

学生声明

Statement

本人已收到浙江大学国际学生（汉语进修生）手册；我将仔细阅读并遵守手册内所有的规定。

I have received the International Student Handbook of Zhejiang University (for non-degree students of Chinese language & culture); I will read and comply with all the provisions stipulated in the Handbook.

学号

Student ID: _____

姓名

Name: _____

国籍

Nationality: _____

护照号码

Passport Number: _____

签字

Signature: _____

日期

Date: _____

浙江大学国际学生手册 (汉语进修生)

**International Student Handbook of Zhejiang University
(for non-degree students of Chinese language & culture)**

浙江大学国际教育学院
International College, Zhejiang University
2018

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报到与注册

新生报到注册

1. 新生持护照、《录取通知书》、JW201 或 JW202 表在规定时间内到浙江大学国际教育学院报到。报到时填写《浙江大学国际学生入学登记表》，领取《浙江大学国际学生手册》，同时按照《录取通知书》的要求交验其他必需的文件。报到时准备 2 寸正面白底免冠照片 4 张。研究生和专业进修生在国际教育学院报到后还需到所在学院（系）报到。

2. 自费学生报到时需出示学费缴费收据或银行相关交款证明，在《录取通知书》规定的报到时间内也可以现场交费。

3. 因故不能按时报到者，须事先征得国际教育学院的同意。无故逾期两周未报到者，按自动放弃入学资格处理。

4. 国际学生《录取通知书》以盖有浙江大学国际学生录取专用章的为准，其他任何单位或个人出具的文件均无效。

新生始业教育

新生入学以后，国际教育学院及有关部门将组织国际学生进行始业教育，内容包括中国的有关法律、法规宣讲，校内规章制度介绍，国际学生手册学习等，每位新生必须按国际教育学院的安排准时参加。

在校生报到注册

学期开学时，在校生须在规定日期持学生证和护照到国际教育学院报到注册；查验护照号码和居留许可有效期，核对住址、联系方式等个人信息，学生证加盖注册章后方为有效。中国政府奖学金生和孔子学院奖学金生每学年开学时，必须在奖学金生登记表上签字。因故不能按时注册者，应事先办理请假手续，否则，按旷课处理。无故逾期两周未报到者，按自动退学处理，已缴学费不退，已办理的居留许可或已延期的签证报杭州市公安局出入境管理局注销。



体检、居留许可及签证

体检

学习时间在 6 个月以上的国际学生来华后,原则上必须在规定期限内到浙江国际旅行卫生保健中心办理《外国人体格检查记录》确认手续。无法提供《外国人体格检查记录》者,必须在浙江国际旅行卫生保健中心进行体检。新生在获得《境外人员体格检查记录验证证明》后才能办理居留许可。经检查确认患有我国法律规定不准入境的疾病者,应当立即离境回国。

浙江国际旅行卫生保健中心地址: 浙江省杭州市西湖区文三路 2 号, 电话: 87852407、87852408。

居留许可及签证

1. 持 X1 签证来校的新生须在入境后 30 天内向杭州市公安局出入境管理局申办居留许可; 持 X2 签证者, 应在签证注明的停留期限届满 7 日前向杭州市公安局出入境管理局申请延长停留期限, 或申请办理居留许可。超过规定时间, 将以非法居留受到中国有关法律的惩罚。

2. 国际学生从中国国内其他城市转入浙江大学学习, 应当先在原居留地公安机关出入境管理部门办理迁出手续, 抵杭后 10 天内到杭州市公安局出入境管理局办理迁入手续。

3. 在学期间, 如居留许可上填写的项目内容有变更, 必须在 10 日内到市公安局出入境管理局办理变更手续。

4. 在校生应在居留许可有效期限届满 30 日前凭本人护照、各校区学生宿舍总台出具的住宿登记单 (或属地派出所出具的临时户口登记单) 和国际教育学院出具的证明到杭州市公安局出入境管理局申请延长居留期限。超过有效期仍未办理延长手续者, 将因非法居留受到中国有关法律的惩罚。如遇学期结束, 必须在学校放假以前办理, 假期一般不予办理。毕业或结业离校的学生原则上不予办理延长手续。

5. 国际学生可在“外国人居留许可”的有效期限内多次出入境。

6. 国际学生若遗失护照, 应立即向国际教育学院及杭州市公安局出入境管理局报告, 领取“护照遗失证明”, 并向本国驻华使、领馆申请新护照, 然后到杭州市公安局出入境管理局重新办理居留许可。国际学生换发新护照后, 应向国际教育学院报告, 并去杭州市公安局出入境管理局办理有关手续。

7. 国际学生因各种原因退学、休学、开除学籍、保留学籍等离校, 必须到杭州市公安局出入境管理局办理相应的签证或居留证件变更手续。

8. 杭州市公安局出入境管理局地址: 杭州市上城区婺江路 169 号, 电话: 87071973。

9. 新生办理居留许可需要准备以下文件和材料:

- (1) 国际教育学院出具的办理居留许可证明;
- (2) 本人护照;
- (3) 《外国留学人员来华签证申请表》(JW201 或 JW202 表) 第三联原件;
- (4) 入学通知书复印件一份;
- (5) 近期 2 寸正面白底免冠照片一张;
- (6) 学习六个月以上的学生需要《境外人员体格检查记录验证证明》;
- (7) 校内住宿的学生需宿舍管理部门出具的住宿登记单;
- (8) 校外住宿的学生需属地派出所出具的临时户口登记单;
- (9) 持有杭州以外其他城市居留许可的学生需提供原就读学校学习结束的证明、成绩证明和出勤证明。

10. 国际学生办理居留许可及签证等的费用一律自理。

11. 目前国际学生可以通过线上预约的方式, 预约办理居留许可和签证等证件。具体预约流程如下:

- (1) 下载警察叔叔 App 或关注杭州公安微信号 HZPD0571110。
- (2) 进入出入境预约, 选择境外人员, 完成账号注册, 然后进行实名认证。
- (3) 填写相关信息, 预约办理签证的时间和受理网点。
- (4) 凭获取的预约号, 在约定的日期、时间段到选定的网点办理签证申请业务。



自费国际学生缴费及退费规定

为规范浙江大学对自费国际学生的收费和退费行为,提高国际教育学院对自费国际学生管理工作的透明度,根据《学校招收和培养国际学生管理办法》(中华人民共和国教育部、外交部、公安部令第42号)和浙江大学国际学生管理的相关规定,制定本规定。本规定适用于申请在浙江大学学习的各种自费国际学生。

1. 缴费规则

1.1 申请进入浙江大学学习的各种自费国际学生均应当按照招生简章所规定的标准向学校缴清各种费用。具体标准由浙江大学国际教育学院制定并报学校与上级教育行政部门核准后公布并执行。

1.1.1 国际学生所缴的各种费用以人民币结算;若以外币汇入,则以兑换当日兑付银行实际执行汇率兑换成人民币后结算。

1.2 缴费项目与缴费时间:自费国际学生在学期开学注册时应当缴清应缴纳的学费、住宿费及其他费用,否则不予办理注册手续。逾期两周未缴清学费与其它应缴清的费用者,作退学处理。

1.2.1 学位学生的学费按学年缴纳,即一次缴纳一年的学费。

1.2.2 进修生的学费按学期缴纳,即一次缴纳一个学期的学费。下学期需要继续学习的进修生,须在本学期结束前一周提出申请,并缴纳下学期的学费,方可延长居留许可或签证。

1.2.3 学位生在学制内未按时完成学业需要延长学习年限者,延长学习年限期间原则上需按正常的学费标准缴纳学费。

1.2.4 英文授课临床医学专业实习时间共48周,实习期间的费用按实际实习周数收取,不满一周按一周计算。学费计算公式为:实习费用=(实际实习周数/48)*学生每学年学费。

2. 退费规则

2.1 自费国际学生缴纳学费后,原则上不予退还。但是如果该学生确因家

庭困难或患病等特殊原因无法继续学习的,在办理退学手续及居留许可注销手续后,可按照学院的相应规定退还部分学费,具体办法如下:

2.1.1 进修生的退费规则:

2.1.1.1 进修生在本学期学校规定的报到注册之日起30天以内(含30天)办理完退学和居留许可注销手续,可以退还50%学费,超出30天不予退还;

2.1.1.2 下学期需要继续学习的进修生,须在本学期结束前一周提出申请,并缴纳下学期的学费,再延长居留许可或签证。缴纳学费之后若提出不再继续学习,可退还已交学费的80%;已办理延长居留许可手续的,须到杭州市公安局出入境管理局办理学习居留许可注销手续后方可办理退费手续。未提出下学期继续学习的同学,按自动结束学习处理。

2.1.2 学位生的退费规则:

2.1.2.1 学位生在本学年第一个长学期学校规定的报到注册之日起30天以内(含30天)办理完退学和居留许可注销手续,可退还当前学期学费的50%和第二个长学期的学费;超出30天只可退还第二个长学期的学费。

2.1.2.2 学位生在学年第二个长学期学校规定的报到注册之日前办理完退学和居留许可注销手续,可退还第二个长学期的学费;报到注册日期之后申请退学,学费不予退还。

2.2 不得退费的情形:

2.2.1 有以下情形之一而退学者,无论进修生或者是学位生,学费均不予退还:

- 触犯我国法律或法规、违法违规情节恶劣、后果严重的;
- 严重干扰和扰乱学校正常教学秩序、学校公共秩序、社会公共秩序的;
- 连续旷课两周及以上的;
- 一学期内无正当理由到课率未达到70%的;
- 超过学院规定注册时间2周末注册且无正当理由的。

2.2.2 学位生(本科生)被我校录取后,因个人原因放弃来我校报到学习或入学后申请退学,第一年学费预交部分一律不退还,剩余部分按本规定第2.1条执行。

2.3 休学自费生的退费规则:经批准休学的自费生,所在学期已缴学费不予退还,但其所剩余时间段内相应比例的部分学费可在该生复学时经学院核准后抵用。

2.4 退费手续的办理:



2.4.1 居留许可注销：已办理了学习居留许可者申请退学，应在递交退学申请后三天内到杭州市公安局出入境管理局办理相应的签证或居留证件变更手续，并将办理变更手续的相关证明文件的原件提交学校查验，否则学费不予退还。

2.4.2 原始收据的交回：自费国际学生应当妥善保管好各种交费凭据。根据中国的财务会计制度，凡申请退学者，必须交回原始收据，否则不能办理退费手续。

3. 本规定的生效、实施与解释

3.1 本规定的解释、组织实施均由浙江大学国际教育学院负责。

3.2 本规定自 2018 年 8 月 31 日起生效。

教学管理规定

浙江大学汉语言文化进修生学籍管理暂行规定

申请录取入学注册

1. 身体健康、有生活自理能力的外国人均可申请就读我校的汉语言文化专业。申请者在如实填写《浙江大学国际学生入学申请表》后连同有效护照的复印件及申请费一起寄给国际教育学院。国际教育学院负责审核、办理和寄送录取通知书和来华留学签证申请表（JW202 表或 JW201 表）。

2. 申请者凭我校录取通知书和来华留学签证申请表，到中国驻其所在国使领馆申请来华签证。被录取的国际学生应在规定的日期到校办理入学手续。因故不能按时入学，必须事先请假，请假一般不超过两周。未请假或请假逾期未办理入学手续者，其入学资格不予保留。请假须经国际教育学院批准。

3. 学习期限为一年以上的国际学生应在规定时间到指定医院进行体格检查；

在国外已体检者，需办理体检确认手续，入学时进行健康复查，发现有不符合入学健康标准规定的，作退学处理。

4. 已入学的国际学生，每学期须按校历规定的日期，准时到国际教育学院办理新学期报到注册手续。注册须由国际学生本人携带学生证完成，不得委托他人。注册前必须先缴学费，未缴费者，不予注册。因故不能如期到校者，必须履行请假手续。

入班和换班

5. 国际学生在办妥报到注册手续后，方能入班学习。

6. 新入学的国际学生根据汉语水平分班考试的成绩编入相应的班级。国际学生入班学习后，如发现该班汉语水平与本人水平不一致，可以在两周内向任课教师提出换班申请，经国际教育学院和有关教师同意，进行换班。从第三周起，国际学生不得再要求换班。



7. 老生报到注册后依据上学期的学习表现重新编班。老生如要求跳班学习, 须向国际教育学院提出申请, 且原班级的精读考试成绩须在 85 分以上, 并参加跳班考试, 如考试成绩达到规定要求, 即可跳班学习。

考勤

8. 国际学生必须按照我校的校历规定参加学习, 按我国的节假日及学校的寒暑假规定, 安排休息与娱乐。

9. 国际学生应自觉地遵守学校的学习纪律, 按时上课, 不得迟到、早退和旷课。自修时间应认真学习, 保持安静, 不得妨碍他人学习。

10. 国际学生因病、因事请假, 应办理请假手续:

a) 因病请假, 应有医生证明或病假条, 并及时报告任课教师。如因病休息一天以内而无医生证明者, 经教师批准, 可按病假处理; 一天以上者, 应在患病当天或次日将医生证明或病假条送交国际教育学院, 经批准后作病假处理; 过期再交者, 按旷课处理。

b) 因事不能上课者, 应事先书面向任课教师请假, 请假三天以上须经国际教育学院批准。未经批准或请假未获批准者, 作旷课处理。

11. 一学期内单科旷课时数超过该课程学时三分之一者, 不得参加该课程期末考试, 成绩计零分; 无正当理由到课率未达到 70% 者, 予以退学。

12. 连续两周旷课者, 按自动退学处理, 已缴学费不退, 已办理的居留许可或已延期的签证报杭州市公安局出入境管理局注销。

成绩考核

13. 学生必须按时参加每学期所学的必修课和选修课, 方能参加考核。

14. 考核分为考试、考查两种。考试成绩一般采用百分制, 60 分以上为及格。考试课程的成绩以期中、期末考试成绩为主, 适当参考平时成绩。考查成绩采用五级记分或百分制。五级记分分为: 优秀、良好、中等、及格、不及格。学生无故不参加考试, 作“旷考”处理, 记零分, 不得补考。除了特殊团队项目(签署的协议中明确说明提前考试要求), 学院原则上不安排提前考试。

15. 国际学生应认真、按时、独立完成教师布置的作业, 凡无故不交作

业三分之一以上者, 不得参加该课程的考试或考查。

16. 国际学生必须携带学生证参加考试。考试时, 国际学生必须严格遵守考场纪律, 不得以任何形式作弊。国际学生考试作弊, 一经发现, 其考试资格将立即被取消, 相关课程成绩作零分处理, 成绩后注明“作弊”字样, 不给补考机会。

奖学金

17. 为鼓励国际学生刻苦学习, 遵纪守法, 国际教育学院特设立“国际学生优秀奖学金”。奖学金由国际教育学院国际学生奖学金评审委员会管理并实施, 每学期评选一次。

18. 奖学金评选参照浙江大学国际教育学院制定的《优秀汉语进修生奖学金申请与评审细则》执行。

休学、复学和退学

19. 国际学生患有疾病经医院诊断认为需要较长时间治疗休养者, 可申请休学。因病休学后复学者须有正规的医院的痊愈证明。复学学生应补足差额部分的学费。

20. 有下列情形之一者, 予以退学:

- a. 触犯我国法律或法规、违法违纪情节恶劣、后果严重的;
- b. 严重干扰和扰乱学校正常教学秩序、学校公共秩序、社会公共秩序的;
- c. 连续两周旷课的;
- d. 一学期内无正当理由到课率未达到 70% 的;
- e. 经学校指定医院诊断, 患有疾病或者意外伤残, 无法继续在校学习的;
- f. 超过学院规定注册时间 2 周未注册且无正当理由的;
- g. 因其它原因不宜继续学习的。

21. 退学的国际学生须在一周内离校。第 20 条 a、d 类情形退学的学生以后不得复学。



学生证、在学证明、成绩单和进修证书

22. 国际学生注册后由国际教育学院发给《浙江大学学生证》。学生证是国际学生重要的身份证件,证明本校在校学生身份之用。老生应在每学期初持学生证到国际教育学院办理注册手续,学生证加盖注册章后方为有效。学生应妥善保管学生证,不得涂改或转借他人使用;如有遗失,应及时到国际教育学院申请作废并补发。

23. 国际学生在校期间,如有需要可以申请《在学证明》一份。

24. 国际学生每学期的成绩考核都录入成绩管理系统,学生如需要,可以在每学期考试后向国际教育学院申请该学期成绩单一份。

国际学生在结束学习、完成进修计划后,可以向国际教育学院申请进修证书和成绩单一份。缺课超过总学时的三分之一者,不能取得进修证书。

法规与校纪

1. 国际学生必须遵守中国的法律、法规及学校的规章制度,尊重中国的社会公德和风俗习惯。

2. 我校尊重国际学生的民族习俗和宗教信仰,但不提供举行宗教仪式的场所。校内严禁进行宗教聚会、传教等各种宗教活动。具体请参阅《中华人民共和国境内外国人宗教活动管理规定》和《中华人民共和国境内外国人宗教活动管理规定实施细则》。

3. 国际学生在中国境内进行出版、结社、集会、游行、示威等活动,必须遵守中国有关法律、法规的规定。

4. 经学校批准,国际学生可以在校内指定的地点和范围,举行庆祝本国重要传统节日的活动,但不得有反对、攻击其他国家的内容或违反公共道德的言行。

5. 驾驶机动车来校上课的国际学生,须到保卫处办理机动车通行证。禁止摩托车进入校园。

6. 不准私自在校内张贴、散发宣传品或印刷品。

7. 严禁赌博、酗酒、打架斗殴、吸毒、贩毒以及其它干扰学校教学、科研和生活秩序的行为。

8. 任何人不得破坏学校的教学、科研和生活秩序,不得阻止他人根据学校的规定所从事的正常活动。

9. 严禁在宿舍楼、校园内燃放烟花爆竹。

10. 国际学生在校学习期间不得就业、经商,或从事其他经营性活动,但可以按学校规定参加勤工助学活动。

国际学生触犯中国法律构成犯罪者,按法律规定处罚;违反校纪校规,视其情节轻重按《浙江大学学生违纪处理办法》和《浙江大学校园治安管理规定》等给予处分。

各项处罚处分一经决定,学校除向当事人宣布外,还将书面通知其本国驻华外交、代表机构或其国内派遣单位。必须中止在校学习者,应立即回国。



浙江大学学生违纪处理办法

浙大发本〔2017〕119号

第一章 总 则

第一条 为维护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，根据《普通高等学校学生管理规定》，结合学校实际，制定本办法。

