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REGULATIONS ON STUDENT ADMINISTRATION OF  
XI'AN JIAOTONG-LIVERPOOL UNIVERSITY

西交利物浦大学学生管理规定

**Chapter I General Provisions**

**第一章 总 则**

Article 1 In order to keep the campuses of Xi'an Jiaotong-Liverpool University (hereunder referred to as 'the University') in good order for study and living, ensure legal rights of students, and cultivate students' balanced development in moral, intellectual, physical and aesthetic aspects so that they become socialist builders and successors, this regulation is hereby formulated in accordance with *the Education Law of People's Republic of China, the Higher Education Law of People's Republic of China and the Regulations on Student Administration of Regular Higher Education Institutions*.

第一条 依据《中华人民共和国教育法》、《中华人民共和国高等教育法》、《普通高等学校学生管理规定》等有关法律、法规及规定，为维护西交利物浦大学（下称学校）正常的教育教学秩序和生活秩序，保障学生合法权益，培养德、智、体、美等方面全面发展的社会主义建设者和接班人，制定本规定。

Article 2 This regulation applies to the administration of postgraduate and undergraduate students who are receiving the general higher education.

第二条 本规定适用于我校对接受普通高等学历教育的研究生和本科学生的管理。

Article 3 The University adheres to the direction of socialist education, adheres to the guiding role of Marxism, and comprehensively implements national education policies; adheres to the foundation of high moral values, focuses on the ideal and conviction education, cultivates and practices core values of socialism, carries forward Chinese excellent traditional culture, revolutionary culture and advanced socialist culture, and cultivates students' social responsibility, innovative spirit and practical ability; and endeavors to manage the institutions by law and with a scientific and sound management system, and continuously improves the level of management and service, demonstrating high professional standards whilst fostering a holistic approach to management and education.

第三条 学校坚持社会主义办学方向，坚持马克思主义的指导地位，全面贯彻国家教育方针；要坚持以德树人为根本，以理想信念教育为核心，培育和践行社会主义核心价值观，弘扬中华优秀传统文化和革命文化、社会主义先进文化，培养学生的社会责任感、创新精神和实践能力；要坚持依法治校，科学管理，健全和完善管理制度，规范管理行为，将管理与育人相结合，不断提高管理和服务

务水平。

Article 4 Students shall advocate the leadership of the Communist Party of China, vigorously study the Marxism-Leninism, Mao Zedong Thought, and the theoretical system of socialism with Chinese characteristics, deeply study the spirit of series of important speeches and the new ideas, thoughts, and strategies on governing the country by General Secretary Xi Jinping, retain great confidence in our path, our theories, our systems, and our culture, and establish the common ideal in the context of our socialism with Chinese characteristics; shall build up the national spirit centering on patriotism and featuring unity and solidarity, love of peace, industry, courage and ceaseless self-improvement; shall enhance legal awareness, abide by the Constitution, laws, regulations, code of ethics for citizens, management provisions as set down by institutions, cultivate good moral qualities and good habits; shall work hard, explore bravely, practice actively, and make great efforts to master modern scientific, cultural knowledge and professional skills; and shall actively do exercises, improve physical and mental health, raise personal accomplishment, and cultivate the aesthetic taste.

第四条 学生应当拥护中国共产党领导，努力学习马克思列宁主义、毛泽东思想、中国特色社会主义理论体系，深入学习习近平总书记系列重要讲话精神和治国理政新理念新思想新战略，坚定中国特色社会主义道路自信、理论自信、制度自信、文化自信，树立中国特色社会主义共同理想；应当树立爱国主义思想，具有团结统一、爱好和平、勤劳勇敢、自强不息的精神；应当增强法治观念，遵守宪法、法律、法规，遵守公民道德规范，遵守学校管理制度，具有良好的道德品质和行为习惯；应当刻苦学习，勇于探索，积极实践，努力掌握现代科学文化知识和专业技能；应当积极锻炼身体，增进身心健康，提高个人修养，培养审美情趣。

Article 5 When enforcing student management, the University respects and protects students' legal rights, educates and guides students to discharge their obligations and responsibilities, encourages and supports students to implement self-management, self-service, self-education and self-supervision.

第五条 学校尊重和保护学生的合法权利，教育和引导学生承担应尽的义务与责任，鼓励和支持学生实行自我管理、自我服务、自我教育、自我监督。

## **Chapter II Rights and Obligations of Students**

### **第二章学生的权利与义务**

Article 6 Upon enrolment, students shall be entitled to the following rights:

第六条 学生在校期间依法享有下列权利：

1. To take part in all activities arranged as per university calendars and curriculum schedules and make use of educational resources provided by the University;

参加学校教育教学计划安排的各项活动，使用学校提供的教育教学资源；

2. To take part in social practices, volunteer services, work-study programmes, recreations, sports, and scientifically and technologically innovational activities, and obtain guidance

services for career and entrepreneurship planning;

参加社会实践、志愿服务、勤工助学、文体体育及科技文化创新等活动，获得就业创业指导和服务；

3. To apply for scholarships, grants and student loans;

申请奖学金、助学金及助学贷款

4. To receive scientific and fair evaluation of their moral characters and academic performances, and obtain corresponding academic certificates and diplomas upon completion of their programmes of studies;

在思想品德、学业成绩等方面获得科学、公正评价，完成学校规定学业后获得相应的学历证书、学位证书；

5. To form and register student organizations and attend their activities, to participate in the University's management in an appropriate way, to have their rights to know about, to participate in and to express views on and to oversee institutional affairs concerning students' rights and interests;

在校内组织、参加学生团体，以适当方式参与学校管理，对学校与学生权益相关事务享有知情权、参与权、表达权和监督权；

6. To make appeals to the University or education authorities against any decisions or penalties imposed for their misconducts, to make appeals or take legal actions against any violations of their legal rights and interests, such as personal or property rights infringed by the University, faculty or administrative staff members;

对学校给予的处理或者处分有异议，向学校、教育行政部门提出申诉，对学校、教职员侵犯其人身权、财产权等合法权益的行为，提出申诉或者依法提起诉讼；

7. Other rights prescribed by laws, regulations and the University's Charter.

法律、法规及学校章程规定的其他权利。

Article 7 Students shall fulfill the following obligations according to laws during their studies:

