

潍坊学院留学生日常管理规范

一、出入境管理

- 1、留学生来校学习必须按照《中华人民共和国出入境管理法》以及其他相关法律规定申请获得合法的居留证件，并确保到期前及时延期。
- 2、留学生在华居留期限必须与学习期限一致，学习期间严禁从事与学生身份不相符的活动，否则将取消在华居留证件，学费不予退还。
- 3、留学生必须在每次出境前三日、入境后 24 小时内告知国际合作交流处负责老师，并及时到国际合作交流处或属地派出所进行临时住宿登记。
- 4、留学生须在居留证件新办或延期前交齐学费和其他相关费用，未按时交齐费用者，不予办理或延期。
- 5、留学生在华期间应保持联络畅通，因联络不畅造成的后果，由留学生本人承担。
- 6、因个人原因造成非法居留，由留学生本人缴纳相应罚款，并承担相应责任。国际合作交流处有权根据留学生在校表现拒绝延长或者取消其在华居留证件。

二、教学管理

- 1、留学生在校学习期间必须遵守《普通高等学校学生管理规定》、《高等学校校园秩序管理若干规定》、《潍坊学院国（境）外留学生管理工作暂行规定》以及其他相关法律规定。
- 2、上课期间必须按时出勤，不得迟到、早退、旷课。出勤统计情况将作为留学生在校表现的重要评估依据，按照《潍坊学院国（境）外留学生管理工作暂行规定》，对出勤率过低者将给与警告、留校察看处分，直至开除学籍并取消在华居留证件。
- 3、在校期间，不经教学管理老师批准不得随意离校，因故离校必须事先向教学管理老师请假。离校一周以上（含一周）须填写请假表，批准后方可离校。到校后须按时销假。利用法定假期、寒暑假离开潍坊者，必须于假期开始前三日向教学管理老师告知去向。
- 4、留学生未请假或未经准假擅自离校，或假期期满未按时返校，均按旷课处理，记入考勤。
- 5、留学生上课期间必须遵守课堂纪律、维护学习秩序、爱护教学设施，衣着装扮得体，

言行举止文明，不得随意出入、大声喧哗、寻衅滋事，严禁在教室内吸烟。对严重影响教学秩序者，授课教师有权要求其离开教室，按旷课处理，并给予警告。

- 6、留学生必须按时参加期中、期末考试，考试不得作弊。因故不能参加考试者，必须在考试前一星期提出书面申请。无考试成绩者，不授予结业证书。

三、日常生活管理

- 1、来校留学生必须购买能够保障其在华期间人身安全、健康的保险。
- 2、留学生必须遵守公寓管理中心的住宿规定，按时交纳费用，服从管理人员管理。公寓管理中心和国际合作交流处有权对不服从管理的留学生予以警告、察看和清退处分。
- 3、留学生必须保持公寓及楼道内清洁卫生，爱护公寓内外生活设施，人为损坏照价赔偿，恶意损坏加倍赔偿。
- 4、留学生须注意保护个人和公共财物安全，注意水、电、燃气安全，不得私自更改线路，严禁违规使用大功率电器，不得在公寓内吸烟。因个人用水、电、气不当造成的损失，由留学生本人承担。
- 5、同学之间应相互尊重不同国家和民族的宗教信仰、生活习俗；未经允许，不得动用他人物品；不得影响他人休息，严禁寻衅滋事、辱骂、殴打他人。如有违反，视情节严重，给予警告、留校察看、开除学籍并取消居留证件处分。
- 6、严禁从事违反中国法律和学校规定的活动，杜绝有损学生形象、败坏社会公德的不文明行为，情节严重构成犯罪的将交由公安机关处理。

我已经认真阅读并充分理解以上内容，我将严格遵守上述规定，如有违反，自愿承担相应后果。

签字：

年 月 日

Daily Administration Regulations

for International Students of WFU

Part I Entry and Exit Rules

1. International student must acquire corresponding visa or residence permit in China according to *Law of the People's Republic of China on Entry and Exit of Aliens*, and make sure to extend the residence approval in time before expiration.

2. The residence period in China must be in accordance with the length of study. Any activity not related to study is strictly prohibited. Otherwise, the residence approval in China will be cancelled without refund of tuition.

3. International student should report to the teacher in charge of International Exchanges Office in three days' advance before exiting China and within 24 hours after having entered China, and register in time at the Office or local police station.

4. International student must pay the tuition and other fees due to be paid before the application or extension of new residence approval. Otherwise, the application or extension will be refused.

5. International student should make sure to be kept in touch. Any result caused by communication failure due to the student should be undertaken by the student him/herself.

6. International student should be responsible for the penalty and/or any other punishment caused by illegal residence in China due to personal reason(s). International Exchanges Office has the right to refuse to extend or cancel the student's residence approval according to the student's performance at school.

Part II Teaching Affairs' Regulations

1. International student must obey *Administrative Regulations of Institutions of Higher Education*, *Rules on School Order in Higher Education Institutions* and *Administrative Regulations of International Students in Weifang University*, as well as other related rules and regulations.

2. International student must attend classes on time. Being late, leaving early or truancy is not allowed. The attendance rate is one of the most importance references for the evaluation of student's performance at school. Student with low attendance rate may be given disciplinary punishment(s) including but not limited within warning, surveillance, expulsion and cancellation of residence approval in China.

3. International student's leaving of school during class time must be permitted by his/her head teacher of teaching affairs. Private affair leave must be permitted by the teacher in charge of international students' teaching affairs in advance. Leaving school for over one week (including one week) should be applied in written form. The leave must be canceled in time by the student after returning to school. Leaving Weifang City during holidays must be reported to the teacher in charge of international students' teaching affairs in three days'

advance.

4. Any leave or delayed return to school without permission is regarded as truancy and will be recorded in the student's attendance report.

5. International student must obey the class rules, keep learning order, protect teaching facilities, behavior and dress properly. No leaving seat at will, shouting, quarrelling, or smoking in the classroom. Any student who has disturbed teaching should be asked to leave classroom, recorded as truancy and warned.

6. International student must attend mid-term examination and final examination on time. Cheating is strictly prohibited. Any failure to attend examination(s) should be applied in written form in one week advance. International student who has no examination record will not be offered certificate of completion or graduation.

Part III Daily Life Regulations

1. International student must have insurance which covers his/her personal safety and health while studying in China.

2. International student must obey the regulations and managements of the apartment and pay room rent on time. The Apartment Manage Office and International Exchanges Office have the right to give the student who has violated the administration disciplinary punishment(s) including but not limited within warning, surveillance and/or expulsion.

3. International student must keep the environment in and out the apartment clean and tidy, and protect the facilities. Any artificial damage must be compensated according to the actual value. Damage on purpose will be double punished.

4. International student must take care of personal belongings and public properties, use water, electricity and gas safely. Rearrangement of wiring or using overloaded electrical equipments in the apartment is strictly prohibited. No smoking in the apartment. The student is responsible for any damage caused by misuse of water, electricity and/or gas in the apartment.

5. International student should respect each other in the aspects of different religion, belief, customs and living habits. Do not use other's belongs without permission or disturb other student. No shouting, quarrelling or fighting in the apartment. Any student who has violated the regulations may be given disciplinary punishment(s) including but not limited within warning, surveillance, expulsion and cancellation of residence approval in China.

6. Any activity against Chinese Law, Weifang University's regulations and/or social morality is strictly prohibited. Student who has committed any criminal behavior will be sent to the police.

I have read and fully understood the above content. I will obey the regulations strictly and be responsible for any violation of mine.

Signature:

Date: