

华北电力大学全日制研究生（留学生）

学籍管理规定（试行）

Regulations on Status Management of Full-time Postgraduates (International Students) in North China Electric Power University (for Trial Implementation)

为规范我校来华留学全日制硕士和博士研究生（以下简称留学生研究生）的教育教学管理行为，维护学校正常的教育教学秩序，加强与完善留学生研究生学籍管理，根据《普通高等学校学生管理规定》（教育部第 41 号令）、《学校招收和培养国际学生管理办法》（教育部、外交部、公安部第 42 号令）、《教育部关于规范我高等学校接收外国留学生有关工作的通知》（教外函〔2020〕12 号）、北京地区高等学校招收和培养国际学生管理办法（教外函〔2020〕12 号）、《中国政府奖学金工作管理办法》（教外厅〔2020〕1 号）等文件精神，以及我校全日制来华留学研究生的特点，特制定本规定。

In order to standardize the education and teaching management behaviors of full-time international postgraduate and doctoral students in our university, maintain the normal education and teaching order of the university, and strengthen and improve the status management of international postgraduates, the Regulations is hereby formulated according to the spirits of the *Provisions on the Administration of Students in Regular Institutions of Higher Education* (No. 41 Order of the Ministry of Education), the *Administrative Measures for the Enrollment and Cultivation of International Students by Schools* (No. 42 Order of the Ministry of Education, the Ministry of Foreign Affairs and the Ministry

of Public Security), the *Circular of the Ministry of Education on Standardizing the Work of Our Institution of Higher Education in Accepting International Students* (JWH [2020] No. 12), the *Administrative Measures for the Enrollment and Cultivation of International Students by Beijing Institutions of Higher Education* (JWH [2020] No. 12), the *Administrative Measures for Chinese Government Scholarship* (JWT [2020] No. 1) and other documents and based on the characteristics of full-time international students in our university.

第一章 入学与注册

Chapter I Enrollment and Registration

第一条 凡申请进入我校全日制研究生学习的外国留学生，应符合教育部、国家留学基金委、北京教委颁布的相关文件要求。

Article 1 All international students who apply for full-time postgraduate study in our university shall meet the requirements of the relevant documents issued by the Ministry of Education, the China Scholarship Council and the Beijing Municipal Education Commission.

第二条 按照国家招生规定录取的新生应持华北电力大学来华留学生研究生录取通知书和《留学生入学须知》中规定的相关材料，按学校规定的日期来校办理入学手续。

Article 2 Freshmen enrolled in accordance with the national enrollment regulations should come to the university with letter of admission of North China Electric Power University for international postgraduates in China and relevant materials stipulated in the *Admission Instructions for International Students*, and go through the enrollment formalities on the dates stipulated by the university.

(一) 材料包括:

(I) The materials include:

(1) 本人护照;

(1) One's passport;

(2) 华北电力大学录取通知书;

(2) Letter of admission of North China Electric Power University;

(3) 《外国留学人员来华签证申请表》(JW202表)或(JW201表);

(3) *Visa Application for International Students Study in China* (Form JW202) or (Form JW201);

(4) 《外国人体格检查记录》;

(4) *Physical Examination Record for Foreigner*;

(5) 《华北电力大学外国留学生入学登记表》。

(5) *Enrollment Form of International Students in North China Electric Power University*.

(6) 去往北京市公安局出入境管理处申请办理《外国人居留证》。

(6) Go to the Division of Exit and Entry Administration of Beijing Public Security Bureau to apply for an *Alien Residence Permit*.

(二) 在新生报到时, 国际教育学院对其入学申请材料进行审查, 审查合格的办理入学手续, 予以注册学籍; 如学生入学时提交的申请材料被其它相关机构证明存在不实信息或故意隐瞒重要信息等情形的, 确定为审查不合格, 取消学籍; 情节严重的, 学校移交有关部门查究。

(II) Upon freshman registration, the International Education Institute shall examine the application materials for admission. Those who pass the

examination can go through the admission procedures and be registered as students; if the application materials submitted by the students at the time of enrollment are proved by other relevant institutions to contain false information or deliberately conceal important information, it shall be determined that the students are unqualified and the student status shall be cancelled; if the circumstances are serious, the university shall hand it over to relevant departments for investigation.

