

国际教育学院文件

国教〔2022〕13号

华北电力大学全日制来华留学本科生学籍管理规定

Regulations on Status Management of Full-time International Undergraduate Students in North China Electric Power University

为规范我校来华留学本科生学籍管理，提高培养质量，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》（京教外〔2020〕1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，结合我校来华留学本科生的实际情况，制定本规定。

In order to standardize the student status management of international undergraduate students in our university and improve the quality of training, 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 (JJW [2020] No. 1), 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 actual situation of international undergraduate students in our university.

二〇二二年五月十日

附件

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本科学习的来华留学生，应符合教育部北京市教委颁布的相关条件要求。

Article 1 All international students in China who apply for full-time undergraduate study in our university shall meet relevant requirements of the Ministry of Education and the Beijing Municipal Education Commission.

第二条 按照国家招生规定，新生入学应提交经教育主管部门备案的证明和学校出具的录取通知书等相关材料，按学校有关要求规定的期限内来校报到，办理入学手续。因故不能按期入学的，应当事先向学校请假，假期一般不得超过两周。未经请假或请假逾期的，除因不可抗力等正当事由以外，视为放弃入学资格。

Article 2 According to the national enrollment regulations, freshmen shall submit certificates filed by the responsible education department, letters of admission of the university and relevant materials, come to the university within the time limit as required by the university, and go through the admission formalities. Those who fail to enroll on time for some reason shall ask for leave from the university in advance, and the leave time 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 学校在新生报到时对新生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。

Article 3 Upon freshman registration, the university shall examine the application materials for admission. Those who pass the examination can go through the admission formalities 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 the relevant

departments for investigation.

审查材料包括：

The materials for examination include:

- (1) 交验本人护照；
(1) Submit one's passport for verification;
- (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) 填写《华北电力大学外国留学生入学登记表》。
(5) Fill in the *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*.

第四条 学校实行国际学生全员保险制度。国际学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 4 The university implements the insurance system for all international students. International students must be insured in accordance with relevant regulations of China and the 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.

第五条 取得学籍者，由国际教育学院发给其留学生证。学生每学期应当在学校规定的时间内，缴齐当学年应缴学费后，持学生证及

有关证明材料到国际教育学院办理注册手续。学生注册后取得在校学习资格，方可参加学校的选课及其他有关活动。学生证加盖注册章后方始有效。

Article 5 The International Education Institute shall issue international student ID cards to those who have obtained student status. Students shall, within the time prescribed by the university, pay the tuition fees due for the current academic year and go through the registration formalities at the International Education Institute with their student ID cards and relevant supporting materials. Students are not allowed to participate in course selection and other related activities until they have registered and obtained the qualification to study in the university. The student ID card is only valid after it is stamped with the registration seal.

未按学校规定缴纳学费等相关费用，或者其他不符合注册条件的，不予注册。未注册期间，不予进行签证相关工作。因故不能按期注册的，应当履行暂缓注册手续，否则以旷课论处。对无故不按时注册者，第一次给予院内通报批评处分，作书面检查；第二次给予严重警告处分；第三次给予记过处分，一年内不得申请华北电力大学优秀留学生奖学金；三次以上给予留校察看直至退学处分。

Those who fail to pay tuition fees and other 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, otherwise they shall be punished as absenteeism. For those who fail to register on time without any reason, the first time, a notice of criticism within the scope of the university and a written self-criticism shall be given; the second time, a serious warning shall be given; the third time, a demerit penalty and disqualification within one year for applying for scholarship for outstanding international students in North China Electric Power University shall be given; the fourth time and after, academic probation shall be given until they withdraw.

第六条 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 6 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 学制、修读年限及费用

Chapter II Educational System, Duration of Program and Fees

第七条 学校本科学制为四年，学习年限三至六年。

Article 7 The educational system of the university for undergraduate students is 4 years, and the duration of program is 3-6 years.