第七条 学生在校期间依法履行下列义务：

1. To abide by the Constitution, laws, and regulations of P. R. C.;

遵守宪法和法律、法规；

2. To abide by the University's Charter, rules and regulations;

遵守学校章程和规章制度；

3. To abide by academic ethics and complete required academic work;

恪守学术道德，完成规定学业；

4. To pay tuitions and relevant fees as required, and fulfill obligations resulting from being awarded student loans and stipends;

按规定缴纳学费及有关费用，履行获得贷学金及助学金的相应义务；

5. To comply with code of conduct for students, respect faculty members and develop good moral characters, good behaviors and habits;

遵守学生行为规范，尊敬师长，养成良好的思想品德和行为习惯；

6. Other obligations as prescribed by laws, regulations and the University's Charter.

法律、法规及学校章程规定的其他义务。

## **Chapter III Student Registration and Enrolment**

### **第三章 学籍管理**

#### **Section 1: Registration**

##### **第一节 入学与注册**

Article 8 New students admitted by the University in accordance with relevant national admission policies should arrive on campus with their admission notices to handle enrolment procedures before the specified deadline and as required by the University. New students who are not able to arrive on time for certain reasons should make a request to the Student Affairs Office for leave of absence before the registration date as required by the University.

Those who have not asked for leave or have failed to come back before the end of leave without proper reasons such as force majeure will be treated as if they have abandoned their eligibility for enrolment at the University.

第八条 按国家招生规定录取的新生，持录取通知书，按学校有关要求和规定的期限到校办理入学手续。因故不能按期入学的，应于规定报到日期前向学校学生处提交请假申请，办理请假手续。未请假或者请假逾期的，除因不可抗力等正当事由以外，视为放弃入学资格。

Article 9 Student Affairs Office conducts a preliminary verification check for all new students to make sure that admission requirements are met. Only those who pass the verification check can get enrolled. Otherwise, where there is inconsistent information found relating to the admission notice, the candidate information and relevant supporting materials, or breaches against national entrance examination regulations, the student will be deprived of their right to enroll at the University.

第九条 学校学生处在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考试规定情形的，取消入学资格。

Article 10 New students can apply to have their enrolment eligibility retained under one of the following circumstances:

1. Students can request to the Registry to have their enrolment eligibility retained for one year, upon approval, if their present health conditions preclude them from studying at the University which could however return to normal after a short-term treatment, according to the diagnosis by an upper second-class hospital or above;

2. Where a new student is recruited to the People's Liberation Army (including the People's Armed Police Force), the student and the military recruiting office of the local government at the county (municipal or district) level shall make a request to the University so that the enrolment eligibility can be retained until two years after they have retired from the army;
3. Students who are unable to commence their studies on time due to participation in entrepreneurship programmes may apply to have their enrolment eligibility retained for one year, upon the approval of the Registry.

Students will not have a student status during the retention period.

New students shall apply to the University for enrolment procedures before the expiry date of retained enrolment eligibility. Student shall pass the verification check before they can get enrolled. Those who fail to pass the check will lose their eligibility for enrolment. Students who have failed to process enrolment procedures before the specified deadlines without proper reasons such as force majeure will be treated as if they have abandoned their eligibility for enrolment at the University.

第十条 新生符合下列情况之一的，可以申请保留入学资格：

1. 因病：经二级甲等（含）以上医院诊断，认为不宜在学校学习、但经短期治疗后可达到健康标准的，由新生本人申请、教务处批准，可保留入学资格1年；
2. 应征参加中国人民解放军（含中国人民武装警察部队）：新生及入伍地县（市、区）人民政府征兵办公室应向学校提交保留入学资格申请表及相关证明材料，学校为其保留入学资格至退役后2年；
3. 因创业等其他因素无法按时入学的，由新生本人申请、教务处审核批准，可保留入学资格1年。学生在保留入学资格期间不具有学籍。

新生保留入学资格期满前应向学校申请入学，经学校审查合格后，办理入学手续。审查不合格，取消入学资格；逾期不办理入学手续且未有因不可抗力延迟等正当理由的，视为放弃入学资格。

Article 11 Within three months of students being enrolled, the University shall conduct a thorough background check for all new students in accordance with the provisions on student recruitment as prescribed by the state. The check shall include the following items:

第十一条 学生入学后，学校在3个月内按照国家招生规定进行复查。复查内容主要包括以下方面：

1. Whether the admission formalities and procedures align with the provisions on student recruitment as prescribed by the state;  
录取手续及程序等是否合乎国家招生规定；
2. Whether the student's information is authentic and the admission of them meets relevant national provisions;  
所获得的录取资格是否真实、合乎相关规定；
3. Whether the student's identification matches the admission notice and the student profile;  
本人及身份证明与录取通知、考生档案等是否一致；

4. Whether students meet the physical and mental health fitness requirements for the programmes or programme clusters applied for, and whether they can attend their studies regularly and lead a normal life at institutions;

身心健康状况是否符合报考专业或者专业类别体检要求，能否保证在校正常学习、生活；

5. Whether the level of specialist knowledge and skills of the special admission groups of students like those doing fine arts and sports meet admission requirements.

艺术、体育等特殊类型录取学生的专业水平是否符合录取要求。

Students who are found to commit frauds or illegalities for personal gains will lose their enrolment eligibility and their student status will be withdrawn. In very serious cases, the University shall report and hand over to relevant authorities.

Students can retain their enrolment eligibility, according to Article 10, if their physical and mental health conditions preclude them from studying at the University, on the condition that the diagnosis by an upper second-class hospital or above, designated by the University, confirms that they need rest at home.

复查中发现学生存在弄虚作假、徇私舞弊等情形的，确定为复查不合格，取消学籍；情节严重，学校移交有关部门调查处理。

复查中发现学生身心状况不适宜在校学习，经学校指定的二级甲等以上医院诊断，需要在家休养的，可以按照第十条的规定保留入学资格。

Article 12 At the beginning of each academic year, each student shall pay their tuition fee and complete the online registration procedures as per the University's requirements. If one cannot meet the afore-mentioned requirements, the University reserves the right to apply sanctions in accordance with relevant clauses in *Framework for Undergraduate Programmes*, *Framework for Postgraduate Programmes* and *Student Fees Policy* and so on. In most serious cases, students may be withdrawn from the university.

