory mid-term assessment shall terminate the study and be regarded as drop-out.

(1) Mid-term assessment

Mid-term assessment refers to the phased assessment of course performance, credit and scientific research ability of postgraduate students after the completion of the course.

Assessment criteria and grading: the middle-term assessment is adhere to the three-level grading principle: 90-100 regard as excellent , 60-89 regard as satisfactory and below 60 regard as unsatisfactory. The specific criteria is as follows:

Excellent: the average score of the degree courses is 85 or above and the result of the individual course shall be no less than 80. No record of course retaking.

Satisfactory: the average score of the degree courses is 75 or above.

In one of the following cases, the mid-term assessment is regarded as unsatisfactory:

- ① The average score of the degree courses is less than 75;
- ② Degree course retaking is up to three times;
- ③ Three or more courses fail in one semester;
- ④ Lack of genuine attitude and responsibility in the process of scientific research and social practice, cause major accidents;
- ⑤ Unsatisfactory scientific research capability and fail to complete the phased task in literature reading and preparation of thesis proposal.

Handling of Mid-term Assessment Result

Master students:

- ① Those who get a result of satisfactory or excellent can continue the study;
- ② Those who get a result of unsatisfactory shall terminate the study and be regarded as drop-out;

Doctoral students:

- ① Those who get a result of satisfactory or excellent can continue the study;
- ② Those who get a result of unsatisfactory shall terminate the doctoral degree study and be regarded as drop-out;

Time for Thesis Proposal and Mid-term Assessment

Doctoral students usually finish mid-term assessment within the fourth semester after enrollment.

The 3-year master students generally complete the mid-term assessment in the fourth semester after enrollment, and the 2-year master students generally complete it in the second semester after enrollment.

(2) Thesis Proposal

Thesis proposal is the process of summing up and reviewing the topic selection, professional basic knowledge and skills of postgraduates.

After passing the thesis proposal, the degree thesis stage will start. The topic in the thesis proposal shall be consistent with that in the final version of the degree defense. If the thesis proposal is not approved, it should be revised within three months and reapplied. Those who fail twice in thesis proposal, the postgraduate study shall be terminated and regarded as drop-out.

In order to ensure adequate research time, the period between the date of passing the thesis proposal and application for thesis defense is generally not less than 24 months for doctoral students and not less than 12 months for master students.

(3) Degree Thesis

Postgraduate students shall spend at least 1-2 years in scientific research and thesis writing to complete the degree thesis independently under the guidance of the supervisor. Those who taught in English must write the abstract in Chinese.

The Basic Requirements for Postgraduate Students applying for Degree Defense:

- ① Complete required course credits.
- ② Complete the thesis proposal.
- ③ Doctoral students shall publish a specified number of papers in the journal, for details see Annex Wuhan University of Technology Implementing Measures for International Students Degree Awarding;
- ④ Complete the degree thesis.
- ⑤ Pass the review of the specialist at Wuhan University of Technology.

Chapter Four Student Status Change

1. School transfer, change major or teaching language

(1) International students cannot change their major or transfer to another university in the middle way after enrollment. In any of the following cases, transferring school or changing major are allowed:

- ① Supervisor change due to major adjustment of the university.
- ② Whoever is unable to be cultivated by the University any longer.

(2) Application process:

①Scholarship students

New international students shall only fill in the ‘Application Form of the Change of Teaching Affairs’ within four weeks after new semester. Old International students should submit the application form and a letter of consent by the embassy(Consulate) of the sending country to China to the International Students Office before June 30. Students who want to transfer school have to additionally submit the offer letter from the college transferring to, and get an approval from the

school where student is studying, the School of Graduate, and the leader in charge of the international students' affairs, then further to be approved by China Scholarship Council.

② Self-funded students or students without scholarship:

Students shall fill in the 'Application Form of the Changes of Teaching Affairs' within four weeks of the commencement. Students who want to transfer school have to additionally submit an offer letter from the college transferring to. After getting the approval of the School of Graduate and the leaders in charge of the international students' affairs and paying off all the fees, students can go through the procedures. The deadline of application is June 30 each year. Tuition and accommodation fees will not be exempted from students transferring from degree to non-degree program.

(3) Whoever has one of the following conditions can't transfer school/ major:

- ① Unregistered new students;
- ② Whoever enrolled for less than one semester or one year before graduation;
- ③ Whoever has orientation training, entrust foster or sign the commitment letter;
- ④ Whoever is suspending from school, retaining their student status or retaining their qualifications for admission;

2. Suspension and reinstatement

(1) Suspension

① Postgraduate students can complete study stage by stage. Students who asking for leave for more than two months can not participate in the required teaching activities shall go through procedures of suspension.

② Student applying for Suspension should submit the application (suspension due to illness should provide medical certificate and other related materials) and agreed by the supervisor and the school (department) to indicate the suspension period, then checked and approved by the International Students Teaching Office, the International Students Office and the School of Graduate.

③ Suspension is calculated by semester, generally not exceed 1 year. The suspension period is not counted into the study time at school and can be applied twice within the maximum time of the period of schooling. Those who apply for suspension before the end of the semester shall be counted as suspended from that semester. Cross semester suspension is counted as two semesters. In addition to force majeure and other occurrence reasons, students should apply for suspension 15 days before the final examination, and no reinstatement during the semester. Once approved, international student must stop all in-campus class or examinations immediately. All scores gained during suspension periods are considered invalid.

④ Students should leave school in time after suspension, government scholarship students do not enjoy scholarship during the period of suspension.

(2) Reinstatement

① After the expiration of suspension period, international students should post the certificate of health and application for reinstatement to the International students Office. After getting the permission, international students are able to go to China and re-examine. International students should be healthy before reinstatement.

② International students applying for reinstatement after the suspension for illnesses must be certified by secondary-level hospital to prove students' restored health condition. Document should also be approved by school hospital (in the case of Mental illnesses, School Center for Mental Health is responsible for the recheck.)

③ International students involved in serious breach or violation of law during the suspension period will not be qualified for reinstatement and will be regarded as school drop-out.

④ International students failed to apply for reinstatement within two weeks after the expiration of suspension period will also not be qualified for reinstatement and will be regarded as school drop-out.

3. Extension of the Study Period

(1) Extension for Scholarship

Doctoral students who have completed the course leaning and thesis proposal but failed to apply for thesis defense in the third academic year may apply for a scholarship extension for a maximum of one year in accordance with the prescribed procedure. The extension period is usually half a year or one year.

Postgraduate students shall complete their studies within the prescribed time limit, and the period of scholarship assistance shall not be extended in principle. Doctoral students meet the training requirements for annual evaluation, mid-term assessment and thesis proposal, but not for doctoral thesis, may submit an application for extension for scholarship. Only after approval can they go through the extension formalities. Applications for extension are limited to one time, up to a maximum of one year.

Application procedures:

① Fill in the Chinese Government Scholarship Extension Application Form;

② Submit the application form, academic transcript, mid-term assessment and thesis proposal;

③ Apply to the sending country (unit) embassy (consulate) in China, and obtains a consent letter from the embassy (consulate) to clarify that the student is in the list of the Chinese government scholarship scheme offered by the Chinese government to the country for the next academic year;

Application period: March 10 to March 31.

(2) Self-paying Extension

Students who fail to complete their studies on schedule and need to extend their study period shall submit application to the relevant departments of the school for approval. It is allowed to apply for an extension of study time within the period of schooling. During the extension period, tuition fees, accommodation and other related fees should be paid according to the regulations.

Application Procedures:

- ① Fill in the Application Form of the Alternation of Teaching Affairs;
- ② Pay all the fees during the extension period according to the regulations;

Application deadline: The first semester December 31 ; The Second Semester June 30.

(3) Others issues

To encourage students to work hard, all students who are approved to extension the period of study will no longer be eligible for outstanding students.

All international students who are allowed to extend their stay in China must not leave school 6 months before the extension expires, and must sign in by monthly fingerprint and submit the signature to the supervisor for confirmation.

Doctoral candidates should be checked the completion of school work at all stages, namely finish all the curriculum in the second semester and the thesis proposal, the publication of articles and the proportion of thesis in the third semester.

4. Drop Out and Expulsion from School

It is in accordance with relevant provisions of Article 26 and Article 28 in Wuhan University of Technology Administrative Measures for Postgraduate Students Status and Degree Management.

Chapter Five Graduation, Completion and school drop out

1. Graduation and Course completion

At the end of the study period, international student (including transfer to other college, suspension or drop-out from school, etc.) shall apply to the International Students Office for leaving school, pay off all the fees, return books and certificates, then certificate of Completion or Graduation can be applied. Students shall leave China 15 days after the date of graduation (before the expiry of the residence permit, usually January 31 and July 15 or 31 for degree students).

2. School Drop out

(1) International students dropping out of the school after the completion of one full year of study at the university may be given a Certificate of Incomplete.

(2) Students with a Certificate of Associate degree are not eligible to have enrollment status, participate in teaching activities or to be certified to get certificate of graduation.

(3) International students got expulsion from academic status cannot be given a Certificate of Associate degree, but they can be given a certificate to prove the period of their study at school.

3. Applying for restoration of certificates

In case of loss or damage of graduate, associate and degree certificate, student can apply for restoration. After verification, international students will be given the second certificate, which carries equal power with the original one.

Issues not mentioned herein, please refer to Wuhan University of Technology Administrative Measures for Postgraduate Students Training and Management, Wuhan University of Technology Administrative Measures for Postgraduate Students Status and Degree Management, Wuhan University of Technology Implementing Measures for Postgraduate Students Course Learning, Assessment and Performance Management , Wuhan University of Technology Implementing Measures for Full-time Postgraduate Students Mid-term Assessment and Thesis Proposal, and Wuhan University of Technology International Measures for the implementation of students degree awarding as the criterion.

Wuhan University of Technology

Administrative Measures for International Preparatory Students Learning Guide

Chapter 1 General Principles

The learning guide is made for the international foundation students in accordance with the Administrative Measures for Admission and Training of International Students and To Develop Foundation Education for International Undergraduate Students with Chinese Government Scholarship by the Ministry of Education, and the actual situation of international foundation students at Wuhan University of Technology.

Chapter 2 Enrollment and Registration

1. International students must go through the procedures of registration in the International Students Center on time with Wuhan University of Technology Admission Notice and Passport etc. Form for International Students. Those who are unable to register on time shall ask for leave which shall not exceed one month. Otherwise, except for legitimate reasons such as force majeure, it is regarded as waiving the qualification for admission.

2. International students must obtain the Certificate of Physical Examination Verification issued by the Bureau of Exit-entry and Quarantine. Whoever has a disease which can meet the health standards in short-term treatment (no more than one year) can be allowed to retain the admission qualification for one year after their application and school approval. Students who retain the admission qualification has no student status.

3. International students should return to the home country for treatment and do not enjoy the treatment of students on campus during the period of leaving school. Apply for admission one week before the next year's new students enroll and issue a formal hospital diagnostic certificate. After approval they can go through procedures of enrollment, otherwise, they will be disqualified for admission. This type of students (including students with Chinese Government Scholarship) should leave the university and return to the home country at their own expense immediately.

4. In order to know the leaning level of international students, new students must take an entrance examination, which includes mathematics, physics, English (non-native English students).

5. The academic year of Wuhan University of Technology is divided into

spring and autumn semester. International students must go through procedures of registration once a semester. In the autumn semester, international students must pay the specified costs and then go through the procedures of registration, otherwise, registration is not allowed.

6. If it happens to relative's funeral or maternity leave, or be hospitalized due to illness, international students should go through procedures of asking for leave. The period of asking for leave shall be less than two weeks, if it is longer than 1 month, a suspension of school will be taken into effect. Those who don't go through procedures of asking for leave or overdue the period of leave, except for force majeure and other legitimate reasons, shall be subject to automatic withdrawal.

Chapter 3 Educational System and Period of Schooling

1. Educational system is the provision of the essential time to study curriculum of all majors for all kinds of schools, namely the period of schooling for international students to finish curriculum and learning tasks.

2. The period of schooling is counted from the enrollment of students. It generally includes the time of the suspension of schooling and remaining the status as a student at school.

3. The educational system for international foundation students is generally 1 year. Each academic year includes two semesters. The length of each semester is generally 19 weeks (including 1 week of examination). Foundation students should complete the prescribed courses within the period of schooling. Only on completion of the foundation year, students can be able to start the major course.

Chapter 4 Attendance and Discipline

1. The attendance of all kinds of courses which are participated by international students shall be checked. The attendance of teaching activities is mainly recorded by course teacher, supplementary checked by the class monitor, tutor or international tutor. The attendance of other activities will be checked by the organizer.

2. International students should abide by class discipline, and be fully involved in the class. Students cannot leave classroom without permission by the teacher. International students should not be late for classes nor leave their classes earlier than due time. Being late for more than 15 minutes or leaving classes 15 or more minutes earlier than its due time are all equaled to lateness for an hour. Lateness for few minutes or leaving earlier 3 times in total is also equaled to lateness for an hour. Being absent one day will be recorded as absent for 6 hours. An academic warning will be given to the students when they are absent for 20 hours. If a student becomes

absent for more than 1/3 of the course without reason in a semester, she/he gets disqualified for final examination from the course and automatically get zero for the course.