第二条 本办法适用于在我校接受普通高等学历教育的本科生和研究生（以下统称学生）。

第三条 本办法中的违纪行为，是指违反宪法、法律、法规或者学校各项管理制度的行为。

第四条 对有违纪行为的学生，学校应给予批评教育，情节严重的，给予纪律处分。其中批评教育包括口头批评、书面警示等教育方式。

第五条 学校对违纪学生的处分，应当坚持教育与惩戒相结合，与学生违纪行为的性质和过错的严重程度相适应。学校对违纪学生的处分，应当做到证据充分、依据明确、定性准确、程序正当、处分适当。

第六条 学生对违纪处分有按程序陈述、申辩、申诉等权利。

第二章 纪律处分种类和适用

第七条 学生纪律处分的种类分为：

- （一）警告；
- （二）严重警告；
- （三）记过；
- （四）留校察看；
- （五）开除学籍。

第八条 学生有下列情形之一，学校可以给予开除学籍处分：

- （一）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；
- （二）触犯国家法律，构成刑事犯罪的；

- （三）受到治安管理处罚，情节严重、性质恶劣的；
- （四）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；
- （五）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；
- （六）违反学校规定，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；
- （七）侵害其他个人、组织合法权益，造成严重后果的；
- （八）屡次违反学校规定受到纪律处分，经教育不改的。

第九条 学生有下列情形之一，其性质和过错的严重程度尚不足达到第八条规定的，可以给予警告直至留校察看处分：

- （一）违反治安管理规定受到处罚的；
- （二）违反考场纪律或者考试作弊的；
- （三）剽窃、抄袭他人研究成果的；
- （四）违反学校规定，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；
- （五）侵害其他个人、组织合法权益的；
- （六）损害国家、学校声誉的；
- （七）严重违背社会公德，造成不良影响的；
- （八）屡次违反学校规定，经教育不改的。

第十条 除开除学籍处分以外，学生受纪律处分的期限自处分决定作出之日起计算，时间期限如下：

- （一）警告，6个月；
- （二）严重警告，9个月；
- （三）记过，12个月；
- （四）留校察看，12个月。学生受处分期间有悔改表现，且没有再发生违纪行为，可以在纪律处分期满后提出解除处分申请，经学校批准后可以解除处分。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。如学生未申请解除处分，则在学生离校之日自行解除，不另行发文。受留校察看处分的学生，在留校察看期间再次违纪的给予开除学籍处分。

第十一条 学生有下列情形之一的，从重或者加重处分：



- (一) 故意造成调查困难，制造障碍，妨碍取证的；
- (二) 实施两次以上违纪行为的；
- (三) 在校期间已受过处分的；
- (四) 对检举揭发人、证人或工作人员威胁恐吓、打击报复的；
- (五) 在共同违纪行为中起主要作用的；
- (六) 属于群体性违纪事件的召集者或组织者的；
- (七) 造成的后果特别严重的。

第十二条 学生有下列情形之一的，可以从轻处分：

- (一) 违纪未遂的；
- (二) 在违纪行为的调查过程中，如实陈述错误事实，检查认真深刻，有悔改表现的。

第十三条 学生有下列情形之一的，可以减轻处分：

- (一) 主动向学校有关部门报告自己的违纪行为，或在违纪行为调查过程中主动交代学校没有掌握的违纪行为的；
- (二) 主动中止违纪行为或采取措施减轻违纪后果的；
- (三) 被他人胁迫或者诱骗实施违纪行为的。

第十四条 经法定程序鉴定确认，患有精神疾病的学生在不能辨认或者不能控制自己行为的时候实施违纪行为的，不予处分，但是患病学生应当按照学籍管理的有关规定办理休学或退学手续；尚未完全丧失辨认或者控制自己行为能力的患病学生实施违纪行为的，可以从轻或者减轻处分。间歇性精神疾病学生在精神正常时实施违纪行为的，不能免除违纪处分。

第十五条 学生受处分期间，附加给予下列限制：

- (一) 不得申请国家助学贷款，不得申请学校各类助学金和无偿援助；
- (二) 不得参评奖学金及各种荣誉称号；已获奖学金的，停发未发的奖学金；
- (三) 开除学籍的，由学校发给学习证明，在规定时间内离校，档案由学校退回其家庭所在地，户口应当按照国家相关规定迁回原户籍地或者家庭户籍所在地；
- (四) 学校规定受处分者受限制的其他权益。

第三章 违纪处分细则

第十六条 学生有下列行为之一，情节轻微，经教育能改正的，给予记过或者留校察看处分；情节严重，造成恶劣影响或经教育不改的，给予开除学籍处分：

- (一) 违反宪法，反对四项基本原则，参与、组织、策划、实施煽动闹事或扰乱社会秩序，危害国家安全的；
- (二) 组织非法集会、游行，加入非法组织，参加非法组织活动的；
- (三) 非法传教或利用宗教进行破坏社会秩序、损害公民身体健康、妨碍国家教育制度，破坏安定团结的；
- (四) 煽动民族分裂、民族仇恨、民族歧视，利用宗教煽动仇恨、歧视的，或者在出版物、信息网络中刊载民族歧视、侮辱内容的。

第十七条 学生违反国家法律，被追究刑事责任或者受到治安处罚的，分别给予以下处分：

- (一) 被处以治安警告或治安罚款的，根据情节，给予严重警告以上处分；
- (二) 被处以治安拘留的或因违法犯罪被免于刑事处罚的，给予记过以上处分；
- (三) 被司法机关判处管制、拘役或独立适用附加刑的，或被判处有期徒刑被宣告缓刑的，给予留校察看或者开除学籍处分；被判处有期徒刑以上刑罚的，给予开除学籍处分。

被追究刑事责任或受到治安处罚前因同一行为已被学校纪律处分，但处分明显偏轻或偏重，需要重新作出处分决定的，撤销原处分，按本规定条款处理。

第十八条 学生有损害校园文明建设，扰乱正常的校园秩序、社会公共秩序的，视情节轻重，分别给予以下处分：

- (一) 破坏公用设施、绿化、环境卫生及其他违反学校有关公共场所管理规定的，给予警告以上处分；
- (二) 违反学校相关规定，违章用电、用火、用危险品及其他危害公共安全行为的，给予警告以上处分；
- (三) 酒后肇事的，视情节轻重，给予警告以上处分；
- (四) 恶意拨打特种紧急电话及学校急用值班电话的，给予警告以上处分；
- (五) 制造、散布谣言或捏造事实，作虚假陈述，混淆事实等，损害国家、学校声誉的，给予警告以上处分；
- (六) 违反学生宿舍管理规定，在异性学生宿舍留宿的、容留校外人员



在学生宿舍住宿的、容留异性在学生宿舍滞留或留宿的,或私自将床位出租、转借他人的,擅自将门禁卡和寝室钥匙转借他人引起安全事件的,给予警告以上处分;

(七)有损害校园文明的其他行为的,给予警告以上处分。

(八)无理取闹,妨碍工作人员依法或依校纪校规执行公务的,给予严重警告以上处分;

(九)在校园内起哄闹事、掷砸物品或者严重影响他人学习和生活的,给予严重警告以上处分;

(十)携带国家法律法规禁止的物品进入校园的、在校园内违规购买、存放或使用剧毒、易燃、易爆、易腐蚀、具有放射性、传染性、细菌或病毒标本以及其他国家法律法规禁止的物品的,给予严重警告以上处分;

第十九条 学生违反校园管理规定,组织各类营利活动或违章设摊的,分别给予以下处分:

(一)未经批准,在校园内组织、代理旅游业务的,给予警告或者严重警告处分;引发事端者,给予记过处分;造成严重后果的,给予留校察看处分;

(二)未经批准,设摊设点或组织各类营利性活动的,给予警告或者严重警告处分。屡教不改或造成严重后果的,给予记过或者留校察看处分;

(三)乱贴或散发商业性宣传品,经教育不改的,给予警告以上、记过以下处分。

第二十条 学生以各种手段非法占用国家、集体和个人合法财物的,分别给予以下处分:

(一)偷窃价值不足 1500 元的,给予警告或者严重警告处分;偷窃价值在 1500 元以上,不足 3000 元的,给予记过处分;偷窃价值在 3000 元以上的,给予留校察看以上处分;

(二)诈骗公私财物 6000 元以下、抢夺公私财物 2000 元以下、敲诈勒索公私财物 4000 元以下的,给予警告以上处分;

(三)偷窃公章、保密文件、档案等物品的,视其情节,给予留校察看或者开除学籍处分;

(四)以其他方式非法占用国家、集体或个人合法财产或物品的,视情节轻重,给予警告以上处分。为作案者放哨,提供信息、作案工具或进行掩盖、窝赃的,给予警告以上处分。

第二十一条 学生损坏公私财物的,分别给予以下处分:

(一)过失损坏公私财物,情节较重,造成一定危害的,除赔偿损失外,给予警告或者严重警告处分;

(二)故意损坏或挪用公私财物,除赔偿损失外,视情节轻重及造成的危害程度,给予警告以上、记过以下处分;

(三)情节恶劣,后果特别严重的,给予留校察看或者开除学籍处分。

第二十二条 学生寻衅滋事、打架斗殴的,分别给予以下处分:

(一)虽未动手打人,但用言词侮辱或其他方式触犯他人,引起事端或激化矛盾,造成打架后果的,给予警告处分;

(二)动手打人未伤他人的,或致他人轻微伤的,给予严重警告或者记过处分;致他人轻伤的,给予留校察看处分;致他人重伤的,给予开除学籍处分;

(三)策划、怂恿他人打架斗殴,未造成打架后果的,给予严重警告或者记过处分;造成打架后果的,视其情节,给予记过或者留校察看处分;

(四)故意为他人打架提供凶器,未造成伤害的,给予严重警告或者记过处分;造成伤害的,给予留校察看处分;

(五)其他参与者,视其情节轻重,给予警告以上、记过以下处分。

结伙斗殴的,从重处分。

第二十三条 学生参与赌博或变相赌博的,或为他人提供赌博场所、赌资或赌具的,视情节轻重,给予警告以上处分。

第二十四条 学生制作、传播、复制、贩卖非法书刊和音像制品及其他有害物品的,视情节轻重,给予严重警告以上处分。

第二十五条 学生吸食毒品的,视情节轻重,给予留校察看或者开除学籍处分。

第二十六条 学生发生非婚性行为,造成不良后果的,给予记过或者留校察看处分。违反国家人口与计划生育法规、政策以及《浙江省人口与计划生育条例》的,视情节轻重,给予记过以上、直至开除学籍处分。

第二十七条 学生违反消防安全管理制度的,分别给予以下处分:

(一)损坏、挪用或者擅自动用、拆除消防设施、器材的,除赔偿损失外,视情节给予警告或者严重警告处分;

(二)违章用电、用火、用危险品,造成安全隐患的,视情节轻重,给予严重警告或者记过处分;

(三)违反规定引起火灾的,除赔偿损失外,视情节轻重,给予记过以上处分;



(四)故意破坏或者伪造火灾现场的,视情节轻重,给予严重警告或者记过处分。

第二十八条 违反校园交通管理相关规定的,视情节轻重,给予警告以上处分。

第二十九条 学生有侵犯、损害他人正当权益及人身安全,损害国家、集体利益的,分别给予以下处分:

(一)盗用单位、组织或他人名义为己谋私利的,除赔偿经济损失外,给予严重警告以上处分;盗用他人名义冒领他人钱物的,除返还冒领的钱物外,给予记过以上处分;

(二)伪造、贩卖各类证件、印章和证明文件、材料,或以其他不正当手段、方法来达到个人目的的,给予严重警告或者记过处分。情节严重的,给予留校察看或者开除学籍处分;

(三)恶意骚扰、恐吓、威胁他人的,给予严重警告以上处分;

(四)侮辱、诽谤、陷害、诬告他人的,给予严重警告以上处分;

(五)隐匿、毁弃或私自开拆他人邮件、电报的,给予严重警告以上处分;

(六)泄露国家和学校秘密的,视情节和后果,给予严重警告以上处分。

第三十条 学生有下列网络违纪行为之一的,分别给予以下处分:

(一)盗用他人网络账号与密码的,根据造成影响的程度,给予警告以上处分;

(二)利用校网非法营利的,给予严重警告或者记过处分;

(三)蓄意制作和传播病毒、垃圾邮件的,给予严重警告以上处分;

(四)在网上蓄意诽谤他人,公开他人隐私的,给予严重警告以上处分;

(五)利用网络等工具煽动非法游行、集会的,给予警告或者严重警告处分;造成严重后果的,给予记过以上处分;

(六)破坏校园安全防卫系统,攻击、破坏公共网络服务设施的,非法进入网络系统,窃取、篡改信息数据的,破坏公共信息系统的,给予留校察看以上处分;

(七)登录非法网站和传播非法文字、音频、视频资料等,编造或者传播虚假、有害信息的;攻击、侵入他人计算机和移动通讯网络系统的,视情节和影响可给予警告以上处分。

第三十一条 学生违纪事件目击者故意作伪证的,或帮助违纪者隐瞒事实、逃避检查和处理,并造成调查困难的,给予警告以上处分;违纪事件参

与者故意作伪证的,从重处分。

第三十二条 学生未经批准不参加教育教学计划规定活动的,分别给予以下处分:

(一)一个长学期内累计达 16 学时的,给予警告处分;

(二)一个长学期内累计达 24 学时的,给予严重警告处分;

(三)一个长学期内累计达 32 学时的,给予记过处分;

(四)一个长学期内累计达 40 学时的,给予留校察看处分。

在考试周期间或按周计算的实践环节期间每天按 6 学时计算。未经批准连续 2 周未参加学校教育教学计划规定活动的,按照学生学籍管理有关规定处理。

第三十三条 学生有违反考场纪律的,分别给予以下处分:

(一)学生有下列行为之一的,视情节轻重,给予警告或者严重警告处分:

1. 携带考试规定以外的物品进入考场并且未放在指定位置的;

2. 未在规定的座位参加考试的;

3. 考试开始信号发出前答题或者考试结束信号发出后继续答题的;

4. 在考试过程中旁窥、交头接耳、互打暗号或者手势的;

5. 在考场禁止的范围内喧哗、影响考场秩序的;

6. 未经考试工作人员同意在考试过程中擅自离开考场的;

7. 将试卷、答题纸、草稿纸等考试用纸带出考场的;

8. 用规定以外的笔或纸答题,或者在试卷规定以外的地方书写姓名、考号,或者以其他方式在答卷上标记信息的;

9. 学生在开卷考试中,携带禁止的资料或者工具的。

(二)学生有下列行为之一的,给予记过处分:

1. 在闭卷考试中,携带与考试课程内容相关的文字材料或者存储有与考试内容相关资料的电子设备等参加考试的;

2. 在考试用桌上或者身体上涂写任何与考试课程内容有关的文字和符号的;

3. 违规使用电子工具或通讯工具的;

4. 抄袭他人试卷或者与考试内容相关的材料的;

5. 故意将自己试卷或者与考试内容相关的资料让他人抄袭的;

6. 报对答案及传递纸条、试卷、答卷、草稿纸的;

7. 抢夺、窃取他人试卷、答卷或者强迫他人为自己抄袭提供方便的;



8. 借故暂离考场以得到答案的；
9. 同一科目同一考场有两份以上答卷答案雷同的。

（三）学生有下列行为之一的，视情节轻重，给予留校察看或开除学籍处分：

1. 使用通讯设备及其他工具发送、接收考试相关内容的；
2. 替他人参加考试或让他人代替考试的；
3. 组织作弊的；
4. 窃取试卷的；
5. 篡改分数的；
6. 向他人出售考试试题或答案牟取利益的；
7. 出现两次以上考试违纪或考试作弊的；
8. 其他严重作弊或扰乱考试秩序行为的。

第三十四条 学生在进行科学研究中，存在学术不端行为，情节较轻的，给予警告处分或严重警告处分；情节较重的，给予记过或留校察看处分；情节严重的，给予开除学籍处分。

第四章 处分管理权限和处分程序

第三十五条 学生发生违纪行为，一般情况下由学生所在单位配合有关部门查清事实并对其进行批评、教育，情节严重的由学生所在单位会同相关部门提出处理意见。本科生处分意见报本科生院、研究生处分意见报研究生院。

违反《中华人民共和国治安管理处罚法》或触犯刑法的，由安全保卫处负责与公安、司法机关的联系，协助和配合公安、司法机关查清事实，同时填写材料移交单，将公安、司法机关的调查和处理结果等有关材料转交本科生院或研究生院。

违反教学管理规定、考场纪律和实验室管理规定的本科生，由本科生院会同学生所在单位查清事实，由本科生院提出处理意见；违反教学管理规定、考场纪律和实验室管理规定的研究生，由研究生院会同学生所在单位查清事实，由研究生院提出处理意见。

违反宿舍管理规定的学生由宿舍管理部门会同学生所在单位查清事实，根据违纪情况，提出处理意见，报本科生院或研究生院。

特殊情况由本科生院或研究生院直接提出处理意见。

第三十六条 跨单位的学生违纪事件，由本科生院或研究生院及相关部门牵头，召集学生所在单位有关负责人讨论研究，按照本办法提出处理意见。本科生院或研究生院按照处理意见提出处分意见，按规定处分程序呈报处理。

第三十七条 学生违纪事实查清后，如需报学校给予纪律处分的，相关单位应在5个工作日内提出处分意见，报本科生院或研究生院。

第三十八条 在对学生作出处分或者其他不利决定之前，学校应当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。对留校察看和开除学籍两种处分，在学校作出处分决定前，处分部门应告知学生有权申请听证。学生申请听证的，向学校听证委员会提出申请，按照《浙江大学听证制度实施办法》（党委发〔2013〕44号）执行。