(三) 因故不能按规定时间报到者, 应以书面形式 (并附有关证明) 向国际教育学院请假, 经批准后方可缓期报到, 请假时间一般不得超过两周。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。

(III) Those who are unable to register at the prescribed time for some reasons shall apply for leave from the International Education Institute in written form (with relevant proofs). Only after approval can they suspend their registration, which shall not exceed two weeks in general. Failure to ask for leave or overdue leave shall be deemed as giving up the admission qualification except for legitimate reasons such as force majeure.

第三条 学校实行国际学生全员保险制度。留学生研究生必须按照国家有关规定和学校要求投保。对未按照规定购买保险的, 应限期投保, 逾期不投保的, 学校不予录取; 对于已在学校学习的, 应予退学或不予注册。

Article 3 The university implements the insurance system for all international students. International postgraduates must be insured in accordance with relevant regulations of China and requirements of the university. Those who fail to take out insurance in accordance with the regulations shall be insured within the prescribed time limit, and those

who fail to do so won't be admitted to the university; those who have studied in the university shall be expelled or not registered.

第四条 取得学籍者，由国际教育学院发给其留学生证。

Article 4 The International Education Institute shall issue international student ID cards to those who have obtained student status.

(一) 每学期开学时，留学生研究生需于开学两周内持研究生证到国际教育学院教学管理办公室办理学期注册手续。

(I) Within the first two weeks of each semester, international postgraduates are required to go through semester registration procedures at the Teaching Management Office of the International Education Institute with a graduate certificate.

(二) 未按学校规定缴纳学费或者其他不符合注册条件的，不予注册。因故不能按期注册的，应当履行暂缓注册手续，开学前两周内未办理注册手续或请假逾期仍未注册的，视情节严重给予通报批评或按自动退学处理。

(II) Those who fail to pay tuition fees as required by the university or do not meet the registration requirements shall not be registered. Those who fail to register on time for any reason shall go through the formalities of deferred registration. Those who fail to go through the registration formalities within the first two weeks of the term or after the expiration of leave shall be given notifications of criticism or treated as voluntary withdrawal depending on the seriousness of the circumstances.

(三) 通过注册的留学生研究生，其学籍有效期截止到下学期开学之前，退学等特殊情况下将导致学籍立刻终止。

(III) For international postgraduates who have passed the registration,

their student status will expire before the beginning of the next semester. Special circumstances such as withdrawal will cause immediate termination of their student status.

第五条 凡因休学、保留学籍或其它原因离校的学生，未经学校批准，不得复学注册。

Article 5 Students who leave the university due to suspension of schooling, retention of school status or other reasons shall not resume registration without the approval of the university.

第二章 课程考核与成绩记载

Chapter II Course Assessment and Result Recording

第六条 留学生研究生入学后，应在导师指导下，在前两周内制订好研究生培养计划。培养计划的制订应符合专业培养方案的要求，也要适合留学生研究生本人的实际水平。培养计划经导师同意后执行。

Article 6 After enrollment, international postgraduates shall, under the guidance of their supervisors, formulate postgraduate training plans within the first two weeks. The training plans formulated shall not only meet the requirements of the professional training programs, but also accord with the actual level of the international postgraduates. The training plans shall be carried out with the approval of their supervisors.

第七条 留学生研究生必须参加专业培养计划规定的课程学习和考核，考核通过，方能获得规定的学分。考核不通过，学分为“0”；无论何种原因未能参加课程考核的，成绩均以“0”分计；严重违反考核纪律或作弊的，该课程考核成绩按“0”分记，并视其情节轻重，

给予批评教育和相应的纪律处分。考核成绩记入成绩册，并归入本人档案。

Article 7 International postgraduates must participate in the course learning and assessment stipulated in their professional training plans. They can obtain the required credits only passed the assessment. Those who fail the assessment shall get "0" credit; failure to attend the course assessment for any reason shall result in a score of "0"; those who seriously violate the assessment disciplines or cheat shall be scored "0" for the course assessment, and given criticism and education and corresponding disciplinary punishment according to the seriousness of the circumstances. The assessment results shall be recorded in the grade book and included in their archives.