Students with financial difficulties can apply to pay by installments or for financial aids in other forms in accordance with relevant national policies and make the registration after the relevant formalities are completed.

第十二条 每学年开学时，学生应按照学校规定缴纳学费和办理网上学籍注册手续。无故未按时完成的学生，学校根据《本科生管理框架》、《硕士研究生管理框架》和《学生学费管理规定》等相关规定予以处理，严重者可做退学处理。

家庭经济困难的学生可以向学校申请分期付款、按国家政策申请助学贷款或者其他形式资助，办理有关手续后注册。

## Section 2: Assessment and Academic Record Keeping

### 第二节 考核与成绩记载

Article 13 Students shall be assessed for the courses and other curricular activities as specified in the curriculum (hereunder referred to as courses), and other interest-driven and credit-bearing co-curricular studies outside their enrolled programme. The results of assessments shall be held on

the University's database for the sake of transcript production and student profiles archiving.

Assessments may consist of examinations and continuous coursework. Detailed methods for assessments and the availability of retake or re-sit opportunities shall comply with *Framework for Undergraduate Programmes*, *Framework for Postgraduate Programmes and other related regulations*, and be implemented in accordance with module specifications.

第十三条 学生应当参加学校教育教学计划规定的课程和各种教育教学环节（以下统称课程）的考核，以及自愿参加修读的所注册专业教学计划之外的辅修课程的考核，考核成绩记入成绩单，并归入学籍档案。

考核分为考试和考查两种。考核和成绩评定方式，以及考核不合格的课程是否重修或者补考，根据《本科生管理框架》，《硕士研究生管理框架》及其它相关管理规定，按课程大纲设置执行。

Article 14 The assessment and appraisal of students with respect to moral characters will be primarily based on Article 4 of this regulation taking the form of personal statement or democratic appraisal by teachers and students.

The results of physical education shall be assessed comprehensively in accordance with attendance, in-class study, out-of-class exercise and physical fitness testing.

第十四条 学生思想品德的考核、鉴定，以本规定第四条为主要依据，采取个人小结、师生民主评议等形式进行。

学生体育成绩评定可以根据考勤、课内教学、课外锻炼活动和体质健康等情况综合评定。

Article 15 The courses to be taken and credits to be obtained by a student in each semester or academic year, as well as regulations with respect to annual progression and retaking of failed modules, shall comply with *Framework for Undergraduate Programmes* and *Framework for Postgraduate Programmes*.

第十五条 学生每学期或者每学年所修课程或者应修学分数以及升级、重修等要求，由学校《本科生管理框架》和《硕士研究生管理框架》规定。

Article 16 Students may apply for study on exchange or visiting programmes of institutions with whom the University has signed cooperative agreements. The scores (credits) obtained through these programmes will be accepted after verification by the University.

第十六条 学生可申请在与学校签署合作协议的院校交流或访问学习，修读的课程成绩（学分），学校审核同意后，予以承认。

Article 17 The University encourages, supports and guides students to attend social practice and participate in innovation and entrepreneurship programmes. Students' achievements made through these activities and in other forms including publication of papers, obtainment of authorized patents and other experience and achievements which are related to their subject area and meet relevant academic requirements, may be converted into credits and recorded into academic database held by the University which will appear on their academic transcript, upon the verification by the University, in accordance with *Undergraduate Work Placement Policy*.

第十七条 学校鼓励、支持和指导学生参加社会实践、创新创业活动。学生参加创新创业、社会实践等活动以及发表论文、获得专利授权等与专业学习、学业要求相关的经历、成果，根据《本科生实习管理规定》，经学校审核认定，在成绩单上予以记载，并归入学籍档案。

Article 18 The University records student assessment results authentically and comprehensively and accordingly issue academic transcripts to students which include scores achieved through re-sitting or retaking, with indicative flags.

If a student seriously violates the assessment regulations or cheats in an examination, the University will impose disciplinary penalties including the award of zero mark, depending on the severity of the offence, in accordance with *Policy on Student Conduct and Discipline* and *Regulations for the Conduct of Examinations*.

Where students discontinue their studies for such reason as withdrawing from the University, the courses taken in the University and the credits obtained shall be recorded. If the students retake the national entrance examination, meet admission requirements and are re-enrolled into other institutions, the obtained credits can be recognized after verification by the admitting institution.

第十八条 学校真实、完整地记载、出具学生学业成绩，对通过补考、重修获得的成绩，予以标注。

学生严重违反考核纪律或者作弊的，学校纪律委员会按照《学生行为与纪律管理规定》和《考试行为规范》视其违纪或者作弊情节，判定其成绩无效，并给予相应的纪律处分。

学生因退学等情况中止学业，其在校学习期间所修课程及已获得学分，予以记录。学生重新参加入学考试、符合录取条件，再次入学的，其已获得学分，经学校认定，可以予以承认。

Article 19 Students shall attend all regularly scheduled classes and other curricular activities. Otherwise, they should submit a request for leave of absence in advance. Students who are absent without reasonable reasons may be subject to a disciplinary action as per the provisions in the *Student Attendance Policy*.

第十九条 学生应当按时参加教育教学计划规定的活动。不能按时参加的，应当事先请假并获得批准。无故缺席的，根据《学生出勤规定》给予相应的处分。

Article 20 The University lays emphasis on integrity education and keeps student integrity records with respect to their academic performance and conduct in accordance with *Policy on Student Conduct and Discipline* and *Academic Integrity Policy*, and may impose disciplinary penalties in alignment with specific provisions of relevant regulations, depending upon the level of severity of discreditable behaviors.

第二十条 学校注重学生诚信教育，依照《学生行为与纪律管理规定》和《学术诚信管理规定》记录学生学业、学术、品行等方面的诚信信息；根据具体失信行为，按规定的惩戒机制给予相应的处理。

### Section 3: Change of Programme and Transfer to Other Institutions

#### 第三节 转专业与转学

Article 21 Students may apply for change of programme if their interests and strengths are better in line with a different programme; change of programme is not allowed, if students are admitted through special admission routes, or if there are specific provisions of the state or explicit agreements with the University prior to admission which restrict or forbid programme transfers.