第三十九条 本科生院或研究生院对有关材料进行审定后，起草处分文件，报主管校领导签发。对学生作出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，应当提交校务会议或者校长授权的专门会议研究决定，并应当事先进行合法性审查。

第四十条 学校对违纪学生作出处分，应当出具处分决定书。处分决定书应当包括下列内容：

- （一）学生的基本信息；
- （二）作出处分的事实和证据；
- （三）处分的种类、依据、期限；
- （四）申诉的途径和期限；
- （五）其他必要内容。

第四十一条 处分决定作出后，学校采取适当方式在校内予以公布。处分文件一式三份，一份直接送达学生本人，一份送交学生所在单位，存入学生档案，另一份留学校备案。学生在接到处分决定时，必须在处分决定接收单上签字。学生拒绝签字的，可以以留置方式送达，由处分决定送达人员记录在案；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。学生所在单位在收到学生的处分决定后要做好相应的教育工作。

第四十二条 学生处分决定应真实完整地归入学校文书档案和本人档案，不得撤除。处分决定送达违纪学生后，违纪学生对处分决定有异议的，可在收到学校处分决定之日起10日内向学校学生申诉处理委员会提出书面申诉，



由于特殊原因处分决定文件无法送达的，申诉期限自公告期满之日起计算。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请求。

学校学生申诉处理委员会接到学生申诉书后的 15 日内向学生作出书面答复。对学生的申诉，由学校学生申诉处理委员会核实情况，确认是否受理。对于受理的情况，由学生申诉处理委员会进行复查，给予答复。具体办法按学校学生申诉处理相关规定执行。

第四十三条 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，可以向浙江省教育厅提出书面申诉。

第四十四条 开除学籍处分的决定书报浙江省教育厅备案。

第四十五条 学生在受处分后有悔改表现，经学校批准解除处分，解除处分材料应当真实完整地归入学校文书档案和本人档案。

第五章 附 则

第四十六条 其他类型学生的违纪处分参照本办法执行。

第四十七条 本办法中所谓的“以上”、“以下”均包括本项。

第四十八条 以上所指违纪行为的标的物价值需经专业部门估价。

第四十九条 本办法中第十六条、第十八条至第三十四条是指未被公安、司法机关处理的违纪行为。

第五十条 本办法自 2017 年 9 月 1 日起施行，由本科生院、研究生院负责解释。《浙江大学学生违纪处分规定》（浙大发本〔2009〕113 号）同时废止。若学校原有规定与本办法有不一致的，以本办法为准。

浙江大学国际教育学院汉语言文化进修生 退学处理管理规定（暂行）

为维护浙江大学国际学生汉语言文化进修项目教学秩序，严肃校纪学风，依据国家有关法律、行政法规和《学校招收和培养国际学生管理办法》、《浙江大学学生违纪处理办法》、《浙江大学汉语言文化进修生学籍管理暂行规定》、《杭州市公安局出入境管理局关于进一步加强在杭留学生签证管理的通知》等规定，对汉语进修生退学处理的相关事项规定如下：

一、汉语进修生有下列情形之一者，予以退学处理：

1. 触犯我国法律或法规、违法违纪情节恶劣、后果严重的；
2. 严重干扰和扰乱学校正常教学秩序、学校公共秩序、社会公共秩序的；
3. 连续两周旷课的；
4. 一学期内无正当理由到课率未达到 70% 的；
5. 经学校指定医院诊断，患有疾病或者意外伤残，无法继续在校学习的；
6. 超过学院规定注册时间 2 周未注册且无正当理由的；
7. 因其他原因不宜继续学习的。

二、退学处理工作办法

1. 属于第一条第 1、2 款情形的，由学院作出《退学处理决定》。
2. 属于第一条第 3 款情形的，按自动退学处理，学院发出《退学处理决定》。
3. 根据学院统计的到课率，属于第一条第 4 款情形的学生，在本学期学习结束后，不得继续延长学习期限。
4. 属于第一条第 5 款情形的，由学院作出《退学处理决定》，该生已缴纳的本学期学费按有关退费规定处理。
5. 因第一条第 1、2、3、4、6 款情形退学的学生已缴本学期的学费不退，已办理的居留许可或已延期的签证由学院报杭州市公安局出入境管理局注销。
6. 学院根据本规定作出的《退学处理决定》应送达受退学处理者本人签收。如经电话或电子邮件无法联系到本人或本人拒绝签收的，则在学院网站发布公告。自公告发布之日起经过 10 日，视为送达。自学院《退学处理决定》送达之日起，终止受退学处理者学籍，该受退学处理者须在 1 周内离校。
7. 受退学处理者如在校内宿舍住宿的，应当自学院发出《退学处理决定》



之日起 1 周内搬离。如无法联系到本人或未能在 1 周内搬离的，其室内遗留物品有偿保管 30 日，逾期不来领取的，宿舍管理部门有权根据学校相关规定进行处理。

8. 经本人书面申请自动退学者，学院批准后不再另发《退学处理决定》。

三、本规定由浙江大学国际教育学院负责解释。

四、本规定自 2015 年 3 月 1 日起施行。

国际教育学院
二〇一五年三月一日

安全制度

国际学生安全须知

1. 交通安全：严格遵守交通规章制度，不准酒后骑车驾车，不准驾驶摩托车、燃油助动车和大功率电瓶车，不准骑车带人，不准超速行驶。
2. 宿舍防火：学校宿舍内严禁使用超大功率电器，不得携带存放危险物品，不私拉乱接电线，严禁使用燃气。住在校外的同学务必安全用电用气。
3. 防盗：出门时锁好门窗，在外购物、乘坐交通工具时妥善保管好证件、钱包和贵重物品，不单独去偏僻的地方，不准擅自留宿他人。
4. 饮食卫生：不在没有卫生许可证的摊点购买饮料和食品，自己烹饪时注意洗净烧熟。
5. 严禁酗酒：不在宿舍内酗酒，深夜不外出饮酒。
6. 严格控烟：不在教室、餐厅、电梯等公共场所抽烟。
7. 防范流感等传染病：出现感冒发烧等症状请立即到医院诊治并报告学院有关老师。
8. 防自然灾害：遇雷击、暴雨等灾害性天气注意自我防护，确保人身安全。
9. 防诈骗：不要轻信虚假信息，转账支付须谨慎，遇到自称老师、同学、朋友的人借口索要钱款时，请务必与相关老师、同学、朋友电话联系核实，以防被骗。
10. 预防心理疾患：树立心理健康意识，增强心理调适能力，如有心理困惑，及时到医院或学校心理咨询中心或二级心理站寻求帮助。
11. 避免争执：保持宿舍安静，不大声喧哗，不大声播放音响，在与别人发生纠纷时保持克制，请有关管理人员调停处理，不要自行其是。
12. 遇到突发情况，请保持冷静，及时报告公安部门或有关老师。



浙江大学国际学生安全责任书

为了维护学校良好的学习秩序,保护国际学生的人身安全,保证国际学生能够顺利完成学业,根据中国相关法律、法规及学校的有关规定,特对如下安全事项予以提醒。国际学生如违反以下任何规定或忽略有关提醒,则须对所造成的后果承担相应的责任。

1. 遵守中国的法律、法规及学校的规章制度,尊重中国的社会公德和风俗习惯。
2. 必须按照公安部门的有关规定及时办理居留许可及变更、延期等手续。
3. 要在校外居住的国际学生必须经国际教育学院同意,然后与房东签订租房合同。入住后 24 小时内到当地派出所办理登记手续,并持派出所临时户口登记单到国际教育学院登记。居住在校外要遵守居住地管理部门的有关规定,不要影响周围居民的生活,注意交通、治安、消防、人身与财产的安全,注意水、电和液化气的使用安全。
4. 住在校内宿舍的同学要遵守宿舍管理规章制度。保持宿舍安静,不得大声喧哗,不得高声放音乐电视,不得擅自调换、转让房间和床位,不得饲养宠物,以免影响周围人的学习与休息。来访者必须在晚间 11 点以前离开,宿舍内不得留宿他人。
5. 宿舍内禁止使用电炉、电热器等大功率电器及电热毯等容易引起火灾的电器;不得使用明火器具;禁止存放易燃、易爆、有毒物品和其他危险品;室内禁止吸烟。
6. 禁止损坏、拆卸、改装宿舍楼或出租房内的设备和线路,爱护消防设施。
7. 离开房间要锁好门、关好窗,不要輕易将房间钥匙交给他人,以免被盗配。
8. 遵守宿舍作息制度,晚间不外出喝酒娱乐晚归。如有事确需晚归,请事先告诉你的朋友,回来时要保持安静,不影响他人休息。
9. 严禁利用宿舍或出租房从事违反法律和校规的活动。
10. 妥善保管好个人财物,应将多余的现金存入银行,银行账户密码不要告诉他人,贵重物品不要随意存放在教室、图书馆等公共场所。
11. 严格遵守交通规章制度,不使用摩托车、燃油助动车和大功率电瓶车;

严禁无照驾驶机动车,严禁酒后驾车,严禁在校园内快速开车,严禁骑车带人;

12. 换汇一定要去银行,不要在私人商店或个人处换汇。在非正式营业点换汇是违法行为。
13. 乘坐出租车一定要选择正规出租车公司的出租车,并索取发票。
14. 不得校园、宿舍内燃放烟花爆竹和烧烤。
15. 严禁到江、河、湖泊、水库等非正规游泳场所游泳;不到自然条件险恶的地方游玩。
16. 严禁赌博、酗酒、打架斗殴以及其它干扰学校教学、科研和生活秩序的行为。
17. 如有住址、联系方式等变化,务必于 24 小时内报告国际教育学院。



住宿管理制度

浙江大学国际学生宿舍管理办法

根据《浙江大学学生宿舍文明建设管理办法》，结合国际学生管理实际，特制定本办法。

第一条 住宿国际学生须签订住宿协议，办理住宿登记卡，缴纳住宿押金。

第二条 住宿学生应按照指定的学生宿舍楼、寝室、床位住宿。未经宿舍管理部门批准，任何人员不得私自入住学生宿舍或更换寝室、床位。奖学金博士研究生和高级进修生可安排单人住宿；其余类别奖学金生一般安排双人间住宿，如因特殊情况需要住单人，必须书面申请和保证按自费生标准自付住宿费，经批准同意后在房源许可的条件下予以安排。

第三条 宿舍原则上不额外提供夫妻、子女等家属用房。学生如有家属同住，需事先向国际教育学院和宿舍管理部门提出申请，获准并交纳一定的费用后，方可入住。

第四条 住宿学生应按期缴纳住宿费、水电费等。如果学生无故拖欠费用、未按学校规定时间返校或无故离校，宿舍管理部门有权取消该学生入住资格，根据学校有关规定强制将其搬出，室内遗留物品有偿保管一个月，逾期不来领取的，宿舍管理部门有权处理。住宿学生外出时，需提前告知各楼总服务台或宿舍管理人员其外出的起止时间，并办理登记手续，以便管理人员及时关闭水电，否则外出期间，任何宿舍内的财物损失，责任自负。

第五条 住宿学生退宿必须在规定期限内到各校区宿舍管理办公室或总台办理退宿手续。

1. 按学年缴纳住宿费的学生，因毕业、结业、退学、开除、休学、转学、离境等原因提前结束学业，已交住宿费从办理退宿手续之日的次月起退还剩余月份的住宿费。因其他原因提前退宿时，住宿时间不满半年按半年收取住宿费，超过半年不满一学年按一学年收取住宿费。外出实习的学生，按正常就学对待，不办理退宿；

2. 按天缴纳住宿费的学生，退宿按照各楼住宿协议或入住须知规定办理

退费。

学生办理退宿手续后，须在退宿手续办理完成之日起3天内将所有个人物品搬离宿舍并退还宿舍房间钥匙。无特殊原因未在规定期限内搬出或办理退宿手续的，视为违约留宿，将根据学校有关规定强制将其搬出。超过规定期限未办理退宿手续者，不再享受学生价优惠或奖学金免费住宿，按散客价全额自付超期住宿费。

第六条 学校对学生宿舍用途的调整以及住宿学生学习场所的变更等情况，对学生的住宿进行调整时，相关住宿学生应积极配合，服从学校统一安排，不得以任何理由阻挠调整工作，否则按散客价支付住宿费。

第七条 住宿学生应自觉维护宿舍安全，增强安全意识和法制观念，提高防范能力、自我管理能力和自救逃生能力。

第八条 住宿学生发现火警、火灾等事故时，应及时采取报警、撤离现场等措施。发现刑事、治安等案件时，应保护现场，及时报告保卫部门和宿舍管理部门，并协助处理。

第九条 住宿学生不得在宿舍内留宿非本宿舍人员。擅自留宿非本宿舍人员，宿舍管理部门有权取消该学生的住宿资格。因擅自留宿非本宿舍人员造成其他同学或集体财产损失、人身伤害的，留宿者将承担连带赔偿责任或法律责任。

第十条 住宿学生应注意防盗安全，妥善保管个人物品；不得将寝室钥匙借予他人，私自调换或另加门锁；丢失钥匙或房卡后要及时报告宿舍管理部门，更换门锁以及赔偿钥匙或房卡的费用均由学生本人承担。

第十一条 住宿学生应自觉遵守宿舍会客制度和宿舍安全管理制度，自觉配合管理人员的管理。来访客人须在值班室登记，遵守相应的会客管理规定。

第十二条 学生宿舍实行查房制度。宿舍管理人员定期或不定期实施相关检查，维护宿舍公共秩序，保障宿舍公用设施、设备完好。

第十三条 学生宿舍实行传染病申报制度。凡有《中华人民共和国传染病防治法》规定的各类传染病患者，应主动报告楼内管理人员。住宿学生如发现宿舍内有传染性疾病患者，应及时报告；传染病病人、病源携带者和疑似传染病人，在治愈前或者在排除传染病嫌疑前，应服从学校医院的医疗指导意见，积极配合有关住宿的调整和安排。

第十四条 住宿学生应自觉保护公共环境卫生，共同创造文明、整洁、有序的住宿环境。尊重、珍惜工作人员劳动成果，保持走廊“24小时无垃圾”；



室内垃圾请直接倒入卫生桶内, 袋装垃圾请及时带到指定的垃圾堆放点; 危险废弃物放入指定的存放点; 自觉爱护宿舍周围绿化地。

第十五条 住宿学生应互相尊重, 团结友爱, 自觉维护公共秩序, 遵守作息時間, 养成良好的学习生活习惯。

第十六条 学生宿舍内禁止经商或其他相关行为。未经宿舍管理部门批准, 任何学生及单位、团体不得在学生宿舍内从事各种传销、经营性活动及收费性活动。住宿学生需举办非经营性宣传类活动, 须经宿舍管理部门批准后, 在指定的区域张贴或布置。

第十七条 住宿学生离宿时应做到遵纪守法、文明离宿。在离宿期间要注意爱护宿舍内公共财产, 主动配合工作人员清点公共设施和设备, 按规定自觉缴纳所有欠缴或需赔偿的费用。

第十八条 住宿学生应爱护学校公共财产, 妥善使用宿舍楼和寝室内的水电设施、门窗、玻璃、家具、固定电话及其他各项设施、设备。

第十九条 寝室内个人使用的家具由使用者本人保管, 共同使用的家具由宿舍成员共同负责。未经宿舍管理部门同意, 不得将任何由学校统一配置的家具转借他人, 或将自备或其它场所的家具搬入学生宿舍使用, 或私自拆卸、移动、损坏、丢弃宿舍内家具及设施设备。

第二十条 各校区宿舍管理部门受学校委托不定期对公用设施、设备进行清点检查和修理。住宿学生如发现设施设备有损坏、丢失等现象, 应及时到值班室登记报修。人为损坏的, 要照价赔偿, 相关责任人须自行承担维修、更换费用。

第二十一条 住宿学生应注意安全用电。不得私拉乱接电线。宿舍内统一配置的电器不得擅自修理或拆卸, 由于使用不当引起的后果由责任人负责。住宿学生应购买、使用正规厂家生产的、经过认证的合格电器产品。宿舍管理人员有权制止违章用电行为。

第二十二条 住宿学生应节约用电、用水, 杜绝浪费现象。水电使用量的收费标准根据学校有关规定执行。

第二十三条 住宿学生在宿舍内安装和使用额定功率大于200瓦的电器, 须向宿舍管理办公室提出申请。申请人本人签署安全用电履约承诺, 并由宿舍管理部门签署同意意见后, 方可安装使用。大功率电器使用中如出现涉及影响他人而产生矛盾和纠纷等问题, 由申请人自行协调解决。

第二十四条 大功率电器安装时, 申请人必须持校区宿管办批准的大功

率电器安装许可证明, 陪同专业安装人员安装在指定的位置, 不得随意变更。在使用过程中发生故障时, 须联系生产厂家或专业人员维修, 不得随意拆卸。

第二十五条 住宿学生寝室布置力求美观大方, 格调健康高雅, 环境整洁有序。

第二十六条 住宿学生应严格遵守校纪校规、宿舍管理办法和住宿协议等规定, 恪守有关文明公约。违纪者将按学校有关规定处理, 直至追究相应的经济、法律责任。

第二十七条 宿舍楼内发生违纪行为的, 将根据《浙江大学学生违纪处理办法》给予当事人相应纪律处分, 情节严重的还将追究其相关的经济、法律责任。

第二十八条 宿舍内发现有下列行为, 学校有关部门有权制止, 并视情节轻重给予通报批评或纪律处分, 乃至追究法律责任。

1. 影响公共秩序的行为

- (1) 拒绝配合学校卫生、纪律和安全检查;
- (2) 在楼内外乱丢垃圾、乱泼污水或将水倒入垃圾桶内;
- (3) 在墙壁、楼道乱涂乱画, 张贴、散发各种海报、传单等;
- (4) 擅自装修寝室, 或在墙面上凿进铁钉等硬物;
- (5) 私自移动、拆装家具及设施设备;
- (6) 私自安装大功率电器;
- (7) 在走廊和房间内擅自拉绳晾晒衣物等;
- (8) 饲养宠物;
- (9) 将剩饭菜倒入下水道中, 造成堵塞;
- (10) 造成公共用水用电严重浪费;
- (11) 酗酒、赌博、嫖娼、吸毒、贩毒等违法犯罪活动;
- (12) 其他影响公共环境和秩序的行为。