3. International students ask for a leave should go through formalities in advance. Except for force majeure situation or other justified reasons, asking for a leave afterwards is not allowed. In case of non-emergency, asking for leave is not allowed during the final examination period. The procedures of taking a leave and the steps to have the leave approved are as follows:

(1) Any leave within a day shall be approved by the course teacher.

(2) Any leave for over one day but less than 3 days shall be approved by the tutor with an application. Asking for leave due to illness shall provide the hospital certificate.

(3) Any leave for over 3 days but less than 4 weeks shall be agreed by the tutor with an application, asking for leave due to illness shall provide the hospital certificate, signed by the head of the International Students Office.

(4) Any leave for over 4 weeks shall be agreed by the tutor with an application, asking for leave due to illness shall provide the hospital certificate, signed by the head of the International Students Office, and further approved by the Dean in charge at the School of International Education.

Leaving school without prior approval is regarded as absentee. If a student leaves the school for more than 2 weeks without any approval, WHUT authority will inform the Public Security Bureau to cancel the residence permit of that student.

4. Exit and Entry Administration Department of Wuhan Public Security Bureau issued a regulation that the extension of residence permit for international students was correlated to the performance and attendance records in the school. According to the regulation, students whose attendance and average score or the plus mean is less than 60% can only apply for a extension of residence permit no longer than one year. Those whose attendance and average score or the plus mean is less than 50% or attendance less than 30% will get a visa refusal directly.(see Appendix

5. All the international students (Scholarship or self-supported) are supposed to be collected the fingerprint during the registration as a new student and to do the fingerprint from 25 to 30 of each month. If the international students don't do in due time, the Scholarship students should consult the article "Management of International Students with Scholarship of Wuhan University of Technology"; and the self-supported student will not allow to participate the all the rewards evaluation.

Chapter 5 Assessment and Achievement Record

1. The results of the examination are often evaluated by grading system of 100 points (marks) .Those who fail to participate in the assessment according to the regulations and don't go through procedures of apply for postponing examination, the course assessment score is recorded as zero.

2. The final comprehensive assessment result is decided by the regular performance and the final exam results. The usual grades include grades such as attendance, homework, and class performance.

3. Students are required to take the examination on time according to the examination schedule published by the university (school). Those who miss examinations or do not take examinations without permission are regarded as absent for examination .

4. If international students who eventually fail the course for the first time can apply for a make-up examination. The highest score of make-up examination can be 60. "Make-up examination" will be stated in student's marking sheet. Make-up examinations are not allowed for international students who are disqualification for the examination, abandonment of the examination or breaching of exam discipline or cheating .

5. International students who cannot take an exam for sickness or other special reasons should go through the procedures of application for postponing the examination. Once checked and approved by the International Students Teaching Affairs Center, the submitted application comes into effect. In otherwise case, it is regarded as abandonment of the examination. Whoever takes a suspension examination for the reason of sickness has to submit related case of illness. As for special conditions, students have to submit a personal statement. The curriculum of the suspension examination goes on with make-up examination.

6. Due to the period of school is only one year for the international foundation students, retaking course is not allowed for anyone who fails the make-up exam.

7. Those who have any objection to the exam results can submit a written application within two weeks after the following semester starts to the International Students Teaching Affairs Center for reviewing the results and drawing an conclusion. Reviewing the results is not allowed after the specified time.

Chapter 6 Course Study and Course Completion Management

1. The foundation course adopts intensive teaching method and focuses on the study of Chinese,Mathematics,Physics and HSK tutoring. Only those who pass all the courses and obtain the HSK level 4 Certificate will be able to complete

foundation study.

2. Before the completion of Chinese Language study, according to the study of the foundation course and the examination of HSK level 4, the teaching office will hold a meeting to decide the pathway for the international foundation students:

(1) Whoever passes HSK level 4 and all the courses can start the major course. Teaching language can be chosen by students, only one chance of changing and the new tuition standard will be implemented.

(2) Whoever admitted to the program taught in English, has a good performance but fails in HSK 4 can start the major course taught in English.

(3) Whoever admitted to the program taught in Chinese but fail in HSK 4, if there is any identical or similar major, teaching language can be changed only once and the new tuition standard will be implemented.

(4) Students whoever fails in Mathematics shall choose majors in Arts and Law, only once after major change and the new tuition standard will be implemented.

(5) Students whoever fails in Physics shall choose majors in economics and management, only once after major change and the new tuition standard will be implemented.

3. Whoever completes the foundation year will be issued a certificate of completion. In case of loss or damage of the certificate, it shall not be reissued. After applying by students and verifying by the International Students Teaching Affairs Center, international students will be given a certificate, which carries equal power with the original one.

Chapter 7 Students Status Change (School Transfer, Suspension, Reinstatement, Self-funded Extension)

1. The Acceptance time of student status change: within the first month after registration.

2. Procedures of changing student status: Firstly, Students get the 'Application Form of the Change of Teaching Affairs' from the International Teaching office. Secondly, the application form is signed by supervisor and upload management system. Then, and modify the system student status information after the leader in charge of international students approves the application.

3. Changing student status includes changing major, transferring school, suspension, reinstatement, self-funded extension for the period of schooling.

(1) Students who want to transfer school have to additionally submit the offer letter from the college transferring to.

(2) Students with Chinese Government Scholarship who want to change status have to additionally submit a letter of consent by the embassy(Consulate) of the

sending country to China.

(3) If there is a special reason (illness or a special family condition), international students can apply for suspension for their studies. However, in suspension period, students lose their student status and thus cannot enjoy university facilities and services as regular students do. Suspension period is generally one year for international students. Application for suspension should not generally be later than half a month before the semester exam period. In case of serious illness (with a certificate presented by a hospital) or serious accident (with relevant proof), a student should apply for suspension before the semester exam period. Once approved, international student must stop all in-campus activities immediately. All scores gained during suspension periods are considered invalid.

(4) After the expiration of suspension period due to illness, international students should post the certificate of health and application for reinstatement to the International students Office one months in advance. After getting the permission, international students are able to go to China and re-examine. International students should be healthy before reinstatement.

(5) International students failed to apply for reinstatement within two weeks after the expiration of suspension period will also not be qualified for reinstatement and will be regarded as automatic withdrawal.

Chapter 8 Supplementary Provisions

1. The administrative measures will be trial implemented to the international preparatory students at Wuhan University of Technology from September, 2018.

2. The administrative measures will be explained by the International Students Teaching Office.

Wuhan University of Technology

Administrative Measures for the International Non-degree Students (Exchange Students)

Chapter 1 General Principles

The administrative measures are formulated in accordance with administrative measures for all types of international student status management the actual situation of international non-degree students (exchange students).

Chapter 2 Enrollment and Registration

1. International students admitted to Wuhan University of Technology in accordance with the agreement between the two universities must go through the procedures of registration on time according to the requirements.

2. The academic year of Wuhan University of Technology is divided into spring and autumn semester. International students must go through procedures of registration in the required time. International students whose period of schooling is one year shall register in the beginning of the second semester. According to the agreement between two universities, international students must pay the specified costs and then go through the procedures of registration, otherwise, registration is not allowed.

3. Those who are unable to register on time must be informed by a letter from the sending university. If the course starts for more than one month, you still can't register, it is recommended that international students shall come in the next semester. If the sending university insists, all the consequences will be borne by the international students themselves.

Chapter 3 Period of Schooling

1. According to the agreement between two universities, the period of schooling for non-degree students is normally one semester or one academic year.

2. International students whose period of schooling is one semester can be extended to another semester and the total period of schooling should be no more than one year.

Chapter 4 Attendance and Discipline

1. The attendance of all kinds of activities which are participated by international students shall be checked. The attendance of teaching activities is mainly recorded by course teacher, supplementary checked by the class monitor,

tutor or international tutor. The attendance of other activities will be checked by the organizer.

2. International students should abide by class discipline, and be fully involved in the class. Students cannot leave classroom without permission by the teacher. International students should not be late for classes nor leave their classes earlier than due time. Being late for more than 15 minutes or leaving classes 15 or more minutes earlier than its due time are all equaled to lateness for an hour. Lateness for few minutes or leaving earlier 3 times in total is also equaled to lateness for an hour. Being absent one day will be recorded as absent for 4 hours. An academic warning will be given to the students when they are absent for 20 hours. Whoever becomes absent for more than 1/3 of the course without reason in a semester gets disqualified for final examination from the course and automatically get zero for the course.

3. International students ask for a leave should go through formalities in advance. Except for force majeure situation or other justified reasons, asking for a leave afterwards is not allowed. In case of non-emergency, asking for leave is not allowed during the final examination period. The procedures of taking a leave and the steps to have the leave approved are as follows:

Any leave within a day shall be approved by the course teacher (or the leading teacher during the internship period).

Any leave for over one day but less than 3 days shall be approved by the staff in charge at the International Students Teaching Affairs Center with a written application.

Any leave for over 3 days shall be informed by the sending university with a letter.

Whoever leaves the school without any approval will be regarded as absent. Whoever is absent for two weeks, the sending university will be informed.

Chapter 5 Learning Tasks

According to the requirements of the sending university, The learning tasks of short term international students can be divided into four types: course study, laboratory practice, cultural practice and special research.

1. Course Study:

(1) International students select courses from the same or similar majors according to the professional background.

(2) In the first month of commencement, international students may listen to the selected courses and confirm with the sending university.

(3) After one month, international students submit a list of courses selected which is confirmed by the sending university.

2. Laboratory practice:

(1) After the international students arrive at the school, the International Student Teaching Office will assist in making an appointment with the tutor

(2) According to the requirements of Wuhan University of Technology International Exchange Students Internship Guidance Manual , the supervisor and international students fill in the relevant research progress on schedule and confirm with signature.

(3) After the internship, the manual shall be submitted to the International Students Teaching Affairs Center for the record. Whoever needs to keep the original version can submit a photocopied one.

3. Cultural practice:

(1) According to the requirements of the sending university, teaching arrangements will be made separately by organizing the cultural practice activities on campus, in Wuhan and outside of Wuhan.

(2) In principle, the teaching should be carried out according to the established plan, but due to the adjustment of the school teachers or the limitation of the site, teaching can be adjusted appropriately.

(3) During the cultural practice period, qualified student assistants will be selected by the International Student Teaching Affairs Center to coordinate the relevant matters.

4. Special research:

(1) According to the research projects provided by the sending university, research arrangements are made separately by organizing special lectures on campus, research or market research of relevant units.

(2) In principle, the research of corresponding working units will be arranged. If there is no suitable units, similar units or marketing research will be arranged.

(3) During the special research period, qualified student assistants will be selected by the International Student Teaching Affairs Center to coordinate the relevant matters.

Chapter 6 Course or Internship Assessment and Achievement Record

1. International students shall take part in the selected course of study and pass the assessment before they can get credit. International students are not allowed to take part in the assessment of unelected courses. Otherwise the result will be invalid. Those who choose the course but fail to participate in the assessment according to the regulations and don't go through procedures of apply for postponing examination, the course assessment score is recorded as zero. Academic transcript and credit certificate will be posted to the sending university in the first month of the

following semester.

2. The method of course assessment and the proportion of regular results and final exam results is determined by lecturers and approved by the school.

3. The results of the examination are often evaluated by grading system of 100 points (marks). The transferring criteria are usually affirmed by university's Teaching Affairs Office following relevant regulations.

4. Students are required to take the examination on time according to the examination schedule published by the university (school). Those who miss examinations or do not take examinations without permission are regarded as abandonment of examination.

5. International students who cannot take an exam due to sickness should go through the procedures of application for postponing the examination. A written application and case of illness shall be agreed by the sending university and further checked and approved by the International Students Teaching Affairs Center, the submitted application comes into effect. In otherwise case, it is regarded as absent of the examination. As for the conflict of time to take examination, it has to be verified by the International Students Teaching Affairs Center. The curriculum of the suspension examination will be organized separately by the International Students Teaching Affairs Center.

6. International students whoever has to return to the sending university before the examination for special reasons, a letter of confirmation by the sending university shall be checked and approved by the International Students Teaching Affairs Center, the examination of the course may be carried out in the sending university. The International Students Teaching Affairs Center sends the test papers to the sending university, which is responsible for organizing the examination and sending back the paper. The examination papers for international students are marked and scored by the course teacher.

7. Those who have any objection to the exam results can submit a written application to the sending university for reviewing the results within two weeks after the following semester starts. Once a letter sent by the sending university, the results will be reviewed and a final conclusion will be drawn by the International Students Teaching Affairs Center.

8. International students who participate in laboratory internship, the assessment shall be arranged in accordance with the requirements for *Wuhan University of Technology International Students Internship Guidance Manual*, completed and signed by the supervisor for confirmation. If the sending university has other assessment requirements, it is also completed and signed by the supervisor for confirmation.

9. International students who take part in cultural practice will be arranged for the assessment of relevant contents and issued a certificate of completion according to the requirements of the sending university.

10. International students who participate in special research will be arranged for the assessment by the sending university.

Chapter 7 Student Status Change

1. Acceptance time of applying for students status change: within the first month of registration for new international students.