Programme choice and transfer of undergraduate students shall comply with *Programme Choice*



*and Transfer Policy.* Master's students may not be allowed to change programmes after enrolment.

Where there are changes arising from social demands for talents which require institutions to adjust their relevant programmes on offer, students concerned shall be allowed to change to other relevant programmes.

The University prioritises the requests for changing programmes of students who resume their studies after suspension for entrepreneurship or after retirement from military services, based on their individual circumstances.

第二十一条 学生在学习期间对其他专业有兴趣和专长的，可以申请转专业；以特殊招生形式录取的学生，国家有相关规定或者录取前与学校有明确约定的，不得转专业。

本科生的选专业和转专业应遵守《本科生选专业和转专业细则》。研究生注册入学后，一般不予转专业。

学校根据社会对人才需求情况的发展变化，需要适当调整专业的，允许在读学生转到其他相关专业就读。

创业休学或退役后复学的学生，因自身情况需要转专业的，学校优先考虑。

Article 22 Students may apply for a transfer in the event of illness, or special difficulties or needs, which have made them unable to continue their study or to adapt to the environment of the University. Those under any of the following circumstances are not allowed to transfer to another institution:

第二十二条 学生因患病或者有特殊困难、特别需要，无法继续在原校学习或者不适应原校学习要求的，可以申请转学。有下列情形之一，不得转学：

1. Less than one semester after enrolment or less than one year before graduation;

入学未满一学期或者毕业前一年的；

2. The score of college entrance examination being lower than that of the same place of student source in the same admission year for the corresponding programme offered by the receiving institution, or admission through other means than college entrance examination or admission without using scores from college entrance examination (including recommended admission, independent recruitment, police officers admission, admission of the second bachelor's degree students, progression from college to undergraduate programmes and so on);

高考成绩低于拟转入学校相关专业同一生源地相应年份录取成绩的，或未通过普通高等学校招生全国统一考试或未使用高考成绩录取入学的（含保送生、单独考试招生、政法干警、第二学士学位、专升本等）；

3. Transferring from a lower tier institution to a higher one;

由低学历层次转为高学历层次的；

4. Students having been admitted through special admission mechanisms or special groups such as pre-determined employments, fine arts group, sports group, advanced artistic group and advanced sports team;

以定向就业、艺术类、体育类、高水平艺术团、高水平运动队等特殊招生形式录取的；

## 5. Having no proper reasons for transfer.

无正当转学理由的。

Where the request for transfer is based on reasons like changed conditions of the programme or the University other than personal ones, the University will issue necessary documents to the student concerned to clarify the situation. The Department of Education of Jiangsu Province is responsible for coordinating for the student to transfer to another institution of the same level.

学生因学校培养条件改变等非本人原因需要转学的，学校出具证明，由江苏省教育厅协调转学到同层次学校。

Article 23 Students registered at the University who meet the requirements to transfer to another institution may make a request and provide supporting documentation which will be evaluated by the Registry before submission to the Vice President Academic for approval. Upon the approval of both the University and the receiving institution, relevant procedures would be processed.

Students from other Chinese universities who meet the requirements to transfer to the University should seek the approval of their home university in the first instance before request is made to the University. The Registry of the University will evaluate the extent to which the transfer requirements are met and the supporting documentation. Where it is deemed that the student has sufficient prerequisites to study in the University and that the University is also capable of ensuring the student's continuing study at the University, the transfer will be approved, upon the approval of the meeting of a focus group consisting of members from both faculty and University levels.

第二十三条 凡符合转学条件且要求转入其他院校学习的我校学生，须由学生本人提出书面申请，说明理由并提供证明材料，由教务处审核，报分管校长审批。学校及拟转入学校双方同意后，办理相关手续。

其他院校符合转学条件且要求转入我校学习的学生，须经转出学校批准后向我校提出转入申请，由教务处负责转学条件及相关证明材料的审核，经院、校两级专题会议研究决定，认为符合本校培养要求且学校有培养能力的，允许转入。

Article 24 The information of students to be transferred (mainly including: student name, home and new university names and programme titles, year of admission, admission scores and transfer reasons and so on) shall be published on University website for seven days. In the case of no objection, relevant transfer procedures can be initiated. Within three months of completion of transfer procedures, the transfer case should be reported to the Department of Education of Jiangsu Province.

第二十四条 拟转学学生相关信息（主要包括：学生姓名，转出、拟转入学校和专业名称，入学年份，录取分数，转学理由等）通过学校网站进行7个工作日的公示，无异议后，办理相关转学手续。转学完成后3个月内，报江苏省教育厅备案。

## Section 4: Suspension and Resumption of Studies

### 第四节 休学与复学

Article 25 Students can complete their studies by stages, but should complete their studies within

the maximum registration period, which is eight years for undergraduate students (normally including the time for suspension of studies and retention of student status).

第二十五条 学生可以分阶段完成学业，但必须在学校规定的最长学习年限内完成学业。本科生最长学习年限为8年（含休学和保留学籍时间）。

Article 26 Suspension of studies applies to students who request to suspend their studies or those the University consider it necessary to have their studies suspended upon approval. The length of suspension is normally one year. In exceptional circumstances, an additional year may be granted upon the approval of the University.

Student requests to suspend their studies for entrepreneurship shall be evaluated by the Student Admission & Career Development Office of the University. The length of suspension for this purpose is normally one year. Students may apply for suspension for entrepreneurship at most twice during their registration period.

第二十六条 学生申请休学或者学校认为应当休学的，经学校批准，可以休学。休学期限一般为1年，特殊情况经学校批准可延长1年。

对申请创业休学的，学校招生就业管理部门进行审核认定。创业休学每次申请休学时间一般以1年为限，申请创业休学不得超过2次。

Article 27 Registered students who are recruited to the People's Liberation Army (including the People's Armed Police Force) should apply to the University within two weeks of their receipt of the enlistment notice to retain their student status which will be kept by the University until two years after they have retired from the army. The period of suspension does not count toward the maximum registration period.

Students taking part in cross-institutional programmes are entitled to have their student status kept at the University during their joint-study periods.

The University maintains managerial contacts with the army or the joint institutions during the period when the student status is kept at the University.