2. 影响安全的行为

- (1) 私自配房门钥匙、调换门锁或将寝室钥匙或房卡私借他人;
- (2) 私自调换寝室、床位, 占用其它床位, 或将床位转租、转借他人;
- (3) 违反门禁管理规定;
- (4) 使用电炉、电热锅、电取暖器等各种大功率电器及电热毯等易燃物品;
- (5) 在房间内烹饪、烧烤;
- (6) 使用床头灯和充电应急灯;



- (7) 私拉电线、网线、电话线，私调水电表；
- (8) 在门厅、走廊、消防通道、寝室、阳台堆放自行车、丢弃杂物等；
- (9) 乱丢烟蒂；
- (10) 攀爬门窗、顶楼、栏杆等危险行为；
- (11) 存放易燃、易爆物品；
- (12) 其他影响公共安全的行为。

3. 影响他人学习和休息的不文明的行为

(1) 在自修时间或就寝时间大声喧哗或进行下棋、打球、踢球、溜冰等其它运动；

(2) 使用电话、电视机、收音机等不注意控制音量或大声喧哗、哄笑、唱歌、嬉闹影响他人学习和休息；

(3) 有歧视他人的行为。

4. 违反《浙江大学学生宿舍协议书》中的有关条款。

5. 其他违反学校宿舍管理办法的行为。

第二十九条 住宿学生如违反宿管办法或住宿协议规定，宿舍管理部门有权取消其住宿资格。

第三十条 国际学生根据学校统一安排入住各校区不同的宿舍大楼。各宿舍大楼根据具体情况制定有相应的管理规定（或入住须知）。国际学生在遵守本办法的同时，还应遵守所住宿舍大楼的管理规定（或入住须知）。

第三十一条 本办法由国际教育学院和宿舍管理部门负责解释。

浙江大学国际学生校外住宿管理制度

一、国际学生一般应在学校宿舍内住宿，确需住宿校外者应先向国际教育学院申请，并按照公安出入境管理部门的规定办理有关校外住宿手续。

二、办理校外住宿应事先做好以下准备：

1. 租赁私房的国际学生应请房东出示《治安许可证》，并与房东签订租赁合同书。

2. 住宿宾馆、饭店、租赁公寓房的国际学生应提供宾馆、饭店或所租赁的公寓房物业部门出具的有关住宿期限证明。

3. 借住亲属处的国际学生：

(1) 须提供担保人（指借住地户主）的有关情况（姓名、住址、与被担保人的关系及有效证件）。

(2) 担保人须与被担保人签署书面担保书，并承诺：

a) 同意被担保人住宿其处；

b) 愿意承担相应的法律责任。

三、办理校外住宿登记手续程序：

1. 首先应向国际教育学院有关办公室递交《浙江大学国际学生校外住宿申请表》，并提供租赁合同等相关材料供审核，经国际教育学院同意才能在校外住宿。

2. 入住后 24 小时内，持本人护照等有效身份证件去住宿地所在派出所办理临时《境外人员申报临时户口凭证》。

3. 持《境外人员申报临时户口凭证》到国际教育学院存档，并登记住所电话或手机号码等联系方式。

4. 变更校外住址的国际学生，在地址变更 24 小时内，须重新履行上述有关手续。

四、校外住宿学生因病因事不能来校参加教学活动时，应按照国家学籍管理规定履行请假手续。

五、国际学生在校外住宿应注意人身和财产安全，不使用违章电器，不违章驾驶摩托车，遇到可疑人员或紧急情况及时向有关保卫人员或公安部门报告。

六、国际学生在校外住宿必须严格遵守中国法律条例，不得从事危害中国国家安全以及违反中国法律和有关治安条例的活动。

七、国际教育学院将不定期配合公安部门对校外住宿的国际学生进行安全查访，国际学生应予以积极配合，不得无理阻拦或拒绝查访。

八、国际学生校外住宿发生突发情况，应立即报告公安部门和国际教育学院有关人员，并配合进行处理。

校外住宿申请表可在国际教育学院网站下载（<http://iczu.zju.edu.cn>）。



离 校

1. 国际学生休学、退学、毕业或结业离校时，须到国际教育学院领取《离校手续单》，结清费用，交还所借图书等应交回的物品；校内住宿学生离校时必须退还宿舍房间钥匙或房卡。

2. 休学、毕业或结业的国际学生应在两周内离校。

3. 退学、勒令退学、开除学籍的国际学生必须在一周内离校。

4. 因各种原因退学、休学、开除学籍、保留学籍等离校的 international 学生，必须到杭州市公安局出入境管理局办理相应的签证或居留证件变更手续。。

5. 应当离校但仍以各种理由滞留在学校者，滞留期间所发生的各种事情由学生自行承担责任。学校将及时通知公安机关出入境管理部门注销其学生身份和在华停留资格。

奖学金年度评审

浙江大学国际学生中国政府奖学金年度评审实施细则

第一条 根据中国国家留学基金管理委员会关于国际学生奖学金年度评审制度，浙江大学作为接受中国政府奖学金生的高等院校和年度评审单位，特制定本实施细则。

第二条 年度评审的目的是为了规范国际学生奖学金的管理，发挥奖学金的激励作用，提高国际学生努力学习、遵纪守法、团结友好的自觉性、培养品学兼优的人才。

第三条 年度评审的对象为所有享受中国政府全额奖学金或部分奖学金的在学人员（以下简称奖学金生，含本科生、硕士研究生、博士研究生、普通进修生、高级进修生等）。

1. 获准在校学习期限超过一年的奖学金生，每年均需参加一次奖学金评审。

2. 即将完成学业，继续申请奖学金在华深造的奖学金生，在结束学习的当年，仍需参加奖学金评审。

3. 因病休学，后又获准复学的奖学金生，根据其休学前和复学后的状况进行评审，其休学期不计入已确定的学习年限。

第四条 年度评审内容：

1. 学习成绩：学年度第一学期的各科考试、考核成绩；第二学期的学习基本情况（含期中考试、考核成绩）。

2. 学习态度：按时上课，勤奋好学，任课教师或指导教师的评语在良好以上。

3. 行为表现：遵守中国法律和浙江大学校纪校规，尊敬师长，积极参加学校活动，爱护公物。

4. 在校期间的奖惩情况。

第五条 年度评审程序：

1. 年度评审工作的时间：每年4月10日至5月10日。



2. 由国际教育学院负责向参加年审的政府奖学金生发放年审表格和有关材料, 做好说明解释工作。

3. 由申请下一年度政府奖学金生本人填写《国际学生奖学金年度评审表》第一面, 填写后交国际教育学院。

4. 学习汉语的政府奖学金生根据其出具成绩单和老师评语, 按年度评审内容的要求, 评审该生在本学年的情况。

5. 在各学院(系)进修的政府奖学金生由各学院(系)出具成绩单和老师评语, 按年度评审内容要求, 评审该生在本学年的情况, 学院(系)负责人签字后送国际教育学院。

6. 进入学位课程学习的奖学金生由各学院(系)出具成绩单和导师评语, 按年度评审内容要求, 评审该生在本学年的情况, 学院(系)负责人签字后送国际教育学院。

7. 进入学位论文阶段的政府奖学金生, 由导师写出本学年的评语, 学院(系)负责人签字后送国际教育学院。

8. 由国际教育学院综合所在学院(系)和导师(教师)的意见, 按教育部的要求, 填写评审表第二面, 经国际教育学院负责人签字并加盖公章后, 于每年5月31日前正式行文上报国家留学基金管理委员会。

9. 国家留学基金管理委员会于每年6月30日前将评审决定通知学校并由学校通知申请人。必要时, 通知学生派遣国的驻华使馆或派遣单位。

第六条 年度评审决定分为“通过”和“未通过”两种。凡未通过者, 其享受奖学金的资格自下一学年起终止。终止奖学金的期限为一学年。

终止奖学金者, 可向学校提出书面申请, 在获得学校同意后可自费或者减免费用留校继续学习。

终止奖学金后留校学习者, 可在终止期满后申请恢复奖学金。申请者须向学校提出书面申请, 并由学校按规定审核, 同意后, 报国家留学基金管理委员会核准。

终止奖学金后退学离校者, 不得申请恢复奖学金。

第七条 有下列情形之一, 原则上不能通过奖学金年度评审:

1. 本科生一学期有三门或者两门主要课程经补考后仍不及格者。
2. 硕士研究生一学期有两门学位课程考试不合格, 或有一门学位课程经补考后仍不合格者。
3. 博士研究生有一门学位课程考试不合格者。



4. 各类研究生经过中期考核后仍被认为不宜继续培养者或学位论文工作中明显表现出科研能力弱者。

5. 违反考场纪律作弊者。

6. 因各种原因被学校给予记过以上处分者, 或累计受学校书面警告处分二次者。

7. 患严重身体或精神疾病无法正常学习者。

8. 因各种原因应退学者。

凡无故不接受年度评审者, 取消其继续享受奖学金的资格。



保险和医疗

1. 学校各校区设有校医院, 国际学生日常患病可以到校医院就诊。

2. 如有必要, 国际学生可以到校外医院就诊, 建议到市内省级或市级公立医院就诊, 就诊时请出示本人护照。

3. 如需要紧急救援, 可拨打急救中心电话, 电话号码: 120。

4. 国际学生综合保险

(1) 全额奖学金生和全额交付学费的自费国际学生 (学习时间在半年以上) 免费享受国际学生综合保险, 内容包括意外伤害医疗、门诊医疗、住院医疗、身故 / 残疾保险责任; 就诊医院仅限于中华人民共和国大陆境内公立医院。有关国际学生保险的具体条款请参阅留学保险网 www.lxbx.net。如果发生意外或生病需住院治疗, 应及时通知国际教育学院学生事务办公室老师, 以便处理保险理赔事宜。

(2) 学生住院治疗期间的医药费先由学生本人垫付, 出院时准备好以下材料, 再申请保险理赔支付。

◇ 出院小结 ◇ 医院诊断证明 ◇ 住院收费收据 ◇ 住院医疗费用汇总清单

◇ 门诊病历及收费收据 (若有院前或院后门诊)

◇ 护照复印件 (个人信息页)

(3) 在以下医院住院治疗可办理第三方垫付服务, 学生无需自己垫付所有住院费用, 但必须在确定住院前先联系主管老师。

◇ 浙江大学医学院附属第一医院

◇ 浙江大学医学院附属第二医院

◇ 浙江大学医学院附属邵逸夫医院

◇ 杭州市第一医院

◇ 浙江省人民医院

◇ 浙江省中医院

◇ 杭州市急救中心

(4) 因打架、斗殴等违反法律、校纪行为导致伤亡事故所支付的医疗及其他有关费用, 保险公司将拒绝理赔, 由当事人自理。

5. 享受综合保险的国际学生, 门诊就医须到正规公立医院就诊。在一个保险期内, 门诊医疗费总额超过 650 元者可申请办理 650 元以上部分的门诊医疗费理赔手续, 凭病历、检查项目和用药清单以及医院发票由国际教育学院初审后寄往北京的国际学生保险承保公司办理理赔审核手续, 保险公司将按规定审核报销 650 元以上的部分门诊医疗费。镶牙、补牙、拔牙、配眼镜、分娩、人工流产、性病、矫正生理缺陷、美容、购买营养补品和其他超出公费医疗支付范围和标准的费用以及治疗来华前已患的慢性疾病的费用, 都不在保险范围内, 须由本人自理。

6. 在校学习的国际学生必须要有医疗保险。没有全额缴纳学费且无全额奖学金的学生 (含交流生和延长学习期限、同意减免学费的学生及在我校实习不满一年、按周缴纳学费的 MBBS 项目学生) 必须自行购买在华国际学生综合保险或其本国的海外医疗保险 (需要提供其本国保险公司开具的相关证明)。

声明

1. 本手册内容正式版用中文表述, 并提供相应的英文翻译, 当英文翻译与中文版内容有出入时, 以中文版为准。

2. 本手册的解释权归浙江大学国际教育学院。

3. 本手册定稿于 2018 年 8 月 31 日, 如政府部门、学校新颁布的法规与本手册有不一致之处, 以新颁布的法规为准。

ENGLISH TRANSLATION

Registration

New Student Registration

1. New students must register within the specified time at the International College, Zhejiang University, bringing with them their passports, Letter of Admission and Form JW201 or JW202. During registration, they will be asked to fill in the International Students Admission Form, take a copy of the Handbook for International Students, and submit other necessary documents for verification as required by the Letter of Admission. They need also to submit 4 passport photos (2 -inch bareheaded with a white background). Postgraduate students and high-level non-degree students pursuing studies other than Chinese language and culture must also register in the schools and colleges where their academic programs are conducted.

2. Self-funded students must produce their receipts of tuition and fee payment or bank statement showing the payment at the time of registration. They may also make the payment at the time and on the spot of registration.

3. Those who for some reason are not able to register within the specified time period must obtain prior consent from International College for later registration. Failure to register within two weeks after the specified deadline without valid reasons will be automatically regarded as giving up the admission eligibility.

4. The Letter of Admission for international students shall bear the official seal of Zhejiang University. No other documents issued by any organizations or individuals shall be deemed valid.



New Student Orientation

After registration, new students will be asked to attend an orientation organized by the International College and relevant divisions, which include the exposition of relevant Chinese laws and codes of conduct, introduction to the on-campus rules and regulations, explanation of the handbook for international students, etc. It is an event that all new comers are expected to attend on time.

Current Student Registration

Current students must register at the International College within the specified period at the beginning of each semester. They need to bring with them their student books and passports. After checking passport number, and the expiry date of residence permit, the student card will be made valid by stamping on it the registration seal. Students of Chinese Government Scholarship and Confucius Institute Scholarship must sign on the registration form for scholarship students at the beginning of each academic year. Those who are not able to register within the specified period for some reasons must request in advance for permission of later registration, or else they will be treated as truants. Failure to register within the two weeks after the specified deadline without permission will automatically lead to the cancelation of their student status; and the paid tuition will not be refunded, and visa that has been extended and residence permit will be cancelled by the Department of Entry & Exit Administration, Hangzhou Public Security Bureau.

Physical Check-up, Residence Permit & Visa

Physical Check-up

International students who will study for more than 6 months should take a physical check-up in principle at Zhejiang International Travel Healthcare Center (ZITHC); those who have taken the Physical Check-up in other places and hold a “Physical Examination Record for Foreigners” should go to ZITHC to have it verified. New students can apply for residence permits after they obtain a “Certificate of Verification of Physical Examination Record for Foreigners” issued by ZITHC. Those who are ascertained upon examination as patients of any disease due to which no entry is allowed, as specified in China’s laws, shall leave immediately for their home country.

The Address of Zhejiang International Travel Healthcare Center: No.2, Wensan Rd, Xihu District, Hangzhou. Tel: 87852407, 87852408.

Residence Permit & Visa

1. New students holding an X1 visa shall apply for a residence permit to the Department of Entry & Exit Administration, Hangzhou Public Security Bureau, within 30 days from the date of entry in China. Students with an X2 visa shall secure a visa extension 7 days prior to the expiry of the duration specified in the visa, or apply for a resident permit. Those who exceed the specified time will be punished in accordance with relevant Chinese laws for illegal residence.

2. International students who are transferring from another city in China shall go through the move-out formalities with the Department of Entry & Exit Administration of that city and then go through the move-in formalities with the Department of Entry



& Exit Administration, Hangzhou Public Security Bureau, within 10 days from their arrival at the university.

3. If any items on the residence permit change during his/her study at the university, student shall have the relevant information changed with the Department of Entry & Exit Administration of Hangzhou Public Security Bureau within 10 days after the change takes place.

4. Current students shall, within 30 days prior to the expiry of the validity period on their residence permits or visa, file applications for extension of the duration of residence or stay with the Department of Entry & Exit Administration of Hangzhou Public Security Bureau. Documents for duration extension application include the applicant's passport, residence registration certification issued by dormitory office (or issued by the local police station) and a certification issued by International College, Zhejiang University. Failure to secure the extension before the expiration will be deemed as illegal residence and thus leads to penalty in accordance with relevant Chinese laws. Students are advised to solve their visa problem during regular semester time as it is not handled during vacations. A residence permit may be extended up to one year at a time. No extension will be possible for students who are to leave the university for graduation or completion of their course of study.

5. International students may enter and exit China for multiple times as long as their Residence Permits are valid.

6. International students who have lost their passports should inform the International College and the Department of Entry & Exit Administration, Hangzhou Public Security Bureau immediately, obtain a certification for the loss, apply for a new passport to their embassy/consulate in China and a new residence permit from the Department of Entry & Exit Administration of Hangzhou Public Security Bureau. International students who have secured new passports must inform the International College to have their personal information updated.

7. Students who are to quit their ongoing studies and leave school for any reason must go to the Department of Exit-Entry Administration of Hangzhou Municipal Public Security Bureau and have their Student Residence Permits or visas changed.

8. The Address of the Department of Entry & Exit Administration, Hangzhou Municipal Public Security Bureau is No. 169, Wujiang Road, Shangcheng District,

Hangzhou, and its phone number is 87071973.

9. To apply for a residence permit, new students need to prepare the following documents and materials.

- (1) A certification issued by the International College;
- (2) Passport;
- (3) The Original third slip of Visa Application for Study in China (Form JW201 or JW202);
- (4) One duplicate copy of the Admission Notice;
- (5) One recent 2-inch photo of the applicant (front, bareheaded, with a white background);
- (6) The Certificate of Verification of Physical Examination Record for Foreigners & Overseas Chinese, which is required for students who will study for more than 6 months;
- (7) Residence registration certification issued by dormitory office (for students dwelling on campus);
- (8) Temporary residence registration certification issued by the local police station, which is required for students dwelling off campus;
- (9) A certification of completion of study, a transcript and a certificate of class attendance issued by the student's former school in China, which is required for those with residence permits issued by the city where the student's former school is located.