第八条 留学生研究生课程考试和成绩评定参照《华北电力大学研究生课程学习及成绩管理办法》执行。

Article 8 The course examination and result assessment of international postgraduates shall be conducted in accordance with the *Administrative Measures of North China Electric Power University for Postgraduate Course Learning and Results*.

第三章 学制与学习年限

Chapter III Educational System and Duration of Program

第九条 根据学校规定，全日制硕士研究生学制为3年，学习年限2-4年；全日制博士研究生学制为4年，学习年限为3-8年。

Article 9 According to the regulations of the university, the educational system for full-time postgraduates is 3 years, and the duration of program

is 2-4 years; the educational system for full-time doctoral students is 4 years, and the duration of program is 3-8 years.

(一) 研究生学习年限(含休学和保留学籍)由基本学习年限与最长学习年限确定。基本学习年限参照学制执行。全日制硕士研究生最长学习年限为4年。全日制博士研究生最长学习年限为8年。

(I) The duration of program (including suspension and retention of student status) for postgraduates is determined by the basic duration of program and the maximum duration of program. The basic duration of program is implemented according to the educational system. The maximum duration of program for full-time postgraduates is 4 years. The maximum duration of program for full-time doctoral students is 8 years.

(二) 留学生研究生在学超过最长学习年限,学校不再保留其学籍,按自动退学处理。

(II) If an international postgraduate studies beyond the maximum duration of program, the university shall no longer retain his/her student status, and he/she shall be treated as voluntary withdrawal.

第十条 留学生研究生提前修完培养计划规定的学习任务,学习成绩优异,较好地完成学位论文,符合培养方案中提前毕业条件的,可以申请提前一年毕业。

Article 10 International postgraduate who has completed the learning tasks specified in the training plans ahead of schedule, achieved excellent academic results, completed their dissertations well, and met the requirements in their training programs for graduation ahead of schedule may apply for graduation one year ahead of schedule.

第十一条 要求提前毕业的留学生研究生，须提出书面申请，经导师同意，就读学院和国际教育学院审查同意后，报研究生院审核备案。

Article 11 International postgraduates who require for early graduation shall submit a written application to the Graduate School for review and filing with the consent of their supervisors and examination and approval by their schools and the International Education Institute.

第四章 转导师、转专业与转学

Chapter IV Transfer of Supervisors, Majors and Schools

第十二条 留学生研究生在校期间，其指导教师因故不能继续担负指导研究生责任的，留学生研究生可以提出在同一专业更换导师的申请。转导师申请经转出导师、接收导师及所在学院同意后报国际教育学院审批，审批通过后予以变更并报研究生院备案。每学期开学前两周内集中受理审批工作一次。

Article 12 If, for some reason, the supervisor of an international postgraduate is unable to continue to assume the responsibility of guiding postgraduates during school days, the international postgraduate may apply for transfer of supervisors in the same major. The application for transfer of supervisors shall be submitted to the International Education Institute for approval upon the consents of the current supervisor, the receiving supervisor and the school, and after approval, the transfer shall take effect and be reported to the Graduate School for the record. The approval work is handled within the first two weeks of each semester.

第十三条 留学生研究生入学后，原则上不能转专业。特殊情况下，学校根据社会对人才需求情况的发展变化，所学专业调整或原指导教师变动，在原专业无法继续培养，或因其他特殊情况认为必须转专业的，经本人申请，转出导师、接收导师、转出学院负责人和接收学院负责人同意后，经国际教育学院审批，报研究生院备案。

Article 13 After being enrolled, the international postgraduates shall not transfer their majors in principle. Under special circumstances, if it is deemed necessary to transfer the major due to that the university adjusts the major or changes the original supervisor according to the development and change of the social demand for talents, and that the original major cannot continue to train students, or other special circumstances, the application for transfer of majors shall be submitted to the International Education Institute for approval upon the consents of the current supervisor, the receiving supervisor and the heads of the current and receiving schools, and reported to the Graduate School for the record.

（一）转专业的留学生研究生在转入专业的课程学习和研究时间，不得短于所在学科专业同期（从转入时间算起）的留学生研究生。

(I) The course learning and research time of international postgraduates after major transfer shall not be shorter than that of the international postgraduates in the same discipline or major in the same period (from the time of transfer).