第八条 具有我校学籍的全日制本科留学生，在校最长年限（含休学）不能超过六年。不能在规定的学制年限内修满学分，未达退学处理的学生可申请延期。经批准者原则上安排在同专业的下一年级跟班学习，并应交纳学校规定的学费及其他有关费用。

Article 8 The maximum duration of program (including suspension of schooling) for full-time international undergraduate students with the student status of our university is 6 years. Students who cannot get all credits within the prescribed duration of program may apply for extension if they do not meet the withdrawal criteria. Those who have been approved shall, in principle, study with the students one grade below them and of the same major, and shall pay the tuition fees and other related fees prescribed by the university.

第九条 我校本科留学生实行学分制管理。各专业毕业学分按各专业培养方案学分要求确定。

Article 9 Our university implements the credit system for international undergraduate students. The credits required for graduation of each major shall be determined according to the credit requirements of the training program of each major.

第三章 课程修读

Chapter III Course Study

第十条 课程分为必修课和选修课两大类，选修课分为专业选修课和公共选修课。必修课是每个学生必须修读并取得学分的课程，选修课是按照专业培养方案要求，允许有选择修读的课程。学生必须修满培养方案规定的必修课及选修课的学分数。

Article 10 The courses are divided into compulsory courses and optional courses. Optional courses are further divided into specialized optional courses and public optional courses. Compulsory courses are courses that every student must take and get credits, and optional courses are courses allowing for selective study in accordance with the requirements of the training program for your major. Students must get the credits of the compulsory courses and optional courses specified in the training program.

第十一条 学生当学期教学计划开设必修课程考核未通过的，允许参加补考一次，补考通过后方能取得学分，补考未通过的应当重修。
Article 11 Students who fail the assessment of the compulsory courses set up in the teaching plan for the semester are allowed to participate in the make-up examination once, and they can only get credits after passing the make-up examination. Those who fail the make-up examination shall retake the course.

第十二条 独立开设的实践教学环节考核未通过的，不安排补考，应当重修。
Article 12 No make-up examination is arranged for the independent practice course, so students who fail the assessment shall retake the course.

第十三条 学生重修须本人提出申请，经所在学院批准后于开学第二周内到国际教育学院报名并办理相关手续，安排在本专业或相近专业下一年级相同课程跟班进行。
Article 13 Students who retake the course must apply by themselves. After the approval of the school, they shall come to IEI setting up the course to go through relevant formalities within the second week of the semester. They shall study with the students one grade below them and of their major or similar major.

第十四条 选修课程考核未通过的，可以改选，也可以重修，但学生应当修满培养方案规定的选修课学分。
Article 14 Those who fail to pass the assessment of optional courses may either change their courses or retake them, provided that the students shall get all the credits of optional courses stipulated in the training program.

第十五条 补考、重修成绩按实际成绩记载并予以注明。
Article 15 The results of the make-up examination and restudy shall be recorded according to the actual results with remarks.

第十六条 重修课程不能申请免修，不能申请缓考，不能参加重考。不及格者只能再次重修。
Article 16. A retaking course does not allow for exemption from study, application for suspension of examination, or re-examination. Those who

fail will have to retake it.

第四章 课程考核与成绩记载

Chapter IV Course Assessment and Result Recording

第十七条 本科留学生必须参加所在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。考核成绩记入成绩登记表,并归入本人档案。

Article 17 International undergraduate students must participate in the course learning and assessment stipulated in their professional training plans. Only passing the assessment can they obtain the required credits; 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". The assessment results shall be recorded in the grade book and included in their archives.

第十八条 课程考核分为考试与考查两种。

Article 18 The course assessment is divided into exam and review of performance.

(一) 必修课为考试课,考试方式根据课程性质、教学改革要求,可采用多种方式进行。成绩评定以课程结课考试与平时成绩相结合,按百分制记载。

(I) Compulsory courses are subject to exam, which can be conducted in a variety of ways according to the characteristics of the courses and the requirements of educational reform. The performance evaluation shall combine the final examination of the course and the usual performance, and shall be recorded according to the hundred-mark system.