2. Procedures of applying for students status change: international students submit the application to the sending university, the sending university sends a letter of confirmation, the International Student Teaching Affairs Center check and approve the application.

3. Students status change includes changing major, automatically withdrawal and extension of the period of schooling.

Chapter 8 Supplementary Provisions

1. The administrative measures will be trial implemented to the international non-degree students (exchange students) at Wuhan University of Technology from September, 2018.

2. The administrative measures will be explained by the International Students Teaching Office.

Wuhan University of Technology Students Accommodation Regulations

The dormitory is not only an important place for students to live, but it also is a significant front for developing the students' civilized behaviors. The regulations are made to improve the accommodation management and create a living environment for civilization, safety and harmony.

I. Check-in and check-out

1. In principle, the university shall arrange the lodging for international students close to the college where they belong, normally 2 students share one room(except PHD students), and the students shall pay the dormitory bill according to the stipulation. If the students do not live in the dormitory for special reasons in midstream, the dormitory bill shall be paid by the actual months (if the students live in the dormitory for less than one month, the students shall pay one month's bill, and 10 months in an academic year is calculated). For those who break the university regulations and move out of the dormitory by themselves without a written application and approval, the university shall not return the dormitory bill to them.

2. New international students shall live in the school dormitory in the first year. The students shall check in at the designated room in time and abide by the university's arrangement. During the summer and winter holidays, the university shall arrange and manage the lodging according to the number of students staying in the university.

3. After the students live in the room, they can not change the room with others without permission, or lend, rent their rooms and beds to others for any reason. If they want to change the room for special reasons, the students shall turn in an application, report it to the International Students Office for approval, and then they shall be allowed to change the room. What's more, they have to go to the building keeper for the relevant procedures.

4. Whoever does not live in the dormitory for the following particular reasons can apply for off-campus housing and complete the relevant procedures by the rules.

- (1) Suffer from infectious diseases;
- (2) Suffer from skin diseases and need live alone for cure;
- (3) The disabled cannot look after themselves, so they ask the parents to accompany them for studying;
- (4) The university's dormitory cannot satisfy the students;
- (5) Need live alone for other exceptional cases.

The students who conform to the special cases above and want to live in off-campus housing, the declaring procedures are as follows:

(1) The personal application accounts for off-campus housing, house detailed address, contact method, living span, etc. The distance of accommodation shall not exceed 3 km from the school;

(2) Sick students need to show both the certificate of the first-degree hospital in the county or the city as well as the certificate that the university confirms;

(3) The relevant departments must confirm other special cases in writing;

(4) After the examination and approval, the students hold the approved application to the building keeper for the record. When the students move out of the dormitory, the logistics group dormitory management center or property management department assigns the building keeper to check and inspect furniture, articles, equipment, etc. After the students settle extra water and power bills, they can check out; and they will pay the full price for anything damaged.

(5) After finishing check-out, the students shall go to the International Students Office for nullifying the registration of lodging.

(6) Provide the copies of both leasing contract of off-campus housing and of registration card of temporary accommodation issued by the local police station.

(7) Upon approval, students can take the approved application to the International Students Office for registration record. While checking out from the dormitory, the logistics group of dormitory center or property management department will arrange the doorkeeper to check whether there is a damage or loss of the listed facilities one by one. Any damage or loss of any listed item shall be restored with the expenses paid by students as per the price listed in the Inventory Checklists. Checking furniture, facilities and pay the electricity and water bill over fulfil the quota. damage compensation;

5. International students who change room due to suspension, changing major or grade, or move back to the dormitory due to the off-campus accommodation expires, shall hold the relevant documents of the academic Affairs Department and the relevant certificate of the school where students study (Only school certificate is needed for students whoes off-campus accommodation expires) to go through the relevant check-in formalities in the International Students Office.

6. Each student receives a key to the room when they check in. The student must keep the key safe, and cannot exchange the lock of the door by oneself. The spare key in the duty room is available only in case of emergency, and the students can borrow it by valid cards like student card.

7. When the students check out, the logistics group dormitory management center or property management department checks and inspect facilities like furniture, etc. After they meet the standard of acceptance checks, the students can

check out. They will pay the full price for anything damaged. The students who complete the check-out procedures should leave the dormitory and hand the key back to the guard in the building.

II. Daily Management

1. The dormitory is supplied with power the whole day. Water and power standards are performed according to the country's and university's related regulations (in accordance with the spirit of NO. 183 Document, Hubei Price [2006] , each student's free quota of water is 3 ton per month, and each student's free quota of power is 8 kwh per month) and the student must pay any extra costs.

2. The gate of the dormitory is closed form 23:00 pm to 6:00 am the following day. Late students are asked to show student card or relevant cards for the registration and then can enter the dormitory after the guard agrees.

3. Students shall care for public property, use all kinds of public facilities in the dormitory and keep them safe in accordance with the regulations. If destroyed naturally, the students shall report to the guard's office for repairs; if destroyed due to human error, the students must pay the full price.

4. The affairs, sanitation and decoration in the dormitory shall be done by the students. Based on the real cases, the students should make a rule for the dormitory and put it on the prominent place and implement it; build a duty-roster system to keep the room clean and tidy, make sure that there are no ball marks, footprints or scribbles on the wall. The students must sweep the litter in the dormitory beside the corridor before 8:00 in the daytime or after 8:00 in the evening, and the cleaner takes it out. At other times, the students mustn't sweep the rubbish on the sidewalk but put the rubbish into the dustbin.

5. Fire control passageways or public places like the entrances, corridors, and stairs in the dormitory should be kept clear. The students mustn't park bikes and pile up other articles in the areas above. Such transports as bicycles and electric motor cars should be put in order at a given place. Ban the use of motorcar. Once discovered, the traffic police department and the security office shall punish those students according to the related regulations.

6. When the students have access to the dormitory with large parcels and precious articles, they have to register in the guard office in the building. The students can enter or leave after the guard permits.

7. Without the university consent, any entity or individual is prohibited from carrying out commercial publicity, doing business and configuring a service and so on. Once discovered, any entity or individual shall be punished by the security office.

8. The dormitory is the place for students to live, so the following actions shall

be prohibited:

- (1) Destroy public facilities in the dormitory;
- (2) Such unsafe activities as swarming, fighting, throwing, smashing and burning;
- (3) Play ball games, skate, and speak aloud in the dormitory and interfere with others' life and learning;
- (4) Pour leftovers and things that easy to block up the pipe into the sink; Pour water, scatter bits of litter and other wastes through the window;
- (5) Burn waste, use appliances like electric stove, electric heater, cookers, coal furnace, alcohol stove, gas stove in the students' dormitory; join the electrical wires and change a fuse without permission; use fire and power like candles that is liable to endanger facilities and human safety; use 'three-no appliances' (no qualification, no product name and no signs of factory name and address) like inferior chargers and routers;
- (6) Bring inflammable, explosive and noxious articles to the students' dormitory;
- (7) Raise pets;
- (8) Play mahjong or gamble; look for trouble because of drinking; watch and propagate radical and obscene publications; steal or rob public and private property, extort property; fight, make trouble, insult, endanger and humiliate others; propagate feudal and superstitious ideas and organize illegal activities;
- (9) Lodge relatives and friends, the opposite sex and other outsiders without permission;
- (10) Other behaviors that break the university's rules.

III. Visiting System

1. The system of registration is carried out in the students' dormitory. People from other places have to register in the duty office, and then can enter the dormitory after the guard on duty agrees.
2. People from other places have to leave the dormitory before 22:30 in the evening.

IV. Supplementary Regulations

1. Whoever disobeys the regulations shall be punished in according with the seriousness of the cases and with The Disciplinary Provisions for Students.
2. The students' working department shall be responsible for interpreting the regulations.
3. The regulations shall come into force on the date of propagation.

Appendix II:

Wuhan University of Technology Full-time Undergraduate Student Disciplinary Punishment Provisions

(Reviewed and Approved by the 11th Principal's Office Meeting in 2017)

I. General Principles

Article 1. According to the Regulations on the Management of College Students (Decree No.41) by the Ministry of Education, combining with the actual situation of our university, these provisions are formulated to keep the order of teaching and living, to create a good learning environment and to educate students to abide by the law and discipline.

Article 2. These provisions are applied to undergraduate students at Wuhan University of Technology who break the rule and the law to receive a disciplinary punishment.

Article 3. Those who break the law, regulations and disciplines shall be given criticism and education up to disciplinary punishment according to the provisions.

Article 4. On dealing with students breaking rules, we have to adhere to both education and punishment; Disciplinary punishment shall be implemented on the basis of the stipulated process and the facts as well as conform to the nature and situation of actions of breaking rules and the degree of faults.

II. Types of Disciplinary Punishment

Article 5. Types of disciplinary punishment are classified into:

- (1) Warning
- (2) Severe warning
- (3) Record a demerit
- (4) Academic probation
- (5) Expulsion

Article 6. Apart from expulsion, disciplinary punishment lasts for 6-12 months starting from the date of the decision.

The duration of the disciplinary punishment is as follow:

- (1) Warning: 6 months;
- (2) Severe warning: 8 months;
- (3) Record a demerit: 10 months;

(4) Academic probation: 12 months;

Whoever has no disciplinary behavior but shows signs of repentance during the disciplinary punishment period, disciplinary punishment shall be canceled on time. The cancellation of disciplinary punishment shall be applied by the student and approved by the school after appraising it through discussion according to the prescribed procedure. After cancellation, the awarding and other rights and interests of the student shall no longer be affected by the original punishment.

For those who behave better and do model deeds, disciplinary punishment shall be canceled ahead of time.

For those who show no signs of repentance during the period, the punishment shall be extended for six months by the university.

Whoever is given punishment as more than warning during the academic probation shall be expelled from the university.

III. Discipline and Disciplinary Punishment

Article 7. Whoever endangers national security speech and has reactionary behavior shall be treated as follows according to the circumstances:

(1) For those who do not cause serious consequences and may correct their mistakes after persuasion, they are given a punishment of recording a demerit or academic probation. For those who preserve their errors after persuasion, they shall be expelled from the university.

(2) For those who cause serious consequences, they shall be expelled from the university.

(3) For those who break the law and the rule, disrupt stability and unity, disturb the social order as well as jeopardize national security, they shall be expelled from the university.

Article 8. Whoever plans, organizes and instigates others to riot as well as disrupts stability and unity, disturbs the social order shall be treated as follows according to the circumstances:

(1) For those who instigate others to riot and disturb the social order, they shall be given a punishment of recording a demerit up to school expulsion.

(2) For those who organize and take the lead in stirring up trouble as well as disrupt stability and unity, they shall be given a punishment of recording a demerit up to school expulsion.

(3) For those who disseminate illegal speech or information, incite trouble or creates chaos, they shall be given a punishment of recording a demerit up to school expulsion.

Article 9. Those who break the law and the rule and are punished by the public

security and judicial departments shall be treated as follows according to the circumstances:

Those who break the Public Security Management Punishment Law with a warning or fine, they shall be given a serious warning or recording a demerit; Those with a security detention shall be given an academic probation or school expulsion; Those who break the law and lead to a criminal offence shall be expelled from the university.

Article 10. Those who hurt others, cause trouble, participate in fights and shall be punished as follows according to the circumstances:

(1) Those who don't strike a blow but tease, insult and threaten others, disturb others' normal life and learning, and cause trouble shall be given a warning or serious warning;

(2) Those who strike a blow at others shall be given a warning or serious warning;

(3) Those who bring others slight injury shall be given punishment as more than recording a demerit;

(4) Those who bring others minor injury shall be given punishment as more than an academic probation;

(5) Those who bring others serious injury shall be expelled from the university;

(6) Those who participate the gang fight shall be given a serious warning or recording a demerit; those who lead or strike a blow at others shall be given punishment as more than an probation; those who bring others some injuries shall be expelled from the university;

(7) Those who tempt and organize others to fight shall be given punishment as less than a black mark; for those who cause serious consequences, they shall be given punishment as more than an academic probation.

(8) Those who favor either side under the pretext of "mediate a quarrel" and make the affairs worse shall be given a serious warning or recording a demerit;

(9) Those who provide the weapon for others to fight shall be given punishment as more than a serious warning according to the consequences produced;

(10) Those who begin the fight and strike a blow at others with tools shall be punished seriously; those who invite people inside and outside the university to cause trouble and fight shall be given increasing punishment; those who threaten , racketeer and revenge the beaten person or witness shall be punished seriously;

(11) For the insider who gives false testimony to others on purpose or those who pose difficulty in investigation, they all shall be given a serious warning or recording a demerit;

(12) Besides punishing the offenders according to the provisions above, they shall compensate for the economic loss for the victims and pay the medical and other necessary expenses for them; those who refuse to pay the expenses above or do not pay then in time shall be punished seriously; if the offenders are more than two people, the college security department shall rule the compensation share in accordance with the specific situation;

(13) The called ‘slight injury’, ‘minor injury’, and ‘serious injury’ in the article are concluded by the forensic corroboratory department, and forensic appraisal fees shall be borne by the offenders.

Article 11. Whoever breaks the examination discipline shall be dealt with according to Treatment of the Examination Discipline.