（二）因转专业而导致留学生研究生延长在校学习时间，由此造成的相关费用由留学生研究生自筹解决。

(II) The expenses caused by the extension of the study time due to major transfer shall be financed by the international postgraduates themselves.

第十四条 留学生研究生入学后，原则上不能转学。特殊情况下，如患病或确有某种特殊困难、特别需要，无法继续在本校学习或者不适应本校学习要求的，可申请转学。因病转学的，须附学校医院或学校指定的二级甲等（含）以上医院诊断证明。

Article 14 After being enrolled, the international postgraduates shall not transfer to another university in principle. Under special circumstances, students who are unable to continue their study in the university or adapt to the study requirements of the university due to illness or special difficulties or needs may apply for transfer to another university. Transfer application due to illness shall be attached with the diagnosis proofs issued by the hospital of the university or hospitals of Class II Grade A or above designated by the university.

第十五条 留学生研究生转入其它学校者，须经两校同意；政府奖学金留学生还须由其大使馆及国家留学基金管理委员会批准。

Article 15 The transfer of an international postgraduate to another university shall be subject to the approval of the two universities; international students with government scholarship shall also be subject to the approval of their embassies and the China Scholarship Council.

第十六条 留学生研究生有下列情形之一，不得转学：

Article 16 International postgraduates shall not transfer to another university under any of the following circumstances:

（一）入学未满一学期或者毕业前 1 年的；

(I) Less than one semester of schooling or one year before graduation;

（二）应予退学的；

(II) Withdrawal;

(三) 无正当理由转学的。

(III) Without justifiable reasons for transferring to another university.

第十七条 留学生研究生因病或其它特殊情况，可以申请休学。但应当在学校规定的最长学习年限(含休学和保留学籍)内完成学业。以学期为单位(从休学申请之日起，到本学期结束，计为休学 1 学期)，每次申请限 1 个学期。休学期满后仍不能复学的，可继续申请休学 1 学期，但累计不得超过 2 次，累计休学时间不得超过 1 学年。累计休学达到 1 学年，仍未能复学的，按自动退学处理。

Article 17 International postgraduates may apply for suspension of schooling due to illness or other special circumstances. However, they shall complete their studies within the maximum duration of program (including suspension of schooling and student status retention) prescribed by the university. Applications for suspension of schooling shall be made on a semester-by-semester basis (the period from the application date to the end of the semester is counted as one semester of suspension), and each application shall be limited to one semester. If you are still unable to return to the university after the expiration of the suspension period, you may continue to apply for suspension for 1 semester, but the cumulative suspension times shall not exceed 2 times, and the cumulative suspension period shall not exceed 1 academic year. If the cumulative suspension period exceeds 1 academic year and you are still unable to return to the university, you will be treated as voluntary withdrawal.

留学生研究生有以下情形之一，应当休学：

International postgraduates shall suspend their studies under any of the following circumstances:

(一) 在一学期内请假或入医院治疗累计达 3 周以上者；

(I) Taking leave of absence or being admitted to a hospital for treatment for a cumulative period of more than three weeks within one semester;

(二) 经医院诊断为严重传染性疾病（如肝炎、肺结核等）者；

(II) Diagnosed by the hospital as having serious infectious diseases (such as hepatitis and tuberculosis);

(三) 因特殊原因需中断学业者。

(III) Need to discontinue studies for special reasons.

第十八条 留学生研究生休学，按照以下程序办理：

Article 18 The suspension of schooling of international postgraduates shall be handled in accordance with the following procedures:

(一) 一般由本人提出书面申请，并附有关证明（因病休学者须持医院病情证明书），经导师同意，就读学院审核后，报国际教育学院批准，研究生院备案。

(I) Generally, a written application shall be submitted by the applicant with the relevant proofs (hospital proofs of illness shall be presented by students who suspend their studies due to illness). The application shall be submitted to the International Education Institute for approval upon the consents of their supervisors and their schools, and reported to the Graduate School for the record.

(二) 应当休学而不办理休学手续者，由就读学院提出具体处理意见，报国际教育学院批准，研究生院备案。

(II) For those who should suspend their studies but do not go through the suspension procedures, the school shall put forward specific handling

opinions, which shall be submitted to the International Education Institute for approval and the Graduate School for the record.