(二) 选修课为考查课,其成绩由平时作业、小论文、小测验、实验报告、课程总结、笔试、口试等方式评定。成绩以百分制或五级分制记载。

(II) Optional courses are not subject to exam, which are evaluated by regular assignments, essays, quizzes, lab reports, course summaries, written tests, oral tests, etc. The scores are recorded according to the hundred-mark system or the five-letter grading system.

(三) 独立开设实践教学环节成绩以百分制或五级分制记载。

(III) The scores of the independent practice course are recorded according

to the hundred-mark system or the five-letter grading system.

五级分制与百分制可按如下关系折算：

The five-letter grading system and the hundred-mark system can be converted as follows:

序号 S/N	等级对应百分制分数 Score of the hundred-mark system corresponding to the grade	百分制分数区间对应等级 Grade corresponding to the score range of the hundred-mark system
1	优秀：95 Excellent: 95	[90,100]: 优秀 [90,100]: Excellent
2	良好：85 Good: 85	[80,90): 良好 [80,90): Good
3	中等：75 Moderate: 75	[70,80) : 中等 [70,80): Moderate
4	及格：65 Passed: 65	[60,70) : 及格 [60,70): Passed
5	不及格：60 分以下 Failed: Below 60	[0,60): 不及格 [0,60): Failed

(四) 有作业和实验的课程，学生应按任课教师的要求按时完成作业和实验（包括实验报告）方可以参加考核。到课程结束时仍未完成作业和实验的，取消考核资格，该课程成绩以“0”分计，注明“作业未交”或“实验未完成”字样。

(IV) For courses with assignments and experiments, students shall complete assignments and experiments (including lab reports) on time according to the requirements of the lecturers in order to participate in the assessment. Those who have not completed the assignments and experiments by the end of the course shall be disqualified. The course score shall be calculated as "0" with the remarks "assignments not handed in" or "experiments not completed".

第十九条 学生无故缺课，视为旷课。累计超过该学期相应课程教学时数的三分之一的，不得参加该课程的考核，成绩以“0”分计，注明“旷考”字样。

Article 19 A student who is absent from class without reason shall be regarded as absenteeism. If the cumulative time of absenteeism exceeds 1/3 of the teaching hours of the corresponding course in the semester, the

student shall not participate in the assessment of the course, and the score shall be calculated as "0", with the remarks "absent for the exam".

第二十条 考生在考试过程中，应当自觉遵守考场纪律。考试违规的，该课程考核成绩无效，且根据实际情况注明“违纪”、“作弊”、“严重作弊”等字样，给予相应的纪律处分，具体参照《华北电力大学学生违纪处理规定》执行。

Article 20 Examinees shall consciously observe the discipline of the examination room in the course of the examination. Students who violate the rules in the examination shall have invalid examination results for the course, with the remarks "violation of discipline", "cheating", "serious cheating", etc. according to the actual situation, and shall be given corresponding disciplinary actions with reference to the *Regulations of North China Electric Power University on Punishment of Students' Violation of Disciplines*.

第二十一条 未经批准的学生缺交某门课程作业的次数累计超过总数的 1/3 或缺课累计超过某门课程学时数 1/3，取消该课程考核资格，该课程必须重修。

Article 21 If, without approval, the cumulative number of assignments submitted by a student for a course does not exceed 1/3 of the total assignments, or the cumulative time of absenteeism for a course exceeds 1/3 of the class hours, the student is disqualified from the course assessment and the course must be retaken.

第二十二条 学生确因患病或其他原因不能参加课程的考核时，应当在考前办理缓考手续，填写缓考申请表（因病须有医院证明），经国际教育学院或教务处批准后方能生效。因事一般不准缓考。缓考随下学期开学补考一同进行，缓考成绩按正常考试记载，注明“缓考”字样。考试通过后方能取得学分，考试未通过的应当重修。

Article 22 When a student is indeed unable to participate in the course assessment due to illness or other reasons, he/she shall go through the postponement formalities before taking the examination, and fill in the application form for the postponement (disease proof issued by a hospital is required), which can only take effect after being approved by the IEI or Academic Affairs Office. Generally speaking, it is not allowed to postpone the examination due to incidents. The postponed examination shall be held together with the make-up examination at the beginning of the next semester, and the scores shall be recorded normally, with remarks "postponed examination". Credits can be obtained only after

passing the examination, and those who fail the examination shall retake the course.