Article 12. Leave school without permission and take French leave (deduct festivals and vacations from the running days, calculated at 4 credit hours a day, if the actual hours is more than this number, calculate in terms with the actual hours). Those whose absence from school is up to 20 hours shall be given a warning or serious warning; those whose absence is up to 30 hours shall be given a punishment of recording a demerit; those whose absence is up to 40 hours shall be given punishment as more than an academic probation;

Article 13. Besides recovering the stolen money and goods or compensating for the loss, whoever encroaches on public and private property by improper means such as stealing, extortion, fraud and false claim shall be treated as follows according to the seriousness of circumstances:

(1) Whoever involves less than 400 Yuan in the case shall be given punishment as less than a serious warning;

(2) Whoever involves between 400 Yuan and 1000 Yuan in the case shall be recorded a demerit;

(3) Whoever involves over 1000 Yuan in the case shall be given punishment as more than an academic probation;

(4) Those who intimidate, cheat or rob others shall be punished severely, until they shall be expelled from the university;

(5) The provisions above also applies to deal with those who commit a crime several times during the university according to the accumulative value involved in the case, and they shall be punished severely, until be expelled from the university;

(6) Those who buy stolen goods, provide the conditions for hiding and selling stolen goods when they know the source of the stolen goods shall be given punishment as less than an academic probation; if the circumstances are serious, they shall be expelled from the university;

(7) Those who steal seals, important documents and files shall be given

punishment as more than recording a demerit according to the circumstances.

Article 14. Those who destroy public and private property on purpose shall be given the following treatments besides compensating for the loss by rule:

(1) If the value of public and private property the student destroys is less than 400 Yuan, a punishment of a warning will be given;

(2) If the value of public and private property the student destroys is between 400 Yuan and 1000 Yuan, a punishment of a severe warning will be given;

(3) If the value of public and private property the student destroys is more than 1000 Yuan, a punishment of recording a demerit or up to school expulsion will be given according to the circumstances.

Article 15. Besides confiscating the mahjong, those playing mahjong on campus or in living area shall be given a punishment of a warning; if they do it again, they shall be given a punishment of a severe warning or recording a demerit according to the circumstances.

Article 16. Those who take part in gambling or provide the casino, gambling money and gambling equipment shall be treated respectively as follows:

(1) Whoever takes part in gambling shall be given punishment as more than recording a demerit according to the circumstances.

(2) Those who provide the casino, gambling money and gambling equipment shall be given punishment as more than a severe warning according to the circumstances;

(3) Those taking part in gambling repeatedly or the main organizers of gambling shall be given punishment as more than an academic probation according to the circumstances.

Article 17. Whoever seriously violates ethics and the university's related provisions shall be treated respectively as follows:

(1) Whoever disseminates unhealthy words or speech bad for unity, slanders, frames up, insults and threatens others shall be given a warning or serious warning; those who cling to their mistakes after persuasion shall be recorded a demerit; those who cause bad consequences shall be given punishment as more than an academic probation;

(2) Whoever scribbles filthy language and delineates filthy pictures shall be given a severe warning or recording a demerit; Whoever watches filthy books and periodicals and audio-video products in public places such as on campus and in life areas shall be recorded a demerit or academic probation; those who spread, copy and sells filthy books and periodicals and audio-video products shall be given punishment as more than an academic probation;

(3) Whoever has uncivilized behaviors on campus and in living areas and

perseveres them after persuasion shall be given a warning or a severe warning according to the circumstances.

(4) Those who molest insult and provoke the opposite sex with bad language and actions or force the opposite sex to fall in love shall be given a severe warning or school expulsion according to the circumstances.

(5) Those who peek furtively, take photos in secret or spread others' privacy shall be given punishment as less than an academic probation, those who cause bad consequences shall be given punishment as more than an academic probation ;

(6) Those who drink and dance with a guest shall be given punishment as more than recording a demerit;

(7) Those who share a bed with an opposite sex in the students' dormitory or lodge the opposite sex or stay in the dormitory of the opposite sex shall be given punishment as more than an academic probation;

(8) Whoever has unmarried sex shall be given punishment as more than an academic probation;

(9) Whoever involves in prostitution, drug taking and selling drugs shall be expelled from the university;

(10) Whoever sends filthy, insulting or threatening or other messages which disturb others' normal life shall be given punishment as less than an academic probation, if those activities cause serious consequences, participants shall be given punishment as more than an academic probation.

Article 18. Besides compensating for the loss, whoever has the following actions that infringe the rights of the university and others and that cause some consequence shall be punished as follows according to the circumstances:

(1) Whoever cause trouble on campus or in the living area because of drinking or disturb public order shall be given punishment as less than an academic probation according to the circumstances;

(2) Whoever breaks the rules of power management but adheres to their errors after persuasion shall be given punishment as less than an academic probation according to the circumstances; whoever causes serious consequences because of using power for security violation shall be given an increasing punishment;

(3) Whoever uses the flammable appliances such as electric stove, cookers, coal furnace, alcohol stove, gas stove in the students' dormitory shall be given a punishment as less than an academic probation according to the circumstances; whoever causes the fire accidents shall be given an increasing punishment;

(4) Whoever uses articles like candles that are of great hidden danger to security in the students' dormitory shall be given punishment as less than an academic probation according to the circumstances; whoever causes serious

consequences shall be given an increasing punishment;

(5) Whoever keeps pets in the dormitory shall be given punishment as less than an academic probation according to the circumstances; Multiple offenders shall be given an increasing punishment;

(6) Whoever prevents college's administration personnel from carrying out their duties according to the rules of the university shall be given punishment as less than an academic probation according to the circumstances;

(7) Whoever hides, destroys and secretly dismantles others' letters with minor circumstances shall be given punishment as less than an academic probation according to the circumstances; whoever has serious circumstances shall be expelled from the university.

(8) Whoever carries and keeps dangerous and controlled articles, throws things downstairs or burns debris, which impedes public security, shall be given punishment as less than an academic probation according to the circumstances;

(9) Whoever deliberately destroys bulletins, notices and signs issued by the university and party and government leading offices shall be given punishment as less than an academic probation according to the circumstances;

(10) Whoever withholds information from the university, deliberately gives false testimony or is in collusion, which hinders the investigation of the university when surveyed, shall be given punishment as less than an academic probation according to the circumstances;

(11) Whoever causes security accidents because the administration personnel are off duty in the students' dormitory corridor shall be given punishment as less than an academic probation according to the circumstances;

(12) Whoever rents a room outside the university or does not come back to the dormitory without the college's permission shall be given punishment as less than an academic probation according to the circumstances;

(13) Whoever rents, lends the student's bed or dormitory to others or lodges the visitors in their dormitory without the college's permission shall be given punishment as less than an academic probation according to the circumstances;

(14) Whoever is not at the management personnel's disposal of the lodging on summer and winter holidays shall be given punishment as less than an academic probation according to the circumstances;

(15) Whoever deliberately creates and propagates computer virus, launches attacks on internet sites or enters unlawfully others' computers and exercises deconstructive operation so as to endanger network shall be given punishment as less than an academic probation according to the circumstances; if the circumstances are serious, they shall be expelled from the university;

(16) Whoever logs on to illegal websites and disseminates illegal text, audio and video materials shall be or more than given a warning; Those who fabricate or disseminate false, harmful information shall be or more than to be recorded a demerit.

Article 19. Whoever forges, buys and sees or uses the forged and altered documents, certificates, documentary evidences of state organs, state-owned companies, enterprises, institutions and people's organizations or employs trickery shall be given punishment as more than recording a demerit; whoever causes influence or consequences shall be given a punishment as more than an academic probation.

Article 20. Whoever causes bad influences for plagiarizing or copying others' research results shall be given punishment as more than a warning; if the circumstances are serious and the influence is baneful, they shall be expelled from the university; Whoever violate the confidentiality stipulations shall be or more than to be recorded a demerit; whoever causes consequences shall be given a punishment as more than an academic probation.

Article 21. Whoever engages in unapproved commercial activities on campus which disrupts the normal teaching and life as well as adheres to their errors after persuasion shall be given punishment as warning until they shall be recorded a demerit.

Article 22. Whoever sets up or take part in unlawful organizations on campus or outside the university shall be given punishment as more than an academic probation according to the circumstances.

Article 23. Whoever carries out superstitious activities on campus or outside the university and does not yield to persuasion shall be given punishment as more than a severe warning; if the circumstances are serious or causes grave consequences, they shall be given punishment as more than an academic probation .

Article 24. Whoever conducts religious activities on campus or outside the university shall be given punishment as more than a severe warning; if the circumstances are serious or causes grave consequences, they shall be given punishment as more than an academic probation.

Article 25. Whoever is criticized by circulating a notice three times shall be given punishment as warning; whoever breaks the rules again shall be given punishment as more than a severe warning.

Article 26. Whoever was punished for breaking the rules or disobeys the rules again before receiving the punishment shall be given an increasing punishment until they shall be expelled from the university. Whoever has several disciplinary offence shall be given an increasing punishment based on the most serious punishment among them.

Article 27. Whoever breaks campus rules and disrupts campus normal order that are excluded in the provisions shall be punished according to the related articles or relevant provisions of the school as well as to be reported to the principal office meeting for approval and execution.

IV. Application Rules and Procedure

Article 28. Based on the facts, we must make the provision the standard and have proof to exercise disciplinary punishment that is accurate, appropriate and normal. The following evidences are all valid:

- (1) Textual evidence;
- (2) Material evidence;
- (3) Witness and testimony;
- (4) The statement of the parties;
- (5) Video materials;
- (6) Expert conclusion;
- (7) Records of the on-site investigation and records made on the scene;
- (8) Expert conclusion, written orders and written judgment made by other relevant authorities according to law.

Article 29. Whoever causes light harmful consequences shall be punished lightly in one of the following circumstances:

- (1) Whoever confesses one's mistakes, faithfully tells the truth, has a profound understanding and shows signs of repentance;
- (2) Whoever assists in investigation and performs major meritorious service;
- (3) Whoever is intimidated or enticed by others;

Article 30. Whoever has one of the following circumstances shall be punished severely:

- (1) Deliberately hides the important cases and hinders the investigation of the college after breaking the rule;
- (2) Invite people outside the university to participate in violating the discipline;
- (3) Threaten or revenge the prosecutor, witness and agent;
- (4) Have serious circumstances and a baneful influence.

Article 31. Whoever is punished by breaking the rules shall be given the following punishments:

- (1) Cancel all qualifications of applying excellent students, rewards and subsidies in that semester on the date of being punished;
- (2) If the offenders are student cadres, cancel their qualifications in that semester on the date of being punished;

(3) If the offenders are party members and league members, advise the party or league organizations to give them a disciplinary punishment accordingly.

Article 32. The division of rights on disciplinary punishment:

(1) Besides the fact that the teaching office deals with the test discipline according to the examination discipline measures, the students' office is mainly responsible for dealing with offenses of undergraduates in full-time education all over the university; the postgraduates' administration office is mainly responsible for dealing with offenses of postgraduates in full-time education all over the university; the university's administration office is in charge for handling other kinds of offence;

(2) The punishment of a severe warning or less than it should be decided by the school which is authorized by the university and to be reported to the competent department for the record;

(3) The punishment of recording a demerit should be proposed and reported by the school to the competent department for approval and decision making;

(4) The punishment of an academic probation should be proposed by the school and checked by the competent department;

(5) When the academic probation expires, a written application should be submitted by the student, the class where the student breaking rules belong appraises it democratically, the school proposes the handling suggestion and reports it to the competent department for check, and to the competent leader of the university for approval;

(6) The handling suggestion of the punishment of school expulsion is proposed by the school, checked by the competent department, investigated by the competent leader of the university and then decided by the principal office meeting after research.

Article 33. The procedures of disciplinary punishment:

(1) Investigate and collect evidence. After the student breaks the rules, the school shall report it to the competent department or actively assist in the investigation of the related departments in time, promptly collect the evidence of student violating discipline and collate the relevant materials;

(2) Form the draft handling suggestions. For the offense is clear or that is clearly investigated, the school should give a draft handling suggestion of it according to the provision within five working days;

(3) Listen to the statement and argument of parties. Before making the decision of the punishment, the competent department shall tell the parties the relevant facts, reasons and bases on the punishment to be given. And listen to the statement and argument of the parties. After that, sorting out the written record into a written report, classify the written record and the written report (the student

that will be punished signs on the written record, if the student refuses to do it, the person responsible for the report has to present a statement in written) as the punishment materials attached on the report of punishing the student;

(4) Make a written judgment on punishment. When punishing a student, we shall have a proper procedure, and enough evidence, clear basis and accurate and appropriate punishment. A formal written document should be composed in accordance with the document management measures and then propose a written judgment on punishment that shall record the brief process of violating discipline, the base of punishment and the right to appeal.

(5) Deliver a written judgment on punishment. After deciding a punishment, the school shall deliver it to the student and the student signs for it. If the student refuses to sign it or can not sign it due to special cases, it shall be delivered by lien, post or public notice, and the effective date of the decision shall be subject to the legal provisions of different modes of delivery.

(6) Publish a written judgment on punishment. Promptly publish a written judgment on punishment according to the circumstances.

(7) File and keep punishment materials. A written judgment on punishment and the related original materials submit to the competent department of the university that puts the relevant materials in the university document file and the student's file. The written judgment on dismissal form the university shall report to Hubei Provincial Education Department for the record.