(三) 休学的留学生研究生必须在接到休学通知之日起两周内办理休学离校手续, 学校保留其学籍。休学期间不享受在校学习留学生研究生待遇, 不得擅自跟班上课和参加考核。

(III) International postgraduates who are suspended from schooling must go through the formalities of suspension and leaving the university within two weeks from the date of receiving the notice of suspension, and the university shall retain their student status. During the suspension period, they do not enjoy the benefits for international postgraduates studied in our university, and are not allowed to attend classes and take examinations without authorization.

(四) 因病休学的留学生研究生, 应回国疗养。

(IV) International postgraduates who are suspended from school due to illness shall return home for recuperation.

(五) 留学生研究生休学回国及回国期间的一切费用自理。

(V) All expenses incurred from suspension of schooling and returning home of international postgraduates shall be borne by themselves.

(六) 由我国政府资助的奖学金留学生研究生休学期间不能享受我校公费医疗待遇, 不能享受政府奖学金。

(VI) During the suspension period, international postgraduates with our government scholarship cannot enjoy the free medical service of our university, or our government scholarship.

第十九条 留学生研究生休学期满, 应当于休学期满一周前提出复学书面申请。因病休学的留学生研究生, 申请复学时必须由所在国公立医院诊断, 证明恢复健康, 并经学校复查合格, 确认能坚持正常学习, 经导师、学院同意, 报国际教育学院批准、研究生院备案, 方

可复学。

Article 19 International postgraduates shall submit a written application for resumption of schooling one week before the suspension period expires. When applying for resumption of schooling, an international postgraduate who has been suspended from school due to illness must be diagnosed by the public hospital of the country where he/she is located, proved to have recovered his/her health, passed the re-examination of the university, and confirmed to be able to continue his/her normal studies. He/she can only return to the university upon the consents of his/her supervisor and school, and after being reported to the International Education Institute for approval and the Graduate School for the record.

第二十条 留学生研究生休学期间，如发现有严重违法乱纪、不宜继续培养者，经学校批准，取消其复学资格，予以退学处理。

Article 20 If an international postgraduate is found to have committed serious violations of the law and discipline and not suitable for further training during his or her suspension, he or she shall, with the approval of the university, be disqualified from resuming his or her studies and be withdrawn from the university.

第五章 退学

Chapter V Withdrawal

第二十一条 留学生研究生有下列情形之一者，应予退学：

Article 21 International postgraduates shall be withdrawn under any of the following circumstances:

(一) 未经请假批准，逾期两周未注册而又无正当事由者；
(I) Failing to register two weeks after the deadline without leave of absence or proper cause;

(二) 未经批准连续两周不参加学校规定的教学活动者；
(II) Failing to participate in the teaching activities stipulated by the university for two consecutive weeks without approval;

(三) 休学期满，在学校规定期限内未提出复学申请或者申请复学经复查不合格者；
(III) Failing to submit an application for resumption of schooling within the time limit prescribed by the university after the expiration of the suspension period, or failing to pass the re-examination after applying for resumption of schooling;

(四) 经过考核认为不宜继续培养者，或学位（毕业）论文工作明显表现出科研能力差的；
(IV) Being considered as unsuitable for further training after examination, or obviously showing poor scientific research ability in academic (graduation) dissertation work;

(五) 经学校指定医院诊断，患有精神病、癫痫病、麻疯、夜游症以及其它疾病或者意外伤残无法继续在校学习者；
(V) Being diagnosed by the hospital designated by the university as having psychosis, epilepsy, leprosy, noctambulism and other diseases or accidental disability and unable to continue to study at school;

(六) 在学校规定年限内（含休学）未完成学业者；
(VI) Failing to complete their studies within the prescribed duration of program (including suspension);

(七) 本人申请退学者；
(VII) Voluntary withdrawal application;

(八) 因其他特殊原因需退学的。

(VIII) Withdrawal due to other special reasons.