第二十七条 在校学生应征参加中国人民解放军（含中国人民武装警察部队），应在接到入伍通知两周内向学校申请保留学籍，学校保留其学籍至退役后2年，其入伍时间不计入学习年限。

学生参加学校组织的跨校联合培养项目，在联合培养学校学习期间，学校同时为其保留学籍。学生保留学籍期间，学校与其实际所在的部队、学校等组织建立管理关系。

Article 28 Students whose studies are suspended or whose student status is kept at the University should complete leaving procedures. During the suspension or student status keeping period, students will not enjoy the same student rights. Medical expenses incurred for students whose suspension was due to health reasons shall be dealt with in accordance with relevant state and local regulations.

第二十八条 休学、保留学籍学生应当按规定办理手续离校。学生休学、保留学籍期间，学校保留其学籍，但不享受在校学习学生待遇。因病休学学生的医疗费按国家及当地的有关规定处理。

Article 29 Students shall apply for resumption of studies upon expiration of the suspension or student status keeping period. Approval will be granted to those whose applications meet relevant requirements.

Changes to registration status of students taking part in cross-institutional programmes are centrally managed by the University.

第二十九条 学生休学、保留学籍期满前应按规定提出复学申请，经学校复查合格，方可复学。参加跨校联合培养项目的学生的学籍状态的变化由学校统一管理。

## Section 5: Withdrawal from the University

### 第五节 退 学

Article 30 Students may be required to withdraw from the University under one of the following circumstances:

第三十条 学生有下列情形之一，学校予退学处理：

1. Failure to meet the required level of academic performance or to complete their studies within the maximum registration period;  
学业成绩未达到学校要求或者在学校规定的学习年限内未完成学业的；
2. Failure to apply for resumption of studies by the date specified by the University or failure to meet the University's criteria for resuming studies, upon expiration of the suspension or the student status keeping;  
休学、保留学籍期满，在学校规定期限内未提出复学申请或者申请复学经复查不合格的；
3. Disease or accidental disability that prevents the student from continuing study according to the diagnosis of the University designated hospital;  
根据学校指定医院诊断，患有疾病或者意外伤残不能继续在校学习的；
4. Failure to take part in institutionally required teaching activities without approval for two consecutive weeks;  
未经批准连续两周未参加学校规定的教学活动的；
5. Failure to complete registration procedures by Week 4 without going through procedures to temporarily defer registration;  
逾期四周未注册而又未履行暂缓注册手续的；
6. Other circumstances where students cannot complete study or should be withdrawn from the University;  
应予退学的其他情形。

Students who apply to withdraw from the University shall go through leaving procedures after getting approval from the University.

学生本人申请退学的，经学校审核同意后，办理退学手续。

Article 31 Students withdrawing from the University shall go through leaving procedures within

specified time.

The personal profiles of students who withdraw from the University shall be returned to the place where their family's permanent residence is registered, and their household register shall also be transferred back to their original registered residence or the family's registered permanent residence.

第三十一条 退学学生，应当按学校规定期限办理退学手续离校。

退学学生的档案由学校退回其家庭所在地，户口按照国家相关规定迁回原户籍地或者家庭户籍所在地。

## Section 6: Graduation and Completion

### 第六节 毕业与结业

Article 32 Upon completion of all required courses within maximum registration periods at pass level or above and meeting the graduation requirements, students will be entitled to graduate with a graduation certificate which will be awarded by the University before they leave.

Students who meet the requirements of an academic degree will be awarded a degree certificate by the University.

第三十二条 学生在学校规定学习年限内，修完教育教学计划规定内容，成绩合格，达到学校毕业要求的，学校准予毕业，并在学生离校前发给毕业证书。

符合学位授予条件的，颁发学位证书。

Article 33 Where students complete all required courses but fail to meet the graduation criteria, their studies in the undergraduate programme will come to an end with a Chinese Certificate of Completion of Studies.

Where the maximum registration period allows, within a calendar year from the issue date of the Chinese Certificate of Completion of Studies, students may submit the request for retaking the failed courses in the following academic year.

Students who withdraw from the University shall be issued a Chinese Certificate of Studies or a document describing the study experience if they have completed more than one but less than four stages of study.

第三十三条 学生在学校规定学习年限内，修完教育教学计划规定内容，但未达到学校毕业要求，学校准予结业，发给结业证书。

未达到学校毕业要求准予结业的学生，在不超出最长注册年限的情况下，允许在结业日期之后一个自然年内申请重修未通过的课程，达到毕业要求者可换发毕业证书。

对在校学习满一年的退学学生，学校颁发肄业证书或者出具写实性学习证明。

## Section 7: Academic Certificates Management

### 第七节 学业证书管理

Article 34 Graduation certificates, degree certificates and other academic certificates shall be filled out with exactly the same information concerning the modes of running and forms of study as determined during the recruitment stage and the identical personal information as that used in the admission process. All certificates issued shall contain such information.

There must be good and sufficient reasons and legitimate supporting evidence provided if students want to change their personal information like name and birth of date, which is essential information for filling out an academic certificate. Students should fill out the application form which shall be submitted to the Registry together with relevant supporting documents for initial evaluation. Where necessary, the Registry would conduct a verification check through contacting the Public Security Office of the place where students concerned were admitted. Approved applications will be submitted to CHSI (the Ministry of Education owned Higher Education Student Information System) for changes to be made in its database.

第三十四条 学校严格按照招生时确定的办学类型和学习形式，以及学生招生录取时填报的个人信息，填写、颁发学历证书、学位证书及其他学业证书。

学生在校期间变更姓名、出生日期等证书需填写的个人信息的，应当有合理、充分的理由，并提供有法定效力的相应证明文件。学生本人填写申请表，连同相关证明文件提交教务处，教务处进行初步审核并在必要情况下与学生生源地相关政府公安机关进行核实，审核通过后提交教育部学籍学历管理平台变更。

Article 35 The University completes electronic registration procedures for students in accordance with the MoE regulations on electronic registration for higher education student statuses and academic certificates, and fulfils the responsibility of submitting degree awarding information of graduates to MoE Academic Degree Centre for filing in alignment with its requirements and in a timely fashion.