10. International students are responsible for all costs shall settle their residence permit, visa, etc at their own cost.

11. How to make an appointment for residence permit/visa application:

- (1) Download the 警察叔叔 APP or follow the WeChat account HZPD0571110.
- (2) Click on Appointment (出入境预约), and then choose overseas personnel. Register an account and complete the Real-name verification.
- (3) Fill in the required information and select an appointment time and location.
- (4) Receive your appointment number, with which you can apply for your residence permit/visa at the scheduled time and location.



Regulations on the Payment and Refund of Tuition and Fees for Self-funded International Students

1. Regulations on the Payment of Tuition and Fees

1.1 Self-funded International Students of Zhejiang University should pay tuition and fees in time.

1.1.1 Tuition and fees paid by international students shall be settled in RMB and, if remitted in a foreign currency, shall be settled in RMB based on the bank exchange rate on the same day.

1.2 Items of fees and time of payment: Self-funded international students shall pay their tuition, accommodation fees and other payable fees at the time of registration at the beginning of a semester or academic year, or else they will not be able to go through the registration formalities. Failure to pay tuition and other payable fees two weeks after the registration day will lead to the cancelation of student status.

1.2.1 Tuition fees of degree students shall be paid by academic year, i.e. once for the whole academic year,.

1.2.2 Tuition fees of non-degree students of Chinese language and culture are paid by semester, i.e., once for the whole semester. Non-degree students of Chinese language and culture who plan to continue studying for another semester must make an application one week before the end of the current semester and pay tuition fees for the coming semester before their residence permits or visas can be extended.

1.2.3 Those degree students who fail to finish their schooling within the specified length of programs and need to extend their length of studies must pay regular tuition fees for the extended year or semester.

1.2.4 Internship of English-instructed Clinical Medicine major amounts to 48 weeks. Fees of internship are paid according to actual internship weeks. Internship of less than a week will be counted as a week. The formula of fees is: Internship fees = (the

actual internship weeks/ 48) * tuition fees of each academic year

2 Regulations on the Refund of Tuitions and Fees

2.1 Tuitions fees paid by self-funded international students will not be refunded in principle. However, if a self-funded international student are unable to continue his/her studies for special reasons such as illness or poor financial situation of his/her family after paying tuition fees, the university will refund part of the fees. Details of refund policies are as follows:

2.1.1 Regulations on refund for non-degree students:

2.1.1.1 New non-degree students can get a refund of 50% of the tuition fees after finishing withdrawal formalities and having the residence permit cancelled within 30 days (include 30 days) from the registration day. Refund is not possible if the withdrawal exceeds 30 days from the registration day.

2.1.1.2 Current non-degree students of Chinese language and culture who plan to continue studying for another semester must make an application one week before the end of the current semester and pay tuition fees for the coming semester before their residence permits or visas can be extended. Those who decide not to continue studying in the coming semester after paying tuition fees can get a refund of 80% of the tuition fees. Those who have obtained extension of residence permits for continuing studies must have the residence permits cancelled in the Department of Entry & Exit Administration, Hangzhou Public Security Bureau before the refund of tuition fees. Students who do not ask for extending their stay for another semester will be automatically treated as those who have completed their studies.

2.1.2 Regulations on refund for degree-students

2.1.2.1 Degree students can get a refund of 50% of the first long-term semester tuition fees and all of the second long-term semester tuition fees after finishing withdrawal formalities and having the residence permit cancelled within 30 days (include 30 days) from the registration day of the first semester of the academic year. Only the second semester tuition fees are refundable if the withdrawal exceeds 30 days from the registration day of the first semester.

2.1.2.2 Degree students can get the refund of the second semester tuition fees if they finish withdrawal formalities and have the residence permit cancelled before



the registration day of the second semester. Tuition refund is not possible after the registration day.

2.2 Situations of no refund of tuition fees:

2.2.1 No tuition fees will be refunded to those who drop out for the following causes:

- a. those with actions in violation of Chinese laws or regulations, causing severe consequences;
- b. those with actions severely disrupting public order or the educational order of the university;
- c. those who are absent from class without approval for two or more consecutive weeks;
- d. those with attendance of one semester less than 70% without valid reasons ;
- e. those who fail to get registered with delay exceeding 2 weeks and without valid reasons.

2.2.2 Advance payment of tuition fees is not refundable for new admitted degree students (Undergraduates) who are unable to register and study in Zhejiang University or quit schooling after registration for personal reasons. Refund of the rest part of tuition fees is in accordance with regulation 2.1.

2.3 Self-funded students whose studies are suspended with the approval from the university will not have their tuition fees for the current semester refunded. Part of the unused tuition fees will be used when their studies are resumed.

2.4 Formalities of refund:

2.4.1 Cancellation of residence permit: Students who have obtained residence permits planning to quit schooling must have their visa or residence permits modified at the Department of Entry & Exit Administration of Hangzhou Public Security Bureau within three days after submitting their drop -out requests, and have the original documents of visa modification checked by International College, or else no tuition fees will be refunded.

2.4.2 Self-funded students are advised to keep original payment receipts properly. According to Chinese financial and accounting regulations, those who request refund must give back their original payment receipts, or else refund formalities can not be conducted.

3. Implement and explanation of these regulations

3.1 International College is responsible for the explanation and implement of these regulations.

3.2 These regulations shall go into effect on August 31st, 2018.



Regulations on Academic Studies

Zhejiang University Provisional Regulations on Status Management for Non-degree International Students of Chinese Language and Culture

I. Application, Admission and Registration

1. Foreign nationals in good health and capable of self-care can apply for studies of Chinese Language and Culture at Zhejiang University. The applicants must fill in the "Zhejiang University Application Form of Admission for International Students" truthfully, and then send it together with a copy of a valid passport and application fee to the International College of Zhejiang University, which will be responsible for verifying the applications and sending the applicant's Admission Notification and Visa Application Form for Study in China (form JW202 or JW201).

2. With the Admission Notification and the Visa Application Form for Study in China from Zhejiang University, the applicant can then apply for visa to China at a Chinese embassy or consulate of his/her home country. The admitted international students must arrive at the university for registration within the specified time frame. If a student is not able to do so within the time frame, he/she must apply in advance for later registration, with the leave of absence no longer than 2 weeks. For those who do not apply for later registration or have had their leave of absence exceeding 2 weeks but still have not arrived for registration, the university shall not retain their admission eligibility. Application for leave of absence must be verified and then granted by the International College.

3. International students who plan to study for more than one year must have physical check-ups at a hospital designated by the university within the specified time frame. Those who already have had physical check-ups prior to coming to China must have their examination certificates verified and their physical conditions rechecked after registration. Students who are found to be physically unfit for registration will have their admission eligibility cancelled.

4. Enrolled students should register at the International College within the specified time frame each semester. Registration is to be completed by students themselves and therefore they need to take with them their student cards. Tuition fees must be paid before registration, and those who are unable to arrive at the university within the specified time frame must apply for later registration and leave of absence.

II. Class Entry and Switch

5. International students shall begin their studies in class only after their registration procedures are completed.

6. New international students will be placed in classes according to their grades of the Placement Test of Chinese Language Proficiency. If a student finds after entering a class that the teaching arrangement made in accordance with the class's level of Chinese proficiency does not fit him/her, he/she may apply to the course instructors for a class switch within the first two weeks after the class begins. The switch will not take place until the application is approved by the International College and the course instructors. No application for a class switch will be accepted after the third week begins.

7. Students with experience of studying Chinese language and culture at Zhejiang University in previous semesters/years will be placed in new classes after registration according to their last semester's learning performance. Students who wish to switch to a higher-level class must apply to the International College on condition that their score for the course of Intensive Chinese Reading in the previous semester exceeds 85. The applicants then must take the placement test, and if their test score meets the specified requirement, they can switch to a higher-level class.

III. Attendance

8. International students must consult the university calendar carefully so as to arrange relaxation and recreational activities during China's public holidays and the university's summer/winter vacations.

9. International students must follow learning disciplines of the university. They are expected to attend classes on time, not be late or absent for classes, or leave when classes are still going on. When doing self studies, they must keep quiet and do not disturb other students.

10. If an international student has to be absent due to sickness or personal



reasons, he/she must apply for leave of absence:

a) For sick leave, the student must have a medical certificate from a doctor, and the course instructor must be informed promptly. If a student is absent from class because of sickness just for one day with no doctor's certificate submitted, the absence can be counted as sick leave upon the approval of the course instructors. If the absence exceeds one day, the certificate or note of sickness must be submitted to the International College on the day when the student's sickness begins or a day after; if the application for leave is approved, the absence will be counted as sick leave. Absence with failure to submit the required certificate or note on time will be regarded as absenteeism.

b) Leave for personal matters other than sickness, a written application must be submitted to the course instructor in advance. Leave of more than 3 days needs to be approved by the International College. Absence with no application for leave or with application that has not been approved will be counted as absenteeism.

11. If a student's unapproved absence for a single course amounts to one third of the total classes of the course within one semester, he/she shall not qualify to take the final exam of the course and his/her score for the course shall be recorded as Zero. If a student's attendance of one semester is less than 70% without valid reasons he/she shall be dismissed from the school.

12. Those who are absent from class without approval for two consecutive weeks will be automatically dismissed from school. Their tuition fees are not refundable, and the residence permits or extended visas will be cancelled by the Department of Exit-Entry Administration of Hangzhou Municipal Public Security Bureau.

IV. Achievement Evaluation

13. To qualify for the evaluation, a student must take all the required and optional courses.

14. The evaluation shall be in the forms of exams and performance assessments. Scores of exams will be granted by applying the 100-points system, with 60 as the passing score. Students' achievements for courses with exams shall be based mainly on their scores of the mid-term and final exams, with due reference to their regular course work. Students' achievements for courses with no exams but performance assessments shall be recorded with the application of the five-grades system or the

100-points system. The five grades are: Excellent, Good, Satisfactory, Pass and Fail. A student's absence from the exam of a course without valid reasons shall be deemed as "Absenteeism from Exam" and his/her score for the course recorded as Zero, and no makeup exams shall be organized for him/her. Except for special group programs whose agreements state clearly the requirements of taking exams ahead of schedule, the College shall not arrange exams before the specified date in principle.

15. Students must do their course assignments carefully, independently and in a timely fashion. Those who have only handed in less than two thirds of their total assignments without valid reasons will not qualify to take the exams or performance assessments of the course.

16. Students shall have their student cards with them when taking exams. During the exam, they must closely follow the exam regulations and must not cheat in any way. Those who are found to be cheating during an exam shall immediately be removed from the exam location and their score for the course shall be recorded as "Zero" with a mark of "Cheating" attached. No makeup exams shall be arranged for those students.

V. Scholarships

17. To encourage international students' hard work and excellent performance, the International College has set up the "Scholarships for Excellent International Students". The scholarships are managed by the International Student Scholarship Committee of the International College and awarded by the International College once every semester.

18. The scholarship review shall adhere to "Rules for Application and Review of Scholarships for Excellent Non-degree Students of Chinese Language and Culture" revised by the International College of Zhejiang University.

VI. Suspension, Resumption and Dismissal

19. If an international student is diagnosed with a sickness that requires a period for recuperation, he/she may apply for suspension from school. Students who have been on suspension wish to resume their studies must present a certificate of full recovery issued by a government-authorized hospital for resumption. Students who resume studies after suspension must pay tuition and fees for the additional part of their program resulting from their suspension.

20. Students in one of the following cases shall be requested to withdraw from



schooling or shall be dismissed from the university:

- a. those with actions in violation of Chinese laws or regulations, causing severe consequences;
- b. those with actions severely disrupting public order or the educational order of the university;
- c. those who are absent from class without approval for two consecutive weeks;
- d. those with attendance of one semester less than 70% without valid reasons ;
- e. those who have been injured or disabled from accident or diagnosed with illness that prevents them from continuing study;
- f. those who fail to get registered with delay exceeding 2 weeks and without valid reasons;
- g. those with other reasons that prohibit continuing study.

21. A dismissed student shall leave the university within one week after receiving the dismissal notification. No re-admission opportunities shall be given to dismissed students that fall into the above cases "a" and "b".

VII. Student ID Cards, Certificates of Enrollment, Score Reports and Post-Experience Certificate

22. After registration, international students shall be given the "Zhejiang University Student ID Card" by the International College. The card is an important identification certificate showing the status of the student of Zhejiang University. Students with experience of studying Chinese language and culture at Zhejiang University in previous semesters/years must get registered with the International College at the beginning of each semester, taking with them their Student ID Cards, which are to be validated with the Registration Seal. Students must take good care of their cards. Lending the card to others or tempering with the information on it is in violation of university regulations. If the card is lost, its owner must immediately inform the International College for its nullification and then apply for a replacement.

23. During the international student's schooling, if the need arises, he/she can apply for a Certificate of Enrollment.

24. International student's course achievements of each semester shall be uploaded to the Students' Course Achievements Management System. Students can request a transcript of the current semester from the International College after the

final exams.

Having finished his/her study plan, an international student can request a Certificate of Studies and a Score Report from the International College. No certificates will be granted to those whose absenteeism has exceeded one third of the total class hours within one semester.



China's Laws and University Disciplines

1. International students must obey Chinese laws and comply with rules and regulations of Zhejiang University; they must respect China's social morals and customs.

2. Zhejiang University respects the ethnic customs and religious beliefs of international students, but does not provide places for religious gathering. Any religious activity, such as religious meeting, preaching, etc, is strictly prohibited on the university premises. Details in this regard can be found in “Provisions on the Administration of Religious Activities of Aliens within the Territory of The People's Republic of China” and “Rules for the Implementation of the Provisions on the Administration of Religious Activities of Aliens within the Territory of The People's Republic of China” .

3. International students must obey relevant Chinese laws and regulations for activities like publishing, association, assemblies, parades, demonstrations, etc.

4. With permission from the university, international students can, within the designated locations, organize celebration activities for their nations' traditional festivals. The celebrations must not contain any verbal act against other nations, or any behavior in violation of social morals.

5. International students who drive automobiles to the university must apply for a pass from the university security office. No motorcycle is allowed within the university.

6. Unauthorized posting and spreading of propaganda and printed materials on campus is strictly prohibited.

7. Gambling, excessive drinking, physical assaulting, drug taking and trafficking, and any other behavior that disrupts the university's educational, research and life order are strictly prohibited.

8. No one is permitted to disturb the university's educational, research and life order or stop others' normal activities regulated by the university.

9. Discharging fireworks near dormitory buildings on the university premises is strictly prohibited.

10. During the school years, international students must not seek employment, do business, or engage in any other commercial activities, though they can participate in work–study programs in accordance with the university's regulations.

International students whose violation of Chinese laws constitutes a crime will be punished legally; those who break the university's rules and regulations shall face disciplinary penalties, based on the severity of the cases, in accordance with “Zhejiang University Regulations for Dealing with Student Disciplinary Offenses” and “Zhejiang University Regulations on Campus Security” .

Once a decision on the disciplinary penalty is made, the university shall notify the student concerned; in addition, a written notice shall be sent to the diplomatic or representative organization of the students'home country in China or the institution from which the student has been sent. Students whose education at the university is to be terminated must return to their home countries immediately.

Zhejiang University Regulations for Dealing with Student Disciplinary Offenses

(Revised in August 2017, Letter No.119 [2017] by Undergraduate School, ZJU)

Chapter One General Provisions

Article 1 In order to maintain good education order and an optimal living and learning environment, to create a harmonious campus, and to protect the legitimate rights of students, the regulations are formulated herein in accordance with “Regulations for University Student Management”, as well as the practicalities at Zhejiang University.

Article 2 The Regulations are applicable to both undergraduate and graduate students who are attending common higher education at Zhejiang University (hereafter



all referred to as “the students”).

Article 3 The disciplinary offenses under the Regulations refer to violations of the Constitution, laws, regulations or various management systems of Zhejiang University.

Article 4 Students who have disciplinary offense behaviors, the university should give criticism and education and, if the circumstances are serious, disciplinary action should be taken. Criticism and education includes oral criticism, written warnings and other educational methods.

Article 5 To impose disciplinary actions, the university shall be consistent in administering a combination of punishment and education, based on the nature of the student’s disciplinary behavior and the severity of the fault. To impose disciplinary actions, the university shall strictly follow legitimate procedures, collect adequate evidence, and also seek to maintain accuracy in determining the nature and seriousness of an offense and appropriateness when making decisions.

Article 6 Students have the right to make statements, offer defenses, issue appeals, etc., in response to any disciplinary action.

Chapter Two

Types of Disciplinary Actions and their Applicability

Article 7 Types of Disciplinary Actions:

1. Warning;
2. Serious Warning;
3. Demerit;
4. Probation;
5. Expulsion.

Article 8 Expulsion shall be imposed in cases that fall into any of the following categories:

1. Violations of the Constitution, opposing the Four Cardinal Principles, undermining stability and unity, and disrupting the social order.
2. Violations of the national laws and committing criminal offenses.
3. Punishment by the public security administration of a serious nature.

4. Acting as surrogate exam-taker or allowing others to sit examinations on their behalf, organizing cheating, using communication or other equipment to cheat, and selling test questions or answers to others for profit, together with other serious behaviors of cheating or disrupting examination administration.

5. Presenting dissertations and publicly published research papers containing plagiarized, falsified or forged results, and other serious academic misconduct, plus writing papers for others, and buying or selling papers.

6. Violations of the university regulations, seriously affecting the university’s education and teaching order, life order and public area management order.

7. Infringements of the legitimate rights and interests of other individuals and organizations that cause serious consequences.

8. Repeated violations of the university regulations that cause disciplinary punishment and failing to correct one’s behavior despite education.

Article 9 Disciplinary actions ranging from warnings to probation shall be imposed for cases that fall into any of the following categories, where the nature and the severity of the fault are insufficient to meet the requirements of Article 8.