第二十二條 留學生研究生主動申請退學或自動退學的处理，由就讀學院和國際教育學院審查，主管校領導審批，並報研究生院備案。中國政府獎學金生須報國家留學基金委備案。其他情形退學的处理由國際教育學院報校長辦公會或者校長授權的專門會議研究決定，並進行合法性審查。對退學的留學生研究生，由國際教育學院出具退學通知書並送達本人，因特殊情況無法送達本人的，在學校網站公告 30 日期滿後即視為送達。

Article 22 Applications of voluntary withdrawal or honorable dismissal shall be reviewed by the school and the International Education Institute, approved by the responsible leaders of the university and submitted to the Graduate School for the record. Applications of students with Chinese government scholarship shall be submitted to the China Scholarship Council for the record. Other withdrawal applications shall be submitted by the International Education Institute, decided upon in a principal's office meeting or a special meeting authorized by the principal, and go through legality review. The notice of withdrawal shall be issued by the International Education Institute and served on the international postgraduate who withdraws from the university. If the notice cannot be served on the student due to special circumstances, the notice shall be deemed to be served after 30 days of notice on the university website.

第二十三條 退學的善後問題，按下列規定辦理：

Article 23 Problems arising after withdrawal shall be handled in accordance with the following provisions:

(一) 退学和因各种原因处理离校的留学生研究生，应当在决定公布之日起两周内办理离校手续并离开学校。享受奖学金的留学生研究生自受到退学或开除学籍处分之日起取消奖学金，不再享受中国政府奖学金生的一切待遇。

(I) International postgraduates who leave the university due to withdrawal or other reasons shall go through the leaving formalities and leave the university within two weeks from the date of announcement of the decision. The international postgraduates who enjoy the scholarship shall no longer enjoy the scholarship and all the benefits for the Chinese government scholarship students as of the date when they are withdrawn or expelled from the university.

(二) 经诊断为精神病等不符合体检标准之疾病(包括意外致残)者，由留学生研究生所在国驻中国使(领)馆或学生家长或抚养人负责领回。

(II) International postgraduates who are diagnosed to be mentally ill or have other diseases that do not meet the physical examination criteria (including accidental disability) shall be taken back by their embassy or consulate in China or their parents or caregivers.

(三) 被处理退学的留学生研究生，不予退还该学年学费。

(III) International postgraduates who have been withdrawn shall not be refunded their tuition fees for the academic year.

(四) 被开除学籍、勒令退学和触犯刑律的留学生研究生，一律不予退还当年学费。

(IV) International postgraduates who have been expelled from school, ordered to quit school and violated the criminal law shall not be refunded their tuition fees for the academic year.

第二十四条 留学生研究生如对退学处理有异议，可向学校学生申诉处理委员会提出书面申诉，申诉程序参照《华北电力大学学生校内申诉管理规定》办理。

Article 24 International postgraduates who have objections to the withdrawal decision may appeal in writing to the Student Appeals Committee of the university. The appeal procedure shall be handled in accordance with the *Regulations of North China Electric Power University for Student Appeals Management*.

第六章 毕业、结业与肄业

Chapter VI Graduation, Completion and Incompletion

第二十五条 留学生研究生在学校规定的学习年限内，修完教育教学计划规定内容，成绩合格，完成毕业（学位）论文并通过答辩，达到学校毕业要求，学校准予毕业并在离校前颁发毕业证书。

Article 25 For international postgraduates who have completed the contents prescribed in the education and teaching plans within the duration of program of the university, passed the examinations, completed graduation (academic) dissertations and passed the defenses, and met the university's requirements for graduation, the university shall grant them graduation and issue graduation certificates before they leave the university.

第二十六条 留学生研究生在校学习已满基本学习年限，修完教育教学计划规定内容，成绩合格，毕业（学位）论文完成，但未达到毕业要求的，学校准予结业，颁发结业证书。研究生结业后，不再补做毕业（学位）论文和答辩，不换发毕业证书。

Article 26 For international postgraduates who have completed the contents prescribed in the education and teaching plans within the duration of program of the university, passed the examinations, and completed graduation (academic) dissertations, but not meeting the university's requirements for graduation, the university shall grant them completion and issue completion certificates. After completion, no more graduation (academic) dissertation or defense will be done, and completion certificates will not be renewed as graduation certificates.