第三十五条 学校按照高等教育学籍学历电子注册管理制度，完成学生学籍学历电子注册，按教育部学位中心要求及时完成学位授予信息的报送、备案工作。

Article 36 New undergraduate students should check their own records on CHSI in October every year to make sure their registration status and personal information are accurate. Inconsistent information spotted should be reported to the Registry in a timely manner.

Students should take part in the graduation photo collection events at scheduled times in accordance with the requirements of MoE and the University.

第三十六条 本科新生应于入学当年十月份在中国高等教育学生信息网上进行新生学籍自查，核实本人学籍是否注册、信息是否准确等。如有信息不符等问题应及时向教务处反映。

学生应根据教育部及学校的要求按时参加毕业生电子图像采集工作。

Article 37 Students who violate national admission regulations and get admitted or enrolled should be deprived of their enrolment eligibility or de-registered by the University. They will not be entitled to any certificate of completion or degree certificate. Where certain certificates have already been issued, they should be revoked. The University shall also revoke the certificates of completion and degree certificates issued to students who are found to have committed academic misconduct including cheating, plagiarism and copying another's work.

The University shall deregister the revoked certificates which have been registered, and report to the Department of Education of Jiangsu Province for declaration of revocation.

第三十七条 对违反国家招生规定取得入学资格或者学籍的，取消其学籍，不颁发学历证书、学位

证书；已发的学历证书、学位证书，依法予以撤销。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，学校依法予以撤销。

被撤销的学历证书、学位证书已注册的，学校予以注销并报江苏省教育厅宣布无效。

Article 38 In the case where a certificate is lost or damaged, the University shall issue a substitute certificate detailing the qualification awarded, upon receipt of an application. The substitute certificate shall be of equal authenticity with the original.

第三十八条 学历证书和学位证书遗失或者损坏，经本人申请，学校核实后出具相应的证明书。证明书与原证书具有同等效力。

## **Chapter IV Campus Order and Extracurricular Activities**

### **第四章校园秩序与课外活动**

Article 39 The University and its students shall jointly keep the campus in good order to ensure a safe and stable campus environment for study and living.

第三十九条 学校与学生应当共同维护校园正常秩序，保障学校环境安全、稳定，保障学生的正常学习和生活。

Article 40 Elected student representatives participate in the University's management through their representation at various University and departmental committees such as Learning and Teaching Committee and Staff-Student Liaison Committee so that students are guaranteed their rights in this regard in accordance with relevant laws and regulations.

第四十条 选举产生的学生代表通过参加诸如大学教学委员会、各院系师生联络委员会等校、系两级各类管理委员会的途径，依法、依章程参与学校管理。

Article 41 Students should comply with civil ethics, observe the University's regulations, create and maintain a civilized, neat, graceful and safe environment for study and living, cultivate consciousness of safety risk prevention and self-protection, and protect their own legal rights and interests.

第四十一条 学生应当自觉遵守公民道德规范，自觉遵守学校管理制度，创造和维护文明、整洁、优美、安全的学习和生活环境，树立安全风险防范和自我保护意识，保障自身合法权益。

Article 42 Students shall not perform any illegal acts, such as alcoholic indulgence, fighting and brawling, gambling, drug abuse, and distribution, reproduction and selling of illegal books and periodicals, and audio and video products; shall not take part in illegal pyramid scheme and religious cults and feudal and superstitious activities; and shall not conduct or take part in those activities that sully the images of university students and are against the public order and good morals.

The University will take actions according to the law or assist related governmental departments to take necessary measures if students are found to have performed illegal activities in the University or have serious mental illnesses that are possibly harmful to others.

第四十二条 学生不得有酗酒、打架斗殴、赌博、吸毒，传播、复制、贩卖非法书刊和音像制品等违法行为；不得参与非法传销和进行邪教、封建迷信活动；不得从事或者参与有损大学生形象、有悖社会公序良俗的活动。

学生若被发现在校内有违法行为或者严重精神疾病可能对他人造成伤害的，学校依法采取或者协助有关部门采取必要措施。

**Article 43** The University shall adhere to the principle of separating education from religion. Any organizations or individuals are not allowed to carry out religious activities on campus.

第四十三条 学校坚持教育与宗教相分离原则。任何组织和个人不得在学校进行宗教活动。

**Article 44** The University establishes a sound system for the student congress, provides necessary conditions for student union and graduate student union to carry out student activities, and supports them to play a role in student management.

Students are entitled to set up and join student organizations. To set up student organizations, students should submit written applications in accordance with relevant regulations to the University for approval and implement a registration and annual inspection mechanism.

Student organizations shall conduct their activities in compliance with the Constitution, relevant laws and regulations, as well as the University's regulations, under the supervision and leadership of the University. When external organizations or speakers are invited by student organization to hold seminars or other activities on campus, prior approval shall be sought from and approved by the University.

第四十四条 学校通过学生代表大会制度，为学生会开展活动提供必要条件，支持其在学生管理中发挥作用。

学生可以在校内成立、参加学生团体。学生成立团体，应当按学校有关规定提出书面申请，报学校批准并施行登记和年检制度。

学生团体应当在宪法、法律、法规和学校管理制度范围内活动，接受学校的领导和管理。学生团体邀请校外组织、人员到校举办讲座等活动，需经学校批准。

**Article 45** The University shall advocate and support students and student organizations to carry out academic, scientific and technological, artistic, entertainment and sports activities that are beneficial to physical and mental health, and are conducive to growth and development.

Extracurricular activities shall not disturb the order for normal educational and teaching activities and the lives of people on campus.

Students who participate in work-study programmes shall abide by laws, rules and regulations, as well as the University's and employer's regulations, and fulfill their obligations stipulated in relevant agreements concerning their work-study programmes.

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

学生进行课外活动不得影响学校正常的教育教学秩序和生活秩序。

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

**Article 46** Activities held by students, such as large gatherings, demonstrations and parades should be approved in accordance with legal procedures and relevant regulations. The University should seek to dissuade or stop students from those activities to which approval are not granted.



第四十六条 学生举行大型集会、游行、示威等活动，应当按法律程序和有关规定获得批准。对未获批准的，学校依法劝阻或者制止。

Article 47 Students shall abide by relevant regulations of the state and the University concerning the use of Internet, shall not visit illegal websites or disseminate illegal text, audio and video recordings and so on, or fabricate and disseminate false and harmful information; and shall not attack and hack into other people's computer systems and mobile communication networks.