第五章 升级与退学

Chapter V Upgrading and Withdrawal

第二十三条 学生学完本学年教学计划规定的课程，经考核成绩合格，准予升级。

Article 23 Students who have completed the courses stipulated in the teaching plan for the current academic year shall be allowed to upgrade after passing the examination.

第二十四条 学生的课程修读，均以学生入学时间和主修专业综合培养计划规定的正常进度为标准，在每学期结束后进行审核。

Article 24 The course study of students shall be subject to the enrollment time and the normal schedule stipulated in the comprehensive training plan for the major, and shall be reviewed after the end of each semester.

第二十五条 学生在前六个学期所获得的学分应达到主修专业前六学期所要求修读学分的 3/4，方可参加毕业论文（设计）环节。

Article 25 Only the students with credits obtained in the first six semesters reaching 3/4 of the credits required for the first six semesters of the major can participate in the graduation dissertation (design).

第二十六条 除本细则其它条款所列退学或开除学籍的情况外，学生有下列情况之一者，应予退学处理：

Article 26 In addition to cases of withdrawal or expulsion from school as stipulated in other provisions of these detailed rules, a student shall be withdrawn under any of the following circumstances:

（一）每学年补考后，学生一学年所取得必须课程（环节）学分未达到该学年教学计划规定的必修课程（环节）总学分的 30%的。

(I) After the make-up examination, the credits of the compulsory courses (links) obtained by the student in the academic year do not reach 30% of the total credits of the compulsory courses (links) stipulated in the teaching plan for that academic year.

（二）因病连续或累计休学两年期满，经体检复查身体不合格；

(II) Failing to pass the physical examination upon expiration of two consecutive or cumulative years of suspension of schooling due to illness;

(三) 经二级甲等以上医院确诊，患有精神病、癫痫、麻疯病及其他严重传染病等疾病，或者意外伤残无法在学校继续学习；

(III) Being diagnosed by hospitals of Class II Grade A or above as having psychosis, epilepsy, leprosy and other serious infectious diseases or accidental disability and unable to continue to study at the university;

(四) 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；

(IV) Failing to submit an application for resumption of schooling within the time limit prescribed by the university after the expiration of the suspension of schooling and retention of student status, or failing to pass the re-examination after applying for resumption of schooling;

(五) 学生本人申请退学的，经学校审核同意后，办理退学手续；
(V) If the student himself/herself applies for withdrawal, he or she shall go through the withdrawal formalities upon the university's review and approval;

(六) 在学校规定的最长学习年限内（含休学和保留学籍）未完成学业的；

(VI) Failing to complete their studies within the maximum duration of program (including suspension of schooling and student status retention) prescribed by the university;

(七) 未经批准连续两周未参加学校规定的教学活动的；

(VII) Failing to participate in the teaching activities stipulated by the university for two consecutive weeks without approval;

(八) 超过学校规定期限未注册而又未履行暂缓注册手续的。

(VIII) Failing to register within the time limit prescribed by the university and failing to go through the formalities for suspension of registration.

第二十七条 在对学生做出退学决定之前，学校会告知学生做出决定的事实、理由及依据，并告知学生享有陈述和申辩的权利，听取学生的称述和申辩。

Article 27 Before making the decision to withdraw a student, the university shall inform the student of the facts, reasons and grounds for making such decision, inform the student of his/her right to state and

defend, and listen to the student's statement and defense.

第二十八条 除本人申请退学外，其他情况退学均须提交校长办公会或者校长授权的专门会议研究决定。

Article 28 Except for voluntary withdrawal, all withdrawal cases shall be decided upon in a principal's office meeting or a special meeting authorized by the principal.