Article 34. If the student has any objection to the punishment, the student can put forward a written appeal to the student appeal committee of the university within 10 working days on the date of receiving the written judgment. The punishment shall continue to be executed during the appeal. The student appeal committee may recommend that the school suspend the implementation of the decision if it deems it necessary.

Article 35. Once punishment of school expulsion takes into effect, the student has to go through the procedures of leaving university within 10 working days. The file and residence registration shall be returned to where the student's residence is registered. Whoever fails to do so within the time limit shall bear the consequences.

V. Supplementary Provisions

Article 36. The terms of 'more than', and 'less than' as mentioned in the present provisions all include the figure itself.

Article 37. The Students' Affairs department shall be responsible for interpreting the provisions.

Article 38. The provisions shall come into force on September 1, 2017. In the meantime, Wuhan University of Technology Full-time Undergraduate Student Disciplinary Punishment Provisions (Xiao Xue Zi [2015] No.18) shall be repealed.

Appendix III:

Wuhan University of Technology Postgraduate Students Disciplinary Punishment Provisions

(Reviewed and Approved by the 11th Principal's Office Meeting in 2017)

I. General Principles

Article 1. According to the Regulations on the Management of College Students (Decree No.41) by the Ministry of Education, combining with the actual situation of our university, these provisions are formulated to keep the order of teaching and living, to create a good learning environment and to educate students to abide by the law and discipline.

Article 2. Those who break the law, regulations and disciplines shall be given criticism and education up to disciplinary punishment according to the provisions.

Article 3. On dealing with students breaking rules, we have to adhere to both education and punishment; Disciplinary punishment shall be implemented on the basis of the stipulated process and the facts as well as conform to the nature and situation of actions of breaking rules and the degree of faults.

Article 4. These provisions are applied to undergraduate students at Wuhan University of Technology who break the rule and the law to receive a disciplinary punishment.

II. Types of Disciplinary Punishment

Article 5. Types of disciplinary punishment are classified into:

- (1) Warning
- (2) Severe warning
- (3) Record a demerit
- (4) Academic probation
- (5) Expulsion

Article 6. Apart from expulsion, the duration of the disciplinary punishment of warning, severe warning, record a demerit and academic probation are respectively lasts for 6 months, 8 months, 10 months and 12 months. The cancellation of disciplinary punishment shall be applied by the student and approved by the school after appraising it through discussion according to the prescribed procedure. After cancellation, the awarding and other rights and interests of the student shall no longer be affected by the original punishment.

III. Discipline and Disciplinary Punishment

Article 7. Whoever has reactionary political speech or behavior endangers national security shall be treated as follows according to the circumstances:

(1) For those who do not cause serious consequences and may correct their mistakes after persuasion, they are given a punishment of recording a demerit or academic probation. For those who preserve their errors after persuasion, they shall be expelled from the university.

(2) For those who cause serious consequences, they shall be expelled from the university.

(3) Those who are contrary to the constitution, combating the Four Cardinal Principles, disrupting stability and unity, disturbing the social shall be expelled from the university.

Article 8. Whoever plans, organizes and instigates others to riot as well as disrupts stability and unity, disturbs the social order shall be treated as follows according to the circumstances:

(1) For those who instigate others to riot and disturb the social order, they shall be given a punishment of recording a demerit up to school expulsion.

(2) For those who organize and take the lead in stirring up trouble as well as disrupt stability and unity, they shall be given a punishment of recording a demerit up to school expulsion.

(3) For those who infringe legitimate rights and interests of other individuals and organizes resulting in serious consequences, they shall be expelled from school.

Article 9. Those who break the law and the rule and are punished by the public security and judicial departments shall be treated as follows according to the circumstances:

(1) Those who break the Public Security Management Punishment Law with a warning, they shall be given a serious warning or recording a demerit;

(2) Those who break the Public Security Management Punishment Law with a security detention shall be given an academic probation or school expulsion;

(3) Those who break the law and lead to a criminal offence shall be expelled from the university.

(4) Those who break the Public Security Management Punishment Law with serious circumstances and a abominable nature, they shall be expelled from the university.

Article 10. Those who hurt others, cause trouble, participate in fights and shall be treated as follows according to the circumstances:

(1) Those who don't strike a blow but tease, insult and threaten others, disturb

others' normal life and learning, and cause trouble shall be given a warning or serious warning;

(2) Those who strike a blow at others shall be given a warning or serious warning;

(3) Those who bring others slight injury shall be given punishment as more than recording a demerit;

(4) Those who bring others minor injury shall be given punishment as more than an academic probation;

(5) Those who bring others serious injury shall be expelled from the university;

(6) Those who participate the gang fight shall be given a serious warning or recording a demerit; those who lead or strike a blow at others shall be given punishment as more than an probation; those who bring others some injuries shall be expelled from the university;

(7) Those who tempt and organize others to fight shall be given punishment as less than a black mark; for those who cause serious consequences, they shall be given punishment as more than an academic probation.

(8) Those who favor either side under the pretext of "mediate a quarrel" and make the affairs worse shall be given a serious warning or recording a demerit;

(9) Those who provide the weapon for others to fight shall be given punishment as more than a serious warning according to the consequences produced;

(10) Those who begin the fight and strike a blow at others with tools shall be punished seriously; those who invite people inside and outside the university to cause trouble and fight shall be given increasing punishment; those who threaten , racketeer and revenge the beaten person or witness shall be punished seriously;

(11) For the insider who gives false testimony to others on purpose or those who pose difficulty in investigation, they all shall be given a serious warning or recording a demerit;

(12) Besides punishing the offenders according to the provisions above, they shall compensate for the economic loss for the victims and pay the medical and other necessary expenses for them; those who refuse to pay the expenses above or do not pay then in time shall be punished seriously; if the offenders are more than two people, the college security department shall rule the compensation share in accordance with the specific situation;

(13) The called "slight injury", "minor injury", and "serious injury" in the article are concluded by the forensic corroboratory department, and forensic appraisal fees shall be borne by the offenders.

Article 11. Whoever breaks the examination discipline shall be dealt with

according to Treatment of the Examination Discipline.

Article 12. Leave school without permission and take French leave (deduct festivals and vacations from the running days, calculated at 4 credit hours a day, if the actual hours is more than this number , calculate in terms with the actual hours). Those whose absence from school is up to 20 hours shall be given a warning or serious warning; those whose absence is up to 30 hours shall be given a punishment of recording a demerit; those whose absence is up to 40 hours shall be given punishment as more than an academic probation;

Article 13. Besides recovering the stolen money and goods or compensating for the loss, whoever encroaches on public and private property by improper means such as stealing, extortion, fraud and false claim shall be treated as follows according to the seriousness of circumstances:

(1) Whoever involves less than 400 Yuan in the case shall be given punishment as less than a serious warning;

(2) Whoever involves between 400 Yuan and 1000 Yuan in the case shall be recorded a demerit;

(3) Whoever involves over 1000 Yuan in the case shall be given punishment as more than an academic probation;

(4) Those who intimidate, cheat or rob others shall be punished severely, until they shall be expelled from the university;

(5) The provisions above also applies to deal with those who commit a crime several times during the university according to the accumulative value involved in the case, and they shall be punished severely, until be expelled from the university;

(6) Those who buy stolen goods, provide the conditions for hiding and selling stolen goods when they know the source of the stolen goods shall be given punishment as less than an academic probation; if the circumstances are serious, they shall be expelled from the university;

(7) Those who steal seals, important documents and files shall be given punishment as more than recording a demerit according to the circumstances.

Article 14. Those who destroy public and private property on purpose shall be given the following treatments besides compensating for the loss by rule:

(1) If the value of public and private property the student destroys is less than 400 Yuan, a punishment of a warning will be given;

(2) If the value of public and private property the student destroys is between 400 Yuan and 1000 Yuan, a punishment of a severe warning will be given;

(3) If the value of public and private property the student destroys is more than 1000 Yuan, a punishment of recording a demerit or up to school expulsion will be given according to the circumstances.

Article 15. Besides confiscating the mahjong, those playing mahjong on campus or in living area shall be given a punishment of a warning; if they do it again, they shall be given a punishment of a severe warning or recording a demerit according to the circumstances.

Article 16. Those who take part in gambling or provide the casino, gambling money and gambling equipment shall be treated respectively as follows:

(1) Whoever takes part in gambling shall be given punishment as more than recording a demerit according to the circumstances.

(2) Those who provide the casino, gambling money and gambling equipment shall be given punishment as more than a severe warning according to the circumstances;

(3) Those taking part in gambling repeatedly or the main organizers of gambling shall be given punishment as more than an academic probation according to the circumstances.

Article 17. Those who violate the relevant regulations of the China and the university on the use of the Internet, depending on the seriousness of the circumstances, shall be punished as follows:

(1) Whoever deliberately creates and propagates computer virus, launches attacks on internet sites or enters unlawfully others' computers and exercises nonconstructive operation so as to endanger network shall be given punishment as less than an academic probation according to the circumstances; if the circumstances are serious, they shall be expelled from the university;

(2) Those who use the Internet to spread rumors, slander or publish, disseminate false or harmful information, incite subversion of state power, overthrow the socialist system, or incite secession, undermine national unity, or influence the normal order of the university shall be given a punishment of more than a severe warning.

(3) whoever steals or divulges state secrets, intelligence or military secrets through the Internet shall be given a punishment of more than a severe warning.

(4) Whoever uses the Internet to incite ethnic hatred, ethnic discrimination, undermine national unity shall be given a punishment of more than a severe warning.

(5) Those who make use of the Internet to organize cult organizations, liaise with members of cult organizations, break the national laws and administrative regulations shall be given a punishment of a severe warning.

(6) Whoever uses the Internet to infringe other people's intellectual property rights shall be given a punishment of more than a warning.

(7) Whoever establishes pornographic websites, web pages, provides links to

obscene sites, or disseminates pornographic books, videos, audio and video, or pictures on the Internet shall be given a punishment of more than a warning.

(8) Whoever logs on to illegal websites and disseminates illegal text shall be given a punishment of more than a warning.

(9) Those who use the Internet to insult others or fabricate facts to slander others shall be given a punishment of more than a warning.

(10) Whoever illegally intercepts, tampers with, deletes or deletes other people's e-mail or other data, infringing upon the freedom and secret of other people's correspondence shall be given a punishment of more than a warning.

(11) Whoever use the Internet for theft, fraud, extortion shall be given a punishment of more than a severe warning.

Article 18. Whoever seriously violates ethics and the university's related provisions shall be treated respectively as follows:

(1) Whoever disseminates unhealthy words or speech bad for unity, slanders, frames up, insults and threatens others shall be given a warning or serious warning; those who cling to their mistakes after persuasion shall be recorded a demerit; those who cause bad consequences shall be given punishment as more than an academic probation;

(2) Whoever scribbles filthy language and delineates filthy pictures shall be given a severe warning or recording a demerit; Whoever watches filthy books and periodicals and audio-video products in public places such as on campus and in life areas shall be recorded a demerit or academic probation; those who spread, copy and sells filthy books and periodicals and audio-video products shall be given punishment as more than an academic probation;

(3) Whoever has uncivilized behaviors on campus and in living areas and perseveres them after persuasion shall be given a warning or a severe warning according to the circumstances.

(4) Those who molest insult and provoke the opposite sex with bad language and actions or force the opposite sex to fall in love shall be given a severe warning or school expulsion according to the circumstances.

(5) Those who peek furtively, take photos in secret or spread others' privacy shall be given punishment as less than an academic probation, those who cause bad consequences shall be given punishment as more than an academic probation ;

(6) Those who drink and dance with a guest shall be given punishment as more than recording a demerit;

(7) Those who share a bed with an opposite sex in the students' dormitory or lodge the opposite sex or stay in the dormitory of the opposite sex shall be given punishment as more than an academic probation;

(8) Whoever involves in prostitution, drug taking and selling drugs shall be expelled from the university;

(9) Whoever is engaged in or participate activities harming the image of college students or detrimental to social ethics shall be given punishment as less than an academic probation, if those activities cause baneful influence, participants shall be punished seriously;

(10) Whoever sends filthy, insulting or threatening or other messages which disturb others' normal life shall be given punishment as less than an academic probation, if those activities cause serious consequences, participants shall be given punishment as more than an academic probation.

Article 19 Apart from compensating for the loss, whoever has the following actions that infringe the rights of the university and others and that cause some consequence shall be punished as follows according to the circumstances:

(1) Whoever cause trouble on campus or in the living area because of drinking or disturb public order shall be given punishment as less than an academic probation according to the circumstances;

(2) Whoever breaks the rules of power management but adheres to their errors after persuasion shall be given punishment as less than an academic probation according to the circumstances; whoever causes serious consequences because of using power for security violation shall be given an increasing punishment;

(3) Whoever uses the flammable appliances such as electric stove, cookers, coal furnace, alcohol stove, gas stove in the students' dormitory shall be given a punishment as less than an academic probation according to the circumstances; whoever causes the fire accidents shall be given an increasing punishment;

(4) Whoever uses articles like candles that are of great hidden danger to security in the students' dormitory shall be given punishment as less than an academic probation according to the circumstances; whoever causes serious consequences shall be given an increasing punishment;

(5) Whoever keeps pets in the dormitory shall be given punishment as less than an academic probation according to the circumstances; Multiple offenders shall be given an increasing punishment;

(6) Whoever prevents college's administration personnel from carrying out their duties according to the rules of the university shall be given punishment as less than an academic probation according to the circumstances;

(7) Whoever hides, destroys and secretly dismantles others' letters with minor circumstances shall be given punishment as less than an academic probation according to the circumstances; whoever has serious circumstances shall be expelled from the university.