第四十七条 学生应当遵守国家 and 学校关于网络使用的有关规定，不得登录非法网站和传播非法文字、音频、视频资料等，不得编造或者传播虚假、有害信息；不得攻击、侵入他人计算机和移动通讯网络系统。

Article 48 Students shall abide by the University's regulations on dormitory management. Implementation of student self-management is encouraged and supported through formulation of conventions.

第四十八条 学生应当遵守学校关于学生住宿管理的规定。鼓励和支持学生通过制定公约，实施自我管理。

## **Chapter V Rewards and Punishments**

### **第五章 奖励与处罚**

Article 49 The University gives commendations or rewards to the students who have realized all-round development in terms of ethics, intellect, physique and aesthetics, or those who are outstanding in their moral conduct, academic performance, scientific and technical creation and innovation, sports competitions, cultural activities, volunteer services, social practices and other areas.

第四十九条 对在德、智、体、美等方面全面发展或者在思想品德、学业成绩、科技创造、体育竞赛、文艺活动、志愿服务及社会实践等方面表现突出的学生，学校给予表彰和奖励。

Article 50 Commendations and rewards for students can take different forms, such as conferral of honorary titles, certificates and scholarships to encourage students spiritually or materially.

The University establishes open, fair, and impartial procedures and regulations in giving commendations and rewards and other benefits to students

第五十条 对学生的表彰和奖励采取授予相应的荣誉称号、证书、颁发奖学金等多种形式，给予相应的精神鼓励或者物质奖励。

学校对学生予以表彰和奖励，以及其他赋予学生利益的行为，坚持公开、公平、公正的程序和规定。

Article 51 Students who violate laws and regulations, this regulation, and the University's disciplinary regulations shall be criticised and penalised by the University Student Board of Discipline in accordance with *Student Conduct and Discipline* and *Regulations for the Conduct of Examinations*.

第五十一条 对有违反法律法规、本规定以及学校纪律行为的学生，学校纪律委员会将依据《学生行为与纪律管理规定》和《考试行为规范》对其进行批评教育，并给予相应的纪律处分。

Article 52 Students under any of the following circumstances will be terminated from their studies at the University:

第五十二条 学生有下列情形之一，学校给予开除学籍处分：

1. Violating the Constitution, opposing the Four Cardinal Principles, disrupting social stability and unity, and disturbing social order;

违反宪法，反对四项基本原则、破坏安定团结、扰乱社会秩序的；

2. Behavior in violation of laws which has constituted a crime;

触犯国家法律，构成刑事犯罪的；

3. Being punished by public security administration with serious circumstance and vicious nature;

受到治安管理处罚，情节严重、性质恶劣的；

4. Impersonating others or being impersonated, organizing cheating or cheating in examinations, cheating by using communication devices or other equipment, selling examination papers and solutions for money, and other serious cheating cases or behaviors disrupting examination order;

代替他人或者让他人代替自己参加考试、组织作弊、使用通讯设备或其他器材作弊、向他人出售考试试题或答案牟取利益，以及其他严重作弊或扰乱考试秩序行为的；

5. Serious cases of academic misconduct such as plagiarism, misrepresentation and fabrication in the dissertation and published research findings, or cases of writing dissertations for others and purchasing and selling dissertations;

学位论文、公开发表的研究成果存在抄袭、篡改、伪造等学术不端行为，情节严重的，或者代写论文、买卖论文的；

6. Violating this regulation and the regulations of the University to such an extent that the order for education, teaching and living and that for management in public places has been severely disturbed;

违反本规定和学校规定，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；

7. Infringing upon the legal rights and interests of other individuals or organizations, which has resulted in serious consequences;

侵害其他个人、组织合法权益，造成严重后果的；

8. Being given disciplinary sanctions due to repeated violations of regulations of the University but refuse to correct errors despite repeated admonition.

屡次违反学校规定受到纪律处分，经教育不改的。

Article 53 The University shall issue a written decision on punishment when any disciplinary sanctions are imposed on students. The written decision shall include the following items:

第五十三条 学校对学生作出处罚处分，会出具相关决定通知书。处分决定书包括下列内容：

1. Basic information of the student;

学生的基本信息；

2. Facts and evidence of the punishment;

作出处分的事实和证据；

3. Type, basis and period of the punishment;

处分的种类、依据、期限；

4. Channels for and the expiry date of the appeal;

申诉的途径和期限；

5. Other necessary items.

其他必要内容。

**Article 54** When imposing disciplinary sanctions or punishments, the University shall adhere to the principle of integrating education with punishment, in compliance with the nature and severity of students' violation of laws and disciplinary regulations. Any disciplinary sanctions imposed shall be based on sufficient evidence, clear foundation, accurate determination of nature and correct procedures, with appropriate level of punishment.

第五十四条 学校给予学生的处罚或处分，坚持教育与惩戒相结合，与学生违法、违纪行为的性质和过错的严重程度相适应。学校对学生的处罚与处分，做到证据充分、依据明确、定性准确、程序正当、处分适当。

**Article 55** Before making sanction decisions or any other adverse decisions, the University will inform students of the facts, reasons and foundations for the decision making, inform students that they have the right to be heard and to defend themselves, and that the University is obliged to organize the hearing process where required.

Written notices concerning the process, punishment or sanction should be delivered to students in person or by email. In the former case, if students refuse to sign for them, they can be left in the students' addresses with witnesses; if students have left the University, they can be sent by post; and if there is not any home address information, they can be published through the University's website or news media.

第五十五条 在对学生作出处分或者其他不利决定之前，学校会告知学生作出决定的事实、理由及依据，并告知学生享有陈述和申辩的权利，听取学生的陈述和申辩。

处理、处分决定以及处分告知书等，以邮件或书信形式直接送达学生本人，书信形式的告知书，学生若拒绝签收的，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。

**Article 56** Cases concerning students' substantial interests, such as the removal of enrolment eligibility, deregistration, withdrawal from the University, and termination of studies, should be submitted to the regular meeting of the Senior Management Team or to a specific meeting/office authorised by the President for consideration and decision making. The legality of the process and decisions to be made shall be checked beforehand.