第二十九条 学生对退学处理有异议，在收到退学决定书之日起10日内，可以按程序进行申诉，具体按《华北电力大学学生校内申诉管理规定》办理。

Article 29 Students who have objections to the withdrawal decision may appeal according to the procedure within 10 days upon receipt of the letter of decision on withdrawal, specifically, refer to the *Regulations of North China Electric Power University for Student Appeals Management*.

第三十条 退学处理决定书一般直接送达学生本人，学生拒绝签收的，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，公告日期为15日。

Article 30 The letter of decision on withdrawal will be served on the student. If the student refuses to sign for it, it may be served by leaving it at the place of service; if the student has left the university, it may be served by mail; if it is difficult to contact the student, it may be served by means of public announcement through the university website, news media, etc., and the date of the announcement is 15 days.

第三十一条 本人申请退学的学生，须填写《华北电力大学留学生休、复、退、转学等申请表》（附证明材料，因病退学须有医院签署的意见），经国际教育学院审核，由国际教育学院报教务处，并报主管校长批准。

Article 31 Students who apply for withdraw shall fill in the *Application Form for Suspension, Resumption, Withdrawal and Transfer of International Students in North China Electric Power University* (with supporting materials; opinions signed by the hospital shall be provided for withdrawal due to illness) personally, which shall be reviewed by the International Education Institute, and then submitted to the Academic Affairs Office by the International Education Institute, and submitted to the principal in charge for approval.

第三十二条 学生退学的善后问题，按下列规定办理：

Article 32 Problems arising after withdrawal shall be handled in accordance with the following provisions:

(一) 被处理退学和开除学籍的学生，应在收到正式退学通知后10天内，办理退学手续并离校。过期不办理和离校者，由学校按有关规定处理。享受奖学金的留学生自退学或受到退学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) Students who are withdrawn or expelled from the university shall go through the withdrawal formalities and leave the university within 10 days after receiving the formal notice of withdrawal. Those who fail to handle these formalities and leave the university after the expiration date shall be dealt with by the university in accordance with the relevant regulations. The international students 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 subject to withdrawal.

(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，由留学生所在国驻中国使(领)馆或学生家长或抚养人负责领回。

(II) International students 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) 自动退学和作退学处理的学生由学校发给学习证明，学习时间满一年者发给肄业证书。

(III) Students who withdraw voluntarily and subject to withdrawal shall be issued with a certificate of study by the university, and those who have studied for more than one year shall be issued with a certificate of incompleteness.

(四) 未经学校批准，擅自离校的学生不发给肄业证书和退学证明。

(IV) Students who leave the university without approval shall not be issued with a certificate of incompleteness and a certificate of withdrawal.

(五) 被处理退学的学生，不予退还任何费用。

(V) Students subject to withdrawal shall not be refunded any fees.

第六章 转专业与转学

Chapter VI Transfer of Majors and Schools

第三十三条 学生有下列情况之一者，可允许转专业、转学：
Article 33 A student is allowed to transfer to another major or university under any of the following circumstances:

(一) 学生大学一年级学分积排名列所在专业前 5%者；
(I) The GPA of the student in the freshman year ranks the top 5% in his/her major;

(二) 学生确有专长，转专业、转学更能发挥其专长者；
(II) The student does have expertise, and his/her talents can be given full play after transfer to another major or university;

(三) 学生入学后发现某种疾病或生理缺陷，经二级甲等以上医院检查证明，不能在原专业学习，但尚能在本校或其它高等学校别的专业学习者；
(III) The student is found to have a certain disease or physiological defect after admission, and he/she cannot study in his/her original major, but can still study in another major in the university or another institution of higher learning, as proved by examinations in a hospital of Class II Grade A or above;

(四) 经学校认可，学生确有某种特殊困难，不转专业或不转学则无法继续学习者。
(IV) The student does have certain special difficulties and cannot continue his/her studies if he/she is not allowed to transfer to another major or university, as recognized by the university.