(8) Whoever carries and keeps dangerous and controlled articles, throws things downstairs or burns debris, which impedes public security, shall be given punishment as less than an academic probation according to the circumstances;

(9) Whoever deliberately destroys bulletins, notices and signs issued by the university and party and government leading offices shall be given punishment as less than an academic probation according to the circumstances;

(10) Whoever withholds information from the university, deliberately gives false testimony or is in collusion, which hinders the investigation of the university when surveyed, shall be given punishment as less than an academic probation according to the circumstances;

(11) Students who rent, lend or replace student dormitories, or accommodate visitors in student dormitories without permission, shall be given punishment as more than a warning according to the circumstances.

(12) Whoever fails to comply with the accommodation arrangement and management of the winter or summer vacation, depending on the circumstances shall be given a punishment as more than a punishment.

Article 20. Whoever forges, buys and sees or uses the forged and altered documents, certificates, documentary evidences of state organs, state-owned companies, enterprises, institutions and people's organizations or employs trickery shall be given punishment as more than recording a demerit; whoever causes influence or consequences shall be given a punishment as more than an academic probation.

Article 21. Whoever violates the following academic moral standards, depending on the seriousness of the circumstances, shall be punished as follows: Whoever provides fake letter of acceptance of publishing articles will be punished as a warning or severe warning.

(1) Whoever plagiarizes or embezzles other people's academic achievements shall be given a punishment as more than record a demerit.

(2) Whoever tampers other people's academic achievements shall be given a punishment as more than record a demerit.

(3) Whoever falsifies scientific research data, documents, notes, or fabricates facts or fabricates false research results shall be given a punishment as more than record a demerit.

(4) Whoever signs the name on academic papers without taking part in research or writing, improper uses of others' signatures without permission, has imaginary co-signers, or does not indicate the work and contribution of others in the results shall be given a punishment as more than a severe warning.

(5) Whoever provides false academic information in the process of

deceleration of research project, achievements, awards and scholarship evaluation, degree application shall be given a punishment as more than a severe warning.

(6) Whoever sales or purchases thesis, written by or for the others shall be punished by expulsing from school;

(7) Other academic misconduct shall be given a punishment as more than a warning.

Article 22. Whoever engages in unapproved commercial activities on campus which disrupts the normal teaching and life as well as adheres to their errors after persuasion shall be given punishment as warning until they shall be recorded a demerit.

Article 23. Whoever sets up or take part in unlawful organizations on campus or outside the university shall be given punishment as more than an academic probation according to the circumstances.

Article 24. Whoever carries out superstitious activities on campus or outside the university and does not yield to persuasion shall be given punishment as more than a severe warning; if the circumstances are serious or causes serious consequences, they shall be given punishment as more than an academic probation .

Article 25. Whoever conducts religious activities on campus or outside the university shall be given punishment as more than a severe warning; if the circumstances are serious or causes grave consequences, they shall be given punishment as more than an academic probation.

Article 26. Whoever is criticized by circulating a notice three times shall be given punishment as warning; whoever breaks the rules again shall be given punishment as more than a severe warning.

Article 27. Whoever was punished for breaking the rules or disobeys the rules again before receiving the punishment shall be given an increasing punishment until they shall be expelled from the university. Whoever has several disciplinary offence shall be given an increasing punishment based on the most serious punishment among them.

Article 28. Whoever violates the Regulations on the Management of students in Colleges and Universities and breaks campus rules and disrupts campus normal teaching and living order and the public place management order shall be expelled from the university.

Article 29. Whoever breaks campus rules and disrupts campus normal order that are excluded in the provisions shall be punished according to the related articles or relevant provisions of the school as well as to be reported to the principal office meeting for approval and execution.

IV. Application Rules and Procedure

Article 30. Based on the facts, we must make the provision the standard and have proof to exercise disciplinary punishment that is accurate, appropriate and normal. The following evidences are all valid:

- (1) Textual evidence;
- (2) Material evidence;
- (3) Witness and testimony;
- (4) The statement of the parties;
- (5) Video materials;
- (6) Expert conclusion;
- (7) Records of the on-site investigation and records made on the scene;
- (8) Expert conclusion, written orders and written judgment made by the Public Security or judicial department or other relevant authorities according to law.

Article 31. Whoever causes light harmful consequences shall be punished lightly in one of the following circumstances:

- (1) Whoever confesses one's mistakes, faithfully tells the truth, has a profound understanding and shows signs of repentance;
- (2) Whoever assists in investigation and performs major meritorious service;
- (3) Whoever is intimidated or enticed by others;

Article 32. Whoever has one of the following circumstances shall be punished severely:

- (1) Deliberately hides the important cases and hinders the investigation of the college after breaking the rule;
- (2) Invite people outside the university to participate in violating the discipline;
- (3) Threaten or revenge the prosecutor, witness and agent;
- (4) Have serious circumstances and a baneful influence.

Article 33. Whoever is punished by breaking the rules shall be given the following punishments:

- (1) Cancel all qualifications of applying excellent students, rewards and subsidies in that semester on the date of being punished;
- (2) If the offenders are student cadres, cancel their qualifications in that semester on the date of being punished;
- (3) If the offenders are party members and league members, advise the party or league organizations to give them a disciplinary punishment accordingly.

Article 34. The division of rights on disciplinary punishment:

- (1) Besides the fact that the teaching office deals with the test discipline

according to the examination discipline measures, the School of Graduate is mainly responsible for dealing with offenses of postgraduates in full-time education all over the university;

(2) The punishment of a severe warning or less than it should be decided by the school which is authorized by the university and to be reported to the administration department of the School of Graduate for the record;

(3) The punishment of recording a demerit should be proposed and reported by the school to the administration department of the School of Graduate for approval and decision making;

(4) The punishment of an academic probation should be proposed by the school and checked by the administration department of the School of Graduate and further report to the competent leader of the university for approval.

(5) When the academic probation expires, a written application should be submitted by the student, the class where the student breaking rules belong appraises it democratically, the school proposes the handling suggestion and reports it to the administration department of the School of Graduate for check, and to the competent leader of the university for approval;

(6) The handling suggestion of the punishment of school expulsion is proposed by the school, checked by the administration department of the School of Graduate, investigated by the competent leader of the university and then decided by the principal office meeting after research.

Article 35. The procedures of disciplinary punishment:

(1) Investigate and collect evidence. After the student breaks the rules, the school shall report it to the competent department or actively assist in the investigation of the related departments in time, promptly collect the evidence of student violating discipline and collate the relevant materials;

(2) Form the draft handling suggestions. For the offense is clear or that is clearly investigated, the school should give a draft handling suggestion of it according to the provision within five working days;

(3) Listen to the statement and argument of parties. Before making the decision of the punishment, the competent department shall tell the parties the relevant facts, reasons and bases on the punishment to be given. And listen to the statement and argument of the parties. After that, sorting out the written record into a written report, classify the written record and the written report (the student that will be punished signs on the written record, if the student refuses to do it, the person responsible for the report has to present a statement in written) as the punishment materials attached on the report of punishing the student;

(4) Make a written judgment on punishment. When punishing a student, we

shall have a proper procedure, and enough evidence, clear basis and accurate and appropriate punishment. A formal written document should be composed in accordance with the document management measures and then propose a written judgment on punishment that shall record the brief process of violating discipline, the base of punishment and the right to appeal.

(5) Deliver a written judgment on punishment. After deciding a punishment, the school shall deliver it to the student and the student signs for it. If the student refuses to sign it or can not sign it due to special cases, it shall be delivered by lien, post or public notice, and the effective date of the decision shall be subject to the legal provisions of different modes of delivery.

(6) Publish a written judgment on punishment. Promptly publish a written judgment on punishment according to the circumstances.

(7) File and keep punishment materials. A written judgment on punishment and the related original materials submit to the competent department of the university that puts the relevant materials in the university document file and the student's file. The written judgment on dismissal form the university shall report to Hubei Provincial Education Department for the record.

Article 36. If the student has any objection to the punishment, the student can put forward a written appeal to the student appeal committee of the university within 10 working days on the date of receiving the written judgment. The punishment shall continue to be executed during the appeal. The student appeal committee may recommend that the school suspend the implementation of the decision if it deems it necessary.

Article 37. Once punishment of school expulsion takes into effect, the student has to go through the procedures of leaving university within 10 working days. The file and residence registration shall be returned to where the student's residence is registered. Whoever fails to do so within the time limit shall bear the consequences.

V. Supplementary Provisions

Article 38. The terms of 'more than', and 'less than' as mentioned in the present provisions all include the figure itself.

Article 39. The School of Graduate shall be responsible for interpreting the provisions.

Article 40. The provisions shall come into force on September 1, 2017. In the meantime, Wuhan University of Technology Full-time Postgraduate Student Disciplinary Punishment Provisions (Trial Implementation) (Xiao Yan Zi [2011] No.25) shall be repealed.

Appendix IV:

WHUT Examination Rules

1. When taking examinations, all student's identity cards and ID card (or campus card) should be put on the table for supervisors to check. Candidates who don't bring all the certificates are not allowed to take the examination.

2. Candidates should arrive at the examination room 10 minutes ahead of the starting time. Any candidate who is late over 30 minutes shall be deprived the qualification to take the examination and shall be considered as absence. No candidates are allowed to leave within 30 minutes. After the examination, candidates should leave instantly and not return to the examination room anymore.

3. Candidates should take the seat randomly arranged by the person monitoring the examination, could not change the seat without permission. Otherwise they would be disqualified from the examination.

4. Cell phones, carriers of store and inquiry function or the self-prepared scratch papers are not allowed to be taken into the examination room. When taking close-book examination, candidates should only bring necessary stationery. Cell phones, notes, papers or backpacks should be placed in the assigned place (Cell phones should be powered-off and put into the backpack). When taking open-book examination, candidates should not borrow books or notes. Otherwise they would be disqualified from the examination or considered as cheating.

5. During the examination, whispering, passing notes, giving signs, correcting answers or peeking others' exam papers or plagiarism would be regarded as violating the examination rules or considered as cheating. Taking examination for others is strictly prohibited or both the violators would suffer the punishment of expulsion.

6. During the examination, candidates should keep quiet, no shouting or walk freely. Candidates should raise hands when necessary. Any candidate is not allowed to leave the examination room. If there are any special circumstances, they should be permitted by supervisors for only once.

7. Candidates should hand in examination paper within the required time, or they would be considered as absence.

8. Anyone is not allowed to enter the examination room except supervisor in charge, supervisor, and candidates who taking exams and the inspectors assigned by the school. Supervisors should not inspire or guide candidates.

9. Supervisors have the right to supervise candidates to observe the examination rules. As to the violators, corresponding punishment would be adopted according to specific circumstances.

Supervisors who neglect their duties or shield candidates who cheat the exams should be dealt with seriously according to the specific circumstances.

Appendix V:

Cases of Ill Performance

I. Punishment for fighting

In October, 2013, three undergraduates enrolled in 2013 and an undergraduate enrolled in 2010 at a university had physical altercations with a student in another university due to romantic entanglement. Then they four rushed to the student's dormitory and wounded him. All the students involved were severely criticized by the university and deprived of the qualifications to be assessed as excellent students of the year. Meanwhile, they had to compensate the injured party for the financial losses and medical costs according to the regulations of the public security department. One of the four was persuaded to be withdrawn from the university.

In December of the same year, a female undergraduate enrolled in 2013 at a university crashed into the girl dormitory in another university and used the blade to cut the girl just because she suspected that the girl had romantic entanglement with her boyfriend. The public security department seriously criticized and educated her and ordered her to bear all the medical expenses that the injured party paid in hospital. Additionally, she was deprived of the qualifications to be assessed as excellent students the same year.

II. Drunken Driving Accidents

In June, 2014, an undergraduate enrolled in 2012 at a university drank a lot in the bar and drove home. On the way home, he had an accident and was wounded in the face, causing two girls injured in the same car.

The student was taken to the hospital and treated surgically in time. He had to bear his own and the other two girls' medical expenses. Inviting suspicion of drunken driving, the public security department gave him 6 months of administrative detention. After the punishment came into effect, he was deprived of the qualification of study at the university and was expelled from the country.

III. Malicious extension of visa and leaving the country over due

At the end of 2013, a master degree candidate enrolled in 2011 at a university was demanded to extend visa in a stipulated time and leave the country immediately since he defaulted on the tuition of last semester. However, the student held the minds of fluke, made up every excuse and refused to go through procedure of visa extension, in the end causing the malicious extension of visa. The public security exit-entry administration gave him an administrative detention, ordered him to leave the country within the given time, and forbade him to enter the country in 5 years

according to the law.