1. Breaches of public security administration and being punished;
2. Violations of examination discipline or cheating in exams;
3. Instances of plagiarizing others’ academic research;
4. Violations of the university regulation that affect the university’s education and teaching order, life order and public area management order;
5. Infringements of the legitimate rights and interests of other individuals and organizations;
6. Causing damage to the reputation of the nation and/or the university;
7. Serious violations of social morality, causing negative influences;
8. Repeated violations of the university regulations and failing to correct one’s behavior despite education.

Article 10 Apart from Expulsion, the period of disciplinary action taken against the student shall be counted from the date on which the disciplinary decision is made, and the time limits are as follows:

1. Warning, six months;
2. Serious Warning, nine months;



3. Demerit, twelve months;
4. Probation, twelve months.

Students who show repentance during the period of disciplinary action and commit no further disciplinary violation may apply for rescission once the disciplinary action has expired, at which point the disciplinary action can be lifted after approval by the university. After this action is lifted, the student's obtainment of recognition rewards and other benefits will no longer be affected by the previous punishment. If the student does not apply for rescission, the disciplinary action will be automatically terminated on the day the student leaves the university and the university will not issue any additional documentation.

Students on probation will be expelled if they violate the regulations again during their probationary period.

Article 11 More severe actions shall be imposed on cases that fall into any of the following categories:

1. Deliberate hampering of the investigation or obstruction of the collection of evidence;
2. More than two disciplinary offenses have been committed by a single individual;
3. Having previous experience of receiving punitive actions imposed by the university;
4. Threatening or taking revenge on someone who gives the information about the offense or serves as a witness, investigator, etc.;
5. Playing a leading role in a group disciplinary offense;
6. Organizing group disciplinary offenses;
7. Committing offenses with extraordinarily severe consequences.

Article 12 Mild actions will be taken in the following cases:

1. Offenses that are planned but not actually committed;
2. During the investigation, the offender reveals the facts related to the offense truthfully and shows deep regret for it.

Article 13 More lenient actions shall be taken in cases that fall into any of the following categories:

1. Voluntarily informing the university department about one's offense, or



voluntarily providing facts about it that are not yet known to the university department during the investigation;

2. Voluntarily stopping misconduct or taking measures to mitigate the consequences of the offense;
3. Committing an offense as a result of others' threats or inveiglement.

Article 14 If a student with mental illness is verified by legal procedures to have committed an offense when he/she was unable to identify or control his/her own behavior, he/she will not face disciplinary action, but such students will be told to suspend or withdraw from normal studies in accordance with the relevant regulations on students' status management. If a student with mental illness has committed an offense when he/she was unable completely to identify or control his/her own behavior, he/she will receive mild or light punitive actions. If a student with intermittent mental illness has committed an offense when he/she was able to identify or control his/her own behavior, he/she will not be exempted from disciplinary action.

Article 15 During the period of disciplinary action, the following restrictions will apply:

1. Students will be unable to apply for a national student loan, as well as various student grants and gratuitous aids from Zhejiang University.
2. Students will be unable to receive a scholarship or various honorary titles, and any scholarships that have been awarded will be suspended.
3. If a student is expelled, the university will issue a certificate of study. The student shall leave the university within the set time, and his/her personal records will be returned to the student's homeplace by the university.
4. Other restrictions of student rights according to the university's regulations.

Chapter Three Details of the Disciplinary Actions

Article 16 Students who fall into any of the following categories shall face punitive actions as follows: students who have committed minor offenses and correct one's behavior after education shall be given a Demerit or be placed on Probation; students who have committed serious offenses with grave consequences or have



committed repeated offenses with no intention of changing shall be expelled from the university.

1. Violation of the Constitution; opposing the Four Cardinal Principles; participating, organizing, planning and stirring up trouble or disturbing the social order; threatening national security.

2. Organizing unlawful assemblies or demonstrations; joining illegal organizations and engaging in their illegal activities;

3. Acting as an illegal religious mission or mis-using religion to disrupt the social order, harm people's health, and/or interfere with the national education system; subverting stability and unity;

4. Inciting ethnic separatism, ethnic hatred, and ethnic discrimination; using religion to incite hatred or discrimination; or publishing ethnically discriminating and insulting content in publications and via information networks.

Article 17 Punitive Actions for students who have violated laws and therefore been prosecuted for criminal liability or those who have been punished for disturbing public security:

1. For students who have been given a Warning or those who have been told to pay a Fine by the Public Security, a "Serious Warning" or above shall be given according to the severity of the offense;

2. For students who are held in custody for violating the public security rules or those who have committed criminal offenses but have been exempted from criminal penalties, a Demerit record or above shall be filed;

3. For students sentenced by the judicial authority to restriction of freedom, detention, accessory punishment, or fixed-term imprisonment with reprieve, the punitive action of Probation or Expulsion shall be imposed; for students sentenced to fixed-term imprisonment and above, the action of Expulsion shall be imposed.

For students who have already been punished by the university prior to his/her prosecution for criminal liability or penalties for violating the public security rules for the same offense, if the punitive actions taken by the university needs to be adjusted for being obviously too lenient or severe, the original punitive actions shall be withdrawn and new ones shall be imposed according to the relevant provisions of this document.

Article 18 Students who do harm to the development of civilized campuses or disrupt the social order shall be subject to the following punitive actions based on the severity of their offenses:

1. For damaging public utilities, lawns, public sanitation or any other violations of the university regulations on the management of public locations, the punitive action to be imposed shall be a Warning or above;

2. For the unauthorized use of electricity, fire, hazardous equipment or any other behavior that is likely to threaten the public safety, the punitive action to be imposed shall be a Warning or above;

3. For causing disturbances following excessive drinking, the punitive action to be imposed shall be a Warning or above, based on the severity of the offense;

4. For making public or university emergency calls for malicious purposes, the punitive action to be imposed shall be a Warning or above;

5. For creating and spreading rumors or fabricating information, making false statements, distorting facts and the like, harming the reputation of the nation and the university, the punitive action to be imposed shall be a Warning or above;

6. For the violation of the dormitory regulations, spending the night in a dormitory of the opposite sex, letting outsiders and students of the opposite sex linger or stay in the dormitory, privately renting out or lending a bed, causing security issues due to privately lending access cards or dorm keys, the punitive action to be imposed shall be a Warning or above;

7. For other behaviors that do harm to the development of civilized campuses, the punitive action to be imposed shall be a Warning or above.

8. For deliberately hindering university staff from exercising their duties, the punitive action to be imposed shall be a Serious Warning or above;

9. For causing disturbances, throwing and smashing objects on university premises or any other actions that severely disrupt others' studies or life, the punitive action to be imposed shall be a Serious Warning or above;

10. For taking objects prohibited by China's laws into the university, illegally buying, storing or using on campus without authorization highly toxic, inflammable, explosive, corrosive, radioactive, contagious, bacteria/virus materials or any other objects prohibited by China's laws, the punitive action to be imposed shall be a Serious



warning or above.

Article 19 The following disciplinary actions will apply for organizing profit-making activities or setting up unauthorized stalls on university premises:

1. For organizing tourism business or serving as a travel agency without permission from the university, the punitive action to be imposed shall be a Warning or Serious Warning; for similar activities that have caused disturbance, the punitive actions to be imposed shall be a Demerit and, if the consequences of these activities are severe, the punitive action shall be Probation.

2. For setting up stalls or organizing profit-making activities without the university's permission, the punitive actions to be taken shall be a Warning or Serious Warning; for repeated offenses or those activities with severe consequences, the punitive action to be taken shall be a Demerit or Probation;

3. For posting or distributing commercial promotional materials without permission, and failing to stop the activities despite dissuasion from the university, the punitive action to be taken shall range from a Warning to a Demerit.

Article 20 The punitive actions to be imposed for illegally taking for possession public or personal property by any means are as follows:

1. For stealing property worth less than RMB 1500 yuan, the punitive actions to be taken shall be a Warning or Serious Warning; for stealing property worth between RMB 1500 yuan and RMB 3000 yuan, the punitive action to be taken shall be a Demerit; for such offenses involving more than RMB 3000 yuan, the action shall be Probation or above;

2. For swindling public or personal property worth less than RMB 6000 yuan, snatching public or personal property worth less than RMB 2000 yuan, and/or extorting public or personal property worth less than RMB 4000 yuan, the punitive action to be taken shall be a Warning or above;

3. For stealing official seals, confidential documents, files and the like, the punitive action to be taken shall be Probation or Expulsion, depending on the severity of the offense;

4. For illegally taking for possession rightful public or personal property by any means, the punitive action to be taken shall be a Warning or above, depending on the severity of the offense.

5. For providing information, assistance or tools for disciplinary offenses, covering up facts of the offenses, or hiding stolen goods for others, the punitive action to be taken shall be a Warning or above.

Article 21 The punitive actions to be imposed for illegally damaging public and private property by any means are as follows:

1. For unintentionally doing relatively severe damage to public or personal property, the punitive action to be taken shall be a Warning or Serious Warning, in addition to compensation for the loss;

2. For deliberately damaging public or personal property, the punitive action to be taken shall range from a Warning to a Demerit, in addition to compensation for the loss depending on the severity of the offense and the damage caused;

3. For severe offenses with grave consequences, the punitive action to be taken shall be Probation or Expulsion.

Article 22 The punitive actions to be imposed for causing disturbances, committing assaults and engaging in physical fights are as follows:

1. For provoking others through verbal insults or other methods into physical fights, the punitive action to be taken shall be a Warning;

2. For assaulting others with no or slight injuries, the punitive action to be taken shall be a Serious Warning or Demerit; for assaults causing minor injuries, the punitive action to be taken shall be Probation; for assaults causing serious injury, the punitive action to be taken shall be Expulsion;

3. For plotting or instigating physical fights with no consequences, the punitive action to be taken shall be a Serious Warning or Demerit; if these physical fights have consequences, the punitive action to be taken shall be a Demerit or Probation, depending on the severity of the offense;

4. For providing others with fighting tools, if no injury is caused, the punitive action to be taken shall be a Serious Warning or Demerit; if any injury is caused, the punitive action to be taken shall be Probation;

5. For other types of involvement in offenses related to physical fights, the punitive action to be taken shall range from a Warning to a Demerit, depending on the severity of the offenses.

Severe punitive actions shall be imposed for group physical fights.



Article 23 For gambling or disguised gambling, or providing locations, funds, or devices for gambling, the punitive action to be taken shall be a Warning or above, depending on the severity of the offenses.

Article 24 For creating, copying, selling or spreading illegal books, audiovisual products and other harmful materials, the punitive action to be taken shall be a Serious Warning or above, depending on the severity of the offense.

Article 25 For drug abuse, the punitive action to be taken shall be Probation or Expulsion, depending on the severity of the offense.

Article 26 For students who have illegitimate sex that leads to adverse consequences, the punitive action to be taken shall be a Demerit or Probation; in cases of the violations of the national population and family planning laws, regulations and policies as well as those of Zhejiang province, the punitive action to be taken shall range from Demerit to Expulsion, depending on the severity of the offense.

Article 27 The punitive actions to be imposed for violations of the university's fire control laws and regulations shall be as follows:

1. For the unauthorized use of or causing damage to firefighting equipment, the punitive action to be taken shall be a Warning or Serious Warning, in addition to compensation for the loss;
2. For the illegitimate use of electricity, fire and other dangerous cargo, and causing safety hazards, the punitive action to be taken shall be a Serious warning or a Demerit, according to the severity of the offense.
3. For violations of the relevant regulations and causing fires, the punitive action to be taken shall be a Demerit or above, in addition to compensation for the loss;
4. For intentionally damaging or tampering with the scene of a fire, the punitive action to be taken shall be a Serious Warning or a Demerit, according to the severity of the offense.

Article 28 For violating campus traffic regulations, the punitive action to be taken shall be a Warning or above, depending on the severity of the offense.

Article 29 The punitive actions to be imposed for violating or damaging others' legitimate interests and personal safety, and damaging China's national or collective interest, shall be as follows:

1. For unauthorized use of the identities of organizations or other individuals for

personal interest, the punitive action to be taken shall be a Serious Warning or above, in addition to compensation for the loss; For unauthorized use of others' identities to claim their money or property, the punitive action to be taken shall be a Demerit or above, in addition to the return of the money or property that has been claimed;

2. For forging and selling certificates, seals and supporting documents or materials, or using other illegitimate methods for one's personal interest, the punitive action to be taken shall be a Serious Warning or Demerit; for severe offenses, the punitive action to be taken shall be Probation or Expulsion;

3. For maliciously harassing, intimidating, or threatening others, the punitive action to be taken shall be a Serious Warning or above;

4. For malicious insults, calumnies, framing or false accusations aimed at damaging others' reputations, the punitive action to be taken shall be a Serious Warning or above;

5. For concealing, intercepting, destroying or opening other's letters or telegrams without authorization, the punitive action to be taken shall be a Serious Warning or above;

6. For divulging state or university secrets, the punitive action to be taken shall be a Serious Warning or above, according to the severity and consequences of the offense.

Article 30 Network Offenses:

1. For the unauthorized use of others' network account and/or passwords, the punitive action to be taken shall be a Warning or above, depending on the severity of the offenses;

2. For using the university network to seek illegal gains, the punitive action to be taken shall be a Serious Warning or a Demerit;

3. For deliberately creating and spreading computer viruses and spam emails, the punitive action to be taken shall be a Serious Warning or above;

4. For deliberately insulting or calumniating others, or releasing others' private matters over the Internet, the punitive action to be taken shall be a Serious Warning or above;

5. For instigating unlawful demonstrations or assemblies via networks and the like, the punitive action to be taken shall be a Warning or a Serious Warning; for



offenses of this nature that have severe consequences, the punitive action to be taken shall be a Demerit or above;

6. For damaging the safety system of the university network, attacking or damaging the service facilities of the public network, accessing the network system without authorization, stealing or falsifying data, or causing damage to the public information system, the punitive action to be taken shall be Probation or above.

7. For logging onto illegal websites and disseminating illegal text, audio and video materials, etc.; fabricating or disseminating false and harmful information; attacking or invading others' computers or mobile communication network systems, the punitive action to be taken shall be a Warning or above, according to the severity of the offenses and their consequences.

Article 31 For providing false or misleading testimony as a witness of an offense in order to complicate investigations, the punitive actions to be taken shall be a Warning or above; for deliberately providing false or misleading testimony as a participant in an offense, severe punitive actions shall be imposed.

Article 32 For evading the educational practice arrangement without authorization, the following rules on punitive actions will apply:

1. For the time of absence totaling 16 class hours, the punitive action to be imposed shall be a Warning;

2. For the time of absence totaling 24 class hours, the punitive action to be imposed shall be a Serious Warning;

3. For the time of absence totaling 32 class hours, the punitive action to be imposed shall be a Demerit;

4. For the time of absence totaling over 40 class hours, the punitive action to be imposed shall be Probation;

Six class hours is calculated for exam weeks and practical education, calculated by weeks. Students who are absent from activities prescribed in the educational plan for two consecutive weeks without approval shall be punished according to the relevant regulations on students' academic records.

Article 33 The punitive actions to be imposed for violations of examination regulations shall be as follows:

1. Behavior that falls into any of the following categories shall be deemed as a

violation of examination regulations, for which the punitive action to be applied shall be a Warning or a Serious Warning, depending on the severity of the violations;

1.1 Carrying into examination locations objects irrelevant to the exams without placing them in the designated places;

1.2 A failure to follow the seating arrangement when taking an exam;

1.3 Beginning the exam before the start signal or continuing it after the end signal;

1.4 Glancing to the side, whispering, signaling and gesticulating during an exam;

1.5 Making noise in the prohibited area of the examination location and disrupting the exam order;

1.6 Leaving the examination location during the exam without the supervisors' permission;

1.7 Taking exam papers, answer sheets, scrap paper, etc. out of the examination location;

1.8 Using pens or paper that are disallowed by the regulations; writing names or exam numbers in areas of the exam paper that are not allowed by the regulations, or making other message-carrying marks on the answer sheet;

1.9 Taking forbidden materials or tools into the examination location during an open-book exam.

2. Behavior that falls into any of the following categories shall be deemed as cheating, for which the punitive action of a Demerit shall be imposed:

2.1 Taking exam-related text materials or electronic devices containing exam-related information into the location of a close-book exam;

2.2 Writing any exam-related words or symbols on one's exam desk or body;

2.3 The unauthorized use of electronic or communication devices;

2.4 Copying others' paper or exam-related materials;

2.5 Deliberately allowing others to copy one's exam paper or exam-related materials;

2.6 Comparing answers with others, or exchanging notes, exam papers, answer sheets and scrap paper, without the supervisors' permission;

2.7 Snatching or stealing others' exam papers or answer sheets, or forcing others to provide convenience for copying;



2.8 Leaving the examination location temporarily with the purpose of obtaining exam answers;

2.9 Giving exactly the same answers on the answer sheet as another examinee during the same course examination in the same location.

3. Any of the following behaviors should be punished by Probation or Expulsion, depending on the severity of the offense:

3.1 Using communication equipment or other devices to send and receive exam-related data;

3.2 Taking an exam in another person's name or allowing one's own exam to be taken by someone else;

3.3 Organizing cheating;

3.4 Stealing exam papers;

3.5 Falsifying scores;

3.6 Selling exam questions or answers to others for profit;

3.7 Violating exam regulations or cheating more than twice.

3.8 Other behaviors related to serious cheating or disturbing the exam order.

Article 34 The punitive actions to be imposed for misconduct in scientific research shall be as follows: for slight violations of the research norm, the punitive action to be imposed shall be a Warning or Serious Warning; for more serious violations, the punitive action to be imposed shall be a Demerit or Probation; for very serious violations, the punitive action to be imposed shall be Expulsion.

Chapter Four

Administrative Authority for Disciplinary Actions and Relevant Procedures

Article 35 Generally, if a student commits a disciplinary offense, the school/college to which he/she is affiliated shall admonish and educate him/her, as well as propose relevant punitive actions. Such proposals involving undergraduate students shall be submitted to the Undergraduate School for verification, and those involving graduate students shall be submitted to the Graduate School for verification.