第三十四条 有下列情况之一者，不予考虑转专业、转学：
Article 34 Student is not allowed to transfer to another major or university under any of the following circumstances:

(一) 新生入学未满一学期者；
(I) Less than one semester of schooling;

(二) 由低学历层次转高学历层次者；
(II) Transferring from the lower academic qualification level to the higher academic qualification level;

(三) 本科三年级以上 (含三年级) 者;
(III) Not less than three years (include) of schooling;

(四) 其它不符合有关规定和无正当理由者。
(IV) Other non-compliance with the relevant provisions and unjustifiable reasons.

第三十五条 学生转专业、转学均由留学生本人提出申请并说明理由。具体手续, 按下列办法办理:

Article 35 Students who wish to transfer to another major or university shall apply themselves and give their reasons. The specific formalities shall be handled in accordance with the following measures:

(一) 学生在本校范围内转专业, 须就读专业和拟转入专业所在学院同意, 由国际教育学院审核, 报学校教务处备案;

(I) For a student who wishes to transfer to another major within the scope of the university, his/her application shall be agreed by his/her major and the major proposed for transfer, reviewed by the International Education Institute, and submitted to the Academic Affairs Office for the record;

(二) 转入其它学校者, 经学校和拟转入学校同意, 按照国家有关规定执行。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同意批准;

(II) For a student who wishes to transfer to another university, his/her application shall be agreed by North China Electric Power University and the university proposed for transfer, and carried out in accordance with the relevant state regulations. International students with government scholarship shall also be subject to the approval of their embassies and the China Scholarship Council;

(三) 学生转专业、转学的手续, 上半年应在五月底前办理, 下半年应在十一月底前办理, 其它时间一般不予办理。

(III) The formalities for students to transfer to another major or university are only handled before the end of May in the first half of the year and before the end of November in the second half of the year.

第七章 休学与复学

Chapter VII Suspension and Resumption of Schooling

第三十六条 留学生有下列情况之一者, 应休学:

Article 36 International students shall be suspended from school under any of the following circumstances:

(一) 因病经二级甲等以上医院诊断须停课治疗、休养占一学期总学时 1/3 以上者;

(I) The student has to suspend classes for treatment or recuperation due to illness diagnosed by hospitals of Class II Grade A or above, and the suspension time accounts for more than 1/3 of the total class hours of a semester;

(二) 根据考勤，一学期请假缺课超过该学期总学时 1/3 者;

(II) According to attendance, the student has taken leave of absence for more than 1/3 of the total class hours of a semester;

(三) 因某种特殊原因，本人申请或学校认为必须休学者。

(III) For some special reason, the student applies for suspension or the university considers it necessary to suspend his/her study.

第三十七条 留学生休学一般以一年为期（因病经学校批准，在最长修读年限内，可连续休学两年），累计不得超过两年。

Article 37 The suspension period for international students shall generally last for one year (with the approval of the university, an international student may be suspended for two consecutive years due to illness within the maximum duration of program), and the accumulative suspension period shall not exceed two years.

第三十八条 留学生休学的有关问题，按照下列规定办理：

Article 38 Problems concerning the suspension of international students shall be handled in accordance with the following provisions:

(一) 凡因病或其它原因获准休学者应由留学生本人填写《华北电力大学休、复、退、转学等申请表》（附证明材料，因病休学、退学须有医院签署的意见），经就读学院同意，由国际教育学院审核报教务处备案，方可休学。休学留学生必须在接到休学通知之日起两周内办理离校手续，否则作自动退学处理；学生未办离校手续又不参加培养计划的活动以旷课计。休学期间不得擅自跟班上课和参加考核。

(I) Students who are allowed to suspend study because of illness or other reasons shall fill in the *Application Form for Suspension, Resumption, Withdrawal and Transfer of North China Electric Power University* (with supporting materials; opinions signed by the hospital shall be provided

for suspension and withdrawal due to illness) personally, which shall be agreed by their schools, reviewed by the International Education Institute, and submitted to the Academic Affairs Office for the record; after that they can suspend their studies. International students who suspend their studies must go through the formalities of leaving the university within two weeks from the date of receiving the notice of suspension, otherwise they will be treated as voluntary withdrawal; students who do not go through the formalities of leaving the university and do not participate in the activities of the training plan will be counted as absenteeism. During the suspension period, they are not allowed to attend classes and take examinations without authorization.

