

潍坊学院留学生课堂考勤管理办法

为营造良好的教学环境，维持良好的教学秩序，依据《潍坊学院国（境）外留学生管理办法》，特制订留学生课堂考勤办法如下：

一、留学生必须根据课程安排按时上课，不得无故迟到或早退。

二、因事或因病不能出勤时，需按程序办理请假手续，并填写请假单，报辅导员审核。

三、辅导员每周点名，每月汇总统计出勤情况。如留学生无故旷课或迟到达到以下标准，将给予相应处分，包括批评、警告、取消考试资格，直至取消学习资格并注销学习签证：

1. 月出勤率低于当月课时数 80%或迟到次数超过 30%，给予批评处分。

2. 月出勤率低于当月课时数 60%或迟到次数超过 50%，给予警告处分。警告达两次者，取消考试资格，不予颁发结业证书。

3. 月出勤率连续两月低于当月课时数 50%或迟到次数连续两月超过 60%，取消学习资格并注销学习签证。

四、请假期限连续两月超过当月课时数 40%者，将酌情考虑劝其退学。

潍坊学院国际合作交流处

2015 年 7 月 10 日

Regulation of Class Attendance for International Students

To ensure the teaching and learning order, according to the *Weifang University Administration Rules of International Students*, international students are hereby required to obey the regulation of class attendance specified as follows.

I. All international students are required to attend class as scheduled on time. Being late or leaving early with no valid reason is not allowed and will be kept in record.

II. Absence or leave due to private affairs or illness, the student should submit a *Leave Application* to the instructor for approval.

III. The instructor checks international students' attendance every week and calculates the rate monthly. If one student's attendance rate meets the following standards, he or she may be given disciplinary punishment(s) including but not limited within warning, surveillance, cancellation of student qualification and residence approval in China.

1. For student whose class attendance rate is lower than 80% of the class hours of the current month, or the times of being late are more than 30% of the class hours, he or she will be advised.

2. For student whose class attendance rate is lower than 60% of the class hours of the current month, or the times of being late are more than 50% of the class hours, he or she will be warned for one time. For student who has been warned twice, he or she is not permitted to attend the final exam and will not be awarded the certificate of completion.

3. For student whose class attendance rate is lower than 50% of the class hours of the current month during two continuous months, or the times of being late are more than 60% of the class hours for the same time length, his or her student qualification at the university and residence approval in China will be cancelled.

IV. For student who has been on leave for over 40% of the class hours of the current month during two continuous months, his or her student qualification at the university will be considered to be cancelled according to the actual circumstance.

International Exchanges Office

Weifang University

2015-7-10

请 假 单

Leave Application

姓名 Name: _____ 班级 Class: _____

请假期间 Duration: From _____年____月____日 to _____年____月____日

请假事由 Cause:

签名 Signature: _____

日期 Date: _____年____月____日

审核意见:

审核人: _____

日期: _____年____月____日

销假时间: _____年____月____日