For violations of the "Law of the People's Republic of China on Public Security

Administration Punishments" or China's criminal laws, the university's Security Department shall be responsible for contacting the public security and judicial organs, assisting and cooperating with them to ascertain the facts, as well as completing the Material Transference Form and passing on the result of the investigation and procedures from the public security and judicial organs to the Undergraduate or Graduate School of the university;

Violations of education, examination and laboratory regulations involving undergraduate students shall be handled by the Undergraduate School, which will work together with the school/department to which the student is affiliated to verify the facts and then make proposals regarding disciplinary action; such violations involving graduate students shall be handled by the Graduate School, which will work together with the school/department to which the student is affiliated to verify the facts and then make proposals regarding disciplinary action;

Violations of dormitory rules shall be handled by the university's Dormitory Management Office, which shall work together with the school/department to which the student is affiliated to verify the facts and make proposals regarding disciplinary action. Such proposals shall be reviewed and approved by the Undergraduate or Graduate School;

For special cases, the Undergraduate or Graduate School shall propose disciplinary action directly.

Article 36 For disciplinary offenses that involve students from different schools/departments, the Undergraduate or Graduate School shall arrange discussions with the heads of the schools/departments concerned regarding proposals for dealing with the offenses in accordance with the regulations outlined in this document. Based on these proposals, the schools/departments shall submit suggestions regarding punitive actions following the regulated procedures.

Article 37 Once the student's disciplinary offense has been ascertained, the school/department to which the student is affiliated shall submit a proposal for punitive action to the Undergraduate or Graduate School for review within 5 working days.

Article 38 The University shall listen to the student or his/her agent's description of the facts and defense before imposing punitive actions. Students have the full right to defend themselves. For Probation and Expulsion, the university shall notify the



student concerned of his/her right to apply for a hearing before the punitive actions are imposed. Students who wish to do so, should apply to the University Hearing Committee for a hearing, which shall be organized following the regulations of "Zhejiang University Hearing System Implementation Procedures (Trial)".

Article 39 After reviewing the relevant materials, the Undergraduate or Graduate School shall draft documents regarding the disciplinary action, which are to be signed by the president of the university in charge. Decisions regarding Expulsion shall be made by the university council or a special meeting authorized by the president, and a legality review shall be conducted in advance.

Article 40 When punishing a student who violates discipline, the university shall issue a written punishment decision, which shall include the following contents:

1. Basic information about the student;
2. The facts and evidence of the disciplinary action;
3. The type, evidence and time limit of the disciplinary action;
4. The means and duration of the appeal;
5. Other necessary contents.

Article 41 After decisions regarding disciplinary actions have been made, the university shall publicize them appropriately throughout the university. The documents for imposing the actions shall be provided in triplicate: one for the student, one for the school/department to which the student is affiliated, and a third for the university's files. The student must sign the delivery notice upon receiving the document. If a student refuses to sign it, the notice shall be delivered in the way of retention and recorded on file by the person who delivers it. For students who have already left the university, these documents shall be delivered by post. If the document cannot reach the student concerned, the university shall publicize it as a substitute for delivery. The school/department to which the student is affiliated shall provide appropriate admonitory education to the student after he/she has received the document.

Article 42 Documents regarding disciplinary action shall be recorded truthfully in the University Administrative files in their entirety and are irrevocable. Upon receiving the document, if the student concerned has any objection to it, he/she can lodge an appeal to the University Student Appeals Administration Committee within 10 days. If the student cannot receive the document, this 10-day limit shall start at the

end of the document publicizing period. If a student fails to lodge an appeal within the set period, he/she shall be deemed to have relinquished his/her right to appeal, and the university shall not accept any subsequent appeal requests.

The University Student Appeals Administration Committee shall send a written reply to the student within 15 working days after receiving an appeal. The Committee shall verify the student's appeal and then decide whether or not it is acceptable. If the appeal is accepted, the Committee shall re-investigate the case and issue a response. Specific procedures for processing appeals are provided in the relevant regulations.

Article 43 Students who object to the decisions made after such re-examination can protest to the Education Department of Zhejiang province in writing within 15 days of receiving the university's re-examination decision.

Article 44 An Expulsion decision will be reported to the Education Department of Zhejiang province, for the record.

Article 45 If Students who show repentance after being punished gain the university's approval to cancel the punishment, the rescission materials shall be recorded in the university document files and personal files truly and completely.

Chapter Five Supplementary Provisions

Article 46 Other types of punishment for students who violate the rules shall be carried out in accordance with the measures mentioned above.

Article 47 For any "more than", "less than", "above", "below" and so forth in the rules, the original value is included.

Article 48 The price of the commodities related to disciplinary offenses in the Regulations shall be assessed by a specialized department.

Article 49 The disciplinary offenses listed in Clauses XVI and XVIII-XXXIV of this document refer to those that are not processed by the public security and judicial organs.

Article 50 The present regulations shall be implemented from September 1st, 2017. Both the graduate and undergraduate colleges will be responsible for explaining the regulations. Zhejiang University Regulations for Dealing with Student Disciplinary



Offenses (Zhejiang University 2009, Letter No.113) shall be repealed simultaneously. If the former relevant provisions are found to be inconsistent with those outlined in the above regulations, the measures outlined here shall prevail.

Regulations on the Dismissal of Chinese Language & Culture Program Students of International College Zhejiang University (Provisional)

In order to maintain the education order of Chinese Language & Culture Program of International College and reinforce university discipline, regulations on the dismissal of Chinese Language & Culture Program students are formulated herein by the International College of Zhejiang University as follows, in accordance with “Administrative Measures for the Enrolment and Cultivation of International Students by Schools”, “Zhejiang University Regulations for dealing with Student Disciplinary Offenses”, “Zhejiang University Provisional Regulations on Status Management for Non-degree International Students of Chinese Language and Culture” and “Hangzhou Entry & Exit Administration Department Notice on reinforcing the visa administration of International students in Hangzhou” .

I. Students in one of the following cases shall be requested to withdraw from schooling or shall be dismissed from the university:

- a. Those with actions in violation of Chinese laws or regulations, causing severe consequences;
- b. Those with actions severely disrupting public order or the educational order of the university;
- c. Those who are absent from class without approval for two consecutive weeks;
- d. Those with attendance of one semester less than 70% without valid reasons ;
- e. Those who have been injured or disabled from accident or diagnosed with illness that prevents them from continuing study;
- f. Those who fail to get registered with delay exceeding 2 weeks and without valid reasons;
- g. Those with other reasons that prohibit continuing study.

II. Implementation rules of student dismissal



1. Students in case a and b of the above article, the International College shall issue a dismissal decision document.

2. Students in case c will be deemed as withdrawing from school automatically, and the International College shall issue a dismissal decision document.

3. According to class attendance of the whole semester, students in case d can not continue their study for the next semester.

4. Students in case e should withdraw from school, and the International College shall issue a dismissal decision document Part of the tuition fees can be refunded according to college policies.

5. No tuition fees will be refunded to students dismissed in case a, b, c, d, f, and their student visas or residence permits will be canceled by the Entry & Exit Administration Department of Hangzhou.

6. The dismissal decision should be sent to and signed by the dismissed student. If the student can not be reached by phone or email or reject to sign, the decision will be posted on the official web of the International College for a period of 10 days and this shall be deemed as notifying the student himself/herself. His/her student status will be canceled on the notification day, and the student shall leave within 1 week.

7. If the dismissed student lives in university dormitory, he/she shall move out the dormitory within 1 week from the day on which the dismissal decision is made. If the student can not be reached or fail to move out within 1week, the dormitory management office will offer paid service of keeping the student's left objects for a month. If the student still does not show up, the office is authorized to dispose these objects according to relevant university regulations.

8. The International College will not issue a dismissal decision document for those who apply voluntarily for withdrawal.

III. The International College of Zhejiang University reserves the right for the final interpretation of these regulations.

IV. These regulations shall go into effect on March 1st, 2015.

Security

Security Regulations and Advices

1. Traffic safety: Comply strictly with traffic rules and regulations. No drunken biking or driving is allowed. No driving of motorcycle, fuel-powered moped and high-powered battery bike is allowed. No carrying of others while biking. No speeding.

2. Prevention from fire: In school dormitories, use of super -high power electrical appliances is strictly prohibited; no hazardous articles are to be taken into the dormitories and stored; electric wires shall not be extended and connected arbitrarily without permission; use of fuel gas is strictly prohibited. Students dwelling off campus are strongly advised to use the electricity and gas safely.

3. Protection against theft: Secure doors and windows when getting out. Properly keep credentials, money and valuables safe when shopping outside or taking a public conveyance. Do not go to an out-of-the-way place alone. No take-in of others for the night is allowed without permission.

4. Dietetic hygiene: Do not buy beverage and food from a stand that does not have a hygienic license. Have food washed clean and adequately cooked when cooking by yourself.

5. No alcoholism: Do not have excessive drinking in dormitory or go out for drinking late at night.

6. Smoking control: Smoking at public places like classroom, dining hall and elevator is strictly prohibited.

7. Prevention of infectious diseases like flu: Please go to a hospital for treatment and inform the teacher responsible for your class as soon as symptoms like cold and fever appear.

8. Protection against natural disasters: Pay attention to self protection measures and ensure personal safety in case of disastrous weather like lightning stroke and rainstorm.

9. Avoidance of fraud: Make good judgment on false information and keep



cautious about money transfer. If someone claiming himself as your teacher, classmate or friend asks you to lend money, remember to contact them themselves for verification by phone in case of being cheated.

10. Prevention of psychological diseases: Build up a mental health consciousness, enhance psychological adjustability and adaptability, and go timely to a hospital or university's psychological consultation center for help in the event of psychological perplexity.

11. Avoidance of disputes: Help make your dormitory a quiet and comfortable place. Do not speak loudly. Do not play sound equipment in high volume. Retain self-control when coming into conflict with others. Ask relevant managerial personnel to mediate and settle the dispute instead of having it your own way.

12. In case of emergency, please remain self-possessed while contacting departments of public security as well as the staff.

Responsibility Pledge for the Security of International Students

To maintain good study order at the university, protect personal security of international students and ensure they can complete their schooling smoothly, this safety reminder is hereby provided in accordance with relevant Chinese laws, codes and relevant regulations of the university. International students who violate any of the following provisions or ignore the relevant safety tips must take appropriate consequences.

1. Comply with Chinese laws, codes and the rules and regulations of the university. Respect Chinese social morality, folkways and customs.

2. Residence permit, its change, extension and other formalities must be settled timely in accordance with relevant provisions of public security sector.

3. Students shall ask for permission from the International College for residing off campus and sign a house rental contract with the owner afterwards. They shall go through registration formalities with local police station within 24 hours from move-in and register with the International College, along with a temporary residence

registration sheet issued by the police station. When residing off campus, they shall comply with relevant regulations of the administrative department of the dwelling place, cause no impact on the life of nearby residents, pay attention to traffic security, public security, fire safety and personal and property safety, and pay attention to water, electricity and gas usage safety.

4. Comply with dormitory management rules and regulations when living in dormitories on campus. Help make the dormitory a quiet and comfortable place. Do not speak loudly or play music and TV in high volume. Do not exchange/transfer rooms/beds without the consent of the dormitory management. Do not raise pets. Do not have visitors stay in the dormitories after 11:00 pm.

5. In the dormitories, use of high-power electrical appliances like electric cooker and electric heater or those that are liable to cause fire such as electric blankets is prohibited. No open-flame utensils shall be used. Storage of flammable, explosive or toxic articles and other dangerous articles is prohibited. Smoking is prohibited indoors.

6. Breakage, dismantling or refitting of equipment and lines in the dormitory building or rented house is prohibited. Take good care of fire facilities.

7. Secure doors and windows when leaving your room; do not simply give your room key to somebody else to avoid unauthorized duplication.

8. Do not go out late at night for excessive drinking or entertainment. If you do need to go out or return very late at night for something special, please tell your friends in advance and keep quiet when getting back so as not to disturb others.

9. Utilization of your dormitory or rented house for activities against laws and university regulations is strictly prohibited.

10. Properly keep your personal belongings safe. Deposit surplus cash in a bank; do not tell others about your bank account password. Do not leave your valuables carelessly at public places like classrooms and libraries.

11. Strictly comply with traffic rules and regulations. Do not ride motorcycles, fuel-powered moped and high-power battery bikes. Driving a motor vehicle without license, driving a car after drinking, driving rapidly on campus and carrying someone else while biking are all strictly prohibited.

12. Do go to a bank for currency exchange; do not exchange currency with a private store or an individual. Currency exchange with an unauthorized store is an



unlawful act.

13. To take a taxi, do choose one affiliated to an accredited taxi firm and ask for of a receipt.

14. Do not set off fireworks and firecrackers or barbecue food on campus or in a dormitory.

15. Swimming at non -accredited swimming places like river, lake and reservoir is strictly prohibited. Do not tour around a place in threatening natural conditions.

16. Gambling, excessive drinking, physical fight and other behaviors that disturb the working, education, research order of the university or the normal life of the faculty and students are strictly prohibited.

17. If the living address, contact information, etc. change, students shall update them to your office staff within 24 hours.

Regulations on Dormitory Management & Off-campus Dwelling

Regulations on Management of International Student Dormitories at Zhejiang University

The measures are hereby developed with relevant university regulations as their basis and international student management practice as important references.

Article 1 Dwelling international students must sign a dwelling contract and secure a dwelling registration card and pay accommodation deposit.

Article 2 Students must dwell in the designated dormitory buildings and rooms. No one is allowed to move into a student dormitory or change his/her dwelling room/bed without the approval of the dormitory management department. Doctoral students with scholarship and high -level non-degree students can be accommodated in single rooms. Other scholarship students will be accommodated in double rooms. If a student needs single room due to special reasons, he/she must file an application and guarantee to pay accommodation fee which is the same as self-funded students. Dormitory management office will arrange a single room if it is available and the applicant gets approval.

Article 3 In principle, student dormitory buildings do not provide additional rooms for students' dependents like spouse or children. Those who have dependents to live with them must make a prior request to International College and the dormitory management. Such dependents will not be able to move in until the approval is obtained and certain expenses paid.

Article 4 Dwelling students must pay accommodation fees, water & electricity fees, etc. in a timely fashion. If a student is behind in payment without sound reasons, does not return to school after vacation in the scheduled time, or leave school without



sound reasons, the dormitory management office has the right to cancel the student's dwelling eligibility, and force the student to move. The dormitory management office will offer paid service of keeping the student's left objects for a month. If the student still does not show up, the office is authorized to dispose these objects. If dwelling students need to leave school for some time, they should inform the service desk on every floor or the dormitory management office the duration of their leaving beforehand and make a registration. Thus, the office can turn off their electricity and water in time. Otherwise, any loss of property in the dormitory room is on their own responsibility.

Article 5 Students who are to withdraw from dormitory dwelling must go through the withdrawal formalities with the dormitory management office or the front desk on the campus within the specified time.

1. For those who pay accommodation fee by academic year, if they withdraw ahead of time for reasons like graduation, completion of a course of study, dropping out, dismissal, suspension, transfer to another school or leaving China, refund of the paid accommodation fee will be granted for the remaining months (not including the month when the request for the withdraw is submitted); for those who withdraw for other reasons, accommodation fee for half a year will be charged for dwelling time less than half an academic year, and that for one year will be charged for dwelling time more than half an academic year but less than one academic year. Temporary dwelling outside the designated dormitory buildings because of internship shall be treated the same as normal dwelling in school and therefore no withdrawal treatment will be granted.

2. For those who pay accommodation fee by day, refund shall be handled according to the accommodation agreement or check-in notes of each dormitory building.

Students who have had withdrawal formalities settled must remove all their personal articles out of their dormitory and return the room key within a period of 3 days starting from the date on which the withdrawal formalities are complete. Those who fail to move out by specified time limit without valid reasons will be deemed as stay in default and their belongs will be moved out in accordance with relevant regulations of the university. Those who have not had withdrawal formalities settled within the specified time can not continue to take the advantage of the discount price

for students or free accommodation for scholarship students, and shall pay full-price for the accommodation of the exceeding days.

Article 6 Dwelling students must cooperate with the university for matters such as remodeling or changing the use of the dormitories/rooms. They must follow the unified arrangement of the university when there is a need to re-arrange their dwelling places, otherwise students should pay full-price for the accommodation as tourists.

Article 7 Dwelling students must consciously maintain dormitory security, enhance their security and law awareness, and improve their ability of precaution, self aid and evacuating from disastrous situations.

Article 8 Those dwelling students who detect an accident, such as fire and fire alarm, shall timely take actions like giving an alarm and evacuating from the site. Those who run into a criminal or public security case or the like shall keep the scene intact, contact the security division and dormitory management immediately and provide necessary assistance.

Article 9 Dwelling students should not take in a person other than from their own dormitory for the night. Students who let others stay overnight will be regarded as violating the residence agreement. The dormitory management office has the right to cancel the student's dwelling eligibility. If they do so and the act causes any loss of private or public property in the dormitory or physical injury of other dwellers, the doers will have to bear legal and compensation liabilities.

Article 10 Dwelling students must pay attention to anti-theft security and take good care of their personal articles; they shall neither lend their dormitory keys or room cards to others nor change their door locks or fit an additional lock without permission. They must inform the dormitory management immediately if their key or room card is lost and have their door lock changed by the dormitory management, the cost will be borne by the student himself.

Article 11 Dwelling students shall consciously comply with regulations on visitor reception in dormitories and on dormitory security management, and consciously cooperate with the managerial staff in management. Visitors must register with the duty room and comply with relevant regulations on visitor reception management.

Article 12 To maintain good operational order and keep dormitory facilities and equipment running well, dormitory management personnel are to execute relevant



inspections or check-ups on regular or irregular basis.