(二) 因病休学的留学生，建议回国疗养。

(II) International students who are suspended from school due to illness are advised to return home for recuperation.

(三) 由我国政府资助的奖学金留学生休学期间不能享受公费医疗，不能享受奖学金。

(III) During the suspension period, international students with our government scholarship cannot enjoy the free medical service or scholarship.

(四) 留学生休学回国，一切费用自理。

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

第三十九条 留学生因其它特殊原因需中途休学，经本人申请，学校批准，可保留学籍一年，不享受在校学习学生待遇。保留学籍期满不办理复学手续者，取消学籍。

Article 39 International students requiring suspension of schooling due to other special reasons may retain their student status for one year with the approval of the university upon their own application, and they do not enjoy the benefits for students studied in the university during the suspension. For students who fail to go through the formalities for resuming their studies after the expiration of retention of their student status, their student status shall be cancelled.

第四十条 学生复学按下列规定办理：

Article 40 Students' resumption of schooling shall be handled in accordance with the following provisions:

(一) 学生休学期满，应当于开学第一周持有关证件，向学校申请复学并办理有关手续。因病休学的学生申请复学时，应当经学校指定的二级甲等以上医院或专科医院复查，复查合格后，方可复学。复查不合格的，不得复学。

(I) Upon the expiry of the suspension of schooling, a student shall, within the first week of the new term, apply to the university for resumption of schooling and go through the relevant formalities. When applying for resumption of schooling, a student who has been suspended due to illness shall go through the re-examination in the hospital of Class II Grade A or above or the specialized hospital designated by the university, and he/she may resume studies only after passing the re-examination. Those who fail the re-examination shall not be allowed to resume their studies.

(二) 休学学生复学后，编入原专业的相应年级。如相应年级无该专业，可由就读院系提出建议，经国际教育学院会同教务处等有关部门研究批准编入相近的专业学习。

(II) When the suspended students resume their studies, they shall be assigned to the corresponding grades of their original majors. If there is no such major in the corresponding grade, the department or school may suggest incorporating them into a similar major after discussion and approval of the International Education Institute with the Academic Affairs Office and other relevant departments.

(三) 复学的学生，已修读并经过考核合格的课程，可不再修读；因休学未能参加补考或重修的不及格课程，复学后应当申请该课程的补考或重修。

(III) Students who resume their studies need not take courses that they have taken and passed the examination; if they fail to take the make-up examination or retake the failing course due to suspension, they shall apply for the make-up examination or restudy of the course after resumption.

第四十一条 保留入学资格、保留学籍、休学的学生，在保留入学资格、保留学籍、休学期间，要遵守大学生行为规范。有违法乱纪行为的，取消复学资格，按退学处理。

Article 41 Students who have been retained their admission qualifications and student status or suspended from schooling shall abide by the code of conduct for university students during the period of retaining their admission qualifications and student status and suspension. Those who

violate the law and discipline shall be disqualified from resuming their studies and subject to withdrawal.

第九章 毕业、结业与学位

Chapter IX Graduation, Completion and Degree

第四十二条 学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，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。

Article 42 For students who have completed the contents prescribed in the education and teaching plans within the duration of program of the university, passed the examinations, and met the university's requirements for graduation, the university shall grant them graduation and issue graduation certificates before they leave the university.

第四十三条 在修满本专业学分的同时，修满辅修专业学分并达到“辅修专业”毕业要求的，由学校发给辅修专业证书。

Article 43 For students who have completed all credits of their minors while completing all credits of their majors and met their minors' requirements for graduation, the university shall issue graduation certificates of their minors.

第四十四条 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的，学校可以准予结业，发给结业证书。

Article 44 For students who have completed the contents prescribed in the education and teaching plans within the duration of program of the university, but not meeting the university's requirements for graduation, the university may grant them completion and issue completion certificates.