第二十七条 学习期满一学年以上退学的留学生，学校颁发肄业证书或写实性学习证明。

Article 27 For international students who have withdrawn after more than one academic year's study, the university shall issue incompleteness certificates or descriptive certificates of study.

第二十八条 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、颁发学历证书及学位证书。

Article 28 The university shall fill in and issue academic education certificates and academic degree certificates in strict accordance with the types of schooling and forms of study determined at the time of enrollment, as well as the personal information filled in by the students enrolled.

第二十九条 学校执行高等教育学籍学历证书电子注册管理制度，每年将颁发的毕（结）业证书信息报教育部备案。

Article 29 The university shall implement the electronic registration management system for student status and academic education certificates in higher education, and submit the information of graduation

(completion) certificates issued to the Ministry of Education for the record every year.

第三十条 对违反国家招生规定取得入学资格或者学籍的，学校将取消其学籍，不发给学历证书、学位证书；已发的学历证书、学位证书，学校依法予以撤销。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，学校予以注销并报教育行政部门宣布无效。

Article 30 For those who obtain admission qualifications or student status in violation of the state regulations on enrollment, the university shall cancel their student status and shall not issue academic education certificates or academic degree certificates; the issued academic education certificates and academic degree certificates shall be revoked by the university in accordance with the law. For those who obtain academic education certificates or academic degree certificates through academic misconducts such as cheating, plagiarism or other improper means, the issued certificates shall be revoked by the university in accordance with the law. If the revoked academic education certificates and academic degree certificates have been registered, the university shall cancel them and report to the educational administrative department for declaration of invalidity.

第三十一条 留学生研究生毕业或结业，须在离校前一星期凭本人研究生证到国际教育学院留学生管理办公室领取《离校通知单》，并按表上程序办理相关手续。学生办完离校手续后，须将《离校通知单》及研究生证、学生卡交回国际教育学院，否则，不予领取证书。未办理手续而擅自离校的学生，学校不予办理其学习证明、学习成绩

单及毕（结）业证书等文件。

Article 31 One week before leaving the university after graduation or completion, international postgraduates shall obtain the *Notice of Departure* from the International Student Management Office of the International Education Institute with their postgraduate certificates, and go through the relevant procedures according to the procedures on the form. After completing the departure formalities, students shall return the *Notice of Departure*, their postgraduate certificates and student ID cards to the International Education Institute, otherwise, they shall not receive the certificates. For students who leave the university without going through the formalities, the university shall not issue their study certificates, transcripts, graduation (completion) certificates and other documents.

第三十二条 毕业、结业、肄业证书和学位证书如有遗失或者损坏，不再补发。若确实需要，经本人申请，国际教育学院核实后可出具相应的证明书。证明书与原证书具有同等效力。

Article 32 The certificates of graduation, completion, incompleteness and academic degree shall not be reissued even they are lost or damaged. If it is really necessary, upon the student's application, the International Education Institute may issue the corresponding proofs upon verification. The proofs have the same effect as the original certificates.

第七章 奖励与处分

Chapter VII Awards and Punishments

第三十三条 对于品学兼优的留学生研究生，给予表扬（口头或通报），颁发奖状、证书、奖励金等奖励方式。

Article 33 International postgraduates excellent in character and learning shall be praised (orally or with notification) and given awards such as certificates of merit, certificates and bonuses.

第三十四条 对有违法、违规、违纪行为的留学生研究生，视其具体情况给予批评教育或者警告、严重警告、记过、留校察看和开除学籍等纪律处分。

Article 34 International postgraduates who have committed acts violating laws, regulations and disciplines shall, depending on their specific conditions, be given criticism and education or disciplinary actions such as warnings, serious warnings, demerit recording, academic probation and expulsion.

第八章 附 则

Chapter VIII Supplementary Provisions

第三十五条 本规定自 2020 年 9 月 1 日起施行，未尽事宜，按国家现行有关规定办理。

Article 35 The Regulations shall enter into force as of September 1, 2020. Matters not covered shall be handled in accordance with the current relevant provisions of the state.

第三十六条 本规定适用于在我校学习的全日制留学生研究生，由国际教育学院负责解释。

Article 36 The Regulations shall apply to full-time international postgraduates in our university and shall be subject to interpretation by the International Education Institute.