Article 13 An infectious disease declaration system is effectuated in student dormitories. Anyone who contracts any of the infectious diseases specified in the Law of the People's Republic of China on the Prevention and Treatment of Infectious Diseases shall report on his/her own initiative to managerial personnel in his/her building. Students who find a suspectable infectious disease patient in the dormitories must contact the management timely. Infectious disease patients, pathogen carriers and suspectable infectious disease patients must follow the medical instructions and advice from the university hospital and actively cooperate for necessary medical and accommodation arrangements before they are cured or the suspicion removed.

Article 14 Dwelling students are expected to consciously protect public sanitation and help create a clean, tidy and orderly dwelling environment. They must dump indoor garbage directly into designated barrels, or take bagged garbage timely to designated garbage stack, put dangerous wastes into designated storage site. Please consciously take good care of the greens around the dormitories.

Article 15 (N/A)

Article 16 Business and other associated activities are prohibited in student dormitories. No individuals or organizations will be allowed to hold profit-oriented or fee-collecting activities such as pyramid selling in student dormitories without the approval of the dormitory management. Students who need to conduct non-business operations of publicity must hang posters or make arrangements in designated area, after obtaining the approval of the dormitory management.

Article 17 Students withdrawing from dwelling in their dormitories must do so in compliance with relevant disciplines and regulations. When moving out, they must take good care of the dormitory property and facilities, cooperate with personnel in checking the facilities and equipment, and make all deferred payments before leaving.

Article 18 Students must make proper use of water/electricity facilities, doors, windows, furniture, fixed telephone and a variety of other facilities and equipment in their dormitory building and dwelling rooms.

Article 19 Furniture used by an individual in the dwelling room must be properly kept by the user. Shared furniture must be taken good care of jointly by those who share it. Without the consent of the management, no furniture equipped in the

rooms by the university should be lent to others, and no self-provided furniture or furniture from other places moved in and used in a student dormitory. And without the management's consent, no furniture, facilities or equipment in the dormitories can be dismantled, displaced, or discarded

Article 20 The dormitory management on each campus is entrusted by the university with the task of sorting, counting, checking and repairing dormitory facilities and equipment at irregular intervals. Students who find any facility or equipment damaged or lost must contact the dormitory duty room for repair or replacement. Full compensation shall be made for any facility or equipment damage, and the responsible persons must bear the cost for repair or replacement.

Article 21 Students must pay attention to the safe use of electricity. No extending wire without permission. Electrical appliances equipped in dormitories are not to be repaired or dismantled without permission; damage of facilities or equipment caused by improper use will be borne by the user. Students must purchase and use certified electrical products made by accredited manufacturers. Dormitory management personnel are entitled to stop electricity consuming activities in violation of regulations.

Article 22 (N/A)

Article 23 A dwelling student who is to install and use an electrical appliance with rated power over 200 watts in the dormitory must make an application to and be approved by the dormitory management office. The applicant should sign a pledge for safe electric consumption.

Article 24 For installation of a high-power electrical appliance, the applicant must, along with the high-power electrical appliance installation permission from the dormitory management, have the installation professional to install it in the designated place. In case of a failure arising when the appliance is in operation, the user must contact the manufacturer or a professional for repair and mustn't dismantle it at will.

Article 25 Students should follow the layout specifications of their dwelling rooms, to decorate their dwelling rooms in a healthy and elegant style.

Article 26 Dwelling students shall comply with university disciplines, regulations, etc. Violators will be treated in accordance with relevant articles.

Article 27 In the event that a discipline violation takes place in a dormitory



building, those who are involved will be subject to relevant disciplinary sanction in accordance with “Zhejiang University Regulations for Dealing with Student Disciplinary Offenses” and, in serious cases, their related economic and legal responsibilities will be imposed.

Article 28 Relevant division of the university shall be entitled to stop any of the following acts found in the dormitories and give a public reprimand or disciplinary sanction, depending on the seriousness of the case, or even investigate and affix legal responsibilities.

1. Acts that affect public order:

- (1) Refusing to cooperate with the university in sanitary, disciplinary and safety inspections;
- (2) Dumping garbage at random inside and outside buildings; carelessly splashing contaminated water or pouring water into a garbage bin;
- (3) Scrawling over walls and corridors or carelessly posting and circulating various posters, fly sheets and the like;
- (4) Furnishing a dwelling room without permission or driving iron nails or other hard stuff into wall surface;
- (5) Displacing or dismantling furniture, facilities or equipment without permission;
- (6) Installing a high-power electrical appliance without permission;
- (7) (N/A)
- (8) Raising a pet;
- (9) Dumping leftovers into sewage and causing jam;
- (10) Causing serious waste of public water/electricity consumption;
- (11) Illicit and criminal activities like excessive drinking, gambling, whoring, drug abuse and drug trafficking;
- (12) Other acts that disturb public order.

2. Acts that affect security

- (1) Duplicating the room key or changing the door lock without permission or lending the room key or room card to others without permission;
- (2) Exchanging dwelling rooms and beds with others, occupying other bed, or lending or relending the bed to others without permission;

- (3) Violating entrance guard management regulations;
- (4) Using various high-power electric appliances like electric cooker, electric pot and electric radiator or flammable articles like electric blanket;
- (5) Cooking or barbecuing food in room;
- (6) Use of bedside lamps and rechargeable emergency lights;
- (7) Extending wire, internet wire or telephone wire without permission or adjusting the water/electricity meter without permission;
- (8) Piling up bikes or discarding sundries and the like in the hallway, corridor, fire passage, dwelling room or balcony;
- (9) No throwing cigarette ends.
- (10) Dangerous behaviors like climbing the door/window, attic or railing;
- (11) Storing flammable/explosible articles;
- (12) Other behaviors that affect public security.

3. Behavior that disturb others' study or rest

- (1) Speaking loudly or playing chess or ball games; doing other forms of sports during self-study or sleeping time;
- (2) Failure to control the sound volume of electronic audio or video devices; talking, laughing, singing and frolicking loudly late at night with no attention to others' study and rest.

4. Violation of relevant provisions of the Dwelling Agreement for Students at Zhejiang University

5. Other behaviors in violation of the dormitory dwelling rules of the university

Article 29 The dormitory management reserves the right to cancel the dwelling eligibility of those students who violate the provisions of the dormitory dwelling rules or fail to abide by the dwelling contract.

Article 30 Students will be asked to dwell in different dormitory buildings on different campuses according to the unified arrangement of the university. Relevant management regulations (or advices) are developed for each dormitory building; students must also comply with them.

Article 31 Interpretation of this document shall be the responsibility of International College and the dormitory management.



Regulations on Management of Off-campus Dwelling for International Students

I. International students are expected to dwell in a dormitory of the university in normal cases. Those who do need to dwell off campus must apply first to the International College and go through relevant off-campus dwelling formalities in accordance with the regulations of the entry & exit administration of the public security bureau.

II. The following preparations need to be made in advance for the approval of off-campus dwelling:

1. International students who lease a private living place shall ask the owner to produce a Public Security License and enter into a lease contract with the owner.

2. International students who dwell in a guest house, hotel or leased apartment shall provide a relevant certificate specifying the dwelling period from the property branch.

3. For international students who lodge at their kinfolk's or friend's places:

(1) Relevant information about their kinfolk or friend must be provided, including his/her name, address, relationship with the student and valid credentials.

(2) The kinfolk or friend must sign a written letter of guarantee with the student and agree:

- a) to have the student dwell at his/her place;
- b) to willingly bear relevant legal liabilities.

III. Procedures of off-campus dwelling registration:

1. The students must, first of all, submit a Application Form for Off-campus Dwelling of International Students at Zhejiang University to relevant office of International College and provide relevant documents, such as lease contract, for verification. They must not start dwelling off campus before obtaining the consent from the International College.

2. Within 24 hours after move-in, they must go to the local police station in the dwelling area for a residence registration, taking with them their own passports.

3. They must also go to International College to have their contact information,

such as domicile telephone or cell phone number recorded, taking with the slip given by the police station when they do registration.

4. International students who change their off-campus dwelling places must go through the aforesaid procedures once again within 24 hours.

IV. When unable to come to the campus for teaching activities due to illness or private business during off-campus dwelling, international students must go through the ask-for-absence formalities in accordance with the relevant student status management regulations.

V. When dwelling off campus, international students must pay attention to personal and property security; they must not use rule-breaking electric appliances or drive a motorcycle in violation of regulations. When running into suspectable persons or in case of emergency, they must contact immediately relevant security personnel or police.

VI. When dwelling off campus, international students must strictly comply with Chinese laws and regulations and must not engage in activities endangering national security of China or in violation of Chinese laws and relevant public security regulations.

VII. International College will work with public security sectors at irregular intervals in security visits to international students' off-campus dwelling places. International students must cooperate and provide assistance in those visits.

VIII. International students who come into an emergent situation when dwelling off campus must contact the public security sector and relevant staffs of International College immediately and provide possible cooperation in investigation and efforts for solution.

The Application Form for Off-campus Dwelling can be downloaded at <http://iczu.zju.edu.cn>, the website of International College.



Leaving the University

1. International students who need to leave the university due to suspension, dismissal or completion of studies must obtain a Deregistration Procedure Form from the International College, settle all payments, and return books and other university-owned articles or equipment. On-campus dwelling students must return dormitory room keys or cards before leaving.

2. Students who have obtained approval for suspension, graduated or completed their studies must move out of the school within two weeks.

3. International students who have withdrawn or are dismissed or expelled from schooling must leave school within one week after the notification of withdrawal, dismissal or expulsion is received.

4. Students who are to quit their ongoing studies and leave school for any reason must go to the Department of Exit-Entry Administration of Hangzhou Municipal Public Security Bureau and have their Student Residence Permits or visas changed.

5. Students who are supposed to leave school but still linger at the university shall be responsible for anything that happens to them. Zhejiang University will notify the Department of Exit-Entry Administration to cancel their student status and eligibility for stay in China.

Annual Review of Scholarship

Implementation Rules of Zhejiang University on Annual Review of Chinese Government Scholarship for International Students

I. The implementation procedures of the annual review of Chinese Government Scholarships are formulated by Zhejiang University in accordance with the Annual Review Regulations on International Student Scholarships issued by China Scholarship Council.

II. The purpose of annual review is to standardize the management of the Chinese Government Scholarships for International Students, to maximize the stimulating effects of the scholarships, to encourage hard work and good performance of international students and to foster international talents both in character and learning.

III. The objects of the annual review are student beneficiaries of the full or partial scholarships of the Chinese Government (Hereby referred to as "scholarship students", which include undergraduates, master's degree candidates, PhD candidates, and non-degree students for further studies at general and advanced levels).

1. Scholarship students who are to study for more than one year at the university are subject to scholarship review once every year.

2. Scholarship students who are about to complete their current studies but wish to do further studies with the support of the scholarships must participate in the annual review of the year in which their current studies are completed.

3. Scholarship students who have resumed their studies with the approval from the university after a suspension due to illness shall participate in the assessment, with their overall performance before the suspension and after the resumption being assessed. The time of their suspension will not be included in the confirmed time frame of their studies.

IV. Contents of the Annual Review:

1. Course achievements: grades of the first semester of an academic year; general



performance of the second semester (scores or grades of mid-term exams or quizzes).

2. Attitude: observation of rules on class attendance, diligence in studies, fair grades and comments from course instructors or supervisors.

3. Behavior: Obedience to China's laws, observation of university rules and regulations, respect for teachers and staff members, participation in university activities, care of university property, etc.

4. Awards and penalties received during the university schooling.

V. Procedures of Annual Review

1. Time: April 10th to May 10th each year.

2. The International College shall be in charge of explaining and issuing the Annual Review Form to the government scholarship students.

3. Students who apply for the scholarship of the subsequent academic year must fill in the first page of the form, and then submit it to the International College.

4. The annual review of scholarship for students of Chinese language and culture shall be based on the students' transcripts, course instructors' comments, and other aspects of their overall performance specified above under "Contents of the Annual Assessment".

5. The annual review of scholarship students doing advanced studies in various colleges (departments) shall be based on the transcripts issued by their colleges (departments) together with their teachers' comments and other aspects of their overall performance specified above under "Contents of the Annual Review".

The review results shall be signed by the college (department) chairman and then be submitted to the International College.

6. The annual review of scholarship students of degree programs offered by various colleges (departments) shall be based on the transcripts issued by their colleges (departments) together with their teachers' comments and other aspects of their overall performance specified above under "Contents of the Annual Assessment". The review results shall be signed by the college (department) chairman and then be submitted to the International College.

7. The annual review of government scholarship students who are in the phase of writing the degree thesis shall be based on the comments on the students' overall performance during the semester provided by the students' supervisors. The

supervisors' comments are to be signed by the college (department) chairman and then be submitted to the International College.

8. The International College shall fill in the second page of the review form by integrating the comments of the students' colleges (departments) and supervisors (teachers) in accordance with the requirements of the Ministry of Education. The review forms shall be officially sealed and signed by the head of the International College and then be submitted to China Scholarships Council before May 31 each year.

9. China Scholarships Council shall notify Zhejiang University of the review results before June 30 each year, and the university will then notify the students concerned. If necessary, the embassies of the students' home countries in China or the institutions from which the students have been sent will be notified.

VI. The results of the Annual Review will be either "Pass" or "Fail". Those with the "Fail" results shall have their eligibility for the scholarships terminated at the beginning of the following academic year. The duration for scholarship termination is one academic year.

Students with their scholarships terminated can submit written applications to the University for Continuing Studies at the university. If their applications are approved, they can do so by paying full or reduced tuition fees.

Students who have their scholarships terminated but have been permitted to continue their studies at Zhejiang University can apply for restoring their eligibility for the scholarship after the termination period is over. The applicants must submit to the university written applications, which are to be approved through the verification process in accordance with relevant regulations. Upon the university's approval, the applications shall then be submitted to China Scholarships Council for authorization.

Students who have withdrawn from Zhejiang University after having their scholarships terminated are not eligible to restore their scholarships.

VII. In principle, students who fall into any of the following categories shall not pass the Annual Review.

1. Undergraduate students who fail in two or three main courses in one semester even after makeup exams.

2. Master's degree candidates who fail in two degree courses, or fail in one degree



course in a single semester even after a makeup exam.

3. PhD candidates who fail in one degree course.

4. Any graduate student that is deemed as unsuitable for further studies or shows obvious lack of research ability during dissertation writing.

5. Students who violate examination regulations.

6. Students who have received one "demerit" or above or two "Written Warnings" as disciplinary actions from the university due to various offences.

7. Students who can not continue study due to physical or mental diseases.

8. Students who are to be dismissed due to various offences.

Students who do not participate in the Annual Assessment without valid reasons shall have their eligibility for the scholarships canceled.

Insurance and Medical Treatment

1. The university has hospitals on all campuses. International students can be treated at those hospitals for minor health problems.

2. If necessary, international students can seek treatment from off-campus hospitals. Provincial or municipal public hospitals in Hangzhou are recommended. Students should show their passport while in hospital.

3. For medical emergency, please call Emergency Center Number: 120.

4. Comprehensive Insurance for International Students

(1) Students on a full scholarship and self-funded students who have paid tuition fees in full (with their time of studies exceeding 6 months) are entitled for the Comprehensive Insurance for International Students, which includes insurances for medical treatments of accidental injuries, outpatient, hospitalization, accidental disability and death. Only public hospitals on the mainland of the People's Republic of China are applicable for this insurance. Students can refer to the introduction of this insurance on the international student insurance website (www.lxbx.net) for details. Students are advised to promptly contact the teacher in charge at the International College for insurance claims if hospitalization is needed for them due to accidents or sickness.

(2) The expenses for hospitalization shall be paid by the student during the treatment and the following materials are needed to apply for insurance claims:

◇ Discharge Summary

◇ Hospital Certificates of Diagnosis

◇ Receipts of hospitalization expenses

◇ Lists of Total Hospitalization Expenses

◇ Clinical History and Receipts of payment (if there are clinic services pre or post hospitalization)

◇ Photocopy of Passport (data and photo page)

(3) Students hospitalized in one of the following hospitals may have a third party

payment of the expenses, provided they have contacted the teacher in charge prior to hospitalization.

- ◇ The First Affiliated Hospital of College of Medicine, Zhejiang University.
- ◇ The Second Affiliated Hospital of College of Medicine, Zhejiang University.
- ◇ Sir Run Run Shaw Hospital affiliated to the School of Medicine, Zhejiang

University

- ◇ Hangzhou People's Hospital No.1
- ◇ Zhejiang Provincial People's Hospital
- ◇ Zhejiang Provincial TCM Hospital
- ◇ Hangzhou Emergency Medical Center

(4) Medical expenses incurred as a result of students' criminal or disciplinary offences such as physical fights and assaults shall be covered by the offenders themselves.

5. Students benefiting from free medical services are requested to seek medical treatment at regular public hospitals. If outpatient medical expenses are more than RMB 650 in an insurance term, the insured can apply for part of the reimbursement. And they need to submit the medical record, list of physical checkups and medicines and the invoices from the hospital to the International College for verification and then these documents will be sent to the insurance company at Beijing for insurance claims. The insurance company will evaluate and pay part of the outpatient expenses beyond the starting-line RMB650 according to the policy. Expenses for dental prosthetics, dental filling, tooth extraction, glasses, childbirth, abortion, STD, physiological defect correction, cosmetology, nourishment and any other fees outside the coverage of the free medical service, as well as the expenses for treating chronic disease contracted prior to the students' arrival in China shall be covered by students themselves.

6. International students studying in China must have medical insurance. Students who have not paid the tuition fees in full and have no full scholarship (including exchange students, the students who have their study duration extended and tuition fees exempted and the MBBS program students taking internship for a period less than one year and paying tuition by weekly basis) must purchase the comprehensive insurance for international students or the abroad medical insurance from their home country at their own expense (Relevant insurance certificates from the

insurance company of their home country are required to be presented).

Declaration

1. The official version of this handbook is in Chinese, with English translation provided for convenience. In case of any discrepancy between the English translation and the original Chinese text, the Chinese text shall prevail.

2. Zhejiang University International College reserves the right for the final interpretation of this handbook.

3. This handbook was finalized on August 31, 2018, If the new laws and regulations promulgated by government departments or the university after this date are inconsistent with those in this handbook, the new ones shall prevail.