第四十五条 结业处理的学生，在不超过学校规定的最长学习期限之内返校重修，并按学校规定交纳费用，达到毕业要求的换发毕业证书。

Article 45 Students subject to completion may return to the university re-study within the maximum duration of program prescribed by the university, and pay fees in accordance with the regulations of the university. The university shall renew their completion certificates as graduation certificates if they meet the graduation requirements.

第四十六条 退学的学生，学满1年及以上退学的，学校颁发肄业证书；不足1年的发给写实性学习证明。

Article 46 For students who have withdrawn after more than one academic year's study, the university shall issue incompleteness certificates; for students who have withdrawn less than one academic year's study, the university shall issue descriptive certificates of study.

第四十七条 符合《华北电力大学学位授予工作细则》和《华北电力大学授予全日制来华留学生学位工作办法》相关要求的，授予相应学士学位证书。

Article 47 Students conforming to relevant requirements of the *Detailed Rules for Degrees Awarding of North China Electric Power University* and the *Measures of North China Electric Power University for Awarding Degrees to Full-time International Students in China* shall be awarded with corresponding bachelor's degree certificates.

在取得本专业学位证书的同时，修满辅修学位课程和完成毕业设计（论文）并取得学分，符合“辅修学位”规定的，授予相应辅修学位。

Students who have completed degree courses of their minors, completed the graduation design (dissertation) and got credits, and met their minors' requirements for graduation while obtaining the academic degree certificates of their majors shall be awarded with degrees of their minors.

第四十八条 学校严格按照招生时确定的办学类型和学习形式，以及招生录取时学生填报的个人信息，填写、颁发学历证书、学位证书及其他学业证书。

Article 48 The university shall fill in and issue academic education certificates, academic degree certificates and other academic 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.

（一）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。学校进行审查，必要时需要学生生源国驻华使领馆及有关部门协助核查。

(I) Students who wish to change their names, dates of birth or any other personal information to be filled in for certificates shall have reasonable

and sufficient reasons, and provide relevant supporting documents with legal effect. In case of investigation, the university needs the assistance of the relevant departments, the embassy or consulate of the student's country of origin in China if necessary.

第四十九条 学校执行高等教育学籍学历电子注册管理制度，完善学籍学历信息管理办法，按相关规定及时完成学生学籍学历电子注册。

Article 49 The university shall implement the electronic registration management system for student status and academic education certificates in higher education, improve the management measures for the information on student status and academic education certificates, and timely complete the electronic registration of student status and academic education certificates in accordance with the relevant provisions.

第五十条 对违反国家招生规定取得入学资格或者学籍的，学校取消其学籍，不发给学历证书、学位证书；已发的学历证书、学位证书，学校将依法予以撤销。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，学校将依法予以撤销。被撤销的学历证书、学位证书已注册的，学校应当予以注销并报教育行政部门宣布无效。

Article 50 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.

第五十一条 毕业、结业、肄业证书和学位证书遗失或者损坏，经本人申请，学校核实后出具相应的证明书。证明书与原证书具有同等效力。

Article 51 If the certificates of graduation, completion, incompleteness and academic degree are lost or damaged, upon the student's application, the

university shall issue the corresponding proofs upon verification. The proofs have the same effect as the original certificates.

第五十二条 学士学位授予的相关规定按《华北电力大学授予全日制来华留学生学位工作办法》执行。

Article 52 Relevant provisions for the awarding of bachelor's degrees shall be carried out in accordance with the *Measures of North China Electric Power University for Awarding Degrees to Full-time International Students in China*.

第十章 其他 Chapter X Others

第五十三条 本规定自 2022 年 9 月 1 日起施行，未涉及的其它事宜，参照学校相近条文或有关规定处理。

Article 53 The Regulations shall enter into force as of September 1, 2022. Matters not covered shall be handled with reference to similar provisions of the university or relevant regulations.

第五十四条 本规定适用于在我校学习的全日制本科留学生，由国际教育学院负责解释。

Article 54 The Regulations shall apply to full-time international undergraduate students in our university and shall be subject to interpretation by the International Education Institute.