第五十六条 对学生作出取消入学资格、取消学籍、退学、开除学籍或者其他涉及学生重大利益的处理或者处分决定的，需由校长办公会或者校长授权的专门会议/部门研究决定，并事先进行合法

性审查。

Article 57 The length of sanctions, excluding termination of studies, is normally 12 months, and the sanction shall be removed according to the procedures prescribed by the University upon expiry. After the removal, students' rights and interests, such as those for commendations and rewards, will not be affected by the original sanction.

第五十七条 除开除学籍处分以外，给予学生处分一般设置12个月期限，到期按学校规定程序予以解除。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。

Article 58 The University shall file all documentation relating to student rewards and student punishments concerning the processes, sanction details and removal of them in the University's archives and student profiles in an authentic and comprehensive manner.

Students whose studies are terminated by the University shall be issued a certificate of study. Students shall leave the University within specified time, and the personal profiles shall be returned to the place where their family's permanent residence is registered, and their household register shall also be transferred back to their original registered residence or the family's registered permanent residence in accordance with relevant national regulations.第五十八条 对学生的奖励、处理、处分及解除处分材料，学校会真实完整地记入学生信息系统的个人档案和学校文书档案。

被开除学籍的学生，由学校发给学习证明。学生按学校规定期限离校，档案由学校退回其家庭所在地，户口按照国家相关规定迁回原户籍地或者家庭户籍所在地。

## **Chapter VI Student Appeals**

### **第六章 学生申诉**

Article 59 The University establishes corresponding student appeals processes to handle student appeals against decisions concerning the sanctions imposed on them and the associated processes.

The appeal panel shall normally consist of the vice president in charge, head(s) of relevant professional services department(s), academic staff representatives, and other relevant personnel.

第五十九条 学校设立相应学生申诉工作组，负责受理学生对处理或者处分决定不服提起的申诉。学生申诉工作组应当由学校相关负责人、职能部门负责人、教师代表等相关人员组成。

Article 60 Students may submit written appeals to the designated office or email address within the timeframe specified in the relevant written decisions or notices, if they have disputes related to the sanctions imposed or the associated processes.

第六十条 若学生对学校的处理或处分决定持有异议，可在接到学校处理或者处分决定书所规定的时间内，向指定部门或邮箱提出书面申诉。

Article 61 The appeal panel or designee shall review the entire record of the appeal cases, conclude the review and inform the appellant of the outcome within fifteen days of the receipt of the appeal. Where appeal cases are complicated and conclusions cannot be made within the timeframe specified, the time limit may be extended by 15 days upon approval of the vice president in charge. Where necessary and as the appeal panel suggests, implementation of relevant

decisions may be postponed.

The appeal panel or designee can suggest to revoke or modify the original decision if the conclusion of the review is that there are improprieties found in association with the facts, bases and procedures based on which the decision was made, require related professional service departments to conduct investigations and resubmit to the regular meeting of the Senior Management Team or a special meeting authorised by the President for further decisions.

第六十一条 学生申诉工作组或指定代表对学生提出的申诉进行复查，并在接到书面申诉之日起15日内作出复查结论并告知申诉人。情况复杂不能在规定限期内作出结论的，经学校相关负责人批准，可延长15日。学生申诉工作组认为必要的，可以建议学校暂缓执行有关决定。

学生申诉工作组经复查，认为做出处理或者处分的事实、依据、程序等存在不当，可以作出建议撤销或变更的复查意见，要求相关职能部门予以研究，重新提交校长办公会或者专门会议作出决定。

Article 62 Students can file a written appeal to the Department of Education of Jiangsu Province in the event of any dispute about the review outcome made by the University, within 15 days of the receipt of the written decision from their institution.

第六十二条 学生对复查决定有异议的，在接到学校复查决定书之日起15日内，可以向江苏省教育厅提出书面申诉。

Article 63 The University will no longer accept appeals from students who have failed to submit appeals within the specified time limit since the date when the decision notices concerning the handling process, sanction or review outcome are delivered.

If the decision notices don't specify a time period for submitting appeals, the deadline can be regarded as 6 months from the date when students know or should have known relevant decisions.

第六十三条 自处理、处分或者复查决定书送达之日起，学生在申诉期内未提出申诉的视为放弃申诉，学校不再受理其提出的申诉。

处理、处分或者复查决定书未告知学生申诉期限的，申诉期限自学生知道或者应当知道处理或者处分决定之日起计算，但最长不得超过6个月。

Article 64 Students can appeal to the Department of Education of Jiangsu Province if they think that the University and their staff violate this regulation and infringe their legal rights and interests, or that the University's relevant regulations are in contradiction with related laws and regulations and this regulation.

第六十四条 学生认为学校及其工作人员违反本规定，侵害其合法权益的；或者学校制定的规章制度与法律法规和本规定抵触的，可以向江苏省教育厅投诉。

## **Chapter VII Supplementary Provisions**

### **第七章 附 则**

Article 65 Management of students from Hong Kong, Macao and Taiwan and overseas students shall be executed with reference to this regulation.

第六十五条 学校对港澳台侨学生、留学生的管理，参照本规定执行。Article

66 The Registry is responsible for the interpretation of this regulation. 第六

十六条 本规则由教务处负责解释。

Article 67 This regulation has been approved by the Senior Management Team of the University, and submitted to the Department of Education of Jiangsu Province for filing. The Regulation comes into effect as of 4<sup>th</sup> September 2017.

第六十七条 本规定经校长办公会议通过，报江苏省教育厅备案，于 2017 年 9 月 4 日起施行。

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### Approval and Revision Log

Date	Approved by	Description
28 <sup>th</sup> August 2017	Senior Management Team	New Regulations adopted
11 <sup>th</sup> May 2022	Senior Management Team	Revisions include:  -Alignment with the new Education System (Articles 13 and 15)  -Alignment with latest practice or latest policy changes (Articles 17, 33 and 56)  -Other minor corrections/updates
8 January 2025	University Learning and Teaching Committee	Revisions include: - Alignment of terminology for 'Termination of Studies' and 'Withdrawal from the University' with guidelines issued by the Ministry of Education (MoE) and the Department of Education (DoE); - Updated clarity in disciplinary procedures, sanctions, and appeal mechanisms with pertinent policies and regulations.