IV. Punishment for Theft

From March to April, 2014, a foundation year student enrolled in 2013 at a university stole into a international students' dormitory to steal many times, such as precious articles such as laptops, digital cameras, mobile phones. After the judicial organs investigated the event carefully and transacted it according to the law, the student was sentenced to 3 months of fixed-term imprisonment. While serving the sentence, he was deprived of the qualification of study at the university, and he was expelled from the country and was banned to enter the country in 5 years.

V. Fatal accidents resulting from drunkenness

In March, 2014, an adult doctor degree candidate enrolled in 2012 at a university drank continually for four hours in the dormitory on campus and in the bar off campus. In the early morning, he returned the dormitory on campus from the bar alone. Unluckily, he fell down and died on the way to the dormitory, which brought huge pain to his pregnant wife and the young children.

VI. Punishment for Harassing Others

In December, 2013, a master degree candidate enrolled in 2013 at a university insulted and coddled a lady off campus after drinking. As a result, he was fined Yuan 500 by the public security department according to the law as well as was given a serious warning by the university where he studied.

Appendix VI:

Safety Information

Emergency Contacts:

Police: 110

Fire Department: 119

Traffic Accidents: 122

First Aid and Ambulance: 120

On-campus Security Office: 87651110

International Student Office:

87608608 (Mafangshan Office)

87590525 (Nanhu Office)

86554406 (Yujiatou Office)

After Work Emergency Call: 13387556113

Email:fstudent@whut.edu.cn

TRAFFIC SAFTY

1. Civilly ride bicycles or drive vehicles on campus. Do not chase each other.
2. Look both sides when crossing a road. Use the pedestrian crossing. Do not jays walk or run the red light. Do not ride or drive against traffic.
3. When driving vehicles off-campus, use the appropriate lane. Drive on the right. Speeding, driving after drinking alcohol or driving with no license and registration are strictly prohibited.
4. Please abide by the traffic rules. Riding motorcycles are not allowed. Students must abide by Wuhan traffic regulations when riding electric bicycles. It is not permitted to ride a electric bicycles without a license plate. Riding with people and high-speed driving is prohibited, so as to avoid traffic accidents.

SELF-PROTECTION

1. Please see a doctor when you feel sick. Consult a friend or an international student's advisor if you are not familiar with how to visit a Chinese hospital. Many insignificant illnesses are worsened by delayed treatment.
2. Always carry an emergency contact card with you. Your emergency contact can be your legal guardian or supervisor in China, a teacher, friend or relative in Wuhan.
3. When taking a bus, eating at a restaurant, staying at a hotel or shopping,

always use a formal (e.g. state-run) institution and ask for receipts and /or invoices.

4. Inform the International Student Office when you travel outside the Wuhan area. Try to travel with a partner or in a group and take care of each other. Stay in touch with your relatives, friends or International Student Office. Avoid going out alone at night.

5. When finding yourself in a crowded situation like a bus station, train station, airport or tourist attraction spot, try to avoid petty theft by using your common sense. Items in your back pockets and backpack are easy targets for pickpockets. Wear your bag on your front, beware of your surroundings and be on alert.

6. In places like classrooms, the library, the dining hall and the gym, do not lay around your school bag, clothes, cell phone or wallet randomly. Do not leave your valuables unattended, always carry them with you or entrust a friend with them.

7. When using an ATM, do not enter the password if you think someone is peeking over. If you encounter a technical difficulty, do not leave the machine. Instead, call your bank's customer service immediately.

Industrial and Commerce Bank of China (ICBC) :95588

China Agricultural Bank: 95599

China Construction Bank: 95533

China Communication Bank: 95559

Bank of China: 95566

FRAUD PREVENTION

1. Do not lend your passport, student ID card, campus card or other ID card to people you don't know or you've just met in case of identity theft.

Do not release your personal information such as your passport number, cell phone number or bank account number to strangers in case of identity theft.

2. Do not lent money or other valuables to strangers.

3. Modern crimes have taken on many few forms. Do not be gullible in believing message like lottery winning, disaster donation or high credit line approval through the Internet or cell phone.

4. If you want to find a part-time job, report to the SAO of International College and apply through legal agencies.

5. International students are not allowed to join any commercial activities held by any institution without the permission of the office.

FINDING YOUR OWN HOUSING

1. When you try to find housing other than the International Students

Dormitory either on or off campus, make sure that the housing information is reliable and the leasing procedure is complete and legal.

2. After signing the lease, make sure to ask the landlord to bring you to register in the local police station with the original and copy of your lease as well as your original and copy of the passport, and then bring the registration paper to the International Student Office.

3. For the safety, make sure that all the furniture and apparatus are in good condition when you move into a house.

4. During your stay, check all the apparatus regularly. If there's a problem, report it to your landlord and have it fixed immediately. Use all the apparatus safety.

5. Try getting along with your landlord and neighbors. Most people are very friendly. Contact the International Students Office or call the police if any unsolvable problem is caused.

6. If you are moving into a new place, please update your address and other contact information with both the International Student Office and the local police station.

FIRE PREVENTION / SAFE ELECTRICITY OPERATION IN WINTER

1. Observe all the safety measures when using electrical apparatus in public kitchen. Turn off electricity and gas when you leave your house or before going to bed.

2. Do not smoke in bed. Do not throw cigarette butts everywhere. Do not light candles inside the house.

3. Do not remove or damage the fire house and other fire-fighting equipment. Do not block the "fire department use only passage".

4. Do not expose combustibles or explosives to open flame. Do not mix oxygen, hydrogen or other explosive gases together.

5. In case of fire, call 119 or the campus police station right away. Then, use water or extinguisher to fight the fire.

6. These provisions will be effective starting on the day of issue. International College is responsible for interpretation of these provisions.

7. In the cold weather before leaving your apartment, you are supposed to shut off all water and electricity supply inside the room. In winter only air-conditioner is permitted to be used for you to warm yourself. All other kinds of heaters are forbidden to use. Cooking is also forbidden in your room and any kind of kitchen ware cannot be used in your room. High-power electric appliance is forbidden. For example, please don't use coal stove, electric stove, LPG stove, spirit stove, electric cooker, induction cooker or other kinds of stoves, cookers or heaters in your

apartment. The flammable, explosive and the virulent substances are prohibited in the dormitory and attention should be paid to the fire prevention. If a fire was aroused by improper use of electricity operation, the host must be responsible for all the loss.

8. Unauthorized wires connection is strictly forbidden



Appendix VII:

Notice for Strengthening the Connection between the Attendance & Performance and Residence Permit Extension period

Recently, the Immigration Office of Wuhan City promulgated regulations that the extension of international students' residence permit shall be related with students' performance and attendance at university. It has been emphasized that those international students whose course pass rate among the required courses or attendance rate is respectively lower than 60% or the average value of two rates is lower than 60% can only get the residence permit less than one year; whose total rate of these 2 added up is lower than 50% or attendance rate is lower than 30% their residence permit extension application will be rejected by the immigration office. In order to have those regulations widely understood in our university, and to help international students strictly observe and abide by them, the WUT Attendance and Performance Regulations for International Students are reiterated hereby as follows:

1. The university will continue to strictly enforce the associated system between the residence permit extension period and the payment period. Anyone who have tuition arrears without valid reason will automatically trigger the self-withdrawal of their student status since the next semester and be ready to leave China for home before the end of that semester. Those students who no more have their student status shall be reported to local immigration office to have their Residence Permit canceled;

Students who have balance for tuition fee or accommodation fee are required to sign an informed consent to get 6 months residence permit extension. The students are required to clear all the balance and pay for the following semester before 30th November, 30th May or 2 months before residence permit expiry date (whichever comes first). If the attendance rate is lower than 30% or the payment balance has not been cleared for the semester, the students are required to start the procedure of leaving the university and leaving China one month before the end of the semester (31st December or 30th June) or one month before the expiry date of the residence permit. The study status in the university will be canceled automatically. The university will cancel the study status of those students who break the regulations above or those who are not qualified to continue the study here on 31st January or 31st July each year. The university will not issue any residence permit extension certificate for them, and will report to the local immigration office to cancel the residence permit they are holding.

2. Not only all scholarship holders are required to strictly abide by the regulation governing the monthly living allowance and their monthly fingerprinting on time, but also the other students of self-supported or other financial sources are supposed to have their monthly fingerprinting at the closest ISO from the 25th to the last day of each month since this semester. Any students who fail to confirm their monthly fingerprints over three times per semester shall not be allowed to apply for Residence Permit more than six months.

3. All students should not leave the university in the last six months before the ending date of their study length. During the last six months of the extended length of study, all students should have double confirmation of their stay at the university by both monthly fingerprint at ISO and their supervisor personal signature. Without fully implementation of such a double confirmation in last six months during the extension period the students shall lose the chance to get their monthly living allowance;

4. Every four weeks in each semester the University shall respectively organize cultural experiences, random checking the attendance from their lecturers, participation in teaching evaluation or behavior in final exams for international students. Those who are found three absences from these four activities shall lose their student status since the next semester and the chance to have their residence permit extended.

5. All students are supposed to strictly observe the roll-marking regulations. Any international students who are late in each class over 15 minutes, or late or leave earlier over 3 times shall be regarded as one absence; Any international student who are found absent from each course over 30% of total class hours shall lose the chance to take the final examinations. Any absence over 30% of the total teaching hours or failure over one third of total exams in each semester shall be marked one Warning of Study in the Management System; Any two Warnings in each semester shall automatically trigger the withdrawal of their student status since next semester, and shall be leaving China before the end of that semester.

6. To further specify the level and grade of the annual review. Theoretically, international students must pass exams around 90% of all the courses during study time in China. If the student who has scores higher than 70% but passes less than 90% of the total will be given academic warning for once, student who passes less than 70% of the total will be disqualified; The 2-year international students must make the thesis proposal report defense at the third semester, the 3-year international students must make the thesis proposal report defense at the second academic year, meanwhile the middle-term master review will take steps with thesis proposal report defense; 3-year international doctorate students must add proof of paper submission to extend

graduation.

7. All the international students must contact with supervisor at least once a month during the course study period, and no less than two times during thesis writing period before graduation. International students who could not meet above requirements for 3 months in each semester will get the residence permit less than 6 months.

8. Campus cards held by students who live on campus will have the same validity with his residence permit. In principle, campus card should be updated yearly. During the period of living in university, students who have been recorded for returning dormitory late more than five times, we will give him/her a warning of studying. Students

who have been permitted to live outside university, if his course attendance rate or exam pass rate is less than 50%, we will give him/her a studying warning.

Appendix VIII:

Letter of Commitment to the Responsibility with Half-Year Validity of My Residence Permit

I (passport name) _____ Nationality _____, passport number _____, Application number _____ Due to my personal reasons I'm only qualified to apply a half-year residence permit with validity until ___ year ___ month ___ date. Hereby, I swear that I fully understand and strictly abide by the following regulations, and I shall be responsible for all the consequences for my violation of these regulations.

1. Students are required to send a scanned copy of the latest Residence Permit page to chenying510@whut.edu.cn no later than the next day after it's issued.

2. Students are required to clear all the balance (tuition fee and accommodation fee) and pay for the following semester no later than 2 months before the end of each semester (30th November or 30th May) or 60 days before the expiry date of their residence permit.

3. Students are required to abide by Chinese law and university principles and regulations during their study here, to monthly confirm their fingerprint, and make sure that their attendance rate is never lower than 80%.

4. If my attendance rate is lower than 30% or the payment balance hasn't been cleared for the semester before the time-line as Item 3, I am supposed to start the procedure of leaving the university and China no later than one month before the end of the semester (31st December or 30th June) or no later than one month before the expiry date of my Residence Permit. As a result I willingly agree to give up my study status in the university.

5. Before each 31st January or 31st July the university will cancel the study status of those students who break the above regulations or those who are not qualified to continue their study here. The university will not issue any official certification for such applicants to renew residence permit, and will report to the local immigration office to cancel the residence permit within validity.

6. Any admission application from those students whose residence permit had been canceled before might be rejected by the host university.

Recipient:

Signature :

Date:

Appendix IX:

Regulations of the People's Republic of China on Administration of the Entry and Exit of Foreigners

Accommodation

Accommodation registration

- If you reside or stay in domiciles other than hotels, you or the persons who accommodate you shall, within 24 hours after your arrival, report to the local public security organ and fill in the registration forms of temporary accommodation.

Illegal Stay/Residence

- Do not reside illegally in China, or you shall be given a warning; where circumstances are serious, you 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.

Harboring or hiding foreigners who illegally reside in China

- Don't harbor or hide foreigners who illegally reside in China, or you'll be fined not less than RMB 2,000 but not more than RMB 10,000; where circumstances are serious, you 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.

Illegal Employment

- Working in China should always be with a working permit and a working resident permit. Or you shall be fined not less than RMB 5,000 but not more than RMB 20,000 Yuan; where circumstances are serious, you shall be detained for not less than 5 days but not more than 15 days and shall also be fined not less than RMB 5,000 Yuan but not more than RMB 20,000 Yuan.

Traffic Regulations

- Foreigners should obey traffic regulations. If you want to drive a car or motor vehicle in China, you need to change the international driving license into Chinese driving license.

- Do not drive anyone's motor vehicles without permission. Do not drive any vehicles after drinking alcohol.

Noise

- Do not make noise to disturb the daily life of another person, or you shall be given a warning; if you fail to make corrections after warning, you shall be fined not less than RMB 200 but not more than RMB 500.

Drugs

- Taking or trafficking drugs is strictly forbidden according to the Chinese law.

- Smoking drugs is not allowed in China, including opium, cocaine, hemp (cannabis), etc.

Appendix X:

Wuhan University of Technology Application Guide for Self-supported International Students

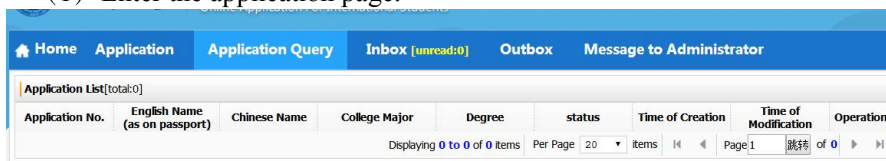
Application Procedure

1. Open the application website at admission.whut.edu.cn. Use email to register the account, shown as the following picture:

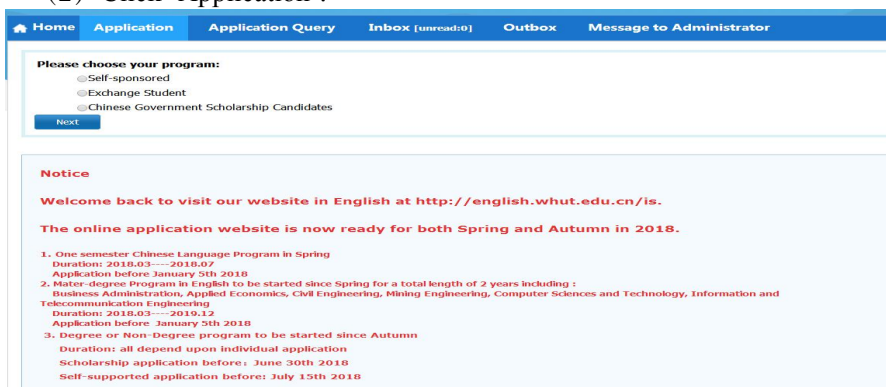


The specific steps are as follows:

(1) Enter the application page.



(2) Click 'Application'.



(3) Choose 'Self-sponsored'.

Please choose your program:

- Self-sponsored
Applicant who would be self-sponsored, or sponsored by other government, organisation, company, individuals, etc.
- Exchange Student
- Chinese Government Scholarship Candidates

(4) Choose your type: undergraduate/postgraduate/doctoral student.


please choose your type :

- Doctoral Student
- Postgraduate Student
- Undergraduate Student
- Senior Visiting Scholar
- General Scholar/ Preparatory Student
- Chinese Language Student

(5) Fill in the complete personal information and meanwhile upload the original scanning copy of the application materials.

Home Application Application Query Inbox [unread:0] Outbox Message to Administrator

1. Basic Info

***Personal Photo**  Please upload your recent full-faced passport size photo (*.jpg,*.jpeg,*.png).

Family Name(as on passport)	Given Name(as on passport)
Chinese Name (if available)	*Gender <input type="radio"/> male <input type="radio"/> female
*Marital Status <input type="radio"/> unmarried <input type="radio"/> married	*Nationality <input type="text" value="Please choose"/>
*Birth Date <input type="text"/>	*Country of Birth <input type="text" value="Please choose"/>
*Place of Birth(City,Province)	Native language <input type="text" value="Please choose"/>
*Highest Level of Education <input type="text" value="-choose-"/>	*Religion <input type="text" value="-choose-"/>
*Employer or Institution Affiliated	*Occupation <input type="text" value="-choose-"/>
Health Status	Emigrant from mainland China, Hong Kong, Macau, and Taiwan? <input type="radio"/> yes <input type="radio"/> no
Hobby	

Passport And Visa

*Passport No. *Passport Expiration Date

The relevant documents to be attached as follows:

- ① Certificate of the highest degree ;
- ② Highest degree transcripts ;
- ③ Valid passport (A valid foreign passport or certificate of nationality for more than four years and a continuous residence of two years or more in the host country for the last four years) ;
- ④ Letters of recommendation from two professors, associate professors or relevant organizations (required for applicants apply for postgraduate or advanced studies);

⑤ Personal study and research plan (required for Postgraduate applicants);
⑥ A valid HSK certificate must be submitted by the Chinese Language applicants who apply for exempting from taking a Chinese language course or a foundation course.

⑦ A release letter from the original School(if the applicant is in China);

⑧ TOEFL score of 70 or above, IELTS score of 5.5 or above, or relevant English learning certificate (applicant applies for English teaching majors)

⑨ If there are any other certificates, please provide;

(6) The automatically generated application number can be viewed after the application has been submitted successfully.

2. Make a payment of a registration fee of 500 yuan and upload it to the personal account in the bank system. (Bank account information is as follows: Account name: Wuhan University of Technology, account number: 3202 0067 0900 0475 962, Bank Name: Industrial and Commercial Bank of China Hubei Branch, SWIFT CODE: ICBKCNBJHUB)

3. Please note that the applicant's visa or residence permit should be valid for 90 days or more and the passport should be valid for 180 days or longer than the registration date.

4. If there is anything related to application for admission, please contact the International Students Office.

Telephone:+86- (0) 27-87166636

Email: fstudent@whut.edu.cn

Appendix XI:

Living Guidance for New International Students

Timetable of School Buses Running between Yujiatou Campus and Mafangshan Campus

	Departure Time Outside the Auditorium at Yujiatou Campus	Departure Time At the Flying Horse Square at Mafangshan Campus
Monday to Friday	7:30 10:00	9:10 11:50
	13:30 16:00	15:20 17:30

Timetable of School Buses Running between Nanhu Campus and Mafangshan Campus

	Departure Time Outside the Building 2 at Nanhu Campus	Departure Time Outside the Building 4 at Mafangshan Campus
Monday to Friday	7:30 9:40	7:30 9:40
	13:30 15:40	13:30 15:40

■ Mafangshan Campus:

No. 205 Luoshi Road, Hongshan District, Wuhan, Hubei, China

● **Industrial and Commercial Bank of China (ICBC) at the East Campus:**

30 meters from The Office Supplies Supermarket

● **Industrial and Commercial Bank of China (ICBC) at the West Campus:**

30 meters from the back of President's Building

● **Photo shop:**

10 meters from the right side of ICBC

● **International Students Office:**

Teaching Building 4

Room 400 - Admission Office: Telephone: 87166636

Room 407 - General Affairs: 87608608

Room 405B - Teaching Affairs: 87658253 (Postgraduates)

87884569 (Undergraduates and non-degree students)

■ Nanhu Campus:

International Students Dormitory, Building 9, Xiongchu Avenue, Wuhan, China

● **International Students Office address:** Room N9S204

Telephone: 87590525

■ **Yujiatou campus: No. 1040 Heping Avenue, Wuhan ,Hubei, China**

● **Industrial and Commercial Bank of China (ICBC) :**

30 meters from the east of № 2 Ligong Bridge

● **Photo shop:**20 meters from the right side of the Bank of China

● **International Students Office:**

The first floor of the Foreign Students Apartment, phone number: 86554406.

■ **Medical Certificate Verification:**

Hubei Provincial Bureau of Exit-entry and Quarantine № 417, Luoshi

South Road, Hongshan District, Wuhan (Opposite to Wuhan Central Hospital of the 3rd Bureau of CSCEC.

■ **Public Security Bureau/Immigration Office:**

1. Exit and Entry Administration Department of Wuhan Public Security Bureau

Department № 117, Jinqiao Avenue, Jiang'an district, Wuhan;

Subway Line 2 -Subway Line 3 and get off on Civic Center station.

Tel: 027-85395433

2. No.777 High-tech Road, Wuhan (junction between High-tech Road and No.4 Optics Valley Road)

Take No. 301, 786, 913, 536 or 333 and get off on Optics Valley Governmental Affairs Center station.

Tel: 027-12580

■ **Hubei Province Wuhan City Hongxing Notary Public Office (Monday to Saturday, Holidays excluded) :**

● **Address :** 20th floor, Zhongkekaiwu mansion, luojiashan Road No.19, Hongshan district, Wuhan, Hubei;

● **Tel:** 027-87165050、 87165051

● **Bus** 586 to Luojiashan Quanyechang Station

● **Baidu Map:** <https://j.map.baidu.com/dVHPP>

● **Necessary documents:**

—**Passport**

—**Notarized Non-criminal Certificate:** Non-criminal Certificate (provided by International Students Office and stamped by security office of the university, joint with your study status certificate)

—**Notarized Diploma/Degree Certificate:**

Diploma/Degree Certificate

— **Notarized Transcript/Study Certificate:**

Transcript/Study Certificate

All the notarization may take a week's time.

■China higher education :

<http://www.chsi.com.cn/xlrz/ct05.shtml>

■The procedure to apply for diploma and graduation certificate authentication:

<http://www.chsi.com.cn/xlcx/>

■Monetary and Banking Services

In China, only RMB can be used. Unit of the RMB is “Yuan” (100cents) , “Jiao” (10cents) and “Fen” (1 cent) , abbreviation is RMB. The most general Chinese currency includes 8 types in total, which are 100yuan, 50yuan, 20yuan, 10yuan, 5yuan, 2yuan, 1yuan, and 5jiao. The most general coins are 1yuan, 5jiao, and 1jiao.

Currency Exchange

GBP, HKD, USD, Euro, Japanese yen, Canadian dollar, Australian dollar and other foreign currency can be converted into RMB.

Seven foreign currency credit cards in the designated exchange offices can be used for exchange, they are:

1. American Express
2. Master Card
3. VISA Card
4. Dinner’s Club Card
5. JCB Card
6. Million Card
7. Federal Card

Most of The Chinese banks can handle the RMB and foreign currency (including traveler’s checks, etc.) exchange and deposit services. Be sure not to suffer economic loss. When you change money you need to show passport or residence permits. For specific problem, you can consult to the bank.

On the campus there are the Bank of China, ICBC, and there are other banks around campus like China Construction Bank, China Industrial and Commercial Bank, Agricultural Bank of China, China’s Commercial Banks, which provide a variety of RMB and foreign currency deposits, withdrawals services. Opening new accounts needs valid passport.

In these bank, foreign currency can be deposited directly into a GBP, Hong Kong dollar, U.S. dollar , euro, Japanese yen, Canadian dollar, Australian dollar and the euro, a total of seven currencies.

1. Bank of China Customer Service Number:95566
2. Industrial and Commercial Bank of China customer service Number:95588
3. China Construction Bank Customer Service Number:95533
4. Agricultural Bank of China Service Numbe:95599

■Ticket Booking

You could go to Ticket Booking Agency to book train ticket or air ticket, one is close to the southwest gate of East campus, and the other one is close to the X8 International Dormitory of West campus. You could also choose to book the ticket from Wechat 、Qunar.com or Alipay.

■Transportation to the campus

Arrival by Plane:

For a student who comes to Wuhan for the first time, it recommended to take a taxi from the Tianhe Airport. The taxis are available in a designated zone indicated by the signs in the airport. To guarantee your safety and rights, please take legally approved taxi which has a uniform coating and avoid the” Unlicensed taxi”, which might overcharge you illegally. Please remember to ask for the receipt before you get off. The fee in normal traffic condition is as follows:

Starting Point	Destination	Suggested Vehicle	Estimated Cost
Tianhe Airport	Mafangshan Campus	Subway Line 2	RMB 6
		Taxi	RMB 150
	Nanhu Campus	Subway Line 2	RMB 6
		Taxi	RMB 170
	Yujiatou Campus	Taxi	RMB 110
	Wuhan Railway Station	Mafangshan Campus	Subway Line 4 to 2
Taxi			RMB 60
Nanhu Campus		Subway Line 4 to 2	RMB 4
		Taxi	RMB 80
Yujiatou Campus		Taxi	RMB 30
Hankou Railway Station		Mafangshan Campus	Taxi
	Subway Line2		RMB 4
	Nanhu Campus	Subway Line 2	RMB 4
		Taxi	RMB 80
	Yujiatou Campus	Taxi	RMB 40
	Wuchang Railway Station	Mafangshan Campus	Taxi
Subway Line 3			RMB 4
Nanhu Campus		Subway Line 2	RMB 2
		Taxi	RMB 20
Yujiatou Campus		Taxi	RMB 40

Route Guide:

*1: Wuhan Railway Station→ Subway Line 4, Huangjinkou Direction →Hongshan Square Station, Switch to Subway Line 2, Guanggu Square Direction→ Get off at Jiedaokou Station, Exit B.

*2: Hankou Railway Station → Subway Line 2, Guanggu Square Direction → Get off at Jiedaokou Station, Exit B.

*3: Wuchang Railway Station → Subway Line 4, Wuhan Railway Station Direction →Zhongnan Road Station, Switch to Subway Line 2, Guanggu Square Direction → Get off at Jiedaokou Station, Exit B.

Mafangshan Campus is 500m south from the Exit B.students who are assigned to live in Jianhu Campus can take the school bus in Mafangshan Campus to there.



